

PLEASE NOTE: At 5:00 p.m. Council will meet in a Study Session in Council Chambers, City Hall at 540 West Hills Circle regarding a Building Task Force and update on purchase of park land.



OWATONNA CITY COUNCIL MEETING

Tuesday, July 19, 2022 at 7:00 PM

Council Chambers, City Hall at 540 West Hills Circle

**Roll Call: Council Members Raney, Svenby, Voss,
Dotson, Burbank, Boeke & Schultz**

1. INTRODUCTORY ACTIONS: Call to Order; Roll Call and Pledge of Allegiance

- 1.1. Council Agenda
- 1.2. Officer Swearing In Ceremony - Police Chief Jeff Mundale
- 1.3. Mayor Kuntz
 - 1.3.1. Proclamation - 2022 Night to Unite

2. CONSENT AGENDA ITEMS

- 2.1. Minutes – Council Meeting – July 5, 2022
- 2.2. Department Reports:
 - 2.2.1. Weed/Nuisance Complaint Inspection Report
- 2.3. Licenses/Permits
 - 2.3.1. Temporary Liquor Permit - Juan Villarreal Jr. Memorial - September 10, 2022
 - 2.3.2. Event Permit with Exception to City's Noise Ordinance - Movie in the Park - Lincoln Soccer Park Pavilion - Park & Rec Department - July 22, 2022
 - 2.3.3. Exempt Permit - Owatonna Soccer Association - September 20, 2022
- 2.4. Miscellaneous
 - 2.4.1. Change Order #3 - T-Hangar Airport Project - Everstrong Construction
 - 2.4.2. Fire Hall Capital Improvement Project - HVAC Recommissioning Service

3. ACTION ITEMS

- 3.1. Finance Report
- 3.2. Ordinances
 - 3.2.1. First Reading Proposed Ordinance 22-10: Vacate Portion of Drainage and Utility Easement: Lots 2 & 3, Block 1, Urch Addition
- 3.3. Miscellaneous
 - 3.3.1. Comprehensive Communication Plan
 - 3.3.2. Garbage & Refuse Hauling License - BJ-Junk Services, LLC

4. STAFF REPORTS

5. PUBLIC COMMENTS: (Please limit comments - 2 minutes and items not on the agenda.)

6. COUNCIL COMMENT AND GENERAL INFORMATION

7. ADJOURN



Police Chief Swearing In Ceremony



Mayor Kuntz



Proclamation

WHEREAS, the Minnesota Crime Prevention Association, along with AAA, and local law enforcement agencies will sponsor a statewide program, Night to Unite on August 2, 2022; and

WHEREAS, Night to Unite is designed to get to know others in your neighborhood, build neighborhood involvement by bringing police and communities together; and to bring an awareness to crime prevention and local law enforcement efforts; and

WHEREAS, Night to Unite supports the idea that crime prevention is an inexpensive, effective tool in strengthening police and community partnerships; and

WHEREAS, Night to Unite provides opportunities to celebrate the ongoing work of law enforcement and neighborhoods in Owatonna by working together to fight crime and victimization and increase public safety for all citizens; and

WHEREAS, Citizens of Owatonna play an important role in assisting the Owatonna Police Department through joint crime, drug and violence prevention efforts.

NOW, THEREFORE, I Mayor Thomas Kuntz do hereby proclaim
Tuesday, August 2, 2022 to be:

2022 Night to Unite

and call upon all citizens of Owatonna to participate in Night to Unite activities to observe and celebrate it as such.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Great Seal of the City of Owatonna to be affixed this 19th day of July, 2022.

Thomas A. Kuntz, Mayor

Owatonna City Council Minutes – DRAFT COPY

Council President Schultz called the regular session of the Owatonna City Council to order on Tuesday, July 5, 2022, at 7:00 p.m. in Council Chambers at City Hall. Present were Council Members Dotson, Burbank, Boeke, Raney, Voss, and Schultz; Mayor Kuntz; Community Development Klecker; Public Works Director Skov; Park & Rec Director Tuma; Police Chief Mundale; Communications Manager Sheely; City Attorney Walbran; City Administrator Busse, Administrative Specialist Clawson. Council Member Svenby was unable to attend.

Agenda

Following the Pledge of Allegiance, Council President Schultz welcomed everyone to the meeting. Council Member Raney made a motion to approve the agenda as presented, Council Member Boeke seconded the motion, all members present voted aye for approval.

Consent Agenda

Council President Schultz explained council members review the Consent Agenda items prior to the meeting for approval in one motion. Consent Agenda items for this meeting include:

- Minutes – City Council Meeting – June 20, 2022
- Minutes - OPU Commission Meeting – May 24, 2022
- Minutes - Park Board Meeting – June 13, 2022
- Minutes - Human Rights Commission Meeting – June 14, 2022
- Minutes – EDA Meeting – June 15, 2022
- Minutes- Library Board Meeting – June 21, 2022
- Building & Inspection Reports – June 2022
- Weed/Nuisance Complaint Inspection Report
- Exempt Permit – Eagles Ladies Auxiliary at SCFF.
- Temporary On-Sale Liquor License – Owatonna Arts Center – November 10, 2022.
- Outdoor Public Fireworks Display – Steele County Agricultural Society – July 4, 2022.
- Traffic Signal Maintenance and Upgrade Change Orders – River City Electric Company

Council Member Boeke made a motion to approve these Consent Agenda Items; Council Member Dotson seconded the motion; all members present voted aye for approval.

Finance Report

Council Member Raney recapped payments made more than \$20,000 for this period. Bills presented for payment total \$845,017.04. Council Member Dotson made a motion to approve payment of these bills, Council Member Burbank seconded the motion, all members present voted aye for approval.

Proposed Ordinance 22-09 – Z347 Saia Motor Freight Line, LLC - Zoning Change

Community Development Director Klecker presented the second/final reading of Proposed Ordinance 22-09, Application Z-347 received from Saia Motor Freight Line, LLC. This is a request to change zoning of the property located at 140 Alexander Drive SW from B-2, Community Business District to t1, Light Industrial District. Council approved the first reading of this proposed ordinance during their last meeting and there have been no changes since. Council Member Voss made a motion for approval, Council Member Boeke seconded the motion. With a roll call vote, voting aye were Council Members Raney, Voss, Dotson,

Burbank, Boeke and Schultz; the motion was approved. This will be known as Ordinance 1636.

Resolution 61-22 Premises Permit to Conduct Lawful Gambling – Owatonna Wrestling Association

City Administrator Busse requested approved of Resolution 61-22 authorizing a Premises Permit to Conduct Lawful Gambling by the Owatonna Wrestling Association (OWA) at Tavern Nine, 1369 E Cherry Street. Current City Code allows an organization to hold up to five permits at an establishment with an On-Sale License, this will be their fourth site. OWA offers pull-tabs at Just One More, Reggie's Brewhouse and Iava Burger & Wings. Council Member Raney made a motion to approve Resolution 61-22, Council Member Burbank seconded the motion, all members present vote aye for approval.

Resolution 62-22 Conduct Lawful Gambling Offsite – Owatonna Wrestling Association

City Administrator Busse requested approved of Resolution 62-22 approving application received from Owatonna Wrestling Association (OWA) to hold a raffle at Mineral Springs Brewery on Saturday, July 23, 2022. Council Member Dotson made a motion to approve Resolution 62-22, Council Member Boeke seconded the motion, all members present vote aye for approval.

Resolution 63-22 Accept Bids and Award Contract – 2022 Street & Utility Project

Public Works Director Skov requested approved of Resolution 63-22 to accept the bids and award contract of the 2022 Street and Utility Project.

Under the direction of City Council, the 2022 Street & Utility Project was rebid after plan modifications. Bids were received on June 29, 2022, for the 2022 Street & Utility Project. Bids were received from four (4) companies:

JJD Companies, LLC of Blooming Prairie, MN	\$2,112,599.40
G M Contracting, Inc. of Lake Crystal, MN	\$2,306,115.59
Holtmeier Construction, Inc of Mankato, MN	\$2,336,136.99
Ims Contracting, LLC of Dodge Center, MN	\$2,520,331.50

This project will be paid for by a combination of City funds and special assessments. The total cost to be assessed is estimated at \$363,616.76. Council Member Raney made a motion to approve Resolution 63-22 awarding the contract to JJD Companies; Council Member Boeke seconded the motion, all members present vote aye for approval.

On-Sale Liquor License – Courtyard Owatonna Downtown

City Administrator Busse presented the application received from Paul Wischermann of Wischermann Partners, Inc. for a liquor license at the new downtown hotel, Courtyard Owatonna Downtown. The hotel plans to open during the first week of August and request this new liquor license become effective during July to allow them to begin training and receiving inventory.

Ken Beck, City Building Official, is working with the contractor to issue the Certificate of Occupancy; he confirmed construction in the restaurant/bar area is complete to receive liquor stock. Brian Billington, General Manager was present to answer any questions and thanked Council as they prepare to open in a few weeks. Council Member Dotson made a motion for approval, Council Member Voss seconded the motion, all members present voted aye in approval.

BearCat Safety Vehicle Purchase

Captain Mundale Member presented request to allocate \$30,000.00 towards the purchase of a BearCat Safety Vehicle by the South-Central Drug Investigative Unit (SCDIU). SCDIU serves the cities and counties of Steele, Faribault, Freeborn, and Waseca. This is the standard safety vehicle in the industry for law enforcement armored response and rescue vehicles. This vehicle would be based in Waseca to support the SCDIU Special Weapons & Tactics Team (SWAT) to safely respond to, and approach active shooter events, barricaded subjects, high-risk warrant service and rescue missions. SCDIU member agencies have agreed to purchase a BearCat in the sum of \$315,513, a private donation is generously funding one-half of the purchase price. Collectively, SCDIU member agencies will fund the balance of approximately \$157,756; the City of Owatonna's share will be \$30,000. Council Member Raney made a motion for approval, Council Member Burbank seconded the motion; all members present voted aye in approval.

Construction Service Agreement - WWTP Expansion Project – Materials Testing

Public Works Director Skov requested approval to accept the proposal received from Terracon for Quality Assurance Testing for the Wastewater Treatment Plant (WWTP) Expansion Project. Scope of their proposed services includes:

- Excavation Observations and Soil Testing
- Reinforcing Steel Observations
- Concrete Testing
- Masonry Observations and Testing
- Post-Installed Anchor Installation Observations and Testing
- Observations of Welded and Bolted Connections

Cost for this quality assurance testing during the construction process will be \$148,712.50. Council Member Voss made a motion for approval, Council Member Burbank seconded the motion; all members present voted aye for approval.

Staff Updates

Community Development Director Klecker commented Bird Ride plans to place scooters in Owatonna later this week. They have a Fleet Manager and will provide information on their company website when available. The number of Building Permits issued this year is less than last year but similar in valuation. Staff is working to implement the new software for Building and Inspections. HRA recently approved \$50,000 towards the Housing Trust Fund with Mn Prairie. Mn Prairie received a grant and staff will be working with them to increase affordable housing opportunities within Owatonna.

Public Works Director Skov invited everyone to the Groundbreaking Ceremony planned Friday, July 8th at 8:30 am for the Wastewater Treatment Plant Expansion Project. A brief update on street project: Truman Avenue Project has completed; North Streetscape Project – met with contractor and engineers on Friday. The deadline for the 100 block will be extended to August 20th. Work in the 200 and 300 blocks and the intersection of Vine and Cedar should be completed by July 20th. One overlay will be removed from the 2022 project list, the cost of asphalt has increased significantly.

Communications Manager Sheely commented the second edition of the Owatonna Chronicles, a monthly publication in collaboration with Owatonna Peoples Press (OPP) was issued Saturday, July 2nd for delivery to all Owatonna households. If residents did not receive their copy, she asked that they should contact her or Owatonna Peoples Press. Also, the Chamber of Commerce released a RFP for the community branding project, this will be brought to Council for review/approval when more information is available.

Police Chief Mundale commented transition to his new position has gone well. New Patrol Officers Maya Johnson and Madison Ziegler are doing a great job and applications are now being accepted for one more Police Officer until this Friday, July 8, 2022.

Public Comments

Ari Kolas, Principal with Hamilton Real Estate thanked Mayor Kuntz, Council Members and City staff for working with them on their projects within the City of Owatonna. Last year, at this time, they started the Pearl Apartments which were opened in April and are 100% occupied. Construction on the downtown hotel has been challenging, but everything is on schedule, and they plan to open August 2, 2022. The Lily & Rose Boutique and Downtown Bagel Shop are open. They haven't secured a restaurant for the former Jerry's location, but they have received several inquiries and meetings are scheduled so he hopes they can make an announcement soon.

Brian Billington, General Manager, Courtyard Owatonna Downtown, commented he moved to Owatonna eight months ago as construction was being done. Most staff members have been hired but there are a few positions still available to fill prior to their opening next month.

Council/Administration Comments and General Information

Council Member Dotson commented the 4th of July fireworks looked great and hoped everyone enjoyed the display.

Mayor Kuntz added it is nice to have a 4th of July holiday and thanked all the troops that have made this an independent country.

City Administrator Busse commented Chief Mundale will be sworn in by Judge Buetel during the next Council Meeting on July 19, 2022.

Council President Schultz thanked everyone for attending the meeting.

Adjournment

At 7:28 pm, Council Member Raney made a motion to adjourn, Council Member Dotson seconded the motion, and all members presented voted aye in approval.

Dated: July 15, 2022
Respectfully Submitted,

Jeanette Clawson, Administrative Specialist



Department Reports



Fire Department

DATE: July 19, 2022
TO: Mayor and City Council
FROM: Bonnie Hermel, Administrative Technician
SUBJECT: Weed/Nuisance Complaint Inspection Report

Purpose:

The purpose of this report is to provide a list of weed and nuisance ordinance violation inspections that have been completed.

Background:

The fire department inspects properties that may be in violation of city ordinances. Citizens contact the fire department to report any violations and the weed/nuisance inspector (seasonal position) confirms the validity of the complaint. The weed/nuisance inspector is also proactive and will note any additional properties that have ordinance violations. A violation notice is sent to the property owner or current resident, allowing 10-14 days to bring their property into compliance with ordinances. The weed/nuisance inspector reinspects the property to ensure the violations have been corrected.

Budget Impact:

No budget impact.

Staff Recommendation:

Review the report and contact the fire department with any questions.

