

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 June 6, 2016. Mayor Dehen called the meeting to order at 7:00 p.m. asking that everyone join in the Pledge of Allegiance. The following were present for roll call: Mayor Dehen, Council Members Norland, Freyberg, Spears and Steiner, City Administrator Harrenstein, Attorney Kennedy, City Planner Fischer, Public Works Director Swanson and City Clerk Van Genderen.

Approval of Agenda

Council Member Norland moved, seconded by Council Member Steiner, to approve the agenda as presented. Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen aye; no nays. Motion carried.

Approval of Minutes

Council Member Steiner moved, seconded by Council Member Norland to approve the minutes of the Council meeting of May 16, 2016. Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen aye; no nays. Motion carried.

Public Hearing, 7 pm-Proposed Assessment for 2016 Roe Crest Drive Improvement Project No. 15-02ABCDEF

City Engineer Dan Sarff stated the Public Hearing allows concerned residents an opportunity to speak. City Engineer Sarff reported that based on the low bid the estimated assessments would be between \$14,500 and \$24,500 per residence. The assessment policy and the City of North Mankato recognizes the assessment may not match the improvement to the property and proposes capping the assessment at \$8,000. City Engineer Sarff stated there were three options for payment. Residents could prepay the assessment in full before December 16, 2016 with no interest added to the assessment, spread the payment over 15 years with an interest rate of 2% greater than the average coupon rate, or prepay a portion and pay the remaining balance over time. With no one appearing before Council the Mayor closed this portion of the meeting.

Public Hearing, 7 pm-Proposed Sidewalk Maintenance and Installation Policy.

Mayor Dehen reported staff presented a sidewalk maintenance and installation policy to Council on May 16, 2016. The policy is currently under review with a display in City Hall allowing for public comment and two planned public hearings. Tom Hagen, 927 Lake Street, appeared before Council and stated he reviewed the policy and sidewalks should be considered an amenity. Both the City and citizens pay for a portion of the cost and residents pick-up the work of maintenance. He stated the recently built downtown parking lots cost approximately \$574,000 and they are an amenity that benefits the businesses. Administrator Harrenstein stated the parking lots were paid through bond premiums so payment for the parking lots is made by the tax payers including the downtown business owners. Mr. Hagen stated if he was a business owner and a taxpayer and would like the same amenity. With no one else appearing before Council the Mayor closed this portion of the meeting.

Consent Agenda

Council Member Norland moved, seconded by Council Member Freyberg, to approve the Consent Agenda which included:

- A. Bills and Appropriations.
- B. Res. No. 46-16 Approving Donations/Contributions/Grants.

C. Res. No. 47-16 Adopting Election Judges for the Primary Election on August 9, 2016 and the General Election on November 8, 2016.

Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen aye; no nays. Motion carried. Mayor Dehen thanked all those who donated to the library, the Spring Lake Swim Facility family pass donations and all those who volunteered to be an Election Judge.

Proclamation-Declaring June 23, 2016 Capstone Day

The Mayor read the proclamation into record.

WHEREAS, Capstone was established in 1991 with the publication of 48 children's books; and

WHEREAS, Capstone stays true to its core mission of inspiring children's imaginations and igniting their curiosity through well written books and interactive digital platforms; and

WHEREAS, Capstone over the past 25 years has expanded their reach from the library to homes, classrooms, districts and internationally; and

WHEREAS, Capstone's corporate giving program is investing in local literacy education for children by supporting literacy programs, expanding educational opportunities and caring for the environment.

NOW THEREFORE I, Mark Dehen, Mayor of North Mankato, proclaim June 23rd as:

CAPSTONE DAY

in the City of North Mankato and encourage all citizens to celebrate the day by reading a Capstone book and enjoying the festivities.

Certificate of Recognition

The Mayor read the certificate of recognition into record.

WHEREAS, Randy Knauss, Bob Peterson, Doug Larson and Marilyn Larson have rendered service to this community which deserves special recognition; and

WHEREAS, Randy, Bob, Doug and Marilyn obtained permission to remove buckthorn from a portion of City owned boulevard and wooded area, and spent many hours cutting the buckthorn and removing dead trees from the forest floor; and

WHEREAS, their dedication and zeal in the removal of the noxious buckthorn was appreciated by both the residents of the community and the City of North Mankato staff.

NOW, THEREFORE, on behalf of all our citizens, I am pleased to tender this Certificate of Recognition to Randy, Bob, Doug and Marilyn, with our sincere thanks for their hard work to help beautify the City of North Mankato.

Public Comments

Presentation of CenterPoint Energy Community Partnership Grant to the North Mankato Fire Department to help purchase automatic defibrillators.

Susan Sargent, CenterPoint Energy, appeared before Council and presented the North Mankato Fire Department and Chief Inman a check for \$1700.00 to help purchase automatic defibrillators.

Tom Hagen, 927 Lake Street, appeared before Council and thanked Chief Boyer and City Planner Fischer for conducting sound testing in Spring Lake Park on May 26, 2016.

Business Items

Consider Approving Purchase of a 2006 Pierce Enforcer 75' Ladder Truck. Fire Chief Inman reported the current Ladder Truck has served the community well but is 34 years old. The City Council approved the search for a new Fire Engine with a budget of \$400,000. A committee was formed with members of the Fire Department, Public Works and City Administration to develop a Preferred Specification Outline which considered the type, age, mechanical and other safety features to guide the search process. The committee determined to look for a used truck due to constraints of the budget. The search committee reviewed five different apparatus' and the committee recommends the purchase of a 2006 Pierce Enforcer 75' Ladder Truck due to matching nearly all specifications, quality of the manufacturer, minimal training due to the truck being the same brand as two other pumper trucks, within 4% of the budgeted amount and the truck comes from a fire apparatus dealer with a good reputation. Council Member Spears stated a different engine was rejected due to the company no longer being in business. Fire Chief Inman reported the truck was custom built and would be difficult to maintain without the support of the manufacturer. Council Member Spears thanked the search committee for their thoroughness. **Council Member Freyberg moved, seconded by Council Member Spears to Approve the Purchase of the 2006 Pierce Enforcer 75' Ladder Truck for \$415,000. Vote on the motion: Freyberg, Spears, Steiner, Norland and Dehen aye; Spears nay. Motion carried.**

Receive Results of the North Kato Ideas Questionnaire and the Brewing Ideas for North Kato Events. Administrator Harrenstein reported earlier this year staff recommended two citizen engagement techniques be used to gather resident feedback on a variety of topics. The first was a questionnaire sent to citizens asking them to rank various projects associated with parks and recreation. The second, "Brewing Ideas for North Mankato" was a wide ranging discussion aimed at gathering citizen feedback. Administrator Harrenstein stated approximately 5,190 questionnaires were mailed to North Mankato residents in the March utility bill. A total of 851 questionnaires were returned by mail and another 258 questionnaires were completed in the online option. There were between 8 to 10 projects that were consistently considered most popular by priority ranking or total votes given. The following were the 10 most popular: Upgrade Spring Lake Swim Facility, Construct restrooms in Spring Lake Park, Improve Pedestrian Safety on Lookout Drive, Improve Outdoor Hockey Rink and Warming House at Spring Lake Park, Re-establish trail from Bluff Park to Spring Lake Park, Build Ice Arena in Caswell Park, Expand the Taylor Library, Build a covered shelter/restroom in Benson Park, Recognize Historic Sites, Build Indoor Turf Facility at Caswell Park and Build Aquatic Facility in Caswell Park. In response, staff will begin collecting cost estimates for the projects and incorporate discussion of them into the budget process.

Administrator Harrenstein introduced Katie Boone and Ruthie Johnson from Envision Lab. Ms. Boone stated the purpose of the two Public Engagement Design Lab sessions was to build a shared vision and clarify what matters most to the citizens of North Mankato. The sessions posed three questions during the process. The first question was what is it that makes people feel connected to North Mankato? Ms. Boone reported the overall theme was a hometown feel, community events, support for local businesses, the history of people and land and engaged local government. The

second question was what are we noticing? Ms. Boone divided the responses into opportunities and livability. Opportunity responses included creative economy, business expansion, diverse cultures and economic expansion. While livability responses included relationships, housing, parks and recreation and connectivity. The third question was what are the opportunities for North Mankato? This question elicited the following ideas; continued citizen engagement, downtown redevelopment, upper north development, traffic flow and bike lanes and greenway conservation, design guidelines and historic preservation.

Administrator Harrenstein concluded City staff would be prioritizing projects based on the results and provide additional information on estimated cost.

Res. No. 48-16 Adopting Assessment for Project No. 15-02ABCDEF Roe Crest Drive Improvement. Council Member Freyberg moved, seconded by Council Member Norland to adopt Res. No. 48-16 Adopting Assessment for Project No. 15-02ABCDEF Roe Crest Drive Improvement. Vote on the motion: Freyberg, Steiner, Norland and Dehen aye; Spears nay. Motion carried.

Res. No. 49-16 Awarding Bid for Project No. 15-02ABCDEF Roe Crest Drive Improvement. Council Member Steiner moved, seconded by Council Member Norland to Adopt Res. No. 49-16 Awarding Bid for Project No. 15-02ABCDEF Roe Crest Drive Improvement. Vote on the motion: Freyberg, Steiner, Norland and Dehen aye; Spears nay. Motion carried.

City Administrator and Staff Comments

City Administrator Harrenstein reported the City of North Mankato Budget Calendar Fiscal Year 2017 Budget was available in the packet.

City Administrator Harrenstein thanked Library Director Lowry and Business on Belgrade for the success of Bookin' on Belgrade.

City Administrator Harrenstein thanked Kim Hendrickson and Courtney Kietzer for the work they did in establishing the North Mankato Farmer's Market.

Public Works Director Swanson reported the Spring Lake Swim Facility opened on June 4, 2016. Bookin' on Belgrade was a success. Movies in the Park will be on June 10 in Spring Lake Park showing Big Hero Six. He stated on June 9 and 10 MSHSL Girls' State Tournament will be hosted at Caswell Park. Public Works Director Swanson indicated June 18 events include Art Splash and the North Star Bike Festival.

Public Works Director Swanson confirmed that as the Roe Crest Drive Project begins the residents will be provided 24 hour access.

Mayor and Council Comments

Council Member Norland thanked Public Works Director Swanson for work on the Zero Waste Project.

Council Member Norland reported she approved of removing the municipal building ramp. She stated even if the ramp met accessibility requirements it is difficult to maneuver.

Council Member Steiner presented the City of North Mankato with a \$500.00 check for the North Mankato Parkland Fund from the North Mankato Civic and Commerce Association.

Mayor Dehen read a letter from Antonio Englehorn who proposed improvements to the Spring Lake Swim Facility.

Mayor Dehen read a thank you note from Bridges Community School for the donation of swim passes to their fund raiser.

Mayor Dehen congratulated area teams on participation in the State Tournament. This year 32 teams will be participating in the tournament.

Council Member Spears read an evaluation letter for Administrator Harrenstein.

Public Comments

Barb Church, 102 Wheeler Avenue, appeared before Council and stated she approved of the Fire Department's process for purchasing the Fire Truck.

Tom Hagen, 927 Lake Street, appeared before Council and encouraged the creation of three permanent citizen committees for parks, design, and historical preservation.

Phil Henry, 1300 Noretta Drive, appeared before Council and stated he appreciated the work of the Fire Department and was interested in historical preservation.

There being no further business, on a motion by Council Member Norland, seconded by Council Member Steiner, the meeting adjourned at 8:06 p.m.

Mayor

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: #7	Department: City Planner	Council Meeting Date: 06/20/16
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TITLE OF ISSUE: Public Hearing, 7 pm Proposed Complete Streets Plan.

BACKGROUND AND SUPPLEMENTAL INFORMATION: On January 4, 2016 the North Mankato City Council adopted the Complete Streets Policy. The attached plan is the Complete Streets Plan.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION:

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record:

Aye

Nay

_____	_____	Spears
_____	_____	Steiner
_____	_____	Norland
_____	_____	Freyberg
_____	_____	Dehen

SUPPORTING DOCUMENTS ATTACHED

Resolution Ordinance Contract Minutes Map

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Other (specify) Policy, Complete Streets Plan

☐ Workshop

☒ Regular Meeting

☐ Special Meeting

☐ Refer to: _____

☐ Table until: _____

☐ Other: _____



CITY OF NORTH MANKATO

COMPLETE STREETS PLAN & POLICY:

June 20, 2016



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Introduction

What Are Complete Streets

Complete Streets are streets and sidewalks that are designed and constructed to serve everyone – pedestrians, bicyclists, and drivers – and they take into account the transportation needs of all people, including children, older adults, and people with disabilities or impaired mobility.



As state and local governments have worked to improve the road network, they have primarily focused on efficiency or making the flow of traffic better for drivers. This has resulted in overbuilt roadways with additional turn or travel lanes that increase the walking distance across intersections and reduce shoulder area to bicyclists. Traffic signals are timed and phased to facilitate vehicles moving through intersections. The curve radius at intersections have increased so traffic can turn at higher speeds which also increases the walking distance across the intersection.

The emphasis on improving the efficiency of vehicle traffic had in many cases created streets that are unfriendly to pedestrians and bicyclists creating an increasing need to drive. Complete Streets policies and projects are aimed at changing streets from places where vehicles dominate to places where all users are accommodated.

Complete Streets may include the following elements:

- Pedestrian and ADA Compliant Elements. Sidewalks, crosswalks, curb ramps, accessible pedestrian signals, detectable tactile cues and warning, and longer intervals;
- Bicycle Elements. Bicycle routes and lanes, signage and pavement marking, and bicycle racks;
- Streetscape Elements. Street trees, landscaping, rain gardens, permeable paving materials, and buffers between vehicles and people;
- Traffic Calming and Access Management Elements. Intersection bump outs, curb extensions, textured material, and center refuge islands. Driveway consolidations, modifications and closures; and
- Transit and Parking Elements. Accessible bus stops, shelters and pull-out integrated with pedestrian enhancements. Delineated on-street parking spaces and curb/sidewalk bump-outs.

Benefits of Complete Streets

Streets are an integral part of North Mankato and they affect the quality of life and character of our community. They connect neighborhoods, and provide access to businesses, jobs, schools, shopping and services. Complete Streets provide multiple benefits to communities and residents:

- **Downtown Revitalization and Economic Health.** Business districts with Complete Streets that are inviting for pedestrian and bicyclists report higher retail sales, a higher percentage of residents shopping locally, and increased appeal to visitors;
- **Safe Places for Children to Walk, Bike and Play.** Complete Streets can help increase the percentage of children walking and biking to school, which has declined dramatically in the past 50 years;
- **Reduced Transportation Costs.** Complete Streets with improved options for walking and biking helps people save money as U.S. families typically spend between 20% and 40% of their income on transportation;
- **Active Living and Good Health.** Residents in neighborhoods with Complete Streets who have safe places to walk and bike close to home are more likely to be physically active, which is associated with lower rates of obesity and chronic disease;
- **Improved Mobility for Older Adults and People with Disabilities.** Complete Streets (including sidewalk networks) that are accessible and easy to navigate improve transportation options for older adults and people with physical, vision or cognitive disabilities or impairments; and
- **Environmental Health.** Complete Streets with improved options for walking and biking helps reduce vehicle miles driven and associated pollution, particularly pollution and greenhouse gases.



North Mankato Complete Street Policy

Background

Complete Streets is a transportation policy and design approach that guides streets to be planned, designed, operated, and maintained to enable safe, convenient and comfortable travel and access for users of all ages and abilities regardless of their mode of transportation.

What constitutes safe, convenient, and comfortable travel and access for users of all ages and abilities regardless of mode of transportation may change from time to time or from project to project to avoid confusion and heightened expectation of this policy. For example, pedestrians and bicycles can be adequately accommodated by allowing them to share the street with vehicles on low-volume residential streets. Based on these factors varying issues, the North Mankato City Council may request staff to further define what conditions, such as traffic volumes/speeds, truck volumes of topographic conditions, will trigger the need to construct designated pedestrian and bicycle facilities.

Design Standards and Maintenance

- The City Council or their designee will consider bicycle and pedestrian design in all streets construction, reconstruction, rehabilitation and pavement maintenance projects conducted by or behalf of the City, as appropriate, subject to the exceptions contained herein.
- The City shall plan, design, build and maintain all bicycle and pedestrian facilities in accordance with acceptable federal, state and local standards and guidelines, but will consider innovative and/or non-traditional design options as appropriate.

Design Standard Exceptions

- The incorporation of bicycle and pedestrian facilities shall be considered in street construction, reconstruction and pavement maintenance projects undertaken by or on behalf of the City during the regular design process, except under one or more of the following conditions:
 - a. There is insufficient space within the right of way to safely accommodate such new facilities.
 - b. Inclusion of such new facilities would require an excessive and disproportionate cost.
 - c. Inclusion of such new facilities would create a public safety risk for users of the public right of way.
 - d. Inclusion of such new facilities are not in the public interest.
 - e. The project is limited to routine or seasonal maintenance activities such as mowing, sweeping, or spot pavement repairs, including chip and crack sealing activities.
 - f. Bicyclists and pedestrians are prohibited by law from using the facility.
 - g. There is documentation that there is an absence of current or future need.

