



AGENDA

**Mankato City Council
Regular Meeting
March 23, 2026 - 6 p.m.
IGC - Council Chambers**

1. **Call Meeting to Order**

Roll Call

Pledge of Allegiance

2. **Approval of Agenda**

3. **Approval of Minutes**

Regular Meeting of March 9, 2026

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

Presentation of an Ambassador Award to Shari Dickerman.

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

The public may address the Council on any topic, with the condition that they may not speak on the same item later in the meeting. Speakers are encouraged to register with the City Clerk prior to the start of the meeting, and are limited to three minutes.

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 On and Off-sale Intoxicating and 3.2 Malt Liquor, Wine, Club, Sunday, Non-enclosed Premise (Patio), Culinary, Brewery/Taproom Liquor License renewals effective May 1, 2026, through April 30, 2027.
- B. Resolution considering bids on Capital Improvement Project 10839; Public Works Center Welding Bay Exhaust Improvements.
- C. Resolution considering bids on Capital Improvement Project 11100; Mayo Clinic Health System Event Center Arena Audio Replacement.
- D. Resolution accepting feasibility report and ordering project for Capital Improvement Project 11159; Fire Station 3 HVAC Replacement and Restroom Remodel.
- E. Resolution authorizing the selection of the Vetter Stone Amphitheater Construction Manager at Risk (CMaR).
- F. Motion approving Confined Space Consortium Agreement with RISE Building Products at 241 Mohr Drive.
- G. Motion approving Medical Director Agreement with MJM Medical Director Consortium and terminating the Medical Director Agreement with Mayo Clinic Health System.
- H. Resolution authorizing the bidding of the Water Treatment Plant Reverse Osmosis Pilot Study.
- I. Set April 13, 2026, as the date of public hearing to review a variance request to increase the allowable lot coverage in the Central Business District Fringe from 75% to 77% (600 Block (even) of South Front Street); by request of Front Street Properties, LLC.
- J. Set April 13, 2026, as the date of public hearing on an Ordinance amending Mankato City Code Chapter 17, Sec. 17.181(e) related to Services to consumers outside the city.

7. **Public Hearings**

- A. Resolution approving the vacation of a portion of Lind Street located between Blocks 8 & 9, Columbia Park Addition (adjacent to 8th Avenue); by request of Brett Skilbred.

8. **Licenses**

- A. Review of Tobacco License for S4L Mankato, Inc. DBA as Smokes 4 Less.
- B. Review of Liquor License for Los Dos Primos Corp, DBA Los Dos Primos.

9. **Council Business**

- A. Resolution authorizing the City of Mankato to enter into a Participation Agreement with Lights On! MN and to participate in the Minnesota Lights On! vehicle repair voucher program.
- B. Report on "State of the City" by City Manager Susan Arntz.

10. **Reports and Miscellaneous Business**

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

Work Session, April 6, 2026, 6 p.m., Council Chambers

Regular Council Meeting, April 13, 2026, 6 p.m., Council Chambers (with EDA to follow if needed)

Regular Council Meeting, April 27, 2026, 6 p.m., Council Chambers (with Work Session to follow)

11. **Adjournment**



MINUTES

**Mankato City Council
Regular Meeting
March 9, 2026 - 6 p.m.
IGC - Council Chambers**

1. **Call Meeting to Order**

Roll Call

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

Staff Present: City Manager Susan Arntz, Community Development Director Mark Konz, Director of Public Safety 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. Hatanpa moved and Ms. Melby-Kelley seconded a motion to approve the minutes of the Regular Meeting of February 23, 2026, as written. The motion carried unanimously.

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

Chris Schoenstedt, mentioned the roll call and how all Council members continually vote in favor of items. He felt that it was time for the members to respond to the public complaints against them and indicated the public wanted answers. He touched on the AI surveillance system and how most people do not want their movements tracked. He asked that a committee be formed to deal with ongoing threats.

Cece, mentioned the evening of January 12 and how a community member was pepper sprayed. She indicated that the request for the calls showed a different record than that was provided by the city following the event. She read through the details related to the calls.

Ryan Vesey, thanked the Council for approving the proclamation designating the month of March as Multiple Sclerosis Awareness Month. He touched on the disease and the most frequent symptoms and how awareness was so critical.

Sabri Fair, thanked the Council for providing the three local grants to help community members in need but felt that more needs to be done. He touched on building a community that welcomes and respects all community members who are going through a crisis. He noted that there are still people who are scared and do not want to leave their house. He mentioned the establishment of a committee or a meaningful process for community engagement to build community trust.

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

- A. Proclamation designating the month of March as "Multiple Sclerosis Awareness Month" in the City of Mankato.
- B. Motion approving the donation of two punch passes for Tourtellotte Pool to Bridges Community School.
- C. Motion approving allocations for the 2026 Community Grants.
- D. Motion approving renewal of the Consumption and Display (Bottle club) License for the Mankato Curling Club, 600 Hope Street.
- E. Motion approving renewal of the Consumption and Display (Bottle club) License for the Mankato Lodge #12 AF & AM, 309 South 2nd Street.

- F. Motion approving a License to Encroach for 830 North Broad Street; by request of Habib Sadaka.
- G. Motion approving the 2026 Legislative Priorities.
- H. Resolution removing the Southeast Water Quality State Bonding Request.
- I. Motion approving the Preliminary Plat of CNP Mankato First Addition (2400 North Riverfront Drive); by request of ERM.
- J. Motion approving the Preliminary Plat of Front Street Place Subdivision located on the west side of South Front Street and addressed as the 600 Block (even side only) and 112 West Liberty Street; by request of ISG.
- K. Resolution requesting Decertification of Tax Increment District No. 35-1 (1325 Madison Avenue); Mankato Design Center.
- L. Resolution to execute a Joint Powers Contract with MnDOT on behalf of Mankato/North Mankato Area Planning Organization (MAPO) for a Highway 14 Corridor Study.
- M. Resolution adopting the 2025 Nicollet County Hazard Mitigation Plan.
- N. Motion approving easement on Capital Improvement Project 11194; Dolph Reservoir Access Road.
- O. Resolutions authorizing the City Manager to apply to the Drinking Water Revolving Fund for the Capital Improvement Project 11213; 2026 Lead Water Service Line Replacement Project and apply to the Minnesota Department of Health (MDH) and Drinking Water Public Facilities Authority (PFA) for a 2027 Lead Water Service Line Replacement Project.
- P. Report on project and Change Orders 2-3 for Capital Improvement Project 10706; Lake Street Pump Station.
- Q. Report on project and Change Order 2 for Capital Improvement Project 11120; Woodshire Drive.
- R. Report on project and Change Order 5 for Capital Improvement Project 11131; 2025 Resurfacing (Adams Street).
- S. Report on project and Change Order 1 for Capital Improvement Project 11137; 2025 Wear Course Paving.

- T. Report on project and Change Order 1 for Capital Improvement Project 11078; West 7th Street Reconstruction.
- U. Report on project and Change Orders 1-4 for Capital Improvement Project 11001; Land of Memories Trail.
- V. Report on project and Change Order 2 for Capital Improvement Project 11114; Germania Park Phase 5.
- W. Resolution authorizing the City Manager to enter into a Local Bridge Replacement Program (LBRP) Grant Agreement for MnDOT Project SP 5212-35 (169), Veteran's Memorial Bridge Rehabilitation project.
- X. Resolution ordering preparation of feasibility report for Capital Improvement Project; 11189 Trunk Hwy 169 Utility Improvements.
- Y. Resolution indicating the City of Mankato's support for the Highway 169 Revitalization Project Visual Quality Management Plan and Intent to Cost Participate for certain improvements on Trunk Highway 169.
- Z. Set March 23, 2026, as the date of the public hearing to review a vacation of a portion of Lind Street. The property is located between Blocks 8 & 9, Columbia Park Addition (adjacent to 8th Avenue); by request of Brett Skilbred.

6. **Planning Commission**

- A. Mr. Konz stated that WEB Construction requests an amendment to the previously approved conditional use permit to convert the planned commercial spaces on the main floor into thirteen residential apartment units to align the property more closely with its established residential character and with the recently adopted amendment to the City Code permitting apartments within the B-3, Highway Business District.

Mr. Konz explained that storefronts on the south and east elevations will provide access to the additional units. He noted that the proposed floor plans indicate the creation of thirteen studio apartments on the first floor. He indicated that the second through fourth floors currently contain seventy-two units, consisting of fifteen one-bedroom units and five two-bedroom units per floor; however, upon completion, the building will include thirteen studio units, fifty-three one-bedroom units, and nineteen two-bedroom units. He stated that additional amenity spaces will be incorporated on the main level, including patio and grilling areas, and on the fifth floor, a lounge and deck area will be accessible via the elevator and stairway.

Mr. Konz commented that the proposal includes 168 parking stalls with existing landscaping remaining and continuing to provide screening for the parking areas. He concluded that vehicular access would transition from its current location on Range Street to Hiniker Parkway upon completion of the associated roadway project.

Mr. Dieken moved and Mr. Mettler seconded a motion to approve the Resolution approving a Conditional Use Permit to allow for residential apartment units in the B-3, Highway Commercial, zoning district (1247 Range Street). The motion carried unanimously.

- B. Mr. Konz reported that ISG, on behalf of the property owner, Reichel Properties, LLC, is requesting an amendment to a conditional use permit that was previously granted in 2019, to allow for additional exterior fuel storage tanks.

Mr. Konz stated that the existing building located on the site is utilized to test generators, which is permitted use under the City Code. He explained that to power the generators, the applicant uses the fuel storage tanks which meet the size threshold in the City Code that requires a conditional use permit. He commented that the additional equipment meets the goals and intentions of the city's Comprehensive Land Use Plan and the requirements of the M-1 zoning district.

Mr. indicated that the proposed project includes the expansion of the western parking lot and the exterior generator testing area. He touched on improvements which include new concrete, installation of two generator enclosures, and installation of ancillary testing equipment such as electrical load banks and fuel tanks. He noted that the amendments to the property will not cause any undue traffic issues or impact the neighboring properties negatively.

Mr. Konz summarized that the additional tanks will include (2) 5,000ga diesel tanks, (1) 1,900ga liquid propane tank, (1) 300ga diesel day tank, and (2) 500ga diesel day tanks that will be self-contained and installed in compliance with the fire code, building code, and MPCA regulations.

Mr. Konz concluded that the testing areas will be fully enclosed with fencing and the parking lot will be appropriately screened, and a noise study has been prepared to evaluate the noise levels for compliance.

Ms. Hatanpa moved and Mr. Laven seconded a motion to approve the Resolution approving a Conditional Use Permit to allow exterior fuel storage tanks in the M-1, Light Industrial District (1711 Energy Drive). The motion carried unanimously.

- C. Mr. Konz indicated that AJK Mankato Holdings, LLC, is requesting a conditional use permit to allow the development of self-service storage units within the M-1 Light Industrial zoning district and approval for a Planned Unit Development (PUD) to provide shared flexibility for multiple buildings, utilities, and a roadway network that will serve the proposed development.

Mr. Konz noted that the annexation, final plat, rezoning, and conditional use permit as part of a Planned Unit Development (PUD) was approved by the Planning Commission and Council in July 2025. He stated that the proposal has been revised by replacing planned commercial condominium units with self-service storage units, due to limited access to water and sanitary sewer infrastructure. He commented that the adjustment allows the development to proceed without individual utility hookups while maintaining the overall structure of the original PUD. He explained that the project will be built in phases, beginning with two six-unit buildings constructed alongside the Rickway Carpet office, showroom, and warehouse building, with coordination to ensure proper site circulation and emergency access throughout development.

Mr. Konz added that the proposal includes 412 self-service storage units across 14 buildings, organized into three phases on the central and southern portions of the site, while the Rickway Carpet facility and supporting structures remain on the northern portion. He mentioned that the development exceeds minimum parking requirements and incorporates shared internal drive lanes, private infrastructure, and stormwater management systems under a maintenance agreement. Utilities for the Rickway Carpet building will initially rely on temporary connections, with plans to transition to municipal services as they become available. He concluded that access to the site will also begin via 227th Street on a temporary basis, with future plans to reroute access through adjacent developments as the area builds out.

Ms. Hatanpa moved and Mr. Mettler seconded a motion to approve the Resolutions approving a Conditional Use Permit to allow self-service storage units in the M-1, Light Industrial District and amending the planned unit development to allow shared utilities and roadway network (1151-1261 Station Trail). The motion carried unanimously.

7. **Public Hearings**

- A. Ms. Kopischke reported that due to the specialized composition of the Local Board of Appeal and Equalization pertaining to members being an appraiser, realtor, or other person familiar with property valuations, as well as the required training, it is requested that the term limits be removed. She added that, as part of the cleanup of the section, two of the procedures have been updated according to current practices.

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

Mr. Dieken moved and Mr. Laven seconded a motion to approve the Ordinance amending Mankato City Code Chapter 2, Sec. 2-36 related to the Local Board of Appeal and Equalization. The motion carried unanimously.

8. **Reports and Miscellaneous Business**

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

Regular Council Meeting, March 23, 2026, 6 p.m., Council Chambers
(with Work Session to follow)

Work Session, April 6, 2026, 6 p.m., Council Chambers

Regular Council Meeting, April 13, 2026, 6 p.m., Council Chambers (with
EDA to follow if needed)

9. **Adjournment**

There being no further business, Mr. McLaughlin moved and Ms. Melby-Kelley seconded a motion to adjourn. With all members voting in favor, the meeting adjourned at 6:26 p.m.

Minutes Approved.

Mayor Massad

ATTEST:

Renae Kopischke
City Clerk



AGENDA RECOMMENDATION

City Council Regular Meeting

Meeting Date: 03/23/2026

Agenda Item:

Presentation of an Ambassador Award to Shari Dickerman.

Recommendation/Action(s):

Congratulate and recognize Shari Dickerman with an Ambassador Award.

Summary:

Presentation of an Ambassador Award to MSU Hockey Coach, Shari Dickerman to celebrate her Olympic gold medal for the USA Women's Hockey team.

Ambassador awards are given to people who bring honor and recognition to the City of Mankato and help ut Mankato, Minnesota on the map.



AGENDA RECOMMENDATION

City Council Regular Meeting

6. A.

Meeting Date: 03/23/2026

Agenda Item:

Motion approving On and Off-sale Intoxicating and 3.2 Malt Liquor, Wine, Club, Sunday, Non-enclosed Premise (Patio), Culinary, Brewery/Taproom Liquor License renewals effective May 1, 2026, through April 30, 2027.

Recommendation/Action(s):

Motion approving liquor license renewals.

Summary:

Under Chapter 3 of the Mankato City Code, liquor licenses renew on May 1 of each year. Applications have been submitted and background checks of all owners/applicants, managers and local contacts have been completed. A background investigation of all persons and premises described reveals nothing to preclude renewal of licenses.

In 2025, alcohol compliance checks were completed with four failures (Courtyard Mankato, Maverick's Sports Grill, Ten20 Tavern and Tokyo Sushi & Hibachi), occurring based on 76 checks. Each establishment received a strike against their license and a \$500 civil penalty. Complimentary training by Mankato Public Safety was offered to all establishments that failed the compliance check. Recently, follow-up checks were completed for the establishments that previously failed, and thus needed the required six-month recheck, and all the establishments passed.

In 2025, three establishments received strikes outside of compliance checks based upon conduct and alcohol-related violations as follows:

- The Underground received one strike on August 28, 2025, which resulted in a \$500 penalty.
- JD's Hideaway has two strikes, one on September 18, 2025 (\$500 civil penalty), and one on October 4, 2025 (\$1,000 civil penalty), against the liquor license, which resulted in a problem-solving conference.

- Los Dos Primos has three strikes, two that were issued on May 1, 2025 (\$1,500 civil penalty), and one that occurred on December 2, 2025. To date, we have not received renewal paperwork; thus, they are not on the attached list.

A listing of the establishments being renewed is attached.

Attachments

2026 Liquor License Renewals

Column1	Column2	Column3	Column4
DBA	Business Name	Liquor License Type(s)	Strikes
APPLEBEES NEIGHBORHOOD GRILL & BAR	APPLE MINNESOTA LLC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR	
BOULDER TAP HOUSE	RINGNECK RESTAURANTS INC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR	
BUFFALO WILD WINGS	TWO JOE'S INC.	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	
CATRINE'S MEXICAN GRILL AND BAR	CATRINE'S MEXICAN GRILL AND BAR INC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	
CIRCLE K #2746522	HOLIDAY STATIONSTORES LLC	OFF SALE 3.2 % MALT LIQUOR	
CORK AND KEY	CORK AND KEY LLC	OFF-SALE INTOXICATING	
COUNTRY INN AND SUITES OF MANKATO (LEGENDS BAR & GRILL)	MANKATO LODGING LLC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	
COURTYARD MANKATO	RAINTREE HOSPITALITY LLC	CLASS OTHER ON SALE INTOX;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	X
CROOKED POINT ALE HOUSE	CP MANKATO INC.	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	
CUB FOODS #1606	SUPERVALU INC.	OFF SALE 3.2 % MALT LIQUOR	
CUB FOODS #1653	SUPERVALU INC	OFF SALE 3.2 % MALT LIQUOR;OFF-SALE INTOXICATING	
EAGLES CLUB	FOE AERIE 269 INC	CLUB ON-SALE;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	
EL MAZATLAN MEXICAN RESTAURANT	EL MAZATLAN MEXICAN RESTAURANT INC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	
FLASK	FLASK LLC	LICENSE TO ENCROACH LIQUOR;CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	
HIGH SPIRITS LIQUOR	JOHNSON TIMOTHY J	OFF-SALE INTOXICATING	
HOLIDAY STATION STORE #011	HOLIDAY STATIONSTORES LLC	OFF SALE 3.2 % MALT LIQUOR	
HOLIDAY STATIONSTORE #021	HOLIDAY STATIONSTORES LLC	OFF SALE 3.2 % MALT LIQUOR	
HOOLIGANS NEIGHBORHOOD PUB	JOHNSON & KING, INC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR	
HY-VEE #2 AND HY-VEE WINE #2	HY-VEE, INC.	CULINARY;OFF SALE 3.2 % MALT LIQUOR	
HY-VEE WINE & SPIRITS #2	HY-VEE, INC	OFF-SALE INTOXICATING	
INDIA PALACE	AMAR CORPORATION	WINE LICENSE;ON SALE 3.2 % MALT LIQUOR	

IPPIN RAMEN & SUSHI BAR	IPPIN RAMEN SUSHI MANKATO INC	CLASS NEW ON SALE INTOX;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	
JAKE'S STADIUM PIZZA	JAKE'S STADIUM PIZZA OF MANKATO INC	WINE LICENSE;ON SALE 3.2 % MALT LIQUOR;NON ENCLOSED PREMISE - PATIO	
JD'S HIDEAWAY	ZESTY VENTURES LLC	LICENSE TO ENCROACH LIQUOR;CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	XX
JONNY B'S	JONNY B'S LLC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	
JOSEPH'S LIQUOR	BL WORLDWIDE INVESTMENTS INC	OFF-SALE INTOXICATING	
KATO BALLROOM	KATO EVENT CENTER INC	CLASS OTHER ON SALE INTOX;SUNDAY LIQUOR	
KWIK TRIP #1011	KWIK TRIP, INC.	OFF SALE 3.2 % MALT LIQUOR	
KWIK TRIP #275	KWIK TRIP, INC.	OFF SALE 3.2 % MALT LIQUOR	
KWIK TRIP #334	KWIK TRIP, INC.	OFF SALE 3.2 % MALT LIQUOR	
KWIK TRIP #344	KWIK TRIP, INC.	OFF SALE 3.2 % MALT LIQUOR	
KWIK TRIP #379	KWIK TRIP, INC.	OFF SALE 3.2 % MALT LIQUOR	
KWIK TRIP #431	KWIK TRIP INC	OFF SALE 3.2 % MALT LIQUOR	
KWIK TRIP #449	KWIK TRIP, INC.	OFF SALE 3.2 % MALT LIQUOR	
LOCALE BREWING COMPANY	LOCALE BREWING COMPANY LLC	SUNDAY GROWLER OFF-SALE INTOXICATING;BREWERY/TAPROOM LICENSE;SMALL BREWER OFF-SALE INTOXICATING;NON ENCLOSED PREMISE - PATIO	
MANKATO GOLF CLUB	MANKATO GOLF CLUB INC	CLUB ON-SALE;SUNDAY LIQUOR	
MANKATO MOONDOGS BASEBALL	DIAMOND DREAMS LLC	WINE LICENSE;ON SALE 3.2 % MALT LIQUOR	
MAVERICK'S SPORTS GRILL	BURRITO WINGS LLC	LICENSE TO ENCROACH LIQUOR;CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	XX
MCHS EVENT CENTER	CITY OF MANKATO	CLASS OTHER ON SALE INTOX;SUNDAY LIQUOR	
METTLER'S BAR/LOOSE MOOSE SALOON & CONF	METTLER'S INC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR	
MGM WINE & SPIRITS	DEMOUSKI INC	OFF-SALE INTOXICATING	
MORSON ARIO STRAND POST 950	MORSON ARIO STRAND VFW POST 950 INC.	CLUB ON-SALE;SUNDAY LIQUOR	
MULLY'S ON MADISON	MULLY'S ON MADISON INC	SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO;CLASS B ON SALE INTOXICATING	
NOLABELLE KITCHEN + BAR	NOLABELLE KITCHEN + BAR INC	LICENSE TO ENCROACH LIQUOR;CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	

NUMBER 4 AMERICA BAR & KITCHEN	NUMBER 4 OF MANKATO LLC	LICENSE TO ENCROACH LIQUOR;CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO
OLDE BRICK HOUSE IRISH PUB & RESTAURANT	RINGNECK RESTAURANTS INC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;AUTO 3.2% MALT LIQUOR
OLEANDER SALOON	OLEANDER SALOON LLC	SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO;CLASS B ON SALE INTOXICATING
OLIVE GARDEN ITALIAN RESTAURANT	GMRI INC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR
PAGLIAI'S PIZZA	PAGLIAI'S PIZZA INC	WINE LICENSE;ON SALE 3.2 % MALT LIQUOR
PAPPAGEORGE RESTAURANT & BAR	FAT PAPPAS INVESTMENTS INC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR
PICKLEBARN	PICKLEBARN LLC	ON SALE 3.2 % MALT LIQUOR
PUB 500	BOOZER'S LLC	LICENSE TO ENCROACH LIQUOR;CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO
RED LOBSTER #0684	RED LOBSTER	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR
RIVERFRONT LIQUOR	RIVERFRONT LIQUOR LLC	OFF-SALE INTOXICATING
ROUNDERS SPORTS BAR GRILL	ROUNDERS INC	LICENSE TO ENCROACH LIQUOR;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO;CLASS B ON SALE INTOXICATING
RUSH LIQUOR & SMOKES	RAINY LAKE RETAIL LLC	OFF-SALE INTOXICATING
SAM'S CLUB #6510	SAM'S WEST INC	OFF-SALE INTOXICATING
SHOGUN	SHOGUN MANKATO INC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR
SOCIAL HOUSE	US2 INC	SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO;CLASS B ON SALE INTOXICATING
SOUTH STREET SALOON	SOUTH STREET SALOON INC	LICENSE TO ENCROACH LIQUOR;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO;CLASS B ON SALE INTOXICATING
SWISS AND MADISON	W GROUP LLC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO
TA EXPRESS MANKATO	LV PETROLEUM LLC	OFF SALE 3.2 % MALT LIQUOR
TENTWENTY	LV PETROLEUM LLC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR X
TAVERN ON THE AVENUE	TAVERN ON THE AVE INC	CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO
THE ATOMIC STAR TAVERN	THE ATOMIC STAR TAV LLC	SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO;CLASS B ON SALE INTOXICATING
THE SQUARE DEAL	DOERR ENTERPRISES LLC	LICENSE TO ENCROACH LIQUOR;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO;CLASS B ON SALE INTOXICATING

THE VENUE	HEC EVENT CENTER LLC	CLASS OTHER ON SALE INTOX;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	
THE WINE CAFE	THE BLIND TIGER LLC	SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO;CLASS B ON SALE INTOXICATING	
TOKYO SUSHI & HIBACHI	SAKURA LLC	WINE LICENSE;ON SALE 3.2 % MALT LIQUOR	X
UMMIES SPORTS BAR	UMMIES INC	LICENSE TO ENCROACH LIQUOR;CLASS R ON SALE INTOXICATING;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	
UNDERGROUND BAR & GRILL	RUGOWSKI ENTERPRISES LLC	SUNDAY LIQUOR;CLASS B ON SALE INTOXICATING	X
VICTORY BOWL/MICKEY'S SPORTS BAR	VICTORY BOWL INC	CLASS OTHER ON SALE INTOX;SUNDAY LIQUOR	
WALMART #1473	WALMART INC	OFF SALE 3.2 % MALT LIQUOR	
WINE CAT	THE BLIND TIGER LLC	OFF-SALE INTOXICATING	
WOW ZONE FAMILY ENTERTAINMENT CTR	DKR INC	CLASS OTHER ON SALE INTOX;SUNDAY LIQUOR;NON ENCLOSED PREMISE - PATIO	

Approval of all liquor license renewals is contingent upon payment of license fees, property taxes, utility bills, and other financial claims of the city; in addition to liquor liability insurance and all documentation required under the Mankato City Code



AGENDA RECOMMENDATION

Consent Calendar 6. B.

City Council Regular Meeting

Meeting Date: 03/23/2026

Agenda Item:

Resolution considering bids on Capital Improvement Project 10839; Public Works Center Welding Bay Exhaust Improvements.

Recommendation/Action(s):

Adoption of the attached resolution

Summary:

Capital Improvement Project 10839; Public Works Welding Bay Ventilation and Tool Replacement, was advertised for public bidding beginning on February 17th, 2026.

The work includes replacing the aging equipment that provides heating and ventilation for our Public Works Center welding bay. The project involves replacing electrical, exhaust fans, welding exhaust table arms, duct work, a Make Air Unit, controls and ventilation equipment serving the Public Works Center welding bay. The project also includes demo of all existing equipment and installation of new equipment to meet the manufacturer's specifications.

Three bids were submitted by qualified contractors. The apparent low bidder was Craig Hertaus Construction with a total bid of \$161,367.00.

Staff recommend awarding the bid in the amount of \$161,367.00. Funding will come from the 2026 Facilities Capital Replacement Fund.

Attachments

Resolution

Bid Tabulation

RESOLUTION ACCEPTING BID ON IMPROVEMENT NUMBER 10839

WHEREAS, pursuant to an advertisement for bids for Improvement Number 10839, Public Works Welding Bay Ventilation and Tool Replacement, 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
Craig Hertaus Construction	Mankato, MN	\$161,367.00
WEB Construction Inc.	Mankato, MN	\$178,327.00
APX Construction Group	Mankato, MN	\$184,370.00

AND WHEREAS, it appears that Craig Hertaus Construction is the lowest responsible bidder,

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

1. The City Manager is hereby authorized and directed to enter into contract with Craig Hertaus Construction of Mankato, MN in the name of the City of Mankato, for improvements at the Public Works Center to the welding bay ventilation and associated tool replacements to meet the plans and specifications therefore approved by the city council and on file in the office of the City Manager.

This resolution shall become effective upon its adoption.

Passed this 23rd day of March, 2026

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke
City Clerk



BID TABULATION

PUBLIC WORKS WELDING BAY VENTILATION AND TOOL REPLACEMENT

RECONFIGURATION CITY PROJECT 10839

Bid Opening: March 13th, 2026, 10:00 AM

Name	Bid Bond	Contractor Compliance Form	Base Bid	Alternates	Total Bid
Craig Hertaus Construction	X	X	\$161,367.00	N/A	\$161,367.00
WEB Construction Inc.	X	X	\$178,327.00	N/A	\$178,327.00
APX Construction Group	X	X	\$184,370.00	N/A	\$184,370.00



AGENDA RECOMMENDATION

Consent Calendar 6. C.

City Council Regular Meeting

Meeting Date: 03/23/2026

Agenda Item:

Resolution considering bids on Capital Improvement Project 11100; Mayo Clinic Health System Event Center Arena Audio Replacement.

Recommendation/Action(s):

Adoption of the attached resolution

Summary:

Capital Improvement Project 11100; MCHS Event Center Hockey Arena Audiovisual System Improvements, was advertised for public bidding beginning on February 17th, 2026.

The work includes replacement of the main sound system speaker coverage, which includes six primary line array locations for east and west bleacher seating coverage. Each of these locations also includes a subwoofer and a full-range speaker rotated to cover the ice floor. Two entry zone speaker hanging positions provide coverage for the south end of the bleacher seating. Cabling between equipment rack location and speaker locations will be installed, terminated and tested.

One bid was submitted by a qualified contractor. The apparent low and only bidder is TouchDesign Automation, with a base bid of \$444,458.38 and a bid for the alternates of \$2,476.79 for a total bid of \$446,935.17. Based on estimated pricing procured by staff prior to bidding, the bid does represent the present value of the work and rebidding will likely increase the cost.

Staff recommend awarding the bid and alternate #1 in the amount of \$446,935.17. Funding will come from the Civic Center Capital Fund.

Attachments

Resolution

Bid Tabulation

RESOLUTION ACCEPTING BID ON IMPROVEMENT NUMBER 11100

WHEREAS, pursuant to an advertisement for bids for Improvement Number 11100, MCHS Event Center Hockey Arena Audiovisual Improvements, 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
TouchDesign Automation	Prior Lake, MN	\$446,935.17

AND WHEREAS, it appears that TouchDesign Automation is the lowest responsible bidder,

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

1. The City Manager is hereby authorized and directed to enter into contract with TouchDesign Automation of Prior Lake, MN in the name of the City of Mankato, for improvements at the MCHS Event Center Hockey Arena by upgrading main components of the audiovisual system to meet the plans and specifications therefore approved by the city council and on file in the office of the City Manager.

This resolution shall become effective upon its adoption.

Passed this 23rd day of March, 2026.

Najwa Massad
Mayor

ATTEST:_____

Renae Kopischke
City Clerk



BID TABULATION

MCHS EVENT CENTER HOCKEY ARENA AUDIOVISUAL IMPROVEMENTS

CITY PROJECT 11100

Bid Opening: March 13th, 2026, 10:00 AM

Name	Bid Bond	Contractor Compliance Form	Base Bid	Alternates	Total Bid
TouchDesign Automation	X	X	\$444,458.38	\$2,476.79	\$446,935.17



AGENDA RECOMMENDATION

Consent Calendar 6. D.

City Council Regular Meeting

Meeting Date: 03/23/2026

Agenda Item:

Resolution accepting feasibility report and ordering project for Capital Improvement Project 11159; Fire Station 3 HVAC Replacement and Restroom Remodel.

Recommendation/Action(s):

Adoption of the attached resolution

Summary:

Fire Station 3, located at 1230 Pohl Rd. is a unique building consisting of not only the Fire Station but an attached living quarters consisting of 12 single bedroom suites. These suites all utilize a shared Jack and Jill style bathroom, meaning 2 units share 1 bathroom. These styles of bathrooms generally see more wear and tear over an independent style due to the increased traffic and more frequent use of storage components and locking mechanisms.

Fire Station 3 also has an aged Heating, Ventilation and Air Conditioning (HVAC) unit(s) in need of replacement. Our current HVAC unit has no "outside air" capabilities.

The current Fire Station HVAC equipment and resident restrooms have limitations which include existing configuration, nonfunctioning equipment, and obsolete equipment. Other limitations include the following:

- Lack of energy conservation capabilities and control of temps in resident spaces.
 - This is our biggest complaint from residents.
- Lack of adequate ventilation systems and no fresh air intake
 - Due to issues with dryer, exhaust fans, stove exhaust hoods and vents.
- Worn out fixtures, showers and lavatory cabinets.
- Aged paint, ceramic tile and lighting fixtures.

Suggested improvements associated with the Fire Station 3 restroom remodel project include architectural finish replacement of shower rooms, lavatory cabinets, paint, ceramic tiles, plumbing fixtures and lights in each resident's restroom. The areas of proposed improvements associated with the Fire Station 3 heating, ventilation and air conditioning equipment project include a new HVAC unit to serve the building, a variable refrigerant flow (VRF) system with individual resident room control to improve efficiency and provide zone control for resident spaces. An energy recovery ventilator (ERVs) will be added to provide code-required ventilation requirements. Replacement of the existing water heater and condensing boiler is also included in the project.

Funding for the proposed improvements is shown in the table below. A majority of the project was budgeted in the 2025 Capital Improvement Plan and the funds were restricted in the capital account for this project. Staff are recommending a budget amendment in 2026 to allocate the funding for the project.