Attachments:

1. Weed & Nuisance Inspection Report

Weed/Nuisance Complaint Inspections					OWATONNA FIRE DEPARTMENT		
June 30, 2022 to July 14, 2022							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
24 Avenue Northwest	Ok for now. 9609	7/5/2022			7/5/2022	Has been mowed.	1
Country Creek Lane Northeast	In process of cutting the vacant lots as of 7/8/22 RJS	7/8/2022			7/11/2022	Have been mowed.	1
Country Creek Lane Northeast	The vacant lot has been mowed as of 7/11/22. RJS	7/11/2022			7/11/2022	Has been mowed.	1
Evergreen Place Northeast	The vacant lots have not been mowed as of 7/7/22, 7/8/22, 7/11/22. See attached pictures 7220, 7221 with long weeds and grass in the two vacant lots as of 7/7/22. Need to call the lawn service. RJS 7/8/22 - contacted mowers. 9609	7/7/2022			7/12/2022	The complaint vacant lots have been mowed as 7/12/22. RJS	1
Hemlock Avenue Northeast	See attached pictures 7222, 7223, 7224 of the vacant lot blvd area that remain uncut as of 7/7/22. Will reinspect on 7/9/22 because of other complaint violation at this location. RJS	7/7/2022			7/8/2022	The complaint vacant lot has been mowed/cut as of 7/8/22. RJS	1
Hemlock Avenue Northeast	See attached picture 7247 of the complaint location with a new fence on the blvd area as of 7/12/22. RJS	7/12/2022			7/12/2022	The complaint snow fence has been removed from the front blvd area as of 7/8/22. RJS	1
Kilworth Drive Northwest	The two vacant lots have been mowed as of 7/11/22. RJS	7/11/2022			7/11/2022	Have been mowed.	1
Mineral Springs Parkway Northeast	The complaint location vacant lot has been mowed as of 7/11/22. RJS	7/11/2022			7/11/2022	Has been mowed.	1
Park Drive	The vacant lot with long grass and weeds has been mowed as of 7/7/22. RJS	7/7/2022			7/7/2022	Has been mowed.	1
104 Valleyview Place Northwest	Three seat living room brown pattern couch on front blvd area. See attached pictures 72114, 7212, 7213 of the complaint location as of 7/5/22. RJS No change in complaint status as of 7/8/22, 7/11/22, 7/12/22, 7/13/22. RJS	7/5/2022	7/8/2022	7/18/2022			0.5
113 North Street East	Brown three seat couch and TV stand on front blvd area. See attached picture 7231 of the complaint location as of 7/8/22. RJS No change in the complaint location status as of 7/13/22. RJS	7/8/2022	7/14/2022	7/24/2022			0.5
1260 Truman Avenue	Long weeds and grass in all yards and around the house. See attached pictures 7234, 7235, 7251 of the complaint location as of 7/11/22 and 7/12/22. RJS No change in the complaint location status as of 7/13/22. RJS	7/11/2022	7/14/2022	7/24/2022			0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
June 30, 2022 to July 14, 2022							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
139 15 Street Northeast	The complaint location with long weeds in the flower beds and around the house has not been cut or removed as of 7/5/22. See attached pictures 7102, 7103, 7104 of the complaint location as of 7/5/22. Need to call the weed cutting service to remove weeds from the flower beds and around the house/garage areas. Has not been cut as of 7/6/22, 7/7/22. RJS 7/5/22 - Contacted mowers. 9609	7/5/2022			7/8/2022	The complaint location with long weeds in the flower beds and around the house has been cut as of 7/8/22. RJS	1
1430 Bigelow Avenue	The complaint location with long weeds and grass in all yard and around the house has been mowed as of 7/5/22. RJS	7/5/2022			7/5/2022	Has been mowed.	1
145 16 Street Northeast	2 & 3 seat couches on the front driveway blvd area. See attached picture 7190 of the complaint location as of 6/28/22. RJS The two complaint couches on the front driveway blvd area have been removed as of 6/29/22. RJS	6/28/2022			6/29/2022	Have been removed.	1
148 Hobart Street	Complaint: the side and back yard are all weeds, nothing is being attended to. See attached pictures 7242, 7243, 7244, 7258 of the complaint location as of 7/11/22 and 7/13/22 RJS No change in complaint status as of 7/12/22, 7/13/22. RJS	7/11/2022				7/13/22 - Upon review of pictures, no violations found. Closed complaint. 9609	1
160 28 Street Northeast	Reinspection of complaint vacant lot on 7/8/22 has not been mowed. See attached picture 7230 of complaint vacant lot as of 7/8/22. RJS Need to call lawn service. RJS	7/8/2022			7/13/2022		0.5
160 28 Street Northeast	The main part of the vacant lot has been cut. The blvd areas have not been cut per attached picture 7248 7/12/22. Need to have the blvd cut before closing this complaint location as of 7/12/22. Need to contact Newlife community church RJS No change complaint location status as of 7/13/22. RJS	7/12/2022			7/13/2022	7/13/22 - Ok for now. Will include blvd areas to mow in future violation notices. 9609	1
1745 Country Creek Lane Northeast	In process of cutting vacant lot as of 7/8/22. RJS	7/8/2022			7/11/2022	The vacant lot has been mowed as of 7/11/22. RJS	1
1930 Kenyon Road Northeast	Along Wildflower Dr - tree logs/branches remain in place.	7/8/2022	7/14/2022	7/28/2022			0.5
1930 Kenyon Road Northeast	Reinspection view of complaint location, pictures 7228, 7229 of the complaint location on Wildflower Drive as of 7/8/22.	7/8/2022	6/24/2022	7/8/2022	7/8/2022	Grass has been cut but tree logs/branches remain in place. Created new complaint inspection to handle that violation. 9609	1
2035 Bigelow Avenue	White living room chair, bar chair, small cabinet, and a child's car seat on the front blvd area. See attached picture 7245 of the complaint location as of 7/12/22. RJS No change in complaint location status as of 7/13/22. RJS	7/12/2022	7/14/2022	7/24/2022			0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
June 30, 2022 to July 14, 2022							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
2065 8 Avenue Northeast	The complaint fence has been pickup and place next to a tree in the back yard as of 7/8/22. RJS	7/8/2022			7/8/2022	Has been corrected.	0.5
217 Fremont Street East	Two white stoves in the backyard on the west side of the garage. See attached picture 7194 and 7195 of the complaint location as of 6/29/22. RJS No change in the complaint location status as of 7/5/22, 7/6/22. RJS	6/29/2022	6/30/2022	7/14/2022	7/7/2022	Two stoves in the back yard in the alley way have been removed as of 7/7/22. RJS	1
2215 Majestic Lane	Complaint: Tall grass/weeds on vacant lot 17-600-0419. See attached picture 7198 as of 7/1/22. RJS No change in the complaint location vacant lots as of 7/5/22, 7/6/22, 7/7/22, 7/8/22, 7/11/22. RJS	7/1/2022	7/6/2022	7/20/2022	7/12/2022	The complaint location has been mowed as of 7/12/22. RJS	1
2372 Haddonstone Lane Northeast	Vacant lot17-600-0110 with long grass and weeds. See attached picture 7199 of the complaint lot as of 7/1/22. RJS No change in complaint status as of 7/8/22, 7/11/22, 7/12/22, 7/13/22. RJS	7/1/2022	7/8/2022	7/22/2022			0.5
2376 Haddonstone Lane Northeast	Vacant lot 17-600-011 with long grass and weeds. See attached picture 7200 of the complaint vacant lot as of 7/1/22. RJS No change in complaint status as of 7/8/22, 7/11/22, 7/12/22, 7/13/22. RJS	7/1/2022	7/8/2022	7/22/2022			0.5
245 Locust Avenue	Long weeds and grass in all yards and around the house. See attached picture 7241 of the complaint location as of 7/11/22. RJS. No change in complaint location status as of 7/13/22. RJS	7/11/2022	7/14/2022	7/24/2022			0.5
247 Locust Avenue	Flower design two seat couch on the front blvd area. See attached picture 7240 of the complaint location as of 7/11/22. RJS The complaint location with a couch on the front blvd area has been removed as of 7/13/22. RJS	7/11/2022			7/13/2022	Has been removed.	1
307 Rose Street East	Complaint: Mattress, furniture, and 7-8 bags by the garage. See attached pictures 7218, 7219 of the complaint location as of 7/7/22. RJS No change in complaint status as of 7/8/22, 7/11/22, 7/12/22, 7/13/22. RJS	7/6/2022	7/14/2022	7/24/2022			0.5
314 Pine Avenue North	The complaint couch on the front blvd area has been removed as of 7/8/22. RJS	7/8/2022			7/8/2022	Has been removed.	0.5
317 Maple Avenue	Wooden two drawer filing cabinet and two living room chairs on front blvd area. See attached picture 7239 of the complaint location as of 7/11/22. RJS The complaint location with filing cabinet and two living room chairs have been removed from the front blvd area as of 7/12/22. RJS	7/11/2022			7/12/2022	Have been removed.	1
331 Holly Street West	Vacant lot 17-016-2428 with long grass and weeds. See attached picture 7216 of the complaint vacant lot as of 7/6/22, 7/8/22. RJS	7/6/2022	7/8/2022	7/22/2022	7/11/2022	The complaint location vacant lot with long grass and weeds has been mowed as of 7/11/22. RJS	1

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
June 30, 2022 to July 14, 2022							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
334 Rose Street East	No change since initial inspection - Misc. items along east wooden fence and front of garage. Sent notice to both property owner and current resident. 9609 No change in complaint location status as of 7/13/22. RJS	7/12/2022	7/13/2022	7/23/2022			1
345 Holly Street West	Long grass and weeds on the front blvd area. See attached picture 7217 of the complaint location as of 7/6/22. RJS	7/6/2022	7/8/2022	7/18/2022	7/8/2022	The complaint location has mowed the long grass and weeds on the front blvd area as of 7/8/22. RJS	1
348 Bryan Avenue Southwest	Complaint: Back portion of the vacant lot 17-608-0102 has not been mowed. Additional picture 7215 of the vacant lot as of 7/6/22. RJS No change in the complaint status as of 7/7/22, 7/8/22, 7/11/22, 7/12/22, 7/13/22. RJS	7/6/2022	7/9/2022	7/20/2022			0.5
407 Elm Avenue North	The disassembled shelving stacked on the north side of garage in the alley way has been removed as of 7/7/22. RJS	7/7/2022			7/7/2022	Has been removed.	0.5
426 Sylvan Street	The complaint location with long weeds and grass in the yard on the west side of the driveway has not been mowed as of 7/5/22. See attached pictures 7205, 7206, 7207 of the complaint location as of 7/5/22. Need to call the lawn service. Has not been mowed as of 7/6/22. RJS 7/5/22 - contacted mowers.	7/5/2022			7/7/2022	The complaint location has been mowed as of 7/7/22. RJS	1
445 Academy Street East	Two piece sectional brown couch on the front blvd area. See attached picture 7196 of the complaint location as of 6/30/22. RJS	6/30/2022	7/8/2022	7/18/2022			0.5
445 Academy Street East	Moved the complaint item couch from the front blvd area to the front of the house yard as 7/11/22. RJS No change in complaint status as of 7/12/22, 7/13/22. RJS	7/11/2022	7/8/2022	7/18/2022			0.5
453 Mound Street	No change since last inspection - partial reclining gray living room chair on the west hill side next to tree. updated picture 7079 of the partial reclining living room chair on the west hill side next to tree as of 6/3/22 7/6/22 - Sent notice to both property owner and current resident. 9609 No change in complaint status as of 7/8/22, 7/11/22, 7/12/22, 7/13/22. RJS	7/5/2022	7/6/2022	7/16/2022			0.5
453 Mound Street	Common burdock (next to trees) west side of house (on Valley Ave SW). See attached picture 7214 of the complaint location as of 7/6/22. RJS No change in the complaint location status as of 7/13/22. RJS	7/6/2022	7/14/2022	7/24/2022			0.5

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
June 30, 2022 to July 14, 2022							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
455 Fairview Street Northwest	The complaint location with long grass in all yards and around the house has not been mowed as of 7/5/22 reinspection date. See attached pictures 7208 and 7209 of the complaint location on 7/5/22. Need to call the lawn mowing service. Not mowed as of 7/6/22. RJS 7/5/22 - contacted mowers. 9609	7/5/2022			7/7/2022	The complaint location has been mowed as of 7/7/22. RJS	1
511 Cedar Avenue South	Old style TV and bedroom night stand on the blvd. See attached picture 7226 of the complaint location as of 7/8/22. RJS The complaint location removed the old style TV and bedroom night stand as of 7/11/22. RJS	7/8/2022			7/11/2022	Have been removed.	1
522 Cedar Avenue South	Tan two seat couch and box of misc on the front blvd area. See attached picture 7227 of the complaint location as of 7/8/22. RJS The complaint location removed the complaint items (couch and box of misc items) as of 7/11/22. RJS	7/8/2022			7/11/2022	Have been removed.	1
534 Oak Avenue South	The complaint location with tall grass and weeds in all yards and around the house has not been mowed as of 7/5/22. See attached picture 7201 as of 7/5/22. Need to call the lawn mowing service. Not mowed as of 7/6/22. RJS 7/5/22 - Contacted mowers. 9609	7/5/2022			7/7/2022	The complaint location has been mowed as of 7/7/22. RJS	1
538 14 Street Northeast	Complaint: Back yard remains uncut for long periods of time. They have weeds that are 4-5 feet tall all over the back yard and fence. Uploaded complainant's pictures. 9609	7/14/2022					0.5
557 Cherry Street	4 appliances in front of garage. Updated picture 7076 of the complaint appliances without the trailer blocking the view No change in complaint status as of 7/8/22, 7/11/22. Another appliance (white washing machine) was placed in front of the garage area. See attached picture 7245 of the complaint location as of 7/12/22. RJS No change in complaint location status as of 7/13/22. RJS	7/5/2022	7/6/2022	7/16/2022			0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
June 30, 2022 to July 14, 2022							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
571 School Street East	Blue color two seat living room couch on the front Blvd. See attached picture 7237 of the complaint location as of 7/11/22. The complaint location couch on the front blvd has been removed as of 7/12/22. RJS	7/11/2022			7/12/2022	Has been removed.	1
608 Oak Avenue South	The complaint location with long grass and weeds in all yards and around the house has been mowed as of 7/5/22. RJS	7/5/2022			7/5/2022		0.5
724 & 726 Truman Avenue	Started to mow the front, north side of the twin home as of 6/30/22. The back yard still has long grass and weeds as of 6/30/22, 7/5/22, 7/6/22. RJS	6/30/2022			7/7/2022	The back yard has been mowed as of 7/7/22. RJS	1
782 Churchill Drive Southeast	Complaint: Piles and piles of stuff in the yard and driveway. See attached picture 7225 of the complaint location as of 7/7/22. RJS See additional pictures 7232, 7233 of the complaint location front of driveway and house front yard as of 7/11/22. No change in the complaint location status as of 7/12/22, 7/13/22. RJS	7/7/2022	7/14/2022	7/28/2022			0.5
810 Minnesota Avenue	The complaint location with long weeds and grass in all yards and around the house has been mowed as of 7/5/22. RJS	7/5/2022			7/5/2022	Has been mowed.	0.5
850 22 Street Northeast	Three seat living room couch on the front blvd area. See attached picture 7197 of the complaint location as of 6/30/22. RJS No change in complaint status as of 7/8/22, 7/11/22, 7/12/22, 7/13/22. RJS	6/30/2022	7/8/2022	7/18/2022			0.5
916 Grove Avenue South	Backyard needs to be mowed.	7/5/2022			7/5/2022	Has been mowed.	1



Licenses - Permits

Gmail:
jkwalerius@gmail.com

July 11, 2022

Jeanette Clawson
City of Owatonna
540 West Hills Circle
Owatonna, MN 55060

RE: JUAN VILLARREAL JR. MEMORIAL: CHUBB'S BREW-BQ APPLICATION AND PERMIT FOR ON-SALE LIQUOR LICENSE

Dear Ms. Clawson:

I enclosed the document(s) listed below for the above-referenced matter for your review and consideration for the upcoming city council meeting on Tuesday, July 19th, 2022.

