



AGENDA

**Mankato City Council
Regular Meeting
May 26, 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 May 11, 2026

4. **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.

5. **Consent Calendar**

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

A. Motion approving appointments to Committees.

B. Resolution approving application to conduct off-site gambling on August 7 & 8, 2026, for Community Charities of Minnesota at the Mayo Clinic Health System Event Center, 1 Civic Center Plaza.

- C. Resolution adopting the Mankato Transit Title VI Plan Update.
- D. Resolution to execute an agreement with Washington State Department of Enterprise Services for Public Transit Bus Purchases.
- E. Resolution authorizing the City Manager to apply for the 2027 Transit Operating and Capital Grant and enter into an agreement with MnDOT to provide Public Transit Service.
- F. Resolutions amending the Cooperative Construction Agreement with Blue Earth County and to enter into a Professional Services Agreement with Bolton & Menk, Inc. to provide construction and engineering services for Capital Improvement Project 11141; 3rd Avenue (CSAH 5).
- G. Resolution directing Traffic Control at the intersection of Balcerzak Drive and Pohl Road.
- H. Resolution directing Traffic Control at the intersection of Pinehurst Drive and Muriefield Drive.
- I. Resolution directing Traffic Control on Adams Street between Trunk Highway 22 and CSAH 12.
- J. Motion approving 2026 Roadway Striping Modifications on Balcerzak Drive, Augusta Drive and Premier Drive.
- K. Resolution approving the annexation of 210 North Augusta Court and petition for extension of services to the property; by request of Rob Paulsen.
- L. Set June 8, 2026, as date of public hearing for the 2026 Community Development Block Grant (CDBG) Annual Action Plan.

6. **Public Hearings**

- A. Ordinance amending Mankato City Code Chapter 10 related to parkland dedication fees; by request of the City of Mankato.

7. **Council Business**

8. **Reports and Miscellaneous Business**

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

Regular Council Meeting, June 8, 2026, 6 p.m., Council Chambers (with EDA and/or Work Session to follow)

Regular Council Meeting, June 22, 2026, 6 p.m., Council Chambers (with Work Session to follow)

9. **Adjournment**

City Council Regular Meeting

Meeting Date: 05/26/2026

Title: Minutes

Submitted By: Renae Kopischke, City Clerk

Agenda Item:

Regular Meeting of May 11, 2026

Attachments

Minutes



MINUTES

**Mankato City Council
Regular Meeting
May 11, 2026 - 6 p.m.
IGC - Council Chambers**

1. **Call Meeting to Order**

Roll Call

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

Members Excused: Jessica Hatanpa.

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

Pledge of Allegiance

2. **Approval of Agenda**

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

3. **Approval of Minutes**

Mr. Mettler moved and Ms. Melby-Kelley seconded a motion to approve the minutes of the Regular Meeting of April 27, 2026, as written. The motion carried unanimously.

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

Rich Shermock, 221 Tanager Road, speaking on the request for a planned unit development for Campus Cottages Subdivision and how it didn't comply with zoning. He felt that a traffic study needed to be done in the area when college is not in session. He noted how they are surrounded by apartment complexes; enough is enough.

Joan Roca, 321 Tanager Road, speaking against the proposed Campus Cottages Subdivision development of the apartment units. He commented on the wetlands in the area and the density in the area as well as parking. He noted he was skeptical of the city enforcing occupancy restrictions. He asked that the city work with the developer to mitigate the impact of the high-density project on the neighborhood.

Silas Born, 108 Priscilla Court, stated that he lived less than 300 feet from where the apartments were being built for Campus Cottages Subdivision. He referred to an email he sent to the Council. He mentioned the request for an appeal to the 25% density requirement. He requested that the project be postponed for additional studies to be done.

Sister Joyce Kolbet, stated she was one of the sisters that still lives in the area and read a letter from the School Sisters of Notre Dame (SSND) Provincial Leader Debra Sciano. She touched on the SSND campus area and noted the commitment that they have to the stewardship of the property. She commented on the work and collaboration with the Southwest Minnesota Housing Partnership. She stated that they supported the project.

Brian Maciej, 209 Tanager Road, mentioned that he lived next to the proposed Campus Cottages Subdivision development. He wondered if the ordinance meets the requirements for a planned unit development. He mentioned that there would be about seven units per acre. He commented on the city ordinance related to surrounding areas. He was concerned that the gross density didn't reflect the intensity experienced by the neighborhood.

5. Consent Calendar

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

Mr. Laven pulled item 5.E. Mr. Laven moved and Mr. McLaughlin seconded a motion to approve the Consent Calendar as amended. With all members voting in favor, the motion carried.

- A. Motion approving appointments to Committees.
- B. Resolution amending the Penalty/Strike Matrix for Taxicab Licenses.
- C. Resolution amending the Penalty/Strike Matrix for Transportation Network Companies Licenses.
- D. Resolution authorizing the City Manager to purchase annual subscription from Tyler Technologies.

- E. Resolution approving the Final Plat of Quarry View Addition (Lots 1-6, Block 24, Germania Park Addition; Lots 1-8, Block 8 & Lots 1-2, Block 9, Columbia Park Addition; and to be vacated portion of Lind Street); by request of Brett Skilbred.

Mr. Laven mentioned the Southwest Minnesota Housing Partnership and the purchase of seven lots along 8th Avenue and Lind Street, and wondered if they were included in the development request. Mr. Konz replied that they were not included and pointed out the location of the seven lots.

Mr. Laven mentioned the density restriction and asked for clarification. Mr. Konz noted that since the property is zoned R-3, the restriction is not in effect; however, the developer has chosen to honor it.

Mr. Laven moved and Mr. Mettler seconded a motion to approve the Resolution approving the Final Plat of Quarry View Addition (Lots 1-6, Block 24, Germania Park Addition; Lots 1-8, Block 8 & Lots 1-2, Block 9, Columbia Park Addition; and to be vacated portion of Lind Street); by request of Brett Skilbred. The motion carried unanimously.

- F. Resolution approving a Certificate of Design Compliance for construction of two new structures in the Highway Gateway Overlay District (1830 and 1840 Adams Street); by request of Tripoint Development, LLC.
- G. Resolution approving terms of up to a \$484,005 interfund loan in connection with Tax Increment Financing District No. 47-1.
- H. Resolution authorizing the City Manager to enter into a Professional Services Agreement with Bolton & Menk, Inc. to provide construction engineering services for Improvement Project 11193; 2026 Resurfacing.
- I. Resolution accepting a Local Climate Action Grant from the Minnesota Pollution Control Agency for replacement of an electric vehicle charger.
- J. Resolution authorizing the execution of the Airport Tower Construction Manager at Risk Agreement with Knutson Construction.
- K. Resolution authorizing Minnesota Department of Transportation (MnDOT) Agency Agreement for Federal participation in preliminary engineering of Bus Stop Improvements with Carbon Reduction Program funds.
- L. Set date May 26, 2026, as the date of the public hearing for an ordinance amending Mankato City Code Chapter 10 related to parkland dedication fees; by request of the City of Mankato.

- M. Motion authorizing an amendment to the Professional Engineering Services Agreement for the Airport Perimeter Road Project.

6. **Planning Commission**

- A. Mr. Konz stated that M & J Holdings, LLC is seeking a planned unit development for the construction of 122 residential slab-on-grade dwellings. He noted that the subject properties are described as Lot 1, Block 2, and Lot 1, Block 3, Mesenbrink Subdivision (PID R010915400007 and R010915400006); informally named "Aveyda Preserve".

Mr. Konz indicated that the proposed Mesenbrink Mixed-Use Development has undergone a lengthy approval process beginning in 2023. He provided a brief history of the approvals to date. He mentioned that the project covers approximately 105 acres and originally included plans for retail, apartment, and single-family residential development. He pointed out that the developer completed a new Environmental Assessment Worksheet (EAW), which evaluated the project's environmental, social, and economic impacts, and following review, it was determined that an Environmental Impact Statement was not necessary. He added that the developer then secured a Land Use Plan Amendment in July 2023 to redesignate the property from Public/Semi-Public to Medium Density Residential, enabling the proposed mixed-use development.

Mr. Konz reported that the current request involves creation of a new planned unit development covering approximately 64.94 acres within Lots 1, Block 2 and Lot 1, Block 3 of Mesenbrink Subdivision. He mentioned that the property is zoned R-2 One- and Two-Family Dwelling District, with portions also located within the Shoreland Overlay District near an unnamed public lake regulated by the Minnesota DNR. He stated that the development is located east of CSAH No. 12 and spans areas north and south of the newly extended Hoffman Road.

Mr. Konz indicated that the proposed residential development includes 122 slab-on-grade homes consisting of 88 detached single-family homes and 34 attached single-family units. He commented that the site is divided into northern and southern sections: the north portion would contain 34 detached homes, while the south portion would include 54 detached homes and 34 attached homes. He noted that although the project is dense compared to surrounding development, it remains below the maximum number of units technically permitted under R-2 zoning standards. He added that the developer does not intend to phase out construction and instead plans to install all private roads, utilities, and landscaping infrastructure up front, while constructing homes individually based on market demand.

Mr. Konz explained that access to the development would come from the newly extended Hoffman Road through private drives named Meridian Trail and Aveyda Bend Trail, both of which would remain privately maintained by the homeowners' association or property owner, and sidewalks along Hoffman Road will connect residents to the broader city sidewalk and trail network, although no internal pedestrian-specific pathways are currently proposed. He stated that emergency vehicle access has been reviewed, though modifications to cul-de-sac geometry and no-parking fire access zones may still be required to meet Public Safety standards.

Mr. Konz concluded that the development meets City parking requirements by providing at least two off-street parking spaces per dwelling unit through garages and driveways. He noted that any future rental units would also be required to comply with limited occupancy rental regulations and maintain the same parking standards.

Mr. McLaughlin moved and Mr. Mettler seconded a motion to approve the Resolution approving a Planned Unit Development for a residential development containing 122 residential slab-on-grade dwellings (Lot 1, Block 2, and Lot 1, Block 3, Mesenbrink Subdivision). The motion carried unanimously.

- B. Mr. Konz reported that Southwest Minnesota Housing Partnership (SWMHP) is requesting several approvals from the City of Mankato for redevelopment of the historic Good Counsel Hill Campus at 170 Good Counsel Drive. The requests include preliminary and final plat approval for a new subdivision called Good Counsel Hill, a conditional use permit (CUP) to allow multiple buildings on a single lot within the Office-Residential zoning district, a planned unit development (PUD) to permit a mixed-use campus, and an amendment to the Institutional Overlay District to update the campus development plan. He noted that the proposal focuses on reusing existing buildings and spaces while adding parking and preparing the site for future redevelopment phases.

Mr. Konz stated that the proposed plat would create a single 40.63-acre lot encompassing the former School Sisters of Notre Dame campus. He mentioned that existing streets and utilities would largely remain unchanged, though additional right-of-way would be dedicated for a future cul-de-sac improvement. He commented that existing sanitary sewer infrastructure would continue to serve the site, while long-term plans call for eventually connecting the campus to the City water system after future reservoir upgrades. He indicated that the site includes wetlands, bluffs, and protected woodland areas, and the development plan avoids disturbing these environmentally sensitive features. Conservation easements and setbacks will be required to preserve natural resources on the property.

Mr. Konz explained that Phase 1 of the redevelopment centers on adaptive reuse of existing buildings without major new construction or site alterations. He stated that proposed uses include workforce housing, office space, and assembly space within Isidore Hall, Theresa Hall, the Chapel, and portions of Schied Hall. He pointed out that the housing component would include studio, one-bedroom, and two-bedroom apartments targeted toward moderate-income residents at approximately 80% of area median income. He added that amenities would include secure access, laundry facilities, common spaces, bike parking, maintenance services, and potentially meal service through a future assisted living provider. He concluded that overall, Phase 1 proposes approximately 53 residential units plus office and community gathering space.

Mr. Konz reported that a major issue identified during the review was parking compliance, as the applicant proposed 154 parking stalls using existing paved areas, and staff determined only 113 stalls met current City standards and fire access requirements. He noted that because the proposed Phase 1 uses would normally require approximately 170 parking spaces, staff recommends limiting occupancy and uses to the number supported by the available compliant parking. He indicated that the chapel would rely partly on off-site parking at the Kato Ballroom with shuttle service during events. He added that City staff also recommend limiting special event frequency and excluding Schied Hall from Phase 1 approval until updated redevelopment plans are submitted.

Mr. Konz commented that the proposal is designed as the first phase of a larger long-term redevelopment effort. Future phases may eventually include up to 110 residential units, assisted living facilities, office space, and community-oriented uses such as educational spaces, a museum, catering kitchens, and recreational amenities. However, any future expansions, new parking lots, stormwater facilities, or additional buildings would require separate City approvals and infrastructure review before proceeding.

Mr. Mettler asked if everything was being met for Phase I by the applicant. Mr. Konz replied yes and indicated that the appropriate staff were brought in to conduct the parking review (fire, public safety, engineering, etc.).

Mr. Mettler wondered what would happen if there was a change in the parking arrangement for events. Mr. Konz responded that notification is required for any changes. Brief discussion on the requirements for non-residential and residential parking.

Mr. Laven moved and Mr. Mettler seconded a motion to approve the Resolutions approving the Final Plat review of Good Counsel Hill Subdivision; a Conditional Use Permit to accommodate more than one building on a single lot on a property zoned O-R, Office Residential; a Planned Unit Development to allow mixed uses (170 Good Counsel Drive); by request of Southwest Minnesota Housing Partnership. The motion carried unanimously.

- C. Mr. Konz stated that APX Construction Group is requesting approval for a planned unit development (PUD) to construct a multi-family housing project consisting of three residential buildings with a total of 84 units. He indicated that the proposal also includes a request to amend the City of Mankato's rental density map, so the subdivision would not be subject to the city's 25% rental density cap. He commented that the site is located along the east side of Pohl Road and would include a new access point to the development. He noted that at approximately 7.2 units per acre, the project meets the city's medium-density residential standards for the R-2 zoning district.

Mr. Konz reported that the development plan includes one two-story building and two three-story buildings featuring primarily two-bedroom units. He mentioned that amenities such as a gym, study rooms, gathering spaces, bike racks, a dog run, and a patio area are proposed to enhance the resident's experience. Building materials and finishes are planned in earth-toned siding, and all structures would remain within the district's maximum height requirement of 35 feet. He added that parking concerns were addressed during the review process, with the applicant providing 138 parking spaces, exceeding the 126 spaces required by city code.

Mr. Konz stated that environmental and site design considerations were also reviewed. The existing stormwater pond will be redesigned to manage onsite stormwater treatment, and the Wetland Technical Evaluation Panel (TEP) determined that modifications to the smaller pond are permissible because it was originally created for stormwater purposes. He indicated that while some concerns were raised regarding potential tree removal near the expanded pond, the applicant indicated efforts would be made to preserve as many trees as possible while still meeting grading and access requirements, and new trees are also proposed around the basin area. Additionally, the adjacent wetland on the eastern side of the property will remain undisturbed, with a required 16.5-foot setback maintained in accordance with city code.

Mr. Konz concluded that the Planning Commission recommended approval of the rental density amendment and the planned unit development, while maintaining occupancy restrictions limiting units to no more than two unrelated individuals or a family. He noted that the proposal aligns with Mankato's Strategic Plan and Housing Needs Analysis, both of which emphasize the need for additional and more diverse housing options. The Housing Needs Analysis specifically identified demand for over 1,200 new market-rate units and encouraged flexibility in residential density standards, which this development seeks to address while also preserving environmentally sensitive areas such as wetlands.

Brief discussion on the location of the sidewalk, and the wetland area.

Ms. Arntz reported that the traffic study is intended to be completed and presented to the Council in August/September.

Mr. Mettler moved and Mr. Laven seconded a motion to approve the Resolution approving a Planned Unit Development for the installation of three new buildings, that contain a total of 84 residential units, in the R-2, one- and two-family dwelling zoning district (Lot 1, Block 2, Campus Cottages, and Outlot A, Campus Cottages subdivision). The motion carried unanimously.

7. **Public Hearings**

- A. Chris Hogan, Baker Tilly, reported on the Resolution awarding \$14,455,000 in General Obligation Improvement and Utility Bonds, Series 2026A, to Piper Sandler & Co based on the low bid of 3.1596%. She stated that the proceeds of the bonds will be used to finance various street improvement projects, related utility improvements, and to pay the costs of issuance on the bonds. She noted the overall repayment term of the bonds is 10 years. She commented on the market and provided a summary of the bond sale bid results.

Ms. Hogan indicated that S & P assigned a rating of “AA” to the bonds, which is great for the city. She explained why bonds get rated and provided credit highlights as well as factors that could lead to an upgraded designation.

Mr. Laven moved and Mr. Mettler seconded a motion to approve the Resolution awarding \$14,455,000 in General Obligation Improvement and Utility Bonds, Series 2026A, to Piper Sandler & Co based on the low bid of 3.1596%. The motion carried unanimously.

8. **Council Business**

- A. Ms. Arntz indicated that to focus Council time, we are recommending shifting the City Council calendar to eliminate the standing work session on the first Monday of the month. She stated that the shift would add a lighter work session, when needed, following the Regular City Council and Economic Development Authority Meetings on the second Monday of the month. She noted that there would be no change to the work session following the City Council Meetings on the fourth Monday of the month.

Ms. Arntz commented that in reviewing the budget schedule, the work session planned for November 2 would remain, and the public information meeting on the budget, also known as the “Truth in Taxation” hearing on December 7 would be as scheduled.

Ms. Arntz added that edits would also be made to the City Council Handbook accordingly reflecting the changes to the work session.

Mr. McLaughlin moved and Mr. Metter seconded a motion to approve the Resolution amending the City Council Calendar and Handbook. The motion carried unanimously.

9. **Reports and Miscellaneous Business**

A. Summary of City Manager's Performance Review.

Mr. Laven reported that on April 27, the Council met in closed session to review the performance of the City Manager in multiple categories, which included relationships with Council members and citizens, policy execution, professional skills, staffing, supervision, fiscal management and more. He stated that the combined results of the Council came in above average and excellent across the board.

Mr. Laven indicated that the Council recommends that the City Manager's salary be adjusted to add a cost-of-living adjustment, consistent with other non-union city employees, effective January 1, 2027.

Mr. Laven moved and Mr. Mettler seconded a motion to approve the cost-of-living adjustment, consistent with other non-union city employees, effective January 1, 2027. The motion carried unanimously.

View all city committee meetings by clicking on our City Calendar

Regular Council Meeting, May 26, 2026, 6 p.m., Council Chambers (with Work Session to follow)

Regular Council Meeting, June 8, 2026, 6 p.m., Council Chambers (with EDA and/or Work Session to follow)

10. **Adjournment**

There being no further business, Mr. Laven moved and Ms. Melby-Kelley seconded a motion to adjourn. With all members voting in favor, the meeting adjourned at 7:27 p.m.

Minutes Approved.

Mayor Massad

ATTEST:

Renae Kopischke
City Clerk



AGENDA RECOMMENDATION

City Council Regular Meeting

5. A.

Meeting Date: 05/26/2026

Agenda Item:

Motion approving appointments to Committees.

Recommendation/Action(s):

Motion approving appointments.

Summary:

Motion approving appointments to the Public Safety Advisory Committee as follows:

Curtis Peters, Ward 3, New appointment

Bryan Schneider, Ward 5, New appointment



AGENDA RECOMMENDATION

City Council Regular Meeting

5. B.

Meeting Date: 05/26/2026

Agenda Item:

Resolution approving application to conduct off-site gambling on August 7 & 8, 2026, for Community Charities of Minnesota at the Mayo Clinic Health System Event Center, 1 Civic Center Plaza.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

Licensed organizations may conduct lawful gambling on premises other than the organization's permitted premises for 12 events per calendar year, not to exceed three days per event.

Community Charities of Minnesota paid gambling taxes in the amount of \$19,457.14 for the period of January through December 2025. Community Charities of Minnesota's expenditures for January through December were \$648,574.33. Of those funds 95.46% have been spent in the local trade area from January through December of 2025.

A background investigation of all persons and premises described in the application reveals nothing that would preclude issuance of the license.

