



AGENDA

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

1. **Call Meeting to Order**

Roll Call

Pledge of Allegiance

2. **Approval of Agenda**

3. **Approval of Minutes**

Regular Meeting of February 24, 2025

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

Report on "State of the City" by City Manager Susan Arntz.

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

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

6. **Consent Calendar**

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

A. Motion approving allocations for 2025 Special Event Support Grants and Community Grants.

B. Motion approving application for Consumption and Display (Bottleclub) Permit for Mankato Lodge #12 A.F. & A.M., 309 South 2nd Street, Mankato.

- C. Motion approving a new off-sale 3.2 Percent Malt Liquor License to LV Petroleum, LLC, DBA TA Express at 3010 Adams Street, Suite 2, Mankato.
- D. Motion approving Change Order No. 1 to the 2024 Tree Trimming and Removal Contract.
- E. Motion to adjust transit fares, add processing fees, and adjust transfer tickets for transit services.
- F. Resolution adopting negotiated changes to the 2025-2026 LELS (Sergeants) Labor Agreement.
- G. Resolution approving acquisition of certain property owned by the Housing and Redevelopment Authority of Mankato.
- H. Resolution approving a Conditional Use Permit to allow for a restaurant in the CBD-F, Central Business District Fringe, zoning district. The subject property is located at 634 South Front Street; by request of Bennett Coughlan.
- I. Resolution approving a Certificate of Design Compliance for an approximately 750 square-foot addition to an existing building located in the Highway Gateway Overlay District. The subject property is located at 1521 Tullamore Street; by request of Brunton Architects.
- J. Resolution approving a Conditional Use Permit to allow the addition of a new drive-thru/pick-up window at an existing restaurant operation. The subject property is located at 551 Belle Avenue; by request of Papa John's.
- K. Resolution approving renewal of the Mankato Confined Space Consortium contracts for 2025.
- L. Resolution authorizing application to the Minnesota Pollution Control Agency (MPCA) for PFAS Source Identification and Reduction Grant Program for funding assistance for 2025 PFAS testing.
- M. Resolution authorizing a MnDOT Grant Agreement to replace Unit #81 Airport Service/Plow Truck.
- N. Resolution authorizing requests for proposals for Transit Automated Passenger Counter.
- O. Resolution authorizing the City Manager to apply for the Minnesota Department of Health for Lead Service Line Inventory Technical Assistance.

- P. Resolution authorizing the City Manager in enter into a Joint Powers Agreement with the Minnesota Department of Administration and Blue Earth County for the design of the Bassett Drive extension.

7. **Public Hearings**

- A. Improvement hearing on Capital Improvement Project 11114: Germania Park Phase 5.

8. **City Manager's Report**

- A. Resolution approving the Riverfront Drive Lighting and Streetscape Project (City Project # 11140).

9. **Reports of City Council Members**

10. **Miscellaneous Business**

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

Work Session, April 7, 2025, 6 p.m., Minnesota River Room

Regular Council Meeting, April 14, 2025, 6 p.m., Mankato Room (with EDA to follow if needed)

11. **Adjournment**



MINUTES

Mankato City Council
Regular Meeting
February 24, 2025 - 6 p.m.
IGC - Mankato Room

1. Call Meeting to Order

Roll Call

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

Staff Present: City Manager Susan Arntz, Community Development Director Mark Konz, Interim Public Works Director Karl Keel, Associate Director of Housing and Economic Development Nancy Bokelmann, and City Clerk Renae Kopischke.

Pledge of Allegiance

2. Approval of Agenda

Ms. Hatanpa 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 February 10, 2025 as written. The motion carried unanimously.

4. Public Open Forum (15 Minutes)

June Reichert, 405 North 5th Street, mentioned a proposition that was brought to the Council regarding the use of AI, and expressed concerns about the privacy and discrimination of AI use and police integrity that comes with it; touched on the potential of people being wrongly charged and how it could erode the integrity of the police as well as trust; and mentioned the use of AI and how the human aspect is lost and urged the Council to reconsider the use of AI.

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.

Mr. Laven pulled item 5.C. Ms. Hatanpa moved and Ms. Melby-Kelley seconded a motion to approve the Consent Calendar as amended. With all members voting in favor, the motion carried.

- 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. Mr. Laven supported the referral to the planning commission and requested that staff work closely with the applicant in regard to the traffic flow. Mr. Konz noted that they are looking at possibilities for housing and commented on transit options.

Mr. Laven moved and Mr. Mettler seconded a motion referring a request for Land Use Plan amendment to the Planning Commission per Section 9.02 of the Mankato City Charter. The motion carried unanimously.

- 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. Mr. Konz reported that a request was submitted by Habib Sadaka 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. He noted that 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. He mentioned that the applicant's original request included a three-story mixed-use building, and a variance for the setback was previously approved by the Council and lapsed when the project was not completed. He added that the request reflects modifications from the previously approved design in June 2023, including a reduction from three stories to two stories (for office space, eliminating the previously approved residential use) and the removal of the Broad Street parking area, which eliminates the need for one of the prior variances. He touched on the exterior materials and the lighting as well as landscaping and screening.

Mr. Konz stated that the variance request seeks a reduction in the building setback along Madison Avenue to 0.92 feet and commented that previous approvals for similar setbacks were granted in 2008 and 2023 but have since lapsed. He indicated that the variance consideration involves three key factors: reasonableness, uniqueness, and essential character. He summarized that reasonableness is demonstrated by alignment with past variances and the property's intended use, uniqueness arises from the narrow lot dimensions and sloped topography, and 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.

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

Ms. Hatanpa moved and Mr. Laven seconded a motion to approve the 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 (830 North Broad Street etc.). The motion carried unanimously.

- B. Mr. Keel stated that this is a improvement hearing on Capital Improvement Project 11125; 2025 Petitioned Alley Improvements; and 11131; 2025 Resurfacing, Miscellaneous Sidewalks and Alley Improvements. He indicated that on January 28, 2025, staff sent letters to 91 properties abutting the projects notifying the residents of the February 12, 2025, informational meeting where staff presented the proposed plans, estimated costs, and proposed assessments for the projects. He mentioned that eight residents attended the meeting with one person objecting to the project. He provided an overview of the projects and funding sources.

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

Mr. Dieken moved and Mr. Mettler seconded a motion to approve the Resolutions receiving a feasibility report, ordering improvements, preparation of plans, specifications, and ordering advertisement for bids and declaring cost be assessed and ordering preparation of proposed assessment on Improvement Project 11125, 2025 Alley Improvements (with petition); and the Resolutions receiving a feasibility report, ordering improvements, preparation of plans, specifications, and ordering advertisement for bids and declaring cost be assessed and ordering preparation of proposed assessment on Improvement Project 11131, 2025 Resurfacing, Miscellaneous Sidewalks and Alley Improvements.
The motion carried unanimously.

- C. Ms. Bokelmann stated that 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. She noted that the EDA approved the application for the Section 18 disposition of 49 scattered site units on December 11, 2023, and the application 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. She anticipated that the conversion will be completed in March 2025, and noted that the 130 units will be seeking disposition approval later this year.

Ms. Bokelmann explained that in conducting the title work for the public housing properties, it was identified that the properties are still deeded by the Housing and Redevelopment Authority of Mankato. She indicated that 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.

Ms. Boklemann indicated that to complete the disposition of the public housing program and convey the properties to the City, there is a need to temporarily re-establish the 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.

Ms. Bokelmann concluded that 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.

Ms. Hatanpa moved and Ms. Melby-Kelley seconded a motion to approve the Resolution declaring the need to re-establish the Housing and Redevelopment Authority in Mankato, Minnesota. The motion carried unanimously.

7. City Manager's Report

- A. Mr. Keel reported on the improvement hearing on Capital Improvement Project 11120; Woodshire Drive. He stated that on December 9, 2024, staff sent letters to 21 properties abutting this project notifying the residents of the December 18, 2024, information meeting where staff presented the proposed plan, estimated costs, and proposed assessments for this project. He noted that ten residents attended the meeting.

Mr. Keel indicated that 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, and no other property owners spoke at the public hearing. He commented that following testimony from the TVC, the Council continued the hearing to February 10, 2025. He explained that on February 10, 2025, the Council heard additional testimony from the TVC and closed the public hearing; however, since the item required a super-majority vote to proceed and insufficient members were present, no action was taken by the Council and staff were directed to bring the item back for consideration at a future meeting.

Mr. Keel stated that as part of the next steps, staff will be working with an appraiser on the Special Benefit Analysis, and the report will be presented at the special assessment hearing. He touched on the minor modifications that were made to the documents previously shared with the Council that included an 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; and the updated memo clarifying that the most recent Pavement Condition Index for Woodshire Drive adjacent to TVC is 27 which was collected in 2023.

Mr. Keel summarized the resultant costs and funding sources for the project.

Ms. Hatanpa asked about the condition of the roadway and sidewalk along the hill.

Mr. Keel noted that the improvements were needed based on the condition of the roadway.

Mr. Dieken expressed concerns about the width of the roadway as far as plowing and parking. He referred to St. Paul's roadways and indicated that he was not supportive of a narrowed street.

Discussion on roadway widths, parking, and traffic in the area.

Mr. McLaughlin moved and Mr. Mettler seconded a motion to approve the Resolutions receiving the feasibility report, ordering improvements, preparation of plans, specifications and ordering advertisement for bid, and declaring cost to be assessed, and ordering preparation of proposed assessment and set date of assessment hearing on Capital Improvement Project 11120; Woodshire Drive . The motion carried six to one, as Mr. Dieken voted against.

8. **Reports of City Council Members**

None.

9. **Miscellaneous Business**

Ms. Arntz recommended that the Council Work Session on March 3 and July 7 be canceled. Mr. Laven moved and Ms. Hatanpa seconded the motion to cancel the Work Sessions scheduled for March 3 and July 7. The motion carried unanimously.

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

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

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**

There being no further business before the Council, Ms. Hatanpa moved and Ms. Melby-Kelley seconded a motion to adjourn. With all members voting in favor, the meeting adjourned at 6:48 p.m.

Minutes Approved.

Mayor Massad

ATTEST:

Renae Kopischke
City Clerk



AGENDA RECOMMENDATION

City Council Regular Meeting

6. A.

Meeting Date: 03/10/2025

Agenda Item:

Motion approving allocations for 2025 Special Event Support Grants and Community Grants.

Recommendation/Action(s):

Motion approving 2025 allocations.

Summary:

The **Special Event Support Grant** was established to assist community not-for-profit organizations initiate and develop events with the intent of providing funding that will help create strong, healthy events, and help with the maintenance of traditional events. For 2025, three grant applications were submitted and reviewed by a grant panel consisting of Council and staff representatives. The grant panel recommended a funding level of \$6,000 (budgeted \$7,500). Attached is a matrix of the requests.

The **Community Grant Program** is an open process of soliciting grant requests from individuals and nonprofit organizations on a community level. Grant requests are annually submitted within the following categories: Community Performing Arts & Music, Community Beautification & Public Art, and Community Social Services. For 2025, the requests totaled \$41,406. Applications were reviewed by a grant panel consisting of Council and staff representatives. The grant panel recommends a funding level of \$16,500 (budgeted at \$15,000, plus \$1,500 left from Special Event Support Grants). Attached is a matrix of the requests.

Attachments

2025 Special Event Support Grant Matrix

2025 Community Grant Matrix

2025 Special Event Support Grants

Special Event Support Grant Requests			
Organization and/or Requestor	Amount Requested	Recommend Funding	Event description (as submitted by applicant)
Twin Rivers Council for the Arts (GSR Fine Arts Festival)	\$2,000	\$2,000	Grant funding will be used to pay a stage manager/sound engineer that will recruit musicians, create the show schedule, communicate with musicians and coordinate their activity and the performances during the show. Additionally, they set up and run the sound equipment, prepare the stage and sell artists CD's. The stage and musicians are a centerpiece of GSR; the role this grant would support is critical to its success. GSR brings a unique juried art experience to the Mankato area. All sales go directly to the artists. Two-day event that is free and open to the public.
Old Town Day of the Dead	\$2,000	\$2,000	The event brings thousands of people to the Mankato area from other towns, many staying in hotels, shopping in stores, eating in restaurants, etc. In addition, and most importantly this event both celebrates and educates people on the cultural tradition of Day of the Dead, while offering a safe place for people of all cultures.
Mahkato Okawitaya (December 26 Ride and Reconciliation ceremony)	\$2,000	\$2,000	Grant funding requested to assist with costs for street closure including public works and public safety fees as well as use of the Floyd Roberts Pavilion. This grant will continue to build the spirit and experience of reconciliation. Note, fiscal sponsor is listed as the organization is in process of becoming a more formal/legal organization. It is recommended that funding be provided once this is secured.

	Requested	Recommended*
Total: Budgeted Amt. = \$7,500	\$6,000	\$6,000

*Excess funding becomes available for Community Grant Program (performing arts, neighborhood beautification, social services)

2025 Community Grant Applicants

Community Performing Arts and Music			
Organization and/or Requestor	Amount Requested	Recommended Funding	Summary of project profile (as submitted by applicant)
Mankato Area Community Band	\$2,400	\$2,400	Mankato Area Community Band will perform 5 free concerts of concert band in Sibley Park at the Leas Schwickert Pavilion and 1 free patriotic concert at Lincoln Park on the Tues. before July 4th.
Mankato Symphony Orchestra	\$3,000	\$0	The MSO requests support for its Music on the Hill Chamber Music Series, which offers 4 concerts at Trinity Chapel, on the campus of Bethany Lutheran College in Mankato.
Mankato Area Arts Council	\$5,000	\$3,000	The Carnegie Art Center will present monthly listening experiences, free of charge, to the Greater Mankato Community. These performances, highlighting diverse Minnesota musicians and styles, will provide experiences not otherwise programmed or readily accessible in Mankato.
Mankato Eagles Aerie 269	\$5,000	\$0	Christmas concert featuring Anthony Shore and his All-Star Band. As part of our ongoing mission to give back to the Mankato community, we aim to offer a high-quality musical performing arts event to the community while furthering our charitable efforts. Anthony Shore, an award-winning performer with an extensive international career, will headline this concert planned for December 2025. This event will bring the magic of Elvis Presley's music to the community, offering a one-of-a-kind experience that will enrich the cultural fabric of Mankato. The Fraternal Order of Eagles Aerie 269 is uniquely positioned to host this concert in our large Ballroom and Event space, ensuring accessibility for all member of the community.
Minnesota Valley Chorale	\$2,500	\$0	Minnesota Valley Chorale is a community choir based in Mankato, MN. Funds from this grant would be used to rent rehearsal and performance spaces, purchase music, and compensate guest musicians.
Total:	\$17,900	\$5,400	

Community Beautification and Public Art			
Organization and/or Requestor	Amount Requested	Recommended Funding	Summary of project profile (as submitted by applicant)
Theresa (Terri) Michels	\$2,500	\$2,500	My proposal for the 2025 Community Grant project is to cover two utility boxes, further enhancing the beauty of Old Town.
Twin Rivers Council for the Arts	\$3,625	\$0	"Lean Back" a community funded public art piece located at the Vetter Stone Amphitheater is in need of repair and refurbishing. Twin Rivers has been asked to manage the process of obtaining funds and administering the project.

2025 Community Grant Applicants

Mankato Community Grant- Anthony Wayne Chapter, NSDAR	\$300	\$0	Placing a stone bench at the Boy in Blue Memorial in Lincoln Park, Mankato MN
Total:	\$6,425	\$2,500	

Community Social Services			
Organization and/or Requestor	Amount Requested	Recommend Funding	Summary of project profile (as submitted by applicant)
Key City Bike	\$2,500	\$2,500	Key City Bike is seeking funding to support our Kids' Bike Program which aims to reduce barriers to cycling for families.
A Fresh Start	\$2,500	\$2,500	AFS has a 2025 goal of providing beds to every client that requests one. We receive donations of twin size beds more often, so it will be easier to fulfill that goal for children. Adults receive full and queen size beds. Those are donated less frequently. The requested grant will allow us to purchase beds for adults through either retail stores or FB Marketplace.
Living Earth Center	\$5,000	\$2,000	Through our Community Food Connection Program, Living Earth Center (LEC) Directly connects people to the land, healthy organic produce, and to each other. We confront the issues of food insecurity and sovereignty in our community collaboratively through a multi-faceted approach. From youth educational programming to navigating ways for emerging growers to enter the local food economy, LEC works with our Community Partners to create pathways to food and land access and agency over food choices. We are requesting funding from the City of Mankato for our Community Garden Program, which is located at 170 Good Counsel Dr.
Mankato Area Zero Waste	\$2081.00	\$1,600	This Proposal includes five events in 2025. Each of these events is aimed at providing education, reducing waste and community advocacy. 1. April 12: Downsize/Reuse Exchange 2. May 3: Compost Giveaway 3. September 14: Zero Waste Clothing Swap and Mending Event 4. November 1: Pumpkin Smashing Event 5. Ongoing: Supplies, tabling, and presentations (approximately 12 per year).
South Sudanese Community	\$2,500	\$0	South Sudanese Community of Minnesota have about 10 to 15 youth homeless in Mankato and they need treatment and job training and counseling to get them off the street. This can help them with job training and drug counseling.

2025 Community Grant Applicants

Sudanese Help Organization	\$2,500	\$0	SHO's plan involves employing trusted community members, fluent in both Sudanese and English, to provide clear and culturally relevant education for after school children and youth programs. Our outreach will take place in spaces where Sudanese children, other immigrants children and families who will participate in programs feel safe and comfortable during after school program and cultural events for youth, these including churches, and community centers. Necessities are needed for normal and healthy community growth.
Total:	\$17,081	\$8,600	

	Requested	Recommended
Total:	\$41,406	\$16,500

Historical Funding Levels

2024	\$17,500
2023	\$16,500
2022	\$15,000
2021	\$15,000
2020	No funding (COVID-19)
2019	\$ 12,500
2018	\$ 8,700
2017	\$ 12,600
2016	\$ 14,188
2015	\$ 7,800



AGENDA RECOMMENDATION

City Council Regular Meeting

6. B.

Meeting Date: 03/10/2025

Agenda Item:

Motion approving application for Consumption and Display (Bottleclub) Permit for Mankato Lodge #12 A.F. & A.M., 309 South 2nd Street, Mankato.

Recommendation/Action(s):

Motion approving application.

Summary:

An application has been submitted by Michael Krediet on behalf of Mankato Lodge #12 Ancient Free and Accepted Masons of Minnesota (A.F. & A.M.), for a Consumption and Display Permit. Such a permit, issued by the Minnesota Department of Public Safety (Alcohol and Gambling Enforcement Division), authorizes an eligible establishment to permit the consumption and display of intoxicating liquor on the premises. Mankato Lodge #12 A.F. & A.M. intends to use this for private club use only and not for members of the general public who may rent this space. This permit does not authorize the sale of intoxicating liquor.

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



AGENDA RECOMMENDATION

City Council Regular Meeting

6. C.

Meeting Date: 03/10/2025

Agenda Item:

Motion approving a new off-sale 3.2 Percent Malt Liquor License to LV Petroleum, LLC, DBA TA Express at 3010 Adams Street, Suite 2, Mankato.

Recommendation/Action(s):

Motion approving license.

Summary:

An application has been submitted by LV Petroleum, LLC, DBA as TA Express at 3010 Adams Street, Suite 2, for a new off-sale 3.2 Percent Malt Liquor license.

Taxes are current for the premise. A certificate of liquor liability insurance has been provided. A background investigation of all persons and premises names in the application reveals nothing that would preclude issuance of this license.

An investigation fee of \$155 and a license fee of \$37 will be set for deposit into the city's general fund.



AGENDA RECOMMENDATION

City Council Regular Meeting

6. D.

Meeting Date: 03/10/2025

Agenda Item:

Motion approving Change Order No. 1 to the 2024 Tree Trimming and Removal Contract.

Recommendation/Action(s):

Motion approving change order.

Summary:

Staff recommend extending the length by one additional year and specifying prices for the 2025 tree trimming areas of the 2024 Tree Trimming and Removal Contract. This contract covers all tree trimming and removal services in city parks, boulevards, open-spaces, and on city-owned properties for the City of Mankato. The contract originated on February 12, 2024. This change will extend the substantial completion date of the contract from December 1, 2024, to December 1, 2025.

The original contract price for this contract was \$203,571.45, with actual incurred expensed of \$149,631.43. The estimated work for 2025 is \$219,481.45, which brings the final contract value to \$369,112.88. The prices for each of the tree trimming zones, because they are different sizes and have different tree canopies, are new for the work proposed in 2025. The unit costs for the remainder of the contract are unchanged from 2024. A copy of proposed Change Order No. 1 is attached.

Funding for scheduled tree trimming is budgeted in Forestry Contractual, Streets Contractual and EAB management. In rare instances, funding may come from Municipal State Aid or Federal Aid if the work is done in support of a street project funded by these sources.

Attachments

Change Order No. 1



Date: 3/10/2025

Project: 2024 Tree Trimming & Removal	City Project No.: State Project No.:
Contractor: Carr's Tree Service Inc.	Date of Contract: 2/12/2024

The Contract is modified as follows upon execution of this Change Order:

Description:

Both parties have made a mutual agreement to extend the length of this contract for an additional year to continue tree trimming and tree removal services for the City of Mankato at the listed prices below. Unit prices for items 4-24 remain unchanged from the original contract. Unit prices for items 1-3 have been updated to reflect bid price on new zone trimming.

Attachments:

ITEM	DESCRIPTION	UNIT	EST QTY	UNIT PRICE	TOTAL AMOUNT
1	Tree Trimming - Tree Zone 1	EA	1	\$18,895.00	\$18,895.00
2	Tree Trimming – Tree Zone 2	EA	1	\$52,015.00	\$52,015.00
3	Tree Trimming - Tree Zone 14	EA	1	\$12,995.00	\$12,995.00
4	Additional Assigned Tree Trimming	HR	100	\$135.00	\$13,500.00
5	Removals -Diameter Class 0-5"	EA	5	\$20.00	\$100.00
6	Removals -Diameter Class 6-10"	EA	10	\$45.00	\$450.00
7	Removals -Diameter Class 11-15"	EA	30	\$150.00	\$4,500.00
8	Removals -Diameter Class 16-20"	EA	40	\$490.00	\$19,600.00
9	Removals -Diameter Class 21-25"	EA	40	\$640.00	\$25,600.00
10	Removals -Diameter Class 26-30"	EA	40	\$740.00	\$29,600.00
11	Removals -Diameter Class 31-35"	EA	20	\$940.00	\$18,800.00
12	Removals -Diameter Class 36-40"	EA	5	\$1,315.00	\$6,575.00
13	Removals -Diameter Class 41-45"	EA	5	\$1,515.00	\$7,575.00
14	Removals -Diameter Class 46-50"	EA	3	\$1,715.00	\$5,145.00
15	Removals -Diameter Class 51" +	EA	2	\$1,915.00	\$3,830.00
16	Emergency Work -Arborist Crew Leader	HR	1	\$65.00	\$65.00
17	Emergency Work -Personnel	HR	1	\$55.00	\$55.00
18	Emergency Work -Aerial Unit w/ min. 50' Reach	HR	1	\$30.00	\$30.00
19	Emergency Work -Brush Chipper (Hours accumulated on unit)	HR	1	\$9.95	\$9.95
20	Emergency Work -Skidloader w/ trailer	HR	1	\$90.00	\$90.00
21	Emergency Work -Saws/Equipment	HR	1	\$2.75	\$2.75
22	Emergency Work -Pickup	HR	1	\$10.75	\$10.75
23	Emergency Work -Dump Truck	HR	1	\$25.00	\$25.00
24	Emergency Work -Chipper Truck	HR	1	\$13.00	\$13.00

CHANGE IN CONTRACT PRICE:

Original Contract Price:	\$203,571.45
Total from previously approved Change Orders:	\$0.00
Contract Price prior to this Change Order:	\$149,631.43
Net increase (decrease) of this Change Order:	\$219,481.45
New Contract Price:	\$369,112.88

CHANGE IN CONTRACT TIME:

Original date of substantial completion:	12/1/2024
Net change in contract duration from previously approved Change Orders:	1 year
New date of substantial completion:	12/1/2025

The Contractor shall not make claim of any kind or character whatsoever for any other costs or expenses which he may have incurred or which he may hereinafter incur in performing the work and furnishing the materials required by the agreement. All Change Orders that exceed \$25,000 must be approved by the City Council.

PREPARED

REVIEWED

By: Justin Lundborg By: KK
Print Name *(Initials)*

Date: March 10, 2025 Date: March 10, 2025

ACCEPTED

APPROVED

By: _____ By: _____
Contractor (Authorized Signature) *City Manager (Authorized Signature)*

Date: _____ Date: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ____ Federal Funding ____ State Aid Funding ____ Local funds

District State Aid Engineer: _____ Date: _____

☐ City Engineer (original) ☐ Contractor ☐ Resident Project Representative ☐ DSAE (for funding review-if necessary)



AGENDA RECOMMENDATION

Consent Calendar 6. E.

City Council Regular Meeting

Meeting Date: 03/10/2025

Agenda Item:

Motion to adjust transit fares, add processing fees, and adjust transfer tickets for transit services.

Recommendation/Action(s):

Motion to adjust transit fares, add processing fees, and adjust transfer tickets for transit services.

Summary:

The 2023 Title VI Plan - Evaluation of Service or Fare Change requires the city council's approval for major service changes or fare changes. Fare changes apply to all fare changes regardless of the amount of increase or decrease. The following fare changes are exempt:

- Instances when all passengers ride free
- Temporary fare reductions that are mitigating measures for other actions
- Promotional fare reductions lasting less than six months

Proposed Change – Free Rides for Participants

Project Community Connect requests Mankato Transit System provide free rides for participants attending the event on April 22, 2025, from 1:00 – 4:00 pm. This request is for Fixed Routes, Paratransit, and Flex Service. Staff anticipate minimal financial impact. South Central Minnesota Project Community Connect is a free community event to help reduce barriers and connect people to essential resources and services for a healthier, safer and more stable community. Over 70 service providers will be supporting the event at the Mayo Clinic Health System Event Center. Riders can tell the driver they are attending the event and receive a free ride to and from the event or Cherry Street Bus Stop.

Proposed Change – Increase Multiride Pass fare by 10% for Charge Accounts

When first streamlined in 2022, Transit had 56 Charge Accounts with counties and agencies on behalf of their clients to fund and obtain transit passes using state and federal funding sources such as Minnesota Community Access for Disability Inclusion (CADI) Waiver.

The fare was established via the Mankato Fee Schedule and did not account for administrative processing time, supplies, or postage to mail the transit passes to the individual. Service fees are not authorized under federal or state funding source guidelines. Today, with over 127 Charge Accounts and mailings of more than 150 per month, transit requests including service fees and postage in the charge account fare to cover the additional expenses.

Transit Service	Current Fare	Recommended Fare
Fixed Route 30-Day Pass	\$40.00	\$44.00
Mobility 11-Ride Pass	\$30.00	\$33.00
Flex 11 Ride Pass	\$20.00	\$22.00

The recommended increase of 10% does not change the fare price for customers who purchase at the 311 Customer Service Center or onboard a transit bus, only for those passes mailed to individual clients served by outside agencies using state and federal funding sources.

Propose Change – Change Transfer Ticket to a 60-minute ticket for all fixed routes

Currently free, a fixed-route transfer ticket allows passengers to continue their trip to a location from a different route and expires after 60 minutes. Transfer tickets are used by customers with tokens or cash and are electronically generated on the bus by the fare box and magnetically time-stamped, making them invalid after 60 minutes. Customers with frequent rider passes do not need a transfer ticket.

- In the past four months, Connections Shelter has purchased \$1,000.00 in tokens.

As the recommendations from the Transit Development Plan are implemented, drivers find that transfer tickets do not allow passengers to continue their trip along the same route if they run an errand and return to the bus within 60 minutes. Rather, a second fare is required.

Staff recommend a 60-minute ticket for all routes to improve fare equity and support carbon reduction by encouraging public transit.



AGENDA RECOMMENDATION

City Council Regular Meeting

6. F.

Meeting Date: 03/10/2025

Agenda Item:

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

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

The City recently negotiated with the LELS (Sergeant) union a two-year labor agreement. Sergeants negotiated to remain on the overall City compensation system. Sergeants did negotiate a one-grade adjustment within the pay plan, requiring a subsequent movement of grade and step progression adjustments.

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

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

Article 6. Sick

- Replace existing language to be in compliance with Earned Sick and Safe Time (ESST) State requirements.
- Language is added to clarify the specific eligibility to participate in the early notification of the retirement program.

Article 19. Insurance

- Negotiated a new City/Employee premium contribution level for each plan offered:

Article 20. Health Savings Account

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

Article 22. Wages

- Employees will remain on the overall City Compensation pay plan. 3% general wage increase over 2024.
- Negotiated to move one grade up within the pay plan, PM4 to PM5.
- Transition to the new grade the first pay period of 2025, employees will transition to the new PM5 grade at a new specified step outlined within the contract. As part of this transition, employees will forego additional step progression in 2025. Step progression will resume in 2026.
- On average, employees will see a 9% increase in 2025.

Article 22. Wages

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

Article 23. State of Emergency

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

Article 26. Duration

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

Attachments

Resolution

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

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

WHEREAS, City staff recently negotiated a Two year labor agreement with the LELS (Sergeants) union; and

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

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

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

Dated this 10th day of March 2025.

Najwa Massad
Mayor

Attest: _____
Rena Kopischke
City Clerk



AGENDA RECOMMENDATION

Consent Calendar 6. G.

City Council Regular Meeting

Meeting Date: 03/10/2025

Agenda Item:

Resolution approving acquisition of certain property owned by the Housing and Redevelopment Authority of Mankato.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

On March 10, 2025, the Housing and Redevelopment Authority met and approved the conveyance of public housing properties to the City of Mankato and the Economic Development Authority of Mankato (EDA).

The EDA operates this public housing portfolio 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 remaining 130 units will be seeking disposition approval later this year.

The HRA authorized the conveyance of 49 scattered-site public housing units to the City of Mankato for less than fair market value and the City will continue to serve low-income households under the Section 8 Project-Based Voucher Program administered by the EDA. Further, the HRA authorized the conveyance of the remaining 130 public housing units to the EDA under the Section 9 Public Housing program to be converted later this year.

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

The requested action is to accept, by resolution, the conveyance of 49 Public Housing units to the City of Mankato for Section 18 Disposition.

Attachments

Resolution

CITY OF MANKATO

RESOLUTION NO. _____

**RESOLUTION APPROVING ACQUISITION BY THE CITY OF CERTAIN PROPERTY OWNED
BY THE HOUSING AND REDEVELOPMENT AUTHORITY OF MANKATO**

WHEREAS, the Housing and Redevelopment Authority of Mankato (the “HRA”) is the owner of certain real property located in Blue Earth County, Minnesota and legally described on the attached Exhibit A (collectively, the “Property”); and

WHEREAS, the City established an Economic Development Authority of Mankato (the “EDA”) through adoption of Enabling Resolution 97-0623-157 on June 23, 1997; and

WHEREAS, the Enabling Resolution transferred all powers from the HRA to the EDA as allowed by state law, including all of the powers contained in the Enabling Act, the Housing Act, the Development Act, the Industrial Bond Act, the Housing Finance Act, the Tax Increment Act and all other applicable laws; and

WHEREAS, THE HRA transferred its policy oversight and management oversight of specific programming, including Low Rent Public Housing, Section 8 Certificate program and Section 8 Voucher program; and

WHEREAS, accordingly, the EDA operates a public housing portfolio of 179 units on the Property and will be converting 49 scattered site units from the Section 9 Public Housing Program through the Section 18 Disposition program into a long-term, Project-Based Section 8 rental assistance vouchers that provide a stable and predictable annual subsidy; and

WHEREAS, the Section 18 Disposition Program is authorized under Section 18 of the United States Act of 1937 (42 U.S.C. 1437p) (1937 Act); and

WHEREAS, the Mankato EDA has determined that submitting a Section 18 Disposition application is financially feasible and results in increased revenue to support long-term needs of the units; and

WHEREAS, the City of Mankato (the “City”) is interested in owning the Property and continuing to use the Property for low-income housing; and

WHEREAS, the HRA and the EDA have determined that it is in the best interest of the public to convey the Property to the City; and

WHEREAS, a public hearing date was set on February 24, 2025, that notice of the date for public hearing was published ten days in advance, and hearing was held on March 10, 2025.

WHEREAS, the HRA, the EDA and the City have followed applicable statutory provisions, including but not limited to, Minnesota Statutes, Section 469.012, 469.105 and Minn. Stat. Section 471.64.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Mankato as follows:

1. The recitals set forth in the preamble to this resolution and the exhibits attached to this resolution are incorporated into this resolution as if fully set forth herein.
2. The conveyance of the Property by quit claim deed from the HRA to the City is hereby authorized and accepted.

3. The City Council hereby authorizes the City Manager, City Clerk and the Mayor, in their discretion and at such time, if any, to execute all appropriate documents to effectuate the conveyance of the Property to the City. The execution of any instrument by the appropriate officers of the City herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof.

4. The City Manager, City Clerk and Mayor, staff, and city attorney are hereby authorized and directed to take all additional steps and actions necessary or convenient in order to accomplish the intent hereof.

Approved by the City Council of Mankato, Minnesota this ____ day of _____, 2025.

Mayor

ATTEST:

City Clerk

EXHIBIT A
Legal Description of the Parcels

The East 133 feet of the North 55 feet of the North 100 feet of the South 176 ½ feet of Lot 6, Auditor's Plat Number Nine, Mankato. All in Township 108 North, Range 27 West. This Plat embraces: A part of the SW ¼ of the SW ¼ of Section 13, a part of Government Lot 11, of Section 14, all of Government Lot 8 and a part of Government Lot 7, both Lots in Section 23, and a part of the SE ¼ of the NE ¼ of Section 23, and situate in Blue Earth County, Minnesota.

AND

Lot 8, Re-arrangement of Lots 5 to 15, Block 2, Kachelmyers Addition, Mankato, Blue Earth County, Minnesota, according to the plat thereof on file and of record in the office of the Register of Deeds in and for said County and State.

Subject also to easement rights given to Northern States Power Company as set forth in that certain instrument dated December 6, 1949, filed for record on March 17, 1950, in the office of the Register of Deeds in and for Blue Earth County, Minnesota, as Document No. 216282, in Book 8 of Bonds, at page 372, which affects the East 39.5 feet of Kachelmyers Addition above described. Subject also to all existing dedicated streets and easements to the public and also subject to all special assessments in favor of the City of Mankato.

Subject to utility easements as shown on the recorded plat thereof.

(Torrens Property, Certificate of Title Number 10,151)

AND

Lot 18, Riemer's Subdivision, Blue Earth County, Minnesota.

