



MINUTES

**Mankato City Council
Regular Meeting
October 14, 2025 - 6 p.m.
IGC - Mankato Room**

1. **Call Meeting to Order**

Roll Call

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

Staff Present: City Manager Susan Arntz, Interim City Engineer Cory Bienfang, Community Development Director Mark Konz, and City Clerk Renae Kopischke.

Pledge of Allegiance

2. **Approval of Agenda**

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

3. **Approval of Minutes**

Mr. Dieken moved and Ms. Hatanpa seconded a motion to approve the minutes of the Regular Meeting of September 22, 2025, as written. The motion carried unanimously.

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

Madison Coleman, Roosevelt Circle, commented on the concerns with flavored tobacco products and how they are designed to appeal to and target youth, which leads to a lifetime of addiction. She mentioned that she was a part of Nicotine Free Greater Mankato and added that they will continue to work throughout the community on the awareness and effects of flavored tobacco. She felt that an increase in fees was a small step and encouraged the Council to continue to address flavored tobacco and its role in youth nicotine addiction.

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

- A. Motion approving a new appointment to the Planning Commission.
- B. Motion authorizing reinstatement of the rental license at 447/449 North 6th Street.
- C. Motion approving change orders for All Seasons Arena.
- D. Resolution authorizing the City Manager to enter into an agreement for continuation of insurance coverage through the League of Minnesota Cities Insurance Trust (LMCIT) and authorizing that the City does not waive statutory limits on Municipal Tort Liability.
- E. Resolutions amending the Fee Schedule related to Animal Impound and Boarding Fees and Tobacco License Fees.
- F. Resolution authorizing application for Spark Good Local Partnership Grant Program.
- G. Resolution authorizing the City Manager to apply for the Building Official Training (BOT) Municipal Grant program from the Construction Codes and Licensing Division (CCLD) of the Minnesota Department of Labor and Industry (DLI).
- H. Resolution requesting Decertification of Tax Increment District No. 19-6 (121 Power Drive); Johnson Outdoors.
- I. Resolution requesting Decertification of Tax Increment District No. 34-1 (3 Civic Center Plaza); Neubau.
- J. Report on project and motion approving Change Orders 1-2 for Capital Improvement Project 11084; Victory Drive Signal and Lighting Improvement Project.

- K. Report on project and motion approving Change Orders 1-2 for Improvement Project 11188; Bassett Drive Extension (BCA) Project.
- L. Resolution approving Petition and Waiver Agreement for Utility Services on 8th Avenue.
- M. Resolution declaring adequacy of petitions, waiving hearings and adoption of Final Assessments on Capital Improvement Project 11132; 2025 Miscellaneous Assessments.
- N. Resolution adopting the Mankato Transit System Procurement Policy 2025 Update.
- O. Resolution setting the date of hearing for proposed assessment for Capital Improvement Project 11084; Victory Drive Signal and Lighting Improvements Project.
- P. Set October 27, 2025, as the date of the public hearing on an Ordinance amending Chapter 16 related to Traffic and Vehicles, adding Article VII on Unattended, Unauthorized, and Abandoned Vehicles.
- Q. Set November 10, 2025, as the date of the public hearing to review the Hilltop Planning Study; by request of the City of Mankato.

6. **Planning Commission**

- A. Mr. Konz reported that Rolls Royce is requesting a conditional use permit to allow unenclosed storage in the Planned Industrial (PI) Zoning District, as well as a conditional use permit for the installation of exterior fluid and fuel storage tanks on the property located at 304 Lundin Boulevard; by request of ISG.

Mr. Konz noted that the site was previously utilized as a multi-tenant industrial facility, and with one tenant relocating, the applicant intends to occupy the entire building. He stated that the unenclosed storage area will be located along the western portion of the site with the building being used for the assembly of low-power range (LPR) engine-generator sets, marketed under the “mtu, A Rolls-Royce Solution” brand.

Mr. Konz indicated that under the Mankato City Code, unenclosed storage of materials, products, and equipment is permitted in the PI District with the issuance of a conditional use permit, provided that the proposal complies with the standards established in Chapter 10, Article X, Division 2.