Attachments

Resolution

**RESOLUTION APPROVING APPLICATION TO CONDUCT OFF-SITE GAMBLING
FOR COMMUNITY CHARITIES OF MINNESOTA AT MAYO CLINIC HEALTH
SYSTEM EVENT CENTER, 1 CIVIC CENTER PLAZA**

WHEREAS, Mankato City Code Sections 5.43-5.45, as well as Minnesota Statute 349, outline the regulations regarding lawful gambling activities; and

WHEREAS, a licensed organization may conduct lawful gambling on premises other than the organization's permitted premises for 12 events per calendar year, not to exceed three days per event; and

WHEREAS, not more than 90 days have passed since the application submission date; and

WHEREAS, Community Charities of Minnesota has submitted the required application and has complied with all the requirements of Mankato City Code.

NOW THEREFORE BE IT RESOLVED, by the City Council for the City of Mankato that the application submitted by Community Charities of Minnesota for off-site gambling at the Mayo Clinic Health System Event Center, 1 Civic Center Plaza, Mankato on August 7 & 8, 2026, is hereby approved.

Adopted this 26th day of May 2026.

Najwa Massad
Mayor

ATTEST: _____
Renae Kopischke
City Clerk



AGENDA RECOMMENDATION

Consent Calendar 5. C.

City Council Regular Meeting

Meeting Date: 05/26/2026

Agenda Item:

Resolution adopting the Mankato Transit Title VI Plan Update.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

Section 601 of Title VI of the Civil Rights Act of 1964 states the following: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

U.S. Department of Transportation Title VI regulations (49 CFR part 21) integrate into their programs and activities considerations expressed in the Department's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient ("LEP") Persons. Federal Transit Administration (FTA) Circular 4702.1B outlines Title VI compliance procedures for recipients of FTA-administered transit program funds.

Limited English Proficient (LEP) persons refers to persons for whom English is not their primary language and who have a limited ability to read, write, speak, or understand English. It includes people who reported to the U.S. Census that they speak English less than very well, not well, or not at all.

FTA requires that all direct and primary recipients document their compliance by submitting a Title VI Program to their FTA regional civil rights officer once every three years. The Title VI Program must be approved by the appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA. Recipients shall submit a copy of the Board resolution, meeting minutes, or similar documentation with the Title VI Program as evidence that the appropriate governing entity has approved the Title VI Program. FTA will review and concur or request the recipient provide additional information.

The plan covers both fixed route and paratransit operations and addresses the following procedures:

- Notify Beneficiaries of Protection Under Title VI.
- Complaint Procedures and Complaint Form.
- Record and Report Transit Related Title VI Investigations, Complaints, and Lawsuits.
- Promoting Inclusive Public Participation.
- Meaningful Access to Limited English Proficient Persons.
- Fixed Route Service Guidelines.
- Evaluation of Service or Fare Changes.

Every three years, the plan is updated incorporating findings of the FTA's triennial review. The plan was adopted in April 2017 and last updated in August 2023. The 2026 Update includes the following:

- Change Class 400 to no standing due to gross weight limitations.
- Add Project Community Connect to fare reductions.
- Add boarding/alighting area verbiage to shelter and bench stop provisions.
- Update Attachment D with current data.
- Modified the wording in the Disproportionate Burden Analysis section to remove mention of "environmental justice". In 2025, Executive Order 12898 was rescinded to remove the legal basis for environmental justice across federal programs. However, Title VI still requires analysis of the "disproportionate burden on low-income populations". Content analysis remains the same, the only difference is semantics.

Attachments

Resolution
Title VI Plan

RESOLUTION ADOPTING THE MANKATO TRANSIT TITLE VI PLAN UPDATE

WHEREAS, The City of Mankato is a direct recipient of federal funds for a public transit system; and

WHEREAS, as a direct recipient of federal funds, the City of Mankato is required to have an adopted Title VI Plan on file with the Federal Transit Administration; and

WHEREAS, the first Title VI Plan was adopted by the City Council on April 2017 in response to findings of the Triennial Review by the Federal Transit Administration; and

WHEREAS, the plan will be updated every three years to address necessary changes to the plan and update the City Council on revisions that have taken place since first adoption; and

WHEREAS, the updated plan has been reviewed by city staff and was found to contain all necessary elements for federal compliance.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, MINNESOTA that the Mankato Transit Title VI plan update for 2026 be adopted.

This resolution shall become effective upon passage without further publication.

Adopted this 26th day of May 2026.

Najwa Massad, Mayor

ATTEST: _____
Renae Kopischke, MMC
City Clerk



Mankato Transit System Title VI Plan

This plan was adopted April 2017, updated July 2020, August 2023 and May 2026.

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Introduction

Mankato Transit System's Title VI Program ensures that no person, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity under the control of the Mankato Transit System. The City of Mankato will ensure that members of the public within the service area are aware of the provisions and responsibilities associated with Title VI of the Civil Rights Act of 1964.

This program was developed in compliance with Federal Transit Administration (FTA) requirements and guidelines of FTA Circular 4702.1B.

The plan evolved from its creation by SRF Consulting Group Inc. to its revision by Mankato Transit System.

Program Objectives

- Ensure that the level and quality of public transportation service is provided in a nondiscriminatory manner.
- Promote full and fair participation in public transportation decision-making without regard to race, color, or national origin.
- Ensure meaningful access to transit-related programs and activities by persons with limited English proficiency.

Reporting Requirements

Title 49 CFR Section 21.9(b) requires recipients to "keep such records and submit to the Secretary timely, complete, and accurate compliance reports at such times, and in such form and containing such information, as the Secretary may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with [49 CFR part 21]." FTA requires that all direct and primary recipients document their compliance by submitting a Title VI Program to their FTA regional civil rights officer once every three years. The Title VI Program must be approved by the direct or primary recipient's board of directors or appropriate governing entity or official(s) responsible for policy decisions prior to submission to FTA. Submit a copy of the Board resolution, meeting minutes, or similar documentation with the Title VI Program as evidence that the board of directors of appropriate governing entity or official(s) has approved the program.

Dissemination of the Title VI Program

This document is available at the City of Mankato website located at this link.

<https://mnmapo.org/wp-content/uploads/2022/09/mapo-title-vi-program-update-2021.pdf>

Anyone may request a copy of the Title VI Program via telephone, mail, or in person and shall be provided with a copy at no cost. Translated copies of the program will be provided at no cost upon request.

Questions or comments regarding the Title VI Program may be submitted to:

- The online submission form located at the website [Online Submission](#)
- Phone: 311 or 507-387-8600
- Mail:
Associate Director Transportation Planning Services
10 Civic Center Plaza
Mankato, MN 56002-3368

About Mankato Transit System

The city of Mankato provides fixed route and paratransit services with fewer than 30 fixed route vehicles in peak service. The service area includes North Mankato, Skyline, and Mankato which is about 24 square miles with a population of approximately 60,206.

Investigations, Complaints, and Lawsuits

Mankato Transit System has received one complaint of discrimination since the development of the Title VI Program in the year 2020.

Attachment A contains a record of the investigations, lawsuits, and complaints.

Notice to the Public

The following notice is posted on the City of Mankato's website, in transit revenue vehicles, and on printed schedules.

Notifying the Public of Rights Under Title VI

Mankato Minnesota

The City of Mankato's Transit System operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act. Any person who believes they have been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Mankato.

For more information on the City of Mankato's civil right program, and the procedures to file a complaint, call 311 or (507) 387-8600; mail Associate Director Transportation Planning Services, 10 Civic Center Plaza, Mankato, MN 56002-3368 or visit our customer service office at the Intergovernmental Center, 10 Civic Center Plaza, Mankato, MN, 56002-3368. For more information, visit www.mankatomn.gov.

A complainant may file a complaint directly with the Federal Transit Administration by filing a complaint with the Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE, Washington, DC 20590

If information is needed in another language, then contact 311 or (507) 387-8600

Si necesita información en otro idioma, comuníquese al 311 o (507) 387-8600

Haddii macluumaadka looga baahan yahay luqad kale, la xiriir 311 ama (507) 387-8600

Based upon the results of the Four Factor Analysis and Safe Harbor Provisions, translation of documents is not a requirement, rather it will be done upon request.

Complaint Procedures

If information is needed in another language, then contact 311 or (507) 387-8600

Si necesita información en otro idioma, comuníquese al 311 o (507) 387-8600

Haddii macluumaadka looga baahan yahay luqad kale, la xiriir 311 ama (507) 387-8600

Any person who believes they have been discriminated against on the basis of race, color, or national origin by the City of Mankato's Transit System (hereinafter referred to as "City") may file a Title VI complaint by completing and submitting the form which is available at www.mankatomn.gov and Attachment B. The City of Mankato's Transit System investigates complaints received no more than 180 days after the alleged incident. The City will process complaints that are complete.

Once the complaint is received, the City will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing whether the complaint will be investigated by our office.

The City has sixty days to investigate the complaint. If more information is needed to resolve the case, the City may contact the complainant. The complainant has

ten business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten business days, the City can administratively close the case. A case can be administratively closed also if the complainant no longer wished to pursue their case.

After the investigator reviews the complaint, they will issue one of two letters to the complainant: a closure letter or a letter of finding. A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed. A letter of finding summarized the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, they have ten days after the date of the letter or the letter of finding to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590

Promoting Inclusive Public Participation

Every effort will be made to seek public involvement as early as possible. Public meetings will be held at locations accessible to the public, including those with disabilities. Moreover, the public meeting location and time will be such that the meeting is accessible by fixed route service. Upon request, a sign language interpreter will be made available for hearing impaired persons, and language assistance (e.g., interpret services) will be made available to persons with limited English proficiency. Any requests for accommodation should be submitted to the staff advertised in the public notice at least seven (7) days prior to the public meeting.

Notice of a public comment period and public meetings will be published in the Mankato Free Press and posted on the City website at least fourteen (14) days in advance of the scheduled public meeting. The public notice shall describe the proposed action; date, time, and location of the public meeting; instructions for submitting comments, including any submission deadlines; and contact information for the purposes of asking questions or receiving additional information.

Notices may also be directly provided to interested persons, community groups and organizations, businesses, or other stakeholders deemed by Mankato Transit System to be directly affected by the proposed change. Where applicable, additional efforts shall be made to ensure minority, low-income, and limited English proficient populations are informed of proposed changes and resources are made available to enable their participation.

Comment cards will be available at the Customer Service Desk (311) located at the Intergovernmental Center, 10 Civic Center Plaza, Mankato. While written comments are encouraged, staff will also document verbal comments. Both written and verbal comments will be included as part of the public record.

The public participation plan deployed by staff differ for each project. The methods used are selected based on the demographics of the affected population, the type of plan, program, or service, and resources available. Community partners play a critical role, as Mankato Transit staff leverage the networks of dozens of community partners to increase the reach and efficacy of its public engagement efforts, while building trust.

Public Participation Summary of Efforts

As part of its efforts to engage the diverse public within its service area, and continue to be inclusive of Limited English Proficiency communities, Mankato Transit relies on partnerships with a variety of organizations and communities, including, but not limited to the following:

- Boys & Girls Club of Mankato
- Greater Mankato Area United Way
- Greater Mankato Diversity Council
- Leisure Education for Exceptional People (LEEP)
- Lutheran Social Services
- Minnesota Council of Churches
- Mankato Area Public Schools, ISD 77
- Mankato Area Adult Basic Education (ABE) Program
- Mankato Rehabilitation Center Inc. (MRCI)
- Minnesota River Area Agency on Aging
- Minnesota State University, Mankato (MSU-Mankato)
- Minnesota Valley Action Council
- Mankato YMCA
- Mankato YWCA
- Partners for Affordable Housing
- Salvation Army
- VINE Faith in Action.

The following highlights engagement activities conducted on a routine basis to specifically engage minority and limited English proficient populations:

Public Engagement Tools include KNUJ and KMSU Radio, KEYC Television, Mankato Free Press, Mankato City News, Mankato City Podcasts, Mankato website and Mankato social media - Facebook, X (formally known as Twitter), Instagram, and YouTube.

Minnesota State University, Mankato (MSU-Mankato) Staff meet with the International Student Association during University orientation to provide information about transit services provided and to teach students how to ride the bus.

Mankato Area Public Schools Adult Basic Education and English as a Second Language classes. At least twice a year, staff meet with program participants to gather information on their transportation needs and to provide information on the transit system. Meetings generally involve hands-on training and transit system education.

Mankato/North Mankato Area Planning Organization (MAPO), the federally designated metropolitan planning organization for the urbanized area conducts planning activities, including those to inform, engage, and gather feedback from the public. Mankato Transit, an active participant in MAPO supports their Title VI Program, Language Assistance Plan, and Public Participation Plan for public engagement.

Mankato Transit Development Plan 2023 Update, a five-year strategic plan to guide future investments was completed. The public participation plan is included as Attachment C.

Meaningful Access to Limited English Proficient Persons

Limited English-speaking households¹ identifies households that may need English-language assistance. A “Limited English-speaking household” is one in which no member 14 years old and over (1) speaks only English at home or (2) speaks a language other than English at home and speaks English “Very well.”

The City of Mankato uses INGCO International² to aid in our commitment to provide all individuals, including those with limited English proficiency, meaningful access to transit programs and services.

Four Factor Analysis

The Four Factor Analysis is an individualized assessment that balances four factors and helps determine if Mankato Transit Service communicates effectively with limited English proficient persons and informs language access planning.

1. The number or proportion of limited English proficient persons eligible to be served or likely to be encountered by the program or recipient.
2. The frequency with which limited English proficient persons come into contact with the program.
3. The nature and importance of the program, activity, or service provided by the program to people’s lives.
4. The resources available to the recipient for limited English proficient outreach, as well as the costs associated with that outreach.

Safe Harbor Provisions

Department of Transportation has adopted Department of Justice’s Safe Harbor Provision, which stipulates that, if a recipient provides written translation of vital documents for each eligible limited English proficient language group that constitutes five percent (5%) or 1,000 persons, whichever is less of the total population of persons eligible to be served or likely to be affected or encountered, then such action will be considered strong evidence of compliance with the recipient’s written translation obligations.

¹ American Community Survey and Puerto Rico Community Survey 2021 Subject Definitions

² <https://ingcointernational.com/about-us/>

For the Mankato urbanized area, 1,000 persons is the threshold for Safe Harbor Provisions, which apply to the translation of written documents only. They do not affect the requirement to provide meaningful access to limited English proficient individuals through competent oral interpreters where oral language services are needed and are reasonable.

Area Analysis of English Proficiency

Utilizing Minnesota Department of Transportation Limited English Proficient Data Tool³ for the cities of Mankato, North Mankato, and Skyline the total limited English proficient person count is 1,237 for all language groups (Attachment D). Breaking the total into the Forty-Two Group Classifications for translation assessment, no language rises to the level of Safe Harbor Provision.

- 350 persons or 1.23% - Other Unspecified
- 284 persons or 1.38% - Spanish
- 183 persons or 0.76% - Arabic

Other and unspecified languages are Hungarian, Jamaican Creole English, and Unspecified⁴.

Students Primary Home Language data indicates transit's focus on the languages of Spanish and Somali. The offer to translate documents into these languages are expressed in the native word and incorporated into the Notice of a Persons Rights under Title VI.

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- Si necesita información en otro idioma, comuníquese al 311 o (507) 387-8600
- Haddii macluumaadka looga baahan yahay luqad kale, la xiriir 311 ama (507) 387-8600

Additionally, technology services such as the Bus Mankato app are shared using a QR Code which the user's electronic device can translate into the language of choice.

Frequency of limited English proficient persons encountering Transit Services

The analysis relies on information from bus drivers, staff, and documented requests for services and information.

Mankato Transit conducts quarterly training meetings with bus drivers about operational and customer service topics, including any language barriers. Drivers report most frequently encountering limited English proficient persons while servicing the Lincoln Community Center in Mankato, where the Mankato Area Public School District's English as a Second Language (ESL) program is offered. Drivers report that the main languages spoken by those with limited English proficiency

³ <https://www.dot.state.mn.us/civilrights/lep-data-tool.html> uses data gathered from the American Community Survey (ACS) 5-year estimate (2015-2019) from [Table ID C16001](#).

⁴ American Community Survey and Puerto Rico Community Survey 2018 Subject Definitions

appear to be Spanish and Somali. Drivers and staff have found that nonverbal communication with riders is often effective for the purposes of helping the rider pay their fare or request the bus to stop.

Representatives from Mankato Transit occasionally meet with ESL classes and/or staff to assist persons in accessing the region's public transit services. In the past, meetings have involved a bus picking up the class and taking them on a tour of bus routes in the community. The ESL class is taught by several interpreters who are also on board during the training. While touring bus routes, staff discuss topics such as how to pay a fare, request a transfer, request that the bus stop, and where to wait for a bus.

In the last three years, Mankato Transit System has had zero formal requests for language interpreters or translated documents. All such requests are to be documented along with the date, type of service requested, and primary language of the individual.

Nature and Importance of Programs, Activities, and Services

Many limited English proficient persons rely on public transportation for their mobility needs. According to DOT LEP guidance, "providing public transportation access to LEP persons is crucial. An LEP person's inability to utilize effectively public transportation may adversely affect his or her ability to obtain health care, education, or access to employment."

Mankato Transit Services takes seriously the importance of transit service and language assistance services for the limited English proficient customers. This commitment to provide access to limited English proficient persons, enable the use of transit to access important destination for education, health care, and employment. Drivers report the main destinations for limited English proficient riders include the Lincoln Community Center and Open Door Health Center, an income-based health care facility located in Mankato.

Resources Available and Associated Costs

Mankato Transit Services is prepared to provide language assistance resources upon request. It has been determined that Mankato Transit could afford professional interpretation and translation services on an as-needed basis and includes translation services in the annual operating budget.

Additionally, Mankato Transit is prepared to partner with outside organizations to augment internal capacity and provide necessary services, including the Lincoln Community Center and Minnesota State University, Mankato International Student Office, among others.

Facility Siting Equity Evaluations

The Title VI Circular states the following regarding the siting of facilities:

In determining the site or location of facilities, a recipient or applicant may not make selections with the purpose or effect of excluding persons from, denying them

the benefits of, or subjecting them to discrimination under any program to which this regulation applies, on the grounds of race, color, or national origin...

Facilities included in this provision include, but are not limited to, storage facilities, maintenance facilities, operations centers, etc.

The Transit Maintenance Facility opened in May 2016, following years of planning and coordination between the City, MnDOT, and FTA. As part of the project, the City completed a thorough environmental review process resulting in a categorical exclusion. The project included the construction of a 21,000-square foot bus storage and maintenance facility to house the entire bus fleet, a wash facility, and office space.

The process for selecting the site of the Transit Maintenance Facility was completed prior to the inclusion of Facility Siting Equity Analysis guidance in Title VI Circular 4702.1B in 2012. Thus, a facility siting equity analysis was not completed concurrent with the NEPA process, nor prior to construction of the Transit Maintenance Facility. As part of its ongoing commitment to fulfill the requirements of Title VI, Mankato Transit System retroactively completed a full Facility Siting Equity Analysis for its new transit facility in accordance with FTA Circular 4702.1B.

The complete Facility Siting Equity Analysis was provided to FTA as part of the previous Title VI Program in 2017. The review found that the Transit Maintenance Facility did not have the potential for disparate impacts to minority populations or disproportionate burdens to low-income populations. Further, no potential for cumulative impacts associated with the Transit Maintenance Facility site area were found.

Fixed Route Service Guidelines

Frequency of service, age and quality of vehicles assigned to routes, quality of stations serving different routes, and locations of routes may not be determined based on race, color, or national origin.

Mankato Transit sets these standards and policies which apply to the agency rather than industry wide as in the case of the American Public Transportation Association.

The following standard and policies address how service is distributed across the transit system and ensure the manner of distribution affords users access to Mankato Transit's assets. Service standards are based upon quantitative indicators whereas policies are not necessarily based on a quantitative threshold.

Vehicle Load Standards

Expressed as a ratio of passengers to the total number of seats on a vehicle. These standards apply to both peak and off-peak times for fixed route and demand response (flex) service.

Vehicle Type	Average Passenger Capacities			
	Seated	Standing	Total	Maximum Load Factor
Class 400 Length 24 feet	12	0	12	1.0
Class 400 Length 26 feet	16	0	16	1.0
Class 700 Length 35 feet	32	6	38	1.2
Class 700 Length 40 feet	38	7	45	1.2

Vehicle Headway Standards

Expresses as the amount of time measured in minutes between two vehicles traveling in the same direction on a given line or combination of lines. A shorter headway corresponds to more frequent service. Vehicle headway is one component in the amount of travel time expended by a passenger to reach a destination.