Subject to building restrictions as set forth in that certain Warranty Deed dated June 10, 1970, and filed July 3, 1970 in the office of the Register of Deeds, Blue Earth County, Minnesota, and recorded in Book 212 of Deeds, page 358.

Subject to easements for construction and maintenance of utility lines as shown on the recorded plat thereof.

AND

Lot 8, Riemer's Subdivision, Blue Earth County, Minnesota.

Subject to building restrictions as set forth in that certain Warranty Deed dated June 10, 1970, and filed July 3, 1970 in the office of the Register of Deeds, Blue Earth County, Minnesota, and recorded in Book 212 of Deeds, page 357.

Subject to easements for construction and maintenance of utility lines as shown on the recorded plat thereof.

AND

Lot 10, Franklin Heights Subdivision, Mankato, Minnesota, and situate in Blue Earth County, Minnesota.

AND

The Southerly Forty (40) feet of Lot Six (6), Block Twenty-Seven (27), Warrens Addition No. 3 to Mankato, Minnesota, and situate in Blue Earth County, Minnesota.

AND

South Five (5) feet of Lot Four (4) and all of Lot Five (5), Lamm's Addition to Mankato, and situate in Blue Earth County, Minnesota.

Excepting therefrom the land which lies westerly of the following described line: Commencing at the southeast corner of said Lot 5; thence South 88 degrees 42 minutes 57 seconds West, (assumed bearing), along the south line of said Lot 5, the same being the north line of Lot 4, Valliant's Subdivision, a distance of 155.00 feet to the northwest corner of said Lot 4, the same being the northeast corner of Lot 3 of said Valliant's Subdivision, said point being the point of beginning; thence North 00 degrees 32 minutes 02 seconds West, 55.00 feet to a point on the north line of the South 5.00 feet of Lot 4, Lamm's Addition to Mankato and there terminating.

Subject to encroachment of the garage situated on the property located to the South of the above-described property 0.3 feet onto the above-described property as shown on a Survey dated March, 1970, prepared by Bolton & Menk, Inc.

AND

Lot 3, Block 1, Kranz's Subdivision No. 3, Blue Earth County, Minnesota, according to the plat thereof now on file and of record in the office of the Register of Deeds in and for said Blue Earth County, Minnesota.

Subject to an easement of Northern States Power Company for a pole line across said property, which easement is recorded in the Office of said Register of Deeds in Book 9 of Bonds, on page 7.

(Torrens Property, Certificate of Title Number 10,258)

AND

Lot 3, Block 6, Germania Park Addition to Mankato, and situate in Blue Earth County, Minnesota.

AND

Lot 4, Block 1, Kranz's Subdivision No. 3, Blue Earth County, Minnesota, according to the plat thereof now on file and of record in the office of the Register of Deeds in and for said Blue Earth County, Minnesota.

Subject to an easement of Northern States Power Company for a pole line across said property, which easement is recorded in the Office of said Register of Deeds in Book 9 of Bonds, on page 7.

(Torrens Property, Certificate of Title No. 10,259)

AND

Lot Three (3), Block One (1), A.C. Shaubut's Addition to Mankato, and situate in Blue Earth County, Minnesota.

AND

Lot 7, Block 5, Meurer's Subdivision of part of Section 17, Township 108, Range 26, Mankato, Blue Earth County, Minnesota.

AND

Lot Two (2), Block Forty-five (45), Mankato City, Minnesota and situate in Blue Earth County. Subject to reservation by State of Minnesota of all minerals and mineral rights in above described property.

AND

The northerly two (2) feet of Lot Five (5) and all of Lot Six (6), Block Six (6), Columbia Park Addition to the City of Mankato, according to the recorded plat thereof on file and of record in the office of the Register of Deeds in and for Blue Earth County, Minnesota.
(Torrens Property, Certificate of Title Number 10,242)

AND

Lot 5, Block 1, Southeast Village Subdivision No. 6, City of Mankato, Blue Earth County, Minnesota, subject to thoroughfares, public grounds and easements as shown on said plat. (Torrens Property, Certificate of Title No. 13,803)

AND

Lot 16, Block 1, Southeast Village Subdivision No. 6, City of Mankato, Blue Earth County, Minnesota, subject to thoroughfares, public grounds and easements as shown on said plat. Subject to restrictive covenants for Southeast Village Subdivision No. 6 dated June 23, 1980, and filed as document no. 26782 on June 30, 1980.
(Torrens Property, Certificate of Title No. 13,803)

AND

Lot 1, Block 4, Southeast Village Subdivision No. 6, City of Mankato, Blue Earth County, Minnesota, subject to thoroughfares, public grounds and easements as shown on said plat. Subject to restrictive covenants for Southeast Village Subdivision No. 6 dated June 23, 1980, and filed as document no. 26782 on June 30, 1980.
(Torrens Property, Certificate of Title No. 13,803)

AND

Lot Three (3) and Lot Four (4), Block Two (2), Monks Addition to the City of Mankato, Blue Earth County, Minnesota.

AND the Northerly one-half of Lots One (1) and Two (2), Block Two (2), Monks Addition to the City of Mankato, excepting from such North one-half of such Lots One (1) and Two (2) the tract described as follows, to wit: Commencing at the Northeast corner of Block Two (2), Monks Addition to the City of Mankato, thence Southerly along the Easterly line of said block a distance of 77.50 feet, thence Northwesterly to a point on the Northerly line of said Block Two (2), such

point being 80.00 feet Westerly of the Northeast corner of such Block two (2); thence Easterly along such Northerly line of said Block Two (2) a distance of 80.00 feet to the point of beginning.

AND

Lot 18, except the Northerly 52 feet thereof, and all of Lots 19 and 20, Block 22, Second Extension to East Mankato, Blue Earth County, Minnesota.

AND

The South 40 feet of Lot Six (6), except the East 100 feet thereof, Block Twenty-eight (28) of Warren's Addition No. 3 to Mankato, Blue Earth County, Minnesota.

AND

The West 102 feet of the North 40 feet of Lot Seven (7), all in Block Twenty-eight (28) of Warren's Addition No. 3 to Mankato, Blue Earth County, Minnesota.

AND

The Northerly 46 feet of Lot 8 and the Southerly 16 1/2 feet of Lot 9, all in Block 6 of Waite & Roelofson's Addition to Mankato, Blue Earth County, Minnesota.

AND

Lot Sixteen (16), Block Two (2), of Randall's Addition to Mankato, except 55 feet off the Northwestern end thereof according to the plat thereof on file and of record in the office of the Registrar of Deeds in and for said Blue Earth County; SUBJECT HOWEVER, to the reservation to the State of Minnesota in trust for the taxing districts concerned of all minerals and mineral rights therein.

AND

That part of Lot 23, Marsh Bros. Addition to Mankato, Blue Earth County, Minnesota, described as follows: Commencing at a point 150 feet north of the southeast corner of Lot 23, Marsh Bros. Addition to Mankato, thence west 150 feet, thence north 50 feet, thence east 150 feet, thence south 50 feet, to the place of beginning.

AND

Lot 4, Block 1, Kachelmyer's Addition, Blue Earth County, Mankato, Minnesota, according to the plat thereof on file and of record in the office of the Register of Deeds in and for said County and State.

Subject to covenants and restrictions of record, if any. (Torrens Property, Certificate of Title No. 15,346)

AND

Lot 1, Burger's Addition to the City of Mankato, Blue Earth County, Minnesota.

AND

Lot 14, Block 1, Scheurer's Highland Park Addition, Mankato, Blue Earth County, Minnesota.
(Torrens Property, Certificate of Title No. 15,351)

AND

Lot 12, Auditor's Plat #51, Lots 9 to 15 inclusive, Block 2, Monk's Addition to Mankato, Blue Earth County, Minnesota.

AND

Lot 3, Block 9, First Extension to East Mankato, Blue Earth County, Minnesota.

AND

The East one-half of Lot 29 and Lot 28, except the East 66.86 feet of said Lot 28, all in Block 4, Meurer's Subdivision of part of SW 1/4 of Sec. 17-108-26, Mankato, Blue Earth County, Minnesota.

AND

East 1/2 of Lot 29, and all of Lot 28, all in Block 4, Meurer's Subdivision of part of SW 1/4 of Section 17-108-26, Mankato, Blue Earth County, Minnesota.

AND

Lot 2, Block 15, Second Extension to East Mankato, Blue Earth County, Minnesota.

AND

Lot 30, Dolph Heights Subdivision No. 2, according to the plat thereof on file and of record in the Office of the Register of Deeds of and for said Blue Earth County, Minnesota.

Subject to the following restrictions, to-wit: That during the period ending with January 1, 1970, only one single dwelling house to be used for residential purposes shall be erected on the above described parcel; that each such house, exclusive of open porches and garage, if any, shall cover a ground area of not less than 650 square feet; no basement house consisting of basement without superstructure shall be built and occupied thereon and no building already constructed shall be moved thereon in such period; and such dwelling shall be erected so that the front of same shall face the street 25 feet distant from the front line of said lot.

(Torrens Property, Certificate of Title No. 15,688)

AND

Lot 13 of Dolph Heights Subdivision No. 2, according to the plat thereof on file and of record in the Office of the Register of Deeds in and for Blue Earth County, Minnesota, subject to restrictions and easements of record.

Subject to the following restrictions, to-wit: That during the period ending with January 1, 1970,

only one single dwelling house to be used for residential purposes shall be erected on the above described parcel: that each such house, exclusive of open porches and garage, if any, shall cover a ground area of not less than 650 square feet; no basement house consisting of basement without superstructure shall be built and occupied thereon and no building already constructed shall be moved thereon in such period; and such dwelling shall be erected so that the front of same shall face the street 25 feet distant from the front line of said lot.

(Torrens Property, Certificate of Title No. 15,782)

AND

Lot 2 and the Southerly 2 feet of Lot 1, all in Block 2, Anderson and Smyth's Subdivision of Lots 21 and 22 of Marsh and Brother's Addition to the City of Mankato according to the Plat thereof on file and of record in the office of the County Recorder within and for Blue Earth County, Minnesota.

(Torrens Property, Certificate of Title Number 15,669)

AND

Lot Number 29, Dolph Heights Subdivision No. 2, according to the plat thereof on file and of record in the office of the Register of Deeds of and for said Blue Earth County, Minnesota.

Subject to the following restrictions, to-wit: That during the period ending with January 1, 1970, only one single dwelling house to be used for residential purposes shall be erected on the above described parcel: that each such house, exclusive of open porches and garage, if any, shall cover a ground area of not less than 650 square feet; no basement without superstructure shall be built and occupied thereon and no building already constructed shall be moved thereon in such period; and such dwelling shall be erected so that the front of same shall face the street 25 feet distant from the front line of said lot.

(Torrens Property, Certificate of Title No. 17,795)

AND

Westerly 96 feet of Lot 1 of Auditor's Plat No. 23, of Block 1, Randall's Addition and Block 16, Duke's Addition to the City of Mankato, Blue Earth County, Minnesota.



AGENDA RECOMMENDATION

Consent Calendar 6. H.

City Council Regular Meeting

Meeting Date: 03/10/2025

Agenda Item:

Resolution approving a Conditional Use Permit to allow for a restaurant in the CBD-F, Central Business District Fringe, zoning district. The subject property is located at 634 South Front Street; by request of Bennett Coughlan.

Recommendation/Action(s):

At the February 26, 2025, meeting, the Planning Commission recommended approval with conditions of the conditional use permit.

Summary:

Bennett Coughlan, the applicant, is requesting a Conditional Use Permit to establish a restaurant within the Central Business District Fringe (CBD-F) zoning district. The proposed site was formerly occupied by "Karshe Tea" but has remained vacant for over twelve months. Consequently, the previous Conditional Use Permit for a restaurant at this location is no longer valid, necessitating a new application.

The proposed tenant for the first-floor space, encompassing approximately 1,700 square feet, is Bosphorus Gyros & Kebab House. The building also includes two upper-story apartments, which will remain unchanged as part of this project. However, parking requirements for all building uses must still be met. The restaurant layout includes 40 customer seats, with 24 inside the building and 16 on an outdoor patio. Seating arrangements consist of two-person and four-person tables. The floor plan features a retail counter, an order counter, a kitchen, and a restroom. The existing kitchen will remain unchanged from its prior use. Trash will be stored in an exterior garage along West Liberty Street.

The proposed restaurant will employ between two and six staff members, with a maximum of two employees working during a major shift, including kitchen and counter service personnel. Operating hours are planned as follows: Monday through Thursday from 11:00 AM to 9:00 PM, Friday and Saturday from 11:00 AM to 3:00 AM, and Sunday from 11:00 AM to 8:00 PM. The establishment will operate seven days a week.

The applicant has stated that no company-owned delivery vehicles will be associated with the business, though third-party food delivery services may operate independently. The designated loading and unloading area is within the garage space along West Liberty Street, utilizing the space between the garage door and driveway apron. If loading and unloading activities obstruct traffic or impede parking on-site or off-site, corrective measures will be required. Currently, the applicant does not plan to serve alcohol. However, if alcohol service is pursued in the future, the applicant has committed to working with the City Clerk for the necessary licensure and approvals.

No exterior modifications to the building have been proposed at this time. Depending on the extent of any future modifications, the applicant may need to obtain a building permit prior to initiating any work.

Outdoor Patio

The proposal includes an outdoor patio on the Liberty Street side of the property, featuring four tables with four chairs each. The patio area will also contain a bike rack. Based on the submitted plans, the patio does not encroach upon the public right-of-way.

Historically, the building had a covered outdoor patio along West Liberty Street, which functioned as a café space when it operated as "Bliss Coffee Shop." This patio was later removed as the property transitioned through various businesses, including a tattoo parlor in 2014 and "Karshe Tea" in 2018. The southern elevation of the building still retains a visual remnant of the former canopy, suggesting that sufficient space exists to construct the proposed patio without encroaching upon or obstructing access along the sidewalk.

The applicant has provided an operational narrative for the outdoor patio, confirming that it will remain entirely on private property and will not encroach on the public right-of-way. The patio will function as a full-service restaurant space during regular business hours. Noise and cleanliness will be actively monitored, with regular cleaning and maintenance conducted.

To maintain a high-quality appearance and ensure user safety, outdoor patio spaces should adhere to recommended aesthetic and functional guidelines. The South Front Street Sidewalk Café Design Guidelines suggest the use of durable, high-quality furnishings that enhance both safety and aesthetic appeal. While these guidelines do not apply to this property due to its location outside the 400 and 500 Blocks of the Front Street Corridor, their principles are recommended for consideration. Key recommendations include the use of metal sectional fencing in earth-tone colors, landscaping elements such as potted plants installed by May 31 each year, and commercial-grade tables made of durable materials (metal being the preferred choice). Plastic, glass, and picnic tables are prohibited, as are plastic chairs and unfinished wood. If umbrellas are used, they should be no taller than seven feet and made of suitable outdoor materials with proper anchoring.

The City Engineer requires that the patio be set back at least four feet from the back of the curb along West Liberty Street, though a five-foot setback is recommended for accessibility. If this setback is maintained, a property boundary survey will not be necessary to confirm the patio does not encroach in to the public right-of-way.

Parking

The applicant has provided a purchase agreement for two parcels (R01.09.18.151.009 & R01.08.13.277.005), totaling approximately 0.23 acres, located northwest of the property. These parcels serve as shared parking areas for 634, 630, and 620/626 South Front Street. The applicant has also submitted a parking analysis for businesses utilizing this shared space.

The parking analysis reflects the 40-seat total. Without considering the 50% parking reduction allowed in the CBD-F zoning district, the required parking stalls for all shared-use businesses amount to 50. However, with the zoning reduction allowed in the CBD-F, only 25 hard-surfaced off-street parking stalls are required.

The submitted site plan and parking analysis indicate that 29 parking stalls, including one accessible stall, will be provided. The applicant must submit an updated parking plan demonstrating how they will secure the required stalls. This may involve making improvements to the existing parking parcels or leasing additional spaces within 500 feet of the main building. If shared parking stalls are to be included in the calculation, the parking area must be striped to ensure compliance with Mankato City Code Section 10.85, which mandates striping for any off-street parking lot containing more than four spaces.

The applicant has indicated an intent to lease the necessary parking stalls from the Tailwind Group within 500 feet of the property. A copy of this lease agreement must be provided to City Staff before a Certificate of Occupancy is issued and preferably before a building permit is granted.

For 634 South Front Street, the proposed use requires seven stalls for the restaurant and two stalls for the apartments above. The applicant must provide these stalls either through on-site hard-surfaced parking or a lease agreement. A condition in the Conditional Use Permit stipulates that parking requirements must be met before a building permit is issued. If parking is secured through a lease, a copy of the agreement must be submitted for review before the Certificate of Occupancy is granted. The applicant is also required to notify city staff of any changes to the lease or parking status. Should these changes result in a failure to meet minimum parking requirements, the applicant must secure alternative parking to remain compliant.

Attachments

Resolution approving Conditional Use Permit

General Location Map

Aerial

Site Plan

Floor Plan

Applicant's Narrative

Parking Analysis

**RESOLUTION OF THE MANKATO CITY COUNCIL
GRANTING A CONDITIONAL USE PERMIT UNDER
THE MANKATO ZONING ORDINANCE**

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

The East 92' of Lots 9 and 10, Auditors Plat 5, Mankato (634 S. Front Street).

Has applied for a conditional use permit to allow for a restaurant in the CBD-F, Central Business District-Fringe; 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 04-25), a copy of which has been presented to the City Council; and

WHEREAS, the Planning Commission of the City, on the 26th day of February, 2025, following proper notice, held a public hearing regarding the request, and following said public hearing, adopted a recommendation that the request for a conditional use permit be approved; 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, a restaurant, in the Central Business District-Fringe, CBD-F, zoning district is considered a Conditional Use Permit in Mankato City Code.
2. The request is in keeping with the comprehensive planning policies of the City as the underlying land use plan identifies this parcel as "Central Business District", which is in keeping with this request.
3. To the extent known, the development, when considered with the recommended conditions, conforms with all other applicable regulations of the district, and other applicable ordinances.
4. The proposal will not cause undue traffic congestion, as no changes are proposed to the public street system and the property was previously used as a restaurant.
5. The proposed outdoor patio space will be constructed entirely within private property and will not encroach into the public Right-of-Way.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Mankato that the conditional use permit to allow for a restaurant in the CBD-F, Central Business District-Fringe be approved subject to the following conditions:

1. Prior to issuance of a certificate of occupancy for the structure, the applicant shall provide a lease for the minimum required off-street parking stalls. Parking stalls shall be provided within 500 feet of the subject use.

2. If said minimum required off-street parking stalls are no longer provided due to modification or termination of the lease, the applicant/property owner shall provide notice to City Staff and secure alternative parking opportunities.
3. Parking lots associated with use of the property shall be striped in accordance with Mankato City Code Section 10.85.
4. A pedestrian access route along West Liberty Street shall be maintained, with a minimum of a 5-foot setback from the back of the curb.
5. When the patio is disassembled for the season and not in use, all patio related furniture, fencing, etc. must be stored indoors or at an off-site location. Exterior storage of patio components when not in use is prohibited.
6. All refuse containers shall be fully enclosed in conformance with the Mankato City Code, or stored entirely within the buildings. This includes all grease collection containers, recycling containers and other associated containers.
7. All signage, both temporary and permanent, shall adhere to Mankato City Code Section 10.87 standards, and sign permits shall be obtained prior to fabrication or installation of any signage.
8. If the applicant proposes to serve alcohol in the future, the applicant shall work with the City Clerk on a liquor license agreement. The agreement will require City Council approval prior to serving alcohol.

This resolution shall become effective immediately upon passage.

Dated this ____ day of _____, 2025.

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke, MMC
City Clerk

General Location Map



Date: January 2025

Author:

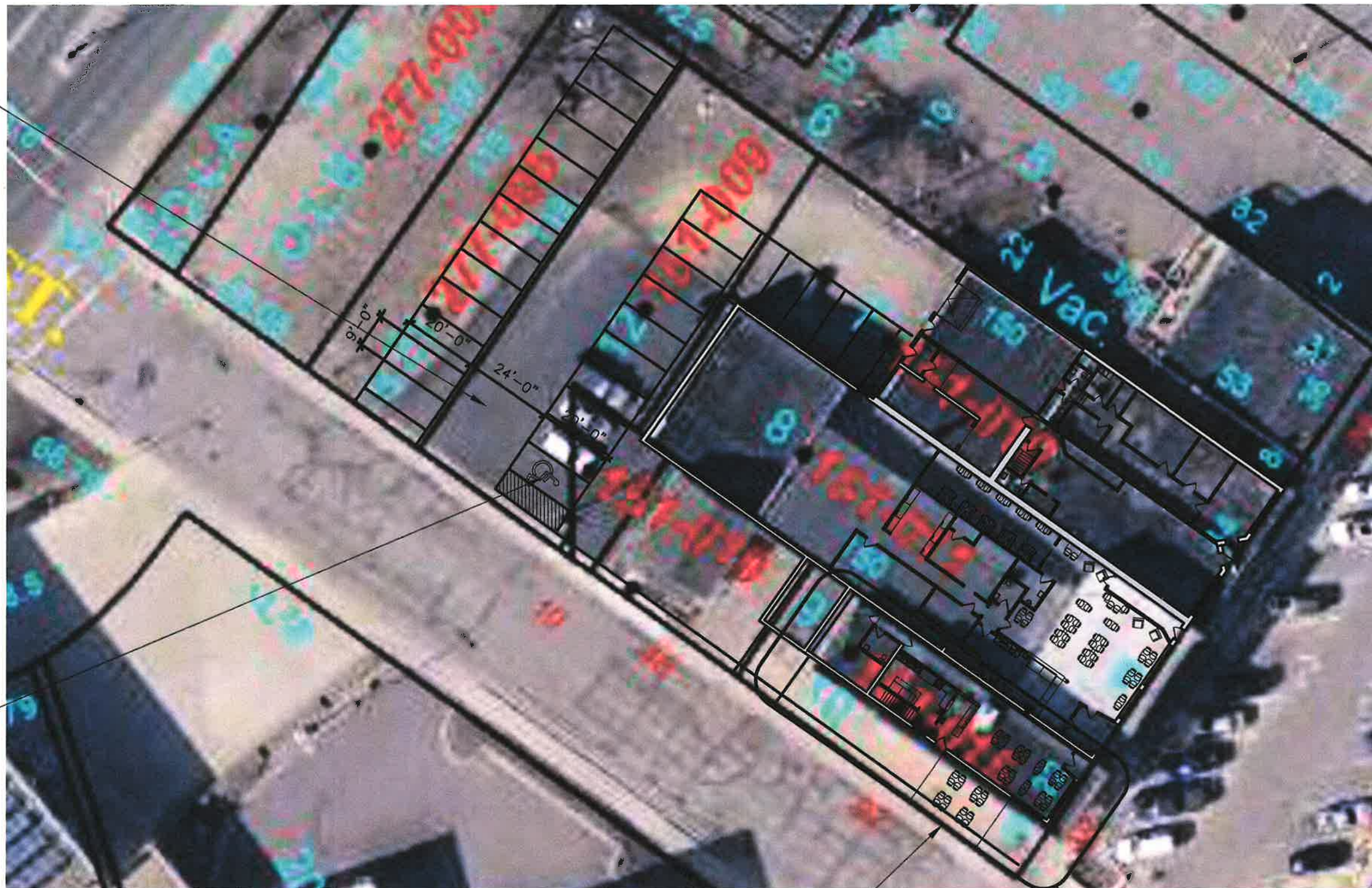
This information is to be used for reference purposes only. The City of Mankato does not guarantee accuracy of the material contained herein and is not responsible for misuse or misinterpretation.

This aerial map of downtown St. Louis, Missouri, displays property boundaries and street layouts. The streets shown include S Riverfront Dr, S Front St, Warren St, W Liberty St, E Liberty St, S 2nd St, S Broad St, and Byron St. Numerous property addresses are labeled throughout the area. A specific parcel, located at the intersection of W Liberty St and S Front St, is highlighted with an orange border. This parcel is situated between addresses 630 and 634 on W Liberty St and between 628 and 630 on S Front St. The map also shows the Public Safety Center and various other commercial and residential buildings in the vicinity.

Author:

29 SHARED
PARKING STALLS
628-634 SOUTH FRONT
STREET

ONE ACCESSIBLE
STALL REQUIRED



PROJECT LOCATION

1
A1

DESIGN CONSULTANT

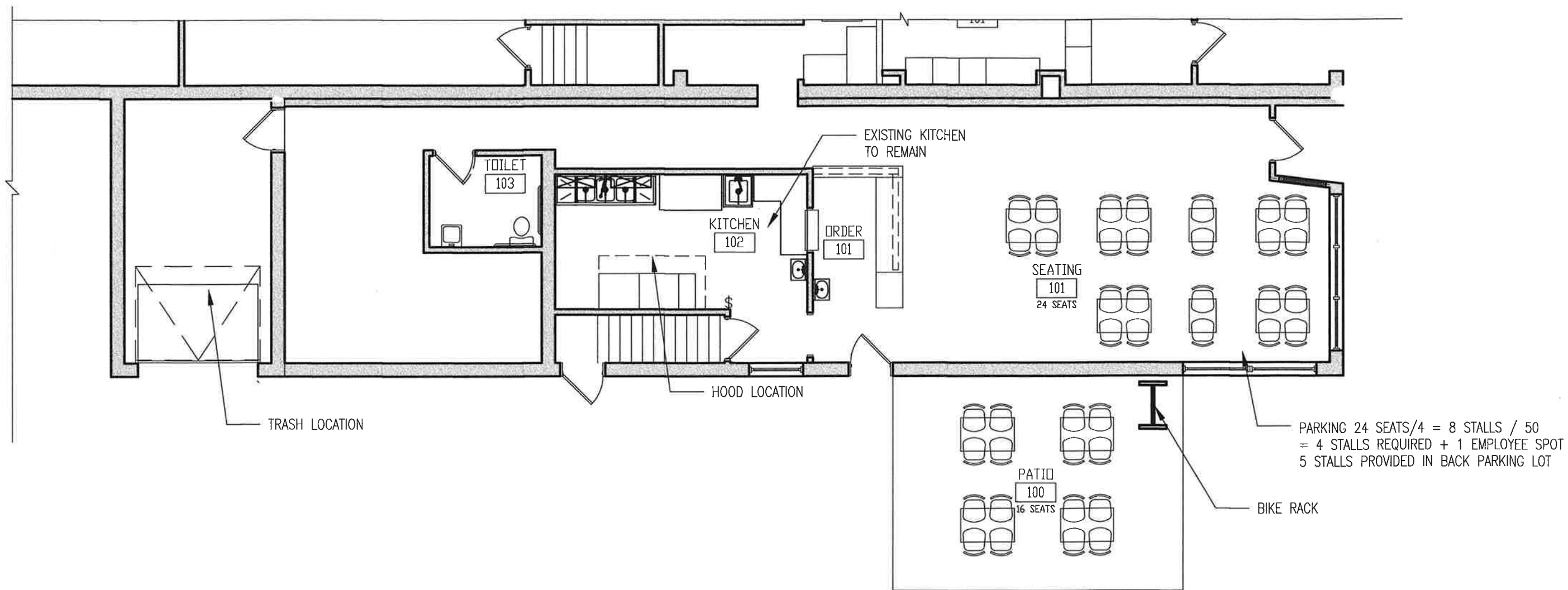
SITE PLAN 1"=30'-0"
BOSPHORUS GYROS & KEBABS
634 SOUTH FRONT STREET
MANKATO

DATE

01/28/2025

SHEET NO.

A0



1 FLOOR PLAN
A1 SCALE 1/8" = 1'-0"

DESIGN CONSULTANT



INTERIOR ALTERATIONS BOSPHORUS GYROS & KEBABS

634 SOUTH FRONT STREET
MANKATO

DATE

01/28/2025

SHEET NO.

A1

Narrative Proposal for Bosphorus Gyros & Kebab House

Overview & Operational Details

Bosphorus Gyros & Kebab House is seeking approval to establish a Mediterranean-inspired quick-service restaurant in Mankato, MN. The restaurant will specialize in high-quality, authentic Mediterranean cuisine, including gyros, kebabs, falafel, and fresh salads, providing a fast and flavorful dining experience in a casual setting. The business will comply with all local zoning, health, and operational requirements while enhancing the culinary diversity of the area.

Liquor License Consideration

Bosphorus Gyros & Kebab House does not plan to pursue a liquor license at this time. The focus will remain on offering a robust selection of Mediterranean dishes alongside non-alcoholic beverages, such as Turkish tea, fresh juices, and specialty yogurt-based drinks. However, if customer demand suggests an opportunity for beer or wine service in the future, the business will explore the appropriate licensing.

Menu & Offerings

The menu will feature a variety of Mediterranean dishes with fresh ingredients and bold flavors. Highlights include:

- **Appetizers & Small Plates**
 - Hummus, baba ghanoush, and tzatziki with warm pita
 - Stuffed grape leaves (dolma)
 - Lentil soup and Mediterranean salads
- **Main Dishes**
 - Traditional gyros (lamb, beef, and chicken)
 - Doner kebabs and shish kebabs
 - Falafel wraps and vegetarian platters
 - Rice bowls with grilled meats and fresh toppings
- **Desserts & Beverages**
 - Baklava, Turkish delight, and rice pudding
 - Turkish coffee, chai, and freshly squeezed juices

The restaurant will also provide takeout and delivery options to accommodate customers seeking convenience.

Number of Employees

Bosphorus Gyros & Kebab House will operate efficiently with a small, dedicated team:

- **Initial Staff:** 2-6 employees
- **Staff Roles:** Kitchen staff, counter service, and food prep team

Hours of Operation

The restaurant will operate during lunch and dinner hours, with extended late-night service on weekends to cater to local residents, college students, and late-night diners:

- **Monday – Thursday:** 11:00 AM – 9:00 PM
- **Friday – Saturday:** 11:00 AM – 3:00 AM
- **Sunday:** 11:00 AM – 8:00 PM

Parking Compliance

Bosphorus Gyros & Kebab House will meet city parking requirements through **off-street parking in the lot behind 630 S Front Street, as indicated in the plan submitted.**

- **Dedicated Parking:** Spaces will be designated for customers and staff in the off-street lot.
- **Curbside Pickup:** A designated spot will be available for takeout and delivery orders to enhance efficiency.

Conclusion

Bosphorus Gyros & Kebab House aims to provide Mankato with an authentic Mediterranean dining experience, offering quality food with efficient service in a welcoming environment. The extended weekend hours will cater to a late-night crowd while maintaining compliance with local regulations and parking requirements.

This proposal aligns with the city's vision for a diverse and thriving food scene. Bosphorus is committed to working closely with local authorities to ensure all operational and zoning requirements are met while positively contributing to the community.

628-634 S. Front Street Parking in shared parking lot			
Uses			
Apartments: 630 S. Front	2 stalls per unit	2 units	4
Apartments: 634 S. Front	2 stalls per unit	2 units	4
Retail business @ 628 S Front: (The Ex Thrift Store)	1 stall per 200 sqft retail space	1200 area/200	6
Restaurant; Fillin' Station	1 stall per 4 seats	74 seats/4	19
	1 stall per 2 employees (on the largest possible shift)	4 employees/2	2
	1 stall for delivery and customer pick-up	2 stalls	2
Restaurant; Bosphorus	1 stall per 4 seats	40 seats/4	10
	1 stall per 2 employees	2 employees/2	1
	1 stall for delivery and customer pick-up	2 stalls	2
Other uses that have leases/rights to use of the parking lot:			50
Stalls required using CDB-F 1/2 parking reduction			25
Parking provided onsite			0
Parking provided in the shared parking lot			29
Total stalls provided			29
Over/short			4



AGENDA RECOMMENDATION

Consent Calendar 6. I.

City Council Regular Meeting

Meeting Date: 03/10/2025

Agenda Item:

Resolution approving a Certificate of Design Compliance for an approximately 750 square-foot addition to an existing building located in the Highway Gateway Overlay District. The subject property is located at 1521 Tullamore Street; by request of Brunton Architects.

Recommendation/Action(s):

At the February 26, 2025 meeting, the Planning Commission recommended approval of the Certificate of Design Compliance.

Summary:

Brunton Architects, on behalf of the property owner, is seeking a certificate of design compliance for an approximately 750-square-foot addition to an existing building located in the Highway Gateway Overlay District. The subject property is described as the east 150 feet of the west 260 feet, except for adjacent highway right of way, of Lot 1, Block 1, Rooneys Subdivision, Mankato (1521 Tullamore Street).

In 2018, the Mankato City Council granted a conditional use permit allowing a restaurant on the subject property zoned B-1, Community Business District. At that time, a certificate of design compliance was granted as the property is located in the Highway Gateway Overlay District.

The HGT, Highway Gateway Overlay District, is intended to promote high-quality design in Mankato's gateways. The design features and standards included in the City's ordinance are not only to create a positive first impression upon entering the City, but also to establish an image and character that is uniquely Mankato's. The ordinance is intended to implement and effectuate the principles established in the Urban Design Framework Manual. A certificate of design compliance is required for all expansion or exterior alterations of buildings within the Gateway district to ensure that development activity will enhance the visual and aesthetic character of the Gateway in accordance with the Urban Design Guidelines.

The applicant is seeking a certificate of design compliance for an approximately 700-square-foot addition to the eastern side of the current structure. Site plans show the approximately 15' wide expansion to be built in a portion of the current access drive aisle on the eastern side of the lot. The remaining 10' 10" wide drive aisle located to the east of the proposed expansion is proposed to accommodate one-way traffic only. The applicant will install a "Wrong Way" sign at the north end of the access drive. The applicant has indicated that a two-way aisle is not essential for traffic flow in the parking lot at this area, and the parking drive aisle on the south side of the building is 24', which is sufficient for parking lot traffic circulation.

The proposed addition conforms to the required side yard district setbacks of six feet. The proposed structure will be located approximately 14' from the side yard property line, and the existing curb line, located 3' from the property line, is not proposed to change. The addition will not project any further into either the front or rear yards than the current structure.

With the proposed addition, the subject site will achieve Mankato City Code standards for off-street parking. 65 parking stalls are provided, and 48 parking stalls are required. The proposal does not remove any current parking stalls. The Mankato City Code standards for restaurants require one (1) parking space for each of the four (4) seats, one (1) space for each two (2) employees on a major shift, one (1) space for each delivery vehicle, and one (1) space for customer food pickup. The current facility has a seating capacity of 110, which requires 28 parking stalls, 12 employees on a major shift, which requires 6 parking stalls, and 1 pick-up stall for a total of 35 required parking stalls. The proposed addition increases the seating capacity by 52 occupants, which requires 13 additional parking stalls for a total of 48 stalls. Site plans show two existing bicycle parking stall locations near the entrance to the existing facility, which achieve the code bicycle parking requirement.

