Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was held in the Municipal Building Council Chambers on December 5, 2022. Mayor Dehen called the meeting to order at 7:00 pm, asking everyone to join the Pledge of Allegiance. The following were present for roll call: Council Members Oachs, Whitlock, Steiner, Norland, City Administrator McCann, Interim Finance Director Ryan, and City Clerk Van Genderen.

Approval of Agenda

Council Member Norland moved, seconded by Council Member Whitlock, to approve the agenda as presented. Vote on the motion Whitlock, Steiner, Norland, and Dehen aye, Oachs Abstain, no nays. Motion carried.

Approval of Council Minutes from November 21, 2022, Council Meeting.

Council Member Steiner moved, seconded by Council Member Oachs, to approve the Council Meeting Minutes of November 21, 2022. Vote on the motion Oachs, Whitlock, Steiner, Norland, and Dehen aye, no nays. Motion carried.

Public Hearing, 7 pm 2023 Budget and Five-Year Capital Improvement Plan 2023-2027. Truth in Taxation Hearing.

Interim Finance Director Ryan reviewed the components of a resident's property taxes, which includes 44% to Nicollet County, 38% to North Mankato, and 18% to Mankato Area Public Schools. The City Council set the preliminary levy at 10.4%, which is the basis of the tax notice residents received. The proposed final 2023 levy is at 9.5%. The tax rate will be reduced from 47.833% in 2022 to a projected tax rate of 44.833% in 2023. The proposed final 2023 levy dollar amount is \$676,685 more than the 2022 levy. Interim Finance Director Ryan reported a 16.04% growth in taxable market value, with 10% as new construction and 90% as increased property values. She noted that the City Council has been working to decrease the Tax Rate, and from 2013 it has reduced by about 10% from 54.57% to 44.83% in 2023. The 2023 Tax Base and Market Values increased from 0% to 20%, with the majority seeing an increase between 5-10% based on the home's valuation. Interim Finance Director Ryan reviewed where a resident's General Fund tax dollars go by checking each of the funds and the percentage each receives. A comparison of the 2022 Comparable City Tax Rates show the City of North Mankato is relatively low, with only three cities with a lower tax rate out of the 12 comparable cities.

Interim Finance Director Ryan reviewed the 2023 General Fund Expenditure Overview and noted increases in the Police Department with two new officers, increases in the Streets Department due to the increased cost of seal coating materials, an increase in the Parks Department due to increasing funds to the Parks plan and an increase in Area Agency Disbursements to reflect the future expenses for the All Seasons Arena improvements. Overall there was an increase of 8.46% in the General Fund expenditures. Interim Finance Director Ryan reviewed the 2023 General Fund Revenues and noted the increased revenue from the tax levy and anticipated additional state aid. The overall revenue is estimated to increase by 9%.

Interim Finance Director Ryan reviewed the proposed 2023 personnel costs, including a 5% pay increase based on market analysis. She noted that FTEs will increase from 62.5 to 64.5 in 2023 based on the two new police officers.

Interim Finance Director Ryan reviewed the 2023 Utility Fund Expenditures and noted increases in the Water Fund due to planned well repairs and filter rehabs, increases in Wastewater due to the Lor Ray Howard Roundabout, the Solid Waste is anticipating increases due to the rising landfill and clean up costs, the Recycling Fund is anticipating an increase in hauling and transfer fees and the

COUNCIL MINUTES December 5, 2022

Storm Water Fund is anticipating increases due to continued underdrain work. Increased revenues will include a rate increase in the wastewater of \$1.50 per month and a \$0.50 increase in the Storm Water for an increase of \$2.00 on a resident's bill. A review of comparable cities showed North Mankato with the second-lowest average utility bill.

Interim Finance Director Ryan reviewed the 2023 Special Funds Expenditures noting an overall decrease of \$1,249,554 for a 9% decrease in fund expenditures. The Special Funds Revenues had an overall increase of \$2,333,259 largely due to anticipated land sales in the industrial park.

Interim Finance Director Ryan reported that total revenues for 2023 are \$31,688,624, with expenditures at a proposed \$29,023,752 with the anticipation of using the \$2,664,872 on the spend-down of bond proceeds.

Interim Finance Director Ryan reported that the 2023-2027 CIP decreased from \$45.3 million to \$44.5 million. Anticipated 2023 Equipment and Facilities Replacement includes a police cruiser, police radios, mower replacement, sweeper replacement, and server replacement. Sales Tax Projects include the continued pursuit of the Caswell Indoor Recreation Facility. The 2023 Parks Plan improvements include updating Lady Bug Lake, a shelter at Pleasantview Park, paving Old Belgrade Hill Trail, and Spring Lake Park Bridge replacements. Street projects in 2023 include the Mill and overlay of four streets, the west Caswell Park parking lot, and two alleys.

Interim Finance Director Ryan reported that the final budget and levy would be approved at the December 19, 2022, Council Meeting.

Barb Hinz, 2008 Northridge Drive, appeared before Council and requested a decrease in taxes and assistance in how to work with the County to decrease her property value which increased significantly.

Barb Church, 102 Wheeler Avenue, appeared before Council and requested Council consider decreasing the proposed taxes.

Tom Hagen, 927 Lake Street, appeared before Council and requested Council consider reducing spending and reducing the tax rate.

Consent Agenda

Council Member Steiner moved, seconded by Council Member Whitlock, to approve the Consent Agenda.

- A. Bills and Appropriations.
- B. Res. No. 104-22 Approving Donations/Contributions/Grants.
- C. Res. No. 105-22 Approving Polling Locations for 2023
- D. Approved Liquor License Renewals for 2022.
- E. Approved Setting a Public Hearing for December 19, 2022, on the Stormwater and Annual Stormwater Pollution Prevention Program Review.
- F. Res. No. 106-22 Approving Municipal Assessments.
- G. Res. No. 107-22 Approving Consent Assessments.

Vote on the motion Whitlock, Steiner, Norland, and Dehen aye, Oachs Abstain, no nays. Motion carried.

Public Comments Concerning Business Items on the Agenda.

Barb Church, 102 Wheeler Avenue, appeared before Council and requested that the City Council not move forward with replacing the current meters with auto read meters.

Tom Hagen, 927 Lake Street, appeared before Council and requested the Council not proceed with the Ordinance to require rental properties to install new auto-read meters.

Business Items

Set Public Hearing for December 19, 2022, at 7 pm to Consider Ordinance No. 154, Amending City Code Chapter 151.21 Water Meters.

City Administrator McCann reported that the ordinance is based on the direction received from the Council at the November 14, 2022, Council Work Session. He said that if the Council determined that they wanted to expand the required change to all residents, the City staff would only have the capacity to install some of the meters. City Administrator McCann reported that staff reached out to Ferguson, the water meter company, and they said that they work with cities to make the change and would charge \$90.00 for the installation, which is double what the City charges. Ferguson could do all installations from residential to commercial, unlike city staff which is limited to smaller meters.

The discussion was held by Council concerning the installation of meters in rentals and city wide. It was determined to set the public hearing to discuss the proposed ordinance, which would require all rental properties to install auto-read meters in the next two years.

Council Member Norland moved, seconded by Council Member Whitlock, to set a Public Hearing for December 19, 2022, at 7 pm to Consider Ordinance No. 154, Amending City Code Chapter 151.21 Water Meters. Vote on the motion Oachs, Whitlock, Steiner, Norland, and Dehen aye, no nays. Motion carried.

Open Forum

Barb Church, 102 Wheeler Avenue, appeared before Council and thanked the staff for the abatement map but stated there were too many properties already in tax abatement to consider additional use of tax abatement.

City Administrator and Staff Comments

City Administrator McCann reviewed the 2022 Junk collection. He reported that the cost for pick-up and disposal of resident junk in 2022 was \$98,000, just under the \$100,000 budget.

City Administrator McCann said the Police Department's newest member Will Pohlmann was sworn in on December 3rd and welcomed him to the City.

City Administrator McCann reported the City's snow emergency successfully allowed staff to clear the streets. There were 49 vehicles towed and 80 vehicles ticketed and reminded residents of the ways they can receive notification of snow emergencies.

City Administrator McCann reported the Taylor Library's Holiday Lights map is ready for pickup and they will be having a breakfast with Santa on December 17th at 10:30am. Registration and a registration fee are required.

City Administrator McCann invited residents to review the City's Culture and Recreation offerings including Trivia Night, CPR training, and babysitter training.

City Administrator McCann reported that the library has a sharing tree and invited everyone to visit the library and support the sharing tree initiative.

Mayor and Council Comments

Mayor Dehen thanked staff and everyone who came out to Bells on Belgrade.

Mayor Dehen stated that the City's practice is that with six or more inches of snow, the City will call a snow emergency. Residents are responsible for engaging with the city's numerous ways of providing the snow emergency information and removing their vehicles from the streets.

At 7:14 pm, on a motion by Council Member Norland, seconded by Council Member Oachs, the Council Meeting was adjourned.

Mayor

City Clerk

COUNCIL WORK SESSION December 12, 2022

Pursuant to due call and notice thereof, a Council Work Session of the North Mankato City Council was held in the Council Chambers on December 12, 2022. Mayor Dehen called the meeting to order at 12:00 pm. The following were present for roll call: Council Members Norland, Whitlock, Steiner, Mayor Dehen, City Administrator McCann, Community Development Director Fischer, and City Clerk Van Genderen. Absent: Council Member Oachs.

Market Study

City Administrator McCann stated that a Market Study was initiated to determine how the City compares to the market. He introduced Dr. Tessia Melvin from DDA Human Resources, Inc. to review the study.

Dr. Melvin provided background information on the firm, coworkers involved in the study, and herself. She indicated that in 2022, the firm was completing a Market Analysis, Pay Grid Calibration, and Budget Implementation. In 2023, 2024, and 2025, the firm will assist with the ongoing maintenance of the plan, including reviewing and rewriting job descriptions and current classifications.

Dr. Melvin reviewed the process, including working committee meetings which included staff from various departments. The working committee met and created a list of comparable cities, which the Council Members reviewed for approval.

Dr. Melvin reviewed the market analysis noting they compared the minimum and maximum wages to the comparables minimum and maximum wages. The guidelines held that -/+5% is highly aligned with the market, -+10% aligned with the market, -/+11-15% possible misalignment with the market, and >15% significant misalignment with the market. The question is, what is the pay philosophy for the City? She noted that with the labor shortage, some cities are changing to be above the market. The Council must decide the City's pay philosophy. The examination revealed that the City was, on average, 4% below minimum and 4% below maximum. She noted that several positions below the market might need to be reclassified. Dr. Melvin presented two options to consider in realigning with the market. Option 1 is an increase of the current grid by 5%. In this option, several positions remain below the market by up to 15%. She noted the budget impact is \$132,744.56, or a 4.44% increase from 2022. Option 2 is a market adjustment bringing the minimum to 106% above market and the maximum to 111% above maximum. Dr. Melvin noted the plan does not include a COLA for 2023; other cities would be adjusting to the market, probably a 3%, and would balance the rate increases. This option would push competitiveness in the market. Dr. Melvin stated that the working group also requested consideration for longevity. She noted that 20 of the 47 non-union employees have ten years or more experience with the City. She said to recognize those with tenure for pay Option 1 would have an impact of \$40,804.26; Option 2 would have an impact of \$36,834.98.

Mayor Dehen requested clarification on what the ongoing maintenance would include. Dr. Melvin indicated it would consist of a review of job descriptions to determine if the positions are misaligned. City Administrator McCann stated that several positions had increased responsibilities in the past year, and a review of those positions would be included in the first year. Council Member Norland said she would like to consider Option 2 and longevity. Mayor Dehen requested feedback from Council Members concerning which option to consider. Council asked staff to consider Option 2 with longevity at the next Council Meeting. City Administrator McCann noted that Option 2 is just slightly above the proposed budget for personnel costs.

COUNCIL WORK SESSION December 12, 2022

200 Block Belgrade Avenue

City Engineer Sarff reported that the City prepared a Belgrade Avenue Corridor Study in 2017, which provided several options for future improvements in the 200 block of Belgrade Avenue. The study considered maintaining the 4-lane section or converting it to a 3-lane section, with two alternatives for the Range Street intersection. Issues identified during the study included traffic speeds, pedestrian crossing safety, and opportunities for additional streetscape space. Other factors to consider when looking at the project include existing streetlight and event power systems in poor condition, and existing sidewalks in poor condition. The current 4lane street does not allow for ADA compliance of the sidewalks. MnDOT is planning improvements to the TH169/Belgrade Avenue interchange in 2027 which will likely require the closure of the 200 block of Belgrade. This project would allow the City to consider modifications to the geometric layout in the 200 block. Federal funding may be available for improvements to the 200 block of Belgrade Avenue and/or the City's share of TH 169/Belgrade Avenue interchange improvements. City Engineer Sarff reviewed possible variations for the reconstruction of the block. Options 1.1 and 2.1 were very similar to each other; option 1.1 included a 4-way stop and dedicated left turn lane at Range Street, and 2.1 included a 4-way stop and combined left/thru lane at Range Street. Options 1.2 and 2.2 were the same options as Options 1.1 and 2.1 with the addition of a mid-block crossing. Option 3.1 was a 3-lane section with a mini-roundabout at Range Street, and 3.2 included a mid-block crossing. City Engineer Sarff provided pictures of a mini-roundabout. He reported that the estimated expenditures for layouts 1 & 2 were similarly priced at \$1,788.000, and the mini-roundabout was estimated at \$1,979,000. Funding for the project included Federal Funding, Municipal State Aid Funding, and City Funds.

Council discussion included eliminating the mid-block crossing due to the lack of use noted in other locations. It was pointed out that often the crossing would be ignored for jaywalking. It was determined not to move forward with a roundabout but instead proceed with either option 1.1 or 2.1, working to coordinate the timing with MnDOT's work on the TH169/Belgrade Avenue interchange in 2027. City Engineer Sarff noted that to move forward with the timing, the City will need to apply for Federal Funding within the next month. He suggested bringing the project forward at the last meeting in December or the first meeting in January. After meeting with businesses along the route. Council agreed to look at the project in the next few meetings.

Managed Natural Lawn Area

City Planner Lassonde reported he was requested to provide a side-by-side comparison to the City of North Mankato City Code Section 90.112, "Managed Natural Lawn Area" (MNLA) and Mankato City Code Section 6.18, "Maintenance of Vegetation" to help determine if revisions to Section 90.112, "Managed Natura Lawn Area" are desirable.

City Planner Lassonde reviewed the establishment of the City of North Mankato's ordinance to manage natural lawns. He noted that research began in 2020 with staff researching existing regulations and guidance from nine other Minnesota cities. In January 2021, the City of North Mankato adopted City Code Section 90.112, which permitted the installation of MNLAs on residential properties to an extent determined to be acceptable based on the research. The ordinance intends to ensure the conversion of portions of conventional, residential turfgrass lawns to a natural state, or MNLA , is guided and managed.

COUNCIL WORK SESSION December 12, 2022

City Planner Lassonde reported five areas reviewed between the City of North Mankato's and Mankato's codes. Intent: both cities recognized the citizens' desires to have native vegetation and that it is good for the environment, and that installation needs to be managed to avoid nuisance. Applicability, North Mankato targets residential neighborhoods, while Mankato's applies to all properties with exempt property types listed. Requirements: North Mankato has more significant provisions for limiting the extent of MNLA lot coverage and includes more significant setbacks than Mankato does. The cities have similar language regarding eliminating turf grass and other vegetation. Both towns also require the annual cutting of the MNLA to be no greater than 12 inches in height. Failure to Maintain: North Mankato monitors MNLAs that don't meet City Code primarily through observations by the Weed Inspector triggered by neighbor complaints. The City of Mankato monitors all properties through a permitting process. Permitting: North Mankato doesn't require a permit to install an MNLA, while Mankato does.

City Planner Lassonde noted that the North Mankato City Council planned on reviewing the Ordinance after it had been in place to see if changes needed to be made to maintain or improve the ordinance.

A discussion was held concerning residential implementation with Community Development Director Fischer noting that the City does not track those participating. Attorney Chris Kennedy suggested Council monitor the use of the Ordinance through the summer and gauge interest from the community for changes to the Ordinance. Attorney Kennedy suggested the City Council may want to consider expanding the opportunity to commercial or industrial properties as they may be interested in adding natural lawn areas.

Attorney Kennedy addressed the consideration of a formal apology to the Borchardts concerning the City's determination that they were not in compliance with the former City Code concerning weed and grass control. Attorney Kennedy did not support an apology because the Council had all the information before moving forward with the abatement process. He stated that the Court of Appeals' two main issues should be considered to be addressed by changing the ordinance. The two main topics included what determined reasonable numbers of citizen complaints and a vague definition of rank vegetation. He noted that the best way to address the issue would be to address the ordinance.

Council discussed extending the natural lawn area to commercial properties and starting the consideration by polling local businesses to gauge their interest. Council also discussed waiting until the end of 2023 to review the ordinance.

Private Development Discussion

City staff presented a map showing all of the city's private developments. The City does not maintain private developments.

Attorney Kennedy reported that a Home Owner's Association maintains private developments, roads, and infrastructure. This occurs because the developer chooses to manage the development without public funding and does not meet the City's more restrictive development requirements. The development is private and responsible for maintaining those streets and utilities. The City designates those areas by naming the streets "trails".

A discussion was held concerning the idea that many of those living on these trails are unaware that their HOA dues should also be used to pay for street and utility repairs. City Council directed staff to look at other communities to determine how those areas can be designated and new owners informed of the requirements.

Indoor Recreation Discussion

City Administrator McCann reported that RW Carlstrom updated the estimated costs for the proposed indoor recreation facility. Between April and December, the anticipated cost for the facility increased from \$21,135,100 to \$23,172,914. A discussion was held concerning funding and increasing the bonding request at the legislature and the sales tax extension.

Mayor Dehen requested that staff reach out to the user groups to see about continued interest and support due to the reduced courts being discussed to minimize costs. Moving forward may be challenging if the user groups are no longer interested.

Council Member Norland moved, seconded by Council Member Steiner, to adjourn the Council Work Session at 1:26 pm.

Mayor

City Clerk

The Free Press ΜΕΠΙΑ

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P.O. Box 3287, Mankato, MN 56002 www.mankatofreepress.com phone: (507) 344-6314, fax: (507) 625-1149

Affidavit of Publication

STATE OF MINNESOTA, COUNTY OF BLUE EARTH, SS.

Steve Jameson, being duly sworn, on oath states as follows: 1.1 am the publisher of The Free Press, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

The printed notice which is attached was cut from the columns of said newspaper, and was printed and published the following dates: 12/07/22, and printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice: abcdefahijklmnoporsluvwxvz

4. The Publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows: <u>35.33</u>. 5. Pursuant to Minnesota Statutes §580.033 relating

to the publication of mortgage foreclosure notice: The newspaper's known office is located in Blue Earth County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

Public Notice December 7, 2022 NOTICE OF PUBLIC HEARING ON STORMWATER AND ANNUAL STORMWATER POLLUTION PREVENTION PROGRAM (SWPPP) REVIEW NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota at 7 pm on December 19, 2022, to hold a public hearing to provide an opportunity for the public to provide input on the ad-equacy of the City's Stormwater Pollution Prevention (SWPPP). Program

Such persons as desire to be heard with reference to the Stormwater Pollution Prevention Program will be heard at this meeting. Dated this 5th day of December

2022 Anril Van Genderen

<u>City Clerk</u> City of North Mankato

FURTHER YOUR AFFIANT SAITH NOT.

By:

Steve Jameson, Publisher

Sworn to and subscribed before me, this day 12/07/2022

Notary Public



NOTICE OF PUBLIC HEARING ON STORMWATER AND ANNUAL STORMWATER POLLUTION PREVENTION PROGRAM (SWPPP) REVIEW

NOTICE IS HEREBY GIVEN that the City Council of the City of North Mankato, Minnesota, will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, Minnesota at 7 pm on December 19, 2022, to hold a public hearing to provide an opportunity for the public to provide input on the adequacy of the City's Stormwater Pollution Prevention Program (SWPPP).

Such persons as desire to be heard with reference to the Stormwater Pollution Prevention Program will be heard at this meeting.

Dated this 5th day of December 2022

April Van Genderen City Clerk City of North Mankato



Real People. Real Solutions.

1960 Premier Drive Mankato, MN 56001-5900

> Ph: (507) 625-4171 Fax: (507) 625-4177 Bolton-Menk.com

MEMORANDUM

Date: December 12, 2022

To: Kevin McCann, City Administrator

From: Daniel R. Sarff, P.E., City Engineer

CC: Michael Fischer, Community Development Director

Subject: Public Hearing to Receive Input on the Adequacy of the City of North Mankato's Stormwater Pollution Prevention Program (SWPPP)

The Minnesota Pollution Control Agency (MPCA) administers the requirements of the federal Clean Water Act in addition to its own State Disposal System requirements. At the MPCA, the Stormwater Program includes three general stormwater permits, including the Municipal Separate Storm Sewer System (MS4) Permit. The MS4 General Permit is designed to reduce the amount of sediment and pollution that enters surface and ground water from storm sewer systems to the maximum extent practicable. Because the City of North Mankato has a population greater than 10,000, it must comply with the MS4 permit requirements.

The City's MS4 permit requires the City to develop and maintain a stormwater pollution prevention program (SWPPP) that incorporates best management practices (BMPs) applicable to their City. The SWPPP describes the City's plan to meet each of the six Minimum Control Measures described by the permit. They are:

- No. 1 Public Education and Outreach on Stormwater Impacts: Distribute educational materials and perform outreach activities to inform citizens about the many ways stormwater becomes polluted and the impacts polluted stormwater runoff discharges can have on water quality.
- No. 2 Public Participation and Involvement: Provide opportunities for citizens to participate in program development and implementation, including effectively publicizing public meetings and/or encouraging citizen representatives on a stormwater management panel or committee.
- No. 3 Illicit Discharge Detection and Elimination (IDDE): Develop and implement a plan to detect and eliminate illicit discharges to the storm sewer system including developing a system map and informing the community about the hazards associated with illegal discharges and improper disposal of waste.
- No. 4 Construction Site Stormwater Runoff Control: Develop, implement, and enforce an
 erosion and sediment control program including ordinances for construction activities that
 disturb 1 or more acres of land. The City does have the freedom to extend and enforce this type
 of rule on some smaller area if it so desires.

Memorandum – Proposed Stormwater Ordinance Updates December 12, 2022 Page 2

- No. 5 Post-Construction Stormwater Management in New Development and Redevelopment: Develop, implement, and enforce a program to address discharges of post-construction storm water run-off from new development and redevelopment areas.
- No. 6 Pollution Control and Good Housekeeping for Municipal Operations: Develop and implement a program with the goal of preventing or reducing pollutant runoff from municipal operations.

The tasks described are not one-time efforts - they will continue throughout the permit period and beyond to maintain water quality. Progress continues to be made on an annual basis in the various tasks listed in the SWPPP.

The MPCA issued coverage for the City of North Mankato under the new General Permit on September 13, 2021. The SWPPP was updated in 2022 to reflect the requirements in the re-issued permit and the updated adopted by the City Council on October 3, 2022. The updated SWPPP is attached. The City Council also adopted changes to the City Ordinances dealing with stormwater at the same meeting.

The MS4 permit includes a requirement that the City provide a minimum of one opportunity each year for the public to provide input on the adequacy of the City's SWPPP. This opportunity will be provided at the December 19th council meeting during the Public Hearing portion of the agenda. I will be at the council meeting to address any questions from the Council or the public.



MS4 Stormwater Pollution Prevention Plan

City of North Mankato, MN September 2022



Prepared by:

Bolton & Menk, Inc. 1960 Premier Drive Mankato, MN 56001 P: 507-625-4171 F: 507-625-4177 BMI Project No. 0M1.123853

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BMP Summary Sheet Unique BMP MCM1: Public Education and Outreach

MS4 Name:	City of North Mankato
Minimum Control Measure:	MCM1 Public Education And Outreach
BMP Title:	MCM1 Public Education and Outreach
MNR040000 Permit Reference:	Lines 16.1 - 16.9

BMP Description:

A public education program to distribute educational materials or equivalent outreach that informs the public of the impact stormwater discharges have on waterbodies and that includes actions citizens, businesses, and other local organizations can take to reduce the discharge of pollutants to stormwater.

Based on the EPA EJScreen report (Updated in 2022) the Population of North Mankato is approximately 13,480 and has the following demographics.:

	North Mankato, MN	State of MN
Low Income	20%	24%
Linguistically Isolated	2%	2%
Less Than High School Education	4%	7%
Under Age 5	7%	6%
Over Age 64	16%	15%

The City has identified that property owners, residents, and businesses in the City of North Mankato seek information via the City's official newspaper, City website, and City Facebook Page.

The education program will include the distribution of written educational items for each of the following topics:

- Household chemical disposal
 - o The City will coordinate with the County for this educational outreach and event.
- Yard waste/composting
- Illicit discharge recognition and reporting
- Deicing salt impacts on receiving waters, methods to reduce use, and proper storage
- Pet waste impacts receiving waters, management of pet waste, and the City Code.

The City will use the official newspaper, City website, and City Facebook Page to distribute written educational items. The City may use additional methods of outreach such as radio and utility bill inserts from time to time to supplement the other methods used.

Written materials will be in English. The City will provide copies of written educational materials in alternative formats or languages upon request. Requests can be made via the email or phone numbers posted on the City website or in person at City Hall.

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

BMP Documentation and Measurable Goals:

Activities held

• At least one per calendar year,

Educational materials distributed

- At least one seasonally appropriate educational material will be prepared and distributed each quarter.
- Dates, description, and estimated audience.

Document any feedback or requests for alternative educational material format from the Public and the City's Action because of that feedback or request.

• The City will respond to all feedback or requests within 5 regular business days.

BMP Review and Update:

This BMP will be reviewed each calendar year in advance of the MS4 Annual Report. The annual review will include an assessment of program compliance, and the measurable goals, and determine any necessary or desirable BMP improvements.

Necessary changes to the BMP will be documented as part of the MS4 Annual Reporting. Changes to the BMP will be implemented within 60-calendar days of the MS4 Annual Report being submitted.

Schedule:

	Quarterly	Post seasonal materials and create links on the City website & City Facebook Page
	Quarterly	Provide written information to City's Official Newspaper
	As Needed	Radio and Utility Billing Inserts
	Ongoing	BMP Documentation and Measurable Goals
	Annual	BMP Review and update as needed.
Responsible Party for this BMP:		
	Title:	City Administrator or his designee
	Contact Phone:	(507) 625-4171
	Contact E-mail:	kmccann@northmankato.com
	Other(s):	Bolton & Menk will provide informational items for public outreach each month. City will coordinate household chemical disposal outreach with the County.

BMP Summary Sheet Unique BMP MCM2: Public Participation/Involvement

MS4 Name: City of North Mankato Minimum Control Measure: MCM2 Public Participation/Involvement BMP Title: MCM2 Public Participation/Involvement MNR040000 Permit Reference: Lines 17.1 – 17.8

BMP Description:

A Public Participation/Involvement program to solicit public input on the SWPPP and involve the public in activities that improve or protect water quality.

The permit requires that the permittee provide a minimum of one opportunity for the public to provide input on the adequacy of the Stormwater Pollution Prevention Plan (SWPPP). To meet this requirement, the City will post the SWPPP on the City website. Comments will be accepted at any time and may be submitted via the contact information on the website or at the public comment period of any regularly scheduled City Council Meeting.

The annual reports, enforcement response procedures (ERPs), and stormwater ordinances are available to the public upon request. Requests can be made via the email or phone numbers posted on the City website or in person at City Hall.

The permit requires that the permittee must provide a minimum of one public involvement activity that includes pollution prevention or water quality theme. To meet this requirement the City will coordinate a household hazardous waste collection day with the County.

BMP Documentation and Measurable Goals:

Document all oral and written input regarding the SWPPP submitted by the public.

• The City will respond to all feedback within 5 regular business days.

Document the City's responses to public input and any revisions to the SWPPP.

- Activities held
 - o At least one per calendar year,
 - o Document dates, description, and estimated audience.

BMP Review and Update:

This BMP will be reviewed each calendar year in advance of the MS4 Annual Report. The annual review will include an assessment of program compliance, and the measurable goals, and determine any necessary or desirable BMP improvements.

Necessary changes to the BMP will be documented as part of the MS4 Annual Reporting. Changes to the BMP will be implemented within 60-calendar days of the MS4 Annual Report being submitted.

Schedule:	
Annually	Post a public notice soliciting comments on the SWPPP.
Annually	Provide a public involvement event.
Ongoing	BMP Documentation and Measurable Goals
Annual	BMP Review and update as needed.
Responsible Party for	this BMP:
Title:	City Administrator or his designee
Contact Phone:	(507) 625-4171
Contact E-mail:	kmccann@northmankato.com
Other(s):	City Clerk will post the public notice.
	Parks and Public Works employees will assist with the public involvement event.
	Public Works Department employees will provide feedback.

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

3

BMP Summary Sheet

Unique BMP MCM3: Illicit Discharge Detection and Elimination (IDDE)

MS4 Name: City of North Mankato Minimum Control Measure: MCM3 Illicit Discharge Detection And Elimination BMP Title: MCM3 Illicit Discharge Detection and Elimination

MNR040000 Permit Reference: Lines 18.1 – 18.18

BMP Description:

A program to detect and eliminate illicit discharges into the MS4.

The City will annually maintain and update a map(s) of the MS4 that includes:

- All pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes,
- Outfalls labeled with a unique identification (ID) number, and geographic coordinates,
- Structural stormwater BMPs,
- All receiving waters, and
- Inventory of priority areas identified as having a higher likelihood of illicit discharges. Areas will be determined based on:
 - o Zoning,
 - Previous known or suspected IDDE, and
 - o Areas with storage of significant materials that could result in an illicit discharge

The City Code prohibits non-stormwater discharges to the City's stormwater system, except for those nonstormwater discharges authorized in item 3.2 of the MS4 General Permit. The

The City Code requires owners or custodians of pets to remove and properly dispose of feces on City property.

At least once per year, outfalls will be inspected for illicit discharge. This inspection will be done during dry weather conditions (e.g., periods of 72 or more hours of no precipitation).

City Field Staff will receive training at least once per year to recognize IDDE. Training will be done using videos, handouts, posted materials, and in some cases attendance at outside events. The type and level of training will be determined based on the work duties and responsibilities.

- City Staff will report suspected IDDE to their direct supervisor.
- The direct supervisor will verify the report and follow the checklist for IDDE.
- Field staff to be trained includes but is not limited to police, fire department, public works, and parks staff.
- Training for IDDE may include, but is not limited to, videos, in-person presentations, webinars, training documents, and/or emails.

The City may contract for investigating, locating, eliminating illicit discharges, and/or enforcement or designate one or more City Staff to complete this task. City Staff designated to complete this task will receive training every three (3) calendar years following the initial training.

BMP Written Procedures for this BMP:

Investigating, Locating, and Eliminating the Source of Illicit Discharge:

The following written procedure will be followed for investigating, locating, and eliminating the source of illicit discharges.

- Timeframe:
 - Reports of Illicit Discharge Received from the Public to the City via email, phone call, or visit to the City Hall:
 - An appropriate City Staff member from the Public Works or Parks Department or a Consultant will be dispatched to inspect the site. The IDDE Checklist will be used to evaluate the suspected IDDE and determine the next steps.
 - A response to the person(s) making the initial report will be made within 5 regular business days of the report being received.
 - Reports of Illicit Discharge Received from Emergency Responders (e.g. Fire or Police) 911 report:
 - The report will be forwarded to the Public Works non-work hours emergency on-call.
 - The on-call Staff member will use the IDDE Checklist to evaluate the suspected IDDE and determine the next steps.
 - Reports of Illicit Discharge Received from City Staff that are not related to an emergency response action:
 - The Field Staff will report the suspected IDDE to their immediate supervisor. The Supervisor will determine the urgency of the report and refer it accordingly.
 - report and determine using the IDDE Checklist if further investigation is necessary.
 - An appropriate City Staff member from the Public Works or Parks Department or a Consultant will be dispatched to inspect the site. The IDDE Checklist will be used to evaluate the suspected IDDE and determine the next steps.
- Available Tools and Methods to Detect and Track the Source of an Illicit Discharge:
 - When possible, the person inspecting the suspected IDDE will attempt to track the source by visually inspecting and following suspected IDDE upstream to determine the source and type of discharge.
 - When visual inspection is not possible, or if the source cannot be easily identified, the City may use storm sewer televising, water sampling and testing, smoke tests, dye tests, or other methods. The City Manager will determine with Consultant services are appropriate to assist with these actions.
 - Maps of the City stormwater collection system will be utilized to identify the upstream structure locations.
- IDDE Containment and Cleanup Methods:
 - IDDE Containment and Cleanup may require specialized training and equipment. City Staff will not attempt to contain or cleanup material if those actions would interfere with an emergency responder or if it would put themselves into a situation that requires PPE that they do not have training to use or availability at the site.
 - o Cleanup methods for IDDE will depend on the source and composition.
 - When possible, City Staff will attempt to stop a suspected illicit discharge from entering a receiving water by containing the material by placing a sandbag or other block in the municipal storm conveyance system downstream of the suspected IDDE.
 - The City Manager will be notified as soon as possible about the extent and potential impacts of identified IDDE.
 - The City Manager will direct the reporting of the identified IDDE to the State Duty Officer and determine if Consultant assistance is appropriate.
 - The City will follow the directions of the State Duty Officer.

- A clean-up plan will be developed and implemented.
- The City will implement the appropriate Enforcement Response Procedures depending on the IDDE.

Spill Response:

The following written procedure will be followed for responding to spills, including emergency response procedures to prevent spills from entering the MS4.

- Spill Avoidance:
 - o Field Staff will be trained on spill avoidance for the duties assigned to them.
- Spill Response Checklist:
 - o Field Staff will be trained on Spill Response and provided a Spill Response Checklist.
 - The Checklist includes:
 - How to identify a spill,
 - Steps to contain a spill,
 - Who and when to notify about a spill,
 - All spills that meet the criteria listed don the Spill Response Checklist will be reported to the City Manager.
 - The City Manager will:
 - Direct the reporting of the Spill to the State Duty Officer,
 - Direct any City Cleanup Response, and
 - Determine if Enforcement Response Procedures are appropriate

Receipt of Stormwater Reports, Complaints, and Concerns:

The following written procedure will be followed for receipt of reports, complaints, and concerns.

- The contact information for the City will be posted on the City Website.
- Complaints that are received will be forwarded to the City Manager.
- The City Manager will review the complaint and determine next steps, including but not limited to initiating action under the City's ERPs.

Written Enforcement Response Procedures (ERPs):

The City maintains written ERPs as described in this SWPPP and the City Code.

BMP Documentation:

Document all training:

- o Date,
- o Attendees' names and departments, and
- General subject matter covered.

Document Stormwater Reports and Complaints:

- Date and source of the report, and
- o City response to the report.
- Document all Enforcement Actions required under this BMP:
 - \circ name of the person responsible for violating the terms and conditions of the permittee's
 - regulatory mechanism(s)
 - date(s) and location(s) of the observed violation(s)
 - o description of the violation(s),
 - o corrective action(s) (including completion schedule) issued by the City,
 - o referrals to other regulatory organizations (if any), and
 - o date(s) violation(s) resolved.

BMP Review and Update:

This BMP will be reviewed each calendar year in advance of the MS4 Annual Report. The annual review will include an assessment of program compliance, and the measurable goals, and determine any necessary or desirable BMP improvements.

Necessary changes to the BMP will be documented as part of the MS4 Annual Reporting. Changes to the BMP will be implemented within 60-calendar days of the MS4 Annual Report being submitted.

Schedule:	
Annually	Field Staff Training (Training may be broken up to be seasonally appropriate.)
Annually	BMP, Written Procedure, Checklist, and ERPs review and update as needed.
Ongoing	BMP Documentation
Responsible Party for this BMP:	
Title:	City Administrator or his designee
Contact Phone:	(507) 625-4171
Contact E-mail:	kmccann@northmankato.com
Others(s):	Supervisors will schedule and document all field staff receive training.
	Field staff will complete assigned training.
	Bolton & Menk will provide training material.

BMP Summary Sheet

Unique BMP MCM 4: Construction Site Stormwater Runoff Control

MS4 Name: City of North Mankato

Minimum Control Measure:MCM4 Construction Site Stormwater Runoff ControlBMP Title:MCM4 Construction Site Stormwater Runoff ControlMNR040000 Permit Reference:Lines 19.1 – 19.16

BMP Description:

A Construction Site Stormwater Runoff Control program for construction activity with a land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale

The permit requires that the permittee must develop, implement, and enforce a regulatory mechanism(s) that establishes requirements for erosion, sediment, and waste controls that is at least as stringent as the Agency's most current permit. The City Code requires projects to meet or exceed the requirements of the MN Construction Stormwater General Permit to Discharge Stormwater Associated with Construction Activity No. MNR100001.

The permit requires that the permittee's regulatory mechanism(s) to require site plans be submitted for review before the beginning of construction. §11.41 of the City Code meets this requirement.

City Staff performing site plan reviews and site inspections will receive training at least once per year for these duties. The type and level of training will be determine based on the work duties and responsibilities. Previously trained individuals will receive a refresher-training at least every three calendar years following the initial training.

BMP Written Procedures for this BMP:

Site Plan Reviews:

The following written procedure will be followed for Site Plan Review before the start of all construction activity.

