

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 May 18, 2020. City Administrator Harrenstein on March 31, 2020, under MN Statute Section 13D.021, declared the use of electronic meetings due to the COVID-19 pandemic. Mayor Dehen called the meeting to order at 7:00 pm, asking that everyone join in the Pledge of Allegiance. The following were present remotely through Zoom for roll call: Council Members Oachs, Whitlock, Steiner, City Attorney Kennedy, Finance Director McCann, Community Development Director Fischer, Public Works Director Host, Library Director Heintz, and Police Chief Gullickson, present in the Council Chambers for roll call: Council Member Norland, Mayor Dehen, City Administrator Harrenstein, and City Clerk Van Genderen. Citizen participation was available through teleconference and live stream of the meeting.

**Approval of Agenda**

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

**Approval of Council Meeting Minutes May 4, 2020.**

**Council Member Steiner moved, seconded by Council Member Norland, to approve the minutes of the Council meeting of May 4, 2020. Vote on the motion: Norland, Oachs, Whitlock, Steiner, and Dehen aye; no nays. Motion carried.**

**Public Hearing, 7 pm Project No. 20-03 ABCDEF Countryside Drive Improvement Project.**

City Engineer Sarff reported the proposed project area is from Houghton Avenue to Coventry Lane. There is a residential development proposed on property north of Countryside Drive that requires infrastructure improvements on Countryside Drive. The preliminary engineering report was authorized by Council on February 18<sup>th</sup> and information was sent to property owners the week of March 23<sup>rd</sup>. Engineer Sarff reviewed the Sanitary Sewer System's existing conditions, which includes a 27" trunk sanitary sewer constructed in 1996 and existing residential properties currently have sanitary sewer services. The proposed improvements include a new 8" sanitary sewer system to serve new residential lots on the north side of Countryside Drive. The existing Watermain System consists of a 16" ductile iron watermain constructed in 1998. Existing residential properties on the south side of Countryside Drive currently have water service. Proposed improvements include new 8" watermain stub outs to the north to accommodate new development and new 1" plastic service lines for new lots on the north side of Countryside Drive along with new auto-reading water meters provided to all properties receiving assessments, regardless if new water service is constructed or not. There is no existing storm sewer on Countryside Drive except at intersecting streets and project termini. Proposed improvements include a new storm sewer system on Countryside Drive with a 12 inch pipe to a 30-inch storm sewer pipe, manholes, and catch basins. The current street and surface is a "rural" design approximately 24' wide bituminous with side ditches & culverts. There is an existing 6' wide concrete sidewalk west of Houghton Avenue and on Coventry Lane. No off-street trail on Countryside Drive east of Lor Ray Drive or Coventry Lane. Proposed street improvements include a 40' wide street, curb and gutter, reconstruction of existing driveways, and a new 6-foot wide concrete sidewalk on the north side of Countryside Drive matching existing sidewalk to the west. New streetlights will be installed. In 2016 the City Council adopted the Complete Streets Policy, and staff reviewed the policy and are proposing that Countryside Drive and Coventry Lane be designated as on-street bike trails with share-the-road pavement markings. The estimated cost of the project are \$1,631,500; the estimated cost

includes allowances for contingencies, administrative, engineering, and financing costs. Additional costs for stormwater management constructed by others may be included in the project costs used for financing.

City Engineer Sarff reviewed the assessment policy and reported the proposed estimated assessments ranged from \$5,632 to \$33,300. He said the City intends to utilize a cap on the assessment to provide a more reasonable assessment. Since the properties on the south side of Countryside Drive already have sanitary sewer and water service, an assessment cap of \$4,500 is proposed to reflect only street and storm sewer improvements. Assessment calculations for the residential development property in the north of Countryside Drive are still being determined. City Engineer Sarff reviewed the assessment process and noted residents would be informed by mail of an assessment hearing. The hearing is proposed for August 3, 2020.

With no one appearing and no comments submitted, the Mayor closed the Public Hearing.

**Public Hearing, 7 pm Annexation of 109 Acres of Land Owned by Lovona M. Bengtson Revocable Trust into the City of North Mankato.**

Community Development Director Fischer reported the City received a petition for Annexation from the Lovona M. Bengtson Revocable Trust on April 6, 2020. The Council approved the petition of Annexation, and the City served upon the Township Board and residents abutting the land 30-days notice that the City would conduct a Public Hearing. The current owner plans to annex the land, and upon successful Annexation intends to sell the property to a developer.

With no one appearing and no comments submitted, the Mayor closed the Public Hearing.

**Consent Agenda**

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

- A. Bills and Appropriations.
- B. Res. No. 46-20 Approving Donations/Contributions/Grants.
- C. Res. No. 47-20 Approving Amendment to the Nature View Development Agreement.
- D. Res. No. 48-20 Changing Polling Location for Precinct 4 for the 2020 Election.

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

**Public Comments Concerning Business Items on the Agenda**

None.

**Business Items**

**Res. No. 49-20 Ordering the Improvement and Preparation of Plans for Project No. 20-03 ABCDEF Countryside Drive Improvement Project.**

**Council Member Norland moved, seconded by Council Member Whitlock, to adopt Res. No. 49-20 Ordering the Improvement and Preparation of Plans for Project No. 20-03 ABCDEF Countryside Drive Improvement Project. Vote on the motion: Norland, Oachs, Whitlock, Steiner, and Dehen aye; no nays. Motion carried.**

**Ordinance No. 128 Fourth Series, Annexing 109 Acres of Land Owned by Lovona M. Bengtson Revocable Trust into the City of North Mankato.**

**Council Member Norland moved, seconded by Council Member Steiner to Adopt Ordinance No. 128 Fourth Series, Annexing 109 Acres of Land Owned by Lovona M. Bengtson Revocable Trust into the City of North Mankato. Vote on the motion: Norland, Oachs, Whitlock, Steiner, and Dehen aye; no nays. Motion carried.**

**Open Forum**

None.

**City Administrator and Staff Comments**

A. Discuss the City's Reopening Plans.

City Administrator Harrenstein commented that the swim facility and Caswell Park plans were not finalized and are waiting for further guidance from the Governor. The proposed plans provide guidance for the reopening of public buildings in the City. Discussion may need to be included concerning playgrounds as the CDC does not recommend opening playgrounds, but MDH does not say that they should remain closed. He commented it might be time to transition from closed signs to social distancing signs, but would welcome advice from the Council.