Floor plans show the new tables and chairs in the new seating area. Additional accessory cabinets and a point-of-sale system are shown on the plans.

The proposed exterior elevations conform to the Highway Gateway Overlay standards. Code standards state that "all subsequent additions to a principal building shall be constructed of the same materials as the principal building and shall be of the same architectural design and general appearance as the principal building". Exterior elevations show finishes and a general appearance that matches the current structure. Finishes include three different brick types, and metal accents to match the existing structure. Storefront glazing systems, matching the existing, are also shown on the south and east elevations.

Light fixtures on the new addition are noted to match the existing ones, and prior to the installation of any new light fixtures a photometric plan demonstrating conformance with the Mankato City Code is required.

Landscaping along the frontages is not proposed to change with the proposed addition and conforms to the previously approved landscaping plans. The existing dumpster enclosure will be utilized.

Attachments

Resolution approving Certificate of Design Compliance

General Location Map

Aerial

Site Plan

Floor Plan

Exterior Elevations

Narrative

**RESOLUTION OF THE MANKATO CITY COUNCIL
GRANTING A CERTIFICATE OF DESIGN COMPLIANCE UNDER
THE MANKATO ZONING ORDINANCE**

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

The East 150 feet of the West 260 feet, except for adjacent highway right
of way, of Lot 1, Block 1, Rooney's Subdivision, Mankato (1521 Tullamore).

Has applied for a certificate of design compliance for an approximately 750
square foot addition to an existing building located 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 05-25), a
copy of which has been presented to the City Council; and

WHEREAS, the Planning Commission of the City, on the 26th day of February
2025, following proper notice, held a public hearing regarding the request, and
following said public hearing, adopted a recommendation that the request for a
certificate of design compliance be approved; 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 request is in keeping with the comprehensive planning policies of the
City as the underlying land use plan identifies this parcel as "commercial."
2. The proposal does not interfere with or diminish the use of property in the
immediate vicinity.
3. The proposal is currently served by public facilities and services and will
continue to be.
4. The proposal does not cause undue traffic congestion as the submission
conforms to Mankato City Code criteria for off-street parking and driving
areas, and no other changes are proposed to the site access, or traffic
patterns.
5. There are no known historical or architectural resources on the site.
6. There are no known natural or environmental features on the site.
7. It will not cause a negative cumulative effect and effect on the City as a
whole as the current use is a restaurant.
8. To the extent known, the development conforms with all other applicable
regulations of the district, and other applicable ordinances.
9. The proposal will not jeopardize the public's health, safety, or general
welfare.

10. The property is located in the Highway Gateway Overlay District and the proposed value of the project exceeds \$500,000, which by Mankato City Code Chapter 10.48, requires a review of the Planning Commission and City Council.
11. The building elevations conform to the guidelines of the Highway Gateway Overlay District. The proposed addition has exterior finishes including brick and metal, and is similar to the current principal structure. All sides of the building visible to the public will be treated consistently with quality materials and finishes.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Mankato that the certificate of design compliance to allow for the construction of an approximately 750 square foot addition to an existing building located in the Highway Gateway Overlay District be approved subject to the following conditions:

1. All previous conditions of approval contained in the May 14, 2018, Conditional Use Permit and Certificate of Design Compliance shall remain and be required to comply.
2. The exterior finishes as shown and approved by the City Council shall be implemented.
3. At the time of building permit submission for the proposed expansion, the applicant shall provide a photometric plan in accordance with Mankato City Code for the installation of any new light fixtures.

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: January 2025

Author:

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Aerial



Date: January 2025

Author:

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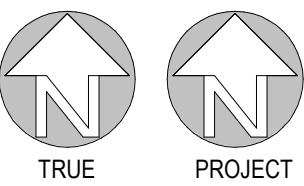
PLANT MATERIALS KEY										HARDINESS ZONE	SUN EXPOSURE
REV	TYPE	QTY	COMMON NAME	BOTANICAL NAME	SIZE	MAX HEIGHT	MAX SPREAD	DESCRIPTION	NOTES		
	A	5	STELLA DE ORA DAYLILY	HEMEROCALLIS 'STELLA D'OR'	#1	18-24"	12-16"	PERENNIAL			
	B	3	SEDUM "AUTUMN JOY"	SEDUM "AUTUMN JOY"	#2	24 IN	24"	PERENNIAL			

*** MIN 2 1/2" CALIPER AS MEASURED SIX INCHES ABOVE THE ESTABLISHED GRADE LEVEL.**

NOTES:

1. LANDSCAPING CONTRACTOR TO VERIFY/MARK ALL UTILITY LOCATIONS PRIOR TO BEGINNING WORK.
2. ROUGH GRADING/TOP SOIL MINIMUM DEPTH OF 3". SOD AREAS TO BE GRADED WITHIN 1 1/2" OF FINISH GRADE. PLANTING BEDS TO BE GRADED WITHIN 3" OF FINISH GRADE.
3. LANDSCAPE CONTRACTOR TO VERIFY ALL CONDITIONS AND DIMENSIONS.
4. ALL PLANTING MATERIAL SHALL COMPLY WITH SIZING AND GRADING STANDARDS OF THE LATEST EDITION OF "AMERICAN STANDARD FOR NURSERY STOCK." MUST MEET MINIMUM SIZE INDICATED IN THE ABOVE SCHEDULE.
5. SOD SHALL BE NURSERY GROWN BRED OF IMPROVED KENTUCKY BLUEGRASS FREE OF INSECTS, DISEASE, WEEDS, UNDESIRABLE GRASSES AND EXTRANEOUS MATERIAL. CONTRACTOR TO WATER SOD AT TIME OF INSTALLATION AND ROLL TO A SMOOTH SURFACE. STAKE SOD ALL SLOPES OF GREATER THAN 3:1.
6. LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL PLANT STOCK AND SOD UNTIL ACCEPTANCE OF WORK BY ARCHITECT OR OWNER.
7. LANDSCAPE CONTRACTOR TO GUARANTEE ALL PLANT MATERIAL TO REMAIN ALIVE AND HEALTHY FOR A PERIOD OF ONE YEAR AFTER COMPLETION AND ACCEPTANCE BY ARCHITECT OR OWNER AND AGREE TO REPLACE/REMOVE AT NO COST TO OWNER ALL PLANT MATERIAL DETERMINED TO UNSATISFACTORY BY ARCHITECT OR OWNER AT THE TIME OF INSTALLATION AND/OR END OF GUARANTEE PERIOD.
8. CONTRACTOR SHALL BE RESPONSIBLE TO RE-SOD ANY DISTURBED AREAS DURING CONSTRUCTION

A. EXISTING PLANTS REQUIRING REMOVAL TO BE SALVAGED FOR OWNER.



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 Architect under the laws of the state of Minnesota.

Signature:	Corey A. Brunton
Reg. No.:	26338
Date:	xx/xx/2021

OLDE BRICK HOUSE ADDITION
1521 TULLAMORE ST
MANKATO, MN 56001

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REVISION:

Doc. No.: 24153-10 Date: 01-27-25

Drawn: **MCG** | Checked: **CRA**

Project Manager: **CAB**

Project Status: **CITY SUBMITTAL**

Sheet Title

ARCH. SITE / LANDSCAPE PLAN

Sheet No. _____

G2-11

1/27/2025 11:20:49 AM

WALL FINISH SCHEDULE		
CODE	SPECIFICATIONS	CONTACT
WT-1	VIRGINIA TILE COLLECTION: COLOR: SIZE: 12" X 24" GROUT:	DISTRIBUTOR: VIRGINIA TILE CONTACT: SAMANTHA WOLFBAUER 612.244.0203
VB	VINYL BASE: JOHNSONITE STYLE: TRADITIONAL COVED SIZE: 4" COLOR:	DISTRIBUTOR: TARKETT CONTACT: ANDY SCHAEFFEL 612.202.5640
PT-1	SHERWIN WILLIAMS COLOR: SW FINISH: EGGSHELL	DISTRIBUTOR: SHERWIN WILLIAMS CONTACT: JOSH KIENLEN 507.720.5645
PT-2	SHERWIN WILLIAMS COLOR: SW FINISH: EGGSHELL	DISTRIBUTOR: SHERWIN WILLIAMS CONTACT: JOSH KIENLEN 507.720.5645
PT-3	SHERWIN WILLIAMS COLOR: SW FINISH: EGGSHELL NOTE: HM DOORS & MISC. METALS	DISTRIBUTOR: SHERWIN WILLIAMS CONTACT: JOSH KIENLEN 507.720.5645

FLOOR FINISH SCHEDULE		
CODE	SPECIFICATIONS	CONTACT
T-1	VIRGINIA TILE COLLECTION: COLOR: SIZE: 12" X 24" GROUT:	DISTRIBUTOR: VIRGINIA TILE CONTACT: SAMANTHA WOLFBAUER 612.244.0203

SURFACE FINISH SCHEDULE		
CODE	SPECIFICATIONS	CONTACT
SS-1	CORIAN COLOR: NOTE: BATHROOM VANITY COUNTERTOP, NON INTEGRAL BACKSPLASH, SIDE SPLASH, & SKIRT WHERE NOTED INTEGRAL BOWL: ACCESSIBLE 810P COLOR:	DISTRIBUTOR: HALLMARK CONTACT: KIM BROSE 612.791.4961

FINISH PLAN NOTES

- A. WHERE CARDINAL DIRECTIONS ARE NOTED, TRUE NORTH IS TO BE USED FOR REFERENCE.
- B. WHERE CHANGE IN FLOOR FINISH OCCURS IN DOORWAYS, THE CHANGE SHALL BE CENTERED UNDER THE CLOSED POSITION OF THE DOOR.
- C. FEATHER FLOORING AS REQUIRED FOR FLUSH TRANSITIONS U.N.O.
- D. LOUVERS, VENTS, GRILLES, AND OTHER MISCELLANEOUS MECHANICAL/ELECTRICAL DEVICES SHALL BE PAINTED TO MATCH ADJACENT FINISH U.N.O.
- E. PROVIDE AND INSTALL 4'-0" HIGH FRP BOARD AND ASSOCIATED HARDWARE ON ALL WALLS ADJACENT TO MOP SINKS AND 24" BEYOND EDGES. U.N.O.
- F. ALL WINDOWS TO HAVE A SOLID SURFACE WINDOW SILL AS NOTED IN THE SURFACE FINISH SCHEDULE.
- G. PROVIDE AND INSTALL CORNER GUARDS ON ALL EXPOSED OUTSIDE GYPSUM BOARD CORNERS. SEE SPECIALTY PLANS FOR LOCATIONS AND TYPES.
- H. AT HANDRAIL RETURN LOCATIONS, HOLD A MINIMUM OF 4' FROM WALL CORNERS, INTERSECTIONS AND OPENINGS.
- I. ALL HALF-TONED/DASHED EQUIPMENT AND FURNITURE ARE FURNISHED AND INSTALLED BY OTHER. EQUIPMENT AND FURNITURE SHOWN FOR MEP COORDINATION.
- J. ALL HALF-TONED EQUIPMENT AND FURNITURE ARE FURNISHED AND INSTALLED BY VA TENANT. EQUIPMENT AND FURNITURE SHOWN FOR MEP COORDINATION.

FINISH PLAN SYMBOL KEY

- ROOM SIGNAGE, SEE SIGNAGE SCHEDULE
- FLOOR TRANSITION
- FLOOR FINISH INSTALLATION DIRECTION
- HANDRAIL, SEE MOUNTING SCHEDULE

FINISH EXTENT TAG

- FINISH EXTENT LINE
- SPECIALTY FINISH(ES)

ROOM FINISH TAG

- ROOM NAME
WALL FINISH
BASE FINISH
FLOOR FINISH
ROOM NUMBER

#	KEYED FINISH NOTES
REV	MARK DESCRIPTION
	F1 MANUAL WINDOW SHADES, SEE SPECIALTY FINISH SCHEDULE
	F2 CORNER GUARD (CG-1), SEE SPECIALTY FINISH SCHEDULE

FLOOR PLAN NOTES

- A. DO NOT SCALE DRAWINGS. DRAWINGS ARE DIAGRAMMATIC ONLY. REPORT DISCREPANCIES TO BRUNTON ARCHITECTS.
- B. LOCATE ROUGH OPENING FACE OF DOOR JAMB 4" MINIMUM FROM THE FACE OF ADJACENT WALL FINISHES UNLESS OTHERWISE DIMENSIONED OR DETAILED.
- C. EACH TRADE IS RESPONSIBLE FOR FIRE SAFING AROUND THEIR PENETRATIONS THROUGH RATED AND UNRATED FLOORS AND WALLS.
- D. PLAN DIMENSIONS AT EXTERIOR WINDOWS ARE GIVEN TO THE ROUGH OPENING OR FACE OF BLOCK UNLESS NOTED OTHERWISE.
- E. ASSUMED FLOOR ELEVATION = 100'-0" UNLESS NOTED OTHERWISE.
- F. DIMENSIONING IN PLAN OF ALL MASONRY PARTITIONS AND OTHER MASONRY ELEMENTS IS TO THE NOMINAL FACE OF MASONRY. IT IS ASSUMED THAT THE MASONRY UNIT IS PLACED CENTERED IN THE NOMINAL DIMENSION AND THAT 3/8" JOINTS ARE USED THROUGHOUT.
- G. WHERE CARDINAL DIRECTIONS ARE NOTED, TRUE NORTH IS TO BE USED FOR REFERENCE.
- H. WHITEBOARDS, TELEVISIONS, AND CORKBOARDS ARE TO BE PROVIDED BY OWNER, INSTALLED BY CONTRACTOR, PROVIDE IN WALL BLOCKING AS REQUIRED.
- I. REFER TO STRUCTURAL DRAWINGS FOR FOOTING AND STRUCTURAL BEARING ELEVATIONS.

FLOOR PLAN SYMBOL KEY

SEE COVER SHEET FOR ABBREVIATIONS AND OTHER DRAWING SYMBOL IDENTIFICATION

PARTITION TYPE

- STRUCTURE TYPE
- STUD SIZE
- ASSEMBLY TYPE

DOOR TAG

- DOOR NUMBER

WINDOW TAG

- WINDOW NUMBER

ROOM TAG

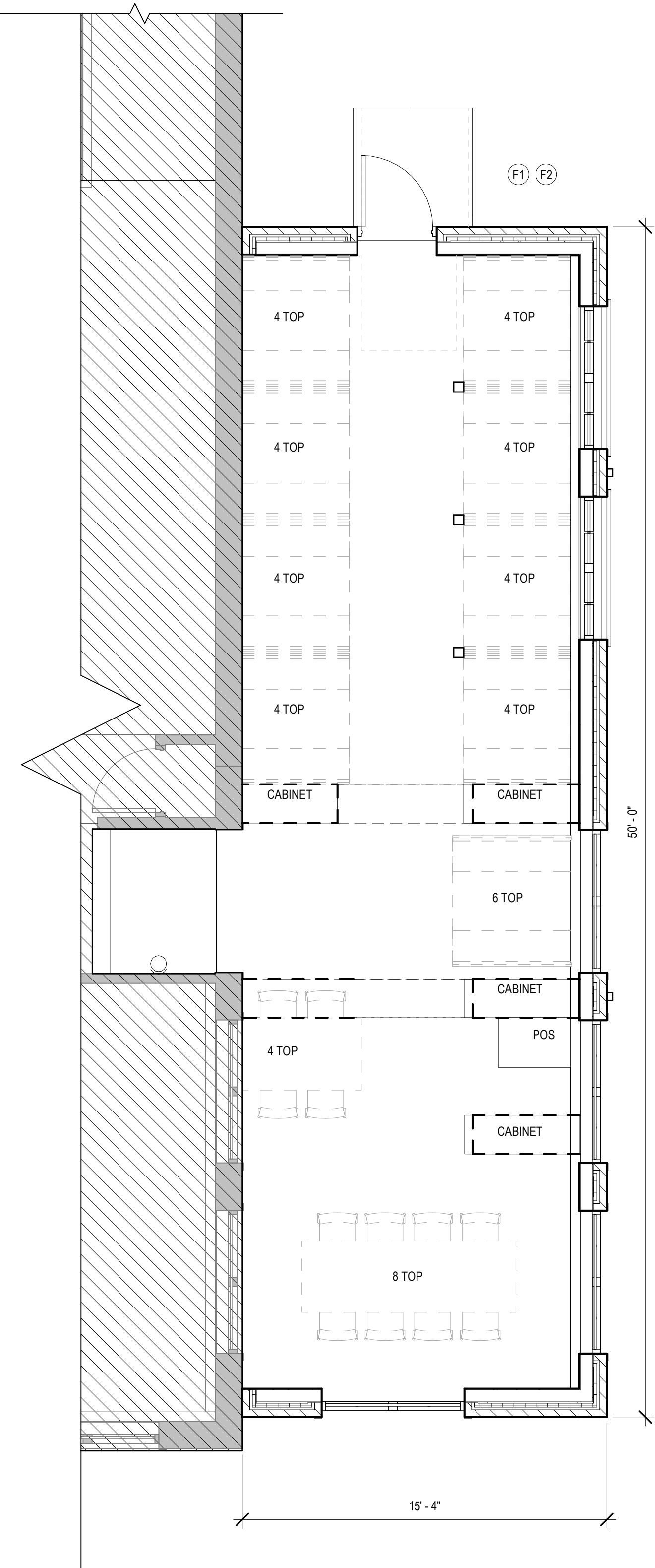
- ROOM NAME
- ROOM NUMBER

WALL LEGEND

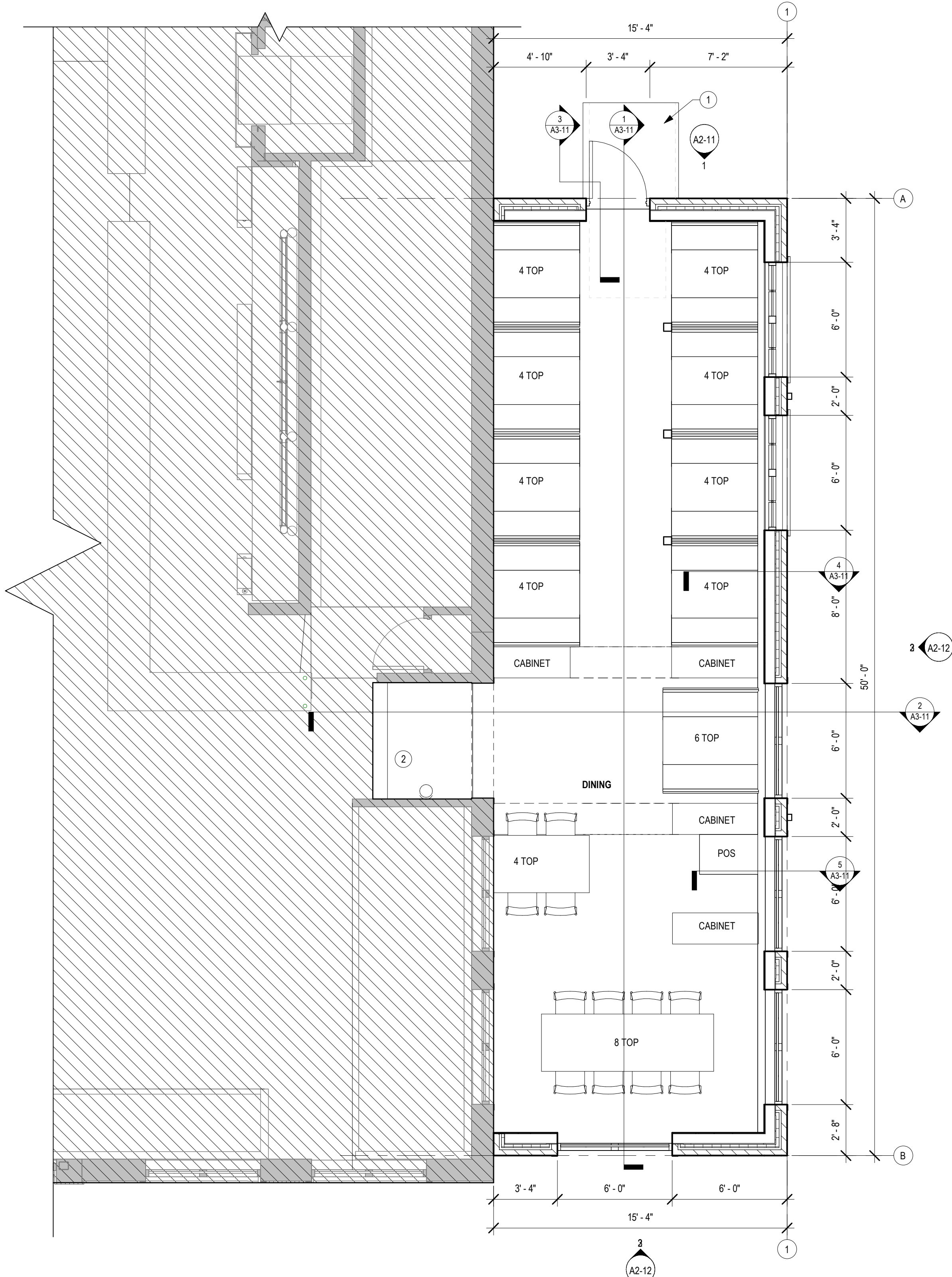
- EXISTING WALLS TO REMAIN
- NEW WALL
- WALL TO BE REMOVED

KEYED PLAN NOTES

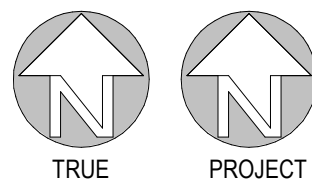
REV	MARK	DESCRIPTION
	1	CONCRETE STOOP, SEE STRUCTURAL
	2	RECESSED FIRE EXTINGUISHER CABINET, TOP OF CABINET TO BE MOUNTED AT 5'-0" MAX ABOVE FINISH FLOOR



2 FIRST FLOOR FINISH PLAN
1/4" = 1'-0"



1 FIRST FLOOR
1/4" = 1'-0"



Signature: _____
Reg. No.: 26338
Date: 01/27/25

Consultant:

OLDE BRICK HOUSE ADDITION
1521 TULLAMORE ST
MANKATO, MN 56001

Project:

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REVISION:

No. 24153-10 Date: 01-27-25

Drawn: MCG Checked: CRA

Project Manager: CAB

Project Status: CITY SUBMITTAL

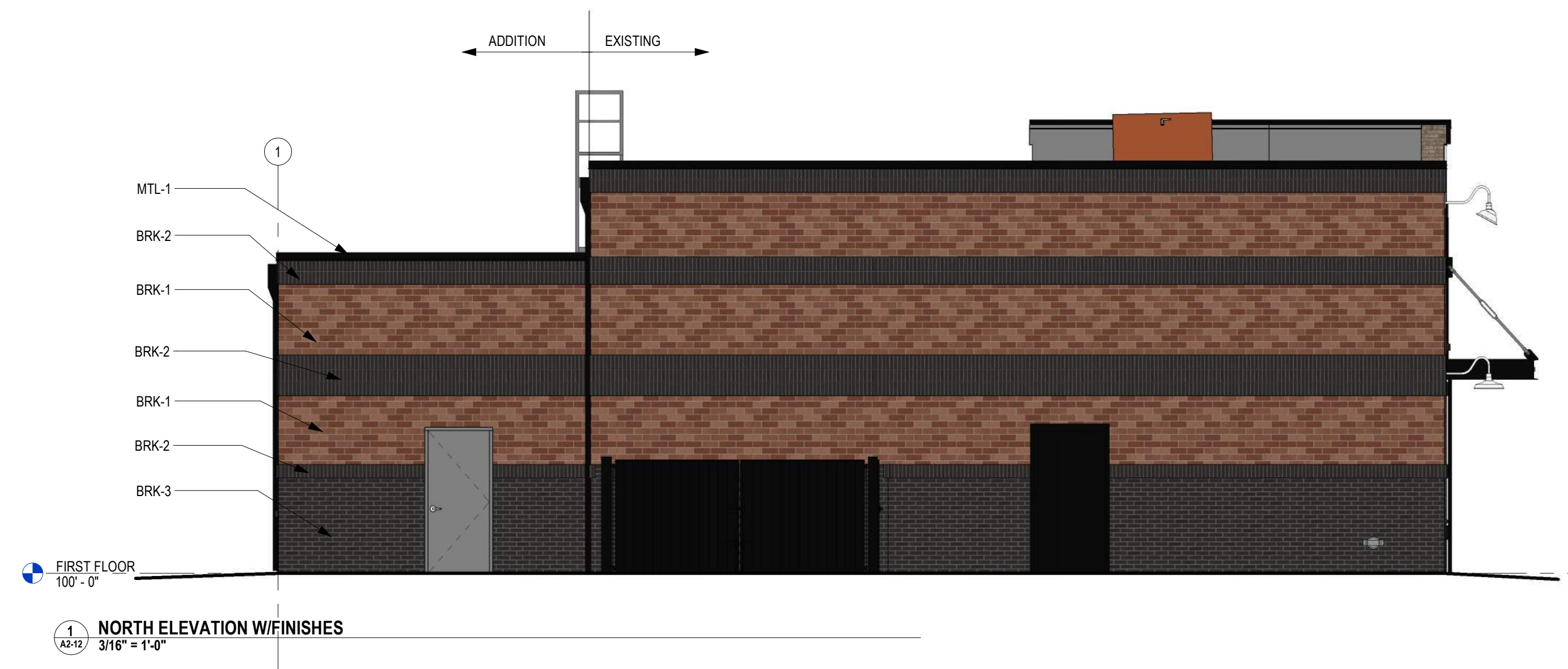
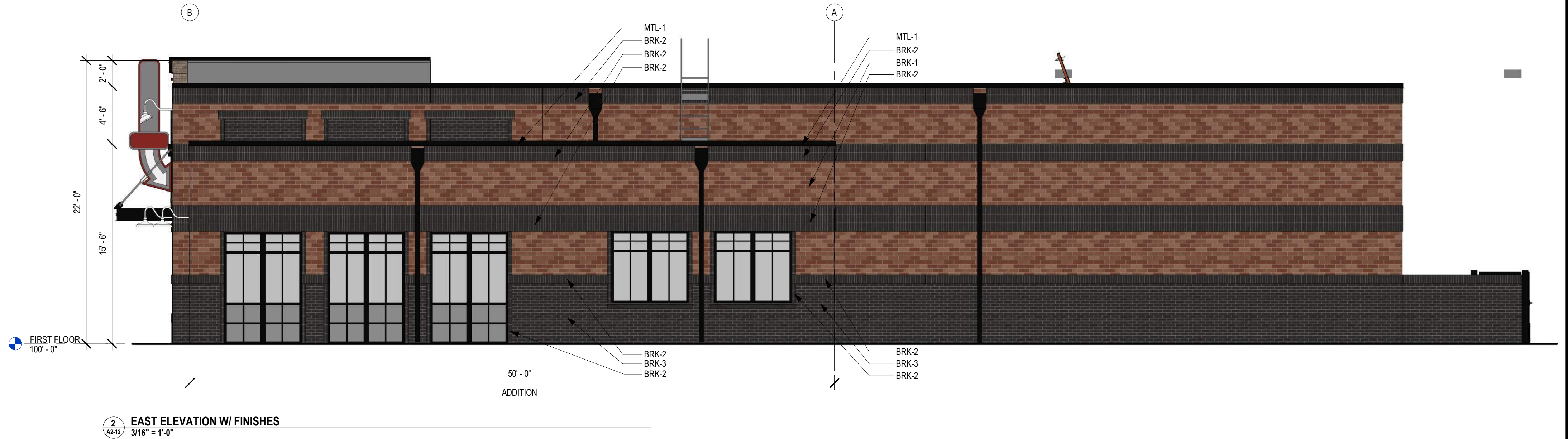
Sheet Title:

**FIRST FLOOR
AND FINISH
PLANS**

Sheet No.:

A1-21

NOT FOR CONSTRUCTION



direct supervision and that I am a duly licensed Architect under the laws of the state of Minnesota.

OLDE BRICK HOUSE ADDITION
1521 TULLAMORE ST
MANKATO, MN 56001

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REVISION:

153-10	Date: 01-27-25
MCG	Checked: CRA
Manager: CAB	
Status: CITY SUBMITTAL	

TERIOR
EVATIONS W/
ISHES

A2-12

NOT FOR CONSTRUCTION

**MANKATO**

225 BELGRADE AVE
NORTH MANKATO, MN 56003

MINNEAPOLIS

7525 WAYZATA BLVD
MINNEAPOLIS, MN 55426

PROJECT NAME: Olde Brick House

PROJECT DESCRIPTION: Addition to an existing A-2 Occupancy

SITE LOCATION: 1521 Tullamore St, Mankato MN

PRIMARY OWNER:

Ringneck Restaurants, Inc

137 SOUTH 2ND AVE

Waite Park, MN 56387

Phone: 320-267-2968

CERTIFICATE OF DESIGN COMPLIANCE (CDC) – DETAILED NARRATIVE

This Certificate of Design Compliance application seeks approval for an addition to an existing restaurant located at 1521 Tullamore Street in Mankato, MN. The current building, constructed in 2018, is approximately 4,000 square feet and is constructed of steel studs, steel bar joists, and a TPO membrane roof system.

The exterior finish of the proposed addition will seamlessly match the existing brick facade.

The building is currently equipped with a fire sprinkler system in accordance with NFPA 13 standards and will be extended to cover the new addition. The existing fire department connection is located at the northwest corner of the building.

An enclosed trash enclosure is already in place, as indicated on the landscape plan (Sheet T1-41). No new light poles will be added, however, any new wall-mounted exterior lighting fixture will match existing fixtures and will be shielded as required to ensure no light spills over the property line.

The City of Mankato ordinances require one parking (1) space for each four (4) seats, one (1) space for each two (2) employees on major shift, one (1) space for each delivery vehicle, and one (1) space for customer food pick-up.

The current facility provides a seating capacity of 110 (28 stalls), 12 employees on a major shift (6 stalls), and 1 pick-up stall; it requires a minimum of 35 parking stalls. The proposed addition increases the seating capacity by 52 occupants, requiring 13 additional parking stalls for a total of 48 stalls. There are currently 65 parking stalls provided on the site.





AGENDA RECOMMENDATION

Consent Calendar 6. J.

City Council Regular Meeting

Meeting Date: 03/10/2025

Agenda Item:

Resolution approving a Conditional Use Permit to allow the addition of a new drive-thru/pick-up window at an existing restaurant operation. The subject property is located at 551 Belle Avenue; by request of Papa John's.

Recommendation/Action(s):

At the February 26, 2025, meeting, the Planning Commission recommended approval with conditions of the conditional use permit.

Summary:

Papa John's is requesting a modification to the existing Conditional Use Permit to allow for the addition of a new drive-thru with a pick-up window at an existing restaurant located within the B-1 Community Business District. The subject property is identified as Lot 1 and Lot 2, Block 3, North Victory Drive Stage 3, Mankato (551 Belle Avenue).

The proposed modifications to the floor plan are minimal, primarily to accommodate the drive-thru. The existing kitchen and service counter areas will remain consistent with the layout of the previous restaurant that occupied the space. Additionally, the site plan includes a reconfiguration of the parking lot to facilitate the new drive-thru window and lane. This adjustment involves the removal of seven existing parking stalls on the northern and eastern sides of the building.

The applicant has specified that no menu board will be installed, as the drive-thru will be exclusively for the pick-up of pre-ordered meals placed online. The proposed pick-up window will adhere to the minimum standards outlined in Mankato City Code 10.82, which include the following requirements:

- The drive-thru facility, including traffic lanes and waiting areas, must not be located within any required yard.
- A minimum of three off-street parking spaces must be designated for waiting vehicles within each drive-thru lane; the site plan includes three such waiting stalls.

- The drive-thru facility and associated parking areas must not obstruct or interfere with existing traffic lanes or parking areas. If traffic congestion or hazards arise as a result of the drive-thru's operation, the City Council reserves the right to modify or terminate its use.

The parking provisions for the development comply with City standards. The site currently offers 53 off-street parking stalls. The proposed restaurant will require four parking stalls, allocated as follows:

- One space per two employees (4 employees) – 2 parking stalls
- One space per delivery vehicle – 1 parking stall
- One space for customer food pick-up – 1 parking stall

According to the submitted plans, the two existing uses within the building necessitate a total of 22 parking spaces. Additionally, bicycle parking will be required to meet Mankato City Code standards.

The proposed exterior modifications comply with the Mankato City Code. Any franchise-related branding or color schemes must also adhere to the Mankato City Code. The primary exterior modification associated with this proposal is the installation of the pick-up window.

A landscaping plan will be required to ensure compliance with the Mankato City Code, particularly regarding screening for the drive-thru area. Off-street parking must meet the prescribed screening standards, which include:

- A required screening barrier such as a wall, fence, or hedge, with a height between four (4) and eight (8) feet, and a minimum opacity of 80%.
- The screening must be installed within a setback area between ten (10) and fifteen (15) feet from the right-of-way.
- Perimeter landscaping must consist of a combination of ground cover, shade trees, evergreen trees, shrubs, and additional screening elements such as decorative walls, fences, or berms.
- Shade trees must be planted at a rate of one tree per fifty (50) linear feet of perimeter length or a fraction thereof.
- Evergreen trees must be planted at a rate of one tree and one shrub per twenty-five (25) linear feet of perimeter length or fraction thereof, with a minimum maintained height of six (6) feet.

Attachments

Resolution approving Conditional Use Permt

General Location Map

Aerial

Site Plan

Floor Plan

Exterior Elevations

Narrative

**RESOLUTION OF THE MANKATO CITY COUNCIL
GRANTING A CONDITIONAL USE PERMIT UNDER
THE MANKATO ZONING ORDINANCE**

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

Lot 1 and Lot 2, Block 3, North Victory Drive Stage 3, Mankato. (551 Belle Avenue).

Has applied for a conditional use permit to allow the addition of the new drive-thru/pick-up window at an existing restaurant operation; 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 06-25), a copy of which has been presented to the City Council; and

WHEREAS, the Planning Commission of the City, on the 26th day of February, 2025, following proper notice, held a public hearing regarding the request, and following said public hearing, adopted a recommendation that the request for a conditional use permit be approved; 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 development, including the implementation of the recommended conditions, conforms to the standards of the Highway Gateway Overlay District, as noted under Mankato City Code.
2. The proposed development conforms to the standards of Chapter 10 for the issuance of the conditional use permit.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Mankato that the conditional use permit to allow the addition of the new drive-thru/pick-up window at an existing restaurant operation be approved subject to the following conditions:

1. Prior to installing of signage, a separate sign permit shall be obtained for each proposed sign.
2. Landscaping shall be installed in accordance with City Code. A detailed landscaping plan, including proposed vegetation types and sizes, shall be submitted for review and approval prior at the time of building permit application submission. At a minimum, the plan shall include a vegetative screening, having an opacity of 80% or greater, a minimum of 4' and a maximum of 8' in height, along all the drive through areas, and the parking lot. In addition, landscaping shall be provided in accordance with section 10.88. This shall include, but not be limited to, 6' tall evergreen trees at a rate of 1 evergreen tree per 25 lineal feet of lot perimeter length and 1 shade tree, 2 ½" caliper, per 50 lineal feet of lot perimeter length.