Route Number	Run Time Interval	Days of Operation
Route 1	30 Minutes	Monday-Saturday
Route 5	30 Minutes	Monday-Saturday
Route 7	30 Minutes	Monday-Friday
Route 8	20 Minutes	Monday-Friday
Route 10A	60 Minutes	Monday-Friday
Route 10B	60 Minutes	Monday-Sunday
Route 11	60 Minutes	Monday-Sunday
Route 13	60 Minutes	Monday-Friday
Route 14	20 Minutes	Monday-Thursday
Route 15	20 Minutes	Monday-Thursday

On-Time Performance Standards

A measure of runs completed as scheduled, fixed routes are measured against route origin and destination as well as specified time points along the route. Most fixed routes have at least five timepoints.

- Ninety (90) percent of Mankato Transit's fixed route vehicles will complete their established runs no more than 5 minutes early or late in comparison to the established schedule or published timetables. Vehicles may not depart the timepoint until the scheduled time.
- Ninety (90) percent of Mankato Transit's demand response (Flex) vehicles will complete their established runs no more than 10 minutes early or late in comparison to the established schedule. Vehicles may not depart the stop until the scheduled time.

Service Availability Standards

A general measure of the distribution of routes within the service area.

Mankato will distribute transit service so that 75 percent of all residents in the service area are within a 1/4 mile walk of the bus service for weekdays.

Citizens that reside over a 1/4 mile walk from fixed route bus service and are in the Flex Zone are eligible for Kato Flex, a shared-ride, curb to curb service.

Distribution of Transit Amenities Policy

Mankato Transit's distribution of amenities policy is internally controlled and amenities are city owned. Stop amenities shall be determined by boardings at each stop. This activity is recorded by our Automated Passenger Counter software and reviewed by transit staff.

Seating

Benches will be placed at bus stops with 15 or more daily boardings. These stops will also be equipped with a concrete boarding and alighting area.

Shelter

Shelters will be placed or incorporated at stops with at least 20 boardings per day or at major transfer points. These stops will also be equipped with a concrete boarding and alighting area.

Provision of Information

Printed route maps and schedules are available in the buses or at the Intergovernmental Center Customer Service Desk. Schedules include the QR Code directing customers to the Bus Mankato app.

Digital route maps and electronic vehicle location are available on the City website and through the use of the Bus Mankato app; developed in partnership with Minnesota State University Mankato. The app helps pinpoint Mankato buses and view scheduled stops using real-time information. Included is a trip planner, schedule information, and a link to transit routes. Download the app on Google Play and the Apple Store.

Escalators, Elevators, and Waste receptacles

The Intergovernmental Center includes an elevator and waste receptacles (trash and recycling) which are publicly available for transit customer use. The Public Works Center is not open to the public. There are no additional transit facilities such as stations or depots.

Vehicle Assignment Policy

Routes with lower ridership may be assigned a Class 400 bus rather than Class 700. Some routes requiring tight turns on narrow streets are operated with Class 700 35-foot rather than 40-foot buses.

All routes are served with vehicle assets that include air conditioning and ADA ramp service.

Evaluation of Service or Fare Changes

This requirement applies only to transit providers that operate 50 or more fixed route vehicles in peak service and are in an urbanized area of 200,000 or more in population. However, transit providers are required to comply with DOT Title VI regulations which prohibit disparate impact discrimination and should review their policies and practices to ensure changes do not result in disparate impact based on race, color, or national origin.

Close coordination with Mankato/North Mankato Area Planning Organization (MAPO) to conduct planning activities, including those to inform, engage, and gather feedback from the public. MAPO is the federally designated metropolitan planning organization (MPO) for the urbanized area. MAPO's Public Participation Plan will inform the techniques used to accomplish the public engagement efforts.

Active public participation is a necessary and integral part of transit planning and implementation. Early and continuous engagement with the public about opportunities to influence the direction of the plan and its eventual outcome is important. If it is determined that a disproportionate burden exists, steps to avoid, minimize, or mitigate impacts where practicable will be taken.

The Mankato City Council shall approve major service changes or fare changes.

Major Service Changes are a reduction of more than twenty-five (25%) percent of the daily service hours of an existing routes or demand response service. All major service and fare changes will undergo a Title VI equity analysis.

The following service changes are exempt:

- Seasonal reductions
- Demonstration route or pilot project within the first 12 months of operation
- Special event service such as Mankato RibFest
- Undesigned changes such as those caused by an emergency, weather effects, major construction, labor strikes, or inadequate means to operate the service.

Fare changes applies to all fare changes regardless of the amount of increase or decrease.

The following fare changes are exempt:

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

No fare will be charged for individuals attending Project Community Connect, an annual community event to help connect community members to essential resources and services. This event has historically taken place on the third Tuesday of every April.

Disparate Impact Analysis

One purpose of conducting service and fare equity analysis prior to implementing service or fare changes is to determine whether the planned changes will have disparate impact based on race, color, or national origin.

A disparate impact occurs when the adverse effect of a service or fare change is borne disproportionately by socially and economically disadvantaged populations. Mankato Transit defines a disparate impact as a difference of 20% or greater between socially and economically disadvantaged populations affected by the proposed change and the remaining system-wide population.

Equity analysis will use the population of the service area as the comparison population, comparing the population in Census blocks or block groups served by the affected route(s) with the population in the service area to determine disparate impact. A transit planning platform will support this analysis, currently Remix.

For example, if affected route serves Census blocks that are 40 percent minority and the service area is 45 percent minority, there would likely not be a disparate impact.

Disproportionate Burden Analysis

Low-income populations are not a protected class under Title VI. However, the FTA requires transit providers to evaluate whether proposed fare or service changes result in a disproportionate burden on low-income populations. This evaluation ensures that service and fare decisions are implemented in an equitable manner

and do not unduly affect populations that are more likely to rely on public transportation.

Equity analysis will use the population of the service area as the comparison population, comparing the population in Census blocks or block groups served by the affected route(s) with the population in the service area to determine disproportionate burden impact. A transit planning platform will support this analysis, currently Remix.

Attachment A: Investigations, Complaints, and Lawsuits



City of Mankato
Transit System

Title VI 2026 List of Investigations, Lawsuits, and Complaints

	Date (MM/DD/YY)	Summary*	Status	Action(s) Taken
Investigations				
1.				
2.				
Lawsuits				
1.				
2.				
Complaints				
1.MNDOT Policy AD009	12/16/2024	Not accepting Title VI Complaints for sex, age, disability, low-income status, creed, religion, marital status, sexual orientation, gender identity, and status with regard to public assistance.	Administratively Closed	Letter to complainant.
2.				

*Include basis of complaint: race, color, or national origin

Attachment B: Title VI Complaint Form



TITLE VI Complaint Form



Any person who believes they have been discriminated against on the basis of race, color, or national origin by the City of Mankato's Transit System (hereinafter referred to as "City") may file a Title VI complaint by completing and submitting this form. The City of Mankato's Transit System investigates complaints received no more than 180 days after the alleged incident. The City will process complaints that are complete.

Once the complaint is received, the City will review it to determine if our office has jurisdiction. The complainant will receive an acknowledgement letter informing whether the complaint will be investigated by our office.

The City has sixty days to investigate the complaint. If more information is needed to resolve the case, the City may contact the complainant. The complainant has ten business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten business days, the City can administratively close the case. A case can be administratively closed also if the complainant no longer wished to pursue their case.

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A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590

Contact Us

- [Online Submission](#)
- Email: 311@mankatomn.gov
- Phone: 311 or (507) 387-8600
- Mail: Associate Director of Transportation Planning Services
10 Civic Center Plaza
P.O. Box 3368
Mankato, MN 56002-3368

SECTION I: CONTACT INFORMATION

Name _____

Address _____

Phone Number _____

Email Address _____

Accessible Format Requirements

Large Print ___ TDD/Relay ___ Audio Recording ___ Other _____

SECTION II: THIRD PARTY INFORMATION

Are you filing this complaint on your own behalf? Yes No If yes, go to Section III.

If not, please supply the information of the person for whom you are complaining.

Name _____

Relationship _____

Please explain why you have filed for a third party:

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party. Yes No

SECTION III: AGENCY THE COMPLAINT IS AGAINST

Agency Name _____

Contact Person _____

Title _____

Phone Number _____

Email Address _____

SECTION IV: BASIS FOR DISCRIMINATION

I believe the discrimination I experienced was based on (check all that apply):

Race Color National Origin

Date of Alleged Discrimination (Month, Day, Year):

Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as the names and contact information of any witnesses. If more space is needed, please use additional pages or the back of this form.

SECTION V: FILING WITH OUTSIDE AGENCIES (check all that apply)

Have you filed this complaint with any other Federal, State, or local agency, or with a court? Yes No

If yes, check all that apply:

Federal Agency ____ Federal Court ____

State Agency ____ State Court ____

Local Agency ____ Local Court ____

Please provide information about a contact person at the agency or court where the complaint was filed.

Name _____

Title _____

Agency Name _____

Address _____

Phone Number _____

Email Address _____

SECTION VI: CONCLUSION

You may attach any written materials or other information that you think is relevant to your complaint.

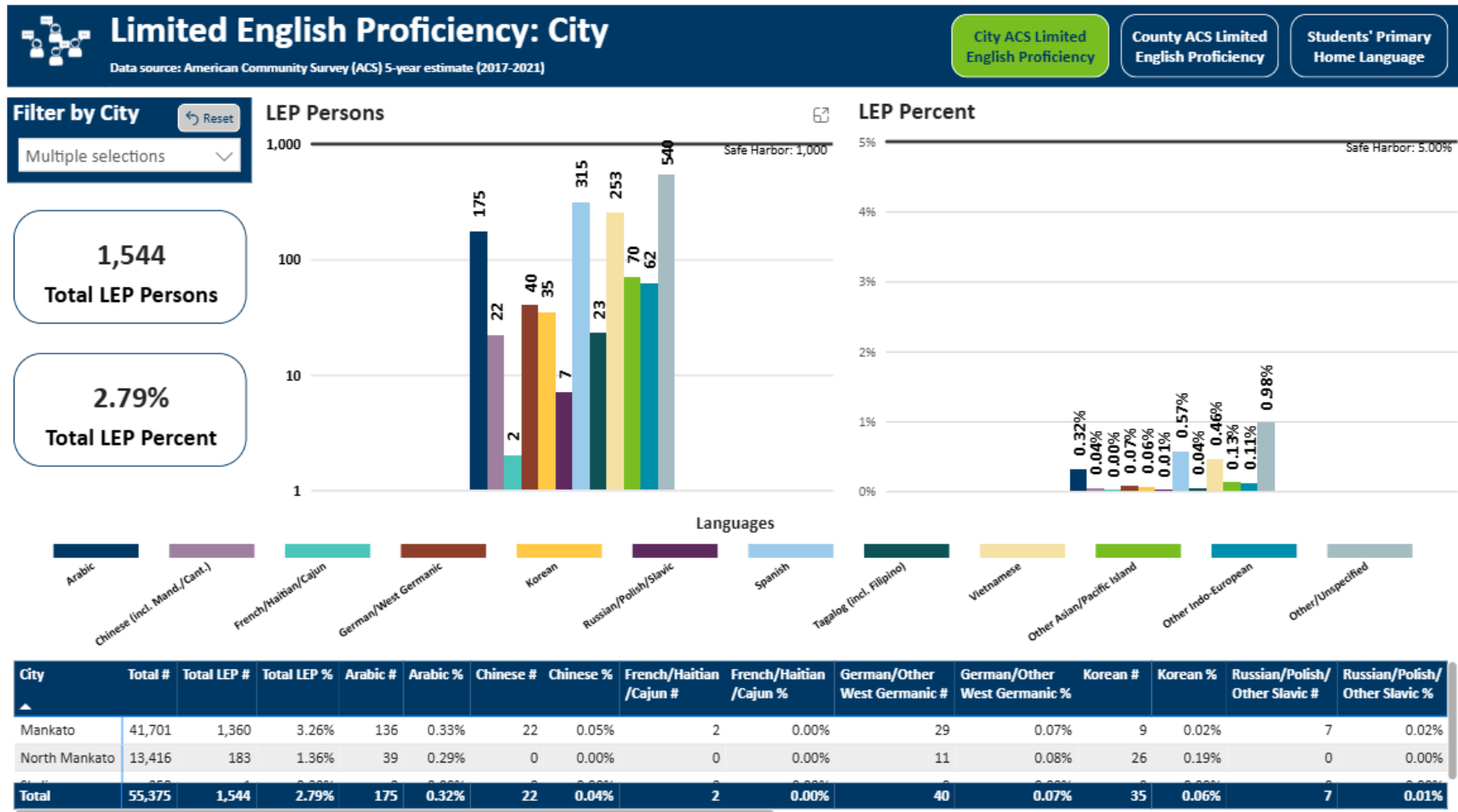
Signature

Date

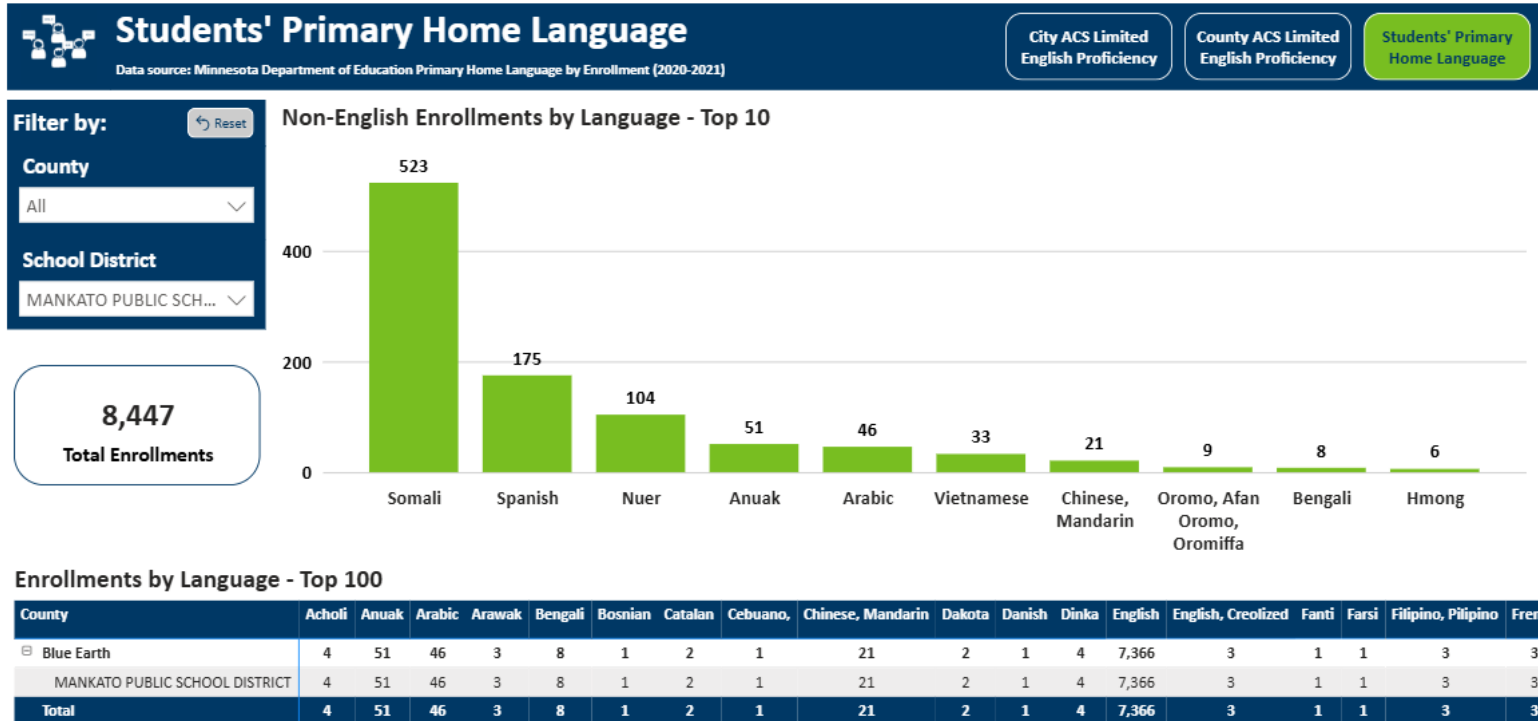
Attachment C: Mankato Transit 2023 Development Plan Update – Public Involvement Plan

See next page for document.

Attachment D: Limited English Proficiency Analysis for Urbanized Area



Limited English Proficiency Data Tool



Attachment E: Resolution Adopting the Mankato Transit Title VI 2026 Plan Update



AGENDA RECOMMENDATION

Consent Calendar 5. D.

City Council Regular Meeting

Meeting Date: 05/26/2026

Agenda Item:

Resolution to execute an agreement with Washington State Department of Enterprise Services for Public Transit Bus Purchases.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

The City of Mankato operates its transit system with two bus manufacturers and models. The Central Garage Superintendent encourages this operating method because it minimizes parts inventory, maintenance, training costs, and fleet consistency.

- Class 400 - ARBOC Specialty Vehicles – Mobility, GM Chassis.
- Class 700 - GILLIG – BRT Bus 35 and 40 feet in length.

The Minnesota's Cooperative Purchasing Venture is currently used to purchase Class 400 buses through the State's cooperative vehicle procurement. When the state's heavy bus agreement for Class 700's expired, it was not renewed in part because of the allowance from Minnesota State Statute 471.345 Subd.15(b) to use a national municipal association's purchase alliance or cooperative such as the Washington State Cooperative Purchasing Venture.

Mankato's purchasing agreement with the state of Washington for heavy bus procurement has expired. As part of the new contract, a new Washington Cooperative Contract Usage Agreement is required.

The attached usage agreement is the authorization to be an eligible purchaser located outside the State of Washington. When vehicles are purchased, a separate Resolution authorizing the purchase, identifying the vendor, and purchase price will be brought before the Council for action.

Attachments

Resolution
Agreement

**RESOLUTION TO EXECUTE A USAGE AGREEMENT WITH
WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES
FOR PUBLIC TRANSIT BUS PURCHASES**

WHEREAS; The City of Mankato Transit System has GILLIG BRT Class 700 buses for public transit services; and

WHEREAS; Minnesota's Cooperative Purchasing Venture does not offer Class 700 buses; and

WHEREAS; Minnesota State Statute 471.345 Subd. 15(b) addresses the use of national municipal association's purchase alliance such as the preferred Washington's Cooperative Purchasing Venture which offers the desired class and model preferred; and

WHEREAS; Washington State Department of Enterprise Services for Public Transit Bus Purchases requires a usage agreement as part of their process; and

WHEREAS; The City of Mankato would like to apply to become an approved member of the Washington's Cooperative Purchasing Venture to accommodate future bus purchases.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, MINNESOTA that the City Manager is hereby authorized to execute a usage agreement with the Washington State Department of Enterprise Services for future public transit bus purchases.

This resolution shall become effective upon passage without further publication.

Adopted this 26th day of May 2026.

Najwa Massad, Mayor

ATTEST: _____

Renae Kopischke, MMC
City Clerk



Washington State
**DEPARTMENT OF
ENTERPRISE SERVICES**

State of Washington DEPARTMENT OF ENTERPRISE SERVICES <i>Attn: Contracts & Procurement</i> P.O. Box 41411 Olympia, WA 98504-1411	WCCUA No.: Effective Date:
INSERT ELIGIBLE PURCHASER NAME <u>City of Mankato – Mankato Transit System</u> Business Contact: <u>Shawn Schloesser</u> Tel: <u>(507) 387-8655</u> Email: <u>sschloesser@mankatomn.gov</u> Tax Identification No.: <u>41-6005344</u>	<i>Type of Eligible Purchaser</i> <i>[Non-Washington governmental entities & PBNPs located outside the State of Washington]</i> ☐ Another State ☐ State agency in another state ☐ Local governmental agency or entity (e.g., counties, cities, school districts, public utility districts, etc.) in another state ☐ Qualifying Public Benefit Nonprofit corporation located outside of the State of Washington

WASHINGTON COOPERATIVE CONTRACT USAGE AGREEMENT

FOR

SPECIFIED ENTITIES OUTSIDE OF THE STATE OF WASHINGTON

TO

UTILIZE ENTERPRISE SERVICES' DESIGNATED WASHINGTON COOPERATIVE CONTRACTS

This Washington Cooperative Contract Usage Agreement ("Agreement") is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency ("Enterprise Services") and the City of Mankato – Mankato Transit System, a

local governmental agency/entity ("Eligible Purchaser") and is dated and effective as _____.