- The City Council or their designee shall document the reasoning for their decision to exempt the particular project from the Complete Streets Policy during the engineering feasibility reporting process.

Plan Review Process and Reports

- Planning studies and/or engineering feasibility reports for street projects prepared by or on behalf of the City will include discussion of whether the Complete Streets Policy was applicable to the project, how Complete Streets was considered during the plan development, and what elements of Complete Streets are recommended for inclusion in the project.

Resolution Adopting Complete Streets Policy

WHEREAS, the City of North Mankato recognizes that its transportation network (e.g., streets, sidewalks, trails and pathways) is intended to balance the needs and interests of all users of all ages and abilities; and

WHEREAS, streets are a key factor in the experience of the public realm and play a crucial role in economic development, public safety and health and overall quality of life; and

WHEREAS, the design and function of our streets has often favored the motorist over other users, notably bicyclists, pedestrians, transit users and persons with disabilities; and

WHEREAS, Active Transportation integrates physical activity into daily lives through increased emphasis on walking, bicycling, and public transportation; and

WHEREAS, Active Transportation improves public health, reduces traffic congestion, enhances air quality and supports local economic development; and

WHEREAS, the City of North Mankato has recently completed a Complete Streets Plan and Policy which serves as a guide for public investment and incorporating multimodal transportation; and

WHEREAS, the City of North Mankato seeks to create an interconnected network of transportation facilities which accommodates all modes of travel in a manner that is consistent with neighborhood context and supportive of community goals; and

WHEREAS, Complete Streets are defined as streets that are planned, designed, operated and maintained to enable safe access for all users and upon which pedestrians, bicyclists, transit users, persons with disabilities, and motorists of all ages and abilities are able to safely move along and across streets; and

WHEREAS, 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; and

WHEREAS, it is recognized that certain streets may not be feasible, whether physically or financially, for Complete Streets accommodation.

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

1. The City Council of the City of North Mankato approves and adopts the Complete Streets Policy attached to this Resolution.

This resolution shall become effective upon its adoption.

Passed this 4th day of January, 2016

ATTEST:


April Van Genderen
City Clerk


Mark Dehen
Mayor

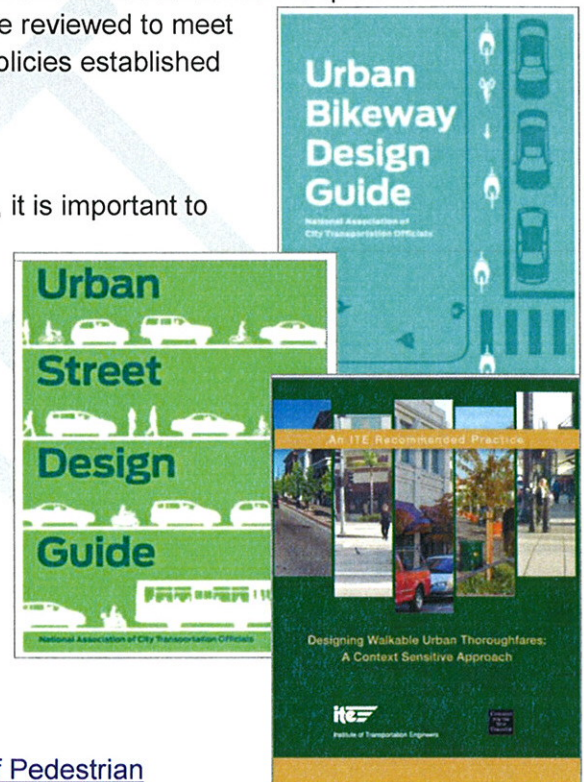
Engineering Considerations

The Complete Streets plan is part of a City's Vision to meet the needs for various modes of transportation and providing a safe network of facilities to accommodate access and travel for all users. For Complete Streets to be successful, every road project should be evaluated for compliance with the Complete Streets Policy and guiding principles. Road projects vary across a spectrum from the new development of roadways in subdivision development to the reconstruction of existing streets. Other roadway projects can include surface improvements such as milling and overlay, seal coating, chip sealing and resurfacing projects. Modifications to streets within North Mankato shall be reviewed in accordance with proven and accepted design criteria. Transportation projects shall be reviewed to meet the criteria of safety, feasibility, proper application and policies established by the engineering department.

Design Guidelines

When designing roadway projects within North Mankato, it is important to consider nationally and regionally recognized guidelines. This will provide the best approach for creating standards for new features or transportation facilities within the right of way. This will provide consistency and reduce the potential for conflict. The following is a list of commonly accepted guidelines for street design the City of North Mankato will utilize as resources:

- [A Policy on Geometric Design of Highways and Streets, 6th Edition](#), AASHTO
- [Guide for the Development of Bicycle Facilities, 4th Edition](#), AASHTO
- [Guide for the Planning, Design, and Operation of Pedestrian Facilities, 1st Edition](#), AASHTO
- [Manual on Uniform Traffic Control Devices](#), Federal Highway Administration
 - [Bicycle Facilities and the Manual on Uniform Traffic Control Devices](#), Federal Highway Administration
- [Public Rights of Way Accessibility Guidelines](#), U.S. Access Board
- [Memorandum: Bicycle and Pedestrian Facility Design Flexibility](#), Federal Highway Administration
- [Designing Walkable Urban Thoroughfares: A Context Sensitive Approach: An ITE Recommended Practice](#), Institute of Transportation Engineers and the Congress for the New Urbanism
- [Urban Bikeway Design Guide](#), National Association of City Transportation Officials



- [Urban Street Design Guide](#), National Association of City Transportation Officials
- [Highway Capacity Manual 2010](#), Transportation Research Board
- [Complete Streets Complete Networks](#), Active Transportation Alliance

Vehicle Speed

Vehicle target speed is the 85th percentile speed that is desired for a given street. Lowering vehicle speeds is a primary goal for Complete Streets because it directly impacts the severity as well as number of crash-related injuries and fatalities.



Target speed can be achieved through a combination of engineering treatments, driver education, and police enforcement. Streets should be designed with target speeds and speed limits that are appropriate for both their current and future context, including roadway classification and street type, as well as adjacent land uses and user demand.



Specific design treatments are capable of achieving predictable speed and volume reductions, though their benefits must balance with the potential impacts on parking and emergency vehicles. On local roads and in school zones, target speeds should be set at or below 30 MPH in order for pedestrian safety to be maximized.

Design Vehicles

A design vehicle is a vehicle type that needs to be accommodated in the design of the roadway or intersection. Street functional classification will help determine the intended vehicle type as well as the land use in the area. In order to design safe and efficient intersections along its route, it is extremely important to select the design vehicle which will be using them. All roadway designs shall meet the minimum standards for the needs of the fire department as well as other emergency vehicles.

Intersections

Intersections are significant points of conflict within the street system. Their impact on safety, capacity, speed, and user costs is considerable. For this reason, intersections deserve special attention in their design. Design considerations should include the type of traffic control, capacity analysis, degree of access control for the functional classification of the street, pedestrian traffic, bicycle traffic and lighting. The use of small turning radii, raised intersections, crosswalks, lighting, textured pavement, roundabouts and other speed mitigating design elements should be prioritized whenever possible to improve that safety for all users.

On-Street Parking

On-street parking is beneficial in the many areas of North Mankato that have limited off-street parking. On-street parking can also provide a traffic calming benefit providing increased safety

as drivers tend to travel at slower speeds. These slower speeds provide pedestrians, bicyclists and drivers more time to react; and when a crash does occur, the severity is greatly reduced. On-street parking designs can include parallel parking, 45 and 60 degree parking as well as reverse angle parking. The benefits of on-street parking should only be implemented with the use of appropriate design elements to avoid negative consequences.

Pedestrian and Bicycle Use

All roadway designs shall take into consideration pedestrian and bicycle use of all ages and abilities. Factors that contribute to a quality environment for both bicyclists and pedestrians can include the following:

- Pleasant visual environment
- Network of existing infrastructure separated from traffic. Boulevards created along the street provide a more appealing sidewalk to walk along vs. a sidewalk that is built curbside
- Short street crossing distances
- American with Disabilities (ADA) Requirements

Safety of the pedestrian and separation from high speed traffic is of the utmost importance in planning for pedestrian facilities. Complete streets need to provide for a range of passive and active uses including, but not limited to walking, waiting for transit, and crossing the street. While specific treatments or dimensions may vary by context, the goal in any environment is to have a continuous pedestrian network that provides dedicated space for pedestrians and separation from vehicles.

Factors that contribute to successful bicycle routes include the following:

- a well-connected network of bicycling facilities
- well marked bicycle routes
- safe travel routes
- direct travel routes, particularly when bicycling for purposes other than strictly exercise or recreation

When determining bicycle routes, factors such as surrounding land use, the speed of vehicles on the street and the directness of the route connecting destination, should all be considered. An additional consideration includes the different types of bicyclists with varying levels of expertise and comfort riding in mixed traffic. Creating viable transportation options means that a variety of facility types should be provided to create a bicycling network.

Land Use

Street designs should take into consideration the various land uses throughout North Mankato. Areas zoned as residential will have different design requirements than areas that are zoned as Central Business District or Commercial. Street designs will need to accommodate the adjacent land uses and the users of the street. Commercial and industrial areas will likely need larger turning radii and larger travel lanes to accommodate commercial trucks. Residential areas may have speed and traffic volume issues which may require other engineering treatments to provide necessary safety for all users.

Functional Classification Guide

Like most jurisdictions in the United States, North Mankato's streets have been categorized in order to better understand how they serve motor vehicle traffic. Each road's classification has been determined by the state using guidelines developed by the American Association of State Highway and Transportation Officials (AASHTO). Complete Streets projects must take into consideration this roadway classification as it helps determine how the road and network needs to be treated to handle the traffic volumes and other conflicts that may arise as a result of design changes. It is also often used in determining Federal or State funding criteria when improvements are needed. The road classifications for the urban environment of North Mankato are as follows:

Principal Arterial

- Serve major activity centers, highest traffic volume corridors and longest trip demands
- Carry high proportion of total urban travel on minimum mileage
- Interconnect and provide continuity for major rural corridors to accommodate trips entering and leaving urban area and movements through the urban area
- Serve demand for intra-area travel between the central business district and outlying residential areas

Minor Arterial

- Interconnect and augment the higher-level Arterials
- Serve trips of moderate length at a somewhat lower level of travel mobility than Principal Arterials
- Distribute traffic to smaller geographic areas than those served by higher-level Arterials
- Provide more land access than Principal Arterials without penetrating identifiable neighborhoods
- Provide urban connections for Rural Collectors

Major Collector

- Serve both land access and traffic circulation in higher density residential and commercial/industrial areas
- Penetrate residential neighborhoods, often for significant distances
- Distribute and channel trips between Local Roads and Arterials, usually over a distance of greater than three-quarters of a mile
- Operating characteristics include higher speeds and more signalized intersections

Minor Collector

- Serve both land access and traffic circulation in lower density residential and commercial/industrial areas
- Penetrate residential neighborhoods, often only for a short distance
- Distribute and channel trips between Local Roads and Arterials, usually over a distance of less than three-quarters of a mile
- Operating characteristics include lower speeds and fewer signalized intersections

Local Road

- Provide direct access to adjacent land
- Provide access to higher systems
- Carry no through traffic movement
- Constitute the mileage not classified as part of the Arterial or Collector systems

Creating and Designing Complete Streets

A variety of design treatments and engineering solutions can be created in any street design. It is important to involve the community, provide engineering, and education necessary for successful implementation. The City of North Mankato has created a tool box which shows many possible treatments. This tool box, as documented below, will be utilized as a starting point. This toolbox will provide guidance in determining which elements are most appropriate and feasible to the street in design.

Tool Kit & Design Guidelines

Walking

We start and end nearly every trip as a pedestrian. Despite this, walking is often the least considered mode of travel when it comes to providing convenient, safe and adequate facilities. Well-designed pedestrian facilities can create a more walkable environment, where pedestrians feel safe and secure because they are not intimidated by adjacent traffic.

Sidewalk Guidelines

While the design of a sidewalk depends on its location and function, the following general guidelines should be considered:

Sidewalks should be at least 5 feet wide. If sidewalks are too narrow, fewer people can use them, people have to walk single file, and people may be uncomfortably close to buildings and/or automobile traffic. Narrow sidewalks may not provide enough clear space for people who use walking aids or wheelchairs. Even wider sidewalks should be installed in areas near schools, on commercial streets, or in other areas where there will be many people walking. The minimum width for an Americans with Disabilities Act (ADA)-compliant sidewalk is 3 feet, but sidewalks this narrow should be limited to short distances and wider passing spaces may need be provided at set intervals if the sidewalk is less than 5' across. Wheel chair ramps with detectable warning domes should be installed where sidewalks cross a curb, and existing ramps should be upgraded to meet current ADA guidelines.

Obstructions – such as utility poles, untrimmed trees or shrubs, or illegally parked vehicles – can create even narrower spaces with little room to maneuver around them. Narrow sidewalks are also more likely to have driveway crossings with steep cross slopes and curb ramps with insufficient landings and/or steep ramp grades.

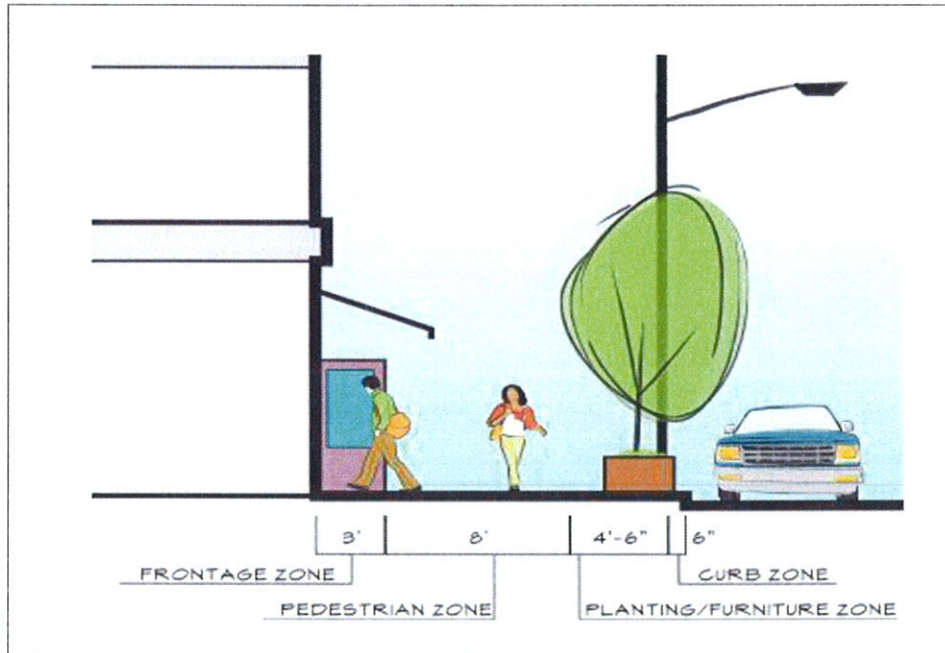
There should be at least a 4-foot buffer between the sidewalk and the vehicle travel lane. As pedestrians, we feel more secure when there is a buffer between ourselves and moving vehicles. The buffer may include an on-street parking lane, an on-street bike lane, greenspace or planting strips, raised curbs, space for street trees, street furniture, street lights or utility poles, or a combination of those elements.

Sidewalks should be at least 8 feet wide where buildings abut the sidewalk. The three additional feet of sidewalk is needed so that doors can be opened and people can enter and exit buildings without blocking the sidewalk for other pedestrians.

Sidewalks should continue across driveways. Sidewalks should not be paved over in order to maintain a continuous, level surface with minimal cross-slope.

Sidewalks should be constructed of concrete or a material with a similar lifespan and performance.

Sidewalk Zones. The sidewalk corridor can include several zones depending on the setting:



Curb Zone. For curbed streets, the curb zone is typically the first 6 inches of the sidewalk corridor immediately adjacent to the roadway. The curbs function both to prevent street run-off from flowing onto sidewalks and adjacent properties, and to discourage people from driving or parking off the roadway. People with vision impairments also use curbs to identify the border between the sidewalk corridor and the roadway.

Planting/Furniture Zone. The planting/furniture zone lies between the curb and pedestrian zones. Items such as signs, utility poles, fire hydrants, parking meters, benches, mailboxes and newspaper boxes should be located in this zone rather than within the pedestrian zone where they become obstacles. The planting/furniture zone is commonly an unpaved planting strip, particularly on residential or side streets. If the planting/furniture zone is paved, which is more typical in a downtown setting or on a commercial street, it is frequently distinguished from the pedestrian zone by a different surface color, texture and/or pattern.

The planting/furniture zone also serves as a buffer between the pedestrian zone and the roadway. To provide a sufficient buffer, this zone should be at least 2 feet wide. When adjacent to an on-street parking lane, the width should be at least 3 feet and have enough clear space to allow people to get in and out of the parked vehicles. If it will be serving as a planting strip, this zone should be at least 4' wide to provide enough space for street trees. A wider planting/furniture zone also provides a place to store snow cleared from the roadway and pedestrian zone.