ITEM	COST
Existing HVAC System Removal and Disposal	\$20,000
Existing Bathroom Finish Removal — Common	\$3,000
Existing Resident Bathroom Finish Removal	\$20,000
Existing Ceiling Removal	\$20,000
VRF and Ventilation System	\$233,000
Hot Water Valve Installation	\$35,000
Boiler and Related Component Replacement	\$25,000
New Ceiling Tiles	\$25,000
Common Bathroom Renovation	\$20,000
Resident Bathroom Renovations	\$120,000
Building Automation System	\$50,000
TOTAL CONSTRUCTION	\$571,000
Construction Contingency	\$60,820
Administration	\$37,080
Construction Administration	\$56,100
TOTAL PROJECT COST	\$725,000

FUNDING SOURCE	AMOUNT	PERCENT
Facilities Capital	\$725,000	100%
TOTAL FUNDS	\$725,000	100%

Staff recommend the Council accept this project feasibility report, order 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

Feasibility Report

**RESOLUTION RECEIVING FEASIBILITY REPORT, ORDERING IMPROVEMENT,
PREPARATION OF PLANS, SPECIFICATIONS, AND ORDERING ADVERTISEMENT
FOR BIDS ON IMPROVEMENT NUMBER 11159, WITHOUT PETITION**

WHEREAS, a report has been prepared by city staff with reference to Improvement Number 11159, the Fire Stations #3 Restroom Remodel and HVAC Improvements by replacement of the existing heating systems, ventilation equipment, restroom fixtures, and supporting infrastructure; that this report was received by the council on the 23rd day of March 2026, 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 Fire Station 3 Restroom Remodel and HVAC Improvements 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 23rd day of March 2026

Najwa Massad
Mayor

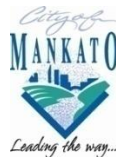
ATTEST: _____
Renae Kopischke
City Clerk

Fire Station 3 Restroom Remodel and HVAC Improvements

Project Feasibility Report

City Project No. 11159

March 23, 2026



Project Feasibility Report

Fire Station 3 Heating, Ventilation and Air Conditioning and Restroom Remodel
City Project #11159
City of Mankato

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Project Feasibility Report

Fire Station 3 Heating, Ventilation and Air Conditioning and Restroom Remodel

City Project #11159

City of Mankato

II. PROJECT CONTACTS

TITLE	NAME	PHONE	EMAIL
Mayor	Najwa Massad	507.387.9693	nmassad@mankatomn.gov
Councilor at Large	Mike Laven	507.720.8674	mlaven@mankatomn.gov
Councilor Ward 1	Michael McLaughlin	507.720.1093	mmclaughlin@mankatomn.gov
Councilor Ward 2	Dennis Dieken	507.720.1817	ddieken@mankatomn.gov
Councilor Ward 3	Kevin Mettler	507.995.0070	kmettler@mankatomn.gov
Councilor Ward 4	Jenn Melby-Kelley	507.720.2502	jmelby-kelley@mankatomn.gov
Councilor Ward 5	Jessica Hatanpa	507.613.8067	jhatanpa@mankatomn.gov
City Manager	Susan Arntz	507.387.8695	sarntz@mankatomn.gov
Director of Admin. Services	Parker Skophammer	507.387.8739	pskophammer@mankatomn.gov
Director of Construction & Facilities Services	Jim Tatge	507.387.8504	jtatge@mankatomn.gov
Facilities Manager	Dustin Bornholdt	507.387.8576	dbornholdt@mankatomn.gov
Facilities Project Coordinator	Ryan Thormodson	507.387.8437	rthormodson@mankatomn.gov

Project Feasibility Report

Fire Station 3 Heating, Ventilation and Air Conditioning and Restroom Remodel
City Project #11159
City of Mankato

III. EXECUTIVE SUMMARY

Fire Station 3 located at 1230 Pohl Rd. is a unique building consisting of not only the Fire Station but an attached living quarters consisting of 12 single bedroom suites. These suites all utilize a shared Jack and Jill style bathroom, meaning 2 units share 1 bathroom. These styles of bathrooms generally see more wear and tear over an independent style due to the increased traffic and more frequent use of storage components and locking mechanisms. They typically have a functional lifespan of 7 to 15 years before requiring a major renovation or update. While the plumbing and structural elements can last much longer, the high-traffic nature of these bathrooms—often used by children or guests—means fixtures, surfaces, and design elements may become outdated or worn within this timeframe.

Fire Station 3 also has an aged Heating, Ventilation and Air Conditioning (HVAC) units in need of replacement. Our current HVAC unit has no “outside air” capabilities. Not having fresh air supply in your HVAC unit, or operating a system without proper ventilation, means your home or building is likely relying on potentially recirculated, stale air. This creates a “sealed box” environment where pollutants, moisture, and odors accumulate, leading to significant health, safety, and structural risks. Not installing fresh, modern HVAC units in multi-housing type structures often creates critical risks, including poor indoor air quality, mold growth, and high energy costs. Lack of ventilation leads to CO2 buildup, triggering health issues like asthma and infections, while also causing structural damage from humidity and increased fire risks from failing equipment. By adding updated systems like energy recovery ventilators (ERV) and variable refrigerant flow (VRF) we enhance core efficiency, increase air transfer and meet indoor quality requirements.

The estimated cost of these necessary improvements is approximately \$725,000

IV. PROJECT INTRODUCTION

The proposed project is to remodel our resident suite restrooms and replace the aging equipment that provides heating, ventilation and air conditioning for our Fire Station 3. The City Council has authorized the preparation of a project feasibility report to define the scope and determine the reasonableness of the project.

The specific objectives of this preliminary feasibility report are to:

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

This project, as proposed, involves remodeling restrooms, replacing heating, ventilation and air conditioning (HVAC) equipment serving Fire Station 3:

- Demolition, removal, and proper disposal of existing heating, ventilation and air conditioning (HVAC) equipment.
- Installation of new HVAC equipment to meet applicable fresh air intake ASHRAE standards.
- Remodel of existing resident restrooms to improve resident experience and updated bath fans to balance air.
- New water heaters and associated components.

Project Feasibility Report

Fire Station 3 Heating, Ventilation and Air Conditioning and Restroom Remodel
City Project #11159
City of Mankato

V. EXISTING CONDITIONS

The existing HVAC equipment at Fire Station 3 has reached end-of-life (equipment obsolescence). When our aging equipment reaches equipment obsolescence it can no longer be repaired due to the lack of available replacement parts. When Original Equipment Manufacturers (OEMs) cease production of parts businesses are left with functional, yet unrepairable equipment. The reasons Original Equipment Manufacturers cease production of parts is because they have moved on to new technologies or have gone out of business.

The existing resident restrooms have exceeded their life expectancy as well. When bathrooms meet end-of-life care, they require immediate modifications to ensure safety, dignity, and accessibility.

The current Fire Station HVAC equipment and resident restrooms have limitations which include existing configuration, nonfunctioning equipment, and obsolete equipment. Other limitations include the following:

- Lack of energy conservation capabilities and control of temps in resident spaces.
 - This is our biggest complaint from residents.
- Lack of adequate ventilation systems and no fresh air intake
 - Due to issues with dryer, exhaust fans, stove exhaust hoods and vents.
- Worn out fixtures, showers and lavatory cabinets.
- Aged paint, ceramic tile and lighting fixtures.

VI. PROPOSED IMPROVEMENTS

The areas of proposed improvements associated with the Fire Station 3 restroom remodel project include architectural finish replacement of shower rooms, lavatory cabinets, paint, ceramic tiles, plumbing fixtures and lights in each resident restroom.

The areas of proposed improvements associated with the Fire Station 3 heating, ventilation and air conditioning equipment project include a new HVAC unit to serve the building, a variable refrigerant flow (VRF) system with individual resident room control to improve efficiency and provide zone control to resident spaces. An energy recovery ventilator (ERVs) will be added to provide code required ventilation requirements. Replacement of the existing water heater and condensing boiler is also included in the project.

The proposed improvements for adding variable refrigerant flow (VRF) system improvements focus on enhancing energy efficiency by up to 50% over traditional systems, featuring advancements like variable-speed compressors, vapor injection for cold climates, and smart, centralized controls. Key upgrades include pairing with heat recovery ventilators for better efficiency, improved zonal control, and quieter operation, making them ideal for both residential and commercial applications.

The proposed improvements for adding energy recovery ventilators (ERVs) are being improved with advanced cores for up to 82% efficiency, dual DC motors for quieter operation, and smart, demand-controlled ventilation (VOC/CO2 sensors) to optimize air quality while reducing energy usage

The proposed improvements for the replacement of the existing water heater and condensing boiler HVAC systems focus on air quality and resident safety. The various systems being installed are to ensure we are limiting the risk of CO2 in spaces and venting all toxic gases into the outside air.

Project Feasibility Report

Fire Station 3 Heating, Ventilation and Air Conditioning and Restroom Remodel
City Project #11159
City of Mankato

To efficiently complete all the proposed construction products, facilities engineering has developed a phasing schedule for the resident restroom remodel portion of the project. This work is very complex and involves displacing residents to complete the proposed work. Phasing a project breaks large, complex endeavors into smaller, manageable, and sequential stages. Key benefits include improved cash flow management, reduced financial risk, greater flexibility for scope adjustments, minimized operational disruption, and faster partial delivery of key areas. This approach allows for better risk management and stakeholder communication

VII. APPROVALS/PERMITS

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

- Electrical Permit
- Building Permit

VIII. PROJECT COST ESTIMATE AND FINANCING

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

ITEM	COST
Existing HVAC System Removal and Disposal	\$20,000
Existing Bathroom Finish Removal - Common	\$3,000
Existing Resident Bathroom Finish Removal	\$20,000
Existing Ceiling Removal	\$20,000
VRF and Ventilation System	\$233,000
Hot Water Valve Installation	\$35,000
Boiler and Related Component Replacement	\$25,000
New Ceiling Tiles	\$25,000
Common Bathroom Renovation	\$20,000
Resident Bathroom Renovations	\$120,000
Building Automation System	\$50,000
TOTAL CONSTRUCTION	\$571,000
Final Construction Contract	\$571,000
Construction Contingency	\$60,820
Administration	\$37,080
Engineering and Construction Administration	\$56,100
TOTAL PROJECT COST	\$725,000

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

FUNDING SOURCE	AMOUNT	PERCENT
Facilities Capital	\$725,000	100%
TOTAL FUNDS	\$725,000	100%

Project Feasibility Report

Fire Station 3 Heating, Ventilation and Air Conditioning and Restroom Remodel
City Project #11159
City of Mankato

IX. POSSIBLE SCHEDULE

The following is a tentative schedule for the proposed heating and ventilation improvements at the Public Works Center:

03/26/2026	Advertise for Bids
04/17/2026	Bid Opening
04/27/2026	Bid Award
04/28/2026	Contractor Purchases Long-Lead Item Equipment
08/03/2026	Project Start Date
10/30/2026	Substantial Completion Date

X. CONCLUSION AND RECOMMENDATIONS

The heating, ventilation and air conditioning systems associated with Fire Station 3 need replacement. The addition of several HVAC systems to help maintain the space and ensure indoor air quality improvements are much needed. This equipment adds more functionality to our daily work and provides an additional layer of safety for our staff. If the proposed replacements and upgrades are not made, we could see unexpected maintenance costs, possible operational downtimes and could have some elevated safety risks for staff.

The restroom remodel is a top priority for residents and staff, they require immediate modifications to ensure safety, dignity, and accessibility.

From an asset management and safety 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.

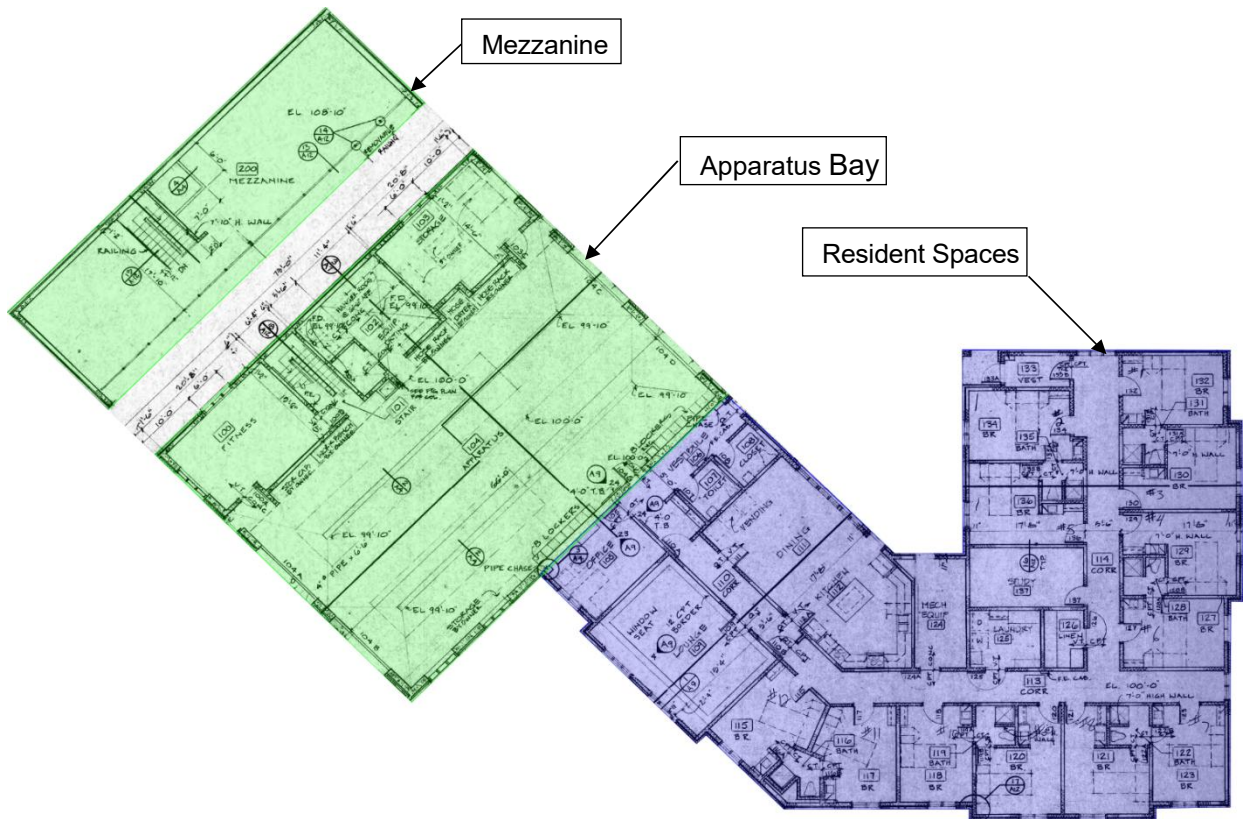
Staff recommend the Council accept this project feasibility report, order the City Manager to prepare final plans and specifications and instruct the City Manager to advertise for bids in accordance with the requirement of law.

Project Feasibility Report

Fire Station 3 Heating, Ventilation and Air Conditioning and Restroom Remodel
City Project #11159
City of Mankato

XI. APPENDIX

a. Figure A – Site Plan



Project Feasibility Report

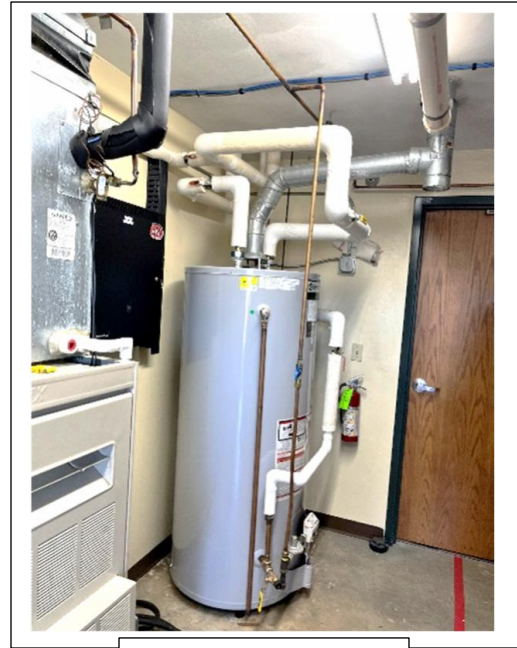
Fire Station 3 Heating, Ventilation and Air Conditioning and Restroom Remodel
City Project #11159
City of Mankato

XII. Appendix

a. Figure B – Existing Equipment



Indoor AC Unit



Water Heater



Outdoor AC Condenser



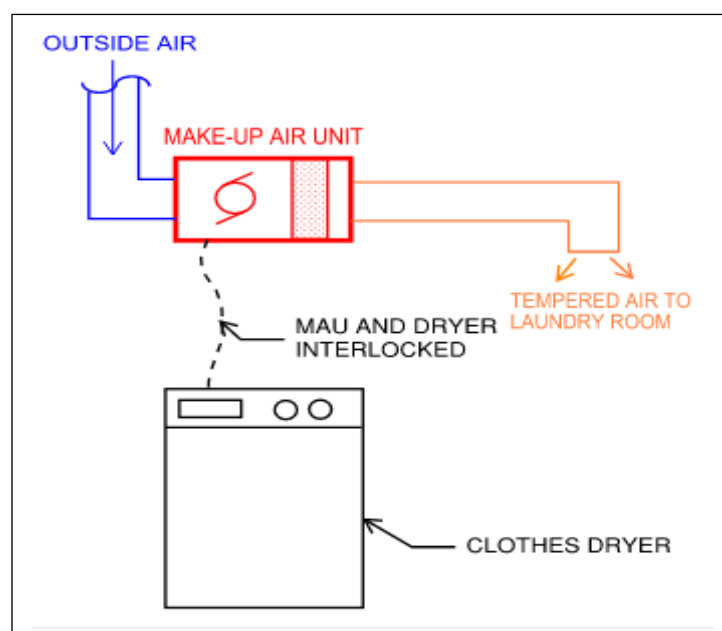
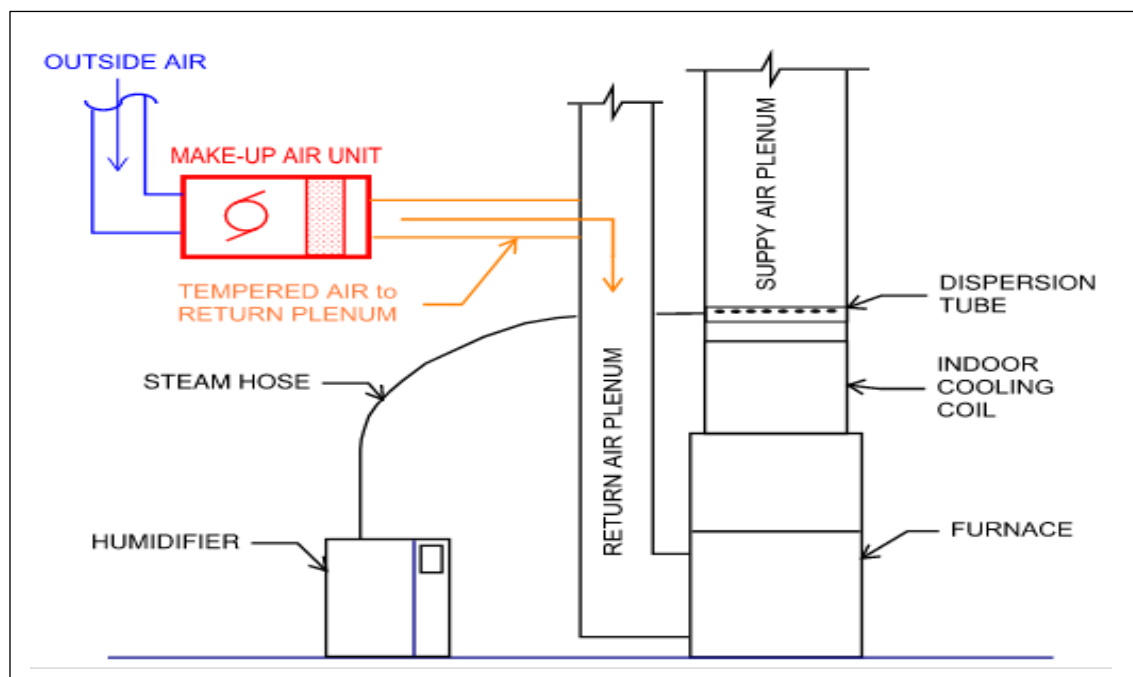
Boiler

Project Feasibility Report

Fire Station 3 Heating, Ventilation and Air Conditioning and Restroom Remodel
City Project #11159
City of Mankato

XIII. Appendix

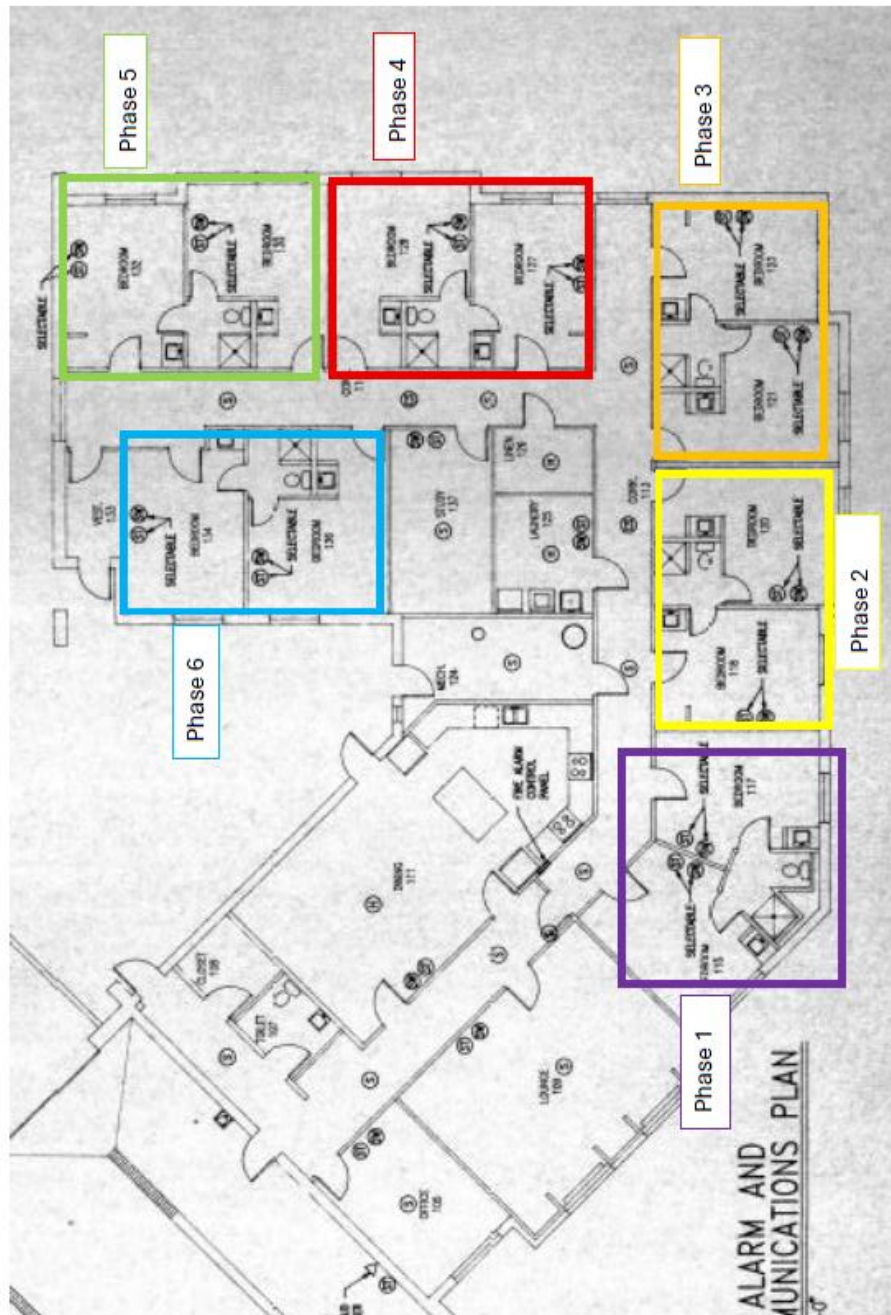
a. Figure C – Proposed New System



Fire Station 3 Heating, Ventilation and Air Conditioning and Restroom Remodel
City Project #11159
City of Mankato

XIII. Appendix

a. Figure D – Proposed Phasing Schedule Restroom Remodel





AGENDA RECOMMENDATION

Consent Calendar 6. E.

City Council Regular Meeting

Meeting Date: 03/23/2026

Agenda Item:

Resolution authorizing the selection of the Vetter Stone Amphitheater Construction Manager at Risk (CMaR).

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

Staff and Design Team met and confirmed the value of using a Construction Manager at Risk (CMaR) versus the traditional design-bid-build method for construction of the Stagehouse at Vetter Stone Amphitheater. The recommended Selection Committee included:

- Construction and Facilities Director (Construction Experience)
- Facilities Manager (Construction Experience)
- Facilities Recreation Coordinator
- Civic Center Co-Director
- Civic Center Co-Director
- LSE (Professional Architectural and Engineering Services)

Minnesota Statute 471.463 authorizes municipalities to select a Construction Manager to manage the construction process, including but not limited to responsibility for the price, schedule, and workmanship of the construction performed.

The CMaR is selected using a two-step competitive proposal.

Step One: Review Request for Qualifications (RFQ) with preliminary project information and use qualifications-based criteria to rank and shortlist the top firms. Three firms were shortlisted based upon satisfactory qualifications. They are as follows:

- Knutson Construction
- Robert W. Carlstrom Co. Inc.
- WEB Construction

Step Two: More detailed design information is provided to the short-listed firms who reply with price information for various items such as profit/contractor fee, insurance, bonding, and general conditions.

Knutson Construction Services Mankato, Inc., is the recommended firm. Knutson Construction, founded in 1911, is a Minnesota-based company providing preconstruction, general contracting, construction management, and design-build services.

Knutson's Mankato office will serve as the City's dedicated executive sponsor and day-to-day partner throughout the project.

Upon Council approval of the resolution, the next step is to negotiate a contract with Knutson Construction. Contract terms will be based on AIA Document A133 2019, Standard Form of Agreement between the Owner and Construction Manager as Constructor, where the basis of payment is the Cost of Work Plus a Fee with a Guaranteed Maximum Price (GMP).

Attachments

Resolution
Proposal

RESOLUTION AUTHORIZING THE SELECTION OF THE VETTER STONE AMPHITHEATER STAGEHOUSE CONSTRUCTION MANAGER AT RISK

WHEREAS, the City of Mankato owns and operates the Vetter Stone Amphitheater at Riverfront Park, and

WHEREAS, the Vetter Stone Amphitheater Improvements project was approved as a Capital Improvement by Council, and

WHEREAS, staff confirmed the value of using a Construction Manager at Risk in accordance with Minnesota Statute 471.463 for construction of the Vetter Stone Amphitheater Stagehouse, shortlisting three firms through the Request for Qualifications process and

WHEREAS, the Request for Proposals for this project was released on February 10, 2026, and

WHEREAS, the scoring team's recommendation for Construction Manager at Risk is Knutson Construction.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Mankato that the City Manager is authorized to negotiate agreements with Knutson Construction as the City's selected Construction Manager at Risk for the construction of a stagehouse at Vetter Stone Amphitheater. This resolution shall become effective upon passage without further publication.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by the City Council of the City of Mankato at a duly authorized meeting held on March 23, 2026.

Adopted this 23rd day of March 2026.

Najwa Massad
Mayor

ATTEST: _____
Renae Kopischke
City Clerk

The background image shows the Vetter Stone Amphitheater in Mankato, Minnesota. The amphitheater features a large, red, curved metal structure that forms a canopy over the seating area. The seating consists of concrete steps on a grassy slope. In the background, the city skyline is visible, including the Alliant Energy building, a tall skyscraper with a distinctive top. The sky is blue with scattered white clouds.

CITY OF MANKATO VETTER STONE AMPHITHEATER IMPROVEMENTS

REQUEST FOR PROPOSAL FOR CM@R

FRIDAY, FEBRUARY 27, 2026

 **Knutson**Construction

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5.4	Project Understanding, Methodology + Approach	10
5.5	Demonstrated Experience	14
5.6	See Separate Envelope	

RFP CRITERIA

RFP SCORING CRITERION	PAGES
Preconstruction Services (25%)	10-12
Experience + Past Performance (25%)	14-17
Key Personnel + Team (20%)	6-9
Cost Proposal + GMP Methodology (20%)	10-11 Separate Envelope
Risk Management + Compliance (10%)	10-11

We see a way to create a **masterpiece**
from your **vision**.

EXECUTIVE SUMMARY

5.1 EXECUTIVE SUMMARY

Attn: Jim Tatge, Construction & Facilities Services Director

Intergovernmental Center
10 Civic Center Plaza
Post Office Box 3368
Mankato, MN 56002-3368

Dear Jim, Claudia, and Selection Committee,

The Vetter Stone Amphitheater is one of the City of Mankato's most recognizable and valued public venues. Located within Riverfront Park and serving as a focal point for community events and regional performances, it plays an important role in the City's cultural and civic life. Knutson Construction is pleased to submit our proposal to serve as Construction Manager at Risk for the Vetter Stone Amphitheater Improvements.

As a long-standing partner to the City of Mankato, we approach this project with a clear understanding of what matters most: predictable delivery, transparent cost management, and a collaborative process that supports informed decision-making. This is a publicly funded project in a highly visible setting, and its success will be defined as much by the experience of delivery as by the finished improvements themselves.

The proposed stage house and stage improvements address long-standing operational challenges, including reliance on temporary systems, extended setup and teardown times, and weather related safety concerns. Knutson understands that the objective is not simply to construct a new facility, but to enhance the amphitheater's long-term functionality, safety, and flexibility while respecting its park setting and ongoing public use.

Our CM@R approach is built around early alignment and disciplined preconstruction leadership. We emphasize Target Value Design, open book estimating, and proactive risk identification so that scope, schedule, and budget remain aligned throughout design — not corrected after the fact. Rather than relying on late stage value engineering or cost reactions, we focus on providing timely, well documented options early, when flexibility is greatest and risk is lowest.

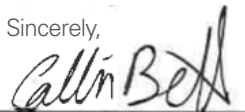
Knutson has assembled a local, experienced team for this project led by Collin Bennett, Operations Manager, and Jack Gafkjen, Project Manager, with Jordan Cepress serving as Preconstruction Lead, day to day field leadership provided by Jeff Williams, Superintendent, and additional support from Michael Johnson as a subject matter expert. This team brings direct experience delivering municipal projects in southern Minnesota and understands the City's expectations for accountability, responsiveness, and stewardship of public funds. Just as importantly, they provide continuity — the same team that helps shape decisions during preconstruction remains accountable through construction and closeout.

During construction, Knutson will prioritize public safety, schedule certainty, and quality control. We will implement a site-specific logistics plan to protect Riverfront Park amenities, clearly separate construction activity from public areas, and maintain a clean, well-managed site. Our safety culture, quality assurance processes, and use of Procore for project documentation provide transparency and real time visibility for City staff throughout the project.

What distinguishes Knutson is our role as a steady partner. We understand the City's processes, standards, and expectations, and we take seriously the responsibility that comes with delivering highly visible public projects. Our goal is to reduce uncertainty, support City staff, and deliver improvements that serve the community well for decades to come.

We appreciate the opportunity to submit our proposal and look forward to continuing our partnership with the City of Mankato on the Vetter Stone Amphitheater Improvements.

Sincerely,



Collin Bennett
Operations Manager
cbennett@knutsonconstruction.com
507.696.2825
111 South Second Street, Suite 610, Mankato, MN 56001

A firm handshake. The ability to listen.
A can-do attitude.

5.2

FIRM INFORMATION

5.2 FIRM INFORMATION

Clients and design partners create the vision – **Knutson’s role is to provide confidence.** From there, our construction leaders and trade partners bring it to life. Success is not achieved solely by the **result**, but by the **experience throughout**.

BRIEF COMPANY HISTORY / ORGANIZATIONAL STRUCTURE

More than a century after our founding in 1911, Knutson has grown into a regionally strong company providing preconstruction, general contracting, construction management, and virtual design and construction (VDC) services. Eighty percent of our work comes from repeat clients who rely on us as their preferred construction partner. These ongoing relationships are a source of great pride because they say something important about how we collaborate, communicate, employ innovation, seek value, and build long-term relationships. Building enduring relationships is how our company has grown in our markets, and how we intend to grow in the years ahead.

