AGENDA

Mankato City Council
Regular Meeting
July 14, 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 June 23, 2025

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

   City of Mankato 2024 Financial Review and Audit

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 change orders for All Seasons Arena.

   B. Motion approving the Preliminary Plat of Good Counsel Meadows Subdivision (PID's R010905379004, R010905379005, etal.); by request of the Southwest Minnesota Housing Partnership.

C. Motion increasing the scope of Project 11121 for the Long Street and Emerson Lane Feasibility Report to include the consideration of improvements identified in the Hilltop Neighborhood Traffic Study.

D. Resolution updating the City of Mankato Fee Schedule to include updates to Minnesota State Statute 461.12, Subd. 2, relating to administrative penalties for sales and furnishing of tobacco.

E. Resolution considering quotations for the supply of Quicklime for Water Treatment.

F. Resolution accepting feasibility report and ordering project for Capital Improvement Project 11031; Public Safety Center Apparatus Bay Door Replacement.

G. Resolution accepting feasibility report and ordering project for Capital Improvement Project 11144; Intergovernmental Center Rooftop Unit Replacement.

H. Resolution considering bids on Capital Improvement Projects 11131; 2025 Resurfacing, Miscellaneous Sidewalks, Alley Improvements and 11125; 2025 Petition Alley Improvement.

I. Resolution authorizing Joint Powers Agreement with Minnesota State University Mankato for 2025/2026 Transit Service.

J. Resolution adopting the Transit Safety Plan Update.

K. Resolution accepting sanitary sewer easements for the sanitary sewer line between Ridge Lane and Hinckley Street.

L. Resolution authorizing the City Manager to enter into an agreement with Short, Elliott, Hendrickson (SEH) to provide construction services for the reinstallation of the Kern Bridge.

M. Resolution approving temporary construction easements for Veteran's Memorial Bridge Project.

N. Resolution accepting State of Minnesota Hazardous Materials grant.

O. Set July 28, 2025, as the date of the public hearing to review a Conditional Use Permit to allow the expansion of an existing essential service utility facility located in the R-1, One-Family Dwelling District, and for a variance to allow for the continuation of an eight-foot barbed wire fence in the residential district (1204 and 1210 Warren Street); by request of Northern Natural Gas Company.

P. Set July 28, 2025, as the date of the public hearing to review a request for rezoning of properties from M-1, Light Industrial, to O-R, Office Residential; for a Preliminary and Final Plat review of Mankato Housing LP Subdivision; for a Planned Unit Development; for the vacation of alleys and a portion of Sibley Parkway street, dedicated as Patterson Avenue, on the plat of Oakwood Addition (PID's R010813253001, R010813253002, R010813253010); by request of Trellis.

Q. Set August 11, 2025, as the date of the public hearing to review a request for rezoning of properties from P-I, Planned Industrial, to R-3, Limited Multiple Dwelling District (Lot 4, Block 10; Lots 1-2, Block 9; Lots 9-16, Block 7; Lots 1-8, Block 8; Columbia Park Addition; Lots 1-6, Block 24, Germania Park Addition); by request of Fisher Development.

7. **Public Hearings**

A. Resolution approving a Land Use Plan amendment to change the guided land use from Light Industrial to Medium Density Residential (1416, 1420, 1430 2nd Avenue); by request of Wrestling Brotherhood.

B. Resolution approving a Land Use Plan amendment to change the guided land use from Public-Semi-Public to Central Business District (401 South 2nd Street); by request of Big Blue Hospitality, LLC.

C. Ordinance amending Mankato City Code, Chapter 10, Section 10-1703 related to signage requirements in the Office Residential zoning district; by request of the City of Mankato.

8. **City Manager's Report**

Motion to recess Council Meeting for the Economic Development Authority (EDA) Meeting.

Motion to resume Council Meeting following EDA Meeting.

Motion to go into Closed Session pursuant to Minnesota Statutes, Section 13D.05, subdivision 3(d), to receive a security briefing related to elected official and staff safety, review current strategies and protocols for physical safety in meetings and to discuss future plans to strengthen protections and proactively address issues related to security systems, room layouts and security deficiencies. Disclosure of the information discussed in an open meeting would pose a danger to public safety or compromise security procedures or responses.

Motion out of Closed Session to resume Council Meeting.

9. **Reports of City Council Members**

10. **Miscellaneous Business**

View all city committee meetings by clicking on our City Calendar

Regular Council Meeting, July 28, 2025, 6 p.m., Mankato Room (with Work Session to follow)

Work Session, August 4, 2025, 6 p.m., Minnesota River Room

Regular Meeting, August 11, 2025, 6 p.m., Mankato Room (with EDA to follow if needed)

11. **Adjournment**

City Council Regular Meeting
Meeting Date: 07/14/2025
Title: Minutes
Submitted By: Renae Kopischke, City Clerk

Agenda Item:
Regular Meeting of June 23, 2025

Attachments

Minutes

MINUTES

Mankato City Council
Regular Meeting
June 23, 2025 - 6 p.m.
IGC - Mankato Room

1. **Call Meeting to Order**

Roll Call

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

Members Excused: Michael McLaughlin and Dennis Dieken.

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

Pledge of Allegiance

2. **Approval of Agenda**

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

3. **Approval of Minutes**

Ms. Melby-Kelley moved and Ms. Hatanpa seconded a motion to approve the minutes of the Special Meeting of June 16, 2025, as written. The motion carried unanimously.

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

Jane Dow, 37 Capri Drive, referenced the federal budget bill and encouraged the Council to take formal action to oppose it. She mentioned issues that arise due to inequality and noted that when a strong social safety net is in place there are fewer issues and people feel safer. She stated that the bill is not compassionate or fair and creates a wider gap between the very rich and everyone else.

Theresa Zeman, 117 Rita Road, indicated that she is a retired nurse and has witnessed firsthand the devastating effects of lack of health care, malnutrition and homelessness all too often. She felt that the proposed federal budget cuts will have a direct impact on local services and impact everyone, as there will likely be an increase to taxes to help meet demands and make up for the lack of federal funding. She asked that the Council submit a letter to the federal elected leaders and/or draft a public resolution opposing the cuts.

Leah Hanson, North Mankato, speaking on behalf of Connections Shelter, stated that she is a social worker who works with those that are facing homelessness, poverty and health crises as well as other economic insecurities. She commented on how the bill is a direct threat to the people she works with every day and how they will lose access to services. She urged the Council to reach out to legislators and other leaders and sign on expressing disappointment with the federal government.

Ava Corey-Gruenes, referred to an email that was sent to the Council, and indicated that members of their organization meet with ACLU representatives and a surveillance technologies expert. She requested that the Council rescind their vote approving the AI surveillance proposal, inform their group directly, and the public, at least a month before proposing changes to surveillance technology, ensure an ACLU representative is allowed to address the Council; initiate formal discussion about policy implementation to prevent unchecked police surveillance upgrades; and amend policies to restrict local coordination with ICE. She indicated that without following these actions, they will publicly highlight the failure to protect civil liberties. She noted that the ACLU is facilitating further meetings between their organization and their legal team.

Chris Schoenstedt, Mankato, commented on the budget and how it will affect those that are most vulnerable, as well as how the bulk of funding is being spent on police. He commented on statistics and how we should be improving the public safety department versus throwing funding at new toys. He mentioned FBI data and summarized statistics for the Mankato Police Department.

Natalia Orocio, commented on how she has witnessed firsthand how fear, distrust and silence impact immigrants and undocumented neighbors every day. She mentioned the June 9 Council meeting and the June 2 Work Session and felt that concerns were not heard. She referred to instances where data was released without consent. She urged the Council to take the issue seriously and re-evaluate the surveillance action.

Benton Bakke, spoke against the adoption of AI policing tools and encouraged the re-evaluation of the use of AI. He mentioned algorithms and how opening AI takes the decision-making away from officers.

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

A. Resolution approving application for Lake Washington Improvement Association to conduct lawful gambling at Weggy's, 1600 Warren Street, Suite 13, Mankato.

B. Resolution authorizing the City Manager to enter into Amendment No. 1 to the Joint Powers Agreement between the City of Mankato and Minnesota State University, Mankato for off-duty police and fire services.

C. Resolution authorizing the State of Minnesota Hazardous Materials Response Team Joint Powers Agreement proposal.

D. Resolution authorizing the Department of Public Safety to apply for a Staffing for Adequate Fire and Emergency Response (SAFER) Grant.

E. Resolution authorizing the Department of Public Safety to apply for a $5,000 Fire Training Reimbursement Grant.

F. Resolution considering bids for 2025 Sealcoating.

G. Resolution considering bids for 2025 Striping.

H. Resolution ordering advertisement for bid on Project 11140; Riverfront Drive Lighting and Streetscape.

I. Resolution approving the 2025 MnDOT Aeronautics PAPI Light Replacement Grant.

J. Set July 14, 2025, as the date of the public hearing to review an Ordinance amending Mankato City Code, Chapter 10, Section 10-1703 related to signage requirements in the Office Residential zoning district; by request of the City of Mankato.

6. **City Manager's Report**

Ms. Arntz clarified that on June 9, the Council did not take any action on implementing Flock cameras and indicated that the two items that were authorized do not connect to a national database. She noted that the data created is regulated by the Government Data Practices Act.

7. **Reports of City Council Members**

Mr. Laven provided an update from the Region 9 Development Commission. He commented on the approval of a 3% levy for the nine-county region and what it entailed, as well as provided a sample of how the levy affected property taxes.

8. **Miscellaneous Business**

View all city committee meetings by clicking on our City Calendar

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

Regular Council Meeting, July 28, 2025, 6 p.m., Mankato Room (with work session to follow)

9. **Adjournment**

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

Minutes Approved.

_____
Mayor Massad

ATTEST:

_____
Renae Kopischke
City Clerk

AGENDA RECOMMENDATION

Consent Calendar **6. A.**

City Council Regular Meeting
Meeting Date: 07/14/2025

Agenda Item:
Motion approving change orders for All Seasons Arena.

Recommendation/Action(s):
Motion approving change orders.

Summary:
Staff recommends approval of the following change orders, which were approved by the All Seasons Arena Board at their meeting on June 6.

Met-Con, Trade Package 1A
Change Order #14, $7,940.36
CO #14 includes the following:

- Additional saw cutting for removal of former lobby stair foundations
- Painting of the existing metal panels behind the former bleacher locations in the North Rink

Malterer Mechanical, Trade Package 23B
Change Order #8, $1,250.00
CO #8 includes the following:

- Removal of decommissioned gas lines servicing the North Rink

The above change orders will increase the overall project cost by $9,190.36. If approved, the contingency will be decreased to $152,545.20.

Attachments

Met Con Change Order
Malterer Mech Change Order

Change Order
No. 14

Date: May 29th 2025

Project: All Seasons Arena Renovation	City Project No.: 11075 State Project No.:
Contractor: Met-Con Construction	Date of Contract: 4/16/24

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

Description: Change Order 14 – Added foundation removals near new stair well - existing stair foundation was found upon excavation, also includes additional sawcutting modifications per direction of engineer at north rink footings. Paint the metal wall panels and columns on the south side of Room N-124 per request. Keynote 29 on A1-41A calls for the new block wall to match existing but there is no detail given for the existing metal wall panels

Attachments:

ITEM	DESCRIPTION	UNIT	EST QTY	UNIT PRICE	TOTAL AMOUNT
106	Added foundation sawcutting for removal	LS	1	$2,282.36	$2,828.36
107	Painting of metal panels in N-124	LS	1	$5,112.00	$5,112.00
				TOTAL CHANGE ORDER	**$7,940.36**

CHANGE IN CONTRACT PRICE:

Original Contract Price:	**$**	**2,986,800.00**
Total from previously approved Change Orders:	$	302,738.42
Contract Price prior to this Change Order:	$	3,289,538.42
Net increase (decrease) of this Change Order:	$	7,940.36
New Contract Price:	**$**	**3,297,478.78**

CHANGE IN CONTRACT TIME:

Original date of substantial completion:	09/12/2025
New change in contract duration from previously approved Change Orders:	0
New date of substantial completion:	09/12/2025

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	RECOMMENDED
By: Jared Mueller	By:	By:
Jared Mueller, Knutson Construction	*Knutson Construction - CMa*	*Facilities Manager (Auth. Signature)*
Date: 05/29/2025	Date:	Date:

ACCEPTED	APPROVED	APPROVED
By:	By:	By:
Contractor (Auth. Signature)	*City Manager (Auth. Signature)*	*Owner (Auth. Signature)*
Date:	Date:	Date:

☐ Facilities Manager (original) Contractor ☐ Facilities Supervisor ☐ DSAE (for funding review-if necessary)

COST PROPOSAL

All Seasons Arena Owners Representative
1251 Monks Avenue
Mankato, MN 56001

To:	Jim Tatge City of Mankato P.O. Box 3368 10 Civic Center Plaza Mankato, 56002-3368	**Knutson PCI #:** **Knutson Job #:** **Date Submitted:**	CONT-106 2340015
From:	Jared Mueller Knutson Construction Rochester 5985 Bandel RD NW Rochester, MN 55901	**Status:** **Source Type:** **Reason:**	Pricing

Description of Proposed Change

Added foundation removal and below footing fill

Additional Scope of Work Details

Added foundation removals near new stair well - existing stair foundation was found upon excavation, also includes additional sawcutting modifications per direction of engineer at north rink footings.

COST SUMMARY

Description	Vendor	Phase Qty	Phase UofM	Qty	UofM	Rate / Fee %	Amount
Trade Package 01A - sawcutting	Met-Con Construction		LS		LS		$2,828.36

Total Cost Proposal Amount: $2,828.36

Days Impact (calendar days):

Please allow the above stated additional calendar days to the project schedule to complete this work scope change. The price quoted and days extension requested are for the direct impact of the requested change. We reserve the right to seek additional compensation and / or time extension for the cumulative effect of changes on the entire project that cannot be foreseen at this time.

Please provide written approval to Knutson Construction if this cost proposal is to be approved and the work stated herein shall be incorporated into the project scope

Met-Con Construction, Inc.
15760 Acorn Trail
Faribault, MN 55021
Ph : (507)332-2266

Change Request

To: Jared Mueller
Knutson Construction
111 South Secon Street,
Suite 610
Mankato, MN 56001
Ph: 507-280-9788

Date: 5/21/25
Job: 34680 City Mankato/All Seasons Arena
Phone:

Description: RFC #054

We are pleased to offer the following specifications and pricing to make the following changes:

Grand Companies:
*Document differences $4,046 -$3,700 = $346 for existing north rink footings on south side completed 4/4 & 4/7/2025. $3,700 was included in RFC #053.

*T&M lobby stair foundation wall saw cutting, completed 4/25/2025 = $2,048 Grand Companies plus $250 for MetCon concrete dumpster disposal.

Description	Labor	Material	Equipment	Subcontract	Other	Price
Select Demolition			$250.00	$2,394.00		$2,644.00
					Subtotal:	$2,644.00
			Sub OH&P	$2,394.00	5.00%	$119.70
			Self-Perform OH&P	$250.00	10.00%	$25.00
			Performance Bond	$2,644.00	1.50%	$39.66
					Total:	**$2,828.36**

The schedule is not affected by this change.

If you have any questions, please contact me at (507)332-2266.

Submitted by: Bauer, Jennifer
Met-Con Companies-USE V#13417

Approved by: _____
Date: _____

Cc: Casey Funk (Met-Con Construction)

Grand Companies
21435 Redwing Ave
Jordan, MN 55352-9324
(952) 228-7802
ap@grandcousa.com
www.grandcousa.com

GRAND COMPANIES
SPECIALTY SERVICES

INVOICE

BILL TO	SHIP TO				
Met-Con Construction, Inc. 15760 Acorn Trail Faribault, MN 55021	All Seasons Arena Renovation North Rink Mankato, MN 56001 P.O.# 34680/2100 PM: Jennifer Bauer 25-125	SHIP DATE TRACKING#	05/14/2025 25-125	INVOICE DATE TERMS DUE DATE	2037 05/14/2025 Net 15 05/29/2025

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
~~03/19/2025~~	~~Saw Cutting and Removal~~	~~Saw Cut/Remove/Dispose of the following~~ ~~1810 SF of 6inch thick Slab on Grade~~ ~~Cut into pieces - no over cutting~~ ~~Haul concrete offsite~~			
04/04/2025	Saw Cutting	south footing saw cutting T&M	1	4,046.00	4,046.00
~~04/18/2025~~	~~Saw Cutting~~	~~lobby floor and wall saw cutting~~			
04/25/2025	Saw Cutting	existing lobby stair foundation wall saw cutting T&M	1	2,048.00	2,048.00

Please send checks payable to Grand Companies LLC
21435 Redwing Ave
Jordan, MN 55352

BALANCE DUE

Difference from RFC #053 to what was billed by Grand Companies for North rink existing footings saw cutting on south end.

4,046.00
-3,700.00
346.00

COST PROPOSAL

All Seasons Arena Owners Representative
1251 Monks Avenue
Mankato, MN 56001

To:	Jim Tatge City of Mankato P.O. Box 3368 10 Civic Center Plaza Mankato, 56002-3368	**Knutson PCI #:** **Knutson Job #:** **Date Submitted:**	CONT-107 2340015
From:	Jared Mueller Knutson Construction Rochester 5985 Bandel RD NW Rochester, MN 55901	**Status:** **Source Type:** **Reason:**	Pricing

Description of Proposed Change

Paint wall panels in N-124

Additional Scope of Work Details

add to paint the metal wall panels and columns on the south side of Room N-124 per request. Keynote 29 on A1-41A calls for the new block wall to match existing but there is no detail given for the existing metal wall panels

COST SUMMARY

Description	Vendor	Phase Qty	Phase UofM	Qty	UofM	Rate / Fee %	Amount
Trade Package 01A	Met-Con Construction		LS		LS		$5,112.00

Total Cost Proposal Amount: $5,112.00

Days Impact (calendar days):

Please allow the above stated additional calendar days to the project schedule to complete this work scope change. The price quoted and days extension requested are for the direct impact of the requested change. We reserve the right to seek additional compensation and / or time extension for the cumulative effect of changes on the entire project that cannot be foreseen at this time.

Please provide written approval to Knutson Construction if this cost proposal is to be approved and the work stated herein shall be incorporated into the project scope

Met-Con Construction, Inc.
15760 Acorn Trail
Faribault, MN 55021
Ph : (507)332-2266

Change Request

To: Jared Mueller
Knutson Construction
111 South Secon Street,
Suite 610
Mankato, MN 56001
Ph: 507-280-9788

Date: 5/21/25
Job: 34680 City Mankato/All Seasons Arena
Phone:

Description: RFC #066 - Painting Metal Wall Panels in N-124

Source: Other

We are pleased to offer the following specifications and pricing to make the following changes:

ADD to paint the metal wall panels and columns on the south side of Room N-124 per owner request, Keynote 29 on A1-41A calls for the new block wall to "match existing" but there is no detail given for the existing metal panels.

Description	Labor	Material	Equipment	Subcontract	Other	Price
Painting & VWC				$4,800.00		$4,800.00
					Subtotal:	$4,800.00
			Sub OH&P	$4,800.00	5.00%	$240.00
			Self-Perform OH&P			$0.00
			Performance Bond	$4,800.00	1.50%	$72.00
					Total:	**$5,112.00**

The schedule is not affected by this change.

If you have any questions, please contact me at (507)-625-8100.

Submitted by: Casey Funk
Met-Con Construction

Approved by: _____
Date: _____

Right-Way Painting

May 20, 2025

Met-con
15760 Acorn Trail
Faribault, MN 55021

Project: All Seasons Arena Renovations

Mankato, MN

Added Painting at North Rink

Item 2. Skate Tying N-124 Add painting 1500sf of metal panels and 7 columns.
Add $4800.00
Labor $4200.00
Materials $600.00

Thank you,

Bob Caswell

Change Order
No. 8

Date: May 29th, 2025

Project: All Seasons Arena Renovation	City Project No.: 11075 State Project No.:
Contractor: Malterer Mechanical	Date of Contract: 4-16-24

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

Description: Change Order 008 – remove old unused gas piping serving former mechanical equipment. Runs from south rink wall girt above bleachers to the new proposed opening to north rink.

Attachments:

ITEM	DESCRIPTION	UNIT	EST QTY	UNIT PRICE	TOTAL AMOUNT
105	Remove old unused gas piping	LS	1	$1,250.00	$1,250.00
				TOTAL CHANGE ORDER	**$1,250.00**

CHANGE IN CONTRACT PRICE:

Original Contract Price:	**$**	**1,114,665.00**
Total from previously approved Change Orders:	$	74,956.26
Contract Price prior to this Change Order:	$	1,189,621.26
Net increase (decrease) of this Change Order:	$	1,250.00
New Contract Price:	**$**	**1,190,871.26**

CHANGE IN CONTRACT TIME:

Original date of substantial completion:	09/12/2025
New change in contract duration from previously approved Change Orders:	0
New date of substantial completion:	09/12/2025

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	RECOMMENDED
By: Jared Mueller	By:	By:
Jared Mueller, Knutson Construction	*Knutson Construction - CMa*	*Facilities Manager (Auth. Signature)*
Date: 05/29/2025	Date:	Date:
ACCEPTED	**APPROVED**	**APPROVED**
By:	By:	By:
Contractor (Auth. Signature)	*City Manager (Auth. Signature)*	*Owner (Auth. Signature)*
Date:	Date:	Date:

☐ Facilities Manager (original) ☐ Contractor ☐ Facilities Supervisor ☐ DSAE (for funding review-if necessary)

COST PROPOSAL

All Seasons Arena Owners Representative
1251 Monks Avenue
Mankato, MN 56001

To:	Jim Tatge City of Mankato P.O. Box 3368 10 Civic Center Plaza Mankato, 56002-3368	**Knutson PCI #:** **Knutson Job #:** **Date Submitted:**	CONT-105 2340015
From:	Jared Mueller Knutson Construction Rochester 5985 Bandel RD NW Rochester, MN 55901	**Status:** **Source Type:** **Reason:**	Pricing

Description of Proposed Change

Demo gas line serving north rink

Additional Scope of Work Details

Runs from north rink area along wall girt on north side of the south rink. demo back to nearest T available

COST SUMMARY

Description	Vendor	Phase Qty	Phase UofM	Qty	UofM	Rate / Fee %	Amount
Mechanical Contractor - demo gas pipe serving north rink	Malterer Mechanical		LS		LS		$1,250.00

Total Cost Proposal Amount: $1,250.00

Days Impact (calendar days):

Please allow the above stated additional calendar days to the project schedule to complete this work scope change. The price quoted and days extension requested are for the direct impact of the requested change. We reserve the right to seek additional compensation and / or time extension for the cumulative effect of changes on the entire project that cannot be foreseen at this time.

Please provide written approval to Knutson Construction if this cost proposal is to be approved and the work stated herein shall be incorporated into the project scope

MALTERER MECHANICAL
PLUMBING & HEATING
Phone 507.387.7499 • Fax 507.387.6713

Mailing Address:
319 Pintail Street
Mankato, MN 56001

PROPOSAL

PROPOSAL SUBMITTED TO		TODAY'S DATE	DATE OF PLANS/PAGE #'S
Knutson Construction		May 21, 2025	
PHONE NUMBER	FAX NUMBER	JOB NAME	
		ASA Demo additional gas lines	
ADDRESS, CITY, STATE, ZIP		JOB LOCATION	
		Mankato	

We propose hereby to furnish material and labor necessary for the work listed below:

Plumbing to include:

- Demo old unused gas piping to allow for structural beam work on the North rink.

Exclusions: Concrete removal / replacement, Soil import /export, framing, patching, electrical, roofing, partitions, Sewer/water/storm from street into building.

We propose hereby to furnish material and labor – complete in accordance with above specifications for the sum of:
On thousand two hundred and fifty dollars---------- dollars ($ 1,250.00)

Payment as follows: 30 days from billing date. 1.5% Finance Charges on all unpaid amounts past 30 days

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction.

Authorized Signature *Mike Malterer*

Note: this proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance _____

AGENDA RECOMMENDATION

Consent Calendar **6. B.**

City Council Regular Meeting
Meeting Date: 07/14/2025

Agenda Item:
Motion approving the Preliminary Plat of Good Counsel Meadows Subdivision (PID's R010905379004, R010905379005, etal.); by request of the Southwest Minnesota Housing Partnership.

Recommendation/Action(s):
At the June 25, 2025, meeting, the Planning Commission recommended the Council make a motion approving the preliminary plat with conditions.

Summary:
Southwest Minnesota Housing Partnership is requesting a review of the preliminary plat of Good Counsel Meadows.

History
In June 2022, the Mankato City Council approved the final plat review of School Sisters of Notre Dame Subdivision. The subdivision included the replatting of Lots 7-45, Highwood Addition to Mankato; Lots A-H, Dukes' Subdivision; Lots 18-20, Shaw's Addition to Mankato; Outlot Nos. 1 & 2, Dukes' Addition; Part of the Southeast Quarter of Section 5, Township 108 North Range 26 West; and Part of Northwest Quarter of the Northeast Quarter of Section 8, Township 108 North Range 26 West (145 Good Counsel Drive).

The School Sisters of Notre Dame Subdivision contains one-lot and four-outlots and was proposed to facilitate the sale of a portion of the property from School Sisters of Notre Dame Central Pacific Province to Mankato Loyola. Lot 1, Block 1 contains 50.18 acres and is the location of Mankato Loyola School. The remaining property within the subdivision is depicted as outlots. Outlot A, encompassing 1.78 acres, is the location of an existing cemetery. Outlot B, depicted as 41.96 acres, is the School Sisters of Notre Dame campus. No future uses are contemplated as part of this subdivision.

Outlot C is the area currently depicted as Highwood Subdivision. The replatting of this property to an outlot required a new plat in conformance with the R-2 standards if any development is proposed for this area. Outlot D is 8.35 acres and is the location of the existing barn building and community garden plots.

Current Proposal
The subject property is described as part of Outlot C, School Sisters of Notre Dame Subdivision, a portion of vacated Ruth Street as shown in the Subdivision of Outlots Dukes Second Addition – Highwood, part of Outlot B, School Sisters of Notre Dame Subdivision, part of Lots 1, 2, 17, 18, Block 13, Shaw's Subdivision, City of Mankato (PID R010905379004, R010905379005, etal).

The applicant is proposing a 2-block, 11-lot subdivision. Block 1 contains eight single-family dwelling lots. Each lot in Block 1 is 6,500 square feet, which exceeds the minimum lot size requirements. The lots were required to provide additional depth to meet the shoreland requirements for Thompson Creek, protected water.

Block 2 contains three lots, which range in size from .37 acres to .84 acres.

Outlot A would serve as the location for the storm water pond for the development. Outlot B is not planned for development at this time, and should future development be considered, replatting of this lot would be required.

Access
The lots in Block 1 would be served by access that would connect to North 4th Street at the intersection of East Ruth Street and East Mabel Street. The applicant will need to provide a refuse and snow removal plan for both the access road and sidewalk serving the development.

Block 2 of the proposed subdivision will have driveways connecting to 4th Street.

Utilities
Utilities are provided to the subdivision via connections to sewer and water services located in the 4th Street right-of-way. The lots in Block 1 will connect directly to the services in 4th Street. A secondary main will be extended to Block 2 of the subdivision from 4th Street.

Storm water will be directed to the retention pond located to the east of Block 1. The pond will outlet into the storm system within 4th Street.

Findings
The Planning Commission recommended the following findings:

General Requirements:

1. The site is designed in conformance with the location and width of streets, the general drainage location, lot sizes and arrangement.

2. A drainage study has been submitted to verify compliance with the city drainage requirements.
3. The site provides storm drains and stormwater ponds that outlet into the city's stormwater facilities at the rates and volumes allowed by the MS4 permit.

Streets:

1. The street right-of-way widths conform to the standards listed in Chapter 10 of the Mankato City Code.
2. The proposal will vacate a portion of Ruth Street.

Easements:

1. The proposed preliminary plat provides the standard easements required in Chapter 10 of the Mankato City Code.

Block Standards:

1. The blocks within the subdivision were designed for the intended end use as residential lots.

Lot Standards:

1. The lots within the subdivision are intended for residential development. The lots are designed in conformance with the standards set forth in Chapter 10.
2. The concept plan for the residential areas conforms to the minimum lot size requirements.

Public Sites and Open Spaces:

1. The applicant is not required to make a park dedication as the property was previously platted.

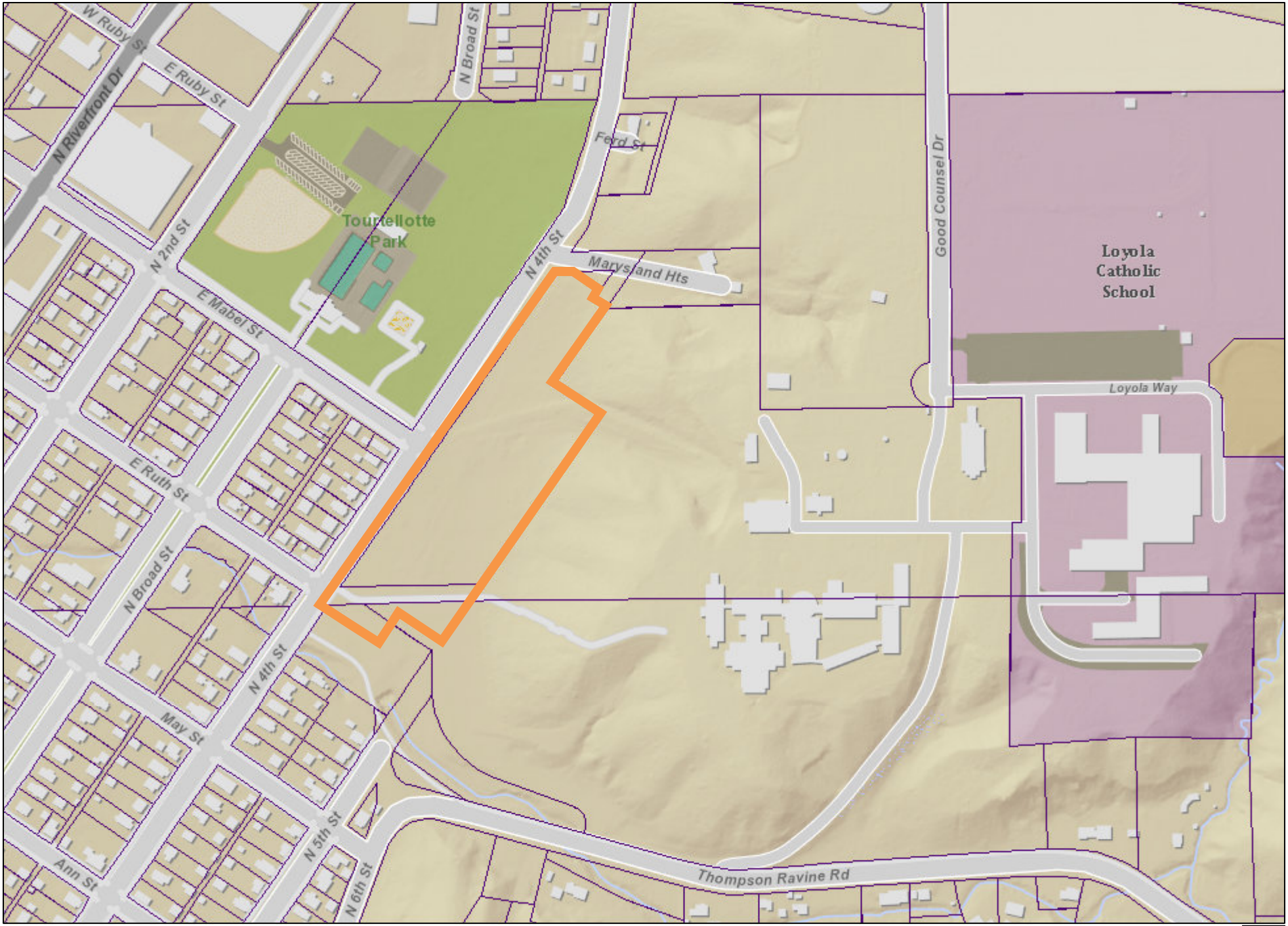
Recommendation
The Planning Commission recommends approving the preliminary plat with the following conditions:

1. The applicant shall provide a hydraulic report in conformance with the grading manual.
2. The applicant shall enter into a subdivision agreement for any public improvements made to the property.
3. The proposed ponds should be located on separate outlots and publicly owned.
4. The lighting in the residential areas should meet the city lighting standards for residential neighborhoods.
5. The applicant dedicate any easements or rights-of-way on the final plat.
6. The applicant shall work with the Department of Public Works to determine if the access road should be considered a private or public alley.
7. The applicant shall obtain a final plat prior to any construction beginning on the site.
8. The applicant shall be required to pay water and sewer connection fees. That fee will be $2,527.07 per residential unit and would apply at time of permitting.

Attachments

General Location Map
Aerial
Preliminary Plat
Concept Site Plan

General Location Map



Date: June 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.

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Aerial Map

Date: June 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.

N

GOOD COUNSEL MEADOWS

SEC. 5 & 8, TWN.108, RGE. 26

PRELIMINARY PLAT NOTES

OWNER/DEVELOPER

Southwest Minnesota Housing Partnership
140 Homestead Road
Mankato, MN 56001
(507) 836-1608

LAND SURVEYOR

Widseth
3777 40th Ave. NW Suite 200
Rochester, MN 55901
(507) 292-8743

WETLAND SPECIALIST

ISG
115 E Hickory St. Suite 300
Mankato, MN 56001
(507) 387-6651

PROPERTY LEGAL DESCRIPTION

Outlot C, SCHOOL SISTERS OF NOTRE DAME SUBDIVISION, according to the plat thereof on file at the County Recorder's Office, Blue Earth County, Minnesota.

ALSO

That part of vacated Ruth Street as shown in SUBDIVISION OF OUTLOTS DUKES SECOND ADDITION — HIGHWOOD, according to the plat thereof on file at the County Recorder's Office, Blue Earth County, Minnesota, lying easterly of 4th Street.

ALSO

That part of Outlot B, SCHOOL SISTERS OF NOTRE DAME SUBDIVISION, according to the plat thereof on file at the County Recorder's Office, Blue Earth County, Minnesota, described as follows:

Beginning at the most westerly corner of said Outlot B; thence North 85 degrees 05 minutes 18 seconds East along the southerly right-of-way of vacated Ruth Street as shown in the SUBDIVISION OF OUTLOTS DUKES SECOND ADDITION — HIGHWOOD, according to the plat thereof on file at the County Recorder's Office, Blue Earth County, Minnesota, 89.61 feet; thence South 34 degrees 13 minutes 52 seconds West 51.66 feet to the southerly line of said Outlot B; thence North 55 degrees 42 minutes 25 seconds West, along said southerly line, 73.28 feet to the point of beginning.

ALSO

That part of Lots 1, 2, 17 and 18, Block 13, SHAW'S SUBDIVISION, according to the plat thereof on file at the County Recorder's Office, Blue Earth County, Minnesota, described as follows:

Beginning at the most westerly corner of Outlot B, SCHOOL SISTERS OF NOTRE DAME SUBDIVISION, according to the plat thereof on file at the County Recorder's Office, Blue Earth County, Minnesota; thence South 89 degrees 05 minutes 18 seconds West, along the southerly right-of-way of vacated Ruth Street as shown in the SUBDIVISION OF OUTLOTS DUKES SECOND ADDITION — HIGHWOOD, according to the plat thereof on file at the County Recorder's Office, Blue Earth County, Minnesota, 97.49 feet to the easterly right-of-way of 4th Street; thence South 55 degrees 46 minutes 08 seconds East 153.00 feet to the east line of said SHAW'S SUBDIVISION; thence North 34 degrees 13 minutes 52 seconds East, along said easterly line, 56.04 feet to the southerly line of said Outlot B; thence North 55 degrees 42 minutes 25 seconds West, along said southerly line, 73.28 feet to the point of beginning.

SURVEY NOTES

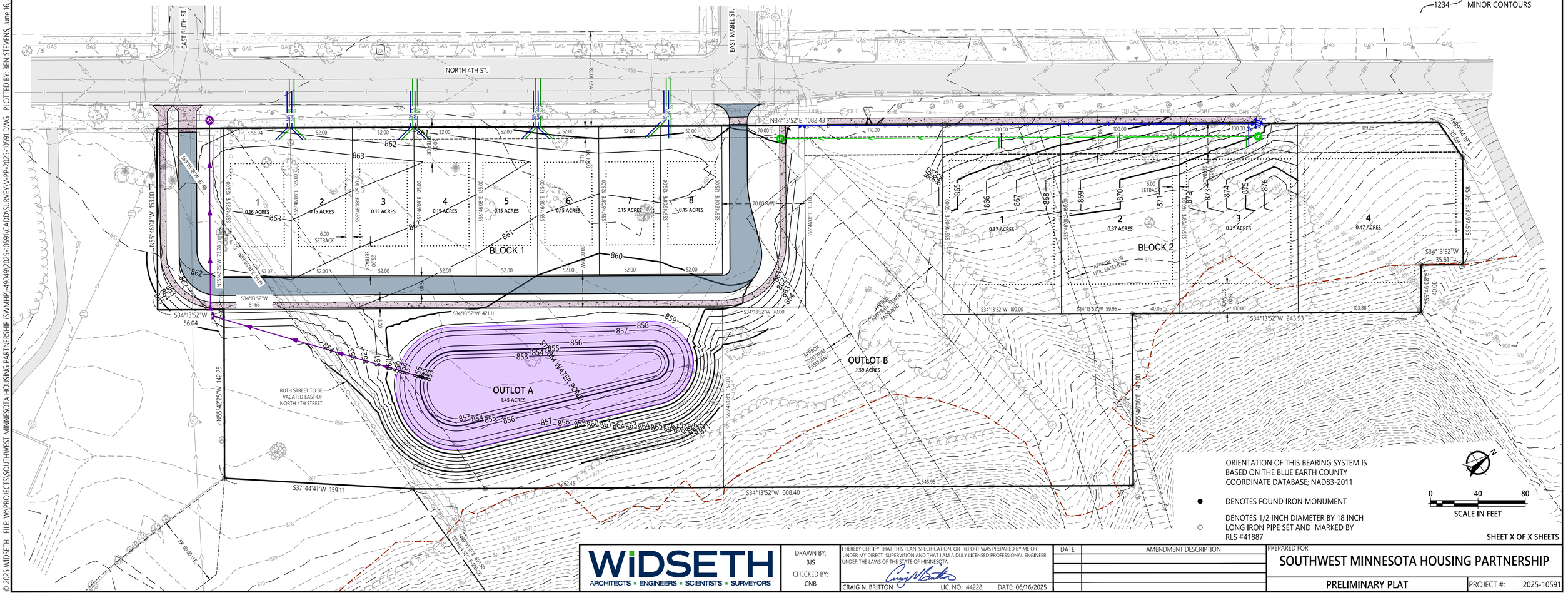
1. Orientation of this bearing system is based on Blue Earth County Coordinate System; NAD83-2011.
2. Benchmark: TNH at intersection of North 4th St. and East Mabel Street. Elev: 860.93.
3. The E911 address of the subject property is: Not Assigned.
4. Property Identification Number: R01.09.05.379.004.
5. Total Acreage: 284,767.28 sq.ft. or 6.54 acres.
6. Contours shown are 1 foot contours, NAVD88 Datum.
7. There are no wetlands on the subject property according to the Wetland Delineation completed by Nick McCabe, ISG, Certified Wetland Delineator No. <Lic. Number>, on April 27, 2021.
8. According to FEMA Community Panel Number 115, Map No. 27013C0115F, effective date February 22, 2024 the property is within Zone X (Area of Minimal Flood Hazard).
9. The property is zoned R-2 One & Two Family Dwelling per City of Mankato zoning map. Building setback distances are:
   a. Front Yard: 30 feet
   b. Side Yard: 6 feet
   c. Rear Yard: 25 feet
10. The building setback lines are shown according to the City of Mankato zoning ordinance.
11. This survey was completed without the benefit of a title commitment or opinion. There may be easements or other limiting factors not shown on this survey which affect the subject property.
12. The underground utilities shown on this survey are according to observed evidence and Gopher One, Ticket No. 251221584 together with plans. Widseth assumes no responsibility for the completeness and accuracy of these locations. Further locations and verifications are recommended before any construction or excavation.
13. The fieldwork was performed on May 7, 8 & 15, 2025.

EXISTING LEGEND

- SECTION LINE
- EASEMENT LINE
- DEEDED LOT LINE(S)
- PLATTED LOT LINE(S)
- SUBJECT TRACT(S) BOUNDARY
- SUBJECT TRACT SETBACK LINE(S)
- 1230 MAJOR CONTOURS (WITH LABEL)
- 1234 MINOR CONTOURS (WITH LABEL)
- TREE - CONIFER
- TREE - DECIDUOUS
- EDGE OF WOODS
- BITUMINOUS PAVEMENT
- CONCRETE PAVEMENT
- GUY WIRE ANCHOR
- SIGN - SINGLE
- FENCE - CHAINLINK
- TELECOM MANHOLE
- TELECOM PEDESTAL
- FOC UNDERGROUND FIBER OPTIC CABLE
- UGT UNDERGROUND TELEPHONE CABLE
- LIGHT POLE
- MANHOLE
- PEDESTAL
- ELECTRIC POLE
- TRANSFORMER
- OHE OVERHEAD ELECTRIC WIRE
- UGE UNDERGROUND ELECTRIC WIRE
- GAS NATURAL GAS MAIN PIPE
- MANHOLE
- GRAVITY MAIN PIPE
- CATCH BASIN
- INLET STRUCTURE
- MANHOLE
- GRAVITY MAIN PIPE
- HYDRANT
- MANHOLE
- WATER MAIN VALVE
- WATER MAIN PIPE
- BLUFFLAND LINE

PROPOSED LEGEND

- BITUMINOUS PAVEMENT
- CONCRETE PAVEMENT
- CURB & GUTTER
- MANHOLE
- GRAVITY MAIN PIPE
- SS SERVICE PIPE
- MANHOLE
- GRAVITY MAIN PIPE
- HYDRANT
- WATER MAIN VALVE
- WATER MAIN PIPE
- WS WATER SERVICE PIPE
- 1230 MAJOR CONTOURS
- 1234 MINOR CONTOURS



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE BLUE EARTH COUNTY COORDINATE DATABASE; NAD83-2011

● DENOTES FOUND IRON MONUMENT

○ DENOTES 1/2 INCH DIAMETER BY 18 INCH LONG IRON PIPE SET AND MARKED BY RLS #41887

0 40 80
SCALE IN FEET

SHEET X OF X SHEETS

WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS

DRAWN BY: BJS
CHECKED BY: CNB

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CRAIG N. BRITTON LIC. NO.: 44228 DATE: 06/16/2025

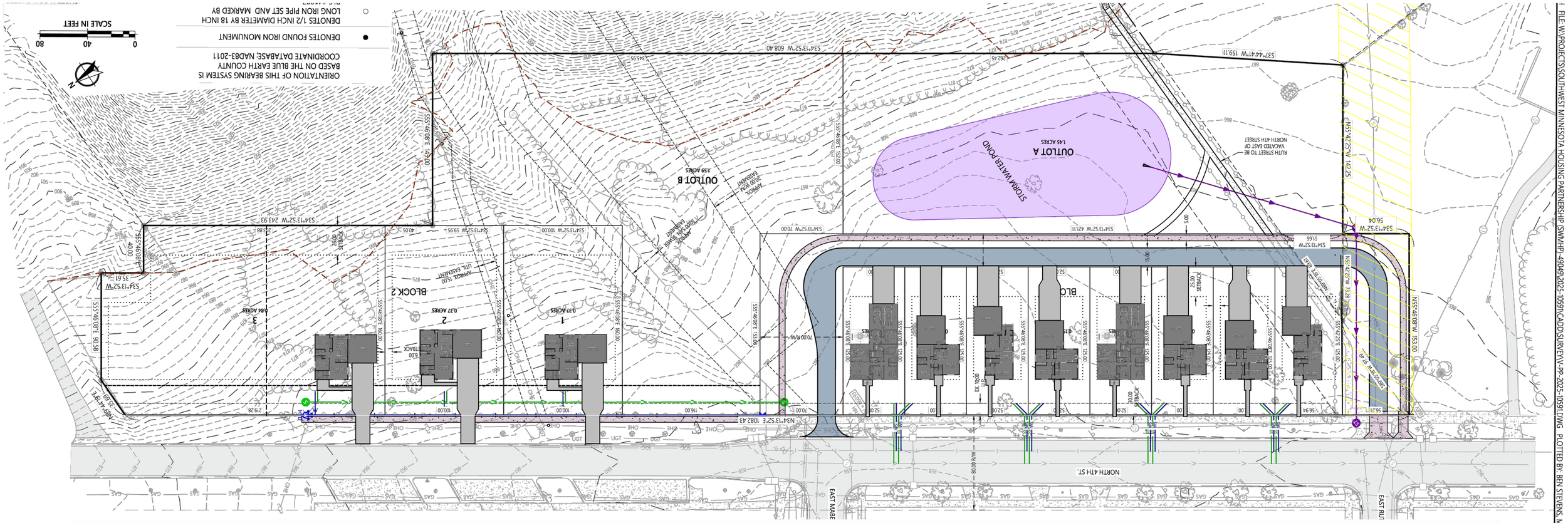
DATE	AMENDMENT DESCRIPTION

PREPARED FOR:
SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

PRELIMINARY PLAT

PROJECT #: 2025-10591

© 2025 WIDSETH FILE: W:\PROJECTS\SOUTHWEST MINNESOTA HOUSING PARTNERSHIP (SWMHP)-49049\2025-10591\CADD\SURVEY\V-PP-2025-10591.DWG PLOTTED BY: BEN STEVENS, June 16, 2025


ORIENTATION OF THIS BEARING SYSTEM IS
BASED ON THE BLUE EARTH COUNTY
COORDINATE DATABASE, NAD83-2011
DENOTES FOUND IRON MONUMENT
DENOTES 1/2 INCH DIAMETER BY 18 INCH
LONG IRON PIPE SET AND MARKED BY
SCALE IN FEET
0
40
80
N
OUTLOT A
1.45 ACRES
STORM WATER POND
OUTLOT B
1.59 ACRES
BLOCK 1
BLOCK 2
1
2
3
0.37 ACRES
0.64 ACRES
0.37 ACRES
NORTH 4TH ST.
EAST MABE
EAST RUT
80.00 R/W
70.00 R/W
S34°13'52"W 608.40
S37°44'41"W 159.11
S34°13'52"W 243.93
S34°13'52"W 421.11
S34°13'52"W 516.6
S34°13'52"W 560.4
N55°42'25"W 142.25
N55°42'25"W 7.28
N55°46'08"W 153.00
N55°46'08"E 145.00
N55°46'08"E 80.00
N55°46'08"E 150.00
N55°46'08"E 40.00
N55°46'08"E 85.06
N55°46'08"E 219.28
N34°13'52"E 1082.43
N34°13'52"W 100.00
N34°13'52"W 59.95
N34°13'52"W 700.00
N34°13'52"W 700.00
S34°13'52"W 35.61
S34°13'52"W 38.86
S37°44'41"W 56.94
S37°44'41"W 56.21
S37°44'41"W 56.21

AGENDA RECOMMENDATION

Consent Calendar **6. C.**

City Council Regular Meeting
Meeting Date: 07/14/2025

Agenda Item:
Motion increasing the scope of Project 11121 for the Long Street and Emerson Lane Feasibility Report to include the consideration of improvements identified in the Hilltop Neighborhood Traffic Study.