3. Applicants shall supplement the existing landscaping with the new landscaping plan to help buffer the residential use on the frontage of the property. A landscaping plan shall be submitted at the time of building permit submittal that meets Mankato City Code.
4. If the operation of the drive-thru facility results in traffic hazards or congestion on public streets or alleys, the City Council may order the modification or termination of the drive-thru facility.
5. If parking becomes an issue, the resolution shall occur privately among tenants and owners.
6. If new exterior light fixtures are proposed, lighting shall achieve Mankato City Code including, but not limited to full-cut, fully shielded fixtures and a photometric plan shall be provided that demonstrates conformance with Mankato City Code.
7. Bicycle parking shall be provided per Mankato City Code.

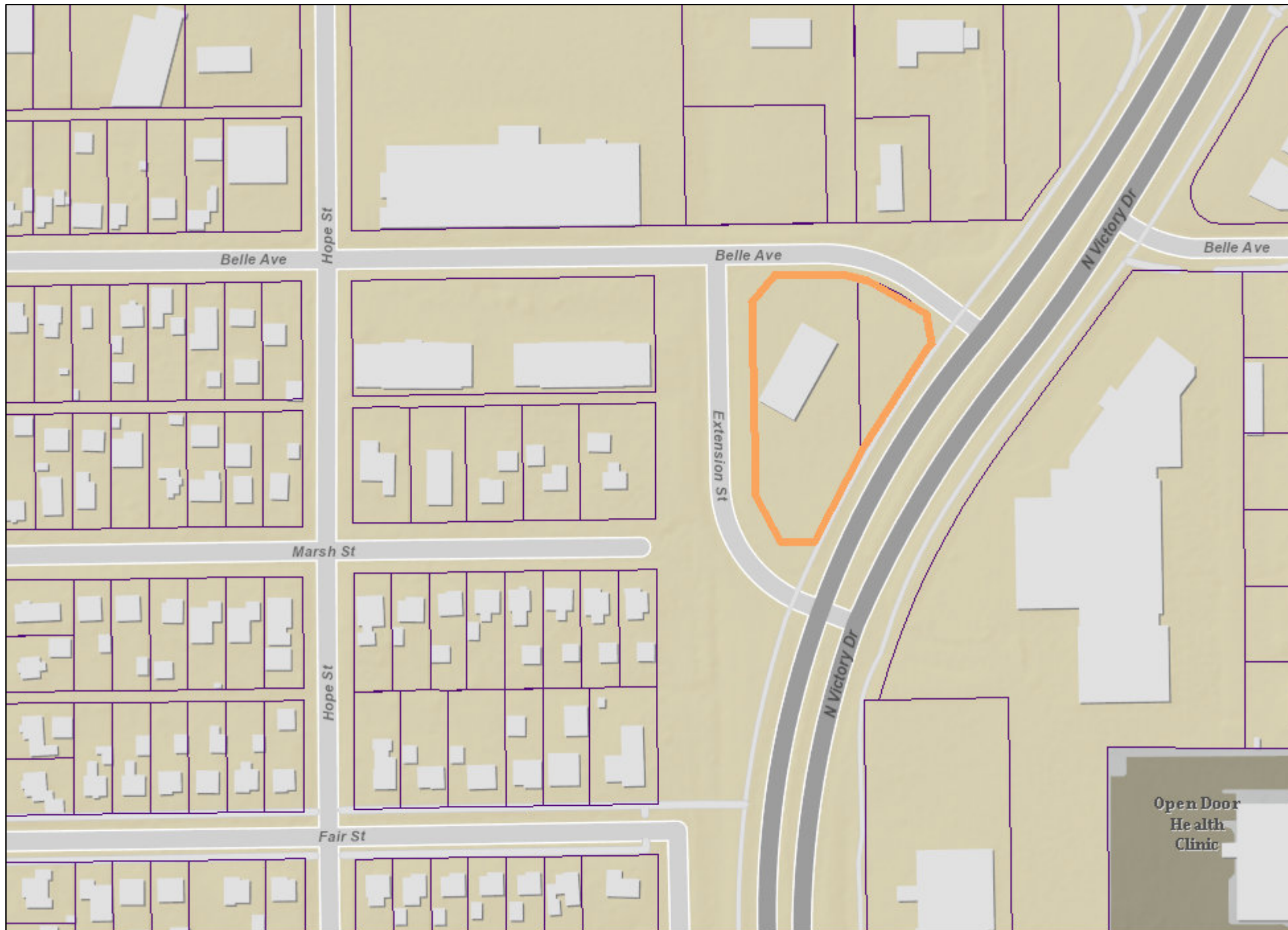
This resolution shall become effective immediately upon passage.

Dated this _____ day of _____, 2025.

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke, MMC
City Clerk

General Location Map

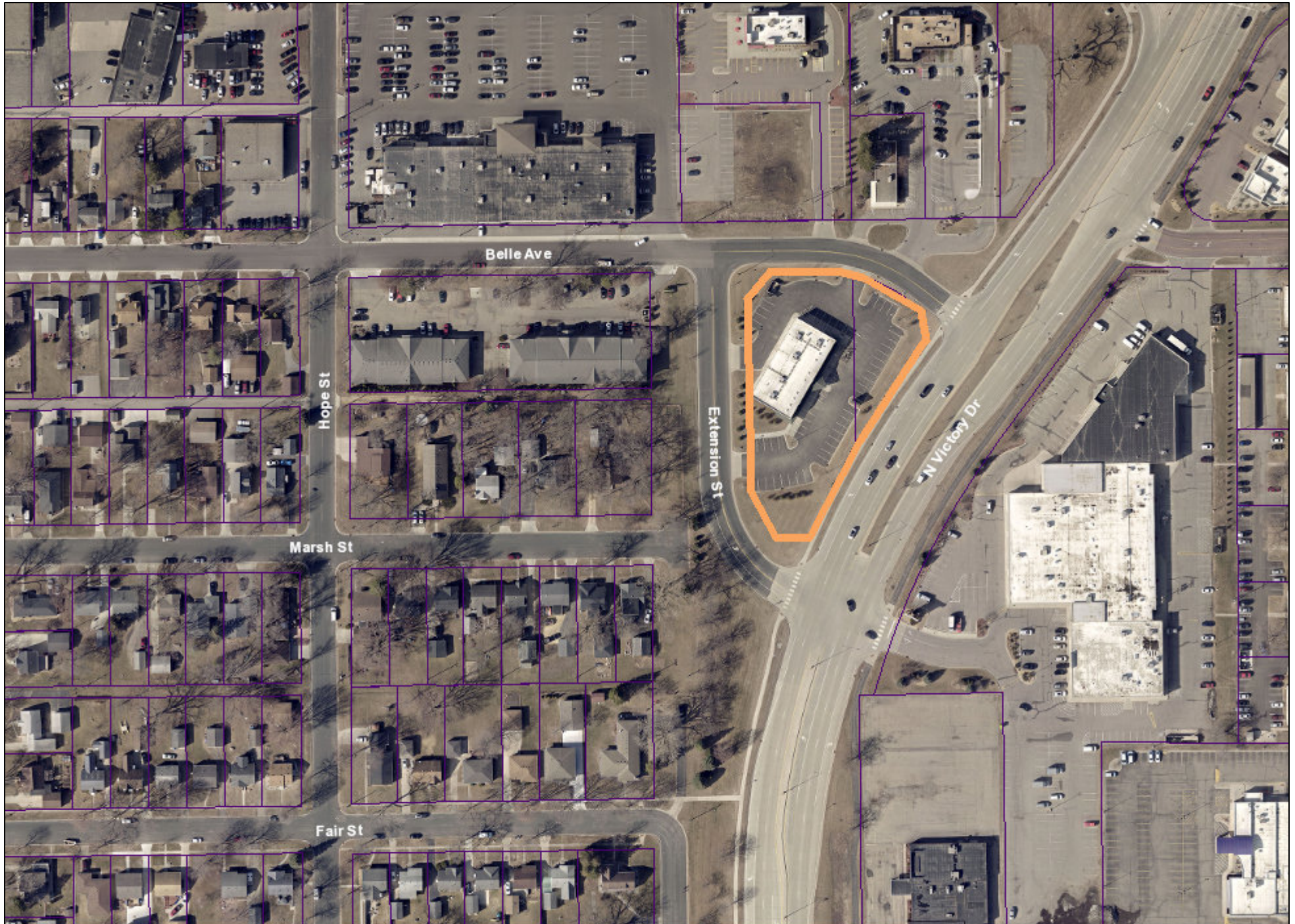


Date: January 2025

Author:

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Aerial



Date: January 2025

Author:

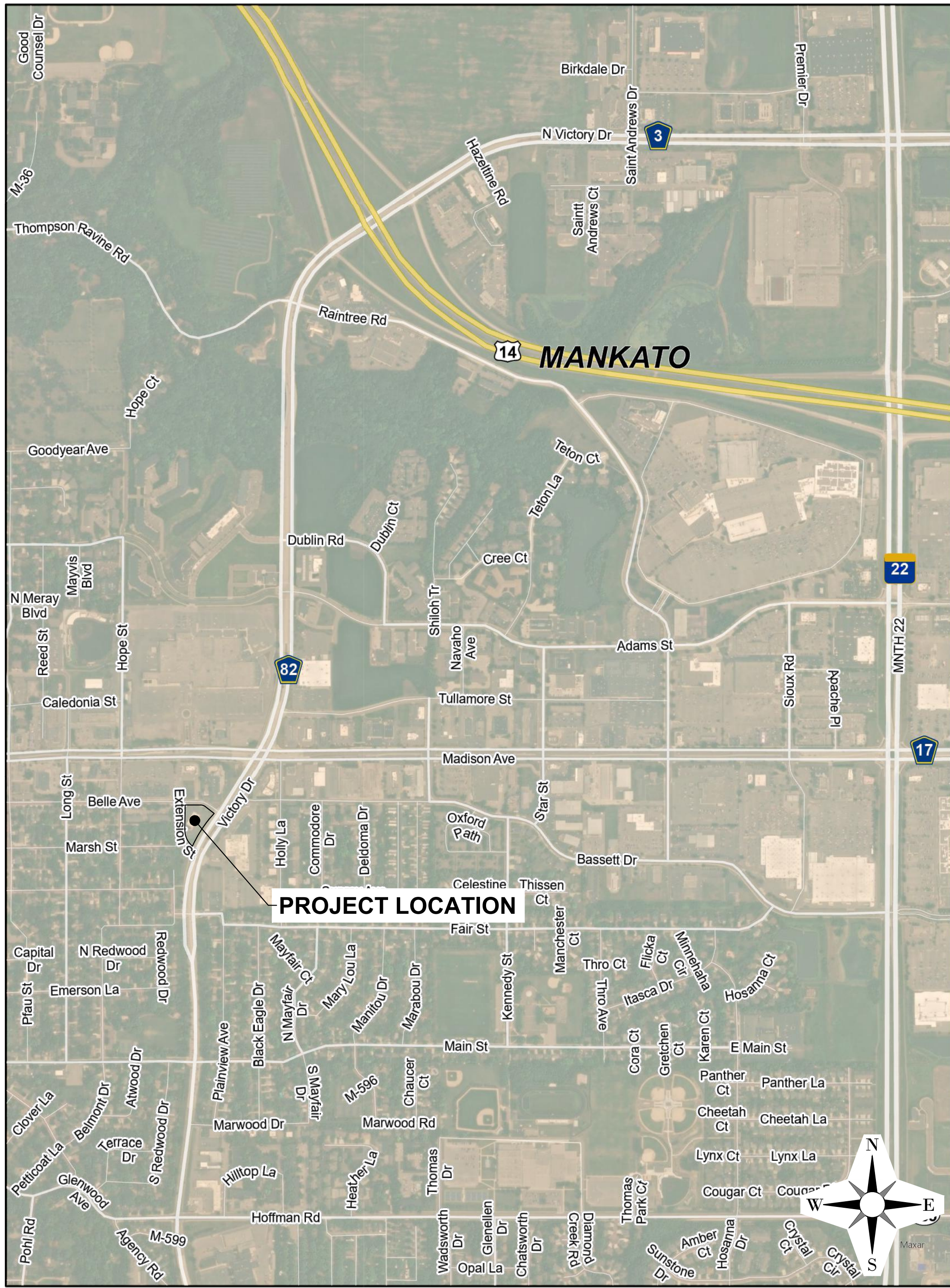
This information is to be used for reference purposes only. The City of Mankato does not guarantee accuracy of the material contained herein and is not responsible for misuse or misinterpretation.

EXISTING		PROPOSED
EX STM MH	STORM MANHOLE	
EX CB	STORM CATCH BASIN	
EX CO	STORM CLEANOUT	
	STORM CLEANOUT	
	STORM CULVERT	
	DOWNSPOUT	
	ROOF DRAIN	
EX SAN MH	SANITARY MANHOLE	
EX CO	SANITARY CLEANOUT	
EX LIFT STATION	LIFT STATION	
	WATER REDUCER	
	WATER VALVE	
	WATER VALVE MAHOLE	
	WATER CURB STOP	
	WATER SHUT-OFF	
EX POST INDICATOR VALVE	POST INDICATOR VALVE	
	FIRE DEPARTMENT CONNECTION	
	WELL	
EX MW	MONITORING WELL	
	LAWN SPRINKLER BOX	
	LAWN SPRINKLER HEAD	
	HYDRANT	
EX YARD HYD	YARD HYDRANT	
	UTILITY POLE	
	LIGHT POLE	
	GROUND LIGHT	
	GUY WIRE	
	TRANSFORMER	
EX HH	HANDHOLE	
EX ELEC MH	ELECTRIC MANHOLE	
	ELECTRIC METER	
	UTILITY VAULT	
	AIR CONDITIONER	
	GAS METER	
	GAS VALVE	
SB-1	SOIL BORING	
	FLAG POLE	
	MAILBOX	
EX SIGNAL	TRAFFIC SIGNAL	
	SIGN	
	STREET SIGN	
	WHEEL STOP	
RR	RAILROAD CROSSING SIGN	
	POST	
	DECIDUOUS TREE	
	CONIFEROUS TREE	
	BUSH	
	TREE STUMP	
	WETLAND / MARSH	
	ROCK / BOULDER	

<u>EXISTING</u>		<u>PROPOSED</u>
— — — >> — — —	STORM DRAIN	— — — >> — — —
— — — > — — —	SANITARY SEWER	— — — > — — —
— — — > — — —	SANITARY SEWER FORCEMAIN	— — — > — — —
— — — — — —	WATER MAIN	— — — — — —
— — — G — — —	GAS	— — — G — — —
— — — OE — — —	OVERHEAD ELECTRIC	— — — OE — — —
— — — UE — — —	UNDERGROUND ELECTRIC	— — — UE — — —
— — — UT — — —	UNDERGROUND TELEPHONE	— — — UT — — —
— — — UTV — — —	UNDERGROUND TV	— — — UTV — — —
— — — OHL — — —	OVERHEAD UTILITY	— — — OHL — — —
— — — UTL — — —	UNDERGROUND UTILITY	— — — UTL — — —
— — — FBO — — —	FIBER OPTIC	— — — FBO — — —
— — — WET — — —	WETLAND	— — — WET — — —
— — — W — — —	WATER EDGE	— — — — — — —
— — — X — — — X — — —	FENCE LINE	— — — X — — — X — — —
— — — (— — —) — — —	TREE LINE	— — — — — — —
— — — — — — —	PROPERTY / LOT LINE	— — — — — —
— — — — — — —	RIGHT OF WAY LINE	— — — — — — —
— — — Δ — — — Δ — — —	ACCESS CONTROL	— — — — — — —
— — — — — — —	EASEMENT LINE	— — — — — — —

CONTRACTOR SHALL FIELD VERIFY THE LOCATIONS OF ALL EXISTING UTILITIES.

ADA	AMERICANS WITH DISABILITIES ACT	IN	INCH
ADD	ADDENDUM	INV	INVERT
AFF	ABOVE FINISHED FLOOR	IP	IRON PIPE
AGG	AGGREGATE	IPS	IRON PIPE SIZE
APPROX	APPROXIMATE	J-BOX	JUNCTION BOX
ARCH	ARCHITECT, ARCHITECTURAL	JT	JOINT
BFE	BASEMENT FLOOR ELEVATION	LF	LINEAR FEET
BIT	BITUMINOUS	LN	LINEAR
BLDG	BUILDING	LPS	LOW PRESSURE STEAM
BM	BENCHMARK	LS	LUMP SUM
CAD	COMPUTER-AIDED DESIGN	LSS	LOWEST STRUCTURAL OPENING
CB	CATCH BASIN	MAX	MAXIMUM
CF5	CUBIC FEET PER SECOND	MB	MAIL BOX
CF	CUBIC FOOT	MECH	MECHANICAL
CI	CAST IRON	MH	MANHOLE
CIP	CAST IRON PIPE	MIN	MINIMUM
CIPC	CAST IN PLACE CONCRETE	MISC	MISCELLANEOUS
CJ	CONTROL JOINT	NO	NUMBER
CL	CENTERLINE	NTS	NOT TO SCALE
CMP	CORRUGATED METAL PIPE	NWL	NORMAL WATER LEVEL
CO	CLEANOUT	OC	ON CENTER
CONC	CONCRETE	OCEW	ON CENTER EACH WAY
CONST	CONSTRUCTION	OH	OVERHEAD
CON	CONTINUOUS	OHLD	ORDINARY HIGH WATER LEVEL
CR	COUNTY ROAD	OHVD	OVERHEAD DOOR
CY	CUBIC YARD	OZ	OUNCE
C&G	CURB AND GUTTER	PCC	PORTLAND CEMENT CONCRETE
DEMO	DEMOLITION	PEDEST	PEDESTAL, PEDESTANT
DI	DROP INTAKE	PERF	PERFORATED
DIAM	DIAMETER	PL	PROPERTY LINE
DIM	DIMENSION	PP	POLYPROPYLENE
DS	DOWNSPOUT	PSI	POUNDS PER SQUARE INCH
EA	EACH	PVC	POLYVINYL CHLORIDE
ELEC	ELECTRICAL	PVMT	PAVEMENT
ELEV	ELEVATION	QTY	QUANTITY
EOF	EMERGENCY OVERTFLOW	R	RIM
EQ	EQUAL	RAD	RADIUS
EX	EXISTING	RCP	REINFORCED CONCRETE PIPE
F/G	FIRM GRADE	RD	ROAD DRAIN
FDC	FIRE DEPARTMENT CONNECTION	REBAR	REINFORCING BAR
FDN	FOUNDATION	REM	REMOVE
FES	FIREARED END SECTION	RHW	RIGHT OF WAY
FFE	FINISHED FLOOR ELEVATION	RW	RIGHT OF WAY
FPM	FEET PER MINUTE	SA	SANITARY
FPS	FEET PER SECOND	SCH	SCHEDULE
FT	FOOT, FEET	SF	SQUARE FOOT
FTG	FOOTING	SPEC	SPECIFICATION
GA	GAUGE	SO	SQUARE
GAL	GALLON	STA	STATION
GALV	GALVANIZED	STM	STORM
GC	GENERAL CONTRACTOR	SY	SQUARE YARD
GFE	GARAGE FLOOR ELEVATION	TEL	TELEPHONE
GL	GUTTER LINE	TEMP	TEMPORARY
GPM	GALLONS PER MINUTE	THRU	THROUGH
GV	GATE VALVE	TNFH	TOP OUT OF FIRE HYDRANT
HDPE	HIGH DENSITY POLYETHYLENE	TRANS	TRANSFER
HD	HEAVY DUTY	TV	TELEVISION
HH	HANDHOLE	TW	TOP OF WALL
HMA	HOT MIX ASPHALT	TYP	TYPICAL
HORIZ	HORIZONTAL	UT	UTILITY, UNDERGROUND
HR	HOUR	UT	TELEPHONE
HVL	HIGH WATER LEVEL	VCP	VITRIFIED CLAY PIPE
HWY	HIGHWAY	W/O	WITHOUT
HYD	HYDRANT	W/	WITH
I	INVERT	YD	YARD
ID	INSIDE DIAMETER	YR	YEAR



0 1,000 2,000
SCALE IN FEET

1. ALL WORK SHALL CONFORM TO THE CONTRACT DOCUMENTS, WHICH INCLUDE, BUT ARE NOT LIMITED TO, THE OWNER - CONTRACTOR AGREEMENT, THE PROJECT MANUAL (WHICH INCLUDES GENERAL SUPPLEMENTARY CONDITIONS AND SPECIFICATIONS), DRAWINGS OF ALL DISCIPLINES AND ALL ADDENDA, MODIFICATIONS, AND CLARIFICATIONS ISSUED BY ARCHITECT/ENGINEER.
2. CONTRACT DOCUMENTS SHALL BE ISSUED TO ALL SUBCONTRACTORS BY THE GENERAL CONTRACTOR. THE CONTRACTOR SHALL BE RESPONSIBLE TO ACHIEVE THE FULL EXTENT AND COMPLETE COORDINATION OF ALL WORK.
3. WRITTEN DIMENSIONS TAKE PRECEDENCE OVER SCALED DIMENSIONS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
4. FIELD VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES OR CONDITIONS REQUIRING INFORMATION OR CLARIFICATION BEFORE PROCEEDING WITH THE WORK.
5. DETAILS SHOWN ARE INTENDED TO BE INDICATIVE OF THE PROFILES AND TYPE OF DETAILING REQUIRED THROUGHOUT THE WORK. DETAILS NOT SHOWN ARE SIMILAR IN CHARACTER TO DETAILS SHOWN. WHERE SPECIFIC DIMENSIONS, DETAILS, OR DESIGN INTENT CANNOT BE DETERMINED, NOTIFY ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK.
6. ALL MANUFACTURED ARTICLES, MATERIALS, AND EQUIPMENT SHALL BE APPLIED, INSTALLED, CONNECTED, ERECTED, CLEANED, AND CONDITIONED ACCORDING TO MANUFACTURERS' INSTRUCTIONS. IN CASE OF DISCREPANCIES BETWEEN MANUFACTURERS' INSTRUCTIONS AND THE CONTRACT DOCUMENTS, NOTIFY ARCHITECT/ENGINEER BEFORE PROCEEDING WITH THE WORK.
7. ALL DISSIMILAR METALS SHALL BE EFFECTIVELY ISOLATED FROM EACH OTHER TO AVOID GALVANIC CORROSION.
8. THE LOCATION AND TYPE OF ALL EXISTING UTILITIES SHOWN ON THE PLANS ARE FOR GENERAL INFORMATION ONLY AND ARE ACCURATE AND COMPLETE TO THE BEST OF THE KNOWLEDGE OF I & S GROUP, INC. (ISG) NO WARRANTY OR GUARANTEE IS IMPLIED. THE CONTRACTOR SHALL VERIFY THE SIZES, LOCATIONS, AND ELEVATIONS OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTRACTOR SHALL IMMEDIATELY NOTIFY ENGINEER OF ANY DISCREPANCIES OR VARIATIONS FROM PLAN.
9. THE CONTRACTOR IS TO CONTACT "GOPHER STATE ONE CALL" FOR UTILITY LOCATIONS A MINIMUM OF 2 BUSINESS DAYS PRIOR TO ANY EXCAVATION / CONSTRUCTION (1-800-252-1166).

PROJECT ADDRESS/LOCATION:	551 BELLE AVE. MANKATO, MN 56001
ZONING:	B-1 COMMUNITY BUSINESS DISTRICT

C0-10 SITE DATA
C2-10 EXISTING SITE AND REMOVAL PLAN
C3-10 SITE PLAN
C4-10 SITE GRADING PLAN
C5-10 PLANTING AND RESTORATION PLAN

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PROJECT

PAPA JOHN'S
551 BELLE AVE.

MANKATO MINNESOTA

[illegible]

PROJECT NO. 25-32136

FILE NAME 32136-C0-GENERAL

DRAWN BY BDT

DESIGNED BY	BDT, BMD
REVIEWED BY	BDT, BMD

ORIGINAL ISSUE DATE 02/17/25

CLIENT PROJECT NO. -

TITLE

SITE DATA

ALL CONSTRUCTION SHALL COMPLY WITH THE CITY OF MANKATO'S REQUIREMENTS AND MnDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION, 2020 EDITION, THE STANDARD SPECIFICATIONS FOR SANITARY SEWER, STORM DRAIN AND WATERMAIN AS PROPOSED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA, 2023 EDITION, AND THE CURRENT VERSION OF THE MINNESOTA STATE PLUMBING CODE UNLESS DIRECTED OTHERWISE.

HORIZONTAL COORDINATES HAVE BEEN REFERENCED TO THE NORTH AMERICAN DATUM OF 1983 (NAD83), 1996 ADJUSTMENT (NAD83/1996)) ON THE BLUE EARTH COUNTY COORDINATE SYSTEM, IN U.S. SURVEY FEET.
ELEVATIONS HAVE BEEN REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
RTK GPS METHODS WERE USED TO ESTABLISH HORIZONTAL AND VERTICAL COORDINATES FOR THIS PROJECT.

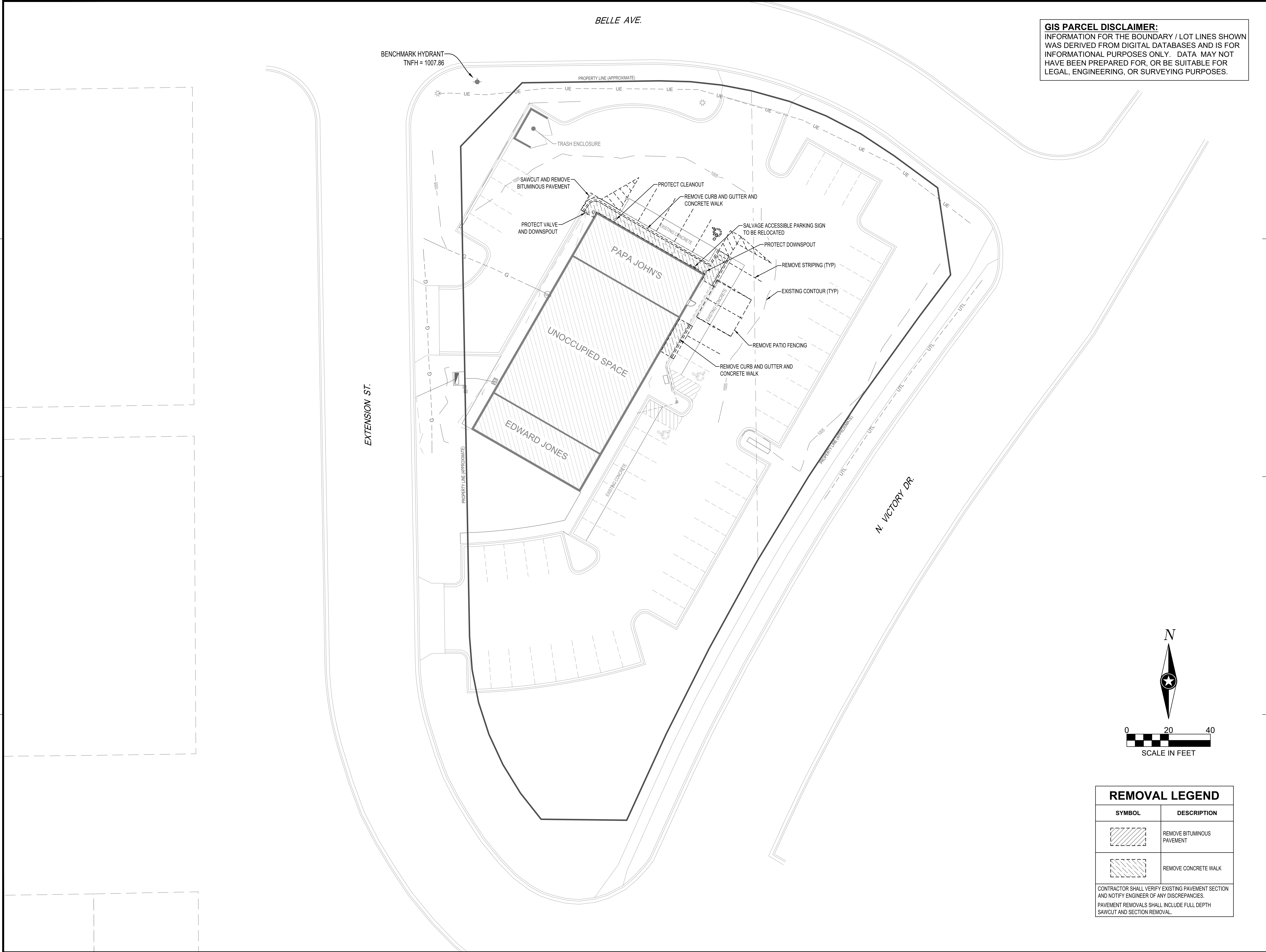
THIS PROJECT'S TOPOGRAPHIC SURVEY CONSISTS OF DATA COLLECTED IN JANUARY OF 2025 BY ISG.

B.M. ELEVATION=1007.86

TOP NUT FIRE HYDRANT AT THE SOUTHEAST
CORNER OF EXTENSION ST. AND BELLE AVE.

SHEET

C0-10



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PROJECT

**PAPA JOHN'S
551 BELLE AVE.**

MANKATO MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

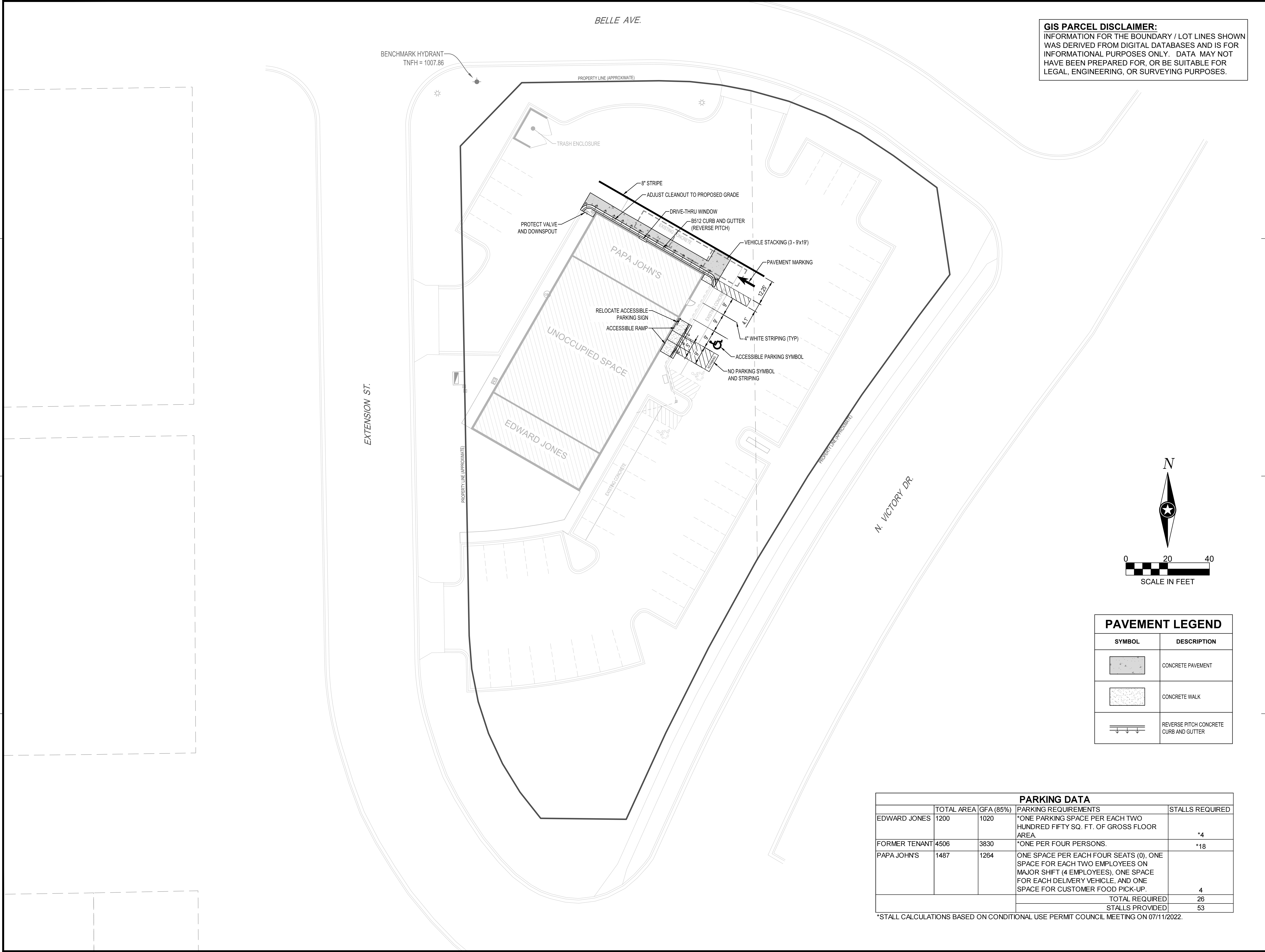
PROJECT NO.	25-32136
FILE NAME	32136-C2-EXIST
DRAWN BY	BDT
DESIGNED BY	BDT, BMP
REVIEWED BY	BDT, BMP
ORIGINAL ISSUE DATE	02/17/25
CLIENT PROJECT NO.	-

TITLE
**EXISTING SITE
AND REMOVAL
PLAN**

SHEET
C2-10

REMOVAL LEGEND	
SYMBOL	DESCRIPTION
	REMOVE BITUMINOUS PAVEMENT
	REMOVE CONCRETE WALK
CONTRACTOR SHALL VERIFY EXISTING PAVEMENT SECTION AND NOTIFY ENGINEER OF ANY DISCREPANCIES. PAVEMENT REMOVALS SHALL INCLUDE FULL DEPTH SAWCUT AND SECTION REMOVAL.	

PRELIMINARY NOT FOR CONSTRUCTION PRELIMINARY NOT FOR CONSTRUCTION PRELIMINARY NOT FOR CONSTRUCTION



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PROJECT

PAPA JOHN'S
551 BELLE AVE.