RECITALS

- A. Pursuant to Legislative authorization, Enterprise Services, on behalf of the State of Washington, is authorized to develop, solicit, and establish enterprise procurement solution contracts for goods and/or services ("Washington Cooperative Contracts") to support Washington state agencies. See RCW 39.26.050(1).
- B. The Washington State Legislature also has authorized Enterprise Services to make such Washington Cooperative Contracts available to other specified entities, including other states, state agencies in other states, local governmental agencies and entities in other states and qualifying public benefit nonprofit corporations; *Provided*, however, that any use of such Washington Cooperative Contracts must be pursuant to an agreement in which Enterprise

Services ensures full cost recovery. See RCW 39.26.050(1) & (2) and RCW 39.26.060; see also, RCW 39.34.055.

- C. To enter into a *Washington Cooperative Contract Usage Agreement* with Enterprise Services as an eligible purchaser (“Eligible Purchaser” or “Purchaser”), an entity must be one of the following:
- State – i.e., a state other than the State of Washington;
 - State Agency – i.e., any state agency outside of the State of Washington;
 - Local Government – i.e., local government agencies or political subdivisions (e.g., counties, cities, school districts, public utility districts, ports) of any state other than the State of Washington; or
 - Qualifying Public Benefit Nonprofit Corporation – i.e., a public benefit nonprofit corporation located outside of the State of Washington that currently is registered with the Washington Secretary of State and designated by the Washington Secretary of State as a public benefit nonprofit corporation and that currently is receiving local, state, or federal funds either directly or through a public agency other than an Indian tribe or a political subdivision of another state.
- D. Eligible Purchasers who execute a *Washington Cooperative Contract Usage Agreement* with Enterprise Services may utilize specified Washington Cooperative Contracts. See RCW 39.26.060.
- Enterprise Services maintains a list of all such Washington Cooperative Contracts at its [Contracts Webpage](#).
- E. Eligible Purchaser desires to contract with Enterprise Services to access and use the Washington Cooperative Contracts, subject to their terms and conditions.
- F. The purpose of the Agreement is to establish the terms and conditions to authorize Eligible Purchaser to use the Washington Cooperative Contracts.

AGREEMENT

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

1. **DURATION.** This Agreement is effective as of the effective date stated herein and shall continue in force unless terminated by either party upon thirty (30) calendar days prior written notice.
2. **ELIGIBLE PURCHASER’S REPRESENTATIONS AND WARRANTIES.** Eligible Purchaser makes each of the following representations and warranties as of the effective date of this Agreement and at the time any order is placed pursuant to any Washington Cooperative Contract by Eligible Purchaser. If, at the time of any such order, Eligible Purchaser cannot make such representations and warranties, Eligible Purchaser shall not place any such order and shall, within three (3) business days notify Enterprise Services, in writing, and terminate this Agreement.
 - a. **ELIGIBLE PURCHASER STATUS.** Eligible Purchaser represents and warrants that it is one of the following types or entities:
 - Another state;
 - A state agency/entity in any state other than the State of Washington; or

- A local government agency or political subdivision (e.g., counties, cities, school districts, public utility districts, ports) of any state other than the State of Washington; or
- A qualifying public benefit nonprofit corporation that is:
 - Located outside of the State of Washington;
 - Currently registered with the Washington Secretary of State and designated by the Washington Secretary of State as a public benefit nonprofit corporation; and
 - Currently is receiving local, state, or federal funds either directly or through a public agency other than an Indian tribe or a political subdivision of another state.

Eligible Purchaser further represents and warrants that, upon request from Enterprise Services, Eligible Purchaser shall provide documentation to confirm its eligibility to use the Washington Cooperative Contracts.

If Eligible Purchaser is a qualifying public benefit nonprofit corporation, Eligible Purchaser represents and warrants that it has submitted with this Agreement a current copy of its registration with the Washington Secretary of State and documentation to establish that it currently is receiving local, state, or federal funds either directly or through a public agency other than an Indian tribe or a political subdivision of another state.

- b. **CONTRACT AUDITS.** Eligible Purchaser represents and warrants that it shall cooperate with Enterprise Services, the Office of the State Auditor, federal officials, and/or any third party authorized by law or contract, in any audit conducted by such party pertaining to any Washington Cooperative Contracts that Eligible Purchaser has made purchases from pursuant to this Agreement, including providing records related to any purchases from such Washington Cooperative Contracts.
3. **AUTHORIZED USE; FINANCIAL RESPONSIBILITY.** Eligible Purchaser understands and agrees that it shall: (a) deal directly with the Washington Cooperative Contract's awarded contractor (i.e., the vendor, supplier, service supplier, etc.) for any purchases it makes under the Washington Cooperative Contract, as authorized by this Agreement; and (b) assume full and complete responsibility, financial and otherwise, for any purchases made pursuant to any Washington Cooperative Contract.
 4. **SEPARATE RESPONSIBILITY.** Each party to this Agreement shall be responsible for the acts, errors, and omissions of itself and its own officers, employees, and agents acting within the scope of the performance of this Agreement and within the scope of their authority.
 5. **RESOLVING CONTRACT PURCHASE DISPUTES.** The parties agree that, if there are any disputes between Eligible Purchaser and a Washington Cooperative Contract contractor, Eligible Purchaser shall: (a) provide Enterprise Services written notice of the nature of the dispute including the efforts undertaken to resolve the dispute; and (b) unless otherwise provided in the Washington Cooperative Contract, work in good faith with the contractor to resolve the dispute without the involvement of Enterprise Services. Enterprise Services may, upon request, review and assist in the resolution of a dispute, and, if Enterprise Services chooses to do so, Eligible Purchaser will cooperate with Enterprise Services in that resolution process. Enterprise Services, in its sole discretion, may elect to resolve disputes with a contractor on behalf of Eligible Purchaser and all other users of the applicable Washington Cooperative Contract. In such event, Enterprise Services' resolution shall be binding.

6. AGREEMENT ADMINISTRATION & NOTICES.

- a. AGREEMENT CONTACTS. The parties hereby designate the following agreement administrators as the respective single points of contact for purposes of this Agreement. The parties may change agreement administrators by written notice as set forth below.

Enterprise Services

Attn: **Contracts and Procurement**
Washington Dept. of Enterprise Services
PO Box 41411
Olympia, WA 98504-1411
Email: **CUA@DES.WA.GOV**

Eligible Purchaser

Attn: **Shawn Schloesser**
Address **Mankato Transit**
10 Civic Center Plaza
Mankato, MN 56001
Email: **schloesser@mankatomn.gov**

- b. ADDITIONAL AGREEMENT CONTACTS FOR ELIGIBLE PURCHASER. If necessary or desired, Eligible Purchaser may specify alternative or additional contacts for purposes of this Agreement (e.g., Eligible Purchaser may specify alternative or additional contacts for usage of certain Washington Cooperative Contracts such as vehicle ordering); *Provided*, however, that such alternative or additional contacts must utilize email notification to facilitate computer-generated cost-effective and efficient communication between the parties. Eligible Purchaser may designate such additional contacts at any time as set forth below.
- c. NOTICES. Any notices required or desired shall be in writing and sent by U.S. mail (postage prepaid) or email and shall be sent to the respective addressee at the respective address or email address set forth above or to such other address or email address as the parties may specify in writing. Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission to the designated email address of said addressee.

7. GENERAL PROVISIONS.

- a. AGREEMENT AVAILABILITY. Prior to its entry into force, this Agreement shall be posted on the Enterprise Services' website or other electronically retrievable public source.
- b. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
- c. AMENDMENT OR MODIFICATION. Except as set forth herein, this Agreement may not be amended or modified except in writing and signed by a duly authorized representative of each party hereto.
- d. AUTHORITY. Each party to this Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement and that its execution, delivery, and performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- e. NO AGENCY. The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Agreement. Neither party is an agent of the other party nor authorized to obligate it.
- f. ASSIGNMENT. Eligible Purchaser may not assign its rights under this Agreement.
- g. GOVERNING LAW. The validity, construction, performance, and enforcement of this

Washington,

without regard to its choice of law principles that would provide for the application of the laws of another jurisdiction.

- h. JURISDICTION & VENUE. In the event that any action is brought to enforce any provision of this Agreement, the parties agree to exclusive jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.
- i. CAPTIONS & HEADINGS. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement nor the meaning of any provisions hereof.
- j. ELECTRONIC SIGNATURES. An electronic signature or electronic record of this Agreement or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other ancillary agreement for all purposes.
- k. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Agreement.

EXECUTED AND EFFECTIVE as of the day and date first above written.

City of Mankato – Mankato Transit System

A local GOVERNMENT AGENCY

STATE OF WASHINGTON

DEPARTMENT OF ENTERPRISE SERVICES

A GOVERNMENT AGENCY

By:

Name: Susan MH Arntz

Title: City Manager

By: _____

Name: Rebecca Linville

Title: Washington State Chief Procurement Officer
Assistant Director
Contracts & Procurement



AGENDA RECOMMENDATION

Consent Calendar 5. E.

City Council Regular Meeting

Meeting Date: 05/26/2026

Agenda Item:

Resolution authorizing the City Manager to apply for the 2027 Transit Operating and Capital Grant and enter into an agreement with MnDOT to provide Public Transit Service.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

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

The local share of eligible operating costs for the Fixed Route is reduced to 15% and Paratransit is at the statutory level of 15%. Capital costs for the system remain at the statutory level of 20% for local share.

The City provides the balance of eligible expenses through a local match which may include:

- Cash from nongovernmental sources i.e., farebox revenue.
- Non-farebox revenues from the operations of public transportation services, such as the sale of advertising and concession revenues.

- Amounts received under a service agreement with a state or local service agency or private social service organization i.e., Minnesota State University – Mankato and North Mankato.
- Amounts appropriated or otherwise made available to a department or agency of the government, i.e., transit property tax levy \$415,000.

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

Greater Minnesota Public Transit Operating Grant Budget — Preliminary (4% increase over 2026).

Grant Type	Year	Total Operations	Federal Funds	State Funds	Local Funds
Operating	2027	\$5,997,200	\$703,587	\$4,377,003	\$896,580

American Rescue Plan Act of 2021 (ARPA) appropriated \$1,044,449 for transit operations which must be programmed by the year 2024 and dispersed by September 30, 2029.

- Transit will spend an estimated \$176,916 on operations, leaving a balance of \$457,812 with planned yearly drawdowns until expended.

If a service is proposed that affects the levy, a separate action is required.

Attachments

Resolution

**RESOLUTION AUTHORIZING THE CITY MANAGER TO APPLY FOR THE 2027 TRANSIT
OPERATING AND CAPITAL GRANT AND ENTER INTO AN AGREEMENT WITH MNDOT TO
PROVIDE PUBLIC TRANSIT SERVICE**

WHEREAS, the City of Mankato and the Minnesota Department of Transportation desire to enter into an agreement to provide public transit services; and

WHEREAS, the City of Mankato agrees to provide a local share of up to 15 percent of eligible operating costs and up to 20 percent of eligible capital improvement costs as identified in the grant application; and

WHEREAS, the City of Mankato agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State; and

WHEREAS, the City Manager may execute this contract and any amendments with the Minnesota Department of Transportation - Office of Transit and Active Transportation; and

WHEREAS, the City Manager or designee may execute and submit Request for Funds documents as required by the Minnesota Department of Transportation;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANKATO, MINNESOTA AS FOLLOWS: The City Manager is hereby authorized to submit the 2027 Public Transit Program Grant and execute the contract with the Minnesota Department of Transportation for the Mankato Transit System.

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 May 26, 2026.

Adopted this 26th day of May 2026.

Najwa Massad, Mayor

ATTEST: _____
Renae Kopischke, MMC
City Clerk



AGENDA RECOMMENDATION

Consent Calendar 5. F.

City Council Regular Meeting

Meeting Date: 05/26/2026

Agenda Item:

Resolutions amending the Cooperative Construction Agreement with Blue Earth County and to enter into a Professional Services Agreement with Bolton & Menk, Inc. to provide construction and engineering services for Capital Improvement Project 11141; 3rd Avenue (CSAH 5).

Recommendation/Action(s):

Adoption of the attached resolutions.

Summary:

The City Council approved a Cooperative Construction Agreement with Blue Earth County at the April 13, 2026 City Council meeting. The agreement identifies the City of Mankato's cost share of the County's plans to improve 3rd Avenue (CSAH 5) between Riverfront Drive and Cleveland Street. Since the execution of this agreement, the County has received bids and the City's share of project cost has exceeded the amounts outlined in the original agreement.

The following table summarizes the City's original and amended costs which are outlined in the attached Bid Schedule I.

Original Cooperative Construction Agreement	\$3,378,266.66
Amended Cooperative Construction Agreement	\$3,654,170.02
Difference	\$275,903.37
% Increase	8%

The proposed increase is due to higher bid prices than were estimated at the time of the original agreement. The higher bids were most significant for the underground utility work and pricing was observed to be competitive across all three bids received.

Construction is expected to begin in early June with work broken into three stages – A, B and C. Stage A substantial completion date is October 31, 2026. The final contract completion date is September 1, 2027.

Stage A – Riverfront Drive to Brooks Street (2026)

Stage B – Cleveland Street to Lind Street (2027)

Stage C – Lind Street to Brooks Street (2027)

In order to facilitate the construction of this project, staff recommend authorizing the City Manager to enter into a Professional Services Agreement with Bolton & Menk, Inc. for construction services consisting of construction administration, observation, staking and completion of record drawings for the city-owned sanitary sewer and watermain only. The proposed work order is for an amount not to exceed \$226,500.00.

The estimated overall project cost for the City of Mankato is \$3,961,285, which includes the amended City Cost Participation along with direct costs for construction engineering for city-owned sanitary sewer and watermain infrastructure.

Attachments

Resolution Amending Coop Const Agmt

Resolution Construction Svcs Agmt

Bid Schedule I

Work Order

**RESOLUTION AUTHORIZING THE CITY MANAGER TO AMEND A COOPERATIVE
CONSTRUCTION AGREEMENT WITH BLUE EARTH COUNTY FOR THE
CONSTRUCTION OF 3RD AVENUE (CSAH 5) BETWEEN RIVERFRONT DRIVE AND
CLEVELAND STREET**

WHEREAS, Blue Earth County (County) and the City of Mankato (City) propose to make certain improvements on a portion of 3rd Avenue (CSAH 5) between Riverfront Drive and Cleveland Street in the City of Mankato; and

WHEREAS, County and the City entered into a Cooperative Construction Agreement for the construction of 3rd Avenue (CSAH 5) approved by the City of Mankato City Council on April 13, 2026; and

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

WHEREAS, based on bids received, the City's share of the project exceeds the amounts shown in the original agreement; and

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

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

1. That the City Manager is hereby authorized and directed to amend the Cooperative Construction Agreement with Blue Earth County for the reconstruction of 3rd Avenue (CSAH 5) between Riverfront Drive and Cleveland Street in the City of Mankato on behalf of the City of Mankato.
2. That the City Manager is authorized to execute any necessary changes to the agreement in accordance with Section 2.08 of the Mankato City Code.

This resolution shall become effective upon its adoption.

Passed this 26th day of May, 2026.

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke
City Clerk

**RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AGREEMENT
WITH BOLTON & MENK, INC. FOR CONSTRUCTION SERVICES FOR 3rd AVENUE
(CSAH 5) BETWEEN RIVERFRONT DRIVE AND CLEVELAND STREET
(IMPROVEMENT PROJECT 11141)**

WHEREAS, Blue Earth County (County) and the City of Mankato (City) entered into a Cooperative Construction Agreement for the construction of 3rd Avenue (CSAH 5) between Riverfront Drive and Cleveland Street in the City of Mankato approved by the City of Mankato City Council on April 13, 2026; and

WHEREAS, the Cooperative Construction Agreement specifies that the City is responsible to perform construction services for city owned sanitary sewer and watermain outside of the Cooperative Construction Agreement; and

WHEREAS, a work order agreement for construction services has been prepared by Bolton & Menk, Inc. for administration, staking and inspection services required to construct the project; and

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

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

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MANKATO, MINNESOTA: That the City Manager is hereby authorized and directed to retain Bolton & Menk, Inc. for construction services for 3rd Avenue (CSAH 5) between Riverfront Drive and Cleveland Street (Improvement Project 11141) and negotiate the contract in an amount not to exceed \$226,500.00

This resolution shall become effective upon its adoption.

Passed this 26th day of May, 2026.

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke
City Clerk

BID SCHEDULE "I" BLUE EARTH COUNTY

CSAH 5 (Third Avenue) from Madison Avenue to 0.09 miles south of Summit Avenue
County Project Numbers - SAP 007-605-021 /// CP 7052
City Project Numbers - 11141
County Contractor: Holtmeier Construction Inc.

Preliminary: February 2, 2024
 Revised: December 29, 2025
 Bid: April 29, 2026
 Final:

COUNTY COST PARTICIPATION					
	<u>PRELIMINARY</u>	<u>REVISED</u>	<u>BID</u>	<u>FINAL</u>	
Road & Storm Sewer Participating	\$ 4,700,000.00	\$ 5,528,193.13	\$4,392,323.08	\$ -	
Sidewalk (50/50)	\$ 400,000.00	\$ 189,485.92	\$ 156,015.49	\$ -	
City Utilities / Non-Participating	\$ -	\$ -	\$ -	\$ -	
Subtotal	\$ 5,100,000.00	\$ 5,717,679.05	\$ 4,548,338.56	\$ -	
Contingency (10%)	\$ 510,000.00	\$ 571,767.90	\$ 454,833.86	\$ -	
Subtotal	\$ 5,610,000.00	\$ 6,289,446.95	\$ 5,003,172.42	\$ -	
Right of Way (Est.)	\$ 110,000.00	\$ 110,000.00	\$ -	\$ -	
Subtotal	\$ 5,720,000.00	\$ 6,399,446.95	\$ 5,003,172.42	\$ -	
Engineering (10%)	\$ 572,000.00	\$ 639,944.69	\$ 500,317.24	\$ -	
Subtotal	\$ 6,292,000.00	\$ 7,039,391.64	\$ 5,503,489.66	\$ -	

CITY COST PARTICIPATION					
	<u>PRELIMINARY</u>	<u>REVISED</u>	<u>BID</u>	<u>FINAL</u>	
Road & Storm Sewer Participating	\$ -	\$ -	\$ -	\$ -	
Sidewalk (50/50)	\$ 400,000.00	\$ 189,485.92	\$ 156,015.49	\$ -	
City Utilities / Non-Participating *	\$ 2,433,000.00	\$ 2,602,470.00	\$ 2,863,959.74	\$ -	
Subtotal	\$ 2,833,000.00	\$ 2,791,955.92	\$ 3,019,975.23	\$ -	
Contingency (10%)	\$ 283,300.00	\$ 279,195.59	\$ 301,997.52	\$ -	
Subtotal	\$ 3,116,300.00	\$ 3,071,151.51	\$ 3,321,972.75	\$ -	
Right of Way	\$ -	\$ -	\$ -	\$ -	
Engineering (10%)	\$ 311,630.00	\$ 307,115.15	\$ 332,197.27	\$ -	
Subtotal	\$ 3,427,930.00	\$ 3,378,266.66	\$ 3,654,170.02	\$ -	

* Includes sanitary sewer, water main, fiber conduit, lighting (50%), split for lump sum items (mobilization, traffic control, stabilized construction exit, erosion control supervisor)

CITY OF MANKATO AND BOLTON & MENK, INC.
TASK ORDER TO AGREEMENT FOR PROFESSIONAL SERVICES

TASK ORDER NO: 10

CITY PROJECT NO.: 11141

CLIENT: City of Mankato

CONSULTANT: Bolton & Menk, Inc.

DATE OF THIS TASK ORDER: 5/18/2026

DATE OF MASTER AGREEMENT FOR PROFESSIONAL SERVICES: 12/8/2025

Whereas, CLIENT and CONSULTANT entered into a Master Agreement for Professional Services ("Master Agreement") as dated above; and CONSULTANT agrees to perform and complete the following Services for CLIENT in accordance with this Task Order and the terms and conditions of the Master Agreement. CLIENT and CONSULTANT agree as follows:

1.0 PROJECT DESCRIPTION

Blue Earth County has opened bids for the CSAH 5 (3rd Avenue) Reconstruction project. This project was part of the City's Capital Improvement Program and includes the full reconstruction of CSAH 5 (3rd Avenue) from Riverfront Drive to Cleveland Street. Blue Earth County is the project owner, and the City has sanitary sewer, watermain, fiber, and lighting improvements along the corridor. Bolton and Menk prepared the construction documents for this project on behalf of Blue Earth County. This task order would facilitate the construction staking and observation for the City-owned infrastructure.