Ms. Melby-Kelley moved and Mr. Mettler seconded a motion to approve the Resolution approving a Conditional Use Permit to allow unenclosed storage of materials, products, equipment and exterior fluid/fuel storage tanks in the PI, Planned Industrial District (304 Lundin Blvd). The motion carried unanimously.

- B. Mr. Konz stated that the applicant is currently requesting approval of a wetland replacement plan, a conditional use permit to allow grouped housing project, and a final plat review of the Victory Ridge subdivision (Outlot B, Kearney Addition No. 2); by request of Bolton and Menk.

Mr. Konz reported that the final plat proposes the creation of a one-lot, one-block subdivision encompassing approximately 14.83 acres. He noted that the property has been evaluated for woodlands, shoreland, and wetlands. He added that the applicant has shifted the development to minimize impacts on the wooded areas and the shoreland areas and mentioned that the wetlands will be reviewed in conjunction with the final plat.

Mr. Konz explained that the site plans for the Victory Ridge Subdivision illustrate a grouped housing development consisting of four apartment buildings with a total of 180 residential units. He indicated that supporting site improvements include four garages, on-site parking, and associated residential amenities. He commented that the property is currently zoned O-R, Office Residential, where grouped housing projects are classified as conditional uses.

Mr. Konz stated that to reduce the development envelope of the project area, the applicant has modified their parking layout by reducing the requirement from 2 stalls to 1.5 stalls per unit. He explained that with a total of 180 residential units, 270 off-street parking stalls must be provided on site, and 365 parking stalls are proposed, at a rate of over 2 stalls per unit. He commented that site access is proposed from Dublin Road and will be required to conform to the city's engineering and access management standards. He noted that the applicant had submitted a traffic study, and it was determined that a dedicated left turn signal at the intersection of Adams Street and Victory Drive could be beneficial during peak hours. He added that the functionality of the signal will be evaluated for adding a left-turn signal and the applicant will be required to cost-participate with any enhancements to the signal.

Brief discussion on the traffic signal and the bluff line as far as any sediment or erosion concerns. Mr. Konz commented on an analysis and the location of the development being moved to the south and west. It was noted that the housing would be at market rate rents.

Mr. Dieken moved and Mr. McLaughlin seconded a motion to approve the Resolutions approving a Final Plat review of Victory Ridge Apartments, and a Conditional Use Permit to allow a grouped housing project and a wetland sequencing and replacement in the O-R, Office Residential District (Outlot B, Kearney Addition No. 2). The motion carried unanimously.

- C. Mr. Konz indicated that American Builders and Contractors, Supply Co Inc, with permission of the property owner, is requesting a conditional use permit to allow unenclosed storage of materials, products and equipment, including wholesale building materials in the PI, Planned Industrial, zoning district (2205 7th Avenue); by request of American Builders and Contractors, Supply Co. Inc.

Mr. Konz noted that the applicant is proposing to use the property as a construction material supply business, which is proposed to have an outside storage area for materials. He commented that the proposal depicts the outside storage of materials to the east of the building with overstock items being stored adjacent to the building, and shingles on the eastern side of the parking lot.

Mr. Konz mentioned that the Mankato City Code allows unenclosed storage of materials, products, and equipment in the PI, Planned Industrial Zoning District through the issuance of a Conditional Use Permit, provided the use conforms to Chapter 10, Article X, Division 2.

Mr. Konz stated that ABC Supply Co. Inc. is a large wholesale distributor of roofing supplies as well as siding, windows, and other select exterior and interior building products, tools, and related supplies. He added that exterior storage materials will primarily include asphalt shingles, roofing insulation and accessories, solar panels, siding, stucco, windows and doors, rain gutters, and decking and railing.

Mr. Dieken moved and Mr. Laven seconded a motion to approve the Resolution approving a Conditional Use Permit to allow unenclosed storage of wholesale building materials, products and equipment in the PI, Planned Industrial District (2205 7th Avenue). The motion carried unanimously.