MANKATO MINNESOTA

REVISION SCHEDULE		
DATE	DESCRIPTION	BY

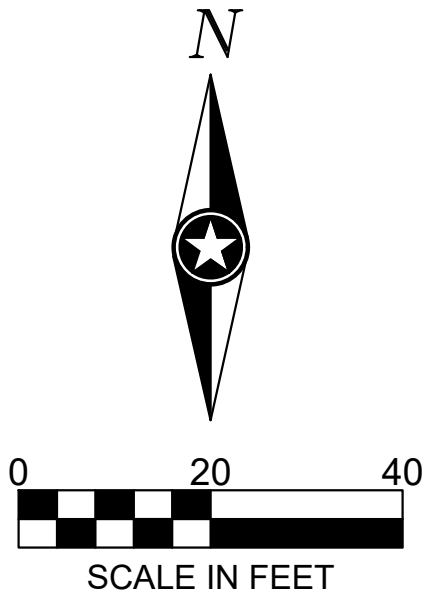
PROJECT NO.	25-32136
FILE NAME	32136-C3-SITE
DRAWN BY	BDT
DESIGNED BY	BDT, BMP
REVIEWED BY	BDT, BMP
ORIGINAL ISSUE DATE	02/17/25
CLIENT PROJECT NO.	-

TITLE

SITE PLAN

SHEET

C3-10



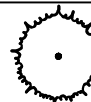
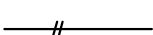
PAVEMENT LEGEND	
SYMBOL	DESCRIPTION
	CONCRETE PAVEMENT
	CONCRETE WALK
	REVERSE PITCH CONCRETE CURB AND GUTTER

PARKING DATA				
	TOTAL AREA	GFA (85%)	PARKING REQUIREMENTS	STALLS REQUIRED
EDWARD JONES	1200	1020	*ONE PARKING SPACE PER EACH TWO HUNDRED FIFTY SQ. FT. OF GROSS FLOOR AREA.	*4
FORMER TENANT	4506	3830	*ONE PER FOUR PERSONS.	*18
PAPA JOHN'S	1487	1264	ONE SPACE PER EACH FOUR SEATS (0), ONE SPACE FOR EACH TWO EMPLOYEES ON MAJOR SHIFT (4 EMPLOYEES), ONE SPACE FOR EACH DELIVERY VEHICLE, AND ONE SPACE FOR CUSTOMER FOOD PICK-UP.	4
TOTAL REQUIRED				26
STALLS PROVIDED				53

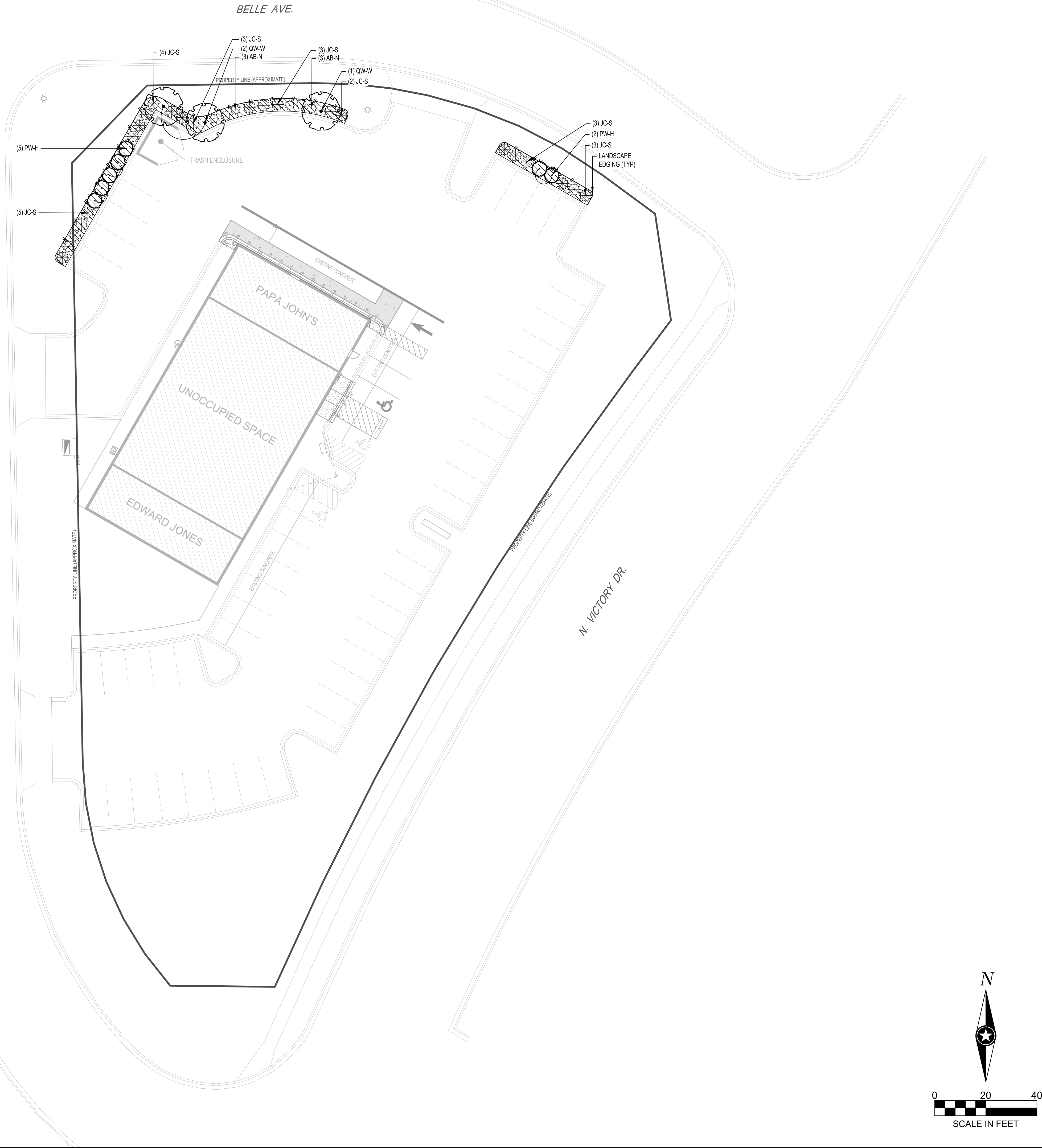
*STALL CALCULATIONS BASED ON CONDITIONAL USE PERMIT COUNCIL MEETING ON 07/11/2022.

PRELIMINARY NOT FOR CONSTRUCTION

LANDSCAPE CODE SUMMARY	
PARKING LOT PERIMETER LANDSCAPING SHADE TREES REQUIRED / PERIMETER LANDSCAPING TREES PROVIDED	1 SHADE TREE/ 50 LF OF PARKING PERIMETER LENGTH, 160 LF = 3 SHADE TREES REQUIRED/ 3 SHADE TREES PROPOSED
PARKING LOT PERIMETER LANDSCAPING EVERGREEN TREES REQUIRED / PERIMETER LANDSCAPING TREES PROVIDED	1 EVERGREEN SHRUB/ 25 LF OF PARKING PERIMETER LENGTH, 160 LF = 6 EVERGREEN SHRUBS REQUIRED / 6 EVERGREEN SHRUBS PROPOSED + 80% OPACITY
LANDSCAPE SIZING REQUIREMENTS	
MINIMUM OVERSTORY TREE SIZE	2.5" CALIPER
MINIMUM EVERGREEN TREE SIZE	6' HEIGHT

PLANT SCHEDULE					
SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME	SIZE	ROOT
EVERGREEN TREES					
	PW-H	7	PINUS CEMBRA 'HERMAN' TM PRAIRIE STATESMAN SWISS STONE PINE	6' HT MIN	B & B
OVERSTORY TREES					
	QW-W	3	QUERCUS X WAREI 'LONG' REGAL PRINCE® OAK	2.5" CAL	B & B
EVERGREEN SHRUBS					
	AB-N	6	ABIES BALSAMEA 'NANA' DWARF BALSAM FIR	2 GAL	CONT
	JC-S	23	JUNIPERUS CHINENSIS 'SEA GREEN' SEA GREEN JUNIPER	5 GAL	CONT
SYMBOL		QTY	DESCRIPTION		
MULCH					
		1,028 SF	DOUBLE SHREDDED WOOD MULCH (NATURAL COLOR)		
EDGER					
		215 LF	STEEL LANDSCAPE EDGING		

EXTENSION ST.



SHEET NOT VALID UNLESS THIS TEXT IS COLOR.

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PROJECT

PAPA JOHN'S
551 BELLE AVE.

MANKATO MINNESOTA

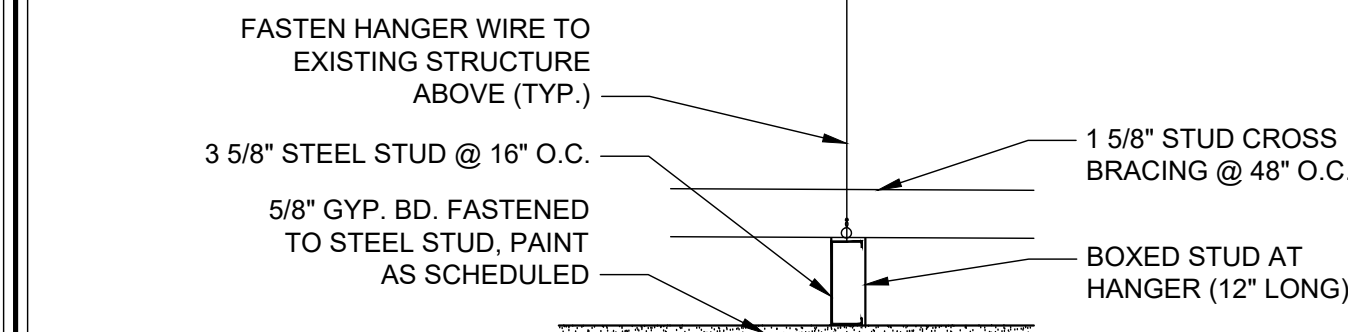
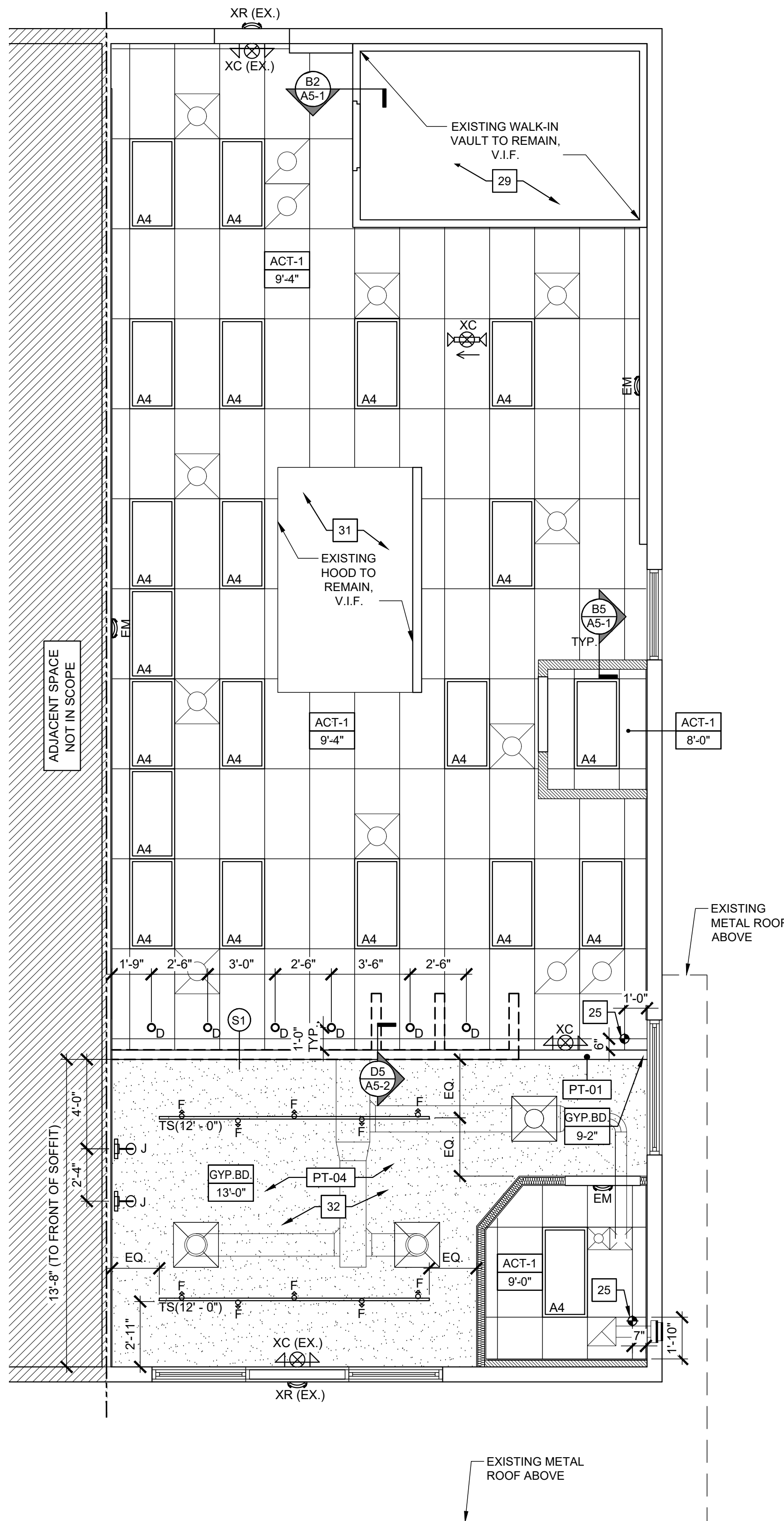
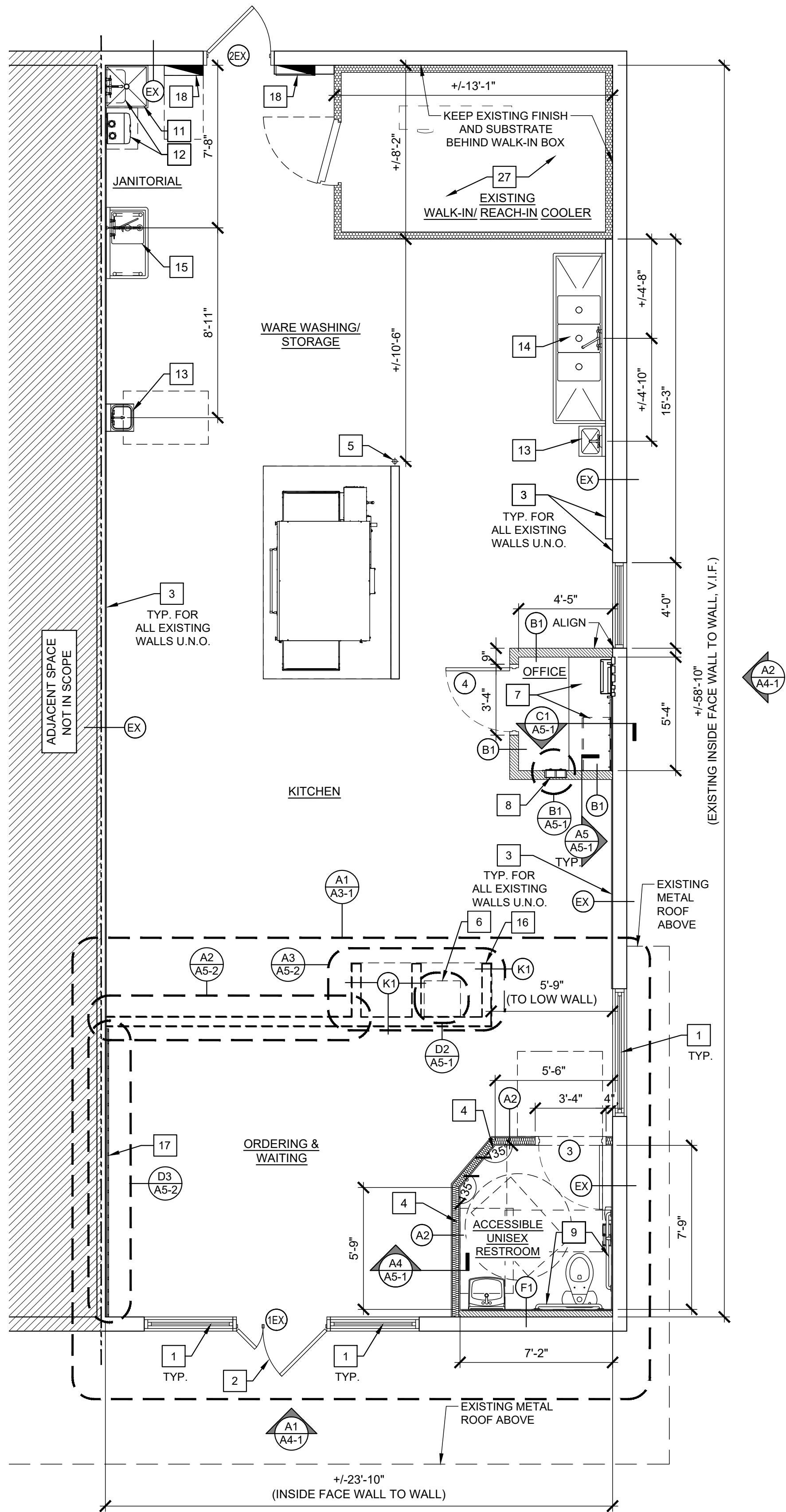
REVISION SCHEDULE		
DATE	DESCRIPTION	BY

PROJECT NO.	25-32136
FILE NAME	32136-CS-LAND
DRAWN BY	BDT
DESIGNED BY	BDT, BMP
REVIEWED BY	BDT, BMP
ORIGINAL ISSUE DATE	02/17/25
CLIENT PROJECT NO.	-

TITLE
**PLANTING AND
RESTORATION
PLAN**

SHEET
C5-10

PRELIMINARY NOT FOR CONSTRUCTION



RCP LEGEND			
	NEW HVAC CEILING MOUNTED SUPPLY DIFFUSER. REFER TO MECHANICAL DRAWINGS		DIRECTIONAL CEILING MOUNTED EXIT/ EMERGENCY LIGHT. REFER TO ELECTRICAL DRAWINGS
	NEW HVAC CEILING MOUNTED RETURN DIFFUSER. REFER TO MECHANICAL DRAWINGS		WALL MOUNT EMERGENCY LIGHT. REFER TO ELECTRICAL DRAWINGS
	NEW HVAC CEILING MOUNTED EXHAUST FAN. REFER TO MECHANICAL DRAWINGS		EXTERIOR EXIT/ EMERGENCY LIGHT. REFER TO ELECTRICAL DRAWINGS
	EXIT/ EMERGENCY LIGHT. REFER TO ELECTRICAL DRAWINGS		2x4 LED LIGHT FIXTURE REF. ELECTRICAL REFER TO ELECTRICAL DRAWINGS
	DIRECTIONAL WALL MOUNTED EXIT/ EMERGENCY LIGHT. REFER TO ELECTRICAL DRAWINGS		DOWNLIGHT RECESSED LIGHT FIXTURE. REFER TO ELECTRICAL DRAWINGS
	CEILING MOUNTED EXIT/ EMERGENCY LIGHT. REFER TO ELECTRICAL DRAWINGS		WALL SCONCE LIGHT FIXTURE. REFER TO ELECTRICAL DRAWINGS
			LIGHTING TRACK. REFER TO ELECTRICAL DRAWINGS

- KEY NOTES - FLOOR PLAN & REFLECTED CEILING PLAN**
- EXISTING STOREFRONT WINDOWS TO REMAIN.
 - EXISTING ENTRANCE STOREFRONT DOOR IN EXISTING MULLION/FRAME SYSTEM TO REMAIN.
 - GC TO INSTALL 5/8" PLYWOOD BACKING TYP. @ ALL EXTERIOR WALLS AND DEMISING WALL. - G.C. TO VERIFY CONDITION IN FIELD. KEEP EXISTING WALL FINISH AND SUBSTRATE ONLY AROUND THE WALK-IN BOX. NOTE: IF PLYWOOD BACKING OCCURS AT RATED WALL ASSEMBLIES, WALL TO BE REPAIRED BACK TO ORIGINAL TO MAINTAIN EXISTING ASSEMBLY RATING.
 - PROVIDE SOUND-ATTENUATION BATT INSULATION AT RESTROOM WALL FROM FLOOR TO CEILING.
 - APPROXIMATE LOCATION OF EXISTING 3/4" NPT PIZZA OVEN GAS CONNECTION. VERIFY CONDITION IN FIELD. INFORM ARCHITECT OF ANY DISCREPANCIES.
 - FLOOR SAFE. REFER TO EQUIPMENT PLAN. G.C. TO SECURE TO FLOOR.
 - WALL MOUNTED OFFICE DESK AND UPPER CABINETS, REFER TO EQUIPMENT PLAN.
 - DRIVER DROP BOX, RECESSED INTO WALL. REFER TO EQUIPMENT PLAN AND DETAIL.
 - G.C. TO VERIFY IF IN-WALL BLOCKING IS PROVIDED FOR ALL TOILET ROOM ACCESSORIES AND GRAB BARS. PROVIDE AS REQUIRED.
 - NOT USED.
 - EXISTING MOP SINK.
 - (1) EXISTING WALL MOUNTED WATER HEATER AND (1) NEW WALL MOUNTED WATER HEATER. REFER TO PLUMBING DRAWINGS.
 - HAND SINK. REFER TO PLUMBING DRAWINGS.
 - 3 COMPARTMENT SINK. REFER TO EQUIPMENT PLAN.
 - 1 COMPARTMENT SINK. REFER TO EQUIPMENT PLAN.
 - CUSTOM COUNTERTOP SUPPORTED ON LOW WALLS. REFER TO EQUIPMENT PLAN.
 - BOARD AND BATTON WALL FEATURE, SUPPLIED AND INSTALLED BY G.C.
 - (1) EXISTING ELECTRICAL PANEL AND (1) NEW ELECTRICAL PANEL AND LIGHTING CONTROL PANEL, REFER TO ELECTRICAL DRAWINGS.
 - EXISTING WATER SERVICE AND METER BASE IN FIELD (NOT SHOWN). REFER TO PLUMBING DRAWINGS.
 - EXISTING GAS LINE IN BUILDING (NOT SHOWN). REFER TO PLUMBING DRAWINGS.
 - NOT USED.
 - NOT USED.
 - NOT USED.
 - NOT USED.
 - ACT CEILING START POINT.
 - NOT USED.
 - NOT USED.
 - NOT USED.
 - EXISTING WALK-IN COOLER LIGHTS TO REMAIN, RELAMP AS REQUIRED.
 - EXISTING HOOD TO BE REUSED. VERIFY DIMENSIONS TO HOLD W/ EQUIPMENT.
 - GC TO PAINT NEW GYP.BD. CEILING. REFER TO DETAIL #3 ON THIS SHEET.
 - NOT USED.
 - NOT USED.

PARTITION SCHEDULE		
TAG	TYPE	FRAMING / CORE
(A2)	RESTROOM WALL	3 5/8" METAL STUDS @ 16" O.C. W/ SOUND ATTENUATION BATT INSULATION TO CEILING
(B1)	TYPICAL KITCHEN WALL	3 5/8" METAL STUDS @ 16" O.C.
(F1)	FURR-OUT WALL	3 5/8" 20 GA. METAL STUDS @ 16" O.C. ATTACHED TO EXISTING WALL
(K1)	KNEE WALL	3 5/8" METAL STUDS @ 16" O.C.
(S1)	SOFFIT WALL	3 5/8" METAL STUDS @ 16" O.C.
		5/8" CEMENT BOARD UP TO 12" A.F.F. BOTH SIDES; AND 5/8" FIRE RETARDANT PLYWOOD FROM 12" A.F.F. TO 6" ABOVE CEILING, 5/8" GYP. BD. FROM 12" A.F.F. TO CEILING RESTROOM SIDE
		5/8" CEMENT BOARD UP TO 12" A.F.F. AND 5/8" FIRE RETARDANT PLYWOOD FROM 12" A.F.F. TO 6" ABOVE CEILING; BOTH SIDES
		5/8" CEMENT BOARD UP TO 12" A.F.F. RESTROOM SIDE ONLY, 5/8" GYP. BD. FROM 12" A.F.F. TO CEILING
		5/8" CEMENT BOARD UP TO 12" A.F.F. AND 5/8" GYP. BD. FROM 12" A.F.F. TO TOP OF WALL; BOTH SIDES
		5/8" GYPSUM BOARD TO 6" ABOVE CEILING, BOTH SIDES

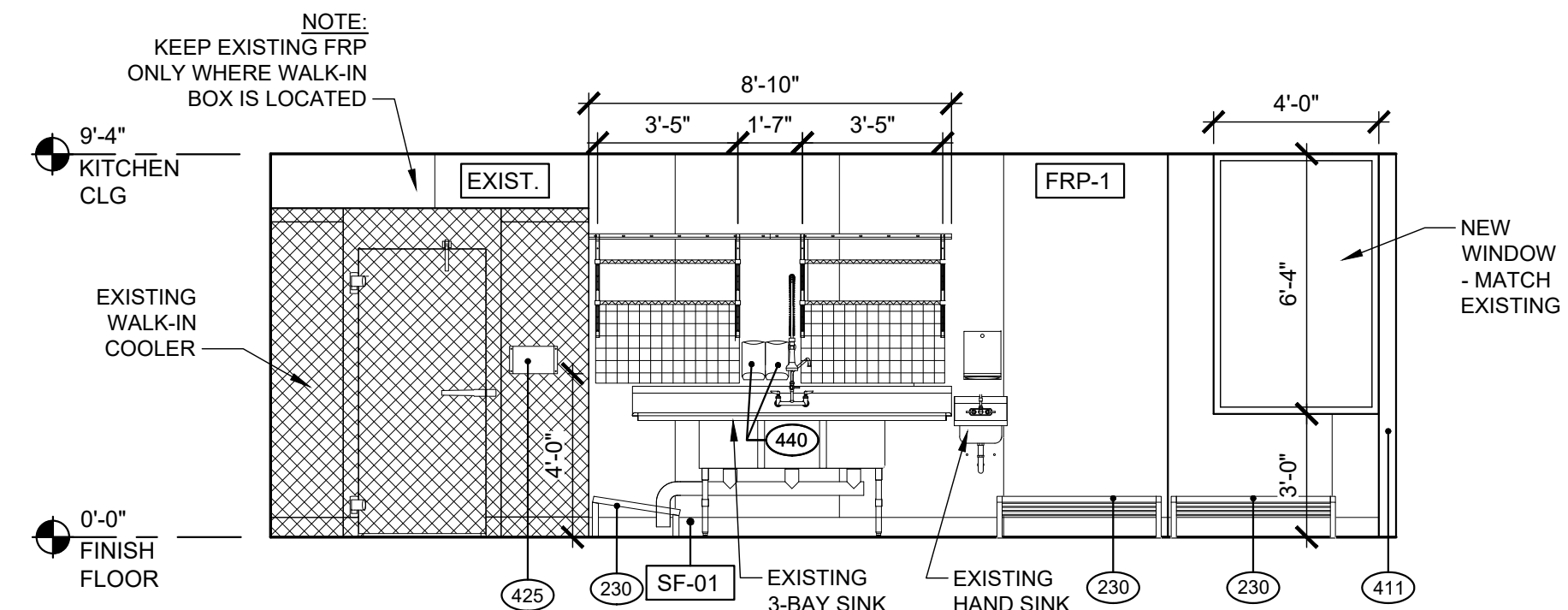
EXISTING WALL TO REMAIN. REMOVE EXISTING FINISH AND SUBSTRATE DOWN TO STUD. G.C. TO INSTALL NEW PLYWOOD ON EXISTING STUD. TYP. @ ALL EXTERIOR WALLS AND DEMISING WALL. KEEP EXISTING GYP.BD AND FINISH ONLY WHERE EXISTING WALK-IN BOX IS LOCATED
G.C. TO VERIFY WALL LOCATION AND CONSTRUCTION TYPE PRIOR TO START OF CONSTRUCTION, NOTIFY ARCHITECT OF ANY DISCREPANCIES, COORDINATE REMOVAL OR RETENTION OF SHEATHING WITH DEMOLITION PLAN AND NEW SHEATHING WITH FINISH PLAN. PATCH WALL AS NEEDED.

LIGHTING FIXTURES				
TAG	QTY	TYPE	MOUNTING	SUPPLIED BY
A4	21	Flat Panel 2x4	ACT ceiling recessed	EC
D	6	Downlight Recessed	ACT ceiling recessed	EC
EM*	3	Emergency Lighting	Wall or Ceiling (see plans)	EC
F	10	Track Head	Track	EC
J	2	Wall Sconce	Surface mounted Wall	O
TS	2	Track	Ceiling mounted	EC
XC*	4	Exit Sign/Emerg. Lighting		EC
XR*	2	Emergency Lighting Exterior		EC

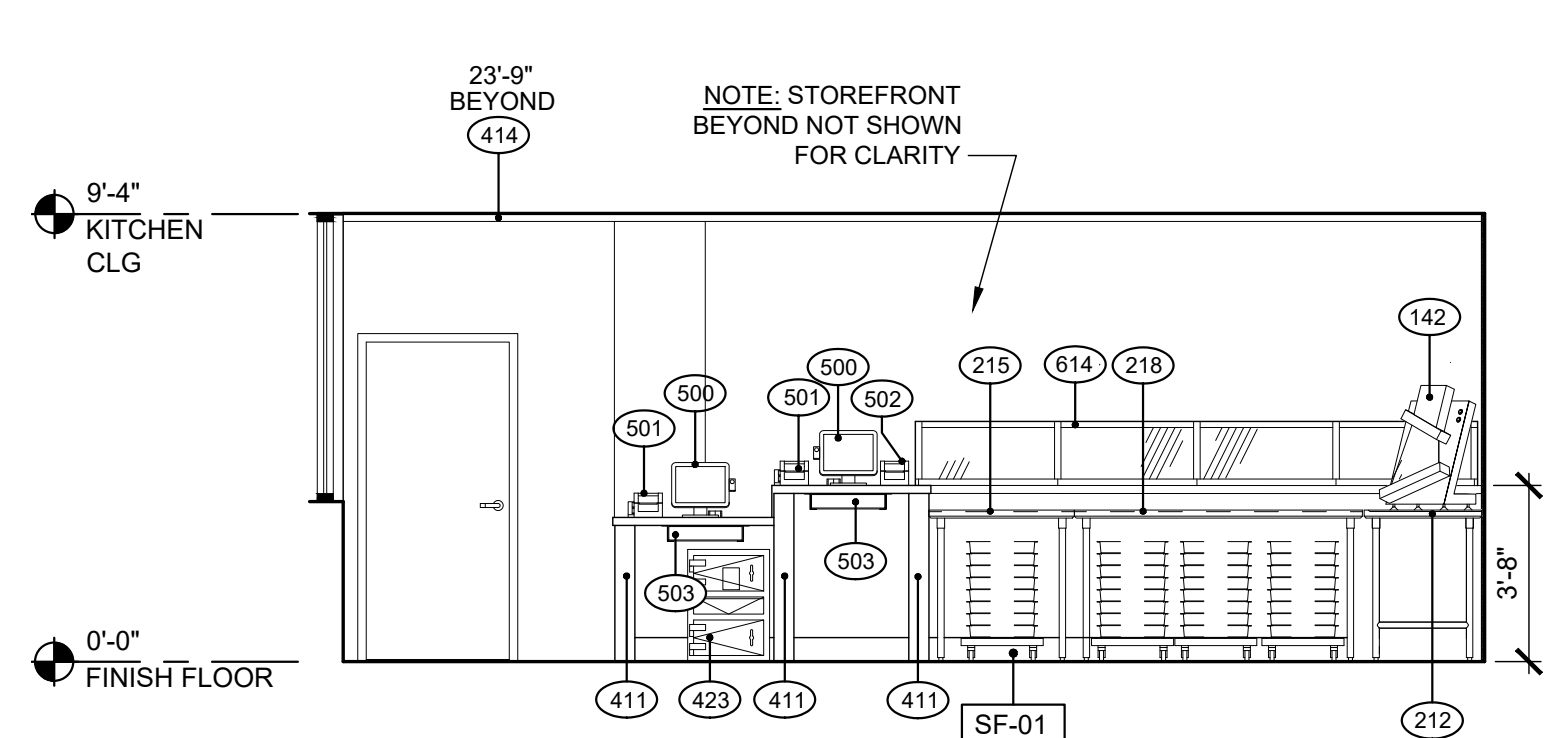
REFER TO ELECTRICAL DRAWINGS FOR LIGHTING FIXTURE SPECIFICATIONS

O = OWNER
EC = ELECTRICAL CONTRACTOR
GC = GENERAL CONTRACTOR

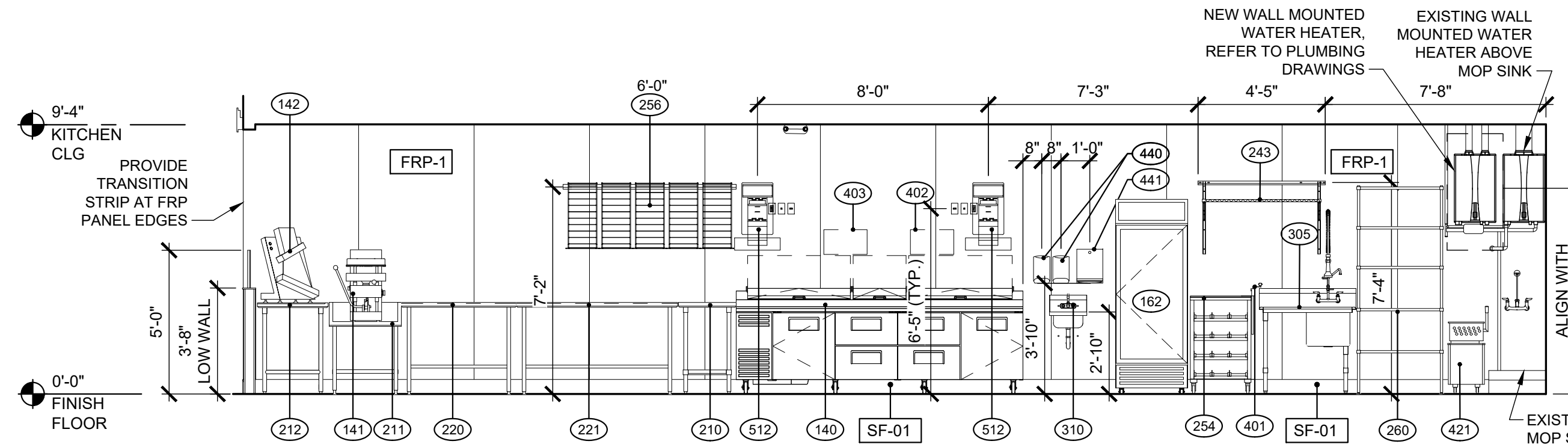
- GENERAL NOTES**
- GC TO VERIFY ALL DIMENSIONS AND NOTIFY ARCHITECT OF ANY DISCREPANCIES.
 - DIMENSIONS ON THIS PLAN ARE FROM FACE OF SHEATHING. ALL SHEATHING IS UNIFORM AT 5/8" THICK, UNLESS OTHERWISE NOTED.
 - GC SHALL INSTALL ALL REQUIRED BLOCKING AND/OR BACKING FOR ALL EQUIPMENT, HANGERS, ETC.
 - ALL WORK SHALL CONFORM TO ALL LOCAL AND STATE CODES AND REGULATIONS.
 - REFER TO CHART ON SHEET G1-0 FOR METAL STUD GAUGE SIZES.
 - EXISTING WALLS TO REMAIN PER FLOOR PLAN. G.C. TO PREP TO RECEIVE NEW FINISHES AND EQUIPMENT AS NECESSARY. FOR RATED PARTITIONS REPAIR ANY DAMAGE AND TREAT ALL PENETRATIONS TO MAINTAIN RATING.