Recommendation/Action(s):
Motion approving the increased scope of Project 11121.

Summary:
At its regular meeting on June 9, 2025, the City Council ordered the preparation of feasibility reports for a number of 2026 projects, including Long Street and Emerson Lane (City Project #11121). This project includes the full reconstruction of Long Street from Main Street to Fair Street and Emerson Lane from Pfau Street to North Belmont Drive.

At its June 16, 2025, meeting, the City Council approved a resolution directing the temporary installation of stop signs at the intersection of Belle Avenue and Guenther Street. These new signs will be installed shortly, and their performance monitored for future consideration.

Recently, as part of the Hilltop Neighborhood Engagement, a traffic planning study was completed that proposed potential improvements on several streets in the Hilltop Neighborhood, including Long Street and Belle Avenue. Because there are several other potential improvements identified in the Hilltop Neighborhood Traffic Study that are near the Long Street project, including Belle Avenue, it makes sense to consider additional improvements beyond the original scope of the Long Street/Emerson Lane project as part of its feasibility report.

Additionally, there are numerous street segments in the area that may be considered for reconstruction, some of which are identified in the Surface Transportation Capital Improvement Plan. To better plan and budget these projects, a wider study of this area as shown on the attached figure is beneficial.

It is recommended that the City Council direct staff to expand the scope of the Long Street/Emerson Lane feasibility report to include the consideration of other nearby improvements identified in the Hilltop Neighborhood Traffic Study that could be implemented in 2026 concurrent with the already planned project. It is also recommended that a local capital improvement plan be developed for the other streets in the study area.

Attachments

Resolution
Focus Areas
Improvement Study

RESOLUTION ORDERING PREPARATION OF REPORT

WHEREAS, it is proposed to study the necessity and schedule of improvements in the area bound north of Main Street, south of Madison Avenue, east of Dane/Dickinson Street, and west of Victory Drive by installing sanitary sewer, domestic water, and storm sewer mains; curb and gutter; aggregate base; bituminous surfacing; sidewalks, sewer and water services; signage, and to assess benefitted properties for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429.

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

1. That the proposed improvements be referred to the City Engineer for study and that person is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvements is necessary, cost-effective, and feasible; whether it should best 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 individual assessments for the affected parcels.

This resolution shall become effective upon its adoption.

Passed this 14th day of July 2025.

_____
Najwa Massad
Mayor

ATTEST:_____
Renae Kopischke
City Clerk

Focus Areas – Hilltop Planning Area Study

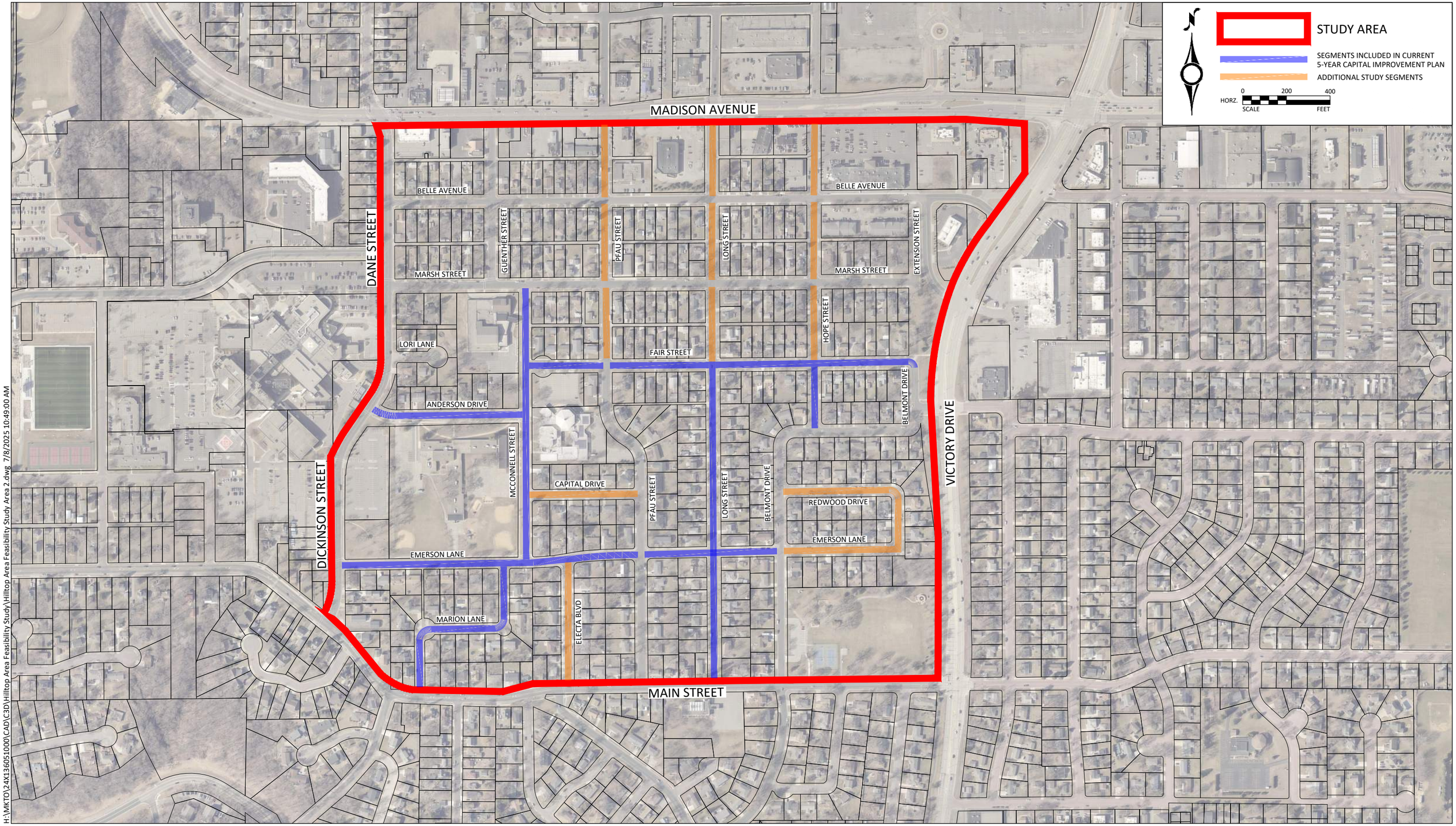
h

Hilltop Area Capital Improvement Study

City of Mankato, Minnesota

Study Area and Overview

July 2025



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AGENDA RECOMMENDATION

City Council Regular Meeting **6. D.**

Meeting Date: 07/14/2025

Agenda Item:

Resolution updating the City of Mankato Fee Schedule to include updates to Minnesota State Statute 461.12, Subd. 2, relating to administrative penalties for sales and furnishing of tobacco.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

It was found that Minnesota State Statute 461.12, Subd. 2, relating to administrative penalties for sales and furnishing; licenses related to tobacco, has been revised. With this, the fee schedule for the City of Mankato needs to be updated accordingly to reflect the statute.

Attachments

Resolution
Fee Schedule
Minnesota State Statute 461.12

CITY OF MANKATO
RESOLUTION UPDATING THE FEE SCHEDULE
(JULY 14, 2025)

WHEREAS, it was found that Minnesota Statute 461.12, Subd. 2, related to administrative penalties for sales and furnishing; licenses, related to Tobacco, has been revised; and

WHEREAS, the fee schedule for the City of Mankato needs to be updated accordingly to reflect the statute.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Mankato that the attached schedule of licenses, permits, and fees be and is hereby adopted.

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

Dated this 14th day of July 2025.

_____
Najwa Massad
Mayor

Attest: _____
Renae Kopischke, MMC
City Clerk

2025 CITY OF MANKATO FEE SCHEDULE
(June 2025)

ADMINISTRATION	APPROVED
Administrative Penalties (Inspections)	
Intentional failure to appear or schedule inspection (engineering, building, and rental):	
First occurrence	$ 50.00
Second occurrence	$ 100.00
Third and each additional occurrence	$ 150.00
Intentional avoidance or delay in scheduling inspection:	
First occurrence	$ 50.00
Second occurrence	$ 100.00
Third and each additional occurrence	$ 150.00
Failure to correct code violations after proper notice:	
After first notice	$ 200.00
All subsequent notices	$ 500.00
Administrative collection fee (for unpaid accounts receivable bills)	$ 40.00
Administrative Penalties (Liquor)	
Strike Matrix	
First violation within one year, one strike	$ 500.00 civil penalty
Second violation within one year, two strikes (Problem Solving Conference)	$ 1,000.00 civil penalty
Third violation within one year, three strikes (Council Review)	$ 2,000.00 civil penalty
Fourth violation within one year, four strikes	Council Review
Administrative Penalties (Taxicab/TNC)	
Strike Matrix	
First violation within one year, one strike	$ 100.00 civil penalty
Second violation within one year, two strikes (Problem Solving Conference)	$ 250.00 civil penalty
Third violation within one year, three strikes (Council review for suspension or revocation)	$ 500.00 civil penalty
Administrative Penalties (Tobacco)	
First violation	$ 300.00
Second violation (at same premise w/in 36 mos. period)	$ 600.00
Third violation (at same premise w/in 36 mos. period)*	$ 1,000.00
*In addition, license suspended for not less than seven days and may be revoked	
Individuals (other than minors) in violation of ordinance	$ 50.00
Administrative Penalties (Utilities)	
Generally:	
Minor violations	$ 100.00
Major violations	$ 500.00
Specifically:	
Tampering with water meter by-pass (residential)	$ 500.00
Tampering with water meter by-pass (commercial)	$ 1,000.00

Administrative Penalties (Utilities) – cont'd	**APPROVED**
Tampering with a curb stop	$ 500.00
Tampering with city fire hydrants	$ 500.00
Tampering with city main line water valves	$ 500.00
Unauthorized removal of a storm drain grate/manhole cover	$ 500.00
Unpermitted connection to a city utility	$ 1,000.00
Unauthorized tap of a water distribution main	$ 1,000.00
Failure to comply with watering restrictions:	
First offense during a period of restriction	Warning
Second offense during a period of restriction	$ 50.00
Third offense during a period of restriction	$ 100.00
Fourth offense during a period of restriction	Disconnection/Lockout
Failure to report and clean up a spill	$ 500.00
Illicit discharge to storm water system	$ 500.00
Non-compliance cleanup by city street sweeper (1 hr./min.)	$ 500.00
Opening or interference with a fire hydrant	$ 1,000.00
Restricting water meter access	$ 100.00
Tampering with water meter, water meter reading device or seal	$ 250.00
Unauthorized delivery or possession of hydrant key or wrench	$ 100.00
Unmaintained or abandoned inlet protection	$ 250.00
Nuisance Violations:	
Class I Nuisances	$ 500.00
Class II Nuisances	$ 100.00
Nuisance Violations Fees (per parcel)	
Initial and 10-day follow-up	$ 60.00
Contractor notification and follow-up	$ 60.00

***Late payment/unpaid balance fee:** For the above listed fees, account balances are assessed a late payment/unpaid balance fee, 30 days after the invoice date, and are subject to a $5 flat fee plus one percent interest charge on the owed amount every month, charged until the balance is paid.*

Hearing Procedure Fees	
Per request for strike review	$ 25.00
Per request for hearing	$ 75.00
Appeal of potentially dangerous dog or dangerous dog designation	$ 250.00
COMMUNITY DEVELOPMENT	
Annexation petition (per acre) (min $100 ± max $600)	$ 5.00
Conditional use permits	$ 400.00
Ordinance amendment	$ 400.00
Planned unit development	$ 400.00
Plat subdivision ± preliminary	$ 200.00
Plat subdivision ± final	$ 200.00
Rezoning	$ 400.00
Vacation	$ 400.00
Variance (residential)	$ 150.00
Variance (all others)	$ 325.00
Wetland sequencing or replacement plan	$ 270.00
Wetland exemption or no net loss	$ 200.00
Wetland delineation review	$ 100.00
Notification billing (per notice)	$ 2.00
Zoning verification letters	$ 50.00

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

ENGINEERING	**APPROVED**
Directional signage:	
Initial	$ 280.00
Annual	$ 150.00
Encroachment in right-of-way	$ 195.00
Quest (online bid plan download)	$ 50.00
Reserved parking (core block)	
10-hour	$ 60.00
24-hour	$ 80.00
Reserved parking (non-core block)	
10-hour	$ 70.00
24-hour	$ 90.00

Homestead Properties

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

Non-Homestead Properties

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

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

Licenses, Permits and Registrations	**APPROVED**
Amplified sound	$ 30.00
Billable pawn transaction fee	$ 0.60
Cannabis registration:	
Initial license	
Microbusiness	$ 0
Mezzobusiness	$ 350.00
Retailer	$ 350.00
Event organizer	$ 250.00
Lower-potency hemp retailer	$ 100.00
Renewal	
Microbusiness	$ 700.00
Mezzobusiness	$ 700.00
Retailer	$ 700.00
Event organizer	$ 250.00
Lower-potency hemp retailer	$ 100.00
Carnival license (per day)	$ 75.00
Curbcut/access	$ 25.00
Dog registration	No Charge
Dockless electric scooter operating permit	$ 175.00
Dumpster (per day)	$ 25.00
False alarm permit reinstatement:	
First reissued permit	$ 50.00
Second reissued permit	$ 75.00
Third reissued permit	$ 100.00
Fourth reissued permit	$ 125.00
Fifth reissued permit	$ 150.00
Second reissued permit	$ 175.00
Subsequent reissued permit	$ 200.00
Fireworks permit (per day)	$ 100.00
Hobby kennel	$ 35.00
Industrial discharge permits:	
New industrial permit application	
Industrial user (IU)	$ 250.00
Significant industrial user (SIU)	$ 500.00
Categorical industrial user (CIU)	$ 500.00
Renewed industrial permit application	
Industrial user (IU)	$ 250.00
Significant industrial user (SIU)	$ 500.00
Categorical industrial user (CIU)	$ 500.00
Land disturbance permit:	
5,000 sq. ft. to less than one acre	$ 130.00
One to five acres	$ 255.00
More than five acres	$ 380.00
Mobile food unit (public property)	$ 75.00
Mobile food unit (private property)	$ 25.00
Obstruction permits:	
Downtown and arterial/collector (per street face/day)	
Sidewalk only	$ 50.00
Parking/turn lane (includes sidewalk)	$ 100.00
Partial street (incl parking/turn lane & sidewalk) (up to one lane in ea. direction remaining)	$ 150.00
Complete street	$ 300.00

Licenses and Permits - cont'd	**APPROVED**
Obstruction permits – cont'd:	
Local/residential/alley (per street face/day)	
Sidewalk only	$ 25.00
Parking/turn lane (includes sidewalk)	$ 50.00
Partial street (incl parking/turn lane & sidewalk) (up to one lane in ea. direction remaining)	$ 75.00
Complete street	$ 150.00
Offroad trail (per segment/day)	$ 50.00
On-street parking permit	$ 5.00
Pawn shop license	$ 313.00
Pawn shop billable transaction fee (per transaction)	$ 0.60
Pawn shop reporting failure penalty (per 6-338 (b) (2))	$ 50.00
Peddler's license (Two weeks + $10 investigation fee)	$ 75.00
Refuse hauler (First truck)	$ 38.00
(each additional truck)	$ 25.00
Rental license (per year/per unit)	$ 45.00
(in excess of six units)	$ 12.00
Rental license transfer	$ 15.00
Rental reinstatement fee (first unit)	$ 100.00
Rental reinstatement fee (per additional unit/ea.)	$ 20.00
Right-of-way permits (formerly excavation permits)	$ 175.00
Right-of-way permit holders annual registration	$ 100.00
Sign permit	$ 30.00
Special event permit application classifications:	
Level A – new event	$ 150.00
Level A – repeat event	$ 75.00
Level B	$ 50.00
Level C	$ 30.00
Structure moving permit	$ 150.00
Taxicab license (six vehicles)	$ 1,000.00
Taxicab replacement vehicle fee	$ 50.00
Taxicab late fee: *Failure to submit a completed application will result in a late fee penalty of $50 for ea. week the application is late. The maximum late penalty fee shall not exceed $250.*	
Tobacco license	$ 188.00
Transportation network company	$ 1,500.00
UTV, mini truck permit	$ 50.00
Wireless facility (small cell)	$ 1,500.00
Work without a permit	$ 500.00
Liquor	
Bottle club	$ 300.00
Brewery/taproom license	$ 620.00
Brew pub off-sale intoxicating	$ 200.00
Microdistillery/cocktail room license	$ 620.00
Microdistillery off-sale	$ 200.00
Club on-sale**	$ 300.00
Culinary	$ 25.00
Off-sale intoxicating** *(reduced by $100 if conditions as met per §340A.408, Subd. 3)*	$ 560.00
Off-sale 3.2 liquor	$ 37.00

Liquor - cont'd	**APPROVED**
On-sale intoxicating liquor:	
Class R, restaurant*	$ 3,750.00
Class RO, restaurant other*	$ 5,000.00
Class B, bar*	$ 6,250.00
Class O, other*	$ 5,000.00
Class N, new	$ 6,250.00
On-sale 3.2 liquor	$ 315.00
Permanent non-enclosed premise (patio)	$ 470.00
Small brewer off-sale intoxicating	$ 200.00
Sunday growler off-sale intoxicating	$ 200.00
Sunday on-sale intoxicating liquor**	$ 200.00
Temporary 3.2 liquor	$ 32.00
Temporary intoxicating on-sale liquor	$ 155.00
Temporary expansion	$ 155.00
Wine	$ 315.00
Fees for occupancy limits over 400 (Class R, RO, B, O or N premises)	
401-499	$ 500.00
500-599	$ 1,000.00
600-699	$ 1,500.00
700-799	$ 2,000.00
800 and over	$ 2,500.00

**10% discount after one year w/no strikes; 20% discount after two years w/no strikes.*
**An additional 5% discount can be earned by providing proof of an operational camera system, all managerial staff being trained in bystander intervention, and by sharing a do-not-admit list w/Public Safety.*
***State Statute governs these liquor license fees; thus, they cannot be increased.*

Liquor Investigation Fees

Brewery/taproom	$ 500.00
Brew pub off-sale intoxicating	$ 780.00
Club on-sale	$ 780.00
On-sale intoxicating liquor**	$ 500.00
On-sale 3.2 liquor	$ 155.00
Off-sale intoxicating liquor	$ 780.00
Off-sale 3.2 liquor	$ 155.00
Small brewer off-sale intoxicating	$ 780.00
Sunday growler off-sale intoxicating	$ 780.00
Microdistillery cocktail room	$ 500.00
Microdistillery off-sale	$ 780.00
Temporary 3.2 liquor	$ 37.00
Temporary intoxicating	$ 37.00
Wine	$ 155.00

Liquor Late Fees

Failure to submit a completed application by March 1 will result in a late fee penalty of $100 for ea. week the application is late for on-sale intoxicating licenses. The maximum late fee penalty shall not exceed $500.

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

Off-sale intoxicating	$ 50.00
On-sale wine	$ 25.00
On-sale 3.2	$ 25.00
Off-sale 3.2	$ 15.00
Club	$ 30.00

AIRPORT	**APPROVED**
Class A hangar rent (per square foot)	$ 3.65
Class B hangar rent (per square foot)	$ 3.18
Class C hangar rent (per square foot)	$ 1.82
Class C office space (per square foot)	$ 8.00
Common area maintenance (CAM) (Based on class C hangar rent)	5%
Fuel flowage fee (per gallon)	$ 0.12

PARKS

All reservations cancellation policy (camping, athletics, shelters, pavilions):

30 days' notice	Full refund
14-29 day notice	50% refund
Less than 14-day notice	0% refund

General Park and Forestry Fees

Weeds and grass elimination (plus cost of mowing)	$ 125.00
Camping (per day/unimproved site)	$ 25.00
Camping (per day w/electricity - combined)	$ 40.00
Administrative fee (non-refundable)	$ 4.00
Firewood (1/2 tub)	$ 4.00
Firewood (tub)	$ 8.00
Tree planting fee (includes tree)	$ 225.00*

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

Enclosed Facilities Rental (8 a.m. - 10:30 p.m.)

(Sibley Park Pavilion/Caledonia Community Center/Floyd Roberts Jr. Pavilion)

*Security deposit required for all rentals: $200 w/out alcohol, $600 w/alcohol. Rates include sales tax.

Daily non-profit	$ 175.00
Daily resident	$ 225.00
Daily non-resident	$ 275.00
Giving barn (Red Barn)	$ 100.00

Outdoor Event Permits

Keg beer permit	$ 40.00
Keg beer deposit (refundable)	$ 250.00
Bench rental (30 benches, customer set-up only)	$ 50.00
Trailer electrical plug in (30A/50A) – daily rate	$ 50.00
Trash collection – per occurrence	$ 50.00

Outdoor Event Spaces (all day; rates include tax)

(CHS Pergola, Sibley Park Gazebo, Leas Schwickert Bandshell)

Daily non-profit	$ 55.00
Daily resident	$ 65.00
Daily non-resident	$ 80.00

Picnic Shelter Rental (all day; rates include tax)

Daily non-profit	$ 55.00
Daily resident	$ 65.00
Daily non-resident	$ 80.00

Rental of Outdoor Sports Facilities and Spaces, Non-Tournament

Grass fields reservation (games only, not including field prep; price per field)	$ 30.00
Tennis/Pickleball Courts - price per court	$ 30.00
Volleyball Courts - price per court	$ 30.00
Disc golf course @ LOM (tournaments) – daily rate	$ 250.00

Tournaments (Grass Fields)	**APPROVED**
Reservation fee per field/per day	
(starting 2023 rates will no longer include dragging/chalking)	$ 50.00
Diamond dry field compound	Cost
Concession use (per day/per complex)	$ By agreement
Field grooming (per occurrence)	$ 50.00
Chalking (per occurrence)	$ 20.00
Thomas Park team room Usage	$ By agreement
Turf Fields	
Franklin Rogers/ISG Field (per game/practice)	$ 250.00
Special activities rental	$ 250.00
Damage or extraordinary maintenance clean-up	Cost
Thomas Park field 1 (per game/practice)	$ 150.00
Special activities rental	$ 150.00
Damage or extraordinary maintenance clean-up	Cost
Tourtellotte Pool (rates include tax)	
Mantas pass (practice + individual pass)	$ 90.00
Individual season pass	$ 75.00
Senior individual season pass	$ 60.00
Family season pass (up to four in same household)	$ 150.00
Family add-on (up to four more in same household)	$ 25.00
Early bird membership	25% off
Late-season membership – available second half of season only	Pro-rated
General/daily (ages 5+)	$ 5.00
General/daily admission (0-4 years old – must be accompanied by a paying adult)	$ 0
Punch pass (10)	$ 45.00
Connecting kids punch pass	$ 20.00
Lost card replacement	$ 5.00
Private Rentals of Tourtellote Pool Facilities	
Zero-depth pool only for two hours (up to four lifeguards, one slide attendant, one manager)	$ 300.00
Add diving well for two hours	$ 100.00
Main pool only for two hours (up to five lifeguards, one manager)	$ 400.00
Add diving well for two hours	$ 100.00
Entire facility for two hours – up to 100 guests (six lifeguards, one slide attendant, one manager)	$ 600.00
Entire facility for two hours –100+ guests (11 lifeguards, one slide attendant, one manager)	$ 1,000.00

Rental includes access to space during designated time, bringing in your own food and beverage, and use of sound system. No business enterprises are allowed (fitness classes, swimming lessons, etc.). If only renting partial facility, remainder of facility may be reserved by another customer.
**Staff reserve the right to require additional staffing for events based on event details.

TRANSIT	
Cash fare	$ 1.50
Eight tokens (eight ride pass)	$ 10.00
Frequent rider passes:	
one-day	$ 5.00
15-day	$ 20.00
30-day	$ 40.00
Youth - ago zero through high school student (children under age 6 require adult supervision)	$ 0

TRANSIT - cont'd	**APPROVED**
Minnesota State University, Mankato students, faculty and staff	MavCARD
Seniors (60 or older)	$ 0.75
Persons with disabilities	$ 0.75
Medicare card holder	$ 0.75
Veteran w/VA Card (service-connected disability)	$ 0
Kato flex base fare	$ 2.00
11 tickets (11 ride pass)	$ 20.00
Mobility bus (requires medical certification of disability & reservation)	
Base fare	$ 3.00
11 tickets (11 ride pass)	$ 30.00

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

Bus Advertising (monthly cost)

Bus exterior both sides - four weeks	$ 386.25
Bus exterior both sides - six months	$ 334.75
Bus exterior both sides - 12 months	$ 283.25
Bus exterior tail - four weeks	$ 303.85
Bus exterior tail - six months	$ 252.35
Bus exterior tail - 12 months	$ 200.85
Bus interior seatback (each) - four weeks	$ 15.45
Bus interior seatback (each) - six months	$ 12.36
Bus interior seatback (each) - 12 months	$ 10.30
Bus interior ceiling sides (11' x 28') - four weeks	$ 30.90
Bus interior ceiling sides (11' x 28') - six months	$ 20.60
Bus interior ceiling sides (11' x 28') - 12 months	$ 10.30
Bus interior ceiling sides (11' x 56') - four weeks	$ 61.80
Bus interior ceiling sides (11' x 56') - six months	$ 41.20
Bus interior ceiling sides (11' x 56') - 12 months	$ 20.60

Other Advertising Options (monthly cost)

Bench Custom Sign - four weeks	$ 51.50
Bench Custom Sign - six months	$ 46.35
Bench Custom Sign - 12 months	$ 41.20
Advertising Shelter - four weeks	$ 154.50
Advertising Shelter - six months	$ 149.35
Advertising Shelter - 12 months	$ 144.20
Custom Window Shelter - four weeks	$ 154.50
Custom Window Shelter - six months	$ 149.35
Custom Window Shelter - 12 months	$ 149.35

UTILITIES

Fixed Cost of Service for Water and Wastewater (per month)

Residential unit

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

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

Fees based on meter size

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

Fixed Cost of Service for Water and Wastewater (per month) - cont'd	**APPROVED**
1 inch	$ 29.56
1 ½ inch	$ 59.12
2 inch	$ 94.60
3 inch	$ 189.21
4 inch	$ 295.64
6 inch	$ 590.91
Water or Wastewater Only	
Residential unit	
Cost of service per residential unit	$ 6.61
Cost of service for residential units w/more than one unit	$ 6.61
Fees based on meter size	
5/8 inch	$ 6.61
3/4 inch	$ 9.91
1 inch	$ 13.21
1 ½ inch	$ 16.51
2 inch	$ 52.89
3 inch	$ 105.77
4 inch	$ 165.69
6 inch	$ 197.96
Water Rates (per month)	
(per 100 cubic feet -748 gallons)	$ 4.71
(per 100 cubic feet -748 gallons) – Irrigation meter (State charge pass through)	$ 4.75
Wastewater Rates (per month)	
(per 100 cubic feet -748 gallons)	$ 5.45
Request to have residential meter tested (refundable if meter was not accurate)	$ 110.00
Administrative collection fee (for unpaid final bills)	$ 40.00
Credit card convenience fee	$ 3.00
Debit card convenience fee	$ 1.50

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

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

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

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

Stormwater Utility (per month)	
Cost of service	$ 4.89
Commercial units (for each 1,000 sq. ft. > 10,000 sq. ft.)	$ 1.69
Street Light Utility	
Residential	
Single-family	$ 2.55
2-3 units (per month)	$ 3.31
Single-family	
4+ units (per unit)	$ .87

Street Light Utility - cont'd	**APPROVED**
Commercial	
Less than 75 feet (per month)	$ 2.55
4+ units (per linear foot frontage)	$ .05
Industrial	
Less than 75 fee (per month)	$ 2.55
75 feet or more (per linear foot frontage)	$ .05
Government/education/hospital/non-profits	
(per linear foot frontage)	$ .05
Requests for additional street lighting:	
30-40W light emitting diode (4,000)/pre-pay monthly rate	$ 4.47
50-75W light emitting diode (6,000)/pre-pay monthly rate	$ 4.99
Refuse and Recycling (per month)	
(unlimited recycling included in rates)	
35-gallon cart	$ 13.39
65-gallon cart	$ 19.49
95-gallon cart	$ 30.44
Tags for additional garbage bags available at IGC and some grocery stores ($3.50+taxes)	$ 3.50
Refuse and Recycling Surcharges	
(first instance is a warning; second instance and the following listed surcharge applies)	
Containers filled over capacity (lid must close)	$ 25.00
Additional bags out w/out purchased tag	$ 25.00
Containers out past 12 p.m. day after collection or prior to 6 p.m. the night before collection	$ 25.00
Cart exchange; one free per year - additional requests	$ 10.00
Containers not stored behind front yard setback	$ 25.00
Unacceptable materials placed in container	$ 25.00
Lost/stolen/intentionally damaged cart	$ 60.00
Fire Line Connection (per month)	
Residential townhome fire line connection	$ 5.02
4 inches or less	$ 10.03
6 inches	$ 29.89
8 inches	$ 63.74
10 inches	$ 113.98
12 inches	$ 181.88
16 inches	$ 391.54
Annual inspection fee	$ 43.57
Construction Rate (per day)	
3/4 inch	$ 52.37
1 inch	$ 80.23
1 ½ inches	$ 229.15
2 to 2 ½ inches	$ 384.58
Wastewater	
Trucked in waste per unit (100 cubic feet – 748 gallons)	
Wastewater, domestic, in-service area	$ 16.00
Wastewater, domestic, industrial, or leachate outside service area	$ 100.00
Leachate, in service area	$ 8.25
Leachate, out of service area	$ 11.00
Septic waste, preapproved emergencies only	$ 500.00
Portable toilets	$ 150.00

Subject to strength charges for BOD, TSS, and Total P and lab fees for parameters requested. Additional lab testing may be required as needed.

Wastewater – cont'd	**APPROVED**
Sale of Title 22 Reuse Water per unit (100 cubic feet – 748 gallons)	$ 3.00

Lab Testing Fees (cost per test)

CBODS	$ 38.00
TSS	$ 17.85
Ph	$ 11.55
Total phosphate	$ 26.25
Orthophosphate	$ 26.25
Total coliform	$ 26.25
Fecal coliform	$ 26.25
COD	$ 14.43
Ammonia	$ 26.25
Field pH	$ 16.50

Industrial Permitted Discharges

CBOD surcharge per kilogram over permit limit	$ .53
TSS surcharge per kilogram over permit limit	$ .53
Ammonia surcharge per kilogram over 50 mg/l	$ 10.50

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

Collection System

Grease line cleaning - mobilization	$ 500.00
Labor and other equipment based on contract and current equipment rates	

Distribution System

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

Connection Fees

Water (connection per REU)	$ 602.55
State connection fee for water (per month)	$ .81
Sewer access charge (connection per REU)	$ 1,924.52

OTHER MISCELLANEOUS FEES

Assessment searches (for certificate)	$ 31.00
City code books	$ 60.00
Public data (per page black and white)*	$ .25
**Any copies more than three pages are $ .25 a page (no charge if three pages or less)*	
Parking tickets (Highland Park Neighborhood)	$ 35.00
Street sweeping (per hour)	$ 165.00

Building Permits:

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

	APPROVED
Plumbing Permits:	
Residential plumbing permit (flat fee plus state surcharge)	$ 110.00
Plumbing permit – water heater/conditioning (flat fee plus state surcharge)	$ 51.00
Commercial	
Fixtures – anything w/trap (per trap)	$ 1.00
Inside inspections	$ 50.00
Outside inspections	$ 50.00
Rooms with plumbing (i.e. apts., hotels, clinics, etc.)	$ 50.00

Please note that applicable taxes will be applied as required.

CITY OF MANKATO
BUILDING PERMIT FEE SCHEDULE

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

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

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

STATE SURCHARGE (on all permits):
$ 0 - $ 2, 000 = $1.00 surcharge (minimum surcharge $1.00)
$1,000,000 and up = see scale below

$1,000,000 - $2,000,000 = $ 500 for $1,000,000 + (.0004 x amount over $1,000,000)
$2,000,000 - $3,000,000 = $ 900 for $2,000,000 + (.0003 x amount over $2,000,000)
$3,000,000 - $4,000,000 = $1,200 for $3,000,000 + (.0002 x amount over $3,000,000)
$4,000,000 - $5,000,000 = $1,400 for $4,000,000 + (.0001 x amount over $4,000,000)
$5,000,000 - and over = $1,500 for $5,000,000 + (.00005 x amount over $5,000,000)
***** Building Permit Fee + Plan Review Fee + State Surcharge = TOTAL BUILDING PERMIT FEE *****

461.12 MUNICIPAL LICENSE OF TOBACCO, TOBACCO-RELATED DEVICES, AND SIMILAR PRODUCTS.

Subdivision 1. **Authorization.** A town board or the governing body of a home rule charter or statutory city may license and regulate the retail sale of tobacco, tobacco-related devices, and electronic delivery devices as defined in section 609.685, subdivision 1, and nicotine and lobelia delivery products as described in section 609.6855, and establish a license fee for sales to recover the estimated cost of enforcing this chapter. The county board shall license and regulate the sale of tobacco, tobacco-related devices, electronic delivery devices, and nicotine and lobelia products in unorganized territory of the county except on the State Fairgrounds and in a town or a home rule charter or statutory city if the town or city does not license and regulate retail sales of tobacco, tobacco-related devices, electronic delivery devices, and nicotine and lobelia delivery products. The State Agricultural Society shall license and regulate the sale of tobacco, tobacco-related devices, electronic delivery devices, and nicotine and lobelia delivery products on the State Fairgrounds. Retail establishments licensed by a town or city to sell tobacco, tobacco-related devices, electronic delivery devices, and nicotine and lobelia delivery products are not required to obtain a second license for the same location under the licensing ordinance of the county.

Subd. 2. **Administrative penalties for sales and furnishing; licensees.** If a licensee or employee of a licensee sells, gives, or otherwise furnishes tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products to a person under the age of 21 years, or violates any other provision of this chapter, the licensee shall be charged an administrative penalty of $300 for the first violation. An administrative penalty of $600 must be imposed for a second violation at the same location within 36 months after the initial violation. For a third or any subsequent violation at the same location within 36 months after the initial violation, an administrative penalty of $1,000 must be imposed, and the licensee's authority to sell tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products at that location must be suspended for not less than seven days and may be revoked. No suspension, revocation, or other penalty may take effect until the licensee has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before a person authorized by the licensing authority to conduct the hearing. A decision that a violation has occurred must be in writing.

Subd. 2a. **Penalties for sales of certain products; licensees.** (a) A licensee's authority to sell tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products at that location must be suspended for not less than seven days and may be revoked if the licensee:

(1) holds a license or registration issued pursuant to chapter 342 or section 151.72, subdivision 5b, and the license or registration is revoked;

(2) is convicted of an offense under section 151.72, subdivision 7; or

(3) has been convicted under any other statute for the illegal sale of marijuana, cannabis flower, cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or edible cannabinoid products and the sale took place on the premises of a business that sells tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products.

(b) No suspension, revocation, or other penalty may take effect until the licensee has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before a person authorized by the licensing authority to conduct the hearing. A decision that a violation has occurred must be in writing.

Subd. 3. **Administrative penalty for sales and furnishing; individuals.** An individual who sells, gives, or otherwise furnishes tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia

delivery products to a person under the age of 21 years may be charged an administrative penalty of $50. No penalty may be imposed until the individual has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before a person authorized by the licensing authority to conduct the hearing. A decision that a violation has occurred must be in writing.

Subd. 4. **Alternative penalties for use of false identification; persons under age 21.** The licensing authority shall consult with interested persons, as applicable, including but not limited to educators, parents, guardians, persons under the age of 21 years, and representatives of the court system to develop alternative penalties for persons under the age of 21 years who purchase, or attempt to purchase, tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products using a driver's license, permit, Minnesota identification card, or any other type of false identification to misrepresent the person's age, in violation of section 609.685 or 609.6855. The licensing authority and the interested persons shall consider a variety of alternative civil penalties, including, but not limited to, tobacco-free education; tobacco cessation programs; notice to schools and parents or guardians; community service; and court diversion programs. Alternative civil penalties developed under this subdivision shall not include fines or monetary penalties.

Subd. 5. **Compliance checks.** A licensing authority shall conduct unannounced compliance checks at least once each calendar year at each location where tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products are sold to test compliance with sections 609.685 and 609.6855. Compliance checks conducted under this subdivision must involve persons at least 17 years of age, but under the age of 21, who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products under the direct supervision of a law enforcement officer or an employee of the licensing authority. The age requirements for persons participating in compliance checks under this subdivision shall not affect the age requirements in federal law for persons participating in federally required compliance checks of these locations.

Subd. 6. **Defense.** It is an affirmative defense to the charge of selling tobacco, tobacco-related devices, electronic delivery devices, or nicotine or lobelia delivery products to a person under the age of 21 years in violation of subdivision 2 or 3 that the licensee or individual making the sale relied in good faith upon proof of age as described in section 340A.503, subdivision 6.

Subd. 7. **Judicial review.** Any person aggrieved by a decision under subdivision 2 or 3 may have the decision reviewed in the district court in the same manner and procedure as provided in section 462.361.

Subd. 8. **Notice to commissioner.** The licensing authority under this section shall, within 30 days of the issuance of a license, inform the commissioner of revenue of the licensee's name, address, trade name, and the effective and expiration dates of the license. The commissioner of revenue must also be informed of a license renewal, transfer, cancellation, suspension, or revocation during the license period.

History: *1941 c 242 s 3; 1941 c 405 s 3; 1951 c 382 s 1; Ex1959 c 73 s 2; 1973 c 123 art 5 s 7; 1982 c 572 s 2; 1997 c 227 s 4; 1Sp2001 c 5 art 7 s 63; 2010 c 255 s 7; 2010 c 305 s 4-9; 2014 c 291 art 6 s 28; 2020 c 88 s 4-8; 2023 c 63 art 6 s 53*

AGENDA RECOMMENDATION

City Council Regular Meeting **6. E.**

Meeting Date: 07/14/2025

Agenda Item:

Resolution considering quotations for the supply of Quicklime for Water Treatment.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

On June 24, 2025, quotations were received for the supply of Quicklime for Water Treatment. Only one supplier responded to the solicitation with the low bid submitted by Graymont LLC, for $278.60 a ton (estimated value of $222,880).

Quicklime is used in the water treatment process for softening, adjusting pH, and removing iron and total organic carbon from water.

Staff recommend entering into an agreement with Graymont LLC for the supply of Quicklime.

Attachments

Resolution

RESOLUTION ACCEPTING QUOTATION
FOR SUPPLY OF QUICKLIME

WHEREAS, pursuant to an advertisement for quotations for the supply of quicklime, quotations were received, opened, and tabulated according to the law, and the following were received complying with the advertisement:

Company Name	City, State	Bid Amount
Graymont LLC	Superior WI	$222,880

AND WHEREAS, it appears that Graymont LLC of Superior WI is the lowest responsible bidder.

NOW THEREFORE BE IT RESOLVED, by the City Council for the City of Mankato, Minnesota:

1. That the City Manager is hereby authorized and directed to enter into a contract with Graymont LLC of Superior WI in the name of the City of Mankato for the supply of Quicklime.

2. That the City Manager is authorized to execute any necessary changes to this contract in accordance with Section 2-8 of the Mankato City Code.

This resolution shall become effective upon its adoption.

Dated this 14th day of July 2025.

_____
Najwa Massad
Mayor

_____
Renae Kopischke, MMC
City Clerk

AGENDA RECOMMENDATION

Consent Calendar **6. F.**

City Council Regular Meeting
Meeting Date: 07/14/2025

Agenda Item:
Resolution accepting feasibility report and ordering project for Capital Improvement Project 11031; Public Safety Center Apparatus Bay Door Replacement.

Recommendation/Action(s):
Adoption of the attached resolution

Summary:
The existing apparatus bay overhead doors at the Public Safety Center were originally installed in 2011 with the remodel of the facility and have seen rapid deterioration over the last several years, including leaks in the windows, opener mechanism issues, and finish failure on the exterior. As the primary station for the fire department, these doors see extensive use throughout the day. Several options were explored for replacement, including direct replacement with bifold doors and a transition to a standard overhead door.

Suggested improvements include the replacement of the existing bifold doors with standard overhead or lift doors. With the advancements in opener technology, the operation is much faster than at the time of original installation and this will standardize our maintenance schedules at all three stations. In addition, if a door fails in the future, parts are more readily available for this style of door and opener, which will reduce downtime. The estimated cost of the necessary improvements is approximately $440,000 and will be executed through a budget amendment. The recommended improvements to the Public Safety Center are being proposed for the fall of 2025.

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

ITEM	ESTIMATED COST
Doors & Openers	$325,000
Electrical	$45,000
Fire Sprinkler Updates	$30,000
TOTAL CONSTRUCTION	**$400,000**
10% Contingency	$40,000
TOTAL PROJECT COST	**$440,000**

FUNDING SOURCE	AMOUNT	PERCENT
PSC Capital Funds	$440,000	100%
TOTAL FUNDS	**$440,000**	**100%**

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

Attachments

Resolution

11031 Report

RESOLUTION RECEIVING FEASIBILITY REPORT, ORDERING IMPROVEMENT, PREPARATION OF PLANS, SPECIFICATIONS, AND ORDERING ADVERTISEMENT FOR BIDS ON IMPROVEMENT NUMBER 11031, WITHOUT PETITION

WHEREAS, a report has been prepared by city staff with reference to Improvement Number 11031, the replacement of the fire apparatus bay doors at the Public Safety Center by removal and installation of replacement doors, and supporting infrastructure and that this report was received by the council on the 14th day of July, 2025, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and

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

1. The council hereby orders the improvement of such apparatus bay doors in accordance with the report.

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

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

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

This resolution shall become effective upon its adoption.

Passed this 14th day of July, 2025

_____
Najwa Massad
Mayor

ATTEST:_____
Renae Kopischke
City Clerk

PUBLIC SAFETY CENTER APPARATUS BAY DOOR REPLACEMENT

Project Feasibility Report

City Project Number 11031

July 7, 2025

I. TABLE OF CONTENTS

I. TABLE OF CONTENTS 2
II. PROJECT CONTACTS 3
III. EXECUTIVE SUMMARY 4
IV. PROJECT INTRODUCTION 4
V. EXISTING CONDITIONS 4
VI. PROPOSED IMPROVEMENTS 5
A. OPTION 1: REPLACE WITH BIFOLD DOORS 5
B. OPTION 2: REPLACE WITH OVERHEAD DOORS 5
C. RECOMMENDATION 5
VII. APPROVALS/PERMITS 5
VIII. PROJECT COST ESTIMATE AND FINANCING 5
IX. POSSIBLE SCHEDULE 6
X. CONCLUSION 6
XI. APPENDIX 7
A. EXISTING DOORS 7
B. PROPOSED DOORS 7

II. PROJECT CONTACTS

TITLE	NAME	PHONE	EMAIL
Mayor	Najwa Massad	507.387.9693	nmassad@mankatomn.gov
Councilor at Large	Mike Laven	507.720.8674	mlaven@mankatomn.gov
Councilor Ward 1	Michael McLaughlin	507.720.1093	mmcclaughlin@mankatomn.gov
Councilor Ward 2	Dennis Dieken	507.720.1817	ddieken@mankatomn.gov
Councilor Ward 3	Kevin Mettler	507.995.0070	kmettler@mankatomn.gov
Councilor Ward 4	Jenn Melby-Kelley	507.720.2502	jmelby-kelley@mankatomn.gov
Councilor Ward 5	Jessica Hatanpa	507.613.8067	jhatanpa@mankatomn.gov
City Manager	Susan Arntz	507.387.8695	sarntz@mankatomn.gov
Admin Services Director	Parker Skophammer	507.387.8739	pskophammer@ mankatomn.gov
Facilities Manager	Jim Tatge	507.387.8504	jtatge@mankatomn.gov
Senior Facilities Technician	Ryan Thormodson	507.387.8437	rthormodson@mankatomn.gov

III. EXECUTIVE SUMMARY

This project entails the replacement of the existing apparatus bay overhead doors at the Public Safety Center. The doors were originally installed in 2011 with the remodel of the facility and have seen rapid deterioration over the last several years including leaking at the windows, opener mechanism issues, and finish failure on the exterior. As the primary station for the fire department, these doors see extensive use throughout the day. Several options were explored for replacement including direct replacement with bifold doors and a transition to a standard overhead door.