- D. Mr. Konz stated that the applicant is seeking a conditional use permit to allow recreational cheerleading and tumbling training use in the M-1, Light Industrial, zoning district (1021 Elevate Lane); by request of Power Athletics. He commented that according to the narrative and business plan, the facility will provide recreational and competitive training for cheerleading and tumbling. He provided a schedule and added that the location will be used for training purposes only as competitions, tournaments or other functions that involve spectators are not planned

for the location. He added that the use of an industrial space provides the needed safe areas with open floors and high ceilings being ideal for the proposed recreational operation.

Mr. Konz noted that the narrative states that classes will be scheduled in blocks, with groups of athletes arriving and departing in predictable patterns, at staggered schedules. He mentioned that the nature of the training ensures staggered traffic flow rather than continuous high-volume traffic and that the business will not generate outdoor activity, excessive noise, emissions, or storage needs beyond the building footprint. He stated that in addition to group classes for all levels, the business plan outlines that other service offerings will include competitive teams, private lessons, specialty clinics, birthday parties, and gym rental as other teams or groups can rent the gym whether it be for practices or private parties such as school teams.

Mr. Konz reported that the applicant intends to occupy a tenant space within an existing structure located in an M-1, Light Industrial, zoning district, and the building's existing tenants are Babe Plumbing, APX Storage, ECS Shop, as well as a current vacant tenant space. He explained that because of the mix of industrial uses and their potential operational components such as trucks, trailers, heavy equipment and the use that potentially involves young children, the submission of a traffic management plan at the time of building permit submission is included as a recommended condition.

Ms. Hatanpa moved and Mr. Mettler seconded a motion to approve the Resolution approving a Conditional Use Permit to allow an athletic facility for sports instruction in the M-1, Light Industrial District (1021 Elevate Lane). The motion carried unanimously.

7. **Public Hearings**

- A. Mr. Bienfang stated that this was a final assessment hearing for Council to consider adoption of the final assessments by resolution for Capital Improvements Projects:

- 11005; Victory Drive - Phase 1
- 11057; Germania Park - Phase 4
- 11058; North Belmont Drive
- 11125; 2025 Petition Alley
- 11131; 2025 Resurfacing, Miscellaneous Sidewalks & Alley Improvements

He indicated that a preliminary assessment hearing was conducted for projects 11005, 11057 and 11058 on February 12, 2024, and there were no objections, and the projects were ordered, and the preliminary assessment rolls adopted. He noted that the city's past practice has been

to conduct a second final assessment hearing using the actual costs of the project and send a notice to property owners to account for any changes in the assessment from what was approved at the preliminary assessment hearing. He mentioned that the changes between the preliminary and final roll primarily result from one of three reasons: additional work on private property being requested/petitioned; the actual costs of the sewer and water services; and the actual cost of the driveway approach/apron construction within the project area.

Mr. Bienfang further explained that as part of all reconstruction projects, if a property has a sewer and water service located within the project area, the service is replaced from the main to the right of way whether it is code compliant or not. He stated that if it was determined to be code compliant by field inspection prior to construction, no assessment is charged against the property. Sewer and water services are estimated as a lump sum cost as part of the preliminary assessment, then revised to match the bid contract price for the final assessment. He reviewed where there were changes regarding service costs.

Mr. Bienfang reported that an improvement hearing was conducted for the above projects 11125 and 11131 on February 24, 2025, and there were no objections, and the projects were ordered, declared to be assessed and preparation of the proposed assessments were ordered. He mentioned that the city's past practice has been to conduct the final assessment hearing for resurfacing type projects the same calendar year as construction based on the actual costs of the project and send a notice to property owners of the final assessment amount.

Mr. Bienfang provided an overview of the process and related timelines and procedures for noticing for hearings. He commented that the proposed assessment notice was published in the Free Press on September 25, 2025, and the proposed final assessment notices were mailed to property owners on September 24, 2025, for all the projects. He stated that property owners were informed of the amount to be assessed against each parcel, that the council may adopt the assessment roll at the hearing, the right of the property owner to prepay the entire assessment, as well as deferral and repayment options. He added that also included was information related to the process for appealing, and he summarized the process per state law.