Pedestrian Zone. The portion of the sidewalk corridor specifically reserved for people to walk on is the pedestrian zone. It should be completely free of obstacles, protruding objects, and vertical obstructions, which are particularly hazardous to pedestrians with vision impairments who may not be able to detect or avoid them. The appropriate width of this portion of the sidewalk corridor is discussed above.

Frontage Zone. The frontage zone is the area between the pedestrian zone and the property line. A frontage zone is needed when buildings are located right at the edge of the sidewalk, most common in a downtown setting or on a commercial street. This zone should not be less than 1 foot wide and may need to be wider to accommodate building doors that open out into the sidewalk corridor and other activities at the edge of the sidewalk. Sidewalk cafes, protruding display windows, street vendors, sandwich board signs, and sidewalk sales may all occur or be located within the frontage zone if there is adequate width. Like the planting/furniture zone, the frontage zone is frequently distinguished from the pedestrian zone by a different surface color, texture and/or pattern. If the sidewalk corridor is adjacent to lawns or landscaped areas, as is common on residential streets, a frontage zone will not be needed.

Crosswalks

Crosswalk Guidelines. As pedestrians, we are at risk whenever we have to cross the roadway. For this reason, sidewalk networks should be designed to minimize the number of times people need to cross the road when walking between destinations. Marked crosswalks are an effective method for improving safety and reducing accidents.

Crosswalks indicate the preferred locations for pedestrians to cross a street and provide warning to motorists that people may be crossing. The following are guidelines for crosswalks which should be considered:

The length of crosswalks should be minimized and signals appropriately timed to allow all pedestrians to cross safely. A shorter crossing distance improves safety by minimizing pedestrians' exposure to moving traffic. Long crossing distances also make it more difficult for seniors, children and people with impaired mobility to safely cross a street. Median refuge islands should be considered for crossings that are more than 60 feet long.

Crosswalks located at intersections are preferred to those located at mid-block.

Typically, crosswalks should be installed at intersections controlled by either stop signs or a traffic control signal. Mid-block locations are acceptable when warranted by heavy pedestrian traffic or to provide access to a major pedestrian destination. When the distance to the nearest crosswalk is more than 500 feet, people are more likely to jaywalk rather than walking a long distance to the crosswalk and a mid-block crosswalk may be justified. Crosswalks are implied at all intersections whether or not they are marked, while mid-block crossings can only be created by a marked crosswalk.

Marked crosswalks should be at

least 6 feet wide. Marked

crosswalks should be delineated

by white lines and should be

designed in accordance with the

Manual of Uniform Traffic Control

Devices (MUTCD). The MUTCD

includes a number of options for

crosswalk markings. Research

indicates that the continental

design is the most visible to

drivers, and is recommended at

high-traffic roadways. The painted

lines should be 12 to 24 inches

wide and separated by gaps of 12

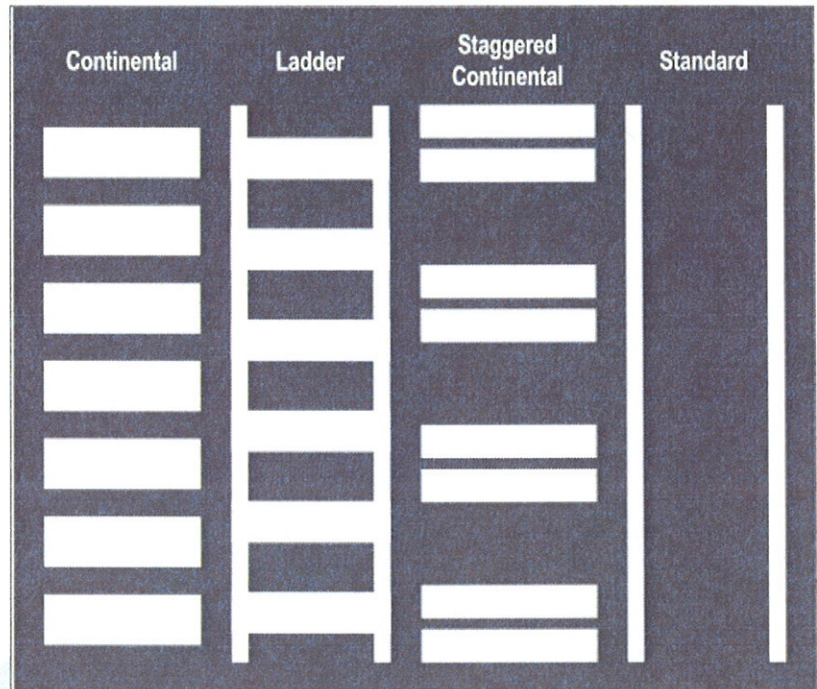
to 60 inches. The gap between the

lines should not be more than 2.5

times the width of the lines. The

lines in the continental design can

be aligned so that vehicle wheels pass between, rather than over, them to extend their lifespan.



The standard design is typically the lowest cost to install and maintain, and is suitable for lower-traffic intersections. The width of the lines may be reduced to 6 inches at low-traffic intersections.

Marked crosswalks can be an attractive streetscape element. The travel portion of the crosswalk may be painted or have a tactile surface (ex. pavers or stamped concrete) to further distinguish it from the travel way. Decorative crosswalks are often installed as part of an overall streetscape design intended to create an attractive downtown or similar pedestrian-oriented destination. The surface material should be visible, non-slippery and not cause a tripping hazard.

There are techniques for stamping patterns into concrete or asphalt to create the appearance and texture of brick or pavers. A crosswalk painted brick red with white outlines closely mimics a crosswalk built of brick pavers and is much less expensive to build and maintain.



Marked crosswalks require regular maintenance. Crosswalk markings will require regular repainting or replacement, particularly on heavily traveled streets. The standard or solid designs are frequently used on low-volume residential or side streets, and their simple design reduces installation and maintenance costs.

Street lighting should be installed at all street intersections. Mid-block street lighting should typically be installed on residential and collector streets in areas of high pedestrian or bicycle activity (such as schools, parks, transit stops and centers, access to transit, and commercial and recreational facilities that draw large numbers of pedestrians) and along all arterial streets. There are many different types of lighting sources and fixtures available to the designer. Regardless of the lighting equipment used, the level and consistency of lighting provided, the design should normally conform to RP-8, "American National Standard Practice for Roadway Lighting," and guidance provided by the Illuminating Engineering Society of North America.

Complete street lighting designs should:

- Ensure pedestrian walkways and crossways are sufficiently lit;
- Consider adding pedestrian-level lighting in areas of higher pedestrian volumes, downtown, and at key intersections;
- Install lighting on both sides of streets in commercial districts; and use uniform lighting levels.

Bicycling

Bicycling as a mode of transportation involves sharing the road with vehicles. Even in communities with separated bike paths, it will not be possible to travel between most destinations entirely off-road. Because of this, most streets should incorporate design elements that facilitate bicycling. It is not necessary to specifically designate streets as bicycle routes or provide bicycle lanes. Rather, all roadways should be maintained and upgraded to accommodate safe and convenient bicycle travel.



The type of accommodation depends on the type of road and characteristics of traffic. On low volume, residential streets, bicyclists can easily become integrated vehicles and may not require any separation. The street is a shared-space used by vehicles, bicyclists and pedestrians. However, special treatments are necessary and greater separation is required to accommodate bicyclists on higher-volume and/or higher-speed roadways.

Types of Bicyclists

Three categories of bicyclists should be considered: young children, the average rider, and the advanced bicyclist. North Mankato allows young children to bicycle on the sidewalk, but older children and adults are encouraged to bike on the road. Advanced bicyclists are generally comfortable riding with vehicles even in high-traffic situations, but the average rider will probably not be comfortable where there is not a designated space for bicycling such as a bike lane or shoulder. Because the majority of bicyclists are young children or average riders, bicycle facilities should be designed to serve their needs.

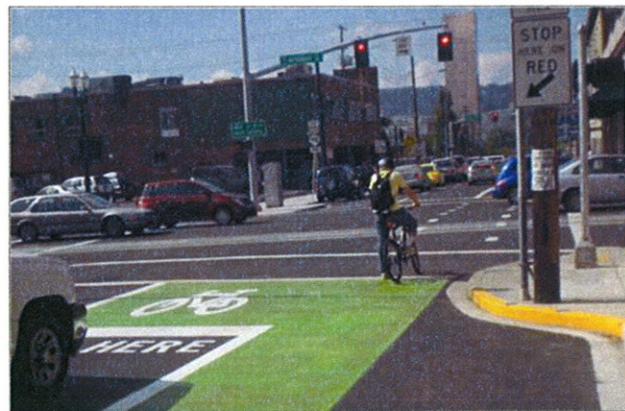
Young children and average riders prefer low volume, low-speed roads or designated bicycle facilities with well-defined separation from motorized vehicles. These riders are best served by a well-marked network of neighborhood streets and designated bicycle facilities. However, on higher-volume and/or higher-speed roadways, special treatments are necessary and greater separation is required to accommodate bicyclists that are at least 4 feet wide to feel comfortable riding on shared roadways.

Types of Bicycle Facilities

Bicycle Advisory Lane—An advisory bike lane is similar to a regular bike lane, but is used on low volume streets that are narrow. An advisory bike lane is marked with a dotted line to the left side of the lane. These markings give bicyclists a space to ride, but are also available to motorists if space is needed to pass oncoming traffic.



Bicycle (Bike) Box—A defined and/or colored area at a signalized intersection provided for bicyclists to pull in front of waiting traffic. The box is intended to reduce car-bike conflicts, particularly involving right-turning movements across the path of a bicyclist, and to increase bicyclist visibility.





Bicycle (Bike) Lane—A portion of a roadway that has been designated by striping, pavement markings, and signs for the preferential or exclusive use of bicyclists.

Bicycle (Bike) Path—A pathway that is intended for the exclusive use by bicyclists, where a separate, parallel path is provided for pedestrians and other wheeled users. Most pathways are shared between bicyclists and other uses.



Bikeway—A generic term for any road, street, path, or traveled way that is in some manner specifically or legally designated for bicycle travel, regardless of whether such facilities are designated for the exclusive use of bicycles or are to be shared with other transportation modes.



Bus/Bikeway—A marked lane for exclusive use by buses and cyclists. May also be referred to as a bus/bicycle lane.

Contraflow Bicycle Lane—A bicycle lane that allows bicyclists to travel the opposite direction of motor vehicle traffic on a one-way street.



Cycle Track—A bicycle facility, typically unidirectional, that is separated from motor vehicle travel lanes, as well as sidewalks and pedestrians, by a physical barrier such as on-street parking or a curb, or is grade-separated.

On-road Accommodation—A facility that is part of the roadway or traveled way that is typically used by bicyclists and/or motor vehicles such as a shared lane, wide curb lane, bicycle lane, or bikeable shoulder.



Off-road Accommodation—A path that is separate from the roadway used by motor vehicles. This may be parallel to a roadway or separate, as it may pass through parks within the public right-of-way or on private right-of-way. This can be separated from pedestrian traffic (bicycle path) or shared with pedestrian traffic (shared use path).

Paved Shoulder—The portion of the roadway contiguous with the traveled way for accommodation of stopped vehicles, for emergency use, and for lateral support of sub-base, base, and surface courses. Use by cyclists may be allowed or prohibited based upon specific State laws.



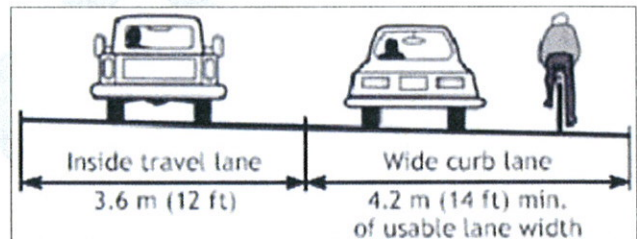
Separated Bicycle Facility—A bikeway within or adjacent to the roadway and separated from moving traffic by barriers or curbs, parking lanes, striped buffers, and other means. Separated bicycle facilities may be unidirectional or bidirectional.



Shared Lane—A lane of a traveled way that is open to bicycle travel and motor vehicle use.

Narrow Lane—A travel lane less than 14' in width, which does not allow bicyclists and motorists to travel side-by-side within the same traffic lane and maintain a safe separation distance.

Wide Curb Lane—A travel lane at least 14' wide, adjacent to a curb, which allows bicyclists and motorists to travel side-by-side within the same traffic lane.



Shared Lane Marking (SLM or “Sharrow”)

A pavement marking symbol that assists bicyclists with lateral positioning in lanes that are too narrow for a motor vehicle and a bicycle to travel side-by-side within the same traffic lane.

Shared Roadway—A roadway that is open to and legally permits both bicycle and motor vehicle travel; any existing street where bicycles are not prohibited.

Shared Use Path—A bikeway physically separated from motorized vehicular traffic by an open space or barrier and either within the highway right-of-way or within an independent right-of-way. Shared use paths may also be used by pedestrians, skaters, wheelchair users, joggers, and other non-motorized users. Such facilities are often referred to as “trails.”



Signed Shared Roadway (Signed Bike Route)—A shared roadway that has been designated by signing as a preferred route for bicycle use.

Trail—Non-descriptive general term typically referring to off-roadway facilities but with no standardized definition. Use should generally be avoided as it may refer to a range of facilities, including a coarse, unpaved hiking/biking route or a paved urbanized facility.



Traffic Calming

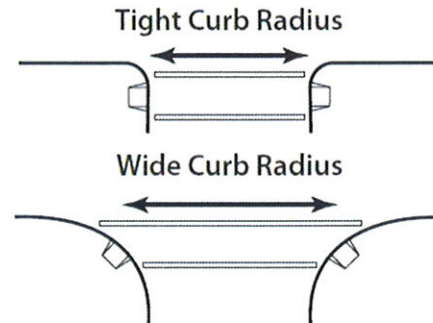
Pedestrian and bicyclist safety can also be addressed by altering how vehicles occupy and use the street. There are a variety of techniques, commonly referred to as traffic calming measures, that involve making physical changes to the roadway in order to alter driver behavior, reduce travel speeds and provide a safer environment for pedestrians and bicyclists.

The aim of traffic calming is to balance the needs of motorists with other users, including pedestrians and bicyclists. Instead of treating the street only as a conduit for vehicles passing through at the greatest possible speed, it becomes shared space that creates a sense of place. Traffic calming techniques are designed to reduce the impact of motor vehicle traffic by slowing traffic, or literally “calming” it. This makes streets friendlier to pedestrians and bicyclists. Traffic calming measures are frequently combined with streetscape improvements such as landscaping, decorative pavement, street lights, benches, bike racks, or similar amenities to make the street a pleasant place to be. Low-impact development approaches to managing storm water may also be integrated into traffic calming projects.

Traffic calming can be applied inexpensively and flexibly. Many of the strategies employ painting lines, colors and patterns on existing pavement; using planters, installing bollards, planters or other removable barriers; eliminating or adding parking; or installing sidewalk extensions or similar structures at intersections and crosswalks. Many traffic calming measures can be tested through temporary installations that once fine-tuned can be rebuilt with more permanent materials.

Common traffic calming measures include:

Tighter Curb Radius. The longer the radius of a curb, the faster a motorist can drive around that curve. Reducing the radius to less than 20 feet also narrows intersections and increases sidewalk space, which reduces the crossing distance. This gives pedestrians a better chance to see and be seen by approaching traffic.



Curb Extensions. Curb extensions, bump-outs, bulb-outs, chokers, or neck-downs extend the sidewalk or curb line out into the parking lane or road shoulder. This reduces the effective width of the street and has multiple pedestrian safety benefits. Curb extensions reduce the crossing distance, and therefore the time it takes a pedestrian to cross the street. They visually and physically narrow the roadway, which causes motorists to slow down. Curb extensions also improve the ability of pedestrians and drivers to see each other. Curb extensions can help define a gateway or entry point to a downtown or neighborhood. They can provide space for landscaping, signs, kiosks, street lamps or other amenities.



Narrowing Travel Lanes. Conventional traffic engineering has recommended travel lanes that are 12' wide (or greater) to meet safety standards, but newer evidence shows that lanes as narrow as 9' can still be safe for driving. Narrowing lanes also allows space for addition of bicycle lanes and improves crossing for pedestrians and gives them more space to walk.

Raised Islands. Raised islands are typically used on heavily traveled streets and/or multi-lane streets. They are placed in the center of the street at intersections or mid-block. Pedestrians do not have to cross the entire street at once, but can cross partway to the island and wait for another gap in traffic or turn of the lights to get across the remaining lane(s).





Raised Crossing. A raised pedestrian crossing is essentially a speed table or a speed hump with a flat portion the width of a crosswalk (typically 10' to 15' wide). Gently sloping ramps about 6' wide are placed on either side of the raised crossing. The raised crossing is generally at the same height as the sidewalk, while speed tables or bumps are typically between 3 to 6 inches.

Raised Intersection. A raised intersection is similar in concept to the raised crossing, except that the entire center of the intersection is raised to the height of the sidewalk. Raised intersections often incorporate a decorative or tactile surface treatment and serve as an aesthetic streetscape element.