- Sites that disturb 1.0 acres or more/Projects less than one acre that are part of a larger common plan of development or sale:
 - A written notice will be provided to the party that submitted the application to the City and the Property Owner of the need to apply for and obtain coverage under the CSW Permit,
 - A written checklist, consistent with the CSW and the City Code will be used to document the plan review. The checklist is based on the MPCA checklist (wq-strm2-47) modified to fit the needs of the City.
 - A copy of the checklist will be kept with the permit application for a period of not less than 3calendar years from the date of all City permits being closed.
- Sites that disturb less than 1.0 acres and are not part of a larger common plan of development or sale:
 - A checklist will be used for the plan review.
 - The checklist may be discarded once the permit is approved.

Site Inspections:

The following written procedure will be followed for Site Inspections during construction activity.

- Sites that disturb 1.0 acres or more/Projects less than one acre that are part of a larger common plan of development or sale:
 - A written checklist, consistent with the CSW and the City Code will be used during site inspections. The checklist is based on the MPCA checklist (wq-strm2-36) modified to fit the needs of the City.
 - o Sites will be spot inspected. All items on the checklist may not be included in each inspection.

- Sites that disturb less than 1.0 acres and are not part of a larger common plan of development or sale:
 No checklist will not typically be required or used for sites that fall into this category.
 - Erosion and sediment control on these sites will be inspected:
 - During routine inspections by the building inspector, and
 - In response to complaints or concerns reported to the City.

High-Priority/Low-Priority Sites for Inspections:

The following written procedure will be followed to determine high and low priority sites for inspections.

- Sites that do not require a CSW and area not located in the Shoreland Area will be considered Low Priority.
 The City goal is to inspect all high-priority sites every 7 calendar days, but no less than every 14 calendar days.
- All other sites will be considered high priority.
 - The City will inspect low-priority sites during routine inspections by the building inspector, but no less than every 30 calendar days.
- All complaints or concerns reported to the City will be inspected within 5 regular business days of the City receiving the complaint or concern.

Receipt of Stormwater Reports, Complaints, and Concerns:

Refer to the written procedures section of MCM3 Illicit Discharge Detection And Elimination of this SWPPP for the written procedure for receipt of stormwater reports, complaints, and concerns.

Written Enforcement Response Procedures (ERPs):

The City maintains written ERPs as described in this SWPPP and the City Code.

BMP Documentation:

Document all Plan Reviews:

- Project name and Location,
- Total acreage to be disturbed,
- Property Owner and Construction Contractor (if known),
- For sites that are required to obtain coverage under the CSW Permit
 - o Proof of coverage under the CSW Permit,
 - o Calculations for the permanent stormwater treatment system,
 - o Water quality volume treated compared to required water quality volume,
 - Any "higher level of engineering" used to justify deviation from the CSW or MS4 Permit Requirements.
 - All legal agreements related to stormwater:

Refer to the BMP Documentation section of MCM3 Illicit Discharge Detection and Elimination of this SWPPP for the items required to be documented for:

- Training,
- Receipt of Stormwater Reports, Complaints, and Concerns, and
- Enforcement Actions

BMP Review and Update:

This BMP will be reviewed each calendar year in advance of the MS4 Annual Report. The annual review will include an assessment of program compliance, and the documented information, and determine any necessary or desirable BMP improvements.

Necessary changes to the BMP will be documented as part of the MS4 Annual Reporting. Changes to the BMP will be implemented within 60-calendar days of the MS4 Annual Report being submitted.

Schedule:	
Annually	Staff Training
Annually	BMP, Written Procedure, Checklist, and ERPs review and update as needed.
Ongoing	BMP Documentation
Responsible Party for th	is BMP:
Title:	City Administrator or his designee
Contact Phone:	(507) 625-4171
Contact E-mail:	kmccann@northmankato.com
Others:	Supervisors will schedule and document staff receive training appropriate to their duties. Staff will complete assigned training. Bolton & Menk will provide training material.

BMP Summary Sheet

Unique BMP MCM5: Post-Construction Stormwater Management

MS4 Name:	City of North Mankato
Minimum Control Measure:	MCM5 Post-Construction Stormwater Management
BMP Title:	MCM5 Post-Construction Stormwater Management
MNR040000 Permit Reference:	Lines 20.1 – 20.23

BMP Description:

A Post-Construction Stormwater Management program that prevents or reduces water pollution after construction activity is completed for construction activity with land disturbance of greater than or equal to one acre, including projects less than one acre that are part of a larger common plan of development or sale, within the permittee's jurisdiction and that discharge to the permittee's MS4.

The City ordinance requires the submittal of site plans with post-construction stormwater management BMPs designed with accepted engineering practices for review before permit approval. Construction may not begin until permit approval is received.

The City Code requires owners of construction activity to treat the water quality volume to meet or exceed the current CSW requirements. The City Code includes wording to meet the requirements of the 2013 MS4 General Permit.

The City maintains a mapped inventory of structural stormwater BMPs owned by the City.

A legal agreement such as a Development Agreement or similar document will be required for:

- New structural stormwater BMPs constructed that are intended to be owned and operated by a nongovernment party. The document will lay out requirements for long-term maintenance and provide access for City inspection.
- When cash payment or donation of land is made instead of construction of required structural BMPs, and
- When construction of required structural BMPs will not be completed within 24 calendar months of the start of the construction activity.

City Staff performing site plan reviews and inspecting structural BMPs will receive training at least once per year for these duties. The type and level of training will be determined based on the work duties and responsibilities. Previously trained individuals will receive refresher training at least every three calendar years following the initial training.

BMP Written Procedures for this BMP:

Refer to the written procedures section of MCM4 Construction Site Stormwater Control of this SWPPP for the written procedure for site plan reviews.

Written Enforcement Response Procedures (ERPs):

The City maintains written ERPs as described in this SWPPP and the City Code.

BMP Documentation:

Refer to the BMP Documentation section of MCM3 Illicit Discharge Detection and Elimination of this SWPPP for the items required to be documented for:

- Training, and
- Enforcement Actions

Refer to the BMP Documentation section of MCM4 Construction Site Stormwater Control of this SWPPP for the items required to be documented for site plan reviews.

BMP Review and Update:

This BMP will be reviewed each calendar year in advance of the MS4 Annual Report. The annual review will include an assessment of program compliance, and the measurable goals, and determine any necessary or desirable BMP improvements.

Necessary changes to the BMP will be documented as part of the MS4 Annual Reporting. Changes to the BMP will be implemented within 60-calendar days of the MS4 Annual Report being submitted.

Schedule:		
Sept. 2022	• The City Code will be updated to match the 2020 MS4 General Permit.	
	 The mapped inventory of BMPs will be updated to add those not owned or operated by the City. 	
Ongoing	BMP Documentation	
Annual	BMP Review and update as needed.	
Responsible Party for this BMP:		
Title:	City Administrator or his designee	
Contact Phone:	(507) 625-4171	
Contact E-mail:	kmccann@northmankato.com	
Others:	City Council will amend the City Code to match the 2020 MS4 General Permit GIS Staff will update the mapped inventory of BMPs Supervisors will schedule and document staff receive training appropriate to their duties. Staff will complete assigned training. Bolton & Menk will provide training material and code revision recommendations.	

BMP Summary Sheet

Unique BMP MCM6: Pollution Prevention/Good Housekeeping for Municipal Operations

MS4 Name:	City of North Mankato
Minimum Control Measure:	MCM6 Pollution Prevention/Good Housekeeping for Municipal Operations
BMP Title:	MCM6 Pollution Prevention/Good Housekeeping
MNR040000 Permit Reference:	Lines 21.1 – 21.15

BMP Description:

An operations and maintenance program that prevents or reduces the discharge of pollutants to the MS4 from City-owned/operated facilities and operations.

The City maintains a mapped inventory of City-owned/operated facilities that may contribute pollutants to stormwater discharges.

The City reviews good housekeeping BMPs and implements new BMPs when feasible to prevent or reduce pollutants in stormwater discharges. Sample good housekeeping BMPs implemented by the City include:

- Waste disposal and storage, including dumpsters protected from contact with stormwater.
- Management of temporary and permanent stockpiles of materials such as street sweepings, snow, sand, and sediment removal piles
 - When feasible stockpiles are protected from contact with stormwater, and
 - o Sediment controls at the base of stockpiles on the downgradient perimeter.
- Vehicle fueling, washing, and maintenance in designated areas only.
- Routine sweeping of municipal streets and parking lots.
- Annual Training for City Staff commensurate with individual's responsibilities as they relate to the permittee's SWPPP, including:
 - to recognize illicit discharge risks and implement controls to avoid them during normal duties. (e.g. park maintenance, pothole repair, paving activity, etc.)
 - o use and location of Spill Kits
 - o use of appropriate erosion and sediment controls during soil disturbing activity
 - o proper use of herbicides, pesticides, fertilizers, and deicing materials
 - o reporting and assessment activities
 - o address the importance of protecting water quality

The City owned/operated salt storage areas are covered and on an impervious surface. Material loading and unloading are done in a designated area and spilled salt is swept up to avoid loss of salt.

BMP Written Procedures for this BMP:

Refer to the BMP written procedures section of MCM3 Illicit Discharge Detection and Elimination of this SWPPP for the written procedure for:

- Investigating, Locating, and Eliminating the Source of Illicit Discharge, and
- Spill Response

Determining TSS and TP Treatment Effectiveness

The following written procedure is for the purpose of determining the Total Suspended Solids (TSS) and Total Phosphorus (TP) treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater. These procedures are not used to determine stormwater credits.

- The City will use a literature-based approach to assess stormwater pond effectiveness.
 - Pollutant removal percentages for stormwater pond BMPs vary. Values for TP and TSS include a range of values, from lowest to highest percent removal, observed in the literature. (*Pollutant Removal Percentages for Stormwater Pond BMPs. Minnesota Pollution Control Agency, 15 July 2015*)
 - 1. TSS (Low-median-high): 60-84-90
 - 2. TP (Low-median-high): 34-50-73
- Staff will evaluate the pond's design, construction, and maintenance before assigning TSS and TP effectiveness. Staff will use their best judgment when records or data are not available.
 - New ponds will be assigned estimated effectiveness based on the design and construction of the pond. Ponds will be reevaluated during subsequent inspection cycles for reduced effectiveness.
 - Existing ponds that have reduced detention times due to sediment build-up but are receiving regular maintenance and still effectively functioning in removing sediment will be assigned median effectiveness.
 - 1. TSS 84%
 - 2. TP 50%
- Existing ponds that have a substantial reduction in detention times due to sediment build-up (50%) and are receiving regular maintenance, but sediment removal is significantly diminished by the buildup, will be assigned low effectiveness.
 - 1. TSS 60%
 - 2. TP 34%
- Existing ponds that have a substantial reduction in detention times due to sediment build-up such that there is no sediment removal after precipitation events will be assigned zero effectiveness.
- Existing ponds that have been dredged to remove sediment build-up and restored to original design parameters will be assigned their original expected effectiveness.
 - 1. TSS 90%
 - 2. TP 73%
- In any situation above, staff may assign lower pond effectiveness if they determine that the original design and/or construction and/or existing maintenance preclude the pond from effectively removing sediments. Assigned values can range anywhere from 0-90% for TSS and 0-73% for TP.
- Staff will use the Minnesota Stormwater Manual wiki Design Criteria for Stormwater Ponds http://stormwater.pca.state.mn.us/index.php/Design_criteria_for_stormwater_ponds) as a guide during pond evaluation.
- Staff will complete a visual inspection to ensure that there is not significant sediment buildup, hydrologic short-circuiting, or repairs/maintenance needed that would affect sediment or nutrient removal effectiveness.
- Pond effectiveness will be conducted in conjunction with the City's stormwater pond inspection cycle which runs concurrently with the MS4 General Permit cycle.
- Based on inspection findings, repair, replacement, or maintenance measures will be scheduled as necessary are necessary to ensure the structural integrity and proper function of structural stormwater BMPs and outfalls. The City will complete necessary maintenance as soon as possible. If necessary, maintenance cannot be completed within one year of discovery, the permittee must document a schedule(s) for completing the maintenance.

The information included or referenced on this Summary Sheet is intended to meet all SWPPP requirements for this BMP.

BMP Documentation: Refer to the BMP Documentation section of MCM3 Illicit Discharge Detection and Elimination of this SWPPP for the items required to be documented for: Training, • Investigating, Locating, and Eliminating the Source of Illicit Discharge, and Spill Response • Document the following information associated with the operations and maintenance program: date(s) and a description of maintenance conducted as a result of inspection findings, including whether or not an illicit discharge is detected, and schedule(s) for maintenance of structural stormwater BMPs and outfalls, Document pond sediment excavation and removal activities, including: a unique ID number and geographic coordinates of each stormwater pond from which sediment is removed. • the volume of sediment removed from each stormwater pond, results from any testing of sediment from each removal activity, and location(s) of final disposal of sediment from each stormwater pond. **BMP Review and Update:** This BMP will be reviewed each calendar year in advance of the MS4 Annual Report. The annual review will include an assessment of program compliance, and the measurable goals, and determine any necessary or desirable BMP improvements. Necessary changes to the BMP will be documented as part of the MS4 Annual Reporting. Changes to the BMP will be implemented within 60-calendar days of the MS4 Annual Report being submitted. Schedule: Sept. 2022 The City Code will be updated to match the 2020 MS4 General Permit. Develop and implement a written Snow and Ice Policy including training for City Staff on the new policy. • Update training Ongoing **BMP** Documentation

Annual Inspect structural stormwater BMPs (other than ponds)

Annual Inspect and observe City Staff operations and facilities

 Implement training, BMPs, and written procedures to correct or reduce potential sources of illicit discharge.

Each Permit Cycle Inspect all both City owned/operated and privately owned/operated basins at least one time per Permit Cycle.

Responsible Party for this BMP:

Title:	City Administrator or his designee
Contact Phone:	(507) 625-4171
Contact E-mail:	kmccann@northmankato.com
Others:	City Council will amend the City Code to match the 2020 MS4 General Permit Supervisors will schedule and document staff receive training appropriate to their duties. Staff will complete assigned training. Bolton & Menk will provide training material and code revision recommendations.

The Free Press MEDIA

THE LAND

P.O. Box 3287, Mankato, MN 56002 phone: (507) 344-6314, fax: (507) 625-1149 www.mankatofreepress.com

Affidavit of Publication

STATE OF MINNESOTA, COUNTY OF BLUE EARTH, SS.

Steve Jameson, being duly sworn, on oath states as follows: 1. I am the publisher of The Free Press, or the publisher's designated agent. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.

2. The newspaper has complied with all of the requirements to constitute a qualified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.

3. The dates of the month and the year and day of the week upon which the public notice attached/copied below was published in the newspaper are as follows:

The printed notice which is attached was cut from the columns of said newspaper, and was printed and published the following dates: 12/09/22, and printed below is a copy of the lower case alphabet from A to Z, both inclusive, which is hereby acknowledged as being the size and kind of type used in the composition and publication of the notice: abcdefghijklmnopqrsluvwxyz

4. The Publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331A.06, is as follows: <u>44,66</u>. 5. Pursuant to Minnesota Statutes §580.033 relating

to the publication of mortgage foreclosure notice: The newspaper's known office is located in Blue Earth County. The newspaper complies with the conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

Public Notice

Public Notice December 9, 2022 NOTICE OF PUBLIC HEARING TO CONSIDER AMENDING CITY CODE CHAPTER 151 AND ADDING SECTION 151.21: WATER METERS Notice is hereby given that the City Council of the City of North Mankato will meet in the Council Chambers of the Municipal Build-ing, 1001 Belgrade Avenue, North Mankato, at 7 p.m. on the 19th day of December to hold a public hear-ing to consider an amendment to City Code Chapter 151 by adding Section 151.21: Water Meters, re-quiring all properties with rental quiring all properties with rental licenses to install automatic read

licenses to install automatic read water meters by 2025. Persons wishing to review the proposed changes may con-tact North Mankato City Hall at 507-625-4141 or visit the North Mankato website at <u>www.north</u> <u>mankato.com</u>. Such persons who desire to be heard regarding this issue should appear at this meeting Public

appear at this meeting. Public comments may be sent to the North Mankato Municipal Build-ing, 1001 Belgrade Avenue, North Mankato, MN 56001. Dated this 5th day of December

2022. April Van Genderen

City Clerk City of North Mankato, Minnesota

FURTHER YOUR AFFIANT SAITH NOT.

Steve Jameson, Publisher

Sworn to and subscribed before me, this day 12/09/2022

Notary Public



NOTICE OF PUBLIC HEARING TO CONSIDER AMENDING CITY CODE CHAPTER 151 AND ADDING SECTION 151.21: WATER METERS

Notice is hereby given that the City Council of the City of North Mankato will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, at 7 p.m. on the 19TH day of December to hold a public hearing to consider an amendment to City Code Chapter 151 by adding Section 151.21: Water Meters, requiring all properties with rental licenses to install automatic read water meters by 2025.

Persons wishing to review the proposed changes may contact North Mankato City Hall at 507-625-4141 or visit the North Mankato website at <u>www.northmankato.com</u>.

Such persons who desire to be heard regarding this issue should appear at this meeting. Public comments may be sent to the North Mankato Municipal Building, 1001 Belgrade Avenue, North Mankato, MN 56001.

Dated this 5th day of December 2022.

April Van Genderen City Clerk City of North Mankato, Minnesota

Water Meters

Contractor Installed Meters:

5/8" Meter	\$201.74
3/4" Meter	\$267.53
1" Meter	\$366.78
1 1/2" Meter	\$959.36
2" Meter	\$1,161.48
Permit	\$21.00 (only charged if a contractor does the install)

City Installed Meters:

5/8" Meter	\$187.00
3/4" Meter	\$248.00
1" Meter	\$340.00

**Price difference is based on tax. City installed meters are not taxable.

City Installation:

- City installation is \$42.00 an hour with 1 hour minimum
- Very rare do they go over 1 hour
- They are only able to do change outs, no plumbing
- City staff can only install up to 1" Meters
- Staff has limited appointments each week for meter installs

Financing Options (adding to utility bill):

- \$229 financed for 6 months at 6% interest = \$38.84 monthly payment
- \$229 financed over 1 year at 6% interest = \$19.71 monthly payment
- \$229 financed over 3 years at 6% interest = \$6.97 monthly payment

April Van Genderen

From:	Lorena Lund <lorena.lund@gmail.com></lorena.lund@gmail.com>
Sent:	Tuesday, December 13, 2022 11:54 AM
То:	April Van Genderen
Subject:	Automatic read water meters

I have had no issues with submitting my rental property at 513 Range St. water meter readings since I have owned and rented the property. Requiring that I pay almost \$300 for a different water meter, not because the current one doesn't function, but because someone decides to make it mandatory makes no sense to me. If the ordinance passes I will move towards selling the property in 2023. Unless the switch over will result in the lowering of administrative staff due to the reduction in manual activities and our water overall cost reduced to make it cost effective to do so.

I assume the next step is to mandate home owners to comply so I will take steps to sell my homestead as well.

Lorena Lund



Check Report

By Vendor Name

Date Range: 12/19/22

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-AP	BNK					
00008	A+ SYSTEMS GROUP	12/19/2022	Regular	0	742.10	96818
00029	AG SPRAY EQUIPMENT	12/19/2022	Regular	0	8.39	96819
03837	BECKER, ETHAN	12/07/2022	Regular	0	100.00	96813
03344	BIRCHWOOD COTTAGES	12/19/2022	Regular	0	21,128.37	96820
03904	BIREN, SARA	12/07/2022	Regular	0	200.00	96811
03592	CHANKASKA CREEK	12/19/2022	Regular	0	120.00	96821
00255	CITY OF MANKATO	12/19/2022	Regular	0	145,673.97	96822
00286	COMMUNITY EDUCATION & RECREATION	12/19/2022	Regular	0	135.75	96823
02294	D & K POWDER COATING	12/19/2022	Regular	0	31,970.20	96824
03796	EDI-DOLEIS	12/19/2022	Regular	0	175.00	96825
00387	EMERGENCY AUTOMOTIVE TECHNOLOGY INC	12/19/2022	Regular	0	124.70	96826
00392	ENERGY SALES, INC.	12/19/2022	Regular	0	3.041.41	96827
00401		12/19/2022	Regular	0	1.403.82	96828
00409	EERGUSON ENTERPRISES INC	12/19/2022	Regular	0	9.563.17	96829
00432	ELEFTREIDE	12/19/2022	Regular	0	45.35	96830
00508	GREEN TECH RECYCLING 11C	12/19/2022	Regular	0	1.233.00	96831
03906	GREEN FEET RECTELING, LEC	12/19/2022	Regular	0	65.00	96832
00555		12/19/2022	Regular	0	313.08	96833
00333		12/19/2022	Regular	0	673.18	96834
00847	MATHESON TRI-GAS, INC.	12/13/2022	Regular	0	50.00	96812
00860		12/07/2022	Regular	0	375.00	96810
00995		12/0//2022	Regular	0	592 1/	96817
01037		12/14/2022	Regular	0	1 475 00	06835
01045		12/19/2022	Regular	0	26.20	96836
03905	NOVELTY LIGHTS, INC	12/19/2022	Regular	0	1 260 09	96830
03237	OFFICE SPACE DESIGN	12/19/2022	Regular	0	1,500.58	06838
01106	PETTY CASH	12/19/2022	Regular	0	£ 167 62	90838
01133	POWERPLAN/RDO EQUIPMENT	12/19/2022	Regular	0	0,107.05	50835
02769	PRESENCE MAKER INC.	12/19/2022	Regular	0	3,223.00	90840
03487	QUADIENT	12/19/2022	Regular	0	3,194.14	90641
02953	R & E ENTERPRISES OF MANKATO	12/19/2022	Regular	0	1,832.70	90842
01338	STATE CHEMICAL SOLUTIONS	12/19/2022	Regular	0	297.71	90645
01352	STREICHER'S, INC	12/19/2022	Regular	0	384.99	96844
01354	SUBURBAN TIRE WHOLESALE, INC.	12/19/2022	Regular	0	683.97	96845
01414	TOWMASTER	12/19/2022	Regular	0	389.58	96846
03427	TRUCK CENTER COMPANIES	12/19/2022	Regular	0	214.19	96847
01441	UNITED RENTALS, INC.	12/19/2022	Regular	0	1,087.02	96848
01525	WEST CENTRAL SANITATION, INC.	12/19/2022	Regular	0	30,399.58	96849
03908	WINCH, NATE	12/19/2022	Regular	0	1,350.00	96850
00137	BENCO ELECTRIC COOPERATIVE	12/02/2022	Bank Draft	0	32,127.44	DFT0007541
00311	CULLIGAN (HEALTHY WATER SOLUTIONS LLC)	12/13/2022	Bank Draft	0	116.50	DFT0007515
03248	FREDRIKSON & BYRON, P.A.	12/02/2022	Bank Draft	0	835.00	DFT0007516
00506	GREATER MANKATO GROWTH, INC.	12/02/2022	Bank Draft	0	750.00	DFT0007520
00733	LAKES GAS CO #10	12/13/2022	Bank Draft	0	137.90	DFT0007521
00910	MINNESOTA VALLEY TESTING LAB, INC.	12/01/2022	Bank Draft	0	93.66	DFT0007523
00910	MINNESOTA VALLEY TESTING LAB, INC.	12/07/2022	Bank Draft	0	70.04	DFT0007524
00910	MINNESOTA VALLEY TESTING LAB, INC.	11/09/2022	Bank Draft	0	93.66	DFT0007539
01335	STAPLES ADVANTAGE	11/30/2022	Bank Draft	0	78.82	DFT0007525
01335	STAPLES ADVANTAGE	12/08/2022	Bank Draft	0	135.90	DFT0007526
02591	UNITED TEAM ELITE	12/13/2022	Bank Draft	0	4,051.00	DFT0007527
01460	USPS	12/07/2022	Bank Draft	0	224.00	DFT0007530
01470	VERIZON WIRELESS	12/08/2022	Bank Draft	0	970.52	DFT0007540
00028	AFFORDABLE TOWING OF MANKATO, INC.	12/21/2022	EFT	0	200.00	5910
00105	AUTO VALUE MANKATO	12/21/2022	EFT	0	320.09	5911
00174	BOLTON & MENK, INC.	12/21/2022	EFT	0	77,841.00	5912
00216	C & S SUPPLY CO. INC.	12/21/2022	EFT	0	1,066.89	5913
02757	CINTAS	12/21/2022	EFT	٥	278.52	5914
03675	COMPUTERSHARE	12/21/2022	EFT	0	1,025.00	5915

02706	CORE & MAIN LP	12/21/2022	EFT	0	1,023.87	5916
00310	CRYSTEEL TRUCK EQUIPMENT, INC	12/21/2022	EFT	0	565.74	5917
02275	DEM-CON MATERIALS & RECOVERY	12/21/2022	EFT	0	3,588.30	5918
00463	G & L AUTO SUPPLY, LLC	12/21/2022	EFT	0	381.38	5919
00482	GMS INDUSTRIAL SUPPLIES, INC.	12/21/2022	EFT	0	648.10	5920
00494	GOPHER STATE ONE-CALL	12/21/2022	EFT	0	118.80	5921
00503	GREAT AMERICAN BUSINESS PRODUCTS	12/21/2022	EFT	0	640.00	5922
00538	HAWKINS, INC.	12/21/2022	EFT	0	1,957.93	5923
00544	HENDRICKSON, CHRISTOPHER	12/21/2022	EFT	0	1.37	5924
00680	J.J. KELLER & ASSOCIATES, INC.	12/21/2022	EFT	0	1,166.16	5925
00691	KENNEDY & KENNEDY LAW OFFICE	12/21/2022	EFT	0	3,990.65	5926
00743	LARKSTUR ENGINEERING & SUPPLY, INC.	12/21/2022	EFT	0	50.88	5927
00776	LLOYD LUMBER CO.	12/21/2022	EFT	0	458.68	5928
00797	MAC TOOLS DISTRIBUTOR	12/21/2022	EFT	0	20.99	5929
02644	MACQUEEN EMERGENCY GROUP	12/21/2022	EFT	0	73.68	5930
00796	MACQUEEN EQUIPMENT, INC.	12/21/2022	EFT	0	170.00	5931
00874	MENARDS-MANKATO	12/21/2022	EFT	0	21.95	5932
00889	MIDWEST TAPE/HOOPLA	12/21/2022	EFT	0	845.55	5933
00956	MINNESOTA WASTE PROCESSING CO.	12/21/2022	EFT	0	29,627.75	5934
00970	MOBILE GLASS SERVICE	12/21/2022	EFT	0	652.64	5935
00985	MOSS & BARNETT	12/21/2022	EFT	0	614.00	5936
01052	NORTH CENTRAL INTERNATIONAL	12/21/2022	EFT	0	9,584.31	5937
01064	NORTHERN STATES SUPPLY, INC.	12/21/2022	EFT	0	122.51	5938
03160	NOVEL SOLAR THREE LLC (DBA GREEN STREET	12/21/2022	EFT	0	7,122.63	5939
01084	OVERHEAD DOOR CO. OF MANKATO, INC.	12/21/2022	EFT	0	19.95	5940
02005	PANTHEON COMPUTERS	12/21/2022	EFT	0	2,477.00	5941
01402	POMPS TIRE	12/21/2022	EFT	0	44.84	5942
01160	QUALITY OVERHEAD DOOR CO, INC	12/21/2022	EFT	0	113.00	5943
01198	RETROFIT COMPANIES, INC.	12/21/2022	EFT	0	193.88	5944
01211	RIVER BEND BUSINESS PRODUCTS	12/21/2022	EFT	0	1,389.10	5945
01263	SCHWICKERT'S TECTA AMERICA LLC	12/21/2022	EFT	0	3,850.00	5946
01281	SIGN PRO	12/21/2022	EFT	0	9.00	5947
01429	TURFWERKS	12/21/2022	EFT	0	241.41	5948
01552	WW BLACKTOPPING. INC	12/21/2022	EFT	0	3,492.91	5949
03482	CARDCONNECT	12/02/2022	Bank Draft	0	583.32	DFT0007531
00219	CARDMEMBER SERVICE	12/07/2022	Bank Draft	0	12,283.07	DFT0007514
00234	CENTER POINT ENERGY	12/13/2022	Bank Draft	0	297.37	DFT0007533
00234	CENTER POINT ENERGY	12/02/2022	Bank Draft	0	4,160.62	DFT0007542
02181	ETS CORPORATION	12/02/2022	Bank Draft	0	3,143.53	DFT0007535
03539	METRONET	12/16/2022	Bank Draft	0	4,471.27	DFT0007543
02003	MINNESOTA DEPT OF REVENUE	12/09/2022	Bank Draft	0	2,132.98	DFT0007501
02003	MINNESOTA DEPT OF REVENUE	12/07/2022	Bank Draft	0	10,173.00	DFT0007504
02003	MINNESOTA DEPT OF REVENUE	12/16/2022	Bank Draft	0	339.30	DFT0007506
03029	OPEN EDGE	12/02/2022	Bank Draft	0	235.63	DFT0007536
02766	SPROUT SOCIAL	12/06/2022	Bank Draft	0	124.74	DFT0007537
01477	VIKING ELECTRIC SUPPLY, INC.	12/13/2022	Bank Draft	0	16.64	DFT0007538
01557	XCEL ENERGY	12/08/2022	Bank Draft	0	9,603.84	DFT0007544
					513,110.31	104
All Council

The above manual and regular claims lists for 12/19/22 are approved by:

MARK DEHEN- MAYOR

DIANE NORLAND- COUNCIL MEMBER

WILLIAM STEINER- COUNCIL MEMBER

SANDRA OACHS- COUNCIL MEMBER

JAMES WHITLOCK- COUNCIL MEMBER

RESOLUTION APPROVING DONATIONS/CONTRIBUTIONS/GRANTS

WHEREAS, the Minnesota Statute 465.03 and 465.04 allow the governing body of any city, county, school district or town to accept gifts for the benefit of its citizens in accordance with terms prescribed by the donor;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, that the following donations/contributions/grants are approved as follows:

Donor	Restriction	Amount
Mark & Sandra Friday	Backpack Books	\$35.00
Erin & Kevin Simmons	Backpack Books	\$150.00
Marilyn Hanson	Backpack Books	\$17.00
Sally Coomes	Backpack Books	\$25.00
Allette & Ronald Bleess	Backpack Books	\$300.00
Jack Rayburn & Beth Christensen	Backpack Books	\$50.00
Peter & Regina Steiner	Backpack Books	\$65.00
Norbert & Lynette Smith	Backpack Books	\$10.00
Ann Wittnebel Baubel	Backpack Books	\$44.00
Allette & Ronald Bleess	Backpack Books	\$35.00
Craig and Cynthia Shirk	Backpack Books	\$45.00
Susan Moore	Backpack Books	\$35.00
Wendy & Charles Marzinske	Backpack Books	\$26.00
Nancy Blethen	Backpack Books	\$50.00
Michael & Mary Callahan	Backpack Books	\$35.00
Anonymous	Book Donation	\$63.82
Osceola Council #30	Bookmobile Donation	\$200.00
Total		\$1,185.82

Adopted by the City Council this 19th day of December 2022.

Mayor

RESOLUTION SETTING FEES AND CHARGES

WHEREAS, the City of North Mankato provides various municipal services for which a fee is charged; and

WHEREAS, the City Code provides that such fees shall be set by resolution of the City Council; and

WHEREAS, a report containing recommendations for fees for certain municipal services is attached and will be effective upon approval by the City Council;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF NORTH MANKATO, MINNESOTA, that said fees and charges are adopted.

Adopted by the City Council this 19th day of December 2022.

Mayor

ATTEST:

LICENSES AND PERMIT FEES

LICENSE / PERMIT	2022 FEES	2023 FEES
Assessment Search	\$35; Rush fee of \$70 if not requested within 72 hours of closing	\$35; Rush fee of \$70 if not requested within 72 hours of closing
Band Shell Rental	\$400	\$400
Burning Permit	\$10	\$10
Cabaret	\$375 (annual)	\$375 (annual)
Carnival License	\$75 / per day	\$75 / per day
Cigarette	\$200	\$200
City Audit	\$20	\$25
City Budget	\$15	\$20
City Code	\$70	\$70
Coin Operated Amusement	\$20/ site; \$20 per Device	\$20/ site; \$20 per Device
Device		
City Plat Maps	\$10 + sales tax	\$10 + sales tax
Community Room Rental	\$100 – Police Annex \$100 – Fire Station \$150-Warming House Resident \$250-Warming House Organization	 \$100 – Police Annex \$100 – Fire Station \$150-Warming House Resident \$250-Warming House Organization
Comprehensive Plan	\$40.00	\$40.00
Concession Permit	\$20 first day; \$5 each Additional day; \$100 deposit	\$20 first day; \$5 each Additional day; \$100 deposit
Copies of City Documents	\$.25 each page	\$.25 each page
Copies using Plat Printer	\$.50 sq. ft. black and white	\$.50 sq. ft. black and white
	\$2.00 sq. ft. color	\$2.00 sq. ft. color
Dog License	(All 2-year) \$10 fixed female/male \$20 not fixed female/male \$2 duplicate	(All 2-year) \$10 fixed female/male \$20 not fixed female/male \$2 duplicate
Dangerous Dog License	\$250.00 (1-time fee) plus proof of liability insurance of \$300.000	\$250.00 (1-time fee) plus proof of liability insurance of \$300.000
Event Trailer (Concession	\$60 per two-day event; \$30 each	\$60 per two-day event; \$30 each
Trailer)	additional day	additional day

Excavation Permit	 \$160 plus \$1 State Surcharge \$85 plus \$1 State Surcharge – Boulevard Only 	\$160 plus \$1 State Surcharge \$85 plus \$1 State Surcharge – Boulevard Only
NSF Fee	\$35	\$35
Prescribed Grazing Fee	\$75.00	\$75.00
Recycling Containers	\$11 + sales tax	\$11 + sales tax
*LICENSE / PERMIT		
Mobile Food Truck Permit	\$75.00	\$75.00
Cannabinoid License	\$200.00	\$200.00
Tobacco License	\$200.00	\$200.00
Mobile Home Park	\$60	\$60
Parade Permit	\$35	\$35
Park Shelter Reservations	\$100	\$100
Park Use Beer Permit Deposit Audio Permit Peddlers (Per Person)	\$30 \$300 \$25 \$15 / day	\$30 \$300 \$25 \$15 / day
Refuse Hauling	\$50 / week \$125 / month \$350 / 6 months \$35 first vehicle: \$25 each	\$50 / week \$125 / month \$350 / 6 months \$35 first vehicle: \$25 each
T Crube Trading	additional	additional
Rental License	\$50 one-time application fee; \$45/Unit Annual License Fee	\$50 one-time application fee; \$45/Unit Annual License Fee
Short Term Rental License	\$50 one-time application fee; \$45/Unit Annual License Fee	\$50 one-time application fee; \$45/Unit Annual License Fee
Snow Removal	\$125 / hour; one hour minimum	\$125 / hour; one hour minimum
Soft Drink	\$25	\$25
Taxicab	\$75 per vehicle	\$75 per vehicle
Weed Mowing	\$125 / hour; one hour minimum	\$125 / hour; one hour minimum
PLANNING		
Sign Permit	\$31	\$31
RESIDENTIAL PLAN REVIEW		
Single Family Dwelling	\$100	\$100
Two-Family Dwelling	\$200	\$200
Townhome	65% of building permit fee (not including state surcharge)	65% of building permit fee (not including state surcharge)

r		
Addition	\$50	\$50
Deck	\$25	\$25
Garage/Shed	\$25	\$25
Similar Plans	65% of building permit fee (not including state surcharge) for master plan – then 25% of permit fee (not including state surcharge)	65% of building permit fee (not including state surcharge) for master plan – then 25% of permit fee (not including state surcharge)
	for similar plans.	for similar plans.
COMMERCIAL PLAN	65% of building permit fee (not	65% of building permit fee (not
REVIEW	Including state surcharge)	including state surcharge)
Similar Plans	65% of building permit fee (not including state surcharge) for Master Plan – then 25% of building permit fee (not including state surcharge) for similar plans.	65% of building permit fee (not including state surcharge) for Master Plan – then 25% of building permit fee (not including state surcharge) for similar plans.
Annexation Petition	\$5 per acre (Min. \$100 – Max \$600)	\$5 per acre (Min. \$100 – Max \$600)
Conditional Use Permits	\$335 plus \$2.00 per notice	\$335 plus \$2.00 per notice
Ordinance Amendment		\$2.00 per notice
Comprehensive Plan	\$335	\$335 \$225
Amendment	4335	4333
Plat Subdivision – Preliminary	\$60 plus \$5 / lot	\$60 plus \$5 / lot
Plat Subdivision – Final	\$60 plus \$10 / lot over 10 lots	\$60 plus \$10 / lot over 10 lots
Rezoning	\$335 plus 2.00 per notice	\$335 plus 2.00 per notice
Sign Permit	\$35	\$35
Utility Easements, Street or Alley Vacation	\$325	\$325
Variance	\$95 Residential plus \$2.00 per notice; \$325 for all others	\$95 Residential plus \$2.00 per notice; \$325 for all others
Wetland Sequencing or Replacement Plan	\$270	\$270
Wetland Exemption or No Net Loss Determination	\$200	\$200
Notification Billing	\$2.00 for each required notice	\$2.00 for each required notice
Zoning Maps	\$10 + sales tax	\$10 + sales tax
ECONOMIC DEVELOPMENT		
T.J.F.	\$4,000 or actual, whichever is greater	\$4,000 or actual, whichever is greater
Grant Applications	\$4,000 or actual, whichever is greater	\$4,000 or actual, whichever is greater
Industrial Revenue Bonds	\$4,000 or actual, whichever is	\$4,000 or actual, whichever is

	greater	greater				
CONDUIT DEBT	-	·····				
Application Fee	\$1,000 Application Fee	\$1,000 Application Fee				
	\$10,000 or 0.5% of the principal	\$10,000 or 0.5% of the principal				
Bond Administration Fee	amount of the bond/ not to exceed	amount of the bond/ not to exceed				
	\$50,000	\$50,000				
BUILDING PERMITS						
TOTAL VALUATION						
\$1.00 to \$500.00	\$25.30	\$25.30				
	\$25.85 for the first \$500.00 plus	\$25.85 for the first \$500.00 plus				
\$501.00 to \$2.000.00	\$3.36 for each additional \$100.00	\$3.36 for each additional \$100.00				
, , , , , , , , , , , , , , , , , , , ,	or fraction thereof, to and	or fraction thereof, to and				
	Including \$2,000.00	Including \$2,000.00				
	\$76.18 for the first \$2,000.00 plus	\$76.18 for the first \$2,000.00 plus				
\$2001.00 to \$25,000.00	\$15.40 for each additional	\$15.40 for each additional				
	\$1,000.00 or fraction thereof, to	\$1,000.00 or fraction thereof, to				
	and including \$25,000.00	and including \$25,000.00				
	\$430.38 for the first \$25,000.00	\$430.38 for the first \$25,000.00				
\$25,001.00 to \$50,000.00	fills \$11.11 for each additional	plus \$11.11 for each additional				
	\$1,000.00 or fraction thereof, to	\$1,000.00 or fraction thereof, to				
	and including \$50,000.00					
	\$708.13 for the first \$50,000.00	\$/08.13 for the first $$50,000.00$				
\$50,001.00 to \$100,000.00	plus \$7.70 for each additional	plus \$7.70 for each additional				
	\$1,000.00 or fraction thereof, to	\$1,000.00 or fraction thereof, to				
	41.002.12 for the first	and including \$100,000.00				
	\$1,093.13 for the first	\$1,093.13 for the first				
\$100,001.00 to	additional \$1,000,00 prostion	additional \$1,000,00 prostion				
\$500,000.00	thereof to and including	thereof to and including				
	\$3 557 13 for the first	\$3.557.13 for the first				
	\$500,000,00 plus \$5,23 for each	\$500,000,00 plus \$5,23 for each				
\$500,001.00 to	additional \$1,000,00 or fraction	additional \$1,000,00 pros \$5.25 for each				
\$1,000,000.00	thereof to and including	thereof to and including				
	\$1,000,000,00	\$1,000,000,00				
	\$6 169 63 for the first	\$6 169 63 for the first				
	\$1,000,000,00 plus \$3,47 for each	\$1,000,000,00 plus \$3,47 for each				
\$1,000,001.00 and up	additional \$1,000,00 or fraction	additional \$1 000 00 or fraction				
	thereof	thereof				
Per Fixture	\$1	\$1				
Per Inspection	\$20	\$20				
State Surcharge	\$1	\$1				
Plus Reinspections	\$20	\$20				

LIQUOR		
On-Sale Intoxicating Liquor	\$3,750	\$3,750
Sunday On-Sale	\$200	\$200
Intoxicating Liquor		
Club On-Sale	\$330	\$330
Wine License	\$275	\$275
Bottle Club (Set-Up	\$330	\$330
License)		
On-Sale 3.2 Liquor	\$275	\$275
Off-Sale 3.2 Liquor	\$100	\$100
Off-Sale Intoxicating	\$300	\$300
Temporary 3.2 Liquor	\$50.00	\$50.00
Temporary Intoxicating On-	\$200	\$200
Sale Liquor		
Seasonal Extension of	\$250	\$250
Permitted Non Enclosed		
Area		
Permanent Non Enclosed	\$415	\$415
License in the License		
Premises		
INVESTIGATION FEES		
(LIQUOR)	1	
On-Sale Intoxicating Liquor	\$500	\$500
Off-Sale Intoxicating Liquor	\$625	\$625
Club On-Sale	\$625	\$625
Wine	\$125	\$125
On-Sale 3.2 Liquor	\$125	\$125
Off-Sale 3.2 Liquor	\$125	\$125
Temporary 3.2 Liquor	\$30	\$30
Temporary Intoxicating	\$30	\$30
POLICE DEPARTMENT FEES		
Duplication of Audio Tapes	\$10 / tape	\$10 / tape
Duplication of Pictures	\$6 / 1 st picture; \$1 for each	\$6 / 1 st picture; \$1 for each
	additional picture	additional picture
Police Reports - Accident,	\$.25 each page	\$.25 each page
Case File		
CASWELL PARK *		
Maintenance Fee	\$30.00 per field per game; max of	\$40.00 per field per game; max of
	\$120.00 per field per day	\$160.00 per field per day
Deposit	\$100.00 per tournament	\$100.00 per tournament
	Deposit will be forfeited if	Deposit will be forfeited if
	tournament is not held. Deposit	tournament is not held. Deposit
	will apply toward tournament fees	will apply toward tournament fees
	if tournament is held.	if tournament is held.