Mr. Bienfang indicated that at the time of this report, the City Clerk had received one letter (which is included in the packet) of objection from Grace Baptist Church.

Mr. McLaughlin asked about the increase of 26% and wondered if it was usual to have that amount of an increase. Mr. Bienfang commented that he was familiar with the assessment and how it was amended from the as-build cost to the final and noted the underestimate of the as bid.

Brief discussion on the properties that were off and why the costs fluctuated.

Mayor Massad opened the public hearing on Capital Improvement Project 11005; Victory Drive – Phase 1.

Greg Milbraith, 2024 Hoffman Road, mentioned his concerns about the amount of the assessment. He provided a summary of the actions since 2023, and how he was misinformed. He wondered how a homeowner was to budget correctly based on the situation. He added that his yard was used as a staging area and how his yard is no longer the same. He stated that he brought in black dirt as the city/county brought in sand/rock which will not work to grow grass. He noted that a final walk-through was not conducted.

Ms. Arntz summarized the process and mentioned how the driveway apron had been missed. It was noted that Blue Earth County held the contract for the work.

Mayor Massad closed the public hearing.

Mr. Laven moved and Ms. Hatanpa seconded a motion to approve the Resolution adopting assessments on Improvement 11005, amending the assessment amount for parcel 01.09.17.431.023 from a total final assessment of \$8,664.64 to \$6,286.74 (driveway approach). The motion carried unanimously.

Mayor Massad opened the public hearing on Capital Improvement Project 11057; Germania Park – Phase 4.

Mark Willie, Mankato, representing Grace Baptist Church, commented on the reconstruction and how the church property, which includes a school and athletic field, is being assessed considerably more than what is actually being improved. He stated that they understood that they needed to receive the final assessment to react. He mentioned how the property was left after the work was conducted and how it was not left as it was before.

Mayor Massad closed the public hearing.

Brief discussion on the three charges for Grace Baptist Church.

Ms. Arntz explained how the Council changed the policy in 2024 that would allow for a special benefit analysis before the bid is awarded. She explained the process and suggested that, if the Council wished, they could request a special benefit analysis.

Ms. Hatanpa moved and Mr. Dieken seconded a motion to approve the Resolution adopting assessments on Improvement 11057; Germania Park – Phase 4, removing the three parcels for Grace Baptist Church (01.09.06.186.005, 01.09.06.186.006, and 01.09.06.328.001) to conduct a special benefit analysis; and removing the pending deferral for 2021 6th Avenue (01.09.06.329.002). The motion carried unanimously.

Mayor Massad opened the public hearing on Capital Improvement Project 11058; North Belmont Drive. There being no one wishing to speak, Mayor Massad closed the public hearing.

Mr. Laven moved and Mr. Mettler seconded a motion to approve the Resolution adopting assessments on Improvement 11058; North Belmont Drive. The motion carried unanimously.

Mayor Massad opened the public hearing on Capital Improvement Project; 11125; 2025 Petition Alley. There being no one wishing to speak, Mayor Massad closed the public hearing.

Ms. Hatanpa moved and Mr. McLaughlin seconded a motion to approve the Resolution adopting assessments on Improvement 11125; 2025 Petition Alley. The motion carried unanimously.

Mayor Massad opened the public hearing on Capital Improvement Project; 11131; 2025 Resurfacing, Miscellaneous Sidewalks & Alley Improvements. There being no one wishing to speak, Mayor Massad closed the public hearing.

Mr. Dieken moved and Mr. McLaughlin seconded a motion to approve the Resolution adopting assessments on Improvement 11131; 2025 Resurfacing, Miscellaneous Sidewalks & Alley Improvements. The motion carried unanimously.

- B. Mr. Konz reported that on July 14, 2025, the Council approved the preliminary plat of the Good Counsel Subdivision, which encompasses a portion of Outlot C of the School Sisters of Notre Dame Subdivision, subject to several conditions intended to ensure conformance with city standards and policies.