Police Chief Gullickson, who is also the Emergency Management Director, reviewed the proposed plans for City Hall and the Police Department. The proposed plan includes protection for both the staff and residents who visit the public buildings focusing on social distancing, sanitizing, personal hygiene, and screening of those visiting the buildings. The current proposal, if additional PPE items arrive on time, would be to open June 1, but the buildings may remain closed if that is not possible.

Library Director Heintz reviewed the library's proposed reopening plan, which included a high-risk hour in the morning, followed by cleaning and general opening to the public. The number of people allowed into the library would be limited to 40, and additional cleaning and personal protection for both patrons and staff incorporated. The discussion was held concerning maintaining consistency with the Blue Earth County library to prevent a large influx of patrons into Taylor Library. Mayor Dehen suggested limiting visiting to 30-minutes.

Public Works Director Host reported parks to remain open; shelters are available for use if people maintain social distancing, and staff continues to maintain proper cleaning.

Mayor Dehen commented that until the Governor allows meetings of more than ten people, the buildings should remain closed to the public. He said that it would be best to coordinate the library's reopening with Blue Earth County.

Council Member Norland thanked staff for cleaning park restrooms and allowing outside socially distanced gatherings. She was inclined to open playgrounds to the public.

Council Member Steiner commented that children are very tactile and encouraged leaving the playgrounds closed.

Council Member Oachs commented that she agreed with Council Member Norland and encouraged the normalization of additional use of hand sanitizer and cleaning protocols.

Council Member Whitlock encouraged library staff to wear masks when interacting with the public.

City Administrator Harrenstein commented that the public buildings and meetings would remain closed until the Governor allows meetings of 50 or more people. Additional research will be conducted concerning the playgrounds.

**Mayor and Council Comments**

Council Member Norland thanked those who donated. She noted the Department of Labor and Industry has useful guidance on how to sanitize work locations before reopening.

Council Member Oachs thanked the staff for their work in preparing for reopening.

Council Member Steiner thanked the staff and wished everyone a happy Memorial Day.

Council Member Whitlock commented that he was excited for the development by Countryside Drive and encouraged the building of on slab single-family homes.

Council Member Whitlock reported he received comments from residents concerning constructing a roundabout at Countryside Drive and LorRay Drive.

City Administrator Harrenstein commented that the City would reach out to MAPO to see if a traffic study could be conducted at the corner of Countryside Drive and LorRay Drive.

Mayor Dehen commented that he was excited to connect the Walter S. Farm Park with the biking and walking trails of the rest of the City.

Mayor Dehen commented that the cancellation of Art Splash and Fun Days was very deliberative and a tough decision to make. He commented that Fun Days was first created to thank those who saved the City from a flood but would be canceled to save people from the pandemic.

At 7:58 pm on a motion by Council Member Norland, seconded by Council Member Steiner, the Council Meeting was adjourned.

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Mayor

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City Clerk



City of North Mankato, MN

# Claims List - Regular

By Vendor Name

Date Range: 6-1-20

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK-APBNK						
00029	AG SPRAY EQUIPMENT	06/01/2020	Regular	0	124.35	92741
02305	ANCHOR INDUSTRIES INC.	06/01/2020	Regular	0	286.00	92742
03053	ASPHALT ZIPPER	06/01/2020	Regular	0	1,873.82	92743
00115	BALBACH, KURT	06/01/2020	Regular	0	100.00	92744
00124	BAUER'S UPHOLSTERY	06/01/2020	Regular	0	385.00	92745
00136	BENCHS	06/01/2020	Regular	0	140.00	92746
03270	BERRONES, MARIA	06/01/2020	Regular	0	100.00	92747
02169	BLUE LINE SHARPENING & SALES	06/01/2020	Regular	0	105.00	92748
00175	BOOKPAGE	06/01/2020	Regular	0	588.00	92749
00194	BRICK HOUSE GRAPHICS	06/01/2020	Regular	0	394.74	92750
00233	CEMSTONE PRODUCTS COMPANY	06/01/2020	Regular	0	1,576.84	92751
03184	CHAMPION TANK SERVICES	06/01/2020	Regular	0	3,600.00	92752
02757	CINTAS	06/01/2020	Regular	0	180.20	92753
00255	CITY OF MANKATO	06/01/2020	Regular	0	5,629.00	92754
00331	DE MARS CONSTRUCTION	06/01/2020	Regular	0	151,615.00	92755
00380	ELECTRIC PUMP, INC.	06/01/2020	Regular	0	9,170.00	92756
03101	EVENSON CONCRETE SYSTEMS, INC	06/01/2020	Regular	0	5,376.33	92757
03257	FANTASTIC SAMS	05/22/2020	Regular	0	10,000.00	92740
00432	FLEETPRIDE	06/01/2020	Regular	0	8.62	92758
00479	GM CONTRACTING, INC.	06/01/2020	Regular	0	11,863.08	92759
00499	GRAINGER	06/01/2020	Regular	0	27.58	92760
02915	HOUSE OF HOPE, INC.	06/01/2020	Regular	0	750.00	92761
00639	KIBBLE EQUIPMENT LLC	06/01/2020	Regular	0	87.55	92762
02894	LANGE, EDIE	06/01/2020	Regular	0	120.00	92763
00724	LEAGUE OF MINNESOTA CITIES INSURANCE TR	06/01/2020	Regular	0	250.00	92764
00772	LITTLE FALLS MACHINE, INC.	06/01/2020	Regular	0	61.39	92765
00812	MANKATO BEARING COMPANY	06/01/2020	Regular	0	24.15	92766
00920	MINNESOTA DEPARTMENT OF HEALTH	06/01/2020	Regular	0	12,725.00	92767
00283	MINNESOTA DEPARTMENT OF TRANSPORTATI	06/01/2020	Regular	0	104.57	92768
00943	MINNESOTA SHERIFFS' ASSOCIATION	06/01/2020	Regular	0	40.00	92769
00950	MINNESOTA STATE UNIVERSITY-MANKATO	06/01/2020	Regular	0	1,011.12	92770
03160	NOVEL SOLAR THREE LLC (DBA GREEN STREET	06/01/2020	Regular	0	6,199.03	92771
02245	ONSITE	06/01/2020	Regular	0	2,845.00	92772
01402	POMPS TIRE	06/01/2020	Regular	0	65.34	92773
01133	POWERPLAN/RDO EQUIPMENT	06/01/2020	Regular	0	679.20	92774
03178	R & R EXCAVATING INC	06/01/2020	Regular	0	25,823.41	92775
01177	RECORDED BOOKS, LLC	06/01/2020	Regular	0	215.89	92776
01179	RED FEATHER PAPER CO.	06/01/2020	Regular	0	126.10	92777
03272	RIES, TRACY	06/01/2020	Regular	0	100.00	92778
01226	RUFFRIDGE JOHNSON EQUIPMENT CO., INC.	06/01/2020	Regular	0	158.03	92779
03267	SCHEURER, MARILYN	06/01/2020	Regular	0	1,050.00	92780
01331	STANDARD & POOR'S	05/18/2020	Regular	0	10,200.00	92731
03254	TAFT	06/01/2020	Regular	0	700.00	92781
03274	TIETZ, MARK	06/01/2020	Regular	0	150.00	92782
03191	US SOLAR	06/01/2020	Regular	0	4,631.93	92783
01507	WAYNE'S AUTO BODY, INC.	06/01/2020	Regular	0	962.65	92784
03273	WEINGARTZ, JOHN	06/01/2020	Regular	0	1,000.00	92785
01523	WENZEL AUTO ELECTRIC CO	06/01/2020	Regular	0	129.00	92786
03268	WERSAL, RANDY	06/01/2020	Regular	0	1,700.00	92787
01552	WW BLACKTOPPING, INC	06/01/2020	Regular	0	672,849.78	92788
00007	A&B TRANSMISSIONS	05/22/2020	Bank Draft	0	421.00	DFT0004242
00101	AT&T MOBILITY	05/18/2020	Bank Draft	0	28.08	DFT0004213
00241	CHARTER COMMUNICATIONS	05/18/2020	Bank Draft	0	263.38	DFT0004215
00263	CLAREY'S SAFETY EQUIPMENT, INC.	05/27/2020	Bank Draft	0	54.80	DFT0004247
02058	CONSOLIDATED COMMUNICATIONS	05/27/2020	Bank Draft	0	62.72	DFT0004249
02058	CONSOLIDATED COMMUNICATIONS	05/27/2020	Bank Draft	0	45.75	DFT0004250
02058	CONSOLIDATED COMMUNICATIONS	05/27/2020	Bank Draft	0	1,512.07	DFT0004251