This will be the fifth year for this fundraising event (after taking 2 years off during the COVID pandemic). The first year it was at Ritchie Bros which was not within the Owatonna City limits. The 2nd year's event was at Retrofit Companies (the former Walmart building). The 3rd and 4th year and now again this year (5th year) the event will be held at the Steele County Fairgrounds in the Beer Gardens. The event will be on Saturday, September 10th, 2022. This event has been very successful in its fundraising efforts and is an enjoyable and fun evening for our community.

This year the proceeds from the event will be given to the Juan Villarreal Jr. Memorial which has partnered with the following Owatonna area non-profits: Rachel's Light, Hospitality House, and Open Arms Suicide Prevention Program. The Juan Villarreal Jr. Memorial is a Minnesota Nonprofit Corporation in which the IRS has granted 501c(3) status.

As always, please contact me if you need anything further.

Sincerely,



Jessica Walerius

Enclosures

- Application and Permit For a 1 Day to 4 Day Temporary On-Sale Liquor License
- Certificate of Insurance Coverage
- Check #1399 for \$50.00

CC:

- Amy M. Villarreal, 400 Willow Creek Drive, Owatonna, MN 55060
- Matt Walerius, 220 Stoneridge Ln NE, Owatonna, MN 55060



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
Juan Villarrel Jr. Memorial		5/26/2016		81-2759547	
Organization Address (No PO Boxes)		City	State	Zip Code	
400 Willow Creek Dr		Owatonna	MN	55060	
Name of person making application		Business phone		Home phone	
Jessica K Walerius		507-456-1325		507-456-1325	
Date(s) of event		Type of organization ☐ Microdistillery ☐ Small Brewer			
9/10/2022		☐ Club ☒ Charitable ☐ Religious ☐ Other non-profit			
Organization officer's name		City	State	Zip Code	
Amy M Villarreal		Owatonna	MN	55060	
Organization officer's name		City	State	Zip Code	
			MN		
Organization officer's name		City	State	Zip Code	
			MN		

Location where permit will be used. If an outdoor area, describe.
Steele County Fairgrounds - Beer Garden, 1525 S Cedar Ave, Owatonna MN 55060

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
The Cincinnati Specialty Underwriters Insurance company, Policy #CCSu01911831, Liquor Liability Limit \$1,000,000 per occurrence/
\$1,000,000 Aggregate

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival ☐ Yes ☐ No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.**

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



Approved: _____
Denied: _____

SUMMARY EVENTS PERMIT APPLICATION

Date of Application: 6/28/2022

Date to Council: 7/19/2022

EVENT INFORMATION: **Movie in the Park**

FEE Amount: None

Event Dates/Times: Date Friday, July 22 2022 Movie begins at dusk: 7:00 pm – 11:00 pm
Clean up done by 11:30 p.m.

Location (Address) of Event: Lincoln Soccer Park Pavilion in the 1200 block of Smith Ave SE
.

Estimated Attendance (Participants and spectators): 250-300 people

APPLICATION INFORMATION (Person/Group Responsible): Park & Rec – City of Owatonna

Contacts: Drake Simonson, Recreation Supervisor 774-7362 or 456-3085
Mackenzie Haberman, Recreation Coordinator 456-3309

Items needed:

- 1) Use of park pavilion.
- 2) Exception to the City's Noise Ordinance to allow amplified noise outdoors past 10:00 p.m. - Letters were mailed to 10 property owners within 350' of this pavilion asking for their comments. City Administrator Busse approve request after review of property owner's comments.

Department Notes :

Park & Rec: This is a Park & Rec Event
Police: Approved, no concerns or impact.
Public Works: Approved, no impact.
Fire: Approved.

Council Notes:

There were no objections received from neighboring property owners. City Administrator Busse approved Exception to the City's Noise Ordinance to allow sound amplified outdoors past 10:00 p.m., movie to end after 11:00 p.m..

City Council Approval: _____ Date: _____
Kris M. Busse, City Administrator/City Clerk

From: noreply@civicplus.com
Sent: Tuesday, June 28, 2022 4:08 PM
To: Jeanette K. Clawson
Subject: Online Form Submittal: Events Permit Application

Events Permit Application

Step 1

Events Permit Application

540 West Hills Circle, Owatonna, MN 55060

Telephone: 507-774-7341

Thirty days required for processing, late submissions may be denied. Incomplete applications will not be accepted.

EVENT INFORMATION:

Event Description (be specific):	Movie in the Park. Parks and Recreation will be putting on a movie at the Lincoln pavilion as part of our Summer Weekend Out events. Movie will be "Up". Parks crew will set up screen for movie. Projector is rented through R&K Electric. Parks and Rec staff are onsite running the event. Movie is projected onto a screen on the pavilion. Movie goers bring chairs and blankets to watch movie. Some pre-movie activities will be planned for kids to play before movie starts.
----------------------------------	---

Event Location/Address:	Lincoln Elementary School grounds, pavilion near ball diamond. 747 Havana Rd, Owatonna
-------------------------	--

Estimated Attendance (participants and spectators):	100
---	-----

Set Up Date and Time:	7/22/2022 1:00 PM - 7/22/2022 7:00 PM
-----------------------	---------------------------------------

Actual Event Date and Time:	7/22/2022 7:00 PM - 7/22/2022 11:00 PM
-----------------------------	--

Clean Up Date and Time:	7/22/2022 11:00 PM - 7/22/2022 11:30 PM
-------------------------	---

Rain Date: In the event of inclement weather, will the event be:	Postponed
--	-----------

If postponed, what will the
rescheduled date be?

7/23/2022

(Section Break)

ORGANIZATION INFORMATION:

Sponsoring Organization
Name: City of Owatonna Parks and Recreation

Primary Contact Name: Drake Simonson

Email Address: drake.simonson@ci.owatonna.mn.us

Address: 540 West Hills Circle

City: Owatonna

State: MN

Zip Code: 55060

Phone Number: 507-774-7362

Cell Phone: 507-456-3085

Website Address: *Field not completed.*

Name of contact during
event: Drake Simonson

Cell Phone: 507-456-3085

Alternate contact during
event: Mackenzie Haberman

Cell Phone 507-456-3309

Refer media or citizens
inquiries to: *Field not completed.*

Phone: *Field not completed.*

Step 2

SITE PLAN: A SITE PLAN IS
MANDATORY FOR ALL
EVENTS *Field not completed.*

Please provide a map of the site layout including entrances and/or exits. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, etc. If event involves a parade, race or walk, please attach a route map

highlighting route. Include rest stop stations, crossings, signage and indicate route direction with arrows.

EVENT FEATURES:

Will event use, close, or block any of the following? If yes, specify location on site plan/map.

City streets or right of way	No
------------------------------	----

Alleys	No
--------	----

City sidewalks or trails	No
--------------------------	----

Public parking lots or spaces	No
-------------------------------	----

Parks	No
-------	----

Will any signs/banners be put up?	No
-----------------------------------	----

Will there be any inflatables?	No
--------------------------------	----

Will there be entertainment?	Yes
------------------------------	-----

What type?	Games and Movie
------------	-----------------

Will sound amplification be used?	Yes
-----------------------------------	-----

Hours and type:	7:00pm to 11:00pm Speakers/Sound system for music and movie
-----------------	---

Sound amplification after 10:00 p.m. will require and exception to the City's Noise Ordinance. There is a \$150 fee for an exception to the City's Noise Ordinance which must be paid with this event application. Type initials for acknowledgement:	DS
---	----

Will a stage or tent(s) be set up?	No
------------------------------------	----

Will there be temporary fencing?	No
----------------------------------	----

Will merchandise/food items be sold?	No
Will food be prepared on site?	No
Will alcohol be sold?	No
Will there be fireworks displayed?	No
Describe power needs and location of power source:	None - use pavilion power for projector
Describe level of advertisement (ie radio, flyers, ads, television):	City website - Parks and Rec Facebook
Have adjacent property owners been notified of this event?	No
Will the event need barricades?	No
Will the event need cones?	No
Step 3	
Will Central Park Stage be used?	No
(Section Break)	
Will extra picnic tables be needed?	No
Will extra trash receptacles be needed?	No
Will there be any horses	No
Describe trash removal and cleanup during and after event:	Using trash barrels at pavilion
Will event need traffic control?	No
Describe crowd control procedures to ensure the	<i>Field not completed.</i>

safety of participants and spectators:

Will "No Parking" signs be needed

No

Will event need security?

No

Will event need Emergency Medical Services?

No

Describe the emergency action plan if severe weather should arise:

We'd postpone event if the threat of severe weather is a possibility. If severe weather was to pop up, we'd move movie goers to the pavilion restrooms. Parks and Rec EAP will be followed.

Provide contact information for responsible party during event to advise of severe weather notifications:

Name

Drake Simonson

Phone Number

507-456-3085

List any other pertinent information:

Field not completed.

The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity. Depending on the size of and scope of the event a "Certificate of Insurance" may be required. If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy "as their interest may appear." As

Drake Simonson

the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Owatonna and is a release of Liability. Type full name for acknowledgement:

Date: 6/28/2022

Email not displaying correctly? [View it in your browser.](#)



Administrative Services Department

June 29, 2022

Property Owner Name
Address
City/State/Zip

Hello,

The City of Owatonna Park & Recreation Department is planning to host a “Movie in the Park” on Friday, July 22, 2022. This event is planned to be held in the pavilion at Lincoln Park with the movie beginning at dusk and should end shortly after 11:00 p.m.

This request requires an exception to the city’s noise ordinance, which prohibits outdoor noise amplification after 10:00 p.m. City Administrator, Kris M. Busse will approve or deny an exception to the noise ordinance with consideration of comments received from surrounding property owners. This notice has been sent to property owners within 350 feet of the planned event site which includes your property at (Property address).

If you would like to make a comment regarding these events, please contact our office before Friday, July 15th. This Event Application will go to Council during their meeting on July 19, 2022.

If you have any questions, please call me at 507-774-7341.

Jeanette Clawson
Administrative Specialist

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: OWATONNA SOCCER ASSOCIATION

Previous Gambling Permit Number: X- 94544-21-003

Minnesota Tax ID Number, if any: ES38009

Federal Employer ID Number (FEIN), if any: 41-1908332

Mailing Address: PO BOX 169

City: OWATONNA State: MN Zip: 55060 County: STEELE

Name of Chief Executive Officer (CEO): MARC OIEN, PRESIDENT

CEO Daytime Phone: 507-444-6941 CEO Email: OIENMARC@GMAIL.COM

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): OWATONNA SOCCER COMPLEX

Physical Address (do not use P.O. box): 841 14TH ST SE, OWATONNA MN

Check one:

☒ City: OWATONNA Zip: 55060 County: STEELE

☒ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 9/20/2022

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

4/22
Page 2 of 4

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

- ☒ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: Owatonna

Signature of City Personnel:

Janette Claus

Title: Adm. Specialist

Date: 7/12/2022

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____

Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____

Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [Signature]

(Signature must be CEO's signature; designee may not sign)

Date: 06/30/2022

Print Name: MARC OIEN, PRESIDENT

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



Miscellaneous

THE CITY OF

Dave Beaver
Airport Manager
Ph. (507) 774-7141



OWATONNA

Owatonna Degner Regional Airport
3400 West Frontage Road
Owatonna, MN 55060
airport@ci.owatonna.mn.us

TO: Honorable Mayor and City Council Members, City Administrator
FROM: Dave Beaver, Airport Manager
DATE: July 14, 2022
RE: Change Order No. 3 to Everstrong Construction contract for T-Hangar airport T-Hangar and Taxi-lane project.

Purpose:

To authorize approval of Change Order No. 3.

Background:

Change Order No. 3 modifies the contract times due to the delay in building delivery date which surpasses the contract completion date. The contractor is experiencing delays in the delivery date of key components of the building, namely steel bar joists. The revised schedule reflects a new project final completion date of November 4, 2022. This is extended 95 days from the original contract date of completion.

Additionally, the contractor agrees to expedite both base and wear course paving near existing adjacent hangar to accommodate tenants. There will be no cost adjustment for the work required to make these accommodations. See attached for itemized list and schedule description.

The Change Order further addresses additional costs to repair damaged drain tile that was discovered during excavation and the placement of additional drain tile to improve drainage in the southeast corner of the new building area. The cost to remove an additional taxiway fixture and underlying wiring is included. This is required to provide clearance for the new taxiway in the area that connects with the existing taxiway.

The work items under this change order have been reviewed by and approved by the Federal Aviation Administration (FAA) as well as the Airport Commission. Bolton and Menk Inc., the airport engineering firm has prepared and recommends approval of Change Order No. 3.

Budget Impact:

Change Order No. 3 results in a construction contract increase of \$10,970.00 to be funded through the airport operations budget.

Recommendation:

Staff recommends approval.

CHANGE ORDER NO. 3

10 UNIT T-HANGAR
OWATONNA-DEGNER REGIONAL AIRPORT

DATE OF ISSUANCE July 8, 2022

EFFECTIVE DATE July 19, 2022

OWNER CITY OF OWATONNA, MN

Contract No. FAA AIP 3-27-0074-23-21 / SP NO. A7401-100

CONTRACTOR EVERSTRONG CONSTRUCTION INC.

ENGINEER BOLTON & MENK, INC.