Roundabouts. A raised, circular island in the center of an intersection around which all vehicles must travel until reaching their destination street. Roundabouts create a slower moving, steady flow of traffic and reduce conflict points, resulting in fewer accidents. Although roundabouts are not usually signalized, approaching vehicles naturally slow down as the streets narrow in their approach. Slower vehicles along with the installation of crosswalks provide pedestrians a safer, more obvious opportunity to cross. The center island can serve as a gateway to a downtown or neighborhood. A sloping ramp around the perimeter of the raised island allows buses, trucks and other large vehicles to maneuver the continuous curve while still maintaining a lowered speed.

Transit

Well-planned and designed transit facilities provide safe, comfortable and intentional locations for riders to access transit. They send a message to all street users that transit is a legitimate and viable form of transportation. Generally speaking, there are three levels of transit facilities on complete streets:

- Stops – dedicated waiting areas with appropriate signage for passengers waiting to board a transit vehicle
- Benches – dedicated seating for transit passengers; and
- Shelters – covered locations, usually with seating and other amenities, for transit passengers

Ideally, passenger shelters should be located at occasional intervals along all transit routes and especially at stops with substantial passenger activity. However, factors such as cost and limited right-of-way may limit the placement of shelters. At stop locations with passenger activity throughout the day, a bench is recommended at minimum, while a shelter is preferred. Larger developments – shopping centers, office buildings, etc. – should be encouraged to build transit shelters concurrently with construction.

Regardless of the facility type chosen, the transit stop should be located on a level surface, such as a concrete pad, that provides a safe distance from moving vehicles in the traveled way. The stop should be located to provide passengers convenient access to and from their likely destinations, particularly passengers with disabilities. Transit stops also should maintain a clear area for disabled access from the bus shelter to a waiting transit vehicle. This depends on a number of factors, including sidewalks and ramps, building placement and street crossing opportunities (both mid-block and at intersections).

Transit Facility Guidelines:

Transit Stop. Minimum for all transit routes. Should include appropriate signage and be located on a flat, dry surface with safe clearance from moving vehicles.

Bench. Minimum at locations serving multiple passengers throughout the day.

Shelter. Preferred at locations serving multiple passengers throughout the day.



Proposed On-Street Bicycle Accommodations Chart

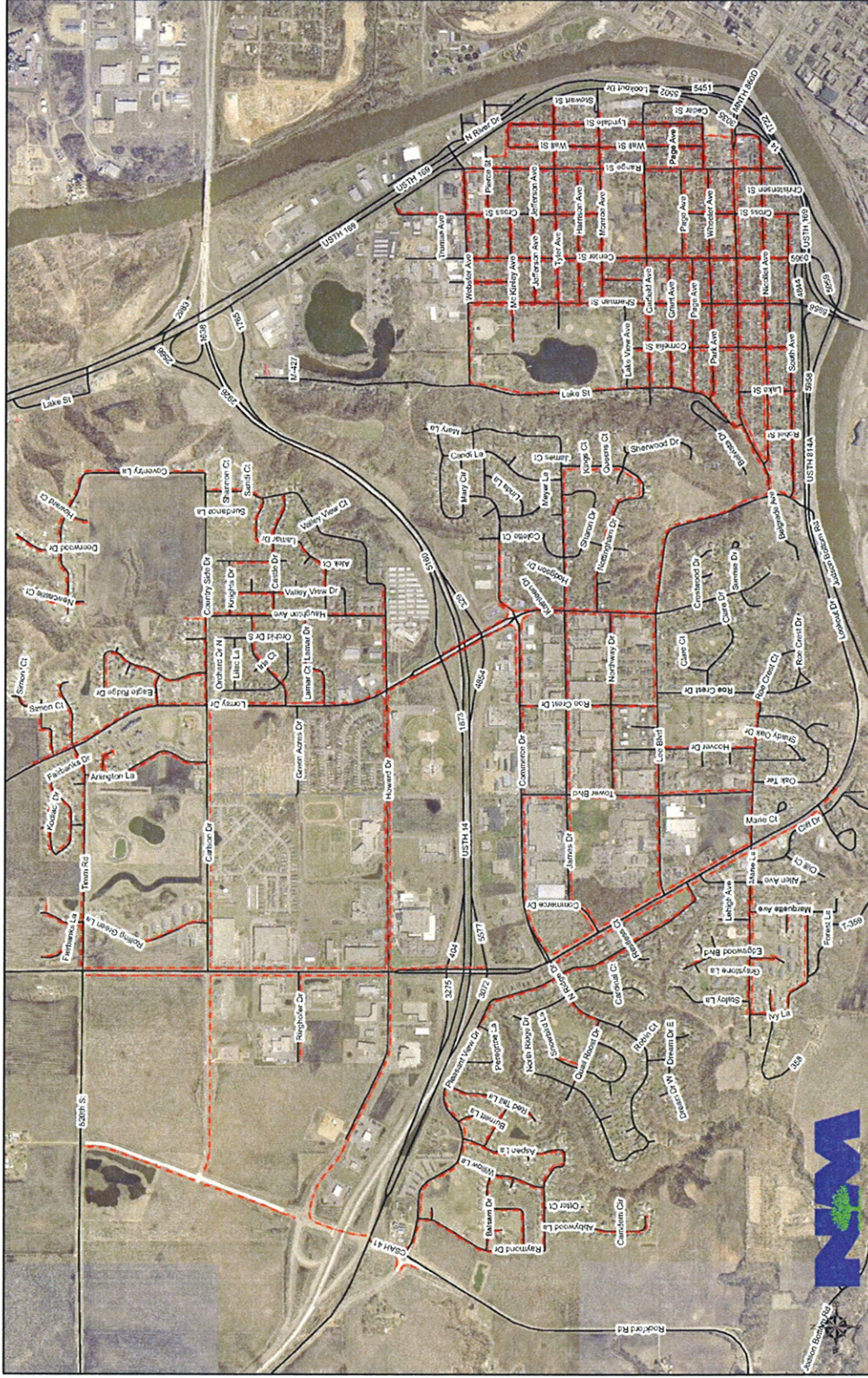
Street Name	Speed Limit	ADT	Curb & Gutter Opening	Thru Traffic Lanes	Parking		Proposed Bicycle Accomodations		Notes
							Bike Lanes	Shared Lane	
Roe Crest (Lee to Marie)	30	1,200	41'	2 lanes	Both Sides			X	No Marking
Marie Lane (Roe Crest to Lookout)	30	1,650	44'	2 lanes	Both Sides			X	Center stripe
Tower (Marie to Lee)	30	810	44'	2 lanes	Both Sides			X	Center Stripe
Tower (Lee to Commerce)	30	2,500	44'	2 lanes	None		X		Center Stripe
Commerce (LorRay to Lookout)	30	4,100 to 11,000	52'	3 lanes	None		X		Center Turn Lane
Lee Boulevard (Lookout to Hoover)	30	3,250	44'	2 lanes	None		X		Center stripe
Lee Boulevard (Hoover to LorRay)	30	3,600 to 5,600	44'	2 lanes	One Side	South Side Only	X		Center stripe
Pleasantview (Northridge to Peregrine)	30	3,000	36'	2 lanes	One Side	East Side Only		X	No Marking
Pleasantview (Peregrine to Rockford Road)	30	3,000	40'	2 lanes	Both Sides			X	No Marking
Range Street (Nicollet to McKinley)	30	3,300 to 3,800	40'	2 lanes	West Side			X	Center stripe
Range Street McKinley to Webster)	30	3,300	44'	2 lanes	Both Sides			X	Center stripe
Webster Avenue (Range to TH 169)	30	4,150		2 lanes					Off-Steet Bike Path
North River Road/Pauley Way	30		36'	2 lanes	Both Sides			X	No Marking
Commerce Drive (Lor Ray to Colette Drive)	30	2,000 (est.)	44'	2 lanes	One Side	South Side Only from Lor Ray Drive to 550' west of Colette		X	Center stripe
Commerce Drive (Collete Drive to Mary Circle)	30	1,000 (est.)	36'	2 lanes	Both Sides			X	No Marking
Mary Circle/Candi Lane/Mary Lane (Commerce to Bluff Park Entrance)	30	500 to 800 (est.)	36'	2 lanes	Both Sides			X	No Marking

Appendices

Existing and Proposed On-Street and Trail Facilities Map



Existing Sidewalk Network Map



CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: #8	Department: City Planner	Council Meeting Date: 06/20/16
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TITLE OF ISSUE: Public Hearing, 7 pm-Proposed Sidewalk Maintenance and Installation Policy.

BACKGROUND AND SUPPLEMENTAL INFORMATION: On May 16, 2016 City Staff presented a draft Sidewalk Maintenance and Installation Policy. City Staff recommended locating a booth in City Hall for citizens to stop by and review the plan and submit comments and two Public Hearings for June 6, 2016 and June 20, 2016. This is the second Public Hearing where citizens can voice their opinions concerning the Sidewalk Maintenance and Installation Policy.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: No action.

For Clerk's Use:

 Motion By: _____
 Second By: _____

 Vote Record:

Aye	Nay	
_____	_____	Spears
_____	_____	Steiner
_____	_____	Norland
_____	_____	Freyberg
_____	_____	Dehen

SUPPORTING DOCUMENTS ATTACHED

Resolution	Ordinance	Contract	Minutes	Map
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

 Other (specify) Proposed Sidewalk Maintenance and Installation Policy

<input type="checkbox"/>	Workshop
<input checked="" type="checkbox"/>	Regular Meeting
<input type="checkbox"/>	Special Meeting

<input type="checkbox"/>	Refer to: _____
<input type="checkbox"/>	Table until: _____
<input type="checkbox"/>	Other: _____

Sidewalk Installation & Maintenance Policy

Section 1: INTRODUCTION

(1.1) In 2016, the City of North Mankato has approximately 56 miles of public sidewalks which vary in size, age and quality of condition. Some sidewalks lack connectivity and unmaintained sidewalks create unreasonable hazards for pedestrians. This policy, in addition to existing provisions in the city code and plans adopted by the city of North Mankato outline the installation, replacement, and maintenance policy for public sidewalks in the City.

Section 2: SIDEWALK REPAIR AND REPLACEMENT POLICY

(2.1) As stated in City Code Section 90.026, it is the responsibility of the owner of private property which abuts any sidewalk on public property to maintain such sidewalk in a safe condition. This includes the timely removal of snow and ice as well as the physical condition of the sidewalk. In most cases, the poor conditions of sidewalks are brought to the attention of the City by citizen complaints. Not every inequality or irregularity in the surface of a public sidewalk rises to the level of a defect. To maintain consistency in the process of determining whether a particular sidewalk is in need a replacement or repair, the Sidewalk Inspection Form (Attachment A) will be used to determine if existing sidewalk must be replaced.

(2.2) If a sidewalk is identified either by complaint or by City Staff to have a condition(s) requiring maintenance or replacement, the City will send a letter by certified mail to the property owner recognized by Nicollet County, that it is necessary to either repair or replace the sidewalk. The property owner will be given sixty (60) days from the date of the letter to make the necessary improvements. The City will pay 60% of the cost to make the necessary improvements and the property owner will pay 40%. If after sixty (60) days the necessary improvements have not been made, the City Council will hold a public hearing regarding the proposed improvement and take action on whether or not the City will complete the improvements and bill the costs of the improvement to the property owner.

Section 3: SIDEWALKS IN NEW SUBDIVISIONS

(3.1) In all new residential subdivisions the installation of a sidewalk is required on at least 1 side of any new residential street in accordance with the specifications listed City Code provision 155.46 (O). The cost of the sidewalk will be the responsibility of the developer or property owner. The location of the sidewalk will be approved by the City Council by resolution approving plans and specifications and ordering advertisement by bids.

Section 4: SIDEWALKS IN STREET RECONSTRUCTION PROJECTS

(4.1) As part of any full street and utility reconstruction project, existing sidewalks will be replaced with the size and location determined by the City Council by resolution approving plans

and specifications and ordering advertisements for bids. If no sidewalk(s) existed prior to street reconstruction, reference will be made to the Future Sidewalk System Development Map (Attachment B) in determining whether or not sidewalk will be installed. All associated costs will be assessed according to the City of North Mankato's Assessment Policy.

Section 5: SIDEWALK SYSTEM GAPS

(5.1) As shown on Future Sidewalk System Development Map (Attachment B), there are "gaps" in the current sidewalk system and the addition of sidewalk segments will provide connectivity. To address these gaps, the City Council may order the installation of sidewalks to provide connectivity and improve the overall sidewalk system during as part of a reconstruction project or install the system to resolve connectivity as funds become available.

Section 6: SIDEWALK DAMAGE CAUSED BY TREE ROOTS

(6.1) When it has been determined the roots of a tree in the public right of way have caused repairable damage to a sidewalk, should the City Forester determine that the tree is healthy, the tree will not be removed because of root damage to an adjacent sidewalk. It shall be the responsibility of the adjacent homeowner or contractor to remove the roots which caused the damage as part of the sidewalk replacement. Should the tree expire or become unsafe as part of this effort, the City will remove the tree.

Section 7: GUIDING PLANS AND POLICIES

(7.1) Decisions related to sidewalk installation or maintenance shall be based on this policy and the following plans, policies and City Code regulations:

A. Complete Streets

The North Mankato City Council Adopted a Complete Streets Policy directing the examination of accommodations for pedestrian and bicycle travel in the preliminary design stage when existing streets are to be reconstructed or new streets are constructed. Pedestrian accommodations may include sidewalks or off street multi-use trails.

B. Safe Routes to Schools

The North Mankato City Adopted a Safe Routes to School Plan for the elementary schools located in the City, including Dakota Meadows Middle School. The Plan includes an action plan for each school to address barriers and concerns for walking and biking to school.

C. Comprehensive Plan

Within the Comprehensive Plan, sidewalks and/or trails are recommended to be adjacent to all Minor Arterial, Major Collector and Minor Arterial roadways. Along Minor Arterial and Major Collector roadways, 8-foot wide bituminous or concrete trail and/or a 6-foot wide concrete sidewalk is recommended on either side of the roadway. Along Minor Collector roadways, 6-foot concrete sidewalk is recommended on at least one side of the roadway while sidewalk location on both sides of the roadway is preferred.

D. Subdivision Regulations

According to the City Code Subdivision Regulations, within all new residential subdivisions, the installation of a sidewalk at least six feet wide is required on at least one side of any new residential street. Wherever feasible, sidewalks will be installed in existing residential subdivisions as circumstances permit.

E. City Code Provisions Related to Sidewalks

See Attachment C.