Mr. Konz explained that the conditions of approval included the submission of a hydraulic report in compliance with the grading manual, which has been provided for review with the final plat. He noted that a subdivision agreement was also required for any associated public improvements, and the applicant has submitted cost estimates and civil design plans to facilitate preparation of this agreement. He indicated that because no public stormwater will utilize the proposed ponds, they will be privately owned and maintained. He commented that residential

lighting within the subdivision must meet city standards and will be reviewed at the time of building permit application. He mentioned the required dedication of necessary easements and rights-of-way which have been provided on the final plat. He touched on stormwater management, utilities and access.

Mr. Konz indicated that the applicant is requesting approval of the final plat for Good Counsel Meadows, which consists of two blocks and four outlots. Block 1 contains eight lots, each approximately 0.15 acres (6,535 square feet) in size, while Block 2 contains three lots: Lots 1 and 2 at 0.37 acres each, and Lot 3 at 0.84 acres. Standard easements are identified throughout the plat and the proposed land use for all lots is single-family residential development.

Mr. Konz stated that the final plat reflects modifications to the outlots with Outlot A being dedicated to the City of Mankato, as utilities are located within this portion of the subdivision. He noted that the applicant intends to request access across Outlot A for a private road that will connect to Outlot B. He mentioned that an easement agreement will be executed to address access rights, as well as provisions for maintenance, repair, reconstruction, snow removal, and liability. He commented that Outlot B will function as the private drive serving the subdivision and will be privately owned and maintained by the applicant or successors in title.

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

Mr. Dieken moved and Mr. McLaughlin seconded a motion to approve the Resolution vacating a portion of Ruth Street and the Resolution approving the Final Plat of Good Counsel Meadows (Ruth Street between Outlots B and C, School Sisters of Notre Dame Subdivision). The motion carried unanimously.

- C. Mr. Konz reported that on September 22, 2025, the Council approved the annexation, final plat, and conditional use permit for AJK Mankato Holdings, LLC. He commented that the development proposal depicted areas for future self-storage buildings (Phase 2), a 36,400 square-foot warehouse with office and showroom space for Rickway Carpet, and an 1,800 square-foot building identified as trash storage.

Mr. Konz stated that the request is the rezoning of the subject property from T-Transition (previously AG in Mankato Township) to M-1, Light Industrial. The subject property is described as that part of the easterly 20 acres of the Northeast Quarter of the Northeast Quarter and the North Half of the Southeast Quarter of the Northeast Quarter, all in Section 3, Township 108, Range 26, Blue Earth County, Minnesota, lying westerly of the railroad right of way.

Mr. Konz indicated that the request is consistent with the adopted Land Use Plan and the zoning of adjacent parcels to the south, and it is intended to accommodate the proposed future development of storage units, including the Rickway Carpet warehouse, office, and showroom.

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

Mr. Dieken moved and Ms. Hatanpa seconded a motion to approve the Ordinance rezoning property from Agriculture Transition to M-1, Light Industrial (Blue Earth County PID R430903200005). The motion carried unanimously.

- D. Mr. Konz stated that the applicant, Lori Schlueter, is requesting a variance from the Mankato City Code to increase the allowable maximum ground coverage from 30% to 37%, for a total lot coverage of 1,358 square feet in the R-2, one-and-two family dwelling district; and a variance to decrease the required corner side yard setback from 15 feet to 8.5 feet (307 Mound Avenue).

Ms. Konz indicated that the variance is being requested to allow for the construction of a new, 22' X 25' detached garage. He noted that the garage will be in approximately the same location as the existing garage on the property, which will be demolished as it is in a blighted condition. He mentioned that the new garage will be larger to accommodate vehicles and storage.