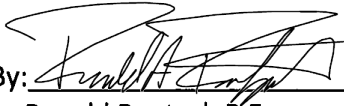
CHANGE IN CONTRACT PRICE: Original Contract Price	CHANGE IN CONTRACT TIMES: Original Contract Times
<u>\$ 1,532,537.89</u>	Substantial Completion: <u>July 1, 2022</u> Final Completion: <u>August 1, 2022</u>
Net changes from previous Change Orders No.	Net changes from previous Change Orders No.
<u>\$45,848.74</u>	<u>0</u>
Contract Price Prior to this Change Order	Contract Times prior to this Change Order
<u>\$ 1,578,386.63</u>	Substantial Completion: <u>July 1, 2022</u> Final Completion: <u>August 1, 2022</u>
Net Increase of this Change Order	Net Increase (decrease) of this Change Order
<u>\$ 10,970.00</u>	Substantial Completion: <u>112 Days</u> Final Completion: <u>95 Days</u>
Contract Price with all approved Change Orders	Contract Times with all approved Change Orders
<u>\$ 1,589,356.63</u>	Substantial Completion: <u>October 21, 2022</u> Final Completion: <u>November 4, 2022</u>

RECOMMENDED:

APPROVED:

ACCEPTED:

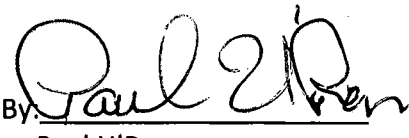
By:


Ronald Roetzel, P.E.,
Bolton & Menk

By:

Kris Busse
City Administrator

By:


Paul U'Ren
Everstrong Construction Inc.

CHANGE ORDER NO. 3

**10 UNIT T-HANGAR
OWATONNA-DEGNER REGIONAL AIRPORT**

DATE OF ISSUANCE July 8, 2022

EFFECTIVE DATE July 19, 2022

OWNER CITY OF OWATONNA, MN

Contract No. FAA AIP 3-27-0074-23-21 / SP NO. A7401-100

CONTRACTOR EVERSTRONG CONSTRUCTION INC.

ENGINEER BOLTON & MENK, INC.

You are directed to make the following changes in the Contract Documents.

Description: The contract is modified to alter the contract completion dates as noted in the details of this change order. This change order also adds the caveat that access is to be restored to the existing hangar tenants by paving two lifts of the southeast half of the future taxilane up to the future valley gutter location by July 27, 2022.

This change order also includes repair of an existing drain tile, as well as remove of an existing taxiway light and associated repair of the wiring and conduit.

Attachments:

1. R & M Steel Production Delay Letter, dated July 6, 2022
2. Email from Everstrong dated July 8, 2022
3. Four Season Electric Estimate #5754, dated June 29, 2022

CHANGE ORDER NO. 3

10 UNIT T-HANGAR OWATONNA-DEGNER REGIONAL AIRPORT

DATE OF ISSUANCE July 8, 2022

EFFECTIVE DATE July 19, 2022

OWNER CITY OF OWATONNA, MN

Contract No. FAA AIP 3-27-0074-23-21 / SP NO. A7401-100

CONTRACTOR EVERSTRONG CONSTRUCTION INC.

ENGINEER BOLTON & MENK, INC.

HAS THIS CHANGE ORDER BEEN DISCUSSED WITH FAA OFFICIALS?

Preliminary review of this Change Order was completed by Benjamin Garrow with the FAA and approval given on XXXXX, 2022

1. BRIEF DESCRIPTION OF THE PROPOSED CONTRACT CHANGE(S) AND LOCATION(S).

- a. The proposed contract change includes modifying the contract times due to the delay of components for the building delivery date surpasses the contract completion date.
- b. A condition of the contract completion date change, the Contractor agrees that the paving between the existing hanger and the new valley gutter will be graded and paved, both base and wear course lifts, to meet an agreed schedule in order to accommodate the existing hangars owners in the adjacent hangar. The agreed schedule for this work is as follows:

Demo Schedule - Revised 6-22-22			
Task Name	Duration	Start	Finish
Demo Start - 34'	0 days	Mon, 6/20/22	Mon, 6/20/22
Underground Utilities	6 days	Mon, 6/20/22	Fri, 6/24/22
Gravel Exposure - 34'	41 days	Mon, 6/20/22	Wed, 7/27/22
Demo Start - 27'	0 days	Mon, 7/25/22	Mon, 7/25/22
Asphalt Base Lift	3 days	Mon, 7/25/22	Wed, 7/27/22
Gravel Exposure - 27'	3 days	Mon, 7/25/22	Wed, 7/27/22

If this work goes beyond the agreed completion of July 27, 2022, a penalty of \$500 per day will be imposed on the Contractor until the work is completed.

- c. A drain tile was discovered at the east end of the building foundation area. This drain tile was damaged during the excavating for the building foundations and needed an outlet. In addition, due to the wet conditions in the southeast corner of the new building, an additional 6" PVC perforated tile with sock will be laid into the foundation trench prior to backfilling and connect to the adjacent existing tile.
- d. An existing taxiway light is required to be removed and the underlying wiring reconnected to make room for the new taxiway connection to the existing taxiway.

2. REASON(S) FOR THE CHANGE(S).

- a. The Contractor is experiencing delays in the delivery date of key components of the building, namely the header truss. There is a 4-6 delay in receiving this item for each door of the proposed hangar. The expected delivery is August 2022. See attached letter from R & M Steel Company.

\\bolton-menk.com\metrosouth\H\OWAT\T51120328\7_Construction\A_Revisions\CO No. 3\OWA_AIP_23_21_CO_3_V1.docx

CHANGE ORDER
PAGE 00991-3

CHANGE ORDER NO. 3

**10 UNIT T-HANGAR
OWATONNA-DEGNER REGIONAL AIRPORT**

DATE OF ISSUANCE July 8, 2022

EFFECTIVE DATE July 19, 2022

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CONTRACTOR EVERSTRONG CONSTRUCTION INC.

ENGINEER BOLTON & MENK, INC.

- b. This work will accommodate the access of the existing hangar owners according to the schedule noted in Item 1.
- c. The existing drain tile was unknown at the time of bidding. It is believed that this tile line serves the existing hangars to the east.
- d. To meet the taxiway safety requirements for both the existing taxiway and the new taxilane, the existing taxiway light is required to be removed.

3. JUSTIFICATIONS FOR UNIT PRICES OR TOTAL COST.

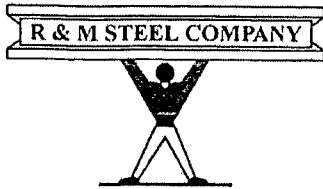
- a. No cost adjustment due the change in completion date by the Contractor. The Owner will experience delays in hangar rent for a period of three (3) months for an estimated amount of \$2,300 per month.
- b. No cost adjustment due to the work required to accommodate the adjacent hangar owners.
- c. The costs to repair the drain tile is \$ 6,720.00. This includes labor and reflects the higher costs of the PVC materials. These costs are reasonable.
- d. The costs to remove the existing taxiway light and reconnect the existing wiring and conduit is \$4,250.00. The existing light will be salvaged and retained by the Owner.

4. CONSEQUENCES OF CHANGE ORDER ATTACHMENT.

If this Change Order is not approved by the FAA, the project will not meet the original completion dates as specified in the contract document due to delivery of building materials, beyond the control of the Contractor.

5. CONFORMANCE TO AIP STANDARDS AND REGULATIONS.

All items mentioned in this Change Order will meet FAA requirements.



R & M STEEL COMPANY

P.O. Box 580
Caldwell, Idaho 83606

STEEL BUILDING SYSTEMS

Phone: 1-208-454-1800

Toll Free: 1-866-454-1800

Fax: 1-208-454-1801

Toll Free: 1-866-454-1801

DATE: 6 July 2022

TO: Everstrong Construction
Paul U'Ren
30263 County Hwy 1
Redwood Falls MN 56283

PHONE: 507-644-3616

CELL: 507-640-0250

EMAIL: paul@everstrongconstruction.com

JOB: 10 Unit NT 60-45

LOCATION: Owatonna, MN

R & M Steel designs and manufactures T-Hangars that are shipped worldwide.

We manufacture the entire building kit less the Bi-Fold Door header truss.

The header truss is manufactured by Vulcraft.

This joist plant is experiencing extreme, extended lead times of 12 to 14 months. Normal is approximately 8 weeks.

We ordered this header truss in Aug. of 2021 and delivery is not expected until Aug, 2022.

Sincerely,

Robert C. Roberts
President

RCR/kp

Ronald Roetzel

From: kaleb@everstrongconstruction.com
Sent: Friday, July 8, 2022 12:24 PM
To: Ronald Roetzel
Cc: 'Cindy LaBrie'; 'Paul U'Ren'; Nick Grahek
Subject: RE: Owatonna Drain Tile Change

Ron,

That is the price without overhead and profit. With that the final price for the change order will be \$6,720.

Thanks,
Kaleb

From: kaleb@everstrongconstruction.com <kaleb@everstrongconstruction.com>
Sent: Friday, July 08, 2022 11:56 AM
To: 'Ronald Roetzel' <Ronald.Roetzel@bolton-menk.com>
Cc: 'Cindy LaBrie' <cindy@everstrongconstruction.com>; 'Paul U'Ren' <paul@everstrongconstruction.com>; 'Nick Grahek' <Nick.Grahek@bolton-menk.com>
Subject: FW: Owatonna Drain Tile Change

From: nick.jamesbrosconstruction@frontier.com <nick.jamesbrosconstruction@frontier.com>
Sent: Friday, July 08, 2022 11:53 AM
To: kaleb@everstrongconstruction.com
Cc: 'Cindy LaBrie' <cindy@everstrongconstruction.com>
Subject: RE: Owatonna Drain Tile Change

Our price for putting the additional tile and swale would be lump sum of \$6,000, or \$40/ft on the 150'. Not sure how you want to price that. If you need me to put something together let me know.

Thanks

Nick James
James Bros. Construction/
D&M Construction
Phone: 507-451-3080
Cell: 507-380-6337
Fax: 507-451-9381

From: kaleb@everstrongconstruction.com <kaleb@everstrongconstruction.com>
Sent: Thursday, July 7, 2022 3:54 PM
To: nick.jamesbrosconstruction@frontier.com
Cc: 'Cindy LaBrie' <cindy@everstrongconstruction.com>
Subject: Owatonna Drain Tile Change

Afternoon,

I know we talked this morning and figured you wouldn't get that price back to me until tomorrow, if we can get that pricing from you right in the morning that would be great.

Thanks,

Kaleb Cornwell | 507-644-3616
30263 County Hwy 1, Redwood Falls MN 56283

EVERSTRONG E CONSTRUCTION

Four Seasons Electric

3127 S County Rd 45
Owatonna, MN 55060

Change Order

Date	Estimate #
6/29/2022	4754

Name / Address
Everstrong Construction 30263 County Highway 1 Redwood Falls, MN 56283

Project			
Taxi Lane Lights			
Description	Qty	Cost	Total
Demo existing Taxi Lane light #87 & concrete base Expose underground conduits / splice conduits together after #87 light has been removed under the new Taxi Lane Replace existing wire between Taxi Lane lights #86 & #88 Resplice wiring to existing lights Splices and wire included. Install one (2") Rigid conduit under Taxi Lane only and connect to existing 2" PVC conduits	1	4,250.00	4,250.00
THANK YOU!!		Total	\$4,250.00

Customer Signature _____



Parks, Trails, Recreation & Facilities Department

DATE: July 19, 2022
TO: Mayor and City Council
FROM: Jenna Tuma
Director of Parks
Recreation and Facilities
Aaron Fitzloff
Manager of Gov't Bldgs. & Grounds
SUBJECT: Fire Hall Capital Improvement Project - HVAC Recommissioning Service

Purpose:

Accept the bid provided by ICS for the Fire Hall Recommissioning and Technical Services.

Background:

Several upgrades to HVAC system at the Fire Hall have been completed over the last few years. Currently, the Fire Hall is experiencing high humidity and condensation problems, causing mold/mildew in the building. This review will address what is causing the issues.

The services will provide:

- A comprehensive facility site survey and audit
- Facility HVAC and ventilation systems assessment
- System performance tests
- Evaluate all potential energy conservation opportunities
- Recommendations for operation and maintenance changes
- Recommendations for infrastructure upgrades with cost estimates
- Provide a final recommissioning report

These services align with the City's vision and key focus area of **Infrastructure and Efficient, Effective and Economical Government** as outlined in the FY2022 – 2024 Strategic Plan.

Two bids were received:

- ICS \$27,000
- MMC \$42,725

Budget Impact:

1. Funds are allocated in the 2022 Capital Improvement Plan budget for \$30,000.

Staff Recommendation:

Staff recommends awarding the contract to ICS to proceed with the Recommissioning and Technical Services.

Attachments:

1. Recommissioning proposal ICS Owatonna 03152022



City of Owatonna, MN

**540 West Hills Circle
Owatonna, MN 55060**

Recommissioning Services

for the
City of Owatonna Fire Hall
107 West Main
Owatonna, MN 55060

03/15/2022

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Appendices

- A. General Conditions
- B. Signature Page

Recommissioning & Technical Services

Owatonna Fire Hall, 107 West Main

Introduction

ICS is pleased to present this proposal agreement to provide independent recommissioning and technical services on behalf of the City of Owatonna, Minnesota ("City"). Our services include providing the level of effort and expertise needed to deliver a scope of services meeting the needs of the city.

ICS proposes to provide a thorough document review to become familiar with systems. ICS proposes to provide meetings, facility HVAC system assessment, system performance tests, energy conservation opportunities (ECO's), recommendations for operational changes, and recommendations for infrastructure upgrades during the recommissioning of this project. This proposal outlines the full approach and scope of the proposed activities.

I. Recommissioning Program

The City is positioning for exceptional improvement to operating budgets, occupant comfort and safety by engaging in a recommissioning effort on the fire hall facility. The opportunities in this facility make this project a particularly interesting one.

There are several attributes that make the fire hall facility more cost-effective to recommission than other facilities. Some of these attributes are as follows:

- A client that is committed to project success, and understands the opportunities available at this facility.
- A strong facility operations staff with historical perspective of the existing systems' performance.
- A benchmark of building performance, which allows the recommissioning team to focus on the areas which may offer the most improvement and return on investment.

The most important attribute is the concise teamwork between the critical members of this recommissioning group. We look forward to working hand in hand with the City during each phase of the project.

ICS will take the lead and direct the team, including important input from team members, to produce a valuable report that identifies current operational needs setting a roadmap for future system operations. It is our goal to effectively deliver a recommissioning process that will maximize the operational effectiveness for the building systems, ultimately saving the city funds for operation, maintenance and capital equipment replacement over the lifespan of this facility.

Issues critical to the success of the recommissioning program include:

- Experienced, knowledgeable field staff: The ICS staff consists of members experienced in engineering, HVAC systems' installation and service, performance diagnostics and solution development for client needs. This includes understanding the range of cost-effective options that allow a building owner to provide more adequate and cost-effective control of building environments.
- Strong knowledge of HVAC and electrical systems and systems optimization. It will be vitally important to staff this project with team

members that excel in the areas of building optimization, comfort and energy efficiency in critical tolerance facilities. Our team has commissioned numerous facilities and have a robust understanding of the codes and operations that impact overall operations. These skills will allow ICS to direct the project team and explore possibilities for the city to develop operational cost-saving solutions that will provide reasonable paybacks, effective operation and reduce occupant discomfort.