02058	CONSOLIDATED COMMUNICATIONS	05/27/2020	Bank Draft	0	42.94	DFT0004252
02058	CONSOLIDATED COMMUNICATIONS	05/27/2020	Bank Draft	0	39.75	DFT0004253
02058	CONSOLIDATED COMMUNICATIONS	05/27/2020	Bank Draft	0	163.44	DFT0004254
02058	CONSOLIDATED COMMUNICATIONS	05/27/2020	Bank Draft	0	209.70	DFT0004255
00321	DAKOTA COUNTY TECHNICAL COLLEGE	05/22/2020	Bank Draft	0	500.00	DFT0004231
02750	DPS MEDIA	05/20/2020	Bank Draft	0	178.47	DFT0004229
00447	FREE PRESS	05/19/2020	Bank Draft	0	381.74	DFT0004227
00465	GALE/CENGAGE LEARNING	05/18/2020	Bank Draft	0	97.46	DFT0004210
00465	GALE/CENGAGE LEARNING	05/26/2020	Bank Draft	0	159.16	DFT0004244
00608	INGRAM LIBRARY SERVICES	05/27/2020	Bank Draft	0	1,160.54	DFT0004241
02026	INTERNATIONAL CODE COUNCIL	05/26/2020	Bank Draft	0	162.50	DFT0004243
00733	LAKES GAS CO #10	05/18/2020	Bank Draft	0	81.50	DFT0004212
00733	LAKES GAS CO #10	05/22/2020	Bank Draft	0	107.00	DFT0004233
00815	MANKATO CLINIC, LTD.	05/22/2020	Bank Draft	0	71.37	DFT0004232
00910	MINNESOTA VALLEY TESTING LAB, INC.	05/12/2020	Bank Draft	0	77.00	DFT0004209
00910	MINNESOTA VALLEY TESTING LAB, INC.	05/19/2020	Bank Draft	0	72.00	DFT0004228
00910	MINNESOTA VALLEY TESTING LAB, INC.	05/22/2020	Bank Draft	0	238.00	DFT0004234
01117	PLUNKETT'S PEST CONTROL, INC.	05/18/2020	Bank Draft	0	122.87	DFT0004214
01322	SPRINT	05/27/2020	Bank Draft	0	35.68	DFT0004248
01335	STAPLES ADVANTAGE	05/22/2020	Bank Draft	0	74.15	DFT0004230
03269	AMBER PIETAN TRAVEL AGENCY	05/28/2020	EFT	0	2,000.00	2834
00105	AUTO VALUE MANKATO	06/03/2020	EFT	0	358.00	2835
00172	BOHRER, TOM	06/03/2020	EFT	0	255.00	2836
00174	BOLTON & MENK, INC.	06/03/2020	EFT	0	124,806.00	2837
00216	C & S SUPPLY CO, INC.	06/03/2020	EFT	0	433.61	2838
00230	CCP INDUSTRIES, INC.	06/03/2020	EFT	0	44.95	2839
02706	CORE & MAIN LP	06/03/2020	EFT	0	6,170.18	2840
00310	CRYSTEEL TRUCK EQUIPMENT, INC	06/03/2020	EFT	0	59.28	2841
02481	CURIOSI-TEA HOUSE	05/22/2020	EFT	0	12,500.00	2833
00463	G & L AUTO SUPPLY, LLC	06/03/2020	EFT	0	682.73	2842
00503	GREAT AMERICAN BUSINESS PRODUCTS	06/03/2020	EFT	0	784.00	2843
00538	HAWKINS, INC.	06/03/2020	EFT	0	4,251.55	2844
00743	LARKSTUR ENGINEERING & SUPPLY, INC.	06/03/2020	EFT	0	271.38	2845
03271	LARSON, MATTHEW	06/03/2020	EFT	0	154.62	2846
00776	LLOYD LUMBER CO.	06/03/2020	EFT	0	498.18	2847
00793	M & M SIGNS, INC.	06/03/2020	EFT	0	4,878.00	2849
00819	MANKATO FORD, INC.	06/03/2020	EFT	0	113.96	2850
00825	MANKATO MOTOR COMPANY	06/03/2020	EFT	0	310.54	2851
00874	MENARDS-MANKATO	06/03/2020	EFT	0	117.33	2852
02532	MIKE'S LLC	06/03/2020	EFT	0	897.63	2853
03022	MINNESOTA PAVING & MATERIALS	06/03/2020	EFT	0	890.00	2854
00997	MTI DISTRIBUTING CO	06/03/2020	EFT	0	1,473.63	2855
01052	NORTH CENTRAL INTERNATIONAL	06/03/2020	EFT	0	2,881.97	2856
01064	NORTHERN STATES SUPPLY, INC.	06/03/2020	EFT	0	34.37	2857
03020	NUTRIEN AG SOLUTIONS, INC.	06/03/2020	EFT	0	1,518.76	2858
02005	PANTHEON COMPUTERS	06/03/2020	EFT	0	938.00	2859
01090	PARAGON PRINTING, MAILING & SPECIALTIES	06/03/2020	EFT	0	3,944.60	2860
01211	RIVER BEND BUSINESS PRODUCTS	06/03/2020	EFT	0	264.97	2861
01263	SCHWICKERT'S TECTA AMERICA LLC	06/03/2020	EFT	0	892.88	2862
01281	SIGN PRO	06/03/2020	EFT	0	350.00	2863
01429	TURFWERKS	06/03/2020	EFT	0	276.67	2864
01563	ZARNOTH BRUSH WORKS, INC.	06/03/2020	EFT	0	2,740.00	2865
01572	ZWASCHKA, JAMES	06/03/2020	EFT	0	450.00	2866
01477	VIKING ELECTRIC SUPPLY, INC.	05/18/2020	Bank Draft	0	958.57	DFT0004216
					1,131,467.13	111