F. Other relevant policies and plans adopted by the City Council

ATTACHMENT A

SIDEWALK INSPECTION FORM CITY OF NORTH MANKATO



DATE: _____

LOCATION/ ADDRESS OF DEFECT: _____

PROPERTY OWNER ADDRESS: _____

INSPECTOR: _____ DATE PASSED INSPECTION: _____

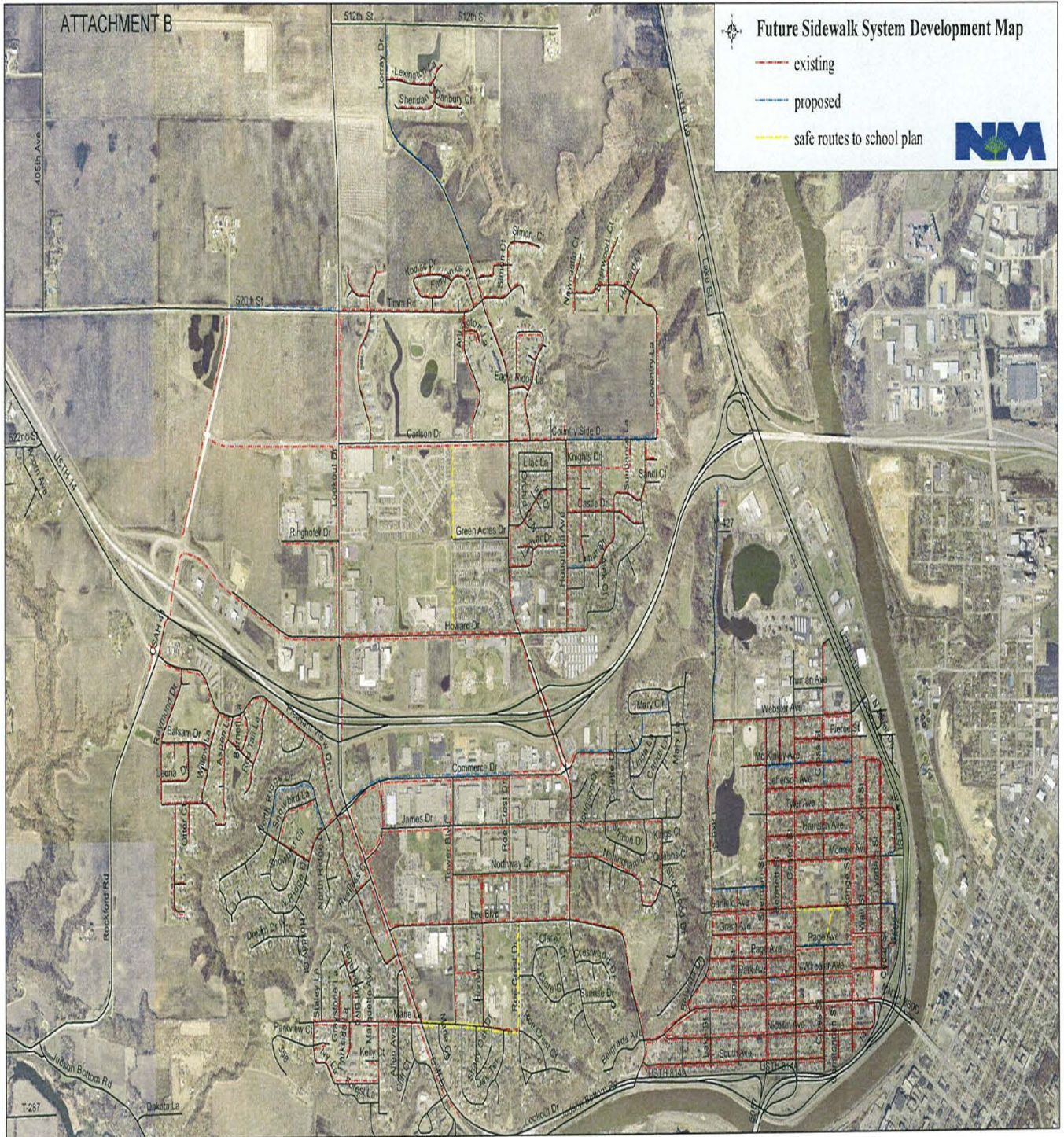
<p>TYPE 1</p> <p>SIDEWALK</p> <ul style="list-style-type: none"> IS DISPLACED 1 INCH OR MORE VERTICALLY AT ANY POINT IN THE PANEL <p>1" or more</p>	<p>TYPE 2</p> <p>SIDEWALK</p> <ul style="list-style-type: none"> SIDEWALK IS RAISED MORE THAN 4 INCHES FROM THE NORMAL LINE OF GRADE <p>4" OR MORE</p>	<p>TYPE 3</p> <p>SIDEWALK</p> <ul style="list-style-type: none"> IS DEPRESSED MORE THAN 4 INCHES FROM THE NORMAL LINE OF GRADE PONDS WATER COLLECTS DEBRIS <p>4" OR MORE</p>
<p>TYPE 4</p> <p>SIDEWALK</p> <ul style="list-style-type: none"> IS CRACKED INTO 4 OR MORE PIECES IS MISSING A PIECE EQUAL TO OR EXCEEDING 15 SQUARE INCHES IS MISSING A FULL DEPTH PIECE OF ANY SIZE 	<p>TYPE 5</p> <p>SIDEWALK</p> <ul style="list-style-type: none"> IS MISSING 3 PIECES OR LESS WITH EACH PIECE BEING LESS THAN 15 SQUARE INCHES, BUT GREATER THAN 4 SQUARE INCHES 	<p>TYPE 6</p> <p>SIDEWALK</p> <ul style="list-style-type: none"> IS SPALLED 75% OR MORE OVER SURFACE HAS SPALLED AREA DEEPER THAN 1/2 INCH HAS LOOSE OR DETERIORATING DAMAGE OVER THE MAJORITY OF THE SURFACE DOES NOT DRAIN PROPERLY
<p>TYPE 7</p> <p>MINOR SURFACE DAMAGE</p> <ul style="list-style-type: none"> SIDEWALK IS SPALLED BETWEEN 50%-75% OVER SURFACE MAJORITY OF THE PANEL DEEMED STRUCTURALLY SOUND WITHOUT DRAINAGE ISSUES 	<p>TYPE 8</p> <p>SIDEWALK</p> <ul style="list-style-type: none"> HAS SEPARATION EQUAL TO OR EXCEEDING 1/2 INCH AT ANY POINT IN THE PANEL HAS MORE THAN ONE SEPARATION HAS ELEVATION OR DRAINAGE ISSUES HAS SHIFTED MORE THAN 2 INCHES <p>(A) GREATER THAN 1/2 INCH (B) GREATER THAN 2 INCH</p>	<p>TYPE 9</p> <p>SIDEWALK</p> <ul style="list-style-type: none"> HAS ONE SEPARATION GREATER THAN 1/4 INCH AND LESS THAN 1/2 INCH AT ANY POINT IN THE PANEL HAS NO OTHER APPARENT HAZARDS <p>> 1/4" < 1/2"</p>

WIDTH OF SIDEWALK: _____ FEET

APPROX. SQ. FT. OF SIDEWALK TO BE REPLACED: _____

NOTES: _____

ATTACHMENT B



ATTACHMENT C

Sidewalk Installation & Maintenance Policy

90.026 SIDEWALK MAINTENANCE

It is the responsibility of the owner of private property which abuts any sidewalk on public property to maintain such sidewalk in a safe condition. Any construction shall conform to the requirements of this section. In the event that the property owner fails to conform to this requirement, then the city may take steps to perform the maintenance requirements and to assess the property owner in accordance with the provisions of this chapter.

90.125 RESPONSIBILITY OF OWNER AND OCCUPANT

The owner and occupant of private property abutting a public sidewalk shall remove accumulated snow from such sidewalk within 48 hours after it stops snowing. Furthermore, such owner and occupant are responsible for either removing ice from such public sidewalk or depositing within 48 hours of accumulation of the ice or snow enough sand and/or salt on the icy sidewalk to provide reasonable safety for the public.

90.126 FAILURE TO MAINTAIN

If the property owner or occupant fails to remove the ice or snow from a sidewalk as required by this section, the city may, without notice to the owner or occupant, remove the snow or ice from the public sidewalks, keeping an accurate account of the cost. The cost shall be assessed to the adjacent property in conformance with the provisions of this chapter.

155.46 STREETS, ALLEYS AND SIDEWALKS

(O) Within all new residential subdivisions, the installation of a sidewalk is required on at least 1 side of any new residential street. The specifications for sidewalks are as follows:

- (1) Minimum sidewalk width is *5 feet*.
- (2) Minimum sidewalk depth is *5 inches*.
- (3) Minimum Class 5 aggregate base of 6 inches.

(P) Sidewalks will be installed in existing residential subdivisions as identified in *the Future Sidewalk System Development Map* (Attachment A).



City of North Mankato, MN

Claims List - Regular

By Vendor Name

Date Range: 6-20-2016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
Void	**Void**	06/07/2016	Regular	0	-	84948
Void	MARTIN COUNTY LIBRARY	06/02/2016	Regular	0	(9.99)	84740
Void	TRAVERSE DES SIOUX LIBRARY COOPERATIVE	06/10/2016	Regular	0	(2,352.60)	84925
00416	1st LINE/LEEWES VENTURES LLC	06/20/2016	Regular	0	1,536.50	84972
00005	A TO Z RENTAL CENTER	06/20/2016	Regular	0	84.64	84973
00012	ABDO, EICK & MEYERS, LLP	06/20/2016	Regular	0	28,500.00	84974
00029	AG SPRAY EQUIPMENT	06/20/2016	Regular	0	85.75	84975
02254	ALBRIGHT LAWNS	06/20/2016	Regular	0	150.00	84976
00036	ALEX AIR APPARATUS, INC.	06/20/2016	Regular	0	188.63	84977
00039	ALL AMERICAN TOWING	06/20/2016	Regular	0	110.00	84978
00049	ALPHA VIDEO & AUDIO, INC.	06/20/2016	Regular	0	17,526.83	84979
00050	ALPHA WIRELESS COMMUNICATIONS	06/20/2016	Regular	0	201.61	84980
00070	AMLAWN, INC.	06/20/2016	Regular	0	400.00	84981
00101	AT&T MOBILITY	06/20/2016	Regular	0	26.07	84982
00102	AUDIO EDITIONS	06/20/2016	Regular	0	8.00	84983
00137	BENCO ELECTRIC COOPERATIVE	06/07/2016	Regular	0	29,918.58	84947
00163	BLUE VALLEY SOD, INC.	06/20/2016	Regular	0	78.00	84984
00176	BORDER STATES ELECTRIC SUPPLY	06/20/2016	Regular	0	360.43	84985
00179	BOUND TREE MEDICAL LLC	06/20/2016	Regular	0	344.93	84986
00188	BRANDT LAW OFFICE, P.A.	06/20/2016	Regular	0	62.00	84987
00194	BRICK HOUSE GRAPHICS	06/20/2016	Regular	0	875.00	84988
00195	BROCK WHITE COMPANY LLC	06/20/2016	Regular	0	126.00	84989
02020	BUNG, CINDI	06/14/2016	Regular	0	75.00	84957
00216	C & S SUPPLY CO, INC.	06/20/2016	Regular	0	180.65	84990
00227	CARQUEST AUTO PARTS STORE	06/20/2016	Regular	0	15.36	84991
00232	CEMSTONE CONCRETE MATERIALS, LLC	06/20/2016	Regular	0	363.25	84992
00258	CITY OF MANKATO-WATER BILL	06/20/2016	Regular	0	22.51	84993
00311	CULLIGAN WATER CONDITIONING	06/20/2016	Regular	0	47.25	84994
00312	CULVER'S OF NORTH MANKATO	06/20/2016	Regular	0	344.00	84995
00319	DAHL, CATHY	06/14/2016	Regular	0	75.00	84958
00320	DAIRY QUEEN WEST	06/20/2016	Regular	0	150.00	84996
00337	DEMCO, INC.	06/20/2016	Regular	0	485.86	84997
00348	DIRT MERCHANT, INC.	06/20/2016	Regular	0	102,923.14	84998
00386	EMERGENCY APPARATUS MAINTENANCE, INC.	06/20/2016	Regular	0	4,479.69	84999
00401	EXPRESS SERVICES, INC.	06/20/2016	Regular	0	726.10	85000
00404	FASTENAL COMPANY	06/20/2016	Regular	0	92.69	85001
00409	FERGUSON ENTERPRISES, INC #1657	06/20/2016	Regular	0	613.08	85002
00421	FISCHER, MARK	06/14/2016	Regular	0	75.00	84959
00423	FISCHER, NICOLE	06/14/2016	Regular	0	75.00	84960
00449	FREE PRESS MEDIA	06/20/2016	Regular	0	225.00	85004
00447	FREE PRESS	06/20/2016	Regular	0	59.13	85003
00456	FROMM'S AUTO, INC.	06/20/2016	Regular	0	7.78	85005
00462	G & K SERVICES	06/20/2016	Regular	0	65.18	85006
00463	G & L AUTO SUPPLY, LLC	06/20/2016	Regular	0	1,156.42	85007
00465	GALE/CENGAGE LEARNING	06/20/2016	Regular	0	285.49	85008
01098	GILLETTE GROUP/PEPSI-COLA	06/20/2016	Regular	0	10,123.60	85009
00494	GOPHER STATE ONE-CALL	06/20/2016	Regular	0	334.80	85010
00503	GREAT AMERICAN BUSINESS PRODUCTS	06/20/2016	Regular	0	627.20	85011
00538	HAWKINS, INC.	06/20/2016	Regular	0	2,455.24	85012
02233	HI-LINE INC.	06/20/2016	Regular	0	41.41	85013
02370	HOLY ROCKA ROLLAZ	06/16/2016	Regular	0	1,500.00	84971
00595	HY-VEE, INC.	06/20/2016	Regular	0	1,398.57	85014
00596	I & S GROUP, INC.	06/20/2016	Regular	0	650.00	85015
00600	ICMA RETIREMENT TRUST ROTH IRA	06/07/2016	Regular	0	650.00	84950
00601	ICMA RETIREMENT TRUST-457	06/07/2016	Regular	0	2,715.00	84951
00608	INGRAM LIBRARY SERVICES	06/20/2016	Regular	0	413.56	85016
00680	J.J. KELLER & ASSOCIATES, INC.	06/20/2016	Regular	0	603.50	85017

00639	JOHN DEERE FINANCIAL	06/20/2016	Regular	0	18.23	85018
00653	JONCKOWSKI, DICK	06/07/2016	Regular	0	50.00	84945
00691	KENNEDY & KENNEDY LAW OFFICE	06/20/2016	Regular	0	8,862.00	85019
00706	KNUTSON, PAUL	06/14/2016	Regular	0	450.00	84961
00733	LAKES GAS CO #10	06/20/2016	Regular	0	131.00	85020
00734	LAKESHORE LEARNING MATERIALS	06/20/2016	Regular	0	178.49	85021
00743	LARKSTUR ENGINEERING & SUPPLY, INC.	06/20/2016	Regular	0	55.23	85022
00724	LEAGUE OF MINNESOTA CITIES INSURANCE TR	06/14/2016	Regular	0	163,175.00	84962
02364	LILLENTHAL, CHRISTIAN	06/20/2016	Regular	0	338.00	85023
00776	LLOYD LUMBER CO.	06/10/2016	Regular	0	151.41	84955
00776	LLOYD LUMBER CO.	06/20/2016	Regular	0	849.34	85024
00779	LOBITZ, JASON	06/20/2016	Regular	0	64.00	85025
00783	LONG-TERM CARE	06/20/2016	Regular	0	163.64	85026
00788	LOWRY, EMILY	06/14/2016	Regular	0	75.00	84963
00789	LOWRY, LUCY	06/20/2016	Regular	0	61.02	85027
00796	MAC QUEEN EQUIPMENT, INC.	06/20/2016	Regular	0	2,000.00	85028
00800	MADDEN, GALANTER, HANSEN, LLP	06/20/2016	Regular	0	108.00	85029
00817	MANKATO EAST	06/09/2016	Regular	0	655.62	84952
00819	MANKATO FORD, INC.	06/20/2016	Regular	0	648.07	85030
00832	MANKATO TENT & AWNING CO.	06/20/2016	Regular	0	1,710.00	85031
00839	MARK J. TRAUT WELLS, INC.	06/20/2016	Regular	0	27,614.71	85032
00857	MC GOWAN WATER CONDITIONING, INC.	06/20/2016	Regular	0	68.40	85033
00874	MENARDS-MANKATO	06/20/2016	Regular	0	727.92	85034
00890	MII LIFE, INC.- VEB	06/14/2016	Regular	0	27,237.62	84964
00892	MII LIFE, INC.-HEALTH SAVINGS ACCOUNT	06/14/2016	Regular	0	1,625.00	84965
00902	MINNESOTA IRON & METAL CO	06/20/2016	Regular	0	45.00	85035
00935	MINNESOTA PIPE & EQUIPMENT	06/20/2016	Regular	0	532.25	85036
00910	MINNESOTA VALLEY TESTING LAB, INC.	06/20/2016	Regular	0	259.00	85037
00956	MINNESOTA WASTE PROCESSING CO.	06/20/2016	Regular	0	20,828.76	85038
02366	MISSLING, AMBER	06/14/2016	Regular	0	75.00	84966
00997	MTI DISTRIBUTING CO	06/20/2016	Regular	0	622.28	85039
01009	NAPA AUTO PARTS - MANKATO	06/20/2016	Regular	0	179.56	85040
01044	NICOLLET FIRE DEPARTMENT	06/20/2016	Regular	0	800.00	85041
01071	NUSS TRUCK & EQUIPMENT, INC.	06/20/2016	Regular	0	127.40	85042
01083	OVERDRIVE, INC.	06/20/2016	Regular	0	1,180.11	85043
01084	OVERHEAD DOOR CO. OF MANKATO, INC.	06/20/2016	Regular	0	187.20	85044
02005	PANTHEON COMPUTERS	06/20/2016	Regular	0	8,413.23	85045
01090	PARAGON PRINTING, MAILING & SPECIALTIES	06/20/2016	Regular	0	3,660.98	85046
01099	PET EXPO DISTRIBUTORS	06/20/2016	Regular	0	50.00	85047
01106	PETTY CASH	06/20/2016	Regular	0	83.59	85048
01130	POSTMASTER	06/07/2016	Regular	0	1,185.03	84949
01130	POSTMASTER	06/13/2016	Regular	0	1,007.78	84956
02367	POULTON, BRIAN	06/20/2016	Regular	0	200.00	85049
01133	POWERPLAN/RDO EQUIPMENT	06/20/2016	Regular	0	4,642.98	85050
01143	PRESTON, JOELLEN	06/14/2016	Regular	0	75.00	84967
01178	RECREONICS, INC.	06/20/2016	Regular	0	1,521.54	85051
01179	RED FEATHER PAPER CO.	06/20/2016	Regular	0	593.03	85052
01182	REGION 2A	06/09/2016	Regular	0	655.62	84953
01190	REINHART FOODSERVICE LLC	06/20/2016	Regular	0	6,474.42	85053
01191	RELiance ELECTRIC OF SOUTHERN MINNESOTA	06/20/2016	Regular	0	77.40	85054
01211	RIVER BEND BUSINESS PRODUCTS	06/20/2016	Regular	0	722.73	85055
02268	S & S WORLDWIDE, INC.	06/20/2016	Regular	0	120.01	85056
01263	SCHWICKERT'S TECTA AMERICA LLC	06/20/2016	Regular	0	3,587.24	85057
02365	SHOUTS, SARAH	06/14/2016	Regular	0	50.00	84968
01281	SIGN PRO	06/20/2016	Regular	0	48.00	85058
01079	SMC-SOUTHERN MINNESOTA CONSTRUCTION	06/20/2016	Regular	0	1,953.54	85059
01352	STREICHER'S, INC	06/20/2016	Regular	0	78.98	85060
01360	SURPLUS SERVICES	06/07/2016	Regular	0	2,010.00	84946
01402	TIRE ASSOCIATES	06/20/2016	Regular	0	2,080.76	85061
01412	TOUGAS, JOSEPH	06/14/2016	Regular	0	100.00	84969
01419	TRAVERSE DES SIOUX LIBRARY COOPERATIVE	06/10/2016	Regular	0	2,324.60	84954
01433	TYLER TECHNOLOGIES	06/20/2016	Regular	0	600.00	85062
01477	VIKING ELECTRIC SUPPLY, INC.	06/20/2016	Regular	0	94.55	85063
01478	VIKING FIRE & SAFETY LLC	06/20/2016	Regular	0	733.25	85064
02282	WARD EINESS STRATEGIES	06/20/2016	Regular	0	4,000.00	85065
01503	WASSMAN PLUMBING & HEATING LLC	06/20/2016	Regular	0	1,055.00	85066
02178	WASTE MANAGEMENT OF WI-MN	06/20/2016	Regular	0	1,227.60	85067