- Strong knowledge of Building Automation Systems (BAS) layout, design, and application. The ICS team contains field personnel with automation systems application experience. This experience affords the ability to develop and evaluate diagnostic procedures that go beyond the written sequences and BAS points lists. Our staff understands the capabilities, and in many cases, the limitations of certain BAS components or products. This knowledge can be the difference between realistic solutions and ineffective uses of city funds.

In summary, we will provide the city with a comprehensive recommissioning process and rely upon our extensive experience to provide you with a thorough systems baseline and suggestions for next steps towards efficiency and economy.

II. Project Approach

The utilization of the ICS Technical Services for the Fire Hall will require that the recommissioning effort and study analyze particular energy saving measures and develop specific study deliverables. These deliverables are relatively consistent with certain processes in the traditional recommissioning project, yet we feel that the City will ultimately benefit from the additional efforts provided by the ICS Team to exceed the City's expectations.

ICS has developed a specific approach to the recommissioning/systems optimization process for the fire hall. The following paragraphs identify the individual tasks suggested and the process that ICS intends to take in conducting the tasks for the fire hall:

- **Provide a comprehensive facility site survey and audit:** ICS will conduct a detailed site survey and evaluation of the existing equipment and systems. We envision active participation by the city's facility staff as we discuss these surveys and understand the maintenance and operation histories of the systems. Our field team will categorically evaluate the condition of the equipment and components, taking particular note to the dynamically operating items such as motors, valves, dampers, and variable speed drives.
- **Develop and coordinate a written testing plan and schedule to accomplish the recommissioning tasks for this project:** ICS will develop a recommissioning plan, which will include a timeline and detailed categorization of the process to be used to evaluate the items within the study. We are well versed in the use of Microsoft Project and Primavera scheduling software and intend to use these tools to plot the course of action throughout this project. Through the use of this scheduling effort, the city will be able to identify the schedule of the recommissioning activities and, more importantly, identify timeframes and duration of the anticipated participation by facility staff, temperature controls contractors, and the city's testing and balancing staff (as required), and our recommissioning team members. Additionally, the seasonal (winter vs. summer) testing of the systems can be identified and scheduled based on the facility's historical use of cooling and/or heating energy.

- **Assess and report the current condition of each existing HVAC system to identify existing problems:** ICS will perform follow-up evaluation of the systems reviewed above, and investigate in more detail the condition of the equipment and the respective operation of the systems. Our technicians and engineers have backgrounds in the HVAC service industry giving ICS the fantastic opportunity to identify improvements and opportunities available that might have otherwise been overlooked by the typical design professional. As the improvements are identified, our internal commissioning team members will explore the costs and paybacks of the suggested improvements and document the anticipated payback and any potential rebates by the city's utility provider for both electric and natural gas.
- **Perform onsite field measurements of select major equipment or systems:** ICS will perform field measurements of selected HVAC systems within the fire hall. As required, airflow, temperature, humidity, space pressures, water and current (electricity) measurements for the respective systems will be taken. This information will be utilized to confirm that the system is providing the appropriate ventilation, temperature, and humidity control required based on the current building usage and program.
- **Verify the operation and accuracy of the selected BAS:** ICS will evaluate current sequences of operations and control strategies. Improvement opportunities found within the controls will be well documented for implementation by the city's preferred controls contractor. We will also evaluate the operation of the primary BAS sensors installed within the HVAC systems. Focusing on those sensors which may have the largest impact on energy usage or comfort, ICS will confirm appropriate response to changing conditions that system may see over its expected operating cycle. The city staff will participate actively in this effort by identifying those systems which may have a history of inadequate control or poor response to climate changes.
- **Review the BAS graphics and compare to the actual HVAC systems:** ICS will review the various screen setups and related information and compare them to the installed condition. System configuration as compared to the BAS representation of those systems is only one area that we will evaluate. Often, the value of the information shared with the individual screens can be enhanced to give the building staff a better "snapshot" of current system operation. Use of color or movement can allow the user's eyes to quickly identify operational conditions of certain systems and equipment. As the dashboard of the system, these graphics are the most interfaced aspects of the BAS system. The effectiveness of the graphics can make the maintenance engineers' job easier and more efficient.
- **Analyze the building ventilation systems and validate that the current ventilation needs are being met:** Our team will confirm that the proper levels of ventilation are being provided to the occupied spaces by performing a review of the current occupancies and reconciling the respective ventilation flow rates with the supplied volumes. Adjustments made to ventilation volumes will require confirmation that the addition of any ventilation air can continue to be conditioned by the associated equipment. Should cooling or heating capacities force the repair or replacement of the equipment to accommodate the addition of the ventilation air, ICS will develop replacement solutions, or modifications to the units control strategies within the context of this project. ICS will discuss with the city

possibilities to take advantage of changing the flow rates to those rates established by the most recent Code and ASHRAE Standard 62 values as well as the standards required by similar facility guidelines.

- **Evaluate all potential energy conservation opportunities (ECO's) including lighting retrofit options, occupancy daylighting controls, control system upgrades, and building operational enhancements:** ICS will evaluate lighting opportunities or other electrical system enhancements that may not only have an impact on energy savings but also improve reliability of major electrical systems. In similar recommissioning projects, ICS has performed infrared thermography testing of switchgear to evaluate the condition of the gear components. Lighting systems, including exit lighting, etc., have opportunities for upgrading to models that are more efficient. Additionally, we will utilize our staff to evaluate motor condition and efficiency.
- **Prepare a list of maintenance items that are encountered during the recommissioning effort:** Several of our team members have worked in the HVAC service industry. This experience will give our team a unique ability to evaluate the building systems from a maintenance standpoint and develop a list of recommendations or processes that can be used to further maintain the equipment and ensure its longevity.
- **Prepare a list of cost estimates for each change or upgrade recommendation:** Our experienced estimating team will provide cost estimates based on pricing from our extensive network of contracting professionals in combination with utilizing RSMeans Construction Cost Data and other reliable sources.
- **Provide a recommissioning study report to the city and utility provider:** ICS has participated in numerous energy funded study projects over the years. Consequently, ICS understands the goals that this project looks to achieve. Additionally, we understand the level of documentation needed to evaluate the wide-ranging energy conservation opportunities (ECO's) that ICS looks to uncover throughout this process.

III. Scope of Work

As a firm believer of the benefits of recommissioning and completing an overall facility assessment for the city in 2020, ICS has a solid understanding of the needs of the City facilities. Some of our team members have over 25 years of experience, which has given us the opportunity to witness a wide variety of operational issues stemming from inadequate installations, poorly balanced building HVAC components and improperly operating automation control systems. We know that these deficiencies can have significant impacts in energy consumption, building comfort, equipment longevity, operational costs and even health and safety of occupants.

The city's commitment to recommissioning of this facility will pay dividends in:

- The overall reduction in operating costs
- Improved equipment life cycles
- More satisfactory building comfort levels

The City should qualify for (when applicable) any rebate assistance program offered by their utility provider to help fund aspects of this project. While the utility provider's primary goal is to reduce energy demand and

develop opportunities that are “low cost” and have “short paybacks”, these opportunities do not represent the breadth of the value of a thorough recommissioning process as performed by ICS. Our recommissioning activities may identify a variety of improvements that are very beneficial to implement. ICS will be thorough in defining opportunities and helping to establish criteria for evaluating their effectiveness.

Per this scope of work, ICS will hold primary responsibility for the following tasks:

- Review all existing design documentation to become familiar with the original design intent and sequences of operation.
- Provide a comprehensive site survey for the facility.
- Develop and coordinate a written testing plan and schedule.
- Assess current conditions of each existing HVAC system and identify non-functional components.
- Perform onsite field measurements of select major equipment or system, primarily test and balance sampling of air and water systems (TAB) by sampling.
- Analyze the building ventilation systems and validate that the current ventilation needs are being met (TAB).
- Perform functional testing and review of current operation for all major HVAC systems.
- Review BAS and graphics and verify accuracy of the BAS.
- Document current operation and performance as a baseline for recommissioning efforts.
- Develop a detailed list of current deficiencies and recommendations for review with the city.
- Implement controls sequencing strategies and other improvements resulting in energy efficiency and improved operations.
- Develop costs for any significant recommended improvements for review by the city.
- Perform point-to-point verification of major systems to ensure proper mechanical operations.
- A summary of any amounts including recommissioning and prescriptive rebates that are provided by the utility for the measures recommended, including a summary of those designated as custom efficiency applications.
- Provide additional services as deemed appropriate to meet the needs and goal of the city.
- Provide a recommissioning study report to the city

Recommissioning process activities shall be completed for the following HVAC systems and associated controls:

- Air Handling Units
- Air handling Terminal Units
- Heating Systems
- Cooling Systems
- Exhaust Systems
- 100% testing of all systems identified above.
- HVAC DDC Systems
- Test and Balance Sampling/Verification

IV. Basis of Compensation

ICS's compensation for recommissioning services as described and summarized above are proposed as a lump sum fixed fee of \$27,000

(approximately \$1.20 per square foot) for services provided during the recommissioning project as described above.

The actual amount billed for ICS's services on a monthly basis will be based on ICS's estimate of the proportion of total services actually completed during the billing period.

Reimbursable expenses will be billed on a direct basis and include such items as mileage, lodging, reproduction, and specialized equipment.

For project work beyond services outlined in proposal and/or any changes to the agreed upon scope of services or project duration, services will be billed on a time-and-materials basis in addition to the above noted fees. However, additional work will not be conducted without approval by the city.

ICS's assumptions used for establishment of the pricing scale used in determining the overall fee assume the following:

- Proposal is based on two (2) site visits and on three (3) days of performance testing utilizing two commissioning personnel.
- The building is served by traditional equipment.
- Building documentation (design drawings, equipment submittals, etc.) for the facility is available for use by the recommissioning team.
- City staff will be made available to assist the team in getting access to the building, the mechanical and electrical rooms, and other non-public spaces within the building.
- City's building automation contractor will be available and be an active participant in this recommissioning effort.
- Our proposal does not include regularly planned overtime.
- ICS is not responsible for design, design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. We may assist with problem solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the general contractor and the architect/engineer.
- Our proposal does not include any type of building envelope commissioning, air-barrier testing, or infrared thermography services.
- Proposal does not include any utility rebate, energy tracking, monitoring or measurements and verification.

Appendix A

General Conditions

General Conditions

The word “Consultant” refers to ICS Consulting, Inc., the company with which Owner is contracting. “Owner” is our client. The Agreement with you, the client, is comprised of this Agreement and accompanying written proposal.

1. **Scope of Work and Duration of Services**

Consultant will furnish and perform the services specified in Consultant’s proposal (the “Proposal”). If any portion of the proposal is inconsistent with this Agreement, this Agreement shall control.

The commencement date for basic services shall be the date of approval of this proposal agreement.

Consultant’s obligation to perform the Services shall terminate upon completion of the 1 year statutory warranty period for the project or upon completion of all specified services described in this proposal.

2. **General Provisions**

In addition to the Proposal, Consultant and Owner agree as follows:

A. **Right of Access**

Unless otherwise agreed in writing, Owner will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

B. **Confidential & Proprietary Information**

The Consultant and Owner agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. “Confidential or propriety information” and “trade secrets” shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other. Neither Owner nor Consultant shall use the specification or other materials produced under this Agreement for any purpose beyond the scope of this project, without prior written agreement of the other.

C. **Quality**

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality.

2. **Payment for Services**

A. Invoices will be submitted monthly for services performed during the previous month.

B. Payments will be considered due and payable 30 days from the date of the associated invoice. If payments are not received upon becoming due and payable, interest may be assessed on the outstanding balance at a rate of the US Bank Reference Rate plus 5%, with interest accruing beginning 30 days from the original date of the invoice.

3. **Indemnity & Insurance**

A. **Indemnity**

Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless Owner, its agents, and employees, from all claims, losses, costs, and damages arising in any way out of Consultant’s performance of work under this agreement, but only to the extent caused in whole or in part by negligent acts or omissions or intentional fault on the part of the consultant, regardless of whether such claim, loss, cost, or damage is caused in part by the Owner.

Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless Consultant, its agents, and employees, from all claims, losses, costs, and damages arising in any way out of Owner’s performance of work under this agreement, but only to the extent caused in whole or in

part by negligent acts or omissions or intentional fault on the part of the Owner, regardless of whether such claim, loss, cost, or damage is caused in part by the Consultant.

B. Insurance

Insurance Provided by Consultant. Before the start of its work, the Consultant shall procure and maintain in force coverage and limits of insurance for its own negligence as follows:

- (a) Employers' Liability: \$1,000,000.00.
- (b) General Liability: \$2,000,000.00 Occurrence, \$4,000,000.00 Aggregate
- (c) Automobile Insurance: All Owned vehicles used in connection with the services of this Agreement.

4. Limitations on Liability

- A. The obligations of the Owner under this Agreement do not constitute personal obligations of Owner or its directors, officers or agents. Consultant will look solely to Owner's assets for satisfaction of any liability in respect of this Agreement and will not seek recourse against the directors, officers or agents of Owner or any of their personal assets for such satisfaction, unless there is a written agreement which makes an individual personally liable, executed by that individual. The provisions of this Paragraph 4 are not intended to relieve Owner from the performance of its obligations under this Agreement, but only to limit personal liability in the case of recovery of judgment. They do not limit Consultant's rights to obtain injunctive relief and specific performance or to maintain any other action not involving the personal liability of Owner or its directors, officers or agents.
- B. In any event, the financial liability of the Consultant for any alleged breach of this Contract, or for any tort committed in performance of this contract, shall not exceed 25% of the total contract amount due to Consultant as payment to it for services performed under this Contract.
- C. ICS shall not be responsible for the acts or omissions of any consultant, contractor or any subcontractor, supplier or other individuals or entities performing design and/or furnishing any portions of the work. ICS shall not be responsible for the failure of any Contractor to perform or furnish the work in accordance with the Contract Documents.

5. Assignment

This Agreement shall not be assigned by Consultant without prior written consent of the Owner.

6. Authorities for Action

Owner designates a responsible employee for administration and coordination of the work. Consultant designates a responsible employee to act on its behalf in any matter under this Agreement. Either party may designate in writing one or more persons to act on its behalf in any manner under this Agreement, provided notice is given according to the provisions set forth in Paragraph 8 below.

7. Independent Contractor

It is specifically understood and agreed that at all times pertinent to this Agreement, Consultant shall be an independent Contractor and shall not be considered an employee of the Owner.

8. Notices

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Owner or Consultant or upon receipt by the other party, when mailed by registered or certified mail, postage prepaid, return receipt requested.

Either party shall have the right to designate by notice, in the manner set forth above, a different address to which notices are to be mailed.

9. Applicable Law

This Agreement shall be governed by and construed under the laws of the State of Minnesota.

10. Extent of Agreement

This Agreement represents the entire Agreement between Owner and Consultant, and supersedes all prior obligations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument, dated and executed by both Owner and Consultant.