More than 114 years as a company has taught us how to interact with and support our clients so that you are inspired and assured throughout the process. From concept to completion, we will act with your best interest in mind and you will have a trusted partner every step of the way.

- Safety will be the highest priority for your jobsites each and every day
- Excellent communication will be the foundation of your project
- You can always expect a team-centered, collaborative approach
- Know that we will be good stewards of your investment and image
- We will generate trust with the community through transparency in everything we do

FIRM NAME

Knutson Construction Services Mankato, Inc.

TYPE OF BUSINESS

Corporation

FIRM ADDRESS

111 South Second Street, Suite 610
Mankato, MN 56001

FIRM CONTACT INFORMATION

w: knutsonconstruction.com

p: 507.280.9788

f: 507.280.9797

SERVICES

- Preconstruction & real-time estimating
- Site assessment
- Constructability analysis
- Virtual Design & Construction (VDC)
- Building Information Modeling (BIM)
- MEP planning and review
- Construction sequencing
- Coordination with governing agencies
- Value and cash flow analysis
- Self-perform demolition, carpentry, concrete, masonry, and specialty material installation
- FF&E Procurement
- Subcontractor prequalification
- Bid package assembly & procurement
- Cost control
- Warranty management
- Reporting and project administration
- Marketing and Communications
- Project close-out

OFFICERS

John Curry, CEO
Brendan Moore, President
Steve Ellis, CFO

Tom Leimer, Senior VP / General Manager
Corporate Management Officer Responsible

Scott Hughes, VP / General Manager
Katie Montag, VP Technology + Innovation
Casey Sarver, VP Human Resources
Sean Dols, VP Field Operations

OFFICE LOCATIONS

Mankato, Minnesota - *office location*
project will be administered from

Minneapolis, Minnesota
Rochester, Minnesota
La Crosse, Wisconsin

PROJECT CONTACT

Collin Bennett
Operations Manager
e: cbennett@knutsonconstruction.com
p: 507.696.2825

BONDING + INSURANCE



The Travelers Companies, Inc.

Bond & Financial Products

385 Washington Street

MC SB 04B

St Paul MN 55102-1396

651.310.5000 TEL

866.269.4992 FAX

800.643.1273

www.travelers.com

October 31, 2025

Re: Knutson Construction Services, Inc. - Surety Bond Capacity

To Whom It May Concern:

I have been asked to provide information on the surety relationship enjoyed by Knutson Construction Services, Inc. (Knutson) as required by your prequalification procedures. As surety agent for Knutson, I am pleased to recommend the organization and the exceptional abilities it brings to the construction marketplace.

Pertinent information regarding their surety relationship is as follows:

- Bonding Company: Travelers Casualty and Surety Company of America
(A subsidiary of the Travelers Companies)
- Bond Company A.M. Best rating: A++ / XV
- Term of Relationship with Surety: Since 1985
- Single Project / Aggregate Bonding Capacity: \$300,000,000 / \$1,000,000,000
- Value of Bonded Projects / Current Capacity: \$12,141,394 / \$515,000,000
- Surety Company Contact: Ryan Hatteberg, Account Executive / Construction Services
385 Washington Street, SB04B, St. Paul, MN 55102
(651) 310-5321

Please accept my judgment that Knutson is well qualified to provide the necessary financial, technical, and management resources to satisfy any of your project's construction requirements. I would welcome the opportunity to facilitate any performance and payment bonds that may be required on their behalf subject to the Travelers normal underwriting review at the time, acceptance of contract provisions and a request for support by Knutson.

Sincerely,

Travelers Casualty and Surety Company of America

Kelly Nicole Enghausen, Attorney-in-Fact



cc: Knutson Construction Services, Inc.

BONDING + INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1

DATE (MM/DD/YYYY)
11/11/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA		CONTACT NAME: WTW Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL: certificates@wtwco.com ADDRESS:	
		INSURER(S) AFFORDING COVERAGE INSURER A: Continental Casualty Company	NAIC # 20443
INSURED Knutson Construction Services, Inc. 111 South 2nd Street Suite 610 Mankato, MN 56001		INSURER B: American Casualty Company of Reading Penns INSURER C: INSURER D: INSURER E: INSURER F:	20427

COVERAGES **CERTIFICATE NUMBER: W41726082** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC ☐ OTHER:	Y		GL 7063455298	12/31/2024	12/31/2025	EACH OCCURRENCE \$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000						
	MED EXP (Any one person) \$ 15,000						
	PERSONAL & ADV INJURY \$ 2,000,000						
	GENERAL AGGREGATE \$ 4,000,000						
	PRODUCTS - COMP/OP AGG \$ 4,000,000						
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY ☐ AUTOS ONLY	Y		BUA 7063455284	12/31/2024	12/31/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
B	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$	N/A		WC 7063477611	12/31/2024	12/31/2025	EACH OCCURRENCE \$
	AGGREGATE \$						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N No					☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The City of Mankato, Minnesota is included as an Additional Insured as respects to General Liability and Auto Liability as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

The City of Mankato, Minnesota	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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SR ID: 28849065

BATCH: 4201464

We pride ourselves in being a **dedicated partner** to you throughout the entire life of the project, not just the beginning. **Your dream becomes ours** the moment we first connect.

PERSONNEL INFORMATION

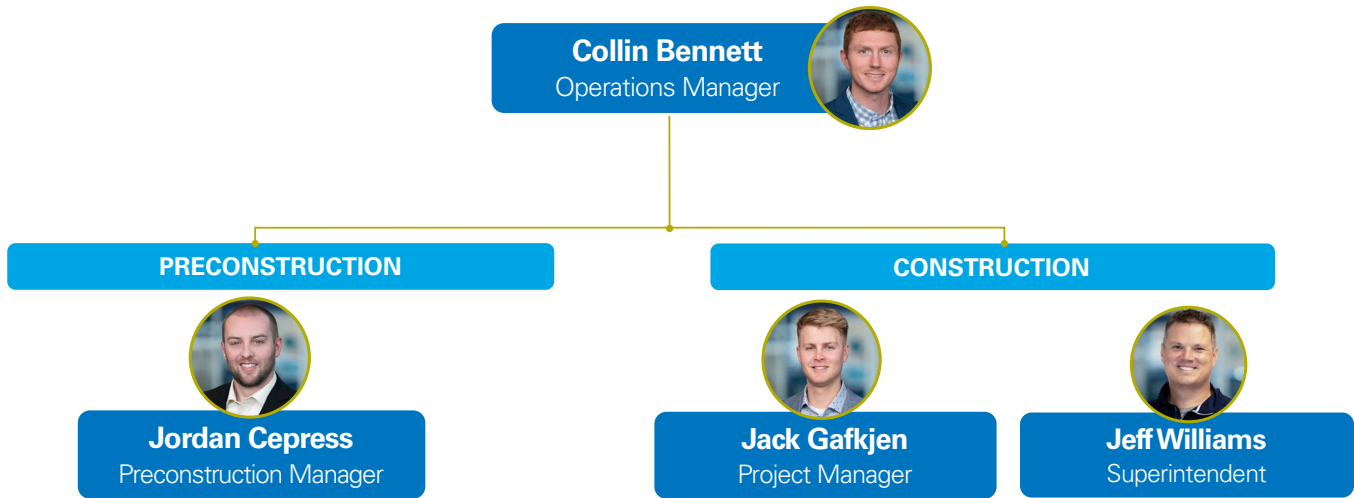
5.3

5.3 PERSONNEL INFORMATION

Knutson Construction is prepared to be a trusted partner of the **City of Mankato Vetter Stone Amphitheater** for years to come. With your upcoming project, as your construction manager we would aspire to keep your values, commitment to your community, safety, the integrity of your budget and schedule throughout preconstruction and estimating activities, as well as collaborative communication during construction and closeout phases.

Highlights of our team include the diversity of talent to bring different perspectives to the work, and senior level participation with extensive collaborative experience to support both design and construction. Team members are familiar with each other, and this market. They are supported by state-of-the-art tools within our preconstruction and Virtual Design and Construction (VDC) teams which gives them the ability to translate conceptual ideas into 2D-6D that can be priced and scheduled. The proposed Knutson professionals for the Vetter Stone Amphitheater Improvements project are all available immediately to focus on the project. This team has worked together on multiple similar scopes and are committed to ensuring the success of your project. Knutson is dedicated to meeting your needs from the start of preconstruction until we turn the completed facility over to you.

The proposed core team members bring years of experience needed to successfully deliver the Vetter Stone Amphitheater Improvements project – operations manager, [Collin Bennett](#), project manager, [Jack Gafkjen](#), superintendent [Jeff Williams](#), and preconstruction manager, [Jordan Cepress](#) have a deep and intimate knowledge of local and industry requirements and the intricacies that are involved with any construction project. They know what it takes to deliver *The Knutson Experience* and exceed owner expectations. Our job is to transform ideas into reality, on-time and on-budget, while creating a positive and collaborative team experience. On the following pages, along with team resumes, we have highlighted a number of projects similar to yours which demonstrate our capabilities within corporate construction.



SUPPORT SERVICES



Michael Johnson
Subject Matter Expert



Aalayha Traub
VDC Manager



Chris Benson
Safety Manager



COLLIN BENNETT

OPERATIONS MANAGER

YEARS OF EXPERIENCE: 11

EDUCATION / CERTIFICATIONS

B.S. Construction Management,
Minnesota State University – Mankato
SWPPP Certified
OSHA 30-Hour

With his take-charge attitude and willingness to think outside the box and work collaboratively with owners and architects, Collin has become a proven and trusted team member. On your project, Collin will work hand-in-hand with this experienced project team to provide project oversight, including: budget tracking, project scheduling/management, safety and daily coordination of on-site construction activities. His knowledge and recent experience with the proposed team will make him an asset to this project.

SPECIFIC RESPONSIBILITIES

- Be your main point person from Knutson from the very start of the project until the end
- Work hand in hand with the project team to provide accurate budget updates, value engineering analysis, disruption avoidance, and constructability reviews during the preconstruction phase
- Be in sync with project manager, Jack Gafkjen, and Superintendent, Jeff Williams throughout the duration of construction
- Attend owner, architect, and contractor meetings during construction
- Oversee the timely and accurate closeout process

RELEVANT EXPERIENCE

- City of Luverne Child Care Center; Luverne, MN
- City of Waterville Fire Station; Waterville, MN
- City of Mankato MCHS Event Center Exteriors; Mankato, MN
- Coloplast Manufacturing Warehouse + Office Renovation; North Mankato, MN
- TBEI Maintenance Facility; Lake Crystal, MN
- AGCO Industries; Jackson, MN
- McNeilus Truck Manufacturing; Dodge Center, MN
- Eide Bailly Center Building + Parking Ramp; Mankato, MN
- Rochester Public Utilities; Rochester, MN
- Mankato Area Public Schools ISD #077; Mankato, MN

REFERENCES

Teresa Hill, 507.362.8300
City Manager | City of Waterville

Holly J. Sammons, 507.449.5033
Economic Development Director | City of Luverne

Susan MH Amtz, 507.3508.2378
City Manager | City of Mankato



JACK GAFKJEN

PROJECT MANAGER

YEARS OF EXPERIENCE: 7

EDUCATION / CERTIFICATIONS

B.S. Construction Management,
Minnesota State University – Mankato
OSHA 30-Hour

As project manager, Jack brings his extensive experience with projects from across the Southern Minnesota region to the City of Mankato Vetter Stone Amphitheater project. He is a proactive, innovative, and solutions oriented project manager and will work closely with the team on budgeting and scheduling for this project. In partnership with Collin and Jeff, Jack will be supporting the project initiatives to meet deadlines and milestones on time and under budget. Jack will bring best-practices and lessons learned to this project, specifically from his experience in managing projects that require a high level of attention to detail to the phasing, schedule, and budget so that your project is setup for success. Jack has become a proven and trusted team member with his take-charge attitude and willingness to learn.

SPECIFIC RESPONSIBILITIES

- Thoroughly review plans and specifications for constructability issues
- Utilize knowledge on RFI/Submittal process, and the procurement of materials to meet construction schedule while allowing the project to remain on budget
- Be in sync with superintendent Jeff Williams and operations manager Collin Bennett throughout the project

RELEVANT EXPERIENCE

- MCHS Sports Medicine on the Pond; Mankato, MN
- Carlson Tillisch Eye Clinic; Mankato, MN
- City of Luverne Child Care Center; Luverne, MN
- Blue Earth County Justice Center Renovation; Mankato, MN
- All Seasons Sports Arena; Mankato, MN
- City of Waterville Fire Station; Waterville, MN
- MCHS New Prague Oncology & Infusion Therapy Expansion; New Prague, MN
- MCHS Waseca OR Revitalization; Waseca, MN
- MCHS Waseca Pharmacy Relocation & Hospital Bed Expansion; Waseca, MN
- AGCO Industries; Jackson, MN

REFERENCES

Holly J. Sammons, 507.449.5033
Economic Development Director | City of Luverne

Chris Roeder, 507.304.4249
Unit Head - Facilities Operations SW MN | Mayo Clinic Health System

Kelly Heatley, 531.800.5831
Architect | BVBR



MICHAEL JOHNSON

PROJECT EXECUTIVE / SME

YEARS OF EXPERIENCE: 18

EDUCATION / CERTIFICATIONS

B.S. Construction Management – Minnesota State University - Moorhead
University of Minnesota Storm Water Erosion Control
Association of General Contractors Blue Print Leadership Certified

Michael brings his extensive experience with complex projects from across Southern Minnesota to the City of Mankato Vetter Stone Amphitheater project. He has successfully managed over \$1.523B worth of work for a wide variety of different projects and clients. He is a proactive, innovative, and solutions oriented project leader and will work hand-in-hand with project manager, Jack Gafkjen, and operations director, Collin Bennett on budgeting and scheduling for this project. Michael will be a support to the project team by providing his subject matter expertise on similar project scope. Michael has become a proven and trusted team member with his take-charge attitude, passion for construction, and willingness to learn.

SPECIFIC RESPONSIBILITIES

- Collaborate with project manager and superintendent to ensure an efficient project process
- Oversee integration of specialty systems including acoustics, rigging, lighting, and complex MEP infrastructure
- Lead constructability, logistics, and sequencing reviews, ensuring amphitheater-specific needs such as acoustics, stage access, and crowd movement are fully integrated

RELEVANT EXPERIENCE

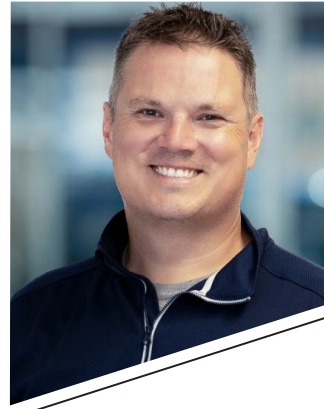
- Discovery Walk; Rochester, MN
- Mayo Civic Center Expansion; Rochester, MN
- Treasure Island Event Center / Conference Room; Red Wing, MN
- City of Rochester Sports + Recreation Center Complex; Rochester, MN
- City of Rochester Ramp 6; Rochester MN
- Mayo Clinic, Parking Ramp #6; Rochester, MN
- Eide Bailly Parking Ramp; Mankato, MN
- City Center Parking Ramp; Mankato, MN
- Mayo Clinic Downtown Subway Refresh; Rochester, MN
- MNDOT District 6 Remodel + Zone 4; Rochester, MN
- Mayo Clinic Andersen Proton Therapy Expansion; Rochester, MN

REFERENCES

Jodi Larson, 507.284.2511
Section Head | Mayo Clinic

Tim Miller, 612.677.7344
Senior Architect | RSP Architects

Josh Johnsen, 507.328.2021
Strategic Initiatives Director | City of Rochester



JEFF WILLIAMS

SUPERINTENDENT

YEARS OF EXPERIENCE: 13

EDUCATION / CERTIFICATIONS

BAS Construction Management, University of Minnesota – Twin Cities
BA Computer Science, Bethel University – St Paul
OSHA 30-Hour

With over 12 years of experience, Jeff's commitment to proactive planning and meticulous scheduling is unmatched. Jeff will pull from his experience working together with project manager Jack Gafkjen and Operations Manager Collin Bennett, ensuring minimal disruption to daily operations while delivering the project on time, within budget, and to the highest standards. Jeff will provide daily oversight of the project as well as managing field staff allocation, training, and safety requirements. He will be responsible in ensuring all employees and subcontractors are adhering to Knutson's Zero Incident Safety policy. He will create and distribute a four week look-ahead schedule to coordinate and expedite all inspections as necessary. Jeff's flexible attitude enables him to handle any unexpected surprise that may arise on the job.

SPECIFIC RESPONSIBILITIES

- Active participant in design meetings, giving input on schedule and phasing logistics, offering valuable suggestions to ensure the project stays on budget and on time
- Create a site-specific safety plan with the project team and the City
- Review overall field operations and staff allocations while managing subcontractors and developing/implementing quality control plans

RELEVANT EXPERIENCE

- City of Mankato, All Seasons Arena; Mankato, MN
- MCHS Sports Medicine on the Pond; Mankato, MN
- Sleepy Eye Medical Center; Sleepy Eye, MN
- MCHS Weightloss Clinic; Mankato, MN
- MCHS Breast Clinic; Mankato, MN
- Mayo Store; Mankato, MN
- Brown County Evaluation Center Remodel; New Ulm, MN
- MCHS Hospital Laboratory Remodel; Mankato, MN
- MCHS Interventional Radiology; Mankato, MN
- MCHS Orthopedics X-Ray; Mankato, MN
- MCHS Owatonna MRI Replacements; Owatonna, MN

REFERENCES

Chris Roeder, 507.594.7238
Regional Manager of Construction Services | Mayo Clinic Health System

Jason Hiniker, 507.380.3600
Facilities Assistant Director | Mankato School District

Dan Shoen, 507.227.5929
Facilities Director | Sleepy Eye Medical Center



JORDAN CEPRESS

PRECONSTRUCTION MANAGER

YEARS OF EXPERIENCE: 13

EDUCATION / CERTIFICATIONS

B.S. Construction Management,
University of Wisconsin – Stout
Associate Constructor Certification,
American Institute of Constructors

Jordan is a firm believer that a collaborative team based environment is key to an enjoyable construction process for all parties involved. His experience working on a variety of complex projects will ensure your project goals are met and the preconstruction / estimating documents you receive are clear and concise. He will be able to quickly turn around updated pricing throughout the design development phase, notifying key team members of any budgetary issues that may arise. Throughout preconstruction, Jordan will develop and maintain the project budget, offering value engineering options as the design evolves, and will work to ensure this project achieves your goals, while utilizing proven constructability standards and new innovative ideas.

SPECIFIC RESPONSIBILITIES

- Develop and confirm the initial budget and subsequent cost estimates
- Manage, coordinate, and deliver preconstruction phase
- Provide cost management, phasing, and constructability analysis support
- Conduct value engineering, system analysis, long-term maintenance studies, and bid reviews
- Validate construction plans, blueprints, and schedules

RELEVANT EXPERIENCE

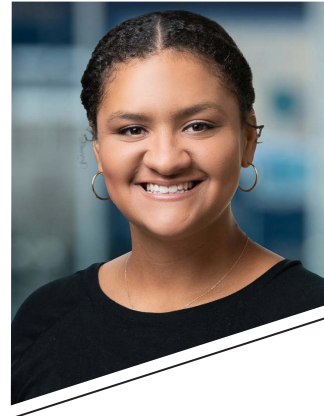
- City of Rochester, Discovery Walk; Rochester, MN
- City of Mankato, All Seasons Arena; Mankato, MN
- City of Luverne, Luverne Daycare Center; Luverne, MN
- City of Waterville, Fire Station; Waterville, MN
- City of Rochester, Water Reclamation Plant Building Addition; Rochester, MN
- Olmsted County, Public Works Expansion; Rochester, MN
- Olmsted County, Public Safety Building; Rochester, MN
- Egan Premanufacture Facility Warehouse; Kasson, MN
- Rochester ISD #535 – Folwell Elementary School Water Infiltration Corrective Repairs Budget; Rochester, MN

REFERENCES

Eric M. Short, 214.735.4377
CHC, International Program Manager | Mayo Clinic

Kevin Bills, AIA, 608.518.7319
Business Unit Leader | ISG Inc. Architecture & Engineering

Holly J. Sammons, 507.449.5033
Economic Development Director | City of Luverne



AALAYHA TRAUB

VDC MANAGER

YEARS OF EXPERIENCE: 5

EDUCATION / CERTIFICATIONS

B.S. in Architecture, University of Minnesota – Twin Cities
B.A.S. in Construction Management,
University of Minnesota – Twin Cities

Aalayha will combine her technical and construction background to leverage building information modeling throughout the design and construction process so the City of Mankato team can make the most informed decisions in the least amount of time — collaborating to find the most innovative and efficient ways to deliver the Vetter Stone Amphitheater projects, with the least impact to daily operations. Not only does Aalayha bring her extensive background in working on recent high-profile healthcare projects, but she will bring her in-depth knowledge on relevant municipal projects to this project.

SPECIFIC RESPONSIBILITIES

- Work with preconstruction / estimating team for pricing/ quantity models
- Provide drone scans throughout preconstruction and construction phases and share progress updates documentation for the team
- Perform system coordination as well as creating any necessary models that may not be supplied in advance by the design team or trade contractors
- Identify and resolve potential M&E issues or clashes that could arise during construction

RELEVANT EXPERIENCE

- M Health Fairview St. Johns Vertical Expansion; Maplewood, MN
- Mayo Clinic Health System, La Crosse Hospital; La Crosse, WI
- Mayo Clinic, Anna-Maria & Stephen Kellen Building; Rochester, MN
- Ridgeview ED Expansion; Waconia, MN
- Lifecore Biomedical (multiple); Chaska, MN
- Mayo St. Mary's Radiology; Rochester, MN
- Abbott Northwestern Hospital Drone Roof Inspection; Minneapolis, MN
- MDA/MDH Critical Lab HVAC Repairs - State Capital; St. Paul, MN
- University of Minnesota, Institute of Child Development; Minneapolis, MN

REFERENCES

Melissa Emerson, 612.524.6010
Project Architect | HDR

Peter Hilger, 612.868.3636
Faculty Director, Program Coordinator | University of Minnesota

Jolene Erdman, 952.715.7301
BIM Specialist | Parsons Electric

Partners in progress for infinite possibilities.

PROJECT UNDERSTANDING, METHODOLOGY + APPROACH

5.4

5.4

PROJECT UNDERSTANDING, METHODOLOGY + APPROACH

5.4.1 UNDERSTANDING OF THE PROJECT

Knutson Construction brings a clear and practical understanding of the Vetter Stone Amphitheater Improvements and the role this project plays within the City of Mankato's Riverfront Park system. The amphitheater is a highly visible public venue that supports community events, regional performances, and City hosted programming. Any improvements must balance durability, safety, and functionality while respecting the park setting, adjacent riverfront amenities, and public use patterns.

The proposed project includes construction of a new permanent stage house and associated stage improvements to address operational limitations of the existing temporary systems. These improvements are intended to reduce setup and teardown time, improve performer and staff safety, and expand the venue's long-term usability. The work will be completed within an active park environment, requiring thoughtful logistics planning, protection of existing finishes and infrastructure, and clear coordination with City staff and the design team.

Knutson recognizes that the success of this project will be measured not only by the finished structure, but by how predictably and responsibly it is delivered. As a city owned, publicly funded improvement, early budget alignment, transparent decision making, and proactive risk management are critical. Our familiarity with City of Mankato processes, expectations, and standards allows us to serve as a steady, collaborative partner from preconstruction through closeout.

5.4.2 METHODOLOGY & APPROACH TO CM@R SERVICES

5.4.2.1 Subcontractor Engagement, Bid Reviews & Subcontractor Recommendations

Knutson's subcontractor engagement process is structured to comply with Minnesota Statute 471.463 and the City's CM@R procurement requirements while promoting open competition, transparency, and best value. Our approach includes:

1. Public Prequalification

- Publicly advertised subcontractor prequalification process
- Evaluation of safety performance, financial capacity, relevant experience, staffing, and Responsible Contractor compliance
- Use of a consistent, pass/fail evaluation matrix
- Publication of a prequalified bidder list to ensure transparency

2. Bid Package Development and Competitive Bidding

- Clear, trade specific bid packages with defined scopes, logistics requirements, and schedule expectations
- Sealed bid process with public bid openings
- Inclusion of prevailing wages and City requirements

3. Bid Review and Recommendation

- Detailed bid leveling with the City and design team
- Verification of scope alignment and bidder responsibility
- Post bid clarifications as needed to confirm intent
- Written recommendation identifying the lowest responsible bidder, alternates, and value added considerations

This process protects public funds, encourages strong local participation, and supports a smooth GMP development process.

5.4.2.2 Approach to Project Schedule Development & Management

Knutson's scheduling approach is proactive, realistic, and integrated with design and procurement decisions. During pre-construction, we will develop a detailed baseline schedule that reflects design milestones, permitting, procurement of long lead items, and construction sequencing. Key elements include:

- Early identification of long lead materials and specialty systems
- Integration of procurement durations into the critical path
- Phasing strategies that minimize disruption to Riverfront Park and surrounding areas
- Seasonal planning that accounts for weather impacts on foundations, concrete, and exterior finish work

During construction, the schedule will be actively managed through:

- Regular look ahead schedules
- Ongoing coordination with City staff and the design team
- Continuous updates reflecting progress, procurement status, and risk mitigation actions

5.4.2.3 Estimating & Cost Management

Cost certainty is central to Knutson's CM@R delivery. Our estimating approach emphasizes early alignment, transparency, and disciplined documentation.

Target Value Design | We establish the project budget as a design parameter early and continuously test design decisions against that target. Rather than reactive value engineering, we provide costed options throughout design development to support informed decisions.

Milestone Estimates

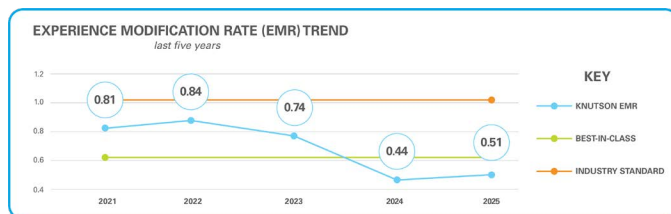
- Conceptual and schematic estimates based on historical municipal data
- Design development estimates with detailed quantity takeoffs
- Pre GMP reconciliation with the design team to ensure full scope coverage

GMP Development at 95% | The Guaranteed Maximum Price will be presented as a clear, open book package that includes:

- Detailed CSI formatted estimate
- Allowances, assumptions, and clarifications
- Schedule basis
- Identified risks and mitigation strategies

5.4.2.4 Project Safety Program KNUTSON'S SAFETY PROGRAM

At Knutson, Safety is the responsibility of all project team members. To ensure all team members have access to job site safety, Knutson leverages the EHS Insights platform to train all site employees, track safety performance, and quickly respond in the event of an incident. As project superintendent, Jeff will complete all pre-task planning, safety audits, and inspections in EHS Insights. He will be supported by our safety department who make weekly visits to all of our projects. Our firm has a robust written safety program that is updated on a yearly basis by our internal safety committee. This allows us to keep up with changing rules, as well as industry standards. The program is designed to maintain compliance with Federal, State, and local safety standards, but more importantly they are the rules we follow to ensure the people in and around our projects are not injured. This extensive program has resulted in a consistently low Experience Modification Rate (EMR).



Zero-Incident Safety Culture

In 2020 we started a new company-wide initiative focused on a Zero-Incident Safety Culture, as well as quarterly company safety summit meetings which include all field staff and upper management from all offices. We have formally created initiatives to support our zero-incident culture which include daily pre-task planning, daily huddles, monthly jobsite safety stand downs, pre-employment physicals, subcontractor pre-qualifications before starting on-site, OSHA 30 for all Superintendents, and sharing lessons learned. Our goal is to make safe working habits part of our daily routine. Our weekly safety meetings will be conducted by the field supervision team, and all contractors must be present. At each meeting, we discuss the most important safety issues/concerns of that week, such as site logistic issues and upcoming activities. We also hold weekly safety audits with all of our on-site subcontractors. For each project we create a project specific safety plan and conduct project specific safety orientation for each team member. This orientation includes input from Owners on what their expectations are regarding safety, security, and any specific site requirements they may have.



Comprehensive Safety Program Management

Our Safety Department develops and implements a site-specific safety program tailored to each project's unique scope and risks. The safety manual, as well as the site-specific safety program is included in the bidding documents to ensure complete subcontractor engagement. This program includes:

- **Preconstruction Safety Planning:** We initiate every project with a detailed Project Safety Planning Process that outlines logistics, emergency protocols, high-risk activities, and site-specific conditions.
- **Permitting and Pre-Task Documentation:** Prior to any high-risk activity, we require completion of relevant internal work permits and forms, some of our examples are:
 - Confined Space Entry Plans
 - Demolition Permits
 - Excavation Permits
 - Hot Work Permits
 - Lockout/Tagout (LOTO) Procedures
 - Pre-Task Planning Forms
 - Emergency Action Plans
 - Daily Crane Pick Plans
 - Daily Morning Huddles

These documents are reviewed and approved by the Safety Department and project leadership to ensure readiness and compliance; they are also available to you at all times through access to our EHS safety management platform.

Daily + Weekly Safety Practices

- **Daily Huddles:** Conducted by the Superintendent or Foreman to align teams on safety and logistics.
- **Toolbox Talks:** Weekly sessions cover topics such as electrical safety, excavation protocols, and lessons learned from recent incidents/near misses.
- **Safety Audits and Inspections:** Regular site inspections and audits are documented to ensure ongoing compliance and continuous improvement.

Training + Compliance

We maintain 100% compliance with OSHA standards and provide targeted training for high-risk activities. Our training program includes:

- OSHA 10/30-hour certification
- Job-specific safety orientations
- LOTO, confined space, and equipment operation training
- Return to Work and drug screening protocols

Centralized Site Safety Management with EHS Insight

Knutson leverages the EHS Insight platform as the central hub for all safety-related documentation, reporting, and communication. This system houses all documents and processes mentioned previously. The entire project team (superintendents, foreman, safety managers, project managers, etc.) uses EHS Insight daily to track safety performance, document compliance, and respond to incidents. The platform ensures real-time transparency and accountability across all project teams. Importantly, project owners are granted access to EHS Insight, allowing them to monitor safety performance in real-time. This includes visibility into incident trends, audit results, training compliance, and corrective actions taken.

Recognition + Results

Knutson's safety performance is consistently recognized through:

- MNSHARP certification for exemplary safety practices.
- Best in Class Experience Modification Rates (EMR).
- Active participation in national safety initiatives and internal safety seminars
-

OSHA Citation Report

2025 - None

2024 - None

2023 - Inspection Number: 1691307.015; Contest Date: 9/11/23, Closed

2022 - None

2021 - None

5.4.2.5 Communication During Preconstruction & Construction

Document Management: Procore

Knutson utilizes Procore as the central platform for project management and field documentation. Procore offers a unified, cloud-based environment that ensures all stakeholders—from field teams to project managers, including owners and designers—have access to the most current set of documents and real-time updates. Its robust Daily Log tool enhances transparency, accountability, and risk mitigation across all phases of construction.

Key Benefits of Procore

Real-Time Document Access and Version Control: Procore serves as a single source of truth for all project documentation—drawings, specifications, RFIs, submittals, and meeting records. This ensures that every team member is working from the most current version of each document, reducing errors and rework. Documents are automatically archived and backed up. Revision tracking and folder-level notifications keep teams informed of updates.

- Daily Log Tracking for Field Operations
 - The Daily Log tool in Procore allows for comprehensive tracking of daily site activities, including:
 - Weather conditions (auto-populated based on project location)
 - Manpower (subcontractors can enter their own data)
 - Work in progress, deliveries, inspections, and safety violations
 - Accidents and field issues, with optional integration of photos and notes
 - This data is accessible via mobile and web platforms, enabling field teams to log information on the go and project managers to monitor progress remotely.
- Productivity and Labor Insights
 - Procore's resource tracking features help monitor:
 - Labor hours and crew productivity
 - Material quantities installed
 - Out-of-scope work via Time & Material tickets, ensuring proper documentation.

We prioritize communication that is:

- Consistent
- Predictable
- Accessible
- Owner centered

5.4.2.6 Coordination + Quality Control Processes

Quality is managed through a proactive QA/QC process that begins in preconstruction and continues through closeout.