02368	WATERS & COMPANY	06/20/2016	Regular	0	500.00	85068
01523	WENZEL AUTO ELECTRIC CO	06/20/2016	Regular	0	79.00	85069
01524	WERNER ELECTRIC SUPPLY	06/20/2016	Regular	0	102.19	85070
02369	WESLEY TREE MOVING	06/20/2016	Regular	0	950.00	85071
01525	WEST CENTRAL SANITATION, INC.	06/20/2016	Regular	0	29,139.05	85072
02049	WINZENBURG, BEVERLY	06/14/2016	Regular	0	100.00	84970
01552	WW BLACKTOPPING, INC	06/20/2016	Regular	0	1,957.00	85073
01557	XCEL ENERGY	06/20/2016	Regular	0	52.95	85074
00241	CHARTER COMMUNICATIONS	06/07/2016	Bank Draft	0	403.96	DFT0000342
02058	CONSOLIDATED COMMUNICATIONS	06/07/2016	Bank Draft	0	30.66	DFT0000343
02058	CONSOLIDATED COMMUNICATIONS	06/07/2016	Bank Draft	0	42.94	DFT0000344
02058	CONSOLIDATED COMMUNICATIONS	06/07/2016	Bank Draft	0	32.44	DFT0000345
02058	CONSOLIDATED COMMUNICATIONS	06/07/2016	Bank Draft	0	3,062.09	DFT0000346
02058	CONSOLIDATED COMMUNICATIONS	06/07/2016	Bank Draft	0	250.97	DFT0000347
02058	CONSOLIDATED COMMUNICATIONS	06/07/2016	Bank Draft	0	40.67	DFT0000348
02058	CONSOLIDATED COMMUNICATIONS	06/07/2016	Bank Draft	0	37.00	DFT0000349
01117	PLUNKETT'S PEST CONTROL, INC.	06/15/2016	Bank Draft	0	113.60	DFT0000365
01470	VERIZON WIRELESS	06/10/2016	Bank Draft	0	485.89	DFT0000362
01470	VERIZON WIRELESS	06/10/2016	Bank Draft	0	67.91	DFT0000363

Bank Code APBNK Summary

	Payable	Payment		
Payment Type	Count	Count	Discount	Payment
Regular Checks	288	129	0.00	558,799.74
Manual Checks	0	0	0.00	0.00
Voided Checks	3	3	0.00	(2,362.59)
Bank Drafts	11	11	0.00	4,568.13
EFT's	0	0	0.00	0.00
	302	143	0.00	561,005.28

Authorization Signatures

All Council

The above manual and regular claims lists are approved by:

MARK DEHEN- MAYOR

KIM SPEARS- COUNCIL MEMBER

DIANE NORLAND- COUNCIL MEMBER

WILLIAM STEINER- COUNCIL MEMBER

ROBERT FREYBERG- COUNCIL MEMBER

RESOLUTION NO.

RESOLUTION APPROVING DONATIONS/CONTRIBUTIONS/GRANTS

WHEREAS, the Minnesota Statute 465.03 and 465.04 allows 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
A.B.A.T.E. of Minnesota	Police Reserve-Fund	\$100.00
Jo Robbins	Library Endowment-Audio Books	\$75.00
Grace Lutheran Book Club	Library Endowment-Book Club Bags	\$110.00
Hill Book Club	Library Endowment-Book Club Bags	\$205.00
North Mankato Civic and Commerce	Parkland-Fund	\$500.00
		\$990.00

Adopted by the City Council this 20th day of June 2016.

Mayor

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: #10C	Department: City Administrator	Council Meeting Date: 06/20/16
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TITLE OF ISSUE: Consider Resolution Declaring the Official Intent of the City of North Mankato to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City.

BACKGROUND AND SUPPLEMENTAL INFORMATION: On May 16, 2016 the City Council approved the purchase of a 2006 Pierce Enforcer 75' Ladder Truck. This resolution declares the City's intent to reimburse the expenditure with bond proceeds.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Resolution Declaring the Official Intent of the City of North Mankato to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the City.

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record:

Aye

Nay

		Spears
		Steiner
		Norland
		Freyberg
		Dehen

SUPPORTING DOCUMENTS ATTACHED

Resolution Ordinance Contract Minutes Map

☒ X

☐

☐

☐

☐

Other (specify) _____

☐ Workshop

☒ Regular Meeting

☐ Special Meeting

☐

Refer to: _____

☐

Table until: _____

☐

Other: _____

CITY OF NORTH MANKATO, MINNESOTA

RESOLUTION NO. _____

**DECLARING THE OFFICIAL INTENT OF THE
CITY OF NORTH MANKATO TO REIMBURSE
CERTAIN EXPENDITURES FROM THE PROCEEDS
OF BONDS TO BE ISSUED BY THE CITY**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City of North Mankato, Minnesota (the "City") expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent (the "Declaration") to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

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

1. The City proposes to purchase a fire engine (the "Project").
2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$420,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.
3. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or five percent (5%) of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.
4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.
5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Approved by the City Council of the City of North Mankato, Minnesota this 20th day of June, 2016.

Mayor

Attest:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: #12A	Department: City Planner	Council Meeting Date: 06/20/16																												
TITLE OF ISSUE: Consider Approving the Preliminary and Final Plat of Innovative Power Subdivision, a replat of Lots 1 and 2, Block 1 of Lutz Park Subdivision. A request from NMP Holdings, LLC.																														
BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review attached report.																														
<i>If additional space is required, attach a separate sheet</i>																														
REQUESTED COUNCIL ACTION: Approve the Preliminary and Final Plat of Innovative Power Subdivision, a replat of Lots 1 and 2, Block 1 of Lutz Park Subdivision. A request from NMP Holdings, LLC.																														
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Spears	_____	_____	Steiner	_____	_____	Norland	_____	_____	Freyberg	_____	_____	Dehen	SUPPORTING DOCUMENTS ATTACHED <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u>Policy, Complete Streets Plan</u> _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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PRELIMINARY & FINAL PLAT OF INNOVATIVE POWER SUBDIVISION

A REQUEST FROM NMP HOLDINGS, LLC

THE CITY OF NORTH MANKATO

SUBJECT: Preliminary and Final Plat of Innovation Power Subdivision

APPLICANT: NMP Holdings, LLC

LOCATION: Lots 1 and 2, Lutz Park Subdivision

EXISTING ZONING: I-1, Planned Industrial

DATE OF HEARING: June 9, 2016

DATE OF REPORT: May 31, 2016

REPORTED BY: Michael Fischer, City Planner

APPLICATION SUBMITTED

Request to replat Lots 1 and 2, Lutz Park Subdivision

COMMENT

The applicants own Lots 1 and 2, Lutz Park Subdivision which is the location of Thin Film Technology on Commerce Drive. There are currently two buildings on the property which is zoned for industrial purposes. The smaller building on the property is a former research & development building which has been vacant and on the market for approximately five years. The applicants are proposing to sell this building and request that the property is replatted to accommodate the sale of the building and property. Exhibit A shows an aerial view of the property including the proposed lot layout known as Lots 1 and 2, Block 1, Innovative Power Subdivision. Exhibit B is the preliminary plat showing existing conditions and the proposed new lot line. Exhibit C is the final plat of Innovative Power Subdivision.

As shown on Exhibit A, the proposed new lot line not only separates the two buildings but the parking lot as well. According to the applicant, they will have a parking, access and maintenance agreements for the joint use of the parking lot. In looking at the off street parking requirements, there are a total of 170 parking spaces on the entire property. Based on the size and proposed use of the former research & development building, 72 off street parking spaces are required. Parking requirements for the larger building are based on the number of employees.

The proposed use of the research & development building on Lot 2, Block 1, Innovative Power Subdivision is for commercial purposes. Therefore, a request to rezone the property will follow the replatting request. According to the City

Code, the following are the lot size requirements for properties zoned General Commercial:

Minimum lot width – 100 feet

Minimum lot depth – 150 feet

Minimum lot area – 15,000 sq. ft.

As proposed, all lot size requirements have been met including compliance with all application setback and ground coverage requirements in the appropriate zoning districts.

RECOMMENDATION

Staff recommends approval of the Preliminary and Final Plat of Innovative Power Subdivision

CITY OF NORTH MANKATO
REQUEST FOR COUNCIL ACTION



Agenda Item #12B	Department: City Planner	Council Meeting Date: 06/20/16																													
TITLE OF ISSUE: Z-3-16, a Request to Rezone Lot 2, Block 1, Innovative Power Subdivision from I-1, Planned Industrial to B-3, General Commercial. A Request from NMP Holdings, LLC.																															
BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the attached report.																															
<i>If additional space is required, attach a separate sheet</i>																															
REQUESTED COUNCIL ACTION: Approval of Z-3-16, Request to Rezone Lot 2, Block 1, Innovative Power Subdivision from I-1, Planned Industrial to B-3, General Commercial. Adopt Ordinance No. 74 Fourth Series, Rezoning Lot 2, Block 1, Innovative Power Subdivision from I-1, Planned Industrial to B-3, General Commercial.																															
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Z-3-16

A REQUEST FROM NMP HOLDINGS, LLC

THE CITY OF NORTH MANKATO

SUBJECT: Z-3-16

APPLICANT: NMP Holdings

LOCATION: Lot 2, Block 1, Innovative Power Subdivision

EXISTING ZONING: I-1, Planned Industrial

DATE OF HEARING: June 9, 2016

DATE OF REPORT: May 31, 2016

REPORTED BY: Michael Fischer, City Planner

APPLICATION SUBMITTED

Request to rezone Lot 2, Block 1, Innovative Power Subdivision from I-1, Planned Industrial to B-3, General Commercial.

COMMENT

Attached as Exhibit A is a written request to rezone Lot 2, Block 1, Innovative Power Subdivision from I-1, Planned Industrial to B-3, General Commercial. Exhibit B shows the proposed area to be rezoning including existing area zoning and Exhibit C is the plat of Innovative Power Subdivision. In summary, the applicant is proposing to sell Lot 2 of the Innovative Power Subdivision which includes a 14,400 square foot building. The buyer of the lot proposes to use the building as a fitness center. Currently, the property is zoned I-1, Planned Industrial. According to the City Code, fitness centers are permitted within B-3, General Commercial zoning districts. Therefore, the applicant is requesting to rezone Lot 2, Block 1, Innovative Power Subdivision from I-1 to B-3.

Exhibit D is the Future Land Use map from the Comprehensive Plan for this area. As shown on the map, the property owned by the applicant (Thin Film Technology) is guided for future commercial/mixed use. Therefore, a change in the zoning from industrial to commercial would be consistent with the Comprehensive Plan and existing area zoning.

RECOMMENDATION

Staff recommends approval of Z-3-16

May 23, 2016

Tom Lietha, Chief Manager

NMP Holdings, LLC

1980 Commerce Dr.

N. Mankato, MN. 56003

Michael Fischer

Community Development Director

City of N. Mankato

1001 Belgrade Ave.

N/ Mankato, MN. 56003

RE: Rezoning request for parts of Lutz Park lot 1 and lot 2

Michael,

NMP Holdings, LLC, as the owner of this property, is requesting a zoning change for a portion of the property located at 1980 Commerce Dr., N. Mankato from I – 1, Planned Industrial to B – 3, General Commercial. The adjacent property to the West is currently zoned B – 3. This property has been on the market for sale for 8 years with 3 different commercial real estate companies. Dan Robinson at Lidstrom Commercial Realtors has been working on this since 2013. He has shown it dozens of times to no avail. Finally, after all this time, he has brought a buyer that would convert the smaller research and development building of 14,400 sq. ft. into a fitness and training center. The buyer is Jason Tompkins of Ignition Fitness & Sports currently located at 100 Sibley Parkway in Mankato.

NMP Holdings is respectfully asking The Planning Commission of the City of North Mankato, and the City Council of the City of North Mankato Minnesota to approve the proposed plat provided titled Innovative Power lot 1 and lot 2, and rezoning of the proposed Innovative Power lot 2 to B – 3, General Commercial.

This would all be consistent with the current Comprehensive Plan and the present uses in this immediate area.

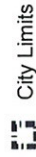
Thank you for your consideration,



Tom Lietha, Chief Manager



Legend



City Limits



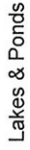
Medians



Roadways



Parcels (6-1-2015)



Lakes & Ponds



Minnesota River

Zoning



R-A Residential Agricultural



R-1 One Family Living



R-1S One Family Dwelling Small



R-2 One and Two Family Dwelling



R-3 Limited Multiple Dwelling



R-4 Multiple Dwelling



OR-1 Office Residential



CBD Central Business



B-1 Neighborhood Business



B-3 General Commercial



B-2 Community Business



M-2 Heavy Industrial



M-1 Light Industrial



I-1 Planned Industrial



TUD Transitional Unzoned District

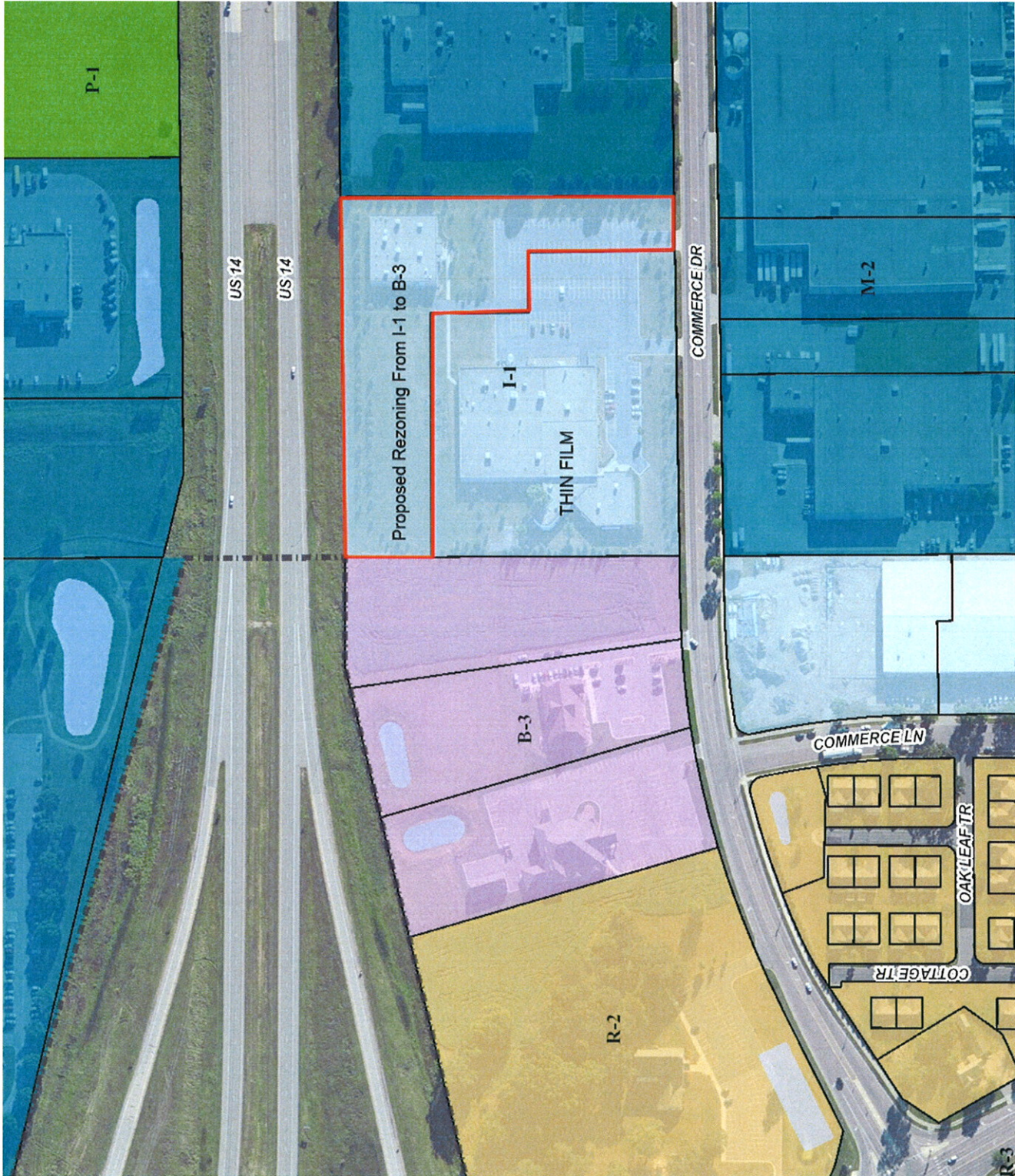


P-1 Public Park



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of North Mankato is not responsible for any inaccuracies herein contained.