BATTING CAGES	\$25.00 per day	\$25.00 per day
SOUTH CENTRAL FIELDS		
Maintenance Fee	\$20.00 per field for dragging and striping	\$20.00 per field for dragging and striping
Diamond Dry	\$11.00 per bag Diamond Dry will only be used at Tournament Director's request.	\$11.00 per bag Diamond Dry will only be used at Tournament Director's request.
Deposit	\$100.00 per tournament Deposit will be forfeited if tournament is not held. Deposit will apply toward tournament fees if tournament is held.	\$100.00 per tournament Deposit will be forfeited if tournament is not held. Deposit will apply toward tournament fees if tournament is held.
SPORTS AND RECREATION FEES		
Sports and Recreation Lessons Swim Fees and Event Fees Delegated to City staff and Subject to Change **Attached please find the 2021 Pool Pass Pricing	Sports and Recreation Lessons Swim Fees and Event Fees Delegated to City staff and Subject to Change **Attached please find the 2021 Pool Pass Pricing	Sports and Recreation Lessons Swim Fees and Event Fees Delegated to City staff and Subject to Change **Attached please find the 2023 Pool Pass Pricing

*Penalty fee of 10% of fee if not submitted by due date.

2023 Pre Season Pass Pricing

Resident

Non-Resident

Family (Up to 5) Season P	ass		Family (Up to 5) Season Pass				
Nov 28, 2022 - Jan 31, 2023	\$	130.00	Nov 28, 2022 - Jan 31, 2023	\$	160.00		
Feb 1, 2023 - Apr 15, 2023	\$	150.00	Feb 1, 2023 - Apr 15, 2023	\$	180.00		
After April 15, 2023	\$	160.00	After April 15, 2023	\$	200.00		
Additional Family Members	\$	20.00	Additional Family Members	\$	20.00		
Single Season Pass			Single Season Pass				
Nov 28, 2022 - Jan 31, 2023	\$	65.00	Nov 28, 2022 - Jan 31, 2023	\$	85.00		
Feb 1, 2023 - Apr 15, 2023 \$		80.00	Feb 1, 2023 - Apr 15, 2023	\$ 100.00			
After April 15, 2023	\$	85.00	After April 15, 2023	\$	105.00		
55+ Season Pass			55+ Season Pass				
Nov 28, 2022 - Jan 31, 2023	\$	45.00	Nov 28, 2022 - Jan 31, 2023	\$	65.00		
Feb 1, 2023 - Apr 15, 2023	\$	50.00	Feb 1, 2023 - Apr 15, 2023	\$	70.00		
After April 15, 2023	\$	55.00	After April 15, 2023	\$	75.00		
Babysitter Add On to Family Pass	\$	20.00	Babysitter Add On to Family Pass	\$	20.00		
10 Punch Card	\$	60.00	10 Punch Card	\$	60.00		
Daily Rate	\$	7.00	Daily Rate	\$	7.00		

Cyber Monday Deals

\$5 discount on gift packages

\$4 discount on family memberships

\$3 discount on single memberships

\$2 discount on punch cards

\$1 discount on concession cards

2023 Library Purchase of Services Contract Between Nicollet County and the City of North Mankato

In an effort to continue to provide library service for residents of Nicollet County and the City of North Mankato (City), Nicollet County (County) and the City hereby enter this contract promoting cooperation and coordination of efforts.

L DEFINITIONS

For purposes of this contract, the following words shall have the following meanings:

Rural Resident - Rural Resident shall be those persons having a residence located outside the corporate limits of the City of North Mankato.

Library Services: Library Services shall mean access to physical facilities and materials that provide reading, audio and computer access to information and as defined in Minnesota Statutes 134.001 Subd 2 and 3.

II. NICOLLET COUNTY WILL:

• Provide to the City of North Mankato the total sum of \$55,044 to be paid quarterly for the provision of library services to the rural areas of Nicollet County.

III. THE CITY OF NORTH MANKATO WILL:

- Provide for complete access to all services that are available to library patrons that reside within the City of North Mankato including access to any programs that may be made available for the term of this contract.
- The City will agree to submit quarterly billings to the County and the County will reimburse the City.

IV. MONITORING AND REPORTING

- A. The City agrees to maintain records relating to contractual library services provided.
- B. The City, as deemed necessary by the County shall allow the County or appropriate State Agency, including the Office of the State Auditor, access to the City's contractual library service records at reasonable hours.
- C. The City will furnish information regarding contractual library services as requested by the County.
- D. The City will maintain and make available records pertaining to contractual library services for six years for audit purposes.

Page 2

V. RECORDS AND INSPECTION

The City shall maintain full and accurate records with respect to all matters covered under this Contract. Pursuant to Minn. Statute 16B.06, Subd. 4, the County, and either the Legislature or State Auditor, as appropriate, shall have, at all proper times, the right to inspect, examine and audit the books, records, documents and accounting procedures and practices of the City relevant to this Contract.

VI. PERSONNEL

The City shall secure, at its own expense, any and all personnel required in performing the services under this Contract. Any and all personnel engaged in the work shall be fully qualified to perform the services under the Contract.

VII. INDEMNIFICATION / INSURANCE

- A. Indemnification. The City shall defend and save the County harmless from any claims, demands, actions, or causes of action arising out of any willful or negligent act, or out of any negligent omission on the part of the City, its agents, assignees, or employees in performance of or with relationship to any of the work or services provided to be performed by the City under the terms of this Contract.
- B. Insurance. The City, further, that in order to protect itself, as well as the County under the indemnity contract set forth above, will, at all times during the term of this Contract, have and keep in force automobile insurance, general liability insurance, and workers' compensation insurance having liability limits which satisfy the requirements of Minn. Statute Chapter 466, entitled Tort Liability of Political Subdivisions, and other applicable statutes requiring insurance coverage.

VIII. EQUAL EMPLOYMENT OPPORTUNITY

In fulfilling this Contract, the City will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, or status with regard to public assistance. The City will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age.

Page 3

IX. CONDITIONS OF THE PARTIES OBLIGATIONS

Any alterations, variations, modifications or waivers of provisions of this contract shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this contract.

No claim for services furnished by the City, not specifically provided for in the contract, will be allowed by the County, nor shall the City do any work or furnish any materials not covered by this contract unless this is approved in writing by the County. Such approval shall be considered to be a modification of the contract.

X. MISCELLANEOUS

<u>Entire Contract</u> - It is understood and agreed that the entire contract of the parties is contained herein and that this contract supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

XI. TERM

The term of this contract shall be from January 1, 2023 until December 31, 2023. Renewal of this contract subsequent to this time period will be at the sole discretion of the County.

CITY OF NORTH MANKATO

Dr. Mark Dehen, Mayor	Date:
Kevin McCann, City Administrator	Date:
NICOLLET COUNTY	
Board Chair	Date:
Mandul andkamar County Administrator	Date:

Mandy Landkamer, County Administrator

2023 Bookmobile Purchase of Services Contract Between Nicollet County and the City of North Mankato

In an effort to continue to provide bookmobile service for residents of Nicollet County, Nicollet County (County) and the City of North Mankato (City) hereby enter into this contract effective January 1, 2023.

I. DEFINITIONS

For the purposes of this contract, the following words shall have the following meanings:

Rural Resident – "Rural Resident" shall be those persons having a residence located outside the corporate limits of the Cities of North Mankato and St. Peter.

Bookmobile Services – "Bookmobile Services" shall mean mobile access to library services as defined in Minnesota Statutes 134.001, Subd. 2 and 3.

- II. THE COUNTY WILL
 - Provide to the City of North Mankato the total sum of \$10,000 to be paid quarterly for the provision of bookmobile services to the rural residents of Nicollet County.
- III. THE CITY OF NORTH MANKATO WILL
 - Provide bookmobile services to the following locations a minimum of two (2) times per month:
 - Nicollet $\frac{1}{2}$ day every other week
 - Nicollet school stop weekly
 - Courtland Community Center every other week
 - Courtland school stop weekly
 - Lafayette stop every other week

The sites listed above are considered the minimum number of stops.

- If these locations change, the City of North Mankato will notify the County.
- Agree to submit quarterly billings to the County, and the County will reimburse the City.

IV. MONITORING AND REPORTING

A. The City agrees to ensure that records relating to bookmobile services provided are maintained.

B. The City, as deemed necessary by the County, shall ensure that personnel of the County or appropriate State Agencies, including the Office of the State Auditor, have access to bookmobile services records at reasonable hours.

C. The City will furnish information regarding bookmobile services as requested by the County.

D. The City will ensure that records pertaining to bookmobile services are available for six years for audit purposes.

V. RECORDS AND INSPECTION

The City shall ensure that full and accurate records with respect to all matters covered under this Contract are maintained. Pursuant to Minnesota Statute 16B.06, Subd. 4, the County, and either the Legislature or State Auditor, as appropriate, shall have, at all proper times, the right to inspect, examine and audit the books, records, documents and accounting procedures and practices regarding the bookmobile as relevant to this Contract.

VI. PERSONNEL

The City shall ensure that all personnel required in performing the services under this Contract are provided. All personnel engaged in the work shall be fully qualified to perform the services of the Contract.

VII. INDEMNIFICATION / INSURANCE

A. Indemnification. The City shall defend and save the County harmless from any claims, demands, actions, or causes of action arising out of any willful or negligent act, or out of any negligent omission on the part of the City, its agents, assignees, or employees in performance of or with relationship to any of the work or services provided to be performed under the terms of this Contract.

B. The City, further, that in order to protect itself, as well as the County under the indemnity contract set forth above, will, at all times during the term of this Contract, ensure that appropriate automobile insurance, general liability insurance, and workers compensation insurance be in force and that such insurance have liability limits which satisfy the requirements of Minnesota Statute Chapter 466, entitled "Tort Liability of Political Subdivisions", and other applicable statutes requiring insurance coverage.

Page 3

C. Under no circumstances shall a party to this Agreement be required to pay on behalf of itself, or another party, any amounts in excess of the limits of liability established in Minn. Stat. §466 applicable to any third party claim. The statutory limits of liability for some or all of the participating parties may not be added together or stacked to increase the maximum amount of liability for any third party claim.

D. That this section concerning indemnification and defense does not constitute a waiver by any party of limitations on liability provided under Minn. Stat. §466.

VIII. EQUAL EMPLOYMENT OPPORTUNITY AND COMPLIANCE WITH LAWS.

A. In fulfilling this Contract, the City will ensure that individuals are not discriminated against because of race, color, creed, religion, national origin, sex, marital status, disability, sexual orientation, or status with regard to public assistance.

B. The City shall at all times comply with all laws and rules which govern a public entity in the State of Minnesota.

IX. CONDITIONS OF THE PARTIES OBLIGATIONS

Any alterations, variations, modifications or waivers of provisions of this contract shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this contract.

No claim for services furnished by the City, not specifically provided for in the Contract, will be allowed by the County, nor shall the City do any work or furnish any materials not covered by this contract unless this is approved in writing by the County. Such approval shall be considered to be a modification of the Contract.

X. MISCELLANEOUS

Entire Contract – It is understood and agreed that the entire Contract of the parties is contained herein and that this Contract supercedes all oral agreements and negotiations between the parties relating to the subject matter hereof.

XI. TERM

The term of this Contract shall be from January 1, 2023 until December 31, 2023. Renewal of this Contract subsequent to this time period will be at the sole discretion of the County.

CITY OF NORTH MANKATO

Dr. Mark Dehen, Mayor

Date _____

Date _____

Kevin McCann, City Administrator

NICOLLET COUNTY

Board Chair

Mandy Landkamer, County Administrator

Date _____

Date _____

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: 12A	Department: Finance Director	Council Meeting Date: 12/19/2022
TITLE OF ISSUE: Consider Proposed 2023	Budget and Capital Improvement Plan	n. (Requires Separate Motions)
1. Resolution Approving the General Fund Budget	t and Auxiliary Fund Budget for Fisca	l Year 2023.
2. Resolution Approving 2022 Tax Levy Collectibl	le in 2023.	
3. Resolution Approving the Capital Improvement	t Plan 2023-2027.	
BACKGROUND AND SUPPLEMENTA	L INFORMATION: The publ	ic hearing for the 2023 Proposed Budget
and the 2023-2027 Capital Improvement	Plan was held on December 5,	2022. The attached resolutions are for
Council to adopt the 2025 Budget, the 20	122 Tax Levy Collectible in 202.	s, and the 2023-2027 Capital Improvement
rian. The council shall vote on each reso	Solution separately.	
		If additional space is required, attach a separate sheet
REQUESTED COUNCIL ACTION: 1. A	Adopt Resolutions Approving t	he General Fund Budget and Auxiliary
Fund Budget for Fiscal Year 2023. 2. Add	opt Resolution Approving 2022	Tax Levy Collectible in 2023. Adopt
Resolution Approving the Capital Impro	vement Plan 2023-2027.	
For Clerk's Use:	SUPPORT	ING DOCUMENTS ATTACHED
	SUITORI	ING DOCUMENTS ATTACHED
Motion By:	Resolution Ordinar	ce Contract Minutes Map
Second By:		
Vote Record: Aye Nay		
Norland	Other (specify)	
Oachs		
Whitlock		
Steiner		
Workshop	Refer	to:
X Regular Meeting	Table	until:
Special Meeting	Other	

RESOLUTION APPROVING THE GENERAL FUND BUDGET AND AUXILIARY FUND BUDGET FOR FISCAL YEAR 2023

BE IT RESOLVED by the City Council of the City of North Mankato, County of Nicollet, Minnesota, that the City Council approved the General Fund and Auxiliary Fund Budgets for the 2023 Fiscal Year as follows:

Genera	l Fund	
A.	General Government	\$ 936,783
B.	Public Safety	\$ 3,001,907
C.	Public Works	\$ 2,841,746
D.	Culture-Recreation	\$ 1,883,159
E.	Other Functions	\$ 1,090,072
F.	Transfers	\$ 457,000
TOTA	L GENERAL FUND EXPENDITURES	\$ 10,210,667
Auxilia	ry Funds	
А.	Special Revenue Funds	\$ 2,214,873
B.	Port Authority Funds	\$ 660,499
C.	Debt Service Funds	\$ 3,159,356
D.	Capital Project Funds	\$ 5,119,822
E.	Enterprise Funds	\$ 7,626,335
F.	Trust and Agency Funds	\$ 32,200
TOTAI	L AUXILIARY FUND EXPENDITURES	\$ 18,813,085
TOTAI	L EXPENDITURE BUDGET ALL FUNDS	\$ 29,023,752

BE IT FURTHER RESOLVED, that the City Council approved the Capital Improvement Plan as included in the 2023 Budget documents.

Adopted by the City Council this 19th day of December 2022.

Mayor

1.

2.

2023 Levy Options

		Tax Rate Change	Rate	Tax Rate & Est. Tax	+/- New Growth	% Increase	Levy Increase	Total Tax Levy	Fund Levy	Additional General	Levy	Additional Police	Tax Abatement	Debt Service	Port Authority	General Fund Levy		
			47.833%					\$7,122,995					400,684	1,346,736	75,000	5,300,575	2022 Levy	
No Somerset	Two new officers, ASA repairs	-3.414%	44.419%		\$501,391	8.5%	\$604,674	\$7,727,669			108,309		469,334	1,350,405	75,000	\$5,724,621	Increase	8.5% Levy
	, Tran																+	

8.5% Levy	8.8% Levy		9.5% Levy	
Increase +/- 2022	Increase	+/- 2022	Increase	+/- 2022
\$5,724,621 \$424,046	\$5,724,621	\$424,046	\$5,724,621	\$424,046
75,000	- 75,000	1	75,000	1
1,350,405 3,669	1,350,405	3,669	1,400,405	53,669
469,334 68,650	469,334	68,650	469,334	68,650
108,309	108,309		108,309	
	22,011		22,011	
\$7,727,669	\$7,749,680		\$7,799,680	
\$604,674	\$626,685		\$676,685	
8.5%	8.8%		9.5%	
\$501,391	\$523,402		\$573,402	
44.419%	44.545%		44.833%	
-3.414%	-3.288%		-3.000%	
ew officers, ASA repairs, Transit increase	Two new officers, ASA repairs	s, Transit increase	Two new officers, ASA, Transi	it, Debt Service
merset	No Somerset, Keep Add Gen L	, iransit increase	Iwo new officers, ASA, Transi	it, Debt Service

Resolution No. 112-22 Option A

RESOLUTION APPROVING 2022 TAX LEVY, COLLECTIBLE IN 2023

BE IT RESOLVED by the City Council of the City of North Mankato, County of Nicollet, Minnesota, that the following sums of money be levied for the current year collectible in 2023, upon the taxable property in said City of North Mankato, for the following purposes:

Total Budgeted Levy	\$7,122,995	\$ 7,799,680
Abatement Levy	\$400,684	\$ 469,334
Bonded Indebtedness	\$1,346,736	\$ 1,400,405
Port Authority Fund	\$75,000	\$ 75,000
General Fund	\$5,300,575	\$ 5,854,941
	2022	2023

Pursuant to M.S. 475.61, Subd. 3, the City Council and City Clerk do hereby certify and state to the County Auditor that the foregoing levy for "bonded indebtedness", when taken together with excess funds on hand in existing debt service accounts, aggregates more than sufficient monies to service all irrevocable levies previously made by the City for debt service and the Auditor therefore may reduce the amount of any additional irrevocable levies accordingly.

"Provision has been made by the City for payment of \$479,406 as the City's estimated contributory share to the Public Employees' Retirement Fund as provided for in Minnesota Statutes Annotated, Sections 353.01 et seq." No further levy is required for this purpose.

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Nicollet County, Minnesota.

Adopted by the City Council this 19th day of December 2022.

Mayor

RESOLUTION APPROVING 2022 TAX LEVY, COLLECTIBLE IN 2023

BE IT RESOLVED by the City Council of the City of North Mankato, County of Nicollet, Minnesota, that the following sums of money be levied for the current year collectible in 2023, upon the taxable property in said City of North Mankato, for the following purposes:

Total Budgeted Levy	\$7,122,995	\$ 7,749,680
Abatement Levy	\$400,684	\$ 469,334
Bonded Indebtedness	\$1,346,736	\$ 1,350,405
Port Authority Fund	\$75,000	\$ 75,000
General Fund	\$5,300,575	\$ 5,854,941
	2022	2023

Pursuant to M.S. 475.61, Subd. 3, the City Council and City Clerk do hereby certify and state to the County Auditor that the foregoing levy for "bonded indebtedness", when taken together with excess funds on hand in existing debt service accounts, aggregates more than sufficient monies to service all irrevocable levies previously made by the City for debt service and the Auditor therefore may reduce the amount of any additional irrevocable levies accordingly.

"Provision has been made by the City for payment of \$479,406 as the City's estimated contributory share to the Public Employees' Retirement Fund as provided for in Minnesota Statutes Annotated, Sections 353.01 et seq." No further levy is required for this purpose.

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Nicollet County, Minnesota.

Adopted by the City Council this 19th day of December 2022.

Mayor

Resolution No. 112-22 Option C

RESOLUTION APPROVING 2022 TAX LEVY, COLLECTIBLE IN 2023

BE IT RESOLVED by the City Council of the City of North Mankato, County of Nicollet, Minnesota, that the following sums of money be levied for the current year collectible in 2023, upon the taxable property in said City of North Mankato, for the following purposes:

Total Budgeted Levy	\$7,122,995	\$ 7,727,669
Abatement Levy	\$400,684	\$ 469,334
Bonded Indebtedness	\$1,346,736	\$ 1,350,405
Port Authority Fund	\$75,000	\$ 75,000
General Fund	\$5,300,575	\$ 5,832,930
	2022	2023

Pursuant to M.S. 475.61, Subd. 3, the City Council and City Clerk do hereby certify and state to the County Auditor that the foregoing levy for "bonded indebtedness", when taken together with excess funds on hand in existing debt service accounts, aggregates more than sufficient monies to service all irrevocable levies previously made by the City for debt service and the Auditor therefore may reduce the amount of any additional irrevocable levies accordingly.

"Provision has been made by the City for payment of \$479,406 as the City's estimated contributory share to the Public Employees' Retirement Fund as provided for in Minnesota Statutes Annotated, Sections 353.01 et seq." No further levy is required for this purpose.

The City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Nicollet County, Minnesota.

Adopted by the City Council this 19th day of December 2022.

Mayor

RESOLUTION APPROVING THE CAPITAL IMPROVEMENT PLAN COVERING PERIOD OF 2023-2027

WHEREAS, the City of North Mankato has prepared a Capital Improvement Plan covering the period of 2023 through 2027 (Exhibit A); and

WHEREAS, during the preparation of the Capital Improvement Plan the City Council considered the following:

- 1. Condition of the City's existing infrastructure, including the projected need for repair or replacement,
- 2. Likely demand for the improvement,
- 3. Estimated cost of the improvement,
- 4. Available public resources,
- 5. Level of overlapping debt in the City,
- 6. Relative benefits and costs of alternative uses of the funds,
- 7. Operating costs of the proposed improvements,
- 8. Alternatives for providing services more efficiently through shared facilities with counties and other local governmental units; and

WHEREAS, the North Mankato City Council duly held a public hearing on the Capital Improvement Plan at 7 p.m. on December 5, 2022;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, that the Capital Improvement Plan for the period of 2023 through 2027 is hereby approved.

Adopted by the City Council this 19th day of December 2022.

Mayor

2023-2027 Equipment/Facilities

Project or Activity	2022-2026	2023-2027	Variance
Website	40.000		(40.000)
Server Updates		36,822	36,822
Loader	28		
Loader Snow Blower	l,		18
Sweeper	215,000	557,000	342,000
Excavator			÷
General Equipment - Trucks, Skid loaders,			
Mowers, etc.	500,000	500,000	
Police Cruiser	375,000	395,000	20,000
Police Radios	100,000	135,000	35,000
Police Evidence Room Heat	3.000	3.000	1
Sirens - Upgrade (from 2012), Plant #2,			ŝ
Expansion, City Shop	27,000		(27,000)
Dump Truck	140,000		(140,000)
Tandem Dump Truck with Plow, Wing and			
Sander (3)	270,000		(270,000)
Roller (2)			3
Fire Engine	110,000	250,000	140.000
Replace roof on Station #2			3
Replace HVAC units at Station #2			
Breathing Air Compressor & Cascade Bottl	40,000		(40,000)
Overhaul Air Pack/Mork Room	3		
Exhaust Capture System	7,500		(1.500)
Overhaul Community Room Kitchen	50,000	50.000	
Replace overhead doors at Station #2 (5			
Doors: 4 in front and one in back)	30,000	30,000	3 4
Fire Pumper	1		
Mower Replacement	170,000	176,000	6,000
Chipper and Truck Replacement		60,000	60,000
Asphalt Roller Replacement		50,000	50,000
Leaf Collector Replacement		125,000	125,000
Single Axle Truck Replacement		225,000	225,000
City Signs		30,000	30,000
Parks Trailer/Band Shell	150,000		(150,000)
Library Bookdrop Off Station	6,000		(6,000)
Sub-Total Cash / Capital Facilities &			
Equipment wepacement	2,233,500	2,622,822	225,985

MANKATO

200

2023-2027 Debt Expenditures

Project or Activity	Strategic Program Area	2022 ADOPTED	2023 FORECAST	2024 FORECAST	2025 FORECAST	2026 FORECAST	2027 FORECAST
Caswell Park Phase #1 - Softfall deferred maint.	Recreation	2,600,000					
McKinley Ave. (300,400,500 Block)	Infrastructure	1,675,000					
Lor Ray Dr. (Monarch Meadow to Summerset)	Infrastructure	3,690,000					
Caswell Park Phase #2 Fieldouse Construction	Recreation	8,500,000	17,000,000				
Howard Dr./Lor Ray Dr. Roundabout - City Portion	Infrastructure		284,850			_	
Somerset Ln. Improvements	Infrastructure		4,316,000				
Hoover Dr. SRTS	Infrastructure			520,000			
Garfield Ave. (Center to Range)	Infrastructure						
Cross St (Monroe to Webster)	Infrastructure						
Sherman St. (700 Block - Monroe to Garfield)	Infrastructure				800,000		
Page Ave. (Center to Range)	Infrastructure						
Belgrade Ave. Improvements (Three-lane & Interchange)	Infrastructure				1.500.000		
Wheeler Ave (300 Block)	Infrastructure						
Ravine Project	Infrastructure						1,500,000
PW Building - Build in 2026	Infrastructure					6.000.000	
Sub-Total Bonds		16,465,000	21,600,850	520,000	2,300,000	6,000,000	1,500,000



3

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 12B Dept:	Finance	Council Meeting Date: 12/19/22
TITLE OF ISSUE: Consider Resolution Setting	ng Rates and Charges for	Storm Water.
BACKGROUND AND SUPPLEMENTAL IN	FORMATION: As part o	f the 2023 Budget discussion and approval
the Storm Water rates were increased. The at	tached resolution will inc	rease the rates.
a		
		If additional space is required, attach a separate sheet
REQUESTED COUNCIL ACTION: Adopt Re	solution Setting Rates an	d Charges for Storm Water.
For Clerk's Use:	SUPPORT	ING DOCUMENTS ATTACHED
Motion By:	Resolution Ordinar	uce Contract Minutes Man
Second By:		
Vote Record: Aye Nay		
Steiner Norland	Other (specify)	Memo
Oachs		
Whitlock Dehen		
Workshop	Refer	to:
X Regular Meeting	Table	until:
Special Meeting	Other	

RESOLUTION NO. 114-22

RESOLUTION SETTING RATES AND CHARGES FOR STORM WATER SURCHARGE FEES

WHEREAS, Section 50.02 of the City Code requires the City Council to fix and determine all rates and charges for municipal utilities in the City of North Mankato;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, pursuant to Section 50.02 of the City Code that the following monthly municipal Stormwater Surcharge be set effective for billings on and after January 1, 2023:

STORMWATER SUR	CHARGE
Single Family	\$4.75
All Other (Based on Lot Size) 0-10,000 Sq Ft.	\$4.75
10,001 Sq. Ft. or more	\$.68 per 1,000 Sq Ft.

Adopted by the City Council this 19th day of December 2022.

ATTEST:

Mayor

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 12C	Dept: Finance	Council Meeting Date: 12/19/22
TITLE OF ISSUE: Consider Resolution	Setting Rates and Cha	larges for Wastewater fees.
BACKGROUND AND SUPPLEMENTA the wastewater rates were increased. The	L INFORMATION: A	As part of the 2023 Budget discussion and approval, will increase the rates
	ie attached resolution (win increase the rates.
		If additional space is required, attach a separate sheet
REQUESTED COUNCIL ACTION: Add	opt Setting Rates and (Charges for Wastewater fees.
For Clerk's Use:	SI	UPPORTING DOCUMENTS ATTACHED
Motion By:	Resolution	n Ordinance Contract Minutes Man
Second By:		
Vote Record: Aye Nay		
Steiner Steiner Norland	Other (s	specify) <u>Memo</u>
Oachs Whitlock		
Dehen		
Workshop		Refer to:
X Regular Meeting		Table until:
Special Meeting		Other:

RESOLUTION NO. 115-22

RESOLUTION SETTING RATES AND CHARGES FOR WASTEWATER FEES

WHEREAS, Section 50.02 of the City Code requires the City Council to fix and determine all rates and charges for municipal utilities in the City of North Mankato;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, pursuant to Section 50.02 of the City Code that the following monthly Wastewater charge be set effective for billings on and after January 1, 2023:

WASTEWATER RATES	
0 Gallons to 2,250	\$18.50
Cost per 1,000 (over 2,251 gal)	\$6.35
Rural- 0 Gallons to 2,250	\$18.50
Rural Cost per 1,000 (over 2,251 gal)	\$7.45

Adopted by the City Council this 19th day of December 2022.

Mayor

ATTEST:

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 12D	Dept: Administration	Council Meeting	Date: 12/19/22
TITLE OF ISSUE: Consider Ordinance	No. 154 An Ordinance o	of the City of North Man	lkato, Minnesota
Amending North Mankato City code Cha	pter 151.	·	
BACKGROUND AND SUPPLEMENTA	L INFORMATION: A r	ublic hearing was held	earlier in the evening
concerning the proposed ordinance.	I		
		K-diam.	
REQUESTED COUNCIL ACTION: Ado	pt Ordinance No. 154 A	n Ordinance of the City	of North Mankato
Minnesota Amending North Mankato Cit	y code Chapter 151.	a ordinance of the City	of north mankato,
	v L		
For Clerk's Use:	SUPI	PORTING DOCUMENT	FS ATTACHED
Motion By:	Resolution (Ordinance Contract M	inutes Map
Second By:			
Vote Record: Ave Nav			
Steiner	Other (spec	cify)	
Norland			
Oachs			
Whitlock			
Dehen			
Workshop		Refer to	
X Regular Meeting		Table until:	
Special Meeting		Other:	

ORDINANCE NO. 154

AN ORDINANCE OF THE CITY OF NORTH MANKATO, MINNESOTA

AMENDING NORTH MANKATO CITY CODE CHAPTER 151

THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA, ORDAINS AS FOLLOWS:

ARTICLE I: Chapter 151 of the North Mankato City Code shall be amended by adding Section 151.21 to the Municipal Code of the City of North Mankato:

Section 151.21 Water Meters

All properties required to obtain a residential rental license must obtain and install automatic read meters. If the property does not comply with these provisions, the rental license shall not be issued, and if a rental license has been issued, it shall not be renewed. The property shall not qualify for a new or renewed rental license until it complies with the provisions of this code section. Should the rental license lapse and not be renewed due to non-compliance with this ordinance, a new rental license application will be considered an initial application for the property.

City Staff may install automatic read meters if under 1 ½" in size and all plumbing is in good working condition. The consumer is responsible for paying for the meter, permit, and time of the City Staff. An authorized contractor must install all other automatic read meters, and the consumer shall pay for such permit and the cost of a new meter. The City does not guarantee that City Staff can install a meter, and requests may be denied due to plumbing conditions, staff availability, and other circumstances per the authorization of the Water Superintendent.

After the purchase of an automatic read meter, the property owner becomes the meter owner and shall be held responsible for the care and maintenance of that meter.

<u>ARTICLE II:</u> This ordinance shall become effective on or after the date following such publication in accordance with the law.

Due to the quantity of current rental licenses in the City of North Mankato, the following schedule will be followed for rental license renewals.

2024 Rental Licenses: All Lower North Mankato

2025 Rental Licenses: All Upper North Mankato

Mayor

ATTEST:

Water Meters

Contractor Installed Meters:

5/8" Meter	\$201.74
3/4" Meter	\$267.53
1" Meter	\$366.78
1 1/2" Meter	\$959.36
2" Meter	\$1,161.48
Permit	\$21.00 (only charged if a contractor does the install)

City Installed Meters:

5/8" Meter	\$187.00
3/4" Meter	\$248.00
1" Meter	\$340.00

**Price difference is based on tax. City installed meters are not taxable.

City Installation:

- City installation is \$42.00 an hour with 1 hour minimum
- Very rare do they go over 1 hour
- They are only able to do change outs, no plumbing
- City staff can only install up to 1" Meters
- Staff has limited appointments each week for meter installs

Financing Options (adding to utility bill):

- \$229 financed for 6 months at 6% interest = \$38.84 monthly payment
- \$229 financed over 1 year at 6% interest = \$19.71 monthly payment
- \$229 financed over 3 years at 6% interest = \$6.97 monthly payment

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 12E	Dept: Administration	Council Meeting Date: 12/19/22
TITLE OF ISSUE: Consider Resolution Authorizing Entering into an Agreement with the Minnesota		
Department of Transportation for Federal Participation in Construction.		
DACKCROUND AND CUDDLEMENTA	I INFORMATION CH	
BACKGROUND AND SUPPLEMENTAL INFORMATION: City Engineer Sarff will review the proposed agreement.		
		If additional space is required, attach a separate sheet
REQUESTED COUNCIL ACTION: Adopt Resolution Authorizing Entering into an Agreement with the		
Winnesota Department of Transportation for Federal Participation in Construction.		
For Clerk's Use:	SUPP	ORTING DOCUMENTS ATTACHED
Motion By:	Resolution O	rdinance Contract Minutes Map
Second By:		
Vote Record: Ave Nav		
Steiner	Other (speci	ify)
Norland		
Oachs Whitlask		
Dehen		
Workshop		Refer to:
		3
X Regular Meeting		Table until:
Special Meeting		Other:

RESOLUTION NO. 116-22

RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION FOR FEDERAL PARTICIPATION IN CONSTRUCTION

WHEREAS, pursuant to Minnesota Statutes Section 161.36, the Minnesota Department of Transportation may act as the City's agent in accepting federal funds on the City's behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by Federal Highway Administration ("FHWA") federal funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the City of North Mankato to accept, as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Mayor and the City Administrator are hereby authorized and directed for and on behalf of the City of North Mankato to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Contract No. 1052156", a copy of which said agreement was before the City Council and which is made a part hereof by reference.