Key elements include:

- Preinstallation meetings and first work inspections
- Daily field oversight by experienced site leadership
- Coordination of trades to minimize rework and schedule impacts
- Development of a project specific QA/QC plan

5.4.2.7 Unique Qualifications, Tools & Processes

Coordination | BIM Coordination is a key component to project success. Knutson acquires models from each trade to perform clash detection and coordination. Throughout the process we work closely with facility teams to address concerns of maintenance and access prior to installation. Benefits of clash detection and coordination include less rework, prefabrication opportunities and a reduced schedule.

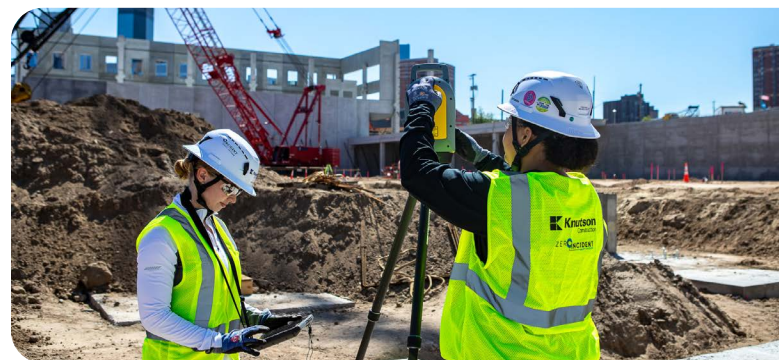
3D printed models | Three-dimensional printing is the process of making three dimensional solid objects from a digital file. By leveraging 3D printing, context models can quickly be created to convey master planning options, site logistics coordination, and estimate assumptions.

Virtual Reality and Mock-Ups | Mock-ups are used in almost every construction project. Now with new technology, contractors, owners and designers can step away from laborious, physical mock-ups and into a virtual reality world. Unlike physical mock-ups, virtual mock-ups can respond instantaneously to design changes allowing for faster decision making.

Laser Scanning | Reality capture also known as laser scanning, can be utilized by a project in many different ways. Scanners quickly capture accurate data for existing condition and as-built documentation. Scans may also be used to monitor and record the progression of a project. In-house laser scanning services allows Knutson to extend scanning resources to clients and provide cutting edge applications to the industry.

4D Simulation | Simulations are a great way for owners and stakeholders to visualize a project schedule. Utilizing our VDC capabilities, the project schedule may be linked directly to a digital BIM model. This allows pre-planning to clearly communicate phasing and schedule requirements.

Drones (UAV) | Unmanned Aerial Vehicles (UAV) also known as drones is a reality capture method of documenting projects. Aerial photography combined with Li-DAR technology allows drones to quickly document vegetation, elevation changes, thermal imaging, and high-resolution imagery in lieu of more expensive survey methods.



5.4.3 STAKEHOLDER COORDINATION

Knutson's management approach is collaborative and relationship driven. We serve as an extension of the City's team, coordinating closely with City staff, the design team, and trade partners. Our goal is to reduce administrative burden on the City while maintaining transparency and accountability throughout the process.

5.4.4 BEST VALUE DESIGN METHODOLOGY

We support design decisions that balance aesthetics, performance, durability, and lifecycle cost. Our team evaluates materials and systems with an emphasis on long-term maintenance, constructability, and value — ensuring the amphitheater improvements meet both functional and community expectations.

5.4.5 IDENTIFIED CHALLENGES + MITIGATION STRATEGIES

Key challenges we anticipate include:

- Construction within an active public park
- Protection of existing amphitheater elements and finishes
- Seasonal weather impacts
- Coordination of specialty systems and long lead materials
- Knutson addresses these challenges through early planning, clear logistics strategies, disciplined scheduling, and proactive communication.

THE KNUTSON EXPERIENCE

MAKING SURE EVERYONE ON OUR PROJECTS FEEL ASSURED, INSPIRED + APPRECIATED

This term has grown out of Knutson's long-held, long-practiced beliefs and values and was coined in 2005 following extensive research with clients. Knutson commissioned the research to understand how clients view the construction experience and to ensure that *The Knutson Experience* gives them confidence and peace of mind. This research was expanded to include architects, trade partners and employees to ensure they also feel *assured, inspired and appreciated* at every stage of our journey, together



Our **work** stands the test of time.
Our **relationships** do, too.

DEMONSTRATED EXPERIENCE

5.5 DEMONSTRATED EXPERIENCE

5.5.1 DESCRIBE YOUR FIRM'S RECENT RELEVANT EXPERIENCE AND QUALIFICATIONS TO PROVIDE THE SERVICES REQUESTED, SPECIFICALLY CONSTRUCTION MANAGER AT RISK SERVICES

Knutson Construction has demonstrated, recent experience providing *Construction Manager at Risk (CM@R)* services on complex, publicly funded facilities delivered under a *Guaranteed Maximum Price (GMP)*. A representative example of Knutson's CM@R experience is the Mayo Civic Center Expansion in Rochester, Minnesota, where Knutson served as Construction Manager at Risk for a large-scale civic and event facility. On this project, Knutson led preconstruction through GMP development, competitively procured and held the trade contracts, and maintained full accountability for cost, schedule, quality, and risk through completion. The project required phased construction, coordination with ongoing public events, and disciplined cost and schedule management in a highly visible public setting—conditions directly relevant to the services requested for this project.

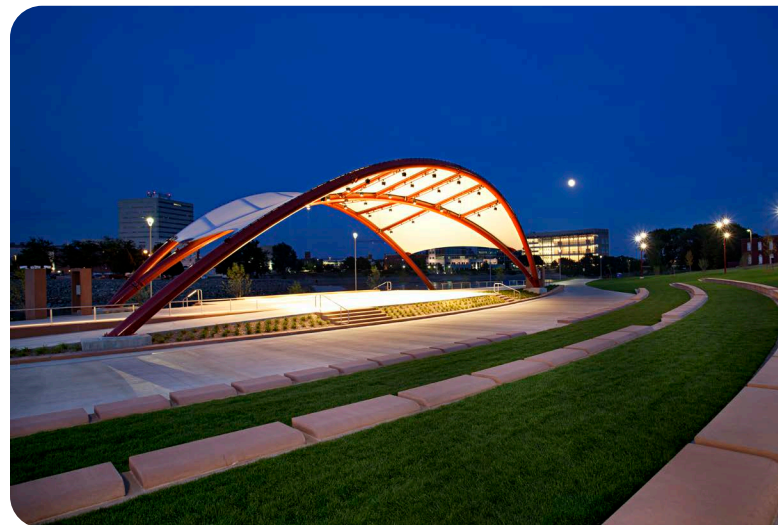
In addition to our CM@R experience, Knutson has delivered *numerous public outdoor venues and civic spaces* under alternative delivery methods that required many of the same planning, logistics, and coordination capabilities essential to successful CM@R delivery. Projects such as outdoor amphitheaters, public gathering spaces, and riverfront developments involved construction within active public environments, protection of adjacent amenities, event-driven schedules, and heightened stakeholder visibility. While not all projects presented in Section 5.5.2 were delivered as CM@R, they demonstrate Knutson's proven ability to manage public safety, complex site logistics, and community impacts—capabilities that complement and strengthen our Construction Manager at Risk experience.

5.5.2 PROVIDE FIVE (5) PREVIOUS PROJECTS COMPLETED BY YOUR FIRM OR ARE CURRENTLY IN PROGRESS THAT ARE SIMILAR IN SCOPE TO THIS PROPOSED PROJECT (WITH 3 COMPLETED WITHIN THE LAST 5 YEARS), OR THAT GIVE YOUR FIRM THE REQUIRED EXPERIENCE NEEDED FOR THIS PROJECT

The following projects demonstrate experience relevant to public, outdoor, and event-driven facilities.

CM@R DELIVERY EXPERIENCE

- City of Luverne Kids Rock! Childcare Center
- Eide Bailly Center
- 5+ projects with Xcel Energy
- 5+ projects with the University of Minnesota
- 20+ projects in the healthcare sector



MCGRATH AMPHITHEATER PARK



LOCATION
Cedar Rapids, Iowa

OWNER
City of Cedar Rapids

OWNER CONTACT
Loren Snell, Project Engineer
City of Cedar Rapids
319.286.5802

FIRM'S ROLE
Primary GC

PROJECT DELIVERY METHOD
Design-Bid-Build

PROPOSED VS. ACTUAL BUDGET
Proposed: \$4.5M
Actual: \$5M

PROPOSED VS. ACTUAL SCHEDULE
Proposed: 6 months
Actual: 4.5 months

The Cedar Rapids McGrath Amphitheater and Festival Grounds is an outdoor venue located on the riverfront in Cedar Rapids, Iowa. The amphitheater area has outdoor stadium style and lawn seating for up to 5,000 people, as well as a stage with a tensioned fabric canopy. The city anticipates the amphitheater to host eight national touring concerts and 20 ticketed events per year with up to 57,300 total annual attendance. The festival park area adjacent to the amphitheater provides space for vendors, concessions, portable restrooms, additional lawn seating and parking during large events. The festival lawn can also be programmed as a secondary venue for events and festivals.

TARGET FIELD STATION



LOCATION
Minneapolis, MN

OWNER
Hennepin County

OWNER CONTACT
Robert Rimstad, Engineering Manager
Metro Transit
612.349.7768

FIRM'S ROLE
Construction Manager

PROJECT DELIVERY METHOD
Design-Build

PROPOSED VS. ACTUAL BUDGET
Proposed: \$85M
Actual: \$85M

PROPOSED VS. ACTUAL SCHEDULE
Contracted schedule dates achieved

Opened on May 17, 2014, Target Field Station is a state-of-the-art multi-modal transit station with complementary mixed-used development and year-round activated public space. The project's common areas have been specially designed to support a variety of activities for transit and non-transit users alike, ensuring maximum use and comfort. The overall design emphasizes the principles of Open Transit by bringing together transit and urban culture into a one-of-a-kind destination that enhances commuters' experience and promotes a stronger community. Target Field Station includes an elevated light rail transit (LRT) station, rail bridge, promenade, and two levels of public plaza, with areas available for neighborhood bars and eateries, cultural and entertainment spaces, and community events.

DISCOVERY WALK



LOCATION
Rochester, MN

OWNER
City of Rochester + Destination
Medical Center

OWNER CONTACT
Josh Johnsen, Senior Economic
Development Specialist
City of Rochester
507-328-2021

FIRM'S ROLE
Owners Representative

PROJECT DELIVERY METHOD
Design-Bid-Build

PROPOSED VS. ACTUAL BUDGET
Proposed: \$18.5M
Actual: \$18.9M

PROPOSED VS. ACTUAL SCHEDULE
Contracted schedule dates achieved

Discovery Walk is a linear parkway, four city blocks long, that will serve pedestrians as well as vehicle access and will connect Heart of the City to Soldier's Field Park and Peace Plaza. This project will create a high-amenity pedestrian experience while also maintaining flexibility for bike and vehicular access, civic events, and future development. Breaking ground on April 11, 2022, the design inspiration for Discovery Walk is the Rochester and Southern Minnesota topography. The City of Rochester falls within the Driftless Area: the only region in North America that was never glaciated and contains deeply-carved river valleys. With the limestone walkways, limestone Berms, and soil berms its mimics the region we live in.

TREASURE ISLAND AMPHITHEATER



LOCATION
Welch, MN

OWNER
Treasure Island Resort + Casino

OWNER CONTACT
Darrell Breuer, Projects + Initiatives
Director, Prairie Island Indian
Community
651.385.2735

FIRM'S ROLE
Design Builder

PROJECT DELIVERY METHOD
Design-Build

PROPOSED VS. ACTUAL BUDGET
Proposed budget was achieved

PROPOSED VS. ACTUAL SCHEDULE
Proposed: Completion May 2017
Actual: Completed May 2017

Treasure Island Amphitheater was constructed to hold up to 16,000 people and high profile headliners. Knutson graded the area to then install the underground infrastructure, pour the concrete for the seating area and light tower foundations. Once the groundwork was complete, our team erected the A/V control platform, installed barricades, and created the grass hill area used for general admission seating. This project was a part of major hotel and campus expansions that was completed in early 2018. Since 1997, Knutson Construction has partnered with Treasure Island, delivering projects on time and on budget to help the success of the Tribe.

MAYO CIVIC CENTER



LOCATION
Rochester, MN

OWNER
City of Rochester

OWNER CONTACT
Donna Drews, Executive Director
Mayo Civic Center
507.328.2900

FIRM'S ROLE
Construction Manager

PROJECT DELIVERY METHOD
Construction Manager at Risk

PROPOSED VS. ACTUAL BUDGET
Proposed: \$71.6M
Actual: \$72M

PROPOSED VS. ACTUAL SCHEDULE
Proposed: March 2015 - November 2017
Actual: March 2015 - May 2017

The Mayo Civic Center Expansion project kicked off in March 2015 and was scheduled to be a two and a half year project to expand and renovate the Mayo Civic Center. This project consisted of an addition to the existing Civic Theater and building the Grand Ballroom – Minnesota's largest ballroom at 38,800 SF. The site boasted more than 200,000 SF of flexible event space, banquet-style kitchen, outdoor event and reception space, and an extensive remodel to the existing Presentation Hall.

5.5.3 LIST AND DESCRIBE ANY CURRENT OR ONGOING LITIGATION, ARBITRATION AND/OR CLAIMS FILED BY YOUR FIRM AGAINST ANY PROJECT OWNER BECAUSE OF A CONTRACT DISPUTE

Knutson Construction does not have any current or ongoing litigation, arbitration and/or claims with, or against, any Owner Knutson Construction works with. In concert with Knutson's core values, we proactively manage our client relationships and openly communicate to avoid circumstances that could lead to legal issues. We believe that the strength of a contractual relationship depends on the strength of the personal relationship of the involved parties.

5.5.4 LIST AND DESCRIBE ANY CURRENT OR ONGOING LITIGATION, ARBITRATION AND/OR CLAIMS FILED AGAINST YOUR FIRM

Knutson Construction does not have any current or ongoing litigation, arbitration and/or claims filed against it. In concert with Knutson's core values, we proactively manage our client relationships and openly communicate to avoid circumstances that could lead to legal issues. We believe that the strength of a contractual relationship depends on the strength of the personal relationship of the involved parties.

5.5.5 LIST AND DESCRIBE TERMINATION FROM AND PROJECTS OR CANCELLED MASTER AGREEMENTS PRIOR TO ORIGINAL CONTRACT END DATE IN THE LAST TEN YEARS

Knutson Construction has not been terminated or fired from a project contract in the last 10 years.





AGENDA RECOMMENDATION

City Council Regular Meeting

6. F.

Meeting Date: 03/23/2026

Agenda Item:

Motion approving Confined Space Consortium Agreement with RISE Building Products at 241 Mohr Drive.

Recommendation/Action(s):

Motion approving agreement.

Summary:

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

Attachments

Confined Space Agreement

AGREEMENT

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

«Business»
«Address»
«City_State__Zip»

Conditions

The Business agrees to:

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

Fee(s) for other service:

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

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

Authorizations

Contracting Business Authorized Signature

Date

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



AGENDA RECOMMENDATION

City Council Regular Meeting

6. G.

Meeting Date: 03/23/2026

Agenda Item:

Motion approving Medical Director Agreement with MJM Medical Director Consortium and terminating the Medical Director Agreement with Mayo Clinic Health System.

Recommendation/Action(s):

Motion approving agreement with MJM Medical Director Consortium and terminating Medical Director Agreement with Mayo Clinic Health System.

Summary:

Due to the medical interventions utilized by public safety in emergency medical responses, it is desirable to operate under medical direction. Mankato Public Safety has had an agreement to receive Medical Director services with Mayo Clinic Health System (MCHS) since 2021. In 2025, it was determined that the department has a need for more accessibility to emergency medical training through a different source. The MJM Medical Director Consortium is widely used for first responder services throughout South Central Minnesota. It has been identified that MJM's services will meet the needs of the Department of Public Safety. The cost of the service is \$1,000 annually.

Attachments

MJM Medical Director Agreement

Mayo Clinic Health System Agreement

Medical Director Agreement

This agreement is entered into by and between the **MJM Medical Director Consortium**, (hereinafter "Physician") and **Mankato Public Safety** (hereinafter "Service").

WHEREAS The Service desires to provide emergency medical services and desires assistance in providing the following medical direction to the Service:

NOW THEREFORE, it is agreed that Physician will act as medical director for the Service and will provide the following consultation to the Service per Minnesota Statutes 144E.001 to 144E.33 and Minnesota Rules Chapter 4690.

144E.265 Sub. 1 [Requirements] A Medical Director shall:

1. Be currently licensed as a physician in this state.
2. Have experience in, and knowledge of, emergency care of acutely ill or traumatized patients.
3. Be familiar with the design and operation of local, regional, and State emergency medical service systems.

144E.265 Sub. 2 [Responsibilities] Responsibilities of the Medical Director shall include, but are not limited to:

1. Approving standards for training and orientation of personnel that impact patient care.
2. Approving standards on upgrading and purchasing equipment and supplies that impact patient care.
3. Establishing standing orders for pre-hospital care.
4. Approving triage, treatment, and transporting protocols.
5. Participating in the development and operation of continuous quality improvement programs including but not limited to, case review and resolution of patient complaints.
6. Establishing procedures for the administration of drugs; and
7. Maintaining the quality of care according to the standards and procedures established under clauses (1) to (6).

144E.265 Sub. 3 {Annual Assessment; Ambulance Service. Annually, the Medical Director or the Medical Director's designee shall assess the practical skills of each person on the service roster and sign a statement verifying the proficiency of each person. The statements shall be maintained in the licensee's files.

IT IS FURTHER AGREED that the Service shall:

1. Implement the medical protocols and guidelines developed by Physician.
2. Report patient care problems and public complaints on patient care and transportation to Physician.
3. Report all proposals for the purchase of patient care equipment to Physician for evaluation and advice.
4. Give Physician access to copies of patient care reports for evaluation and review; and
5. Provide physician on a periodic basis with information on the number of personnel and their levels of training.

IT IS FURTHER AGREED that the Service agrees to indemnify and hold Physician harmless from any liability, claims, damages, costs, judgments, or expenses resulting directly or indirectly from any act of omission of the Service, its agents, employees, or contractors, except Physician, in the performance of their duties or in any way related to the failure to fully perform in respect to all obligation under the contract.

IT IS FURTHER AGREED and understood that information held by the Physician potentially could be subject to data practices request under Minnesota law. The Physician agrees to cooperate to provide said data allowed by law should such a situation arise.

IT IS FURTHER AGREED that the Physician agrees to indemnify and hold Service harmless from any liability, claims, damages, costs, judgments, or expenses resulting directly from professional negligence on the part of the Physician in the performance of his duties under this contract.

IT IS FURTHER AGREED that the parties intend that an independent contractor relationship will be established by this contract. Physician is not to be considered an agent or employee of Service for any purpose.

It is acknowledged by the parties that Physician may have access to confidential information concerning the Service, including names and addresses of the services, patients, and medical information provided by the Service, amounts paid for these services, the marketing program of the Service, and other information regarding the manner and methods of its operations.

Therefore, in consideration of the terms of this Agreement, Physician agrees that during the term of this Agreement and for a period of five years immediately following its termination, he will not:

use, give, or divulge to any person or entity anywhere located, any medical information, information regarding prices and fees, or other information or data acquired by Physician prior to or during the term hereof which is learned by Physician as part of performance of this Agreement and not as a part of the general experience and knowledge learned by Physician.

IT IS FUTHER AGREED, that the service agrees to pay the physician the sum of \$ 83.3333 per month, or \$ 1000 annually. Any change in this fee would have to be proposed with at least 90 days' notice and agreed upon by both parties prior to taking effect.

IT IS FURTHER AGREED, that if not sooner terminated, this Contract shall renew

IT IS FUTHER AGREED, that this contract shall renew automatically annually on the anniversary date of it is signing unless a notice of termination is given by either party is submitted in writing with minimum of a 90-day notice.

Physician further agrees to meet all requirements that may be specified under regulations of administrative officials or bodies charged with the enforcement of any state or federal laws about the services to be rendered by Physician as Medical Director for Ambulance Services & First Responder Agencies.

MJM Authorized Representative

By: _____ **Date:** _____

Printed Name: _____

Its: _____

Mankato Public Safety Authorized Representative

By: _____ **Date:** _____

Printed Name: _____

Its: _____

MEDICAL DIRECTOR AGREEMENT

This **MEDICAL DIRECTOR AGREEMENT** (the “**Agreement**”) is entered into as of August 1, 2021 (the “**Effective Date**”), by and between **City of Mankato through its Department of Public Safety**, located at 710 South Front Street, Mankato, MN 56001 (“**Organization**”), and **Mayo Clinic Health System – Southwest Minnesota Region dba Mayo Clinic Health System – Mankato** a located at 1025 Marsh Street, Mankato, MN 56001 (“**Mayo**”).

WHEREAS, Organization is an emergency medical response organization engaged in the business of providing medical response services and is in need of medical director services;

WHEREAS, Mayo has experience providing medical director services; and

WHEREAS, Organization desires to engage Mayo to provide the services according to the terms set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

Section 1. Term. The term of this Agreement shall commence on the Effective Date and, unless sooner terminated as provided herein, shall remain in full force and effect for a period of one (1) year (the “**Initial Term**”). This Agreement shall be automatically extended and renewed for successive one (1) year terms (each, a “**Renewal Term**” and the Renewal Terms collectively with the Initial Term shall be referred to herein as the “**Term**”), unless either party provides written notice of non-renewal to the other party no less than thirty (30) days prior to the expiration of the Initial Term or the then current Renewal Term, as the case may be.

Section 2. Services.

(a) Mayo shall direct the Medical Director, as defined below, to perform the services described in **Exhibit A** (the “**Services**”).

(b) Mayo agrees to make available to Organization the Services of **Paul Williams, D.O.** to serve as Organization’s medical director (“**Medical Director**”).

(c) In event that: (i) Medical Director’s employment with Mayo terminates for any reason; (ii) Mayo notifies Organization in writing that the physician serving as Medical Director will no longer provide the Services due to disability or other reason; (iii) Organization notifies Mayo in writing of its reasonable concerns regarding the quality of the Services being provided by Medical Director; or (iv) Medical Director fails to satisfy the qualifications under Section 3, then, following such event or notice, Mayo and Organization will discuss their mutual concerns and attempt to reach written agreement on a different physician employee to serve as Medical Director. If the parties are unable to, in good faith, agree on a new Medical Director within thirty (30) days of the date of such event or notice, then either party may immediately terminate this Agreement with written notice to the other party.

Section 3. Qualifications. Mayo agrees that Medical Director shall satisfy all of the following minimum qualifications: (i) have a current and unrestricted license to practice medicine in each state where Services will be provided; and (ii) if necessary in order to provide the Services, be a member in

good standing with appropriate privileges of the medical staff of the Organization, provided that Organization assist, at its cost, Mayo and Medical Director through any credentialing or medical staff privileging process as may be reasonably required by Organization..

Section 4. Schedule. The parties anticipate that the Medical Director shall devote approximately one (1) hour per month to the performance of such Services. The specific schedule of such Services shall be mutually agreed upon by Organization and Mayo from time to time. If the parties are unable to agree on the schedule of Services, either party may terminate this Agreement in the manner provided in Section 10.

Section 5. Compensation. Subject to termination under Section 10, the Services provided hereunder are being provided as a community benefit; and, therefore, the parties agree that no money will be exchanged between the parties during the term of this Agreement. The parties mutually agree to review this Agreement on an annual basis and modify the Agreement as needed to reflect the parties' obligations under law.

Section 6. Taxes. If applicable, Organization shall pay or reimburse Mayo for all applicable sales, use, transfer, privilege, excise, and all other taxes and all duties, whether international, national, state or local, however designated, which are levied or imposed by reason of the performance by Mayo under this Agreement; excluding, however, income taxes on profits which may be levied against Mayo.

Section 7. Independent Contractor.

(a) It is mutually understood and agreed that the relationship between the parties is that of independent contractors. Neither party is the agent, employee, or servant of the other. Except as specifically set forth herein, neither party shall have nor exercise any control or direction over the methods by which the other party performs work or obligations under this Agreement. Further, nothing in this Agreement is intended to create any partnership, joint venture, lease, or equity relationship, expressly or by implication, between the parties. Organization shall have no authority to bind Mayo.

(b) Each party acknowledges that the other party will not withhold from any amounts paid pursuant to this Agreement any sums for the payment of federal or state income taxes, FICA, FUTA or SUTA. Each party shall have sole responsibility for the reporting and payment of these taxes for its own respective employees. In the event that the Internal Revenue Service or any other party should question the independent contractor status of the parties, each party hereto agrees that the other shall have the right to participate, at its own cost, in any discussions or negotiations regarding such status.

Section 8. Insurance.

(a) Each party agrees to maintain appropriate professional liability and general liability insurance to cover any liability of the party and/or its employees arising out of any acts its employees may perform in connection with this Agreement, which shall have limits of no less than \$1,000,000 per claim and \$3,000,000 annual aggregate.

(b) If such insurance is written on a claims-made basis, each party will obtain, at its expense, an extended reporting endorsement upon termination of this Agreement which provides continuing coverage under such insurance for claims based upon acts or omissions and alleged acts or omissions during the term of this Agreement.

(c) Upon request, each party will provide the other party with proof of the insurance required under this Section.

Section 9. Indemnification. Each party and its subsidiaries and affiliates, together with their respective officers, directors and employees (the "**Indemnifying Party**") shall indemnify, hold harmless, and defend the other party and its subsidiaries and affiliates, together with their respective officers, directors and employees (collectively, the "**Indemnified Party**"), from and against any and all losses, expenses, actions, claims, demands, suits, judgments, awards, damages, liabilities, costs, and reasonable attorneys' fees, the Indemnified Party may incur or suffer by reason of or arising out of any third party claim directly attributable to Indemnifying Party's failure to perform in accordance with this Agreement or the negligence or intentional acts or omissions of Indemnifying Party. In order to seek indemnification pursuant to this Section, the Indemnified Party shall notify the Indemnifying Party of a third party claim made against it within ten (10) days of knowledge of such claim. The Indemnifying Party shall have the right to undertake, conduct and control, through counsel of its own choosing, the defense and settlement of any such claim. The Indemnified Party shall have the right to be represented by counsel of its own choosing, but at its own expense. The Indemnified Party shall not pay or settle any such claim without the Indemnifying Party's prior written consent. The Indemnified Party shall provide reasonable assistance to the Indemnifying Party in the defense of such claim or action at the Indemnifying Party's request and reasonable expense.

Section 10. Termination. Except as otherwise specifically provided herein, this Agreement may only be terminated upon the occurrence of any of the following events:

- (a) by mutual written agreement of the parties;
- (b) by either party, without cause, and upon not less than sixty (60) days' prior written notice of such termination;
- (c) by the non-defaulting party, upon a material breach of any other provision of this Agreement by the other party, if such breach is not cured within thirty (30) calendar days after written notice is provided to the alleged defaulting party;
- (d) by either party, upon the filing by the other party of a voluntary petition or an answer, or the filing against it of an involuntary petition that is not dismissed within sixty (60) days seeking reorganization, arrangement, readjustment of its debts or any other relief under the United States Bankruptcy Code, as amended, or under any other insolvency act or law, state or federal, now or hereafter existing, or any other action of a party to this Agreement indicating its consent to, approval of, or acquiescence in any such petition or proceeding; or
- (e) by either party, upon the dissolution of the other party to this Agreement.

Section 11. Effect of Termination. Upon termination, (i) neither party shall have any further obligations under this Agreement except for those accruing prior to the date of termination, and (ii) each party shall cease use of and return to the other all confidential information of the other party. If this Agreement is terminated for any reason during the Initial Term, the parties will not enter into another agreement for the same or similar Services during the remainder of such Initial Term.

Section 12. Fair Market Value; Inducement of Referrals. The parties acknowledge and agree that the fees and compensation to be paid by Organization to Mayo pursuant to this Agreement do and will

represent the fair market value for the Services provided by Mayo, have been and will be negotiated in an arms-length transaction, and have not been and will not be determined in a manner that takes into account the volume or value of any referrals or other business otherwise generated between the parties. The parties to this Agreement specifically intend to comply with all applicable laws, rules and regulations, including the federal anti-kickback statute (42 U.S.C. 1320a-7b), the related safe harbor regulations and the Limitation on Certain Physician Referrals, also referred to as the "Stark Law" (42 U.S.C. 1395 (n)). Accordingly, no part of any consideration paid hereunder is a prohibited payment for the recommending or arranging for the referral of business or the ordering of items or services; nor are the payments intended to induce illegal referrals of business.

Section 13. Confidentiality of Medical Information. To the extent applicable, the parties shall abide by all applicable federal, state, and local laws, rules, regulations, and standards with respect to the confidentiality and the handling, storage, transmission and release of patient information. The parties agree to comply with the Health Insurance Portability and Accountability Act of 1996 as amended from time to time, the Health Information Technology for Economic and Clinical Health Act, and the implementing regulations to ensure the integrity and confidentiality of Protected Health Information.

Section 14. Confidentiality. Both parties acknowledge and agree that in the course of performance under this Agreement, they may have access to certain confidential information belonging to the other party, including but not limited to, trade secrets, policies, procedures, operating manuals, utilization and quality assurance programs, software, marketing techniques, contractual arrangements, price lists, pricing policies, and other business and financial information (collectively, "**Confidential Information**"). As used herein, a party disclosing Confidential Information shall be defined as the "**Disclosing Party**" and the party to whom the Disclosing Party discloses such information shall be defined as the "**Recipient**." Both parties shall maintain the confidentiality of all such Confidential Information and shall not divulge such information to any third parties, except as otherwise provided for under this Agreement and under law. Both parties shall take reasonable precautions against disclosure of any of the Confidential Information to unauthorized persons by any of its officers, directors, employees, or agents. Upon termination of this Agreement for any reason, both parties shall cease all use of any of the Confidential Information and shall return to the other party any copies thereof.

(a) This Agreement imposes no obligation upon Recipient with respect to Confidential Information that Recipient can establish:

- (i) was at the time of receipt, publicly available;
- (ii) after its receipt, becomes available to the public through no fault of the Recipient or its representatives;
- (iii) was in the possession of the Recipient before its receipt from the Disclosing Party or its representatives;
- (iv) is independently developed by Recipient without reference to Confidential Information received hereunder, as established by competent proof; or
- (v) is disclosed pursuant to a requirement or request of a government agency, subpoena, or other legal proceeding, provided that in the event that the Recipient becomes legally compelled (by deposition, interrogatory, request for documents, subpoena, civil investigation demand, other demand or request by government agency or the application of statutes, rules and regulations under

the federal securities laws or similar process) to disclose any of the Confidential Information. The Recipient shall provide the Disclosing Party with prompt written notice of such requirement prior to such disclosure to allow the Disclosing Party to seek a protective order or other remedy. In the event that a protective order or other remedy is not obtained, or that the Disclosing Party waives compliance with the provisions hereof, the Recipient agrees to furnish only the portion of the Confidential Information which the Recipient reasonably believes is legally required to be furnished.

Section 15. Exclusion from Governmental Programs. Each party represents that neither it nor any of its directors, trustees, officers, employees, or providers have been convicted of a criminal offense related to healthcare, barred, suspended, declared ineligible, or excluded from participating with Medicare, Medicaid or any other governmental plan or program that provides health benefits, whether directly through insurance or otherwise, which is funded directly, in whole or in part, by the United States Government or any State health care program. This shall be an ongoing representation during the Term of this Agreement, and each party shall notify the other of any change in the status of the representations set forth in this Section. A party may terminate this Agreement immediately upon the occurrence or notification of any of the above.

Section 16. Not Exclusive. This Agreement is not intended to be exclusive as to either party. Mayo may provide similar or identical Services to any other entity, and Organization may receive similar or identical Services from any other entity.

Section 17. Access to Records. To the extent required by law, until the expiration of four (4) years after the furnishing of Services pursuant to this Agreement, each party agrees to make available upon receipt of written request from the Secretary of Health and Human Services or the U.S. Comptroller General or any of their duly authorized representatives, this Agreement and the books, documents and records that are necessary to certify the nature and extent of costs of Services provided by Mayo hereunder.

Section 18. Force Majeure. Neither party shall be liable or be deemed in default of this Agreement for any delay or failure to perform caused by acts of God, war, disasters, strikes, pandemic, or any similar cause beyond the control of either party.

Section 19. Governing Law and Venue. This Agreement and the rights and obligations of the parties hereunder shall be governed by the laws of the State of Minnesota except that no Minnesota conflicts of law or choice of law provision shall apply to this Agreement. Each party agrees unconditionally that it is personally subject to the jurisdiction of such courts. This Agreement is made and performed in the State of Minnesota.