11. Termination

This Agreement may be terminated for proper cause by either party for any reason upon thirty (30) days written notice to the other party. Upon termination, Consultant will deliver to Owner or its designee all records, documents or materials in its possession or control of Consultant which relate to the Project and for which payment has been received. If Services have been prepared for, or performed, for which payment has not been received as of the date of termination, Owner shall be entitled to purchase the products of those Services, such as records, materials and documents, for the consideration due therefore under this Agreement. If Owner does not purchase the products of these Services, Owner remains liable to Consultant for any incurred but unpaid charges for Services performed.

12. Hazardous Materials

It is acknowledged by both parties that ICS Consulting, Inc.'s scope of services does not include any services related to asbestos, hazardous, or toxic materials that may be encountered or found to be present at or in areas adjacent to the site. Any such materials that are encountered shall be immediately brought to the attention of the owner, who will be solely responsible for any required abatement and/or removal of the materials in full compliance with applicable laws and regulations.

Appendix B

Signature Page

Signature Page

City of Owatonna, MN
Recommissioning Services – Fire Hall
3/15/2022

Proposal Terms

Terms on payment of services are delineated in the proposal dated **3/15/2022**.

Signature includes acceptance of attached proposal, fee schedule, and general conditions.

Authorization to Proceed

We appreciate the opportunity to present this proposal for Recommissioning Services. Please sign and return two copies of this document to our office. Upon receipt of both signed copies, a fully executed original copy will be forwarded back to you for your records.

* * *

Please proceed according to the above stated terms, attached general conditions and the proposal.

City of Owatonna, MN

Date

Printed Name

Authorized Signature

ICS

Date

Printed Name

Authorized Signature

RECAP:

\$	29,160.69	Bosch Automotive Service Solutions - TIF
	41,806.56	Central Farm Service - Fleet fuels and lubricants
	389,935.05	Costco Wholesale Corporation - TIF
	113,163.29	Cybex International Inc - TIF
	168,285.59	Daikin Applied Americas Inc - TIF
	49,903.30	Equity Growth - TIF
	28,050.57	Fareway Stores Inc - TIF
	60,139.89	I & S Group Inc - N Cedar Streetscape
	20,226.39	Kerry Inc - TIF
	26,762.94	Pro-Pet LLC - TIF
	283,046.64	RDO Equipment - 2022 John Deere 672GP Motorgrader
	1,314,878.85	Rice Lake Construction Group - WWTF Expansion Est 1
	22,472.33	South Pointe II LLC - TIF
	30,948.60	South Pointe Owatonna - TIF
	117,804.46	Southeast Service Coop - June 2022 Health insurance premiums
	148,887.27	Steele Co Highway Dept - Remaining evaluation-90% Signal project
	133,415.23	Viracon - TIF
	<u>275,086.16</u>	OTHER EXPENDITURES
\$	<u><u>3,253,973.81</u></u>	TOTAL EXPENDITURES PRESENTED FOR APPROVAL

NOTE: Checks over \$20,000 are detailed out individually

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 999-19100-000-000-000000						
369308	4948	ALDEN POOL & MUNI SUPPLY CO	117.00	07/19/22		
369309	34	ALEXANDER LUMBER COMPANY	962.04	07/19/22		
369310	5717	ALL FLAGS LLC	711.16	07/19/22		
369311	37	ALLDATA	1,500.00	07/19/22		
369312	46	AMERICAN ENGINEERING TESTING	5,936.25	07/19/22		
369313	2190	ANCOM	850.00	07/19/22		
369314	3881	APG MEDIA OF SO MINNESOTA LLC	918.50	07/19/22		
369315	61	ARAMARK UNIFORM SERVICES INC	373.08	07/19/22		
369316	68	ARROW ACE HARDWARE	224.79	07/19/22		
369317	5338	ASPEN MILLS	2,091.94	07/19/22		
369318	5509	B & B COLE PROPERTIES LLC	9,113.67	07/19/22		
369319	89	BACHMAN'S CREDIT DEPT	3,910.00	07/19/22		
369320	91	BAKER & TAYLOR BOOKS	5,701.28	07/19/22		
369321	100074	BARB WAHL	55.00	07/19/22		
369322	4920	BATTERIES PLUS BULBS LLC	58.74	07/19/22		
369323	142	BCA/TRAINING & DEVELOPMENT	150.00	07/19/22		
369324	100013	BCT MINNEAPOLIS	17.25	07/19/22		
369325	3643	BENJAMIN R JOHNSON	42.94	07/19/22		
369326	4392	BGMN, INC	190.76	07/19/22		
369327	5188	BLACKSTONE PUBLISHING	61.08	07/19/22		
369328	123	BOLTON & MENK INC	1,540.50	07/19/22		
369329	100088	BOSCH AUTOMOTIVE SERVICE SOLUT	29,160.69	07/19/22		
369330	2328	CANADIAN PACIFIC RAILWAY CO	240.00	07/19/22		
369331	156	CARQUEST	1,447.13	07/19/22		
369332	146	CDW GOVERNMENT INC	263.45	07/19/22		
369333	161	CEDAR VALLEY SERVICES INC	355.90	07/19/22		
369334	3108	CEMSTONE CONCRETE MATERIAL LLC	715.11	07/19/22		
369335	163	CEMSTONE PRODUCTS CO	225.49	07/19/22		
369336	349	CENGAGE LEARNING INC	175.94	07/19/22		
369337	4425	CENTRAL FARM SERVICE	41,806.56	07/19/22		
369338	175	CITY OF BLOOMING PRAIRIE	1,638.70	07/19/22		
369339	5348	CLUB PROPHET SYSTEMS	530.00	07/19/22		
369340	5536	COMPCARE OCCUPATIONAL MEDICINE	262.00	07/19/22		
369341	100027	CORINNE TALLEY	74.25	07/19/22		
369342	100083	COSTCO WHOLESALE CORPORATION	389,935.05	07/19/22		
369343	206	COURT SPORTS & MORE	10,407.50	07/19/22		
369344	5512	COVERALL OF THE TWIN CITIES	2,385.00	07/19/22		
369345	207	CRANE CREEK ASPHALT	8,466.36	07/19/22		
369346	212	CULLIGAN OF OWATONNA	35.46	07/19/22		
369347	213	CUMMINS INC	1,117.36	07/19/22		
369348	215	CURT'S TRUCK & DIESEL SERVICE	1,055.21	07/19/22		
369349	218	CUSTOM COMMUNICATIONS	2,380.26	07/19/22		
369350	220	CYBEX INTERNATIONAL INC	113,163.29	07/19/22		
369351	227	DAGRY TOOLING INC	218.00	07/19/22		
369352	4531	DAIKIN APPLIED AMERICAS INC	168,285.59	07/19/22		

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
369353	100080	DAKOTA COUNTY TECHNICAL COLLEG	250.00	07/19/22		
369354	235	DEANS WESTSIDE TOWING	150.00	07/19/22		
369355	5555	DH ATHLETICS LLC	910.00	07/19/22		
369356	100076	Employee Strategies	7,500.00	07/19/22		
369357	7077	EQUITY GROWTH	49,903.30	07/19/22		
369358	5485	EYE MED VISION CARE	371.62	07/19/22		
369359	4208	FAREWAY STORES INC	28,050.57	07/19/22		
369360	323	FIRST SUPPLY OWATONNA	327.23	07/19/22		
369361	6242	FOREMOST PROPERTIES	2,003.18	07/19/22		
369362	3806	FOUR SEASONS ELECTRIC	6,814.95	07/19/22		
369363	6000	FREEBORN COUNTY COOP OIL	3,553.20	07/19/22		
369364	5330	FURTHER	250.65	07/19/22		
369365	5016	GALLS	53.31	07/19/22		
369366	5406	GARY HEDSTROM	24.00	07/19/22		
369367	6994	GLOBAL PAYMENTS INTEGRATED	2,159.89	07/19/22		Wire Transfer
369368	394	HACH COMPANY	128.44	07/19/22		
369369	410	HAWKINS INC	10,282.47	07/19/22		
369370	2171	HEALTHPARTNERS	4,184.20	07/19/22		
369371	412	HEIMAN INC	146.45	07/19/22		
369372	5190	HOOPLA BY MIDWEST TAPE LLC	1,186.96	07/19/22		
369373	1928	HORIZON COMMERCIAL POOL SUPPLY	887.90	07/19/22		
369374	4933	HOUSE OWATONNA	94.17	07/19/22		
369375	430	HUBER SUPPLY CO INC	12.99	07/19/22		
369376	1722	I U O E LOCAL 70	2,490.86	07/19/22		
369377	4246	I+S GROUP INC	60,139.89	07/19/22		
369378	446	IFACS	479.89	07/19/22		
369379	454	INNOVATIVE OFFICE SOLUTIONS	218.85	07/19/22		
369380	2720	JJD COMPANIES LLC	8,670.00	07/19/22		

369381	100073	KAITLIN BRUESSEL	422.50	07/19/22	
369382	2252	KECK'S REPAIR	24.95	07/19/22	
369383	5004	KERRY INC	20,226.39	07/19/22	
369384	495	KOWZ-FM	250.00	07/19/22	
369385	525	KWIK TRIP INC	60.76	07/19/22	
369386	5402	LAUREN DUNCAN	24.00	07/19/22	
369387	4457	LAWSON PRODUCTS	129.27	07/19/22	
369388	545	LEGACY SIGNS INC	749.00	07/19/22	
369389	100014	LIBRARY FURNITURE INTERNATIONAL	2,944.00	07/19/22	
369390	556	LOWE'S	2,073.77	07/19/22	Wire Transfer
369391	579	MACQUEEN EQUIPMENT CO	852.10	07/19/22	
369392	5699	MADISON NATL LIF INS CO INC	902.14	07/19/22	
369393	7029	MAGTECH AMMUNITION CO INC	4,522.52	07/19/22	
369394	581	MALO ROOFING	567.00	07/19/22	
369395	584	MANKE'S OUTDOOR EQUIP & APPL	4,431.00	07/19/22	
369396	587	MARCO TECHNOLOGIES LLC	986.47	07/19/22	
369397	6037	MARIE RIDGEWAY LICSW LLC	150.00	07/19/22	
369398	751	MAYO CLINIC HEALTH SYSTEMS	2,926.19	07/19/22	
apachreg	City of Owatonna		jmatejcek	07/15/2022 14:03	Page 3

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
369399	2634	MDI LP #41	6,670.54	07/19/22		
369400	4383	MEI TOTAL ELEVATOR SOLUTIONS	847.20	07/19/22		
369401	7062	MERCHANT SERVICES	2,751.19	07/19/22		Wire Transfer
369402	612	METRO SALES INC	197.08	07/19/22		
369403	7028	METRONET	1,866.09	07/19/22		
369404	2158	MINNESOTA LIFE	2,385.80	07/19/22		
369405	638	MN DEPT OF LABOR AND INDUSTRY	2,301.53	07/19/22		Wire Transfer
369406	2818	MN DEPT OF REVENUE	10,295.28	07/19/22		Wire Transfer
369407	3016	MN DEPT OF TRANSPORTATION	939.66	07/19/22		
369408	646	MN FIRE SERVICE CERT BOARD	120.00	07/19/22		
369409	647	MN GOLF ASSOCIATION	180.00	07/19/22		
369410	1724	MN NCPERS GROUP LIFE INSURANCE	480.00	07/19/22		
369411	3007	MN PUBLIC EMPLOYEES ASSOC	1,287.00	07/19/22		ACH
369412	100087	MOUND OWATONNA LLC	2,502.17	07/19/22		
369413	5894	MRI SOFTWARE LLC	275.00	07/19/22		
369414	577	MTI DISTRIBUTING INC	3,798.77	07/19/22		
369415	4928	NAPA AUTO PARTS	908.13	07/19/22		
369416	727	NORTHERN SAFETY TECHNOLOGY INC	379.90	07/19/22		
369417	732	NORTHLAND FARM SYSTEMS	1,841.98	07/19/22		
369418	735	OAK GLENN	7,552.50	07/19/22		
369419	749	OWATONNA AREA CHAMBER FOUNDATN	775.00	07/19/22		
369420	745	OWATONNA AREA CHAMBER OF COMM	775.00	07/19/22		
369421	759	OWATONNA MOTOR COMPANY	25.48	07/19/22		
369422	767	OWATONNA PEOPLE'S PRESS	206.75	07/19/22		
369423	1309	OWATONNA PUBLIC UTILITIES	2,158.22	07/19/22		ACH
369424	785	PARAGON	376.38	07/19/22		
369425	4397	PEPSI COLA OF ROCHESTER	2,237.00	07/19/22		
369426	815	PLUNKETT'S PEST CONTROL INC	67.00	07/19/22		
369427	2102	PRO-PET LLC	26,762.94	07/19/22		
369428	2226	RDO TRUST #80-5800	283,046.64	07/19/22		
369429	876	RENT N SAVE	4,334.85	07/19/22		
369430	100063	RICE LAKE CONSTRUCTION GROUP	1,314,878.85	07/19/22		
369431	4069	SANCO EQUIPMENT	395.41	07/19/22		
369432	928	SCHOLASTIC INC	5,445.19	07/19/22		
369433	941	SELCO	4,036.87	07/19/22		
369434	1809	SHI CORP	10,004.90	07/19/22		
369435	954	SIGN PRO OF OWATONNA	200.00	07/19/22		
369436	100075	SOUTH CENTRAL MN EMS SYSTEM	150.00	07/19/22		
369437	6145	SOUTH POINTE II LLC	22,472.33	07/19/22		
369438	5604	SOUTH POINTE OWATONNA	30,948.60	07/19/22		
369439	2603	SOUTHEAST SERVICE COOPERATIVE	117,804.46	07/19/22		Wire Transfer
369440	5504	SPLIT ROCK MANAGEMENT INC	2,106.30	07/19/22		
369441	3979	SPUTTERING COMPONENTS INC	13,042.09	07/19/22		
369442	1001	STEELE COUNTY HIGHWAY DEPT	148,887.27	07/19/22		
369443	1009	STEELE COUNTY TREASURER	207.62	07/19/22		
369444	1014	STEWART SANITATION	1,875.47	07/19/22		
apachreg	City of Owatonna		jmatejcek	07/15/2022 14:03	Page 4	

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
369445	3999	SYNCHRONY BANK	224.10	07/19/22		
369446	1035	T-MOBILE	326.01	07/19/22		
369447	7068	TGK AUTOMOTIVE OF OWATONNA LLC	27.24	07/19/22		
369448	797	THE PENWORTHY COMPANY	423.68	07/19/22		
369449	100082	TOTAL RESTAURANT SUPPLY CO INC	3,512.98	07/19/22		
369450	1091	TRI M GRAPHICS	81.08	07/19/22		
369451	6977	UKG INC	2,685.00	07/19/22		
369452	1723	UNITED WAY	228.00	07/19/22		
369453	1101	US BANK	15,675.10	07/19/22		Wire Transfer
369454	2344	UTILITY CONSULTANTS INC	1,784.89	07/19/22		
369455	1133	VENTURE HYDRAULICS INC	34.74	07/19/22		

369456	2121	VERIZON WIRELESS	3,372.96	07/19/22	
369457	4247	VIRACON	133,415.23	07/19/22	
369458	5724	WALBRAN & FURNESS CHARTERED	418.91	07/19/22	
369459	1150	WASTE MANAGEMENT OF WI-MN	792.91	07/19/22	
369460	6291	WEINBERGER WELL SERVICE	150.00	07/19/22	
369461	4067	WEX BANK	1,090.37	07/19/22	Wire Transfer
369462	4852	WHKS	2,201.93	07/19/22	
369463	2383	WOLFF AND SONS INC	380.20	07/19/22	
369464	4323	WSB & ASSOCIATES INC	3,185.50	07/19/22	
369465	7004	MATTHEW R HOKANSON	805.23	07/19/22	

Check totals:	3,096,377.00
ACH totals:	3,445.22
EFTPS totals:	
Wire transfer totals:	154,151.59
Payment Manager totals:	
GRAND TOTALS	3,253,973.81

Check totals:	3,096,377.00
ACH totals:	3,445.22
EFTPS totals:	
Wire transfer totals:	154,151.59
Payment Manager totals:	
GRAND TOTALS	3,253,973.81



Ordinances



Community Development Department

DATE: July 19, 2022
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: First Reading Proposed Ordinance 22-10: Vacate Portion of Drainage and Utility Easement: Lots 2 & 3, Block 1, Urch Addition

Purpose:

Council to consider and approve the first reading of proposed Ordinance 22-10 to vacate a portion of a drainage and utility easement in Lots 2 & 3, Block 1, Urch Addition.