0 250 Feet

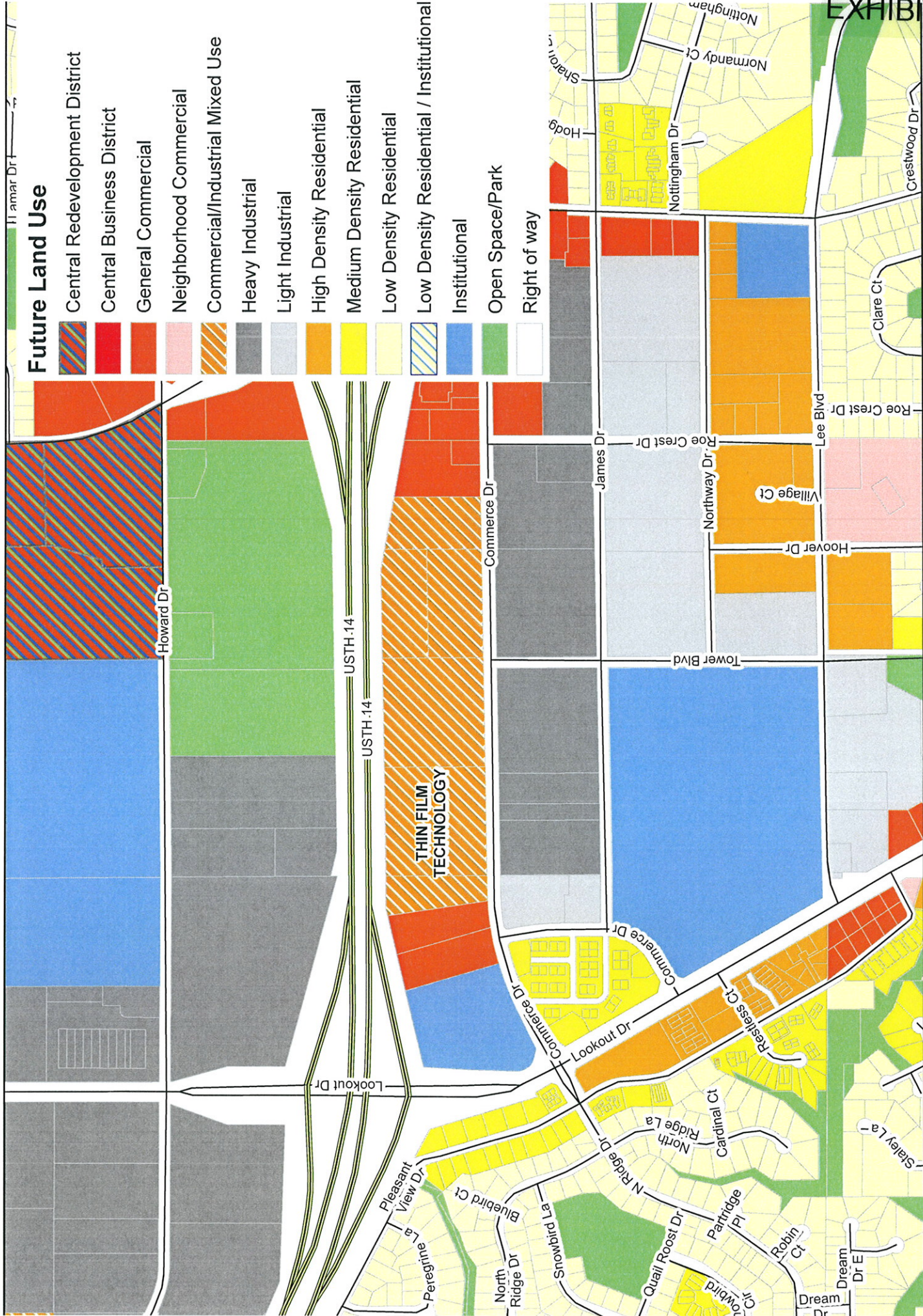


Figure 3-2: Future Land Use



May 27, 2016

Dear Property Owner:

The City of North Mankato has received a request from Thin Film Technology to rezone part of their property addressed as 1980 Commerce Drive from I-1, Planned Industrial to B-3, General Commercial. The location of the zoning request is shown on the attached map. In summary, Thin Film is proposing to sell their research and development building to an individual who intends to open a fitness center. As fitness centers are permitted in commercial zoning districts, a zoning request from industrial to commercial is requested.

This rezoning request will be considered by the North Mankato Planning Commission on Thursday, June 9, 2016 and by the City Council on Monday, June 20, 2016. Both meetings begin at 7:00 p.m. in the Municipal Building Council Chambers located at 1001 Belgrade Avenue.

As a nearby property owner, you have the opportunity to comment on this rezoning request. You may send written comments before June 9, 2016 or appear at either or both upcoming meetings.

Sincerely,

THE CITY OF NORTH MANKATO

Michael Fischer
Community Development Director

Enc

Wis-Pak of Mankato, Inc.
860 West Street
P.O. Box 496
Watertown, WI 53094

Commerce Drive Properties, LLC
2040 Commerce Drive
North Mankato, MN 56003

Mankato Area Funeral Homes
1001 N Riverfront Drive
Mankato, MN 56001

Kato Engineering Co
P.O. Box 8447
Mankato, MN 56002-8447

N & N Property Co.
1970 James Drive
North Mankato, MN 56003

John Roise Rev. Trust
1995 Commerce Drive
North Mankato, MN 56003

SMS Properties, LLC
13067 US Highway 71
Sanborn, MN 56083

Coloplast MFG US, LLC
1940 Commerce Drive
North Mankato, MN 56003

ORDINANCE NO. 74, FOURTH SERIES
AN ORDINANCE OF THE CITY OF NORTH MANAKTO, MINNESOTA
AMENDING NORTH MANKATO CITY CODE, CHAPTER 156, ENTITLED "ZONING CODE",
BY CHANGING THE ZONING DISTRICT MAP AND, BY ADOPTING BY REFERENCE NORTH
MANKATO CITY CODE, CHAPTER 10 AND SECTION 10.99 WHICH,
AMONG OTHER THINGS, CONTAIN PENALTY PROVISIONS

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

Section 1. North Mankato City Code, Section 156.021, entitled "Zoning District Map," is hereby amended by changing the zoning as follows:

- A. To rezone Lot 2, Block 1, Innovative Power Subdivision from I-1, Planned Industrial to B-3, General Commercial.

Section 2. North Mankato City Code, Chapter 10, entitled "General Provisions" are hereby adopted in their entirety, by reference, as though repeated verbatim herein.

Section 3. After adoption, signing and attestation, this Ordinance shall be published once in the official newspaper of the City and shall be in effect on or after the date following such publication.

Adopted by the Council this 20th day of June 2016.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO
REQUEST FOR COUNCIL ACTION



Agenda Item: #12C	Department: City Engineer	Council Meeting Date: 06/20/16																											
TITLE OF ISSUE: Consider Resolution Approving Plans and Specifications and Ordering Advertisements for Bids Project 16-01EF City Hall Building Entrance/Parking Lot Modifications.																													
BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the Memo.																													
<i>If additional space is required, attach a separate sheet</i>																													
REQUESTED COUNCIL ACTION: Adopt Resolution Approving Plans and Specifications and Ordering Advertisements for Bids Project 16-01EF City Hall Building Entrance/Parking Lot Modifications.																													
For Clerk's Use: Motion By: _____ Second By: _____ Vote Record: <table style="margin-left: 40px; border: none;"> <tr> <td style="text-align: center;">Aye</td> <td style="text-align: center;">Nay</td> <td></td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Spears</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Steiner</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Norland</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Freyberg</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Spears	_____	_____	Steiner	_____	_____	Norland	_____	_____	Freyberg	_____	_____	Dehen	<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;"> SUPPORTING DOCUMENTS ATTACHED </div> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;">Resolution</td> <td style="text-align: center;">Ordinance</td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Minutes</td> <td style="text-align: center;">Map</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> Other (specify) <u> Memo </u> _____ _____ _____ _____	Resolution	Ordinance	Contract	Minutes	Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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BOLTON & MENK, INC.®

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

Phone (507) 625-4171 • Fax (507) 625-4177

www.bolton-menk.com

MEMORANDUM

Date: June 16, 2016

To: Mayor Dehen and City Council Members

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

CC: John Harrenstein, City Administrator
Brad Swanson, Public Works Director
Michael Fischer, City Planner

Subject: City Hall Building Entrance/Parking Lot Modifications

We have substantially completed the plans and specifications for the portion of the project involving the relocation and reconstruction of the parking lot, construction of new assessable sidewalk accessing the building, and related landscaping work. Specifically, this portion of the project includes the following:

- Move the parking lot back approximately 50' from the building entrance and raise the lot so that the ramp can be completely removed and yet maintain accessibility to the building.
- Fill the area between the building and the parking lot so that drainage runs away from the building.
- Construct a small semi-circular plaza area directly in front of the building entrance with raised seat walls to provide a place to gather and sit.
- Construct a 14-foot wide entrance walk feet wide using exposed aggregate with two contrasting colors.
- Install an underground heating system under the plaza area and entrance walk.
- Install lighted bollards along the edges of the walkway.
- Construct limestone block retaining walls and planters to accommodate the grade changes required and to enhance the aesthetics of the building.
- Install other ground level landscaping adjacent to and surrounding the building and existing trees.
- Salvage and relocate existing street lights as required to accommodate the new parking and sidewalk layout.
- Install new lawn irrigation system to replace the existing system disrupted by the construction.

Since the last project update at the May 16th City Council meeting, we have obtained further information regarding the probable construction cost of the front entrance modifications that were being contemplated with this improvement project. As you may recall, the front entrance modifications include the following:

- Relocating the existing storefront door and window systems that were installed in 2015.
- Constructing bowstring truss systems and roof decking to create a curved roof system. We have confirmed that the existing walls and floor system can be left in place and used to support new load.
- Installation of new windows above the entrance doors.
- New interior lighting in the vaulted areas of the entrance.
- Patching and repairing finishes where needed.
- Application of miscellaneous finishes to cover areas disturbed by demolition or construction.

DESIGNING FOR A BETTER TOMORROW

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Memorandum – City Hall Building Entrance/Parking Lot Modifications

June 15, 2016

Page 2

The updated estimates from the architects and an independent cost estimate prepared by a local general contractor indicate that the cost of these improvements will likely approach \$200,000. Since this is significantly more than the allowances included in previous estimates for this work, City staff recommends that the City Council consider delaying the front entrance modifications until such time that adequate funds are budgeted. The front entrance modifications can easily be constructed as a future phase of the project and accommodations for the future improvements have been made with the improvements that will be completed this year.

As previously discussed portions of the Phase I improvements will be done by the City public works staff and portions will be contracted out. An updated cost summary for the parking lot, sidewalk and landscaping portion of the project is attached. The cost summary shows a breakdown of the items of work proposed to be contracted out and the items of work to be performed by public works staff. The total estimated project costs is approximately \$243,000. With the available \$138,000 in CDBG funding, the estimated City cost would be \$105,000. Copies of the renderings showing the proposed Phase I improvements and the Phase I and II improvements are also attached.

The following is the proposed schedule for the project:

June 20 Council Meeting – Review Final Plans with Council

July 5 – Award Bids for Contract Work; Start Work by Public Works Staff

End of September – Construction Completed

A resolution approving plans and specifications for the contracted work is included for the Council's consideration. I will be available at the June 20 Council Meeting to provide more details and answer any questions.

PROJECT COST ESTIMATE
MUNICIPAL BUILDING PARKING LOT - PHASE I ONLY
CITY OF NORTH MANKATO

				CONTRACTED		PUBLIC WORKS STAFF		TOTAL
ITEM NO.	ITEM	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	
PARKING LOT IMPROVEMENTS								
1	REMOVE CONCRETE CURB AND GUTTER	750	LIN FT		\$0.00	\$0.00	\$0.00	\$0.00
2	REMOVE CONCRETE VARIABLE THICKNESS	4000	SQ FT		\$0.00	\$0.00	\$0.00	\$0.00
3	REMOVE BITUMINOUS VARIABLE THICKNESS	1850	SQ YD		\$0.00	\$0.00	\$0.00	\$0.00
4	REMOVE RAMP	1	LUMP SUM		\$0.00	\$0.00	\$0.00	\$0.00
5	CLEAR AND GRUB TREE	1	EACH		\$0.00	\$0.00	\$0.00	\$0.00
6	COMMON EXCAVATION	200	CU YD (EV)		\$0.00	\$0.00	\$0.00	\$0.00
7	COMMON BORROW	1500	CU YD (CV)		\$0.00	\$0.00	\$0.00	\$0.00
8	SELECT GRANULAR BORROW	1000	CU YD (CV)		\$0.00	\$9.50	\$9,500.00	\$9,500.00
9	AGGREGATE BASE, CLASS 6	750	CU YD (CV)		\$0.00	\$10.50	\$7,875.00	\$7,875.00
10	CONCRETE CURB AND GUTTER, DES B618	780	LIN FT	\$15.00	\$11,700.00		\$0.00	\$11,700.00
11	TRUNCATED DOMES FOR PEDESTRIAN RAMPS	40	SQ FT	\$60.00	\$2,400.00		\$0.00	\$2,400.00
12	5" CONCRETE WALK	2350	SQ FT	\$6.00	\$14,100.00		\$0.00	\$14,100.00
13	CONNECT TO EXIST STORM PIPE OR MH	1	LUMP SUM		\$0.00	\$0.00	\$0.00	\$0.00
14	CONST 4020-48 DRAINAGE STRUCTURE	12	LIN FT		\$0.00	\$125.00	\$1,500.00	\$1,500.00
15	CONST TYPE "G" DRAINAGE STRUCTURE	6	LIN FT		\$0.00	\$125.00	\$750.00	\$750.00
16	4" PERFORATED PVC SDR-35 UNDERDRAIN	300	LIN FT		\$0.00	\$3.50	\$1,050.00	\$1,050.00
17	12" STORM SEWER	100	LIN FT		\$0.00	\$10.00	\$1,000.00	\$1,000.00
18	STORM SEWER CASTINGS	3	EACH		\$0.00	\$350.00	\$1,050.00	\$1,050.00
19	2.5" BITUMINOUS NON-WEARING COURSE (SPNWB230E)	2000	SQ YD	\$8.00	\$16,000.00		\$0.00	\$16,000.00
20	1.5" BITUMINOUS WEARING COURSE (SPWEB240B)	2000	SQ YD	\$6.00	\$12,000.00		\$0.00	\$12,000.00
21	PARKING LOT STRIPING (2 APPLICATIONS)	1	LUMP SUM		\$0.00	\$250.00	\$250.00	\$250.00
22	EROSION CONTROL	1	LUMP SUM		\$0.00	\$500.00	\$500.00	\$500.00
23	SILT FENCE - MACHINE SLICED	400	LIN FT		\$0.00	\$1.25	\$500.00	\$500.00
24	INLET PROTECTION - PERFORATED WALL	2	EACH		\$0.00	\$50.00	\$100.00	\$100.00
25	INLET PROTECTION - FILTER AGGREGATE	1	EACH		\$0.00	\$0.00	\$0.00	\$0.00
					\$56,200.00		\$24,075.00	\$80,275.00
					\$5,620.00		\$2,407.50	\$8,027.50
					\$61,820.00		\$26,482.50	\$88,302.50
LANDSCAPING IMPROVEMENTS								
1	EXPOSED AGGREGATE SIDEWALK - COLOR 'A'	800	SQ FT	\$9.00	\$7,200.00		\$0.00	\$7,200.00
2	EXPOSED AGGREGATE SIDEWALK - COLOR 'B'	355	SQ FT	\$9.00	\$3,195.00		\$0.00	\$3,195.00
3	LIMESTONE VENEER RETAINING WALL/SEATWALL	350	SQ FT	\$75.00	\$26,250.00		\$0.00	\$26,250.00
4	LIMESTONEPLANTER EDGE	150	SQ FT	\$18.00	\$2,700.00		\$0.00	\$2,700.00
5	PLANTING SOIL	35	CU YD		\$0.00	\$0.00	\$0.00	\$0.00
6	MULCH	7	CU YD		\$0.00	\$30.00	\$210.00	\$210.00
7	SOD & SEED	1	LUMP SUM		\$0.00	\$500.00	\$500.00	\$500.00
8	ORNAMENTAL TREE	2	EACH		\$0.00	\$400.00	\$800.00	\$800.00
9	SHRUB	24	EACH		\$0.00	\$45.00	\$1,080.00	\$1,080.00
10	PERENNIAL	24	EACH		\$0.00	\$8.50	\$204.00	\$204.00
11	FURNISH & INSTALL LIGHTED BOLLARD	8	EACH	\$1,500.00	\$12,000.00		\$0.00	\$12,000.00
12	RELOCATE STREET LIGHTS	8	LIGHTS	\$1,500.00	\$12,000.00		\$0.00	\$12,000.00
13	SPRINKLER SYSTEM	1	LUMP SUM		\$0.00	\$14,000.00	\$14,000.00	\$14,000.00
14	BELOW GRADE SIDEWALK HEATING SYSTEM	1	LUMP SUM	\$5,000.00	\$5,000.00		\$0.00	\$5,000.00
					\$68,345.00		\$16,794.00	\$85,139.00
					\$10,251.75		\$2,519.10	\$12,770.85
					\$78,596.75		\$19,313.10	\$97,909.85
TOTAL PROJECT								
CONSTRUCTION & CONTINGENCIES:					\$140,416.75		\$45,795.60	\$186,212.35
ENGINEERING/ARCHITECTURE:								\$56,800.00
TOTAL ESTIMATED PROJECT COST					\$140,416.75		\$45,795.60	\$243,012.35
CDBG FUNDING					\$138,000.00			\$138,000.00
TOTAL ESTIMATED PROJECT COST					\$2,416.75		\$45,795.60	\$105,012.35



PHASE I IMPROVEMENTS ONLY



PHASES I & II

RESOLUTION NO.