Adopted by the City Council this 19th day of December 2022.

Attest:

Mayor

_____City Clerk

DEPARTMENT OF TRANSPORTATION

STATE OF MINNESOTA

AGENCY AGREEMENT

for

FEDERAL PARTICIPATION IN CONSTRUCTION

This Agreement is entered into by and between City of North Mankato ("Local Government") and the State of Minnesota acting through its Commissioner of Transportation ("MnDOT").

RECITALS

- Pursuant to Minnesota Statutes Section 161.36, the Local Government desires MnDOT to act as the Local Government's agent in accepting federal funds on the Local Government's behalf for the construction, improvement, or enhancement of transportation financed either in whole or in part by Federal Highway Administration ("FHWA") federal funds, hereinafter referred to as the "Project(s)"; and
 - 2. This Agreement is intended to cover all federal aid projects initiated by the Local Government and therefore has no specific State Project number associated with it, and
 - 2.1. The Assistance Listing Number (ALN) is 20.205, 20.224, 20.933 or another Department of Transportation ALN as listed on SAM.gov and
 - 2.2. This project is for construction, not research and development.
 - 2.3. MnDOT requires that the terms and conditions of this agency be set forth in an agreement.

AGREEMENT TERMS

1. Term of Agreement; Prior Agreement

- 1.1. Effective Date. This Agreement will be effective on the date that MnDOT obtains all required signatures under Minn. Stat. §16C.05, Subd. 2. This Agreement will remain effective until it is superseded or terminated pursuant to section 14.
- 1.2. **Prior Agreement.** This Agreement supersedes the prior agreement between the parties, MnDOT Contract Number 1029968.

2. Local Government's Duties

2.1. **Designation.** The Local Government designates MnDOT to act as its agent in accepting federal funds on its behalf made available for the Project(s). Details on the required processes and procedures are available on the State Aid Website.

2.2. Staffing.

2.2.1. The Local Government will furnish and assign a publicly employed and licensed engineer, ("Project Engineer"), to be in responsible charge of the Project(s) and to supervise and direct the work to be performed under any construction contract let for the Project(s). In the alternative, where the Local Government elects to use a private consultant for construction engineering services, the Local Government will provide a qualified, full-time public employee of the Local Government to be in responsible charge of the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This
written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.

- 2.2.2. During the progress of the work on the Project(s), the Local Government authorizes its Project Engineer to request in writing specific engineering and/or technical services from MnDOT, pursuant to Minnesota Statutes Section 161.39. Such services may be covered by other technical service agreements. If MnDOT furnishes the services requested, and if MnDOT requests reimbursement, then the Local Government will promptly pay MnDOT to reimburse the state trunk highway fund for the full cost and expense of furnishing such services. The costs and expenses will include the current MnDOT labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit. Provision of such services will not be deemed to make MnDOT a principal or coprincipal with respect to the Project(s).
- 2.3. **Pre-letting.** The Local Government will prepare construction contracts in accordance with Minnesota law and applicable Federal laws and regulations.
 - 2.3.1. The Local Government will solicit bids after obtaining written notification from MnDOT that the FHWA has authorized the Project(s). Any Project(s) advertised prior to authorization without permission will not be eligible for federal reimbursement.
 - 2.3.2. The Local Government will prepare the Proposal for Highway Construction for the construction contract, which will include all federal-aid provisions supplied by MnDOT.
 - 2.3.3. The Local Government will prepare and publish the bid solicitation for the Project(s) as required by state and federal laws. The Local Government will include in the solicitation the required language for federal-aid construction contracts as supplied by MnDOT. The solicitation will state where the proposals, plans, and specifications are available for the inspection of prospective bidders and where the Local Government will receive the sealed bids.
 - 2.3.4. The Local Government may not include other work in the construction contract for the authorized Project(s) without obtaining prior notification from MnDOT that such work is allowed by FHWA. Failure to obtain such notification may result in the loss of some or all of the federal funds for the Project(s). All work included in a federal contract is subject to the same federal requirements as the federal project.
 - 2.3.5. The Local Government will prepare and sell the plan and proposal packages and prepare and distribute any addenda, if needed.
 - 2.3.6. The Local Government will receive and open bids.
 - 2.3.7. After the bids are opened, the Local Government will consider the bids and will award the bid to the lowest responsible bidder or reject all bids. If the construction contract contains a goal for Disadvantaged Business Enterprises (DBEs), the Local Government will not award the bid until it has received certification of the Disadvantaged Business Enterprise participation from the MnDOT Office of Civil Rights.
 - 2.3.8. The Local Government must disclose in writing any potential conflict of interest to the Federal awarding agency or MnDOT in accordance with applicable FHWA policy.

2.4. Contract Administration.

2.4.1. The Local Government will prepare and execute a construction contract with the lowest responsible bidder, hereinafter referred to as the "Contractor," in accordance with the special provisions and the latest edition of MnDOT's Standard Specifications for Construction when the contract is awarded and all amendments thereto. All contracts between the Local Government and third parties or subcontractors must contain all applicable provisions of this Agreement, including the applicable

federal contract clauses, which are identified in Appendix II of 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and as identified in Section 18 of this Agreement.

- 2.4.2. The Project(s) will be constructed in accordance with the plans, special provisions, and standard specifications of each Project. The standard specifications will be the latest edition of MnDOT Standard Specifications for Highway Construction and all amendments thereto. The plans, special provisions, and standard specifications will be on file at the Local Government Engineer's Office. The plans, special provisions, and specifications are incorporated into this Agreement by reference as though fully set forth herein.
- 2.4.3. The Local Government will furnish the personnel, services, supplies, and equipment necessary to properly supervise, inspect, and document the work for the Project(s). The services of the Local Government to be performed hereunder may not be assigned, sublet, or transferred unless the Local Government is notified in writing by MnDOT that such action is permitted under 23 CFR 1.33 and 23 CFR 635.105 and state law. This written consent will in no way relieve the Local Government from its primary responsibility for performance of the work.
- 2.4.4. The Local Government will document quantities in accordance with the guidelines set forth in the Construction Section of the Electronic State Aid Manual that are in effect at the time the work was performed.
- 2.4.5. The Local Government will test materials in accordance with the Schedule of Materials Control in effect at the time each Project was let. The Local Government will notify MnDOT when work is in progress on the Project(s) that requires observation by the Independent Assurance Inspector, as required by the Independent Assurance Schedule.
- 2.4.6. The Local Government may make changes in the plans or the character of the work, as may be necessary to complete the Project(s), and may enter into Change Order(s) with the Contractor. The Local Government will not be reimbursed for any costs of any work performed under a change order unless MnDOT has notified the Local Government that the subject work is eligible for federal funds and sufficient federal funds are available.
- 2.4.7. The Local Government will request approval from MnDOT for all costs in excess of the amount of federal funds previously approved for the Project(s) prior to incurring such costs. Failure to obtain such approval may result in such costs being disallowed for reimbursement.
- 2.4.8. The Local Government will prepare reports, keep records, and perform work so as to meet federal requirements and to enable MnDOT to collect the federal aid sought by the Local Government. Required reports are listed in the MnDOT State Aid Manual, Delegated Contract Process Checklist, available from MnDOT's authorized representative. The Local Government will retain all records and reports and allow MnDOT or the FHWA access to such records and reports for six years.
- 2.4.9. Upon completion of the Project(s), the Project Engineer will determine whether the work will be accepted.

2.5. Limitations.

- 2.5.1. The Local Government will comply with all applicable Federal, State, and local laws, ordinances, and regulations.
- 2.5.2. Nondiscrimination. It is the policy of the Federal Highway Administration and the State of Minnesota that no person in the United States will, on the grounds 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 (42 U.S.C. 2000d). Through expansion of the mandate

for nondiscrimination in Title VI and through parallel legislation, the proscribed bases of discrimination include race, color, sex, national origin, age, and disability. In addition, the Title VI program has been extended to cover all programs, activities and services of an entity receiving Federal financial assistance, whether such programs and activities are Federally assisted or not. Even in the absence of prior discriminatory practice or usage, a recipient in administering a program or activity to which this part applies is expected to take affirmative action to assure that no person is excluded from participation in, or is denied the benefits of, the program or activity on the grounds of race, color, national origin, sex, age, or disability. It is the responsibility of the Local Government to carry out the above requirements.

- 2.5.3. Utilities. The Local Government will treat all public, private or cooperatively owned utility facilities which directly or indirectly serve the public and which occupy highway rights of way in conformance with 23 CFR 645 "Utilities", which is incorporated herein by reference.
- 2.6. **Maintenance.** The Local Government assumes full responsibility for the operation and maintenance of any facility constructed or improved under this Agreement.

3. MnDOT's Duties

3.1. Acceptance. MnDOT accepts designation as Agent of the Local Government for the receipt and disbursement of federal funds and will act in accordance herewith.

3.2. Project Activities.

- 3.2.1. MnDOT will make the necessary requests to the FHWA for authorization to use federal funds for the Project(s) and for reimbursement of eligible costs pursuant to the terms of this Agreement.
- 3.2.2. MnDOT will provide to the Local Government copies of the required Federal-aid clauses to be included in the bid solicitation and will provide the required Federal-aid provisions to be included in the Proposal for Highway Construction.
- 3.2.3. MnDOT will review and certify the DBE participation and notify the Local Government when certification is complete. If certification of DBE participation (or good faith efforts to achieve such participation) cannot be obtained, then Local Government must decide whether to proceed with awarding the contract. Failure to obtain such certification will result in the Project becoming ineligible for federal assistance, and the Local Government must make up any shortfall.
- 3.2.4. MnDOT will provide the required labor postings.
- 3.3. Authority. MnDOT may withhold federal funds, where MnDOT or the FHWA determines that the Project(s) was not completed in compliance with federal requirements.
- 3.4. **Inspection.** MnDOT, the FHWA, or duly authorized representatives of the state and federal government will have the right to audit, evaluate and monitor the work performed under this Agreement. The Local Government will make all books, records, and documents pertaining to the work hereunder available for a minimum of six years following the closing of the construction contract.

4. Time

- 4.1. The Local Government must comply with all time requirements described in this Agreement. In the performance of this Agreement, time is of the essence.
- 4.2. The period of performance is defined as beginning on the date of federal authorization and ending on the date defined in the federal financial system or federal agreement ("end date"). No work completed after the end date will be eligible for federal funding. Local Government must submit all contract close out paperwork to MnDOT at least twenty-four months prior to the end date.

5. Payment

- 5.1. **Cost.** The entire cost of the Project(s) is to be paid from federal funds made available by the FHWA and by other funds provided by the Local Government. The Local Government will pay any part of the cost or expense of the Project(s) that is not paid by federal funds. MnDOT will receive the federal funds to be paid by the FHWA for the Project(s), pursuant to Minnesota Statutes § 161.36, Subdivision 2. MnDOT will reimburse the Local Government, from said federal funds made available to each Project, for each partial payment request, subject to the availability and limits of those funds.
- 5.2. Indirect Cost Rate Proposal/Cost Allocation Plan. If the Local Government seeks reimbursement for indirect costs and has submitted to MnDOT an indirect cost rate proposal or a cost allocation plan, the rate proposed will be used on a provisional basis. At any time during the period of performance or the final audit of a Project, MnDOT may audit and adjust the indirect cost rate according to the cost principles in 2 CFR Part 200. MnDOT may adjust associated reimbursements accordingly.
- 5.3. **Reimbursement.** The Local Government will prepare partial estimates in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify each partial estimate. Following certification of the partial estimate, the Local Government will make partial payments to the Contractor in accordance with the terms of the construction contract for the Project(s).
 - 5.3.1. Following certification of the partial estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified partial estimate.
 - 5.3.2. Upon completion of the Project(s), the Local Government will prepare a final estimate in accordance with the terms of the construction contract for the Project(s). The Project Engineer will certify the final estimate. Following certification of the final estimate, the Local Government will make the final payment to the Contractor in accordance with the terms of the construction contract for the Project(s).
 - 5.3.3. Following certification of the final estimate, the Local Government may request reimbursement for costs eligible for federal funds. The Local Government's request will be made to MnDOT and will include a copy of the certified final estimate along with the required records.
 - 5.3.4. Upon completion of the Project(s), MnDOT will perform a final inspection and verify the federal and state eligibility of all payment requests. If the Project is found to have been completed in accordance with the plans and specifications, MnDOT will promptly release any remaining federal funds due the Local Government for the Project(s). If MnDOT finds that the Local Government has been overpaid, the Local Government must promptly return any excess funds.
 - 5.3.5. In the event MnDOT does not obtain funding from the Minnesota Legislature or other funding source, or funding cannot be continued at a sufficient level to allow for the processing of the federal aid reimbursement requests, the Local Government may continue the work with local funds only, until such time as MnDOT is able to process the federal aid reimbursement requests.
- 5.4. **Matching Funds.** Any cost sharing or matching funds required of the Local Government in this Agreement must comply with 2 CFR 200.306.
- 5.5. Federal Funds. Payments under this Agreement will be made from federal funds. The Local Government is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for failure to comply with any federal requirements including, but not limited to, 2 CFR Part 200. If, for any reason, the federal government fails to pay part of the cost or expense incurred by the Local Government, or in the event the total amount of federal funds is not available, the Local Government will be responsible for any and all costs or expenses incurred under this Agreement. The Local Government further

agrees to pay any and all lawful claims arising out of or incidental to the performance of the work covered by this Agreement in the event the federal government does not pay the same.

- 5.6. **Closeout.** The Local Government must liquidate all obligations incurred under this Agreement for each Project and submit all financial, performance, and other reports as required by the terms of this Agreement and the Federal award at least twenty-four months prior to the **end date** of the period of performance for each Project. MnDOT will determine, at its sole discretion, whether a closeout audit is required prior to final payment approval. If a closeout audit is required, final payment will be held until the audit has been completed. Monitoring of any capital assets acquired with funds will continue following project closeout.
- 6. Conditions of Payment. All services provided by Local Government under this Agreement must be performed to MnDOT's satisfaction, as determined at the sole discretion of MnDOT's Authorized Representative, and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Local Government will not receive payment for work found by MnDOT to be unsatisfactory or performed in violation of federal, state, or local law.

7. Authorized Representatives

7.1. MnDOT's Authorized Representative is:

Name: Kristine Elwood, or her successor.

Title: State Aid Engineer

Phone: 651-366-4831

Email: Kristine.elwood@state.mn.us

MnDOT's Authorized Representative has the responsibility to monitor Local Government's performance and the authority to accept the services provided under this Agreement. If the services are satisfactory, MnDOT's Authorized Representative will certify acceptance on each invoice submitted for payment.

7.2. The Local Government's Authorized Representative is:

Name: Kevin McCann or their successor.

Title: North Mankato City Administrator

Phone: 507-625-4141

Email: kmccann@northmankato.com

If the Local Government's Authorized Representative changes at any time during this Agreement, the Local Government will immediately notify MnDOT.

8. Assignment Amendments, Waiver, and Agreement Complete

- 8.1. Assignment. The Local Government may neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of MnDOT and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 8.2. Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.
- 8.3. **Waiver.** If MnDOT fails to enforce any provision of this Agreement, that failure does not waive the provision or MnDOT's right to subsequently enforce it.
- 8.4. Agreement Complete. This Agreement contains all negotiations and agreements between MnDOT and the

Local Government. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

- 8.5. **Severability.** If any provision of this Agreement, or the application thereof, is found to be invalid or unenforceable to any extent, the remainder of the Agreement, including all material provisions and the application of such provisions, will not be affected and will be enforceable to the greatest extent permitted by the law.
- 8.6. Electronic Records and Signatures. The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 8.7. **Certification.** By signing this Agreement, the Local Government certifies that it is not suspended or debarred from receiving federal or state awards.

9. Liability and Claims

- 9.1. **Tort Liability.** Each party is responsible for its own acts and omissions and the results thereof to the extent authorized by law and will not be responsible for the acts and omissions of any others and the results thereof. The Minnesota Tort Claims Act, Minnesota Statutes Section 3.736, governs MnDOT liability.
- 9.2. Claims. The Local Government acknowledges that MnDOT is acting only as the Local Government's agent for acceptance and disbursement of federal funds, and not as a principal or co-principal with respect to the Project. The Local Government will pay any and all lawful claims arising out of or incidental to the Project including, without limitation, claims related to contractor selection (including the solicitation, evaluation, and acceptance or rejection of bids or proposals), acts or omissions in performing the Project work, and any *ultra vires* acts. To the extent permitted by law, the Local Government will indemnify, defend (to the extent permitted by the Minnesota Attorney General), and hold MnDOT harmless from any claims or costs arising out of or incidental to the Project(s), including reasonable attorney fees incurred by MnDOT. The Local Government's indemnification obligation extends to any actions related to the certification of DBE participation, even if such actions are recommended by MnDOT.

10. Audits

- 10.1. Under Minn. Stat. § 16C.05, Subd.5, the books, records, documents, and accounting procedures and practices of the Local Government, or any other party relevant to this Agreement or transaction, are subject to examination by MnDOT and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later. The Local Government will take timely and appropriate action on all deficiencies identified by an audit.
- 10.2. All requests for reimbursement are subject to audit, at MnDOT's discretion. The cost principles outlined in 2 CFR 200.400-.476 will be used to determine whether costs are eligible for reimbursement under this Agreement.
- 10.3. If Local Government expends \$750,000 or more in Federal Funds during the Local Government's fiscal year, the Local Government must have a single audit or program specific audit conducted in accordance with 2 CFR Part 200.
- 11. Government Data Practices. The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, <u>Minn. Stat. Ch. 13</u>, as it applies to all data provided by MnDOT under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this Agreement. The civil remedies of <u>Minn. Stat. §13.08</u> apply to the release of the data referred to in this clause by either the Local Government or MnDOT.
- Workers Compensation. The Local Government certifies that it is in compliance with <u>Minn. Stat. §176.181</u>, Subd.
 2, pertaining to workers' compensation insurance coverage. The Local Government's employees and agents will

not be considered MnDOT employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way MnDOT's obligation or responsibility.

13. Governing Law, Jurisdiction, and Venue. Minnesota law, without regard to its choice-of-law provisions, governs this Agreement. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination; Suspension

- 14.1. **Termination by MnDOT.** MnDOT may terminate this Agreement with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 14.2. **Termination for Cause.** MnDOT may immediately terminate this Agreement if MnDOT finds that there has been a failure to comply with the provisions of this Agreement, that reasonable progress has not been made, that fraudulent or wasteful activity has occurred, that the Local Government has been convicted of a criminal offense relating to a state agreement, or that the purposes for which the funds were granted have not been or will not be fulfilled. MnDOT may take action to protect the interests of MnDOT of Minnesota, including the refusal to disburse additional funds and/or requiring the return of all or part of the funds already disbursed.
- 14.3. Termination for Insufficient Funding. MnDOT may immediately terminate this Agreement if:
 - 14.3.1. It does not obtain funding from the Minnesota Legislature; or
 - 14.3.2. If funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Local Government. MnDOT is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. MnDOT will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MnDOT will provide the Local Government notice of the lack of funding within a reasonable time of MnDOT's receiving that notice.
- 14.4. **Suspension.** MnDOT may immediately suspend this Agreement in the event of a total or partial government shutdown due to the failure to have an approved budget by the legal deadline. Work performed by the Local Government during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.
- 15. Data Disclosure. Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Local Government consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to MnDOT, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.
- 16. Fund Use Prohibited. The Local Government will not utilize any funds received pursuant to this Agreement to compensate, either directly or indirectly, any contractor, corporation, partnership, or business, however organized, which is disqualified or debarred from entering into or receiving a State contract. This restriction applies regardless of whether the disqualified or debarred party acts in the capacity of a general contractor, a subcontractor, or as an equipment or material supplier. This restriction does not prevent the Local Government from utilizing these funds to pay any party who might be disqualified or debarred after the Local Government's contract award on this Project.

17. Discrimination Prohibited by Minnesota Statutes §181.59. The Local Government will comply with the provisions of Minnesota Statutes §181.59 which requires that every contract for or on behalf of the State of Minnesota, or any county, city, town, township, school, school district or any other district in the state, for materials, supplies or construction will contain provisions by which Contractor agrees: 1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no Contractor, material supplier or vendor, will, by reason of race, creed or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; 2) That no Contractor, material supplier, or vendor, will, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons from the performance of work under any contract on account of race, creed or color; 3) That a violation of this section is a misdemeanor; and 4) That this contract may be canceled or terminated by the state of Minnesota, or any county, city, town, township, school, school district or any other person authorized to contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this Agreement.

18. Federal Contract Clauses

- 18.1. Appendix II 2 CFR Part 200. The Local Government agrees to comply with the following federal requirements as identified in 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, and agrees to pass through these requirements to its subcontractors and third-party contractors, as applicable. In addition, the Local Government shall have the same meaning as "Contractor" in the federal requirements listed below.
 - 18.1.1. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
 - 18.1.2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
 - 18.1.3. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
 - 18.1.4. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision

for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- 18.1.5. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- 18.1.6. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- 18.1.7. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- 18.1.8. Debarment and Suspension (Executive Orders 12549 and 12689) A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 18.1.9. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must

also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- 18.1.10. Local Government will comply with 2 CFR § 200.323.
- 18.1.11. Local Government will comply with 2 CFR § 200.216.
- 18.1.12. Local Government will comply with 2 CFR § 200.322.
- 18.2. **Drug-Free Workplace.** The Local Government will comply with the Drug-Free Workplace requirements under subpart B of 49 C.F.R. Part 32.
- 18.3. Title VI/Non-discrimination Assurances. The Local Government hereby agrees that, as a condition of receiving any Federal financial assistance under this Agreement, it will comply with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. § 2000d), related nondiscrimination statutes (i.e., 23 U.S.C. § 324, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975), and applicable regulatory requirements to the end that no person in the United States shall, on the grounds of race, color, national origin, sex, disability, or age be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity for which the Local Government receives Federal financial assistance.

The Local Government hereby agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: <u>https://edocs-</u>

<u>public.dot.state.mn.us/edocs</u> <u>public/DMResultSet/download?docId=11149035</u>. If federal funds are included in any contract, the Local Government will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Local Government's compliance with this provision. The Local Government must cooperate with State throughout the review process by supplying all requested information and documentation to State, making Local Government staff and officials available for meetings as requested, and correcting any areas of noncompliance as determined by State.

18.4. **Buy America.** The Local Government must comply with the Buy America domestic preferences contained in the Build America, Buy America Act (Sections 70901-52 of the Infrastructure Investment and Jobs Act, Public Law 117-58) and as implemented by US DOT operating agencies.

18.5. Federal Funding Accountability and Transparency Act (FFATA)

- 18.5.1. This Agreement requires the Local Government to provide supplies and/or services that are funded in whole or in part by federal funds that are subject to FFATA. The Local Government is responsible for ensuring that all applicable requirements, including but not limited to those set forth herein, of FFATA are met and that the Local Government provides information to the MnDOT as required.
 - a. Reporting of Total Compensation of the Local Government's Executives.
 - b. The Local Government shall report the names and total compensation of each of its five most highly compensated executives for the Local Government's preceding completed fiscal year, if in the Local Government's preceding fiscal year it received:
 - i. 80 percent or more of the Local Government's annual gross revenues from Federal procurement contracts and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at https://www.sec.gov/answers/execomp.htm).

Executive means officers, managing partners, or any other employees in management positions.

- c. Total compensation means the cash and noncash dollar value earned by the executive during the Local Government's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
 - i. Salary and bonus.
 - ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
 - iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
 - iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
 - v. Above-market earnings on deferred compensation which is not tax qualified.
- 18.5.2. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- 18.5.3. The Local Government must report executive total compensation described above to the MnDOT by the end of the month during which this Agreement is awarded.
- 18.5.4. The Local Government will obtain a Unique Entity Identifier number and maintain this number for the term of this Agreement. This number shall be provided to MnDOT on the plan review checklist submitted with the plans for each Project.
- 18.5.5. The Local Government's failure to comply with the above requirements is a material breach of this Agreement for which the MnDOT may terminate this Agreement for cause. The MnDOT will not be obligated to pay any outstanding invoice received from the Local Government unless and until the Local Government is in full compliance with the above requirements.

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.]

City of North Mankato

Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances.

Date:_____

DEPARTMENT OF TRANSPORTATION

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 12F	Dept: Administration	Council Meeting Date: 12/19/22
TITLE OF ISSUE: Consider Resolution	Approving Plans and Sp	ecifications and Ordering advertisement for Ci
Project No. 22-02 ABCDEF Somerset Lar	ne Street and Utility Imp	provement Project.
BACKGROUND AND SUPPLEMENTAL	L INFORMATION: City	y Engineer Sarff will present information on the
proposed Somerset Lane Street and Utilit	y Improvement.	If additional space is required, attach a separate sheet
REQUESTED COUNCIL ACTION: Ado	pt Resolution Approving	g Plans and Specifications and Ordering
advertisement for City Project No. 22-02	ABCDEF Somerset Lane	e Street and Utility Improvement Project.
Ear Clark's Use	CUDE	PODTING DOCUMENTS ATTACHED
FOF CIEFK'S Use:	SUPP	FORTING DOCUMENTS ATTACHED
Motion By:	Resolution C	Ordinance Contract Minutes Map
Second By:		
Vote Record: Ave Nav		
Steiner	Other (spec	cify)
Norland		
Oachs		
Whitlock	2	
Dehen		
Workshop		Refer to:
Regular Meeting		Table until:
Special Meeting		Other:



1960 Premier Drive Mankato, MN 56001-5900

Real People. Real Solutions.

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MEMORANDUM

Date: December 15, 2022

To: Kevin McCann, City Administrator

From: Daniel R. Sarff, P.E., City Engineer

Subject: Somerset Lane Street and Utility Improvement Project SAP 150-260-001 City Project No. 22-03 ABCDEF BMI Project No. 0M1.127298

Plans and specifications have been prepared for the Somerset Lane Street and Utility Improvement Project. The proposed improvements are essentially the same as that presented with the Preliminary Engineering Report and subsequent City Council discussions. The following is a summary of the proposed improvements:

Project Locations:

- Base Bid: Somerset Lane from CSAH 13 (Lookout Drive) to approx. 200 feet east of Lexington Lane
- Alternate Bid: Somerset Lane from CSAH 13 (Lookout Drive) to Lor Ray Drive

Proposed Improvements:

- Sanitary Sewer:
 - Extend 8-, 10- and 12- inch sanitary sewer on Somerset Lane from existing sanitary sewer stubs at Lor Ray Drive and Lexington Lane – these sanitary sewer extensions will provide sanitary sewer service to the future development property to the west, north and east of the project area
 - Extend 8- and 12-inch diameter sanitary sewer stubs at appropriate locations for future extension into the future development areas
 - Construct sanitary sewer services for the two existing acreage residences north of Somerset Lane
- Watermain:
 - Extend 12-inch diameter PVC watermain along Somerset Lane throughout the project limits, connecting to existing watermains on Lor Ray Drive and Lexington Lane
 - o Install hydrants, valves, and fittings at appropriate locations
 - o Install water services to the two existing acreage residences north of Somerset Lane
 - These improvements will provide for extensions into future development areas west, north, and east of the project limits
- Storm Sewer:
 - o Construct storm sewer ranging in size from 12 to 48 inches in diameter
 - o Construct inlets at low points and at intermediate points along the new curb
 - Construct new manholes at appropriate intervals to provide access for maintenance and cleaning

- The storm sewer system will discharge into the existing Reserve Subdivision stormwater detention pond to provide rate control and stormwater quality
- The Somerset Lane storm sewer system will be sized to accommodate 1.0 cubic foot (cfs) per acre of stormwater drainage from the future development areas; this discharge rate will require that stormwater ponds be constructed with the future developments, but will provide an outlet for the stormwater ponds
- The existing agricultural field tiles crossing Somerset Lane will be perpetuated by either replacing with new pipe and connecting on both ends, or by connecting to the new storm sewer system
- Street and Surface:
 - o 40-foot-wide bituminous street with concrete curb and gutter on both sides:
 - Provides for one traffic lane in each direction and a shoulder area adjacent to each curb
 - Proposed width would accommodate on-street parking or left turn lanes at selected locations if required in the future
 - New street would be lowered 2 to 4 feet top curb at or below grade of adjacent ground
 - o 8' wide concrete walk along the north side
 - o 8' wide bituminous trail along the south side
 - Bituminous pavement section designed to meet State Aid standards for projected future traffic
 - o Restore all disturbed turf areas with seed
- Street Lights
 - Provide street lighting system with twelve new residential style lights

Estimated Project Costs and Funding:

	Estimated Cost		
ltem	Base Bid	Alternate Bid	
Street and Surface Improvements/Street Lights	\$1,744,700	\$769,900	
Storm Sewer	\$881,100	\$642,700	
Sanitary Sewer	\$849,200	\$492,000	
Watermain	\$564,700	\$252,700	
TOTAL	\$4,039,700	\$2,157,300	
Street Light Poles and Fixtures (to be purchased			
directly by the City)	\$36,000	\$15,000	
ESTIMATED PROJECT COST:	\$4,075,700	\$2,172,300	
ESTIMATED FUNDING:			
Local Road Improvement Program Grant	\$125,000	\$125,000	
Municipal State Aid Funds	\$200,000	\$200,000	
Assessments/GO Bonds	\$3,750,700	\$1,847,300	

Recommended Action: Consider adoption of resolution approving plans and specifications and ordering advertisement for bids. A copy of the resolution is included in Council Packet.

Bolton & Menk is an equal opportunity employer.

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS PROJECT NO. 22-03 ABCDEF SOMERSET LANESTREET & UTILITY IMPROVEMENT PROJECT

WHEREAS, pursuant to a resolution of the City Council adopted the 7th day of November 2022, the City Engineer has prepared plans and specifications for Project No. 22-03 ABCDEF, Somerset Lane Street and Utility Improvement Project and has presented such plans and specifications to the council for approval.

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

- 1. Such plans and specifications, a copy of which is on file in the City Clerk's office and made a part hereof, are hereby approved.
- 2. The city clerk shall prepare and cause to be inserted in the official paper and on Quest Construction Data Network, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for not less than three weeks, shall specify the work to be done, shall state that bids will be received by the clerk until 11:00 a.m. on January 17, 2023, at which time they will be publicly opened in the Council Chambers of the City Hall by the City Clerk and the City Engineer
- 3. The bids will then be tabulated and will be considered by the City Council at their regular meeting at 7:00 p.m. on March 6, 2023, in the Council Chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility.
- 4. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for five (5) percent of the amount of such bid.

Adopted by the City Council this 19th day of December 2022.

ATTEST:

Mayor

City Clerk

From: Sent: To: Subject: Kevin McCann Thursday, December 15, 2022 11:10 AM Michael Fischer; April Van Genderen; Dan Sarff FW: Please Vote In Favor for the Improvements to 512th Street/Somerset Lane

Kevin P. McCann City Administrator City of North Mankato, MN (507) 625-4141 kmccann@northmankato.com



From: Briana Barr <bbarr@vetterstone.com>
Sent: Wednesday, December 14, 2022 7:26 PM
To: Billy Steiner <billysteiner@northmankato.com>; Diane Norland <dianenorland@northmankato.com>; Jim Whitlock
<jimwhitlock@northmankato.com>; Sandra Oachs <sandraoachs@northmankato.com>; Mark Dehen
<markdehen@northmankato.com>; Kevin McCann <KMcCann@northmankato.com>
Cc: Ben Kaus <ben@vetterstone.com>
Subject: Please Vote In Favor for the Improvements to 512th Street/Somerset Lane

Good Evening,

I am writing to you on behalf of myself, neighbor Ben Kaus and many more residents of the Reserve Neighborhood. The City of North Mankato had plans to improve the road to the north of the Reserve Neighborhood, 512th Street/Somerset Lane, with asphalt, curb and gutter, and sidewalks. We would like you to vote in favor of continuing with these plans for improvement of that street. We as residents adjacent to this road use it often for driving, walking, and running. These improvements would make the road safer for us as North Mankato Residents and our children. The dust from the gravel road has also proved to be an issue with maintaining the cleanliness of our homes. I have a screened in porch that I have tried to clean dust from the walls, window screens, and floor. Unfortunately, the gravel dust has embedded into the surfaces and is impossible to get clean. In addition, pushing the improvements off to later date will only increase the cost. Please see the many residents (names and addresses below) from the Reserve Neighborhood that are in favor of these improvements to 512th Street/Somerset Lane.

Reserve Residents	
Trevor Rome	
In favor	264
1927 Sheridan Ct	1 1 1 4
Shannon Froehlich	
In favor	
1944 Lexington Ln	
Angie Stransky	

In Favor
1928 Sheridan Ct
Brad Schaff
In favor
11 Danbury Ct
Jeff Wondra
In favor
1918 Sheridan Ct.
Michelle Dahms Pike
In favor
1932 Lexington Ln
Mark Yrjo
In favor
23 Prairie Ct.
Briana Barr
In favor
22 Prairie Ct.
Kevin Regan
In Favor
23 Danbury Ct
Bradley Hoehn
In Favor
15 Prairie Court
Lisa Klein Koble
In Favor
1914 Sheridan Court
Brianne Vogt
In favor
1926 Sheridan Ct
Diane Carlson Young
In favor
1921 Lexington Lane
Kendra Finn
In favor
1948 Lexington lane
Sara Hansen
In favor
1946 Sheridan Court
Sabreena Michel
In favor
1933 Lexington lane
Melissa Nelson
In favor
30 Danbury Court

Ashley Braulick
In favor
1939 Sheridan Ct
Amy Endres
In Favor
35 Prairie Court
Ben Kaus
In favor
14 Prairie Ct
Elliott Nelson
In favor
1953 Lexington Lane
Amy Esser Brelje
In favor
1928 Lexington lane
Jacqueline Bobholz
In favor
1925 Lexington Lane
Tarek Khalife
In Favor
18 prairie Ct
Jennie Torkelson
In favor
1942 Sheridan Court
Mindy Nelson
In Favor
1953 Lexington Ln

Sincerely,

Briana Barr | Director of Human Resource and Safety Manager

P 507.345.4568 | M 507.382.6675 vetterstone.com 23894 Third Avenue, Mankato, MN 56001 Postal Address | P.O. Box 38, Kasota, MN 56050



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From: Sent: To: Cc: Subject: Michael Fischer Thursday, December 15, 2022 7:49 AM Kevin McCann April Van Genderen FW: Somerset Lane Development

Mike Fischer Community Development Director City of North Mankato 1001 Belgrade Avenue North Mankato, MN 56003 507-625-4141

From: Kim Sell <kim@thesells.net> Sent: Thursday, December 15, 2022 7:14 AM To: Michael Fischer <MichaelF@northmankato.com> Subject: Somerset Lane Development

Mike,

We would like to offer our support of the redevelopment of Somerset Lane.

In the fall of 2022, my wife and I, Kim and Francesa Sell (SF Unlimited), purchased approximately 105 acres of land near the Reserve Subdivision. We purchased the land as an investment and to help the next generation of farming get started for family members in the area.

As part of the personal investment aspect, approximately 71 acres of the land we own is adjacent to Somerset Lane. We would like to state our support for the reconstruction of Somerset from gravel to a paved City Street in 2023. Paving Somerset Lane improves the area for those in the Reserve Subdivision and helps facilitate future development.

Kim Sell 815-529-4990 W4469 S Lakeshore Dr Lake Geneva, WI 53147

From: Sent: To: Cc: Subject: Michael Fischer Wednesday, December 14, 2022 7:48 AM Kevin McCann April Van Genderen FW: Somerset Street

Mike Fischer Community Development Director City of North Mankato 1001 Belgrade Avenue North Mankato, MN 56003 507-625-4141

From: Christopher Krohn <krohnfarms@hotmail.com>
Sent: Tuesday, December 13, 2022 8:30 PM
To: Michael Fischer <MichaelF@northmankato.com>
Cc: Christopher Krohn <krohnfarms@hotmail.com>; john kugler <jkrohn74@gmail.com>
Subject: Somerset Street

Dear City Council,

I am Chris Krohn from Nicollet with KWS, LLC. I am one of the original developers along with Jeff Williams from J. Scotty Builders from Waconia, of the Reserve Subdivision and we continue to market lots within the subdivision. KWS is in strong support of the reconstruction of Somerset Lane for 2023. Having Somerset reconstructed as a true City street will increase the marketability of the remaining lots within the subdivision and eliminate the presence of a gravel road adjacent to this subdivision. This reconstruction will also increase the ability for adjacent property owners to market their land for future residential development. Thank you for your consideration of this important project to support continued residential growth in North Mankato.

Sincerely Chris Krohn and Jeff Williams.

Sent from Mail for Windows

From: Sent: To: Cc: Subject: Michael Fischer Wednesday, December 14, 2022 7:48 AM Kevin McCann April Van Genderen FW: Somerset Lane

Mike Fischer Community Development Director City of North Mankato 1001 Belgrade Avenue North Mankato, MN 56003 507-625-4141

From: Christopher Krohn <krohnfarms@hotmail.com>
Sent: Tuesday, December 13, 2022 8:40 PM
To: Michael Fischer <MichaelF@northmankato.com>
Cc: john kugler <jkrohn74@gmail.com>; Christopher Krohn <krohnfarms@hotmail.com>
Subject: Somerset Lane

Dear City Council

In 2022, we, John & Diane Krohn annexed and platted approximately 40 acres of land into North Mankato adjacent to Somerset Lane for expected residential development. Unfortunately, the developer we were working with chose not to buy the property. We continue to market the property for residential development and support the reconstruction of Somerset Lane in 2023. Additionally, we own another 40 acres of vacant land located directly north of the 40 acres which we annexed into the City limits. We have interest in selling this property as well for future residential development. Having Somerset Lane paved including street lights and sidewalks will increase our ability to sell our property for future residential development. Thank you for your consideration.