IV. PROJECT INTRODUCTION

The recommended replacements for the Public Safety Center Apparatus Bay Doors are being proposed for the fall of 2025. The City Council has authorized the preparation of a project feasibility report to define the scope and determine the reasonableness of the project. The specific objectives of this preliminary 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, will consist of removing the existing bifold doors and operators and installing new overhead doors and operators. Specific items that will be included in the construction are as follows:

- Removal of existing apparatus bay bifold doors.
- Disconnection of electrical wiring to each opener.
- Removal of existing openers.
- Removal of existing electrical conduit.
- Removal of existing fire suppression/sprinkler lines.
- Installation of new overhead doors.
- Installation of new overhead openers.
- Rerouting of some existing electrical conduit to allow for door track installation.
- Reinstallation of fire sprinkler lines/heads under the new door positions.

V. EXISTING CONDITIONS

The existing apparatus bay doors are 14 years old and are in need of replacement. The existing doors were manufactured by Door Engineering and installed with the construction of the apparatus portion of the building during the remodel in 2010/2011. A photo of the existing doors can be found in the appendix.

The doors were selected at the time due to their ability to function quicker than standard overhead doors thus allowing for faster response times out of the station.

There have been several issues over the past several years with doors becoming inoperable for a period of time while we source parts for the specialized openers. Staff have noticed for the last 6 years that the window inserts in the existing doors have failed and are leaking with each precipitation

event. This has caused deterioration and rust to form on the interior metal panels of a majority of the doors.

VI. PROPOSED IMPROVEMENTS

Two options were reviewed as part of this project including direct replacement of the bifold doors and replacement with an overhead door to allow standardization across our facility portfolio.

A. OPTION 1: REPLACE WITH BIFOLD DOORS

In this option, the existing doors would be removed as well as the openers and replaced with a like product.

This option was preliminarily priced out at the beginning of the design phase and the product was cost prohibitive. The door material was roughly triple the cost of a standard overhead door which did not meet our budget.

B. OPTION 2: REPLACE WITH OVERHEAD DOORS

In this option, the existing doors would be removed as well as the openers and replaced with a standard operating overhead door and new openers. The style would be upgraded from our standard door to include more glass. This will allow more natural light into the space to help offset the need for additional lighting. Including as much natural light as possible in this area was one of the items that helped this renovation achieve LEED certification.

This option would require rerouting of some existing electrical conduits that currently run above the door openings as well as a re-pipe of the sprinkler heads to a location underneath the door while in the open position.

C. RECOMMENDATION

After extensive review of all the available options, staff is recommending the council proceed with Option 2, replacement with overhead doors. The cost difference between the units is significant and this will bring the maintenance performed on these in line with our other facilities. In addition, with less specialized equipment, parks can be stocked to prevent long down times in the event of equipment failure.

VII. APPROVALS/PERMITS

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

- Building permit
- Electrical permit
- Mechanical permit

VIII. PROJECT COST ESTIMATE AND FINANCING

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

PROJECT ESTIMATE	
ITEM	**ESTIMATED COST**
Doors & Openers	$325,000

Electrical	$45,000
Fire Sprinkler Updates	$30,000
TOTAL CONSTRUCTION	**$400,000**
10% Contingency	$40,000
TOTAL PROJECT COST	**$440,000**

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

FUNDING SOURCE	AMOUNT	PERCENT
PSC Capital Funds	$440,000	100%
TOTAL FUNDS	**$440,000**	**100%**

IX. POSSIBLE SCHEDULE

The following is a possible schedule for the proposed replacement of the fire apparatus bay doors at the Public Safety Center:

07/25/2025	Advertise for bids
08/25/2025	Bid Award
10/20/2025	Start Installation
11/14/2025	Substantial completion

X. CONCLUSION

The existing conditions of the Public Safety Center Apparatus Bay Doors are unfavorable, with further deterioration expected. If these doors are not replaced, maintenance costs will continue to rise, and equipment failure may occur. Such failures can lead to inoperable doors which may impact response times for emergency calls. From a facilities maintenance standpoint, this project is both necessary and feasible. Additionally, the best way to accomplish this project is by soliciting competitive bids for the work. The feasibility of the project is contingent upon City Council findings regarding project financing.

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

XI. APPENDIX

A. EXISTING DOORS

B. PROPOSED DOORS

AGENDA RECOMMENDATION

Consent Calendar **6. G.**

City Council Regular Meeting
Meeting Date: 07/14/2025

Agenda Item:
Resolution accepting feasibility report and ordering project for Capital Improvement Project 11144; Intergovernmental Center Rooftop Unit Replacement.

Recommendation/Action(s):
Adoption of the attached resolution.

Summary:
The existing rooftop units (RTU), RTU-1 and RTU-2, serving the Intergovernmental Center, were installed in 1997 and are approaching 30 years of operation. According to the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE), the typical life expectancy of a rooftop unit is 15 years. There have been numerous repairs on the units over the last decade, including compressor replacements in RTU 2 in 2019 and control board replacement for both units in 2013. Given the age of the unit and the technological advancements over the last 30 years, replacement is warranted at this time.

Suggested improvements include the replacement of the existing rooftop units with hybrid units that feature heat pump technology. A consultant engineering firm was retained for the design work and to analyze the various options, including sustainable features that could be incorporated into the new units. During the shoulder seasons between large heating and cooling, the heat pumps will be able to extract heat from the outside air to heat the space without the use of natural gas. Due to the cold temperatures in the winter, the units will have natural gas as an alternative heat source for when outside air temperatures are below 30 degrees. The estimated cost of the necessary improvements is approximately $600,600. The recommended improvements to the Intergovernmental Center are being proposed for the spring of 2026 unless the units can be sourced earlier.

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

ITEM	ESTIMATED COST
RTU-1 (HP)	$136,000
RTU-2 (HP)	$210,000
Crane	$20,000
Misc. Material	$20,000
Controls	$30,000
Labor	$100,000
TOTAL CONSTRUCTION	**$516,000**
10% Contingency	$51,600
Design Contract	$33,000
TOTAL PROJECT COST	**$600,600**
Estimated Rebate	$11,800
Total Cost After Rebate	$588,800

FUNDING SOURCE	AMOUNT	PERCENT
IGC Capital Funds	$600,600	100%
TOTAL FUNDS	**$600,600**	**100%**

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

Attachments

Resolution

Project Feasibility Report

RESOLUTION RECEIVING FEASIBILITY REPORT, ORDERING IMPROVEMENT, PREPARATION OF PLANS, SPECIFICATIONS, AND ORDERING ADVERTISEMENT FOR BIDS ON IMPROVEMENT NUMBER 11144, WITHOUT PETITION

WHEREAS, a report has been prepared by city staff with reference to Improvement Number 11144, the replacement of the rooftop HVAC units at the Intergovernmental Center by removal and installation of replacement units, and supporting infrastructure and that this report was received by the council on the 14th day of July, 2025, and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and

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

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

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

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

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

This resolution shall become effective upon its adoption.

Passed this 14th day of July, 2025

_____
Najwa Massad
Mayor

ATTEST:_____
Renae Kopischke
City Clerk

INTERGOVERNMENTAL CENTER ROOFTOP UNIT REPLACEMENT

Project Feasibility Report

City Project Number 11144

July 7, 2025

I. TABLE OF CONTENTS

I. TABLE OF CONTENTS 2
II. PROJECT CONTACTS 3
III. EXECUTIVE SUMMARY 4
IV. PROJECT INTRODUCTION 4
V. EXISTING CONDITIONS 4
A. RTU-1 4
B. RTU-2 5
VI. PROPOSED IMPROVEMENTS 5
A. OPTION 1: REPLACE WITH DX COOLING/GAS HEATING UNITS 5
B. OPTION 2: REPLACE WITH HEAT PUMP WITH AUXILIARY GAS HEATING 5
C. UTILITY COST & PURCHASE PRICE COMPARISON 6
D. RECOMMENDATION 6
VII. APPROVALS/PERMITS 7
VIII. PROJECT COST ESTIMATE AND FINANCING 7
IX. POSSIBLE SCHEDULE 7
X. CONCLUSION 8
XI. APPENDIX 9
A. EXISTING RTU #1 9
B. EXISTING RTU #2 10

II. PROJECT CONTACTS

TITLE	NAME	PHONE	EMAIL
Mayor	Najwa Massad	507.387.9693	nmassad@mankatomn.gov
Councilor at Large	Mike Laven	507.720.8674	mlaven@mankatomn.gov
Councilor Ward 1	Michael McLaughlin	507.720.1093	mmcclaughlin@mankatomn.gov
Councilor Ward 2	Dennis Dieken	507.720.1817	ddieken@mankatomn.gov
Councilor Ward 3	Kevin Mettler	507.995.0070	kmettler@mankatomn.gov
Councilor Ward 4	Jenn Melby-Kelley	507.720.2502	jmelby-kelley@mankatomn.gov
Councilor Ward 5	Jessica Hatanpa	507.613.8067	jhatanpa@mankatomn.gov
City Manager	Susan Arntz	507.387.8695	sarntz@mankatomn.gov
Admin Services Director	Parker Skophammer	507.387.8739	pskophammer@ mankatomn.gov
Facilities Manager	Jim Tatge	507.387.8504	jtatge@mankatomn.gov
Senior Facilities Technician	Ryan Thormodson	507.387.8437	rthormodson@mankatomn.gov

III. EXECUTIVE SUMMARY

This project entails the replacement of the existing rooftop units (RTU), RTU-1 and RTU-2, serving the Intergovernmental Center. The units were installed in 1997 and are approaching 30 years of operation. According to the American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE), the typical life expectancy of a rooftop unit is 15 years.

Given the age of the units and the lack of controls, it is highly recommended that the units be replaced before the building loses its cooling, heating, and ventilation capabilities. Loss of RTU function will lead to not only a lack of temperature control but also low indoor air quality.

An engineering consultant was hired to conduct an analysis of the system and compare two options for the RTU replacements: one is a direct replacement with similar units, and the other is a replacement with packaged heat pump units.

IV. PROJECT INTRODUCTION

The recommended replacements for RTU-1 and RTU-2 are being proposed for the fall of 2025.Tthe 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, will consist of removing the existing RTU-1 and RTU-2 and installing new units. Specific items that will be included in the construction are as follows:

- Removal of existing RTU-1 and RTU-2
- Disconnection of ductwork, electrical wires, low voltage wires and gas pipes associated to the existing RTUs.
- Installation of roof curb adaptor to accommodate the new units.
- Installation of new RTUs.
- Reconnection of ductwork, electrical wires, low voltage wires and gas pipes associated with the new RTUs.
- Upgrade and install necessary control components and integration into the existing building automation system.
- Programming of the new control points.
- Crane operation for the removal and installation of the units.
- Testing and balancing.

V. EXISTING CONDITIONS

A. RTU-1

RTU-1 is a rooftop air handling unit equipped with direct expansion (DX) cooling and natural gas heating. At 28 years old, it has significantly exceeded its typical life expectancy of 15 years. The unit features a factory-mounted internal controller for economizer operation, fan speed, and

cooling/heating modulation, but it is not fully integrated with the building automation system. RTU – 1 is a 20 ton unit that services the first floor of the IGC.

Key Issues:

- RTU-1 is 28 years old, well beyond the typical life expectancy of 15 years. If the unit fails, the building will lose temperature control, ventilation, and indoor air quality.
- The factory mounted control is not fully integrated with the building automation system.
- The RTU control system is outdated and incompatible with the current building automation system, EcoStruxure platform. It requires an update.
- The current building automation system only enables the fans, economizers, and morning warmup. Apart from monitoring the unit's supply air temperature, other points are status-only.

B. RTU-2

RTU-2 is a rooftop air handling unit equipped with direct expansion (DX) cooling and natural gas heating. At 28 years old, it has significantly exceeded its typical life expectancy of 15 years. The unit features a factory-mounted internal controller for economizer operation, fan speed, and cooling/heating modulation, but it is not fully integrated with the building automation system. RTU-2 is a 60 ton unit that serves the second floor and basement of the IGC.

Key Issues:

- RTU-1 is 28 years old, well beyond the typical life expectancy of 15 years. If the unit fails, the building will lose temperature control, ventilation, and indoor air quality.
- The factory mounted control is not fully integrated with the building automation system.
- The RTU control system is outdated and incompatible with the current building automation system, EcoStruxure platform. It requires an update.
- The current building automation system only enables the fans, economizers, and morning warmup. Apart from monitoring the unit's supply air temperature, other points are status-only.

VI. PROPOSED IMPROVEMENTS

Two (2) unit replacement options are proposed. Option 1 is the direct replacement with a very similar unit, and Option 2 is the replacement of both units with packaged heat pump air handling units.

A. OPTION 1: REPLACE WITH DX COOLING/GAS HEATING UNITS

In this option, the existing units will be removed, and new DX cooling and natural gas heating units will be installed. The supply and exhaust fans will be variable speed, and heating and cooling will be modulating types to accommodate the building load.

The construction will include removing and reconnecting the existing components associated with the units described in section IV. PROJECT INTRODUCTION.

1. Pros and Cons of Option 1:
    - Pro: DX cooling units are less expensive than heat pump units.
    - Pro: Utility costs for gas are currently lower than electricity
    - Con: 100% of the heating will be done by natural gas. Burning natural gas leads to greenhouse gas emission and air pollution.

B. OPTION 2: REPLACE WITH HEAT PUMP WITH AUXILIARY GAS HEATING

In this option, the existing units will be removed, and new heat pumps with auxiliary gas heating units will be installed.

Heat pumps function similarly to direct expansion air conditioners in cooling mode, but they have the added capability of heating the air by reversing the refrigerant flow. In heating mode, the unit absorbs heat from the air rather than emitting it to the surroundings.

As the heat pump absorbs heat from the air in heating mode, its efficiency decreases as the outside temperature drops. This efficiency drop becomes more pronounced below a certain temperature, typically leading the unit to switch from heat pump operation to auxiliary heating—gas heating in this case—when the ambient air temperature falls to around 30°F.

1. Pros and Cons of Option 2:
    - Pro: Heat pumps use electricity to heat the air until the ambient temperature is too low for an efficient operation.
    - Pro: Heat pump units would further the sustainability goals set forth in both the Climate Action Plan and the city's Strategic Plan
    - Con: Certain sized heat pump units are more expensive than DX units
    - Con: Electricity currently costs more than natural gas

C. UTILITY COST & PURCHASE PRICE COMPARISON

This section describes a simplified annual cost comparison, assuming the following:

1. $0.646/therm for gas
2. $0.06548/kwh plus $8.45 on demand rate for electricity
3. 4 am – 8 pm, Monday – Friday operation. Unoccupied the rest of the week
4. 5 months of cooling
5. 7 months of heating
6. Natural gas to heat pump switchover at 30°F

	Budget Unit Only Cost* (RTU-1 + RTU-2)	Estimated Rebate as of March 2025	Estimated Upfront Material Cost
DX Cooling/Gas Heating	$322,000	$14,300	$307,700*
Heat Pump Unit	$346,000	$11,800	$334,200*

* The amounts include the cost of the rooftop units only, as of March 2025, and do not include any other components and construction costs.

Additional cost by purchasing the heap pump units including the rebates - $26,500.00

Our consulting engineer did perform an analysis of utility costs and the expected savings by operating the heat pump units over the legacy DX units would be in the range of $150.00 annually.

D. RECOMMENDATION

After extensive review of all the available options, staff is recommending the council proceed with Option 2, replacement with heat pump units. The cost difference between the units is less than

10% of the overall cost of the project and the current budget can support the added expense. While the direct replacement units are the less expensive alternative, the heat pump units will allow the City to move forward with a project that not only meets the sustainability goals of the Strategic Plan but also the goals of the recently adopted Climate Action Plan.

VII. APPROVALS/PERMITS

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

- Building permit
- Electrical permit
- Mechanical permit

VIII. PROJECT COST ESTIMATE AND FINANCING

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

OPTION 2 PROJECT ESTIMATE	
ITEM	**ESTIMATED COST**
RTU-1 (HP)	$136,000
RTU-2 (HP)	$210,000
Crane	$20,000
Misc. Material	$20,000
Controls	$30,000
Labor	$100,000
TOTAL CONSTRUCTION	**$516,000***
10% Contingency	$51,600
Design Contract	$33,000
TOTAL PROJECT COST	**$600,600**
Estimated Rebate	$11,800
Total Cost After Rebate	$588,800

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

FUNDING SOURCE	AMOUNT	PERCENT
IGC Capital Fund	$600,600	100%
TOTAL FUNDS	**$600,600**	**100%**

IX. POSSIBLE SCHEDULE

The following is a possible schedule for the proposed replacement of RTU-1 and RTU-2 at IGC:

07/31/2025	Construction documents complete
09/08/2025	Bid Award
09/09/2025	Sign contract and order units
05/30/2026	Substantial completion

X. CONCLUSION

The existing conditions of RTU-1 and RTU-2 are unfavorable, with further deterioration expected. If these units are not replaced, maintenance costs will continue to rise, and equipment failure may occur. Such failures can lead to a lack of indoor temperature control and inadequate ventilation for occupants. From an engineering standpoint, this project is both necessary and feasible.

When comparing two options, Option 2 is recommended as it will further the city's sustainability goals and meets the project budget. Additionally, the best way to accomplish this project is by soliciting competitive bids for the work. The feasibility of the project is contingent upon City Council findings regarding project financing.

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

XI. APPENDIX

A. EXISTING RTU #1

B. EXISTING RTU #2

AGENDA RECOMMENDATION

Consent Calendar **6. H.**

City Council Regular Meeting
Meeting Date: 07/14/2025

Agenda Item:

Resolution considering bids on Capital Improvement Projects 11131; 2025 Resurfacing, Miscellaneous Sidewalks, Alley Improvements and 11125; 2025 Petition Alley Improvement.

Recommendation/Action(s):

Adoption of attached resolution.

Summary:

On July 2, 2025, bids were opened on Capital Improvement Projects 11131 and 11125. Three bids were received, with the low bid submitted by W W Blacktopping, Inc. of $723,002.10. The Engineer's estimate for the project was $938,511.

Staff recommend awarding the construction contract for Capital Improvement Projects 11131 and 11125 to W W Blacktopping, Inc. The contract has a final completion date of November 14, 2025, and construction is anticipated to start in August.

Staff and representatives of the contractor will meet with the property owners prior to construction to explain the work schedule, access to homes and businesses during construction, mail delivery, garbage collection, and other miscellaneous items of interest to the residents.

Attachments

Resolution
Bids and Budget

RESOLUTION ACCEPTING BID ON IMPROVEMENT NUMBER 11131 (INCLUDES 11125)

WHEREAS, pursuant to an advertisement for bids for Improvement Number 11131, the improvement of:

- Adams Street from Highway 22 to Raintree Road; and
- Alley 6-331 B from Harper Street to the southern terminus; and
- Alley 7-208 from Maxfield Street to the southern terminus; and
- Alley 18-301 from Byron Street to Center Street (Project 11125); and
- Alley 18-302 from Center Street to Parsons Street; and
- Various sidewalk segments throughout the community

by installing rehabilitating and/or improving pavement; curb and gutter; aggregate base, signage; and that bids were received, opened, and tabulated according to the law, and the following bids were received complying with the advertisement:

Company Name	City, State	Bid Amount
W W Blacktopping, Inc	Mankato, MN	$723,002.10
Nielsen Blacktopping & Concrete, Inc	Kasota, MN	$795,543.19
OMG Midwest dba MPM	Mankato, MN	$1,165,965.40

AND WHEREAS, it appears that W W Blacktopping, Inc. of Mankato, MN is the lowest responsible bidder,

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

1. The City Manager hereby authorized and directed to enter into contract with W W Blacktopping, Inc. of Mankato, MN in the name of the city of Mankato for the Capital Improvement Project 11131 the improvement of:

    - Adams Street from Highway 22 to Raintree Road; and
    - Alley 6-331 B from Harper Street to the southern terminus; and
    - Alley 7-208 from Maxfield Street to the southern terminus; and
    - Alley 18-301 from Byron Street to Center Street (Project 11125); and
    - Alley 18-302 from Center Street to Parsons Street; and
    - Various sidewalk segments throughout the community

    by installing rehabilitating and/or improving pavement; curb and gutter; aggregate base, signage; according to the plans and specifications therefore approved by the city council and on file in the office of the city engineer.

2. That the City Manager is authorized to execute any necessary changes to this contract in accordance with Section 2-8 of the Mankato City Code.

This resolution shall become effective upon its adoption.

Passed this 14th day of July, 2025.

_____
Najwa Massad
Mayor

ATTEST:_____
Renae Kopischke
City Clerk

2025 Adams Street Resurfacing (Alleys and Misc. Sidewalk)

City Project 11131 and 11125

Tabulation of Bids

Planholder	Bid Amount	
Engineer's Estimate	$938,511.00	
W W Blacktopping, Inc.	$723,002.10	LOW BIDDER
Nielsen Blacktopping & Concrete Inc.	$795,543.19	
OMG Midwest, Inc. DBA MPM	$1,165,965.40	

Low Bid Project Budget

CONSTRUCTION COST

Item	Amount	Percentage
Street and Landscaping	$693,600.45	95.9%
Stormwater Pollution Prevention	$5,230.87	0.7%
Storm Drainage Construction	$24,170.78	3.3%
Total Contract Cost	**$723,002.10**	**100.0%**

PROJECT COST

Item	Amount	Percentage
Project 11131/11125 Construction Contract	$723,002.10	78%
10% Construction Contingency	$72,300.21	8%
Engineering (10%)	$79,530.23	9%
Administration (6%)	$47,718.14	5%
Total Estimated Project Cost	**$922,550.68**	**100%**

CHARGES TO DATE

Chargeable Direct Costs

Item	Amount
Construction Contract	$1,272.00
Construction Other	$0.00
Construction Construct	$0.00
Private Work	$0.00
Design Contractural	$0.00
Design Other	$2,695.97
Consultant	$0.00
Credits	$0.00
TOTAL	**$3,967.97**

Chargeable Indirect Costs

Item	Amount
City Staff	$8,603.44
Construction Equipment	$284.20
Design Equipment	$0.00
TOTAL	**$8,887.64**

Nonchargeable

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

TOTAL Charges	**$12,855.61**

FUNDING SOURCES

	Feasibility Reports	AS BID	
Sewer Revenue	$2,940.00	$0.00	0.0%
Water Revenue	$5,292.00	$0.00	0.0%
General Obligation Bonds	$731,755.43	$464,200.81	50.3%
Municipal State Aid	$187,000.00	$187,000.00	20.3%
Special Assessments	$233,833.36	$233,833.36	25.3%
Other Sources	$0.00	$0.00	0.0%
Stormwater Revenue	$19,903.80	$37,516.51	4.1%
Total Project Funds	**$1,180,724.59**	**$922,550.68**	**100.0%**

AGENDA RECOMMENDATION

Consent Calendar **6. I.**

City Council Regular Meeting
Meeting Date: 07/14/2025

Agenda Item:
Resolution authorizing Joint Powers Agreement with Minnesota State University Mankato for 2025/2026 Transit Service.

Recommendation/Action(s):
Adoption of the attached resolution.

Summary:
The City of Mankato Transit System has operationalized many of the fiscally constrained recommendations from the 2023 Transit Development Plan. Fundamentally, it is no longer operating as a separate system for Minnesota State University Mankato and North Mankato, but rather as an integrated system serving everyone with improved access, more service hours and more days of the week.

Transit staff met with university staff and members of the Student Senate to discuss the continued agreement and funding mechanism. It was agreeable to both parties to continue the 40% cost share and eliminate the “lost fares” to encourage transit ridership throughout the entire service area.

The City of Mankato Transit System provides service to Minnesota State University, Mankato on an annualized basis. The University shares the cost of service through reimbursement for required matching funds and capital replacement costs.

The University agrees to make two payments based upon the following schedule:

Dates	**Amount Due** (estimate)
Fall Semester 2025, due April 30, 2026	$300,700
Spring Semester 2026, due June 30, 2026	$301,429
Total	$602,129

Paratransit service for eligible mobility-challenged riders and Demand Response (KATO Flex) shall be charged at rates published by the City.

This agreement is contingent upon approval of the federal resources from the Urbanized Area Formula Funding program (49 U.S.C 5307) through the Minnesota Department of Transportation Office of Transit and Active Transportation. The Urbanized Area Formula Funding Program authorizes grants to public transit systems in urban areas with populations of more than 50,000 for both capital and operating projects. Based on population and density figures, these funds are distributed directly to the transit agency from the Federal Transportation Administration.

The federal and state funding share a total of 80 percent of eligible costs incurred through operations of the Fixed Route. The City provides the balance of eligible expenses through a local match which may include:

- Cash from nongovernmental sources i.e., farebox revenue
- Non-farebox revenues from the operations of public transportation services, such as the sale of advertising and concession revenues.
- Amounts received under a service agreement with a state or local service agency or private social service organization i.e., Minnesota State University – Mankato and North Mankato.
- Amounts appropriated or otherwise made available to a department or agency of the government i.e., transit property tax levy of $415,000.

Ineligible expenses include charter bus operations, sightseeing services, services wholly outside the urbanized area, capital replacement funding, or school bus operations, etc.

Attachments

Resolution

Joint Powers Agreement

RESOLUTION AUTHORIZING A JOINT POWERS AGREEMENT WITH MINNESOTA STATE UNIVERSITY MANKATO FOR 2025/2026 PUBLIC TRANSIT SERVICES

WHEREAS, City of Mankato operates a public transit system in the Mankato Urbanized Area under the Urbanized Area Formula Funding program (49.U.S.C. 5307); and

WHEREAS, Minnesota State University, Mankato desires to provide bus service to students, faculty, and staff; and

WHEREAS, City of Mankato is willing to provide fixed route transit service outlined in the P.O. Number: 000011911; and

WHEREAS, Minnesota State University, Mankato agrees to share in the direct cost of services through reimbursement for required local share and capital replacement costs; and

WHEREAS, Minnesota State University, Mankato may request additional charter service during the agreement period in accordance with 49. CFR Part 604.9.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, MINNESOTA that the City Manager is hereby authorized to execute the Joint Powers Agreement for public transit services between the City of Mankato and Minnesota State University, Mankato.

BE IT FURTHER RESOLVED by the City of Mankato, Minnesota that this agreement be in effect from July 14, 2025, through June 30, 2026. This resolution shall become effective upon passage without further publication.

Adopted this 14th day of July 2025.

_____
Najwa Massad, Mayor

ATTEST: _____
Renae Kopischke, MMC
City Clerk

MINNESOTA STATE

Contract Number:
P.O. Number: 000011911

JOINT POWERS AGREEMENT

THIS JOINT POWERS AGREEMENT, and amendments and supplements thereto, (hereinafter "contract") is between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota State University, Mankato, 238 Wigley Administration Center, Mankato, MN 56001 (hereinafter "UNIVERSITY"), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10, and the City of Mankato, 10 Civic Center Plaza, P.O. Box 3368, Mankato, MN 56002-3368 (hereinafter "CITY"), which is empowered to enter into joint powers agreements pursuant to Minnesota Statutes, Chapter 471.59, Subd. 10;

WHEREAS, the CITY operates a public transit system in the Mankato Urbanized Area under the Urbanized Area Formula Funding program (49.U.S.C. 5307); and

WHEREAS, the UNIVERSITY desires to provide bus services to Minnesota State University in Mankato; and

WHEREAS, the CITY is willing to provide fixed route transit service under this agreement; and

WHEREAS, the UNIVERSITY agrees to share in the direct cost of services through reimbursement for required local share and capital replacement costs; and

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the CITY and UNIVERSITY agree to the following:

This agreement is contingent upon the continuation of federal resources under the Urbanized Area Formula Funding program (49 U.S.C. 5307) through the Minnesota Department of Transportation (MnDOT) Office of Transit and Active Transportation.

1. **TERM**. This agreement shall be in effect on July 1, 2025, or upon the date that the final required signature is obtained by UNIVERSITY, whichever occurs later, and shall remain in effect until June 30, 2026.

   1.1. Termination by UNIVERSITY or CITY. Either party may terminate the service to be provided hereunder upon sixty (60) days written notice to the CITY, but such termination shall not relieve the UNIVERSITY from its obligations to pay costs incurred on a prorated basis up to date of termination.

2. **CONTROL OF OPERATIONS**. The CITY shall retain complete control over the operation of buses used in providing the service. This control shall include limiting the number of passengers on any given bus, the decision to remove passengers on any given bus if the passenger engages in a crime or jeopardizes the safety of the bus driver, themselves, or other passengers, the decision not to provide the service at any given time due to the condition of the equipment, streets or weather, limiting the number of stops and selection of personnel to operate buses.

2.1. The CITY shall use its best efforts to provide the service described in this Agreement, but in the case of mechanical failure of a bus, shall not be obligated to obtain additional equipment or discontinue other services to provide the service to the UNIVERSITY. Changes in performance however, including limiting the number of stops or other changes in scheduling shall be made only after consultation with the UNIVERSITY and a written or emailed notice is given.

3. **ROUTES**. Coordinated Routes provide public transit service between UNIVERSITY campus and UNIVERSITY selected adjacent neighborhoods attached as Exhibit 1 (Bus Schedule).

3.1. Route 7 - Operates Monday through Friday from 8:35 am to 8:35 pm.

3.2. Route 8 - Operates Monday through Friday from 7:00 am to 5:50 pm during the academic year (Seasonal Service).

3.3. Route 10 -

- Operating Monday through Friday from 6:05 am to 8:35 pm
- Operating Saturday from 8:35 am to 8:35 pm
- Operating Sunday from 8:35 am to 5:35 pm

3.4. Route 11 –

- Operating Monday through Friday from 6:05 am to 8:05 pm
- Operating Saturday from 9:05 am to 8:05 pm
- Operating Sunday from 9:05 am to 6:05 pm

3.5. Route 13 – Operating Monday through Friday from 6:35 am to 5:35 pm

3.6. Route 14 – Operating Monday through Thursday from 7:00 am to 5:50 pm during the academic year (Seasonal Service).

3.7. Route 15 – Operating Monday through Thursday from 6:30 am to 5:50 pm during the academic year (Seasonal Service).

3.8. Route 1 -

- Operates Monday through Friday from 7:00 am to 10:00 pm during the academic year (Seasonal Service).

- Operates Monday through Friday from 7:00 am to 6:00 pm (during the summer session)
- Operating Saturdays from 8:30 am to 8:30 pm.

3.9. All available fixed route services in the urbanized area including Route 5 (North Mankato) are covered under this agreement.

4. **SERVICES**.

4.1. No transit service on New Year's Day, Easter Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

4.2. Bus Mankato, a live bus tracker app, is maintained through a collaborative effort of the CITY and UNIVERSITY Information Technology Departments. This mobile application allows the bus riders the opportunity to use electronic devices, including "smart phones", to find out the location of a bus on any route.

5. **SPECIAL EVENT SERVICE**. CITY will provide extra buses for high demand dates and times along necessary routes to meet the UNIVERSITY demand.

5.1. Kearney International Student Orientation – Fall Welcome Week

- Monday – Tuesday, August 18-19, 2025 (8:00 am - 10:00 am & 5:00 pm - 7:00 pm)
- Wednesday, August 20, 2025 (8:00 am - 10:00 am & 4:00 pm - 6:00 pm)
- Thursday, August 21, 2025 (8:00 am - 10:00 am & 7:00 pm - 9:00 pm)

5.2. Residence Community Move In/Welcome Week

- Thursday, August 21, 2025 (8:30 am – 10:00 pm)
- Friday, August 22, 2025 (8:30 am – 10:00 pm)
- Saturday, August 23, 2025 (8:30 am – 10:00 pm)
- Sunday, August 24, 2025 (8:30 am – 10:00 pm)

5.3. Admissions Open House

- Saturday, October 11, 2025
- Thursday-Friday, October 16-17, 2025 (MEA) (8:00 am – 9:30 am, 11:30 am – 1:00 pm, & 2:45 pm – 3:45 pm)
- Saturday, October 18, 2025
- Saturday, November 1, 2025
- Friday, November 7, 2025 (Explore Your Major) (8:15 – 9:30 am & 12:30 – 2:30 pm)
- Saturday, November 8, 2025

5.4. Fall Commencement

- Saturday, December 13, 2025 (Ceremonies at 9:00 am and noon) Shuttle buses to begin service at 8:00 am.

5.5. International Student Orientation – Winter Welcome Week

- Monday – Friday, January 5-9, 2026 (8:00 am – 10:00 am & 4:00 pm – 6:00 pm)

5.6. Admissions Open House

- Monday, February 16, 2026 (Explore Your Major) (8:15 am – 9:30 am & 12:30 pm – 2:30 pm
- Saturday, February 28, 2026
- Saturday, March 28, 2026
- Saturday, April 11, 2026

5.7. Spring Commencement

- Friday, May 8, 2026 (Ceremonies at 3:00 pm and 6:00 pm) Shuttle buses to begin service at 2:00 pm.
- Saturday, May 9, 2026 (Ceremonies at 9:00 am, Noon, and 3:00 pm) Shuttle buses to begin service at 7:45 am.

6. **CHARTER SERVICE**. Charter Service is transportation provided at the request of a third party for exclusive use of a bus or van for a negotiated price. The third party determines the origin and destination of the trip as well as the scheduling. This includes transportation provided to the public for events or functions that occur on an irregular basis or for a limited duration.

6.1. CITY may provide charter service, at the request of the UNIVERSITY, if no registered charter provider response to the CITY issued notice:

- Within 72 hours for charter service requested to be provided in less than 30 days; or

- Within 14 calendar days, charter service requested to be provided in 30 days or more.

6.2 If a registered charter provider indicates interest in providing the charter service, the CITY shall not provide the service. The UNIVERSITY is under no obligation to accept the interested registered charter service provider's offer.

6.3 The CITY price for Charter Service is One Hundred Eighty and 01/100 Dollars ($182.01) per hour and is outside the scope of this agreement.

7. **RATES**.

7.1. The UNIVERSITY agrees to share 40% of the direct cost of services through reimbursement for required local share and capital replacement costs.

7.2. Total Transit 2026 Operating Cost Local Share $1,507,146.

7.3. UNIVERSITY shall pay no more than $602,129.00 for the 2025-2026 academic school year as follows:

7.3.1. For Fall Semester the UNIVERSITY agrees to pay $300,700.

7.3.2. For Spring Semester, UNIVERSITY agrees to pay $301,429.

7.4. The CITY shall invoice the UNIVERSITY for the 2025 Fall Semester no later than April 30, 2026. The City shall invoice the UNIVERSITY for the 2026 Spring Semester no later than June 30, 2026.

8. **FARE**. In lieu of paying the prevailing bus fare, UNIVERSITY students, faculty, and staff are instructed to show the bus driver their valid UNIVERSITY provided MavCARD. This program is limited to those students, faculty, and staff that are currently enrolled or employed by the UNIVERSITY for the fixed route service only, in the urbanized area served by the CITY.

8.1. The prevailing bus fare applies to all riders failing to present a valid UNIVERSITY MavCARD.

8.2. On-Demand Transit Services are available within the urbanized area at the prevailing fare and are exempt from this agreement.

9. **PUBLICITY**. Any publicity given to the program, publications, or services provided resulting from this contract, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the parties of this agreement or its employees individually or jointly with others, or any subcontractors shall identify the parties of this agreement as participating agencies and shall not be released prior to receiving the approval of the parties of this agreement's authorized representative.

10. **ADVERTISING**. Promotional efforts encouraging ridership are a shared responsibility between the CITY and the UNIVERSITY.

10.1. The printing of large posters for on-campus bus shelters shall be a UNIVERSITY responsibility.

10.2. Paper Bus Schedules will be provided by the CITY as necessary in amounts determined by UNIVERSITY. The CITY shall distribute CITY Bus Schedules to affected apartment complexes identified by the UNIVERSITY. The CITY and UNIVERSITY will collaborate on additional schedules prepared and printed at UNIVERSITY expense.

10.3. The CITY will advertise the service provided hereunder in appropriate media, including but not limited to, the Mankato Campus Reporter Newspaper display ads at the beginning of each semester.

10.4. Promotional novelties (e.g., key chains, lanyards, backpacks, etc.) are the financial responsibility of UNIVERSITY (due to grant restrictions for CITY) with a shared responsibility for distribution.

11. **AUTHORITY OF THE UNIVERSITY**. The UNIVERSITY enters into this Agreement by authorization of Minnesota Statute 136F, Subdivision 3.

12. **AUTHORITY OF THE CITY**. The CITY enters into this Agreement by authorization of its CITY Council by resolution adopted, a copy of which is attached as Exhibit 2 (Resolution).

13. **AMENDMENTS**. Any amendments to this agreement shall be made in writing and shall be executed by the same parties who executed the original agreement, or their successors in office.

14. **ASSIGNMENTS**. Neither party will assign or transfer any rights or obligations under this agreement without prior written approval of the other party.

15. **AGREEMENT COMPLETE**. This agreement contains all negotiations and agreements between UNIVERSITY and CITY. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

16. **SEVERABILITY**. If any provisions of this agreement or the application thereof are found invalid or unenforceable to any extent, the remainder of the agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.

17. **LIABILITY**. Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and results thereof. UNIVERSITY'S liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.736 et seq., and other applicable laws. CITY's liability shall be governed by the provisions of Chapter 466 et. seq and other applicable laws.

18. **AUDITS**.

18.1. Under Minnesota Statutes § 16C.05, Subd.5, Each party agrees the books, records, documents, and accounting procedures and practices are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriates, for a minimum of six years from the end of this agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirement, whichever is later. Each party will take timely and appropriate action on all deficiencies identified by an audit.

18.2. Each party will comply with the Single Audit Act of 1984 and Office of Management and Budget (OMB) circular A-133 including amendments and successors thereto, which are incorporated herein by reference.

18.3. All requests for reimbursement are subject to audit, at MnDOT's discretion. The cost principles outlined in 2 CFR Part 200.400-475 will be used to determine whether costs are eligible for reimbursement under this agreement.

18.4. If either party expends $750,000 or more in Federal Funds during their respective fiscal year, a single audit or program specific audit must be conducted in accordance with 2 CFR Part 200.

19. **GOVERNMENT DATA PRACTICES ACT**. The CITY and UNIVERSITY must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by UNIVERSITY in accordance with this contract, and as it applies to all data, created, collected, received, stored, used, maintained, or disseminated by the CITY in accordance with this agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the CITY or UNIVERSITY.

19.1. In the event the CITY receives a request to release the data referred to in this clause, the CITY must immediately notify UNIVERSITY. UNIVERSITY will give the CITY instructions concerning the release of the data to the requesting party before the data is released.

20. **NOTICE**. Any notice required to be given in this Agreement by either the CITY or UNIVERSITY shall be sufficient if provided via email or mailed by United States mail or actual personal service of the notice. Notice to the CITY shall be emailed to Shawn Schloesser at sschloesser@mankatomn.gov or delivered to Mankato Transit, 10 Civic Center Plaza, P.O. Box 3368, Mankato, MN 56002-3368. Notice to the UNIVERSITY shall be emailed to Anne Gillespie at anne.gillespie@mnsu.edu or delivered to the Vice President for Finance and Administration, 238 Wigley Administration Center, Minnesota State University, Mankato, Mankato, MN 56001.

21. **NONDISCRIMINATION.** In connection with the performance of this Agreement, both the CITY and the UNIVERSITY shall not discriminate against any person because of race, religion, color, sex, national origin, creed, age, marital status, or status with regard to public assistance or physical disability or any other group or class against which discrimination is prohibited by State or Federal Law, including Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974.

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby:

MINNESOTA STATE UNIVERSITY, MANKATO

Recommended:

By: _____
David Cowan

Title: Facilities Services Director

Date: _____

Recommended:

By: _____
Dr. David P. Jones

Title: V.P. for Student Affairs & Enrollment Management

Date: _____

Approved:

By: _____
Anne Gillespie

Title: V.P. for Finance & Facilities

Date: _____

Approved:

By: _____
Edward S. Inch

Title: President

Date: _____

AS TO FORM AND EXECUTION

By: _____
Renae Hiniker

Title: Office Administrator

Date: _____

CITY OF MANKATO

Approved:

By: _____
Susan MH Arntz

Title: City Manager

Date: _____

Exhibit 1 (Bus Schedule)

Exhibit 1 (Bus Schedule)

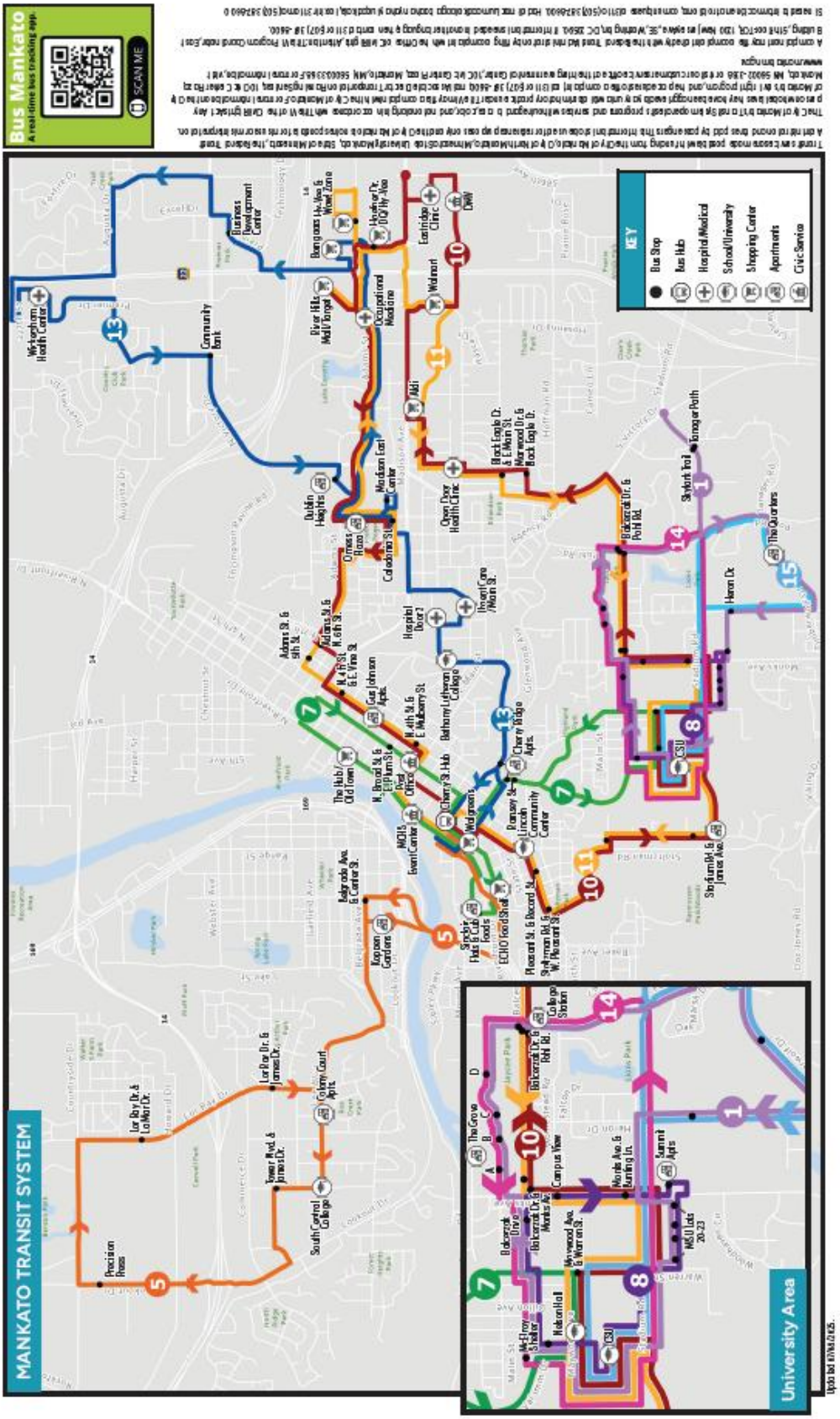
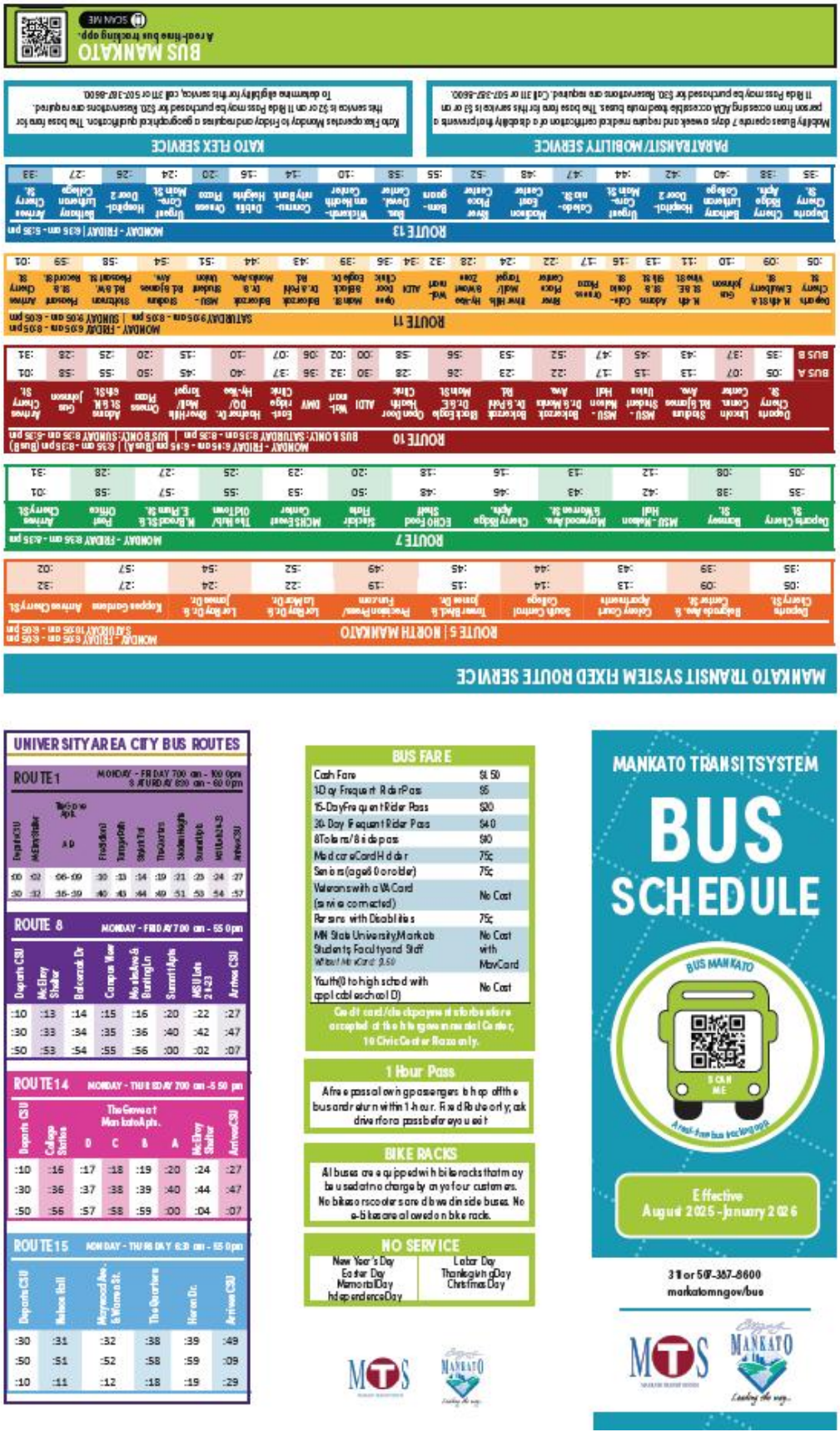


Exhibit 1 (Bus Schedule)



RESOLUTION AUTHORIZING A JOINT POWERS AGREEMENT WITH MINNESOTA STATE UNIVERSITY MANKATO FOR 2025/2026 PUBLIC TRANSIT SERVICES

WHEREAS, City of Mankato operates a public transit system in the Mankato Urbanized Area under the Urbanized Area Formula Funding program (49.U.S.C. 5307); and

WHEREAS, Minnesota State University, Mankato desires to provide bus service to students, faculty, and staff; and

WHEREAS, City of Mankato is willing to provide fixed route transit service outlined in the P.O. Number: 000011911; and

WHEREAS, Minnesota State University, Mankato agrees to share in the direct cost of services through reimbursement for required local share and capital replacement costs; and

WHEREAS, Minnesota State University, Mankato may request additional charter service during the agreement period in accordance with 49. CFR Part 604.9.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, MINNESOTA that the City Manager is hereby authorized to execute the Joint Powers Agreement for public transit services between the City of Mankato and Minnesota State University, Mankato.