Background:

See Staff Report attached.

Budget Impact:

None

Staff Recommendation:

Staff recommends approval of this first reading of Proposed Ordinance 22-10 as recommended by the Planning Commission.

Attachments:

1. Ord 22-10 Vacate Easements - Urch Addition.doc
2. PC Staff Report - Baldwin Supply Easement Vacation w PC

Proposed Ordinance No. 22-10

ORDINANCE NO. _____

AN ORDINANCE PURSUANT TO SECTION 6.2 OF THE HOME RULE CHARTER OF THE CITY OF OWATONNA, AND SECTION 675 OF THE 1992 ORDINANCE CODE OF THE CITY OF OWATONNA, VACATING A STREET, ALLEY, OR PUBLIC RIGHT-OF-WAY, OR ANY PART THEREOF, HEREIN DESCRIBED, AND PROVIDING FOR ITS RECORDING.

WHEREAS, there has been filed with the City Council a petition to vacate the premises hereinafter described; and

WHEREAS, a public hearing was held on July 12, 2022, on the said petition and after public notice was given, pursuant to Section 6.2 of the Home Rule Charter; and

WHEREAS, the proposed vacation does not destroy or interfere with the rights of any person, corporation, or municipality; and

WHEREAS, the City finds that the premises hereinafter described are no longer required for municipal purposes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OWATONNA DO ORDAIN:

SECTION 1. That the following described portion of a drainage & utility easement:

All that part of Lot 2 and Lot 3, Block 1, Urch Addition, described by:
Commencing at the northeast corner of said Lot 2; thence S89°45'30"W 165.00 feet to a corner of said Lot 2; thence S09°56'45"E 10.66 feet to the True Point of Beginning; thence N59°46'28"E 10.66 feet; thence S09°56'45"E 70.83 feet; thence S01°34'17"W 226.37 feet; thence N88°25'43" W 17.42 feet; thence N00°39'02"W 66.60 feet; thence N01°34'17"E 157.79 feet; thence N09°56'45"W 61.42 feet; thence N59°46'28"E 10.66 feet to said True Point of Beginning.

EXCEPT A strip of land 20 feet in width, the centerline of said strip being the south line of said Lot 2.

may be and hereby is vacated.

SECTION 2. The City Clerk shall cause this Ordinance to be filed for record in the offices of the City Clerk and the City Engineer of the City of Owatonna and its title added to Appendix IV of the 1992 Ordinance Code of the City of Owatonna.

SECTION 3. The City Clerk shall cause an original copy hereof to be filed for record and duly recorded in the office of the Steele County Recorder in and for Steele County, Minnesota.

SECTION 4. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication.

Passed and adopted this ____ day of _____, 2022, with

the following vote: Aye ____; No ____; Absent ____.

Approved and signed this _____ day of _____, 2022

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk

July 7, 2022

To: Planning Commission
From: Community Development Department
RE: Request to vacate a portion of a Drainage & Utility Easement

Application Review:

Applicant: Roger Kuhn
Location of Property: 3440 9th Street NW
Legal Description: See Attached Survey
Report Attachments:
1. Location Map
2. Vacation Sketch & Description
3. Survey

Proposed Development:

- ◆ The applicant is requesting vacation of a portion of a drainage and utility easement located on the subject properties.
- ◆ The Baldwin Supply building is proposing to construct an addition on the north side of the existing building.
- ◆ This vacation was proposed 20+ years ago but no one can find any record that it was ever officially approved and it does not appear on the title work.
- ◆ As of the date of this report, Staff has not been notified of any utilities that are physically located within the easement or have a future use for the easement.
- ◆ Owatonna Public Utilities is requesting a new easement be dedicated along the west property lines as proposed in the survey.
- ◆ This will have no effect on the existing street or utilities in the area.

Staff Review:

Staff recommends approval of this vacation of a portion of a drainage and utility easement located on Lots 2 & 3, Block 1, Urch Addition

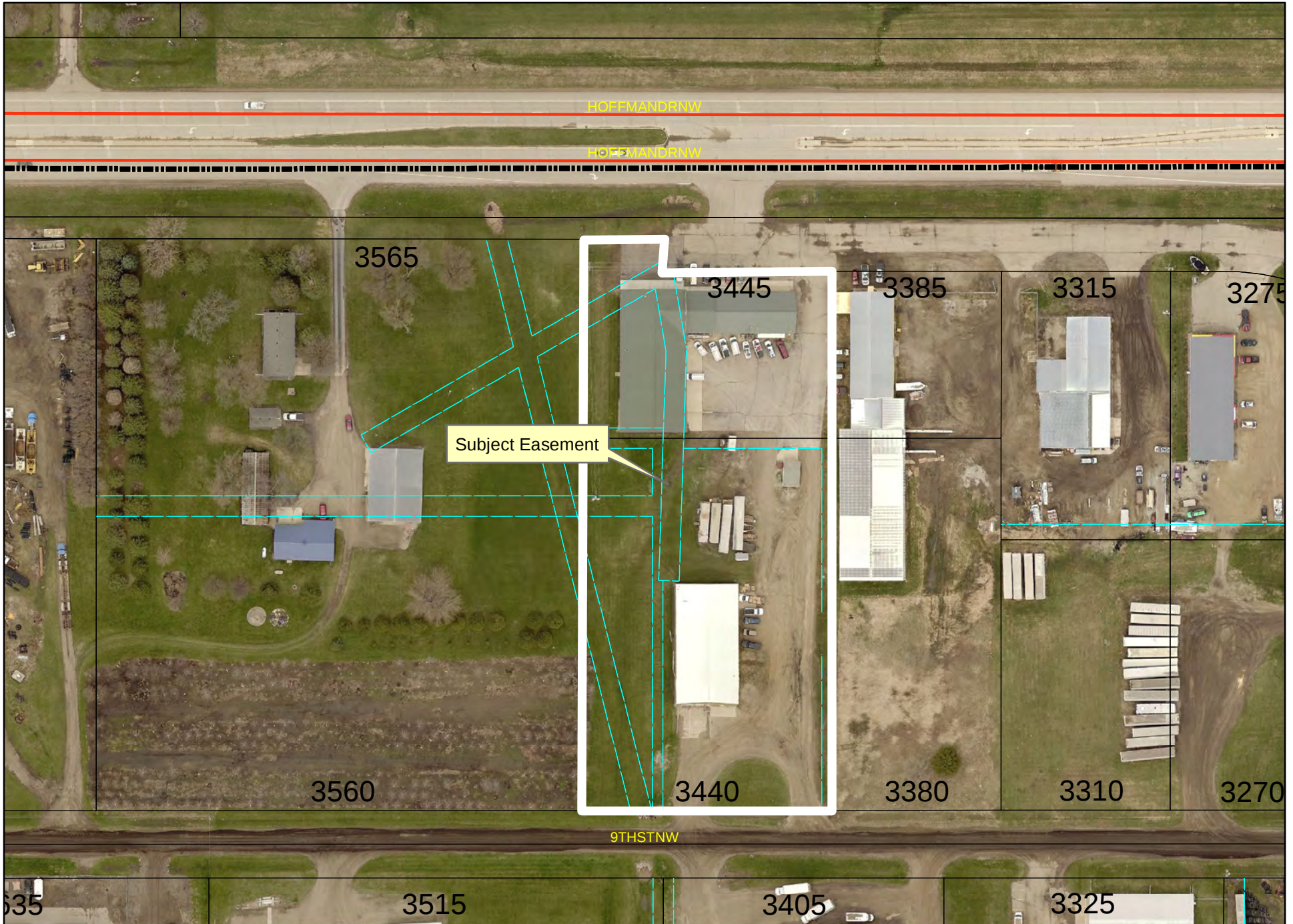
Planning Commission:

A request to vacate a portion of a Drainage and Utility Easement by Roger Kuhn and located at 3440 9th Street NW was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing opened at 5:32 pm. No comments were made regarding this request. Public hearing closed at 5:33 pm. Meier said it was pretty straight forward. A motion was made by Eickhoff and seconded by Wilson to recommend City Council approval of this vacation of a portion of a drainage and utility easement located on Lots 2 and 3, Block 1, Urch Addition. All Commissioners voting Aye, the motion carried.



Kuhn Properties Vacation Request

1 inch = 1,000 feet

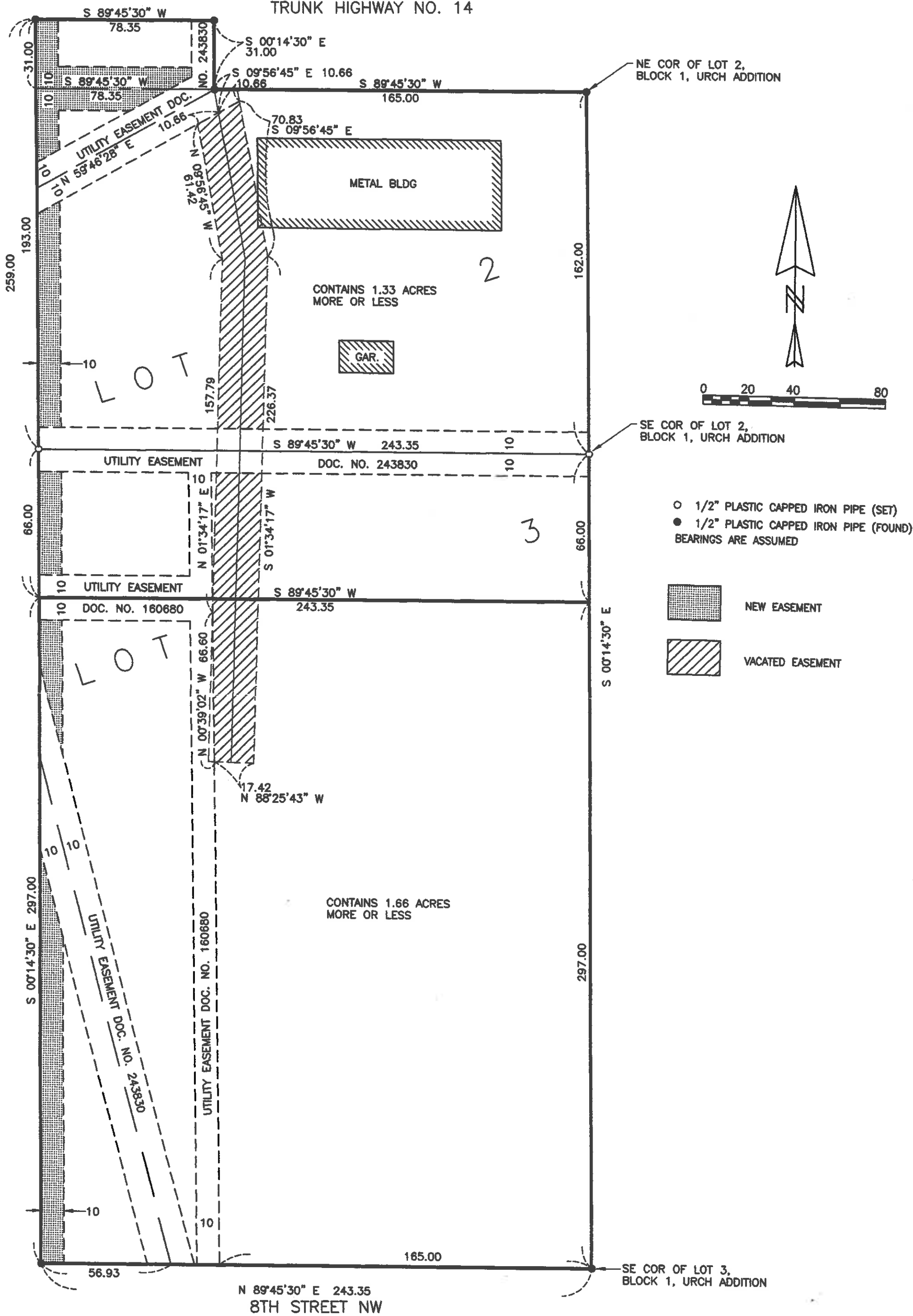


Kuhn Properties Vacation Request

1 inch = 125 feet

Date: 6/28/2022
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CERTIFICATE OF SURVEY
TRUNK HIGHWAY NO. 14



- 1/2" PLASTIC CAPPED IRON PIPE (SET)
- 1/2" PLASTIC CAPPED IRON PIPE (FOUND)
- BEARINGS ARE ASSUMED



NEW EASEMENT



VACATED EASEMENT

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

John C. Hosfield

Date 10/22/99 Reg. No. 15231

HOSFIELD & ASSOCIATES
PROFESSIONAL LAND SURVEYORS

415 WEST NORTH STREET
OWATONNA, MINNESOTA 55060
PHONE (507) 451-4598
FAX (507) 451-1396

SCALE 1" = 40'

DRAWN BY BLK

DATE 10-22-99

REVISED

JOB NO. 1602



Miscellaneous



Administrative Services Department

TO: HONORABLE MAYOR & CITY COUNCIL

FROM: Deanna Sheely, Communications Manager

DATE: July 19, 2022

SUBJECT: Comprehensive Communication Plan

Purpose:

City Council approval of a Comprehensive Communication Plan for the City of Owatonna.