John and Diane Krohn Sent from <u>Mail</u> for Windows

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 12G	Dept: Administration	Council Meeting Date: 12/19/22		
TITLE OF ISSUE: Consider Approving the Agreement Between the City of North Mankato and the City of Mankato for Transit Services.				
BACKGROUND AND SUPPLEMENTA proposed transit agreement.	L INFORMATION: City Adm	ninistrator McCann will review the		
REQUESTED COUNCIL ACTION: App Mankato for Transit Services. For Clerk's Use:	rove the Agreement Between t	If additional space is required, attach a separate sheet the City of North Mankato and the City of ING DOCUMENTS ATTACHED		
Motion By: Second By:	Resolution Ordinar	nce Contract Minutes Map		
Vote Record: Aye Nay Steiner Norland Oachs Oachs Whitlock Dehen	Other (specify)	Agreement		
Workshop X Regular Meeting Special Meeting	Refer Table	r to:		

WHEREAS, the City of North Mankato and the City of Mankato have entered into an agreement to provide transit service in North Mankato; and

WHEREAS, the City of North Mankato and the City of Mankato have agreed to continue the transit service for calendar year 2023; and

WHEREAS, the City of North Mankato desires public transit services to be provided through a combination of fixed route, flex route, and ADA complementary paratransit throughout the community; and

WHEREAS, The City of North Mankato desires for the fixed route service to be provided during those peak hours that warrant this type of service (insert service standards here), and

WHEREAS, The City of North Mankato desires the complementary paratransit service to adhere to ADA standards and be aligned with the hours and days of service fixed route service is provided, and

WHEREAS, The city of North Mankato desires flex route service to be provided as a third origin-to-destination, curb-to-curb transportation option, during the days/hours identified, and

WHEREAS, the term of this agreement shall be January 1, to December 31, 2023; and

WHEREAS, the conditions of payment shall be stated below;

NOW THEREFORE, the parties agree:

Section 1. **Fixed Route (Bus Route 5):** The City of Mankato will provide nine fixed route trips on a thirty-minute frequency each weekday, departing the Cherry Street Station between the hours of 6:05 – 8:35 a.m., for a 2.5 revenue hour block, and again between 3:05 – 5:05 p.m., for a 2.0 revenue hour block. For budgeting purposes, it is assumed the fixed route service will operate 1,147.5 revenue hours. The routing for the fixed route service will be consistent with the attached route map (Attachment A). Stops are scheduled only; flag down service is unavailable.

Bus Stop Logistics: The City of Mankato and the City of North Mankato will work collaboratively to identify bus stop locations, necessary improvements, and maintenance using the Transit Development Plan¹ as guidance.

¹ https://mnmapo.org/planning-documents/

Section 2. **Paratransit Bus Service:** As defined in FTA Circular 4710,1, access to ADA Complementary Paratransit service operating in North Mankato will be offered to ADA paratransit-eligible individuals. Specific eligibility, whether unconditional, conditional or temporary, will be guided by Chapter 9 of the FTA ADA Circular; Sections 37.123-127. Additionally, the Complementary Paratransit service within the city of North Mankato will be aligned with the hours and days of transit service operating within the North Mankato city limits. Complementary Paratransit service is an origin-to-destination (door-to-door) service anywhere within the Mankato Transit System service area. The complementary paratransit service provided by the city of Mankato is an advanced reservation system, reservations will be accepted for next-day service and up to four weeks in advance. The city of Mankato accepts all responsibility to ensure compliance with the federal code and complaint resolution regarding the provision of this service. Further, The City of Mankato indemnifies the City of North Mankato against any litigation that arises out of the provision of this service.

Section 3. **Demand Response Service (Kato Flex):** The City of Mankato will provide demand response service known as "Kato Flex", available on weekdays between the hours of 8:00 a.m. and 4:00 p.m. (8.0 revenue hours).

For budgeting purposes, it is assumed the service will operate 2,040 revenue hours. It is understood Kato Flex operates on an advanced reservation basis. There may be times for efficient scheduling that more than one bus is scheduled in North Mankato to meet requested service. Similarly, there may be times where buses may be scheduled in other parts of the service area. This is a shared ride, curb-to-curb service, where registered patrons will be able to travel anywhere within the Mankato Transit System service area.

The City of Mankato will track and report trip denials. A denial is a ride request that cannot be scheduled. If a ride can be agreed upon and scheduled at an alternate time it is not considered a denial. The City of Mankato and the City of North Mankato agree to discuss possible service options should trip denials exceed 7% of total requests for two consecutive months.

Section 4. **No Service Days:** Mankato Transit System does not provide transit service on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, or Christmas Day.

Section 5. **Net Operating Costs:** Net operating costs per hour is defined as gross operating expenses less the amount received in revenue from federal and state grant sources, advertising revenue, and fare collection revenue, which is then divided by the total transit system operating hours. For 2023, the net operating cost is estimated at \$24.62 per operating hour. In the terms of this agreement, North Mankato requests 3,200 revenue hours (Fixed Route and Demand Response) and this represents an estimated cost to North Mankato of \$78,784. The amount represented in this Section is estimated and is dependent on actual revenue received and hours utilized.

Paratransit services are reflected in the net operating costs and North Mankato will not be billed separately for Paratransit.

Section 6: **Capital Replacement Costs:** The annual capital replacement cost is divided by the total transit system revenue hours to develop a cost per hour. All Mankato Transit System service agreements contribute to the capital replacement account for transit vehicles and transit facilities on a per revenue hour basis. For 2023, the capital replacement cost is \$14.73 per revenue hour. North Mankato requests 3,200 revenue hours therefore contributing \$47,136 to capital replacement.

Section 7: **Special Operations Funding Assumptions:** In the event of a projected funding shortfall from federal or state sources in 2023, that would otherwise require additional local subsidy from the City of North Mankato, the City of Mankato reserves the right to curtail service hours within the City of North Mankato to maintain a balanced budget. Mankato Transit System agrees to reduce the service hours within 30-days of notice from the City of North Mankato. It is the operator's responsibility to ensure that any planned service reductions comply with all applicable federal, state, and local public comment policy requirements.

Section 8: **Advertising:** The City of Mankato and the City of North Mankato recognize advertising is one form of revenue that reduces the public share of transit operating expenses. All advertising revenue, regardless of source or location is combined to reduce the total operating cost per hour and provided as a detailed listing and shown as a credit on the annual transit invoice. The City of Mankato may place advertising on transit vehicles used in the City of North Mankato. Advertising in the City of North Mankato public right of way (e.g., shelters or benches) requires the approval jointly by the City of North Mankato and the City of Mankato.

Section 9: **Performance Reporting:** The City of Mankato will be responsible for providing the City of North Mankato a comprehensive monthly transit performance report within 15 days of the end of the previous month. The report will include, at a minimum, monthly ridership revenue hours, and passengers per hour for each type of service delivered and trip denials for Paratransit and Demand Response services. Additionally, the report shall include the previous year's statistics for comparison purposes.

Section 10: **Future Agreements:** The City of North Mankato will advise the City of Mankato of their projected intentions by March 30 to allow forecasting, budgeting, and new service grant development. The City of North Mankato will notify the City of Mankato, in writing, by June 30 in the year prior, of the intention to cancel any of the transit services provided.

Section 11: **NOTICES.** Any notices permitted or required by this Agreement shall be deemed given when personally delivered or upon deposit in the United States

mail, first class and postage fully prepaid, and addressed to the addresses below, or at such other address as either party may provide to the other by notice given in accordance with this provision.

Susan MH Arntz City Manager Intergovernmental Center 10 Civic Center Plaza Post Office Box 3368 Mankato, MN, 56002-3368

Section 12: **INDEMNIFICATION.** The parties agree to defend, indemnify and hold one another harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising from the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, directors, employees, agents or contractors. Both cities' obligation to indemnify shall be limited to the limits and provisions on municipal liability set forth in Minnesota Statues Chapter 466.

Section 13: MISCELLANEOUS PROVISIONS.

A. Entire Agreement. This Agreement shall constitute the entire agreement between the City of Mankato and the City of North Mankato and supersedes any other written or oral agreements between the City of Mankato and the City of North Mankato. This Agreement can only be modified in writing signed by the City of Mankato and the City of North Mankato and the City of North Mankato.

B. Data Practices Act Compliance. Data provided, produced or obtained under this Agreement shall be administered in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. The City of North Mankato will immediately report to the City of Mankato any requests from third parties for information relating to this Agreement.

C. Audit. Both the City of Mankato and the City of North Mankato must allow the other, or either of their duly authorized agents, and the state auditor or legislative auditor reasonable access to their respective books, records, documents, and accounting procedures and practices that are pertinent to all Services provided under this Agreement for a minimum of six years from the termination of this Agreement.

D. Choice of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of Minnesota. Any disputes, controversies, or claims arising under this Agreement shall be heard in the state or federal courts of Minnesota and the parties waive any objections to jurisdiction.

E. No Assignment. This Agreement may not be assigned by either party without the written consent of the other party.

F. No Discrimination. The City of Mankato and City of North Mankato agree not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion.

G. Severability. The provisions of this Agreement are severable. If any portion of this Agreement is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision will not affect the remaining provisions of the Agreement.

H. Waiver. Any waiver by either party of a breach of any provision of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.

I. Headings. The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.

Kevin McCann City Administrator North Mankato, MN Susan MH Arntz City Manager Mankato, MN

Attachments:

- A Route 5 Map
- B Historical Cost Summary
- C Service Cost Summary
- D 2022 Ridership Figures



Attachment A – Route 5 Map

Year	Annual Amount	Hours of Service
2015 Transit Services	\$74,550	1536.0
2016 Transit Services	\$68,773	1533.0
2017 Transit Services	\$55,378	1530.0
2018 Transit Services	\$53,350	1966.5
2019 Transit Services and New Service Expansi	on \$27,265²	2805.0
2020 Transit Services	\$27,902 ³	2827.0
2021 Transit Services est.	\$18,890 ⁴	2698.5
2022 Transit Services with New Service Expans	ion \$80,668.16	3200.0
2023 Transit Services	\$125,920	3200.0
2024 Transit Services (Planning use)	\$129,696	3200.0

Attachment B: Historical Cost Summary

² New service expansion through June 30, 2019, and a 10% increase in funding from the State.

³ CARES Act funded the remaining share of operational costs (February 1 – December 2020)

⁴ CARES Act funded the remaining share of operational costs (January – December 2021)

Attachment C: Service Cost Summary

2023 North Mankato Estimated Budget

Operating Cost Per Hour	\$24.62
Capital Replacement Cost	\$14.73
Total Cost Per Revenue Hour	\$39.35

2023 North Mankato	Hours per day	Days of Service	Hours per year	Cost Per Year
*Route 5 – Fixed Route	4.5	256	1152	\$45,331.20
Kato Flex - Demand Response	8.0	256	2048	\$80,588.80
Estimated Budget	12.5	256	3200	\$125,920.00
*Includes Paratransit Service				

2024 North Mankato Estimated Budget

Operating Cost Per Hour	\$25.36
Capital Replacement Cost	<u>\$15.17</u>
Total Cost Per Revenue Hour	\$40.53

2024 North Mankato	Hours per day	Days of Service	Hours per year	Cost Per Year
*Route 5 – Fixed Route	4.5	256	1152	\$46,690.56
Kato Flex - Demand Response	8.0	256	2048	\$83,005.44
Estimated Budget	12.5	256	3200	\$129,696.00

*Includes Paratransit Service

Transit Services
of Mankato for
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Vorth Mankat
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greement Betwee

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Νον	Dec	Totals
Fixed Route (Route 5)													
Ridership	747	637	803	885	772	837							4,681
Route Hours	94.50	90.00	103.50	94.50	94.50	66							576
Rides per Hour	7.90	7.07	7.75	9.37	8.17	8.45							8.13
Paratransit/Mobility						ja.		And And	18	No.			N. STREET
Ridership	340	344	385	293	340	329							2031
Hours	170	172	192.5	146.5	170	164.5							1015.5
Rides per Hour	2.00	2.00	2.00	2.00	2.00	2.00					-	1	2.00
Demand Response (Kato	o Flex)												
Ridership	217	254	223	230	300	280							1287
Hours	126	121	139	127	160	178				3 K M			851
Rides per Hour	1.72	2.10	1.60	1.81	1.86	1.57							1.51

Attachment D – 2022 Ridership Figures







CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 12H	Dept: Administration	Council Meeting Date: 12/19/22			
TITLE OF ISSUE: Consider Approving	the Joint Powers Agreement	for the All Seasons Arena.			
A A A A A A A A A A A A A A A A A A A					
BACKGROUND AND SUPPLEMENTAL INFORMATION: City Administrator McCann will review the proposed Joint Powers Agreement.					
proposed Joint Powers Agreement.					
		If additional space is required, attach a separate sheet			
REQUESTED COUNCIL ACTION: Apj	prove the Joint Powers Agreer	nent for the All Seasons Arena.			
For Clerk's Use:	SUPPORT	TING DOCUMENTS ATTACHED			
Motion By:	Resolution Ordina	nce Contract Minutes Map			
Second By:					
Vote Record: Aye Nay					
Steiner	Other (specify)	Agreement			
Oachs					
Whitlock					
Dehen					
Workshop	Refe	r to:			
workshop					
X Regular Meeting	Tabl	e until:			
Special Meeting	Othe	r:			

Joint Powers Agreement for the All Seasons Arena

Article 1 Enabling Authority

- 1.1 This Agreement is made by and between the political subdivisions organized and existing under the Constitution and laws of the State of Minnesota, hereafter collectively referred to as "Parties," and individually as "Party" which are signatories to this "Agreement."
- 1.2 Minnesota Statutes, Section 471.59 provides that two or more governmental units may by Agreement jointly exercise any power common to the contracting Parties; and in consideration of the mutual Agreements contained herein and subject to the provisions of Minnesota Statutes, Sections 471.59 and all other applicable statutes, rules and regulations, the following Parties:

County of Blue Earth City of Mankato City of North Mankato

hereto agree as follows:

Article 2 Purpose

- 2.1 The Parties desire to establish a mechanism whereby they may jointly exercise powers related to the regional management and operation of the All Seasons Arena, hereafter referred to as the "Arena," located at 1251 Monks Avenue, Mankato, MN, 56001, to achieve the following:
 - 2.1.1 To establish, strengthen, and improve the mutual operation of the Arena.
 - 2.1.2 To provide for the operation and maintenance of the All Seasons Arena,
 - 2.1.3 To provide funding for the Arena through a proportionate and equitable division between the governmental units.
 - 2.1.4 Provide other similar or related services and programs as determined by the Board.
 - 2.1.5 Establish procedures to add qualifying Parties to this Agreement.

Article 3 Agreement to Participate

3.1 Charter Members. For the purposes of this agreement, the Parties identified in Article 1 shall be considered Charter Members.

- 3.2 New Members. Addition of a new Party may be made upon request and mutual agreement by a unanimous vote of the Charter Members.
- 3.3 Compliance. A Party agrees to abide by the terms and conditions of the Agreement; including but not limited to the Joint Powers Agreement, policies, and procedures adopted by the Board.

Article 4 Governance

- 4.1 Governing Board. A governing board shall be formed to oversee the operation of the Arena and shall be known as the Board.
- 4.2 Composition. The Board shall be constituted and appointed in the following manner:
 - 4.2.1 The Board shall be composed of a total of one elected official of each of the Parties.
 - 4.2.2 Any vacancies on the Board shall be filled by the appointing authority authorized to make the original appointment.
- 4.3 Meetings. The Board shall comply with Minnesota Statutes, Chapter 13D (Open Meeting Law).
- 4.4 Voting. For the purpose of addressing financial commitments, a quorum of the Board shall consist of three members with the cities of Mankato and North Mankato present. For the purpose of transacting all other official business, a quorum, of the Board shall consist of two members. Abstentions shall not be counted as votes for the purpose of this section. Proxy votes are not permitted.
- 4.5 Terms. The term of office for each board member shall be determined by the governing body of each Party, and each member shall serve until their successor is appointed and qualifies.
- 4.6 Officers. The sole offices of the Board shall be the chair and chair-elect.
 - 4.6.1 The chair and chair-elect shall be elected at the first annual meeting of the Board, following execution of the agreement, for a one-year term in the initial year. The chair-elect shall succeed as chairman at the next annual meeting and a new chair-elect shall be selected.
 - 4.6.2 The privilege of voting is limited to Board members as defined in Article II, and only Board Members shall be eligible to hold office.
 - 4.6.3 Chair shall preside at all meetings of the Board and performs other such duties usually incumbent upon that officer.
 - 4.6.4 Chair-elect shall exercise the function of the chair if the chair is absent or unable to serve.
Article 5 Powers of the Board

- 5.1 General Powers. The Board is hereby authorized to exercise such authority and powers common to the Parties as is necessary and proper to fulfill its purposes and perform its duties. Such authority shall include the specific powers enumerated in this Agreement or in the bylaws.
- 5.2 Records and reports. The books and records, including minutes and the originally fully executed Agreement shall be subject to the provisions of Minnesota Statutes, Chapter 13, 13D, and 16C.05, Subd. 5. They shall be maintained by the Operator under the Operating Service Agreement.
- 5.3 Contracts. The Board may authorize contracts and/or any related expenditures above and beyond said budget which are necessary to provide for the operation and maintenance of the Arena provided that said amount shall not exceed \$25,000. Any necessary expenditures above said amount and not included in the budget for capital improvements or otherwise shall be referred back to the governing bodies of each Party for their review and authorization.
- 5.4 Capital Improvements. The Board may authorize capital improvements and/or any related expenditures above and beyond said budget which are necessary to provide for the operation and maintenance of the Arena provided that said amount shall not exceed \$25,000. Any necessary expenditures above said amount and not included in the budget for capital improvements or otherwise shall be referred back to the governing bodies of each Party for their review and authorization.
 - 5.4.1 The Board will maintain an agreement with a provider for the operation of the Arena. The party may or may not be a Party to this agreement.
- 5.5 Receipts and Disbursements. The Board will ensure strict accountabilities for all funds of the organization and will require reports and an annual audit on all receipts and disbursements made to, or on behalf of the Arena.
- 5.6 Annual Budget. The Board shall have the power to annually establish an operation budget and a Capital Improvement budget for the All Seasons Arena. The Annual Budget year for the Arena shall be January 1 to December 31. No budget shall be approved until such time as it has been reviewed and approved by each Party.
- 5.7 Proportionate expense. The respective amounts to be assessed to each governmental unit shall be proportionate based upon the population as set forth in the 2020 Federal Decennial Census for each Party in School District 77 and adjusted after each subsequent Federal Decennial Census. That data below was generated by the Blue Earth County GIS staff. The formula for each proportionate share includes the share of population from Eagle Lake, Madison Lake, and Skyline, based on the proportions for each Party.

For 2023, the proportions are:

Party	2020 Population + Proportionate Share of Eagle Lake, Madison Lake, and Skyline Population	Proportionate Share
City of Mankato	47,821	69.82%
City of North Mankato	15,351	22.41%
Blue Earth County	5,324	7.77%
Total	68,496	100%

5.8 Insurance. The Board shall obtain liability and property and may obtain such other insurance it deems necessary to indemnify the Board and its members for actions of the Board and its members arising out of this Agreement. Each Party and each Party's officers, employees, and volunteers, shall be named as additional covered parties on each policy for all claims arising from Board activities or operations. Each liability policy shall have a limit of at least \$2 million per occurrence.

Article 6 Meetings

- 6.1 Meetings. The Board hall hold four regular meetings in each calendar year at such time and place as the Board shall determine. Special meetings of the Board shall be held on the call of the chair or on written request of any member of the Board.
- 6.2 Procedures. Procedures followed at annual or special meetings shall be in accordance with Roberts Rule of Order.

Article 7 Indemnification and Hold Harmless

- 7.1 Applicability. The Arena shall be considered a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. The Arena shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minnesota Statutes, Chapter 466.
- 7.2 Indemnification and Hold Harmless. The Arena shall fully defend, indemnify, and hold harmless the Parties against all claims, losses, liability, suits, judgments, costs, and expenses by reason of the action or inaction of the Board and/or employees and/or the agents of the Arena. This Agreement to indemnify and hold harmless does not constitute a waiver by any Party of limitations on liability provided under Minnesota Statutes, Section 466.04.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purpose of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a); provided further that for purposes of that

statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other Party. The limits of liability under Minnesota Statutes, Chapter 466 for some or all of the Parties may not be added together to determine the maximum amount of liability for any Party.

- 7.3 The Parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties. Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any Party for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.
- 7.4 Any excess or uninsured liability shall be borne in proportion to the expense allocation set forth in Section 5.7 of this agreement but does not include the liability of any individual officer, employee, or volunteer which arises from their own malfeasance, willful neglect of duty, or bad faith.

Article 8 Withdrawal and Termination

- 8.1 Withdrawal. A Party may withdraw from the Agreement by providing notice to the Board of Directors, said notice must be provided twelve months in advance of the proposed withdrawal.
- 8.2 Effective Date and Obligations. Withdrawal shall be effective following twelve months' notice, payment of the full years' operating subsidy, and satisfying any outstanding debt responsibilities of the entity.
- 8.3 Termination. This agreement shall remain in effect until terminated.
- 8.4 Effects of Termination. Termination shall not discharge any liability incurred by the Board or by the Parties during the term of the Agreement.
- 8.5 Financial Obligations. Financial obligations shall continue until discharged by law, this Agreement, or any other agreement.
- 8.6 Property acquired by the Board or surplus funds shall be distributed based on the same proportions as set forth in Article 5 of the Bylaws or any subsequent amendment.

Article 9

Miscellaneous

- 9.1 Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Counterparts shall be filed with the operator who will maintain them at their primary location.
- 9.2 Severability. The provisions of this Agreement are severable. If any section, paragraph, subdivision, sentence, clause, or phrase of the Agreement is held to be contrary to law, rule, or regulation

having the force and effect of law, such decision shall not affect the remaining portions of this Agreement.

- 9.3 Reservation of Authority. All responsibilities not specifically set out to be jointly exercised by the Board under this agreement are hereby reserved to the parties and each of them. Nothing in this Agreement shall act as a waiver by a participating Party of its individual power and legal authority to provide the services contemplated for this Agreement.
- 9.4 Final Agreement. It is understood and agreed that the entire agreement of the parties is contained here and that this contract supersedes all oral or written agreements and negotiations between the parties relating to this subject matter.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by the persons authorized to act for their respective Parties on the date shown below. Each Party must complete the following.

County of Blue Earth

Blue Earth County, Board Chair	Date	
Blue Earth County, County Administrator	Date	
City of Mankato		
City of Mankato, Mayor	Date	
City of Mankato, City Manager	Date	
City of North Mankato		
City of North Mankato, Mayor	Date	
City of North Mankato, City Administrator	Date	

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 12I	Dept: Administration	Council Meeting Date: 12/19/22
TITLE OF ISSUE: Consider Adopting R	esolution Approving the Grad	le and Step Plan for all Non-Union
Employees.		
BACKGROUND AND SUPPLEMENTA	L INFORMATION: City Adn	ninistrator McCann will review the
proposed Grade and Step Plan. The plan	was presented at the Decemb	er 12, 2022, Council Work Session. The
overall impact of the plan is an increase o	f 4.55%, which is within the b	budgeted plan. The plan will enter all
employees below grade into the minimum employees with 10 or more years of servic	e on their anniversary date w	it h an additional step in the system.
REQUESTED COUNCIL ACTION: Ado Employees.	pt Resolution Approving the	If additional space is required, attach a separate sheet Grade and Step Plan for all Non-Union
For Clerk's Use:	SUPPORT	ING DOCUMENTS ATTACHED
Motion By:	Resolution Ordina	nce Contract Minutes Man
Second By:		nee Contract Minutes Map
	X	
Vote Record: Aye Nay Steiner	Other (specify)	×
Norland		
Oachs		
Whitlock		
Denen		
	i	
Westshare		
w orkshop	Kere	
X Regular Meeting	Tabl	e until:
Special Meeting	Othe	r:

RESOLUTION APPROVING THE GRADE AND STEP PLAN FOR ALL NON-UNION EMPLOYEES

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

Effective January 1, 2023, the Grade and Step Plan for all Non-Union Employees will be as follows:

			Steps	1.6		
		3.00%	3.00%	3.00%	3.00%	17.80%
Grade	1	2	3	4	5	Max
1	\$18.50	\$19.06	\$19.63	\$20.22	\$20.82	\$25.33
2	\$20.17	\$20.77	\$21.39	\$22.03	\$22.70	\$27.61
3	\$22.18	\$22.85	\$23.53	\$24.24	\$24.97	\$30.37
4	\$24.18	\$24.90	\$25.65	\$26.42	\$27.21	\$33.11
5	\$26.11	\$26.90	\$27.70	\$28.53	\$29.39	\$35.76
6	\$27.94	\$28.78	\$29.64	\$30.53	\$31.45	\$38.26
7	\$29.34	\$30.22	\$31.12	\$32.06	\$33.02	\$40.17
8	\$31.10	\$32.03	\$32.99	\$33.98	\$35.00	\$42.58
9	\$32.96	\$33.95	\$34.97	\$36.02	\$37.10	\$45.14
10	\$34.94	\$35.99	\$37.07	\$38.18	\$39.33	\$47.85
11	\$37.04	\$38.15	\$39.29	\$40.47	\$41.69	\$50.72
12	\$39.26	\$40.44	\$41.65	\$42.90	\$44.19	\$53.76
13	\$41.61	\$42.86	\$44.15	\$45.47	\$46.84	\$56.99
14	\$44.11	\$45.44	\$46.80	\$48.20	\$49.65	\$60.40
15	\$46.76	\$48.16	\$49.61	\$51.09	\$52.63	\$64.03
16	\$49.56	\$51.05	\$52.58	\$54.16	\$55.78	\$67.87
17	\$52.54	\$54.11	\$55.74	\$57.41	\$59.13	\$71.94
18	\$55.69	\$57.36	\$59.08	\$60.85	\$62.68	\$76.26
19	\$59.03	\$60.80	\$62.63	\$64.51	\$66.44	\$80.84
20	\$62.57	\$64.45	\$66.38	\$68.38	\$70.43	\$85.69

City of North Mankato, Minnesota NEW Pay Plan Calibrated for 2022 Wages

All employees currently below their Grades minimum pay will move into the pay grid on the first full pay period in January.

In 2023 employees serving the City of North Mankato for 10 years or more as of January 1, 2023, will receive an extra longevity step increase at their anniversary date upon completion of a successful review.

The pay plan may be adjusted on an annual basis, subject to a review of the Midwest Region Consumer Price Index (COLA). Any adjustments will be implemented on the first full pay period beginning in 2024.

At an employee's anniversary date and upon successful completion of a review conducted by their immediate supervisor and upon approval by the City Administrator, the employee will be eligible for a step increase. Once an employee is no longer eligible for step increases after step five, they will be eligible for merit increases on their anniversary date and upon successful completion of a review conducted by their supervisor and upon approval by the City Administrator.

Adopted by the City Council this 19th day of December 2022.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 12J	Dept: Administration	Council Meeting Da	te: 12/19/22				
TITLE OF ISSUE: Consider Setting a I	Public Hearing for 7 pm o	n January 3, 2022, to Con	sider Ordinance No.				
155 an Ordinance Amending North Mar	akato City Code Chapter	1, Section 52.07 Water M	leters.				
BACKGROUND AND SUPPLEMENTAL INFORMATION: Community Development Director Fischer will							
review the proposed Ordinance.							
			r.				
-							
		If additional space is require	attach a sanarata shaat				
REQUESTED COUNCIL ACTION: Set	a Public Hearing for 7 pr	n on January 3, 2022, to C	Consider Ordinance				
No. 155 an Ordinance Amending North 1	Mankato City Code Chap	ter 11, Section 52.07 Wate	er Meters.				
For Clerk's Use:	SUPP	ORTING DOCUMENTS	ATTACHED				
Motion By:	Resolution C	rdinance Contract Minu	ites Map				
Second By:							
Vote Record: Ave Nav							
Steiner	Other (spec	ify) Public Hearing Notice					
Norland							
Oachs							
Whitlock							
Workshop		Refer to:					
X Regular Meeting		Table until:					
Special Meeting		Other:					

NOTICE OF PUBLIC HEARING TO CONSIDER AMENDING CITY CODE CHAPTER 11 SECTION 52.07 WATER METERS

Notice is hereby given that the City Council of the City of North Mankato will meet in the Council Chambers of the Municipal Building, 1001 Belgrade Avenue, North Mankato, at 7 p.m. on the 3rd day of January 2023 to hold a public hearing to consider an amendment to City Code Chapter 11 by deleting and replacing Section 52.07 in its entirety.

Persons wishing to review the proposed changes may contact North Mankato City Hall at 507-625-4141 or visit the North Mankato website at <u>www.northmankato.com</u>.

Such persons who desire to be heard regarding this issue should appear at this meeting. Public comments may be sent to the North Mankato Municipal Building, 1001 Belgrade Avenue, North Mankato, MN 56001.

Dated this 19th day of December 2022.

April Van Genderen City Clerk City of North Mankato, Minnesota

ORDINANCE NO 155

AN ORDINANCE OF THE CITY OF NORTH MANKATO, MINNESOTA AMENDING NORTH MANKATO CITY CODE CHAPTER11

THE CITY COUNCIL OF THE CITY OF NORTH MANKATO, MINNESOTA ORDAINS AS FOLLOWS:

<u>ARTICLE I</u>: Section 52.07 of the Municipal Code of the City of North Mankato is hereby deleted in its entirety and replaced with the following:

Section 52.07 Water Meters.

No person other than an authorized City employee shall use water from the City water system or permit water to be drawn therefrom unless the water passes through a meter supplied by and approved by the City. All meters shall be the property of the City and shall remain under the control and supervision of the City. Meters may be removed and replaced only by the City when deemed necessary, in the City's sole discretion. No person not authorized by the City shall connect, disconnect, take apart on in any manner change, interfere or tamper with any water meter or its use.

As part of the new construction of any residential, commercial or industrial building, the use of two water meters is required. One meter shall meter the inside water usage and the one meter shall meter the outside water usage. If there are no outside water connections, an outside water meter is not required. The outside water meter shall meter water that is not being returned to the city sanitary sewer system.

City installed meters will be installed, replaced and repaired when deemed necessary by the City at all locations with City Water service. Installation of the meters will be at the property owner's expense. Customers not complying with installation or replacement of standard city meters will be subject to manual meter reading fees, which may be established by the City Council, or if deemed necessary by the City, water service may be shut off.

Authorized city employees and contractors shall be provided access at reasonable hours of the day to every building or property connected with the City water supply in order to install, inspect and replace meters, obtain meter readings, and maintain meters, as deemed necessary in the City's sole discretion.

\$

If after reasonable efforts the City is unable to gain access to a building or property to install, read, maintain, replace or inspect any water meter, irrespective of the reason, the water customer shall be subject to non-compliance fees to account for the City's inability to determine usage and properly maintain its water meters and its overall municipal water system. Said fees by may established by the City Council. If deemed necessary by the City, water service may be shut off.

All properties that are required to obtain a residential rental permit must be in compliance with provisions of this code section. If the property is not in compliance with these provisions the rental license shall not be renewed. The property shall not qualify for a new rental license until it is in compliance with the provisions of this code section. When the property is in compliance it will have to apply for a new rental license.

All properties in which the property owner or resident initiates a kitchen or bathroom remodel, which remodel will cost \$2,000.00 or more must be in compliance with the provisions of this code section. If the property is not in compliance or in the process of becoming compliant a building permit shall not be issued and may not be issued until the property is in compliance with the provisions of this ordinance.

Any property owner who has a delinquent water bill that has been due for six months or to whom water services have been shut off, must be in compliance with the provisions of this code section in order for the services to be fully restored.

<u>ARTICLE II.</u> This ordinance shall become effective on or after the date following such publication in accordance with law.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item # 12K	Dept: Com	munity Dev.	Council Meeting Date: 12/19/22
TITLE OF ISSUE: Consider A	pproving the Look	out Drive Corridor S	tudy.
BACKGROUND AND SUPPL Drive Corridor Study. REQUESTED COUNCIL ACT	EMENTAL INFOR	MATION: City Plan	If additional space is required, attach a separate sheet
For Clerk's Use:		SUPPORT	ING DOCUMENTS ATTACHED
Second By:		Resolution Ordinar	ice Contract Minutes Map
Vote Record: Aye Nay St N O W D	einer orland achs 'hitlock ehen	Other (specify)	Study
Workshop X Regular Meeting		Refer	to:
Special Meeting		Other	:



MEMORANDUM

TO:	Honorable Mayor and City Council
FROM:	Mike Fischer, Community Development Director Matt Lassonde, City Planner
DATE:	December 16, 2022

SUBJECT: Lookout Drive Corridor Study: Final Report

Introduction

Development of the Lookout Drive Corridor Study was led by the Mankato/North Mankato Area Planning Organization (MAPO) in partnership with the city of North Mankato and Nicollet County. It identifies multimodal transportation improvements on Lookout Drive from 512th Street to Lee Boulevard (southern intersection). The process spanned from mid-2021 to late 2022. Public feedback was received on several occasions including open houses, pop-up events, and stakeholder meetings. Project staff developed the phased implementation approach per request from City Council to include short-term, longer-term, and opportunity driven improvements as described below.

The public engagement process and recommended roadway improvement alternatives from the planning process have been presented to the North Mankato City Council previously, along with a high-level phased implementation plan. This final report of the Lookout Drive Corridor Study provides documentation of those processes and a final implementation plan for future improvement.

City Council is asked to review the recommendations of the attached Lookout Drive Corridor Study – Final Report and adopt the document.

Recommendations and Implementation Plan Summary

Section VIII. Recommendations & Implementation Plan begins on page 65 of the report. Preferred alternatives were identified that considered the results of the technical analysis and stakeholder input. As the Council has witnessed two presentations of the process, are aware of the preferred alternatives, and have seen and approved other portions of the document, staff recommends that councilmembers focus their review on Section VIII.

<u>Short-Term Improvements</u> include projects that can be implemented in the next five years and respond to an immediate need on the corridor. These projects focus on smaller, low-cost improvements that are easily implemented such as spot ADA improvements to pedestrian infrastructure or improvements that are already programmed such as the conversion of sidewalk on the east side of Lookout Drive to a multi-use path (2024 Safe Routes to School Project).

<u>Longer-Term Improvements</u> include projects to consider in 5 to 20 years that provide comprehensive solutions enabling the roadway to function appropriately in its context. This means potential implementation of preferred improvement alternatives for all segments of the corridor including:

- North Segment Preferred Alternative: Alternative 1: 3-lane Section with Multimodal Improvements
- **Middle Segment Preferred Alternative**: Alternative 2: 2-lane Median-Divided Section with Roundabouts
- South Segment Preferred Alternative: Alternative 1: Remove Truck Climbing Lane

Speed reduction considerations would likely occur with the implementation of major improvements identified above. It should be noted that the implementation of these projects would require significant funding and buy- in from the City and citizens and worsening traffic conditions on the roadway to warrant implementation.

<u>Opportunity-Driven Improvements</u> have no specific timeline established for improvements but should be implemented in conjunction with other roadway projects as appropriate. These include access improvements and intersection monitoring for future development.

Conclusion

The Lookout Drive Corridor Study process has concluded and short-term, longer-term, and opportunity driven improvements have been developed for the roadway. Staff recommends the City Council adopt the Study.

ATTACHMENT 1 – Lookout Drive Corridor Study – Executive Summary and Final Report



Real People. Real Solutions.

Mankato/North Mankato Area Planning Organization Lookout Drive Corridor Study Executive Summary

December 2022



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I. Introduction

The Mankato/North Mankato Area Planning Organization (MAPO), the City of North Mankato, and Nicollet County have worked together to identify multimodal transportation improvements for the Lookout Drive corridor between 512th Street to Lower Lee Boulevard. This corridor study evaluated transportation needs and opportunities along the corridor, developed and evaluated alternatives that address those needs and opportunities, and developed an implementation plan that is reasonable and implementable.

STUDY AREA

This study evaluated 15 key intersections along Lookout Drive:

- 512th Street
- CSAH 6/Timm Road
- Carlson Drive
- Ringhofer Drive
- Howard Drive
- US 14 West Ramps
- US 14 East Ramps
- Commerce Drive

- Commerce Lane
- Lee Boulevard (upper)
- Pleasant View Drive
- Allan Avenue
- Marie Lane
- Carol Court
- Lee Boulevard (Lower)

The study area and study intersections are shown in Figure 1.

II. Study Area Characteristics

EXISTING LAND USE

Lookout Drive is surrounded by several different land uses (see Figure 2):

- North of US Highway 14, the corridor is surrounded by industrial on the west side, with industrial and residential on the east side.
- South of US Highway 14, there is some commercial and multifamily residential on the west side, with institutional and planned industrial on the east side.
- South of Marie Lane, the land use on both sides of Lookout Drive is primarily single family residential.