## Authorization Signatures

### All Council

The above manual and regular claims lists for 6-1-20 are approved by:

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MARK DEHEN- MAYOR

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DIANE NORLAND- COUNCIL MEMBER

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WILLIAM STEINER- COUNCIL MEMBER

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SANDRA OACHS- COUNCIL MEMBER

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JAMES WHITLOCK- COUNCIL MEMBER





A RESOLUTION CHANGING POLLING LOCATION FOR  
PRECINCT 7 FOR THE 2020 ELECTIONS

WHEREAS, The City of North Mankato Minnesota, pursuant to Minnesota Statute §204B.16 POLLING PLACES DESIGNATION; is required each year to designate by resolution a polling place for each election precinct; and

WHEREAS, North Mankato Resolution 82-19 designated polling places for the 2020 elections; and

WHEREAS, due to the COVID-19 pandemic the City of North Mankato has determined it would be best to move polling locations out of assisted living locations; and

WHEREAS, Precinct 7 is currently located at Monarch Meadows an assisted living facility; and

WHEREAS, Minnesota Statute 204B.16 Subd. 1a requires a resolution when changing polling locations.

NOW THEREFORE, be it resolved by the City Council of the City of North Mankato, Minnesota as follows:

1. Precinct 7 polling location will be at Fire Station #2, 1825 Howard Drive W.
2. All registered voters in Precinct 7 will receive notification that the polling location has changed.

Adopted by the City Council of the City of North Mankato, County of Nicollet, State of Minnesota, this the 1<sup>st</sup> day of June 2020.

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Mayor

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ATTEST



1001 Belgrade Ave., PO Box 2055  
North Mankato, MN 56003  
507-625-4141 Fax: 507-625-4252  
www.northmankato.com

For Office Use Only

APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

☐ PARK USE ☐ AUDIO USE

### Application For PARADE PERMIT

#### REQUIRED INFORMATION:

- Application for Parade Permit
- Map of Parade Route
- \$35 Application Fee

*Thirty (30) days in advance of the parade date.*

651/247-  
6880

Name of Applicant Carmen Strahan	Address 1900 Howard Dr W.	Phone (507) 387-5077	Email CStrahl@isd77.org
Sponsoring Organization Name DMMS	Address 1900 Howard Dr W.	Phone (507) 387-5077	
Contact during event Carmen Strahan	North Mankato, MN 56003	Phone (507) 387-5077	
Event Location Dakota Meadows Middle School	Date <del>5/12/20</del>	From Time <del>7:00</del>	To <del>13:00</del> 1:30
Occasion for Parade Retirement Celebration			
Parade Description / Composition Personal Vehicles			
Estimated Number of Participants: 100			

As duly authorized representative or agent of the parade sponsoring organization, I hereby make application for a permit to parade in the City of North Mankato, Minnesota. I hereby certify that, to the best of my knowledge, the above is an accurate and true description of the parade. I agree to execute the parade according to this permit and subject to the provisions and conditions which may be necessary to provide for the safety of parade participants and the orderly and safe movement of public traffic.