Section 20. Supervening Law. This Agreement is at all times subject to applicable state, local and federal laws and regulations. It is the intent of both parties to comply in all aspects with such laws. If (a) any legislation, regulations, rules or procedures are promulgated, adopted or implemented by any federal, state or local governmental or legislative body, or by any private agency which (i) materially and adversely affect the parties' abilities to meet their respective obligations, (ii) invalidate the terms of this Agreement, or (iii) which materially limit or restrict the amount of reimbursement or payment for Services either party is able to receive; or (b) either party receives notice of an actual or threatened decision, finding or action by any governmental or private agency, court or other third party which, if implemented, would have the effect of (i) revoking or jeopardizing either parties' health related licenses, (ii) revoking or jeopardizing Mayo's tax exempt status or the exempt status of its property or tax exempt financings and obligations, (iii) prohibiting or restricting the provision of Services or financial arrangements in this Agreement, or (iv) subjecting either party to civil or criminal prosecution or other adverse proceedings on the basis of this

Agreement; then either party may terminate this Agreement upon ninety (90) days written notice to the other party. The notice must specify the relevant legislation, regulation or action that serves as the basis for the notice of termination. During the ninety (90) day notice period, the parties shall negotiate in good faith to accomplish an amendment(s) to the Agreement that resolves the issue specified. If agreement on the amendment(s) is not reached within such ninety (90) day period as evidenced by a writing signed by both parties, or if resolution is not possible in order to comply with any law or regulation, the termination shall take effect.

Section 21. Binding Effect. This Agreement shall be binding upon and inure to the benefit of each party, its successors and assigns.

Section 22. Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party; provided, that Mayo may assign this Agreement without the prior written consent of Organization to any Mayo affiliate or other entity that controls, is controlled by or is under common control with Mayo. Any purported assignment in violation of this Section is void. Such written consent, if given, shall not in any manner relieve the assignor from liability for the performance of this Agreement by its assignee.

Section 23. Entire Agreement; Amendment. This Agreement and the attached Exhibits constitute the entire agreement between the parties and supersede all prior oral and written agreements relating to the same subject matter. This Agreement and the Exhibits may be amended only in a writing signed by each of the parties.

Section 24. Severability. In the event any part or parts of this Agreement are held to be invalid or unenforceable, the remainder of this Agreement shall remain in full force and effect as if the invalid or unenforceable provision had never been a part of this Agreement.

Section 25. Waiver. The failure of either party to complain of any default by the other party or to enforce any of such party's rights, no matter how long such failure may continue, will not constitute a waiver of the party's rights under this Agreement. No waiver of any provision of this Agreement shall constitute a waiver of any other provision or a waiver of the same provision at any later time.

Section 26. Headings. Section headings are provided solely for the convenience of the parties and shall not affect the interpretation of this Agreement.

Section 27. Notice. Any notice, demand, request, or other communication shall be in writing and shall be deemed to have been duly given on the date of service, if personally served or sent by facsimile; on the business day after notice is delivered to a courier or mailed by express mail, if sent by courier delivery service or express mail for next day delivery; and on the third day after mailing, if mailed to the party to whom notice is to be given by first class mail, certified with return receipt requested, and addressed as follows:

If to Organization:

Mankato Department of Public Safety
City of Mankato
Attn: City Manager
10 Civic Center Plaza
Mankato, MN 56001

With a copy to:

Attn: _____

If to Mayo:

Mayo Clinic Health System – Mankato
Attn: Operations Administrator
1025 Marsh Street
Mankato, MN 56001

With a copy to:

Mayo Clinic
Attn: General Counsel
200 First Street S.W.
Rochester, Minnesota 55905

Section 28. No Third Party Beneficiaries. Nothing in this Agreement, express or implied, is intended to confer upon any other person any rights or remedies of any nature whatsoever under or by reason of this Agreement, except as otherwise expressly provided herein.

Section 29. Use of Name. Neither party will use the names or trademarks of the other party or any of the other party's affiliated entities in any news release, advertising, publicity, endorsement, promotion, or commercial communication without the prior written approval of the other party for the particular use contemplated. All requests for approval for the use of Mayo's name pursuant to this Section must be submitted to the Mayo Clinic Public Affairs Business Relations Group, at the following E-mail address: BusinessRelations@mayo.edu at least ten (10) business days prior to the date on which a response is needed.

Section 30. Counterparts. This Agreement may be executed in any number of counterparts which, when taken together, will constitute one original, and photocopy, facsimile, electronic or other copies shall have the same effect for all purposes as an ink-signed original.

Section 31. Survival. The rights and obligations of the parties relating to confidentiality, indemnification, insurance, use of name, availability of medical records, and access to records, along with any other rights and obligations that expressly or by operation of law extend beyond this Agreement, shall survive the termination, expiration, non-renewal, or rescission of this Agreement

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set forth below.

**MAYO CLINIC HEALTH SYSTEM –
SOUTHWEST MINNESOTA REGION
DBA MAYO CLINIC HEALTH SYSTEM –
MANKATO**

**CITY OF MANKATO THROUGH ITS
DEPARTMENT OF PUBLIC SAFETY**

By: _____

Name: _____

Its: _____

Date: _____

By: _____

Name: _____

Its: _____

Date: _____

Exhibit A SERVICES

Medical Director shall provide the following Services:

1. approve standards for training and orientation of personnel who impact patient care;
2. approve standards for purchasing equipment and supplies that impact patient care;
3. participate in the development and operation of continuous quality improvement programs including case review and resolution of patient complaints;
4. maintain the quality of care according to the standards and procedures outlined above



AGENDA RECOMMENDATION

City Council Regular Meeting

6. H.

Meeting Date: 03/23/2026

Agenda Item:

Resolution authorizing the bidding of the Water Treatment Plant Reverse Osmosis Pilot Study.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

As part of the 2025 Water Treatment Facility Plan, it was decided that a pilot project will be needed to identify if Mankato's source water will have an adverse effect on the Reverse Osmosis modules. Prior to authorizing the treatment technology of Reverse Osmosis, the Minnesota Department of Health would require a pilot test.

Oversight of the pilot project will be conducted by HR Green. Daily operations, data gathering, and water sampling will be conducted by City of Mankato staff. At the conclusion of the pilot, a report will be added as an appendix to the Facility Plan outlining the feasibility of installing a full-scale RO system at the 730 Mound Ave Water Treatment Plant.

The pilot project is funded as part of the 2026 Capital Improvement Budget.

Staff recommends the city council authorize the City Manager to solicit quotes from qualified vendors to provide equipment to conduct the Reverse Osmosis Pilot.

Attachments

Resolution
Pilot Study Proposal
Pilot Study Protocol
Feasibility Report
Quotation

**RESOLUTION AUTHORIZING THE CITY MANAGER REQUEST
FOR PROPOSALS FOR THE REVERSE OSMOSIS PILOT
PROJECT**

WHEREAS, the City of Mankato is nearing the completion of the 2025 Water Treatment Facility Plan; and

WHEREAS, the City of Mankato has identified reverse osmosis as the leading technology for treatment; and

WHEREAS, the City of Mankato would require a pilot to verify the treatment technology is compatible with the source water; and

WHEREAS, the Minnesota Department of Health would require a pilot study to verify the treatment technology meets all state and federal standards; and

WHEREAS, the Capital Improvement Plan includes funds to conduct a pilot study; and

WHEREAS, HR Green Professional Services Agreement outlines assistance in the review of bidding documentation and proposal review; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MANKATO, MINNESOTA: That the City Manager is hereby authorized to solicit quotes from vendors who meet the requirements outlined in the attached RFP.

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

Adopted by the Mankato City Council on this 23rd day of March 2026.

Najwa Massad
Mayor

Attest: _____
Renae Kopischke
City Clerk



▶ 431 N. Phillips Avenue | Suite 400
Sioux Falls, SD 57104
Main 605.334.4499 + **Fax** 713.965.0044
▶ HRGREEN.COM

December 19, 2025

Kyle Hinrichs
Associate Utilities Director
City of Mankato
730 Mound Avenue
Mankato, MN 56001

Re: Pilot Study – Water Treatment Plant
Mankato Water Treatment

Dear Kyle,

HR Green appreciates the opportunity to be involved in the continued development of concept planning for improvements to the Water Treatment Plant. Conducting a pilot study will allow us to determine operating parameters and characteristics of a membrane filtration system for water treatment plant upgrades. The Minnesota Department of Health (MDH) requires pilot studies for nanofiltration or reverse osmosis membrane systems. Additionally, MDH will require a pilot because the proposed improvements would change the treatment process at the plant which utilizes groundwater under the influence of surface water.

Based on our recent discussion of the pilot study, a scope and fee was developed to assist with pilot study coordination.

The not to exceed fee of this proposed scope is **\$48,000**. Details of the scope and work effort breakdown are enclosed below.

If you have any questions or comments regarding this proposal, please contact me at 605-221-2659 or respond via email at scotter@hrgreen.com.

Sincerely,

HR GREEN, INC.

A blue ink signature of Sam Cotter.

Sam Cotter, PE
Project Manager

Enclosures

cc: Mark Hardie (HR Green)

PROJECT UNDERSTANDING

GENERAL UNDERSTANDING

The City of Mankato, MN (CLIENT) operates a lime softening water treatment plant serving Mankato, MN, referred to as the Water Treatment Plant (WTP). HR Green, Inc. (COMPANY) previously provided facility planning services for CLIENT for the water supply, treatment, and distribution infrastructure. This facility plan evaluated various alternatives to expand the capacity of the facility. CLIENT's preferred alternative is for an expansion with Reverse Osmosis (RO) treatment process and Ultrafiltration (UF) treatment processes.

The Minnesota Department of Health (MDH) requires that a pilot study demonstrate proof of treatment over the range of water quality and test long enough to demonstrate required cleaning procedures. For that reason, a 6-month pilot study is proposed. The pilot will test an Ultrafiltration membrane and a Reverse Osmosis membrane for 3 months and then conduct a test of a standalone Reverse Osmosis system for 3 months, for a total of a 6-month pilot study.

The RO & Ultrafiltration pilot equipment will include pilot-mounted instrumentation plus additional water quality sampling of the feed, membrane effluent (permeate), and membrane reject/residual (concentrate) to demonstrate successful operation of the RO membrane technology.

The results of the RO Pilot Study will be provided in a Pilot Study Report that will document the results, findings, and recommendations. The Reports will provide documentation for review and approval by MDH as a preliminary design step for the WTP Expansion. This project will also identify additional detail and primary design criteria for the future full-scale design.

DESIGN CRITERIA/ASSUMPTIONS

The following design standards and assumptions are made for this project scope:

- Recommended Standards for Water Works (Ten States Standards), 2022 Edition, adopted design standards of the Minnesota Department of Health (MDH).
- Applicable design standards of the Minnesota Department of Health.
- CLIENT will direct-hire contractor(s) as required for completing modifications necessary to operate the RO Pilot. COMPANY will provide information and drawings to identify modifications/improvements necessary.
- The pilot study will be conducted with a single RO process/pilot unit and a single UF process/pilot unit.
- CLIENT will provide water quality sampling, either through its instrumentation, in-house laboratory, or a 3rd party certified laboratory. Costs for sampling will be paid by the CLIENT.
- CLIENT will obtain daily operational data from RO pilot unit in accordance with requirements established in the RO pilot protocol.

SCOPE OF SERVICES

The CLIENT agrees to employ COMPANY to perform the following services:

TASK 1: PILOT STUDY PROJECT MANAGEMENT

- 1.1. Coordination, QC review, and project management during 6-month pilot study.

TASK 2: PILOT STUDY PROTOCOL DEVELOPMENT

- 2.1. Develop a pilot protocol to outline the parameters of the pilot test and the data collection requirements.
- 2.2. Review the pilot protocol with potential equipment manufacturers and pilot equipment providers and incorporate their applicable comments into the pilot protocol.

- 2.3. Review the pilot protocol with CLIENT and incorporate client comments. Review meeting is anticipated to be virtual.
- 2.4. Submit the pilot protocol to the Minnesota Department of Health (MDH). Review the pilot protocol with MDH. Review meeting, if required, is anticipated to be virtual.

TASK 3: ONGOING PILOT STUDY SUPPORT

- 3.1. Assist with equipment supplier proposal review, and evaluate proposals for compliance with protocol. Conduct coordination between CLIENT and equipment supplier for pilot equipment delivery and setup.
- 3.2. Assist CLIENT with coordination of equipment supplier setup of the pilot.
- 3.3. Visit CLIENT's facility to review pilot equipment setup. This scope includes one site visit.
- 3.4. Assist CLIENT and equipment vendor with questions throughout the anticipated 6-month pilot study period.
- 3.5. Coordinate with the equipment supplier to review data submitted by the Owner on a weekly basis to determine if changes are recommended to operation of the pilot.

PILOT STUDY COMPLETION AND REPORT

- 4.1. Receive and review the pilot study evaluation report provided by the equipment supplier.
- 4.2. Develop a summary Pilot Study Memorandum identifying the purpose, procedure, and results of the pilot study. The report will include equipment design parameters to be included in the full-scale facility design, including:
 - Design flowrates for the membrane feed, permeate, bypass, and concentrate flows.
 - Anticipated chemical feed rates and storage/capacity requirements based on final flowrates and water quality. Chemical feed systems related to the membrane pilot systems include:
 - New Pre-treatment scale inhibitor (membrane conditioner)
 - New Post-treatment pH adjustment
 - Existing chlorine feed will be used for disinfection
- 4.3. Review the Design Memorandum and equipment supplier report with CLIENT and incorporate client comments. Meeting is anticipated to be virtual.
- 4.4. Submit the pilot study summary report to the MDH for their review and approval.

DELIVERABLES AND SCHEDULES INCLUDED IN THIS AGREEMENT

The Project shall be initiated upon authorization by CLIENT. The estimated project schedule assumes a Notice to Proceed at CLIENT's January Council Meeting.

Notice to Proceed	January 12, 2026
Pilot Study Protocol Development	January 2026
MDH Pilot Study Protocol Review.....	January 2026
Pilot Study Equipment Supplier Selection	February 2026
Pilot Study	March-August 2026
Pilot Study Report	September 2026

This schedule was prepared to include reasonable allowances for review and approval times required by the CLIENT and public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in the scope of the project requested by the CLIENT or for delays or other causes beyond the control of COMPANY.

ITEMS NOT INCLUDED IN AGREEMENT/SUPPLEMENTAL SERVICES

The following items are not included as part of this AGREEMENT:

1. Furnishing, operation, and/or maintenance of pilot equipment.
2. Water quality testing and/or 3rd party laboratory sampling.
3. Final design, bidding, or construction phase services for the full-scale system.
4. Funding applications to federal, state, and/or local agencies.
5. Historical, archeological, cultural resources, wetlands, floodplains, or environmental investigations, assessments, test, studies, and reports.
6. Surveying services.
7. Maps, plats, deeds, or easement documents.
8. Legal services of any kind.
9. Additional meetings with federal, state, or local agencies other than those specifically identified in the Scope of Services above.
10. Appearances at public meetings and public hearings other than those specifically identified in the Scope of Services above.
11. Additional meetings with CLIENT other than those specifically identified in the Scope of Services above.
12. Permit fees.
13. Any other additional engineering services in connection with the project.

Supplemental services not included in the AGREEMENT can be provided by COMPANY under separate agreement, if desired.

SERVICES BY OTHERS

1. Pilot equipment to be supplied by others and contracted directly with CLIENT.
2. Modifications/improvements to the existing Water Treatment Plant for interconnections with Pilot equipment to be completed by WTP staff or others and contracted directly with CLIENT.

CLIENT RESPONSIBILITIES

1. Provide access to work sites for COMPANY to perform or furnish services.
2. Furnishing and/or Contracting with 3rd parties for construction/modification required to operate the pilot system, such as raw water supply, effluent to waste, electrical power, and communication interconnections as required by the pilot supplier.
3. Operate pilot equipment and collect data as required by the pilot protocol.
4. Furnishing and/or supplying chemicals associated with the pilot equipment.
5. Provide and/or pay for 3rd party laboratory for water quality testing as required by the pilot protocol.
6. Provide relevant materials, such as maps, drawings, specifications, shop drawings, O&M manuals, operating data and reports, maintenance data and reports, water quality data and reports.
7. Provide personnel knowledgeable about operations and maintenance of facilities to be available for discussions and to answer questions.
8. Provide assistance in determining the locations of existing facilities and utilities.
9. Pay permit fees and other required fees associated with the project.
10. Review project deliverable documents submitted by COMPANY and provide comments back to COMPANY within one week, or otherwise as required by the project scope of services and schedule.
11. Attend meetings and hearings as required for this project.
12. Provide legal services as required for this project.
13. Appoint a CLIENT'S REPRESENTATIVE with respect to the services to be performed under this agreement. CLIENT'S REPRESENTATIVE shall have complete authority to transmit instructions, receive information, and interpret and define CLIENT'S policies. COMPANY shall be entitled to rely on representations made by CLIENT's REPRESENTATIVE unless otherwise specified in writing by CLIENT.

PROFESSIONAL SERVICES FEE FEES

The fee for services will be based on COMPANY standard hourly rates current at the time the AGREEMENT is signed. These standard hourly rates are subject to change upon 30 days' written notice. Non-salary expenses directly attributable to the project such as: (1) living and traveling expenses of employees when away from the home office on business connected with the project; (2) identifiable communication expenses; (3) identifiable reproduction costs applicable to the work; and (4) outside services will be charged in accordance with the rates current at the time the service is done.

INVOICES

Invoices for COMPANY's services shall be submitted, on a monthly basis. Invoices shall be due and payable upon receipt. If any invoice is not paid within 30 days, COMPANY may, without waiving any claim or right against the CLIENT, and without liability whatsoever to the CLIENT, suspend or terminate the performance of services. The retainer shall be credited on the final invoice. Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event that any portion of an account remains unpaid 60 days after the billing, COMPANY may institute collection action and the CLIENT shall pay all costs of collection, including reasonable attorneys' fees.

EXTRA SERVICES

Any service required but not included as part of this AGREEMENT shall be considered extra services. Extra services will be billed on a Time and Material basis with prior approval of the CLIENT.

EXCLUSION

This fee does not include attendance at any meetings or public hearings other than those specifically listed in the Scope of Services. These service items are considered extra and are billed separately on an hourly basis.

PAYMENT

The CLIENT AGREES to pay COMPANY on the following basis:

Lump sum with a breakdown as follows:

- Tasks 1 through 4: Forty-Eight Thousand and No/Dollars (\$48,000.00).

WORKPLAN

HR Green developed the individual tasks required for the scope. The estimated amount of effort was designated for the appropriate staff members. A detailed spreadsheet is enclosed.

WORKPLAN SPREADSHEET

TOTAL HOURS					259	22	60	6	41	114	10	3	3
COST PER HOUR/UNIT (CHARGE-OUT RATE)						\$ 290.00	\$ 222.00	\$ 287.00	\$ 195.00	\$ 140.00	\$ 174.00	\$ 139.00	\$ 90.00
TOTAL COSTS		\$ 47,804.00	\$ 196.00	\$ 48,000.00									
% OF TOTAL LABOR COST						13%	28%	4%	17%	33%	4%	1%	1%
Task	DESCRIPTION OF TASK	Labor Task Total	ODC Task Total	Task Total	EARNED VALUE TO DATE	PIC	PROJ MGR	SR TECH ADV	PROJ ENG	STAFF ENG	FIELD TECH	PROJECT CONTROLS	ADM ASST
Task 1	PROJECT MANAGEMENT	\$ 5,785.00	\$ -	\$ 5,785.00		5	10	4	0	2	0	3	3
	Client coordination	\$ 1,024.00	\$ -	\$ 1,024.00		2	2						
	Internal coordination & QC Review	\$ 1,872.00	\$ -	\$ 1,872.00			2	4		2			
	Project management - 6 months	\$ 2,889.00	\$ -	\$ 2,889.00		3	6					3	3
Task 2	PILOT STUDY PROTOCOL	\$ 5,800.00	\$ -	\$ 5,800.00		4	8	2	6	8	0	0	0
	Develop Pilot Data Collection, Schedule, Design Basis	\$ 2,258.00	\$ -	\$ 2,258.00		1	2	2	2	4			
	Coordinate & Distribute Request for Proposal with Potential Vendors	\$ 1,404.00	\$ -	\$ 1,404.00		1	2		2	2			
	Review protocol & vendor proposals with CLIENT	\$ 734.00	\$ -	\$ 734.00		1	2						
	Submit pilot protocol to Minnesota Department of Health and meet with MDH to discuss	\$ 1,404.00	\$ -	\$ 1,404.00		1	2		2	2			
		\$ -	\$ -	\$ -									
Task 3	ONGOING PILOT STUDY SUPPORT	\$ 25,298.00	\$ 196.00	\$ 25,494.00		7	34	0	20	72	10	0	0
	Assist with CLIENT and equipment supplier coordination.	\$ 1,468.00	\$ -	\$ 1,468.00		2	4						
	Site Visit: review pilot setup (Assume 1 site visit)	\$ 2,184.00	\$ 196.00	\$ 2,380.00			2				10		
	Assist with CLIENT and vendor questions throughout 6-month pilot period.	\$ 9,250.00	\$ -	\$ 9,250.00		5	20			24			
	Review weekly field data.	\$ 12,396.00	\$ -	\$ 12,396.00			8		20	48			
		\$ -	\$ -	\$ -									
Task 4	PILOT STUDY COMPLETION & REPORT	\$ 10,921.00	\$ -	\$ 10,921.00		6	8	0	15	32	0	0	0
	Receive and review pilot study report from equipment supplier.	\$ 1,684.00	\$ -	\$ 1,684.00		1	2		2	4			
	Pilot Study Memo, Summarize Data	\$ 6,688.00	\$ -	\$ 6,688.00		4	4		8	22			
	Review summary report with CLIENT	\$ 2,074.00	\$ -	\$ 2,074.00		1	2		4	4			
	Submit summary report to MDH	\$ 475.00	\$ -	\$ 475.00					1	2			



MEMO – PILOT STUDY PROTOCOL

To: City of Mankato – Water Treatment Plant
From: HR Green, Inc.
Subject: WTP Pilot Study - Protocol
HRG Project #: 2502038
Date: February 24, 2026

This memo provides the general scope and operation protocol for the Ultrafiltration (UF) membrane and Reverse Osmosis (RO) pilot testing project for the City of Mankato Water Treatment Plant (WTP). This document is developed for review and approval by the Minnesota Department of Health (MDH).

Background

The existing water treatment plant receives water from (2) Ranney collector wells and (2) deep aquifer wells (Mt Simon Aquifer). These well sources are pumped and blended for a combined raw water source. The existing treatment consists of lime softening, recarbonation, ultrafiltration membranes, and chlorine disinfection.

A recent facility plan identified concerns at the WTP regarding aging equipment and capacity concerns at the WTP. In order to improve treatment, meet future demands, and conduct life cycle replacements of existing equipment, the facility plan recommends replacing the lime softening system with reverse osmosis.

Purpose of Pilot Study

The pilot study will help determine operating parameters and characteristics of the proposed membrane filtration system. The Minnesota Department of Health (MDH) requires pilot studies for reverse osmosis membrane systems. Additionally, MDH will require a pilot because the proposed improvements change the treatment process at a surface water treatment plant.

City of Mankato is anticipating a 3-month pilot study due to the MDH's requirements that the pilot study demonstrate proof of treatment over the range of water quality and tests long enough to demonstrate cleaning procedures. The pilot will test Ultrafiltration and Reverse Osmosis for a period of 3 months, with the opportunity to extend longer if additional data collection is warranted. This study is planned to start in late spring 2026, running into the summer months to test a wide range of raw water temperatures. The major findings from the pilot study will address the following:

- Identify the suitable membrane element based on raw water quality and treatment projections.
- Compare and confirm whether pre-treatment (oxidation of iron/manganese) is necessary prior to the membrane processes.
- Quantify removal of targeted contaminants including dissolved iron, manganese, ammonia, nitrate, fluoride, hardness, total dissolved solids, total organic carbon, among other constituents.
- Determine and confirm design RO recovery and reject percentage.
- Determine and confirm design flux rate of membranes over a wide range of water temperatures.
- Confirm array staging (i.e., 2-stage system). Identify acceptable membrane pressures.
- Select RO pre-feed membrane conditioning chemicals (e.g. antiscalant) and determine/optimize required dosing. Identify membrane fouling potential based on water quality and pilot study performance.
- Determine anticipated cartridge filter life and membrane operating pressure for operational and maintenance (O&M) cost projections.
- Determine anticipated clean in place (CIP) frequency.



- Confirm RO bypass rate and verify finished blended water quality to meet finished water quality objectives for alkalinity buffer capacity.

Pilot Study Equipment

The pilot project will involve testing with an Ultrafiltration skid on one pilot unit. The pilot lease includes the provision of two UF modules. The UF pilot will include up to three chemical feed systems for chemically enhanced backwash and a 250-gallon feed tank that can also be used as a CIP tank. A 1,000-gallon filtrate tank will be provided for UF permeate; this tank will also serve to feed the RO pilot.

The RO pilot lease will involve testing with a two stage RO pilot skid provided with multiple membrane modules. The RO pilot will include up to three pretreatment chemical feed systems for acid, scale inhibitor and sodium bisulfite.

Equipment Provided by Pilot Vendor

- Skid-mounted UF Pilot equipment with two UF Pilot Membrane Modules,
- Skid-mounted RO Pilot Equipment,
- RO Pilot CIP System,
- 21 RO Membranes,
- Setup, startup, and training of WTP staff on the operation of the pilot facilities,
- Removal of the pilot facilities at the completion of the pilot study.

Chemicals Provided by Pilot Vendor:

- Antiscalant,
- Sodium Bisulfite.

Pilot Study Operation

The pilot study will be conducted to treat the current blended well source water, drawing off the combined raw water line ahead of the existing lime softening system. It is anticipated that the RO effluent (permeate) will blend with a bypass stream for overall water stability. Actual blend rates will be confirmed based on the pilot study results. The full-scale implementation is anticipated to replace the existing lime softening facilities. The pilot unit will operate on the same schedule as the existing water plant, which is typically operated on a 24/7 basis.

Pretreatment System

- Sodium Hypochlorite feed;
- Poly tank for contact time;
- Sodium Bisulfite feed for de-chlorination;
- Cartridge filter.

UF System

- The UF pilot skid consists of two modules.
- Pilot Study Flow: 40 gpm.

RO System

- Assumed 80% RO recovery.
- Pilot Study Flow: 20 gpm.
- Concentrate Flow: 4 gpm.
- Permeate Flow: 16 gpm.
- Antiscalant will be required. An Avista Vitec 3000 (or similar) is anticipated but will be confirmed as part of the pilot study. Acid is not expected to be needed. A non-oxidized/non-chlorinated raw water supply will be available for the pilot study.



City of Mankato will be responsible for the operation and data collection over the course of the pilot study, after training by the RO pilot equipment supplier. The expected amount of operator attention for the pilot study is 30-60 minutes per day for a typical day to complete the log sheet and take any required grab samples. During the pilot study period, we ask that the Operator return the completed log sheets to HR Green once results are received from the lab, preferably on a weekly basis.

Minimal feed water pressure will be available due to the configuration of the existing treatment process. The pilot unit will include a booster pump to pump water through the cartridge filter to the suction of the RO feed pump. Mankato will need to dispose of the total 40 gpm pilot study flow to the sanitary sewer. The pilot vendor will provide the instrumentation identified below. Each parameter should be recorded daily on the log sheet. The data from the instrumentation listed below will also be logged automatically by the pilot control system and weekly data updates shall be provided to the Owner and Engineer.

Instrumentation: Ultrafiltration

- Flow sensors: feed, filtrate.
- pH, Temperature: feed.
- Turbidity: feed, filtrate.
- Pressure gauges: Feed, filtrate

Instrumentation: Reverse Osmosis

- Flow sensors: 1st stage permeate, total permeate, and concentrate.
- pH, ORP, Temperature: Feed water
- Conductivity: Permeate and feed
- Pressure gauges: Prefilter inlet/outlet, feed pump, membrane feed, 1st interstage, 2nd interstage, permeate and concentrate
- Pressure (transmitter): Feed water, interstage, permeate and concentrate
- Pressure Switches: Feed pump high & low
- Power Usage: Power and Energy Meter (For monitoring line voltage, KWH consumed, etc.)

Water Quality Testing

Success of the RO pilot will be demonstrated using the above data by calculating RO recovery and noting any decreases in RO recovery and permeate flow. Increases in feed pressure and permeate conductivity will also be monitored and evaluated. In addition to the data from on-line instrumentation, the following data will need to be obtained via grab samples and/or noted by the operator:

Continuous Monitoring:

- Raw Water:
 - Particle Counts
 - Temperature
 - Turbidity
- UF Filtrate
 - Particle Counts
 - pH
 - Temperature
 - Turbidity
 - Total Dissolved Solids (TDS)
- RO Permeate
 - Total Dissolved Solids (TDS)
 - Turbidity

Daily Monitoring:

- System flow rate and membrane flux rates: UF System Flow, Total Permeate Flow, 2nd stage Permeate Flow, Concentrate Flow
- Run time
- Backwash, volume and rates
- Raw Water:
 - pH (pilot equipment instrument)
 - ORP (pilot equipment instrument)
 - Conductivity (pilot equipment instrument)
 - UF Membrane Pressure (pilot equipment instrument)
 - Nitrate (in-house lab)
- UF Filtrate
 - ORP (pilot equipment instrument)
 - Conductivity (pilot equipment instrument)
 - Nitrate (in-house lab)
- RO Permeate
 - ORP (pilot equipment instrument)
 - Conductivity (pilot equipment instrument)
 - RO Membrane Pressure (pilot equipment instrument)
 - Nitrate (in-house lab)

Weekly Monitoring:

- Raw Water:
 - In-house lab:
 - Alkalinity
 - Total Hardness
 - Ammonia (spectrometer)
 - Total Iron (spectrometer)
 - Sulfate
 - UV-254
 - Total Coliform
 - Total Suspended Solids
 - Silt Density Index (SDI)
 - External lab:
 - Color
 - Manganese
 - Algae
 - TOC
 - Total Organic Solids
- UF Filtrate
 - In-house lab:
 - Alkalinity
 - Total Hardness
 - Ammonia (spectrometer)
 - Total Iron (spectrometer)
 - Sulfate
 - UV-254
 - Total Coliform
 - Total Suspended Solids
 - Total Dissolved Solids
 - Silt Density Index (SDI)
 - External lab:



- Color
- Manganese
- Algae
- Silica
- Barium
- Total Organic Solids
- TOC
- RO Permeate
 - In-house lab:
 - Alkalinity
 - Total Hardness
 - Ammonia (spectrometer)
 - Total Iron (spectrometer)
 - Sulfate
 - pH
 - UV-254
 - Total Suspended Solids
 - Total Dissolved Solids
 - External lab:
 - Color
 - Manganese
 - Silica
 - Barium
 - Total Organic Solids
 - TOC

Backwash Sampling

- Total Suspended Solids, Weekly
- Turbidity, Weekly

At the conclusion of pilot testing, optional as needed, a membrane autopsy will be performed, and a laboratory cleaning analysis, if determined to be beneficial, and all data will be evaluated. A pilot report will be completed by the RO system supplier to recommend design parameters for the full-scale system including design blended water quality and membrane projections for initial installation and 5-year operational time. A certified engineer report including the results of the pilot study and the basis of design for the full-scale design will be prepared by HR Green and sent to Minnesota Department of Health for their review and approval.

Sincerely,
HR GREEN, INC.