2.0 SCOPE OF SERVICES:

CONSULTANT shall perform the Services listed in the attached Scope named Exhibit A. All terms and conditions of the Master Agreement are incorporated by reference in this Task Order, except as explicitly modified in writing herein.

3.0 FEES:

CLIENT shall pay CONSULTANT in accordance with Section III of the Master Agreement or as described in the attached Scope named Exhibit A. Total cost of services provided by CONSULTANT for this Task Order shall not exceed **\$226,500.00** without prior written approval of CLIENT.

4.0 SCHEDULE:

Schedule for performance of Services will be as set forth in attached Scope named Exhibit A, such that all services will be completed by **March 1, 2028**.

5.0 DELIVERABLES:

Deliverables will be as follows or as set forth in the attached Scope named Exhibit A.

6.0 TERMS:

In the event that the Schedule for this Task Order extends beyond the term of the Master Agreement, either intentionally or unintentionally by Task Order Scope or by Task Order extension, then this Task Order shall operate to extend the Master Agreement through the completion of CONSULTANT'S obligations under this Task Order or until a new Master Agreement is executed incorporating this Task Order.

7.0 OTHER MATTERS:

None

8.0 PROJECT MANAGERS:

Project managers and contact information for the CLIENT and CONSULTANT for this Task Order, if different than the Master Agreement, are as follows:

CITY OF MANKATO
Susan MH Arntz
10 Civic Center Plaza
Mankato, MN 56001
Office Phone: 507-387-8695
Email: sarntz@mankatomn.gov

BOLTON & MENK, INC.
Cory Bienfang, P.E.
1960 Premier Dr
Mankato, MN 56001
Cell Phone: 507-995-2936
Email: cory.bienfang@bolton-menk.com

CLIENT:

By: _____

Printed Name: _____

Title: _____

Date: _____

CONSULTANT:

By: Cory L Bienfang

Printed Name: Cory L Bienfang

Title: Principal Engineer

Date: 5/18/2026

ATTACHMENTS TO THIS TASK ORDER: EXHIBIT A

EXHIBIT A
SERVICES TO BE PERFORMED BY CONSULTANT

A. SCOPE OF SERVICES

Our scope of work includes:

- Task 1: Construction Observation
 - Providing full-time construction observation during major construction of City-owned infrastructure (sanitary, water, and fiber). Blue Earth County will inspect the storm sewer, roadway, sidewalk, and other County owned infrastructure.
 - Reviewing shop drawings related to the City infrastructure
 - Reviewing field orders, work directive changes, and change orders (Prepared by County)
 - Attending weekly construction meetings (County led)
 - Serving as the liaison between the Contractor and County
 - Preparing and supplying quantities to Blue Earth County for pay estimate generation
 - Collecting GPS information for City infrastructure and providing City GIS Staff shapefiles for updating the City's GIS system
 - Maintaining a diary recording the Contractor's hours on the job site, weather conditions, data related to questions of Work Directive Changes, Change Orders or changed conditions, decisions, and general observations
 - It is assumed that the City Construction Services staff will handle general project communications with residents including onsite meetings and project updates

Task 2: Construction Staking will be provided for City-owned infrastructure in accordance with requirements of the contract documents. Blue Earth County will be staking the roadway and storm sewer improvements.

Task 3: Record Drawings pertaining to City-owned utilities will be completed and submitted in CAD and PDF form.

B. PROJECT SCHEDULE

The CONSULTANT shall perform the scope of engineering services per the following tentative schedule:

May 2026	• Authorization of consultant engineering services
June 2026	• Begin Construction
September 2027	• Construction Substantial Completion
February 2028	• Final Record Drawing Submittal

C. COMPENSATION

The CONSULTANT shall perform the scope of engineering services at our normal hourly rate for an estimated fee not to exceed the following:

TASK	DESCRIPTION	TOTAL COST
1	• Construction Observation Services	\$196,500
2	• Construction Staking	\$15,000
3	• Record Drawings	\$15,000
TOTAL:		\$226,500



AGENDA RECOMMENDATION

Consent Calendar 5. G.

City Council Regular Meeting

Meeting Date: 05/26/2026

Agenda Item:

Resolution directing Traffic Control at the intersection of Balcerzak Drive and Pohl Road.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

In response to citizen service requests, staff conducted a comprehensive review of traffic control signing at associated intersections and roadway segments. The goal was to address safety concerns, improve clarity for drivers, and ensure compliance with the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD) and applicable City of Mankato policies in a consistent way.

On May 12, 2026, the Site Plan and Traffic Advisory Committee approved the recommendation to bring these items to the City Council for resolution with no additional conditions.

Scope of Review

- Citizen service requests included adding or modifying the type of intersection control including stop, yield, warning signs, and/or pavement markings.
- Staff evaluated sight distance, crash history, posted speed, traffic volumes (including pedestrian and bicycle), functional class, existing signing/markings at the location of concern and in the immediate area, and proximity to special land uses such as schools and parks, to determine appropriate control measures.

The following changes are proposed:

- Install left side stop signs on Balcerzak Drive at the Intersection of Balcerzak Drive and Pohl Road. These signs do not change the stopped condition of the intersection, rather enhance visibility of the stop control on the 40 MPH approaches.

Attachments

Resolution

Site Plan

RESOLUTION DIRECTING TRAFFIC CONTROL

BE IT RESOLVED, by the City Council of the City of Mankato, that, pursuant to Section 16-2, of the Mankato City Code, the City Council does hereby Approve and the City Manager is here directed to designate:

Install two left side stop signs (R1-1) on the 40 MPH approaches of Balcerzak Drive at the intersection of Balcerzak Drive and Pohl Road.

This resolution shall become effective upon its adoption. Passed this 26th day of May, 2026.

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke
City Clerk



City of Mankato, MN
10 Civic Center Plaza
PO 3368
Mankato, MN 56002-3368.

MEMORANDUM

Date: 5/12/2026

To: Site Plan and Traffic Advisory Committee

From: Joe Smith, PE – Assistant City Engineer
Maury Hooper, PE – Traffic Engineer

Subject: Resolution for Directing Traffic Control Signage
Balcerzak Drive and Pohl Road Intersection

Engineering staff recommend installing supplemental left side STOP (R1-1) signs on the 40 mph approaches of Balcerzak Drive at the intersection of Pohl Road. The signs will be mounted on an additional support to ensure proper placement and visibility.



This recommendation responds to a citizen concern about intersection and pedestrian safety. A review of crash history indicates an ongoing concentration of right-angle crashes associated with the higher speed, stop-controlled movements on Balcerzak Drive's multilane approach. A supplemental left-side STOP sign will improve visibility of the STOP control condition across all approach lanes and reinforce driver expectancy, consistent with MUTCD and FHWA guidance for enhanced signing at stop-controlled intersections.

These supplemental stop signs are being paired with enhanced "zebra style" crosswalks to further enhance visibility and safety in the summer of 2026. In the long term, the Balcerzak Drive Corridor Study recommends significant changes to the intersection that includes a single approach lane and reconfiguration of the existing intersection to a roundabout to improve safety and operations.

Balcerzak and Pohl Intersection - Ped Safety

Monday, January 12, 2026 7:55 AM

Summary and Recommendations:

The crash review indicates that right angle crashes are still occurring despite having all-way stop control. Since the intersection is controlled by an All-Way STOP, requesting additional enforcement seems appropriate since vehicle have to violate the STOP to get into a right angle crash.

Incremental Improvements:

- All crosswalks should be marked (versus only two - current conditions), Hi-visibility zebra style walks are recommended given the proximity of the parks and the higher speed approaches of Balcerzak.
- If right angle crashes persist, left side STOP signs installation is recommended on Balcerzak approaches.

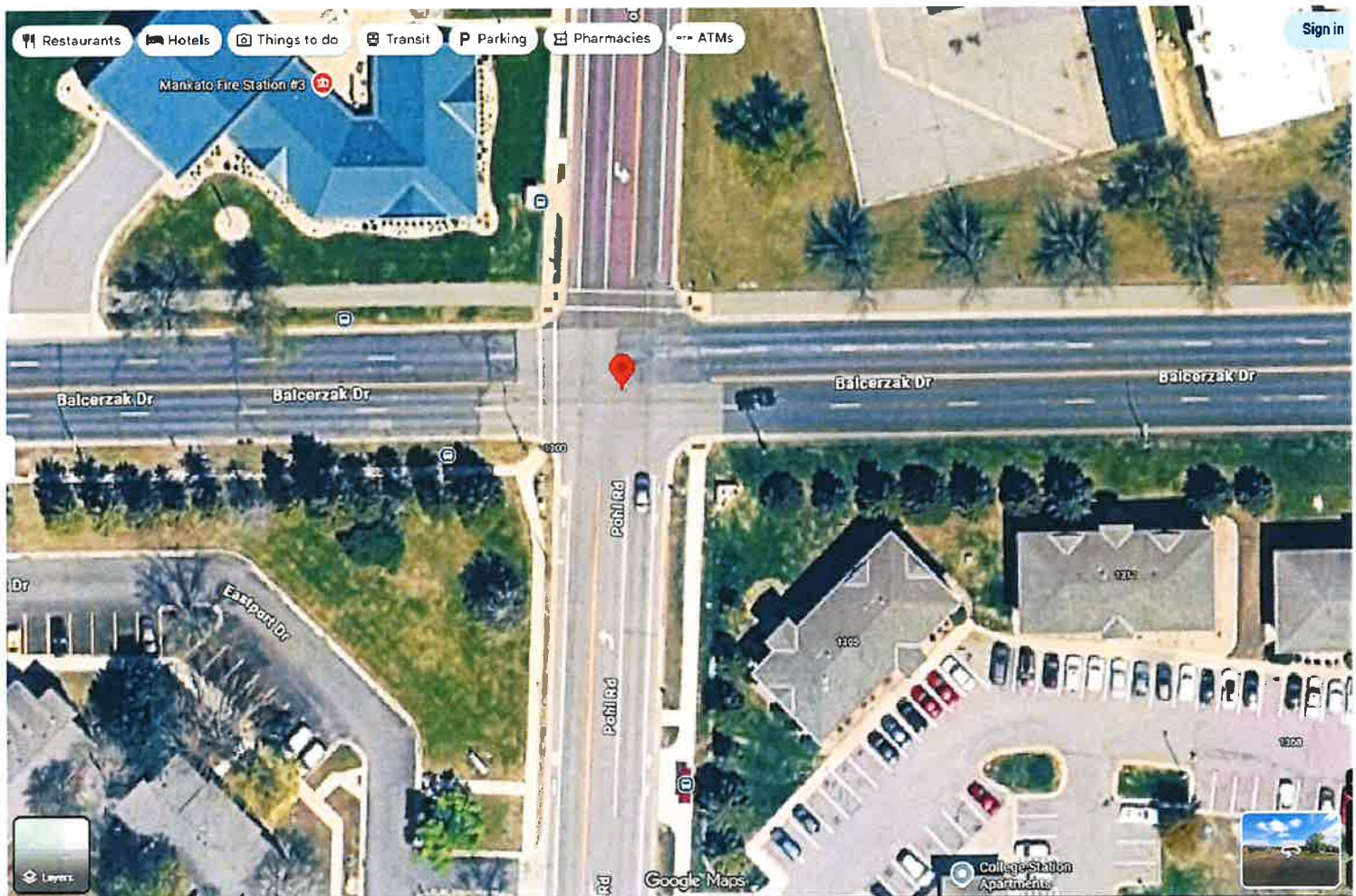
Long term: Balcerzak should be considered for a four to three conversion during the next maintenance overlay or seal coat as the ADT is well below the capacity of the three lane, this could also facilitate an E-W bike lane (current signed share the road), influence speeds and improve safety along the segment.

REVIEW:

- Intersection control: All-Way STOP
- Two crossing are marked, but two are not.
- Balcerzak geometry- two approach lanes on east and west approaches (Balcerzak transitions to 3-lane as it approaches Victory.
- Speed: Balcerzak 40 MPH, Pohl 30 MPH
- Pohl has on-road bike lanes. Balcerzak has "share the road"
- Intersection has lighting at and near the intersection.
- CRASHES: high number of right angle for a STOP controlled intersection.
- ADT: 9358 Balcerzak, 4605 Pohl.
- The Nov 2025 Balcerzak Drive Corridor Study recommends revising cross-section to one lane each direction and reconfiguring the intersection at Pohl to a roundabout (MAPO ICE)



Recomm
ndations f...





Crash Summary 5-year Summary

Crash Severity/Crash Year												
Crash Severity	Total	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
K - Fatal	0	0	0	0	0	0	0	0	0	0	0	0
A - Serious Injury	0	0	0	0	0	0	0	0	0	0	0	0
B - Minor Injury	4	0	0	0	0	0	0	2	0	1	0	1
C - Possible Injury	1	0	0	0	0	0	0	0	0	0	1	0
N - Prop Dmg Only	4	0	0	0	0	0	0	0	1	2	1	0
Total	9	0	0	0	0	0	0	2	1	3	2	1

Crash Severity/Number of Vehicles					Relationship to Intersection Summary		Total	%
Crash Severity	Total	0	1	2	3+			
K - Fatal	0	0	0	0	0	Not at Intersection/Interchange	0	0.0
A - Serious Injury	0	0	0	0	0	Four-Way Intersection	0	88.9
B - Minor Injury	4	0	1	3	0	T or Y Intersection	0	0.0
C - Possible Injury	1	0	0	1	0	Five-Way Intersection or More	0	0.0
N - Prop Dmg Only	4	0	0	4	0	Roundabout	0	0.0
Total	9	0	1	8	0	Intersection Related	1	11.1
						Driveway Access Related	0	0.0
						At School Crossing	0	0.0
						Railway Grade Crossing	0	0.0
						Shared Use Path or Trail	0	0.0
						Interchange on Ramp	0	0.0
						Interchange off Ramp	0	0.0
						Interchange Other Areas	0	0.0
						Crossover Related	0	0.0
						Acceleration/Deceleration Lane	0	0.0
						Other/Unknown	0	0.0
						Total	9	100.0

Basic Type Summary			Total	%
Pedestrian			0	0.0
Bike			1	11.1
Single Vehicle Run Off Road			0	0.0
Single Vehicle Other			0	0.0
Sideswipe Same Direction			0	0.0
Sideswipe Opposing			0	0.0
Rear End			0	0.0
Head On			0	0.0
Left Turn			0	0.0
Angle			7	77.6
Other			1	11.1
Total			9	100.0

First Harmful Event Summary			Total	%
Pedestrian			0	0.0
Bicyclist			1	11.1
Motor Vehicle In Transport			8	88.9
Parked Motor Vehicle			0	0.0
Train			0	0.0
Deer/Animal			0	0.0
Other - Non Fixed Object			0	0.0
Collision Fixed Object			0	0.0
Non-Collision Harmful Events			0	0.0
Other/Unknown			0	0.0
Total			9	100.0

Weather 1 Summary			Total	%
Clear			5	55.6
Cloudy			3	33.3
Rain			0	0.0
Snow			0	0.0
Sleet, Hail (Freezing Rain/Drizzle)			1	11.1
Fog/Smog/Smoke			0	0.0
Blowing Sand/Soil/Dirt/Snow			0	0.0
Severe Crosswinds			0	0.0
Other/Unknown			0	0.0
Total			9	100.0

Light Condition Summary			Total	%
Daylight			6	66.7
Sunrise			0	0.0
Sunset			0	0.0
Dark (Str Lights On)			3	33.3
Dark (Str Lights Off)			0	0.0
Dark (No Str Lights)			0	0.0
Dark (Unknown Light)			0	0.0
Other/Unknown			0	0.0
Total			9	100.0

Crash_Summary_202...

Crash_Detail_Short...



AGENDA RECOMMENDATION

Consent Calendar 5. H.

City Council Regular Meeting

Meeting Date: 05/26/2026

Agenda Item:

Resolution directing Traffic Control at the intersection of Pinehurst Drive and Muriefield Drive.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

In response to citizen service requests, staff conducted a comprehensive review of traffic control signing at associated intersections and roadway segments. The goal was to address safety concerns, improve clarity for drivers, and ensure compliance with the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD) and applicable City of Mankato policies in a consistent way.

On May 12, 2026, the Site Plan and Traffic Advisory Committee approved the recommendation to bring these items to the City Council for resolution with no additional conditions.

Scope of Review

- Citizen service requests included adding or modifying the type of intersection control including stop, yield, warning signs, and/or pavement markings.
- Staff evaluated sight distance, crash history, posted speed, traffic volumes (including pedestrian and bicycle), functional class, existing signing/markings at the location of concern and in the immediate area, and proximity to special land uses such as schools and parks, to determine appropriate control measures.

The following change is proposed:

- Install yield signs on Muriefield Drive at the intersection of Muriefield Drive and Pinehurst Drive.

Attachments

Resolution

Site Plan

RESOLUTION DIRECTING TRAFFIC CONTROL

BE IT RESOLVED, by the City Council of the City of Mankato, that, pursuant to Section 16-2, of the Mankato City Code, the City Council does hereby Approve and the City Manager is here directed to designate:

Install yield signs (R1-2) on Muriefield Drive at the Intersection of Pinehurst Drive and Muriefield Drive.

This resolution shall become effective upon its adoption.

Passed this 26th day of May, 2026.

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke
City Clerk



City of Mankato, MN
10 Civic Center Plaza
PO 3368
Mankato, MN 56002-3368.

MEMORANDUM

Date: 5/12/2026

To: Site Plan and Traffic Advisory Committee

From: Joe Smith, PE – Assistant City Engineer
Maury Hooper, PE – Traffic Engineer

Subject: Resolution for Directing Traffic Control Signage
Pinehurst Drive and Muriefield Drive Intersection

Engineering staff recommend installing YIELD (R1-2) signs on the eastbound and westbound approaches of Muriefield Drive at the intersection of Pinehurst Drive. The signs will be mounted on new supports to ensure proper placement and visibility.



R1-2

This recommendation is in response to multiple citizen concerns about safety and lack of control at the intersection. Staff field reviews identified challenging sightlines particularly between northbound and westbound movements, which are further complicated by the vertical profile and alignment deflection of Pinehurst Drive at the intersection. Based on field observations, installing YIELD signs for Muriefield Drive is anticipated to improve safety and operations at the intersection.

STOP/YIELD sign request - Pinehurst/Muriefield Dr. (complete)

Thursday, August 7, 2025 3:44 PM

August 2025:

Based on intersection volume and crash history at this intersection, no changes to existing intersection control are warranted at this time. 8/7/2025

UPDATED: March 2026

Two additional CSRs received by the city led to further evaluation, staff conducted field visits to evaluate approach sight lines at the posted speeds and identified challenging sightlines which are likely the source of the ongoing concern, particularly between northbound through vehicles and westbound approach vehicles. Based on the field observations, yield signs for both eastbound and westbound approach would likely improve the intersection observations and address resident concerns.



Traffic
Request P...