Carmen Strahan  
Applicant

5-12-20  
Date

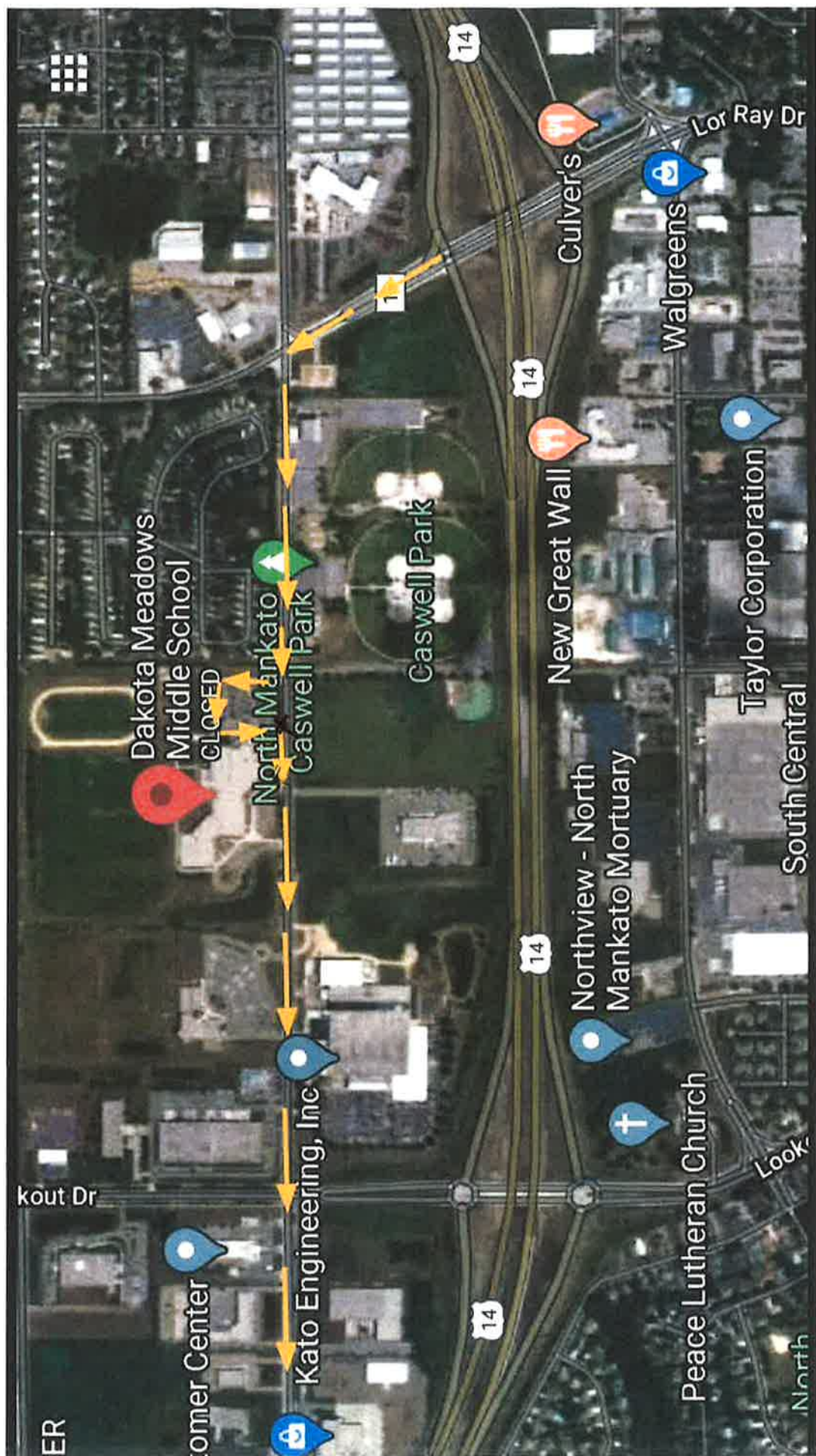
Pursuant to Section 70.21 of the North Mankato City Code, I hereby authorize a parade permit for the applicant organization. This permit shall be valid only under the conditions recommended by the City of North Mankato and only for the date and time indicated.

[Signature]  
Chief of Police

5/18/2020  
Date

Caswell Sports Director

Date



# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 9A	Dept: City Engineer	Council Meeting Date: 6/1/20																																																																									
<b>TITLE OF ISSUE:</b> Consider Resolution Approving Plans and Specifications and Ordering Advertisement for Bids Project No. 20-03 ABCDEF Countryside Drive Street and Utility Improvement Project.																																																																											
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> City Engineer Sarff provided a memo and will be available to provide additional information.																																																																											
<i>If additional space is required, attach a separate sheet</i>																																																																											
<b>REQUESTED COUNCIL ACTION:</b> Adopt Resolution Approving Plans and Specifications and Ordering Advertisement for Bids Project No. 20-03 ABCDEF Countryside Drive Street and Utility Improvement Project.																																																																											
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RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING  
ADVERTISEMENT FOR BIDS  
PROJECT NO. 20-03 ABCDEF - COUNTRYSIDE DRIVE STREET AND UTILITY  
IMPROVEMENT PROJECT

WHEREAS, pursuant to a resolution of the City Council adopted the 18<sup>th</sup> day of May, 2020, the City Engineer has prepared plans and specifications for Project No. 20-03 ABCDEF Countryside Drive Street and Utility Improvement Project and has presented such plans and specifications to the council for approval, and

WHEREAS, said project includes sanitary sewer improvements, watermain improvements, storm sewer improvements, street and surface improvements, street light improvements, and other related improvements.

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

1. Such plans and specifications, a copy of which is on file in the City Clerk's office and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper and posted 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 posted for not less than three weeks on the Quest Construction Data Network, shall specify the work to be done, shall state that bids will be received by the clerk until 11:00 a.m. on June 30, 2020, at which time they will be publicly opened in the manner specified in the advertisement for bids.
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 August 3, 2020. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on the issue of responsibility.
4. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for five (5) percent of the amount of such bid.

Adopted by the City Council this 1<sup>st</sup> day of June 2020.

---

Mayor

ATTEST:

---

City Clerk



Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

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

## MEMORANDUM

**Date:** May 28, 2020  
**To:** John Harrenstein, City Administrator  
**From:** Daniel R. Sarff, P.E., City Engineer  
**CC:** Nate Host, Public Works Director  
Kevin McCann, Finance Director  
**Subject:** Countryside Drive Street & Utility Improvement Project  
City Project No. 20-03 ABCDEF  
BMI Project No. M18.120740

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

**Project Location:** Countryside Drive between Houghton Avenue and Coventry Lane

### Proposed Improvements:

- **Sanitary Sewer:**
  - Existing 27" trunk sanitary sewer on Countryside Drive constructed in 1996:
  - Existing residential properties on south side of Countryside Drive currently have sanitary sewer service – no improvements required
  - New 8" sanitary sewer system proposed to serve new residential lots on the north side of Countryside Drive
  - Construct new sanitary sewer services from sewer main to ROW for new lots on north side
  - No replacement or improvements to existing 27" trunk sanitary sewer
- **Watermain:**
  - Existing 16" ductile iron watermain on Countryside Drive constructed in 1998
  - Existing residential properties on south side of Countryside Drive currently have water service – no improvement required
  - New 8" watermain stub outs to the north to accommodate new development
  - New 1" plastic service lines for new lots on north side of Countryside Drive
  - New auto-reading water meters will be provided to all properties receiving assessments - regardless of if a new water service is constructed or not
  - No replacement or improvements to existing 16" watermain
- **Storm Sewer:**
  - New storm sewer system will be constructed on Countryside Drive
  - New storm sewer system will consist of 12-inch to 30-inch storm sewer pipe, new manholes and catch basins, and minor modifications/abandonments of the existing storm sewer near Houghton Avenue
  - Will provide storm sewer stub out for extension into the park