Sam Cotter, P.E.
Project Engineer

Cc: Kyle Hinrichs, Paul Eisenmenger, Pat Hovda, Nick Pollack, City of Mankato
Mark Hardie, HR Green

Water Treatment Plant Reverse Osmosis Pilot Study

Project Feasibility Report

March 24, 2026



Project Feasibility Report

Water Treatment Plant Reverse Osmosis Pilot Study
City of Mankato

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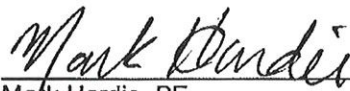
Project Feasibility Report

Water Treatment Plant Reverse Osmosis Pilot Study
City of Mankato

II. CERTIFICATION PAGE

CERTIFICATION

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



Mark Hardie, PE
License Number: 26665
Senior Project Manager

Date: March 12, 2026

III. PROJECT CONTACTS

TITLE	NAME	PHONE	EMAIL
Mayor	Najwa Massad	507.387.9693	nmassad@mankatomn.gov
Councilor at Large	Mike Laven	507.720.8674	mlaven@mankatomn.gov
Councilor Ward 1	Michael McLaughlin	507.720.1093	mmclaughlin@mankatomn.gov
Councilor Ward 2	Dennis Dieken	507.720.1817	ddieken@mankatomn.gov
Councilor Ward 3	Kevin Mettler	507.995.0070	kmettler@mankatomn.gov
Councilor Ward 4	Jenn Melby-Kelley	507.720.2502	jmelby-kelley@mankatomn.gov
Councilor Ward 5	Jessica Hatanpa	507.613.8067	jhatanpa@mankatomn.gov
City Manager	Susan Arntz	507.387.8695	sarntz@mankatomn.gov
City Engineer	Cory Bienfang	507.387.8643	cbienfang@mankatomn.gov
Construction & Facilities Services Director	Jim Tatge	507.387.8504	jtatge@mankatomn.gov
Construction Manager	Luke Pederson	507.387.8541	Lpederson@mankatomn.gov
Project Engineer-HR Green	Mark Hardie	605.221.2647	Mhardie@hrgreen.com
Associate Director of Public Utilities	Kyle Hinrichs	507-387-8588	Khinrichs@mankatomn.gov
Water Treatment Plant Superintendent	Aaron DuChene	507-387-8666	Aduchene@mankatomn.gov

Project Feasibility Report

Water Treatment Plant Reverse Osmosis Pilot Study
City of Mankato

IV. EXECUTIVE SUMMARY

The pilot study will help determine operating parameters and characteristics of the membrane filtration system that is proposed as a future project at the Mankato Water Treatment Plant. The Minnesota Department of Health (MDH) requires pilot studies for reverse osmosis membrane systems prior to approval and installation due to a change in the treatment process at a surface water treatment plant.

The City of Mankato is anticipating a 3-month pilot study due to MDH's requirements that the study demonstrate proof of treatment over the range of water quality and tests long enough to demonstrate cleaning procedures. The pilot will test Ultrafiltration and Reverse Osmosis for a period of 3 months, with the opportunity to extend longer if additional data collection is warranted. This study is planned to start in late spring 2026, running into the summer months to test a wide range of raw water temperatures. The major findings from the pilot study will address the following:

- Identify the suitable membrane element based on raw water quality and treatment projections.
- Compare and confirm whether pre-treatment (oxidation of iron/manganese) is necessary prior to the membrane processes.
- Quantify removal of targeted contaminants including dissolved iron, manganese, ammonia, nitrate, fluoride, hardness, total dissolved solids, total organic carbon, among other constituents.
- Determine and confirm design RO recovery and reject percentage.
- Determine and confirm design flux rate of membranes over a wide range of water temperatures.
- Confirm array staging (i.e., 2-stage system). Identify acceptable membrane pressures.
- Select RO pre-feed membrane conditioning chemicals (e.g. antiscalant) and determine/optimize required dosing. Identify membrane fouling potential based on water quality and pilot study performance.
- Determine anticipated cartridge filter life and membrane operating pressure for operational and maintenance (O&M) cost projections.
- Determine anticipated clean in place (CIP) frequency.
- Confirm RO bypass rate and verify finished blended water quality to meet finished water quality objectives for alkalinity buffer capacity.

V. PROJECT INTRODUCTION

The operation of a pilot will allow Mankato to determine if the construction and operation of an RO facility is compatible with our water quality as well as fiscally comparable to upgrading to current technology. The final report will provide details of percent removals and finished water quality results as well as the overall cost of operation vs conventional lime softening.

The existing water treatment plant receives water from (2) Ranney collector wells and (2) deep aquifer wells (Mt Simon Aquifer). These well sources are pumped and blended for a combined raw water source. The existing treatment consists of lime softening, recarbonation, ultrafiltration membranes, and chlorine disinfection.

Project Feasibility Report

Water Treatment Plant Reverse Osmosis Pilot Study
City of Mankato

A recent facility plan identified concerns at the WTP regarding aging equipment and capacity concerns at the WTP. To improve treatment, meet future demands, and conduct life cycle replacements of existing equipment, the facility plan recommends replacing the lime softening system with reverse osmosis.

Providing the pilot is successful, Mankato plans to implement a full-scale Reverse Osmosis system which would replace the traditional lime softening system. This technology would provide greater quality water, the volume needed to capture the recent growth, as well as provide the highest level of protection as future regulations may change.

The proposed project would take place over the summer of 2026. Council has authorized the utilization of HR Green to oversee the pilot protocol.

VI. PUBLIC ENGAGEMENT

No public engagement is required.

VII. APPROVALS/PERMITS

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

- Minnesota Department of Health Plan approval \$250.00
- Electrical permit

VIII. PROJECT COST ESTIMATE AND FINANCING

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

ITEM	COST
Pilot Rental	\$202,000.00
Contingency	\$25,000.00
Engineering	\$48,000.00
TOTAL PROJECT COST	\$275,000.00

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

FUNDING SOURCE	AMOUNT	PERCENT
Wate Plant Capital	\$275,000.00	100%
TOTAL FUNDS	\$275,000.00	100.00%

Project Feasibility Report

Water Treatment Plant Reverse Osmosis Pilot Study
City of Mankato

IX. POSSIBLE SCHEDULE

The following is a possible schedule for the proposed improvements:

3/23/2026	Feasibility Report and Authorization to bid.
3/24/2026	Publish bids to qualified vendors – 21 day minimum.
5/11/2026	Bid Award
6/1/2026	Begin the three-month pilot.
10/1/2026	Pilot Study Report finalized.
10/26/2026	Resolution finalizing the 2025 facility plan with the pilot study recommendations.

X. CONCLUSION AND RECOMMENDATIONS

At the conclusion of pilot testing, optional as needed, a membrane autopsy will be performed, and a laboratory cleaning analysis, if determined to be beneficial, and all data will be evaluated. A pilot report will be completed by the RO system supplier to recommend design parameters for the full-scale system including design blended water quality and membrane projections for initial installation and 5-year operational time. A certified engineer report including the results of the pilot study and the basis of design for the full-scale design will be prepared by HR Green and sent to Minnesota Department of Health for their review and approval.

We recommend the Council accept this project feasibility report and approve of the competitive bidding for qualified vendors.

Project Feasibility Report

Water Treatment Plant Reverse Osmosis Pilot Study
City of Mankato

XI. APPENDIX

- Figure No. 1 – Pilot Study Proposal
- Figure No. 2 – Pilot Study Services Agreement

CITY OF MANKATO

Quotation

Pilot Study: Membrane Treatment System



Bidder's Name

Date

City of Mankato Representative,

We, the undersigned, propose to furnish and deliver to the Department of Public Utilities, Pilot Study: Membrane Treatment System, in accordance with the specifications with the Request for Quotation for the price set forth herein:

- Pilot Study: Membrane Treatment System (3-month Rental)

Lump Sum Price \$ _____

- Pilot Study: Membrane Treatment System (additional-month Rental)

Unit Price Per Month \$ _____

We also agree that all the Pilot Study equipment will be delivered via motor transport carrier to the Water Treatment Plant at a location directed by Division of Water and Wastewater personnel. Delivery shall be scheduled with Water Treatment Plant personnel.

Firm Name

Address

By: _____

Title

SPECIFICATIONS FOR Pilot Study: Membrane Treatment

GENERAL

- A. These specifications contemplate the furnishing and delivery to the Department of Public Utilities, Division of Water and Wastewater, City of Mankato, an Ultrafiltration and Reverse Osmosis membrane pilot system for the purpose of water treatment, meeting the requirements as outlined herein.
- B. Length of pilot study: 3 months
- C. The City of Mankato, reserves the right to extend the pilot study rental month-to-month after the initial rental period as may be required.
- D. Purchase shall be made on a standard purchase order of the City.

SPECIFICATIONS

- A. Physical Characteristics – The RO & Ultrafiltration pilot equipment will include pilot-mounted instrumentation plus additional water quality sampling of the feed, membrane effluent (permeate), and membrane reject/residual (concentrate) to demonstrate successful operation of the RO membrane technology.
- B. Membrane Selection & Membrane Supplier–
 - The supplier shall review water quality characteristics and conduct a projection of the permeate recovery based on the water quality. The supplier shall recommend a membrane based on the water quality.
 - The recommended membrane supplier shall be non-proprietary to the bidder.
- C. System Design – The following design standards and assumptions are made for this project:
 - The pilot study will be conducted with a single RO process/pilot unit and a single UF process/pilot unit.
 - Follow Recommended Standards for Water Works (Ten States Standards), 2022 Edition, and applicable design standards of the Minnesota Department of Health.
- D. Timeline –
 - Pilot study will operate for 3-months, with option to extend pilot study on a month-to-month basis.
 - Planned start time is between March 1, 2026 and May 1, 2026.
- E. References –
 - Bidder shall provide references. References shall include municipal water treatment pilot study experience within the past 5 years. References may also include full-scale treatment plants that used the pilot study equipment.

EQUIPMENT

A. UF Pilot Equipment

- Provide skid mounted UF pilot unit and associated equipment and services. This includes all necessary chemical feed pumps and intermediate storage tanks. Approximately flow of 40 gpm.
- Supply pretreatment, CIP and Neutralization chemicals.
- Analytical instrumentation
 - i. Flow sensors: feed, filtrate.
 - ii. pH, Temperature: feed.
 - iii. Turbidity: feed, filtrate.
 - iv. Pressure gauges: Feed, filtrate
- Provide (1) tank for pretreatment oxidation. Provide feed pump for sodium hypochlorite for pretreatment oxidation and sodium bisulfite for dichlorination.
- Supply interconnecting piping between UF pilot and loose tanks. Supply interconnecting piping between pretreatment and UF pilot.
- Provide analytical equipment for Silt Density Index (SDI) testing.

B. RO Pilot Equipment

- Provide skid mounted RO pilot unit and associated equipment and services, including all necessary chemical feed pumps. Approximate feed rate flow of 20 gpm;
- Feed water provided from the Ultrafiltration system.
- Analytical instrumentation
 - i. Flow sensors: 1st stage permeate, total permeate, and concentrate.
 - ii. pH, ORP, Temperature: Feed water
 - iii. Conductivity: Permeate and feed
 - iv. Pressure gauges: Prefilter inlet/outlet, feed pump, membrane feed, 1st interstage, 2nd interstage, permeate and concentrate
 - v. Pressure (transmitter): Feed water, interstage, permeate and concentrate
 - vi. Pressure Switches: Feed pump high & low
 - vii. Power Usage: Power and Energy Meter (For monitoring line voltage, KWH consumed, etc.)
- Provide 4-inch membrane elements and (3) spare sets of replacement inlet filter cartridges for RO pilot plant.
- Provide equipment to conduct CIP on RO pilot unit if needed (only if significant scaling/fouling is identified).
- Supply and install interconnecting wiring between RO panel and CIP heater.
- Provide CIP chemicals and Antiscalant for duration of pilot study.
- Remove one membrane at the end of pilot study and send for autopsy (typically lag membrane in second stage).

C. Shipping, Start-up & Training

- Ship equipment to project site and direct city staff regarding utility connections.
- Start-up equipment & ensure proper operation.

- Train operators in operation of equipment and completing log sheet for data collection. Train operators in CIP of membrane units and neutralization of CIP waste.
- Assist with packing of equipment for return shipment to manufacturer's facility.

D. Report

- Prepare a final pilot study report at the conclusion of the study that includes recommendations on full-scale design for the UF and RO system equipment including an O&M analysis.

E. Owner Responsibilities: These items will be supplied by the City of Mankato.

- City of Mankato will unload delivered equipment.
- City of Mankato will provide power to operate the pilot equipment. The bidder shall provide information regarding the power requirements of the pilot equipment.
- City of Mankato will provide water connection to the blended raw water source. City of Mankato will provide the raw water piping from the blended source to the pretreatment tank.
- City of Mankato will provide connection to the sanitary sewer for disposal of the pilot study flow (anticipated to be up to 40 gpm).

F. Attachment: Pilot Protocol

- The pilot protocol is attached for the bidder's reference. This pilot protocol was reviewed by the Minnesota Department of Health.



AGENDA RECOMMENDATION

Consent Calendar 6. I.

City Council Regular Meeting

Meeting Date: 03/23/2026

Agenda Item:

Set April 13, 2026, as the date of public hearing to review a variance request to increase the allowable lot coverage in the Central Business District Fringe from 75% to 77% (600 Block (even) of South Front Street); by request of Front Street Properties, LLC.

Recommendation/Action(s):

Set April 13, 2026, as the date of public hearing.

Summary:

The applicant, Front Street Properties, LLC, is requesting to set April 13, 2026, as the date of public hearing to review a variance request to increase the allowable lot coverage in the Central Business District Fringe, CBD-F, zoning district from 75% to 77%.

Mankato City Code Section 10–546 states that, *“The sum total of ground area that may be covered by all structures located on the zoning lot in the CBD-F district shall not exceed 75 percent of the lot area.”* The applicant states that the redevelopment has a proposed lot coverage of 77% (88,217 Sq. Ft. of the 109,036 Sq. Ft. lot area), which exceeds the coverage limit by 2% of the area.

The applicant provided a narrative and exhibit that assesses the lot coverage of the proposed structures within the redevelopment area. The applicant states that the proposed redevelopment exceeds the maximum lot coverage, but that this non-conformance is only present with inclusion of the floors above street level since the definition of lot coverage includes all areas of the lot covered by buildings or roofed areas.

In addition to the variance, the City Council will also review the Certificate of Design Compliance and Conditional Use Permit on April 13. The City Council approved the

preliminary plat on March 9, 2026. A final plat review is anticipated to be reviewed in a future review.

Attachments

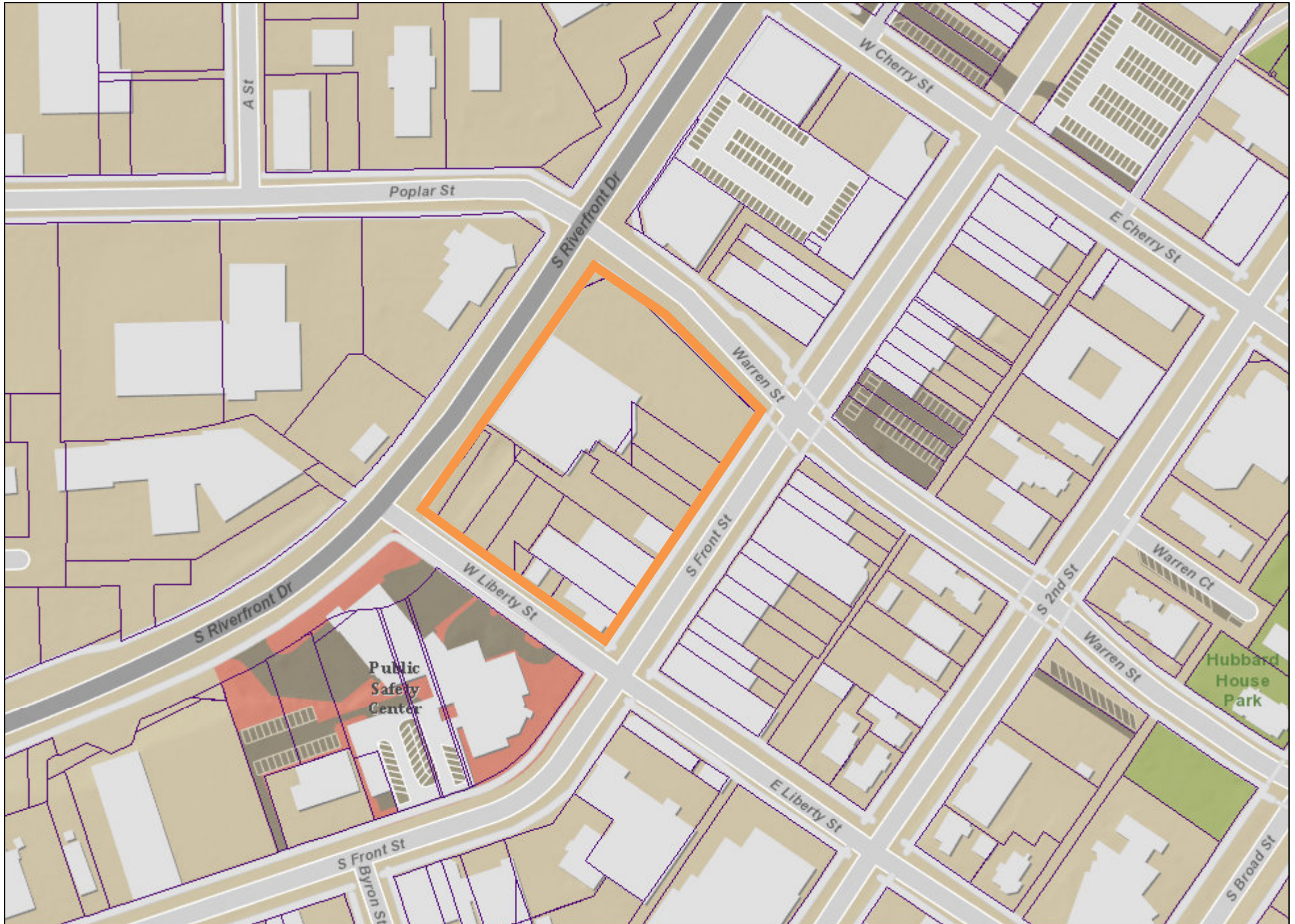
General Location Map

Aerial

Site Plan

Variance Narrative

General Location Map



Date: February 2026

Author:

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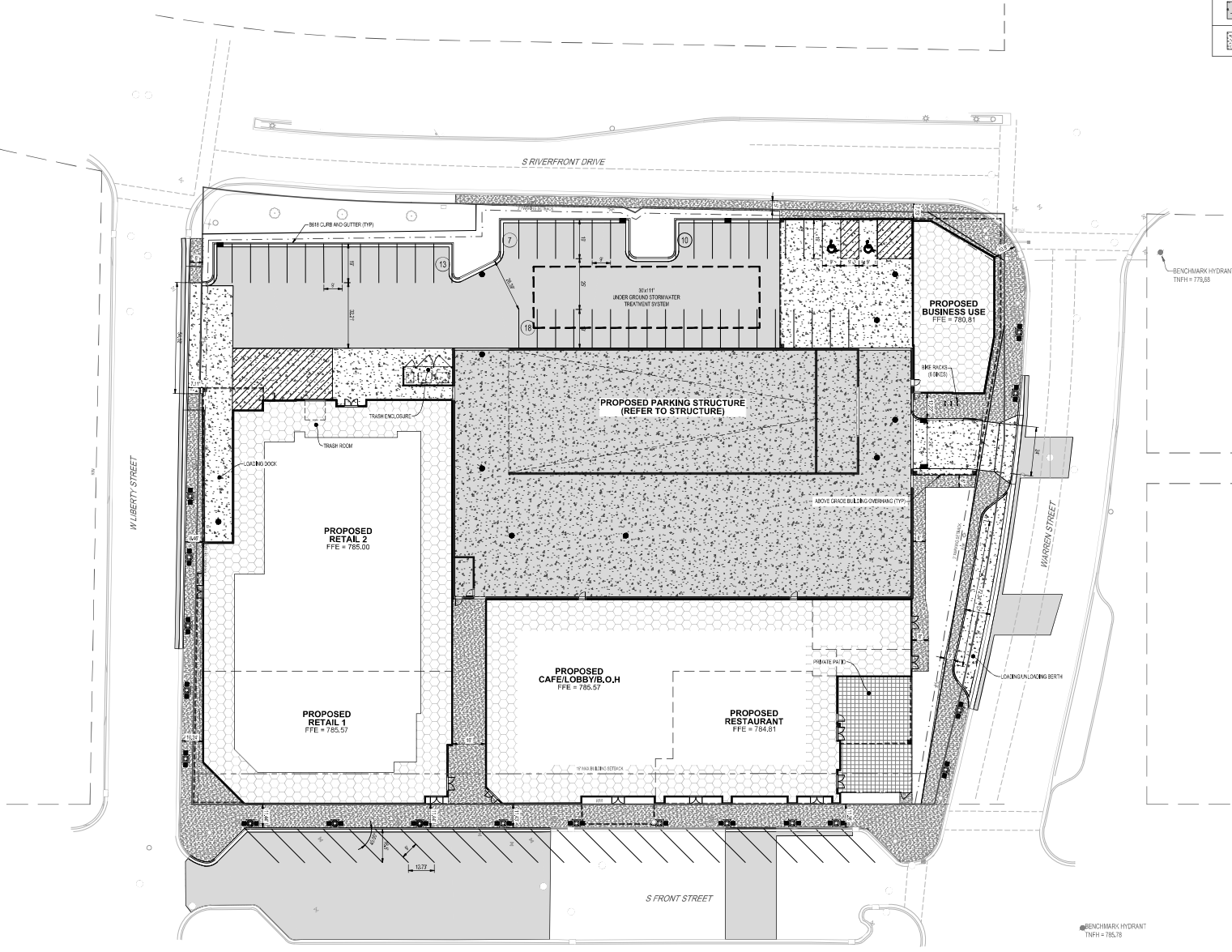
Aerial Map



Date: February 2026

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.



PAVEMENT LEGEND	
SYMBOL	DESCRIPTION
	BITUMINOUS PAVEMENT
	CONCRETE PAVEMENT
	PARKING STRUCTURE (REFER TO STRUCTURAL)
	CONCRETE WALK



I HEREBY CERTIFY THAT THE PLANS, SPECIFICATIONS 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.

DATE: JUNE 10, 2024 J.C. NO. 25-33587

I HEREBY CERTIFY THAT THE PLANS, SPECIFICATIONS OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: JUNE 10, 2024 J.C. NO. 25-33587

SHEET NOT VALID UNLESS THIS TEXT IS COLOR.
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PROJECT

**FRONT STREET PLACE
MIXED USE
DEVELOPMENT**

MANKATO MINNESOTA

DATE	REVISION	SCHEDULE	DESCRIPTION	BY

PROJECT NO.	25-33587
FILE NAME	33587-01-DTL
DRAWN BY	SMW
DESIGNED BY	SMW/NH
REVIEWED BY	NH
ORIGINAL ISSUE DATE	6-10-24
CLIENT PROJECT NO.	-

TITLE

SITE PLAN

SHEET

C3-10



PRELIMINARY NOT FOR CONSTRUCTION PRELIMINARY NOT FOR CONSTRUCTION

March 3, 2026

Community Development
City of Mankato
Intergovernmental Center
10 Civic Center Plaza
Mankato, MN 56001



RE: Variance Narrative - ZONE-0012-26 Front Street Redevelopment

City Community Development team:

ISG is submitting a variance application associated with the Front Street redevelopment project in downtown Mankato for the block bound by S. Riverfront Dr/S Front Street/Warren St / Liberty Street. This variance submittal is in conjunction with the CDC and CUP applications, Project ZONE-0012-26.

PROJECT NARRATIVE

The Front Street Place redevelopment site is a block in downtown Mankato that is zoned CBD-F (Central Business District – Fringe) and within the Front Street Connectivity Plan. Last month, our team submitted the Preliminary Plat application to consolidate the 13 parcels on this city block into 1 lot, totaling a size of 2.5 acres (109,036 square feet) to prepare the project area for a new cohesive development on one lot. The Preliminary Plat is currently in review with the city.

Front Street Plaza, LLC is proposing a mixed-use redevelopment project that will include retail, office, residential, and a shared parking facility. A 5-story office building is situated at the corner of Riverfront Drive and Warren Street. The building along Front Street will be six stories. Retail will occupy the first floor with residential on floors 2-6. A private outdoor terrace for residents will be located on the east side of the building. In between the two buildings will be a 3-story parking ramp. There will be direct access from the parking ramp to the residential, office, and café mezzanine.

VARIANCE REQUEST

We are requesting a variance to exceed the Lot Coverage Area by 2%. The code standard is a maximum of 75% lot coverage. This project is proposing a 77% lot coverage. The Mankato City Code defines Lot Coverage as, “the area of the lot covered by buildings or roofed areas, excluding permitted projecting eaves.” Following are the calculations of the proposed project Lot Coverage to show how a variance is needed:

Lot Area = 109,036 SF

Allowable Lot Coverage Area = 75% (81,777 SF)

Proposed Lot Coverage Area = 77% (83,217 SF)

First Floor Building Area = 65% (70,676 SF)

Second Floor Building Area = 64% (69,576 SF)

Following are the Standards from Section 10-883 of the City of Mankato code for the review of a Conditional Use Permit (CUP) request. Each standard is listed below verbatim from the city code followed with a response on how this project addresses each CUP standard:

1. In your opinion, is the variance in harmony with the purposes and intent of the ordinance?

Response: The purpose and intent of the ordinance is being upheld with a minor variance request that is a 2% deviation from the code requirement. The ground level Lot Coverage area is compliant so at a pedestrian level, the amount of open space is compliant. The 2% increase is to accommodate additional roof area for upper-level floors

that are architectural enhancements to the building through various bump outs that provide more dimension, interest to the overall site appearance, and pedestrian level areas protected from the weather.

2. In your opinion, is the variance consistent with the comprehensive plan?

Response: This development supports goals for additional housing options where a walkable neighborhood character is being built. It also supports economic development and revitalization downtown. Additionally, this property is located within the Front Street Connectivity Plan and supports the following goals stated in the plan, with the main elements bulleted below:

- *Improve the economic viability, market position, and accessibility of Front Street*
- *Maintain Pedestrian Access through Front Street*
- *Provide parking in expandable parking ramps or within the building itself. Building upwards for commercial, office, residential uses along with parking purposes provides for greater utilization of space and limits the presence of expansive hard-surfaced parking lots. Reducing expansive hard surface parking lots ...*

The proposed development designed the buildings along Front Street as the dominant pedestrian side, with the goal to enhance the streetscape and engage the pedestrian. Surface parking is limited overall, with the majority of parking in a parking ramp. No parking is accessed from Front Street and parking is screened by buildings and not visible to Front Street.

3. In your opinion, does the proposal put property to use in a reasonable manner?

Response: The proposed mix of apartments, office and retail are compatible with adjacent uses and the character of the area, are not uses that pose safety or nuisance issues. The variance is for an additional ~ 1,440 SF of upper-level roof area beyond what is allowed, which is only 2% of a large city-block redevelopment project. Total Project Lot Coverage Area when including upper floors additional roof area (83,217 SF) - Allowable Lot Coverage Area (81,777 SF) = 1,440 SF additional roof area requested through the variance. An additional 2% would not be noticeable with this scale of project.

4. In your opinion, are there circumstances unique to the property?

Response: There are two small slivers of city-owned lots between the ROW and this site's private property which creates unusual and unique right-of-way lines adjacent to the site. These city-owned parcels will be perceived as surface areas included with this project/private property. If you include either of these city-owned parcels to the overall lot area (adjusted lot area), our project would not need a variance. See calculations below.

City Parcel (Riverfront) = 2415 SF / 111,451 SF (Adjusted lot area)

Overall Lot Coverage Area = 83,217 SF 74.7%

City Parcel (Warren) = 2129 SF / 111,165 SF (Adjusted lot area)

Overall Lot Coverage Area = 83,217 SF 74.9%

The right-of-way line along Riverfront Drive is not linear paralleling the street. There is a city-owned parcel for a third of the portion of the property line along Riverfront that jogs into this site area and takes up 2,415 SF of area that will appear as part of this property's lot surface area to the public eye. With this area being included, our project would meet the Lot Coverage Area, being at 74.7% and a variance would not be needed. There is also a small city-owned parcel between the Warren Street ROW and our site, taking 2,129 SF of lot area that would also be perceived as surface area for this project.

5. In your opinion, will the variance maintain the essential character of the locality?

Response: The building footprint at pedestrian level is well within the city code requirement at 65%, or 10% below the maximum allowed. However, when you add the upper-level roofed areas, it then bumps the project to exceed the Lot

Coverage Area by 2%. This upper-level additional lot coverage area will not be felt at a pedestrian level and provide more architectural building variation and interest.

Thank you again for reviewing the application and attached materials. Please contact us with any questions or if there is any additional information we can provide in support of this project. Andrea Rand is the application coordinator and her contact is Andrea.Rand@ISGInc.com or 952.426.0699. Nate Hermer is the project manager and civil engineer and his contact information is Nathan.Hermer@ISGInc.com or 507-387-6651.

Sincerely,



Andrea Rand, AICP
Development Services Coordinator



Nate Hermer, PE
Project Manager



AGENDA RECOMMENDATION

City Council Regular Meeting

6. J.

Meeting Date: 03/23/2026

Agenda Item:

Set April 13, 2026, as the date of public hearing on an Ordinance amending Mankato City Code Chapter 17, Sec. 17.181(e) related to Services to consumers outside the city.

Recommendation/Action(s):

Set April 13, 2026, as the date of the public hearing.

Summary:

With the completion of the Blue Earth County Public Works Facility and the agreement to provide utility services to the property, the City Council previously agreed to consider amending Section 17.181(e) of the City Code to modify this section to modify the charges for government properties outside the City, connected to City services, the regular rates versus 200% rates. This is primarily driven by the fact that the City is both the majority of the tax base and the population of the County.

Attachments

Draft Ordinance

ORDINANCE NO. _____

**CITY OF MANKATO
STATE OF MINNESOTA**

**AN ORDINANCE AMENDING SECTION 17.181(e) OF MANKATO CITY CODE
RELATED TO SERVICES TO CONSUMERS OUTSIDE THE CITY**

WHEREAS, the City of Mankato makes up the majority of the population and tax base for Blue Earth County; and

WHEREAS, the County and the City have an agreement for the construction of water lines to the new County Public Works facility located outside the city limits; and

WHEREAS, it is in the public's best interest to charge government users the same rate as if they were in the City limits.

NOW, THEREFORE BE IT ORDAINED, by the City Council for the City of Mankato, that Mankato City Code Chapter 17, Sec. 17.171(e), related Services to Consumers Outside the City is hereby amended as follows

Sec. 17-181. - Services to consumers outside the city.

(e) Utility rates to water service consumers outside of the city limits shall be the regular rates plus 200 percent, which the city has deemed reasonable, just, and equitable; except that utility rates to water service consumers for government properties, outside the city limits, shall be the regular rates. Utility rates to wastewater service consumers outside of the city limits shall be the regular rates.

This ordinance shall, in accordance with the provisions of Section 17.181(e) of the Mankato City Code, become effective thirty (30) days after publication of notice of its adoption.

Adopted this 23rd day of March, 2026

Najwa Massad, Mayor

Attest: _____

Renae Kopischke, City Clerk, MMC



AGENDA RECOMMENDATION

Public Hearings 7. A.

City Council Regular Meeting

Meeting Date: 03/23/2026

Agenda Item:

Resolution approving the vacation of a portion of Lind Street located between Blocks 8 & 9, Columbia Park Addition (adjacent to 8th Avenue); by request of Brett Skilbred.

Recommendation/Action(s):

At the February 25, 2026, meeting, the Planning Commission recommended the adoption of the resolution vacating a portion of Lind Street.

Summary:

Brett Skilbred is requesting to vacate the portion of Lind Street described as: All that part of Lind Street located west of Eighth Avenue and between Block 8 & 9, Columbia Park Addition.

The applicant proposes to vacate a portion of the Lind Street right-of-way (ROW) for the purpose of constructing twin-homes within the eastern portion of the vacation area. The provided concept plans show that the applicant intends to construct 11 slab-on-grade twin-homes across an approximately 2.8-acre area, an area that includes the proposed to be vacated portion of Lind Street. Without the vacation of the portion of Lind Street, the applicant would not be able to develop the property as proposed. The proposed vacation area is the westernmost extent of Lind Street that was never developed as a roadway. The right-of-way area is currently vacant and is vegetated.

The applicant has notified utility companies and received signatures from a majority of utility companies stating that they do not have utilities within the vacation area and that maintaining the area as public ROW for utility purposes would not be needed. A condition has been proposed to ensure the applicant receives sign-off from all relevant utility companies prior to recording the vacation with Blue Earth County.

The applicant met with Xcel Energy onsite on Tuesday, February 17, 2026, to discuss the overhead utility pole that was indicated in Xcel's petition response to be near the proposed vacation area. Xcel Energy and the applicant concluded that the utility pole is not within the Lind Street right-of-way and is rather within the 8th Avenue right-of-way.