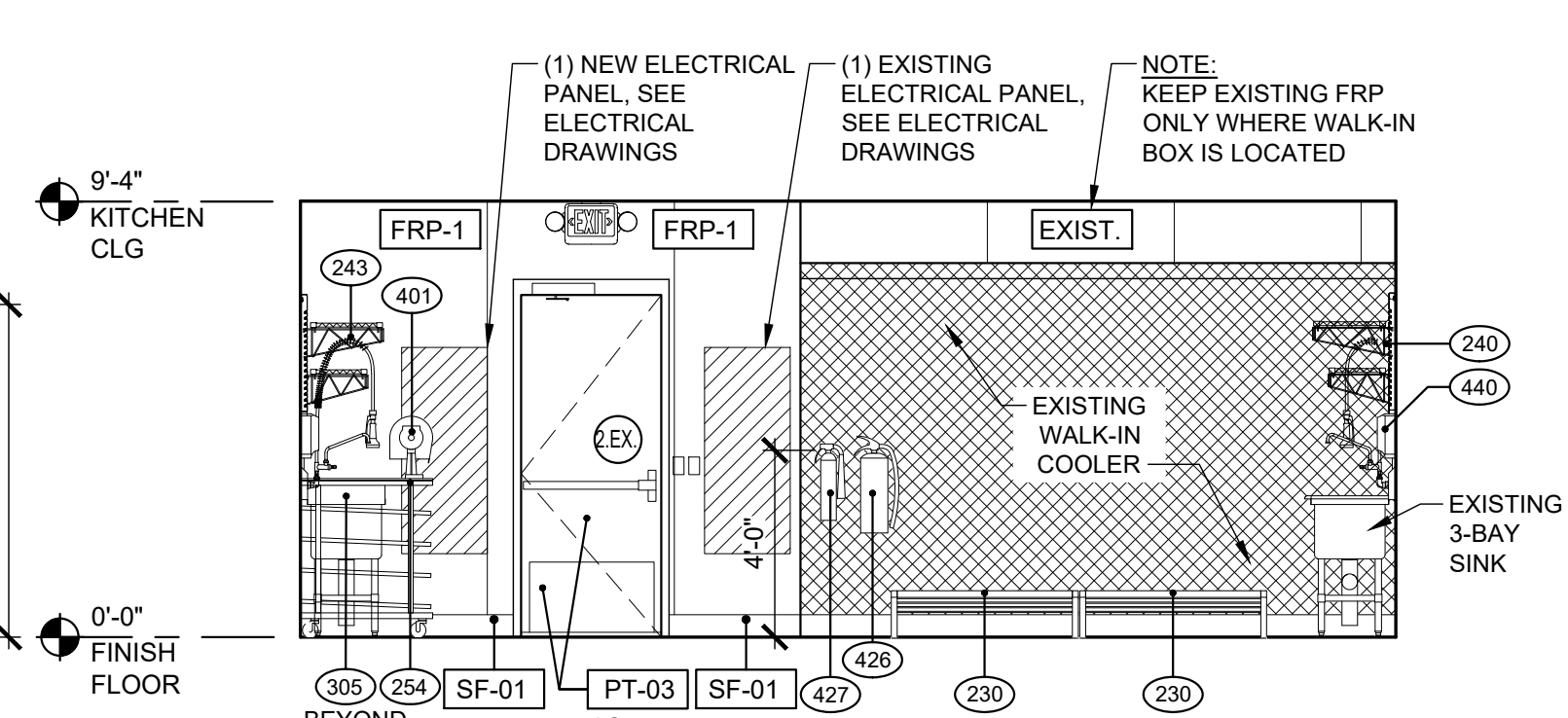
C1 ELEVATION AT EXISTING COOLER / WARE WASHING
A4-1 1/4" = 1'-0"



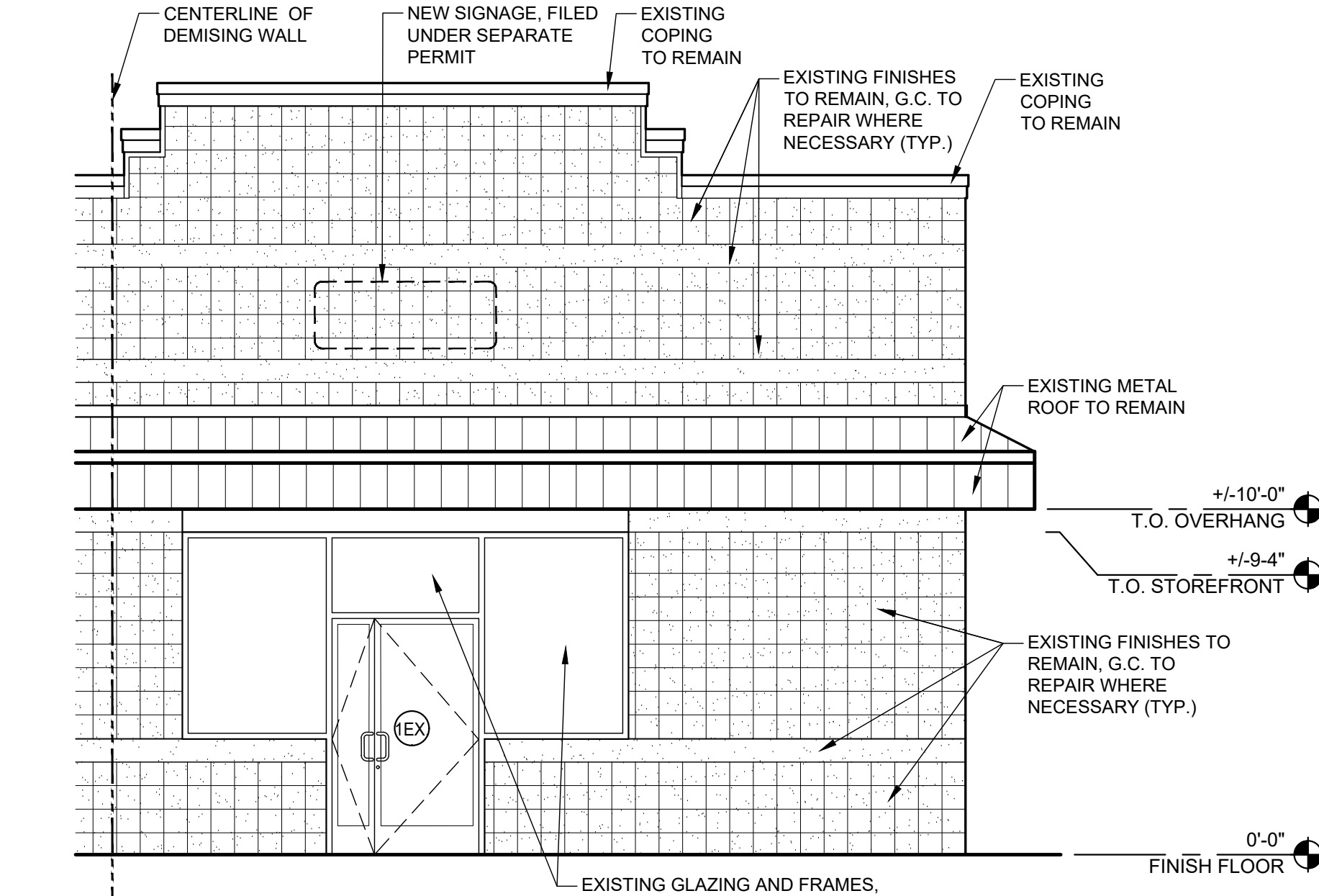
B1 ELEVATION AT SERVICE
A4-1 1/4" = 1'-0"



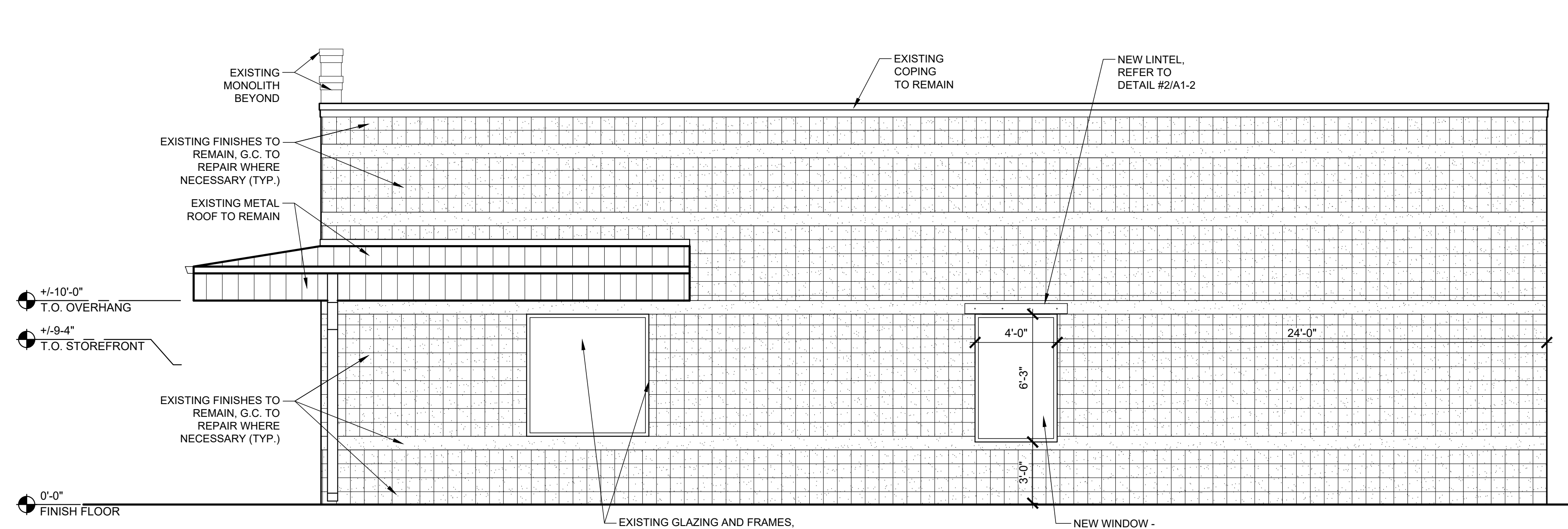
B2 ELEVATION AT MAKELINE / WARE WASHING / JANITORIAL
A4-1 1/4" = 1'-0"



B3 ELEVATION AT WARE WASHING / EXISTING COOLER
A4-1 1/4" = 1'-0"



A1 FRONT ELEVATION
A4-1 1/4" = 1'-0"



A2 SIDE ELEVATION
A4-1 1/4" = 1'-0"

February 17, 2025

Sydney DePrenger
City Planner
City of Mankato
10 Civic Center Plaza
PO Box 3368
Mankato, MN 56002
sdeprenger@mankatomn.gov



**RE: Conditional Use Permit Request
Papa John's Pizza – 551 Belle Avenue, Mankato, Minnesota**

Sydney & Molly,

Thank you for reviewing the attached materials in support of a Conditional Use Permit request being submitted on behalf of Papa John's. It is our understanding that there is an existing CUP in place to allow a restaurant with outdoor seating at the location of this tenant suite. This request seeks to modify the existing Conditional Use Permit (CUP) to accommodate a new drive-thru/pick-up window at this existing location.

Papa John's makes a variety of different pizzas, wings, breadsticks, cheese sticks, and desserts. Ingredients are all sourced from one supplier, PJ FOODS. Papa John's employs on average 25 employees at any given time, and their staff is comprised of delivery drivers, pizza makers, customer service representatives, and on-site managers. Customers can place orders for carryout or delivery by calling the store or via the Papa John's website. The proposed drive-thru/pick-up window will be used only for pick-up orders made online as there will not be a menu ordering board. The store's hours of operation are listed below.

- Monday: 10am - 12am
- Tuesday: 10am - 12am
- Wednesday: 10am - 12am
- Thursday: 10am - 12am
- Friday: 10am - 2am
- Saturday: 10am - 2am
- Sunday: 10am - 12am

The proposed drive-thru will be located along the north/northeast end of the building and will meet all minimum standards of Sec. 10.82, Subd. 5. Drive-Thru Facilities. The attached site plan illustrates the siting of the new drive-thru lane and the existing site accesses to remain. Existing code-compliant lighting and landscaping are also to remain. The exterior elevations and materials of the building will remain the same, with the exception of a new drive-thru window on the north/northeast elevation. The new drive-thru window is designed to meet all state and local building code requirements.

As calculated on the attached site plan, the required number of parking spaces for each use will also be maintained. Vehicle stacking for up to three vehicles is also provided to accommodate the requirements of the new drive-thru lane.

Further, the proposed project will meet the conditional use criteria of Sec. 10.92, Subd. 5.

A. It is one (1) of the conditional uses listed in the particular district.

The proposed use is listed as a permitted conditional use within the specific zoning district.

B. It is in keeping with the comprehensive planning policies of the City and this chapter as amended from time to time.

The proposed drive-thru lane is permitted as a conditional use within the existing zoning district and is otherwise compliant with the comprehensive planning policies and other related regulations of the City.

C. It does not interfere with or diminish the use of property in the immediate vicinity.

The proposed conditional use will not interfere with or diminish the use of the property in the immediate vicinity. The proposed drive-thru lane is permitted as a conditional use within the existing zoning district, and appropriate queuing and parking has been provided to accommodate the new drive-thru along with the other existing tenant spaces within the building.

D. It can be adequately served by public facilities and services.

The proposed drive-thru lane will not impact the use of public facilities and services at the existing site.

E. It does not cause undue traffic congestion.

The proposed drive-thru lane is permitted as a conditional use within the existing zoning district. The use will not cause undue traffic congestion as appropriate queuing and parking has been provided to accommodate the new drive-thru along with the other existing tenant spaces within the building.

F. It preserves significant historical and architectural resources.

The proposed use will not be constructed in the vicinity of any significant historical and architectural resources.

G. It preserves significant natural and environmental features.

The proposed drive-thru will be constructed in place of existing pavement on the north/northeast side of the existing building. No disturbance of natural and environmental features will occur as a result of the project or the proposed CUP.

H. It will not cause a negative cumulative effect, when considered in conjunction with the cumulative effect of various special uses of all types on the immediate neighborhood, and the effect of the proposed type of conditional use upon the City as a whole.

The proposed drive-thru lane is permitted as a conditional use within the existing zoning district, and appropriate queuing and parking has been provided to accommodate the new drive-thru along with the other existing tenant spaces within the building.

I. It complies with all other applicable regulations of the district in which it is located and other applicable ordinances, except to the extent such regulations have been modified through the planned development process or the granting of a variance.

The proposed drive-thru lane is permitted as a conditional use within the existing zoning district, and appropriate queuing and parking has been provided to accommodate the new drive-thru along with the other existing tenant spaces within the building. The proposed use will otherwise adhere to all applicable regulations of the existing zoning district.

J. It will not jeopardize the public's health, safety, or general welfare.

The proposed conditional use will not be detrimental to or jeopardize the health, safety, or general welfare of the public.

Thank you again for reviewing the attached materials. Please contact me at 507.387.6651 or via email at Emily.Nepp@ISGInc.com with any questions or if there is any additional information we can provide in support of this project.

Sincerely,



Emily Nepp

Development Services Coordinator

Emily.Nepp@ISGInc.com



AGENDA RECOMMENDATION

City Council Regular Meeting

6. K.

Meeting Date: 03/10/2025

Agenda Item:

Motion approving renewal of the Mankato Confined Space Consortium contracts for 2025.

Recommendation/Action(s):

Motion approving agreement.

Summary:

The Mankato Department of Public Safety (MDPS) has entered into agreements with local industry to provide OSHA-required confined space rescue services. The current agreements expired on December 31, 2024, and are due to be renewed. This agreement allows local industry to have one specialized confined space rescue team at their disposal rather than forcing each local business to fund, train, and equip their own teams to meet the OSHA requirement. Each business that contracts with MDPS pays an annual maintenance fee based upon the number and types of confined spaces to cover the cost of equipment and training. Also included in the fee is the cost of emergency response to their facility should confined space rescue services be required. Contracted organizations are also offered a reduced cost for rescue team standby services should their employees need to undertake a higher-risk confined space entry.

In 2024, participants included: Ardent Mills, ADM, ISD 77, Blue Earth County, Crystal Valley Coop., Dotson Iron Castings, Xcel Willmarth plant, Consolidated Communications, CHS Cooperative, City of Mankato, Hubbard Feeds, Inc., MN State University, Mankato, Big Gain Feeds, MCHS Mankato, LJP-MWPC, LJP-North Mankato, and Mankato Energy Center.

Attachments

Confined Space Contract

AGREEMENT

The Mankato Department of Public Safety (contractor), 710 S. Front St. Mankato, MN. 56001, agrees to provide the specialized services of the **Mankato Area Confined Space Rescue Team** for permit required confined space response rescue or recovery activities. This agreement will be in effect from **January 1, 2025 through December 31, 2025** for provision of services to:

«Business»
«Address»
«City_State__Zip»

Conditions

The Business agrees to:

1. Pay an annual non-refundable maintenance fee for this agreement of \$«Annual_Maint».
2. Identify and provide at least one employee to be a liaison to the **Mankato Area Confined Space Rescue Team**.
3. Provide the Contractor with an acceptable current facility plan, indicating the location of all permit required confined spaces. The Business will allow the **Mankato Area Confined Space Rescue Team** access to all permit required confined spaces for preplanning and training purposes.
4. This agreement may be cancelled by either party with a 30-day written notice to the other party.
5. Emergency response to your facility is covered by the contract fee noted above.

Fee(s) for other service:

Preplanned Standby fees: (2025 rate): \$ 200 flat fee plus:

- \$55/hr. for each team member
 - \$65/hr. for at least one supervisor
 - \$40/hr – vehicle
 - reimbursement of all expendable supplies
 - 2-hour minimum charge
- Team supervisors will determine the appropriate number of personnel needed.
 - Notice must be given 48 hours in advance of the standby operation

Authorizations

Contracting Business Authorized Signature

Date

Director of Public Safety (for the Mankato Area Confined Space Rescue Team) Date



AGENDA RECOMMENDATION

City Council Regular Meeting

6. L.

Meeting Date: 03/10/2025

Agenda Item:

Resolution authorizing application to the Minnesota Pollution Control Agency (MPCA) for PFAS Source Identification and Reduction Grant Program for funding assistance for 2025 PFAS testing.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

In October 2022, the City of Mankato entered into a memorandum of understanding with the MPCA that outlines a process to test for PFAS in the city's wastewater stream. PFAS (per-and polyfluoralkyl substances) are a known class of environmental contaminants with thousands of unique chemical structures which are persistent in the environment and are in widespread use in industrial, commercial, and household applications. Because of their known health impacts, they are the subject of increasing scrutiny from both the water industry and regulatory agencies.

As part of the implementation of our PFAS Pollutant Management Plan, staff proposes to spend \$51,500 on PFAS testing in our wastewater system in 2025 and is requesting City Council permission to apply for this amount from the MPCA PFAS Source Identification and Reduction Grant Program. This program will fund 90% of the city's effort. The remaining 10% will be funded from the WRRF's approved 2025 operating budget.

Attachments

Resolution

**RESOLUTION AUTHORIZING APPLICATION TO THE MINNESOTA POLLUTION
CONTROL AGENCY (MPCA) PFAS SOURCE IDENTIFICATION AND REDUCTION
GRANT PROGRAM**

WHEREAS the City and MPCA entered into a memorandum of understanding on October 5, 2024 that outlines steps to be taken to better understand the presence of PFAS chemicals in Mankato's wastewater stream, and;

WHEREAS the City plans to spend \$51,500 to test various locations within the City's wastewater system in 2025, and;

WHEREAS the MPCA PFAS Source Identification and Reduction Grant Program is offering local communities grant assistance toward PFAS identification efforts.

NOW THEREFORE, BE IT RESOLVED by the Council for the City of Mankato, Minnesota, the City Manager is authorized to submit an application to the Minnesota Pollution Control Agency through its MPCA PFAS Source Identification and Reduction Grant Program to help pay for PFAS testing in the City's wastewater system in 2025.

This Resolution shall become effective immediately and without publication.

Adopted this 10th day of March 2025.

Najwa Massad Mayor

Renae Kopischke,
City Clerk



AGENDA RECOMMENDATION

Consent Calendar 6. M.

City Council Regular Meeting

Meeting Date: 03/10/2025

Agenda Item:

Resolution authorizing a MnDOT Grant Agreement to replace Unit #81 Airport Service/Plow Truck.

Recommendation/Action(s):

Recommend approval of attached resolution.

Summary:

The Council approved the application for the MnDOT 2025 Aeronautics Equipment Grant for replacement of the Airport Service / Plow Truck Unit # 81 on December 9, 2024. MnDOT announced on February 4, 2025, that Mankato Airport was selected to receive a State Grant Offer of up to \$82,254.00.

The current Airport Service / Plow Truck Unit 81 is a 2012 model year with over 130,000 miles. System service records reflect spending of over \$28,500 on parts and labor maintaining this piece of equipment which was purchased new.

The Airport Service / Plow Truck is used as the piece of equipment that carries tools and equipment for daily inspections; airfield light repairs and sign repairs; hanger repairs; Foreign Object Damage (FOD) removal; fence inspection and repair; snow and ice control; Field Condition (FICON) testing of the runways, taxiways, and ramps; and a daily mode of transportation for the Airport Maintenance Supervisor in and around the airport.

The CIP and 2025 Budget account for the replacement of Unit #81.

Attachments

Resolution

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO A GRANT AGREEMENT WITH MNDOT TO REPLACE THE AIRPORT SERVICE/PLOW TRUCK

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

WHEREAS; every piece of equipment used at the airport is important to the overall maintenance and safety of the Mankato airport, Minnesota airport system, and its users; and

WHEREAS, the City of Mankato applied for the MnDOT 2025 Aeronautics Equipment Grant and was awarded \$82,254.00 for the replacement of Airport Service/Plow Truck Unit #81; and

WHEREAS, the Airport Service / Plow Truck Unit #81 is a 2012 model with over 130,000 miles; and used for daily inspections, light, signs, and hangar repairs; snow and ice control; and field condition testing; and

WHEREAS; the project cost of up to \$82,254.00 for replacement with a local share of 30% of the state 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 the agreement and purchase the replacement for Unit #81 from the Equipment Replacement Fund up to \$82,254.00.

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 March 10, 2025.

Adopted this 10th day of March 2025.

Najwa Massad, Mayor

ATTEST: _____
Renae Kopischke, MMC
City Clerk



AGENDA RECOMMENDATION

Consent Calendar 6. N.

City Council Regular Meeting

Meeting Date: 03/10/2025

Agenda Item:

Resolution authorizing requests for proposals for Transit Automated Passenger Counter.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

The fare box provides ridership data for the entire route over time but not at each stop. As the Transit Development Plan is implemented, there is a lack of passenger flow analytics to optimize routes, manage congestion, and enhance the customer's experience. Bus stop improvements provide ADA accessibility to existing and future stops, and the amenities of benches and shelters lack the data to support future investment. Specific stop usage supports future routing and schedule adjustments based upon customer demand.

Supports Goal 2 (Sustainable Infrastructure) of the Strategic Plan

- Strategic city investments in neighborhood enhancements
- Better, safer multi-modal opportunities for all users.

An automated passenger counter works by installing a people counter sensor over each door counting the number of passengers entering and exiting the bus at each stop along the fixed route system. The data is date and time stamped and geolocated.

The Capital Improvement Project and 2025 Transportation Improvement Program (TIP) includes the project (TRF-0028-25F) at a total project cost of \$350,000 with \$70,000 as a local share.

The mobility buses dedicated to providing paratransit service are not included in the purchase.

This project was included in the Mankato Transit System Technology Assessment.

Tentative timeline:

- Release Request for Quotes – March 11
- Council Action to select vendor – April 28
- Project complete – September 8

Attachments

Resolution

Request for Proposals

RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE THE TRANSIT
AUTOMATED PASSENGER COUNTER SYSTEM

WHEREAS, the City of Mankato operates a public transit system; and

WHEREAS, passenger flow analytics to optimize routes, manage congestion, and enhance customer experience are lacking; and

WHEREAS, the Technology Assistance Plan, Capital Improvement Plan, and Transportation Improvement Program include the purchase of an automated passenger counter; and

WHEREAS, the City of Mankato supports increasing analytics to support efficiency in the transit system and support asset management; and

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, MINNESOTA the City Manager is hereby authorized to solicit quotes from vendors with the intent of purchasing an automated passenger counter for the fixed route transit system.

This resolution shall become effective upon passage without further publication.

Adopted this 10th day of March 2025.

Najwa Massad, Mayor

ATTEST: _____
Rena Kopischke, MMC
City Clerk



10 Civic Center Plaza
Post Office Box 3368
Mankato, Minnesota 56002-3368
Phone: (507) 387-8600
Fax: (507) 388-7530
mankatomn.gov



Request For Proposals (RFP) Notice

Date of Request Notification: March 10, 2025

RFP for Purposes of: Automated Passenger Counter

The City of Mankato is requesting proposals for the purposes of determining the preferred vendor that provides the best value for meeting our project needs. All vendors who adequately submit a proposal will be considered for this project.

Mankato Transit System is one of 37 public transit systems and several intercity bus providers offering transit service in 80 counties of Greater Minnesota.

Collectively, the bus fleet consists of 33 buses, comprised of fourteen large-size heavy duty 30 feet or longer and nineteen medium-size light duty 20-30 feet in length operating an average of 3,304 hours per month in 2024.

The City of Mankato is seeking proposals for an automated passenger counter to aid in counting the number of passengers at specific stops, in order to better plan bus stop improvements, passenger needs, etc. along any fixed route, to be installed on 25 buses in total.

The ideal service provider will be minimally capable of the following:

- Be compatible with existing Automatic Vehicle Locating (AVL) and Automatic Vehicle Announcement (AVA) technology.
- Obtain an accuracy level of 95 percent or better.
- Separately count passengers close together, can distinguish between a person and non-person item.
- Data can be date/time stamped and geolocated.
- Reports must be able to be generated and in exportable formats.
- Vendor installation services.

In order for a vendor to be qualified for this project, the following requirements must be addressed and considered in the submittal of the proposal:

- Vendors should fully describe the software being offered as part of this submission.
- Maintenance contract expectations should be included in the proposal.
- Vendors must list all software components or modules necessary to fully implement the project, including third party software necessary to complete the total installation (e.g., report generation software, SQL, back-up software, remote access software, etc.).
- Vendors should provide a detailed schedule of installation.

The project timeline is expected to start on **April 28th, 2025** and all aspects of work completed on or before **September 8th, 2025** tentatively. All payments for this project will be made once all work is completed to the satisfaction of Mankato Transit System. The eventual contract with Mankato Transit System and the preferred vendor will outline any agreed upon conditions.

[For Projects with Federal Funding]

The Federal Transit Administration (FTA) will be providing federal assistance for upfront capital costs at 80% FTA share using 5307 funds. The ongoing operating costs will be funded by FTA, state, and local funds.

Race Gender Neutral Assigned

The MnDOT Office of Civil Rights has assigned a Race/Gender Neutral Goal to this project. Responders are directed to read the DBE Provisions, as posted along with this RFP Notice. The DBE Provisions explains how to comply with the DBE requirements. If the DBE goal is Race/Gender Neutral (RGN), all responders are encouraged to include their anticipated DBE utilization for the contract in their proposals. **Each responder will still be required to submit a bidders list of all subcontractors and suppliers (both DBE and non-DBE) on projects with an RGN goal.** While DBE participation is encouraged on proposals with an RGN goal, responders are not required to submit GFE documentation specified in **Table A, other than a bidders list (parts D and E of Exhibit B, the GFE Consolidated form)**. Payment information described in **Table C** is required on **all projects**.

To view a listing of certified DBE's, please contact the MnDOT Office of Civil Rights at 651-366-3073, TTY 651-282-5799, or visit their website at <http://www.dot.state.mn.us/civilrights>

Termination

If the Contractor is (1) adjudged to be bankrupt; (2) makes a general assignment for the benefit of creditors; (3) has a receiver on account of insolvency; (4) is guilty of substantial violation of any provision of the Contract; (5) fails to promptly pay employees or obligations incidental to proper performance of the Contract; or (6) persistently disregards or permits disregard by employees of laws, ordinances or instructions of the [City of Mankato's](#) designated representative, then the [City of Mankato](#) may, at its opinion, terminate the Contract without further obligation to

the Contractor except for the expenses incurred prior to the termination. If [the City of Mankato](#) or its designated representative believes any action or non-action of the Contractor represents an immediate threat to public safety, the City of Mankato may suspend service for so long a period as they deem necessary.

[end of federal notice requirements]

Submit all questions related to specific project requirements in writing **by 4:00 PM on March 31st, 2025**. All questions should be submitted via email to danitheis@mankatomn.gov. All questions regarding this RFP are to be directed only to Dani Theis. Answers to questions will be posted at <https://www.mankatomn.gov/about-mankato/business/bids-and-request-for-proposals>.

Proposers may be disqualified if any unsolicited contact related to this RFP is made with an employee or representative of other than the RFP Administrator during the proposal process.

Submittal of proposals and any additional documentation is to be sent to:

City of Mankato
Attn: Dani Theis
10 Civic Center Plaza
P.O. Box 3368
Mankato, MN 56002-3368

Digital copies sent via email to danitheis@mankatomn.gov

The deadline for RFP submittals is by **4:00 PM on April 4th, 2025**. Proposals must be submitted both digitally and by mail, only one copy of each is needed. Proposals will be opened at **4:00 PM on April 4th, 2025** at 10 Civic Center Plaza, Mankato, MN 56001.

Scoring Criteria

All competitive and responsive proposals will be rated on the following criteria, listed in diminishing order of importance for a total of 50 possible points:

- Price (15 Points)
 - Initial startup cost and annual service fees/renewals.
- Compatibility with existing technology (15 Points)
 - Compatible with existing Automatic Vehicle Locating (AVL) and Automated Vehicle Announcement (AVA) technologies. Current technologies are GPS Insight and Passio.
- Installation timeline (10 Points)
 - Methods including new employee training and time to full utilization and installation of software.
- Past performance (10 Points)
 - Preferable service to existing and previous clients.

Attachments:

A: Applicable Federal Clauses and Certifications

B: DBE Provisions



AGENDA RECOMMENDATION

City Manager's Report 6. O.

City Council Regular Meeting

Meeting Date: 03/10/2025

Agenda Item:

Resolution authorizing the City Manager to apply for the Minnesota Department of Health for Lead Service Line Inventory Technical Assistance.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

As part of ongoing efforts to identify and replace lead water services throughout the country, the United States Environmental Protection Agency has issued the Lead and Copper Rule. This rule requires public water systems to identify Lead Services Lines (LSL) and develop a replacement plan. Efforts to comply with this rule are overseen by the Minnesota Department of Health (MDH) in the State of Minnesota.

In order to assist public water systems in complying with the requirements of the Lead and Copper Rule, MDH is contracting with consulting engineers to provide technical assistance. Assistance is available with three categories of work:

- Records review for inventory development
- Visual inspection for inventory development
- Communication material development to be sent to the public

Review of records and inspection is currently ongoing, and staff are working to develop an inventory of Lead Service Lines in the community. An important part of this is a self-assessment that residents can perform. Residents answer a couple of questions and there is a guide available in three languages to assist in the identification of service line material. Residents can also schedule an inspection of their dwelling as well. The inventory can be found online.

Attachments

Resolution

**RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR TO THE
MINNESOTA DEPARTMENT OF HEALTH FOR LEAD SERVICE LINE
INVENTORY TECHNICAL ASSISTANCE**

WHEREAS, the United State Environmental Protection Agency has issued the Lead and Copper Rule that requires the identification and replacement of Lead Service Lines by public water systems, and

WHEREAS, the Minnesota Department of Health is offering technical assistance to public water supplies to assist in compliance with the Lead and Copper Rule, and

NOW THEREFORE BE IT RESOLVED by the Council for the City of Mankato, Minnesota, the City Manger is authorized to submit and application to the Minnesota Department of Health for development of a Lead Service Line replacement plan.

This Resolution shall become effective immediately and without
publication. Adopted this 10th day of March, 2025

Najwa Massad
Mayor

ATTEST:

Renaë Kopischke, MMC
City Clerk



AGENDA RECOMMENDATION

City Council Regular Meeting

6. P.

Meeting Date: 03/10/2025

Agenda Item:

Resolution authorizing the City Manager to enter into a Joint Powers Agreement with the Minnesota Department of Administration and Blue Earth County for the design of the Bassett Drive extension.

Recommendation/Action(s):

Approve the resolution authorizing the City Manager to enter into the Joint Powers Agreement.

Summary:

The State of Minnesota Department of Administration is seeking to enter into a Joint Powers Agreement with the City of Mankato and Blue Earth County for the design of the Bassett Drive extension. Bassett Drive currently terminates at the intersection of Carver Road/586th Street north of the Blue Earth County Justice Center. The road will be designed to extend to the east to provide access to the proposed BCA project.

History

In 2007, the City of Mankato entered into a subdivision agreement with Blue Earth County and Theodore Wolfe. The agreement discusses the responsibilities of cost related to the future extension of Bassett Drive.

Ownership of Outlot A, Blue Earth County Justice Center Addition, has been transferred to the State of Minnesota. This recent transaction requires the need for a Joint Powers Agreement.

Terms of the Agreement

Per the terms of the agreement, the City of Mankato is responsible to contract for the design of the Bassett Drive Extension. The design services shall include survey data, construction documents, and bid specifications. The design contract is for services not to exceed \$70,000 and is required to be completed by June 30, 2025.

The State of Minnesota will be responsible for the reimbursement of all costs incurred associated with the road not to exceed the \$70,000 limit.