BE IT FURTHER RESOLVED by the City of Mankato, Minnesota that this agreement be in effect from July 14, 2025, through June 30, 2026. This resolution shall become effective upon passage without further publication.

Adopted this 14th day of July 2025.

_____
Najwa Massad, Mayor

ATTEST: _____
Renae Kopischke, MMC
City Clerk

AGENDA RECOMMENDATION

Consent Calendar **6. J.**

City Council Regular Meeting
Meeting Date: 07/14/2025

Agenda Item:

Resolution adopting the Transit Safety Plan Update.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

The Federal Transit Administration (FTA) published the National Public Transportation Safety Plan Version 2 in April 2024. It requires public transportation agencies to develop and review annually the Agency Safety Plan, including safety performance measures, to maintain eligibility for funding assistance under the Urbanized Area Formula Grant (49 U.S.C. 5307). Staff have completed the update of the Safety Plan, including the Safety Management Policy Statement which is to be signed by the Accountable Executive annually.

As described in the National Public Transportation Safety Plan, transit providers must establish fourteen Safety Performance Targets by mode. Small, urbanized area transit systems, serving populations of 200,000 or less, have no requirement to meet safety performance targets.

Fixed Route Performance Category	Performance Year 2022	2023	2024	2025	2026	Annual Average	Target
Major Events	2	3	4			3	5
Major Event Rate	0.604	0.935	1.085			0.875	1.36
Collisions	N/A	N/A	3			3	5
Collision Rate	N/A	N/A	0.814			0.814	1.36
Pedestrian Collision Rate	N/A	N/A	0.000			0.000	0.27
Vehicular Collision Rate	N/A	N/A	0.814			0.814	1.09
Fatalities	0	0	0			0	0
Fatality Rate	0.000	0.000	0.000			0.000	0.00

Transit Worker Fatality Rate	N/A	N/A	0.000			0.000	0.00
Injuries	0	2	2			1.333	3
Injury Rate	0.000	0.623	0.543			0.389	0.81
Transit Worker Injury Rate	N/A	N/A	0.543			0.543	0.54
Assaults on Transit Workers	N/A	N/A	0			0	1
Rate of Assaults on Transit Workers	N/A	N/A	0.000			0.000	0.27
Major Mechanical System Failures	33	34	39			35	N/A
Vehicle Revenue Miles	330,871	320,853	368,582			340,102	
System Reliability	10,026	9,437	9,451			9,638	10,000

Non-Fixed Route	**Performance Year**					**Annual**	
Performance Category	**2022**	**2023**	**2024**	**2025**	**2026**	**Average**	**Target**
Major Events	2	1	2			2	2
Major Event Rate	1.016	0.482	1.116			0.872	1.12
Collisions	N/A	N/A	0			0	4
Collision Rate	N/A	N/A	0.000			0.000	2.23
Pedestrian Collision Rate	N/A	N/A	0.000			0.000	0.56
Vehicular Collision Rate	N/A	N/A	0.000			0.000	1.67
Fatalities	0	0	0			0	0
Fatality Rate	0.000	0.000	0.000			0.000	0.00
Transit Worker Fatality Rate	N/A	N/A	0.000			0.000	0.00
Injuries	2	1	1			1.333	4
Injury Rate	1.016	0.482	0.558			0.686	2.23
Transit Worker Injury Rate	N/A	N/A	1.116			1.116	1.12
Assaults on Transit Workers	N/A	N/A	0			0	1
Rate of Assaults on Transit Workers	N/A	N/A	0.000			0.000	0.56
Major Mechanical System Failures	12	34	10			19	N/A
Vehicle Revenue Miles	196,843	207,354	179,135			194,444	
System Reliability	16,404	6,099	17,914			13,472	10,000

A reportable event is one that meets any National Transit Database reporting threshold and occurs at a transit revenue facility, maintenance facility; on public transit right-of-way or infrastructure; during a transit-related maintenance activity; or involves a transit revenue vehicle. Events may meet multiple reporting thresholds.

The reporting thresholds include the following:

- Fatalities confirmed within 30 days of the event, including suicides.
- Injuries include any harm to one or more persons who are transported away from the scene through any means for medical attention.
- Property damage equal to or exceeding $25,000, includes cost of clearing wreckage and all other vehicles and property involved

- Collisions that meet a fatality, injury, property damage, or evacuation threshold; involving a transit revenue vehicle and the towing away of any vehicles from the scene; including suicides or attempted suicides, assaults, or homicides resulting in an injury or fatality that involve contact with a transit vehicle or collisions that do not involve a transit revenue vehicle but meet a threshold.
- Evacuation of a transit facility or vehicle for life-safety reasons.
- An assault on a transit worker is a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.
- **Physical:** An assault in which the attack involved physical contact with the transit worker. This could include any physical contact with the victim from the attacker's body, a weapon, a projectile or other item (e.g., spitting).
- **Non-Physical**: An assault in which the attack involves no physical contact with the transit worker. This could include threats, intimidation, or interference that do not result in any physical contact with the transit worker.

Safety performance target rates per 100,000 vehicle revenue miles were adjusted based on Mankato's 2024 vehicle revenue miles for fixed route and non-fixed route.

The entire plan will be reproduced and distributed to the Federal Transit Administration, Minnesota Department of Transportation Office of Transit and Active Transportation, and the Mankato/North Mankato Area Planning Organization. All documents are required to be maintained for three years.

Attachments

Resolution

Safety Plan

Errata Sheet

RESOLUTION APPROVING THE UPDATE TO THE CITY OF MANKATO
TRANSIT SAFETY PLAN FOR PUBLIC TRANSPORTATION

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

WHEREAS, the Federal Transit Administration, which provides funding assistance under the Urbanized Area Formula Grant (49 U.S.C. 5307) for public transportation in the Mankato Urbanized Area, requires public transportation operators to update their agency safety plan annually to conform to Version 2 of the National Public Transportation Safety Plan to continue eligibility for federal funds; and

WHEREAS, the Mankato Transit System has completed the annual review and revision of the Safety Plan, including the Safety Management Policy Statement; and

WHEREAS, the July 2025 version of the Safety Plan is relevant and appropriate for the City of Mankato's public transit service safety objectives and performance targets.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, MINNESOTA that the annual update to the Mankato Transit System Safety Plan for the City of Mankato public transportation is hereby approved.

This resolution shall become effective upon passage without further publication.

Adopted this 14th day of July 2025.

_____
Najwa Massad, Mayor

ATTEST: _____
Renae Kopischke, MMC
City Clerk

Mankato Transit System
Safety Plan

Version 2 adopted July 22, 2024
Annual Update adopted July 14, 2025

Accountable Executive: Associate Director – Transportation Planning Services

Contents

Document Organization..... iv
Plan Development..... iv
Mankato Transit System Background..... iv
Safety Management Systems..... v
Chapter 1. Transit Agency Information..... 1
Table 1. Transit Agency Information..... 1
Chapter 2. Plan Development, Approval, and Updates..... 2
Table 2. Plan Development and Approval..... 2
Annual Review and Update of the Safety Plan..... 2
Table 3. Plan Updates..... 3
Table 4. Safety Performance Target Coordination..... 3
Chapter 3. Safety Performance Targets..... 4
National Transit Database Reportable Thresholds..... 4
Table 5. Mankato Transit System Safety Performance Targets..... 5
Table 6. Fixed Route Annual Safety Performance and Targets..... 6
Table 7. Non-Fixed Route Annual Safety Performance and Targets..... 7
Safety Performance Target Coordination..... 7
Chapter 4. Safety Management Policy..... 7
Safety Management Policy Statement..... 7
Safety Management Policy Communication..... 8
Authorities, Accountabilities, and Responsibilities..... 8
Table 8. Staff Tasks and Responsibilities..... 8
Employee Safety Reporting Program..... 9
City of Mankato Reportable Events..... 10
Chapter 5. Safety Risk Management..... 11
Safety Risk Management Process..... 11

Hazard Identification..... 12

Table 9. Hazard Identification Sources..... 13

Safety Risk Assessment..... 14

Table 10. Risk Assessment Matrix.....14

Safety Risk Mitigation..... 15

Chapter 6. Safety Assurance..... 15

Compliance Monitoring.....16

Mitigation Monitoring..... 16

Investigation of Causal Factors..... 16

Internal Reporting Monitoring..... 17

Continuous Improvement.....17

Chapter 7. Safety Promotion..... 17

Competencies and Training.....18

Safety Training for Transit Workers.....18

Management and Supervisor Training..... 18

Safety Communication.....18

Additional Information.....19

Frontline Employee Representation.....19

Strategies to Minimize Exposure to Infectious Disease.....20

Supporting Documentation.....20

Definitions..... 21

Acronyms..... 26

Appendix A – Safety Management Policy Statement..... 26

Appendix B – Transit Accident / Incident Report..... 27

Appendix C – Resolution Appproving the Transit Safety Plan..... 29

Document Organization

The Mankato Transit System Agency Safety Plan (ASP) fulfills the requirements of 49 U.S.C. 5329 and 49 Code of Federal Regulations (CFR) Part 673. To ensure that it meets these requirements, the sections following this introduction adhere to the sample structure provided by the Federal Transit Administration (FTA) in the *Public Transportation Agency Safety Plan Template for Bus Transit* (December 31, 2019).

Plan Development

Mankato Transit System (MTS) completes the Agency Safety Plan (ASP) internally to allow staff the opportunity to internalize the plan and develop actionable steps as part of the Safety Management Policy. This results in a more tailored plan that is accepted and utilized by the staff and drivers. On April 9, 2024, FTA published the first major update to the Public Transportation Agency Safety Plans (PTASP) regulations resulting in a full revision.

Mankato Transit System Background

The Federal Transit Administration and Minnesota Department of Transportation (MnDOT) Office of Transit and Active Transportation provides operating assistance to the city of Mankato for public transportation through Urbanized Area Formula Grants Program (49 U.S.C. 5307) and State of Good Repair Grants Program (49 U.S.C. 5337). The Mankato Transit System provides Fixed Route, Demand Response, and Paratransit Services in the Mankato Urbanized Area under the Department of Community Development. All modes are covered in this Agency Safety Plan. Mankato Transit System operations, fleet, and facilities can be found in the annual Transit Reports published by MnDOT.
https://www.dot.state.mn.us/transit/plans-reports.html

Safety Management Systems

Moving Ahead for Progress in the 21st Century (MAP-21) granted the FTA the authority to establish and enforce a comprehensive framework to oversee the safety of public transportation throughout the United States. It provided an opportunity for FTA to assist transit agencies in moving towards a more holistic, performance-based approach in Safety Management Systems (SMS).

Safety Management Systems is a formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. It includes systematic procedures, practices, and policies for managing hazards and safety risks, and consists of four primary elements:

Safety Management Policy: A transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities of its transit workers in regard to safety.

Safety Risk Management: A process within an Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.

Safety Assurance: A process within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Promotion: A combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Chapter 1. Transit Agency Information

Table 1. Transit Agency Information

Transit Agency Name	Mankato Transit System
Transit Agency Address	501 S Victory Dr, Mankato, MN, 56001
Name and Title of Accountable Executive	Shawn Schloesser, Associate Director - Transportation Planning Services
Name of Chief Safety Officer or SMS Executive	Todd Owens, Operations Superintendent
Deputy Safety Officer	Marta Krosch, Transit Operations Technician
Modes of Service Covered by This Plan	Fixed Route, Demand Response, and Paratransit Bus Services
All FTA Funding Types	Section 5307 and 5337
Modes of Service Provided by the Transit Agency (Directly operated or contracted service)	Fixed Route, Demand Response, and Paratransit Bus Services
Does the transit agency provide transit services on behalf of another transit agency or entity?	No
Description of Arrangement(s)	N/A
Name and Address of Transit Agency(ies) or Entity(ies) for Which Service is Provided	N/A
Additional Contact	Minnesota Department of Transportation Office of Transit and Active Transportation 395 John Ireland Blvd St. Paul, MN 55155-1800 651-296-3000
Additional Contact	Mankato/North Mankato Area Planning Organization (MAPO) 10 Civic Center Plaza Mankato, MN 56001 507-387-8389

Chapter 2. Plan Development, Approval, and Updates

Table 2. Plan Development and Approval

Annual Review and Update of the Safety Plan

Name of Entity That Drafted This Plan	Mankato Transit System	
Signature by the Accountable Executive		
	Shawn Schloesser, Associate Director Transportation Planning Services	Date of Signature 07/14/2025
Approval by the Board of Directors or an Equivalent Entity	O/S	07/14/2025
	Najwa Massad, Mayor of Mankato	Date of Approval
	R-2020-0727-121 signed, July 27, 2020	
	R-2024-0722-151 signed July 22, 2024	
Notification of Plan Approval and Updates	Minnesota Department of Transportation	Date of Notification
	Upload to Black Cat	07/15/2025

The Mankato Transit Agency Safety Plan, including the Safety Management Policy Statement, is reviewed on an annual basis to ensure it remains relevant and appropriate to the transit agency's safety objectives and safety performance targets.[1] This review process, conducted in July of each calendar year, is completed by Mankato Transit System leadership. The Accountable Executive signs the Safety Management Policy Statement to indicate approval and will submit it to the city council for review and approval.

Following the annual Safety Plan review and adoption by the city council, Mankato Transit shares the entire updated Safety Plan with MnDOT and the Mankato/North Mankato Area Planning Organization (MAPO).

Updates to the Safety Plan will be recorded in the Version Number and Updates section, including a version history. All documentation shall be retained for a minimum of three years.

[1] 49 Code of Federal Regulations (CFR) Part 673.11(a)(5)

Table 3. Plan Updates

Version Number	Section/Pages Affected	Reason for Change	Date Issued
Rev 1	Vi; 2; 5-7; 15; 19	Update Plan Development; Relevant Dates; Updated Targets; Documentation Clarification, Front Line Worker Input	07.14.2025

Table 4. Safety Performance Target Coordination

Targets Transmitted	Entity Name	Date Targets Transmitted
State	Minnesota Department of Transportation (MnDOT)	07/15/2025
Metropolitan Planning Organization (MPO)	Mankato/North Mankato Area Planning Organization (MAPO)	07/18/2025

Chapter 3. Safety Performance Targets

As described in the National Public Transportation Safety Plan, transit providers must establish fourteen Safety Performance Targets by mode. Failing to meet a safety performance target under the safety risk reduction program:

- Large urban agencies, serving populations of 200,000 or more, must allocate their safety set-aside of 0.75% of the Section 5307 funds in the following fiscal year to eligible projects that are reasonably likely to assist the agency in meeting the target.
- Small, urbanized area transit systems have no requirement to meet safety performance targets.
- Safety performance targets rates per 100,000 vehicle revenue miles were adjusted based on Mankato's 2024 vehicle revenue miles for fixed route and non-fixed route. Mankato Transit will update the targets to reflect its operating conditions and environment on a calendar year basis.

National Transit Database Reportable Thresholds

A reportable event is one that meets any National Transit Database reporting threshold and occurs at a transit revenue facility, maintenance facility; on public transit right-of-way or infrastructure; during a transit related maintenance activity; or involves a transit revenue vehicle. Events may meet multiple reporting thresholds. Report by submitting the National Transit Database (NTD)[2] S&S-40 Major Event Report Form.

The reporting thresholds[3] include the following:

- Fatalities confirmed within 30 days of the event, includes suicides
- Injuries includes any harm to one or more persons who are transported away from the scene through any means for medical attention
- Property damage equal to or exceeding $25,000, includes cost of clearing wreckage and all other vehicles and property involved
- Collisions that meet a fatality, injury, property damage, or evacuation

[2] https://www.transit.dot.gov/ntd/national-transit-reporting-tool
[3] https://www.transit.dot.gov/sites/fta.dot.gov/files/2024-02/2024-Safety-and-Security-Policy-Manual_1-0.pdf

threshold; involving a transit revenue vehicle and the towing away of any vehicles from the scene; including suicides or attempted suicides, assaults, or homicides resulting in an injury or fatality that involve contact with a transit vehicle or collisions that do not involve a transit revenue vehicle but meet a threshold

- Evacuation of a transit facility or vehicle for life-safety reasons
- An assault on a transit worker[4] is a circumstance in which an individual knowingly, without lawful authority or permission, and with intent to endanger the safety of any individual, or with a reckless disregard for the safety of human life, interferes with, disables, or incapacitates a transit worker while the transit worker is performing the duties of the transit worker.
    - Physical: An assault in which the attack involved physical contact with the transit worker. This could include any physical contact with the victim from the attacker's body, a weapon, a projectile or other item (e.g., spitting).
    - Non-Physical: An assault in which the attack involves no physical contact with the transit worker. This could include threats, intimidation, or interference that do not result in any physical contact with the transit worker.

Table 5. Mankato Transit System Safety Performance Targets

Mode of Service	Major Events	Major Event Rate	Collisions	Collision Rate	Pedestrian Collision Rate	Vehicular Collision Rate	Fatalities	Fatality Rate	Transit Worker Fatality Rate	Injuries	Injury Rate	Transit Worker Injury Rate	Assault on Transit Workers	Rate of Assaults on Transit Workers	System Reliability
Fixed Route	5	1.36	5	1.36	0.27	1.09	0	0	0	3	0.81	0.54	1	0.27	10,000
Non-Fixed Route	2	1.12	4	2.23	0.56	1.67	0	0	0	4	2.23	1.12	1	0.56	10,000

[4] The Infrastructure Investment and Jobs Act amended 49 U.S.C. 5335(c) to require direct recipients to submit data for assaults on transit workers.

Table 6. Fixed Route Annual Safety Performance and Targets

Fixed Route	Performance Year					Annual	
Performance Category	2022	2023	2024	2025	2026	Average	Target
Major Events	2	3	4			3	5
Major Event Rate	0.604	0.935	1.085			0.875	1.36
Collisions	N/A	N/A	3			3	5
Collision Rate	N/A	N/A	0.814			0.814	1.36
Pedestrian Collision Rate	N/A	N/A	0.000			0.000	0.27
Vehicular Collision Rate	N/A	N/A	0.814			0.814	1.09
Fatalities	0	0	0			0	0
Fatality Rate	0.000	0.000	0.000			0.000	0.00
Transit Worker Fatality Rate	N/A	N/A	0.000			0.000	0.00
Injuries	0	2	2			1.333	3
Injury Rate	0.000	0.623	0.543			0.389	0.81
Transit Worker Injury Rate	N/A	N/A	0.543			0.543	0.54
Assaults on Transit Workers	N/A	N/A	0			0	1
Rate of Assaults on Transit Workers	N/A	N/A	0.000			0.000	0.27
Major Mechanical System Failures	33	34	39			35	N/A
Vehicle Revenue Miles	330,871	320,853	368,582			340,102	
System Reliability	10,026	9,437	9,451			9,638	10,000

Table 7. Non-Fixed Route Annual Safety Performance and Targets

Non-Fixed Route	Performance Year					Annual	
Performance Category	2022	2023	2024	2025	2026	Average	Target
Major Events	2	1	2			2	2
Major Event Rate	1.016	0.482	1.116			0.872	1.12
Collisions	N/A	N/A	0			0	4
Collision Rate	N/A	N/A	0.000			0.000	2.23
Pedestrian Collision Rate	N/A	N/A	0.000			0.000	0.56
Vehicular Collision Rate	N/A	N/A	0.000			0.000	1.67
Fatalities	0	0	0			0	0
Fatality Rate	0.000	0.000	0.000			0.000	0.00
Transit Worker Fatality Rate	N/A	N/A	0.000			0.000	0.00
Injuries	2	1	1			1.333	4
Injury Rate	1.016	0.482	0.558			0.686	2.23
Transit Worker Injury Rate	N/A	N/A	1.116			1.116	1.12
Assaults on Transit Workers	N/A	N/A	0			0	1
Rate of Assaults on Transit Workers	N/A	N/A	0.000			0.000	0.56
Major Mechanical System Failures	12	34	10			19	N/A
Vehicle Revenue Miles	196,843	207,354	179,135			194,444	
System Reliability	16,404	6,099	17,914			13,472	10,000

Safety Performance Target Coordination

Following the annual review process, Mankato Transit shares its entire Safety Plan with MnDOT and the Mankato/North Mankato Area Planning Organization (MAPO). Performance targets are made available to the State and MPO to aid in the planning process.[5] Annual reevaluation of performance measures is conducted during the reviewing and updating of the safety plan to determine refinements, sub-measures developed, and performance targets.

Chapter 4. Safety Management Policy

Safety Management Policy Statement

The management of safety is one of our core business functions. Mankato Transit System is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all transit workers are accountable for the delivery of this highest level of safety performance, starting with the Associate Director – Transportation Planning Services. See Appendix A for the Safety Management Policy Statement.

Safety Management Policy Communication

The Mankato Transit Safety Management Policy is communicated in the following manner:

- Included in the Safety Training binder located in the Driver Information Area
- Printed copy of the entire Mankato Transit Agency Safety Program is located at the Chief Safety Officer's office and digitally via servers
- During onboarding, employee orientation, and quarterly trainings

Authorities, Accountabilities, and Responsibilities

Table 8. Staff Tasks and Responsibilities

Role	Responsibilities

[5] 49 Code of Federal Regulations (CFR) Part 673.15(a) and (b)

Role	Responsibilities
Accountable Executive	• Assumes ultimate responsibility for carrying out the Safety Management System. • Controls and directs human and capital resources needed to develop and maintain both the Transit Agency Safety Plan and Transit Asset Management Plan. • Designate and supervise the Chief Safety Officer • Integrate and coordinate with Public Safety and Emergency Management
Chief Safety Officer	• Directs collection and analysis of safety information • Manages hazard identification and safety risk evaluation activities • Monitors safety risk mitigations • Provides periodic reports on safety performance • Advises senior management on safety matters • Maintains safety management documentation • Plans and organizes safety training
Deputy Safety Officer	• Develops and tracks Safety Performance Targets • Administer safety training • Assist the Chief Safety Officer
Management and Key Staff	• Actively support and promote the Safety Management System • Ensure staff compliance with the Safety Management System process and procedures • Assist in ensuring that resources are available to achieve the outcomes of the Safety Management System • Continually monitor respective areas of Safety Management System responsibility
All Roles	• Ensure accountability for Safety Management System performance is at the highest level of the organization • Implement Safety Management System in a manner that meets transit agency safety performance objectives • Establish the structure necessary to ensure that safety information moves up, down, and across the transit agency • Effectively communicate Safety Management System roles and responsibilities to all relevant individuals • Ensure Safety Management System policies and procedures have been communicated to all department employees

In the event organizational changes impact the Safety Management System, the Accountable Executive and Chief Safety Officer coordinate to ensure that SMS documentation is updated as needed.

The Accountable Executive and Chief Safety Officer maintain document control for three years after creation for Safety Management System related items and ensure availability to the FTA or other oversight entity upon request.

Employee Safety Reporting Program

Transit should be safe for passengers using the system, workers operating the system, and the pedestrians, bicyclists and all other persons who interact with the system.

Mankato Transit is committed to providing a safe work environment and responsible operations on the streets of the Mankato Urbanized Area. To achieve this, it is imperative that transit workers have convenient and available means to report incidents and occurrences which may compromise the safe conduct of Mankato Transit operations. To this end, every transit worker is responsible for the communication of safety concerns, including assaults on transit workers, near-misses, and unsafe acts or conditions that may affect the integrity of transit safety. Communication methods include:

- Contact the 311 Customer Response System electronically through the online customer request form or dial 311 Mankato directly
- Input a Facility or IT Helpdesk Ticket
- Reporting conditions directly to the Leads/Dispatch, who will enter the information into the 311 Customer Response System
- Report conditions directly to any supervisor, manager, or director, verbally or in written form. Use the Employee Handbook to guide actions.

Examples of information typically reported include:

- Safety concerns in the operating environment such as road, facility, or vehicle condition.
- Policies and procedures that are not working as intended such as insufficient time to complete pre-trip or post trip inspections
- Events that senior managers might not otherwise know about such as near misses
- Information about why a safety event occurred (for example, radio communication challenges)

The Chief Safety Officer, will review and address each employee report, ensuring that hazards and their potential consequences are appropriately identified and

mitigated through the SMS process and that reported deficiencies and non-compliance with rules or procedures are managed through the Safety Assurance process. The Chief Safety Officer follows up directly with the transit worker after the safety risk management process and after any safety risk mitigations may have been implemented.

No action will be taken against any transit worker who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures.

City of Mankato Reportable Events

The reportable threshold for the City of Mankato includes all collisions, fatalities, injuries, assaults, property damage, or evacuations. Complete the following reports without delay and communicate with the Supervisor:

1. Transit-Accident/Incident Report (Appendix B)

2. Equipment Accident/Incident Report and if injured, a First Report of Injury.

Supervisors will electronically deliver Supervisor's Report of Accident along with Equipment Accident/Incident Report to the City Clerk for distribution (includes the Safety Committee). If a transit worker is injured, a First Report of Injury form in addition to the Equipment Accident/Incident Report is electronically and securely submitted to Human Resources without delay.

Chapter 5. Safety Risk Management

Safety Risk Management Process

The Safety Risk Management Process was created to actively manage transit safety risks and develop processes to systematically apply the available safety tools to address urgent safety needs and concerns. Mankato Transit adopted the 5-step process for identifying, evaluating, and mitigating safety risks and follows the principles of the Safety Management System.

1. Identify Safety Concern - Review transit safety data sources for safety concerns to elevate. Identify any existing safety risk mitigation measures

2. Assess Safety Risk – Conduct safety risk assessment to evaluate severity and likelihood of potential consequences associated with safety concerns.

3. Develop Safety Risk Mitigation – Propose a safety risk mitigation management plan that identifies recommended measures to reduce safety risk, implementation timeline, costs, and performance indicators.

4. Implement Safety Risk Mitigation – Implement safety risk mitigation measures in accordance with the specifics of the approved plan.

5. Monitor Safety Performance – Monitor safety concerns and performance indicators in accordance with the approved safety risk mitigation plan. Plan communication of results to stakeholders.

This program offers the following benefits:

- Proactive Safety Risk Mitigation – Establishing a proactive process for taking measures to improve transit safety, rather than a reactive one.
- Consistent Decision Making – Provides a uniform, tiered decision-making process for addressing safety concerns and prioritizing organizational resources.
- Data-Driven Methodology – Incorporates available safety data and analysis into decision making.
- Complete Documentation – Creates a consistent basis for documenting safety concerns, safety risk mitigation decisions, and monitoring results.

The Safety Risk Management (SRM) process applies to all elements of the system including operations and maintenance; facilities and vehicles; and personnel recruitment, training, and supervision.

Hazard Identification

The Chief Safety Officer reviews and discusses new hazards in consultation with operations and maintenance leadership and frontline personnel. Consultation with subject matter experts and federal and state bodies may also be necessary. The Chief Safety Officer coordinates the various data sources to ensure that the process has appropriately considered all human factors, environmental factors, supervision elements, and organizational elements.

Table 9. Hazard Identification Sources

Hazard Information Source	Responsibility	Review Frequency
Observation of Operations	All	As needed
Pre and Post Trip Inspections	Chief Safety Officer, Leads/Dispatch, and 311 Mankato	Daily
Employee Safety Reporting	Chief Safety Officer, Leads/Dispatch, and 311 Mankato	As needed
Customer and Public feedback or complaint	Chief Safety Officer, Leads/Dispatch, and 311 Mankato	As needed
Transit Team Meetings	Accountable Executive & Chief Safety Officer	Weekly
Government Sources (Federal, State, and Local)	Accountable Executive & Chief Safety Officer	As needed
Industry Data	Accountable Executive & Chief Safety Officer	As needed
Inspections	Chief Safety Officer, Deputy Safety Officer, and Maintenance Techs	As needed
Transit Facility Maintenance Plan Inspections	Facilities and Transit Departments	As required
Incident or Accident Reports	Chief Safety Officer and Maintenance Techs	As required
Internal Safety Investigations	Chief Safety Officer and Maintenance Techs	As needed
Training Assessments	Deputy Safety Officer	As needed

Safety Risk Assessment

Safety Risk represents the likelihood that people could be harmed, or equipment could be damaged, by the potential consequences of a hazard and the extent of the harm or damage. Therefore, safety risk is expressed and measured by the predicted probability and severity of a hazard's potential consequences.

Assess safety risk using the Risk Assessment Matrix. This matrix expresses assessed safety risk as a combination of one severity category and one likelihood level, to obtain a hazard rating to guide actions. Likelihood means the probability that hazard consequences might occur, considering the worst foreseeable condition. Severity means the anticipated effects of a potential consequence, should it materialize, considering the worst credible condition.

Table 10. Risk Assessment Matrix

Likelihood							
	5	Very High					
	4	High					
	3	Moderate					
	2	Low					
	1	Very Low					
			Negligible	Could cause minor first aid treatment	May cause minor injury, or minor property damage	May cause severe injury, or major property damage	May cause death or permanent injury or destruction of property
			A	B	C	D	E
					Severity		

Green	**Acceptable under existing circumstances.**
Yellow	**Acceptable, but monitoring is necessary. Hazard should be mitigated, if possible, within fiscal constraints.**
Red	**Unacceptable under existing circumstances. Hazard must be mitigated.**

Safety Risk Mitigation

Safety risk mitigation enables the active "management" of safety risk in a manner that is aligned with safety performance targets, and consists of initial, ongoing, and revised safety risk mitigations to include missed performance targets.

The Accountable Executive and Chief Safety Officer identify any safety risk mitigations or strategies that may be necessary to protect the public, including pedestrians and bicyclists, and transit workers from unsafe conditions. The Chief Safety Officer ensures that safety risk mitigations and associated safety risk mitigation plans are implemented to reduce the likelihood and severity of potential consequences.

During Transit Team Meetings, transit workers review open hazard items as a standing agenda item. This provides for hazard tracking and recordkeeping of when hazards have been verified as closed. The Safety and Security Risk Assessment Sheet provides documentation and accountability.

- Safety Risk Description and Assessment
- Current Measures to Reduce Safety Risk
- Further Action Required to Reduce Safety Risk
- Staff Responsibility

Chapter 6. Safety Assurance

Through our Safety Assurance process:

- Consider data and information regarding exposure to infectious disease provided by the Centers for Disease Control and Prevention or Minnesota Department of Health.
- Analyzes information from safety reporting, including data about safety failures, defects, or conditions.
- Evaluates compliance with operations and maintenance procedures to determine whether existing rules and procedures are sufficient to control our safety risk.
- Investigates safety events to identify causal factors.
- Assesses the effectiveness of safety risk mitigations to make sure the mitigations are appropriate and are implemented as intended.

Compliance Monitoring

Mankato Transit collects a variety of information and data via safety performance monitoring activities which staff examines for hazards and safety trends.

- Monitor transit worker safety reporting program
- Monitor service delivery activities
- Monitor operational and maintenance data
- Conduct safety surveys
- Conduct safety audits, studies, reviews, and inspections
- Conduct safety investigations
- Evaluate data and information from external agencies or peers

During the annual safety plan review, the Accountable Executive and Chief Safety Officer review data produced via safety performance monitoring activities as an input for updates to the numerical performance targets and objectives in the transit agency's Safety Policy.

Mitigation Monitoring

The Chief Safety Officer monitors Mankato Transit's operations on a large scale to identify safety risk mitigations that may be ineffective, inappropriate, or not implemented as intended by:

- Reviewing results from accident, incident, and occurrence investigations
- Monitoring transit worker safety reporting
- Reviewing results of internal safety audits and inspections
- Analyzing operational and safety data to identify emerging safety concerns

During Lead Driver meetings, operation and maintenance activities are reviewed to identify safety risk mitigations that may be ineffective, inappropriate, or were not implemented as intended. Lead Drivers also support field monitoring activities to identify changes in a system that may not be planned.

Investigation of Causal Factors

Mankato Transit maintains documented procedures for conducting safety investigations of events (accidents, incidents, and occurrences, as defined by FTA) to find causal and contributing factors and review the existing safety risk mitigations in place at the time of the event. Mankato Transit is committed to using the data collected and information learned to inform decision making and continuously improve future safety management system hazard mitigation practices. The Chief Safety Officer reviews data related to passenger injuries and

claims, passenger complaints, transit worker injuries, and accidents; hazards and trends.

The Chief Safety Officer also conducts or monitors incident/mishap response and investigations to assess trends. Documents of investigation policies, processes, forms, checklists, activities, and results are maintained. Major accidents, incidents, and hazards may also be documented in formal investigation reports and supporting documents maintained separately.

Significant accident and incident investigation outcomes and lessons learned are communicated to system transit workers; bulletins and retraining or familiarization may also be used. The Chief Safety Officer ensures that appropriate action items are posted in the driver break/preparation area, so they are visible and available to all transit workers.

Internal Reporting Monitoring

The Chief Safety Officer routinely reviews safety data captured in employee safety reports, customer complaints, and other safety communication channels. When necessary, the Chief Safety Officer and Accountable Executive ensure that the concerns are investigated or analyzed through the SMS process.

The Chief Safety Officer and Accountable Executive also review internal and external reviews, including audits and assessments, with findings concerning safety performance, compliance with operations and maintenance procedures, or the effectiveness of safety risk mitigations.

Continuous Improvement

Annually during the Safety Plan Update, the transit annual safety performance is reviewed against the safety performance targets to identify deficiencies. Noted areas are discussed during the Transit Team Meeting to identify potential risk mitigation techniques through operating practice or Capital Improvement Projects.

Chapter 7. Safety Promotion

Mankato Transit believes safety promotion is critical to the success of the Safety Management System by ensuring that the entire organization fully understands and trusts the Safety Management System policies, procedures, and structure. It involves establishing a culture that recognizes safety as a core value, training transit workers in safety principles, and allowing open communications of safety issues.

Competencies and Training

Mankato Transit maintains and implements a safety management training program to ensure transit workers are trained and competent to perform their Safety Management System duties, per 49 CFR Part 673.29(a). This training includes pre-employment screening of job-related skills for certain positions, new employee orientation, on-the-job training, and an ongoing process of refresher and familiarization training for current transit workers which include.

Safety Training for Transit Workers

- De-Escalation Training
- Safety Concern Identification and Reporting
- Refresher Training as necessary

Management and Supervisor Training

Management-level training is delivered through staff meetings and can include videos covering safety training topics or other safety-focused material. Executive managers also participate in the FTA sponsored Transportation Safety Institute[6] to ensure that they are sufficiently trained to carry out their SMS responsibilities. Training can include:

- SMS Awareness (Online course)
- Safety Assurance (e-Learning course)
- SMS Principles for Transit
- Effectively Managing Transit Emergencies
- Transit Bus System Safety
- Fundamentals of Bus Collision Investigation

Safety Communication

The Chief Safety Officer coordinates Mankato Transit's safety communication activities which focus on the three categories of communication activity established in 49 CFR Part 673 (Part 673):

1. Communicating safety and safety performance information throughout the transit agency

   Mankato Transit communicates information on safety and safety performance in emails and during meetings. Mankato Transit also has a permanent agenda item in all Drivers' Meetings dedicated to safety.

[6] https://tsi-dot.csod.com

Information typically conveyed during these meetings includes safety performance statistics, lessons learned from recent occurrences, upcoming events that may impact Mankato Transit's service or safety performance, and updates regarding SMS implementation. Finally, the Chief Safety Officer posts safety bulletins and flyers on the bulletin boards located in the bus operator and maintenance technician break rooms, advertising safety messages and promoting awareness of safety issues.

2. Communicating information on hazards and safety risks relevant to transit workers' roles and responsibilities throughout the transit agency.

   As part of new-hire training, Mankato Transit distributes safety policies and procedures, included in the Employee Handbook, to all transit workers. Mankato Transit provides training on these policies and procedures and discusses them during safety talks between supervisors and bus operators and vehicle technicians.

   For newly emerging issues or safety events, including the results of cooperation with frontline transit workers at the transit agency, the Chief Safety Officer may issue messages to transit workers to support performing their jobs safely.

3. Informing transit workers of safety actions taken in response to reports submitted.

   Mankato Transit provides targeted communications to inform transit workers of safety actions taken in response to reports submitted, including handouts and flyers, safety talks, updates to bulletin boards, and one-on-one discussions between transit workers and supervisors.

Additional Information

Frontline Employee Representation

Annual review and update of the Mankato Transit Safety Plan is conducted in cooperation with the frontline employees and representatives of the American Federation of State, County, and Municipal Employees (AFSCME) Local 2374.

Frontline employees and representatives of AFSCME provide comments and suggested edits to the updated draft before the final document is presented to the city council for adoption.

Strategies to Minimize Exposure to Infectious Disease

To minimizing exposure to infectious diseases and improve the public health and operating environment for our customers and transit workers, periodic sanitization of the bus interior, a practice implemented during the COVID-19 Pandemic will continue as safety risk mitigation best practice. Funding to provide equipment and supplies appropriate for bus sanitization will be budgeted annually.

Mankato Transit will ensure implementation strategies to minimize exposure to infectious disease consistent with Centers for Disease Control and Prevention and Minnesota Department of Health guidelines are implemented[7].

Supporting Documentation

Mankato Transit will maintain documentation related to the implementation of its SMS; the programs, policies, and procedures used to carry out this safety plan; and the results from its SMS processes and activities for three years after creation. They will be available to the FTA or other Federal or oversight entity upon request.

[7] In accordance with changes 49 U.S.C § 5329(d) under the Infrastructure Investment and Jobs Act.

Definitions

Accountable Executive means a single, identifiable person who has ultimate responsibility for carrying out the Agency Safety Plan of a transit agency; responsibility for carrying out the transit agency's Transit Asset Management Plan; and control or direction over the human and capital resources needed to develop and maintain both the transit agency's Public Transportation Agency Safety Plan, in accordance with 49 U.S.C. 5329(d), and the transit agency's Transit Asset Management Plan in accordance with 49 U.S.C. 5326.

Chief Safety Officer means an adequately trained individual who has responsibility for safety and reports directly to a transit agency's chief executive officer, general manager, president, or equivalent officer. A Chief Safety Officer may not serve in other operational or maintenance capacities, unless the Chief Safety Officer is employed by a transit agency that is a small public transportation provider as defined in this part, or a public transportation provider that does not operate a rail fixed guideway public transportation system.

Consequence means the potential outcome(s) of a hazard.

Direct Recipient means an entity that receives Federal financial assistance directly from the Federal Transit Administration.

Emergency means, as defined under 49 U.S.C. 5324, a natural disaster affecting a wide area (such as a flood, hurricane, tidal wave, earthquake, severe storm, or landslide) or a catastrophic failure from any external cause, as a result of which the Governor of a State has declared an emergency, and the Secretary has concurred; or the President has declared a major disaster under section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C 5170)

Equivalent Entity means an entity that carries out duties similar to that of a Board of Directors, for a recipient or subrecipient of FTA funds under 49 U.S.C. Chapter 53, including sufficient authority to review and approve a recipient or subrecipient's Public Transportation Agency Safety Plan.

Frontline Employee means an employee who is a transit vehicle driver or operator, dispatcher, maintenance and maintenance support employee, station attendant, customer service employee, security employee, or transit police, or any other transit worker who has direct contact with riders on a regular basis.

FTA means the Federal Transit Administration, an operating administration within the United States Department of Transportation.

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Injury means any harm to persons as a result of an event that requires immediate medical attention away from the scene.

Investigation means the process of determining the causal and contributing factors of a safety event or hazard, for the purpose of preventing recurrence and mitigating safety risk.

Joint Labor-Management Process means a formal approach to discuss topics affecting transit workers and the public transportation system.

Likelihood means the probability that hazard consequences might occur, considering the worst foreseeable condition.

National Public Transportation Safety Plan means the FTA plan to improve the safety of all public transportation systems that receive federal financial assistance under 49 U.S.C. Chapter 53.

Near-miss means a narrowly avoided safety event.

Operator of a Public Transportation System means a provider of public transportation.

Performance Measure means an expression based on a quantifiable indicator of performance or condition that is used to establish targets and to assess progress toward meeting the established targets.

Potential Consequence means the effect of the hazard.

Public Transportation means as defined under 49 U.S.C. 5302, regular, continuing shared-ride surface transportation surfaces that are open to the general public or opened to a segment of the general public defined by age, disability, or low income; and does not include:

1. Intercity bus service;
2. Charter bus service;
3. School bus service;
4. Sightseeing service;
5. Courtesy shuttle service for patrons of one or more specific establishments; or
6. Intra-terminal or intra-facility shuttle services.

Public Transportation Agency Safety Plan (Or Agency Safety Plan) means the documented comprehensive agency safety plan for a transit agency that is required by 49 U.S.C. 5329 and this part.

Recipient means a State or local governmental authority, or any other operator of a public transportation system, that receives financial assistance under 49 U.S.C. chapter 53.

Safety Assurance means processes within a transit agency's Safety Management System that functions to ensure the implementation and effectiveness of safety risk mitigation, and to ensure that the transit agency meets or exceeds its safety objectives through the collection, analysis, and assessment of information.

Safety Committee means the formal joint labor-management committee on issues related to safety that is required by 49 U.S.C 5329 and this part.

Safety Event means an unexpected outcome resulting in injury or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Management Policy means a transit agency's documented commitment to safety, which defines the transit agency's safety objectives and the accountabilities and responsibilities for the management of safety.

Safety Management System (SMS) means the formal, organization-wide approach to managing safety risk and assuring the effectiveness of a transit agency's safety risk mitigation. SMS includes systematic procedures, practices, and policies for managing hazards and safety risk.

Safety Management System (SMS) Executive means a Chief Safety Officer or an equivalent.

Safety Performance Target means a quantifiable level or performance or condition, expressed as a value for the measure, related to safety management activities, to be achieved within a specified time period.

Safety Promotion means a combination of training and communication of safety information to support SMS as applied to the transit agency's public transportation system.

Safety Risk means the composite of predicted severity and likelihood of a potential consequence of a hazard.

Safety Risk Assessment means the formal activity whereby a transit agency determines Safety Risk Management priorities by establishing the significance or value of its safety risk.

Safety Risk Management means a process within a transit agency's Public Transportation Agency Safety Plan for identifying hazards and analyzing, assessing, and mitigating the safety risk of their potential consequences.

Safety Risk Mitigation means a method or methods to eliminate or reduce the severity and/or likelihood of a potential consequence of a hazard.

Safety Set-Aside means the allocation of not less than 0.75 percent of assistance received by a large urbanized are provider under 49 U.S.C. 5307 to safety-related projects eligible under 49 U.S.C. 5307.

Small Public Transportation Provider means a recipient or subrecipient of federal financial assistance under 49 U.S.C. 5307 that has one hundred (100) or fewer vehicles in peak revenue service across all non-rail fixed route modes or in any one non-fixed route mode and does not operate a rail fixed guideway public transportation system.

State means a State of the United States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, Guam, American Samoa, and the Virgin Islands.