Attachments

Resolution approving the vacation

General Location Map

Aerial

Vacation Exhibit

**RESOLUTION VACATING ALL THAT PART OF LIND STREET LOCATED
WEST OF 8TH AVE & BETWEEN BLOCK 8 & 9, COLUMBIA PARK ADDITION**

WHEREAS, the applicant has petitioned that the following described portion of Lind Street be vacated:

All that part of Lind Street located west of 8th Avenue and between Block 8 & 9, Columbia Park Addition. **(Shown on Attached Exhibit A).**

WHEREAS, the Planning Agency of the City of Mankato has completed a review of the application and made a report pertaining to said request (CY 09-26), a copy of which has been presented to the City Council; and

WHEREAS, the Planning Commission on the 25th day of February, 2026 adopted a recommendation that the vacation request of the roadway be granted with conditions; and

WHEREAS, the City Council finds the subject portion of Lind Street is no longer needed for the public:

1. The applicant has petitioned to vacate the subject portion of the Lind St right-of-way.
2. The subject portion of Lind Street proposed to be vacated was never improved as a Public Street following its dedication as such.
3. The proposed vacation area is no longer needed for public street or roadway purposes, as it was originally intended.
4. The proposed vacation is necessary for the intended development of the subject parcel.
5. The applicant has provided notice to the utility companies with a copy of the vacation request and has provided responses from the utility companies. No utility company respondents identified a need for dedication of an easement.
6. The applicant is responsible for coordination of utility relocation and is responsible for all costs associated with any said relocations. The applicant is responsible for coordination and granting of any new easements, if deemed necessary, for preservation or relocation of the subject infrastructure.
7. At the time of platting, standard drainage and utility easements will be dedicated along a portion of the right-of-way.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Mankato that the request for vacation of the roadway be granted subject to the following conditions:

1. The applicant shall coordinate with City Staff to address all pre-submittal comments provided to the applicant. The applicant shall address these comments prior to, or in tandem with, submission of future zoning request applications.

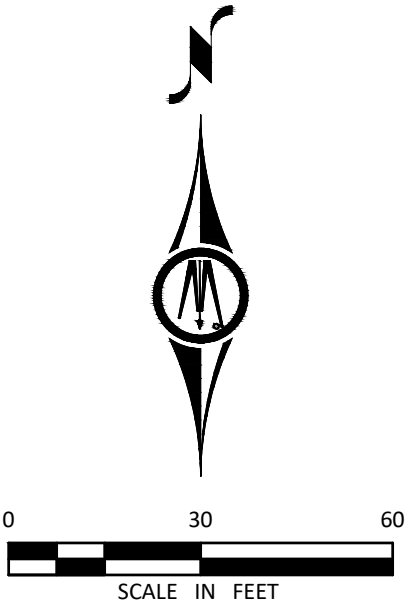
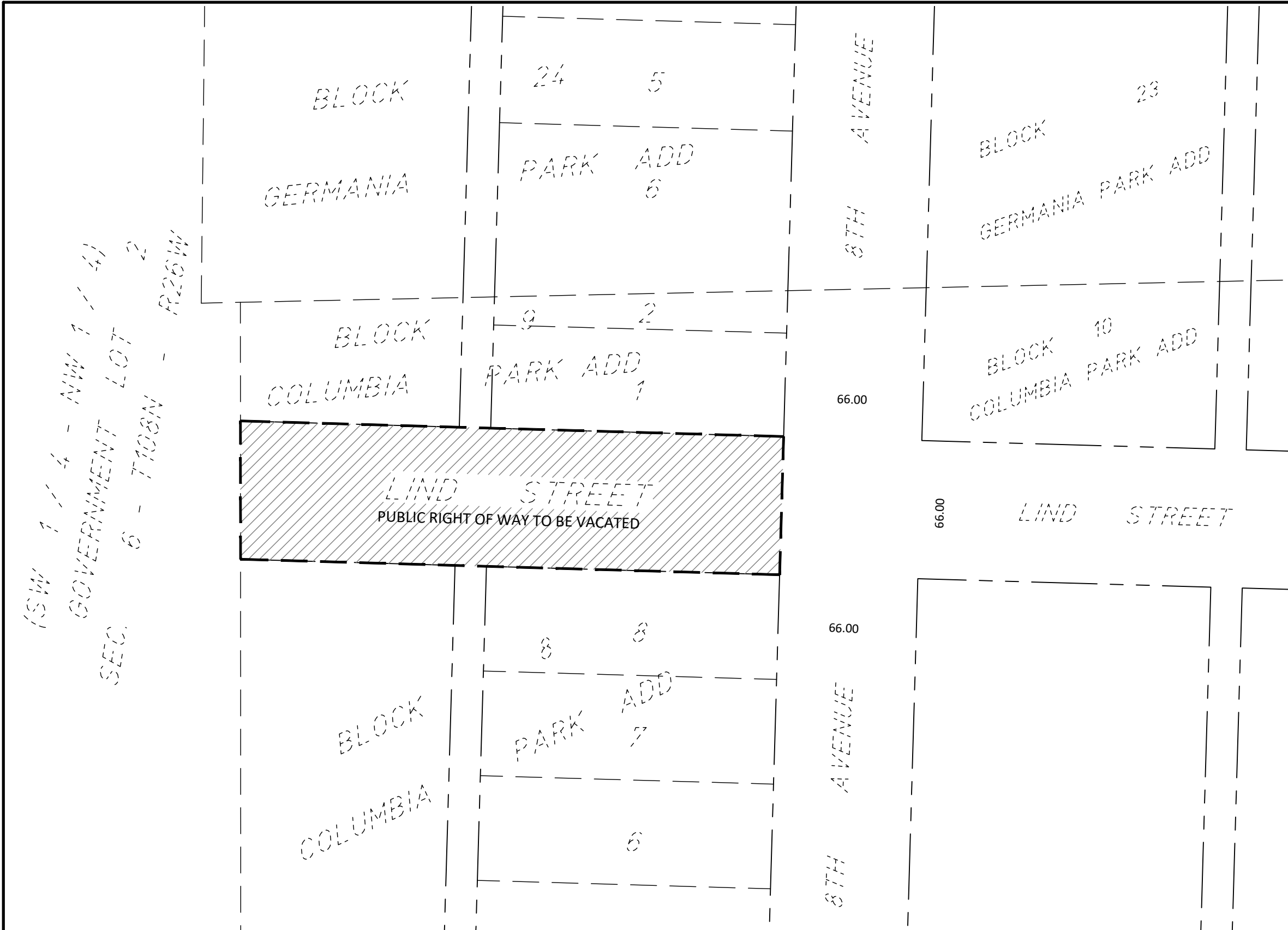
2. The requested ROW Vacation shall not be recorded until such time as there is an agreement between any utility provider and the applicant regarding dedication of a utility easement, or until a documented, definitive pathway to relocation of the utilities has been provided to City Staff.
3. The applicant shall be a willing grantor of any necessary easement in order to maintain or relocate the existing utility infrastructure located within the right-of-way area. The location and size of the easement shall be at the discretion of the applicable utility.
4. The applicant/property owner shall be responsible for any and all costs associated with re-routing the existing infrastructure to a location that is acceptable to the utility company.
5. The applicant shall receive sign-off from all relevant utilities companies and provide proof of signature to City Staff prior to recording the vacation with Blue Earth County.

This resolution shall become effective immediately upon its passage and publication per Section 10.04 of the Mankato City Charter.

Dated this _____ day of _____, 2026.

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke, MMC
City Clerk



PUBLIC RIGHT OF WAY VACATION

All that part of Lind Street located west of Eighth Avenue and between Block 8 & 9, Columbia Park Park Addition, according to the plat thereof on file and of record with the Blue Earth County Recorder.

Exhibit A

SURVEYOR'S 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.

Michael M. Eichers

Michael M. Eichers
License Number 46564

01/27/2026
Date

**VACATION OF PUBLIC RIGHT OF WAY DRAWING
MANKATO, MINNESOTA**



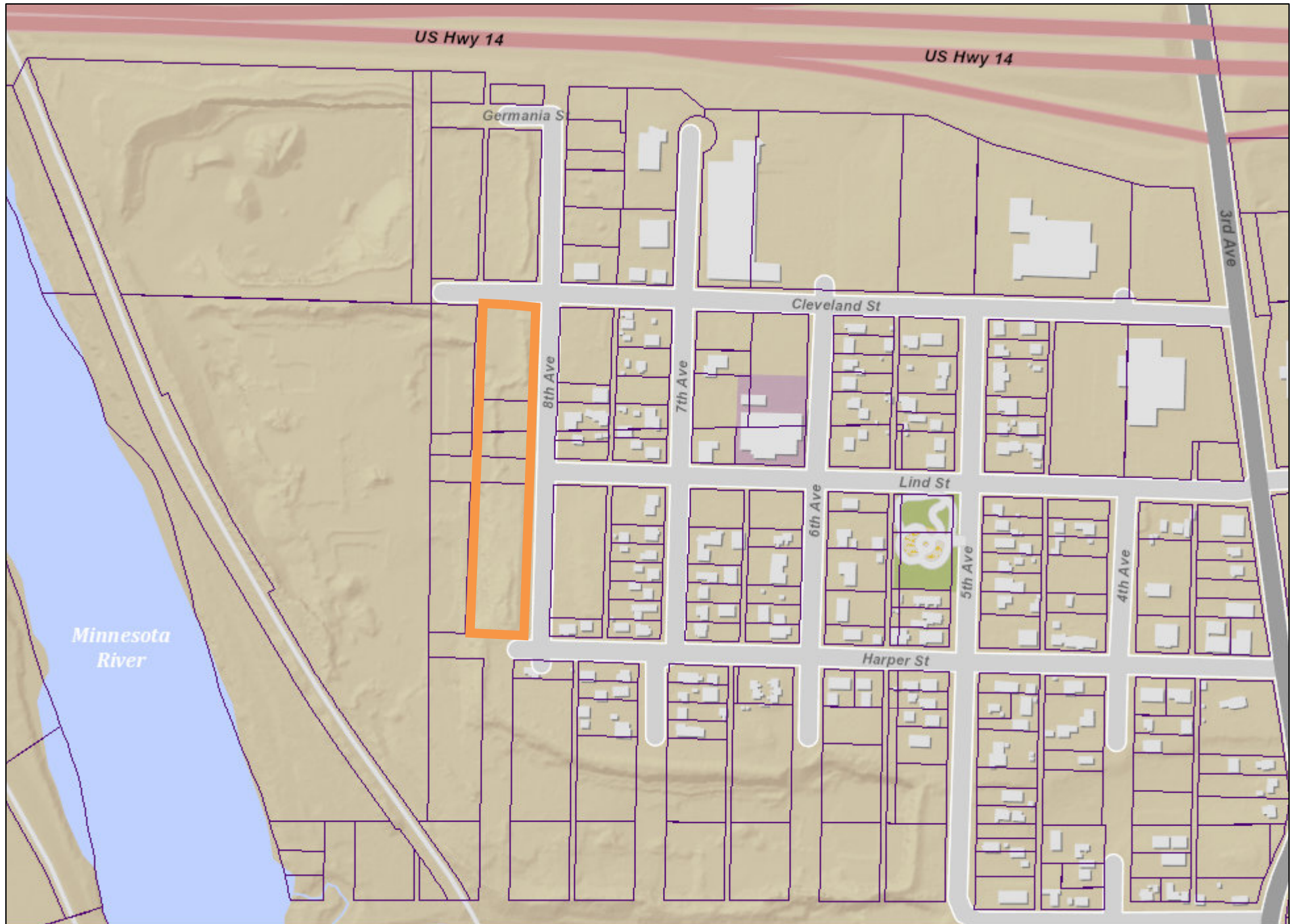
**BOLTON
& MENK**

1960 PREMIER DRIVE
MANKATO, MN 56001
(507) 625-4171

LIND STREET LOCATED BETWEEN BLOCK 8 & 9,
COLUMBIA PARK ADDITION

FOR: PENTAGON ACQUISITIONS, LLC
QUARRY VIEW I, LLC

General Location Map



Date: February 2026

Author:

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

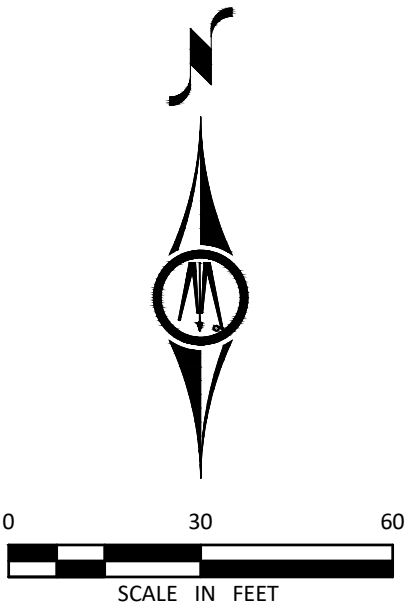
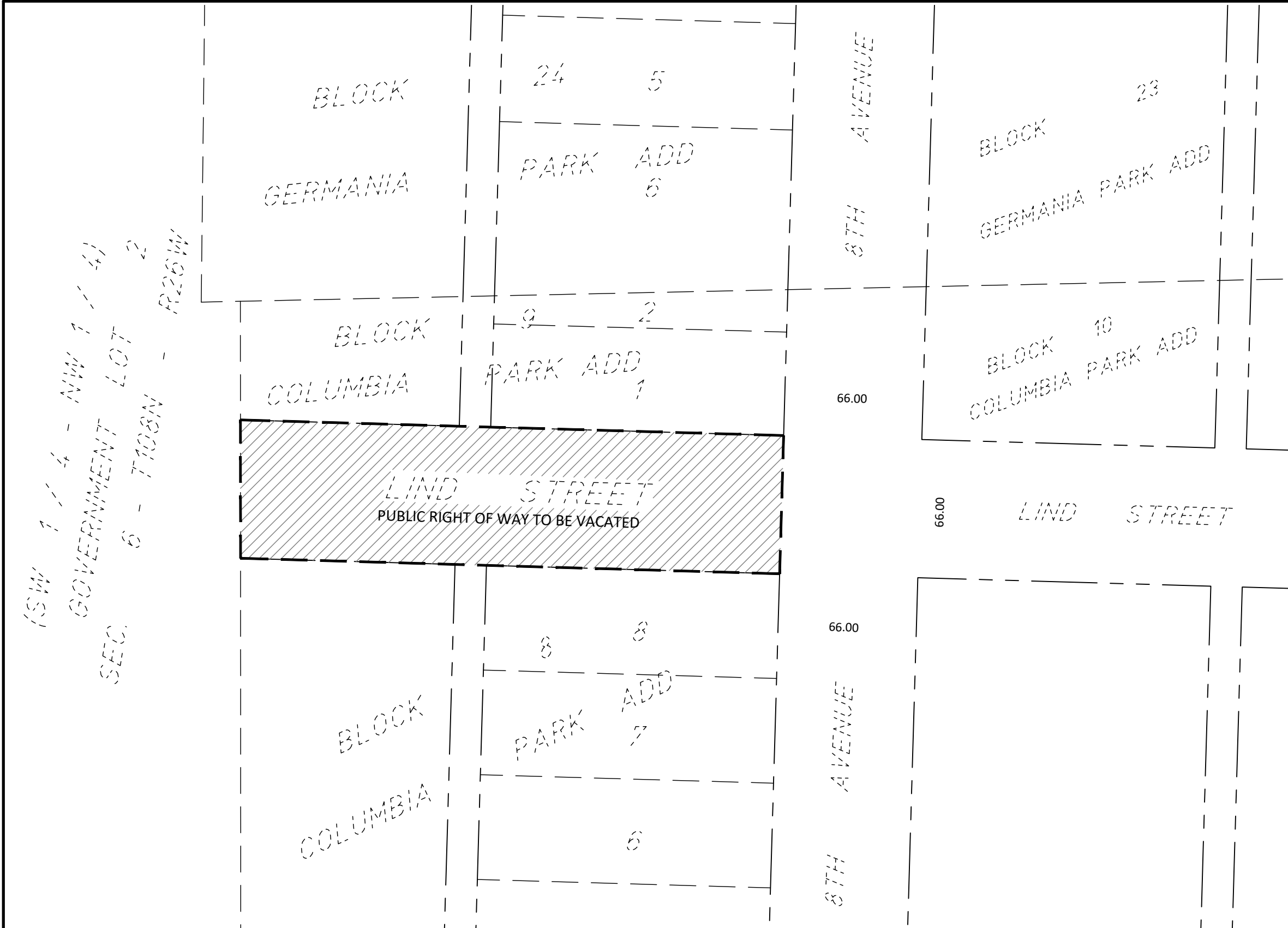
Aerial Location Map



Date: February 2026

Author:

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



PUBLIC RIGHT OF WAY VACATION

All that part of Lind Street located west of Eighth Avenue and between Block 8 & 9, Columbia Park Park Addition, according to the plat thereof on file and of record with the Blue Earth County Recorder.

SURVEYOR'S 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.

Michael M. Eichers

Michael M. Eichers
License Number 46564

01/27/2026
Date

**VACATION OF PUBLIC RIGHT OF WAY DRAWING
MANKATO, MINNESOTA**



**BOLTON
& MENK**

1960 PREMIER DRIVE
MANKATO, MN 56001
(507) 625-4171

LIND STREET LOCATED BETWEEN BLOCK 8 & 9,
COLUMBIA PARK ADDITION

FOR: PENTAGON ACQUISITIONS, LLC
QUARRY VIEW I, LLC



AGENDA RECOMMENDATION

City Council Regular Meeting

8. A.

Meeting Date: 03/23/2026

Agenda Item:

Review of Tobacco License for S4L Mankato, Inc. DBA as Smokes 4 Less.

Recommendation/Action(s):

Adoption of the attached resolution, which includes a civil penalty of \$1,000 and a fourteen-day suspension (a consecutive fourteen-day, or two seven-day suspension periods), with the condition that if there is a fourth penalty within the 36-month period, the license is revoked.

Summary:

The Mankato Department of Public Safety conducted tobacco compliance checks at S4L Mankato Inc., DBA Smokes for Less at 1130 S. Riverfront Drive, using a controlled buyer under the age of 21, and in two instances a store employee sold a tobacco product to the underage buyer without requesting identification. The dates of the violations are as follows: August 8, 2024, and November 12, 2025.

Recently, the city was informed by the Minnesota Department of Revenue that six boxes of filtered cigars, 59 total 10 packs, were confiscated on November 7, 2025, as contraband under Minnesota Statute 297F.21. The items were not returned, and an appeal was not filed, which was confirmed by the state. Note, it is the responsibility of the store to check for stamps on all cigarettes and filtered cigars. Minnesota Statute 297F.20, Subd. 5, states that "whenever a package of cigarettes is found in the place of business or in the possession of any person without a proper stamp affixed as required by this chapter, it is presumed that those cigarettes are kept there or held by that person illegally." According to the State Department of Revenue, such was the case here, and Smokes for Less never appealed this presumption. As such, a violation of Sections 297F.20 and 297F. 21 occurred.

The above violations represent three offenses within a 36-month period. Minnesota Statute 461.12, subd. 2 sets out administrative penalties for violations occurring within 36 months and states "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.”

Minnesota Statute 461.19 makes it clear that the City Code can be even more restrictive. It states, “Sections [461.12](#) to [461.18](#) do not preempt a local ordinance that provides for more restrictive regulation of sales of tobacco, tobacco-related devices, electronic delivery devices, and nicotine and lobelia products.”

Per Code, Chapter 6, which follows state law and recognizes violations of selling tobacco products of any state, federal, or local law as a violation. Section 6–108 states “It shall be a violation of this section for any person to sell or offer to sell any licensed products: (1) to any person under the age of 21 years...(6) By any other means, to any other person, or in any other manner or form prohibited by federal, state or other local law, ordinance provision or other regulation”. As a result, this is a violation that constitutes a penalty.

We have reached out to the Minnesota Department of Revenue, as that is who notified us of the seized products as contraband under Minnesota Statute 297F.21. And, under [MN Statute 461.12, Subd. 2](#) mandatory actions are required as follows:

- A \$1,000 administrative penalty, and
- A license suspension of no fewer than seven (7) days. Longer suspension or revocation may also be considered.

For each offense, letters were sent to the licensee informing them of the violation, the associated administrative penalty, and the appeal process. For the compliance failures, the letters also indicated that a follow-up compliance check would be conducted within a six-month period following the initial violation and three-month period following the subsequent violations. Since this is the third violation, the license is being brought to the City Council for review and formal action.

Attachments

Resolution

Letter from MN DOR

**RESOLUTION RELATED TO THE SUSPENSION AND POSSIBLE REVOCATION OF
TOBACCO LICENSE FOR S4L MANKATO, INC DBA SMOKES FOR LESS**

WHEREAS, penalties for the sale of tobacco products to an underage buyer without requesting identification were reported and documented at Smokes for Less (1130 South Riverfront Drive) on the following dates: August 8, 2024, and November 12, 2025, which totaled two penalties within a 24-month period; and

WHEREAS, the city was notified by the Minnesota Department of Revenue re the seizure of contraband (59 Packs of Al Capone Jamaican Blaze Filtered Little Cigars) on November 7, 2025, where the items were not returned, and an appeal was not filed; and

WHEREAS, Minnesota State Statute §461.12, Subd. 2, states that 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 (7) days and may be revoked; and

WHEREAS, Minnesota State Statute §461.19, makes it clear that the City Code can be even more restrictive; it states, "Sections 461.12 and 461.18 do not preempt a local ordinance that provides for more restrictive regulation of sales of tobacco, tobacco-related devices, electronic delivery devices, and nicotine and lobelia products"; and

WHEREAS, Per Code, Chapter 6, which follows state law and recognizes violations of selling tobacco products of any state, federal, or local law as a violation; Section 6–108 states "It shall be a violation of this section for any person to sell or offer to sell any licensed products: (1) to any person under the age of 21 years...(6) By any other means, to any other person, or in any other manner or form prohibited by federal, state or other local law, ordinance provision or other regulation". As a result, this is a violation that constitutes a penalty.

NOW THEREFORE BE IT RESOLVED by the City Council for the City of Mankato that a civil penalty of \$1,000, per State Statute, be issued and that the Tobacco License (TOB-10138) for Smokes for Less be suspended for 14 days, with the condition that if there is a fourth penalty within the 36-month period, the license will be revoked.

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

Dated this 23rd day of March 2026.

Najwa Massad
Mayor

Attest: _____
Rena Kopischke, MMC
City Clerk



February 4, 2026

Tobacco Licensing Division
PO Box 3368
Mankato, MN 56002

Seized Cigarette/Tobacco Product

The Minnesota Department of Revenue recently seized cigarette and/or tobacco products as contraband under Minnesota Statute 297F.21 from a business located in your jurisdiction. Because all time periods for judicially challenging the seizure have expired, the property has been forfeited to the State.

Attached you will find a copy of our Notice of Seized Contraband. The notice lists the products we seized.

Why are you contacting me?

We are providing you information about our seizure of tobacco contraband so you may take any action against the city/county license as appropriate.

Contact me if you have any questions.

Sincerely,

Steve Johnson
Compliance Coordinator
Phone: 651-556-4708
Email: steve.johnson@state.mn.us

Supervisor Contact Information:
Dan Hughes
651-556-4750
dan.hughes@state.mn.us

November 7, 2025

ID: XX-XXX1473
Letter ID: L1296190816
Notice Date: November 7, 2025SMOKES 4 LESS
1130 S RIVERFRONT DR
MANKATO MN 56001-2480

Notice of Seized Contraband

Seized Date and Time: 05-Nov-2025 815pm
Seized by: JODY TRUE/STEVE JOHNSON
Seizure Location: 1130 S RIVERFRONT DR
MANKATO MN 56001-2480
Seized From: S4L MANKATO, INC. - SMOKES 4 LESS

The Minnesota Department of Revenue seized the following property as contraband under the authority granted to the commissioner of revenue (Minnesota Statutes Chapter 297F)

Quantity	Unit	Product Description
59	Packs	Al Capone Jamaican Blaze Filtered Little Cigars

The property listed was seized as contraband under the authority granted in M.S. 297F. The specific section of the law under which this property is declared to be contraband is M.S. 297F.21, which state(s).

Subdivision 1. Contraband defined. The following are declared to be contraband and therefore subject to civil and criminal penalties under this chapter

Cigarette/Tobacco 297F.21

(a) Cigarette packages which do not have stamps affixed to them as provided in this chapter, including but not limited to (i) packages with illegible stamps and packages with stamps that are not complete or whole even if the stamps are legible, and (ii) all devices for the vending of cigarettes in which packages as defined in the item (i) are found, including all contents contained within the devices.

(g) Cigarette packages or tobacco products obtained from an unlicensed seller.

(i) Tobacco products on which the tax has not been paid by a licensed distributor.

(j) Any cigarette packages or tobacco products offered for sale or held as inventory for which there is not an invoice from a licensed seller as required under section 297F.13, subdivision 4.

What must I do?

You must request a judicial review of this seized property within 60 days of the Notice Date. If you do not, the property that we seized will become property of the state of Minnesota.

How do I demand a judicial review?

1. File a civil complaint with the court administrator in the county where the seizure occurred.
2. Include proof that you served a copy of the complaint on the Department of Revenue.
3. List your name as "plaintiff" and the seized property as "defendant" in the title of the complaint.
4. State the grounds on which you allege the property was improperly seized and what your ownership interest is in the property.

You do not have to pay the court filing fee if it is determined you cannot afford the fee. If the value of the seized property is \$15,000 or less, you can file an action in conciliation court to recover the property. If the value of the seized property is less than \$500, you do not have to pay the conciliation court filing fee.

Steven Johnson
Revenue Tax Specialist
Phone: 651-556-4708
Email: steve.johnson@state.mn.us
Fax: 651-282-3933



AGENDA RECOMMENDATION

Licenses 8. B.

City Council Regular Meeting

Meeting Date: 03/23/2026

Agenda Item:

Review of Liquor License for Los Dos Primos Corp, DBA Los Dos Primos.

Recommendation/Action(s):

Adoption of the attached resolution, which includes a civil penalty of \$2,000 and a minimum seven-day suspension, with the condition that if there is a fourth penalty before the expiration of the strikes at midnight on May 1, 2025, the license is revoked.

Summary:

Over the past 12 months, the following violations were reported at the licensed premises known as Los Dos Primos (2041 Blazing Star Drive):

May 1, 2025

On May 1, 2025, at approximately 9:30 p.m., police officers with the Department of Public Safety conducted a bar check at Los Dos Primos and observed numerous people who appeared to be under the age of 21 inside the establishment in possession of or consuming alcoholic beverages (ICR 2025-12289). Upon entry, officers encountered a chaotic scene in which numerous individuals attempted to flee or hide. Over 80 underage individuals were identified and 59 were cited for underage consumption of alcohol. During the investigation, individuals admitted to being served alcohol without showing identification, and it was learned that others presented vertical (under-21) ID's or used fraudulent IDs to obtain alcohol. Staff made no attempt to confiscate the fraudulent IDs, stop serving alcohol, or to contact law enforcement.

Additionally, during post-incident interviews with staff members, they stated that they had never received city-approved alcohol server training and did not know how to identify fake IDs. This operational breakdown follows a previous failed compliance check in November 2023 in which alcohol was sold to an underage individual who displayed a valid under 21 ID. Following the failed compliance check, the Mankato Department of Public Safety proactively offered to provide alcohol server and fake ID

training in both English and Spanish – a recommendation that Los Dos Primos declined. This incident constituted a violation of their liquor license agreement, Minnesota Statute, and the Mankato City Code. Note, a problem-solving conference occurred on May 27, 2025, to discuss the two strikes that were issued, and for all-staff training.

No appeal was filed. A \$1,500 civil penalty was imposed, and due to the number of violations, involving both operational and management-level failures, two strikes were issued to the liquor license.

December 2, 2025

Recently, the city was informed by the Minnesota Department of Public Safety – Alcohol and Gambling Enforcement Division that Los Dos Primos obtained alcoholic beverages from another alcoholic beverage licensed retail account for resale at their location in violation of Minnesota Statute Chapter 340A.415 and Minnesota Rules Chapter 7515.0520.

No appeal was filed. A \$500 civil penalty was imposed, and the liquor license was suspended for a period of three days: from 8 a.m. on Thursday, January 8, 2026, and ending at 8 a.m. on Sunday, January 11, 2026. This constituted a third strike being issued. The above incidents demonstrate multiple, significant violations of the Minnesota State Statute and Mankato City Code, including, Minnesota State Statute § 340A.503, underage consumption, entry into a license premise, and provision of alcohol to underage individuals; and Mankato City Code Sec. 3-160(8)(d), requiring responsible alcohol service, and ensuring staff are properly trained and knowledgeable of regulations.

Minnesota Statute §[340A.415](#), authorizes the City Council to review, and revoke or suspend, a city-issued liquor license for violations of state laws or city ordinances relating to alcoholic beverages, the operation of the licensed establishment, or non-compliance with its Liquor License Agreement.

Mankato City Code, [Sec. 3-164](#), states that a third strike within a twelve-month period requires review by the City Council, which may impose suspension, revocation, or additional conditions upon the liquor license.

In either case, the City Council may suspend up to 60 days, or revoke a liquor license, and impose a civil penalty for each violation.

Based on the above violations, the recommendation would be for payment of the penalty fee of \$2,000, and the suspension of the liquor license for a minimum of seven days, with the condition that if there is a fourth penalty before the expiration of the strikes at midnight on May 1, 2025, the license is revoked.

Attachments

Resolution

Letter from AGED

Penalty Strike Matrix

**RESOLUTION RELATED TO THE SUSPENSION OF LIQUOR LICENSE FOR LOS DOS
PRIMOS CORP DBA LOS DOS PRIMOS**

WHEREAS, violations were reported and documented at Los Dos Primos (2041 Blazing Star Drive) on May 1, 2025, which totaled two strikes within a 12-month period; and

WHEREAS, the city was notified by the Minnesota Department of Public Safety – Alcohol and Gambling Enforcement Division that Los Dos Primos obtained alcoholic beverages from another alcoholic beverage licensed retail account for resale at their location in violation of Minnesota Statute Chapter 340A.415 and Minnesota Rules Chapter 7515.0520, where no appeal was received and a civil penalty of \$500 was imposed as well as a three day suspension; and

WHEREAS, the mentioned violations demonstrated multiple, significant violations of Minnesota State Statute and Mankato City Code, including, Minnesota State Statute § 340A.503, underage consumption, entry into a license premise, and provision of alcohol to underage individuals; and Mankato City Code Sec. 3-160(8)(d), requiring responsible alcohol service, and ensuring staff are properly trained and knowledgeable of regulations; and

WHEREAS, failure by the licensee or their employees or agents to comply with the terms and conditions of Minnesota State Statutes, Mankato City Code, and the liquor license operating agreement may be used as a basis for the City Council to review the license and take action against the liquor license.

NOW THEREFORE BE IT RESOLVED, by the City Council for the City of Mankato that the Liquor License for Los Dos Primos be issued a civil penalty of \$2,000, per the strike matrix, and that the Liquor License (LIQ-11164) be suspended for a minimum of seven days, and the condition that if there is a fourth penalty before the expiration of the strikes at midnight on May 1, 2026, the license is revoked.

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

Dated this 23rd day of March 2026.

Najwa Massad
Mayor

Attest: _____
Rena Kopischke, MMC
City Clerk

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol and Gambling Enforcement

445 Minnesota Street • Suite 1600 • Saint Paul, Minnesota 55101

Phone: 651.201.7500 • Fax: 651.297.5259 • TTY: 651.282.6555

www.dps.state.mn.us

Alcohol and
Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver and
Vehicle Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota State
Patrol

Office of
Communications

Office of Justice
Programs

Office of Traffic
Safety

State Fire
Marshal

Office of Pipeline
Safety



Los Dos Primos Corp

DBA: Los Dos Primos

2041 Blazing Star Dr

Mankato, MN 56001

ONSS AGE#77531

December 15, 2025

NOTICE OF AGENCY ACTION

The Minnesota Department of Public Safety, Alcohol and Gambling Enforcement (AGE) Division has evidence that you obtained alcoholic beverages from another alcoholic beverage licensed retail account for resale at your location in violation of Minnesota Statute Chapter 340A.415 and Minnesota Rules Chapter 7515.0520.

Under the authority granted to the Department of Public Safety, Alcohol and Gambling Enforcement, the Division may impose civil penalties in the form of fines, license suspension, or license revocation for any violation of statute, rule, or ordinance pertaining to alcoholic beverages. Pursuant to this authority, you are hereby notified that a civil fine of **\$500.00** is being imposed for violation of Minnesota law as provided under Minnesota Statute 340A.415.