- Most of new storm sewer on Countryside Drive will outlet into ponds in proposed development
- Ponding will either be constructed with project or compensation will be provided to developer for additional capacity/increased treatment
- Street and Surface:
  - Reconstruct existing street with new 40-foot wide “urban” street section with curb & gutter and bituminous pavement
  - Accommodates two lanes of traffic, on street parking and shared bike lanes
  - Street centerline will be lowered, and ditches filled in so that curb and gutter matches existing driveways and yards on south side
  - Reconstruct existing driveways on south side as required to match new curb grade
  - New 6-foot wide concrete sidewalk on the north side of Countryside Drive – matches existing sidewalk configuration to the west
  - Crossings to be provided as needed at intersecting streets and at Walter S. Farm Park
  - New sidewalks and pedestrian ramps will meet the current Americans with Disabilities Act (ADA) standards for accessibility
  - New street lights will be provided
  - Restore all disturbed residential turf areas with seed or sod
- Street Lights
  - Five new street lights will be provided

**Estimated Project Costs:**

● Street, Surface & Street Lights	\$1,123,200
● Storm Sewer/Storm Water Management System	\$668,900
● Sanitary Sewer System	172,300
● Watermain System	<u>67,100</u>
● <b>Total Estimated Construction Cost:</b>	<b>\$2,031,500</b>

Costs include construction, engineering, financing and compensation for stormwater management

**Recommended Action:** Adopt resolution approving plans and specifications and ordering advertisement for bids. Copy of resolution is included in Council Packet.

# CITY OF NORTH MANKATO

## REQUEST FOR COUNCIL ACTION



Agenda Item # 9B	Dept: Community Dev.	Council Meeting Date: 6/1/20																												
<b>TITLE OF ISSUE:</b> Review Demographic Update for Inclusion in the Comprehensive Plan Update.																														
<b>BACKGROUND AND SUPPLEMENTAL INFORMATION:</b> Matt Lassonde from Bolton & Menk will present the information in the updated North Mankato Housing Study.																														
<i>If additional space is required, attach a separate sheet</i>																														
<b>REQUESTED COUNCIL ACTION:</b> Review Demographic Update for Inclusion in the Comprehensive Plan Update.																														
<b>For Clerk's Use:</b>  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>Oachs</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td>Whitlock</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>Dehen</td> </tr> </table>	Aye	Nay		_____	_____	Oachs	_____	_____	Whitlock	_____	_____	Steiner	_____	_____	Norland	_____	_____	Dehen	<b>SUPPORTING DOCUMENTS ATTACHED</b>  <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 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) _____ Memo _____ _____ _____ _____ _____		Resolution	Ordinance	Contract	Minutes	Map	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## **Section Highlights**

This section of the Study examines basic demographic data for North Mankato. Comparative information is often provided for the entire Greater Mankato area.

- ▶ Many of the differences that exist within specific demographic data components between North Mankato and the Greater Mankato area can be linked to a student population, primarily residing within the City of Mankato. Post-secondary students can impact age distribution, median age, average household size and similar demographic characteristics.
- ▶ To some extent, even growth rates have been affected, as construction of student-oriented housing in Mankato has directly impacted that City's capacity to add households. Readers should be aware that students cannot generally be removed from the analyses that follow, but are recognized as impacting demographic information.

## **Population Highlights**

- ▶ During the current decade, North Mankato has grown at a slower rate than the entire Greater Mankato area. North Mankato's population had increased by an estimated 6.7% between 2010 and 2019, compared to 13% growth in Mankato and 10.6% for the entire Greater Mankato area.
- ▶ North Mankato's median age of 37.9 years in 2019 was older than the Greater Mankato area, at 31.2 years.
- ▶ According to the 2018 American Community Survey, post-secondary students represented less than 5% of North Mankato's total population compared to more than 16% for the Greater Mankato area.

## **Household Highlights**

- ▶ Similar to population, the City's household count increased at a lower rate than the rate for the entire Mankato area over the last decade. The best available estimates show average annual household growth in North Mankato in a range of 42 to 45 households per year from 2010 to 2019.
- ▶ The estimates also indicate that over the decade, North Mankato had a net reduction in the number of households age 54 and younger, but an increase of households age 55 and older. In 2019, more than 43% of all households in North Mankato were age 55 or older, compared to approximately 38% for the Greater Mankato area.

## Population Trends

Recent estimates for population are available from various sources. In the following table, the 2019 estimates from Esri have been presented, as the most recent available data.

<b>Table 1 Population Trends - 1990 to 2019</b>						
	1990 Census	2000 Census	% Change 1990-2000	2010 Census	% Change 2000-2010	2019 Estimate
North Mankato	10,164	11,798	16.1%	13,394	13.5%	14,296
Greater Mankato	49,878	52,013	4.3%	61,512	18.3%	68,041
MSA	82,120	85,712	4.4%	96,740	12.9%	105,824

Source: U.S. Census Bureau; Esri

For North Mankato, there is relative consistency between the available data sources on total population. Esri's estimate for 2019 showed 14,269 people living in the City. For comparison, the State Demographer's 2018 estimate for the City was 14,059 people, and the Census Bureau's 2018 estimate was 13,914.

If reduced to an annual average, to adjust for the one-year time difference, the City has been adding between 65 and 100 people in a typical year. But the estimates from Esri and the State Demographer are more similar and near the upper end of this range, with average growth of approximately 83 to 100 people per year.