Major Traffic Generators

Some of the Mankato-North Mankato area's largest employers are located on or near the Lookout Drive corridor, including Kato Engineering, Mankato Clinic, Precision Press, South Central College, MICO, Inc. and others. These large industrial and manufacturing companies produce heavy traffic, including truck traffic, on Lookout Drive.

Multimodal Generators

In addition to vehicular traffic generators, there are a variety of large bicycle and pedestrian generators surrounding the corridor. Hoover Elementary and Dakota Meadows Middle schools are located east of Lookout Drive and require students who live within one mile for Kindergarten through 5th Grade and two miles for 6th Grade to 12th Grade, respectively to walk, bike, or be dropped off by a caretaker.

Benson Park, Caswell Park, Reserve Park, Casey's, and multiple places of worship are other destinations where people are likely to walk or bike to.

Figure 1: Corridor Study Area and Intersections

Study Area

August 2021

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Lookout Drive/CSAH 13 Corridor Study North Mankato/Mankato Area Planning Organization



Figure 2: Existing Land Use

Existing Land Use

August 2021

BOLTON & MENK



Lookout Drive/CSAH 13 Corridor Study North Mankato/Mankato Area Planning Organization



ROADWAY JURISDICTION

- The Lookout Drive corridor is under Nicollet County jurisdiction north of Howard Drive
- The segment south of Howard Drive is under City of North Mankato Jurisdiction

FUNCTIONAL CLASSIFICATION

- Lookout Drive from 512th Street to CSAH 6/Timm Road is a major collector
- From CSAH 6/Timm Road to Lee Boulevard (lower), Lookout Drive is a minor arterial

TRAFFIC CONTROL

There is mixed traffic control throughout the study area (see Figure 3):

- **Two-way stop control** at CSAH 6/Timm Road, Carlson Drive, Ringhofer Drive, Commerce Lane, Lee Boulevard (upper), Pleasant View Drive, Allan Avenue, and Carol Court.
- All-way stop control at Howard Drive.
- Roundabout control at the US 14 east and west ramps.
- Signal Control at Commerce Drive, Marie Lane, and Lee Boulevard (lower).

ROADWAY DESIGN

Generally, Lookout Drive has five typical cross-sections throughout the study area:

- **512th Street to Carlson Drive**: Two-lane rural roadway with 10-foot wide shoulders. There are no dedicated pedestrian or bicycle facilities.
- **Carlson Drive to Howard Drive**: Three-lane urban roadway with curb and gutter, a center leftturn lane, and shoulders. There is an 8-foot multi-use trail on the west side of Lookout Drive with a 6-foot sidewalk on the east side.
- **Howard Drive to Commerce Drive**: Primarily the US 14 interchange, with two through lanes in the northbound and southbound directions and sidewalks on both sides of the roadway.
- **Commerce Drive to Carol Court**: Five-lane urban roadway with curb and gutter and a center left-turn lane. There are 6-foot sidewalks on both sides of the roadway, except for on the east side between Marie Lane and Carol Court.
- **Carol Court to Lower Lee Boulevard**: 2+1 configuration with two northbound lanes and one southbound lane. This segment transitions from an urban section with curb and gutter to a rural section with paved shoulders. There are no dedicated pedestrian or bicycle facilities.

RIGHT-OF-WAY

Segment	Approximate Right-of-Way
512 th Street to Carlson Drive	120′
Carlson Drive to Howard Drive	120'
Howard Drive to Commerce Drive	> 250'
Commerce Drive to Carol Court	150'
Carol Court to Lee Boulevard	> 250'

Table 1: Approximate Right-of-Way by Segment

Figure 3: Existing Traffic Control

Traffic Control

August 2021

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Lookout Drive/CSAH 13 Corridor Study
North Mankato/Mankato Area Planning Organization



PAVEMENT CONDITIONS

Existing pavement condition information was obtained from Nicollet County and the City of North Mankato. Nicollet County pavement data is based on Ride Quality Indices and North Mankato data is based on a visual survey.

- 512th Street to Ringhofer Drive is in fair condition
- Ringhofer Drive to Howard Drive is in poor condition
- Commerce Drive to Lower Lee Boulevard is in good condition

ACCESS ONTO LOOKOUT DRIVE

Research has found that every unsignalized driveway increases the corridor crash rate by approximately two percent. Allowing dense, uncontrolled access spacing results in safety and operational deficiencies for vehicles and reduces bicycle and pedestrian comfort and safety.

Private/commercial access density on the Lookout Drive corridor is the highest between Commerce Drive and Carol Court and between Carlson Drive and Howard Drive.

Segment	Private Accesses
512 th Street to Carlson Drive	1
Carlson Drive to Howard Drive	8
Howard Drive to Commerce Drive	1
Commerce Drive to Carol Court	15
Carol Court to Lee Boulevard	2

Table 2: Private Accesses by Segment

TRANSIT

Mankato Transit Route 5 serves the city of North Mankato. This route runs along Lookout Drive between Ringhofer Drive and Carlson Drive. There is a transit stop location at Precision Press which departs at :23 and :53 past the hour between 6:05 a.m. and 8:35 a.m. and 3:05 p.m. and 5:05 p.m. Additional stops near Lookout Drive include South Central College, Tower Boulevard and James Boulevard, and Carlson Drive and Rolling Green Lane.

The City of North Mankato has recently completed an analysis that recommended transitioning from a fixed route service to on-demand flex route service. This would eliminate the dedicated stops and offer door-to-door service, like paratransit systems currently operated by North Mankato. There is no timeline for this transition.

III. Existing and 2045 Traffic Conditions

Existing and 2045 traffic conditions were evaluated to understand traffic patterns and roadway capacity needs.

EXISTING TRAFFIC

Daily traffic volumes today range from around 1,000 vehicles per day on the north end of the study area to around 11,000 vehicles per day south of TH 14.

VEHICLE SPEEDS

High traffic speeds are one of the primary concerns had by study area residents and other corridor users. Existing speed limits are:

- North of Carlson Drive: 55 mph
- Between Carlson Drive and Carol Court: 45 mph
- South of Carol Court: 50 mph

A speed conducted near Commerce Drive shows 85th percentile speeds of 48 mph (southbound) and 53 mph (northbound), aligning with public concerns related to vehicle speeds.

2045 TRAFFIC

2045 daily traffic estimates were prepared based on a review of area growth expectations and historic traffic growth. Some traffic growth is expected, with 2045 daily traffic volumes ranging from around 1,200 vehicles per day on the north end of the study area to around 14,000 vehicles per day south of TH 14.



Figure 4: Existing and 2045 Daily Traffic Volumes

EXISTING AND 2045 TRAFFIC OPERATIONS

EXISTING TRAFFIC OPERATIONS

Under current traffic conditions, all study intersections operate acceptably throughout the day, including during the AM and PM peak hours. The poorest level of service is seen at the stop-controlled Commerce Lane intersection, with minor approach operations at LOS D during the PM peak hour.

			Level of Service											
Intersection	Traffic Control	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	Noon	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM
512 th Street	TWSC	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α
CSAH 6/Timm Road	TWSC	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α
Carlson Drive	TWSC	В	С	В	Α	Α	Α	В	В	Α	В	В	В	В
Ringhofer Drive	TWSC	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α
Howard Drive	AWSC	Α	Α	Α	Α	Α	Α	Α	Α	Α	В	Α	Α	Α
US 14 West Ramps	RAB	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α
US 14 East Ramps	RAB	А	А	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α
Commerce Drive	Signal	А	А	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α
Commerce Lane	TWSC	В	Α	В	В	В	С	В	С	С	С	D	С	С
Lee Boulevard (Upper)	TWSC	Α	В	A	Α	A	Α	В	Α	Α	В	В	В	В
Allan Avenue	TWSC	В	С	С	В	В	В	С	В	В	В	С	C	С
Marie Lane	Signal	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α
Carol Court	TWSC	В	В	В	В	Α	В	В	Α	В	В	В	В	В
Lee Boulevard (Lower)	Signal	В	В	В	В	В	В	В	В	В	В	С	В	В

Table 2. Existing	Intersection I O	S at Study	Intersections
Table 5: Existing	intersection LO	ς αι σιμαγ	intersections

TWSC= Two-way stop control AWSC = All-way stop control RAB = Roundabout

2045 TRAFFIC OPERATIONS

Some traffic flow issues are expected to be introduced as traffic increases in the study area, however these are limited to two-way stop-controlled intersections. The only two locations with deficient 2045 operations (LOS E or LOS F) are the intersections at Carlson Drive (significant side-street delays in the AM and PM peak hours) and Commerce Lane (significant side street delays in the PM peak hour only).

Operations are expected to be within acceptable limits at all other study intersections, and operations are expected to be no worse than LOS C at 10 of 14 study intersections. These generally good operations (especially on the Lookout Drive itself) indicate that the few operations issues that are expected by 2045 can be mitigated with spot improvements and no major corridor-wide capacity upgrades are necessary.

		Level of Service												
Intersection	Traffic Control	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	Noon	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM
512 th Street	TWSC	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	В	Α	Α
CSAH 6/Timm Road	TWSC	Α	В	Α	В	Α	В	Α	Α	Α	В	В	В	В
Carlson Drive	TWSC	В	F	Е	В	В	С	D	С	В	С	Е	С	С
Ringhofer Drive	TWSC	Α	В	В	Α	Α	Α	В	Α	В	В	В	В	В
Howard Drive	AWSC	Α	В	В	Α	Α	Α	В	В	Α	С	В	В	А
US 14 West Ramps	RAB	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α
US 14 East Ramps	RAB	А	Α	Α	Α	Α	Α	Α	Α	Α	Α	В	Α	Α
Commerce Drive	Signal	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	В	Α	Α
Commerce Lane	TWSC	В	Α	С	C	C	D	С	D	D	D	F	Е	Е
Lee Boulevard (Upper)	TWSC	В	С	В	В	В	В	С	В	В	С	D	D	D
Allan Avenue	TWSC	В	С	С	C	C	C	C	С	C	C	D	С	С
Marie Lane	Signal	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α
Carol Court	TWSC	В	С	С	В	В	С	C	В	С	C	С	С	С
Lee Boulevard (Lower)	Signal	В	В	В	С	В	С	C	С	В	С	С	С	С

Table 4: 2045 Intersection LOS at Study Intersections

TWSC= Two-way stop control AWSC = All-way stop control RAB = Roundabout

CRASH HISTORY (2016-2020)

Crash records from 2016 through 2020 were obtained from MnDOT. There were 66 crashes reported during this period, including 15 crashes that resulted in an injury, including the possible injury classification. There were no traffic fatalities reported during the analysis period.

A review of 2016-2020 crash data reviewed the following:

- No intersections or corridor segments have crash rates that are above the critical crash rate. The critical crash rate is calculated using statistical properties and is often used to identify locations with high crash rates. If an observed crash rate is above the critical crash rate, it is likely that roadway design is contributing to crash patterns.
- 79% of all crashes occurred at intersections; 42% of all crashes occurred at three intersections including Commerce Drive (12), Howard Drive (8), and Lee Boulevard (lower) (8).
- Of the segment crashes, 36% were caused by deer.
- 77% of all crashes resulted in property damage only; there was 1 serious injury crash, 7 minor injury crashes, and 7 possible injury crashes.
- 36% of crashes occurred during the AM peak (7 AM to 9 AM) or PM peak (4:30 PM to 6:30 PM).
- 29% of crashes were rear end crashes, the most common crash type in the study corridor.



Figure 5: Crashes by Location





IV. Transportation Needs Summary

Based on existing and future conditions analysis presented above, corridor needs include:

- Improving and expanding bicycle and pedestrian facilities to improve comfort and safety for non-motorized roadway users. Notable facility gaps are north of Carlson Drive and south of Carol Court.
- Right-sizing roadway capacity to meet anticipated vehicle demand. Roadway capacity analysis shows that acceptable vehicle operations can be provided even if vehicle capacity is reduced between TH 14 and Carol Court.
- Mitigating high vehicle speeds on the corridor. A speed study found that traffic speeds above 50 mph are common in the developed area of Lookout Drive near Commerce Drive.

V. Recommended Roadway Improvements

Based on roadway performance under existing and projected traffic conditions, a set of roadway improvement alternatives was developed. Different improvements were recommended for different segments of Lookout Drive to best match needs and the surrounding roadway context.

The general goals of roadway improvements are:

- Mitigate high traffic speeds, especially south of TH 14
- Expand and improve pedestrian and bicycle facilities
- Right-size the roadway for expected vehicle traffic

NORTH SEGMENT RECOMMENDATIONS – 512TH STREET TO TH 14

- Add a two-way left turn lane north of Carlson Drive
- Add a trail and sidewalk north of Carlson Drive
- Convert Howard Drive and Carlson Drive to single lane roundabouts
- Access management
 - Note that access changes are conceptual. Any future access changes associated with a roadway would be vetted through stakeholders as part of a public engagement process.

North Segment Alternative 1: 3-Lane Section					
Category	Performance	Key Factors			
Vehicle Mobility	Great	• Minimal traffic delays, with peak hour LOS B or better through 2045			
Vehicle Safety	Great	 Two-way left turn lanes reduce crash potential, with research showing a 20% reduction in crashes after implementation Roundabouts at Carlson Drive and Howard Drive would provide traffic calming effect, reducing vehicle speeds Single lane roundabouts reduce fatal and injury crash potential 			
Multimodal Facility Comfort and Safety	Great	 Adds non-motorized facilities north of Carlson Drive, expanding the bike/ped network Traffic calming from Roundabouts provides a more comfortable walking/biking environment, however lack of traffic signals means pedestrians crossing Lookout Drive must wait for acceptable gaps in traffic 			
Environmental/Property Impacts	Good	 Minor property access impacts Generally fits within existing right-of-way, with only minor impacts on intersection corners 			
Cost and Maintenance	Good	Maintains existing roadway section between Howard Drive and Carlson Drive			
Overall		Great			

Table 5: Performance Summary for North Segment Improvements

Figure 8 - North Segment Recommended Improvements



MIDDLE SEGMENT RECOMMENDATIONS - TH 14 TO MARIE LANE

- Convert to one through lane in each travel direction with raised median
 - Raised median converts the following public roadway access points to right-in/right-out accesses
 - Commerce Lane, Restless Court, Pleasant View Drive, Allan Avenue
- Converts Commerce Drive, Upper Lee Boulevard, and Marie Lane to single lane roundabouts
- Access management

Table 6: Performance Summary for Middle Segment Improvements

Middle Segment Alternative 2: 2-Lane Section With Roundabouts						
Category	Performance	Key Factors				
Vehicle Mobility	Great	 Peak hour traffic operations are expected to be good, with LOS B or better expected 				
		through 2045 at most intersections (other than 2045 AM/PM peak LOS C at Carol Court)				
Vehicle Safety	Great	 Reduced cross-section width with raised median would have a traffic calming effect, 				
		reducing vehicle speeds				
		 Single lane roundabouts reduce fatal and injury crash potential 				
		 Most access points become right-in/right-out with raised median, greatly reducing 				
		potential conflicts				
Multimodal Facility Comfort and Safety	Great	 Median offers pedestrian refuge 				
		 Traffic calming from reduced number of lanes would create a more comfortable 				
		walking/biking environment. Roundabouts would add to traffic calming benefit				
		Lack of traffic signals means pedestrians crossing Lookout Drive must wait for acceptable				
Environmental/Property Impacts	Fair	 Raised median has more property access impacts than other options 				
		 Generally fits within existing right-of-way, with only minor impacts on intersection 				
		corners				
Cost and Maintenance	Fair	 Moves curblines in, reducing roadway footprint 				
		 Roadway realignments required at roundabouts 				
		 Wide landscaped median changes maintenance requirements 				
Overall						
	Good					

Figure 9 - Middle Segment Recommended Improvements



SOUTH SEGMENT RECOMMENDATIONS – MARIE LANE TO LOWER LEE BOULEVARD

- Remove the existing northbound truck climbing lane
- Add 10 foot wide shared use path

Table 7: Performance Summary for South Segment Improvements

South Segment Alternative 1: Multi Use Trail						
Category	Performance	Key Factors				
Vehicle Mobility	Good	 Peak hour traffic operations are expected to be generally good, with LOS C or better 				
		expected through 2045				
Vehicle Safety	Good	Minimal changes				
Multimodal Facility	Great	 Trail is behind a curb and barrier, improving user comfort 				
Comfort and Safety	Oreat	 Trail is wide enough to accommodate bicyclists 				
Environmental/Property	Great	• Fits within evicting right of way				
Impacts	Oreat	This within existing light-of-way				
Cost and Maintenance	Good	 Room for snow storage on both sides of the roadway 				
		 Wider trail can accommodate larger and more efficient snow removal vehicles 				
Overall	Good					
Overall						

Figure 10 - South Segment Recommended Improvements


VI. Implementation Plan

Based on technical analysis and stakeholder feedback, an implementation vision was established to guide the programming of short-term and longer-term projects for the Lookout Drive corridor. Improvement timelines were categorized as follows:

- Short-Term Improvements: Projects that should be implemented in the next five years
- Longer-Term Improvements: Projects that should be implemented five to 20 years from now
- **Opportunity Driven Improvements**: No specific timeline has been established for these projects, however these should be implemented in conjunction with other roadway projects, as appropriate

The implementation vision is shown in Table 8.

SPEED LIMIT CHANGES ON MIDDLE SEGMENT

Longer-term recommendations for the middle segment include roadway design changes that are intended to reduce vehicle speeds on Lookout Drive. Reducing the posted speed limit can be considered in conjunction with these design changes, however it is recommended that the speed limit is not changed until these design changes are made. National research indicates that speed limit changes alone do not impact vehicle speeds.

SPEED LIMIT ADJUSTMENT PROCESSES

Speed limit adjustments can be made by following any of the below processes:

- Local authorities can request MnDOT authorization of a revised speed limit based on results of an engineering and traffic investigation if they believe the existing speed limit is not reasonable or safe (see Minnesota Statute § 169.14, subdivision 5)
- The speed limit can be reduced to 30 mph if the roadway meets the definition of an "urban district" (see Minnesota Statute § 169.14, subdivision 5b). Minnesota Statute §169.011, subdivision 90 defines an urban area as "territory contiguous to and including any city street or town road that is built up with structures devoted to business, industry, or dwelling houses situated at intervals of less than 100 feet for a distance of a quarter of a mile or more". This would require a City Council resolution designating the roadway as an urban district.
- A city may establish speed limits for streets under city jurisdiction if city-wide speed limits are
 established in a consistent and understandable manner. Procedures must be developed to set
 speed limits based on safety, engineering, and traffic analysis, and must consider national speed
 limit guidance, local crash patterns, and methods to effectively communicate the change to the
 public (see Minnesota Statute § 169.14, subdivision 5h). When establishing speed limits using
 this process, it is common for cities to develop a formal speed limit policy.

Table 8: Implementation Vision

Segment	Short Term Improvements: 0 to 5 Years	Longer Term Improvements: 5 to 20 Years	Opportunity Driven Improvements: Implement as Funding is Available
North Segment: 512th Street to Howard Drive	Implement North Segment Alternative 1 -Add two-way left turn lane* -Add shared-use path and sidewalk north of Carlson Drive* -Convert intersections at Howard Drive and Carlson Drive to single lane roundabouts Implement spot ADA improvements identified in 2019 MAPO ADA Transition Plan* *Prioritize these improvements if funding is limited	-	Monitor traffic patterns at Timm Road intersection for potential traffic control upgrades as development occurs Access management improvements
Middle Segment: Commerce Drive to Marie Lane	Construct shared use path on east side of Lookout Drive between Marie Lane and Commerce Drive (Safe Routes to School project - 2024) Implement spot ADA improvements identified in 2019 MAPO ADA Transition Plan Pedestrian-Related Signal Improvements at Marie Lane -Install Accessible Pedestrian Signals (APS) -Leading pedestrian interval -Dynamic No Right Turn on Red signs -Protected-only left turn phasing -Pedestrian-related phasing improvements listed above should be used during school peaks Traffic Calming Improvements -Consider raised medians on segments between Commerce Lane and Restless Court and between Restless Court and Upper Lee Boulevard	Implement Middle Segment Alternative 2 -Raised median -Single lane roundabouts at Commerce Drive, Upper Lee Boulevard, and Marie Lane -Upper Lee Boulevard roundabout should be prioritized if funding/programming challenge occur for other features of Alternative 2 Coordinate with MnDOT to establish future configuration of existing roundabouts at TH 14 interchange	Access management improvements
South Segment:		Implement South Segment Alternative 1:	
Lee Boulevard	-	-Remove northbound truck climbing lane -Add 10' shared use path	-



Real People. Real Solutions.

Mankato/North Mankato Area Planning Organization Lookout Drive Corridor Study Final Report

December 2022



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I. Introduction

The Lookout Drive corridor is an industrial, commercial, and residential corridor with users of all modes, ages, and abilities. From the northern end of the corridor to the southern end of the corridor, Lookout Drive serves an industrial and residential growth area, provides a connection to US Highway 14, and serves established residential, institutional, and commercial areas.

The Mankato/North Mankato Area Planning Organization (MAPO), the City of North Mankato, and Nicollet County are working together to identify multimodal transportation improvements on Lookout Drive from 512th Street on the north end to Lee Boulevard (lower) on the south end. This corridor study will seek to understand transportation needs and opportunities along the corridor, develop and evaluate alternatives that address those needs and opportunities, and develop an implementation plan that is reasonable and implementable.

STUDY AREA

This study will evaluate Lookout Drive from 512th Street to Lee Boulevard (lower), including 15 study intersections. The study area and intersections are shown in **Figure 2**.

- 512th Street
- CSAH 6/Timm Road
- Carlson Drive
- Ringhofer Drive
- Howard Drive
- US 14 West Ramps
- US 14 East Ramps
- Commerce Drive
- Commerce Lane
- Lee Boulevard (upper)
- Pleasant View Drive
- Allan Avenue
- Marie Lane
- Carol Court
- Lee Boulevard (Lower)

Figure 1: Photos of Lookout Drive







Figure 2: Corridor Study Area and Intersections

Study Area

August 2021

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Lookout Drive/CSAH 13 Corridor Study North Mankato/Mankato Area Planning Organization



PREVIOUS STUDIES

Several planning efforts over the past decade have helped shape a transportation vision for the Lookout Drive corridor. This section highlights relevant background information and existing plans for land use and transportation along the corridor. These planning efforts provide a basis of understanding to ensure that this corridor study is consistent with existing plans for the surrounding area.

HIGHWAY 14 PEDESTRIAN BRIDGE STUDY

Concurrent with this study, MAPO along with the City of North Mankato and the Minnesota Department of Transportation are evaluating a potential pedestrian bridge that would provide safe and efficient pedestrian connectivity across Highway 14 to Caswell Park between Lookout Drive and Lor Ray Drive.

NORTHWEST GROWTH AREA STUDY

The City of North Mankato completed the Northwest Growth Area Study in November 2020. This study was completed to develop a shared vision for the northwest area of North Mankato, understand the market and future land uses necessary, and develop a framework to guide future development. This study was influential in developing future traffic projections for Lookout Drive. The future land use plan is shown in **Figure 3**.

NORTH MANKATO TRANSIT SERVICE REVIEW AND

RECOMMENDATIONS

In 2020, North Mankato completed a transit service review. This review recommended a revised routing, as shown in **Figure 4**. The proposed route change would reduce trip travel times by around 50 percent and better match shift start times for North Mankato's industrial businesses. This route would run along Lookout Drive between James Drive and Carlson Drive, with one stop at Precision Press between Ringhofer Drive and Carlson Drive. This route has since been implemented.



Figure 4: North Mankato Transit Route

Figure 3: Future Land Use Plan Developed from Northwest Growth Area Study



LONG RANGE TRANSPORTATION PLAN UPDATE

In 2020, MAPO updated the Long Range Transportation Plan (LRTP). This plan identifies actionable multimodal transportation projects to meet transportation needs throughout the Mankato area. This plan is fiscally constrained, meaning projects identified in this plan have a reasonable expectation of implementation over the life of the plan, through 2045. Throughout the LRTP, there were multiple needs identified for Lookout Drive:

- Jurisdictional transfer from Nicollet County to North Mankato for CSAH 13 between Howard Drive and CSAH 41 (512th Street), contingent upon the CSAH 41 connection to CSAH 13
- Fair to poor pavement conditions between 512th Street and Howard Drive
- Poor traffic operations on Lookout Drive between Marie Lane and Lee Boulevard (lower)
- Connect CSAH 41 to Lookout Drive at 512th Street (further study necessary to determine final connection location)
- Bicycle and pedestrian improvement needs throughout Lookout Drive

From 2020 to 2045, North Mankato is estimated to have \$82 million in transportation funds and Nicollet County is estimated to have \$16 million. Lookout Drive is anticipated to receive just over \$9 million, with most to occur in the long term (2036 through 2045). For projects marked illustrative, that means the project is a high priority need but there is no funding currently available.

Roadway	Termini	Description	Time Frame	Estimated Cost
Lookout Dr	Marie Ln to Commerce Dr	SRTS Infrastructure Improvements	Short	\$883 K
Lookout Dr	Carlson Dr to 512 th St	New Trail	Mid 1	\$604 K
CSAH 13	506 th St to Howard Dr	Two- and Three-Lane Major Rehabilitation, Safety, Multimodal Improvements	Long	\$2.8 M
Lookout Dr	Commerce Dr to Marie Ln	Three-/Five-Lane Urban Major Rehabilitation, Safety, Multimodal Improvements	Long	\$4.8 M
Lookout Dr	Marie Ln to Lee Blvd Lower	Three-/Five-Lane Urban Major Rehabilitation, Safety, Multimodal Improvements	Illustrative	-
Lookout Dr	Howard Dr	Single Lane Roundabout	Illustrative	-
Lookout Dr	Multiple	Traffic Control Improvements (Marie Ln, Lee Blvd, Commerce Dr, Carlson Dr, CSAH 6/Timm Rd)	Illustrative	-
Lookout Dr	Lee Blvd (Lower) to Marie Ln	New Trail	Illustrative	-

Table 1: Lookout Drive Projects Included in LRTP

2022 – 2025 TRANSPORTATION IMPROVEMENT PROGRAM

The 2022 – 2025 Transportation Improvement Program (TIP) includes one project for Lookout Drive: Safe Routes to School infrastructure improvements surrounding Hoover Elementary School (2024).

MANKATO/NORTH MANKATO AREA ADA TRANSITION PLAN

In 2019, the Mankato/North Mankato Area Planning Organization completed an Americans with Disabilities Act (ADA) Transition Plan for public rights-of-way. The Americans with Disabilities Act is a civil rights law prohibiting discrimination against individuals on the basis of disability and applies to public facilities. For transportation facilities it dictates the design and maintenance requirements for sidewalks and trails, curb ramps, crosswalks, traffic signal push buttons, and bus stops.

The ADA Transition plan identified deficiencies along the transportation elements and prioritized them for improvement based on land use, funding availability, and planned projects. North Mankato maintains 65 miles of sidewalk and trail, 1,000 pedestrian ramps, 14 bus stops, 46 traffic signal push buttons, and 465 crosswalks. Nicollet County contains 10 miles of sidewalk and trail, 160 pedestrian ramps, and 32 crosswalks.

This plan identified multiple deficiencies along Lookout Drive, as shown in **Figure 5**. This includes more than 6,800 feet of non-compliant sidewalk, 19 non-compliant pedestrian ramps, and 11 barriers.



Figure 5: Transportation Deficiencies Identified in ADA Transition Plan



LOOKOUT DRIVE AND HOWARD DRIVE INTERSECTION CONTROL EVALUATION

In 2018, an intersection control evaluation was completed for the Lookout Drive and Howard Drive intersection. Currently, the intersection is all-way stop controlled. A detailed analysis considered an all-way stop control, roundabout control, and traffic signal control with considerations given to right-of-way, the overall transportation need under current and future projected conditions, pedestrian and bicycle needs, and local acceptance.

Under current conditions, this intersection does not meet the requirements for a traffic signal or an all-way stop. By 2037, it is likely to meet warrants for both a signal or all-way stop control. Ultimately, this evaluation recommended maintaining the existing all-way stop control with a roundabout being the preferred solution in the future if safety issues develop or traffic volumes increase. The roundabout would likely require new right-of-way and would need to address driveway issues on the west leg, as shown in Figure 6.

Figure 6: Lookout Drive and Howard Drive Roundabout Layout



COMMERCE DRIVE AREA DEVELOPMENT PLAN

In 2018, North Mankato completed the Commerce Drive Area Development Plan to develop a shared vision for the future of the corridor to develop this core business district as a community destination. Of relevance to Lookout Drive, this area development plan proposed onroad bicycle facilities along Commerce Drive that would connect to Rockford Road/Nicollet County 41 on the west, cross Lookout Drive, and connect to Bluff Park on the east. This plan would require careful coordination with Lookout Drive to provide a

Figure 7: Commerce Drive Transportation Connections



safe bicycle and pedestrian crossing at Lookout Drive and Commerce Drive.

NORTH MANKATO COMPLETE STREETS POLICY

In 2016, North Mankato adopted a complete street plan and policy that identifies the need and benefit for complete streets. Complete streets refers to the practice of incorporating all modes of transportation into roadway projects. This policy covers pedestrian and ADA compliant elements, bicycle facilities, streetscaping, traffic calming, access management, and transit features. The policy states "the City of North Mankato seeks to establish a Complete Streets policy to incorporate active transportation

into the planning, design and operation of all future City street projects whether new construction, reconstruction, rehabilitation, or pavement maintenance." This corridor study will incorporate complete streets into the alternatives considered to increase accessibility and mobility for people of all ages and abilities.

NORTH MANKATO SAFE ROUTES TO SCHOOL

In 2015, a Safe Routes to School (SRTS) Plan was completed for four schools in North Mankato, including two schools near the Lookout Drive corridor (Hoover Elementary and Dakota Meadows Middle School). SRTS plans seek to provide the infrastructure and programming necessary to increase opportunities for students to safely walk and bike to school. There are six elements of SRTS: evaluation, engineering, education, encouragement, equity, and enforcement.

Hoover Elementary

Parents of Hoover Elementary students identified high traffic volumes, high speeds, and intersection crossing safety as their primary concerns. Nearly 80 percent of parents said they would allow their child to walk or bike to school if the safety of intersections and crossings were improved. The school arrival and dismissal observations noted the wide crossing at Marie Lane and Lookout Drive as a major barrier.

The recommended improvements include a shared use path on the east side of Lookout Drive between Commerce Drive and Marie Lane, a shared use path on the north side of Marie Lane between Lookout Drive and Hoover Drive, improved signal timing at Lookout Drive/Marie Lane, Figure 8: Hoover Elementary School SRTS Recommended Improvements



traffic calming on Lookout Drive, and the consideration of design revisions on Lookout Drive to improve crossing conditions for bicyclists and pedestrians.

Dakota Meadows Middle School

The most significant roadway-related concerns for parents of Dakota Meadows Middle School students are traffic volumes and speeds along walking routes and intersection/crossing safety.

As it relates to Lookout Drive, the SRTS plan recommended a shared use path on the south side of Howard Drive between Lookout Drive and Lor Ray Drive.

II. Demographics and Land Use Trends

DEMOGRAPHICS

Located in south central Minnesota, the Mankato/North Mankato metropolitan planning area is 75 miles south of Minneapolis-St. Paul at the junction of Highway 14 and Highway 169/60. The area has experienced widespread growth across the metropolitan area and serves southern Minnesota as a hub for health care, education, retail, agriculture, and industry. The area is comprised of Mankato, North Mankato, Eagle Lake and Skyline; Blue Earth and Nicollet counties; and Belgrade, Lime, South Bend, LeRay and Mankato townships.

POPULATION

The Mankato/North Mankato area has seen rapid growth. In 2010, the Metropolitan Statistical Area (MSA) population was 96,740 with an urbanized population of 58,265. The 2010 population estimate represents a 13 percent change from the year 2000 for the MSA. Table 2 illustrates historic population figures referenced from the MAPO 2045 Long Range Transportation Plan along with 2020 census counts referenced from the State Demographer and the US Census Bureau.

	1980	1990	2000	2010	2020	Change ¹
Nicollet County	26,929	28,076	29,771	32,727	34,454	5.3%
Blue Earth County	52,314	54,044	55,941	64,013	69,112	8.0%
Mankato MSA ²	79,243	82,120	85,712	96,740	103,566	7.0%
MAPO Planning Area ³	46,863	50,622	52,859	62,312	68,135	9.3%

Table 2: 1980 - 2019 Population

Source: U.S. Decennial Census (1980, 1990, 2000, 2010, 2020)

¹ Percent change in population from 2010 to 2020. ² Mankato-North Mankato MSA boundaries are Blue Earth and Nicollet counties. ³ Total population of member jurisdictions. Only a portion of Blue Earth and Nicollet Counties are included.

Critical Population

A critical population boundary was identified (**Figure 9**) using an approximate one-half mile buffer to better understand characteristics of the population most likely to use the corridor daily and with potential to be the most impacted by roadway improvements. Lookout Drive provides this population with the key connection between major job centers, schools, and recreational opportunities. This boundary also serves as the basis for the environmental justice review as seen in the Environmental Justice Report provided as an attachment to this report. Various demographic metrics were defined for this critical area using ESRI's Business Analyst application. This included an understanding of population, households, income, age, etc. for the area.

- An estimated 4,427 people living in 1,945 households occupy this area.
- This population is primarily white (86.5 percent), with 7.6 percent being Black, 2.8 percent Asian, and 3.7 percent Hispanic.
- Nearly sixty percent of the population has a 2-year, 4-year, or post graduate degree.
- Nearly 32 percent of the population lives in renter occupied housing; of renters, 50 percent spend more than 30 percent of their household income on rent.
- The median household income in this area is \$69,454. More than seven percent of the population falls below the poverty line.
- More than 27 percent of the population is under 18.
- Ten percent of the population has no internet access.
- Twenty-three percent of households have at least one person with a disability in the household.

Figure 9: Critical Population Boundary & MENK Lookout Dr- CSAH 13 Corridor Study North Mankato/Mankato Area Planning Organization **Critical Population Area** MAPO August 2021 Real People. Real Solutions Legend 0 Project Extent Critical Population Area (about 1/4 mile buffer Nicollet County Parcels 0.25 Miles MnGeo, Nicollet 169 6 215 1 and Dr 14

Prepared by: Bolton & Menk, Inc. Lookout Drive Corridor Study

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AGE

The population's age distribution is important as it affects travel demand, patterns, and behaviors. The age range for the MSA and the critical population is shown in **Figure 10**. Within the period from 2010 to 2018 in the MSA, the largest population increases occurred in the 35 to 44 and 65 to 74 age ranges. Those aged 20 to 24 represent the largest demographic group, despite a small decline over the past eight years. Those aged 18 to 34 comprise more than 27 percent of the total population.

The age of the population in the critical population boundary is illustrated in **Figure 10** for 2010 and 2021 estimates. This shows that around 50 percent of the study area population is between ages 15 and 64, with the most represented age ranges being 25 to 34 and 55 to 64. In general, the population within the critical boundary tends to be older than the overall MSA.





16.0% 14.0% 12.0% 10.0% 8.0% 6.0% 4.0% 2.0% 0.0% 10×01A 15t02A AS TO SA 55×2064 65^{to}7^A 15×2084 85 and Over 500 252034 355 20 44 5 Under ■ Critical Population 2010 ■ Critical Population 2021

EMPLOYMENT

Most household trips include travel to and from places of employment. Mankato and North Mankato are the major employment centers for the region with a labor shed spanning 16 counties. There is a net inflow of primary jobs in the MAPO market area, meaning there are more jobs in the market than people living in the market area. Around 69 percent of the labor force living in the Mankato/North Mankato metro also work there. Census data from 2018 estimate more than 21,000 people who work in the metro, live outside the metro area.

For those who live within the critical boundary, eighty percent drove alone to work. Five percent walked to work and two percent biked to work.



Figure 11: Commute Mode for Critical

EXISTING LAND USE

Land use and transportation are directly linked. Travel behavior is determined by the location of where people live in relation to where they work, shop, socialize, and recreate. Land use can have many implications on the characteristics of an area and the efficiency of its transportation network. For example, a primarily industrial neighborhood will have peak traffic flows often associated with shift work and must accommodate heavy truck movements whereas a residential neighborhood will have strong peaking and directional characteristics as people leave to and return from work.

Lookout Drive is surrounded by several different land uses, as shown in **Figure 13**. Generally, north of US Highway 14, the corridor is surrounded by industrial on the west side, with industrial and residential on the east side. South of US Highway 14, there is some commercial and multifamily residential on the west side, with institutional and planned industrial on the east side. South of Marie Lane, the land use on both sides of Lookout Drive is primarily single family residential.

Major Traffic Generators

Some of the Mankato-North Mankato area's largest employers are located on or near the Lookout Drive corridor, including Kato Engineering, Mankato Clinic, Precision Press, South Central College, MICO, Inc. and others. These large industrial and manufacturing companies produce heavy traffic, including truck traffic, on Lookout Drive.

In addition to vehicular traffic generators, there are a variety of large bicycle and pedestrian generators surrounding the corridor. Hoover Elementary and Dakota Meadows Middle schools are located east of Lookout Drive and require students who live within one mile for Kindergarten through 5th Grade and two miles for 6th Grade to 12th Grade, respectively to walk, bike, or be dropped off by a caretaker. Benson Park, Caswell Park, Reserve Park, Casey's, and multiple places of worship are all places people are more likely to walk or bike to.



Figure 12: Children Waiting to Cross Marie Lane

Figure 13: Existing Land Use

Existing Land Use

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North Mankato/Mankato Area Planning Organization



III. Existing Network Characteristics

The transportation network characteristics identify major qualities of the physical roadway system of Lookout Drive and its connections.