State of good repair means the condition in which a capital asset is able to operate at a full level of performance.

State Safety Oversight Agency means an agency established by a State that meets the requirements and performs the functions specified by 49 U.S.C. 5329(e) and 49 U.S.C 5329(k), as well as the regulations set forth in 49 CFR part 674.

Subrecipient means an entity that receives Federal transit grant funds indirectly through a State or a direct recipient.

Transit Agency means an operator of a public transportation system that is a recipient or subrecipient of Federal financial assistance under 49 U.S.C. 5307 or a rail transit agency.

Transit Asset Management Plan means the strategic and systematic practice of procuring, operating, inspecting, maintaining, rehabilitating, and replacing transit capital assets to manage their performance, risks, and costs over their life cycles, for the purpose of providing safe, cost effective, and reliable public transportation, as required by 49 U.S.C. 5326 and 49 CFR part 625.

Transit Worker means any employee, contractor, or volunteer working on behalf of the transit agency.

Urbanized Area means as defined under 49 U.S.C. 5302, an area encompassing a population of not less than 50,000 people that has been defined and designated in the most recent decennial census as an "urbanized area" by the Secretary of Commerce.

Acronyms

ASP	Agency Safety Plan (Also referred to as PTASP)
CFR	Code of Federal Regulations
FTA	Federal Transit Administration
MAPO	Mankato/North Mankato Area Planning Organization
MnDOT	Minnesota Department of Transportation
MPO	Metropolitan Planning Organization
MTS	Mankato Transit System
NTD	National Transit Database
Part 673	49 CFR Part 673 (Public Transportation Agency Safety Plan)
PTASP	Public Transportation Agency Safety Plan
SMS	Safety Management System
SRM	Safety Risk Management
U.S.C.	United States Code
VIN	Vehicle Identification Number
VRM	Vehicle Revenue Miles

Safety Management Policy Statement

The management of safety is one of our core business functions. Mankato Transit System is committed to developing, implementing, maintaining, and constantly improving processes to ensure that all our transit service delivery activities take place under a balanced allocation of organizational resources, aimed at achieving the highest level of safety performance and meeting established standards.

All levels of management and all transit workers are accountable for the delivery of this highest level of safety performance, starting with the Associate Director – Transportation Planning Services.

Mankato Transit System commitment is to:

- **Support** the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective transit worker safety reporting and communication, and actively manage safety with the same attention to results as the attention to the results of the other management systems of the organization;
- **Integrate** the management of safety among the primary responsibilities of staff and transit workers;
- **Clearly define** for management and transit workers alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of our safety management system;
- **Establish and operate** hazard identification and analysis, and safety risk evaluation activities, including an employee safety reporting program as a fundamental source for safety concerns and hazard identification, to eliminate or mitigate the safety risks of the potential consequences of hazards resulting from operations or activities to a point which is consistent with our acceptable level of safety performance;
- **Ensure** that no action will be taken against a transit worker who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- **Comply** with, and wherever possible exceed, legislative and regulatory requirements and standards;
- **Ensure** that sufficient skilled and trained human resources are available to implement safety management processes;
- **Ensure** that all transit workers are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- **Establish and measure** our safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** our safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- **Ensure** externally supplied systems and services to support our operations are delivered meeting our safety performance standards.

July 14, 2025

Shawn Schloesser Date
Associate Director
Transportation Planning Services

Transit – Accident / Incident Report

Basic Information

Accident/Incident Location _____

City _____

Event Date _____ Time _____ ☐ a.m. ☐ p.m.

Type of Operation ☐ Fixed ☐ Paratransit ☐ Demand Response

Phase of Operation ☐ Garage/Wash ☐ En Route ☐ Revenue Service ☐ Deadhead

Property Damage ☐ Yes ☐ No Assault ☐ Non-Physical ☐ Physical

Mechanical Malfunction/Failure ☐ Yes ☐ No ☐ Unknown

Collision with Other Vehicle ☐ Yes ☐ No Towed from Collision Site ☐ Yes ☐ No

Bus Information

Bus Number _____ Arboc ☐ 24 ft ☐ 26 ft Gillig ☐ 35 ft ☐ 40 ft

VIN Number _____ USDOT 01106677

Operator Information

Name _____

Commercial Driver's License ☐ A ☐ B ☐ C Endorsements and Restrictions

☐ **P**assenger ☐ **S**chool Bus ☐ Ta**N**k Vehicle ☐ **H**azMat ☐ (**X**) Tanker & HazMat

☐ Doubles/**T**riples ☐ (**K**) Interstate Only ☐ (**L**) Vehicles w/o air brakes

Degree of Injury ☐ None ☐ Minor ☐ Serious ☐ Unknown ☐ Fatal ☐ Ambulance

Seat Belt Used ☐ Yes ☐ No Ambulance ☐ Yes ☐ No

Medical Certificate Number _____

Medical Certificate Limitations or Waivers _____

Date of Last Medical _____

Other Vehicle – Collision

Manufacture _____ Model _____

License Plate _____

Damage to Other Vehicle ☐ None ☐ Minor ☐ Substantial ☐ Destroyed

Towed from Collision Site ☐ Yes ☐ No Ambulance ☐ Yes ☐ No

Weather Information at the Accident Site

Light Conditions ☐ Dawn ☐ Day ☐ Dusk ☐ Night

Sky Conditions ☐ Clear ☐ Cloudy ☐ Rain ☐ Hail ☐ Snow ☐ Sleet

Condition of Road Surface ☐ Dry ☐ Holes ☐ Wet ☐ Ice ☐ Slush ☐ Snow

2024 v3

Transit – Accident / Incident Report

Passenger(s) Other Personnel

Name _____ Phone _____

Degree of Injury ☐ None ☐ Minor ☐ Serious ☐ Unknown ☐ Fatal ☐ Ambulance

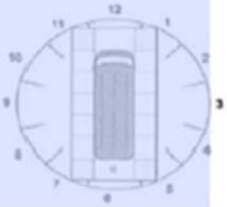
Name _____ Phone _____

Degree of Injury ☐ None ☐ Minor ☐ Serious ☐ Unknown ☐ Fatal ☐ Ambulance

Name _____ Phone _____

Degree of Injury ☐ None ☐ Minor ☐ Serious ☐ Unknown ☐ Fatal ☐ Ambulance

What happened in your own words:



I hereby certify that the above information is complete and accurate to the best of my knowledge.

Signature _____ Date of Report _____

Administrative Staff Area:

Name of Support Staff _____ Date _____

Reasonable Suspicion ☐ Y ☐ N Video ☐ Y ☐ N Photos ☐ Y ☐ N

Maintenance Inspection ☐ Y ☐ N ICR # _____

Remedies or Best Practices:

2024 v2

Council Resolution

The Mankato Transit Agency Safety Plan, including the Safety Management Policy Statement, is reviewed on an annual basis to ensure it remains relevant and appropriate to the agency's safety objectives and safety performance targets, per § 673.11(a)(5). This review process, conducted in July of each calendar year, is completed by Mankato Transit Team. The Associate Director – Transportation Planning Services (Accountable Executive) signs the Safety Policy Statement to indicate approval and will submit it to the City Council for review and approval. This revision includes the changes to 49 CFR part 673, April 2024. As major revisions occur, the entire plan will be reproduced and distributed, this is not the case for this annual review. All documents are required to be maintained for three years.

The 2025 Update includes the following:

Plan Development was edited to remove historical actions which are no longer pertinent with Version 2.

Change reference to the Bipartisan Infrastructure Law, to read Infrastructure and Investment Jobs Act.

Chapter 1. Transit Agency Information

No change.

Chapter 2. Plan Development, Approval, and Updates

Table 2: Current approval/upload dates.

Table 3: Update and identify reasons for change.

Table 4: Update to identify current dates submitted to MnDOT and MPO.

Chapter 3. Safety Performance Targets

Table 6: Update 2024 performance figures and recalculate averages. Adjust Annual Targets:

- Increase Collisions from 2 to 5 to account for heavier traffic volumes, construction, detours, and heavier university pedestrian activity.
- Reduce Injuries from 5 to 2 to align with fixed route job duties.

Table 7: Update 2024 performance figures and recalculate averages. Adjust Annual Targets:

- Increase Collisions from 2 to 4 to account for heavier traffic volumes, construction, and detours.
- Increase Pedestrian Collision Rate from 0 to 1 on account of better recording of near-miss data and maneuvering through parking lots.

Chapter 4. Safety Management Policy

No change.

Chapter 5. Safety Risk Management

Edited Safety Risk Management to account for the Safety and Security Risk Assessment Sheet verses “minutes.”

Chapter 6. Safety Assurance

No change.

Chapter 7. Safety Promotion

No change.

Additional Information

Describe how the agency frontline transit workers cooperate in the development and update of the Public Transportation Agency Safety Plan.

Definitions

No change.

AGENDA RECOMMENDATION

City Council Regular Meeting **6. K.**

Meeting Date: 07/14/2025

Agenda Item:

Resolution accepting sanitary sewer easements for the sanitary sewer line between Ridge Lane and Hinckley Street.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

Earlier this year, a sanitary sewer backup was reported in the neighborhood north of Main Street between Ridge Lane and Hinckley Street. Upon investigation, it was discovered that the backup was the result of a partial pipe collapse in the 6-inch clay line that exists between Ridge Lane and Hinckley Street. This pipe was originally installed in 1925 and is located in a tight space between the homes at 729 East Mulberry Street and 121 Ridge Lane. This pipe is part of the public sanitary sewer system but exists entirely on private property. No public right-of-way or easement exists to allow the City to operate and maintain the pipe.

Staff worked with the property owners to temporarily restore flows in the pipe. A more permanent fix is proposed to replace portions of the old pipe. In order to allow this work, the City prepared easement documents and asked the adjacent property owners to sign them before permanent improvements could proceed.

Easements have been executed by the property owners at no cost and are attached. It is recommended that the City Council accept the executed easements from the following two properties and direct the City Manager to have them recorded at the County.

- Elizabeth Tabor – 729 East Mulberry Street
- Howard and Nicole Haugh – 121 Ridge Lane

In anticipation of the acceptance of these easements, quotes have been collected from three contractors to complete the necessary repairs. The low-cost quote is from GM

Contracting in the amount of $56,520.74. Note that the City's purchasing policy allows the City Manager to approve construction contracts of this amount. Once the easements have been accepted by the City Council, staff will proceed with the needed repairs which will be funded through the approved 2025 Sanitary Sewer maintenance budget.

Attachments

Resolution

Sanitary Sewer Easement - 121 Ridge Lane

Sanitary Sewer Easement - 729 E Mulberry Street

RESOLUTION ACCEPTING SANITARY SEWER EASEMENTS FOR THE SANITARY SEWER LINE BETWEEN RIDGE LANE AND HINCKLEY STREET

WHEREAS, a sanitary sewer backup was reported in the neighborhood north of Main Street between Ridge Lane and Hinckley Street that was the result of a partial pipe collapse in the 6-inch clay line that exists between Ridge Lane and Hinkley Street; and

WHEREAS, the pipe was originally installed in 1925 and is part of the public sanitary sewer system but exists entirely on private property (between the homes at 729 East Mulberry Street and 121 Ridge Lane); thus, no public right-of-way or easement exists to allow the City to operate and maintain the pipe; and

WHEREAS, to allow a proposed fix to replace portions of the old pipe, the City prepared easement documents and asked the adjacent property owners to sign them so permanent improvements could proceed.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Mankato that the Sanitary Sewer Easement agreements be accepted as executed by the property owners located at 729 East Mulberry Street and 121 Ridge Lane, and that they be recorded with Blue Earth County.

BE IT FURTHER RESOLVED that three quotes were received to complete the necessary repairs with the low-cost quote being from GM Contracting in the amount of $56,520.74 and that the City's purchasing policy allows the City Manager to approve a construction contract of this amount.

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

Dated this 14th day of July 2025.

_____
Najwa Massad
Mayor

Attest: _____
Renae Kopischke, MMC
City Clerk

SANITARY SEWER EASEMENT

THIS SANITARY SEWER EASEMENT is made by Howard F. Haugh and Nicole A. Haugh, spouses married to each other (the "Grantors"), in favor of the City of Mankato, a Minnesota municipal corporation, (the "Grantee").

Recitals

A. Grantors are the fee owner of the property legally described on the attached **Exhibit A** (the "**Property**"); and

B. Grantors desire to grant to the Grantee an easement, according to the terms and conditions contained herein.

Terms of Easement

1. Grant of Easement. For good and valuable consideration, receipt of which is acknowledged by Grantors, Grantors grant and convey to the Grantee the following easement:

A perpetual, non-exclusive easement for sanitary sewer purposes over, under, across and through the property legally described on the attached **Exhibit B,** and further depicted on the attached **Exhibit C** (the "**Easement Area**").

2. Scope of Easement. The perpetual sanitary sewer easement granted herein includes the right of the Grantee, its contractors, agents, and employees to enter the Easement Area at all reasonable times for the purpose of locating, constructing, reconstructing, operating, maintaining, inspecting, altering, and repairing sanitary sewer and water facilities within the Easement Area and other public facilities or improvements of any type that are not inconsistent with sanitary sewer and water use facilities.

The Easement granted herein also include the right to cut, trim, or remove from the Easement Area any structures, improvements and trees, shrubs, or other vegetation as in the

Grantee's judgment unreasonably interfere with the easement or facilities of the Grantee, its successors or assigns.

3. Warranty of Title. The Grantors warrant that they are the owners of the Property and have the right, title and capacity to convey to the Grantee the easement herein.

4. Environmental Matters. The Grantee shall not be responsible for any costs, expenses, damages, demands, obligations, including penalties and reasonable attorneys' fees, or losses resulting from any claims, actions, suits or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the easement area or Property prior to the date of this instrument.

5. Binding Effect. The terms and conditions of this instrument shall run with the land and be binding on the Grantors, their heirs and assigns.

6. Miscellaneous. This instrument contains the entire terms of the easement and there are no other terms, obligations, covenants, representations, statements, or conditions, oral or otherwise, of any kind whatsoever with respect to said easement. To ensure this easement is properly recorded, amendments may be made to Exhibit A, as deemed necessary, to ensure that this document is recorded against all real property that contains any portion of the Easement Area, as described on Exhibit B.

STATE DEED TAX DUE HEREON: NONE

[Remainder of this page left intentionally blank; signatures to follow on next pages]

Dated this 9th day of July, 2025

GRANTORS:

Howard F. Haugh
By: Howard F. Haugh

Nicole A. Haugh
By: Nicole A. Haugh

STATE OF MINNESOTA)
) SS.
COUNTY OF Blue Earth)

The foregoing instrument was acknowledged before me this 9th day of July, 2025, by Howard F. Haugh and Nicole A. Haugh, spouses married to each other, Grantors.

Notary Public

NOTARY STAMP OR SEAL

KELSEY J. GOETTLICHER
Notary Public-Minnesota
My Commission Expires Jan 31, 2027

THIS INSTRUMENT DRAFTED BY:
Kennedy & Graven, Chartered) (pjfw)
150 South Fifth Street, Suite 700
Minneapolis, MN 55402
(612) 337-9300

EXHIBIT A
Legal Description of the Property

Lot 4 and the northerly ten feet of the easterly 140 feet of Lot 5, all in Miller's Subdivision of Block 1, Hinckley's Addition to Mankato, Blue Earth County, Minnesota.

Property ID No. R01.09.18.229.005
Property Address: 121 Ridge Lane, Mankato, MN 56001
Abstract Property

EXHIBIT B
Legal Description of the Easement Area

A perpetual, non-exclusive easement for sanitary sewer purposes over, under, across and through that part of Lot 4 and Lot 2, Block 1, Miller's Subdivision, Blue Earth County, Minnesota, described as:

Beginning at the Northwest Corner of said Lot 4; thence South 34 degrees 22 minutes 24 seconds West, (Minnesota County Coordinate System - Blue Earth County Zone - 1986), along the east Right of Way line of Ridge Lane, a distance of 7.00 feet; thence South 55 degrees 42 minutes 33 seconds East, a distance of 140.00 feet to the west Right of Way line of Hinkley Street; thence North 34 degrees 22 minutes 24 seconds East, along said west Right of Way line, a distance of 7.00 feet to the Northeast Corner of said Lot 4; thence continuing North 34 degrees 22 minutes 24 seconds East, along said west Right of Way line a distance of 5.00 feet; thence North 55 degrees 42 minutes 33 seconds West, a distance of 140.00 feet; thence South 34 degrees 22 minutes 24 seconds West, a distance of 5.00 feet to the point of beginning.

SANITARY SEWER EASEMENT

THIS SANITARY SEWER EASEMENT is made by Elizabeth A. Tabor, a single individual (the "Grantor"), in favor of the City of Mankato, a Minnesota municipal corporation, (the "Grantee").

Recitals

A. Grantor is the fee owner of the property legally described on the attached **Exhibit A** (the "**Property**"); and

B. Grantor desires to grant to the Grantee an easement, according to the terms and conditions contained herein.

Terms of Easement

1. Grant of Easement. For good and valuable consideration, receipt of which is acknowledged by Grantor, Grantor grants and conveys to the Grantee the following easement:

A perpetual, non-exclusive easement for sanitary sewer purposes over, under, across and through the property legally described on the attached **Exhibit B,** and further depicted on the attached **Exhibit C** (the "**Easement Area**").

2. Scope of Easement. The perpetual sanitary sewer easement granted herein includes the right of the Grantee, its contractors, agents, and employees to enter the Easement Area at all reasonable times for the purpose of locating, constructing, reconstructing, operating, maintaining, inspecting, altering, and repairing sanitary sewer and water facilities within the Easement Area and other public facilities or improvements of any type that are not inconsistent with sanitary sewer and water use facilities.

The Easement granted herein also include the right to cut, trim, or remove from the Easement Area any structures, improvements and trees, shrubs, or other vegetation as in the

Grantee's judgment unreasonably interfere with the easement or facilities of the Grantee, its successors or assigns.

3. Warranty of Title. The Grantor warrants that she is the owner of the Property and has the right, title and capacity to convey to the Grantee the easement herein.

4. Environmental Matters. The Grantee shall not be responsible for any costs, expenses, damages, demands, obligations, including penalties and reasonable attorneys' fees, or losses resulting from any claims, actions, suits or proceedings based upon a release or threat of release of any hazardous substances, pollutants, or contaminants which may have existed on, or which relate to, the easement area or Property prior to the date of this instrument.

5. Binding Effect. The terms and conditions of this instrument shall run with the land and be binding on the Grantor, her heirs and assigns.

6. Miscellaneous. This instrument contains the entire terms of the easement and there are no other terms, obligations, covenants, representations, statements, or conditions, oral or otherwise, of any kind whatsoever with respect to said easement. To ensure this easement is properly recorded, amendments may be made to Exhibit A, as deemed necessary, to ensure that this document is recorded against all real property that contains any portion of the Easement Area, as described on Exhibit B.

STATE DEED TAX DUE HEREON: NONE
Dated this 9th day of July, 2025.

GRANTOR:

Elizabeth A. Tabor

STATE OF MINNESOTA)
) SS.
COUNTY OF BLUE EARTH)

The foregoing instrument was acknowledged before me this 9th day of July 2025, by Elizabeth A. Tabor, a single individual, Grantor.

Notary Public

HOWARD F. HAUGH
Notary Public-Minnesota
My Commission Expires Jan. 31, 2030

Drafted by:
Kennedy & Graven
150 S. Fifth St, Ste 700
Minneapolis MN 55402
(612) 337-9300

EXHIBIT A
Legal Description of the Property

Lot 2 of Block 1 of Miller's Subdivision of Block 1 of Hinckley's Addition to Mankato, Blue Earth County, Minnesota subject only to an easement for the operation, maintenance, repair and reconstruction of a sanitary sewer and water pipe line along the westerly 3 feet of said premises. Said property being also known and described as Lot 2, Miller's Subdivision of Block 1, Hinkley's Addition to Mankato, Blue Earth County, Minnesota.

Property ID No. R01.09.18.229.004
Property Address: 729 East Mulberry Street, Mankato, MN 56001
Abstract Property

EXHIBIT B
Legal Description of the Easement Area

A perpetual, non-exclusive easement for sanitary sewer purposes over, under, across and through that part of Lot 4 and Lot 2, Block 1, Miller's Subdivision, Blue Earth County, Minnesota, described as:

Beginning at the Northwest Corner of said Lot 4; thence South 34 degrees 22 minutes 24 seconds West, (Minnesota County Coordinate System - Blue Earth County Zone - 1986), along the east Right of Way line of Ridge Lane, a distance of 7.00 feet; thence South 55 degrees 42 minutes 33 seconds East, a distance of 140.00 feet to the west Right of Way line of Hinkley Street; thence North 34 degrees 22 minutes 24 seconds East, along said west Right of Way line, a distance of 7.00 feet to the Northeast Corner of said Lot 4; thence continuing North 34 degrees 22 minutes 24 seconds East, along said west Right of Way line a distance of 5.00 feet; thence North 55 degrees 42 minutes 33 seconds West, a distance of 140.00 feet; thence South 34 degrees 22 minutes 24 seconds West, a distance of 5.00 feet to the point of beginning.

AGENDA RECOMMENDATION

City Council Regular Meeting **6. L.**

Meeting Date: 07/14/2025

Agenda Item:

Resolution authorizing the City Manager to enter into an agreement with Short, Elliott, Hendrickson (SEH) to provide construction services for the reinstallation of the Kern Bridge.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

The Kern Bridge is listed on the National Register of Historic Places and holds the distinction of being one of the oldest bridges in Minnesota. Made of wrought iron, it is the only bow-string arch bridge in Minnesota and is the longest of its type in the nation. The bridge originally crossed the Le Sueur River south of Mankato. Blue Earth County and MnDOT carefully dismantled the historic structure and solicited applications from interested parties to relocate and reuse the bridge.

The City of Mankato was notified in January 2020 that it was selected to be the new owner of the Kern Bridge and to receive federal funding to relocate and rehabilitate it. In April 2021, Short, Elliott, Hendrickson (SEH) was selected to provide preliminary design services ($254,000). In October 2023, SEH was selected to provide final design and plan preparation services for the project ($764,423).

On July 8, 2024, the City Council received a feasibility report for the project, ordered the improvement and authorized the advertisement of bids. Final plans have been completed and needed permits and agency approvals are nearly secured. It is anticipated that the project will be ready to be bid in late summer with construction to commence in October of this year.

Considering the amount of work already completed, it is recommended that the City continue its relationship with SEH to provide construction services for the project. A proposal from SEH, in the amount $696,641, for this work is attached.

Based on work completed to date, the total project cost is anticipated to be $9.4 million. Federal and State funds of almost $6 million dollars have been secured. The remaining cost is anticipated to be funded with a combination of local Sales Tax and Municipal State Aid. A full funding proposal will be presented once the project is bid and construction costs are better defined.

Staff recommends authorizing the City Manager to enter into a Professional Services Agreement with Short, Elliott, Hendrickson (SEH) for construction services for the Kern Bridge project in the amount of $696,641.

Attachments

Resolution
SEH Proposal

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AGREEMENT WITH SHORT, ELLIOTT, HENDRICKSON, (SEH), FOR CONSTRUCTION SERVICES FOR THE INSTALLATION OF THE KERN BRIDGE OVER THE BLUE EARTH RIVER FROM LAND OF MEMORIES PARK TO SIBLEY PARK

WHEREAS, the Mankato City Council Procurement Policy specifies that contracts over $175,000 must be approved by the City Council; and

WHEREAS, the City has been awarded ownership of the Kern Bridge and has secured State and Federal funds to reinstall the bridge across the Blue Earth River from Land of Memories Park to Sibley Park; and

WHEREAS, SEH has completed plans and specifications for the project; and

WHEREAS, professional services, such as those provided by doctors, engineers, lawyers, architects, accountants, and other services requiring technical, scientific, or professional training are exceptions to competitive bidding requirements in accordance with Minnesota State Statutes 471.345, Uniform Municipal Contracting Law; and

WHEREAS, the City of Mankato and SEH have agreed to the terms and conditions by which SEH will provide construction services for the project.

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

That the City Manager is hereby authorized and directed to retain SEH for construction services for the installation of the Kern Bridge and negotiate the contract in an amount not to exceed $696,641.

This resolution shall become effective upon its adoption.

Passed this 14th day of July 2025.

_____
Najwa Massad
Mayor

Attest: _____
Renae Kopischke
City Clerk

Building a Better World for All of Us®

MEMORANDUM

TO: Karl Keel, Alec Pietz
City of Mankato.

FROM: Mark Maves

DATE: April 9, 2025

RE: Historic Kern Bridge Project – Construction Services Proposal

Karl, Alec:

Thank you for this opportunity to provide construction services to the City of Mankato for bidding and construction of the historic Kern Bridge and associated trails. I have put together a scope and fee for construction admin, inspection, testing, surveying, and construction engineering. The scope duration is for approximately 33 weeks of construction. It is assuming an August 2025 start and a completion date in June 2026 with a several month break during the winter of 2025-2026.

Our general scope is as follows:

Project Management

1. I will stay on as PM for the construction services but will be assisted by SEH construction personnel. I will be your point of contact for all coordination between the City of Mankato and SEH.
2. SEH will assist with the bidding and the DCP process. SEH will attend the pre-bid meeting and answer all questions and produce addendums during the bidding process. Doug Scott and Chris Knutson will assist in the bidding and DCP process.
3. Jeremy Hofmeister will be the Resident Project Representative (RPR) and will manage all construction observation and testing services. Jacob Michaelson will be the primary bridge/structures inspector and Nyema Appleton will be the primary trail/roadway inspector. Resumes for Jeremy, Jacob, and Nyema can be submitted upon request.
4. SEH will conduct reviews of all contractor provided construction schedules.
5. Olson Nesvold Engineers (ONE) will be retained for assistance in reviewing shop drawings, contractor assembly & erection plans, and wood deck materials and product submittals. ONE will assist in answering questions and making visits to the truss fabricator and providing engineering analysis on any issues/questions from the fabricator or contractor in regard to the historic truss. ONE will assist in the review of other shop drawings, product data submittals, concrete submittals, and schedule submittals as needed.

Pre-Construction & Contract Administration

1. SEH will conduct plan and specification review. This is pre-construction preparation by the lead inspectors.
2. SEH will schedule and facilitate the pre-construction meeting.

3. SEH will conduct project administration and attend weekly construction meetings, coordinate with the contractor, produce weekly meeting minutes, conduct daily coordination with construction staff, document quantities and plan changes, monitor material submittals and testing compliance, assist in preparation of payments and final paperwork.
4. SEH will conduct EEO, DBE, weekly labor and payroll compliance review, field wage interviews, and final document preparation.
5. SEH will utilize OneOffice software for Quality Assurance of daily & weekly diaries, review and input quantities, reports and processing change orders, etc.

Construction Observation

1. SEH will conduct oversight of all construction including removals, grading, bridge, retaining walls, storm sewer, public and private utilities, all concrete work, bituminous paving, trail, signing, striping, erosion control, landscaping. turf establishment, etc. This includes coordination with all project work, quantifying and recording quantities, daily diaries, reports, documentation, and coordination of required material testing.
2. SEH will conduct troubleshooting of construction issues, quality assurance, and will serve as a liaison between the City of Mankato and the construction contractor.

Final Project Closeout

1. SEH will conduct final inspection and review of project.
2. SEH will conduct project closeout – This includes final documentation, contractor coordination, compilation of all required files and submittals to City/MnDOT, final payment and required supporting documentation.

Materials Testing & Certification

1. SEH will conduct required field and laboratory material testing, sampling and quality assurance. SEH will hire a sub-consultant to assist in lab testing. SEH will provide report, submittals, documentation, and project testing management.
2. SEH will prepare final project testing documents, reports, summaries, etc. for close-out.

Construction Surveying

1. SEH will assist with coordination of the construction staking needs for the project.
2. SEH will produce as-built survey/record plans.

Construction Engineering and Submittal Review

1. SEH and ONE will record, review and respond to all Contractor RFIs.
2. SEH and ONE will assist with construction questions/issues and interpretation of plans and technical specs.
3. SEH and ONE will review contractor generated Submittals (Shop Drawings, Concrete Mixes, Materials Reports, Certifications, and other Contractor submittals) - See assumed submittal list on attachment.
4. SEH and ONE will perform reviews of contractor temporary works, means & methods for construction & truss assembly/erection, & other contractor plans - See assumed list on attachment.
5. SEH and ONE will conduct miscellaneous engineering (elevation calculations, beam construction elevations, re-modeling truss for differing conditions or means/methods).
6. In addition to having SEH RPRs on the project site daily, representatives of the SEH and ONE design team will conduct field visits to periodically check progress at the site or truss fabrication shop.

Thank you for this great opportunity to continue our involvement with the relocation of the historic Kern Bridge. Our fee for labor and expenses for the services described above is a not-to-exceed amount of $696,641 based on average hourly billing rates for the staff positions shown on the attached estimate. Please note that testing services are included in the Reimbursable Expenses. We did not get exact quotes from labs that would conduct the testing, this value is based on our experience with similar projects of this size. We look forward to working with you and assisting the City of Mankato in the construction of this project.

Any questions or comments you have regarding our letter proposal would be welcomed.
Please contact me at 651-470-1691.

Thank You,

Mark Maves
Project Manager

Attachments: SEH Scope/Hour/Budget Spreadsheet, List of Submittals, Working Days Schedule

SEH

City of Mankato - Relocation of the Historic Kern Bridge

Construction Services for Bridge R0945, Trail, and Re-aligned Roadway

April 9, 2025

Work Tasks	Work Description	Project Manager	Sr Bridge Engineer	Bridge Tech	Sr. Civil Engineer	Managing Inspector (Lead RPR)	Bridge Inspector (RPR)	Trail Inspector (RPR)	Admin	Total
1.0	**Project Management**									
1.1	Project management, coordination, staff management, sub consultant management, project oversight, and administration.	40								40
1.2	Quality management, preparation of Quality Management Plan (QMP)					8				8
1.3	Assist with Bidding and DCP process	8			24					32
1.4	Prepare monthly invoices, project progress reports	16							20	36
1.5	Construction Schedule Reviews					16				16
	Task 1.0 Subtotal Hours:	**64**	**0**	**0**	**24**	**24**	**0**	**0**	**20**	**132**
2.0	**Pre-Construction and Contract Administration**									
2.1	Plan and specification review and project preparation					16	16	12		44
2.2	Pre-Construction meeting	4				8	4	4		20
2.3	Administration and attendance at weekly construction meetings, coordination with the contractor, weekly meeting minutes, daily coordination of construction staff, documentation of quantities and plan changes, monitoring material submittals and testing compliance, assisting in preparation of payments and final paperwork					70	64			134
2.4	EEO, DBE, weekly labor and payroll compliance review, field wage interviews, final document preparation					16	40	24		80
2.5	OneOffice software Quality Assurance of daily & weekly diaries, review and input quantities, reports and processing change orders, etc					4	72	40		116
	Task 2.0 Subtotal Hours:	**4**	**0**	**0**	**0**	**114**	**196**	**80**	**0**	**394**
3.0	**Construction Observation**									
3.1	Oversight of all construction including removals, grading, bridge, retaining walls, storm sewer, public and private utilities, all concrete work, bituminous paving, trail, signing, striping, erosion control, landscaping. turf establishment, etc. This includes coordination with all project work, quantifying and recording quantities, daily diaries, reports, documentation, and coordination of required material testing.					280	1760	360		2400
3.2	Troubleshooting of construction issues, quality assurance, and other assistance to all RPR's as needed					40	42			82
	Task 3.0 Subtotal Hours:	**0**	**0**	**0**	**0**	**320**	**1802**	**360**	**0**	**2482**
4.0	**Final Project Closeout**									
4.1	Final Inspection and Review of Project					16	18	10		44

Work Tasks	Work Description	Project Manager	Sr Bridge Engineer	Bridge Tech	Sr. Civil Engineer	Managing Inspector (Lead RPR)	Bridge Inspector (RPR)	Trail Inspector (RPR)	Admin	Total
4.2	Project Close Out - Includes final documentation, contractor coordination, compilation of all required files and submit to County, final payment and required supporting documentation					16	36	20		72
	Task 4.0 Subtotal Hours:	**0**	**0**	**0**	**0**	**32**	**54**	**30**	**0**	**116**
5.0	**Materials Testing and Certification**									
5.1	Required field and laboratory material testing, sampling and quality assurance. Reporting, submittals, documentation, and project testing management						30	8		38
5.2	Prepare final project testing documents, reports, summaries, etc. for close-out					16	36	20		72
	Task 5.0 Subtotal Hours:	**0**	**0**	**0**	**0**	**16**	**66**	**28**	**0**	**110**
6.0	**Construction Surveying**									
6.1	Survey coordination and office computations						8	8		16
6.2	As-built Survey/Record Plans						8	4		12
	Task 6.0 Subtotal Hours:	**0**	**0**	**0**	**0**	**0**	**16**	**12**	**0**	**28**
7.0	**Construction Engineering and Submittal Review**									
7.1	Record, review and respond to all Contractor RFIs	12	12	4	8					36
7.2	Assist RPRs with construction questions/issues and interpretation of plans and technical specs		16		8					24
7.3	Utility Coordination & Oversight			4	12					16
7.3	Review of contractor generated Submittals (Shop Drawings, Concrete Mixes, Materials Reports, Certifications, and other Contractor submittals) - See List on Following Sheet	12	24		8					44
7.4	Review of contractor Temporary Works, Means & Methods for Construction & Truss Erection, & other Contrctor Plans - See List on Following Sheet	8	16							24
7.5	Misc. Engineering (elevation calculations, beam construction elevations, re-modeling truss for differing conditions or means/methods)		14	8						22
7.6	Engineering Team Field Visits - To Site or Fabrication Shop (Assume PM - 4 visits, Sr Bridge - 2 visits)	30	12							42
	Task 7.0 Subtotal Hours:	**62**	**94**	**16**	**36**	**0**	**0**	**0**	**0**	**208**
	TOTAL HOURS	**130**	**94**	**16**	**60**	**506**	**2134**	**510**	**20**	**3470**
	AVERAGE HOURLY RATE	**$316**	**$220**	**$182**	**$172**	**$223**	**$138**	**$121**	**$135**	

TOTAL LABOR COST	**$546,366**
REIMBURSABLE EXPENSES	**$101,098**
TOTAL SEH FEE	**$647,464**
Subconsultant Costs	
Olson & Nesvold Engineers (ONE)	**$49,177**
TOTAL PROJECT COST	**$696,641**

Expenses

Kern Bridge Pedestrian Bridge Improvement

Name	Work weeks	field visits per week *hours	Trips	miles round trip to site including miles on site daily	Total Miles	IRS Rate	Mileage cost	vehicle allowance $16/day	vehicle allowance $4.90/hr	Total Station $40.00/hr	Totals
Jeremy	34	1.5	51	100	5100	$ 0.700	$ 3,570.00	$ 816.00			$ 4,386.00
Jacob	34	5	170	100	17000	$ 0.700	$ 11,900.00		$ 3,332.00		$ 15,232.00
Nyema	8	5	40	30	1200	$ 0.700	$ 840.00	$ 640.00		$ -	$ 1,480.00
Materials Testing											$ 80,000.00
Survey Materials											$ -
Total mileage, vehicle, and total station					23300		$ 16,310.00	$ 1,456.00	$ 3,332.00	$ -	***$ 101,098.00***
										Grand Total	***$ 101,098.00***

City of Mankato - Relocation of the Historic Kern Bridge
Construction Services for Bridge R0945, Trail, and Re-aligned Roadway

Shop Drawings

Expansion Joints
Bearings & Bearing Pads
Deck Formwork
Metal Railing
Prestressed Concrete beams
Pier Concrete Form Liner
Lighting Units
Lighting Handholes & Conduits
Lighting Conductors (wire) & Fuse Holders
Conduit Systems

Materials Reports

Concrete Mix Designs
Asphalt Mix Designs
Aggregate Sources and Gradations
3 Color paint Product Data
Cert Form for Adhesive Anchor Supplier
Timber Deck Treatment Product Data
Special Surface Concrete Coating
Reinf. Bar Anchorage Test Results
Pile Hammer Data

Contractor Plans

CPM Progress Schedules
Project Safety Plan
Mass Concrete Plan
Metal Straightening Plan
Truss Assembly & Erection Plan
Rotary Drilled Piling Installation Plan
Temp Structural Support / Temp Works
Permits
Erosion control logs

Olson & Nesvold Engineers (ONE)

City of Mankato - Relocation of the Historic Kern Bridge

Construction Services for Bridge R0945, Trail, and Re-aligned Roadway

April 8, 2025

Work Tasks	Work Description	Project Manager	Sr Bridge Engineer	Bridge Tech	Sr. Civil Engineer	Managing Inspector (Lead RPR)	Bridge Inspector (RPR)	Trail Inspector (RPR)	Admin	Total
1.0	**Project Management**									
1.1	Project management, coordination, staff management, sub consultant management, project oversight, and administration.	12								12
1.2	Quality management, preparation of Quality Management Plan (QMP)									0
1.3	Assist with Bidding and DCP process	4								4
1.4	Prepare monthly invoices, project progress reports	3							6	9
1.5	Construction Schedule Reviews	6								6
	Task 1.0 Subtotal Hours:	**25**	**0**	**0**	**0**	**0**	**0**	**0**	**6**	**31**
7.0	**Construction Engineering and Submittal Review**									
7.1	Record, review and respond to all Contractor RFIs									0
7.2	Assist RPRs with construction questions/issues and interpretation of plans and technical specs									0
7.3	Utility Coordination & Oversight									0
7.3	Review of contractor generated Submittals (Shop Drawings, Concrete Mixes, Materials Reports, Certifications, and other Contractor submittals) - See List on Following Sheet	22	40	8						70
7.4	Review of contractor Temporary Works, Means & Methods for Construction & Truss Erection, & other Contrctor Plans - See List on Following Sheet	24	60	20						104
7.5	Misc. Engineering (elevation calculations, beam construction elevations, re-modeling truss for differing conditions or means/methods)									0
7.6	Engineering Team Field Visits - To Site or Fabrication Shop (Assume PM - 4 visits, Sr Bridge - 2 visits)	32	8	10						50
	Task 7.0 Subtotal Hours:	**78**	**108**	**38**	**0**	**0**	**0**	**0**	**0**	**224**
	TOTAL HOURS	**103**	**108**	**38**	**0**	**0**	**0**	**0**	**6**	**255**
	AVERAGE FULLY LOADED HOURLY RATE	**$265**	**$130**	**$150**	**$0**	**$0**	**$0**	**$0**	**$175**	
	TOTAL LABOR COST	$27,295	$14,040	$5,700	$0	$0	$0	$0	$1,050	**$48,085**
	REIMBURSABLE EXPENSES (mileage to Mankato and fabrictor site)									**$1,092**
	TOTAL ONE FEE									**$49,177**

Working Days Computation

Task	Working Days	Week 1 8/4/2025	Week 2 8/11/2025	Week 3 8/18/2025	Week 4 8/25/2025	Week 5 9/1/2025	Week 6 9/8/2025	Week 7 9/15/2025	Week 8 9/22/2025	Week 9 9/29/2025	Week 10 10/6/2025	Week 11 10/13/2025	Week 12 10/20/2025	Week 13 10/27/2025	Week 14 11/3/2025	Week 15 11/10/2025	Week 16 11/17/2025	Week 17 11/24/2025	Week 18 12/1/2025	Week 19 12/8/2025	Week 20 12/15/2025	Week 21 12/22/2025	Week 22 12/29/2025	Week 23 3/23/2026	Week 24 3/30/2026	Week 25 4/6/2026	Week 26 4/13/2026	Week 27 4/20/2026	Week 28 4/27/2026	Week 29 5/4/2026	Week 30 5/11/2026	Week 31 5/18/2026	Week 32 5/25/2026	Week 33 6/1/2026	Total
	Working Days	5	5	5	5	5	5	5	5	5	5	5	4	5	4	5	5	3	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	**161**
Contractor Schedule	5																																		
Contractor Submittals & RFI's	20																																		
Historic Truss to Fabricator	2																																		
Cleaning, Painting of Truss	35																																		
Fabrication of New Steel	20																																		
Bridge Mob	3																																		
Erosion Control	2																																		
Tree Removal	4																																		
Removals (LOM)	3																																		
Construct Access Road	1																																		
Excavate Rip Rap	2																																		
Place Rip Rap	8																																		
Excvate Amos Owen Ln	2																																		
Place Aggregate Base	2																																		
Excavate W Abut	1																																		
Piling, Footing W Abut	4																																		
Form, Reinf, Concrete W Abut	5																																		
Excavate Retaining Wall A & B	1																																		
Piling, Footings Ret Walls A & B	6																																		
Form, Reinf, Concrete Ret Walls A &B	8																																		
Excavate Piers 1-3	1																																		
Piling, Footings Piers 1-3	7																																		
Form, Reinf, Concrete Piers 1-3	12																																		
Excavate E Abut	2																																		
Footing E Abut	4																																		
Form, Reinf, Concrete E Abut	5																																		
Excavate Retaining Walls C & D	3																																		
Footings Ret Walls C & D	5																																		
Form, Reinf, Concrete Ret Walls C &D	7																																		
Excavation & Sheeting for Pier 4	4																																		
Excavation & Sheeting for Pier 5	5																																		
Excavation & Sheeting for Pier 6	5																																		
Rotary Drilling of Piles for Piers 4-6	10																																		
Form, Reinf, Concrete for Ftgs Piers 4-6	10																																		
Form, Reinf, Concrete for Piers 4-6	20																																		
Place Rip Rap	4																																		
Set Beams Spans 1-2, 7	2																																		
Form, Reinf, Concrete Spans 1-5, 7	15																																		
Form, Reinf, Concrete Curb Spans 1-5, 7	5																																		
Mobilize, Prep, Install Barge	5																																		
Historic Truss to Bridge Site	2																																		
Assemble & Erect Truss Span 6	25																																		
Curb	4																																		
Concrete Flatwork	8																																		
Trail Paving	2																																		
Street Paving	2																																		
Site Grading	5																																		
Turf Establishment (Dormant Seeding)	2																																		
Install Truss Timber Deck	10																																		
Lighting	5																																		
Ornamental Railing	5																																		

AGENDA RECOMMENDATION

City Council Regular Meeting **6. M.**

Meeting Date: 07/14/2025

Agenda Item:

Resolution approving temporary construction easements for Veteran's Memorial Bridge Project.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

The Minnesota Department of Transportation (MnDOT), in partnership with the cities of Mankato and North Mankato, is developing plans for improvements to the Veteran's Memorial Bridge for construction beginning in 2026. The project includes re-decking of the existing bridge and installation of new parapet walls, railings and street lighting.

To facilitate construction, temporary construction easements are needed from adjoining properties, including several owned by the City of Mankato. MnDOT has prepared the necessary easements and is asking the City of Mankato to grant them at no cost. Similar dedications have occurred on many previous MnDOT projects.

The specific easement areas are depicted on the attached exhibit and will impact three general areas:

- **Minnesota River Trail -** The existing trail will be closed for the duration of the project since the majority of construction will occur on the bridge over the trail.
- **Reconciliation Park -** Fencing will be installed behind the existing tree line to allow construction access along the portion of the park adjacent to the rail lines. In addition, a fence will be installed approximately 25' south of the overhead bridge to prohibit access from the park to the work zone. It is anticipated that construction will not impact the use of the improved areas of the park and MnDot will coordinate construction with the City to minimize impacts to any planned events in the park.

- **Public Parking South of Bridge and East of Riverfront Drive -** Public parking will not be allowed under or adjacent to the existing bridge during construction. The City owns a portion of the parking lot immediately to the south of the bridge adjacent to the library parking lot.

While the majority of construction will occur in 2026, it is likely that some work will extend into 2027. The temporary easements are proposed to stay in place until December 2031 to allow follow-up and repair, if needed, to occur. Any obstructions within the easement areas will be removed by the completion of the construction contract in 2027 and full City use will be restored.

Attachments

Resolution

Easement Exhibit

RESOLUTION GRANTING TEMPORARY EASEMENTS TO ALLOW CONSTRUCTION OF THE VETERAN'S MEMORIAL BRIDGE PROJECT AND AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE TEMPORARY EASEMENTS

WHEREAS, the Minnesota Department of Transportation (MnDOT), in partnership with the cities of Mankato and North Mankato, is developing plans to improve the Veteran's Memorial Bridge for construction in 2026; and

WHEREAS, all project partners are expected to participate in a portion of the costs of the project and wish project costs to be kept as low as possible; and

WHEREAS, the construction of the proposed improvements requires temporary easements from several properties in the vicinity of the project including several owned by the City of Mankato; and

WHEREAS, MnDOT has prepared the needed easements on parcels owned by the City of Mankato and is requesting that the City of Mankato sign them at no cost.

NOW THEREFORE, BE IT RESOLVED,by the City Council of the City of Mankato that the City of Mankato approves granting MnDOT temporary easements as proposed to facilitate the construction of the Veteran's Memorial Bridge project at no cost; and

BE IT FURTHER RESOLVED,the Mayor and City Manager, or their successors in office, are hereby authorized to execute the temporary easement documents, if needed, on behalf of the City.