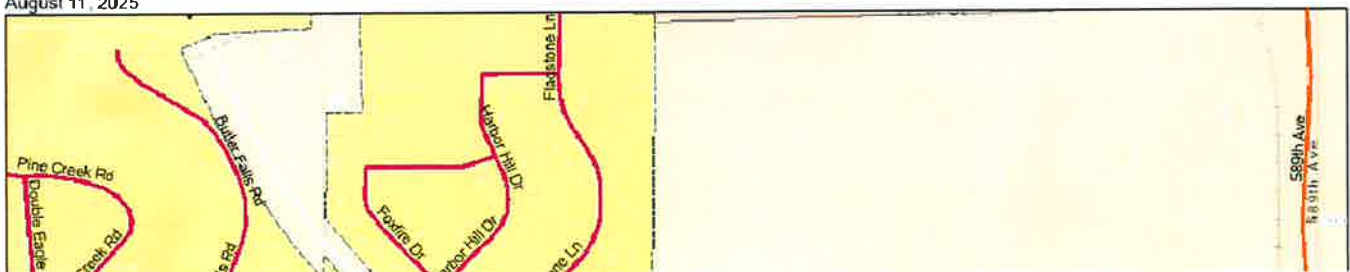
Google Link: <https://maps.app.goo.gl/17b29vVMKfRebhzx9>

In-Place Signing

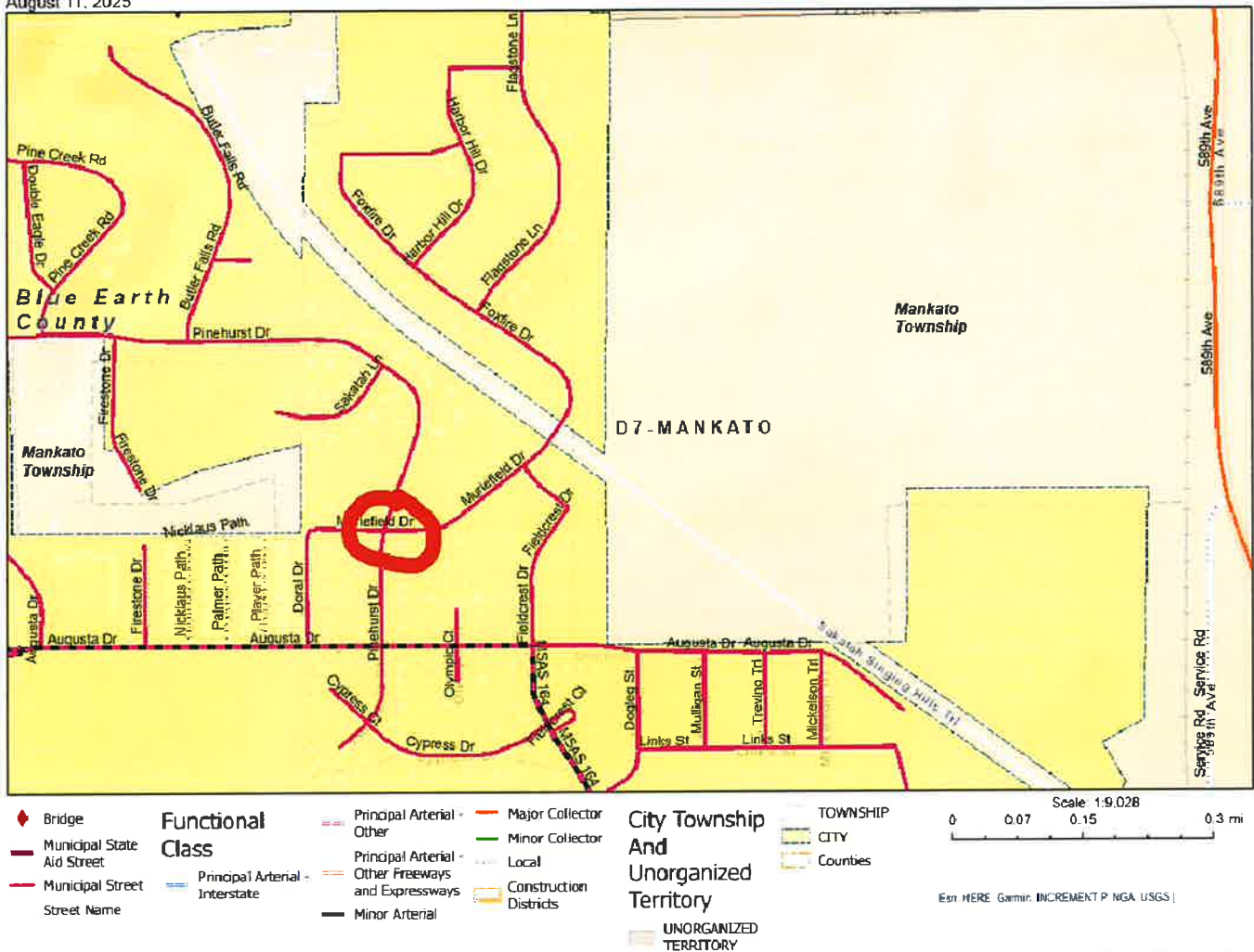


MnDOT Basemap

August 11, 2025



August 11, 2025



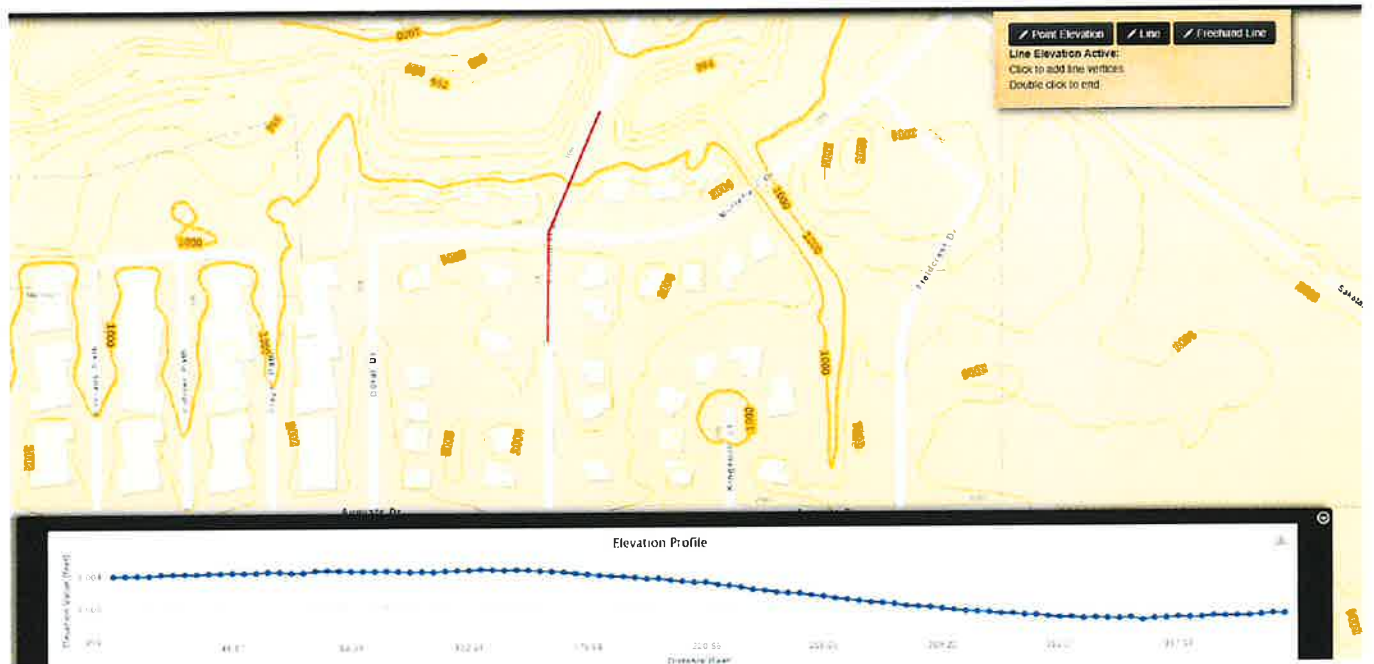
REVIEW SUMMARY:

- Key considerations:
 - Vehicle/bicycle/pedestrian volume
 - Number and angle of approach
 - Approach speed (30 mph all approaches)
 - Sight distance
 - Reported crash history
 - Review of how similar intersection in the area are signed by the city.
- 2022 ADT volume was available via MnDOT's Traffic Mapping Application. Entering 2025 intersection volume (all approaches) is approximately 440 (assuming 5% growth applied to 2022 to get to 2025), which is well short of the 2000 vehicles entering per day recommended by the MUTCD when considering assignment of right-of-way with YIELD or STOP signs.



- In this vicinity, it appears that the city has generally installed signage where a clear functional class or (major/minor) street relationship exists. As an example, the municipal streets are signed with YIELD or STOP signs as they intersect with Augusta Dr a higher functioning Municipal State Aid Street (MSAS 157). Pinehurst Drive and Muriefield Drive are both Municipal Streets serving similar size residential areas with similar ADT coming to/from north and east.

- The intersection has a street light in the SW corner.
- A crash history review from MnCMAT2 indicate that there have been zero (0) crashes in the last five-years (2021-2025)
- The Pinehurst Drive approach from the north does have an angle of approximately 20 degrees, which may be a contributing factor for the request, but does not present itself as an issue based on reported crashes.
- There is a sidewalk on the east side of Pinehurst and south side of Muriefield, however, there is not a high pedestrian generator that may need additional consideration (e.g., school or park).





AGENDA RECOMMENDATION

Consent Calendar 5. I.

City Council Regular Meeting

Meeting Date: 05/26/2026

Agenda Item:

Resolution directing Traffic Control on Adams Street between Trunk Highway 22 and CSAH 12.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

In response to citizen service requests, staff conducted a comprehensive review of traffic control signing at associated intersections and roadway segments. The goal was to address safety concerns, improve clarity for drivers, and ensure compliance with the Minnesota Manual on Uniform Traffic Control Devices (MN MUTCD) and applicable City of Mankato policies in a consistent way.

On May 12, 2026, the Site Plan and Traffic Advisory Committee approved the recommendation to bring these items to the City Council for resolution with no additional conditions.

Scope of Review

- The recommendation follows concerns from Mankato Public Safety about speeding along Adams Street and feedback via enforcement efforts on the potential benefit of providing additional signing along this segment. Staff concurs that additional signage at strategic locations could improve compliance and reinforce the regulatory speed limit.
- Staff considered roadway cross-section, horizontal and vertical alignment, existing speed limit signage and statutory speed limits, warning signs and other regulatory/advisory signs for consistency with state statutes, roadway conditions, and compliance with the MN MUTCD.

The following change is proposed:

- Install additional statutory speed limit signs at strategic intervals along Adams Street between Trunk Highway 22 and CSAH 12.

Attachments

Resolution

Site Plan and Traffic Advisory

RESOLUTION DIRECTING TRAFFIC CONTROL

BE IT RESOLVED, by the City Council of the City of Mankato, that, pursuant to Section 16-2, of the Mankato City Code, the City Council does hereby Approve and the City Manager is here directed to designate:

Install two additional 30 MPH (R2-1) speed limit signs along Adams Street between Trunk Highway 22 and CSAH 12.

This resolution shall become effective upon its adoption.

Passed this 26th day of May, 2026.

Najwa Massad
Mayor

ATTEST: _____
Rena Kopischke
City Clerk



City of Mankato, MN
10 Civic Center Plaza
PO 3368
Mankato, MN 56002-3368.

MEMORANDUM

Date: 5/12/2026

To: Site Plan and Traffic Advisory Committee

From: Joe Smith, PE – Assistant City Engineer
Maury Hooper, PE – Traffic Engineer

Subject: Resolution for Directing Traffic Control Signage
Adams Street (Segment Between Trunk Highway 22 and CSAH 12)

Engineering staff recommend installing additional 30 MPH (R2-1) speed limit signs along Adams Street between Trunk Highway 22 and CSAH 12. Two new signs should be placed on new supports at the approximate locations shown in Figure 1 to reinforce the posted speed limit and improve driver awareness.



R2-1

The recommendation follows concerns from Mankato Public Safety about speeding along Adams Street and feedback via enforcement efforts on the potential benefit of providing additional signing along this segment. Staff concurs that additional signage at strategic locations could improve compliance and reinforce the regulatory speed limit.



City of Mankato, MN
10 Civic Center Plaza
PO 3368
Mankato, MN 56002-3368.

Figure 1



Adams Street Speed Limit Sign Request - Public Safety

Tuesday, January 20, 2026 8:09 AM

RECOMMENDATION:

Engineering staff recommend installing additional 30 MPH (R2-1) speed limit signs along Adams Drive between East Roosevelt Circle and Highway 12. Two new signs should be placed on added supports at strategic locations to reinforce the posted speed limit and improve driver awareness.



The recommendation follows concerns from Mankato Public Safety about speeding along Adams Street and feedback via enforcement efforts on the potential benefit of providing additional signing in this segment. Staff review concurs that additional signage at strategic locations could improve compliance and reinforce the regulatory speed limit.



Subject	FW: Adams St Speed Limit Signs
Link to Outlook Item	Click here
From	Smith, Joe
To	Maury Hooper
Cc	Pederson, Luke
Sent	1/15/2026, 12:32:36 PM

*** WARNING: This email is from outside the company. Proceed with Caution***

Hi Maury,

See email below from Officer Colin Johnson. I have added to our service request tracker spreadsheet.

Please review and respond as if this were a customer service request.

Thanks,

Joe Smith, P.E.

Assistant City Engineer

City of Mankato

Intergovernmental Center | 10 Civic Center Plaza | Mankato, MN 56001

Office: (507) 387-8643



From: Johnson, Colin <colinjohnson@mankatomn.gov>

Sent: Wednesday, January 7, 2026 2:29 PM

To: Pederson, Luke <lpederson@mankatomn.gov>

Cc: Gilbertson, Jesse <jgilbertson@mankatomn.gov>

Subject: Adams St Speed Limit Signs

Good Afternoon Luke,

I was conducting speed patrols on Adams Street between Haefner Dr and Co Rd 12. While this section is posted 30 MPH there are only two signs on the road and one in each direction at the beginning of the roadways. Individuals coming from Roosevelt Circle or the newly built truck center would not see any posted signs. I am wondering if we could get some additional signage in the area. I have attached a photo with the area highlighted in green where I believe the best spot would be to have additional signage posted. The area highlighted in red indicates existing posted speed limit signs. Thank you!

Very Respectfully,



Colin Johnson

Police Officer - Traffic Enforcement & Education
Mankato Public Safety - Police
710 S. Front Street Mankato, MN 56001
507-420-0099 ext. 3111
colinjohnson@mankatomn.gov





Summary for Minnesota

While Minnesota does **not** specify a single numeric spacing requirement for all speed limit signs, MnDOT follows MUTCD rules that require:

- Place at the start of each speed limit zone
- Repeat at reasonable intervals (typically 0.25–0.5 mi urban, 1–2 mi rural)
- Repeat after major intersections or any location where the limit may be unclear
- Follow MnDOT and MUTCD mounting, visibility, and placement criteria

If you want, I can pull the exact language from MN MUTCD Chapter 2B for your project or provide a sample speed-limit signing layout based on typical MnDOT practice.



AGENDA RECOMMENDATION

Consent Calendar 5. J.

City Council Regular Meeting

Meeting Date: 05/26/2026

Agenda Item:

Motion approving 2026 Roadway Striping Modifications on Balcerzak Drive, Augusta Drive and Premier Drive.

Recommendation/Action(s):

Motion approving the attached striping modifications.

Summary:

Roadway striping, including centerlines, parking lines, crosswalks, stop bars, and specialty markings, is a critical component of the City's traffic control system. These markings guide motorists, bicyclists, and pedestrians, and directly influence roadway safety and efficiency. Each year the City of Mankato Public Works Department executes a refresh of all pavement striping and markings throughout the City.

Key Reasons for Annual Re-Striping:

- Winter Wear — Snowplows, salt, sand, and freeze-thaw cycles quickly erode paint and reflective beads, reducing visibility after each winter.
- Safety Standards — Clear markings are essential for lane guidance, night driving, and pedestrian safety. Faded lines increase crash risk.
- Regulatory Compliance — Federal and state rules require pavement markings to remain visible and retroreflective. Annual maintenance ensures compliance.

In addition to the annual striping, the Public Works Department has a program for sealcoating City streets. Sealcoating covers up the existing roadway striping pattern, which creates the ideal opportunity to modify existing striping patterns without the cost of removing existing roadway striping.

Staff recommend enhancing the roadway striping patterns on three (3) City Streets, which we are planning to sealcoat in 2026.

Augusta Drive from North Riverfront Drive to Trunk Highway 22:

- Staff recommend the re-striping of Augusta Drive with centerline stripes and parking shoulders. The existing roadway striping along August Drive is noted to be inconsistent. A centerline stripe is present for portions of the corridor, but not all. Staff have received speeding concerns from an adjacent resident along Augusta Drive. Those speeding concerns have been coordinated with Public Safety. Striping roadways with narrow drive lanes encourages traffic-calming and can reduce traffic speeds.
- The proposed Augusta Drive striping can be seen on pages 1-3 of the attached PDF.

Premier Drive from North Victory Drive to Augusta Drive:

- Staff recommend the re-striping of Premier Drive to include three lanes of traffic – northbound lane, southbound lane, and a shared-left-turn lane. This roadway configuration is consistent with the striping on Premier Drive from Trunk Highway 22 to N Victory Drive. Proposed development on the west side of Premier Drive warrants a shared-left-turn lane to provide access to future driveways on the west side of Premier Drive.
- The proposed Premier Drive Striping can be seen on page 4 of the attached PDF.
- Three regulatory signs (R3-8AD) would be added at the intersection of Augusta Drive and Premier Drive to inform motorists of the lane configuration. These signs are shown in a red border on page 3 of the attached PDF.
- This section of Premier Drive is currently signed no parking. No changes are recommended to the parking designation.

Balcerzak Drive and Pohl Road Intersection:

- Staff recommend the installation of high visibility crosswalk stripes at the intersection of Pohl Road and Balcerzak Drive.
- This recommendation responds to a citizen concern about intersection and pedestrian safety. A review of crash history indicates an ongoing concentration of right-angle crashes associated with the higher speed, stop-controlled movements on Balcerzak Drive's multilane approach. Supplemental left-side STOP signs are proposed to improve visibility of the STOP control conditions on the Balcerzak Dr approach lanes and reinforce driver expectancy, consistent with MUTCD and FHWA guidance for enhanced signing at stop-controlled intersections. These supplemental stop signs are being paired with enhanced "zebra style" crosswalks to further enhance visibility and safety. In the long term, the Balcerzak Drive Corridor Study recommends significant changes to the intersection that includes a single approach lane and reconfiguration of the existing intersection to a roundabout.
- The proposed Balcerzak Drive Striping can be seen on page 5 of the attached PDF.

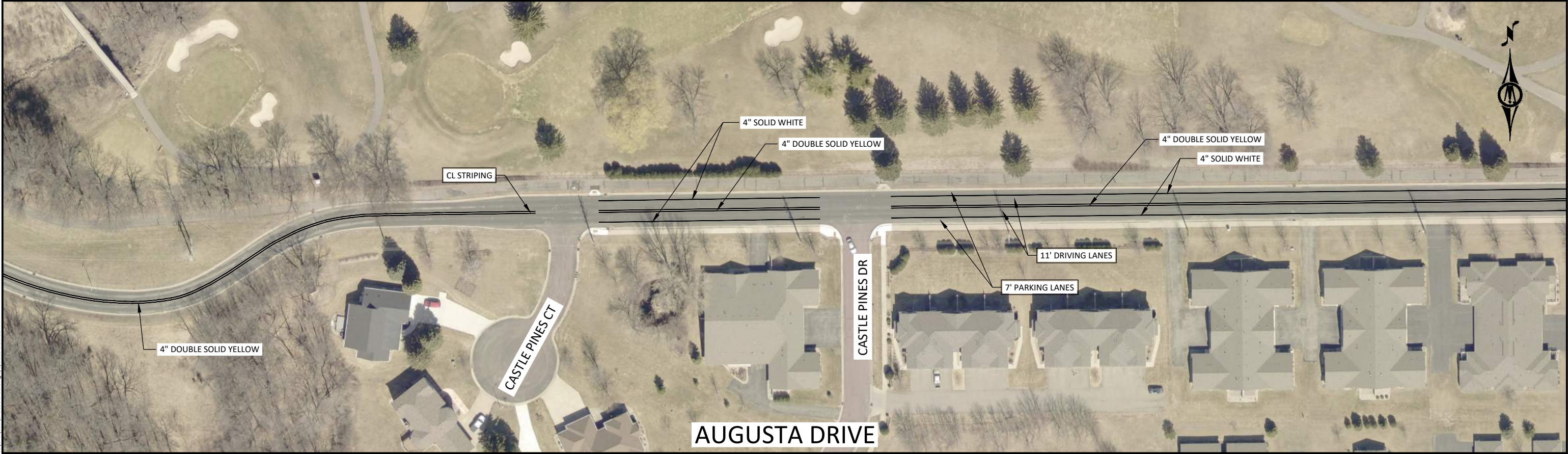
In summary, staff acknowledge that sealcoating is an opportunistic time to modify striping configurations on City streets. Staff do not recommend enhanced roadway striping on all City Streets, they advise concentrating these enhancements on higher-volume corridors, specifically those designated as Municipal State Aid Streets (MSAS).