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING
ADVERTISEMENTS FOR BIDS
PROJECT NO. 16-01EF
CITY HALL BUILDING ENTRANCE/PARKING LOT MODIFICATIONS

WHEREAS, the City Engineer has prepared plans and specifications for Project No. 16-01EF 2016 City Hall Building Entrance/Parking Lot Modifications 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 on file in the City Clerk's office, 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 ten days, shall specify the work to be done, shall state that bids will be received by the clerk until 11:00 a.m. on June 29, 2016, 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 July 5, 2016, 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.

Adopted by the City Council this 20th day of June 2016.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: #12D	Department: City Engineer	Council Meeting Date: 06/20/16
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TITLE OF ISSUE: Consider Resolution Authorizing Preparation of Plans and Specifications and Advertisement for Bids Project No. 16-02E 2016 Street Mill and Overlay Projects.

BACKGROUND AND SUPPLEMENTAL INFORMATION: Please review the Memo.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Resolution Authorizing Preparation of Plans and Specifications and Advertisement for Bids Project No. 16-02E 2016 Street Mill and Overlay Projects.

For Clerk's Use:

Motion By: _____

Second By: _____

Vote Record:

Aye

Nay

		Spears
		Steiner
		Norland
		Freyberg
		Dehen

SUPPORTING DOCUMENTS ATTACHED

Resolution	Ordinance	Contract	Minutes	Map
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Other (specify) Memo

☐ Workshop

☒ Regular Meeting

☐ Special Meeting

☐ Refer to: _____

☐ Table until: _____

☐ Other: _____



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

1960 Premier Drive • Mankato, MN 56001-5900

Phone (507) 625-4171 • Fax (507) 625-4177

www.bolton-menk.com

MEMORANDUM

Date: June 16, 2016

To: Mayor Dehen and City Council Members

From: Daniel R. Sarff, P.E., City Engineer *DS*
Brad Swanson, Public Works Director

CC: John Harrenstein, City Administrator

Subject: 2016 Mill and Overlay Projects

For the past several weeks, City staff has been evaluating and prioritizing various street segments for rehabilitation by edge milling and bituminous overlay. The following street segments were identified as a priority based on their surface condition, structural state, and ride quality:

- #1 - Commerce Drive from Commerce Lane to Lor Ray Drive – estimated construction cost \$309,000
- #2 - Hoover Drive from Marie Lane to Northway – estimated construction cost \$114,000
- #3 - Commerce Drive from Lor Ray Drive to Colette Drive – estimated construction cost \$77,000
- #4 - Commerce Drive from Colette Drive to Mary Circle – estimated construction cost \$59,000
- #5 - Haughton Avenue from Howard Drive to Countryside Drive -- estimated construction cost \$142,000

The City included \$350,000 in the 2016 budget for street mill and overlay rehabilitation projects. However, it is anticipated that up to \$100,000 of those funds may be required for the reconstruction of the City Hall Parking Lot and related improvements. This leaves approximately \$250,000 for mill & overlay projects.

The estimated cost for the highest priority segment, Commerce Drive from Commerce Lane to Lor Ray Drive, is more than the total budgeted amount for mill and overlay projects in 2016. For this reason, and since this route is a Municipal State Aid Route, it is recommended that the mill and overlay of this segment be delayed for at least one year, or until such time that the City's Municipal State Aid construction balance has adequate funds to fund all or a significant portion of the project cost.

The total estimated construction cost for the next three mill and overlay priorities is \$250,000. It is hereby recommended that bids be solicited for the following street segments:

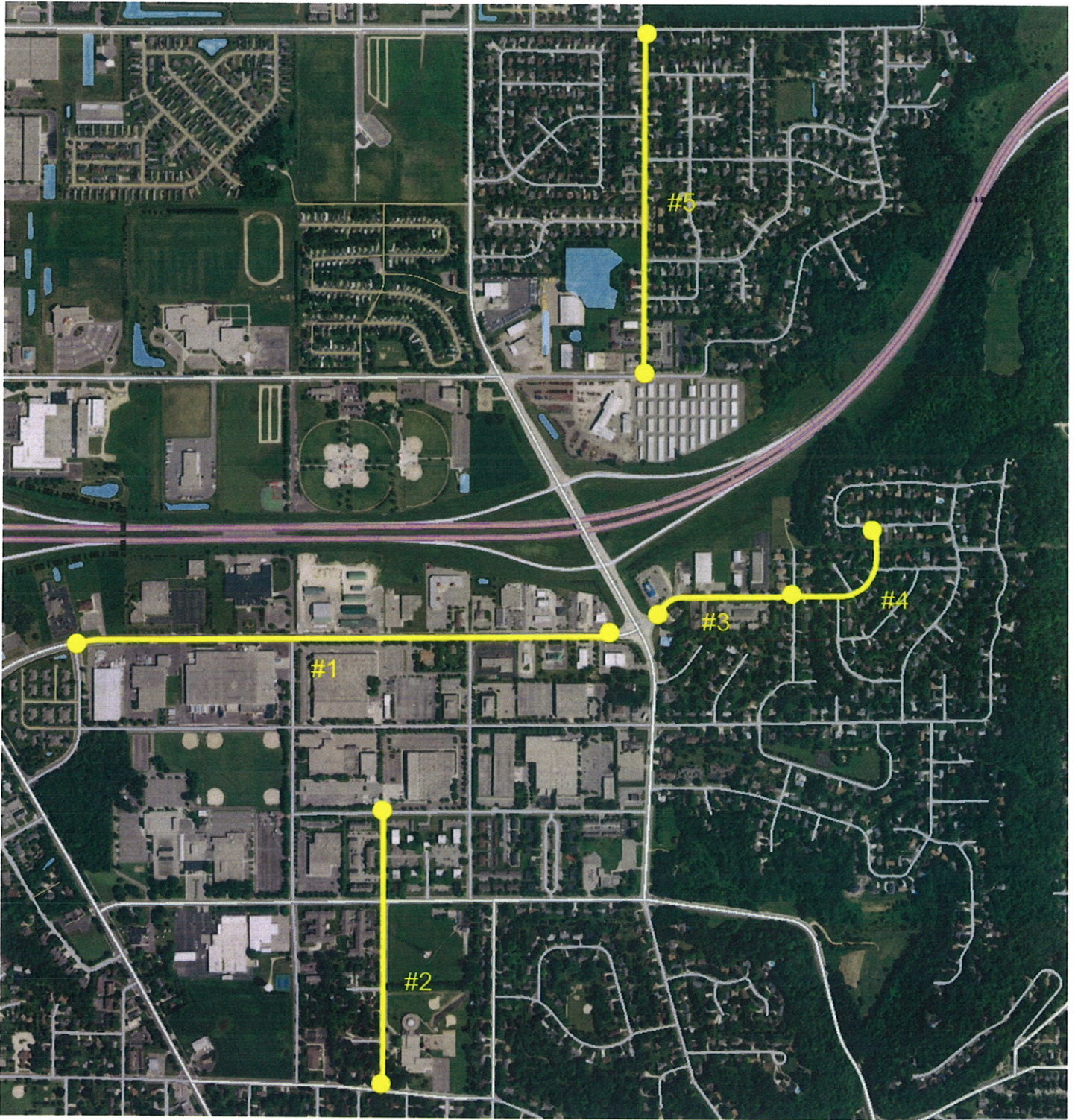
- #2 - Hoover Drive from Marie Lane to Northway
- #3 - Commerce Drive from Lor Ray Drive to Colette Drive
- #4 - Commerce Drive from Colette Drive to Mary Circle

A resolution authorizing the City Engineer to prepare plans and specifications for the mill and overlay projects and advertise and receive bids is included for the consideration by City Council.

Public Works Director Brad Swanson and I will be at the June 20th City Council meeting to answer any questions.

DESIGNING FOR A BETTER TOMORROW

Bolton & Menk is an equal opportunity employer.



0 1,000 Feet



Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of North Mankato is not responsible for any inaccuracies herein contained.

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2016 MILL& OVERLAY

RESOLUTION NO.

RESOLUTION AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS AND
ADVERTISEMENT FOR BIDS
PROJECT NO. 16-02E 2016 STREET MILL AND OVERLAY PROJECTS

WHEREAS, the Public Works Director and City Engineer have presented recommendations to the City Council regarding the rehabilitation of the following street segments by milling and bituminous overlay in 2016:

- Hoover Drive from Marie Lane to Northway
- Commerce Drive from Lor Ray Drive to Colette Drive
- Commerce Drive from Colette Drive to Mary Circle

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

- 1) Such improvements are necessary, cost-effective, and feasible as outlined in the recommendations provided by the Public Works Director and City Engineer.
- 2) The City Engineer shall prepare plans and specifications for the making of such improvements.
- 3) 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 plans and specifications. The advertisement shall be published for not less than ten days, shall specify the work to be done, and shall state the date and time that bids will be received.
- 4) The bids will then be tabulated, and will be considered by the City Council at their regular meeting at 7:00 p.m. on July 18, 2016, 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.

Adopted by the City Council this 20th day of June 2016.

Mayor

ATTEST:

City Clerk

CITY OF NORTH MANKATO

REQUEST FOR COUNCIL ACTION



Agenda Item: #12E	Department: City Engineer	Council Meeting Date: 06/20/16
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TITLE OF ISSUE: Consider Resolution Supporting Permanent Location for Godzilla Statue.

BACKGROUND AND SUPPLEMENTAL INFORMATION: The Godzilla statue was the 2015 People's Choice Award winner of the Walking Sculpture Tour. Godzilla was purchased by the City Center Partnership for display in North Mankato. The City would like to display the statue at the northwest quadrant of the intersection of the Highway 169 southbound off ramp and Belgrade Avenue in North Mankato. MnDOT requires a Council approved resolution to allow the statue at the requested location.

If additional space is required, attach a separate sheet

REQUESTED COUNCIL ACTION: Adopt Resolution Supporting Permanent Location for Godzilla Statue.
--

For Clerk's Use:		
Motion By: _____		
Second By: _____		
Vote Record:	Aye	Nay
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SUPPORTING DOCUMENTS ATTACHED				
Resolution	Ordinance	Contract	Minutes	Map
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify) <u>Map</u>				

<input type="checkbox"/> Workshop <input checked="" type="checkbox"/> Regular Meeting <input type="checkbox"/> Special Meeting
--

<input type="checkbox"/>	Refer to: _____
<input type="checkbox"/>	Table until: _____
<input type="checkbox"/>	Other: _____

RESOLUTION NO.

RESOLUTION SUPPORTING A LOCATION FOR THE GODZILLA STATUE

WHEREAS, CityArt is a partnership of the City Center Partnership and the Twin Rivers Council for the Arts; and

WHEREAS, CityArt features an annual Walking Sculpture Tour within the City Center areas of North Mankato and Mankato; and

WHEREAS, the sculpture titled "Godzilla" was located in downtown North Mankato during the 2015 Walking Sculpture Tours; and

WHEREAS, the Godzilla sculpture was voted the People's Choice winner during the 2015 Walking Sculpture Tours and as such was purchased by the City Center Partnership for permanent display in downtown North Mankato.

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

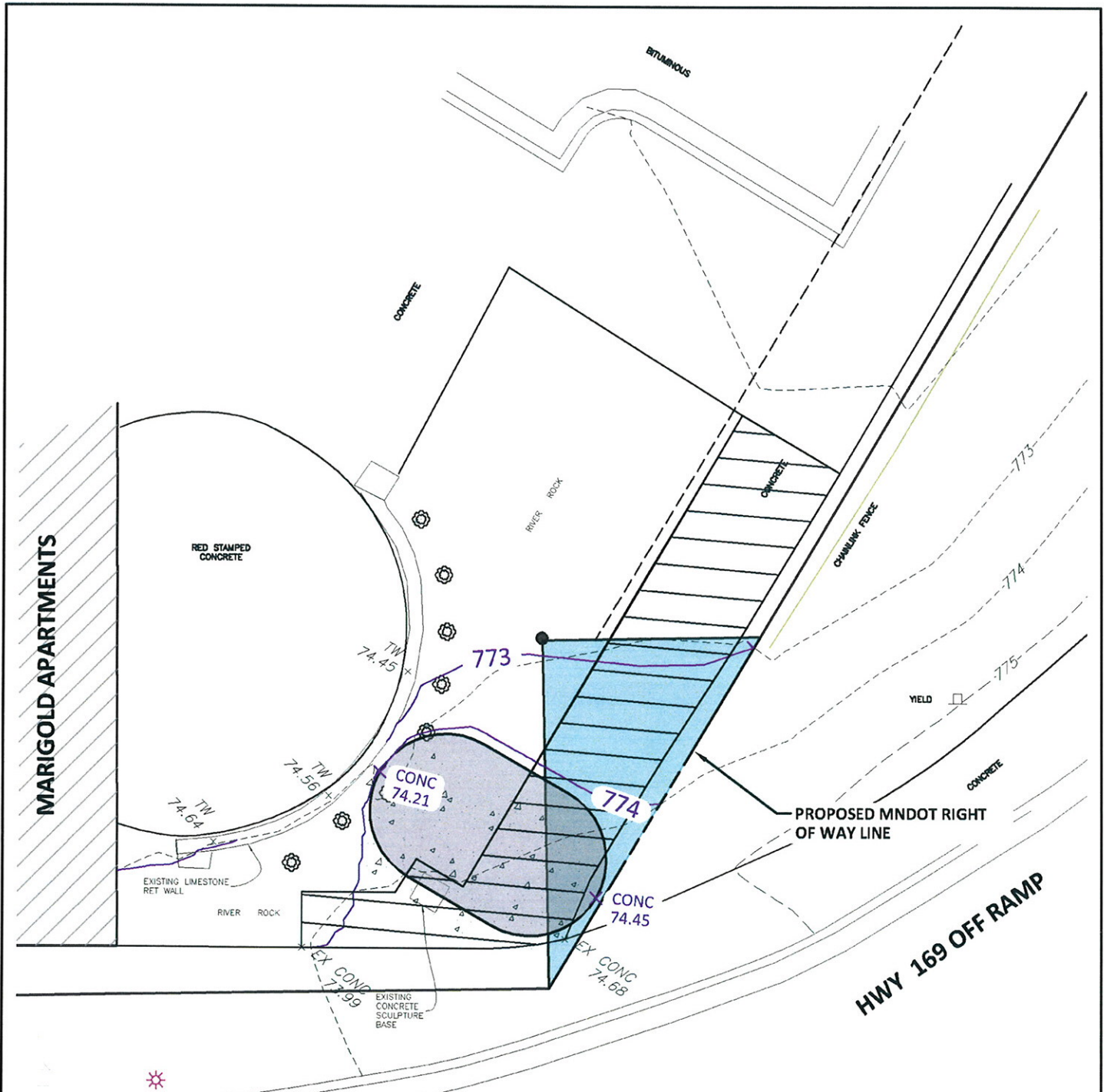
- 1) The City Council supports CityArt and the annual Walking Sculpture Tour.
- 2) The City Council supports the placement of the Godzilla statue at the northwest quadrant of the intersection of the Highway 169 southbound off ramp and Belgrade Avenue in downtown North Mankato.
- 3) The City Council hereby directs City staff to obtain such approvals from Minnesota Department of Transportation (MnDOT) as required to place the sculpture within the MnDOT right of way or to secure a turnback of a portion of the MnDOT right of way such that the statue would be located outside MnDOT right of way.

Adopted by the City Council this 20th day of June 2016.

Mayor

ATTEST:

City Clerk



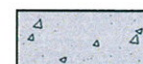
LEGEND



CONCRETE WALK
TO BE REMOVED



RIGHT OF WAY TO BE
TURNED BACK TO CITY



PROPOSED SCULPTURE
CONCRETE PAD

BELGRADE AVE

HORZ. SCALE 0 5 10 FEET



BOLTON & MENK, INC.

Consulting Engineers & Surveyors
1960 PREMIER DRIVE - MANKATO, MINNESOTA 56001
Phone: (507) 625-4171 Email: Mankato@bolton-menk.com
www.bolton-menk.com

CITY OF NORTH MANKATO, MINNESOTA
RIGHT OF WAY TURN BACK

JUNE, 2016

FIGURE NO. 1