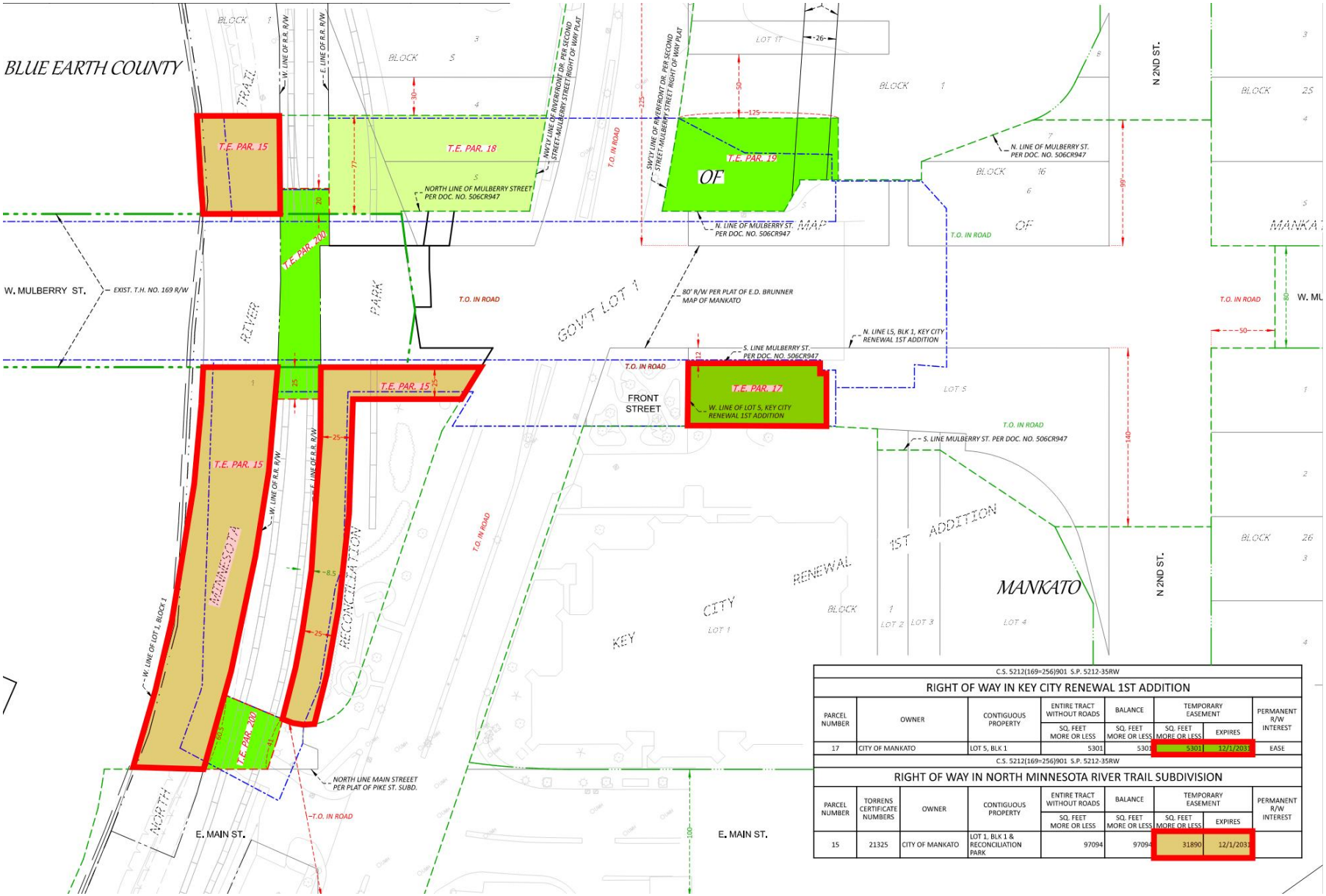
This resolution shall become effective immediately upon passage.

Dated this 14th day of July, 2025.

_____
Najwa Massad
Mayor

Attest: _____
Renae Kopischke
City Clerk

Temporary easements requested from the City of Mankato – Veteran's Bridge Project



C.S. 5212(169=256)901 S.P. 5212-35RW

RIGHT OF WAY IN KEY CITY RENEWAL 1ST ADDITION

PARCEL NUMBER	OWNER	CONTIGUOUS PROPERTY	ENTIRE TRACT WITHOUT ROADS	BALANCE	TEMPORARY EASEMENT		PERMANENT R/W INTEREST
			SQ. FEET MORE OR LESS	SQ. FEET MORE OR LESS	SQ. FEET MORE OR LESS	EXPIRES	
17	CITY OF MANKATO	LOT 5, BLK 1	5301	5301	5301	12/1/2031	EASE

C.S. 5212(169=256)901 S.P. 5212-35RW

RIGHT OF WAY IN NORTH MINNESOTA RIVER TRAIL SUBDIVISION

PARCEL NUMBER	TORRENS CERTIFICATE NUMBERS	OWNER	CONTIGUOUS PROPERTY	ENTIRE TRACT WITHOUT ROADS	BALANCE	TEMPORARY EASEMENT		PERMANENT R/W INTEREST
				SQ. FEET MORE OR LESS	SQ. FEET MORE OR LESS	SQ. FEET MORE OR LESS	EXPIRES	
15	21325	CITY OF MANKATO	LOT 1, BLK 1 & RECONCILIATION PARK	97094	97094	31890	12/1/2031	

AGENDA RECOMMENDATION

City Council Regular Meeting **6. N.**

Meeting Date: 07/14/2025

Agenda Item:

Resolution accepting State of Minnesota Hazardous Materials grant.

Recommendation/Action(s):

Adoption of the attached Resolution.

Summary:

The Public Safety Hazardous Materials Response Team (HMRT) has been awarded a grant from the State of Minnesota in the amount of $14,495.23 for team member training. All State Hazmat teams have been awarded this grant. There is a cost matching requirement of $3,623.75 which will be met with employee wages.

Attachments

Resolution

Grant Contract Agreement

RESOLUTION ACCEPTING STATE OF MINNESOTA HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT

WHEREAS, The Mankato Department of Public Safety has received a Hazardous Materials Emergency Preparedness Grant to cover expenses for HAZMAT training; and

WHEREAS, the City of Mankato has received similar grants in the past; and

WHEREAS, the grant has a match which will be met with the attendees pay while training.

NOW THEREFORE BE IT RESOLVED by the City Council for the City of Mankato that the City Manager be and hereby is authorized to execute the grant agreement with the Minnesota Department of Public Safety ("State").

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

Dated this 14th day of July, 2025

_____
Najwa Massad
Mayor

Attest: _____
Renae Kopischke, CMC
Executive Assistant

Minnesota Department of Public Safety ("State") State Fire Marshal Division 445 Minnesota Street, Suite 145 St. Paul, MN 55101-2190	**Grant Program:** 2023/24 Hazardous Materials Emergency Preparedness Grant **Grant Contract Agreement No.:** A-HMEP-2023/24-MANKATFD-007
Grantee: City of Mankato 10 Civic Center Plaza Mankato, MN 56002	**Grant Contract Agreement Term:** **Effective Date:** 10/01/2024 **Expiration Date:** 09/30/2025
Grantee's Authorized Representative: City of Mankato - Fire Department ATTN: Jeff Bengtson, Associate Director 710 South Front Street Mankato, MN 56001 Phone: 507-387-8703 E-mail: jbengtson@mankatomn.gov	**Grant Contract Agreement Amount:** Original Agreement $ 14,495.23 Matching Requirement $ 3,623.75
State's Authorized Representative: MN State Fire Marshal Division ATTN: Sonya Borgeson-Bethke 445 Minnesota Street, Suite 145 St. Paul, MN 55101-2190 Phone: 651-201-7206 E-mail: sonya.borgeson-bethke@state.mn.us	**Federal Funding:** CFDA/ALN: 20.703 **FAIN:** 693JK32240011HMEP **State Funding**: None **Special Conditions**: None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

Term: Per Minn. Stat.§16B.98, Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per Minn.Stat.§16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:
Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved 2023-24 Hazardous Materials Emergency Preparedness Grant Application ("Application"), which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 145. St. Paul, MN 55101-2190. The Grantee shall also comply with all requirements referenced in the 2023-24 Hazardous Materials Emergency Preparedness Grant Guidelines and Application, including the Terms and Conditions and Grant Program Guidelines (https://app.dps.mn.gov/EGrants), which are incorporated by reference into this grant contract agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

***Payment*:** As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over $100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.

Signed: _____

Date: _____

3. STATE AGENCY

Signed: _____
(with delegated authority)

Title: _____

Date: _____

Grant Contract Agreement No./ P.O. No.: A-HMEP-2023/24-MANKATFD-007 / P.O. No. 3000105173

Project No.: N/A

2. GRANTEE
The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

EXHIBIT A

2023-2024 (HMEP) Hazardous Materials Emergency Preparedness

A-HMEP-2023/24-MANKATFD-007
Budget Summary (Report)
Organization: Mankato Fire Department

Training: Daytona - Florida Hazmat Symposium 2025	**Award**	**Match**
(TRNG) Travel (Lodging & Per Diem)		
Daytona - FL Hazmat Symposium (Travel / Lodging /meals)	$2,958.99	$0.00
(TRNG) Personnel		
Daytona - FL Hazmat Symposium (Training personnel)	$0.00	$3,623.75
(TRNG) Tuition / Registration Fees		
Daytona - FL Hazmat Symposium (registration fees)	$675.00	$0.00
Subtotal	$3,633.99	$3,623.75
Training: Hazardous Materials Instructor Conference 2024	**Award**	**Match**
(TRNG) Travel (Lodging & Per Diem)		
Travel / Lodging / Per diem for Conference	$1,631.96	$0.00
Subtotal	$1,631.96	$0.00
Training: Hazmat officer strategy and tactic 2025	**Award**	**Match**
(TRNG) Instructor Costs		
Safeware - Hazmat Strategy and Tactics (Course Cost)	$5,950.00	$0.00
Subtotal	$5,950.00	$0.00
Training: Cold Zone Conference 2025	**Award**	**Match**
(TRNG) Travel (Lodging & Per Diem)		
Coldzone 2025 - Travel - Lodging – Per Diem - Frame, Bengtson	$1,329.28	$0.00
(TRNG) Tuition / Registration Fees		
Cold Zone 2025 Registration Fees	$1,950.00	$0.00
Subtotal	$3,279.28	$0.00
Total	**$14,495.23**	**$3,623.75**

AGENDA RECOMMENDATION

Planning Commission **6. O.**

City Council Regular Meeting
Meeting Date: 07/14/2025

Agenda Item:

Set July 28, 2025, as the date of the public hearing to review a Conditional Use Permit to allow the expansion of an existing essential service utility facility located in the R-1, One-Family Dwelling District, and for a variance to allow for the continuation of an eight-foot barbed wire fence in the residential district (1204 and 1210 Warren Street); by request of Northern Natural Gas Company.

Recommendation/Action(s):

At the June 25, 2025, meeting, the Planning Commission recommended setting the date of public hearing to review the request.

Summary:

Northern Natural Gas Company is requesting to set the date of hearing for a variance to allow for the continuation of an 8-foot barbed wire fence in the residential district and a conditional use permit to allow the expansion of an existing essential service utility facility located in the R-1, one-family dwelling district. The subject property is described as a tract of land located in the north 13.90 acres of the Northeast Quarter of the Northeast Quarter of Section 19, Township 108 North, Range 26 West, Blue Earth County (PID's R010919226001 and R010919226002), and the subject addresses associated with the proposal are 1204 and 1210 Warren Street.

Conditional Use Permit

The applicant is seeking a conditional use permit to allow an extension of the existing gas utility facility site at 1204 and 1210 Warren Street. The properties proposed for the essential service utility facility expansion are located in the R-1, one-family dwelling district, zoning designation and, as such, "Public utilities, essential service utility facilities and structures, as regulated in Article X, Division 2, of this chapter" are outlined in the Code as conditional uses in the R-1 district. The Mankato City Code, Section 10-2, Definitions, states, "Essential service utility structure and facility include, but is not limited to, a structure or facility used for the location, maintenance or service of communication lines, natural gas, petroleum pipelines, television cables, or electrical transmission lines."

The site is currently the location of a natural gas facility, and this proposal seeks to expand the subject site. The 40-foot X 100-foot expansion area is on a parcel located to the east of the current essential services utility site and would be available by way of a lease from the church, who currently owns the subject expansion area parcel.

The purpose of the expansion is to accommodate a heater to warm the gas as it passes through the piping to prevent the regulator from freezing and to ensure reliable gas delivery. The narrative describes that the pipeline entering the station operates at 500 psig, which is regulated down to 94 psig for the customer. The significant pressure reduction causes a temperature drop across the regulator, which can impair the operation of regulators and downstream equipment, particularly in winter. To mitigate this, a heater is proposed for installation to warm the gas as it passes through, preventing regulator freezing and ensuring reliable gas delivery.

Plans provided by the applicant depict new equipment located in the expansion area on the eastern side of the existing site and include a heater and associated equipment, piping and apparatuses. The Code, Section 10-1504, provides that a parcel exclusively used for essential service utility structures and facilities is exempt from the minimum area and width requirements. The Code also provides setbacks for essential service sites. No changes are proposed to the front yard setback of the subject parcel, and the new equipment is located such that it achieves the required 6-foot side and rear yard setbacks for essential service structures and facilities. Fences are allowed up to, but not on, the property line, so the setbacks for the location of the fence also conform with the Code.

The Code requires that essential service utility structures and facilities that are located in residential districts be screened from adjacent residential uses. This site is in a residential district and the screening/landscaping plans provided show the continuation of evergreen trees on the southern side of the property. The northern and eastern sides of the property are screened with existing trees and ravine/woodland/topography conditions. The western side, which faces residential houses across Warren Street, is not currently screened, and a recommended condition is included herein that screening be incorporated into the front yard area, the western side, of the project.

The Code provides that the essential service utility structures or facilities shall conform to the height provisions of the underlying zoning district. The plans provided show a pipe on the new heater that is approximately 208 inches tall, which is just over 17 feet, and this achieves the R-1 district height criteria of 30 feet.

The plans do not show the addition of any new parking areas, and the existing site will be utilized for parking. If temporary parking of maintenance or utility vehicles is proposed in the new expansion area, those areas will be required to achieve Mankato City Code standards, which state that, "All parking areas and drives shall be hard surfaced and conform to the standards set forth in this article. Parking areas shall only be used for the temporary parking of maintenance and utility vehicles. Parking is permitted in the required front yard building setback. Fifty percent of the front yard area must be reserved for landscaping, exclusive of parking."

There are environmentally sensitive bluffs located on the eastern side of the subject site, and they also include woodland areas. While the applicant's leased easement area extends into the bluff area, the applicant is not proposing any fencing or activity in the bluff or the required 10-foot bluff setback area, nor are any trees proposed for removal from the woodland area. Additionally, during the Site Plan process, a comment was provided that the applicant would be required to provide a grading plan to demonstrate the drainage and grading and potential impacts to the adjacent environmentally sensitive bluff. The applicant subsequently responded, indicating that the proposed expansion will not increase drainage towards the ravine and that there will not be a change in the grade.

The applicant has indicated that the installation of the proposed equipment will not cause noise nuisances. A recommended condition is included herein that requires the applicant to provide a noise study that demonstrates conformance with the rule that applies to all noise in Minnesota, Minnesota Rule 7030, and implement any required noise mitigation strategies to conform to the Minnesota Rule, if noise nuisance issues arise.

Plans do not depict any new lighting installation and, if any lighting is proposed, it will need to achieve Mankato City Code requirements. A recommended condition is included herein which represents these requirements.

Variance

A variance is also being requested to continue the existing 8-foot fence, which includes barbed wire on the top, around the new area. There is an existing fence of the same construction type around the current site. Barbed wire is allowed in industrial districts, but because of the zoning designation, R-1, the applicant is seeking flexibility in the use of the fence materials.

Mankato City Code, Section 10-1746 - Fences, states, "Prohibited material. No fence or wall shall be constructed of any electrically charged element or barbed wire, except that in the industrial districts barbed wire may be used above a height of 6 ½ feet when incorporated with a permitted fence or wall." The Code goes on to say that "All fences in residential districts shall be constructed of stone, brick, finished wood, or chain link. The finished side of the fence, or that side of the fence without exposed supports or posts, shall face the neighboring properties or streets." The proposed fencing plans show that the applicant is proposing wire fabric, having an appearance similar to a chain link, to the height of 6-feet. Then, atop the wire fabric material, three strands of galvanized, 4-point, barbed wire are proposed for an additional, approximately 1'3" for a total height of approximately 7'3". The plans do not show which way the fence faces, and a condition is included herein that requires that the finished side of the fence faces outward.

When considering the variance, three factors should be considered: reasonableness, uniqueness, and essential character. The applicant's responses to each of the factors are also included in italics below.

Reasonableness- This factor means that the landowner would like to use the property in a particularly reasonable way but cannot do so under the rules of the ordinance. The proposed fence would be a continuation of the existing fencing and is necessary to achieve the required safety standards necessary for the facility.

Applicant's response: Yes - there is already an existing facility operating at this location.

Uniqueness - The second factor is that the landowner's problem is due to circumstances unique to the property, not caused by the landowner. The site is an existing site, and the code allows essential service facilities in the R-1 district upon the issuance of a conditional use permit. The site is unique in that there is a necessity to protect the site and provide the necessary safety precautions which are unique to this type of site.

Applicant's response: Yes - Northern Natural Gas does have to meet multiple security standards brought forth by our obligations to FERC and PHMSA. Minimum fence height is one of those standards.

Essential Character - Under this factor, consider whether the resulting structure will be out of scale, out of place, or otherwise inconsistent with the surrounding area. The site is a continuation of its current use as an essential services facility and will not be out of scale, or out of place. The applicant intends to continue the existing evergreen tree screening on the southern side, and a condition is included for screening on the westerly side of the project.

Applicant's response: Yes - considering there is already a facility in operation at this location, this project will cause no change in the essential character of the locality.

Attachments

General Location Map
Aerial
Site Plan

General Location Map

Date: June 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.

N

Aerial Map

Date: June 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.

N

SITE SKETCH

-OF-

MANKATO 1 TBS VALVE REPLACEMENT

-FOR-

Northern Natural Gas

LS #41820

N88°53'54"E 100.00

N88°53'54"E 40.00

LS #41820

9.7

2.5

LANDOWNER: NNG
PID: R010919226001
WARRANTY DEED PER DOC. NO. 218617

TANK

N0°35'06"W 75.00

S0°35'06"E 75.00

S0°35'06"E 75.00

PROPOSED 40x100 FACILITY EASEMENT

15-FOOT BLUFF SETBACK LINE

N. LINE OF THE N.E. 1/4

N.E. 1/4 OF SEC. 19

WARREN ST.

0.6

2.2

S88°53'54"W 100.00

LS #41820

S88°53'54"W 40.00

LANDOWNER: CHURCH OF CHRIST
PID: R010919226002
WARRANTY DEED PER BOOK: 192, PAGE: 906

0 10 20 30

SCALE IN FEET

Bearings based on NAD 83,
Blue Earth County, MN coordinate system

LEGEND:

- HANDHOLE
- UTILITY POLE
- GUY WIRE
- COMMUNICATION BOX
- GAS SIGN
- RISER
- CHAIN LINK FENCE
- WIRE FENCE
- UNDERGROUND ELECTRIC
- OVERHEAD WIRE
- UNDERGROUND CABLE
- UNDERGROUND GAS
- TREELINE
- EXISTING CONTOUR LINE
- TREE
- BITUMINOUS SURFACE
- CONCRETE SURFACE
- GRAVEL SURFACE

Egan, Field & Nowak, Inc.
land surveyors since 1872
475 Old Highway 8 NW, Suite 200
New Brighton, Minnesota 55112
PHONE: (612) 466-3300
WWW.EFNSURVEY.COM

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NO.	REVISION – DESCRIPTION	BY	DATE	CHK'D	APP'D

STATUS	CHECKED BY	CHECKED DATE	APPROVED BY	APPROVED DATE
PRELIM				
BID				
CONST.				

PL#. STA#

CONSTRUCTION YR

	BY	DATE
DESIGN		
DRAWN		
ASBUILT		

FILE NO.:

SCALE:

SITE SKETCH
MANKATO 1 TBS VALVE REPLACEMENT
SECTION 19,
TOWNSHIP 108 N, RANGE 26 W,
BLUE EARTH COUNTY, MINNESOTA

Northern Natural Gas

PROJECT NO. 01140339

DWG. NO.

SHEET 1 – 1

EFN PROJECT NO. 42457

AGENDA RECOMMENDATION

Consent Calendar **6. P.**

City Council Regular Meeting
Meeting Date: 07/14/2025

Agenda Item:

Set July 28, 2025, as the date of the public hearing to review a request for rezoning of properties from M-1, Light Industrial, to O-R, Office Residential; for a Preliminary and Final Plat review of Mankato Housing LP Subdivision; for a Planned Unit Development; for the vacation of alleys and a portion of Sibley Parkway street, dedicated as Patterson Avenue, on the plat of Oakwood Addition (PID's R010813253001, R010813253002, R010813253010); by request of Trellis.

Recommendation/Action(s):

At the June 25, 2025, meeting the Planning Commission recommended setting the date of hearing to review the rezoning request.

Summary:

Trellis is requesting to set July 28, 2025, as the date of hearing to review a rezoning application of the proposed Lot 1, Block 1 from M-1, Light Industrial, to O-R, Office Residential; a preliminary and final plat review of Mankato Housing LP; for a planned unit development; for the vacation of a 15-foot wide public alley running east-west, together with a 15-foot wide public alley running north-south; and for the vacation of a portion of Sibley Parkway.

The applicant intends to develop a 40-unit supportive housing complex within a three-story apartment building, providing permanent housing for individuals and families experiencing or at risk of homelessness.

Associated with the Land Use Plan Amendment, LUPA, approved by the Planning Commission on April 23, 2025, a traffic study was submitted with the LUPA application. A traffic report was developed for the year 2028 build conditions which has a one percent growth rate, which is consistent with forecasted growth within the *MAPO 2045 Transportation Plan*. The one percent estimate is considered a relatively conservative estimate for analysis purposes as the study area has been historically steady or decreasing over the last 10 years. The traffic study shows that, as the results of the year

2028, build capacity analysis indicates that all study intersections and approaches are expected to continue to operate at an acceptable LOS C or better during the typical weekday a.m. and p.m. peak hours; minimum changes to intersection delays and queues are expected. A condition was included with the LUPA that the applicant would be a willing petitioner on proposed future intersection improvements.

A public transit stop is located on the block to provide transportation services for the proposed use. The primary access to the development will be off of Poplar Street.

Preliminary and Final Plat

The proposed Mankato Housing LP subdivision contains one lot on one block and an outlot. In addition, the proposed subdivision dedicates a new portion of Sibley Parkway, which will align the current portion of the street with the intersection of Poplar Street, replacing the existing platted area of Sibley Parkway that runs East-West and is unimproved through the proposed project area.

Block one of the subdivision contains one 1.77-acre lot and encompasses the entire proposed development area bounded by Linder Ave, Poplar Street, and Sibley Parkway. The proposed Outlot A encompasses the 0.57-acre area NE of the currently improved area of Sibley Parkway. The proposed dedicated portion of Sibley Parkway will better align with the current roadway improvements within the subject area. The subject area includes several existing and vacated easements for sewer and other utility purposes and proposes to dedicate the standard drainage and utility easements, as well as a 20-foot-wide utility easement through the middle of Lot 1 for the purposes of preserving an existing active sewer utility line. These easements will remain on the subject parcel. The subject property contains a number of vacated and proposed-to-be vacated rights-of-ways and alleyways.

As is standard practice during the platting process, Bolton & Menk, on behalf of Trellis, conducted an assessment of wetlands in the subject area (Delineation Concurrence) and provided a "No Wetlands Memo", stating that the subject area does not contain any wetlands.

Rezoning

The applicant is proposing to rezone the proposed Lot 1, Block 1 identified on the Mankato Housing LP plat from M-1, Light Industrial, to O-R, Office Residential.

The proposed rezoning is consistent with the underlying land use, as the City Council approved a LUPA on May 12, 2025, changing the land use designation from Heavy Industrial to Office Residential, associated with facilitating the development of a supportive housing project.

The proposed rezoning is consistent with the O-R, Office Residential Zoning designation of the residential complex located east of the subject property.

The proposed project area is part of the area identified in the Sibley Parkway redevelopment project and the City Center Renaissance Plan. This included redevelopment of previously developed industrial areas into primarily residential and commercial properties. At this

time, the majority of the residential redevelopment had occurred north of Hwy 169. This would be one of the next areas for residential redevelopment south of Hwy 169. These guidelines were adopted in 2005/2006 and 2007 and rezoning of the proposed area would be consistent with these redevelopment plans.

Planned Unit Development

A Planned Unit Development is being sought to allow flexibility on the required development parking. The site plan submitted depicts 39 off-street parking stalls for the supportive housing development. This is at a rate of less than 1.0 parking stalls per unit. Trellis, the applicant, stated that the proposed parking would be sufficient for residents and staff, as based on similar Trellis development projects, they estimate that 20-30 percent of Mankato Supportive Housing residents will own cars.

The Mankato City Code requires two parking stalls per dwelling unit for multifamily developments in similar zoning classifications, which would require the development to provide 80 parking stalls for the residential units. The planned unit development provisions in the Code allow the City Council the authority in approving any planned unit development to change, alter, modify, or waive any portion of the applicable standards as they apply to the proposed planned unit development. In allowing flexibility, the City Council shall find that the proposed planned unit development will achieve the purpose of a planned unit development and will not violate the general purpose, goals, and objectives of this chapter and of any plans adopted by the Planning Agency or the City Council. Parking flexibility for the supportive housing project is sought as a result of the project being a supportive housing project that would provide housing with supportive services for those at risk of experiencing or currently experiencing homelessness.

To allow for flexibility, a "public benefit" must be provided by the proposed project. Addressing this, the applicant's narrative states that: "*The proposed development is located on an underutilized site currently used as gravel overflow parking. Its location near downtown, the trail system, and the river make it convenient for multi-unit housing, supporting the goal of the city to provide a variety of housing types. It is a continuation of the development pattern in recent years that has provided multi-unit housing along Linder Ave and Sibley Parkway. Residents bring vitality to the area that currently has a grocery store, restaurants, and downtown entertainment within convenient distances. The development is also reserving the south portion of the site for future development, and incorporates the area to the north that will be preserved for Sibley Parkway ROW and open natural space. As utilities are already located adjacent to the site, it is an efficient use of the utility network without having to extend sewer or water beyond the site. The current site plan includes a sidewalk which will connect the river trail to the north to future sidewalk infrastructure to the south, creating a pedestrian network for the public common good. The Mankato Supportive Housing project will create much-needed housing for the City's lowest-income residents. By pairing permanent housing with supportive services, Trellis and Partners for Housing will promote resident success and prevent the return to homelessness. "The need for affordable housing for individuals struggling with homelessness has been a documented priority for the City of Mankato since 2020, when the Mankato Supportive Housing project was first conceptualized.* "

The applicant states that the proposed 39 off-street parking stalls will be sufficient to serve the proposed supportive housing use, which the applicant refers to as "Poplar Apartments". The following statement provides the applicant's reasoning for their determination: *"A maximum of five staff members from Trellis and Partners for Housing will be on site during work hours. It is reasonable to estimate that all five will utilize a parking stall. The remaining 34 parking stalls will be available for residents, a ratio of .85 per housing unit. Using the most conservative data from other Trellis and Partners for Housing supportive housing projects, the developer estimates that residents of Poplar Apartments will utilize up to 23 parking stalls. The remaining parking stalls will be available for visiting service providers and guests of residents. Occasionally, supportive housing staff may host resources or activities from outside providers, utilizing up to three parking stalls. In planning for Poplar Apartments, Trellis and its development partners reviewed parking needs in supportive housing properties that it already owns and manages. At Park 7 Apartments in Minneapolis, one of 61 residents owns a car. Management staff report that this is representative of residents being placed in housing through the coordinated entry system. At Dale Street Place in Saint Paul, approximately 20 percent of residents own cars. At the Belfry Apartments in Minneapolis, approximately 30 percent of residents have cars. At the St. Peter transitional housing project, up to four of seven residents have vehicles, a ratio of .57 per housing unit."*

The applicant has provided an on-site parking expansion concept plan. The concept plan depicts two possible variations of on-site parking expansions to increase the number of off-street parking stalls provided for the development. The first concept plan shows an added 12-stall row of parking on the south side of the currently proposed parking lot (a total of 51 stalls). The second concept plan depicts a full parking lot expansion into the vacant southern portion of the lot, adding 46 additional off-street parking stalls (a total of 85 stalls). This concept plan was requested in order to prove that on-site parking could reasonably be provided in the instance that the proposed 39-stalls are not sufficient to serve the development. A condition has been included stating that, " *The applicant shall construct the concept parking improvements, if on-site parking is found to not adequately serve the subject use.*"

A snow storage plan was provided by the applicant demonstrating the capability to manage and store snow removed from parking and walking surfaces on site.

Project Details:
The Mankato Supportive Housing project will create permanent housing for singles and families who are homeless or at risk of homelessness. The building will not function as a temporary shelter. Building amenities will include a community room and lounge, fitness center, and computer lab. The project will consist of 40 supportive housing units subsidized by project-based rental assistance. Rent collection and capitalized reserves will provide the funding needed for long-term building operation and maintenance.

The Mankato Supportive Housing project will provide offices for Trellis Property management staff. Trellis staff are responsible for front desk staffing, leasing, marketing, and building and grounds maintenance.

The site manager will be on-site approximately 30 hours per week, maintenance will be on-site approximately 20 hours per week, and the front desk will be staffed 24 hours per day.

In addition to the housing units, the building will provide office and meeting space for Partners for Housing, a non-profit organization that supports individuals and families experiencing homelessness. Two full-time staff members will serve building residents utilizing a housing-first, client-centered approach and provide supportive services that include case management and referrals to address physical wellness, mental health, employment, transportation and employment navigation. A Reserve and Committed Operating Grants for Case management will pay the Partners for Housing staff on an ongoing basis.

In addition to property management and service staffing, this development promises to serve as a hub for local service and non-profit providers. The community and meeting rooms will be made available to groups that work with the property's residents and provide additional benefits such as cooking classes, workforce referrals, or pop-up food shelves.

Partners for Housing and Trellis staff will be on-site Monday through Friday during business hours to serve residents. The front desk will be staffed 24 hours per day for added security at night and on weekends. The building will remain locked during and after business hours and residents and staff will access the building using a fob system.

Site improvements will include an outdoor patio, recreational areas, landscaping, sidewalks, and parking for staff and residents. Outdoor amenity space will be fenced in to discourage non-resident usage. Outdoor recreational areas have been designed/oriented to limit the impact of outdoor noise pollution from Hwy 159 & the Railroad. This is achieved by utilizing the three-story building as an obstruction between the source and residents seeking comfortable use of outdoor amenities.

Support Services:
Support Services will be coordinated by Partners For Housing. The purpose of this development is to support households transitioning from homelessness by "*strengthening their living, social, housing, and employment skills by ensuring they have a stable and dependable environment, while dealing with any other personal issues that may have led to their homeless situation initially* ". Partners For Housing will use a community-based service model that focuses on helping and enabling households to access existing community resources. They state three reasons for this method: 1) *"Service delivery is more cost-effective because efforts are not duplicated by several providers"*. 2) *"Participating residents engage in a more holistic and specialized service plan, which addresses more of their needs over the long term"*. 3) *"Residents accessing services in the community where they live learn self-sufficiency skills in locating and obtaining the things they need"*. Residents will not be required to participate in any of the available services. However, they will retain the right to request those services at any time during their residency.

The applicant worked with Partners For Housing to provide the following narrative describing the support services provided to residents:

Services:
The *applicant will be allowed to move into the unit once they have met the homeless and income eligibility requirements. The applicant will perform a screening and need assessment as part of their initial occupancy. The screening and needs assessment, conducted by a tenant service coordinator from Partners for Housing, will include a functional assessment, individual community support plan, referral, and assistance in obtaining needed mental health and other services, coordination of services and monitoring of the delivery of services.*

Case Management:
The role of each resident's service coordinator is that of overseeing their total treatment plan, assessing, and helping to provide for their basic living needs, and coordinating services needed by the residents or family members. Service Coordinators will meet with their residents weekly or as needed to assess their functioning and progress and assist with any needs or problems. Service Coordinators will continue supervising their residents until it is determined that their services are no longer needed because the residents have reached their treatment goals. Service Coordinators will be responsible for helping the residents to access the services needed.

Public Assistance:
When needed, residents will be assisted in acquiring food and economic assistance so that they can maintain adequate living conditions and provide nutrition for themselves and their children.

Transportation:
The City of Mankato provides transit services for its residents. A fixed stop is located near the project site on Dewey Lane. Access to employment, school, medical facilities, and retail areas through this service allows the household to secure its own use of local services. Gas vouchers and other transportation assistance are available through the Salvation Army, MVAC, and area church partnerships.

Basic Life Skills Classes:
As applicable, residents meet with employment counselors at the Minnesota Workforce Center to assess their skills and training needs, and then are matched to appropriate training, internship, and employment opportunities, or referred to other providers who can assist in working on some other basic skills first. This type of training is needed for individuals who lack some of the requisite skills for basic employment. Education for specific skill sets can be attained through other providers, including University of Minnesota Extension Services and Minnesota Assistance Council for Veterans.

Education:
Public Schools offer Adult Basic Education and English Language Learner classes. Taught by qualified teachers, these courses are provided to small groups at a variety of times and locations. Effective communication and basic math and reading skills are

necessary to acquire and retain employment. Welfare–To–Work: The Minnesota Department of Human Services manages the Diversionary Work Program (DWP) through local Workforce Centers. DWP is a four-month program with the goal of helping low-income Minnesota parents immediately go to work rather than go on welfare. Parents are expected to sign an employment plan, they can receive financial assistance to meet their basic needs and get other support services, such as food support and child and healthcare assistance.

Employment:
On the job, training and paid work experience programs coordinated with local employers can set residents on the path to long-term employment. The MN Workforce Center provides access to employment through job application and interviews with local employers. Residents meet with employment counselors at the Workforce Center to assess their skills and training needs and then are matched to employers. Referrals may also be made to the Life-Work Planning Center depending on the needs and background of the resident.

Availability of Services:
Primary service coordination will be available in the housing project. When community services are needed, the resident's Service Coordinator will assist in organizing transportation and childcare for the resident. Residents in crisis will also have access to crisis lines and the local hospital ER. Case managers will assist residents in contacting and receiving services from community organizations in the greater Mankato area. The available community organizations can be classified into the following categories:

- *Adult Mental Health Services*
- *Chemical Dependency Inpatient and Outpatient Services*
- *Specialized Case Management and Advocacy Services*
- *Veteran Services*
- *Education Services*
- *Financial/Budget Management Services*
- *Independent Living Skill/Hygiene Services*
- *Employment Training/Readiness Services*
- *Parent Training/Mentoring Services*
- *Children's Services (education, truancy, behavioral health, etc.)*

Vacations
Two alleys and an unimproved portion of a public street, "Sibley Parkway", are proposed to be vacated.

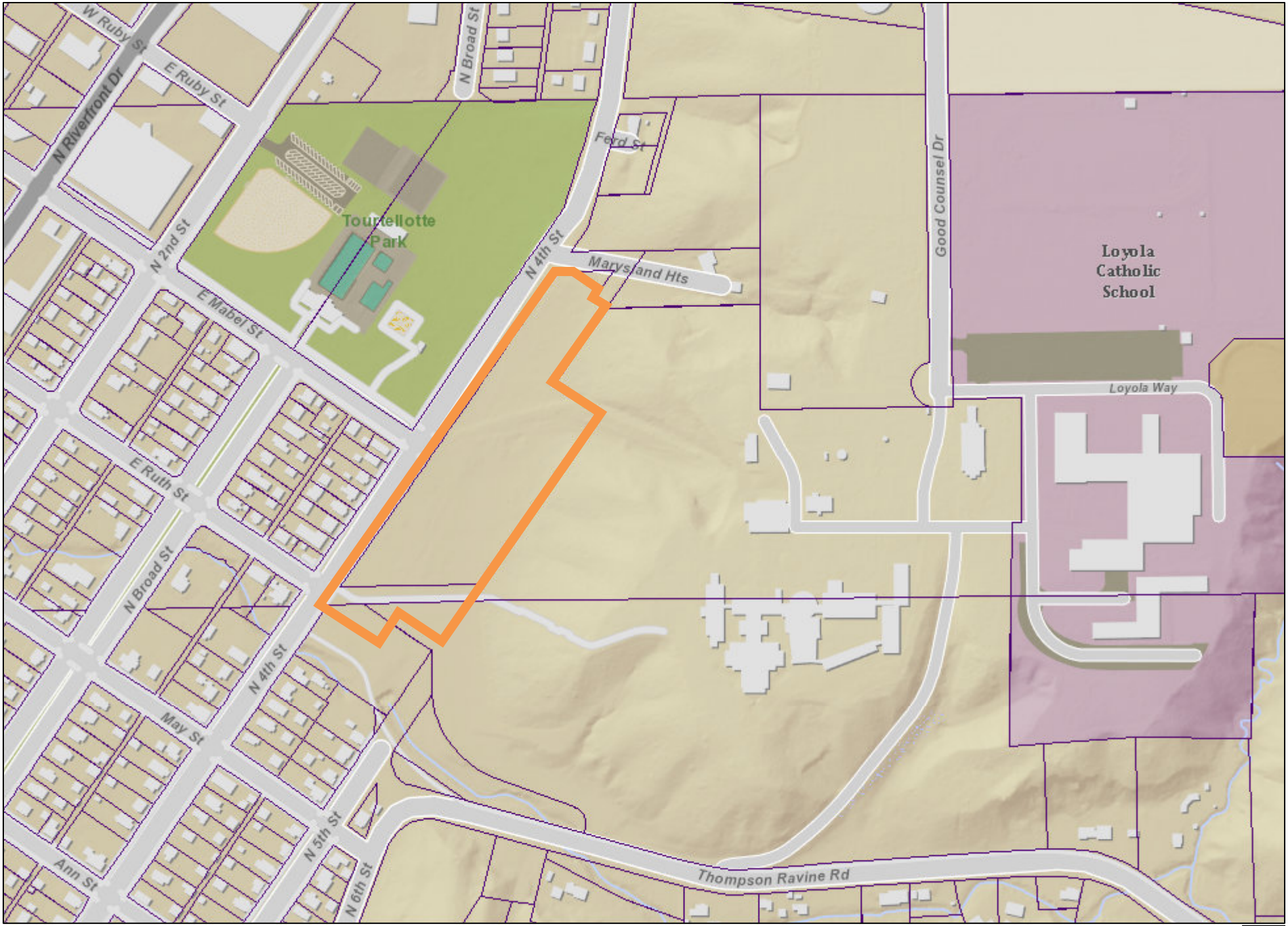
The first alley to be vacated is described as a 15-foot-wide public alley running east-west in said Block 17, lying between the easterly line of Minnesota Department of Transportation Right of Way Plat No. 07-29 and the westerly line of a 15-foot public alley running north-south between Linder Avenue and Sibley Parkway. The second alley is a 15-foot-wide public alley running north-south in said Block 17, lying between the north line of Linder Avenue and the south line of Sibley Parkway.

The other half of the vacation request is for the vacation of an estimated 15,221-square-foot portion of Sibley Parkway, which had been dedicated as "Patterson Avenue", on the plat of Oakwood Addition. This area is generally described as being located between Poplar Street and the Abandoned Chicago, Milwaukee and St. Paul Railway. This area remained as a Public Right-of-way, but was not improved, as a preferred intersection orientation that created a four-way with Poplar Street and Sibley Parkway's trestle crossing was improved instead.

Attachments

General Location Map
Aerial
Preliminary Plat
Final Plat
Vacation Materials
Rezoning Information

General Location Map



Date: June 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.

N

Aerial Map

Date: June 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.

N

PRELIMINARY PLAT FOR:
Trellis Co.

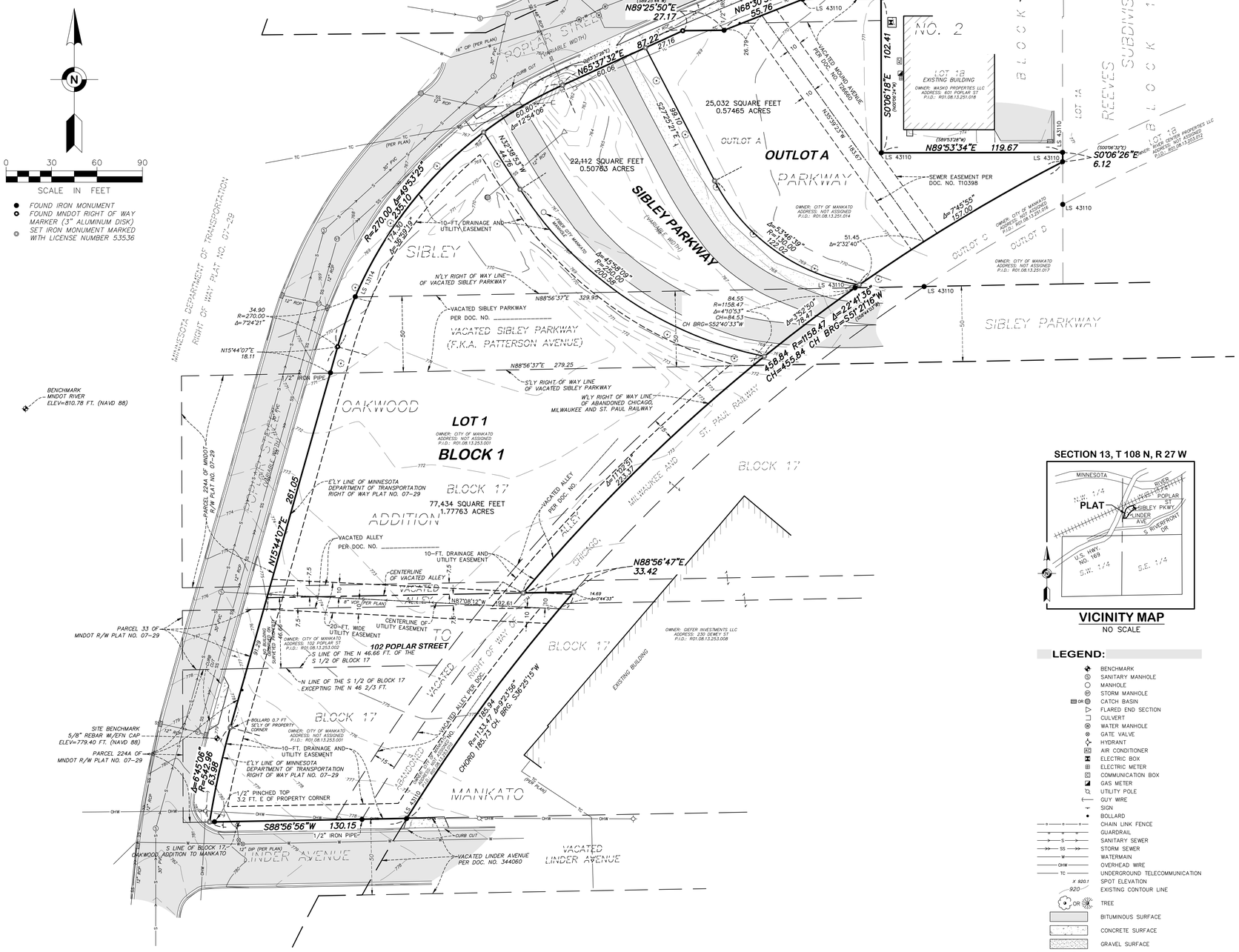
GOPHER STATE ONE CALL NOTE:

List of utilities notified per Gopher State One Call Ticket No. 250070873.

CHARTER COMMUNICATIONS – CHARTR12
CHS INC – CHSINC01
CITY OF MANKATO – CMNKTO01
JAGUAR COMMUNICATIONS – JAGCOM01
CENTER POINT ENERGY – MNGAS04
CONSOLIDATED COMMUNICATIONS I – MNKCTT01
MNDOT – MNSDOT01
SPRINT/COGENT COMMUNICATIONS – USSPNT01
XCEL ENERGY – XCEL02

ZONING INFORMATION:

Per the appraisal letter prepared by Robinson Appraisal & Associates, dated July 12, 2023, the subject property is zoned M – 1, Light Industrial District, and will be rezoned to OR, Office – Residential District. Setback requirements, height and floor space area restrictions and parking requirements are not specified in said letter and are not depicted hereon.



EXISTING LEGAL DESCRIPTION:

North 46.66 feet of South Half of Block 17, Oakwood Addition to City of Mankato, lying West of the abandoned Railroad right of way of Chicago, Milwaukee & St. Paul Railway Co., according to the recorded plat thereof, Blue Earth County, Minnesota.

AND

All of Chicago, Milwaukee, St Paul and Pacific Railroad Company's 25 foot wide property in Block 17 lying southerly of the center line of the east–west alley running through Block 17, Oakwood Addition, according to the recorded plat thereof, Blue Earth County, Minnesota.

AND

All of Block 17 West of the Chicago, Milwaukee & St. Paul Railway, except the North 46 2/3 feet of the South 1/2 of said Block 17 all according to the Map of Oakwood Add. to Mankato, 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, and except Parcel 224A on Minnesota Department of Transportation Right of Way Plat Numbered 07–29, according to the recorded plat thereof, Blue Earth County, Minnesota.

AND

Outlot A, Sibley Parkway No. 2, City of Mankato, Blue Earth County, Minnesota.

AND

The vacated alleys, publicly dedicated within Block 17, OAKWOOD ADDITION TO MANKATO, according to the recorded plat thereof, Blue Earth County, Minnesota, being over, under and across those parts of said alleys being described as follows:

A 15–foot wide Public Alley running east–west in said Block 17 lying between the easterly line of Minnesota Department of Transportation Right of Way Plat No. 07–29 and the westerly line of a 15–foot Public Alley running north–south between Linder Avenue and Sibley Parkway;

Together with a 15–foot wide Public Alley running north–south in said Block 17 lying between the north line of Linder Avenue and the south line of Sibley Parkway.