Attachments

2026 Striping Mod Plan Sheets



AUGUSTA DRIVE (N RIVERFRONT DR - HIGHWAY 22)		
ITEM	QUANTITY	UNIT
4" SOLID LINE PAINT (WHITE)	9,355	LIN FT
4" SOLID LINE PAINT (YELLOW)	14,750	LIN FT
SINGLE ARROW PAINT SYMBOL	10	EACH
COMBINATION ARROW PAINT SYMBOL	4	EACH
8" SOLID LINE PAINT (CROSSWALKS - WHITE)	122	EACH
CROSSWALK PAINT (BLOCKS)	312	SQ FT



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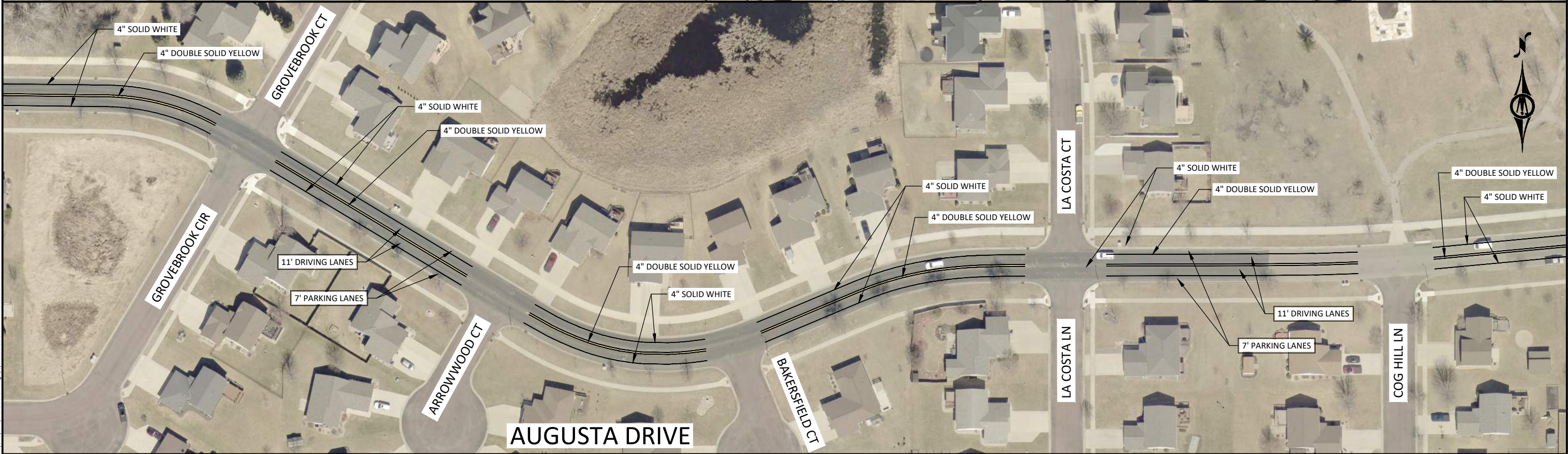
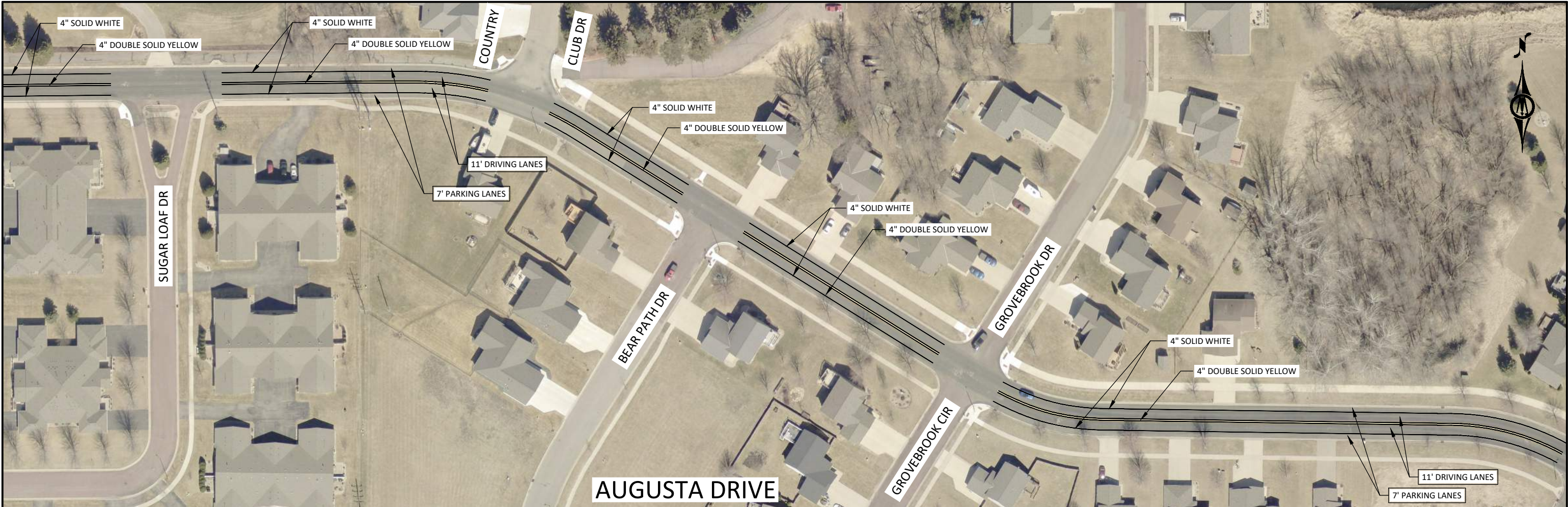
1960 PREMIER DRIVE
MANKATO, MN 56001
Phone: (507) 625-4171
Email: Mankato@bolton-menk.com
www.bolton-menk.com



DESIGNED	JPS	NO.	ISSUED FOR	DATE
DRAWN	PJS		BID	05/13/2026
CHECKED	JPS			
CLIENT PROJ. NO.	26X.143255			

CITY OF MANKATO, MINNESOTA
2026 STRIPING
STRIPING PLAN
AUGUSTA DRIVE

SHEET



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CITY OF MANKATO, MINNESOTA
2026 STRIPING
STRIPING PLAN
AUGUSTA DRIVE

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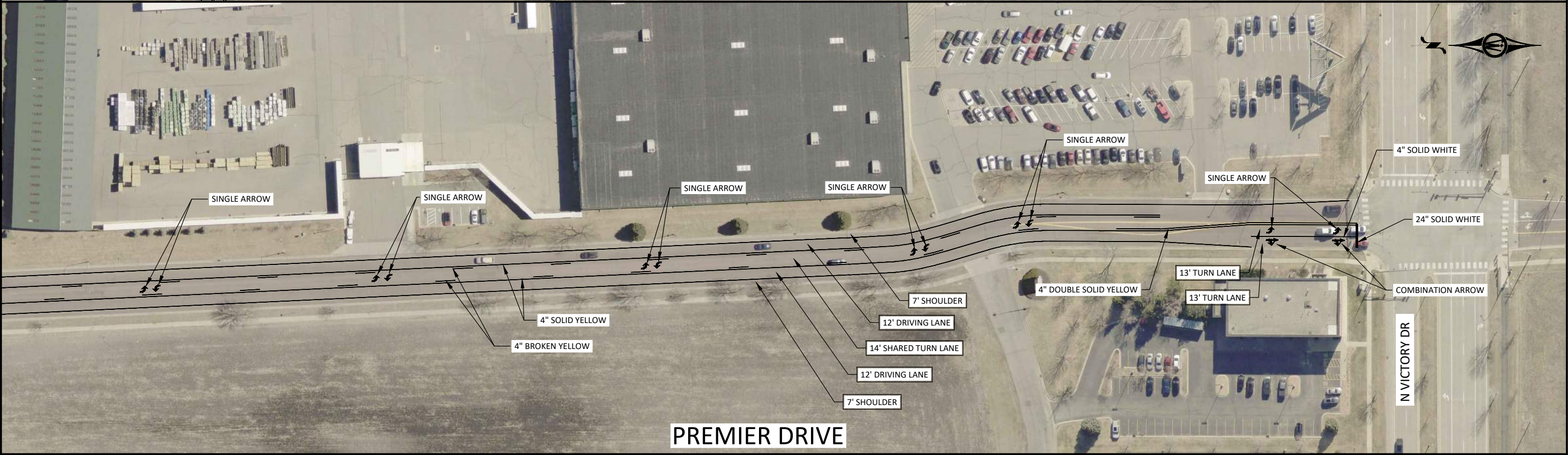
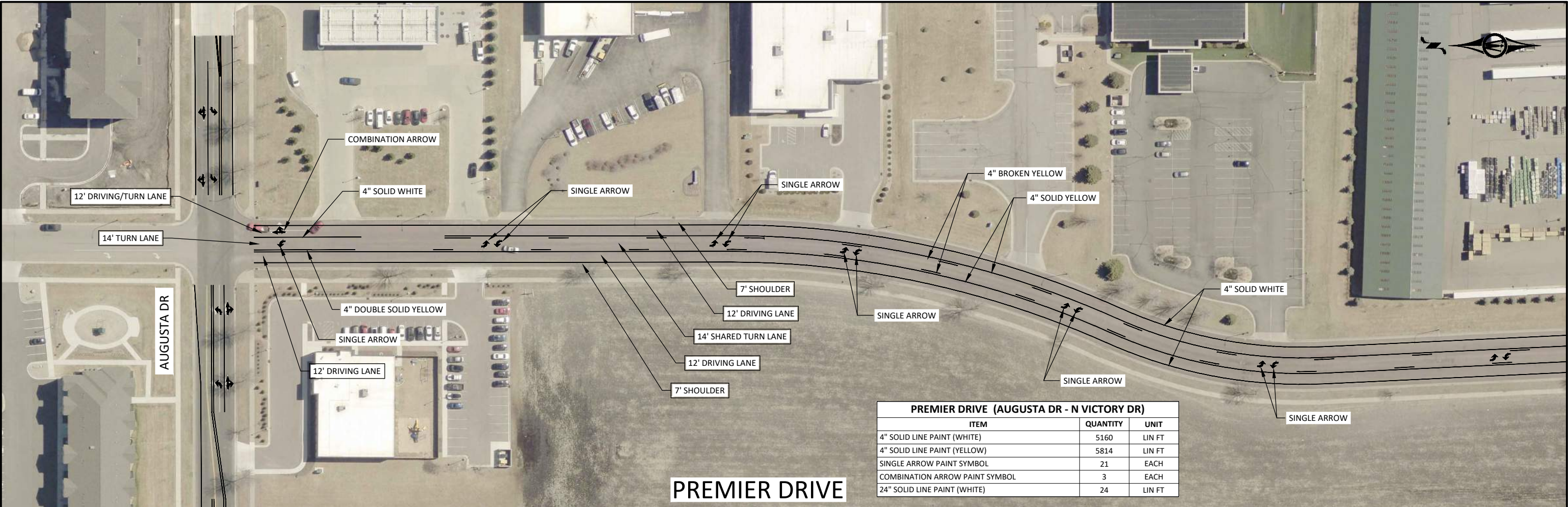
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CITY OF MANKATO, MINNESOTA
2026 STRIPING
STRIPING PLAN
AUGUSTA DRIVE

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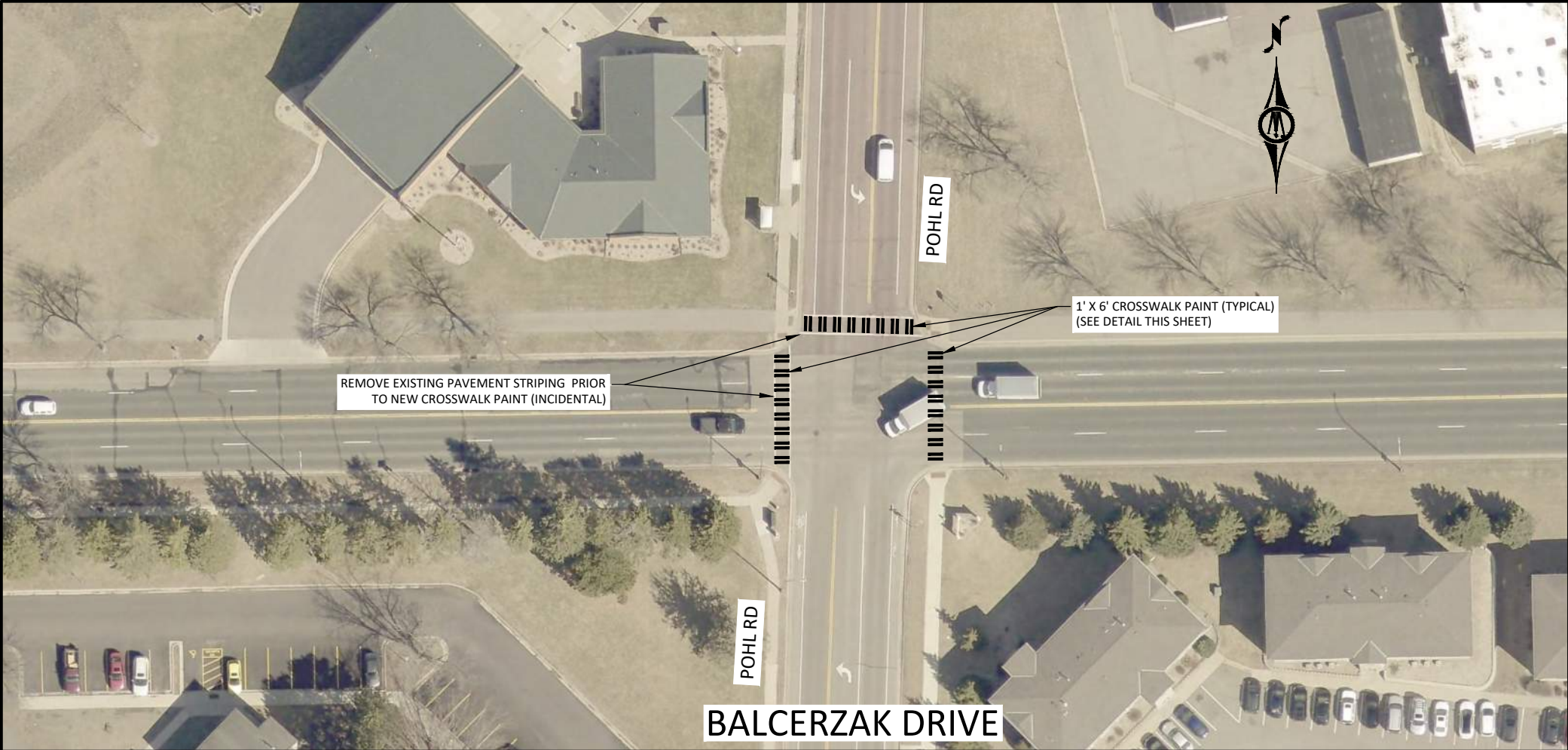
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DESIGNED	JPS	NO.	ISSUED FOR	DATE
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CITY OF MANKATO, MINNESOTA
2026 STRIPING
STRIPING PLAN
PREMIER DRIVE

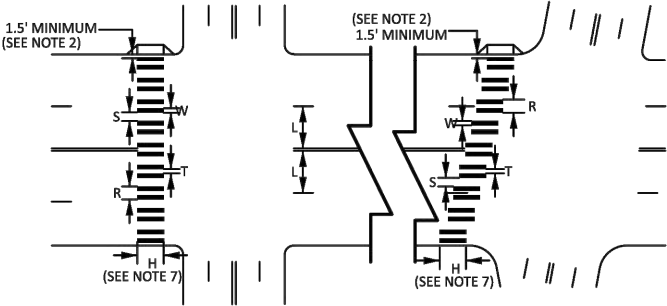
SHEET



BALCERZAK DRIVE & POHL ROAD INTERSECTION		
ITEM	QUANTITY	UNIT
CROSSWALK PAINT (BLOCKS)	288	SQ. FT

PEDESTRIAN CROSSWALK MARKINGS

(L) WIDTH OF INSIDE LANE	(W) WIDTH OF INDIVIDUAL BLOCKS	(T) WIDTH OF SPACE BETWEEN BLOCKS	(R) WIDTH OF BLOCK PAIRS	(S) WIDTH OF SPACE BETWEEN BLOCK PAIRS
10'	1.0'	0.5'	2.5'	2.5'
11'	1.0'	1.0'	3.0'	2.5'
12'	1.0'	1.0'	3.0'	3.0'
13'	1.0'	1.0'	3.0'	3.5'



- NOTES:
- STOP LINES SHOULD BE INSTALLED WITH CROSSWALKS AT SIGNALIZED INTERSECTIONS. WHERE STOP LINES ARE USED WITH A CROSSWALK, THE STOP LINE SHOULD BE A MINIMUM OF 4 FEET IN ADVANCE OF THE NEAREST CROSSWALK LINE.
 - BLOCK PAIRS TO BE CENTERED ON CENTERLINE AND LANE LINES.
 - A MINIMUM OF 1.5 FT. CLEAR DISTANCE SHALL BE LEFT ADJACENT TO THE CURB FACE. IF LAST BLOCK PAIR FALLS INTO THIS DISTANCE IT MUST BE OMITTED.
 - ON TWO LANE TWO WAY STREETS, USE SPACING SHOWN FOR AN 11 FT. INSIDE LANE.
 - FOR DIVIDED ROADWAYS, ADJUSTMENTS IN SPACING OF THE BLOCKS SHOULD BE MADE IN THE MEDIAN SO THAT THE BLOCKS ARE MAINTAINED IN THEIR PROPER LOCATION ACROSS THE TRAVELED PORTION OF THE ROADWAY.
 - AT SKEWED CROSSWALKS, THE BLOCKS ARE TO REMAIN PARALLEL TO THE LANE LINES AS SHOWN.
 - THE BLOCKS SHALL BE PLACED SO THAT THEY ARE NOT LOCATED IN THE WHEEL PATH OF THE VEHICLES.
 - THE BLOCKS SHALL BE A MINIMUM OF 6' LONG AND AT LEAST AS LONG AS THE TRUNCATED DOMES, FOR FANNED TRUNCATED DOMES THE BLOCKS SHALL BE AT LEAST AS LONG AS THE APPROACHING SIDEWALK OR SHARED USE PATH.

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



DESIGNED	NO.	ISSUED FOR	DATE
JPS		BID	05/13/2026
DRAWN			
PJS			
CHECKED			
JPS			
CLIENT PROJ. NO.			
26X.143255			

CITY OF MANKATO, MINNESOTA
2026 STRIPING
STRIPING PLAN
BALCERZAK DRIVE & POHL ROAD INTERSECTION

SHEET



AGENDA RECOMMENDATION

Consent Calendar 5. K.

City Council Regular Meeting

Meeting Date: 05/26/2026

Agenda Item:

Resolution approving the annexation of 210 North Augusta Court and petition for extension of services to the property; by request of Rob Paulsen.

Recommendation/Action(s):

Adoption of the attached resolution.

Summary:

The applicant, Rob Paulsen, is petitioning for the property to be annexed into the City of Mankato. The subject property is located within Mankato Township but is contiguous to the City boundary and subject to the 2014 Orderly Annexation Agreement. The City's 2022 Land Use Plan designates the property for low-density residential, which is consistent with the proposed development. Annexation of approximately 2.39 acres is necessary to allow the owners of the subject property to connect to and utilize City services.

There are currently two individuals residing on the subject property, the owners of said property.

As the subject property is currently located within Mankato Township and has its own private well & septic system, once annexed, the applicant will need to hire a licensed contractor and receive the necessary permits to connect to City services. At this time, the applicant will also be required to coordinate with Blue Earth County to abandon their private septic system and cap/abandon the private well, per County standards.

Mankato Township will review the item at the May 20, 2026, meeting.

Attachments

Resolution

General Location Map

Aerial

Annexation Area Site Plan

Annexation Petition

**RESOLUTION OF THE CITY OF MANKATO APPROVING ANNEXATION OF
PROPERTY IN ACCORDANCE WITH THE JOINT RESOLUTION FOR ORDERLY
ANNEXATION WITH MANKATO TOWNSHIP**

WHEREAS, a petition has been submitted by the owners of property in Exhibit A, containing approximately 2.39 acres; and

WHEREAS, the property is legally described in the attached petition; and

WHEREAS, the petition is in accordance with Orderly Annexation Agreement pursuant to Section 3(e) of the agreement; and

WHEREAS, the City of Mankato will reimburse Mankato Township pursuant to Section 8 of the Orderly Annexation Agreement; and

WHEREAS, the annexation of the property is being requested in order to connect to City utility services per the Orderly Annexation Agreement; and

WHEREAS, there are two (2) persons living on the subject property; and

WHEREAS, the Council of the City of Mankato finds that it is in the best interest of the City to support such annexation.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Mankato, Minnesota, hereby states that the City supports the petition to the annexation of the following described and shown property in Exhibit A and the City of Mankato hereby annexes said property per M.S. 414.0325.