The fine is due within **20 days** of the date of this notice unless we are contacted within this period to contest the matter. If we have not received either (1) the \$500.00 payment, or (2) a written request to contest this enforcement action by **January 5, 2026**, your liquor license(s) will be suspended for a period of three days, beginning at **8:00 a.m. on Thursday, January 8, 2026**, and ending at **8:00 a.m. on Sunday, January 11, 2026**.

You are also advised that you have the right to request a hearing before an administrative law judge. Any such request must be submitted in writing to the undersigned within twenty days of the date of this Notice. If a hearing is requested, the Division will initiate a contested case proceeding pursuant to the Minnesota Administrative Procedures Act.

If you do not wish to contest this agency action, please submit a copy of this letter along with a check payable to **Alcohol and Gambling Enforcement** in the amount of **\$500.00**.

If you have any questions regarding this matter, please contact us at **651-201-7529**.

Sincerely,

Bridget Roddy

Assistant Special Agent in Charge

Minnesota Department of Public Safety

Alcohol and Gambling Enforcement Division

Penalty Strike Matrix

Strike	Penalty
1 st Strike within 1 year	\$500 Civil Penalty
2 nd Strike within 1 year	\$1,000 civil penalty and Problem-Solving Conference
3 rd Strike within 1 year	\$2,000 civil penalty and City Council review

Nothing precludes the city from seeking criminal charges and penalties in addition to civil penalties for violations. Additionally, nothing precludes the licensee from being brought before the council for review at any time based on the severity of the violation(s) of statute, ordinance, rule or the liquor agreement.

Penalty Strike Matrix

Violation Guide

The following violations of a liquor license agreement, city ordinance or state law may result in a review and possible sanctions against the liquor license.

The following violations will result in 1 strike:

- The first violation of these offenses will result in 1 strike. **There will be no warnings given.**
 - Allowing liquor off premises
 - Allowing an obviously intoxicated employee on duty to be over .04 blood alcohol content
 - Failure to meet required security staffing levels
 - Illegal gambling
 - Failure to pay civil penalty as directed
 - Failing a Compliance Check
 - Selling to Minor
 - Serving an obviously intoxicated person
 - Failure to correct non-life safety Fire or Building Code Violations
 - Failure to post required signs
 - Failure to make the liquor license agreement available to employees
 - Failure to notify DPS of high occupancy special event
 - Failure to turn over confiscated driver's licenses to DPS
 - Failure to follow conditions relating to drink specials
 - Failure to obtain a permit to co-mingle, when required
 - Failing to have manager or local contact on premises
 - Occupancy Violations
 - Violating the liquor license agreement, and/or other city ordinance or state law relating to the sale of alcohol

The city reserves the right to assign or not assign strikes and/or to issue warning before a strike at its discretion. Nothing precludes the city from seeking criminal charges in addition to civil penalties for violations.

The City Council may review a liquor license at any time based on the severity or frequency of the violation(s) of statute, ordinance, rule or liquor agreement.

Strikes remain on the license for one year from the date of issuance.



AGENDA RECOMMENDATION

City Council Regular Meeting

9. A.

Meeting Date: 03/23/2026

Agenda Item:

Resolution authorizing the City of Mankato to enter into a Participation Agreement with Lights On! MN and to participate in the Minnesota Lights On! vehicle repair voucher program.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

The Minnesota Lights On! program provides repair vouchers that law enforcement agencies may distribute to motorists in lieu of citations for certain vehicle equipment violations, such as defective headlights, taillights, or brake lights. The vouchers allow eligible drivers to obtain repairs at participating auto repair centers at no cost to the driver.

The program is designed to improve roadway safety, strengthen community-police relationships, and assist drivers who may face financial barriers to vehicle repairs.

The Mankato Department of Public Safety previously participated in the Lights On! voucher program for several years until it was paused by Lights On! in July 2025 due to funding limitations. Lights On! MN has since secured additional funding and recently reopened the program for participating agencies. To rejoin the program, participating agencies must enter into a participation agreement with Lights On! MN and pay a one-time operational fee of \$500 to support program administration. Voucher repair costs are funded through the Minnesota Department of Public Safety Office of Traffic Safety.

Through participation in the program, the Mankato Department of Public Safety will receive 100 repair vouchers to distribute to motorists within the community. Each voucher allows motorists to obtain vehicle lighting repairs at participating auto repair centers, with repair costs covered up to \$250.

Officers may issue these vouchers at their discretion in lieu of issuing a citation for certain equipment violations. This program provides officers with an additional tool to address equipment violations in a way that promotes compliance, improves roadway safety, and assists motorists who may otherwise struggle to afford necessary repairs.

Participation in the program reflects the City's continued commitment to balancing enforcement with problem-solving and community partnership.

Staff recommend adoption of the attached resolution.

Attachments

Resolution
Agreement

**RESOLUTION AUTHORIZING THE CITY OF MANKATO TO ENTER INTO A
PARTICIPATION AGREEMENT WITH LIGHTS ON! MN TO PARTICIPATE
IN THE MINNESOTA LIGHTS ON! PROGRAM**

WHEREAS, the Lights On! program provides repair vouchers that law enforcement agencies may distribute to motorists in lieu of citations for certain vehicle equipment violations, including defective headlights, taillights, and brake lights; and

WHEREAS, the program is designed to promote roadway safety, strengthen community-police relationships, and assist drivers who may face financial barriers to completing necessary vehicle repairs; and

WHEREAS, the Mankato Department of Public Safety previously participated in the Lights On! program for several years until the program was paused in July 2025 due to funding limitations; and

WHEREAS, Lights On! MN has secured additional funding and reopened the program for participating agencies; and

WHEREAS, participation in the program requires the City to enter into a Participation Agreement with Lights On! MN and pay a one-time operational fee of Five Hundred Dollars (\$500.00) to support program administration and infrastructure; and

WHEREAS, participation in the program will provide the Mankato Department of Public Safety with one hundred (100) repair vouchers that may be issued to motorists within the community, each allowing for vehicle lighting repairs up to Two Hundred Fifty Dollars (\$250.00) at participating auto repair centers; and

WHEREAS, staff have reviewed the proposed Participation Agreement and recommend participation in the program as a way to promote traffic safety, encourage compliance with vehicle equipment laws, and support motorists who may need assistance completing necessary repairs.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mankato that the City of Mankato is authorized to enter into a Participation Agreement with Lights On! MN to participate in the Minnesota Lights On! program.

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

Passed and adopted by the Mankato City Council on this 23rd day of March, 2026.

Najwa Massad
Mayor

Attest: _____
Rena Kopischke
City Clerk



LIGHTS ON!

A PROGRAM OF MICROGRANTS

Participation Agreement (the “Agreement”) between Lights On! MN (“Lights On”) and the Law Enforcement Agency named below (“The Agency”), each a “Party” and collectively, the “Parties.”

With an understanding that a positive alternative solution to certain traffic citations will be beneficial to drivers affected by socioeconomic factors, improve community-police relations, and offer more effective problem-solving, The Agency agrees to participate in the Lights On! USA Program (the “Program”), and Lights On agrees to The Agency’s participation under the terms of this Agreement. This Agreement is entered into this _____ day of _____, _____, by and between Lights On! 3817 Pleasant Ave. S., Minneapolis, Minnesota, 55409, and (your Agency, Department or Office name: _____, The Agency Address: _____.

1. I. General terms

2. Lights On is a program that provides bulb repair vouchers that public safety agencies and their staff/officers may issue and distribute to people in a targeted area who have been stopped or identified as operating a motor vehicle with one or more equipment violations, in lieu of traffic tickets.
3. The Program aims to replace certain citations for defective equipment with vouchers for free auto bulb repair at participating auto repair shops.
4. As part of the Lights On Program, in accordance with guidelines developed by The Agency, staff/officers, at their discretion, will issue or distribute repair vouchers to persons stopped or identified as operating a motor vehicle with one or more equipment violations within their jurisdiction, in lieu of a citation.
5. Term: This Agreement shall be in effect on the date of the last signature below, after both Parties have signed, until June 30th, 2026 (the “Term”) or until either Party withdraws its participation in writing. Lights On shall have no obligation to The Agency, except for confidentiality, unless and until sponsorship funds are received.
6. This Agreement may be renewed annually by mutual written agreement of the Parties.

II. Agreed-upon Responsibilities of Lights On.

The Parties agree that the responsibilities of Lights On under this Agreement are as follows:

1. In conjunction with The Agency, will determine the estimated annual volume of equipment violation repairs needed based on reported equipment violations.
2. Shall provide The Agency with bulb repair vouchers, each valued at no more than \$250.00, to distribute in lieu of citations for defective equipment in their jurisdiction.
3. Use funding from the MN Department of Public Safety Office of Traffic Safety, a sponsorship account that covers 100% of the projected repair costs, up to a cap of \$250.00 per voucher.
4. Shall contract with and reimburse participating auto repair centers located near the jurisdiction of The Agency for repair work and equipment, in accordance with the voucher system from The Agency's sponsorship account. Selection of auto repair centers shall be in the sole discretion of Lights On.
5. Provide marketing materials. On-site assistance may be available upon request from The Agency for an additional fee.
6. Shall establish and maintain a restricted account for sponsorship funds provided by The Agency and/or its sponsors.
7. Report to The Agency quarterly the number of redeemed vouchers and the balance of sponsorship funding.

VII. Agreed-upon Responsibilities of The Agency:

The Parties agree that the responsibilities of The Agency under this Agreement are as follows:

1. Issue or distribute repair vouchers to non-commercial drivers within their jurisdiction in lieu of defective equipment citations. The Agency shall not issue a defective equipment citation and a repair voucher.
2. Provide vouchers to people in need of lighting repairs within their jurisdiction at drop-in centers, community events, and traffic stops.
3. Encourage compliance with traffic laws to build trust, strengthen the community, and promote public safety.
4. Shall attach to this Agreement its equipment violation traffic stop data (CAD reports or other available reports) and/or voucher distribution data for the preceding 12 months from the date of this Agreement. Data will be used only to determine the number of vouchers Lights On will provide for the Agency.
5. Provide Lights On, a monthly report on the vouchers issued by the 15th day of each month for the prior month.

6. Will not knowingly issue a voucher to a person within 90 days of the issuance of a prior voucher to the same person.
7. The Agency is encouraged to submit to Lights On a list of auto repair centers that, in The Agency's view, may be appropriate locations for the repairs.
8. Shall have staff complete all required fields on the voucher, including license plate, issuing officer, location of stop, and date the voucher was issued. Please note that vouchers are valid for 14 days from issuance.

9. IV. Privacy and Terms of Use

The Agency will not provide any personal information about those who were issued vouchers to Lights On, but will provide the information required to complete the voucher, including license plate numbers, badge/employee numbers of the issuing officer/person, dates of issuance, location of the stop or issuance, and the reason for the stop.

The Agency agrees to use the vouchers only as expressly authorized by Lights On and only for traffic and community work.

The Agency is not responsible for paying for the defect repair. Lights On will contract with and pay local auto repair shops for work authorized by the voucher.

Confidentiality. Unless otherwise required by law, the Parties shall not disclose the terms of this Agreement or any information designated as confidential, or that, given the nature of the information or the circumstances surrounding its disclosure, reasonably should be considered confidential.

The Agency shall not issue a citation for the same matter for which it issued a voucher.

V. Limitation of Liability

IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, PUNITIVE, OR EXEMPLARY DAMAGES, INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS, LOSS OF REVENUE, OR LOSS OF DATA, ARISING OUT OF OR RELATING TO THIS AGREEMENT, REGARDLESS OF THE LEGAL THEORY, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. The liability of Lights On to The Agency is limited to the amount of sponsorship funding received by Lights On from The Agency.

VI. Notice

Any notice or communication required or permitted under this Agreement shall be deemed sufficiently given if delivered in person or by certified mail, return receipt requested, to the address set forth in the opening paragraph, with a copy by email to Lights On at the following email address: LOP@microgrants.net, or to such address as one may have furnished to the other in writing.

Either Party may suspend or terminate this Agreement by giving the other Party 30 days' advance written notice.

The portion of any funds designated for administrative expenses is not refundable by Lights On to The Agency.

VIII. Press Release for The Agency

The Parties may agree to a joint press release, subject to mutual approval. Neither Party may use the other Party's name, logo, or likeness in any advertising or press release without the prior written approval of the other Party.

IX. Dispute Resolution.

In the event of a dispute, the Parties shall confer in good faith to resolve it. If the Parties cannot resolve the dispute through good faith discussion, either Party may, after such discussion, file the matter for arbitration with the American Arbitration Association in Minneapolis, Minnesota, to be decided by a neutral arbitrator chosen through the process designated by the American Arbitration Association. Each Party will be responsible for its own costs, and either Party may appear remotely. The arbitrator's decision shall be final.

X. Governing Law.

This Agreement shall be governed by the laws of the State of Minnesota, without application of, or regard to, its conflicts of law provisions.

XI. Warranties.

TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, LIGHTS ON HEREBY DISCLAIMS ALL WARRANTIES, INCLUDING, WITHOUT LIMITATION, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

XII. No Third-Party beneficiaries.

This Agreement is for the sole benefit of the Parties hereto and their respective successors and permitted assigns, and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.

XIII. Personnel Responsibility.

Each Party is solely responsible and liable for the acts and omissions of its own representatives, employees, agents, and subcontractors. Nothing in this Agreement creates an employment, agency, partnership, or joint venture relationship between the Parties or with the other Party's personnel.

XIV. Intellectual Property.

Lights On retains all right, title, and interest in and to the Program, including all associated names, logos, marketing materials, and the voucher system design. The Agency is granted a limited, non-exclusive, non-transferable license to use Lights On's intellectual property solely during the Term to promote and operate the Program as specified herein.

XV. Indemnification by The Agency. The Agency shall defend, indemnify, and hold harmless Lights On, its affiliates, officers, agents, volunteers, sponsors, board members, and employees from and against any and all claims, damages, liabilities, and expenses (including reasonable attorneys' fees) arising out of or related to (a) The Agency's breach of this Agreement; (b) the acts or omissions of The Agency's officers, employees, or personnel; or (c) any claims by third parties arising from or related to the manner in which The Agency performs traffic stops or issues the vouchers. The limitation of liability in the above shall not apply to The Agency's indemnification obligations.

XVI. XV: Force Majeure

Neither Party shall be liable for any failure or delay in performing its obligations under this Agreement to the extent that such failure or delay is caused by an event beyond that Party's reasonable control, including, without limitation, acts of God, war, terrorism, civil unrest, labor disputes, pandemic, national emergency, government directive, utility failure, or shortage of essential materials. The affected Party shall notify the other Party promptly and use commercially reasonable efforts to resume performance.

XVII. Audit Right

The Agency shall retain records related to voucher issuance for the Term and one (1) year thereafter. Upon Lights On's written request and with at least fifteen (15) days' notice, The Agency shall provide Lights On access to such records solely to verify compliance with the voucher distribution and re-issuance limitations outlined in this Agreement.

XVIII. XVI: Assignment.

The Agency shall not assign or delegate any of its rights or obligations under this Agreement without the prior written consent of Lights On. Lights On may assign or delegate its rights and obligations under this Agreement without the consent of The Agency.

XIX. Entire Agreement

This Agreement constitutes the entire agreement between the Parties concerning the subject matter hereof and supersedes all prior agreements, representations, and understandings, whether written or oral. No modification, amendment, or

waiver of any provision of this Agreement shall be effective unless in writing and signed by both Parties.

By signing below, the Parties agree to be bound by this Agreement.

Lights On! MN

Name: Clarence D. Castile

Signature: _____

Title: Excecutive Director

Date: _____

The Agency

Agency Name: _____

Name: _____

Signature: _____

Title: _____

Date: _____

Address: _____

Agency contact email: _____



AGENDA RECOMMENDATION

City Council Regular Meeting

9. B.

Meeting Date: 03/23/2026

Agenda Item:

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

Recommendation/Action(s):

Report only.

Summary:

The City Manager will review the 2025 State of the City Report for the City Council and members of the public. This year's report is a digital-only report; copies can be requested and will be emailed or mailed to those requesting. A copy will also be posted to the City's website following presentation.

Attachments

State of the City

CITY OF MANKATO

STATE OF THE CITY 2025



Leading the way...



www.mankatomn.gov



374

EMPLOYEES



7

DEPARTMENTS



78

DIFFERENT
SERVICES



46,914

2025

POPULATION

- Administrative Services
- Human Resources
- Engagement & Communications
- Civic Center
- Community Development
- Public Safety
- Public Works



VALUES

What Guides Us

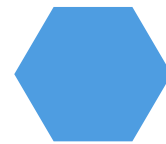
- Positive Attitude
- Accountability
- Teamwork
- Integrity
- Respect

PUBLIC SERVICE PHILOSOPHY

The Foundation for Serving Mankato

We listen to our residents, innovate for the future, and deliver efficient services to make Mankato a better community for all.

Housing



**Sustainable
Infrastructure**



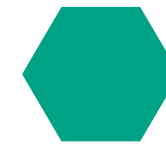
**Community
Connection +
Livability**



Goals



**Community
Safety**



Economy



**Adaptive
Organization**



STRATEGIC PLAN

MANKATO
PLANNING THE WAY FOR THE FUTURE

2025-2029

STRATEGIC PLAN MILESTONES



Housing

- Engaged with individuals who have lived experiences to help guide our work
- Created Housing Trust Fund
 - Appointed Advisory Committee
- Approved Poplar Apartments site plan and provided financial support
 - Partnership with Trellis Co.
- Reduced parking requirements for multi-family buildings
- Added apartments as permitted use in the B-3 district
- Supported Street Outreach Team
 - Collection of housing and public safety staff who serve as connectors, advocates, navigators, case managers to help clients access critical services
 - Through consistent contact, these efforts reduce the time people spend unsheltered and decrease involvement with the criminal justice system



Sustainable Infrastructure

- Grew access to *Kato Go Play* youth summer transit service
- Expanded transit service to North Mankato by adding additional hour of Route 5 service
- Provided financial support and in-kind contributions for City Art program
- Provided funding to the Twin Rivers Council for the Arts
- Worked with MnDOT on Veteran's Memorial Bridge
- Completed All Season's Arena
- Adopted the City's first ever Climate Action Plan
- Approved Old Town streetscape improvements and relocated existing lighting to North Riverfront
- Worked with MnDOT and North Mankato on future Hwy. 169 improvements
- Held CIP Open House and 4 additional engagements



Community Connection

- Increased social media followers by 7,500 to total 21,500
- Changed electronic communications platform to GovDelivery
 - 488,000 impressions
 - 235 news releases sent
 - 14,000 subscribers
- Created lost dog alerts
 - 5,509 subscribers
- YMCA partnership for operation of Tourtellotte Pool, expanded summer hours
- Added Buscher Park volleyball court
- Replaced Highland Park picnic shelters
- YMCA partnership to operate Chelsey Skate Park
- Completed plan for bike racks

STRATEGIC PLAN MILESTONES



Community Safety

- Launched Community Risk Reduction (CRR) program to expand public safety education and community outreach
- Acquired crisis communications vehicle to support negotiations with individuals experiencing crisis
- Enhanced emphasis on first responder wellness
- Established animal impound program, 68 dogs were reunited with owners and 39 dogs were adopted
- Created bicycle patrol to improve community engagement
- Secured grant to purchase new patrol vehicle dedicated to addressing distracted driving
- Organized mock crash demonstration for first time in more than a decade
- Expanded tobacco compliance checks
- Maintained strong focus on employee retention



Economy

- \$285,000 in Community Development Block Grant program funds distributed to local businesses and organizations
- \$115,554 DEED cleanup grant for Poplar Apartments
- Provided financial assistance to preserve the Cultivate Mankato childcare facility in downtown Mankato
- \$500,000 DEED Job Creation Fund for Rolls-Royce Solutions America
- Completed four commercial rehabilitation projects that received loans totaling \$94,234, leveraging \$109,122 in building improvements
- Tax Increment Financing approved to support redevelopment of 830 North Broad Street and 1600 Warren Street
- \$323,887 DEED cleanup grant for Hotel Mankato



Adaptive Organization

- Created Thrive – A leadership training program for supervisors and emerging leaders in the organization
- Implemented learning management system. Improves ability to deliver training and track employee progression
- Invested in transit scheduling software. Creates better customer experience and more efficient service delivery.
- Contracted out the water meter replacement project to improve efficiency of completion.

Housing



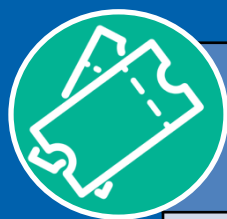
	2024	2025
Building Inspections	7,192	7,450
New Single Family Detached	11	40
New Single Family Attached	45	107
New Multiple Family Units	148	0
Building Permit Valuation	\$420,552,771	\$277,947,027

Transit



	2024	2025
Fixed Route Ridership	425,304	463,297
Paratransit Ridership	28,668	30,088
Flex Ridership	4,428	3,125
Total Ridership	458,403	496,508
Total Route Miles	566,278	623,740

Mayo Clinic Health System Event Center



	2024	2025
Economic Impact	\$64,848,604	\$67,533,247
Number of Events	615	627
Total Attendance	256,432	233,969

Public Safety



	2024	2025
Group A Offenses	2,991	2,651
Group B Offenses	6,975	6,566
Structural Building Fires	30	27
Medial/Ambulance Assist Calls	2,560	3,080
Violent Crimes	110	129
Rental Units Inspected	1,889	1,976
Total Police Calls For Service	32,030	31,531



Public Utilities and Public Works



	2024	2025
Water Treated (billion gallons)	1.850	1.879
Wastewater Treated (billion gallons)	3.122	3.060
Garbage Processed (tons)	7,714	7,907
Recycling Processed (tons)	2,031	1,962



	2024	2025
City Trees Maintained	16,348	16,273
Parks Maintained	50	50
Inches of Snow Plowed	12.3	21.5
Lane Miles Maintained	469.74	470.50

Engagement and Communications / 311



	2024	2025
Social Media Followers	14,000	21,500
News Releases Sent	94	235
GovDelivery Subscribers *started June 2024	12,300	14,000
GovDelivery Impressions	161,000	488,000
Project Engagements	33	30



	2024	2025
311 Total Calls	53,784	56,515

Balance Sheet

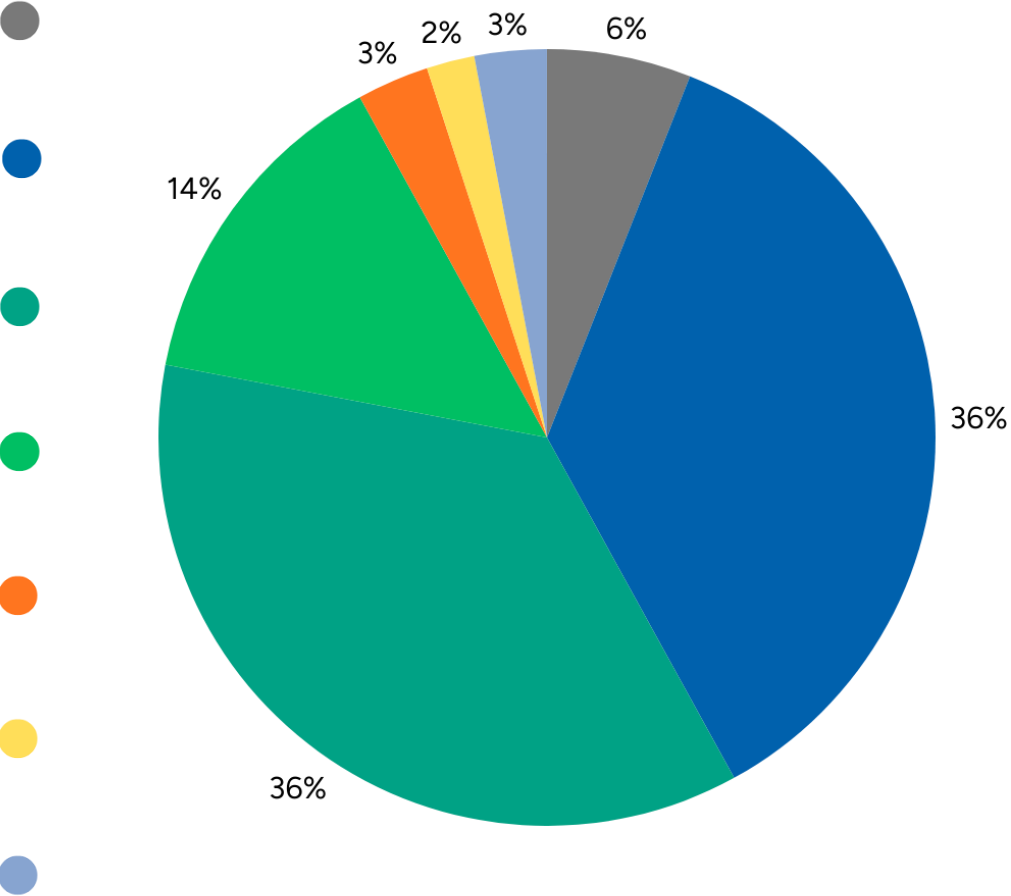


	Government Activity	Business-Type Activity	Total
Assets	296,134,386	301,883,232	598,017,618
Liabilities	117,375,095	38,831,835	156,206,930
Total Net Position	178,759,291	263,051,397	441,810,688

Statement of General Expenditures

ANALYSIS

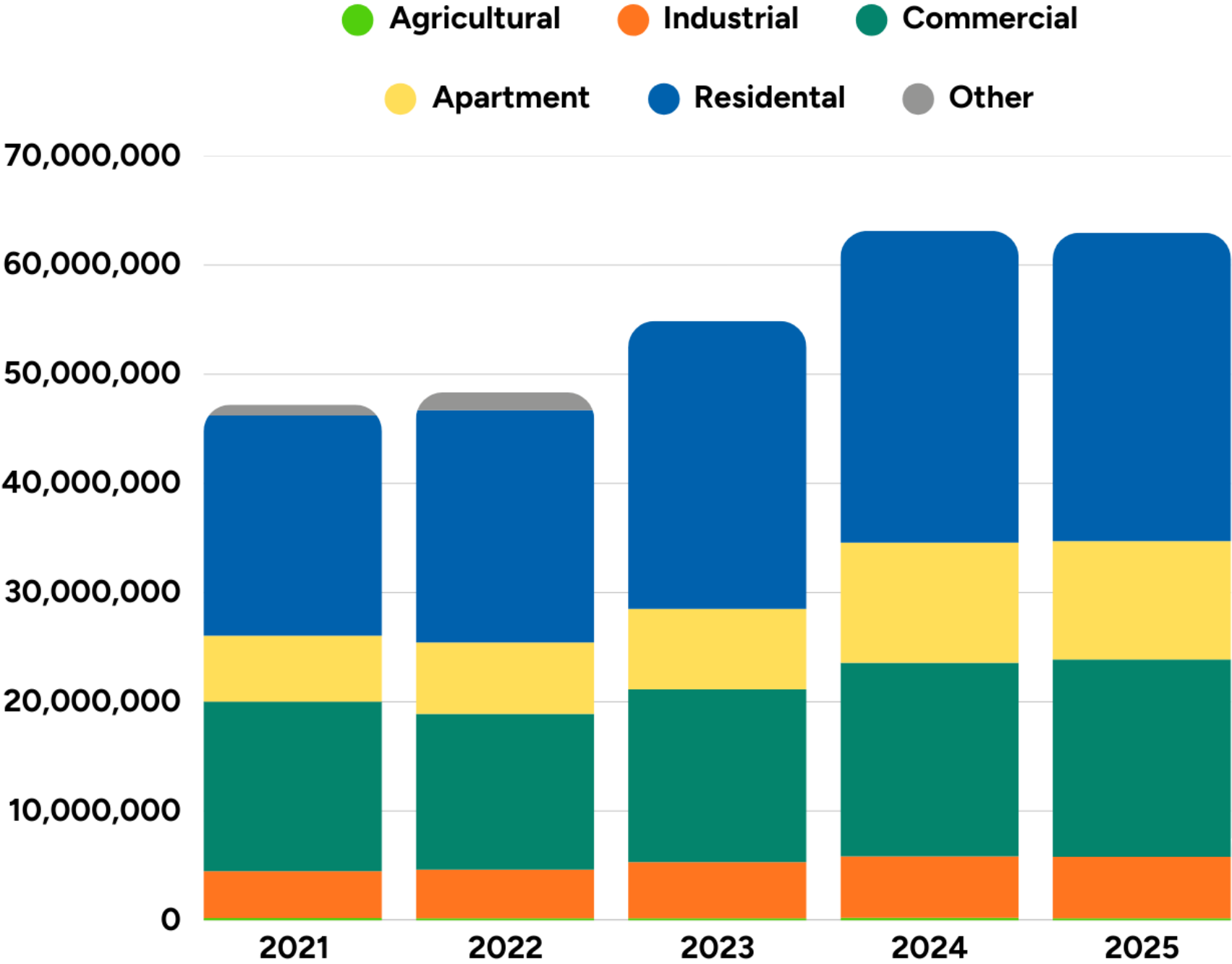
Department	Amount	Percent
General Government	2,953,751	6%
Public Safety	17,981,026	36%
Public Works/Streets	17,776,701	36%
Culture and Recreation	7,007,267	14%
Community Development	1,444,916	3%
Housing and ED	907,810	2%
Interest on LTD	1,678,263	3%
Opioid Remediation	88,000	0%
	49,837,734	



Mankato's Tax Compared

	Pay 2025 Net Tax Capacity	Average 2025 City Tax Rate	Certified 2026 LGA	Pay 2025 City Net Levy
Mankato	63,429,502	39.52%	8,497,593	25,064,752
Duluth	117,982,837	36.78%	35,332,327	45,997,189
Moorhead	43,194,500	56.00%	8,323,628	24,189,225
North Mankato	20,396,286	46.98%	2,289,542	9,598,635
Saint Cloud	69,374,815	53.66%	15,912,415	39,614,675
Rochester	214,367,352	51.15%	5,034,737	111,645,482
Comparative Rank	4th (highest)	2nd (lowest)	4th (highest)	3rd (highest)

Net Tax Capacity by Property Type



2026 Major Planned Projects



Airport Traffic Control Tower Construction

- Multi-year project
- Includes construction, design contingency, equipment, engineering expenses

Proposed Project Funding	
Source	Budget
FAA (95%)	\$24,036,900
State (5%)	\$1,265,100
Total Funding	\$25,302,000

Additional Airport Improvements
Parking Lot and Entrance Road
Cost = \$300,000

2026 Major Planned Projects

Surface Transportation

VETERAN'S BRIDGE

MnDOT led

City responsible for design aesthetics. 6 double-sided emblems honoring veterans will be installed. In addition, community input was gathered on railing and emblem shape options.

Total Cost = \$21.3 million
City Share = \$1.74 million

THIRD AVENUE

Blue Earth County led

Includes section: Riverfront to Chestnut

City facilities improved: watermain, sanitary sewer, lighting, fiber.

Total Cost = \$10.7 million
City Share = \$3.38 million

WOODSHIRE NEIGHBORHOOD

Bellevue, Jayro Ct. & Riverview St.

Phase II of Woodshire Neighborhood construction. Replacing: sanitary sewer, watermain, storm sewer, roadway pavement.

Cost = \$1.68 million

HINIKER PKWY. & RANGE ST.

New Roadway

Prerequisite to 2027
US 169 revitalization project

Cost = \$1.33 million

2026 Major Planned Projects

Stormwater

Honeymead Pump Station

Structural and electrical
deficiencies addressed

Cost = \$697,988

Information Technology

Fiber Communications

Infrastructure expansion
and maintenance

Cost = \$106,000

Parks

Kern Bridge

Cost = \$10.5 million

Tourtellotte Park

Pickleball Court replacement

Cost = \$750,000

Amphitheater Improvements

Cost = \$3,089,000

Land of Memories

New Playground Equipment

Cost = \$150,000

Facilities

Public Works Center

Welding bay exhaust and
tool replacement

Cost = \$300,000

2026 Major Planned Projects

Public Works

Water Meter Replacement Program

Cost = \$100,000

Balcerzak Tower Rehab

Cost = \$1,950,000

Reverse Osmosis Pilot Test

Cost = \$275,000

Lead/Copper Replacement Program

Cost = \$13,500



Transit

Bus Stop Improvements

Address accessibility
on fixed route stops
Cost = \$137,000



Public Safety

LUCAS Machine

Replacement of the portable
chest compression system
Cost = \$34,000

Impound Lot

Cost = \$110,000

Self Contained Breathing Apparatus

Replacement
Cost = \$54,000



State of the City

Questions?