Future Council Actions Required

Upon receiving approval to proceed with the BCA project, the State of Minnesota will need to submit a subdivision for the formal platting of Outlot A, Blue Earth County Justice Center Addition. The platting process will address future costs related to the construction of Bassett Drive.

Attachments

Resolution

Joint Powers Agreement

**RESOLUTION OF THE MANKATO CITY COUNCIL
ADOPTING A JOINT POWERS AGREEMENT WITH THE STATE OF MINNESOTA
AND BLUE EARTH COUNTY FOR DESIGN OF THE BASSETT DRIVE EXTENSION**

WHEREAS, in 2007, the City entered into a subdivision agreement with the Blue Earth County Justice Center Plat addressing improvements to Bassett Drive; and

WHEREAS, the State of Minnesota has purchased Outlot A, Blue Earth County Justice Center Subdivision and requires the extension of Bassett Drive; and

WHEREAS, Minnesota Statutes, Section 471.59 provides that two or more governmental units may by Agreement jointly exercise any power common to the contracting Parties; and

WHEREAS, a recent determines a Joint Powers Agreement is necessary, and a new partnership has been formed with the following partners: County of Blue Earth, State of Minnesota, and City of Mankato.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF MANKATO, MINNESOTA: that the revised Joint Powers Agreement is approved, and the Mayor and City Manager are authorized to execute said agreement.

This resolution shall become effective immediately upon passage.

Dated this ____ day of _____, 2025.

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke, MMC
City Clerk



State of Minnesota

Joint Powers Agreement

SWIFT Contract Number: **264951**

This Agreement is made by and among the State of Minnesota, acting through the State's Department of Administration ("State"), and the City of Mankato, a municipal corporation ("City"), and Blue Earth County ("County"). The City and County are each a "Governmental Unit" and, collectively, the "Governmental Units." The State, City and County are each a "Party" and, collectively, the "Parties."

Recitals

1. Under Minnesota Statutes § 471.59, subd. 10, the Parties are empowered to enter into agreements to provide services or functions on behalf of other governmental units which they are authorized to perform for themselves. The State is generally authorized under Minnesota Statutes § 16B.30 to undertake all contracts for the construction of buildings and for other capital improvements to state buildings and structures.
2. The State of Minnesota, Department of Administration ("Admin"), received a capital appropriation in 2023 Minnesota Laws, Chapter 71, Article 1, Section 9, Subd. 2, to design a new Bureau of Criminal Apprehension regional office and laboratory facility in Mankato. ("BCA Project").
3. The State will be seeking funds from the Minnesota Legislature for construction of the BCA Project in an upcoming legislative session.
4. The property acquired for the BCA Project is legally described as Outlot A, Blue Earth County Justice Center Subdivision, Blue Earth County, Minnesota (the "Property"). The plat includes a platted but not yet constructed "street named Bassett Drive" that the Parties seek to design and construct, as depicted on Exhibit A as attached.
5. The Property is subject to "that certain City of Mankato Subdivision Agreement for Improvements for Blue Earth Justice Center Subdivision," recorded April 6, 2007 as Document Number 474CR255 in the Office of County Recorder, Blue Earth County, Minnesota (the "Subdivision Agreement").
6. The Subdivision Agreement provides for the future design, construction and financing of Bassett Drive, which the Parties now wish to initiate.
7. The Bassett Drive project includes improvements within the platted right-of-way intended to become public, including pavement, curb and gutter, watermain, sanitary sewer and storm drainage infrastructure.
8. The State has asked the City to design and construct Bassett Drive as early as 2025 and to meet this schedule plan work needs to begin as quickly as possible.
9. It is anticipated that the City will design and construct Bassett Drive and that, once completed, the roadway will be owned and maintained by the City. The full cost of the improvements to Bassett Drive will be paid for by the State and County in accordance with the Subdivision Agreement.
10. The Parties wish to enter into this Agreement to govern the design of Bassett Drive to serve the BCA Project and County properties.
11. The Parties agree that each is authorized to enter into this Agreement and to carry out its obligations hereunder.

Agreement

1. Term of Agreement

- 1.1 Effective Date. **February 7, 2025**, or the date the State obtains all required signatures under Minnesota Statutes § 16C.05, subd. 2, whichever is later.
- 1.2 Expiration Date. **December 31, 2025**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2. Agreement among the Parties

- 2.1 Within seven (7) days from the full execution of this Agreement, the City agrees to enter into a contract to design Bassett Drive reflecting current City road, stormwater and utility specifications and standards.
- 2.2 The City shall coordinate the roadway design with the State's design consultant for the BCA Project and with Blue Earth County to ensure integration and functionality of the State and County's respective facilities and operations.
- 2.3 The City shall require its design consultant to produce a complete set of design documents, including survey data, construction documents, and bid specifications, by June 30, 2025.
- 2.4 The current estimated cost for roadway design is an amount not to exceed Seventy Thousand and no/100 dollars (\$70,000).
- 2.5 Given that construction funding for the BCA project has not yet been obtained from the Legislature, the Parties contemplate amending this Agreement or entering into another agreement to address construction of and payment for Bassett Drive in the future.

3. Payment

- 3.1 The cost participation for this project shall be as follows:
 - 3.1.1 The City shall enter into a contract with its design consultant for an amount not to exceed Seventy Thousand and no/100 dollars (\$70,000), which shall include all fees, survey, and document(s) to allow the project to be bid.
 - 3.1.2 The State agrees to reimburse the City for design costs up to Seventy Thousand and no/100 dollars (\$70,000), provided the design is completed and in a state to be bid out on or before June 30, 2025.
 - 3.1.3 Reimbursement requests must include itemized invoices and supporting documentation for review and approval by the State.
 - 3.1.4 The State shall reimburse the City the full cost of the design work prior to construction. The County shall reimburse the State upon request for one-half of the design cost.
 - 3.1.5 If the project proceeds to construction, the City agrees to account for the design reimbursement in the allocation of future project costs. Construction costs shall be allocated between the State and the County in accordance with the Subdivision Agreement.
 - 3.1.6 The total obligation of the State and County under this Agreement will not exceed Seventy Thousand and no/100 dollars (\$70,000), unless otherwise amended and agreed to by the Parties.

4. **Authorized Representatives**

State. The State's Authorized Representative is Greg Ewig, Senior Director, Real Estate and Construction Services division, 50 Sherburne Avenue, 309 Administration Bldg., St. Paul MN 55155, (651) 201-2566, Greg.Ewig@state.mn.us, or his successor.

County. The County's Authorized Representative is Bob Meyer, County Administrator, Blue Earth County, PO Box 168, Mankato, MN 56002-0168, (507) 304-4235, bob.meyer@blueearthcountymn.us, or his successor.

City. The City's Authorized Representative is Mark Konz, Director of Community Development, City of Mankato, 10 Civic Center Plaza, PO Box 3368, Mankato, MN 56002-3368, (507) 387-8611, mkonz@mankatomn.gov, or his successor.

5. **Assignment, Amendments, Waiver, and Agreement Complete**

5.1 Assignment. Neither Governmental Unit may assign or transfer any of its rights or obligations under this Agreement without the prior consent of the State and a fully executed assignment agreement, approved by the Parties or their successors.

5.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the Parties or their successors.

5.3 Waiver. If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it later.

5.4 Agreement Complete. This Agreement contains all negotiations and agreements between the State and the Governmental Units regarding the design of Bassett Drive. No other understanding regarding the subject matter of this Agreement, whether written or oral, may be used to bind any Party.

6. **Indemnification**

6.1 In the performance of this Agreement, the Governmental Units, each an Indemnifying Party, must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the State, to the extent caused by Indemnifying Party's:

- Intentional, willful, or negligent acts or omissions; or
- Actions that give rise to strict liability; or
- Breach of contract or warranty.

An Indemnifying Party is defined to include the Governmental Unit, its agents and employees and any third party that has a business relationship with the Governmental Unit, to the fullest extent permitted by law. The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Indemnifying Party may have for the State's failure to fulfill its obligation under this Agreement.

6.2 Nothing within this Agreement, whether express or implied, shall be deemed to create an obligation on the part of the State to indemnify, defend, hold harmless or release an Indemnifying Party. This shall extend to all agreements related to the subject matter of this Agreement, and to all terms subsequently added, without regard to order of precedence.

7. **State Audits**

Under Minnesota Statutes § 16C.05, subd. 5, each Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six (6) years from the expiration or termination of this Agreement.

8. **Government Data Practices**

The Parties must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13 (the "Act"), as it applies to all data provided by the Parties under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Units under this Agreement. The civil remedies of Minnesota Statutes § 13.08 apply to the release of the data governed by the Act by any of the Parties.

If either Governmental Unit receives a request to release data referred to in this clause, the Governmental Unit must immediately notify and consult with the State's Authorized Representative as to how the Governmental Unit should respond to the request. The Governmental Unit's response to the request shall comply with the Act.

9. **Venue**

Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

10. **Termination**

10.1 Termination. Any Party may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other Parties.

10.2 Termination for Insufficient Funding. The State may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services authorized under this Agreement. Termination must be by written, fax or email notice to the Governmental Units. The State is not obligated to pay for any services that are provided after notice and the effective date of termination. However, the City will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Units notice of the lack of funding within a reasonable time of the State's receiving that notice.

11. **E-Verify Certification (in accordance with Minnesota Statutes § 16C.075)**

For services valued in excess of \$50,000, the City certifies that as of the date of services performed on behalf of the State, City and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the State. The City is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subcontractor certifications must be kept on file with the City and made available to the State upon request.

1. State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15 and 16C.05

Print Name: Julie Ouradnik

Signature:

Title: Accounting Tech Date:

SWIFT Contract No. 264951

Purchase Order No.

2. City of Mankato

Print Name: Mark Konz

Signature:

Title: Date:
Director of Community Development

3. Blue Earth County

Print Name: Bob Meyer

Signature:

Title: Date:
County Administrator

4. Department of Administration; Real Estate and Constuction Services Division

With delegated authority

Print Name: Greg Ewig

Signature:

Title: Senior Director Date:

5. Commissioner of Administration

As delegated to the Office of State Procurement

Signature:

Date:

Admin ID:



AGENDA RECOMMENDATION

Public Hearings 7. A.

City Council Regular Meeting

Meeting Date: 03/10/2025

Agenda Item:

Improvement hearing on Capital Improvement Project 11114: Germania Park Phase 5.

Recommendation/Action(s):

Adoption of the attached resolutions.

Summary:

A public hearing was held on January 13, 2025. Prior to the hearing, the City received a letter from the developer on 8th Avenue objecting to the proposed improvements, including the extension of 8th Avenue north of Cleveland Street. Also received prior to the hearing was an inquiry from Grace Baptist Church regarding their pending application to vacate Lind Street between 6th Avenue and 7th Avenue. Considering the significance of these two issues, staff recommended, and the City Council voted to continue the hearing to March 10, 2025.

The following is a summary of the current status of the two issues raised on January 13, 2025:

- **8th Avenue Developer Objection** – Since the January 13 hearing, the developer has clarified that they wish to see the improvement on 8th Avenue south of Cleveland Street be included in the project and constructed in 2025. Staff agree that it is appropriate to remove 8th Avenue north of Cleveland Street from the proposed project and have adjusted the feasibility report accordingly. Staff continue to work with the developer to finalize the location of the utility service to serve future development and to resolve other associated design and legal issues associated with the future development. Staff considers the “8th Avenue Developer Objection” issue to be resolved with regard to the March 10, 2025, hearing.

- Vacation of Lind Street – Just before the original public hearing for the street project held on January 13th, City staff became aware of a pending application from Grace Baptist Church to vacate Lind Street between 6th Avenue and 7th Avenue and a portion of the public alley south of Lind Street. Grace Baptist Church made an application for this vacation and a hearing was held at the Planning Commission on February 26, 2025, where the item was tabled to allow time for Grace Baptist Church to provide additional information supporting their request and to see what the City Council's decision would be regarding Lind Street on March 10, 2025. The Church's representative (who also represents the developer on 8th Avenue) has indicated that the Church will request the City Council to remove Lind Street between 6th Avenue and 7th Avenue from the proposed street project. Staff do not consider the "Vacation of Lind Street" issue to be completely resolved at this time.

The improvements proposed as part of the Germania Park Phase 5 project are certainly needed. Generally, the City attempts to resolve as many issues as possible when moving forward with improvements of this magnitude – they are expensive and impact the neighborhood significantly. The 2025 construction season is quickly approaching and staff are concerned that further delays this year may impact the cost and schedule of the project. With these thoughts in mind, the following two options are offered for City Council consideration:

1. Approve the Germania Park Phase 5 project on March 10th– This would include Lind Street between 6th Avenue and 7th Avenue in the bid project. The construction contract would allow the City to remove this segment by July 1, 2025, to allow time for Grace Baptist Church's vacation request to be resolved. If the vacation was approved by the City, the segment would not be constructed. This approach allows the City to complete plans, bid and construct the project in 2025. Staff recommend this option.
2. Delay the Germania Park Phase 5 project– This option would put the proposed improvements on hold. Presumably, a similar project would be brought forward to the City Council for consideration at a future date, yet unknown, when neighborhood issues have been resolved, or the project is reprogrammed in the CIP. There is no guarantee that neighborhood issues will be more resolved in the future and the project may need to be forwarded due to failing infrastructure.

Staff recommend 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	\$776,888.03
Stormwater Pollution Prevention	\$40,200.00
Storm Drainage Construction	\$38,200.00
Sanitary Sewer Construction	\$381,325.00
Watermain Construction	\$434,998.08
CONSTRUCTION SUBTOTAL	\$1,671,611.11
Construction Contingency	\$167,161.11
Administration	\$110,326.33
Engineering	\$183,877.22
TOTAL PROJECT COST	\$2,132,975.78

FUNDING SOURCE	AMOUNT	PERCENT
Sewer Revenue	\$448,438.20	21.02%
Water Revenue	\$511,557.74	23.98%
General Obligation Bonds	\$422,474.11	19.81%
Special Assessments	\$705,582.52	33.08%
Stormwater Revenue	\$44,923.20	2.11%
TOTAL FUNDS	\$2,132,975.78	100%

Attachments

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

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

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

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

by installing sanitary sewer, domestic water, and storm sewer mains; curb and gutter; aggregate base; bituminous surfacing; sidewalks, sewer and water services to each and every lot; street lighting; signage, and that this report was received by the council on the 10th day of March, 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 10th day of March, 2025, at which all persons desiring to be heard were given an opportunity to be heard thereon, and

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

1. The council hereby orders the improvement of such street in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$2,132,975.78.
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 \$2,132,975.78. Pending the issue of the bonds, expenditures may be made with respect to the project from amounts on hand and available temporarily for the payment of such expenditures in the construction revolving fund. The reasonably expected sources of funds to be used to pay debt service on the bonds, when issued, are special assessments, utility revenue, and property tax.
6. Each expenditure to be reimbursed from the Bonds is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures described in Section 1.150-2(d)(3) of the Regulations.
7. This statement shall constitute a declaration of official intent for the purposes of Income Tax Regulations Section 1.150-2(d).
8. This project is to be included in the 2025 Bond issue.

Roll call vote required:

Council Members Voting For:

Council Members Voting Against:

This resolution shall become effective upon its adoption.

Passed this 10th day of March, 2025

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke
City Clerk

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

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

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

by installing sanitary sewer, domestic water, and storm sewer mains; curb and gutter; aggregate base; bituminous surfacing; sidewalks, sewer and water services to each and every lot; street lighting; signage, and the estimated cost for such improvement is \$1,838,772.22 and the expenses incurred or to be incurred in the making of such improvement are estimated to be \$294,203.55 so the total cost of the improvement is estimated to be \$2,132,975.78.

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

1. The portion of the cost of such improvement to be paid by the city is hereby estimated to be \$2,132,975.78 and the portion of the cost to be assessed against benefitted property owners is estimated to be \$705,582.52.
2. The city engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and the city engineer shall file a copy of such proposed assessment in their office for public inspection.
3. The city engineer shall upon the completion of such proposed assessment, notify the council thereof.
4. A hearing shall be held at 6:00 p.m. on the 10th day of March, 2025, in the Council Chambers of the Intergovernmental Center in Mankato, Minnesota to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
5. The city engineer is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and shall state in the notice the total cost of the improvement. The city engineer shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.

This resolution shall become effective upon its adoption.

Passed this 10th day of March, 2025

Najwa Massad
Mayor

ATTEST: _____
Renae Kopischke
City Clerk

GERMANIA PARK PHASE 5

Project Feasibility Report

City Project Number 11114

December 3, 2024



Addendum 1 – March 4, 2025

Project Feasibility Report

Germania Park Phase 5
City Project Number 11114
City Of Mankato

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II. CERTIFICATION PAGE

CERTIFICATION

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



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

12-03-2024
Date

III. PROJECT CONTACTS

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

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IV. EXECUTIVE SUMMARY

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

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

City staff have been coordinating with a property owner with sufficient interest on 8th Avenue between Harper Street and Cleveland Street in which a future development may be constructed. At the time of the Addendum to this Report, the development group is in support of the reconstruction of 8th Avenue from Harper to Cleveland Street.

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

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

The estimated cost of these necessary improvements is approximately \$2,132,975.78.

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 an improvement hearing for the proposed improvements, order the City Engineer to prepare plans and specifications, and authorize the City Manager to advertise for bids to complete the Work.

V. PROJECT INTRODUCTION

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

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

This project, as proposed, is approximately 2,850 linear feet of roadway consisting of about seven city blocks. Specific items that will be included in the construction are as follows:

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- Sanitary sewer
- Select storm sewer
- Watermain
- Bituminous pavement and aggregate base
- Select curb and gutter

VI. EXISTING CONDITIONS

A. STREET

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

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

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

B. STORM SEWER

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

C. SANITARY SEWER

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

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

D. WATERMAIN

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

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

E. OTHER UTILITIES

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

VII. PROPOSED IMPROVEMENTS

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A. STREET

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

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

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

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

B. STORM SEWER

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

C. SANITARY SEWER

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

As part of the potential development on 8th Avenue, new sanitary services are being coordinated with the Developer. The City will be requesting a petition and waiver from the Developer for these services for them to acknowledge the assessments. The additional services are noted in the preliminary assessment for respective lots based on information the Developer provided to the City.

D. WATERMAIN

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

Also like the sanitary sewer for 8th Avenue, new water services are being coordinated with the Developer. The previously mentioned petition and waiver will also include the water services. The additional services are noted in the preliminary assessment for respective lots based on information the Developer provided to the City.

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E. OTHER UTILITIES

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

VIII. LIND STREET VACATION REQUEST

Since the original issue of the Feasibility Report, Grace Baptist Church has come forth with an application to vacate Lind Street from 6th Avenue to 7th Avenue. Site Plan Review comments were provided to the applicants, and the item was heard by the Planning Commission on February 26. The applicants' representative requested the Commission to table the item for further consideration, which was subsequently voted for.

This vacation request remains an outstanding item and is not anticipated to be fully resolved at a time advantageous for bidding a public improvement project. Staff recommend that this segment of Lind Street remain within the project scope and to include contract language allowing the City to remove the work by July 1, 2025 to allow for the vacation request to be resolved. If the vacation request is approved by the City, the segment would not be constructed.

Staff are requesting consideration of these alternatives by City Council followed by a vote on which

IX. RIGHT-OF-WAY AND EASEMENT

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

X. APPROVALS/PERMITS

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

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

XI. PROJECT COST ESTIMATE AND FINANCING

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

ITEM	COST
Street and Landscaping	\$776,888.03
Stormwater Pollution Prevention	\$40,200.00
Storm Drainage Construction	\$38,200.00
Sanitary Sewer Construction	\$381,325.00
Watermain Construction	\$434,998.08
CONSTRUCTION SUBTOTAL	\$1,671,611.11
Construction Contingency	\$167,161.11
Administration	\$110,326.33
Engineering	\$183,877.22

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TOTAL PROJECT COST	\$2,132,975.78
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Funding for the proposed improvements is shown in the table below.

FUNDING SOURCE	AMOUNT	PERCENT
Sewer Revenue	\$448,438.20	21.02%
Water Revenue	\$511,557.74	23.98%
General Obligation Bonds	\$422,474.11	19.81%
Special Assessments	\$705,582.52	33.08%
Stormwater Revenue	\$44,923.20	2.11%
TOTAL FUNDS	\$2,132,975.78	100%

XII. POSSIBLE SCHEDULE

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

12/09/2024	Set Date of Hearing
12/18/2024	Project Informational Meeting
01/13/2025	Project Improvement Hearing
03/10/2025	Continued Improvement Hearing
03/25/2025	Advertise for Bids
04/17/2025	Open Bids
04/28/2025	Award Bid
05/19/2025	Begin Construction
09/19/2025	Substantial Completion
06/19/2026	Final Lift of Pavement (Final Completion)
11/09/2026	Adopt Final Assessments
01/01/2027	Assessment Repayment Begins

XIII. CONCLUSION AND RECOMMENDATIONS

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

We recommend the Council accept this project feasibility report, approve the full project, 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.

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XIV. APPENDIX

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



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



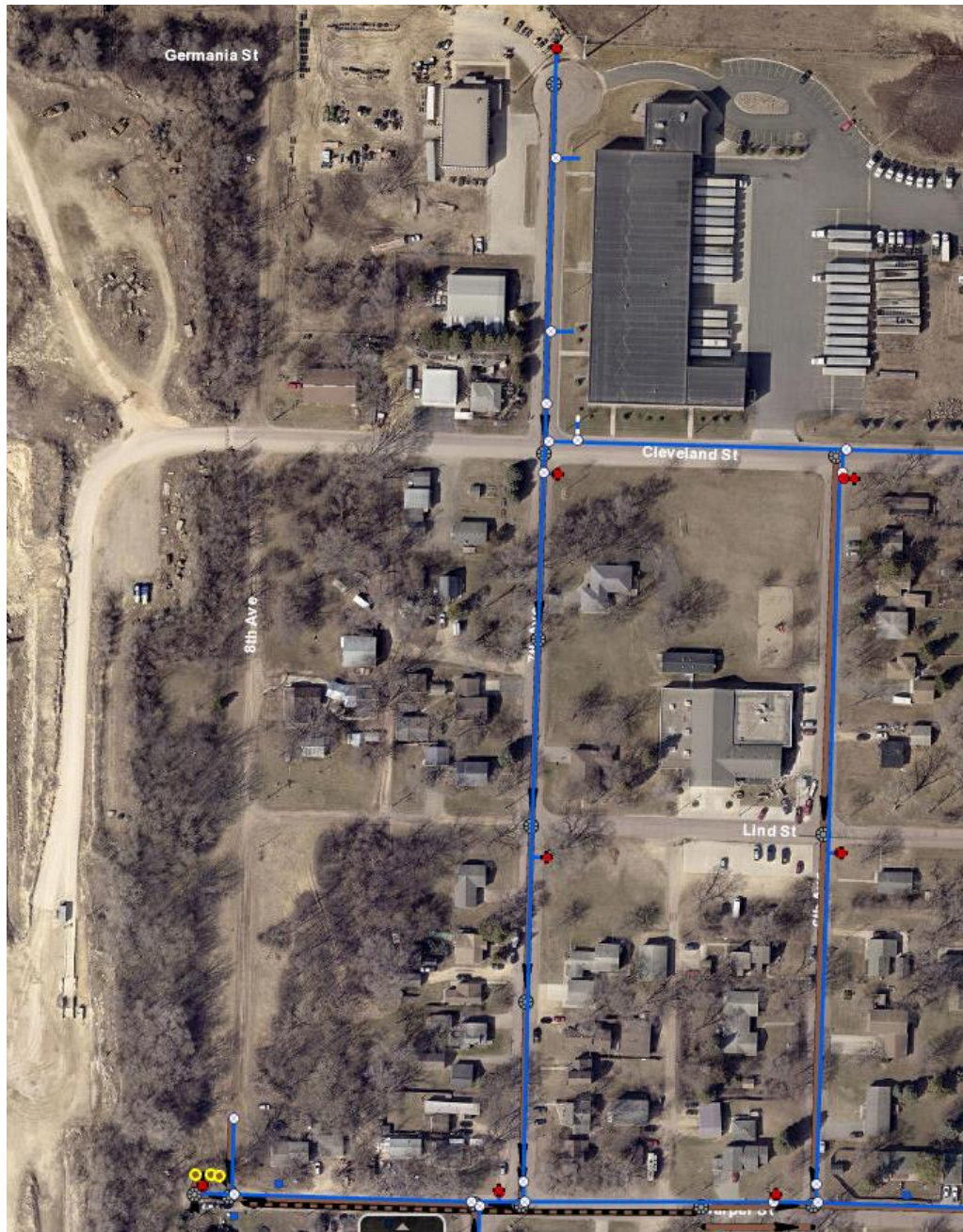
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C. FIGURE 3: GERMANIA PARK PHASE 5 EXISTING SANITARY SEWER AND WATERMAIN LAYOUT



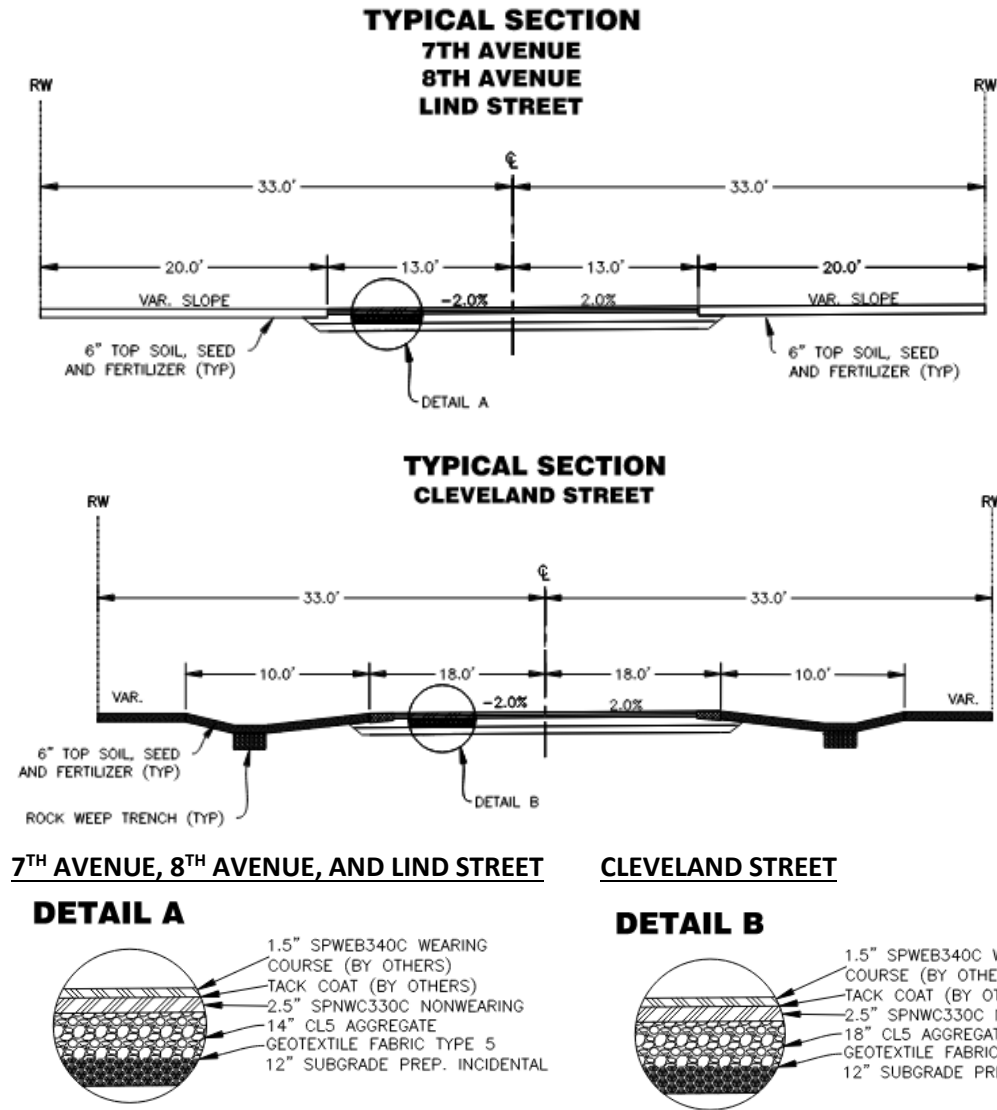
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D. FIGURES 4 AND 5: GERMANIA PARK PHASE 5 PROPOSED STREET CROSS SECTIONS AND PAVEMENT SECTIONS



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E. PRELIMINARY ASSESSMENT ROLL

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

1. Special Assessments

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

a. Street Assessment

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

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

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

b. Sewer and water end services

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

c. Driveway Approaches

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

d. Additional assessment items

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

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

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

e. Levies and hardship deferrals

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

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

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

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Preliminary Assessment Roll
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CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach Area (SY) Cost/SY	Sewer & Water Services @ \$7,000.00	Total Preliminary Assessment
			Front Feet				
			cost/ft				
01.09.06.328.003 Silas Danielson 124 Viking Ct Mankato, MN 56001	Columbia Park Addition Lot 15 Block 6 (2005 7th Avenue)	NH	50.00	\$3,390.50	\$4,209.12	\$7,000.00	\$14,599.62 10 years
					36.29		
			\$67.81		\$116.00		
01.09.06.327.009 Ryan J T Garver & Angela G Blais 2008 7th Ave Mankato, MN 56001	Columbia Park Addition Lot 2 Block 7 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.185.002 Grace Baptist Church 600 Lind St Mankato, MN 56001	Germania Park Addition Lots 2 and 11 Block 23 0.00	NH	100.00	\$6,781.00	\$0.00	\$7,000.00	\$13,781.00 10 years
					0.00		
			\$67.81		\$116.00		
01.09.06.186.003 Grace Baptist Church 600 Lind St Mankato, MN 56001	Germania Park Addition South 35 Feet of Lot 10 and all of Lots 11 and 12 Block 22	NH	139.00	\$9,425.59	\$0.00	\$7,000.00	\$16,425.59 10 years
					0.00		
			\$67.81		\$116.00		
01.09.06.328.016 Bethany Larow 2011 7th Ave Mankato, MN 56001	Columbia Park Addition Lot 14 Block 6 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.327.008 Jay Pappas 4801 Frederica St Owensboro, KY 42301	Columbia Park Addition Lot 3 Block 7 0.00	H	50.00	\$2,288.00	\$2,018.26	\$7,000.00	\$11,306.26 10 years
					21.55		
			\$45.76		\$93.65		
01.09.06.328.004 Tammy & Wendi Walania 20885 State Hwy 83 Mankato, MN 56001	Columbia Park Addition Lot 16 Block 6 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.327.010 Deborah L Olson 2004 7th Ave Mankato, MN 56001	Columbia Park Addition Lot 1 Block 7 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		

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CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach Area (SY) Cost/SY	Sewer & Water Services @ \$7,000.00	Total Preliminary Assessment
			Front Feet				
			cost/ft				
01.09.06.327.003 Duwayne M & Melody F Roberts 2001 Eighth Ave Mankato, MN 56001	Columbia Park Addition Lot 16 Block 7 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.184.004 Pentagon Acquisition LLC 3301 3rd Ave Mankato, MN 56001	Germania Park Addition Lot 1 Block 24 0.00	NH	75.00	\$5,085.75	\$0.00	\$7,000.00	\$12,085.75 10 years
					0.00		
			\$67.81		\$116.00		
01.09.06.181.015 Randy L Johnson 2202 Seventh Ave Mankato, MN 56001	Germania Park Addition Lots 1 thru 4 Block 20 and East Half of Vacated Alley Adjacent	H	140.00	\$6,406.40	\$10,416.27	\$7,000.00	\$23,822.67 10 years
					111.23		
			\$45.76		\$93.65		
01.09.06.328.015 Derek Cruz 2017 7th Ave Mankato, MN 56001	Columbia Park Addition Lot 13 Block 6 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.327.007 Justin Kemp 2014 7th Ave Mankato, MN 56001	Columbia Park Addition Lot 4 Block 7 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.327.006 Shannon Williams 2018 Seventh Ave Mankato, MN 56001	Columbia Park Addition Lot 5 Block 7 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.328.013 Thomas J & Lynn M Meyer 2021 Seventh Ave Mankato, MN 56001	Columbia Park Addition Lots 11 and 12 Block 6 0.00	H	100.00	\$4,576.00	\$4,302.59	\$7,000.00	\$15,878.59 10 years
					45.94		
			\$45.76		\$93.65		
01.09.06.327.005 Benjamin A Werner 2020 7th Ave Mankato, MN 56001	Columbia Park Addition Lot 6 Block 7 0.00	H	50.00	\$2,288.00	\$0.00	\$7,000.00	\$9,288.00 10 years
					0.00		
			\$45.76		\$93.65		

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CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach	Sewer & Water Services @ \$7,000.00	Total Preliminary Assessment
			Front Feet		Area (SY)		
			cost/ft		Cost/SY		
01.09.06.328.001 Grace Baptist Church 600 Lind St Mankato, MN 56001	Columbia Park Addition Lots 7, 8, 9 and 10 Block 6 0.00	NH	300.00 CC= 280.00 \$67.81	\$18,986.80	\$0.00 0.00 \$116.00	\$7,000.00	\$25,986.80 10 years
01.09.06.327.004 Steven C Betzing 2032 Seventh Ave Mankato, MN 56001	Columbia Park Addition Lots 7 and 8 Block 7 0.00	H	160.00 CC= 140.00 \$45.76	\$6,406.40	\$3,565.26 38.07 \$93.65	\$7,000.00	\$16,971.66 10 years
01.09.06.185.011 Roger & Kathleen Albrecht 2100 Seventh Ave Mankato, MN 56001	Columbia Park Addition Lot 1 and South 10 Feet Lot 2 Block 10 0.00	H	120.00 CC= 140.00 \$45.76	\$6,406.40	\$4,635.47 49.50 \$93.65	\$7,000.00	\$18,041.87 10 years
01.09.06.185.004 Kenneth D & Cynthia L Mead 2113 Eighth Ave Mankato, MN 56001	Columbia Park Addition Lot 3 Block 10 0.00	H	23.70 \$45.76	\$1,084.51	\$0.00 0.00 \$93.65	\$7,000.00	\$8,084.51 10 years
01.09.06.185.010 Michael Flynn & Carol Flynn 2104 7th Ave Mankato, MN 56001	Columbia Park Addition Excluding South 10 Feet Lot 2 Block 10 0.00	H	28.30 \$45.76	\$1,295.01	\$0.00 0.00 \$93.65	\$7,000.00	\$8,295.01 10 years
01.09.06.186.004 Michel Family Rev Living Trust 614 NE Bristol Dr Ankeny, IA 50021	Columbia Park Addition Lots 3 and 4 Excluding 25 Feet There of Block 11	H	129.63 CC= 115.00 \$45.76	\$5,262.40	\$4,285.01 45.76 \$93.65	\$7,000.00	\$16,547.41 10 years
01.09.06.186.006 Grace Baptist Church 600 Lind St Mankato, MN 56001	Columbia Park Addition Lots 1 and 2 and East 25 Feet of Lots 3 and 4 Block 11 (Church)	NH	100.00 CC= 180.00 \$67.81	\$12,205.80	\$12,546.95 108.16 \$116.00	\$7,000.00	\$31,752.75 10 years
01.09.06.185.008 Michael Flynn & Carol Flynn 2104 7th Ave Mankato, MN 56001	Germania Park Addition Lot 1 Block 23 0.00	H	58.00 \$45.76	\$2,654.08	\$3,972.63 42.42 \$93.65	\$7,000.00	\$13,626.71 10 years

Germania Park Phase 5

Preliminary Assessment Roll
City Project 11114

CC= Denotes Corner Credit Applied; SB= Denotes Setback; REAR=Denotes Rearage							
Parcel Number / Owner / Address	Property Description	Property Class	Frontage Charge		Driveway Approach Area (SY) Cost/SY	Sewer & Water Services @ \$7,000.00	Total Preliminary Assessment
			Front Feet				
			cost/ft				
01.09.06.185.003 Kenneth D & Cynthia L Mead 2113 Eighth Ave Mankato, MN 56001	Germania Park Addition Lot 12 Block 23 0.00	H	70.00	\$3,203.20	\$0.00	\$7,000.00	\$10,203.20 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.186.002 Grace Baptist Church of Mankato 614 NE Bristol Dr Ankeny, IA 50021	Germania Park Addition Lot 9 and North 15 Feet of Lot 10 Block 22 (2121 7th Ave)	NH	65.00	\$4,407.65	\$7,009.62	\$7,000.00	\$18,417.27 10 years
					60.43		
			\$67.81		\$116.00		
01.09.06.185.007 Michel Family Rev Living Trust 614 NE Bristol Dr Ankeny, IA 50021	Germania Park Addition Lots 3 to 4 Block 23 0.00	H	100.00	\$4,576.00	\$0.00	\$7,000.00	\$11,576.00 10 years
					0.00		
			\$45.76		\$93.65		
01.09.06.186.001 Grace Baptist Church 600 Lind St Mankato, MN 56001	Germania Park Addition Lots 7 and 8 Block 22 0.00	NH	100.00	\$6,781.00	\$0.00	\$7,000.00	\$13,781.00 10 years
					0.00		
			\$67.81		\$116.00		
01.09.06.185.006 Joy L Melvin 2126 7th Ave Mankato, MN 56001	Germania Park Addition Lots 5 and 6 Block 23 0.00	H	160.00 CC= 140.00	\$6,406.40	\$7,857.34	\$7,000.00	\$21,263.74 10 years
			\$45.76		83.90		
					\$93.65		
01.09.06.185.001 Michel Family Rev Living Trust 614 NE Bristol Dr Ankeny, IA 50021	Germania Park Addition Lots 7 to 10 Block 23 0.00	NH	260.00 CC= 200.00	\$13,562.00	\$0.00	\$7,000.00	\$20,562.00 10 years
			\$67.81		0.00		
					\$116.00		
01.09.06.331.009 Pentagon Acquisition LLC 3301 3rd Ave Mankato, MN 56001	Columbia Park Addition 10.02 Acres in Blocks 1 thru 4 and in Blocks 7 thru 10	NH	790.50 CC= 870.50	\$59,028.61	\$0.00	\$161,000.00	\$220,028.61 10 years
			\$67.81		0.00		
					\$116.00		
01.09.06.180.008 Pentagon Acquisition LLC 3301 3rd Ave Mankato, MN 56001	Germania Park Addition All Block 19 and Lots 2-9 Block 24 0.00	NH	250.00	\$16,952.50	\$0.00	\$42,000.00	\$58,952.50 10 years
					0.00		
			\$67.81		\$116.00		



AGENDA RECOMMENDATION

City Council Regular Meeting

8. A.

Meeting Date: 03/10/2025

Agenda Item:

Resolution approving the Riverfront Drive Lighting and Streetscape Project (City Project # 11140).