<b>Table 2 Percentage Population Growth Comparison</b>			
	% Change 1990-2000	% Change 2000-2010	% Change 2010-2019
North Mankato	16.1%	13.5%	6.7%
Mankato	3.0%	21.2%	13.0%
Greater Mankato	4.3%	18.3%	10.6%
MSA	4.4%	12.9%	9.4%

Source: U.S. Census Bureau; Esri

When compared to the aggregation of jurisdictions that form Greater Mankato, the City of North Mankato has been growing at a slower rate since at least the year 2000. However, the City grew at a much faster rate in the 1990s.

Between the 2000 Census and the 2010 Census, the entire Greater Mankato area had a population increase of 18.3%, compared to 13.5% in North Mankato. This slower growth rate has continued after 2010, as the growth rate for Greater Mankato has been substantially higher than the rate in North Mankato.

The strong percentage growth since 2000 has been due to the City of Mankato. After increasing by more than 21% in the 2000s, the City of Mankato's population has then increased by 13% in the 2010s.

## Median Age

The population level in the Greater Mankato area is impacted by the large student population, attending various post-secondary programs. To better understand the distribution of a possible traditional student population, the estimated median age has been examined.

<b>Table 3 Median Age: 2019</b>		
	2010 Census	2019 Estimate Esri
North Mankato	35.5	37.9
Mankato	25.4	27.8
Greater Mankato	28.9	31.2

Source: Census Bureau; Esri

The City of North Mankato has an older population than the remainder of the Greater Mankato area. The estimated median age in North Mankato was 37.9 years in 2019 according to Esri, compared to a median age of 31.2 years for the entire area. With a large student population living in Mankato, that City's estimated median age in 2019 was more than 10 years younger than the median for North Mankato.

## Post-Secondary Student Populations

The Census Bureau's American Community Survey includes an estimate of number of residents enrolled in some type of post-secondary educational program, including undergraduate and graduate school programs. In addition to the actual number of people, this information can be compared to the total population level to provide information of the percentage of students. The American Community Survey total population estimate has also been used when calculating the percentage. The most recent data release from the American Community Survey is for 2018.

<b>Table 4 Student Populations: 2018</b>		
	Number Enrolled	Percentage of Population
North Mankato	629	4.8%
Mankato	11,348	28.1%
Mankato MSA	15,799	16.3%

Source: American Community Survey

According to the 2018 American Community Survey there were 629 post-secondary students living in North Mankato. When compared to the total population estimate for the City, fewer than 5% of the City's residents were enrolled in college as an undergraduate, graduate or professional school program. Presumably the student population would include people enrolled at South Central College in North Mankato, as well as Minnesota State and Bethany College in Mankato. Within the MSA, students in St. Peter would also be reflected.

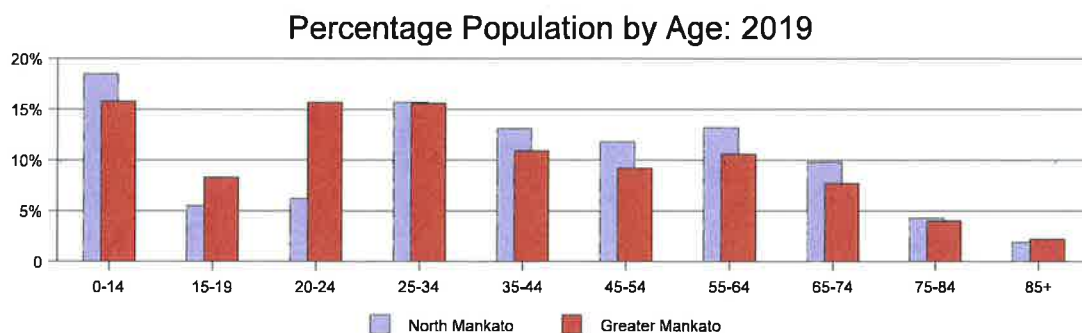
The student population was primarily living in the City of Mankato in 2018, with an estimated 11,348 people enrolled in a post-secondary program. This represented more than 28% of all Mankato residents. Of the entire post-secondary student population living in the MSA, nearly 72% were in the City of Mankato.

## Population by Age: 2019

The following table uses Esri's 2019 population estimates to show the percentage distribution by age for North Mankato and the entire Greater Mankato area.

<b>Table 5 Percentage Population by Age - 2019</b>		
Age	North Mankato	Greater Mankato
0-14	2,646 / 18.5%	10,741 / 15.8%
15-19	784 / 5.5%	5,623 / 8.3%
20-24	882 / 6.2%	10,685 / 15.7%
25-34	2,242 / 15.7%	10,618 / 15.6%
35-44	1,871 / 13.1%	7,429 / 10.9%
45-54	1,687 / 11.8%	6,234 / 9.2%
55-64	1,887 / 13.2%	7,228 / 10.6%
65-74	1,403 / 9.8%	5,241 / 7.7%
75-84	621 / 4.3%	2,733 / 4.0%
85+	273 / 1.9%	1,509 / 2.2%
Total	14,296	68,041

Source: Esri



Consistent with the information presented on the previous pages on student populations and median age, North Mankato has a smaller population distribution in the prime post-secondary student age ranges. As a result, the City tends to have larger percentages in the other defined age groups, including children age 14 and younger, and among senior citizens.

## Household Trends Analysis

The following table contains 2019 household estimates from Esri. Estimates from the State Demographer for 2018 are contained in the text that follows.

<b>Table 6 Household Trends - 1990 to 2019</b>						
	1990 Census	2000 Census	% Change 1990-2000	2010 Census	% Change 2000-2010	2019 Estimate
North Mankato	3,823	4,744	24.1%	5,580	17.6%	5,983
Greater Mankato	17,837	19,908	11.6%	23,753	19.3%	26,609
MSA	28,755	31,704	10.3%	36,646	15.6%	40,522

Source: U.S. Census Bureau; Esri

According to Esri, there were 5,983 households in North Mankato in 2019. When compared to the 2010 Census, this was an increase of 403 households, or an annual average of 45 households per year over the current decade.

The State Demographer's household count in 2018, with 5,917 total households in North Mankato, was generally very similar to the Esri estimate, when allowing for the one-year difference in effective dates. When compared to the 2010 Census, the Demographer showed an increase of 337 households, or an annual average of 42 households per year over the eight-year period.

The estimates for the entire Greater Mankato area are also similar, when adjusted for the one-year time difference. Esri shows the aggregated area adding 2,856 households between 2010 and 2019, while the State Demographer shows growth of 2,780 households through 2018. If viewed as an annual average, the range is from 317 to 348 households per year.