DEFINING FEATURES

FUNCTIONAL CLASSIFICATION

The functional classification system is used to create a roadway network that efficiently collects and distributes traffic from individual properties and neighborhoods to the state highway system. A successful system coordinates and manages mobility, roadway design, and route alignment and seeks to match current and future access and land use with the adjacent roadway's purpose, speeds, and spacing. The functional classification system is comprised of principal arterials, minor arterials, major and minor collectors and local roadways. Each classification has a different function, with interstates or freeways prioritizing mobility with very strict access controls while a local road prioritizes property access over mobility, as shown in Figure 14. Most travel relies on a network of roads at multiple classification levels.



Figure 15 shows the functional classification for Lookout Drive and intersecting roadways. Lookout Drive from 512th Street to CSAH 6/Timm Road is a major collector. From CSAH 6/Timm Road to Lee Boulevard (lower), Lookout Drive is a minor arterial. All alternatives for Lookout Drive must reflect the corridor's functional classification and find the appropriate balance between access and traffic mobility.

ROADWAY DESIGN

Generally, Lookout Drive has five typical cross-sections throughout the study area, each with different lane configurations, widths, pedestrian and bicycle facilities, and curb and gutter/shoulder designs.

- **512**th **Street to Carlson Drive** is a two-lane rural roadway with 10-foot wide shoulders for a total typical pavement width of approximately 43 feet. Turn lanes are present at primary intersections. There are no dedicated pedestrian or bicycle facilities.
- **Carlson Drive to Howard Drive** is a three-lane urban roadway with curb and gutter, a center left-turn lane, and shoulders for a total approximate width of 54 feet. There is an 8-foot multi-use trail on the west side of Lookout Drive with a 6-foot sidewalk on the east side.
- **Howard Drive to Commerce Drive** is primarily the US 14 interchange, with two through lanes in the northbound and southbound directions and sidewalks on both sides of the roadway.
- **Commerce Drive to Carol Court** is a five-lane urban roadway with curb and gutter and a center left-turn lane for a total approximate width of 66 feet. There are 6-foot sidewalks on both sides of the roadway, except for on the east side between Marie Lane and Carol Court.
- **Carol Court to Lee Boulevard (lower)** is a 2+1+1 configuration with two northbound lanes, one southbound lane, and a center left-turn lane on the west side of this segment. This segment transitions from an urban section with curb and gutter to a rural section with paved

shoulders. The typical width for this segment varies between 48 and 58 feet. There are no dedicated pedestrian or bicycle facilities.

RIGHT-OF-WAY

Right-of-way (ROW) is the available space owned by the jurisdiction on which the roadway and associated utilities reside. ROW is often a constraining factor in developing alternatives, because acquiring additional ROW can be costly, increase project delivery deadlines, or stop a project altogether. ROW widths vary along the corridor, depending on the location, as shown in Table 3.

Segment	Approximate Right-of-Way		
512 th Street to Carlson Drive	120′		
Carlson Drive to Howard Drive	120′		
Howard Drive to Commerce Drive	> 250'		
Commerce Drive to Carol Court	150'		
Carol Court to Lee Boulevard	> 250′		

Table 3: Estimated ROW

PAVEMENT CONDITIONS

Timely pavement rehabilitation has the potential to be six to 14 times more cost-effective than rebuilding a deteriorated road. Poor pavement conditions add nearly \$600 to the annual cost of car ownership due to damaged tires, suspension, reduced fuel efficiency, and accelerated vehicle depreciation. While North Mankato and Nicollet County use slightly different pavement evaluation methods, both are useful tools in understanding the current condition of the pavement and future investment needs.

- Nicollet County uses a Ride Quality Index for its pavement evaluation with each segment of pavement receiving a numerical condition rating between 5 for an excellent surface to 0 for a failed surface. Lookout Drive from 512th Street to Ringhofer Drive is in fair condition and Ringhofer Drive to Howard Drive is in poor condition.
- North Mankato uses a visual survey for its pavement evaluation with each segment of
 pavement receiving a numerical condition rating between 10 for a newly surfaced street in
 excellent condition to 1 for a failed surface. Lookout Drive from Commerce Drive to Lee
 Boulevard (lower) is in good condition and received a score of 8. Pavement conditions for
 City-maintained streets are shown in Figure 16.

Figure 15: Functional Classification

Functional Classification

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Figure 16: Pavement Conditions



Lookout Drive/CSAH 13 Corridor Study Pavement Conditions
North Mankato/Mankato Area Planning Organization August 2021



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ACCESS ONTO LOOKOUT DRIVE

Access management is the process of balancing the competing needs of traffic movement and property access. Access points introduce conflict and friction into the traffic stream. Research has found that every unsignalized driveway increases the corridor crash rate by approximately two percent. Allowing dense, uncontrolled access spacing results in safety and operational deficiencies for vehicles and reduces bicycle and pedestrian comfort and safety. A context-specific balance between access and mobility is important when developing a safe and efficient roadway network that serves all users. Nicollet County and North Mankato have different access management guidelines established in their zoning ordinances.

- For Nicollet County, private driveways/accesses are not permitted. This guidance applies to Lookout Drive north of Howard Drive.
- For North Mankato, private driveways/access are not permitted on Minor Arterials. This guidance applies to Lookout Drive between Howard Drive and Lee Boulevard (lower).

This guidance only applies to future access points from redevelopment or new construction.

Along Lookout Drive, there are 27 private driveways/accesses, as shown in **Figure 17**. Generally, the segment of Lookout Drive north of Howard Drive there are many densely spaced private driveways. In combination with the center left-turn lane and the offset private driveways, this can create challenging driving conditions as drivers must be attentive to vehicles entering and exiting traffic from multiple locations. For the segment of Lookout Drive south of Howard Drive, there are technically no private accesses permitted. For some parcels, primarily residential homes, removing their private driveways would eliminate all feasible access; however, many of the commercial parcels between Lee Boulevard (upper) and Carol Court have multiple driveways on Lookout Drive as well as other roadways like Cliff Drive, Marie Lane, and Allan Avenue. There may be opportunities to remove or consolidate duplicative driveways during future construction projects.

Segment	Private Accesses	Allowable Access Points per Mile			
512 th Street to Carlson Drive	1	0			
Carlson Drive to Howard Drive	8	0			
Howard Drive to Commerce Drive	1	0			
Commerce Drive to Carol Court	15	0			
Carol Court to Lee Boulevard	2	0			

Table 4: Private Accesses by Segment

Figure 17: Access Inventory

Access Inventory

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MULTIMODAL FACILITIES

Enhancing the ability of people to walk and bike involves providing adequate infrastructure and linking urban design, streetscapes, and land use to encourage walking and biking. Designing roadways to accommodate all types of users is commonly termed "complete streets" which come with many benefits:

- Streets designed with sidewalks, raised medians, traffic-calming measures and treatments for travelers with disabilities improves pedestrian safety. Research has shown that sidewalks alone reduce vehicle-pedestrian crashes by 88 percent.
- Multiple studies have found a direct correlation between the availability of walking and biking options and obesity rates. The Centers for Disease Control and Prevention recently named adoption of complete streets policies as a recommended strategy to prevent obesity.
- Complete streets offer inexpensive transportation alternatives to roadways. A recent study found that most families spend far more on transportation than food.
- Research has found that people who live in walkable communities are more likely to be socially engaged and trusting than residents living in less walkable communities.

Existing multimodal facilities are shown in Figure 20 and discussed in more detail below.

PEDESTRIAN AMENITIES AND FACILITIES

The availability of pedestrian facilities varies throughout the corridor:

- From CSAH 6/Timm Road to Carlson Drive, there are no pedestrian facilities.
- From Carlson Drive to Howard Drive, there is a sidewalk on the east side and a shared use path on the west side. Facilities are buffered from the roadway with a wide grassy boulevard that includes densely planted trees.
- From Howard Drive to Commerce Drive, shared use paths are provided on both sides of the roadway with some areas buffered with a narrow grassy boulevard.
- From Commerce Drive to Marie Lane, sidewalks are provided on both sides of the roadway with a wide grassy boulevard and trees.
- From Marie Lane south to approximately 1,000 feet west of the Scenic Overlook, a sidewalk is provided on the west side of Lookout Drive, buffered with a grassy boulevard. The sidewalk is wide enough for pedestrians and cyclists to use.
- From 1,000 feet west of the Scenic Overlook to Lee Boulevard (lower), there are no sidewalk facilities provided. However, pedestrians can be seen using the wide shoulders throughout the area.

Crossing Lookout Drive can be challenging. North of US 14, there are no marked crosswalks across Lookout Drive at any intersection or protected crossings. South of US 14, there are five marked crosswalks. Three of these crosswalks are at signal controlled intersections (Commerce Drive, Marie Lane, Lee Boulevard (Lower)) and include pedestrian push buttons and countdown timers. The other two are at uncontrolled locations at Lee Boulevard (upper) and Commerce Lane. For pedestrians crossing multi-lane roadways, multiple threat crashes are possible (shown in



Figure 18). A multiple threat crash occurs when a car (Car A) yields to a pedestrian, but a car (Car B) in the inside lane cannot see the pedestrian and then does not yield.

BICYCLE AMENITIES AND FACILITIES

National research has found that there are generally four levels of interests/abilities when it comes to cycling.

- Strong and Fearless riders are those that are very comfortable without bike lanes. They will ride under most roadway and traffic conditions.
- Enthused and Confident riders will ride their bikes with appropriate infrastructure.
- Interested but Concerned riders are interested in biking more but are not comfortable with the infrastructure or have other barriers to biking.
- No Way No How are unable or uninterested in bicycling and no change to the environment or infrastructure is likely to encourage them to cycle more.



Figure 19: Four Types of Transportation Cyclists

v three-quarters of Strong and Fearless. Enthused and Confident. and Intere

Nearly three-quarters of Strong and Fearless, Enthused and Confident, and Interested but Concerned cyclists had ridden at least once in the last 30 days for transportation or recreation. Improving infrastructure and the environment can help encourage more people to try biking.

Throughout the Lookout Drive study area, there is only a small segment with bicycle facilities appropriate for all ages and abilities: the shared use path from Howard Drive to Lee Boulevard (Upper). Given the significant number of pedestrian and bicycle generators that include schools, places of worship, parks, and employment centers, consideration should be given to expanded facilities that can attract those who may be interested in cycling but desire more separation from traffic.

TRANSIT

Existing Mankato Transit Route 5 serves the city of North Mankato. This route runs along Lookout Drive between Ringhofer Drive and Carlson Drive. There is a transit stop location at Precision Press which departs at :23 and :53 past the hour between 6:05 a.m. and 8:35 a.m. and 3:05 p.m. and 5:05 p.m. Additional stops near Lookout Drive include South Central College, Tower Boulevard and James Boulevard, and Carlson Drive and Rolling Green Lane.

The City of North Mankato has recently completed an analysis that recommended transitioning from a fixed route service to on-demand flex route service. This would eliminate the dedicated stops and offer door-to-door service, like paratransit systems currently operated by North Mankato. There is no timeline for this transition.

Figure 20: Pedestrian, Bicycle, and Transit Facilities



 Lookout Drive/CSAH 13 Corridor Study
 Pedestrian/Bike/Transit Facilities

 North Mankato/Mankato Area Planning Organization
 August 2021



SAFETY

Reviewing historic crash information can help identify existing deficiencies that can be addressed through this study. Crash records from 2016 through 2020 were collected from MnDOT. There were 66 crashes reported during this period, including 15 crashes that resulted in an injury, including the possible injury classification. There were no traffic fatalities reported during the analysis period. The crash density is shown in **Figure 24**.

Reviewing the crash reports found the following general trends:

- 79% of all crashes occurred at intersections; 42% of all crashes occurred at three intersections including Commerce Drive (12), Howard Drive (8), and Lee Boulevard (lower) (8). Of the segment crashes, 36% were caused by deer. A breakdown of the number of crashes by location is shown in Figure 21.
- 77% of all crashes resulted in property damage only; there was 1 serious injury crash, 7 minor injury crashes, and 7 possible injury crashes.
- 36% of crashes occurred during the AM peak (7 AM to 9 AM) or PM peak (4:30 PM to 6:30 PM).
- 29% of crashes were rear end crashes, the most common crash type in the study corridor.
- No intersections or corridor segments were above the critical crash rate (a statistical comparison based on similar intersection types and often an indicator that some factor at the location is contributing to crashes).
- Crashes are trending upwards. The highest crash year was 2019 with 17 total crashes, followed by 2020 with 15 total crashes.





Figure 22: Crashes by Severity

Figure 23: Crashes by Year

TREND ANALYSIS

Lookout Drive and Commerce Drive Intersection

The Lookout Drive and Commerce Drive intersection had the highest number of crashes in the study area. Between 2016 and 2020, there were 12 crashes reported. Of these crashes, five were angle crashes and four were rear end crashes.

- All five angle crashes occurred on the northbound or southbound Lookout Drive approaches and involved left turning vehicles. One crash did occur due to red light running, however the remainder were a result of failure to yield.
- There were no trends for the rear end crashes.
- Five of the 12 crashes occurred during the AM or PM peak hours.

Lookout Drive and Howard Drive Intersection

Between 2016 and 2020, eight crashes occurred at the Lookout Drive and Howard Drive intersection. There were five angle crashes and three rear end crashes. Due to the contributing factors (two distracted driving, three weather/road conditions) there were no discernable crash trends.

Lookout Drive and Lee Boulevard (Lower) Intersection

Between 2016 and 2020, eight crashes occurred at the Lookout Drive and Lee Boulevard (Lower) intersection. Five were angle crashes and two were rear end crashes. Four of the angle crashes involved eastbound vehicles, including three making a left turn. Each left turn crash occurred during a permitted (but not protected) left turn phase. Current left turn signal heads are traditional five-section heads without flashing yellow arrow.

Bicycle Crash

There was one reported bicycle crash at the intersection with CSAH 6/Timm Road. However, after reviewing the crash report, no actual crash occurred. Instead, it was an incident of two motorcyclists harassing a cyclist, claiming the cyclist was going to cause a crash.

Figure 24: Crash Density

Crashes

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IV. Existing Traffic Conditions

Existing traffic conditions throughout the study area were evaluated to understand potential congestion issues and how such issues may be interrelated with other transportation issues like roadway safety or multimodal accessibility.

TRAFFIC DATA COLLECTION

Given the traffic impacts associated with the ongoing COVID-19 pandemic, multiple datasets were referenced when establishing an existing traffic condition that will be used as the basis for further traffic analyses. These datasets include:

- 2019 average daily traffic data obtained from MnDOT.
- 2020 estimated average daily traffic data obtained from StreetLight Data. Note that these estimates are extrapolated from a sample of vehicle location records, therefore it is recommended that these results are considered illustrative in nature
- 2021 turning movement data at study intersections (13 hours of data 6 am to 7 pm) which was collected in late June 2021.
- Daily traffic in 2021 was estimated by assuming that the 13-hour period between 6 am and 7 pm consists of 85 percent of daily traffic Based on national data from NCHRP Report 716: Travel Demand Forecasting: Parameters and Techniques.
- Note that closures were in place on TH 99 to the north when data was collected, but 2021 traffic data generally matches 2019 traffic data on the north end of the CSAH 13 study area.

2021 TRAFFIC ESTIMATES COMPARED TO 2019 DATA

When comparing 2021 traffic data to 2019 traffic data, the general trend is that 2021 traffic volumes are lower than 2019 levels. Several locations (especially south of US 14) carried 10 to 25 percent less traffic in 2021 when compared to 2019, suggesting that travel behavior changes associated with the COVID-19 pandemic are still affecting traffic volumes when compared to pre-pandemic levels.

While traffic volumes appear to be depressed by impacts from COVID-19, there are multiple locations throughout the study area where 2021 traffic volumes are within 10 percent of 2019 conditions, suggesting that traffic was beginning to return to pre-pandemic levels as of summer 2021. This is supported by StreetLight Data daily traffic estimates from 2020, where most locations south of US 14 have 2021 traffic volumes that are between 2019 conditions and 2020 conditions. StreetLight Data estimates for the Twin Cities Metro area further support Minnesota traffic levels returning to prepandemic conditions, with traffic on Metro area freeways only being 5 to 10 percent lower than prepandemic levels as of late June/early July 2021.

Comparisons between 2021 and 2019 traffic volumes in the study area are shown in **Figure 25**. Comparisons to estimated 2020 traffic volumes are shown in **Figure 26**.

2021 TRAFFIC DATA USED FOR ANALYSIS

Since traffic volumes are still being affected by COVID-19, some adjustments were applied to 2021 traffic data to better reflect a typical condition. Where 2021 counts were lower than 2019 counts, peak hour turning movement data was adjusted up to match 2019 traffic patterns. Where 2021 counts were higher than 2019 counts, the 2021 data was the basis for analysis. Some adjustments were also made to account for school-related traffic. The 2021 daily traffic data that was used as the basis for traffic analysis is shown in **Figure 27**.

Figure 25: Estimated 2021 ADT vs. 2019 MnDOT ADT



Lookout Drive/CSAH 13 Corridor Study Estimated 2021 ADT vs 2019 MnDOT ADT North Mankato/Mankato Area Planning Organization August 2021



Figure 26: 2020 StreetLight Data ADT Estimates



Lookout Drive/CSAH 13 Corridor Study

2020 StreetLight Data ADT Estimates

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Figure 27: 2021 ADT Used for Traffic Operations Analysis

ORIGIN-DESTINATION ANALYSIS

StreetLight Data origin-destination data was obtained for multiple locations along the Lookout Drive corridor to assess general study area traffic patterns and traffic flows. This analysis was performed for the following locations on the corridor, with results visualized in **Figure 28** through **Figure 31**.

- North of CSAH 6/Timm Road. Origin-destination data indicates that around 55 percent of traffic on this segment of Lookout Drive is local to North Mankato. Other notable origins/destinations are the rural areas/townships to the north (25 percent of traffic) and Mankato via TH 14 (15 percent of traffic).
- North of Howard Drive. Around 65 percent of traffic on this segment is local to North Mankato. Other notable origins/destinations are Mankato via TH 14 (15 percent of traffic) and Mankato via TH 169 (10 percent of traffic).
- South of Commerce Drive. Around 60 percent of traffic on this segment is local to North Mankato. Other notable origins/destinations are Mankato via TH 169 (20 percent of traffic), Mankato via Belgrade Avenue (10 percent of traffic), and Mankato via TH 14 (10 percent of traffic).
- West of lower Lee Boulevard. Around 50 percent of traffic on this segment is local to North Mankato. Other notable origins/destinations are Mankato via TH 169 (25 percent of traffic) and Mankato via Belgrade Avenue (15 percent of traffic).

HEAVY VEHICLE TRAFFIC

Heavy vehicles are those that are larger than personal automobiles. They typically include semi-trucks, construction-related trucks, school buses, etc. Typically, heavy vehicle traffic on urban corridors like Lookout Drive makes up two percent of total daily traffic. However, because Lookout Drive is intersected by a US Highway and serves the North Mankato industrial park, heavy vehicle traffic is a bit higher. On the northern end of the corridor, heavy vehicle traffic ranges from 3.6 percent to 9.8 percent, which is around 100 to 200 heavy vehicles daily. South of US 14, heavy vehicle traffic is lower, between 2.4 percent and 3.6 percent or 100 to 165 heavy vehicles per day.

Figure 28: Origins and Destinations from Lookout Drive North of CSAH 6/Timm Road



Figure 29: Origins and Destinations from Lookout Drive North of Howard Drive


Figure 30: Origins and Destinations from Lookout Drive South of Commerce Drive



Prepared by: Bolton & Menk, Inc. Lookout Drive Corridor Study

Figure 31: Origins and Destinations from Lookout Drive West of Lee Boulevard (Lower)



Lookout Drive/CSAH 13 Corridor Study North Mankato/Mankato Area Planning Organization Lookout Drive Origin-Destination Analysis: West of Lower Lee Boulevard





TRAFFIC CONTROL

Selecting the appropriate traffic control device requires consideration of traffic safety, patterns and volumes, roadway geometry, lane configurations and multimodal aspects. The Minnesota Manual on Uniform Traffic Control Device (MnMUTCD) provides guidance and standards on the installation of traffic control devices, generally taking into consideration vehicular volumes, pedestrian volumes, and crash frequency thresholds for multiple roadway contexts. Note that meeting warrants for a specific type of traffic control does not require that a traffic control change is made, and typically it is best if multiple warrants are met before a traffic control change is made. However, the analysis highlights the locations that may benefit from traffic control upgrades or removal.

- Research conducted by FHWA found that that removing unwarranted traffic signals may decrease all crash types up to 24 percent, decrease injury crashes up to 53 percent, and decrease rear end crashes up to 20 percent.
- However, research has also found that installing traffic signals where warranted can decrease all crash types up to 34 percent, decrease injury crashes up to 40 percent, and decrease angle crashes up to 67 percent.

There is mixed traffic control across the study area. Traffic control is shown in Figure 32.

- **Two-way stop control** at CSAH 6/Timm Road, Carlson Drive, Ringhofer Drive, Commerce Lane, Lee Boulevard (upper), Pleasant View Drive, Allan Avenue, and Carol Court.
- All-way stop control at Howard Drive.
- Roundabout control at the US 14 east and west ramps.
- Signal Control at Commerce Drive, Marie Lane, and Lee Boulevard (lower).

A 2018 analysis recommended maintaining the all-way stop control at Howard Drive unless safety issues or traffic volumes create undesirable conditions. Later phases of this study will evaluate traffic control alternatives for all study intersections.

Figure 32: Existing Traffic Control

Traffic Control

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SPEED

Research has shown that speeds a driver chooses to travel are a function primarily of roadway design, context, and congestion, not necessarily the posted speed limit. Higher speeds contribute to increased severity of vehicular crashes and increases the likelihood that a vehicle-pedestrian crash results in a fatality. At 20 miles per hour, there is a 90 percent chance a pedestrian survives a crash. At 30 miles per hour, there is a 60 percent chance a pedestrian survives a crash. At 40 miles per hour, there is just a 20 percent chance a pedestrian survives a crash. The posted speed on Lookout Drive varies from 55 miles per hour north of Carlson Drive, 45 miles per hour from Carlson Drive to southeast

Figure 33: Relationship Between Vehicle Speed and Pedestrian Survivability



of Carol Court, and 50 miles per hour from southeast of Carol Court to Lee Boulevard (lower) and the end of the study area.

In 2016, a formal speed study was completed for Lookout Drive around Commerce Drive, where the posted speed is 45 miles per hour. This study found the median speed was 43 miles per hour for southbound vehicles and 47 miles per hour for northbound vehicles. However, the 85th percentile speed (the speed which 85 percent of vehicles are traveling at or under) was 48 miles per hour for southbound vehicles and 53 miles per hour for northbound vehicles.



Figure 34: Speed Distribution from 2016 Speed Study

Since the 2016 speed study, the City of North Mankato has constructed dynamic speed display signs in the same area. These signs show drivers their speed and collect data for all passing vehicles. Data was provided for a typical week in May that showed the average speed was 40 miles per hour for southbound traffic and 38 miles per hour for northbound traffic, with ranges of 3 miles per hour to 92 miles per hour for southbound vehicles and 3 miles per hour to 76 miles per hour for northbound. Median and 85th percentile data was not provided. Generally, the speeds on Lookout Drive are very close to the posted speed limits. These speeds contribute to the challenge of crossing Lookout Drive by creating smaller gaps in traffic and making gaps harder to judge, especially for young and inexperienced pedestrians.

TRAFFIC OPERATIONS

Vehicular traffic operations were analyzed along the corridor. Intersection capacity analysis was evaluated in terms of delay and level of service (LOS). LOS is a term used to describe the operational performance of transportation infrastructure elements; it assigns a letter grade value that corresponds to specific traffic characteristics within a given system, as shown in Table 5. At intersections, LOS is a function of average vehicle delay, whereas LOS for a roadway section is defined by the average travel speed. LOS A represents free flow traffic whereas LOS F represents gridlock. In accordance with local design standards, this analysis considers LOS E and F as deficient.

Control Dela	Lovel of Service		
Unsignalized	Signalized		
≤ 10	≤ 10	A	
10 - 15	10 - 20	В	
15 – 25	20 – 35	С	
25 – 35	35 – 55	D	
35 – 50	55 – 80	E	
> 50	> 80	F	

Table 5: Vehicle Level of Service Thresholds

The Vissim traffic simulation software was used to complete the traffic operations analysis. Vissim uses microsimulation to simulate the movement of every vehicle through the network and collects detailed information for associated performance measures like delay, queue lengths, travel times, and density. Vissim can also accurately evaluate complex merging, diverging, and weaving interactions and the interactions between vehicles and queue lengths.

Vissim traffic models were developed for the time period between 6 AM to 7 PM with traffic operations being evaluated for each hour within this time period.

EXISTING DAILY OPERATIONS

Under current traffic conditions, all study intersections operate acceptably throughout the day, including during the AM and PM peak hours. The poorest level of service is seen at the stop-controlled Commerce Lane intersection, with minor approach operations at LOS D during the PM peak hour.

Existing intersection levels of service throughout the study area are shown in Table 6.

		Level of Service												
Intersection	Traffic Control	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	Noon	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM
512 th Street	TWSC	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	А	Α
CSAH 6/Timm Road	TWSC	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	А	А	А
Carlson Drive	TWSC	В	С	В	Α	Α	Α	В	В	Α	В	В	В	В
Ringhofer Drive	TWSC	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	А	А	А
Howard Drive	AWSC	А	Α	Α	Α	Α	Α	Α	Α	Α	В	А	А	А
US 14 West Ramps	RAB	Α	Α	Α	Α	A	Α	А	А	Α	Α	А	А	Α
US 14 East Ramps	RAB	А	Α	Α	Α	A	Α	А	А	Α	Α	А	А	Α
Commerce Drive	Signal	Α	Α	Α	Α	Α	Α	А	Α	Α	Α	Α	Α	Α
Commerce Lane	TWSC	В	Α	В	В	В	С	В	С	С	C	D	С	С
Lee Boulevard (Upper)	TWSC	Α	В	Α	Α	Α	Α	В	Α	Α	В	В	В	В
Allan Avenue	TWSC	В	С	С	В	В	В	С	В	В	В	С	С	С
Marie Lane	Signal	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α
Carol Court	TWSC	В	В	В	В	Α	В	В	Α	В	В	В	В	В
Lee Boulevard (Lower)	Signal	В	В	В	В	В	В	В	В	В	В	С	В	В

Table 6: Existing Intersection LOS at Study Intersections

TWSC= Two-way stop control AWSC = All-way stop control RAB = Roundabout

V. Future Conditions

2045 TRAFFIC PROJECTIONS

Traffic growth through 2045 was estimated based on a review of the 2045 MAPO Long Range Transportation Plan, North Mankato's *Northwest Growth Area Study*, and historic traffic trends.

Daily traffic estimates for 2045 conditions are shown in **Figure 35**, with more detailed discussion related to the traffic projections methodology provided in **Appendix A**.

2045 DAILY OPERATIONS

Some traffic flow issues are expected to be introduced as traffic increases in the study area, however these are limited to two-way stop-controlled intersections. The only two locations with deficient 2045 operations (LOS E or LOS F) are the intersections at Carlson Drive (significant side-street delays in the AM and PM peak hours) and Commerce Lane (significant side street delays in the PM peak hour only).

Operations are expected to be within acceptable limits at all other study intersections, and operations are expected to be no worse than LOS C at 10 of 14 study intersections. These generally good operations (especially on the Lookout Drive itself) indicate that the few operations issues that are expected by 2045 can be mitigated with spot improvements and no major corridor-wide capacity upgrades are necessary.

Figure 35: 2045 Traffic Projections



Prepared by: Bolton & Menk, Inc. Lookout Drive Corridor Study

		Level of Service												
Intersection	Traffic Control	6 AM	7 AM	8 AM	9 AM	10 AM	11 AM	Noon	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM
512 th Street	TWSC	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	В	Α	Α
CSAH 6/Timm Road	TWSC	Α	В	Α	В	Α	В	Α	Α	Α	В	В	В	В
Carlson Drive	TWSC	В	F	E	В	В	С	D	С	В	С	Е	С	С
Ringhofer Drive	TWSC	Α	В	В	Α	Α	Α	В	Α	В	В	В	В	В
Howard Drive	AWSC	Α	В	В	Α	Α	Α	В	В	Α	С	В	В	А
US 14 West Ramps	RAB	А	А	Α	Α	Α	Α	Α	А	Α	А	Α	А	А
US 14 East Ramps	RAB	Α	А	Α	Α	Α	Α	Α	А	Α	А	В	А	А
Commerce Drive	Signal	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	В	Α	А
Commerce Lane	TWSC	В	Α	С	C	C	D	С	D	D	D	F	Е	Е
Lee Boulevard (Upper)	TWSC	В	С	В	В	В	В	С	В	В	С	D	D	D
Allan Avenue	TWSC	В	С	С	C	C	С	C	С	C	C	D	С	С
Marie Lane	Signal	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α	Α
Carol Court	TWSC	В	С	С	В	В	С	С	В	С	С	С	С	С
Lee Boulevard (Lower)	Signal	В	В	В	С	В	С	С	С	В	С	С	С	С

Table 7: 2045 Intersection LOS at Study Intersections

TWSC= Two-way stop control AWSC = All-way stop control RAB = Roundabout

VI. Transportation Needs Summary

Based on existing and future conditions analysis presented above, corridor needs include:

- Improving and expanding bicycle and pedestrian facilities to improve comfort and safety for non-motorized roadway users. Notable facility gaps are north of Carlson Drive and south of Carol Court.
- Right-sizing roadway capacity to meet anticipated vehicle demand. Roadway capacity analysis shows that acceptable vehicle operations can be provided even if vehicle capacity is reduced between TH 14 and Carol Court.
- Mitigating high vehicle speeds on the corridor. A speed study found that traffic speeds above 50 mph are common in the developed area of Lookout Drive near Commerce Drive.

VII. Roadway Improvement Alternatives

Based on roadway performance under existing and projected traffic conditions, a set of roadway improvement alternatives was developed. Alternatives were developed to address issues related to study area roadway safety, traffic operations, and multimodal accommodations.

CONCEPT DEVELOPMENT

STUDY AREA SEGMENTATION

The study area was divided into three segments to develop alternatives that best fit the surrounding land use and associated transportation needs. These segments are:

- North Segment: 512th Street to TH 14
- Middle Segment: TH 14 to Marie Lane
- South Segment: Marie Lane to Lower Lee Boulevard



Figure 36: Study Area Segments

TH 14 Interchange

Since the TH 14 interchange was recently reconstructed, no improvements were considered at this location. Traffic analysis completed throughout this study indicates good traffic flow and no safety issues that need to be addressed as part of improvements along Lookout Drive. Analysis also shows that single lane roundabouts at the TH 14 interchange can accommodate 2045 traffic demands.

There should be coordination with MnDOT regarding the future configuration of this interchange to ensure that potential changes to the Lookout Drive cross section are compatible with roundabout lane configurations at the TH 14 interchange.

GENERAL ROADWAY IMPROVEMENT PHILOSOPHY

Alternatives under consideration generally include some type of combination of the following features:

Enhanced bicycle/pedestrian facilities

• The goal was to fill in existing gaps in non-motorized facilities or to enhance the comfort and safety provided by existing facilities

Traffic control changes at select intersections

- Traffic control changes were considered at:
 - Carlson Drive
 - Howard Drive
 - Upper Lee Boulevard
 - Commerce Drive
 - Marie Lane

Access management

- Access management is the proactive management of roadway access points
- High access densities degrade traffic flow and increase crash potential
 - Research shows that each additional access point along a corridor increases crash potential by around four percent
- There are many existing access points (especially private/business accesses) between Carlson Drive and Howard Drive and between Commerce Drive and Carol Court.
- Typical access management improvements include consolidating adjacent access points into a single access, relocating accesses to lower volume side streets, or removing redundant accesses

Traffic calming

- Traffic calming is the reduction of traffic speeds through deliberate engineering decisions
 - \circ $\;$ Existing vehicle speeds on Lookout Drive are over 45 mph $\;$
- Common traffic calming improvements are raised medians, right-sizing the number of lanes to match traffic demand, narrower lane widths, and roundabouts

Public Input

Public input received via a March 2022 virtual open house generally aligned with the roadway improvement philosophy described above. Comments received throughout this process revealed the following:

- Concerns about high traffic speeds
- Concerns about having adequate vehicle traffic capacity
 - Some public input expressed concerns about reducing traffic lanes, although engineering analysis shows that acceptable traffic operations can be provided even with through lane reductions.
 - Multiple alternatives were developed for higher-volume locations some that reduce the number of through lanes and some that maintain two through lanes in each direction.
- Desire for improved bicycle and pedestrian facilities
- Interest in roundabouts
- Desire to maintain or add green spaces along the corridor

ALTERNATIVES EVALUATION METHODOLOGY

To best ensure a balanced transportation system for all roadway users, alternatives under consideration were evaluated using several different criteria. These criteria are:

- Vehicle mobility
- Vehicle safety
- Multimodal facility comfort and safety
- Environmental/property impacts
- Cost and maintenance

For each of the above criteria, a rating of poor, fair, good, or great was assigned based on a technical review of performance for each criterion. Ratings are based on a combination of research-supported data, local experience, and engineering judgement.

Criteria Weighting

To best address the most significant issues in the area, the Project Management Team (PMT) was asked to participate in an exercise to weight each of the technical criteria described above. Results from the weighting exercise were used to establish overall rankings for alternatives, taking into consideration each of the five technical criteria.

PMT members were asked to allocate 100 points across the five technical criteria, with higher values given to criteria that are deemed higher priorities. For example, if a TAC member allocated 40 points to Vehicle Safety and 15 points to each of the other four criteria, that member believes Vehicle Safety improvements should be weighted higher than other criteria.

Five TAC members participated in this exercise, with the average weights for each criteria summarized in **Figure 37.** Based on PMT feedback, Vehicle Safety and Multimodal Facility Comfort and Safety performance will be weighted the highest and Environmental/Property Impacts and Cost and Maintenance will be weighted the lowest when establishing overall alternative ratings.

Figure 37: PMT Weighting Exercise Results



FUTURE INTERSECTION CONTROL

Alternatives described below assume some traffic control changes at key intersections, however analysis shows that multiple intersection control types are viable. Intersection control decision matrices are provided in **Appendix B** if different traffic control types than those described below are desired. These matrices show anticipated intersection level of services and safety impacts associated with different traffic control types.

Since some alternatives assume through lane reductions on Lookout Drive, two decision matrices were developed: one that assumes through lane reductions on Lookout Drive and another that assumes two through lanes are maintained in each direction between TH 14 and Marie Lane.

NORTH SEGMENT ALTERNATIVES – 512TH STREET TO TH 14

Given the lower development densities, traffic volumes, and associated transportation issues on the north end of the study area, only one alternative was developed. The alternative includes the following changes, and is shown graphically in **Figure 38**.

- Add a two-way left turn lane north of Carlson Drive
- Add a trail and sidewalk north of Carlson Drive
- Convert Howard Drive and Carlson Drive to single lane roundabouts
- Access management
 - Note that access changes are conceptual. Any future access changes associated with a roadway would be vetted through stakeholders as part of a public engagement process. This applies to all alternatives presented in this report.

An overview of how this alternative performs related to all technical criteria is summarized in **Table 8**.

North Segment Alternative 1: 3-Lane Section					
Category	Performance	Key Factors			
Vehicle Mobility	Great	• Minimal traffic delays, with peak hour LOS B or better through 2045			
Vehicle Safety	Great	 Two-way left turn lanes reduce crash potential, with research showing a 20% reduction in crashes after implementation Roundabouts at Carlson Drive and Howard Drive would provide traffic calming effect, reducing vehicle speeds Single lane roundabouts reduce fatal and injury crash potential 			
Multimodal Facility Comfort and Safety	Great	 Adds non-motorized facilities north of Carlson Drive, expanding the bike/ped network Traffic calming from Roundabouts provides a more comfortable walking/biking environment, however lack of traffic signals means pedestrians crossing Lookout Drive must wait for acceptable gaps in traffic 			
Environmental/Property Impacts	Good	 Minor property access impacts Generally fits within existing right-of-way, with only minor impacts on intersection corners 			
Cost and Maintenance	Good	 Maintains existing roadway section between Howard Drive and Carlson Drive 			
Overall		Great			

Table 8: Performance Summary for North Segment Alternative 1

Figure 38 - North Segment Alternative 1



MIDDLE SEGMENT ALTERNATIVES – TH 14 TO MARIE LANE

Four improvement alternatives were developed for the middle segment:

- Alternative 1A: Road diet with two-way left turn lane (traffic signal option)
- Alternative 1B: Road diet with two-way left turn lane (roundabout option)
- Alternative 2: Road diet with raised median and roundabouts
- Alternative 3: Spot improvements (retrofit)

ALTERNATIVE 1A: ROAD DIET WITH TWO-WAY LEFT TURN LANE (TRAFFIC SIGNAL OPTION)

This alternative would make the following changes, and is shown visually in Figure 39.

- Remove one through lane in each travel direction, maintaining the two-way left turn lane
- Maintains existing traffic signals
- Removes channelized right turns at Commerce Drive
- Future traffic signal at Upper Lee Boulevard (when warranted not warranted today, but expected to be warranted by 2045)
- Access management

An overview of how this alternative performs related to all technical criteria is summarized in Table 9.