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

This proposed project was reviewed by the City Council at its February 24, 2025, Work Session. It is a follow-up to the recently completed reconstruction of Riverfront Drive completed in 2024. The 2024 project includes the complete replacement of the existing four-lane roadway with a new three-lane roadway, new municipal utilities, expanded sidewalks, new traffic control signals and new roadway lighting. No additional streetscaping or aesthetic improvements were included in this project.

The Old Town Association represents the commercial core on Riverfront Drive between Plum Street and Madison Avenue. As construction neared completion in 2024, concerns were raised by Old Town businesses regarding the highway-style lighting being installed and the lack of streetscape amenities provided by the roadway project. The City initiated a feasibility study and worked closely with members of the Old Town Association to address concerns and develop improvements that could be implemented as soon as possible within the boundaries and constraints of the just completed project.

In addition, as part of the City's routine streetlight replacement program, a project has been budgeted for in 2025 to replace roadway-style lighting on North Riverfront Drive. The total number of lights to be replaced is similar to the number of lights proposed to be exchanged in the Old Town area of Riverfront Drive.

This project proposes to combine the two projects on Riverfront Drive and to re-use the roadway lighting removed from the Riverfront Drive project on the North Riverfront portion of the project.

The total cost of the project is estimated to be \$742,000. Funding for the proposed improvements would come from the following two sources:

1. The 2025 Streetlight Operations Fund allocated \$205,000 (\$120,000 poles/fixtures and \$85,000 installation) for streetlight replacement on North Riverfront Drive.
2. \$537,000 of levy supported one-time energy payoff payments from Debt Service (budgeted \$540,000), used towards the front end of the annual energy-saving payments due from the Streetlight Operations Fund. This allows for a reduction in the streetlight fund expense, which will be re-allocated towards the annual payments to the Riverfront Drive Street Lighting and Streetscape construction fund until paid in full.

Ultimately, the execution of this funding strategy will allow for a \$3,000 surplus compared to the 2025 budget.

Attachments

Resolution
Riverfront Drive Streetscape
Feasibility Report

**RESOLUTION RECEIVING FEASIBILITY REPORT, ORDERING IMPROVEMENT,
PREPARATION OF PLANS, SPECIFICATIONS, AND ORDERING ADVERTISEMENT FOR
BIDS FOR THE RIVERFRONT DRIVE LIGHTING AND STREETScape PROJECT (CITY
PROJECT #11140)**

WHEREAS, The City Council reviewed proposed improvements at it's Work Session on February 24, 2025, and;

WHEREAS, a feasibility report has been prepared that outlines proposed improvements, anticipated costs and project funding, and;

WHEREAS, the proposed funding does not include assessments to benefiting properties.

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

1. The council hereby orders the improvement of the Riverfront Drive Lighting and Streetscape project – City Project #11140.
2. That plans and specifications be prepared 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 bids be received, reviewed and tabulated and brought to the City Council for consideration of an award of construction contract.

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 10th day of March, 2025.

Najwa Massad
Mayor

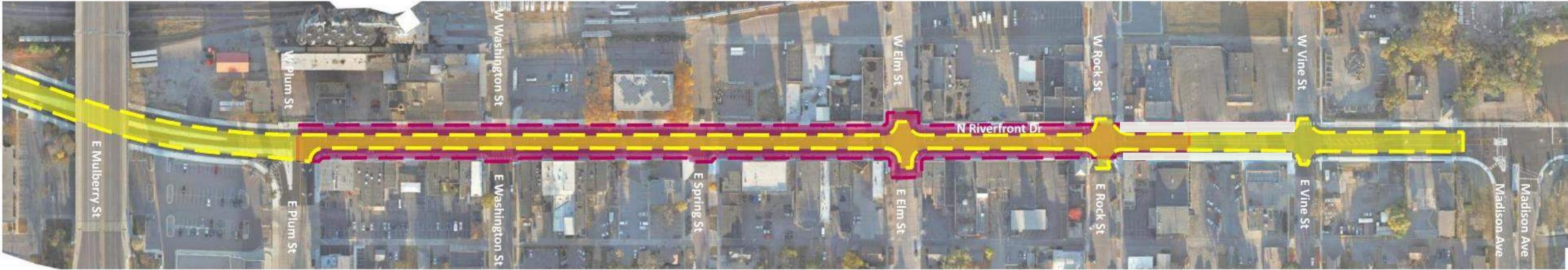
ATTEST: _____
Renae Kopischke
City Clerk

RIVERFRONT DRIVE

STREETSCAPE AMENITIES AND LIGHTING PLAN

02.24.2025 Council Work Session





- OLD TOWN DISTRICT LIGHTING IMPROVEMENTS
- OLD TOWN DISTRICT STREETScape AMENITY IMPROVEMENTS
- NORTH RIVERFRONT DRIVE STREETLIGHT REPLACEMENTS



RIVERFRONT DRIVE - IMPROVEMENT AREA



-  15' DOUBLE ACORN LIGHT FIXTURE
-salvage existing fixture for reinstallation
-  30' DOUBLE TEARDROP LIGHT FIXTURE (MEDIAN)
- Salvage existing and deliver to city
-  EXISTING LIGHT TO REMAIN (INTERSECTIONS)
ADDED DIMMING MODULE
-  BENCH
-  OLD TOWN MONUMNET INSTALLATION
-  BIKE RACK - CITY OWNED PARKING LOTS
- Additional bike racks to be provided upon business owner request
-  PUBLIC ART (BY OTHERS)



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RIVERFRONT DRIVE - STREETSCAPE AMENITIES AND LIGHTING PLAN

24X136663000 | 02. 2025 | CITY OF MANKATO

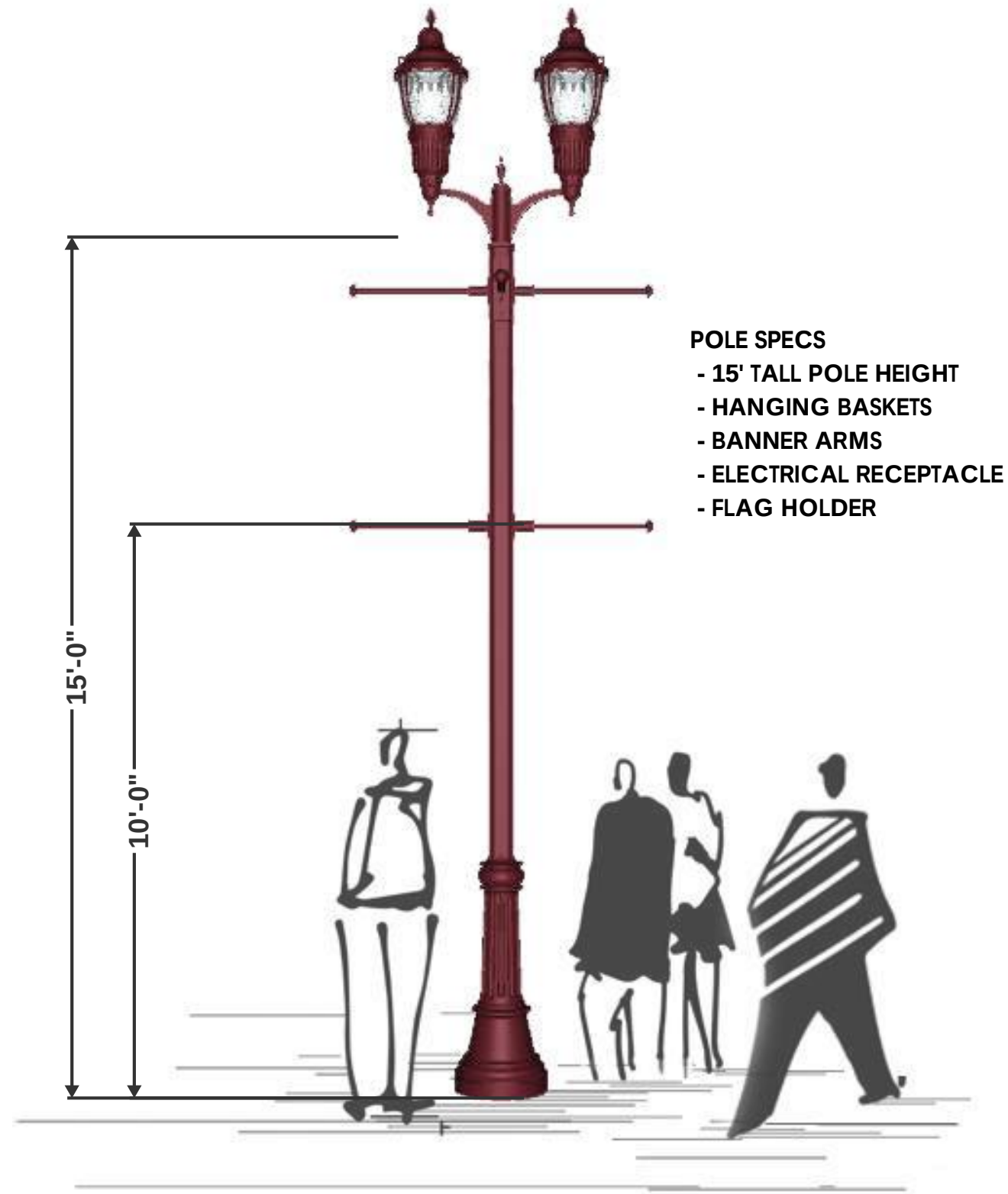


 REINSTALLED SALVAGED LIGHT FIXTURE



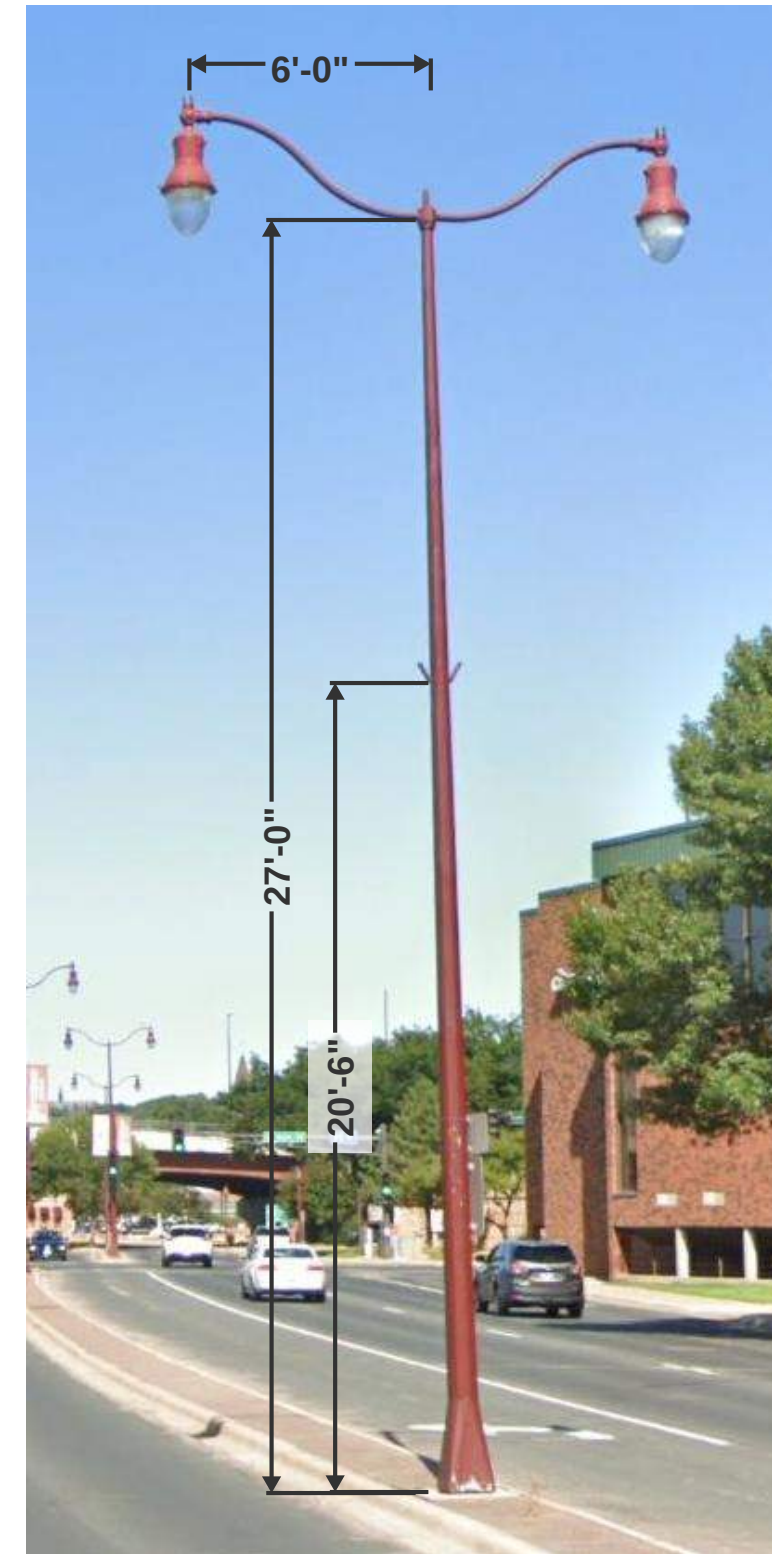
RIVERFRONT DRIVE - STREETScape AMENITIES AND LIGHTING PLAN

24X136663000 | 02. 2025 | CITY OF MANKATO



- POLE SPECS**
- 15' TALL POLE HEIGHT
 - HANGING BASKETS
 - BANNER ARMS
 - ELECTRICAL RECEPTACLE
 - FLAG HOLDER

DOUBLE ACORN LIGHT FIXTURE



- POLE SPECS**
- 27'-0" TALL POLE HEIGHT
 - FLAG HOLDER

DOUBLE TEARDROP LIGHT FIXTURE

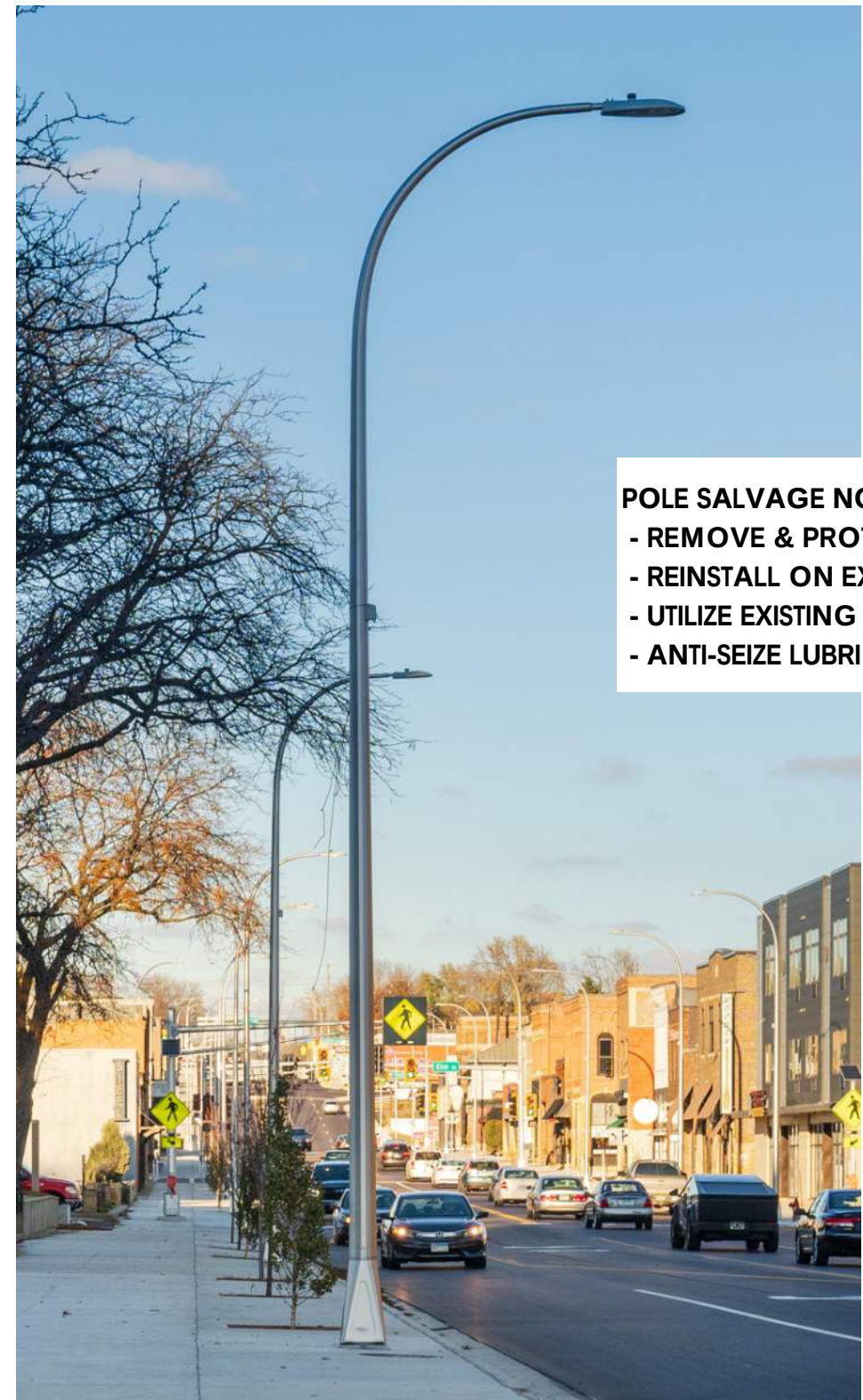




POLE REMOVAL NOTES

- REMOVE POLE
- PROTECT IN PLACE FOOTING
- PROTECT IN PLACE CIRCUITRY

**NORTH RIVERFRONT DRIVE LIGHTING
REMOVE AND DISPOSE**



POLE SALVAGE NOTES

- REMOVE & PROTECT
- REINSTALL ON EXISTING FOOTING
- UTILIZE EXISTING CIRCUITY
- ANTI-SEIZE LUBRICANT ALL BOLTS

SALVAGE & REINSTALL LIGHT FIXTURE



RIVERFRONT DRIVE - STREETSCAPE LIGHTING PRODUCTS

24X136663000 | 02. 2025 CITY OF MANKATO



BENCH STANDARD

- MFG: VICTOR STANLEY
 PRODUCT: C-138
 - DUCTILE-IRON CASTING
 - RECYCLED PLASTIC SEATING
 - BLACK FRAME



BIKE RACK

- CUSTOM CITY PRODUCT
 LOCAL MFG



OLD TOWN MONUMENT

- CITY TO PERFORM CLEANING PRIOR TO INSTALLATION
- INSTALL IN NEW CONCRETE



RIVERFRONT DRIVE - STREETSCAPE AMENITIES PRODUCTS

24X136663000 | 02. 2025 CITY OF MANKATO

PRELIMINARY COST ESTIMATE
RIVERFRONT DRIVE STREETScape
BMI Project No.: 24X.136663

Item No.	Item	Notes	Estimated Quantity	Unit	Unit Price	Amount
1	MOBILIZATION 10%		1	LS	\$62,000.00	\$62,000.00
2	TRAFFIC CONTROL		1	LS	\$20,000.00	\$20,000.00
3	MEDIAN SILVER ROADWAY LIGHT POLE & FIXTURES - SALVAGE TO CITY		3	EA	\$750.00	\$2,250.00
4	SALVAGE AND REINSTALL SILVER ROADWAY POLES & FIXTURES		38	EA	\$1,500.00	\$57,000.00
5	LIGHTING UNIT TYPE 1 (DOUBLE ACORN)		38	EA	\$10,000.00	\$380,000.00
6	LIGHTING UNIT TYPE 2 (DOUBLE TEARDROP)		3	EA	\$10,000.00	\$30,000.00
7	LIGHTING UNIT TYPE 3 (HIGHWAY POLES & FIXTURES)		8	EA	\$5,000.00	\$40,000.00
8	LUMINAIRE DIMMER (SIGNAL POLE LIGHTS)		11	EA	\$400.00	\$4,400.00
9	REMOVE AND DISPOSE LIGHT POLES (PRESERVE/PROTECT WIRE)		46	EA	\$500.00	\$23,000.00
10	ANCHOR BOLT DRILL & EPOXY	(3)	10	EA	\$250.00	\$2,500.00
11	ANCHOR BOLT CUT/EXTENSION	(3)	10	EA	\$250.00	\$2,500.00
12	LIGHT POLE FOOTING (REMOVE & REPLACE)	(1)	2	EA	\$2,500.00	\$5,000.00
13	REMOVE CONCRETE WALK	(1)	300	SF	\$10.00	\$3,000.00
14	6" CONCRETE WALK		300	SF	\$25.00	\$7,500.00
15	LIMESTONE MONUMENT INSTALLATION ONLY	(2)	1	EA	\$2,500.00	\$2,500.00
16	BENCH		9	EA	\$3,000.00	\$27,000.00
17	BIKE RACKS		6	EA	\$1,000.00	\$6,000.00
				ESTIMATED SUBTOTAL:		\$674,650.00
CONTENGENCY (10%)						\$67,350.00
TOTAL ESTIMATED PROJECT COST:						\$742,000.00

NOTES:

- (1) ALL SAWCUTTING SHALL BE INCIDENTAL.
- (2) CITY TO CONDUT CLEANING BEFORE INSTALLATION
- (3) ANCHOR BOLT REPAIR OPTION



RIVERFRONT DRIVE LIGHTING AND STREETSCAPE PROJECT

Project Feasibility Report
City Project Number 11140

March 10, 2025

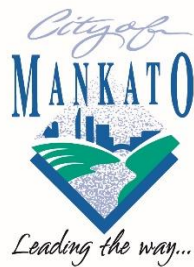


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II. PROJECT CONTACTS

This report and feasibility study was prepared by Bolton & Menk, Inc. in close coordination with Susan Arntz, City Manager and Karl Keel, Interim Public Works Director.

III. EXECUTIVE SUMMARY

The overhead, highway-style lighting, installed with the 2024 Riverfront Drive Reconstruction Project, does not match the character and existing light pole design in the City Center and Old Town District. The 2024 Riverfront Drive Reconstruction Project also did not include any streetscape or beautification elements such as hanging baskets or benches which were anticipated to be installed at a later date. These elements are important to support the character and sense of place in the Old Town District. A planning effort between the City and the Old Town Association has resulted in proposed improvements in the Old Town area of Riverfront Drive.

As part of the City's ongoing street light replacement program, a Riverfront Drive lighting improvement project is planned for 2025 from Lafayette Street to approximately 200' north of the Good Counsel Drive intersection. The purpose of that project is to replace the aging roadway lights in this area.

A study was conducted to determine how to pair these two projects together for cost efficiencies and to accomplish goals for historic style lighting and benches in the Old Town District. Representatives from Old Town engaged with city staff to determine the proposed improvements as presented. Based on the feasibility analysis and Old Town engagement, the recommendation is to:

- Remove the highway-style lighting from Main Street to Madison Avenue and replace with historic-style roadway/pedestrian lighting. The lighting will include brackets for hanging flower baskets which will be purchased separately from this project.
- Install the highway-style lighting removed from Old Town (plus an additional 8 lights) in the 2025 planned Riverfront Drive lighting improvement area from Lafayette Street to approximately 200' north of the Good Counsel Drive intersection.
- Add benches on both sides of Riverfront Drive between Plum Street and Rock Street

The estimated cost of these improvements is \$742,000. The project can be accomplished in 2025 by letting competitive bids for the work. It is recommended the council accept this project feasibility report and direct staff to prepare final plans, specifications, and authorize bids.

IV. PROJECT BACKGROUND

This project is a follow-up to the recently completed reconstruction of Riverfront Drive in 2024. The 2024 project included the complete replacement of the existing four-lane roadway with a new three-lane roadway, new municipal utilities, expanded sidewalks, new traffic control signals and new roadway lighting. No additional streetscaping or aesthetic improvements were included in this project.

The Old Town Association represents the commercial core on Riverfront Drive between Plum Street and Madison Avenue. As construction neared completion in 2024, concern was raised by

Old Town businesses regarding the highway style lighting being installed and lack of streetscape amenities provided by the roadway project. The city initiated a feasibility study and worked closely with members of the Old Town Association to address concerns and develop improvements that could be implemented as soon as possible within the boundaries and constraints of the recently completed project.

V. PROPOSED IMPROVEMENTS

The proposed project will use the recently completed Riverfront Drive roadway reconstruction as a base for Streetscape Amenities and Lighting Project. The proposed improvements will include three (3) zones of improvements to enhance the Old Town District and continue the City's ongoing roadway lighting replacement program along Riverfront Drive. The zones of improvements include.

- Zone 1 – Streetscape Amenity improvements including benches and bike racks (in public parking lots) between Plum Street and Rock Street and reinstallation of the Old Town District Monument
- Zone 2 – Old Town District historic style roadway/pedestrian lighting installation between Main Street and Madison Ave
- Zone 3 – Highway-style lighting replacements between Lafayette St and North of Good Counsel Drive.
-

Zone 1 Considerations for Improvements

The goal of Zone 1 improvements is to provide streetscape enhancements in the Old Town District that will directly support and enhance the patron experience. The design team worked directly with the city staff and Old Town District representatives to identify the zone extents relative to the active pedestrian commercial zone and available right-of-way suitable for amenities. The proposed design utilizes three design amenities as selected by the representatives:

- **Benches** - Each bench is strategically positioned based on city and Old Town District representatives' in-depth knowledge of the high use locations and available spaces.
- **Bike racks** - Public use bike racks are intentionally located in adjacent city owned parking lots situated to fit within one parking stall. It is the intent to allow individual business owners to request bike racks to be installed within the public right-of-way if the business use is such that will support the bike rack use.
- **Old Town District Monument** – the monument was removed during the Riverfront Drive roadway reconstruction and stored within the public works facilities. It will be cleaned and restored to its original location in the median south of the Plum Street intersection. A section of concrete within the median will be removed to accommodate the installation.

Zone 2 Considerations for Improvements

The goal of Zone 2 improvements is to acknowledge the historic character of the Old Town District with the reintroduction of roadway lighting that matches the historic style in downtown Mankato. The goal of this feasibility analysis was to utilize existing light pole spacing and electrical circuits to minimize construction needs and additional cost. The design team worked with a lighting manufacturer to determine adequate lighting levels along the corridor for vehicles and pedestrians can be accommodated with a double acorn light fixture on historic-style 15-foot light poles at the spacing of existing 30-foot highway-style poles. Each of these new historic-style poles will be designed with anchor bolt spacing to match existing footings requiring no changes to the footing or electrical circuitry. Each new pole will be structurally suitable to accommodate the addition of decorative elements including banners, flags, hanging baskets, and winter light decorations.

Zone 3 Considerations for Improvements

The area of Zone 3 is north of the Old Town District and is part of the City's ongoing streetlight replacement project. The highway-style roadway lighting salvaged from Zone 2 will be reinstalled and will replace the aging existing lights in Zone 3. All existing footings and circuitry are to be protected and reused during this replacement project. The salvaged poles from Zone 2 have been selected specifically by the City of Mankato to match the bolt spacing of the existing system to allow for efficient pole replacement. The existing poles in Zone 3 will be removed and legally disposed of. An additional eight highway-style light poles will be required to be purchased new in order to fulfill the extents of Zone 3 light pole quantity. The project includes considerations for damaged/rusted anchor bolts and/or compromised footings that if found, will require replacement for a structurally suitable reinstallation of the light pole. In preparation for the unknown, the design team has established unit price bid items that can be utilized if necessary for these situations.

VI. COSTS

Total project costs are identified below for Old Town District Streetscape and City Streetlight replacement.

Old Town District Lighting and Amenities

Lighting Improvements	_____	\$454,000
Amenities	_____	\$75,500
Subtotal	_____	\$529,500

North Riverfront Streetlight Replacement

Salvage & Reinstall	_____	\$131,500
---------------------	-------	-----------

New Light Poles _____ \$81,000
Subtotal _____ \$212,500

Project Estimated Total _____ \$742,000

Note: Mobilization, traffic control, and contingency is divided equally to each line item above

VII. FUNDING

This project, with a total cost of \$742,000, has two primary funding components:

1. The 2025 Street Light Operations Fund allocated \$205,000 (\$120,000 poles/fixtures and \$85,000 installation) for streetlight replacement on North Riverfront.
2. The second budgeted component includes allocating \$537,000 of levy supported one-time energy payoff payments from Debt Service (budgeted \$540,000), used towards the front end of the annual energy saving payments due from the Street Light Operations Fund. This allows for a reduction in the street light fund expense, to which will be re-allocated towards the annual payments to the Riverfront Drive Street Lighting Lighting and Streetscape construction fund until paid in full.

Ultimately, the execution of this funding strategy will allow for a \$3,000 surplus compared to the 2025 budget.

VII. SCHEDULE

March 30, 2025	Completion of plans, specifications and bid documents.
April 2025	Project Bidding
September 2025	Begin Construction – It may take up to 6 months to order street lights and other materials.
November 15, 2025	Construction complete

IX. RECOMMENDATION

The overhead, highway-style lighting, installed with the 2024 Riverfront Drive Reconstruction Project, does not match the character and existing light pole design in the City Center and Old Town District. The 2024 Riverfront Drive Reconstruction Project also did not include any

streetscape or beautification elements such as hanging baskets or benches. These elements are important to support the character and sense of place in the Old Town District.

A Riverfront Drive lighting improvement project is planned for 2025 from Lafayette Street to approximately 200' north of the Good Counsel Drive intersection. The purpose of that project is to replace the aging roadway lights in this area.

A feasibility study was conducted to determine how to pair these two projects together for cost efficiencies and to accomplish Old Town business desires for historic style lighting and benches. Representatives from Old Town were engaged with city staff to determine the proposed improvements as presented. Based on the feasibility analysis and Old Town engagement, the recommendation is to:

- Remove the highway-style lighting from Main Street to Madison Avenue and replace with historic-style roadway/pedestrian lighting. The new lighting maintains safe lighting levels for both motorists and pedestrians on the sidewalk. The lighting will include brackets for hanging flower baskets which will be purchased separately from this project.
- Install the highway-style lighting removed from Old Town in the 2025 planned Riverfront Drive lighting improvement area from Lafayette Street to approximately 200' north of the Good Counsel Drive intersection. The highway-style lighting is similar in look and scale to the lighting that exists in this area today. This style of lighting is appropriate for the character of the roadway and surrounding land uses in this area.
- Add benches on both sides of Riverfront Drive between Plum Street and Rock Street
- Preserve design plans for future installation of trash cans, sidewalk planters, and sidewalk bike racks if an Old Town Special Services District were established at some point in the future. Due to cost and maintenance responsibilities, these items are not included in the current project.

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

X. APPENDIX

- Riverfront Streetscape Amenities and Lighting Plan