For the entire MSA, encompassing all of Blue Earth and Nicollet Counties, the Esri numbers would represent average annual growth of 431 households per year between 2010 and 2019. This is higher than the State Demographer's MSA estimate which shows the two-county area adding an average of 385 households per year from 2010 to 2018.

Despite some differences that may exist, both sources show Mankato as a primary location for much of the recent growth in the entire MSA. Esri would place approximately 60% of the increased number of households in Mankato, while the State Demographer has tracked approximately 77% of the growth within Mankato.

<b>Table 7 Percentage Household Growth Comparison</b>			
	% Change 1990-2000	% Change 2000-2010	% Change 2010-2019
North Mankato	24.1%	17.6%	7.2%
Mankato	10.2%	20.1%	15.6%
Greater Mankato	11.6%	19.3%	12.0%
MSA	10.3%	15.6%	10.6%

Source: U.S. Census Bureau; Esri

Despite the substantial amount of household growth that has been occurring in recent years, the percentage change has been slowing over time. In the 1990s, North Mankato was growing at a significantly faster rate than the Greater Mankato area. In the 2000s, this percentage decreased somewhat and was slightly below the rate of growth for Greater Mankato.

Through the first nine years of the current decade, the Esri estimate showed an even lower percentage growth rate for North Mankato. The percentage increase in households in Mankato since 2010 is more than double the rate in North Mankato.



## Average Household Size

The following table provides decennial Census information on household size. The State Demographer's 2018 estimates and Esri's 2019 estimates have also been provided.

<b>Table 8 Average Number of Persons Per Household - 2000 to 2018/19</b>				
	2000 Census	2010 Census	2018 Estimate Demographer	2019 Estimate Esri
North Mankato	2.48	2.39	2.36	2.38
Mankato	2.31	2.35	2.31	2.36
Greater Mankato	2.41	2.40	2.37	2.40

Source: U.S. Census; MN State Demographer; Esri

Household formation has generally been occurring at a different rate than population change in recent decades due to a steady decrease in average household size. This has been caused by household composition changes, such as more single person households and single parent families, fewer children per family, and more senior households due to longer life spans.

These patterns have been present in North Mankato, as the City's average household size has decreased since the year 2000. However, the most recent estimate from Esri shows only a minor decrease since 2010, while the State Demographer's estimate shows a slightly greater reduction.

Esri shows that the average household size in Mankato and in Greater Mankato area has remained more stable, although the State Demographer does show some continued decrease since 2010.

It is possible that student households in Mankato have had some impact on the stabilization of household size. A number of larger apartments have been constructed in Mankato and oriented to student occupancy. With many student rental units having three to five bedrooms, this would have an impact on the calculation of average household size.

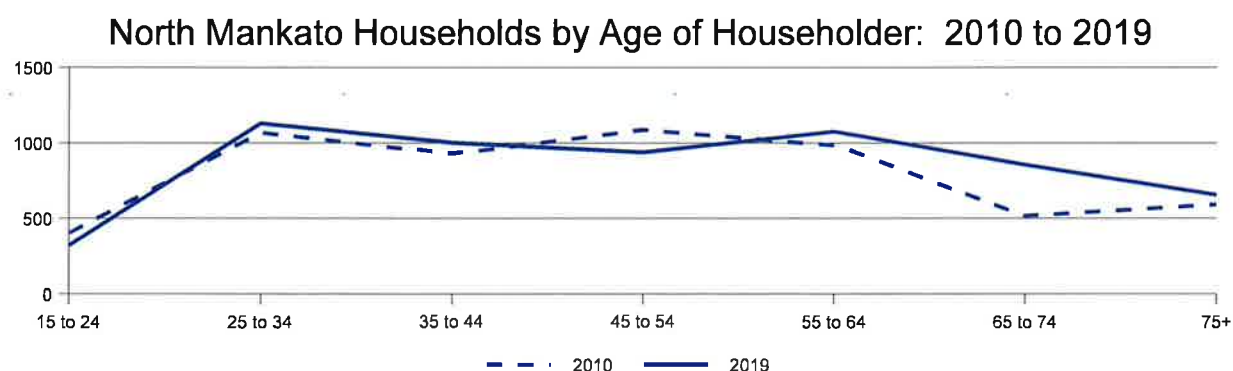
## North Mankato Household by Age Trends: 2010 to 2019

The following table displays Esri's estimates on the change in the number of households by age range between 2010 and 2019.

<b>Table 9 North Mankato Households by Age - 2010 to 2019</b>			
Age	2010	2019	Change
15-24	403	321	-82
25-34	1,069	1,131	+62
35-44	926	1,003	+77
45-54	1,088	939	-149
55-64	984	1,077	+93
65-74	518	856	+338
75+	592	656	+64
Total	5,580	5,983	+403

Source: U.S. Census; Esri

As tracked by Esri, the largest numeric age-based change in North Mankato has occurred within the senior citizen age group between 65 and 74 years old. If the older adult age groups are aggregated together, Esri believes that the City has had net increase of 495 total households age 55 and older. However, an overall decrease of 92 households has occurred within the combined age groups 54 and younger.



## Greater Mankato Household by Age Trends: 2010 to 2019

The following table displays Esri's estimates on the change in households by age range between 2010 and 2019 for the Greater Mankato area.

<b>Table 10 Greater Mankato Households by Age - 2010 to 2019</b>			
Age	Greater Mankato Area		
	2010	2019	Change
15-24	3,837	3,732	-105
25-34	4,576	5,212	+636
35-44	3,389	3,989	+600
45-54	3,857	3,468	-389
55-64	3,625	4,212	+587
65-74	2,007	3,143	+1,136
75+	2,462	2,853	+391
Total	23,753	26,609	+2,856

Source: U.S. Census; Esri

Household by age patterns show growth in most of the defined 10-year age cohorts, but households age 65 to 74 have shown the greatest increase over the past nine years. Households age 55 to 64 increased in number resulting in substantial growth in the 20-year range between 55 and 74 years old. The 20-year age cohort between 25 and 44 years old also has been growing since 2010. Overall, there has been an increase of 2,114 households age 55 and older, and an increase of 742 households age 54 and younger.