AND

Vacated Sibley Parkway, publicly dedicated as Patterson Avenue on the plat of OAKWOOD ADDITION TO MANKATO, according to the recorded plat thereof, Blue Earth County, Minnesota, and being described as:

Beginning at the intersection of the southerly right of way line of said Sibley Parkway with the westerly line of the abandoned right of way of the Chicago, Milwaukee and St. Paul Railway, as depicted on said plat of OAKWOOD ADDITION TO MANKATO, thence South 88 degrees 56 minutes 37 seconds West, assumed bearing, along said southerly right of way line of Sibley Parkway, a distance of 279.25 feet to the intersection of said southerly right of way line with the easterly line of Minnesota Department of Transportation Right of Way Plat No. 07–29; thence North 15 degrees 44 minutes 07 seconds East, along said easterly right of way line, a distance of 18.11 feet; thence continuing along said easterly right of way line, 34.90 feet along a tangential curve concave to the southeast, having a radius of 270.00 feet and a central angle of 07 degrees 24 minutes 21 seconds, to the intersection of said easterly right of way line with the northerly right of way line of said Sibley Parkway; thence North 88 degrees 56 minutes 37 seconds East, along said northerly right of way line, a distance of 329.95 feet to the intersection of said northerly right of way line with said westerly right of way line of the abandoned right of way of the Chicago, Milwaukee and St. Paul Railway; thence southwesterly 84.55 feet, along said westerly right of way line, on a non–tangential curve concave to the southeast, having a radius of 1158.47 feet, a central angle of 04 degrees 10 minutes 53 seconds, and a chord bearing of South 52 degrees 40 minutes 33 seconds West, to the point of beginning.

PROPOSED LEGAL DESCRIPTION:

Lot 1, Block 1 and Outlot A, MANKATO HOUSING LP, Blue Earth County, Minnesota.

GENERAL SURVEY NOTES:

1. The orientation of this bearing system is based on the Blue Earth County coordinate grid (NAD 83–2011 Adj.).
2. The legal description and easement information used in the preparation of this survey is based on the Commitment for Title Insurance prepared by Guaranty Commercial Title, Inc. as issuing agent for Old Republic National Title Insurance Company, Commitment No. 68417, Revision No. 1, dated January 23, 2025.
3. The surveyed property has direct access to Poplar Street, Sibley Street, Linder Street, all public rights of way, and the public alley, as platted in OAKWOOD ADDITION, lying westerly of the surveyed property, as shown and labeled hereon.
4. This survey shows only those improvements visible during the field survey, some structures and improvements covered by ice and snow, or underground may not be shown.
5. The address of the property described hereon is 102 Poplar Street, Mankato, MN 56002.
6. The property described hereon lies within Flood Zone X (Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood) per Federal Insurance Rate Map No. 27013C 0092 F, dated February 22, 2024.
7. The total area of the property described hereon is 124,578 square feet or 2.85991 acres.
8. The contours depicted hereon are per elevation data collected while conducting the fieldwork. The contour interval is 1 foot.

   BENCHMARK: Top of Minnesota Department of Transportation Geodetic Monument MNDT RIVER. Elevation = 810.78 feet. (NAVD 88)

   SITE BENCHMARK: Top of 5/8" rebar with EFN cap at the southwest corner of the surveyed property. Elevation = 779.40 feet. (NAVD 88)
9. Existing utilities, services and underground structures shown hereon were located either physically, from existing records made available to us, by resident testimony, or by locations provided by Gopher State One Call, per Ticket No. 250070873. However, lacking excavation, the exact location of underground features cannot be accurately, completely and reliably depicted. Where additional or more detailed information is required, the client is advised that excavation may be necessary. Other utilities and services may be present and verification and location of all utilities and services should be obtained from the owners of the respective utilities prior to any design, planning or excavation.

PROPOSED LOT AREAS:

Proposed Lot 1, Block 1:	77,434	Square Feet	1.77763	Acres
Proposed Outlot A:	25,032	Square Feet	0.57465	Acres
Proposed Sibley Parkway:	22,112	Square Feet	0.50763	Acres
Total	124,578	Square Feet	2.85991	Acres

CONTACT INFORMATION:

Owner/Subdivider: City of Mankato
Intergovernmental Center
10 Civic Center Plaza
Mankato, MN 56001

507–387–8600

Designer/Surveyor: Egan, Field & Nowak, Inc.
475 Old Highway 8, Suite 200
New Brighton, MN 55112

612–466–3300

SECTION 13, T 108 N, R 27 W

VICINITY MAP
NO SCALE

LEGEND:

- BENCHMARK
- SANITARY MANHOLE
- MANHOLE
- STORM MANHOLE
- CATCH BASIN
- FLARED END SECTION
- CULVERT
- WATER MANHOLE
- GATE VALVE
- HYDRANT
- AIR CONDITIONER
- ELECTRIC BOX
- ELECTRIC METER
- COMMUNICATION BOX
- GAS METER
- UTILITY POLE
- GUY WIRE
- SIGN
- BOLLARD
- CHAIN LINK FENCE
- GUARDRAIL
- SANITARY SEWER
- STORM SEWER
- WATERMAIN
- OHW — OVERHEAD WIRE
- TC — UNDERGROUND TELECOMMUNICATION
- x 920.1 — SPOT ELEVATION
- 920 — EXISTING CONTOUR LINE
- TREE
- BITUMINOUS SURFACE
- CONCRETE SURFACE
- GRAVEL SURFACE

(NXX°XX'XX"E) RECORD BEARING PER PLAT OF SIBLEY PARKWAY NO. 2

CERTIFICATION:

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Date of survey: April 17, 2025.
Date of signature: May 12, 2025.

Christopher A. Terwedo
Minnesota License No. 53536
cterwedo@efnsurvey.com

FIELD BOOK	PAGE

DRAWING NAME: 42434 Preliminary Plat.dwg
JOB NO. 42434
FILE NO. 4719

FIELDWORK CHIEF: AV,RA
DRAWN BY: DL
CHECKED BY: CAT

REVISIONS

NO.	DATE	DESCRIPTION
1	2025/04/23	REVISED TITLE COMMITMENT
2	2025/05/23	ADDED UTILITY AND DRAINAGE & UTILITY EASEMENTS
3	2025/06/12	UPDATED PROPOSED UTILITY EASEMENT

PRELIMINARY PLAT OF MANKATO HOUSING LP

SURVEY FOR: Trellis Co.

PROPERTY ADDRESS: 102 Poplar Street, Mankato, Minnesota 56001

Egan, Field & Nowak, Inc.
land surveyors since 1872
475 Old Highway 8 NW, Suite 200
New Brighton, Minnesota 55112
PHONE: (612) 466-3300
WWW.EFNSURVEY.COM

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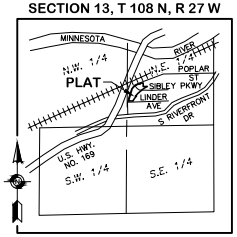
MANKATO HOUSING LP

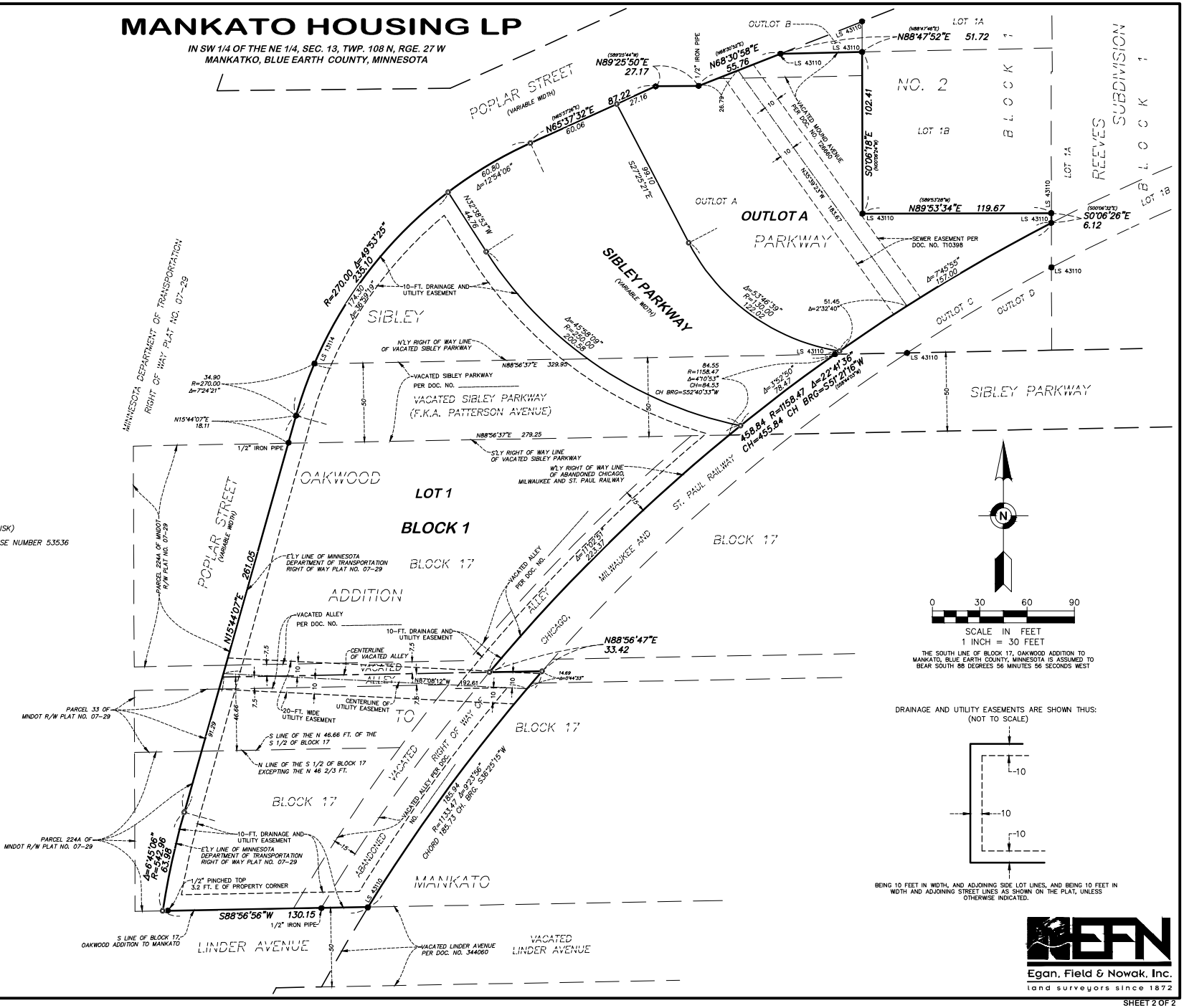
IN SW 1/4 OF THE NE 1/4, SEC. 13, TWP. 108 N, RGE. 27 W
MANKATKO, BLUE EARTH COUNTY, MINNESOTA

SECTION 13, T 108 N, R 27 W



VICINITY MAP
NO SCALE

- DENOTES FOUND MONUMENT AS NOTED
- DENOTES FOUND MNDOT RIGHT OF WAY MARKER (3" ALUMINUM DISK)
- DENOTES SET 5/8-INCH BY 14-INCH REBAR MARKED WITH LICENSE NUMBER 53536



SCALE IN FEET
1 INCH = 30 FEET

THE SOUTH LINE OF BLOCK 17, OAKWOOD ADDITION TO MANKATO, BLUE EARTH COUNTY, MINNESOTA IS ASSUMED TO BEAR SOUTH 88 DEGREES 56 MINUTES 56 SECONDS WEST

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:
(NOT TO SCALE)

BEING 10 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND BEING 10 FEET IN WIDTH AND ADJOINING STREET LINES AS SHOWN ON THE PLAT, UNLESS OTHERWISE INDICATED.

Egan, Field & Nowak, Inc.
land surveyors since 1872

PETITION TO VACATE UNDER SECTION 10.04, CHAPTER 10 OF THE CITY CHARTER

HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL OF MANKATO, MINNESOTA:

The undersigned property owner/owners respectfully represent:

City of Mankato

That the petitioners are fee owner/owners of the following described property situated in the City of Mankato, Blue Earth County, Minnesota, to wit:

See attached legal description.

The petitioner is interested in having vacation of any interest the City may or may not have in the following described right-of-way, to wit:

See attached exhibits with the legal description of the requested vacated areas.

That the above-described portion of this street or alley is not necessary for traffic circulation and, therefore, the vacation of the described portion of said street or alley would relieve the City of any responsibility for maintenance or construction.

THEREFORE, the petitioner/petitioners respectfully request that a date for a hearing on this petition be set and at such hearing a resolution be passed to vacate any interest the City may have in the above described portion of said right-of-way.

Dated this 22nd day of May, 20 25.

Susan MH Arntz

Petitioner Susan MH Arntz, City Manager

10 Civic Center Plaza, Mankato, MN 56001

Mailing Address

507-387-8695

Phone

sarntz@mankatomn.gov

Email

Subscribed and sworn to by me, a Notary Public, within and for said County, on this 22nd day of May, 20 25.

Notary Public

JENNIFER ELIZABETH GUERRERO
Notary Public-Minnesota
My Commission Expires Jan. 31, 2029

EXHIBIT "A"

Parcel 1

North 46.66 feet of South Half of Block 17, Oakwood Addition to City of Mankato, lying West of the abandoned Railroad right of way of Chicago, Milwaukee & St. Paul Railway Co., according to the recorded plat thereof, Blue Earth County, Minnesota.

(Abstract Property)

Parcel 2

All of Chicago, Milwaukee, St Paul and Pacific Railroad Company's 25 foot wide property in Block 17 lying southerly of the center line of the east-west alley running through Block 17, Oakwood Addition, according to the recorded plat thereof, Blue Earth County, Minnesota.

(Abstract Property)

Parcel 3

All of Block 17 West of the Chicago, Milwaukee & St. Paul Railway, except the North 46 2/3 feet of the South 1/2 of said Block 17 all according to the Map of Oakwood Add. to Mankato, 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, and except Parcel 224A on Minnesota Department of Transportation Right of Way Plat Numbered 07-29, according to the recorded plat thereof, Blue Earth County, Minnesota..

Being Registered land as is evidenced by Certificate of Title No. 29,044.

Parcel 4

Outlot A, Sibley Parkway No. 2, City of Mankato, Blue Earth County, Minnesota.

Being Registered land as is evidenced by Certificate of Title No. 29,044.

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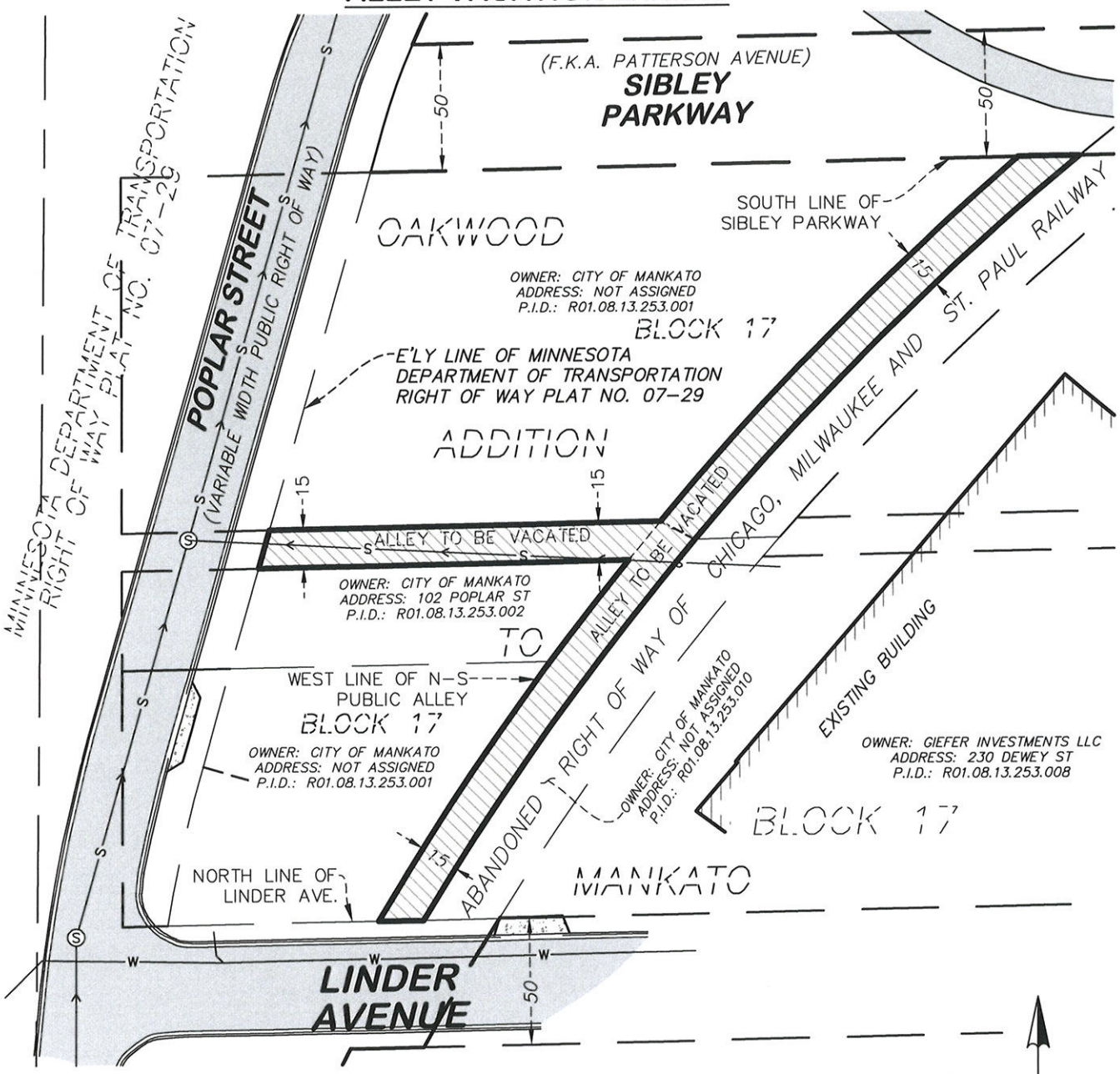
AMERICAN LAND TITLE ASSOCIATION

ALLEY VACATION EXHIBIT



A vacation of publicly dedicated alleys within Block 17, OAKWOOD ADDITION TO MANKATO, according to the recorded plat thereof, Blue Earth County, Minnesota, being over, under and across those parts of said alleys being described as follows:

A 15–foot wide Public Alley running east–west in said Block 17 lying between the easterly line of Minnesota Department of Transportation Right of Way Plat No. 07–29 and the westerly line of a 15–foot Public Alley running north–south between Linder Avenue and Sibley Parkway;

Together with a 15–foot wide Public Alley running north–south in said Block 17 lying between the north line of Linder Avenue and the south line of Sibley Parkway.

Containing 8,171 square feet or 0.1876 acres, more or less.

0 60

SCALE IN FEET

ALLEY VACATION EXHIBIT EXHIBIT FOR:

TRELLIS CO.

SITE LOCATION: Site Address
City, State Zip Code
X County Tax P.I.D.

Egan, Field & Nowak, Inc.
land surveyors since 1872

475 Old Highway 8 NW, Suite 200
New Brighton, Minnesota 55112
PHONE: (612) 466-3300
WWW.EFNSURVEY.COM

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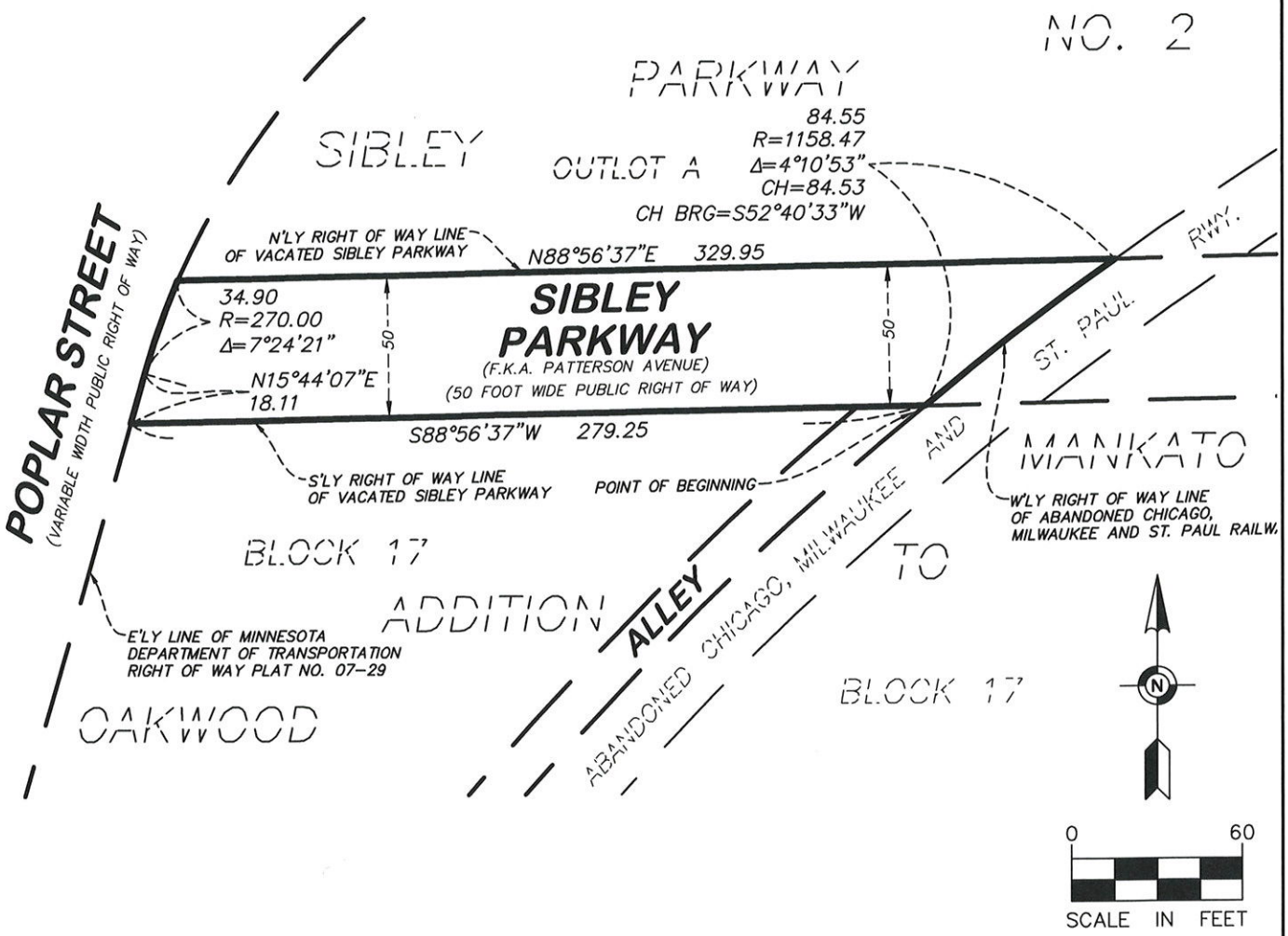
JOB NO. 42434

DRAWING NAME: 42434 Vacation Exhibit.dwg

STREET VACATION EXHIBIT



A vacation of Sibley Parkway, publicly dedicated as Patterson Avenue on the plat of OAKWOOD ADDITION TO MANKATO, according to the recorded plat thereof, Blue Earth County, Minnesota, being described as:

Beginning at the intersection of the southerly right of way line of said Sibley Parkway with the westerly line of the abandoned right of way of the Chicago, Milwaukee and St. Paul Railway, as depicted on said plat of OAKWOOD ADDITION TO MANKATO, thence South 88 degrees 56 minutes 37 seconds West, assumed bearing, along said southerly right of way line of Sibley Parkway, a distance of 279.25 feet to the intersection of said southerly right of way line with the easterly line of Minnesota Department of Transportation Right of Way Plat No. 07–29; thence North 15 degrees 44 minutes 07 seconds East, along said easterly right of way line, a distance of 18.11 feet; thence continuing along said easterly right of way line, 34.90 feet along a tangential curve concave to the southeast, having a radius of 270.00 feet and a central angle of 07 degrees 24 minutes 21 seconds, to the intersection of said easterly right of way line with the northerly right of way line of said Sibley Parkway; thence North 88 degrees 56 minutes 37 seconds East, along said northerly right of way line, a distance of 329.95 feet to the intersection of said northerly right of way line with said westerly right of way line of the abandoned right of way of the Chicago, Milwaukee and St. Paul Railway; thence southwesterly 84.55 feet, along said westerly right of way line, on a non–tangential curve concave to the southeast, having a radius of 1158.47 feet, a central angle of 04 degrees 10 minutes 53 seconds, and a chord bearing of South 52 degrees 40 minutes 33 seconds West, to the point of beginning.

Containing 15,221 square feet or 0.34943 acres, more or less.

ALLEY VACATION EXHIBIT EXHIBIT FOR:

TRELLIS CO.

SITE LOCATION: 102 Poplar Street
Mankato, Minnesota 56001
Blue Earth County

Egan, Field & Nowak, Inc.
land surveyors since 1872

475 Old Highway 8 NW, Suite 200
New Brighton, Minnesota 55112
PHONE: (612) 466-3300
WWW.EFNSURVEY.COM

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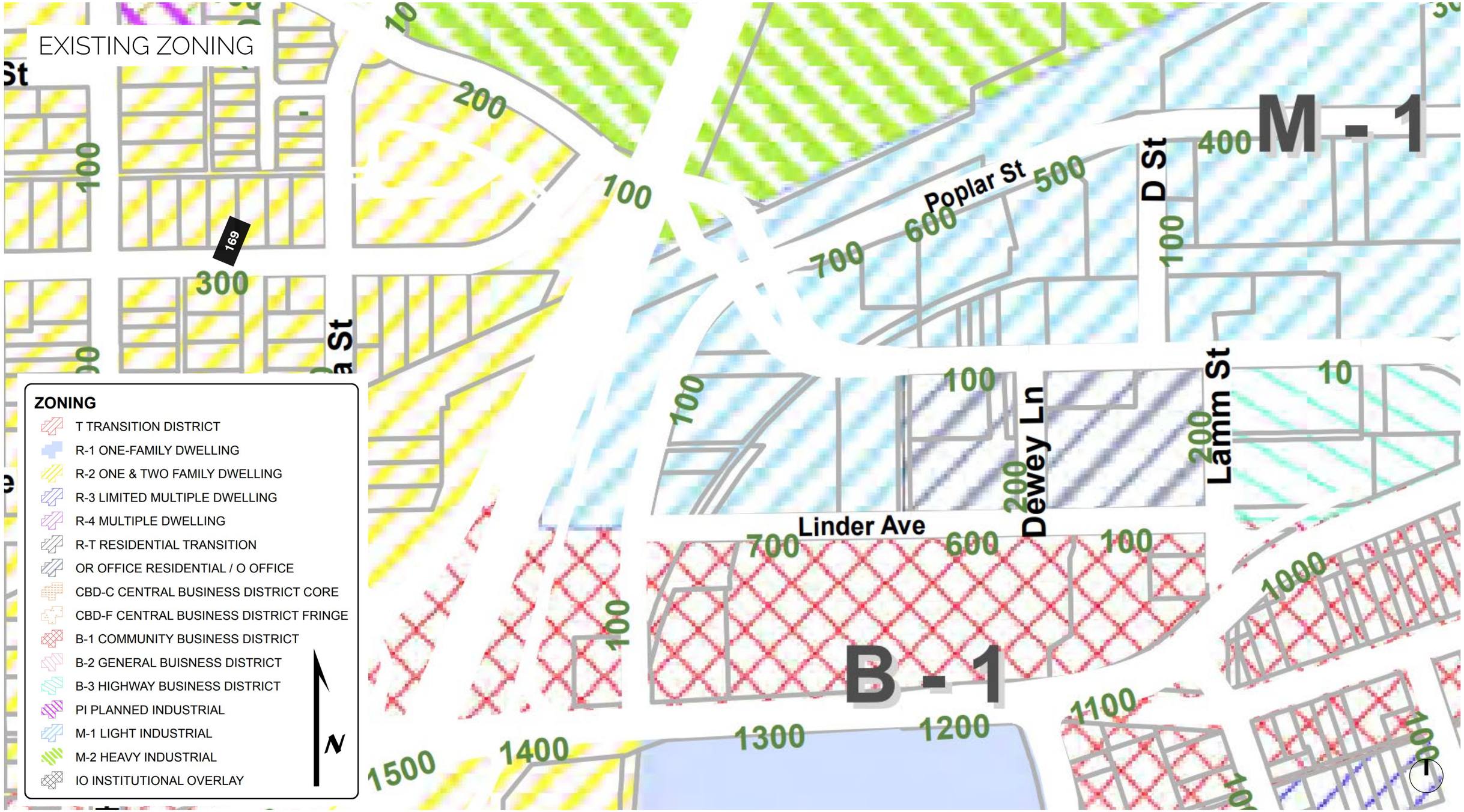
JOB NO. 42434

DRAWING NAME: 42434 Street Vacation Exhibit.dwg

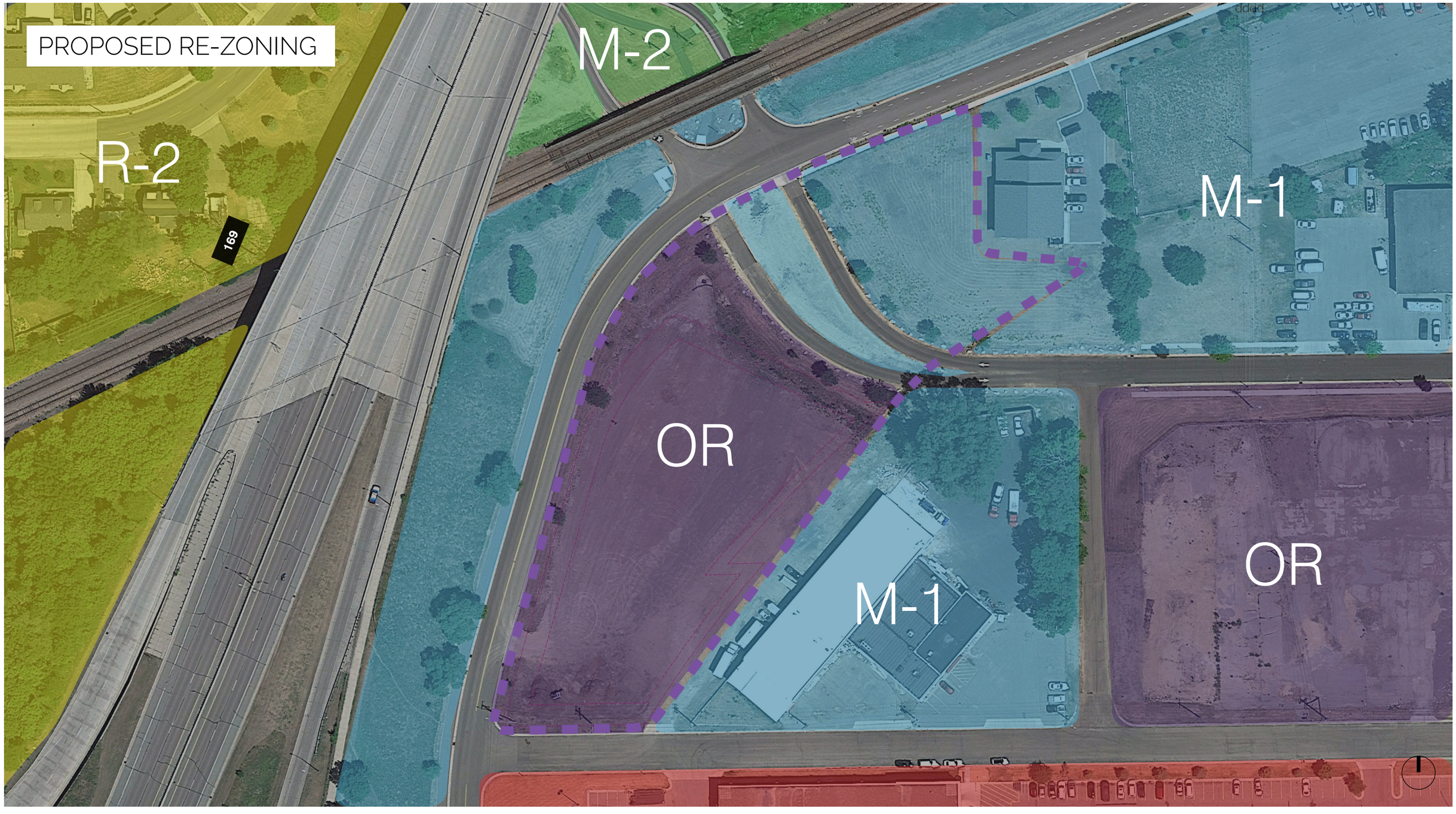
EXISTING ZONING



ZONING

- T TRANSITION DISTRICT
- R-1 ONE-FAMILY DWELLING
- R-2 ONE & TWO FAMILY DWELLING
- R-3 LIMITED MULTIPLE DWELLING
- R-4 MULTIPLE DWELLING
- R-T RESIDENTIAL TRANSITION
- OR OFFICE RESIDENTIAL / O OFFICE
- CBD-C CENTRAL BUSINESS DISTRICT CORE
- CBD-F CENTRAL BUSINESS DISTRICT FRINGE
- B-1 COMMUNITY BUSINESS DISTRICT
- B-2 GENERAL BUISNESS DISTRICT
- B-3 HIGHWAY BUSINESS DISTRICT
- PI PLANNED INDUSTRIAL
- M-1 LIGHT INDUSTRIAL
- M-2 HEAVY INDUSTRIAL
- IO INSTITUTIONAL OVERLAY

N



URBANWORKS

Trellis Co.

Mankato Supportive Housing

MANKATO, MN / 06.04.2025 / 23-0005

RE-ZONING

AGENDA RECOMMENDATION

Consent Calendar **6. Q.**

City Council Regular Meeting
Meeting Date: 07/14/2025

Agenda Item:

Set August 11, 2025, as the date of the public hearing to review a request for rezoning of properties from P-I, Planned Industrial, to R-3, Limited Multiple Dwelling District (Lot 4, Block 10; Lots 1-2, Block 9; Lots 9-16, Block 7; Lots 1-8, Block 8; Columbia Park Addition; Lots 1-6, Block 24, Germania Park Addition); by request of Fisher Development.

Recommendation/Action(s):

At the June 25, 2025, meeting, the Planning Commission recommended the City Council set the date of hearing to review the proposed rezoning.

Summary:

Fisher Development, with permission of the property owner, is requesting to set July 28, 2025, as the date of hearing to review the rezoning of properties located on 8th Avenue from P-I, Planned Industrial, to R-3, Limited Multiple Dwelling District. The subject properties are described as Columbia Park Add, Lot 4, Block 10; Columbia Park Add Lots 1,2, Block 9; Columbia Park Add Lots 9-16, Block 7; Columbia Park Add Lots 1-8, Block 8; Germania Park Add Lots 1-6, Block 24, City of Mankato (PID's R010906331009, R010906184004, R010906180008, etal.).

The rezoning request is consistent with the adjacent neighborhood to the east of the subject site, which is also zoned R-3. Properties used for residential purposes are located just to the north and south of the subject site and those properties maintain the P-I, Planned Industrial, zoning designation and will do so until such a time as those property owners seek a rezoning of the subject properties. The property located to the west of the subject site, the former quarry, is zoned M-2, Heavy Industrial.

The proposed rezoning is in keeping with the recently amended land use plan for the area. On May 12, 2025, the Mankato City Council adopted a Land Use Plan amendment that changed the guided land use of the subject properties from Light Industrial to Medium Density Residential to allow for the construction of single-family dwellings, either

attached or detached. The Council approval incorporated findings from the Jefferson Quarry Redevelopment Plan, which was a small area plan developed and adopted on September 11, 2023, for guidance in the redevelopment of the Jefferson quarry area.

While the street is currently unpaved and the lots are not served by public utilities, the subject properties are proposed to be served by public utilities through the Germania Park Phase 5 Capital Improvement Plan project. A recommended condition is included herein that development on the subject parcels, including the issuance of any building permits, will be considered only after the street is complete, and the public utility infrastructure has been installed.

The Land Use Plan Amendment was adopted with the following conditions, and those conditions, with slight modifications for this request, are also recommended in the consideration for rezoning of the subject parcels.

1. At the time of any subsequent future zoning requests for the development area, a more in-depth traffic study shall be provided at the time of application submission to assess the need for intersection geometry or traffic control improvements associated with the subject development.
2. The design of the structures in the area shall be thoughtfully integrated into the existing neighborhood and shall provide high-quality design standards.
3. Prior to future development, the applicant will be required to seek rezoning for the subject parcels, as well as any required zoning approvals for the proposed development.
4. The site development shall provide a multi-modal connectivity plan for the site. The plan shall include a future pedestrian connection from the neighborhood into the quarry.
5. Any future changes to the street network included in the traffic memorandum, such as modifications to Cleveland, Harper or Lind, will require a re-evaluation of the traffic impact information provided. Any costs associated with said changes and study updates will be those of the applicant or successors.

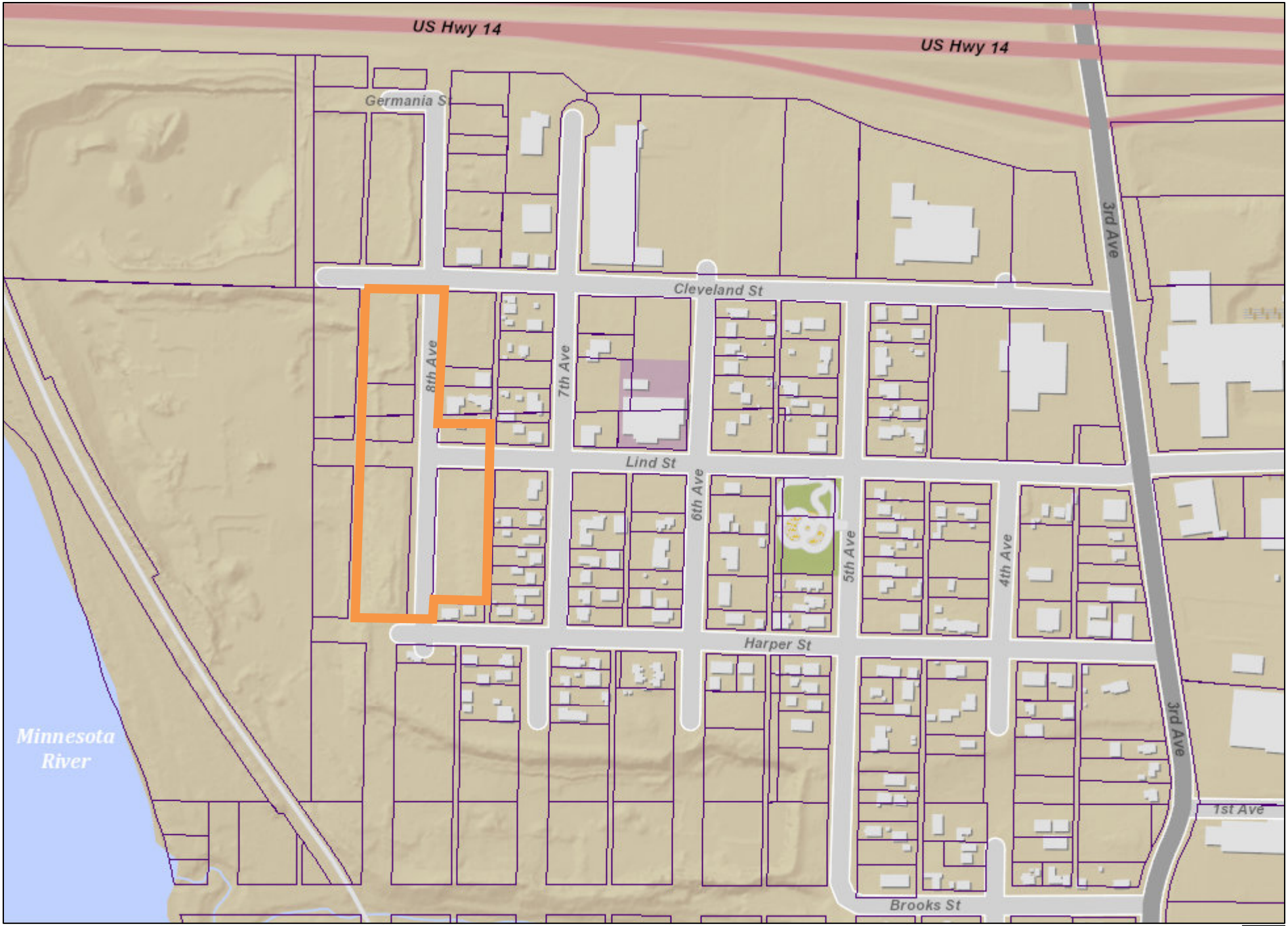
Attachments

General Location Map

Aerial

Rezoning Information

General Location Map



Date: March 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.

N

Aerial Map

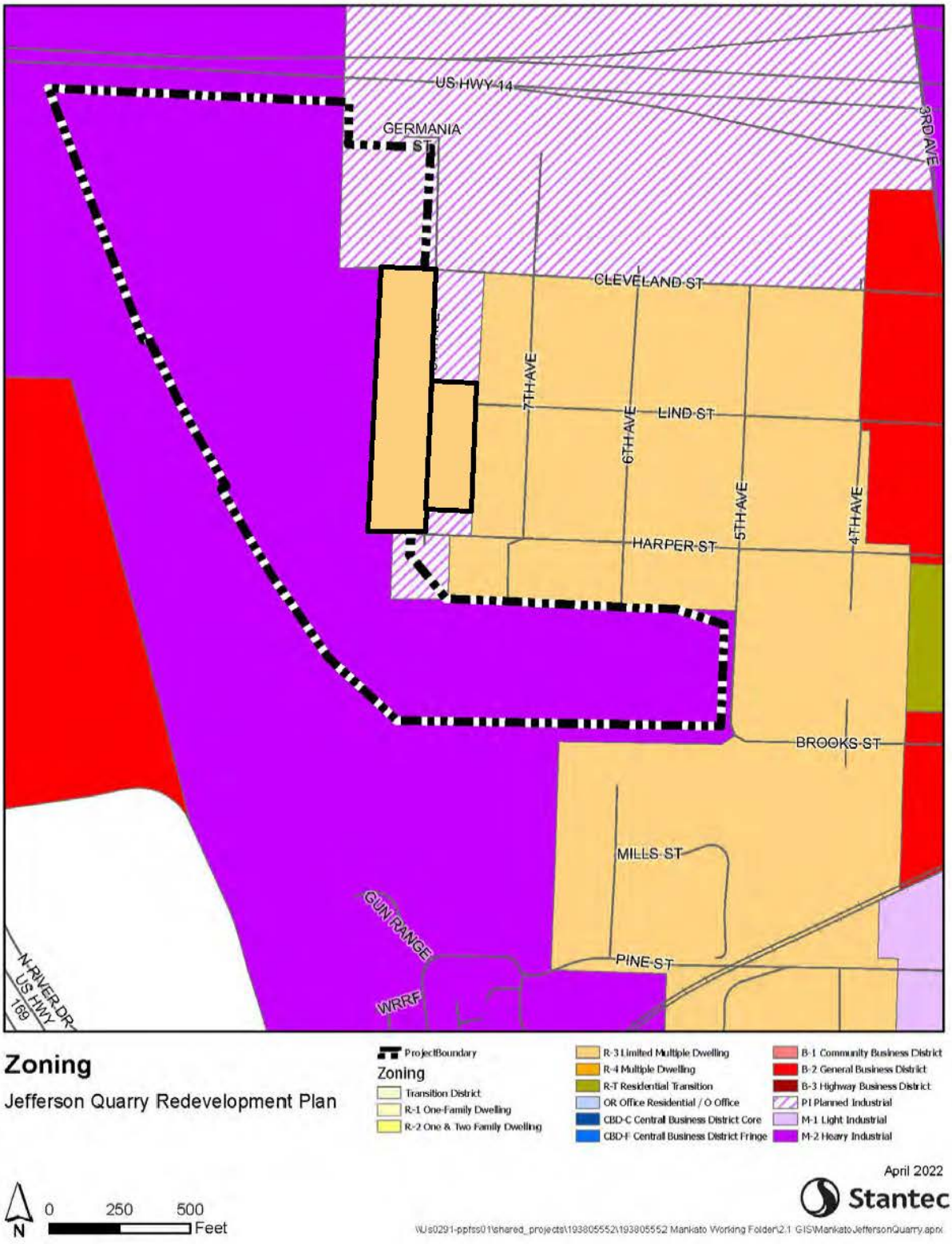
Date: March 2025

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.

N

Figure 7. Zoning



AGENDA RECOMMENDATION

Public Hearings **7. A.**

City Council Regular Meeting
Meeting Date: 07/14/2025

Agenda Item:

Resolution approving a Land Use Plan amendment to change the guided land use from Light Industrial to Medium Density Residential (1416, 1420, 1430 2nd Avenue); by request of Wrestling Brotherhood.

Recommendation/Action(s):

At the May 28, 2025, meeting, the Planning Commission recommended adoption of the resolution amending the Land Use Plan.

Summary:

Wrestling Brotherhood, with the consent of the property owners, are requesting a land use plan amendment to reclassify the designated land use from Light Industrial to Medium Density Residential.

In accordance with Mankato's City Charter, on April 28, 2025, the Mankato City Council referred the Land Use Plan request to the Planning Commission for review and consideration. The Commission reviewed the request at their May 28, 2025, meeting, and has provided a recommendation of approval with conditions. Following the Planning Commission's review and with their recommendation, the City Council will conduct a public hearing on July 14, 2025, before adopting the proposed plan or modifications by resolution, with or without amendments.