Middle Segment Alternative 1: 3-Lane Section With Traffic Signals					
Category	Performance	Key Factors			
Vehicle Mobility	Good	 Peak hour traffic operations are expected to be generally good, with LOS C or better expected through 2045 at most intersections (other than 2045 PM peak LOS D at Allan Avenue) 			
Vehicle Safety	Good	• Reduced cross-section width would have a traffic calming effect, reducing vehicle speeds			
Multimodal Facility Comfort and Safety	Great	 Traffic calming from reduced number of lanes would create a more comfortable walking/biking environment Traffic signal at Upper Lee Boulevard adds another controlled crossing location Removal of channelized right turns at Commerce Drive reduces vehicle turning speeds, enhancing pedestrian safety 			
Environmental/Property Impacts	Good	Minor property access impactsFits within existing right-of-way			
Cost and Maintenance	Fair	 Moves curblines in, reducing roadway footprint Potential to salvage existing pavement, mill and overlay instead of full reconstruct 			
Overall		Good			

Table 9: Performance Summary for Middle Segment Alternative 1A

ALTERNATIVE 1B: ROAD DIET WITH TWO-WAY LEFT TURN LANE (ROUNDABOUT OPTION)

This alternative would make the following changes, and is shown visually in Figure 39.

- Remove one through lane in each travel direction, maintaining the two-way left turn lane
- Converts Commerce Drive, Upper Lee Boulevard, and Marie Lane to single lane roundabouts
- Access management

An overview of how this alternative performs related to all technical criteria is summarized in Table 10.

Table 10: Performance Summary for Middle Segment Alternative 1B

	Middle Segment Alternative 1A: 3-Lane Section With Roundabouts					
Category	Performance	Key Factors				
Vehicle Mobility	Good	• Peak hour traffic operations are expected to be good, with LOS B or better expected through 2045 at most intersections (other than 2045 AM/PM peak LOS C at Carol Court and 2045 PM peak LOS D at Allan Avenue)				
Vehicle Safety	Great	• Reduced cross-section width would have a traffic calming effect, reducing vehicle speeds				
Multimodal Facility Comfort and Safety	Great	 Traffic calming from reduced number of lanes would create a more comfortable walking/biking environment. Roundabouts would add to traffic calming benefit Lack of traffic signals means pedestrians crossing Lookout Drive must wait for acceptable gaps in traffic 				
Environmental/Property Impacts	Good	 Minor property access impacts Generally fits within existing right-of-way, with only minor impacts on intersection corners 				
Cost and Maintenance	Fair	 Moves curblines in, reducing roadway footprint Roadway realignments required at roundabouts 				
Overall		Good				

Figure 39 - Middle Segment Alternatives 1A and 1B



ALTERNATIVE 2: ROAD DIET WITH RAISED MEDIAN AND ROUNDABOUT

This alternative would make the following changes, and is shown visually in Figure 40.

- Convert to one through lane in each travel direction with raised median
 - Raised median converts the following public roadway access points to right-in/right-out accesses
 - Commerce Lane, Restless Court, Pleasant View Drive, Allan Avenue
- Converts Commerce Drive, Upper Lee Boulevard, and Marie Lane to single lane roundabouts
- Access management

An overview of how this alternative performs related to all technical criteria is summarized in Table 11.

Middle Segment Alternative 2: 2-Lane Section With Roundabouts					
Category	Performance	Key Factors			
Vehicle Mobility	Great	 Peak hour traffic operations are expected to be good, with LOS B or better expected through 2045 at most intersections (other than 2045 AM/PM peak LOS C at Carol Court) 			
Vehicle Safety	Great	 Reduced cross-section width with raised median would have a traffic calming effect, reducing vehicle speeds Single lane roundabouts reduce fatal and injury crash potential Most access points become right-in/right-out with raised median, greatly reducing potential conflicts 			
Multimodal Facility Comfort and Safety	Great	 Median offers pedestrian refuge Traffic calming from reduced number of lanes would create a more comfortable walking/biking environment. Roundabouts would add to traffic calming benefit Lack of traffic signals means pedestrians crossing Lookout Drive must wait for acceptable 			
Environmental/Property Impacts	Fair	 Raised median has more property access impacts than other options Generally fits within existing right-of-way, with only minor impacts on intersection corners 			
Cost and Maintenance	Fair	 Moves curblines in, reducing roadway footprint Roadway realignments required at roundabouts Wide landscaped median changes maintenance requirements 			
Overall		Good			

Table 11: Performance Summary for Middle Segment Alternative 2

Figure 40 - Middle Segment Alternative 2



ALTERNATIVE 3: SPOT IMPROVEMENTS/RETROFIT

This alternative is a lower impact improvement than other middle segment alternatives. This would make the following changes, and is shown visually in **Figure 41**.

- Maintains existing typical roadway section
- Adds median refuge islands at Upper Lee Boulevard and Marie Lane
- Access management

An overview of how this alternative performs related to all technical criteria is summarized in Table 12.

	Middle Segment Alternative 3: Retrofit					
Category	Performance	Key Factors				
Vehicle Mobility	Good	 Peak hour traffic operations are expected to be good, with LOS C or better expected through 2045 on the entire segment 				
Vehicle Safety	Fair	 Short median segments at Upper Lee Boulevard and Marie Lane can have some traffic calming impact, but these would be less impactful than a continuous median 				
Multimodal Facility Comfort and Safety	Good	 Median refuges at Upper Lee Boulevard and Marie Lane simplify pedestrian crossing maneuvers across Lookout Drive Traffic signal at Upper Lee Boulevard adds another controlled crossing location 				
Environmental/Property Impacts	Good	Minor property access impactsFits within existing right-of-way				
Cost and Maintenance	Great	 Spot improvements minimize reconstruction requirements 				
Overall		Good				

Table 12: Performance Summary for Middle Segment Alternative 3

DISCARDED MIDDLE SEGMENT ALTERNATIVES

Commerce Drive Intersection Spot Improvements

Consideration was given to spot improvements at Commerce Drive that would remove the existing channelizing islands at the intersection of Lookout Drive and Commerce Drive. After consultation with the Project Management Team, this concept was not carried forward since the channelizing islands were a recent investment.

Pedestrian Grade Separations

Preliminary alternatives analysis considered the provision of a grade separated pedestrian crossing across Lookout Drive. This concept was not carried forward due to a lack of concentrated pedestrian demand at a single location, and also because most other concepts improve pedestrian crossing conditions by reducing the roadway cross section width and/or adding refuge islands.

SUMMARY OF MIDDLE SEGMENT ALTERNATIVES

A ranked summary of all middle segment alternatives is shown in **Table 13**.

Catagoni	Middle Segment						
Category	Alternative 1	Alternative 1A	Alternative 2	Alternative 3	weight		
Vehicle Mobility	Good	Good	Great	Good	21		
Vehicle Safety	Good	Great	Great	Fair	28		
Multimodal Facility Comfort and Safety	Great	Great	Great	Good	24		
Environmental/Property Impacts	Good	Good	Fair	Good	12		
Cost and Maintenance	Fair	Fair	Fair	Great	15		
Overall	Good	Good	Good	Good	100		
Rank (For Segment)	3rd (of 4)	2nd (of 4)	1st (of 4)	4th (of 4)			

Table 13: Summary of Middle Segment Alternatives

Figure 41 - Middle Segment Alternative 3



SOUTH SEGMENT ALTERNATIVES – MARIE LANE TO LOWER LEE BOULEVARD

Two alternatives were developed for the south segment:

- Alternative 1: Remove truck climbing lane and add shared use path
- Alternative 2: Maintain truck climbing lane and add sidewalk

ALTERNATIVE 1: REMOVE TRUCK CLIMBING LANE AND ADD SHARED USE PATH

This alternative would remove the existing northbound truck climbing lane, reallocating this space to add a 10 foot wide shared use path that is separated from travel lanes with a guardrail. This alternative is shown visually in **Figure 42**, and a technical summary is provided in **Table 14**.

South Segment Alternative 1: Multi Use Trail					
Category	Performance	Key Factors			
Vehicle Mobility	Good	• Peak hour traffic operations are expected to be generally good, with LOS C or better			
		expected through 2045			
Vehicle Safety	Good	Minimal changes			
Multimodal Facility	Great	 Trail is behind a curb and barrier, improving user comfort 			
Comfort and Safety	Great	 Trail is wide enough to accommodate bicyclists 			
Environmental/Property	Great	• Eits within existing right-of-way			
Impacts	Gleat	• Fits within existing fight-of-way			
Cost and Maintenance	Good	Room for snow storage on both sides of the roadway			
COSt difu Marine name	Good	 Wider trail can accommodate larger and more efficient snow removal vehicles 			
Overall		Good			

Table 14: Performance Summary for South Segment Alternative 1

Figure 42 - South Segment Alternative 1



ALTERNATIVE 2: MAINTAIN TRUCK CLIMBING LANE AND ADD SIDEWALK

This alternative would add a guardrail separated sidewalk (five feet in width) while maintaining the existing northbound truck climbing lane. This alternative is shown visually in **Figure 43**, and a technical summary is provided in **Table 15**.

Table 2511 chomanee Sammary for South Segment Attendance 2							
	South Segment Alternative 2: Maintain Climbing Lane						
Category	Performance	Key Factors					
Vehicle Mobility	Good	 Peak hour traffic operations are expected to be generally good, with LOS C or better expected through 2045 					
Vehicle Safety	Good	Minimal changes					
Multimodal Facility Comfort and Safety	Poor	 Available width can only accommodate a sidewalk (not a shared use path) Insufficient roadway width to accommodate a shoulder for bikes 					
Environmental/Property Impacts	Great	• Fits within existing right-of-way					
Cost and Maintenance	Fair	 Less room for snow storage adjacent to northbound travel lanes Potential snow removal challenges on 5 ft sidewalk 					
Overall		Fair					

Table 15: Performance Summary for South Segment Alternative 2

DISCARDED SOUTH SEGMENT ALTERNATIVES

Roadway Widening to Add Shared Use Path

Preliminary alternatives analysis considered expanding the south segment roadway footprint to add bike and pedestrian facilities. This concept was discarded since the Project Management Team believes this is infeasible due to project cost and constructability constraints.

SUMMARY OF SOUTH SEGMENT ALTERNATIVES

A ranked summary of the south segment alternatives is provided in Table 16.

Table 16: Summary of South Segment Alternatives

Catagory	South S	Woight	
Category	Alternative 1	Alternative 2	weight
Vehicle Mobility	Good	Good	21
Vehicle Safety	Good	Good	28
Multimodal Facility Comfort and Safety	Great	Poor	24
Environmental/Property Impacts	Great	Great	12
Cost and Maintenance	Good	Fair	15
Overall	Good	Fair	100
Rank (For Segment)	1st (of 2)	2nd (of 2)	

Figure 43 - South Segment Alternative 2



STAKEHOLDER REVIEW OF ALTERNATIVES

PUBLIC FEEDBACK

The public was given an opportunity to review and comment on proposed roadway improvement alternatives for the study area throughout August of 2022. A virtual open house was accessible between August 8th and August 19th, and an in-person event was held at the North Mankato Farmers Market on August 8th.

Comments received throughout the August 2022 engagement process revealed the following:

• Overall Feedback

- o 94 percent of survey responses were from study area residents
- o 15 percent of survey responses were from study area business users

• North Segment

- 77 percent of survey responses were favorable or neutral toward the proposed improvements in North Segment Alternative 1 (three-lane section with multimodal improvements)
- 23 percent of responses were unfavorable toward the Alternative 1 improvements
- o Feedback for the North Segment is also summarized in Figure 44

• Middle Segment

- o Roundabout alternatives were viewed more favorably than traffic signal alternatives
 - Roundabout alternatives
 - Alternative 1B (three-lane section with roundabouts): 67 percent of responses were favorable or neutral; 33 percent were unfavorable
 - Alternative 2 (two-lane median-divided section with roundabouts): 67 percent of responses were favorable or neutral, 33 percent were unfavorable
 - Traffic signal alternatives
 - Alternative 1A (three-lane section with traffic signals): 50 percent of responses were favorable or neutral; 50 percent were unfavorable
 - Alternative 3 (spot improvements/retrofit): 56 percent of responses were favorable or neutral; 44 percent were unfavorable
- Feedback for the Middle Segment is also summarized in Figure 45

• South Segment

- Feedback was generally in favor of removing the northbound truck climbing lane and adding a shared use path
 - Alternative 1 (remove truck climbing lane): 79 percent of responses were favorable or neutral; 21 percent were unfavorable
 - Alternative 2 (maintain truck climbing lane): 65 percent of responses were favorable or neutral; 35 percent were unfavorable
- o Feedback for the South Segment is also summarized in Figure 46



Figure 44: North Segment Feedback Summary

Figure 45: Middle Segment Feedback Summary





Figure 46: South Segment Feedback Summary



ELECTED OFFICIALS FEEDBACK

Elected officials were also given an opportunity to review study area improvement alternatives, with key feedback summarized below:

• Nicollet County Board

- Improvements should emphasize roadway safety
- o Improvements at Marie Lane are desired given the proximity to Hoover Elementary
- o Improvements at Upper Lee Boulevard are desired given the proximity to Mankato Clinic
- In favor of removing truck climbing lane on South Segment

• North Mankato City Council

- Improvements should be phased over time
- o Pedestrian-related improvements at Marie Lane are desired

• MAPO Policy Board

- Improvements should be phased over time
- Supportive of roundabouts
- o Supportive of raised median on Middle Segment

VIII. Recommendations & Implementation Plan

PREFERRED ALTERNATIVES

Preferred alternatives for each segment of Lookout Drive were established, taking into consideration technical analysis results and stakeholder feedback.

- North Segment Preferred Alternative: Alternative 1: 3-lane Section with Multimodal Improvements
- Middle Segment Preferred Alternative: Alternative 2: 2-lane Median-Divided Section with Roundabouts
- South Segment Preferred Alternative: Alternative 1: Remove Truck Climbing Lane

IMPLEMENTATION VISION

Based on technical analysis and stakeholder feedback presented throughout this corridor study, an implementation vision was established to guide the programming of short-term and longer-term projects for the Lookout Drive corridor. Improvement timelines were categorized as follows:

- **Short-Term Improvements**: Projects that should be implemented in the next five years
- Longer-Term Improvements: Projects that should be implemented five to 20 years from now
- **Opportunity Driven Improvements**: No specific timeline has been established for these projects, however these should be implemented in conjunction with other roadway projects, as appropriate

When establishing the ideal timeline for various improvements, consideration was given to the magnitude of existing transportation issues, the remaining life of pavement and utilities within the public right-of-way, and other programmed improvements along the corridor.

SHORT-TERM IMPROVEMENTS (0 TO 5 YEARS)

North Segment

- Implement North Segment Alternative 1
 - o Features
 - Add two-way left turn lane
 - Convert intersections at Howard Drive and Carlson Drive to single-lane roundabouts
 - Add shared-use path and sidewalk north of Carlson Drive
 - Project Rationale
 - Shared-use path addresses existing bike/pedestrian facility gap
 - Opportunity to improve pavement qualities (existing qualities are fair to poor)
 - Opportunity to address watermain corrosion
 - o Priorities
 - If funding/programming challenges occur, the following should be prioritized:
 - Sidewalk and shared use path north of Carlson Drive
 - Conversion to an urban three-lane section north of Carlson Drive
 - ADA improvements on the existing sidewalk and shared use path between Howard Drive to Carlson Drive

- Roundabouts at Howard Drive and Carlson Drive can be constructed as part of a later project if the other elements listed above are implemented as part of an earlier project. Building roundabouts prior to adding other features would however result in the removal of relatively new pavement and other features near the intersections.
- If funding allows, it is recommended that all recommended features are constructed at the same time
- Potential Funding Sources
 - Roadway and Multimodal Improvements:
 - Local Road Improvement Program (state dollars) *construction costs only*
 - Local Partnership Program (state dollars) construction cost and a small amount of project development costs
 - Transportation Economic Development Infrastructure (TEDI) (state dollars) can be used on local utilities that allow for industrial/commercial development.
 - Transportation Economic Development (TED) (state dollars) only the south leg of the proposed Lookout Drive/Howard Drive roundabout intersection within MnDOT TH right-of-way is eligible. Can be paired with a TEDI request.
 - Surface Transportation Block Grant (federal dollars) *construction costs only*
 - Highway Safety Improvement Program (HSIP) (federal dollars) proactive application.
 - Congressionally Directed or Community Designated Spending Request (federal dollars) can be used for project development fees, right-ofway, local utilities, and roadway and trail construction.
 - City and County funding sources like MnDOT State Aid, levies/property taxes, or wheelage taxes

• Implement spot ADA improvements identified in the 2019 MAPO ADA Transition Plan

- Potential Funding Sources
 - All the previous Roadway and Multimodal Improvements sources can reconstruct pedestrian and bicycle facilities as part of a roadway reconstruction project.
 - Multimodal Improvements Only (can be packaged with roadway funding sources):
 - MnDOT Active Transportation Program (state dollars) can be used for project development and construction fees.
 - Transportation Alternatives Program (TAP) (federal dollars) construction costs only
 - MnDOT Safe Routes to School (SRTS) Program (state dollars) can be used for planning and construction fees.
 - City and County funding sources like MnDOT State Aid, levies/property taxes, or wheelage taxes

Middle Segment

- Construct shared use path on east side of Lookout Drive between Marie Lane and Commerce Drive
 - This is programmed as a 2024 Safe Routes to School Project
- Implement spot ADA improvements identified in the 2019 MAPO ADA Transition Plan
- Pedestrian-Related Signal Improvements at Marie Lane
 - Any combination of the below features should be considered for use during school pedestrian traffic peaks
 - Leading pedestrian interval
 - Dynamic No Right Turn on Red signs
 - Protected-only left turn phasing
 - Project Rationale
 - These improvements improve crossing comfort and safety at a key study area school crossing

• Traffic Calming Improvements

- o Consider raised medians on the following segments of Lookout Drive
 - Between Commerce Lane and Restless Court
 - Between Restless Court and Upper Lee Boulevard
- Project Rationale
 - Mitigates existing speeding issues on Lookout Drive
 - Provides a median refuge for pedestrians crossing Lookout Drive
- Potential Funding Sources
 - Spot ADA Improvements Only (sources can be packaged with roadway funding sources):
 - MnDOT Active Transportation Program (state dollars) can be used for project development and construction fees.
 - Transportation Alternatives Program (TAP) (federal dollars) construction costs only
 - MnDOT Safe Routes to School (SRTS) Program (state dollars) can be used for planning and construction fees.
 - Both spot ADA improvements, pedestrian related signal improvements at Marie Lane, and traffic calming improvements:
 - Local Road Improvement Program (state dollars) *construction costs only*
 - Surface Transportation Block Grant (federal dollars) *construction costs only*
 - Highway Safety Improvement Program (HSIP) (federal dollars) proactive application.
 - City funding sources like MnDOT State Aid or levies/property taxes

South Segment

• No improvements are recommended in the next five years

LONGER-TERM IMPROVEMENTS (5 TO 20 YEARS)

North Segment

• All recommendations from this study should be implemented in the short-term, if possible

Middle Segment

- Implement Middle Segment Alternative 2
 - Features
 - Raised median
 - Single lane roundabouts at Commerce Drive, Upper Lee Boulevard, and Marie Lane
 - Longer-term recommendations for the middle segment are intended to reduce vehicle speeds on Lookout Drive, and speed limit revisions can be considered as part of roadway design changes. It is recommended that speed limit changes are only implemented in conjunction with design changes. Research throughout the country has found that speed limit changes without roadway design changes will not significantly impact vehicle speeds.
 - Speed limit adjustments can be made by following any of the below processes:
 - Local authorities can request MnDOT authorization of a revised speed limit based on results of an engineering and traffic investigation if they believe the existing speed limit is greater than (or less than) what is reasonable or safe (see Minnesota Statute § 169.14, subdivision 5)
 - The speed limit can be reduced to 30 mph if the roadway meets the definition of an "urban district" (see Minnesota Statute § 169.14, subdivision 5b). Minnesota Statute §169.011, subdivision 90 defines an urban area as "territory contiguous to and including any city street or town road that is built up with structures devoted to business, industry, or dwelling houses situated at intervals of less than 100 feet for a distance of a quarter of a mile or more". This would require a City Council resolution designating the roadway as an urban district.
 - A city may establish speed limits for streets under city jurisdiction if citywide speed limits are established in a consistent and understandable manner. Procedures must be developed to set speed limits based on safety, engineering, and traffic analysis, and must consider national speed limit guidance, local crash patterns, and methods to effectively communicate the change to the public (see Minnesota Statute § 169.14, subdivision 5h). When establishing speed limits using this process, it is common for cities to develop a formal speed limit policy.
 - Project Rationale
 - Traffic calming from raised median and roundabouts mitigates existing speeding issues along the corridor
 - Existing pavement has around 10 years of service life remaining
 - Opportunity to address Watermain corrosion
- o Priorities
 - If funding/programming challenges occur, the roundabout at Upper Lee Boulevard should be prioritized over other features of Middle Segment Alternative 2.
 - This intersection is expected to have the poorest future intersection level of service if no changes are made compared to the Commerce Drive or Marie Lane intersections.
 - Additionally, this intersection is in in the middle of this roadway segment, therefore corridor traffic calming benefits are expected to be higher here than if a lone roundabout was constructed at Commerce Drive or at Marie Lane
- Potential Funding Sources
 - Roadway and Multimodal Improvements:
 - Local Road Improvement Program (state dollars) *construction costs only*
 - Local Partnership Program (state dollars) *construction cost and a small amount of project development costs*
 - Transportation Economic Development Infrastructure (TEDI) (state dollars) can be used on local utilities that allow for industrial/commercial development.
 - Transportation Economic Development (TED) (state dollars) only the south leg of the proposed Lookout Drive/Howard Drive roundabout intersection within MnDOT TH right-of-way is eligible. Can be paired with a TEDI request.
 - Surface Transportation Block Grant (federal dollars) *construction costs only*
 - Highway Safety Improvement Program (HSIP) (federal dollars) proactive application.
 - Congressionally Directed or Community Designated Spending Request (federal dollars) can be used for project development fees, right-ofway, local utilities, and roadway and trail construction.
 - All the previous Roadway and Multimodal Improvements sources can reconstruct pedestrian and bicycle facilities as part of a roadway reconstruction project.
 - Multimodal Improvements Only (can be packaged with roadway funding sources):
 - MnDOT Active Transportation Program (state dollars) can be used for project development and construction fees.
 - Transportation Alternatives Program (TAP) (federal dollars) construction costs only
 - MnDOT Safe Routes to School (SRTS) Program (state dollars) can be used for planning and construction fees.
 - City funding sources like MnDOT State Aid or levies/property taxes

- Coordinate with MnDOT to establish the future configuration of existing roundabouts at the TH 14 interchange
 - Proposed cross-section changes would not require multi-lane roundabouts at TH 14 interchange
 - Traffic operations analysis shows that single lane roundabouts can accommodate 2045 traffic demands

South Segment

- Implement South Segment Alternative 1
 - o Features
 - Remove northbound truck climbing lane
 - Add 10 foot wide shared use path
 - Project Rationale
 - Shared use path addresses existing bike/pedestrian facility gap
 - Existing pavement has around 10 years of service remaining
 - Potential Funding Sources
 - Roadway and Multimodal Improvements:
 - Local Road Improvement Program (state dollars) *construction costs only*
 - The previous Roadway and Multimodal Improvements source can reconstruct pedestrian and bicycle facilities as part of a roadway reconstruction project.
 - Multimodal Improvements Only (can be packaged with roadway funding sources):
 - MnDOT Active Transportation Program (state dollars) can be used for project development and construction fees.
 - Transportation Alternatives Program (TAP) (federal dollars) construction costs only
 - Department of Natural Resources (DNR) Local Trails (state dollars) construction costs only
 - City funding sources like MnDOT State Aid or levies/property taxes

OPPORTUNITY DRIVEN IMPROVEMENTS

North Segment

- Access management improvements
 - See Figure 38 for access management improvements that can be incorporated into future roadway projects, property development/redevelopment, or completed as standalone projects
- Monitor traffic patterns at Timm Road intersection for potential traffic control upgrades as development occurs

Middle Segment

- Access management improvements
 - See Figure 40 for access management improvements that can be incorporated into future roadway projects, property development/redevelopment, or completed as standalone projects

CONCLUSIONS AND IMPLEMENTATION SUMMARY

Analysis completed throughout this corridor study shows that traffic flow and safety are generally good along the Lookout Drive corridor, however there are improvements that can be made in the short and long term to best provide safe and efficient facilities for all roadway users into the future.

Recommended improvements focus on the following:

- Reallocation of roadway space to improve bicycle and pedestrian facilities
- Vehicle speed reduction through traffic calming improvements

A matrix summarizing the proposed implementation vision is provided in Table 17.

Table 17: Implementation Vision

	U to 5 Years	5 to 20 Years	Implement as Funding is Available
North Segment: 512th Street to Howard Drive Morth Segment: 512th Street to Howard North Segment: Figure 100 Figure 100	nplement North Segment Alternative 1 Add two-way left turn lane* Add shared-use path and sidewalk north of Carlson Drive* Convert intersections at Howard Drive and Carlson Drive to single lane bundabouts nplement spot ADA improvements identified in 2019 MAPO ADA ransition Plan* Prioritize these improvements if funding is limited	-	Monitor traffic patterns at Timm Road intersection for potential traffic control upgrades as development occurs Access management improvements
Con Lar Middle Segment: Commerce Drive to Marie Lane Pr -Pr -Pe du Tra -Cc Co	onstruct shared use path on east side of Lookout Drive between Marie ane and Commerce Drive (Safe Routes to School project - 2024) mplement spot ADA improvements identified in 2019 MAPO ADA ransition Plan edestrian-Related Signal Improvements at Marie Lane nstall Accessible Pedestrian Signals (APS) Leading pedestrian interval Dynamic No Right Turn on Red signs Protected-only left turn phasing Pedestrian-related phasing improvements listed above should be used uring school peaks raffic Calming Improvements Consider raised medians on segments between Commerce Lane and Restless ourt and between Restless Court and Upper Lee Boulevard	Implement Middle Segment Alternative 2 -Raised median -Single lane roundabouts at Commerce Drive, Upper Lee Boulevard, and Marie Lane -Upper Lee Boulevard roundabout should be prioritized if funding/programming challenge occur for other features of Alternative 2 Coordinate with MnDOT to establish future configuration of existing roundabouts at TH 14 interchange	Access management improvements
South Segment: Marie Lane to Lower	-	Implement South Segment Alternative 1: -Remove northbound truck climbing lane	-



Traffic Forecasting Memorandum





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MEMORANDUM

Date: 8/30/2021

To: Lookout Drive Corridor Study Project Management Team

From: Kevin Mackey PE, PTOE

Subject: 2045 Traffic Projections for Lookout Drive Corridor Study Mankato Area Planning Organization Project No.: 0T4124787

Background

This memorandum has been prepared to document 2045 traffic projections for use in transportation analyses in the Lookout Drive Corridor Study.

Data Sources

Traffic projections were generally based on the following traffic data:

- Historic average daily traffic data obtained from MnDOT
 - Generally covering the time period between 1995 and 2019
- 2045 traffic forecasts from the current MAPO Long Range Transportation Plan (2020)
- Development assumptions from the City of North Mankato's *Northwest Growth Area Study* (2020)

Discussion

The initial step of developing traffic forecasts was comparing 2045 forecasts documented in the current long range transportation plan (LRTP) to 2045 conditions if historic traffic growth trends continue into the future. A map showing a comparison between these two datasets is provided in **Attachment A**.

Key takeaways for this analysis include:

- Lookout Drive North of TH 14
 - LRTP forecasts LRTP forecasts show a range between 1,250 ADT north of 512th Street to 10,700 ADT north of TH 14
 - Trend analysis If historic traffic growth rates continue through 2045, it is expected daily traffic volumes would range between 1,200 ADT north of 512th Street to 14,400 ADT north of TH 14
- Lookout Drive South of TH 14
 - LRTP forecasts LRTP forecasts show between 13,100 ADT west of Lower Lee Boulevard to 13,900 ADT south of TH 14
 - **Trend analysis** If historic growth rates continue, 2045 forecasts range between 12,500 ADT west of Lower Lee Boulevard to 13,200 ADT south of TH 14

A comparison between the trend analysis dataset and the LRTP dataset generally shows close agreement, with a maximum study area ADT around 14,000.

Name:Lookout Drive 2045 Traffic ProjectionsDate:8/30/2021Page:2

Development Potential on North End of Study Area

Much of the area north of TH 14 and west of Lookout Drive is currently undeveloped, however the City of North Mankato has established a development vision for this area. The *Northwest Growth Area Study* assumes that this area will generally be commercial and industrial in nature, with some residential development between Lookout Drive and CSAH 41. An excerpt from the *Northwest Growth Area Study* that illustrates the development concept is provided in **Attachment B**.

Using the development concept described above, development-related traffic growth on Lookout Drive was estimated using the following assumptions:

- Around half of residential traffic will use Lookout Drive, with the remaining traffic using CSAH 41.
- Around 10 percent of commercial and industrial traffic will use Lookout Drive. Around 80 percent of future commercial and industrial development is assumed to be west of CSAH 41, making CSAH 41 a more logical route choice when accessing these areas.

Based on these assumptions, it is assumed the new development has the potential to add around 2,500 vehicles per day to Lookout Drive north of TH 14.

Recommended 2045 Traffic Projections

We recommend basing 2045 traffic analyses on the forecasts shown in **Attachment C**. The general concepts that were applied when determining these values are:

- Utilize the higher traffic growth when comparing LRTP forecasts to trendline forecasts
 - Several project goals could be met with a reallocation of driving lane space for other purposes, therefore a slightly conservative traffic estimate can best ensure that vehicle operations are not disproportionately impacted if roadway space is reallocated
- North of Howard Drive, also add traffic associated with development in northwest North Mankato to Lookout Drive
 - South of Howard Drive, it is assumed traffic growth rates associated with both the LRTP forecasts and the trendline forecasts will account for traffic growth associated with the development in northwest North Mankato

Appendix A - Attachment A Lookout Drive/CSAH 13 Corridor Study 2045 Trendlin

North Mankato/Mankato Area Planning Organization

2045 Trendline ADT vs 2045 LRTP ADT

August 2021



Appendix A - Attachment B

Land Use Scenario A – North of Highway 14

Scenario A

Scenario A depicts potential land use north of Highway 14 in the study area. This area is predominantly heavy industrial and commercial/industrial mixed, with some general commercial uses near the interchange and a residential/commercial/industrial flex zone in the northeast corner. This flex zone provides a transition from the residential uses in the east to industrial in the west. For the purposes of understanding KPI's, a likely development scenario of 44% heavy industrial, 37% commercial/industrial mixed, 17% residential/commercial/industrial transition zone, and 2% open space/park uses were analyzed in the zone. Anticipated uses in this zone are further described in the plan.

Key Performance Indicators (KPI)

Total Population 1,441.64 **Total Dwelling Units** 610.86 Total Industrial & Commercial Lots 174.85 Daily Vehicle Trips Generated Residential 4,108.10 Daily Trips Generated Non-Residential 4786.41 6,183.57 Job Potential







Appendix B

Intersection Control Decision Matrices

Intersection	Existing Traffic Control	No Build				Traffic Signal						Roundabout***			
		Traffic Operations		2016-2020 Crash Rate		Signal Warrants Met		Traffic Operations		Crash Reduction ⁺		Traffic Operations		Crash Reduction ⁺⁺	
		2021 Existing LOS	2045 No Build LOS	All Severities	Fatal/Injury	Existing Traffic	2045 Traffic	2021 LOS	2045 LOS	All Severities	Fatal/Injury	2021 LOS	2045 LOS	All Severities	Fatal/Injury
Timm Road/CSAH 6	TWSC	AM: LOS A PM: LOS A	AM: LOS B PM: LOS B	Above Statewide Average	Below Statewide Average	None	None	Not Warranted	Not Warranted	-36%	-36%	AM: LOS A PM: LOS A	AM: LOS A PM: LOS A	-72%	-88%
Carlson Drive	TWSC	AM: LOS C PM: LOS B	AM: LOS F PM: LOS E	Above Statewide Average	Below Statewide Average	None	None	Not Warranted	Not Warranted	-36%	-36%	AM: LOS A PM: LOS A	AM: LOS A PM: LOS A	-72%	-88%
Commerce Drive	Signal	AM: LOS A PM: LOS A	AM: LOS A PM: LOS B	Above Statewide Average	Below Statewide Average	4-Hour*	8-Hour 4-Hour Peak Hour	AM: LOS B PM: LOS B	AM: LOS B PM: LOS C	No Change	No Change	AM: LOS A PM: LOS A	AM: LOS A PM: LOS B	-35%	-74%
Upper Lee Boulevard	TWSC	AM: LOS A PM: LOS B	AM: LOS C PM: LOS D	Above Statewide Average	Below Statewide Average	None	8-Hour 4-Hour Peak Hour	Not Warranted	AM: LOS C PM: LOS C	-36%	-36%	AM: LOS A PM: LOS A	AM: LOS A PM: LOS B	-72%	-88%
Marie Lane	Signal	AM: LOS A PM: LOS A	AM: LOS A PM: LOS A	Below Statewide Average	Below Statewide Average	None	None**	Not Warranted	AM: LOS B PM: LOS C	No Change	No Change	AM: LOS A PM: LOS A	AM: LOS A PM: LOS A	-35%	-74%
Lower Lee Boulevard	Signal	AM: LOS B PM: LOS C	AM: LOS C PM: LOS C	Below Statewide Average	Above Statewide Average	8-Hour 4-Hour Peak Hour	8-Hour 4-Hour Peak Hour	AM: LOS B PM: LOS C	AM: LOS B PM: LOS C	No Change	No Change	AM: LOS A PM: LOS A	AM: LOS A PM: LOS C	-35%	-74%
*Met if 50% of minor approach right turns are included in analysis **Met at 60% of typical warrant thresholds															

With Lane Reductions Between TH 14 and Marie Lane (One Through Lane in Each Direction)

**Single lane roundabouts at all locations; Assumes WB right turn bypass at Lower Lee Blvd

*Source: Srinivasan et al, "Safety Evaluation of Signal Installation With and Without Left Turn Lanes on Turn Lane Roads in Rural and Suburban Areas" (2014)

⁺⁺Source: Persaud, et al, "Observational Before-After Study of the Safety Effect of US Roundabout Conversions Using the Empirical Bayes Method" (2001)

Intersection	Existing Traffic Control	No Build						Traffic	: Signal	Roundabout***					
		Traffic Operations		2016-2020 Crash Rate		Signal Warrants Met		Traffic Operations		Crash Reduction		Traffic Operations		Crash Reduction	
		2021 Existing LOS	2045 No Build LOS	All Severities	Fatal/Injury	Existing Traffic	2045 Traffic	2021 LOS	2045 LOS	All Severities	Fatal/Injury	2021 LOS	2045 LOS	All Severities	Fatal/Injury
Timm Road/CSAH 6	TWSC	AM: LOS A PM: LOS A	AM: LOS B PM: LOS B	Above Statewide Average	Below Statewide Average	None	None	Not Warranted	Not Warranted	-36%	-36%	AM: LOS A PM: LOS A	AM: LOS A PM: LOS A	-72%	-88%
Carlson Drive	TWSC	AM: LOS C PM: LOS B	AM: LOS F PM: LOS E	Above Statewide Average	Below Statewide Average	None	None	Not Warranted	Not Warranted	-36%	-36%	AM: LOS A PM: LOS A	AM: LOS A PM: LOS A	-72%	-88%
Commerce Drive	Signal	AM: LOS A PM: LOS A	AM: LOS A PM: LOS B	Above Statewide Average	Below Statewide Average	4-Hour*	8-Hour 4-Hour Peak Hour	AM: LOS A PM: LOS A	AM: LOS A PM: LOS B	No Change	No Change	AM: LOS A PM: LOS A	AM: LOS A PM: LOS B	-35%	-74%
Upper Lee Boulevard	TWSC	AM: LOS A PM: LOS B	AM: LOS C PM: LOS D	Above Statewide Average	Below Statewide Average	None	8-Hour 4-Hour Peak Hour	Not Warranted	AM: LOS B PM: LOS B	-36%	-36%	AM: LOS A PM: LOS A	AM: LOS A PM: LOS B	-72%	-88%
Marie Lane	Signal	AM: LOS A PM: LOS A	AM: LOS A PM: LOS A	Below Statewide Average	Below Statewide Average	None	None**	Not Warranted	AM: LOS A PM: LOS A	No Change	No Change	AM: LOS A PM: LOS A	AM: LOS A PM: LOS A	-35%	-74%
Lower Lee Boulevard	Signal	AM: LOS B PM: LOS C	AM: LOS C PM: LOS C	Below Statewide Average	Above Statewide Average	8-Hour 4-Hour Peak Hour	8-Hour 4-Hour Peak Hour	AM: LOS B PM: LOS C	AM: LOS C PM: LOS C	No Change	No Change	AM: LOS A PM: LOS A	AM: LOS A PM: LOS C	-35%	-74%
*Met if 50% of minor ap **Met at 60% of typical	proach right turr warrant threshc	ns are included	in analysis												

Maintain Two Through Lanes in Each Direction Between TH 14 and Marie Lane

*Single lane roundabouts at all locations; Assumes WB right turn bypass at Lower Lee Blvd

*Source: Srinivasan et al, "Safety Evaluation of Signal Installation With and Without Left Turn Lanes on Turn Lane Roads in Rural and Suburban Areas" (2014)

⁺⁺Source: Persaud, et al, "Observational Before-After Study of the Safety Effect of US Roundabout Conversions Using the Empirical Bayes Method" (2001)