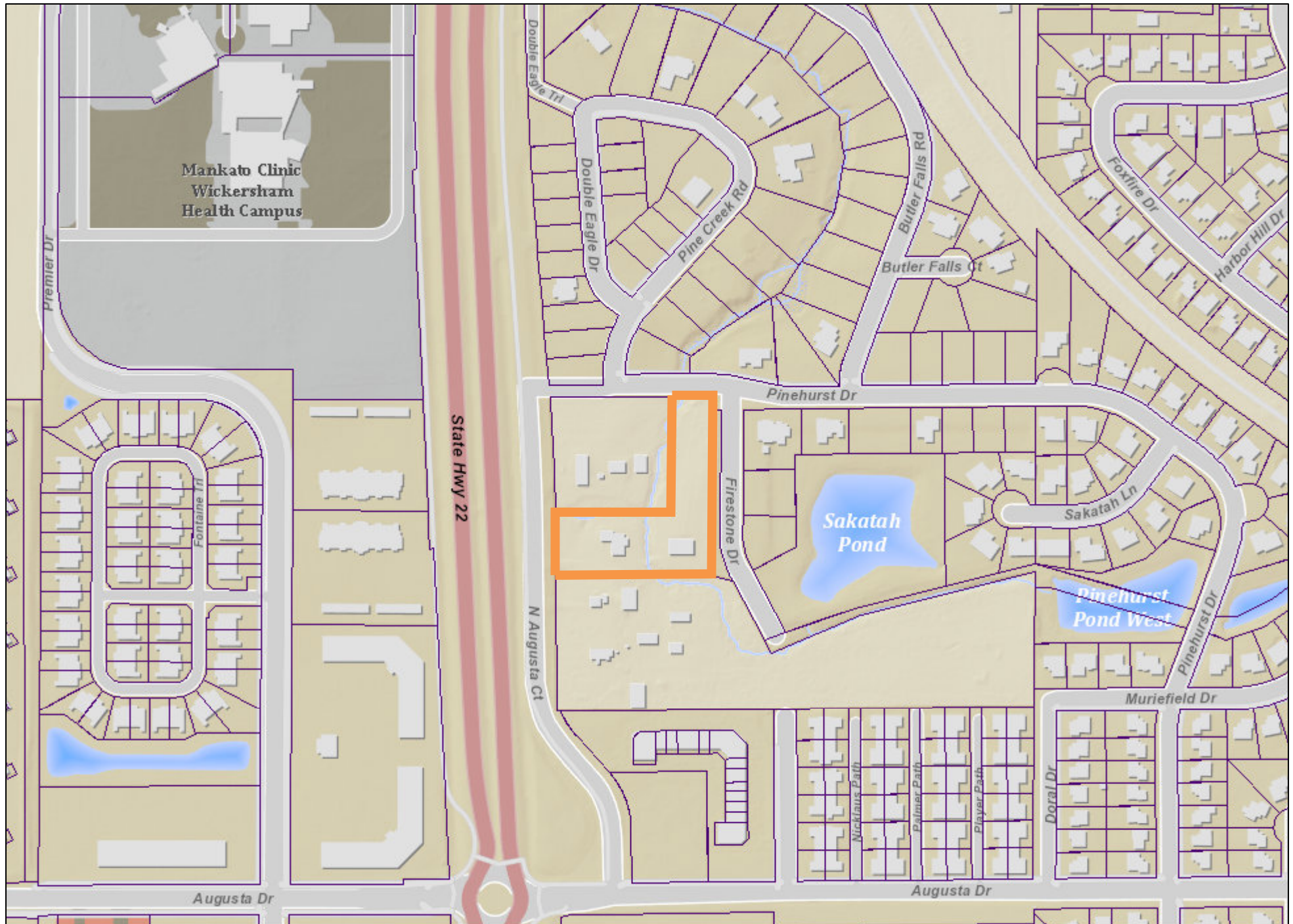
Upon receipt of resolutions approved by each party to the joint resolution, the Chief Administrative Law Judge may review and comment, but shall, within thirty (30) days, order annexation in accordance with the terms of this joint annexation agreement.

Dated this ____ day of _____, 2026.

Najwa Massad
Mayor

Attest: _____
Renae Kopischke, MMC
City Clerk

General Location Map



Date: May 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.

Aerial



Date: May 2026

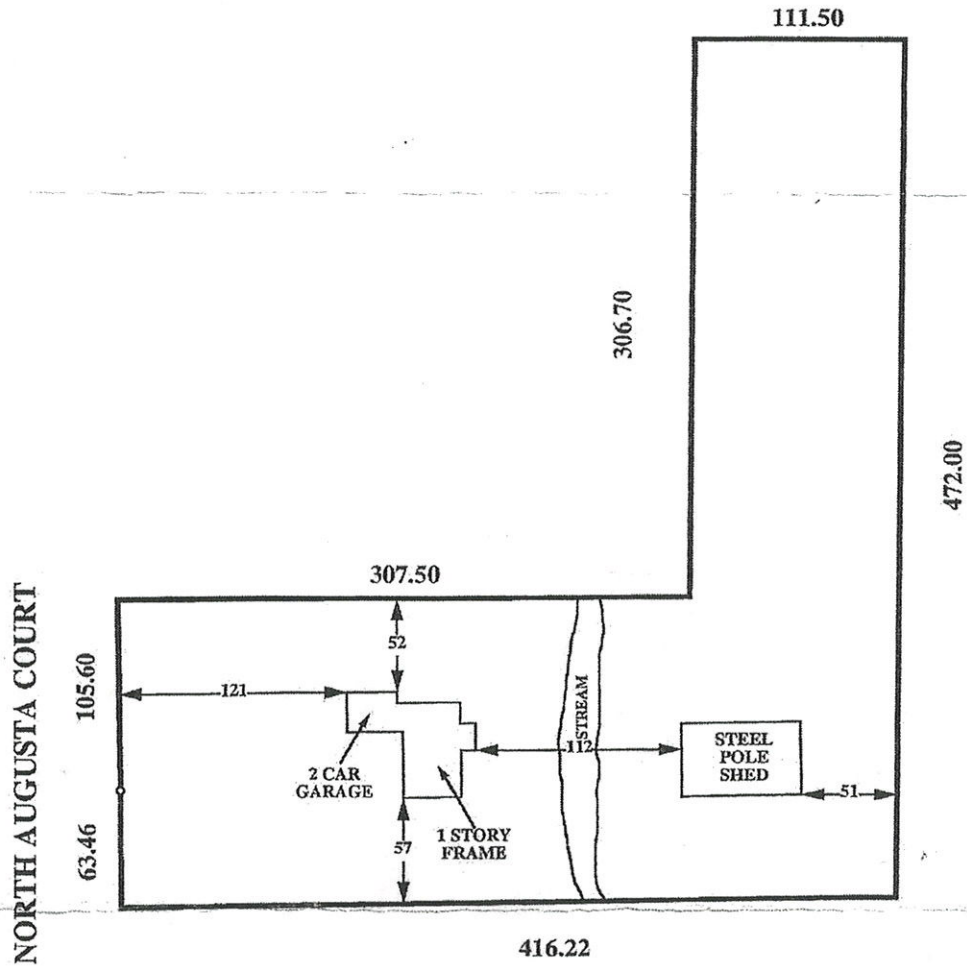
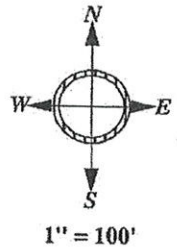
Author:

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NORTH AMERICAN TITLE COMPANY

210 NORTH AUGUSTA COURT, MANKATO
UNPLATTED, PART OF NW1/4 OF NW1/4 AND SW 1/4 OF NW1/4
OF SECTION 3-108-26, BLUE EARTH COUNTY

FILE # 40855-19-10910-MN



Accommodation sketch;
plat drawing not a survey.

*The location of the improvements shown on this drawing are approximate and are based on a visual inspection of the premises.
The lot dimensions are taken from the record plat drawings or county records.
This drawing is for informational purposes and should not be used as a survey.
It does not constitute a liability of the company and is intended for mortgage purposes only.*

COUNTY OF BLUE EARTH
STATE OF MINNESOTA

TO: THE HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL OF
MANKATO, MINNESOTA;

BOARD OF SUPERVISORS, MANKATO TOWNSHIP

The petitioner hereby states:

- A. That the property is unincorporated and is not included within any other municipality.
- B. The total area is approximately 2.39 acres.
- C. That the reason for annexation is that the area wishes to be served by City utilities.
- D. The current estimated population of persons residing on the property 2.

Petitioner hereby requests that pursuant to M.S. 414.0325, said property be annexed to and included within the City of Mankato.

Dated this 27 day of April 2026

Barbara Paulsen
[Signature]
Signature



AGENDA RECOMMENDATION

Consent Calendar 5. L.

City Council Regular Meeting

Meeting Date: 05/26/2026

Agenda Item:

Set June 8, 2026, as date of public hearing for the 2026 Community Development Block Grant (CDBG) Annual Action Plan.

Recommendation/Action(s):

Set date of hearing.

Summary:

On May 12, 2025, the City Council adopted the City of Mankato 2025-2029 Consolidated Plan for utilization of Community Development Block Grant (CDBG) funding. The plan details how the expected annual funding from the U.S. Department of Housing and Urban Development (HUD) will be used in conformance with CDBG guidelines and guides the use of funds for each annual action plan. The first year of the plan ends on June 30, 2026, and the City is required to adopt a new annual action plan to guide CDBG utilization for the next program year, which begins on July 1, 2026.

HUD requires a 30-day public comment period and a public hearing prior to approving Action Plans. A public notice of a 30-day public comment period was published in the Mankato Free Press on May 8, 2026. The [draft 2026 CDBG Action Plan](#) has been posted for public comment on the City's website. It is requested that the City Council set the date of the public hearing for June 8, 2026.



AGENDA RECOMMENDATION

Public Hearings 6. A.

City Council Regular Meeting

Meeting Date: 05/26/2026

Agenda Item:

Ordinance amending Mankato City Code Chapter 10 related to parkland dedication fees; by request of the City of Mankato.

Recommendation/Action(s):

At the April 22, 2026, meeting, the Planning Commission recommended approval of the ordinance amending park dedication fees.

Summary:

Minnesota Statutes §462.358 authorizes cities to adopt subdivision regulations that establish the standards, requirements, and procedures for reviewing, approving, or denying subdivisions. Under subdivision (c) of this section, a municipality may accept a cash fee in lieu of land dedication for public use. These payments are commonly referred to as "parkland dedication fees."

State law requires that a clear nexus exist between the fee or land dedication and the public purpose it is intended to serve. For this reason, the basis for the fee must be documented in the Planning Commission's findings and in the City Council's resolution.

The Minnesota Supreme Court has reviewed several cases involving park dedication fees and the justification for collecting them. Based on those decisions, it is recommended that the City complete an analysis demonstrating "rough proportionality" when calculating or recalculating the fee using the fair market value of the specific property. The Court emphasized that cities may encounter legal issues if they rely solely on a blanket formula without conducting an individualized analysis of the specific subdivision or development.

Factors to consider in its individualized analysis include items such as

1. Comp plan requirements for maintaining open space and any percentages included in the comp plan;
2. Number of households or increase in population of the development and guidance from comp plan or zoning for city goals (like promoting recreation, or making it more walkable etc.);
3. The city's resulting need to develop or improve property as a result of the development or redevelopment;
4. The unique individualized circumstances present, if any, in the application, which make a dedication, dedication fee, or the amount of either, inappropriate in the specific case;
5. The open space, recreational, or common areas and facilities open to the public that the applicant proposes to reserve for the subdivision; and,
6. The basis for the applicant's contention, if any, that the intent and purpose of city's code related to public dedication can be accomplished without a dedication and/or cash fee in lieu of dedication, or a dedication and/or cash fee in lieu of dedication at a lesser amount.

The Planning Commission reviewed the ordinance amendment at the April 22, 2026, meeting and recommended approval.

Attachments

Ordinance

Proposed Amendment

ORDINANCE AMENDING MANKATO CITY CODE SECTION 10-2193 RELATED TO PUBLIC SITES AND OPEN SPACES, AND THE PARKLAND DEDICATION FEE

WHEREAS, Minnesota Statutes §462.358 authorizes cities to adopt subdivision regulations that establish the standards, requirements, and procedures for reviewing, approving, or denying subdivisions. Under subdivision (c) of this section, a municipality may accept a cash fee in lieu of land dedication for public use. These payments are commonly referred to as "*parkland dedication fees*"; and

WHEREAS, state law requires that a clear nexus exist between the fee or land dedication and the public purpose it is intended to serve. For this reason, the basis for the fee must be documented in the Planning Commission's findings and in the City Council's resolution; and

WHEREAS, the Minnesota Supreme Court has reviewed several cases involving park dedication fees and the justification for collecting them. Based on those decisions, it is recommended that the City complete an analysis demonstrating "rough proportionality" when calculating or recalculating the fee using the fair market value of the specific property. The Court emphasized that cities may encounter legal issues if they rely solely on a blanket formula without conducting an individualized analysis of the specific subdivision or development; and

WHEREAS, the Planning Commission of the City of Mankato submitted a finding stating the proposed amendment is consistent with the goals, objectives, and policies of the Comprehensive Land Use Plan, as adopted and amended from time to time by the City Council.

NOW, THEREFORE BE IT ORDAINED, by the City Council for the City of Mankato, that Mankato City Code Section 10-2193 be and hereby is amended as follows:

Sec. 10-2193. Public sites and open spaces.

- (a) All new subdivisions shall dedicate land for public use such as parks, playgrounds or other open space use according to the following types of subdivisions:
 - (1) Residential subdivision of up to ten dwelling units per gross acre: five percent of the total gross area.
 - (2) Residential subdivision in excess of ten dwelling units per gross acre: seven percent of the total gross area.
 - (3) Commercial and industrial subdivision: five percent of the gross area.
- (b) The term "new subdivision" shall not apply where property lines are being surveyed for the purpose of correcting previous descriptions, situations where individuals are buying or selling land only to increase their yard space for individual properties or the resubdivision of an area where a previous dedication was made.
- (c) Where a proposed park, playground or open space, as shown on the comprehensive development plan, is located in whole or in part in a subdivision, the council may require the dedication of such area within the subdivision in those cases where the council deems such requirements to be reasonable.

- (d) ~~When in the judgment of the planning agency, a subdivision is of insufficient size to include an area for park and playground or the subdivision is not designated as an area for playground or park in the comprehensive development plan, the owner or subdivider, in lieu of property dedication, shall pay to the city a sum of money equal to the required dedication percentage multiplied by the gross value of the subdivision. The gross unimproved value of the subdivision shall be determined in accordance with the intended use of the property. The city shall request the county assessor to establish a market value on the proposed use minus any improvements. Payment to the city of the required open space dedication, whether in dedicated property monies, shall be accomplished by the property owner or subdivider at the time of final platting, provided further that where money in lieu of land is to be paid to the city, such money may be paid in a manner established by policy of the council. In no case shall the plat be signed or building permit issued for any lot within the subdivision until such transfer of land or payment in lieu of land has been completed. Any money paid to the city shall be placed in a special fund to be used for the acquisition of land for parks and playgrounds only. Parkland dedication fee.~~
- (1) As an alternative to land dedication, and by the city's sole determination, the developer or subdivider may be required to pay an applicable park dedication fee for its development type to further the city's park, trail and open space component(s) of its comprehensive plan.
 - (2) The park dedication fee shall be based on a reasonable estimate of the fair market value of the buildable land that is being developed or redeveloped as determined by the county assessor or other relevant factors, and shall include the value added by existing utilities, streets and other public improvements serving the property, but shall not include the value added of all other existing improvements on the land. The park dedication fee shall not exceed an amount equal to up to five percent of the fair market value of the low-density residential, commercial and industrial buildable land and seven percent of the fair market value of the high-density residential buildable land.
 - (3) Park dedication shall be paid by the subdivider prior to the city signing the final plat and/or development agreement. If the subdivider or developer objects to the city's determination as to the value of the land, the value shall be determined either by negotiation between the city and the subdivider or developer or by the city based on an independent appraisal of the market value of land in a same or similar land use category. If the city elects to have an independent appraisal performed in order to resolve the objection, the subdivider or developer shall be responsible for reimbursing the city for the appraisal costs.
 - (4) The park dedication fees the city collects shall be placed in its park fund and shall be used for the acquisition and development, or improvement, of parks, recreational facilities, playgrounds, trails, wetlands, or open space based on the city's park plan.
 - (5) The developer or subdivider may request a reduction from the city manager, or their designee, of the public parkland dedication requirement of up to 100 percent of the payment in-lieu, in accordance with the parameters stated herein. Any recommendation of reduction in the fee shall be approved by the city council. Any refusal for a reduction may be appealed to the city council within 30 days of the denial.

- (6) When reviewing fee reduction requests, the city may consider, among other things, criteria which includes:
- a. Comprehensive plan requirements for maintaining open space and any percentages included in that plan;
 - b. Number of households or increase in population of the development and guidance from the comprehensive plan or zoning;
 - c. The unique individualized circumstances present, if any, in the application, which make a dedication, dedication fee, or the amount of either, inappropriate in the specific case;
 - d. The open space, recreational, or common areas and facilities open to the public that the applicant proposes to reserve for the subdivision; and
 - e. The basis for the applicant's contention, if any, that the intent and purpose of city's code related to public dedication can be accomplished without a dedication and/or cash fee in lieu of dedication, or a dedication and/or cash fee in lieu of dedication at a lesser amount.

(Code 2015, § 11.05(7); Ord. of 4-28-1980)

This ordinance shall, in accordance with the provisions of Sections 2.14 and 5.06 of the Mankato City Charter, become effective thirty (30) days after publication of notice of its adoption.

Adopted this _____ day of May 2026.

Najwa Massad
Mayor

ATTEST: _____
Renae Kopischke, MMC
City Clerk

Sec. 10-2193. Public sites and open spaces.

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 - (2) Residential subdivision in excess of ten dwelling units per gross acre: seven percent of the total gross area.
 - (3) Commercial and industrial subdivision: five percent of the gross area.
- (b) The term "new subdivision" shall not apply where property lines are being surveyed for the purpose of correcting previous descriptions, situations where individuals are buying or selling land only to increase their yard space for individual properties or the resubdivision of an area where a previous dedication was made.
- (c) Where a proposed park, playground or open space, as shown on the comprehensive development plan, is located in whole or in part in a subdivision, the council may require the dedication of such area within the subdivision in those cases where the council deems such requirements to be reasonable.
- (d) ~~When in the judgment of the planning agency, a subdivision is of insufficient size to include an area for park and playground or the subdivision is not designated as an area for playground or park in the comprehensive development plan, the owner or subdivider, in lieu of property dedication, shall pay to the city a sum of money equal to the required dedication percentage multiplied by the gross value of the subdivision. The gross unimproved value of the subdivision shall be determined in accordance with the intended use of the property. The city shall request the county assessor to establish a market value on the proposed use minus any improvements. Payment to the city of the required open space dedication, whether in dedicated property monies, shall be accomplished by the property owner or subdivider at the time of final platting, provided further that where money in lieu of land is to be paid to the city, such money may be paid in a manner established by policy of the council. In no case shall the plat be signed or building permit issued for any lot within the subdivision until such transfer of land or payment in lieu of land has been completed. Any money paid to the city shall be placed in a special fund to be used for the acquisition of land for parks and playgrounds only.~~ Park Dedication Fee.
 - 1) As an alternative to land dedication, and by the City's sole determination, the developer or subdivider may be required to pay an applicable park dedication fee for its development type to further the City's park, trail and open space component(s) of its comprehensive plan.
 - 2) The park dedication fee shall be based on a reasonable estimate of the fair market value of the buildable land that is being developed or redeveloped as determined by the County Assessor or other relevant factors, and shall include the value added by existing utilities, streets and other public improvements serving the property, but shall not include the value added of all other existing improvements on the land. The park dedication fee shall not exceed an amount equal to up to five (5) percent of the fair market value of the low-density residential, commercial and industrial buildable land and seven (7) percent of the fair market value of the high-density residential buildable land.
 - 3) Park dedication shall be paid by the subdivider prior to the city signing the final plat and/or development agreement. If the subdivider or developer objects to the city's determination as to the value of the land, the value shall be determined either by negotiation between the city and the subdivider or developer or by the city based on an independent appraisal of the market value of land in a same or similar land use category. If the city elects to have an independent appraisal

performed in order to resolve the objection, the subdivider or developer shall be responsible for reimbursing the city for the appraisal costs.

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 - iii. the unique individualized circumstances present, if any, in the application, which make a dedication, dedication fee, or the amount of either, inappropriate in the specific case;
 - iv. the open space, recreational, or common areas and facilities open to the public that the applicant proposes to reserve for the subdivision; and
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