Land use

The City of Mankato Land Use Plan is utilized for guiding and accomplishing the coordinated, adjusted, and harmonious development of the city and its environs which will, in accordance with present and future needs, best promote health, safety, order, and general welfare. As a guideline, the Land Use Plan is not a zoning document. The policies, goals, and objectives are to be complementary to the City of Mankato Comprehensive Plan and the City of Mankato Strategic Plan. The Land Use Plan is intended to promote efficiency and economy in the process of development, including, among other things, adequate provision for traffic; the promotion and protection of

environmentally sensitive areas; distribution of population; providing housing alternatives; the promotion of good civic design and arrangement; efficient expenditure of public funds; and the adequate provision of public utilities and other public requirements.

There are two components to the land use plan, which are the text and the map. The text provides the policies, goals, and objectives. In addition, the Land Use Plan includes location criteria for each of the land use classifications.

The proposed land use changes should address the items listed in the land use plan under the policies, goals, and objectives. For this request, the applicant is proposing to change the property which has the land use classification from Light Industrial to Medium Density Residential.

Proposal

The proposed amendment seeks to change the land use to facilitate the development of a wrestling facility. According to the applicants' narrative, the proposed wrestling facility will house a gymnasium for classes and training for participants. The three subject parcels are west of 2nd Avenue, not on Maxfleld Street, and south of Spruce Street. Together, the three parcels are 0.72 acres. The intended development will have access to and from the site along Spruce Street and 2nd Avenue.

To engage the community, the applicants hosted a neighborhood meeting on March 31st and April 3rd. Meeting notices were sent out to property owners within 500 feet of the site with a 10-day notice given. In total, three attendees signed in at the meeting. According to the narrative, there was no negative feedback received.

A traffic study was submitted showing that the proposed use of the property will have minimal impact on the surrounding road network as there is low trip generation potential and alternative routes to access the site.

Moving forward

Prior to any future development, the applicant will be required to submit zoning requests for rezoning of the subject parcels, conditional use permit requests, and any other applicable zoning requests.

Attachments

Resolution
General Location Map
Aerial
Narrative
Proposed Land Use Plan Amendment
Concept Site Plan

RESOLUTION AMENDING THE CITY OF MANKATO LAND USE PLAN

WHEREAS, the City of Mankato has adopted a Land Use Plan in conformance with Minnesota Statute 462; and

WHEREAS, periodically the Land Use Plan may be amended to reflect revised goals and objectives for a particular tract of land or area within and around the City; and

WHEREAS, the existing Land Use Plan for the tract described as Lots 3, 4, 5, Block 16, Mankato City, (Blue Earth County PIDs R010907206004, R010907206005, R010907206006, 1416, 1420, 1430 2nd Avenue), depicts a Light Industrial land use;

WHEREAS, the proposed land use pattern depicts Medium Density Residential;

WHEREAS the Planning Agency has reviewed the proposal (CY 21-25) and made the following findings:

1. Promote adequate low and medium-density housing for all income levels and age groups. The proposed use is not a housing project, however it is a recreational use.
2. Support the goals and objectives of Mankato Area Transportation and Planning Study and the parks and open space plan. The site is served by city transportation via flex routes and mobility rides. The area is currently served by Bienapfl Park.
3. Retain and enhance the character and quality of established residential neighborhoods and revitalize, rehabilitate, or redevelop those neighborhoods where such improvements are needed. The applicant is proposing to redevelop a currently vacant lot which in the past was used as a restaurant and bar.
4. Encourage and promote innovations in development techniques in order to obtain maximum livability and excellence in planning and design for all new developments. The applicant is proposing a recreational facility that is innovative to the area as it is redeveloping a currently vacant lot.
5. Provide pedestrian connectivity between neighborhoods and destination points. There is no proposed sidewalk that is planned in the area according to the City of Mankato trail and sidewalk plan.
6. Facilitate neighborhood commercial node development. The proposed use of the property is private recreational use.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Mankato approves the Land Use Plan Amendment for that tract described as Lots 3, 4, 5, Block 16, Mankato City, (Blue Earth County PIDs R010907206004, R010907206005, R010907206006, 1416, 1420, 1430 2nd Avenue) from Light Industrial to Medium Density Residential with the following conditions.

1. Any future approvals shall be completed in conformance with the permitting requirements such as rezoning, and conditional use permit reviews, and other applicable zoning reviews.

This resolution shall become effective immediately upon passage.

Passed this _____ day of _____, 2025.

_____
Najwa Massad
Mayor

ATTEST: _____
Renae Kopischke, MMC
City Clerk

General Location Map

Date: May 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.

N

Aerial Map

Date: May 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.

N

April 8, 2025

Mark Konz
Director of Planning & Development Services
City of Mankato
10 Civic Center Plaza
Mankato, MN 56001
Mkonz@mankatomn.gov

Molly Westman
Planning Coordinator
City of Mankato
10 Civic Center Plaza
Mankato, MN 56001
Mwestman@mankatomn.gov

ISG

RE: Land Use Amendment Request
Mankato Wrestling Facility Project – R010907206004, R010907206005, R010907206006

Mark & Molly,

Thank you for reviewing the attached materials in support of a Land Use Amendment request being submitted on behalf of Wrestling Brotherhood. Below is a narrative describing the subject properties and Land Use Amendment request.

PROJECT NARRATIVE

Wrestling Brotherhood is pursuing a Land Use Amendment to change the guided land use designation of the properties from Light Industrial to Medium Density Residential to allow for development of a wrestling facility. The proposed wrestling facility will house a gymnasium for classes and training for participants.

The three subject parcels are west of 2nd Avenue, north of Maxfield Street, and south of Spruce Street. Together, the three parcels are 0.72 acres. The intended development will have access to and from the site along Spruce Street and 2nd Avenue.

LAND USE AMENDMENT

Wrestling Brotherhood held community engagement meetings on March 31st, 2025, to discuss Task 1 and Task 2 of the City of Mankato's Land Use Amendment Process and on April 3rd, 2025, to discuss Task 3. Meeting notices were sent out to property owners within 500 feet of the site with a 10-day notice given. Enclosed are the community engagement sign-in sheets depicting the subject property owners who were present. No additional residents were in attendance and no negative feedback was received.

The project will meet the criteria listed in Chapter 10 – Land Use (Zoning) Sec. 10.98. – Amendments. Subd. 5. Standards for Amendments.

a) **Whether the proposed amendment is consistent with the goals, objectives, and policies of the Comprehensive Land Comprehensive Use Plan, as adopted and amended from time to time by the City Council.**

   The proposed amendment aligns with the goals and intentions of the City of Mankato's Comprehensive Land Use Plan by revitalizing and redeveloping an area where improvements are warranted. While the current land use designation is Light Industrial, the shift to Residential allows for adaptive reuse of underutilized properties to serve community needs. The project will also encourage attractive landscaping and design of the private project by meeting city design standards.

b) **Whether the proposed amendment is compatible with the overall character of existing development in the immediate vicinity of the affected property.**

   The proposed land use amendment is compatible with the overall character of the surrounding area. While the site is currently guided for Light Industrial use, the introduction of a wrestling facility aligns well with adjacent land uses and creates a more cohesive development pattern. The facility would serve as a valuable community asset, complementing

nearby developments and ensuring an appropriate transition between land uses. Given the nature of the proposed use, traffic patterns and noise levels would be well within acceptable limits for the area.

c) **Whether the proposed amendment will have an adverse effect on the value of adjacent properties.**

The proposed amendment is not expected to have any adverse effects on adjacent properties. The development of a wrestling facility will enhance the area's desirability by providing a structured recreational amenity, which can increase community engagement, safety, and contribute to a vibrant community. The project will be designed to meet development standards, ensuring it remains an asset to the neighborhood. Additionally, the proposed use is less intensive than many traditional industrial uses, mitigating concerns related to environmental impact, noise, and heavy traffic that can sometimes accompany industrial development.

d) **The adequacy of public facilities and services.**

The proposed redevelopment will be adequately served by existing public infrastructure, including roadways, water, sewer, and emergency services. Any necessary upgrades will be coordinated with City staff. The anticipated traffic impact is expected to be minimal. Parking and access will be designed to meet city requirements, ensuring safe and efficient use of the facility. The change from Light Industrial to Residential use will not create an excessive burden on public services, and the facility's operation will be well within the capacity of available resources.

The Amendment request is in alignment with the Goals listed in Chapter 1 of the City of Mankato's Land Use Plan.

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

   The proposed wrestling facility will enhance the surrounding area by introducing a high-quality, community-oriented use that aligns with residential development patterns. The project supports reinvestment and revitalization of an underutilized site, promoting long-term neighborhood stability.

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

   While the proposed use is not housing, it complements nearby residential areas by providing recreational opportunities, helping to make the surrounding neighborhoods more attractive to a diverse range of families.

3. **Encourage the orderly growth of the community.**

   The proposed use supports orderly growth by aligning land use with current and anticipated community needs, especially the growing demand for community and recreational facilities.

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

   The site is currently served by existing municipal infrastructure, including roads, water, and sewer. By reusing this property for a community facility, the amendment promotes infill development and the efficient use of public services.

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

   The site is not located within or adjacent to any environmentally sensitive areas. Any site planning will comply with local environmental regulations, and stormwater management practices will be implemented to preserve the site.

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

   The proposed facility will incorporate site landscaping and building design that enhances the area's aesthetic appeal, ensuring compatibility with adjacent uses and contributing positively to neighborhood character.

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

   An athletic facility is a low intensity use that complements nearby residential neighborhoods. The amendment would minimize land use conflicts and buffer residential areas from industrial uses.

8. **Promote efficient use of municipal services**

   By utilizing existing municipal services such as water, sewer, and road infrastructure, the proposal contributes to cost-effective urban development without the need for significant new public investments.

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

   This amendment reflects a balanced approach to land use planning by transitioning a portion of underutilized industrial land to residential-compatible use, responding to current community needs while maintaining capacity for future industrial growth elsewhere in the city.

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

    The project will encourage safe access and mobility through pedestrian-friendly site design, potentially linking with existing or planned pedestrian and bike corridors.

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

    Reclassifying this site to Residential and introducing a community-use facility will stabilize and likely increase nearby property values by reducing industrial adjacency and promoting a well-maintained, purpose-driven site that serves local families.

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

    The facility represents an innovative reuse of industrial land for a community amenity, fostering livability, wellness, and positive development outcomes.

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

    While not a traditional park, the proposed use will provide recreational opportunities.

Project Site
500' Public Notification Radius

Parcel - Land Use
- Commercial
- Light Industrial
- Low Density Residential
- Medium Density Residential
- Mixed Residential / Retail
- Parks-Open Space
- Public-Semi Public

Site Information

*Vacant site, location of former Mac's Bar

*No public street or utility improvements needed to accommodate proposed use

*No environmental concerns present

*Proposed change in existing land use from Light Industrial to Medium Density Residential

*Site currently zoned L-I

*Proposed rezone to R-3 to accommodate new use & align with adjacent R-3 zoning to the West

Brooks St
Mills St
1st Ave
5th Ave
Pine St
Chestnut St
4th Ave
2nd Ave
Spruce St
Maxfield St
Thompson St
2nd St
M-37
3rd Ave
N Riverfront Dr
Franklin St E
Lime St
N Broad St
Lafayette St
N 2nd St
Adams St
Willow St

0 85 170 Feet

N

Proposed Land Use Map
Mankato Wrestling Facility
Mankato, Blue Earth County, Minnesota

ISG

N

Mankato Wrestling Facility
Mankato, Blue Earth County, Minnesota

ISG

AGENDA RECOMMENDATION

Public Hearings **7. B.**

City Council Regular Meeting
Meeting Date: 07/14/2025

Agenda Item:

Resolution approving a Land Use Plan amendment to change the guided land use from Public-Semi-Public to Central Business District (401 South 2nd Street); by request of Big Blue Hospitality, LLC.

Recommendation/Action(s):

At the May 28, 2025, meeting, the Planning Commission recommended adoption of the resolution amending the Land Use Plan.

Summary:

Big Blue Hospitality, LLC, has a land use amendment to change the land use designation of the property from Public-Semi-Public to Central Business District to allow for the redevelopment of the existing post office.

In accordance with Mankato's City Charter, on April 28, 2025, the Mankato City Council referred the Land Use Plan request to the Planning Commission for review and consideration. The Commission reviewed the request at their May 28, 2025, meeting, and has provided a recommendation of approval with conditions. Following the Planning Commission's review and with their recommendation, the City Council will conduct a public hearing before adopting the proposed plan or modifications by resolution, with or without amendments.

Land Use

The City of Mankato Land Use Plan is utilized for guiding and accomplishing the coordinated, adjusted, and harmonious development of the city and its environs which will, in accordance with present and future needs, best promote health, safety, order and general welfare. As a guideline, the Land Use Plan is not a zoning document. The policies, goals, and objectives are complimentary to the City of Mankato Comprehensive Plan and the City of Mankato Strategic Plan. The Land Use Plan is intended to promote efficiency and economy in the process of development, including, among other things, adequate provisions for traffic; the promotion and protection of environmentally sensitive

areas, distribution of population, providing housing alternatives, the promotion of good civic design and arrangement, efficient expenditure of public funds; and the adequate provision of public utilities and other public requirements.

There are two components to the land use plan, which are text and the map. The text provides policies, goals, and objectives. In addition to the policies, goals, and objectives, the Land Use Plan includes location criteria for each of the land use classifications. The proposed land use plan changes should address the items listed in the land use plan under the policies, goals, and objectives. For this request, the applicant is proposing to change the property which has the land use classifications from Public-Semi-Public to Central Business District.

Proposal

The applicant is proposing to amend the Land Use Plan from Public-Semi-Public to Central Business District for the redevelopment of the existing Post Office. The area proposed is bordered by three public roads: Broad Street to the West, Jackson Street to the North, and Broad Street to the East (R01.09.18.107.001).

The applicant is proposing a redevelopment scenario which would include a restaurant, event center, roof deck patio, and office space. A new hotel and parking ramp are proposed on the eastern portion of the property adjacent to Broad Street.

To engage the community, the applicants hosted two neighborhood meetings on March 31st and April 3rd, to discuss the project with adjacent property owners. No residents were in attendance and no negative feedback was received.

The applicant has submitted a traffic study to address traffic impacts on the project.

Moving forward

Prior to any future development, the applicant will be required to submit zoning requests for rezoning of the subject parcels, platting, planned unit development requests, and any other applicable zoning requests.

Attachments

Resolution
General Location Map
Aerial
Concept Site Plan
Narrative

RESOLUTION AMENDING THE CITY OF MANKATO LAND USE PLAN

WHEREAS, the City of Mankato has adopted a Land Use Plan in conformance with Minnesota Statute 462; and

WHEREAS, periodically the Land Use Plan may be amended to reflect revised goals and objectives for a particular tract of land or area within and around the City; and

WHEREAS, the existing Land Use Plan for the tract described as Lots 1, 2, 3, 8, 9, 10 and the northerly 19 feet of Lot 7, all in Block 30, including all vacated alleys, Map of Mankato, and the northerly 19 feet of Lot 7, Block 9, Warrens Addition to Mankato, Blue Earth County, (Blue Earth County PIDs R010918107001, 401 S. 2nd Street), depicts a Public-Semi Public land use;

WHEREAS, the proposed land use pattern depicts Central Business District;

WHEREAS the Planning Agency has reviewed the proposal (CY 20-25) and made the following findings:

1. Promote quality building design standards. The reuse of the historic post office building preserves the architectural character of the area and will incorporate new architectural designs that will harmonize with the surrounding built environment.
2. Support the goals and objectives of the Mankato Area Transportation and Planning Study and Parks and Open Space Plan. The property is in proximity to a public transit stop. The development will incorporate high-quality landscaping and streetscape improvements. As well as contributing to a more pedestrian-friendly urban environment.
3. Retain and enhance the character and quality of established residential neighborhoods and revitalize, rehabilitate, or redevelop those neighborhoods where such improvements are needed. The future development will revitalize an underused property in the center of Mankato's business district. Preserving the historic integrity of the post office building and introducing new economic and social vitality with a hotel and parking garage addition. The development aims to support and promote tourism and local businesses.
4. Encourage and promote innovations in development techniques in order to obtain maximum livability and excellence in planning and design for all new developments. The reuse of the post office demonstrates urban preservation while also introducing modern commercial functionality. The proposed hotel and parking garage designs will integrate contemporary principles that encourage urban livability.
5. Provide multi-modal transportation connectivity between destination points and high-density developments. The property is in proximity to existing sidewalks, access to bike routes, and public transportation stops which will encourage pedestrian and vehicle transportation in the downtown area.

6. Promote infill development. Infill development is the main objective of the land use amendment in order to repurpose an existing property within a currently developed area. The redevelopment of the east parking lot into a future hotel and parking garage will make use of a currently vacated lot.

Additionally, staff submits the findings that the proposed Land Use Plan amendment conforms to the following location criteria for designating commercial property in the Land Use Plan.

1. The property is adjacent to an existing low and medium-density residential neighborhood, commercial, and office residential.
2. The property is adjacent to a principal arterial or connections to a principal arterial via minor arterial or collector streets via 2nd Street, Broad Street, and Jackson St.
3. The property is served by public transportation. There is a public transit stop within walking distance.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Mankato approves the Land Use Plan Amendment for that tract described as Lots 1, 2, 3, 8, 9, 10 and the northerly 19 feet of Lot 7, all in Block 30, including all vacated alleys, Map of Mankato, and the northerly 19 feet of Lot 7, Block 9, Warrens Addition to Mankato, Blue Earth County, (Blue Earth County PIDs R010918107001, 401 S. 2nd Street) from Public-Semi Public to Central Business District with the following conditions.

1. Any future approvals shall be completed in conformance with the permitting requirements such as replatting, rezoning, dedication or right of way, vacation of any easements, and planned unit development review.
2. The submitted traffic study will be reviewed by staff to see if any traffic improvements are required. The applicant may be required to be a willing petitioner in those improvements.
3. The building should conform to the historic facade easement that has been placed on the property.

Signatures on the following page

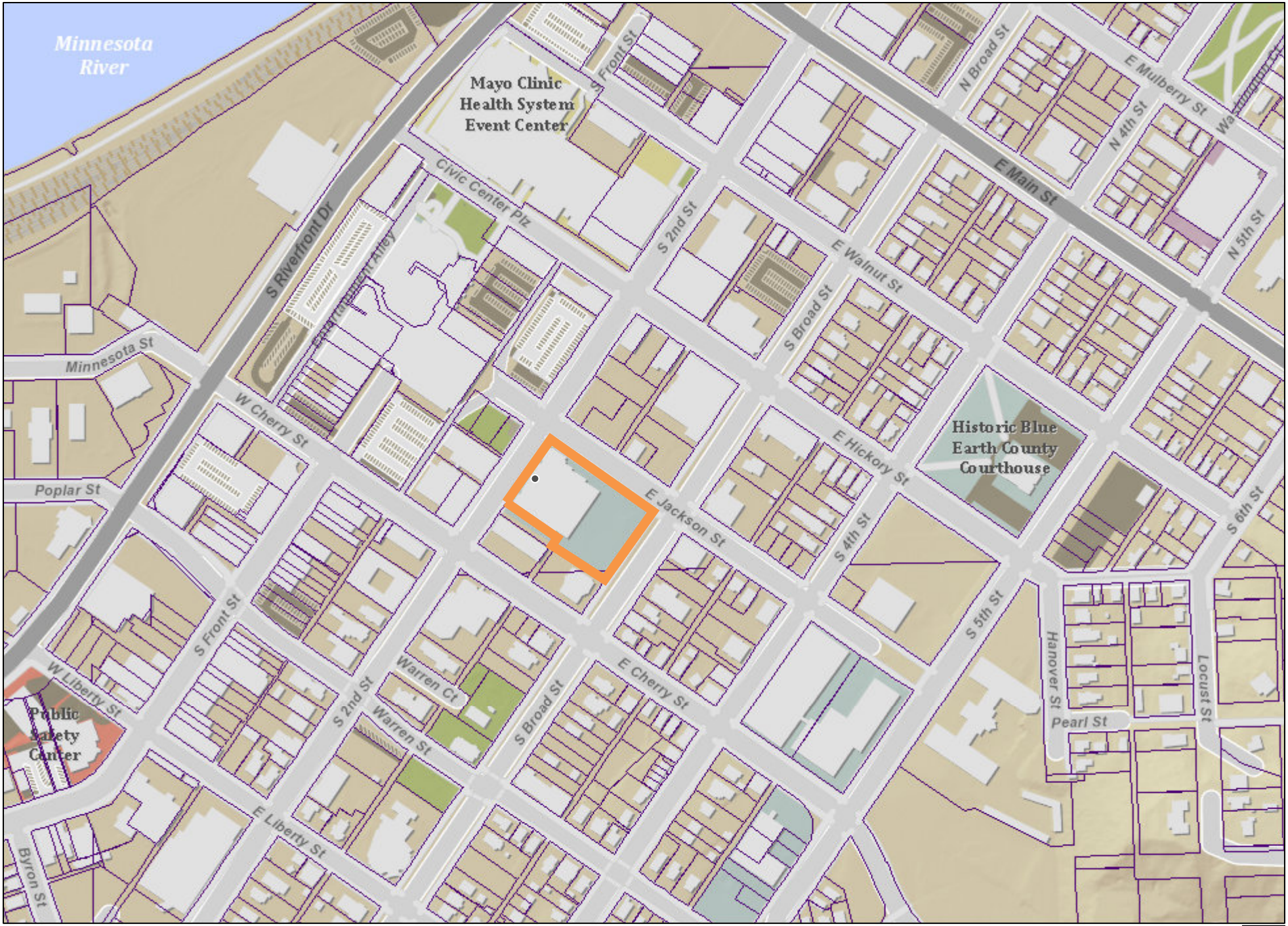
This resolution shall become effective immediately upon passage.

Passed this _____ day of _____, 2025.

_____
Najwa Massad
Mayor

ATTEST: _____
Renae Kopischke, MMC
City Clerk

GLM



Date: May 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.

N

Aerial Map

Date: May 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.

N

Mankato Post Office
Mankato, Blue Earth County, Minnesota

ISG

April 8, 2025

Mark Konz
Director of Planning & Development Services
City of Mankato
10 Civic Center Plaza
Mankato, MN 56001
Mkonz@mankatomn.gov

Molly Westman
Planning Coordinator
City of Mankato
10 Civic Center Plaza
Mankato, MN 56001
Mwestman@mankatomn.gov

ISG

RE: Land Use Amendment Request
Mankato Post Office Project – R010918107001

Mark & Molly,

Thank you for reviewing the attached materials in support of a Land Use Amendment request being submitted on behalf of Big Blue Hospitality, LLC. Below is a narrative describing the subject property and Land Use Amendment request.

PROJECT NARRATIVE

Big Blue Hospitality, LLC. is pursuing a Land Use Amendment to change the guided land use designation of the property from Public-Semi Public to Central Business District to allow for redevelopment of the existing Post Office. One potential development scenario that has been discussed includes renovating the first floor of the existing post office into a restaurant, event center, and lobby. The second floor would house a kitchen, roof deck patio, and office space. The existing office space on the 3rd floor would remain. Additionally, a new hotel and parking garage would be developed in the adjacent existing parking lot to support the revitalization of the property and downtown City Center as a whole. The property is located directly east of 2nd Street, north of Cherry Street, and south of Jackson Street. The parcel is 1.5 acres.

LAND USE AMENDMENT

Big Blue Hospitality, LLC. held community engagement meetings on March 31st, 2025, to discuss Task 1 and Task 2 of the City of Mankato's Land Use Amendment Process and on April 3rd, 2025, to discuss Task 3. Meeting notices were sent out to property owners within 500 feet of the site with a 10-day notice given. Enclosed are the community engagement sign-in sheets depicting the subject property owners who were present. No additional residents were in attendance and no negative feedback was received.

The project will meet the criteria listed in Chapter 10 – Land Use (Zoning) Sec. 10.98. – Amendments. Subd. 5. Standards for Amendments.

a) **Whether the proposed amendment is consistent with the goals, objectives, and policies of the Comprehensive Land Comprehensive Use Plan, as adopted and amended from time to time by the City Council.**

   The proposed amendment aligns with the goals and intentions of the City's Comprehensive Land Use Plan by promoting economic development, adaptive reuse of existing structures, and enhancing downtown Mankato as a vibrant, mixed-use district. The proposed redevelopment will rehabilitate and revitalize an underused area and will promote infill development. The project will also encourage attractive landscaping and design of the private project by meeting city design standards.

b) **Whether the proposed amendment is compatible with the overall character of existing development in the immediate vicinity of the affected property.**

   The proposed amendment is compatible with the character of existing development in the area, which includes commercial, retail, hospitality, and public uses within downtown Mankato. The adaptive reuse of the post office building preserves a historically significant structure while introducing new amenities that will enhance the downtown

environment. Providing necessary accommodation and infrastructure to support local businesses and events, the addition of a hotel and parking garage is in line with existing developments in the Mankato area. The architectural design and site improvements will be thoughtfully planned to harmonize with the surrounding built environment.

c) **Whether the proposed amendment will have an adverse effect on the value of adjacent properties.**

The proposed redevelopment of the post office site is anticipated to have a positive effect on surrounding property values. The proposed restaurant, event center, hotel, and structured parking will contribute to increased economic activity, improved pedestrian engagement, and overall neighborhood enhancement. By activating a currently underutilized site, the project will attract visitors, create job opportunities, and support surrounding businesses, thereby increasing property values in the area. No adverse effects on properties are expected.

d) **The adequacy of public facilities and services.**

The proposed redevelopment will be adequately served by existing public infrastructure, including roadways, water, sewer, and emergency services. Any necessary upgrades will be coordinated with City staff. The inclusion of a parking garage will help address demand for parking in the area, supporting both the proposed uses and surrounding businesses. Traffic and pedestrian circulation will be carefully considered to ensure accessibility and safety. Additionally, the hotel and event center will contribute to the local economy without overburdening public resources.

The Amendment request is in alignment with the Goals listed in Chapter 1 of the City of Mankato's Land Use Plan.

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

The proposed redevelopment will revitalize an underutilized property in the heart of Mankato's commercial district. The adaptive reuse of the historic post office building preserves its architectural character while bringing new economic and social vitality to the area. The addition of a hotel and parking garage further enhances the vibrancy of the district, supporting tourism and local businesses.

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

While this project does not include residential development, it indirectly supports the city's housing goals by strengthening the Central Business District. The addition of a hotel provides temporary lodging options that complement the city's residential neighborhoods and offers accommodation for visitors, business travelers, and event attendees.

3. **Encourage the orderly growth of the community.**

This redevelopment supports the city's vision for growth by aligning with Mankato's comprehensive plan and economic development strategies. The transition to a Central Business District designation allows for a more cohesive and sustainable expansion of downtown commercial activities.

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

   This project promotes infill development as it repurposes an existing structure and parking lot within a developed area. The use of existing water, sewer, road, and utility infrastructure reduces the need for costly new expansions and maximizes urban land efficiency.

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

   The proposed redevelopment will take place in an already developed urban setting, ensuring no impact on environmentally sensitive areas. Sustainable building practices and landscaping will be incorporated where feasible to enhance environmental quality.

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

   The redevelopment will incorporate high-quality architectural design, site landscaping, and streetscape improvements consistent with the downtown design guidelines and to maintain an inviting pedestrian environment.

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

   The transition to a Central Business District designation ensures compatibility with surrounding downtown uses. The proposed restaurant, event center, hotel, and parking are consistent with downtown land use patterns and will help enhance the area's economic growth.

8. **Promote efficient use of municipal services**

   The proposed redevelopment will be adequately served by existing public infrastructure, including roadways, water, sewer, and emergency services. Any necessary upgrades will be coordinated with City staff.

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

   By utilizing an underused parcel within the downtown area, this amendment helps ensure that vacant land in other areas can be preserved for future residential or industrial needs.

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

    The project is located within close proximity to existing sidewalks, access to bike routes, and transit which will enhance pedestrian activity in the downtown area. The redevelopment of Jackson Street will also provide better pedestrian and bike corridors which will contribute to reaching this goal.

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

    Redevelopment will increase the value of a key site, create economic activity, and promote continued investment in the surrounding area, helping stabilize and enhance adjacent property values.

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

    The adaptive reuse of the post office building demonstrates innovative development techniques that balance historic preservation with modern commercial functionality. The design of the new hotel and parking garage will incorporate contemporary planning principles that enhance urban livability.

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

    While the project does not directly include new park space, it supports downtown activity and economic growth. Streetscape enhancements will contribute to a more inviting and pedestrian-friendly urban environment.

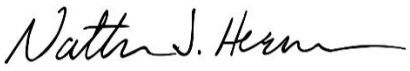
This land use amendment request supports Mankato's long-term development vision by encouraging economic growth, enhancing downtown vibrancy, and repurposing an underutilized property. The proposed changes align with the City's Comprehensive Plan, complement surrounding land uses, and will positively contribute to the local economy and community infrastructure. We respectfully request approval of this amendment to allow for the redevelopment of the Post Office site.

Thank you again for reviewing the information provided in support of this project. Please contact us at 507.387.6651 or via email 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

Sincerely,



Nathan Hermer, PE
Civil Engineer
Nathan.Hermer@ISGInc.com

Memorandum

To: City of Mankato

From: ISG

Date: March 28, 2025

Subject: South 2nd Street Turn Lane Warrants

Using the ITE Trip Generation Manual, 11th Edition, for a Hotel in a Dense Multi-Use Urban area (moderate size urban area downtowns), the site is anticipated to generate up to 168 trips during the PM peak hour of the adjacent street traffic. Most of the existing traffic is for alternate destinations, so the site generated trips were added to the existing traffic volume. The site initially served as a post office which based on the ITE Trip Generation Manual, 11th Edition was anticipated to generate 327 vehicles during the PM peak hour, this proposed development will not have a detrimental effect on the existing infrastructure.

	Home2 Hotel vehicle trips	Cave Restaurant vehicle trips	Office Space vehicle trips	Total 2nd Street Vehicle trips
AM Peak hour	56	6	38	100
PM Peak hour	65	63	40	168

Traffic due to on-site restaurants and other hotel services are included in the trip generation estimates.

Per NCHRP 457 Figure 2-6 (determining the need for a major-road right-turn lane at a two-way stop-controlled intersection), a right turn lane is not warranted, using the anticipated generated trips and assuming the following:

- speed limit of 30 MPH
- daily existing traffic volume of 5,200 vehicles per day (draft 2023 AADT is 5,191 per MnDOT Traffic Mapping Application),
- 55% of traffic is traveling SE during AM or PM peak hour of traffic
- 10% of daily traffic occurs during the peak hours

For reference, MnDOT's turn lane policy at urban intersections is that turn lanes should be considered whenever construction is economically feasible, taking into account amount of right of way needed, type of terrain, and environmentally or culturally sensitive areas. Constrained right-of-way limits space for turn lanes and right-of-way acquisition would be required to construct a right-turn lane, assuming the existing sidewalk widths and neutral offset left-turn lanes are maintained. MnDOT also provides turn lane warrants for undivided roadways, several of which are not applicable to low speed roadways (less than 45 MPH). Of those that are applicable to South 2nd Street, adverse road grades, limited sight distance, and nearby railroad crossings are not present to warrant a right-turn lane.

Therefore, turn lanes are not warranted for the development due to the low (30 MPH) travel speeds and low proposed volumes (168 vehicles, one-way, during peak hour) on South 2nd Street.

OWNER'S STATEMENT

I/We Bell Blue Hospitality, LLC. am/are the Titleholder(s)/Owner(s), or authorized representative of the Titleholder(s)/Owner(s), of the property located at:

401 S. 2nd Street
(Street Address)

R010918107001
(Parcel ID or Legal Description)

Mankato, MN, 56001
(City, State Zip)

Owner Authorization

I/We hereby petition for and give consent to the submittal and consideration of the following application(s) regarding my/our property:

Land Use Amendment Request

I/We hereby authorize I&S Group, Inc. (DBA ISG)
to submit and act as my/our representative in garnering approvals and permits regarding the aforementioned applications on my/our behalf.

(Signature)

4-4-25
(Date)

RYAN EVENSON - MANAGER
(Printed Name and Title)

1531 Madison Ave. Suite 200
(Street Address)

Mankato, MN 56001
(City, State Zip)

Authorized Agent

I am authorized to submit this application on behalf of the above Titleholder/Owner. I certify under penalty of perjury and according to the laws of the State of Minnesota that the foregoing is true and correct.

Emily Nepp
(Signature)

04/07/2025
(Date)

Emily Nepp - Development Services Coordinator
(Printed Name and Title)

115 E. Hickory Street + Suite 300
(Street Address)

Mankato, MN 56001
(City, State Zip)

Meeting Attendance Sign-in

Project Name: Mankato Post Office
ISG Project Number: 32514
Date: Monday, March 31, 2025
Time: 6:00 PM
Location: ISG – 115 East Hickory Street, Mankato, MN 56001

Name (please print)	Address	Phone Number	Email address
RYAN EVENSON	1531 Madison Ave, Mankato	507-420-5679	ryan@apxconstructiongroup.com
BRYAN SOWERS	23 Kelly Ct. N. Mankato	507-382-6607	Bryan.Sowers@sei-crew.com

Meeting Attendance Sign-in

Project Name: Mankato Post Office
ISG Project Number: 32514
Date: Thursday, April 3, 2025
Time: 6:00 PM
Location: ISG – 115 East Hickory Street, Mankato, MN 56001

Name (please print)	Address	Phone Number	Email address
BRYAN SOWERS	100 Warren Street, Ste 317	507-382-6607	bryan.sowers@sci-civil.com
RYAN EVERSON	1531 Madison Ave Mankato	507-420-5679	ryan@apxconstructiongroup.com

EXISTING DESCRIPTION
(Per Doc. No. 615CR647)

Lots 1, 2, 3, 8, 9, 10, and the Northerly 19 feet of Lot 7, all in Block 30, including all vacated alleys, Map of Mankato, and The Northerly 19 feet of Lot 7, Block 9, Warrens Addition to Mankato, Blue Earth County, Minnesota.

N

0 30 60
SCALE IN FEET

ISG

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PROJECT

MANKATO POST OFFICE

MANKATO MINNESOTA

REVISION SCHEDULE

DATE	DESCRIPTION	BY

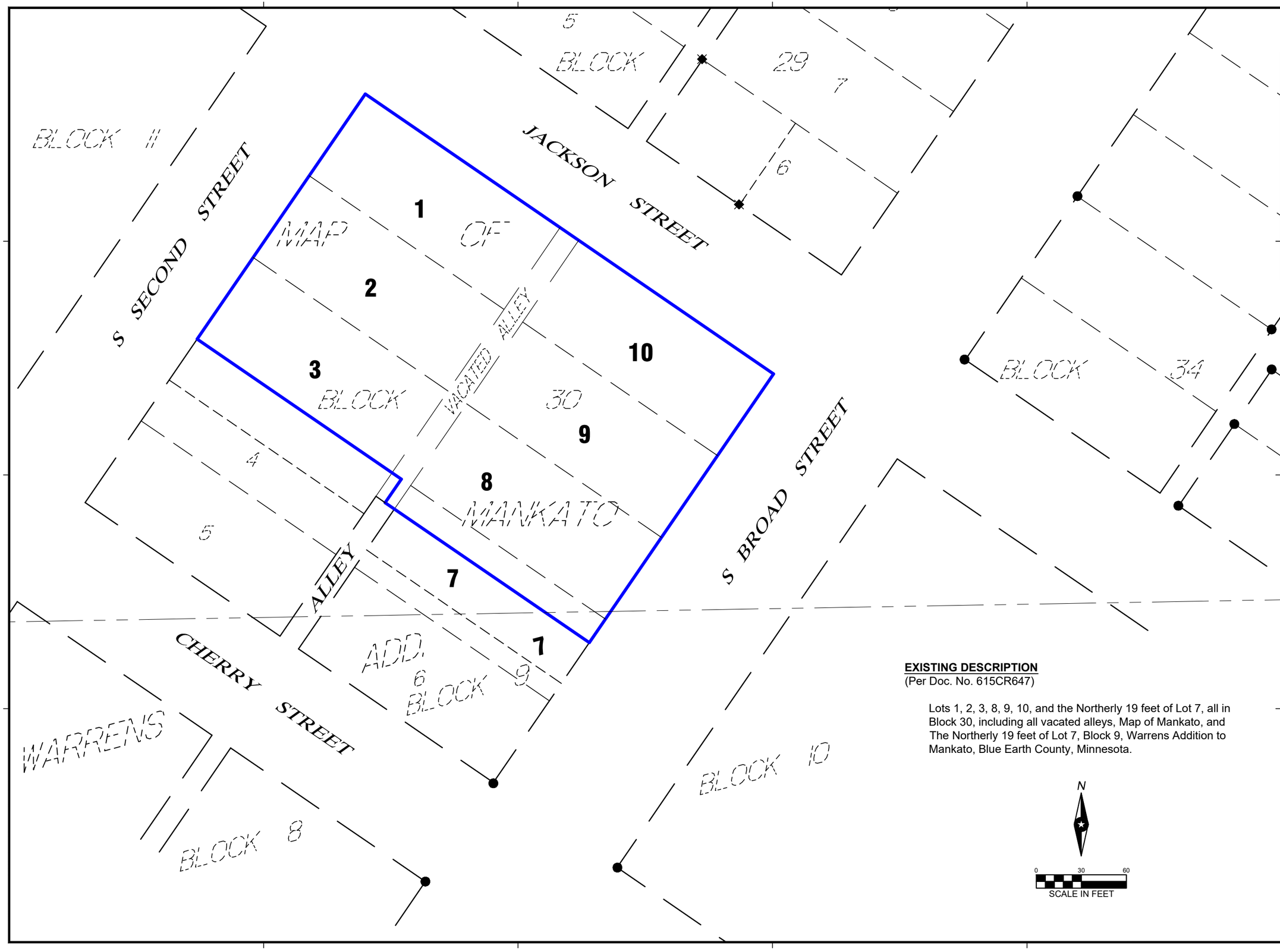
PROJECT NO.	25-32514
CAD FILE NAME	32514 EX
DRAWN BY	KH
DESIGNED BY	---
REVIEWED BY	---
ORIGINAL ISSUE DATE	--/--/--
CLIENT PROJECT NO.	-

TITLE

PROPERTY EXHIBIT

SHEET

1 OF 1



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N

0 30 60
SCALE IN FEET

ISG

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PROJECT

MANKATO POST OFFICE

MANKATO MINNESOTA

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1 OF 1

EXISTING DESCRIPTION

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Project Site
500' Public Notification Radius
Parcel - Land Use
Commercial
Light Industrial
Low Density Residential
Medium Density Residential
Mixed Residential / Retail
Parks-Open Space
Public-Semi Public
Office Residential
High Density Residential
Central Business District

Site Information

*Former Post Office, currently vacant

*Opportunity to redevelop for continued economic growth of Downtown

*Preservation and reuse of historic structure

*No environmental concerns present

*Proposed change in existing land use from Public-Semi Public to Central Business District

*NE portion of the site currently zoned CBD-C, SW portion currently zoned O-R

*Proposed rezone to CBD-C to provide consistent zoning throughout project area

Range St
Nicollet Ave
MINNESOTA 960D
169
169
S Riverfront
N 2nd S
N 4th St
Main St
Walnut St
S Broad St
Minnesota St
Poplar St
S 2nd St
Jackson St
Hickory St
Cherry St
S 5th St
Hanover St
Pearl St
Front St
Liberty St
Broad St
Warren St
Highland Ave
Glenwood Ave
State St
Grove St
Van Brunt St
Lincoln St
S 4th St
Parson St
Ramsey St
Byron St
Center St
E Pleasant St
Lock St
Coy St
Parry St
Bradley St

0 55 110 Feet
1:20

N

Existing Land Use Map
Mankato Post Office
Mankato, Blue Earth County, Minnesota

Source(s):
Orthophoto (NAIP, 2023)
Parcels (Blue Earth County, 2023)
Roads (MnDOT, 2023)
Zoning (Mankato, 2022)

ISG

POSSIBLE RENOVATION PLAN
1ST FLOOR:
8,000 SF RESTAURANT
10,300 SF EVENT SPACE
3,680 SF LOBBY
2ND FLOOR:
530 SF KITCHEN
3,600 ROOF DECK PATIO
12,090 SF OF EXISTING OFFICE SPACE
3RD FLOOR:
6,080 SF EXISTING OFFICE SPACE

0 20 40 Feet

N

Mankato Post Office
Mankato, Blue Earth County, Minnesota

ISG

AGENDA RECOMMENDATION

Public Hearings **7. C.**

City Council Regular Meeting
Meeting Date: 07/14/2025

Agenda Item:
Ordinance amending Mankato City Code, Chapter 10, Section 10-1703 related to signage requirements in the Office Residential zoning district; by request of the City of Mankato.

Recommendation/Action(s):
At the May 28, 2025, meeting, the Planning Commission recommended the adoption of an ordinance amendment to Section 10-1703.

Summary:
The City of Mankato is requesting to amend the Mankato City Code, Section 10-173, which provides guiding criteria for signage in the O-R, Office Residential, zoning district.

The O-R, Office Residential, zoning district is designed and intended to provide for medium-density development in strategic locations and encourage an optimum mix of office, institutional, and residential uses. Permitted uses within the district include a wide variety of office and residential-type uses, including, but not limited to, one, two, and multiple-family dwellings, nursing homes, churches, child daycare, dental and medical clinics, professional service offices and schools. As such, the signage code pertaining to this zoning designation currently contains two sections; one section provides signage criteria for non-office uses, such as residential-type properties, and one section provides signage criteria for office uses. This code update combines two existing sections into a unified section in which each particular use is addressed and provides consistency between the uses on the number of allowable monument signage, among other modifications. The proposed changes to the Code are detailed as follows:

- Modification to allow a second monument for office developments that abut two or more public streets. The current non-office use section of the O-R signage code allows this. However, the office use section of the Code does not provide consistent language and rather limits signage in the office use areas to no more than two signs, with no more than one being a monument sign. The proposed Code

update incorporates a sentence in the business and office signs section that states, "One monument sign shall be permitted per development, there may be a second monument sign if the use abuts two or more public streets." The current language that limits the office monument signage to one is proposed to be removed.

- Combination of the "non-office" and "office" use-types into one code section.
- Modification to add illumination criteria for signage facing residential uses. Other commercial districts also contain criteria relating to the illumination of signage facing residential districts. The proposed Code update states, "Signs facing or visible from properties used for residential purposes shall be non-illuminated."
- Modification to provide an allowable wall area for wall signage in the district and clarity on the allowable quantity of signs. The code does not currently contain guiding criteria, and the proposed clarifications will make this district consistent with allowable wall signage in other commercial districts. The proposed Code update states, "Total wall signage on any wall of any building shall not exceed 10 percent of the respective wall area."
- Modification to allow one wall sign per principal building in the Office Residential District. The Code currently allows that no more than two signs shall be permitted, with no more than one being a monument sign. This update allows a wall sign per primary building in place of the current limitation of two signs.

Attachments

Ordinance

ORDINANCE AMENDING CHAPTER 10. ARTICLE X. DIVISION 7 PERTAINING TO SIGNAGE IN THE O-R, OFFICE RESIDENTIAL ZONING DISTRICT

WHEREAS, the O-R, Office Residential, zoning district is designed and intended to provide for medium-density development in strategic locations and encourage an optimum mix of office, institutional, and residential uses; and

WHEREAS, permitted uses within the district include a wide variety of office and residential-type uses, including, but not limited to, one-, two, and multiple-family dwellings, nursing homes, churches, child daycare, dental and medical clinics, professional service offices and schools. As such, the signage code pertaining to this zoning designation currently contains two sections; one section provides signage criteria for non-office uses, such as residential-type properties, and one section provides signage criteria for office uses; and

WHEREAS, this code update combines two existing sections into a unified section in which each particular use is addressed, and provides consistency between the uses on the number of allowable monument signage, among other modifications; and

WHEREAS, Mankato City Code Chapter 10. Article X. Division 7, formerly City Code Section 10.87, Subdivision 10 (D), provides guiding criteria for signage in the O-R, Office Residential Zoning District; and

WHEREAS, the Planning Commission of the City of Mankato submitted a finding stating the proposed amendment is consistent with the goals, objectives, and policies of the Comprehensive Land Use Plan, as adopted and amended from time to time by the City Council.

NOW, THEREFORE BE IT ORDAINED, by the City Council for the City of Mankato, that Mankato Chapter 10. Article X. Division 7 be and hereby is amended as follows:

Chapter 10. Article X. Division 7 – Signs

Sec.10.1703. District permitted on-premise signs.

(d) OR, districts, shall permit the following:

(1) The following shall apply to non-office uses:

a. Religious uses, fraternal or civic uses, public institutions, or residential developments identification signs not exceeding 32 square feet in area. Such identification signs may be wall or monument mounted or combination thereof. There may be a second sign if the use abuts two or more public streets.

~~b. The maximum height of a monument sign shall not exceed eight feet.~~

~~c. A landscaping area shall be provided around the base of the sign in accordance with section 10-1702.~~

(2) The following shall apply to office uses:

a. The total area of business or office signs shall not exceed the front lineal frontage of the lot. <u>One monument sign shall be permitted per development. There may be a second monument sign if the use abuts two or more public streets.</u>

b. Maximum height of a monument sign shall not exceed eight feet.

~~c. No more than two signs shall be permitted, not more than one being a monument sign.~~

c. A landscaping area shall be provided around the base of the sign in accordance with section 10-1702.

<u>d. Signs facing or visible from properties used for residential purposes shall be non-illuminated.</u>

<u>e. Total wall signage on any wall of any building shall not exceed 10% of the respective wall area.</u>

<u>f. No more than one wall sign shall be permitted per principal building.</u>

This ordinance shall, in accordance with the provisions of Sections 2.14 and 5.06 of the Mankato City Charter, become effective 30 days after publication of notice of its adoption.

Adopted this _____ day of _____, 2025.

_____
Najwa Massad
Mayor

ATTEST: _____
Renae Kopischke, MMC
City Clerk