He commented that access to the proposed detached garage will continue to come from the Irving Street right-of-way, located to the East of the subject property as 307 Mound Avenue is the only property that currently is or has historically utilized this right-of-way for parking and driving purposes. He reported that in 1941, what was effectively a private driveway access, was constructed off Mound Ave to serve 307 Mound Avenue within the unimproved Irving Street right-of-way. He explained that due to the exclusive private use of the Irving Street right-of-way by 307 Mound Avenue and the necessity of the utilization of the right-of-way to access the garage, a License to Encroach must be obtained and held by the property owner. He added that the License to Encroach shall be required as long as 307 Mound Ave wishes to utilize the public right-of-way for private driveway purposes. He pointed out that at such time that the Irving Street right-of-way is improved, modified, or vacated, the property owner of 307 Mound Ave shall be a willing petitioner to said improvements.

Mr. Konz summarized the practical difficulties analysis for the proposed variances. He noted that the property owners of 135 Hubbell Avenue provided a letter to the city stating that they have no concerns with the proposed variance. He added that an administrative hearing was held on September 24, 2025, regarding the variances and no additional comments were submitted.

Mayor Massad opened the public hearing.

Lori (and Kayla) Schlueter, 307 Mound Avenue, commented on how difficult the process has been with obtaining a license to encroach. She noted that the garage was a single stall and was in poor condition. She mentioned the Irving Street right-of-way and how nobody knew it was a street.

Mayor Massad closed the public hearing.

Discussion on the requirements for the license to encroach.

Ms. Hatanpa moved and Mr. Laven seconded a motion to approve the Resolution approving variances to increase the allowable maximum ground coverage from 30% to 37% and to decrease the required corner side yard setback from 15' to 8.5' in the R-2, one-and-two family dwelling district; (307 Mound Avenue), with the elimination of condition #3 related to the private usage of the public right-of-way, identified as "Irving Street". The motion carried unanimously.

- E. Mr. Konz stated that due to a technical issue, this item was republished for tonight's public hearing. He indicated that as part of Mankato's Strategic Plan and Housing Needs Analysis, the Economic Development Authority (EDA) directed staff to refine the city's development processes to better support community growth and address housing needs and recommended drafting an ordinance to amend the code to reduce the parking requirements from 2 parking stalls per unit to 1.5 parking stalls per unit.

Mr. Konz cited the American Planning Association Planning Advisory Service's "Planning Standards" document, which states, "Much recent parking literature argues that excessive parking supply discourages alternative modes of transportation, reduces density, increases the cost of development, creates an uninviting built environment, and degrades the natural environment." He noted that parking requirements for multifamily housing have been raised in several recent proposals, with applicants citing reduced car ownership, greater transit access, and changing resident needs.

Mr. Konz explained that the Mankato City code currently reduces parking for uses in the Central Business District—Fringe (reduces parking by half) and Central Business District (does not require parking). He indicated that during the review of conditional use permits, the Council may adjust the parking requirements if it is determined an increase is required. He added that the Council had previously required additional parking based on the number of bedrooms in an apartment unit rather than the standard two parking stalls per unit.

Mr. Konz reported that the Planning Commission held significant discussion related to the proposed amendment that focused on whether it would be more appropriate to base the parking on the number of bedrooms rather than requiring 1.5 parking stalls per unit. Additional discussion was held related to guest parking. He stated that ultimately, the Planning Commission recommended the proposed parking change from 2 parking stalls to 1.5 parking stalls.

Mr. Konz concluded that based on a review of other communities, staff recommend reducing the requirement for apartment buildings to 1.5 stalls per unit. This adjustment would align with best practices and provide several benefits: more efficient land use, reduced stormwater runoff, lower development costs, and increased housing supply.

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

Mr. McLaughlin moved and Mr. Mettler seconded a motion approving the Ordinance amending Section 10-1630 and Section 7-88 Number 4 reducing parking requirements for multiple-family dwellings from 2 parking spaces to 1.5 parking spaces per unit and motion approving summary publication. The motion carried unanimously.

8. **Council Business**

Brief discussion on right-of-way encroachment and roadway standards.

9. **Reports and Miscellaneous Business**

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

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

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

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

10. **Adjournment**

There being no further business, Ms. Hatanpa moved and Mr. McLaughlin seconded a motion to adjourn. With all members voting in favor, the meeting adjourned at 7:54 p.m.

Minutes Approved.

Mayor Massad

ATTEST:

Renae Kopischke
City Clerk