Background:

In 1992, the Mayor and City Council adopted a Mission Statement and Guiding Principles and revised them in 1998. In 2020, the Mayor and City Council worked with the City Administrator and staff to develop a three-year Strategic Plan to set a course and establish a foundation for the City and align its efforts and resources to accomplish its goals. It includes a Vision and four Key Focus Areas that are updated annually. One of these areas is Efficient Effective Government which include two items of note:

1) Improve public communication efforts in the following areas (Library Director Mark Blando is Key Goal Coordinator):

- Develop a Comprehensive Communication Plan
- Continually improve website for better utilization
- Continue use of social media to provide updates on snow removal, street construction projects, etc.
- Enhance programming for the Public Access Channel
- Explore Option to Live Stream meetings
- Develop a Critical Communications Plan

2) Customer Focused Government (Police Chief Keith Hiller is Key Goal Coordinator)

- Improve communication methods and delivery systems that convey the intent and focus on the timely delivery of messages to the intended audiences

In 2021, the decision was made to create a staff position dedicated to strategic communications. The Communications Manager was placed in September 2021. Following a preliminary audit of the City's current communications practices and a preliminary review of how existing communication channels are being used, strengths and areas for improvement were identified.

Strengths:

- Some staff across multiple departments have embraced communication responsibilities as part of their tasks. Members of the clerical staff and the Public Information Officer are willing to learn and implement new ways of performing these tasks.

- Several departments have established expectations and protocols for handling communications regarding their areas. Examples include:
 - The Police Department has a weekly e-newsletter that has a strong following.
 - The Parks & Recreation Department has developed social media platforms for specific business areas such as River Springs Water Park, Brooktree Golf Course, etc. which have strong followings. Staff also provides regular updates through the local newspapers. The department has also implemented Civic Rec as a platform for promoting and managing programming.
 - The Public Works Department distributes a regular blog to those who have signed up to receive notifications.
 - The Fire Department has a strong following on several social media platforms.
 - The Community Development Department has embedded two-way communication mechanisms into its downtown streetscape project coordinated by the project contractor.
 - The library disseminates information frequently to patrons using multiple channels.
- Internal communications distributed through Human Resources, Information Technology and the City Administrator's office are done professionally and on a timely basis.
- Local media relationships are based on mutual trust which, generally, results in positive and accurate coverage for City news.

Areas for improvement:

- The Mission, Vision and Values Statements need to be updated and broadened to ensure all employees at all levels of the organization see their roles as part of the City's overall strategies and can reference these statements to determine priorities and set expectations. Developing a Value Proposition Statement will provide additional clarity of purpose, identification, loyalty and guidelines for establishing work priorities.
- No consistent brand elements or tagline have been established or used resulting in a lack of awareness in the community about the high-quality, professional operations of the City. Without a consistent brand representing the image of the City, residents and others may be confused when receiving information, interacting with a City employee or seeing City vehicles and perceptions of the City may not accurately depict the breadth of benefits provided to the community.
- Communications are disseminated from departments directly to residents, businesses, the media and other stakeholders without a cohesive strategy or coordination. Mechanisms for identifying communication opportunities need to be developed and embedded into operations. Information about the communication channels that are available and how to use them effectively has not been shared internally.
- The importance of communicating proactively about city issues, projects, decisions, etc. has been a goal, however, has not been defined or prioritized and needs to be embedded into planning discussions and processes.
- A comprehensive Crisis Communication Plan that provides guidance and templates for all departments has not been developed.
- The City's website, social media sites and PEG Channel have been underutilized and need resources allocated to make improvements. As the website continues to be seen as the City's 'front door', stakeholders' reliance on it as the primary resource for interactions will only grow.
- A regularly scheduled Communication channel needs to be implemented that reaches all residents and businesses on at least a monthly basis.
- Two-way communications mechanisms need to be developed and promoted so targeted audiences can provide input about services, programs, decisions, events, etc.

- The level of effectiveness of government-to-government communications could be improved upon by resuming an intentional and consistent schedule of meetings with School District and County personnel. This may include Chamber of Commerce and downtown representatives as well.
- City information is currently only available in English. Translation and accessibility must be embedded in communications.
- Explore opportunities to work with community groups, neighborhoods, the business community and other organizations to expand targeted communications to their networks.
- Internal communications are handled through the Administrative Services Department for Information Technology, Human Resources and executive messages without a consistent schedule, format, tone or strategy. Messages are not always cascaded throughout the organization. Employees may be generally unaware of work being done beyond their specific department or workgroup and lack adequate information to serve as ambassadors for the City or to be engaged and aware. Strategic internal communications would provide channels for the regular exchange of information, enabling employees to perform their jobs more effectively, cooperatively and with a greater sense of satisfaction.

The following have been identified as near-term or ongoing topics requiring a strategic approach to communicating:

- 2022 General Election and redistricting
- Brooktree Golf Course renovations and expanded offerings
- Class and Compensation Market Review
- Comprehensive Plan 2023
- Council Chambers renovations
- Downtown Streetscape
- Enterprise Resource Planning implementation of OpenGov solution
- Federal American Rescue Plan Act Funds
- Library renovations
- Police Department personnel transitions and recruitment
- Snow removal process and winter parking restrictions
- Wastewater Treatment Plant expansion
- Weed, junk, nuisance ordinance
- Strategic Planning Sessions (annual)
- State of the City presentation (annual)
- Street construction projects (annual)
- Boards, commissions and volunteers (annual)
- Budget process and decisions (annual)
- Parks & Recreation services, programs, projects, events, amenities (ongoing)
- Economic Development (ongoing)

Budget Impact: A Communications budget will be proposed as part of the annual budget process later this year.

Staff Recommendation:

- 1) Approve the City of Owatonna's Comprehensive Communication Plan.
- 2) Adopt a five-year strategic plan to advance the City's Communications efforts in an integrated and holistic manner.



Strategic & Comprehensive Communication Plan 2021-2025

DRAFT

Objectives:

Based on the City's Mission, Vision, Values and Strategic Priorities, ongoing and thoughtful two-way communications within the organization and across the entire community, and beyond, is essential. This plan is intended to help achieve the following objectives:

- Enhance awareness about how City ordinances, projects, services, programs, events and staff fulfill the needs of the community.
- Become the primary source of information about the City of Owatonna by anticipating and proactively planning communications that provide accurate and timely information as issues arise.
- Anticipate, plan and execute effective communications with target audiences to help them be informed and empowered to become more engaged members of the community.
- Establish realistic timeframes for accomplishing these goals so communications (both internal and external) are managed proactively in a unified and consistent manner.
- Identify priorities and demonstrate progress meeting these objectives.

Value Proposition:

The City of Owatonna's Value Proposition provides a strategic framework for communicating the value of the organization. It clarifies who the City serves, the benefits it provides, its values, personality and differentiators. It is the essence of how the City's brand is perceived and experienced by those served.

- **Current** – The City of Owatonna promises a high-quality, accommodating, efficient and fiscally prudent experience for anyone with whom its elected officials and staff interact.
- **Aspirational** – The City of Owatonna aspires to expand as needed to accommodate the community's evolving needs as development goals are to reach population goals of having 30,000 residents before 2030 and 40,000 before 2040.

The Value Proposition applies to City operations and planning as follows (draft):

Value Proposition



Audiences:

• **Internal:**

- Full-time, regular employees (including these labor unions):
 - International Union of Operating Engineers (IUOE)
 - International Association of Fire Fighters, Local Union No. 1920 (IAFF)
 - Minnesota Police Employees Association (MNPEA)
- Seasonal, part-time and temporary employees
- Volunteers
- City Council members and Mayor
- Board and commission members
- Owatonna Public Utilities staff and board members

• **External:**

- Residents – (Goal: inform them, engage them in City matters, make them feel appreciated as stakeholders who deserve to be kept “in the loop”.)
- Local business owners – (Goal: show support for choosing Owatonna, inform them of local ordinances, ensure they are receiving accurate information needed by their business to thrive.)
- Prospective business owners and leaders - (Goal: recruit them to relocate to Owatonna to improve municipal tax revenue by showcasing user-friendly City services, location, tourist attractions and any applicable development incentives.)

- Commuters - (Goal: encourage them to move to Owatonna and become a productive part of the community.)
- Those who lease space in City buildings.
- Civic clubs, community stakeholders and leaders
- Tourists
- Vendors, contractors
- Business and organizational partners such as the Owatonna Area Chamber of Commerce & Tourism, Steele County, Owatonna Schools, Owatonna Foundation
- Elected officials (state, county, federal)
- Media representatives

Key Messages:

- Messages from the City of Owatonna will always strive to be clear and concise.
- Messages will intentionally and thoughtfully use inclusive language to ensure all audiences, regardless of background, education or literacy levels, are informed and able to access services. Translating materials into multiple languages will be done as needed.
- Consistency in messaging will be achieved by providing standard content for use by all departments and elected officials in external communications such as legislative briefs, external presentations, funding and grant applications, social media profiles, news releases, etc. This will include messaging for various, specific audiences and an executive summary.
 - Executive Summary:
 - Option 1: “The City of Owatonna is committed to providing a community where residents and businesses can thrive. Known for its strong community, education and business culture, Owatonna provides a high quality of life for its residents. Located in southeastern Minnesota, Owatonna is the county seat for Steele County and is home to several major employers.”
 - Option 2: “Owatonna is a growing micropolitan that consistently ranks among the most livable small towns in the country. It serves as a shopping, tourism and healthcare magnet for southern Minnesota and is surrounded by lakes, woodlands and other recreation areas where wildlife is abundant and businesses are thriving.”
 - Tagline: “Where tradition meets innovation” (draft)
- A Writing Style Guide, based on Associated Press Stylebook, is available on the City’s SharePoint site as a reference for those who write content on behalf of the City of Owatonna. *Example: [Hennepin County writing guide | Hennepin County](#)*.
- Key messages for specific projects, issues and campaigns will be created as needed with this Strategic, Comprehensive Communication Plan as a guide.

Communication Channels:

- Advertisements – digital and print
- Branded dimensional items - swag
- Bulletin boards
- *Owatonna Chronicles* - published monthly by *Owatonna People’s Press*
- Collateral material - posters, flyers, table tents, brochures, guides, door hangers, hand-outs, proclamations
- Events/Meetings
- Emails - info@ci.owatonna.mn.us is used to encourage two-way communications
- Media relations - news releases, media advisories, pitched stories, columns
- Newsletters – Owatonna Public Utilities *Customer Update* printed and distributed monthly, *Owatonna Chronicles* printed and distributed monthly
- Phone – outgoing, pre-recorded messages
- Photos - used to convey messages, show projects, capture events

- PEG Channel Carousel Bulletin Board Slides
- Presentations
- SharePoint - internal communications only
- Signs/banners
- Social Media - Facebook, Twitter, Flickr, LinkedIn, YouTube, Instagram
- Text messaging
- TV monitors
- Videos – staff interviews on *City Spotlight*, *Straight Talk* and original productions used to convey messages, show projects, capture events
- Website - includes blogs, e-newsletters

Communication Responsibilities:

- Kris Busse, City Administrator & Executive Sponsor
- Ryan Brown, Information Technology Director & Website Administrator
- Mark Blando, Library Director & PEG Channel Administrator
- Deanna Sheely, Communications Manager
- Communications Task Force Members, liaisons for each department:
 - Ensure Communication Channels are being used to provide the public with reliable, timely, up-to-date, convenient and relevant information.
 - Develop an integrated and strategic approach to Communications that provides all departments with opportunities to increase awareness about their projects, initiatives and issues.
 - Through effective communications, promote engagement with residents, business owners and other stakeholders.
 - Ensure the City's communications are professional and consistent across all channels.
 - Enhance efficiencies for those whose responsibilities include Communications.
- Subject matter experts who provide information on specific topics in their area(s) of expertise.

Strategies:

- The following media types will be utilized and aligned:
 - Paid media (messages paid for in media outlets controlled by others) – digital and print ads
 - Earned media (messages earned in media outlets controlled by others) – news releases, guest columns, letters to the Editor, radio interviews
 - Shared media (messages shared in media outlets controlled by the City of Owatonna that followers can help shape) – social media
 - Owned media (message distributed in media outlets controlled by the City of Owatonna) – City website (includes Civic Rec catalog), emails and email marketing, original videos, presentations, collateral, newsletters, PEG Channel Bulletin Board
- Guidelines are created and shared internally for disseminating messages and using communication channels.
- Writing Style Guidelines provide consistency in writing style and establish expectations for content contributors.
- Brand Standards provide consistency in the use of the logo, colors, typeface, images and other visual elements that represent the City of Owatonna.
- Specific Marketing and/or Communications Plans or Campaigns are developed and executed for projects and initiatives as needed through consultations with subject matter experts from across the organization.
- The Multimedia Library in SharePoint is a repository for sharing photos, videos, graphics, audio, logos, fonts and templates to ensure consistency.
- Messages are re-purposed to use across communication channels to integrate communications and ensure consistency. The follow channels will leverage this strategy monthly:
 - *City Spotlight* video – news format video production, owned media, leads the monthly news cycle
 - *Owatonna Chronicles* – print newsletter produced in partnership with *OPP*, earned media, covers the topics introduced in *City Spotlight*

- *Straight Talk* – interview format video production, earned media, provides highlights of topics from *Community Chronicles*
- *OPU City Spot* article – article in print and digital newsletter, owned media, an in-depth article on a topic from *Community Chronicles*
- Translation into multiple languages builds inclusivity and engagement across all sectors of the community.
- Compliance with accessibility guidelines is mandatory.
- Regular, proactive messages from each member of the leadership team are an essential element of the City's overall efforts to communicate with stakeholders.
- Media training is offered to those who may be contacted by reporters.
- Two-way communication mechanisms are considered and implemented as appropriate to ensure members of the general public wishing to interact with the City have opportunities to provide comments. This may include surveys, comment cards, public hearings/meetings, special events and an online engagement platform.
- Crisis communications plans are embedded in overall crisis and critical incident planning.
- Communications Task Force members serve as liaisons for department communications.

Five Year Strategic Communications Plan

To build a robust and comprehensive communications strategy, the following stages of evolution are planned. Timelines may need to be adjusted as work progresses.

2021

- ✓ Develop a calendar of projects, issues and events that warrant robust Communication Plans
- ✓ Launch primary City of Owatonna Facebook page, identify which existing pages will be discontinued and transition followers to pages with the widest reach.
- ✓ Build a repository for digital assets and create its Standard Operating Procedures to create efficiency and consistency for all departments.
- ✓ Create and launch a Communications Task Force.

2022

- ✓ Refresh logo.
- ✓ Create Police Department presence on Facebook.
- ✓ Develop brand standards for logo use, colors, fonts, etc.
- ✓ Launch *Owatonna Chronicles* special issue with City news (in partnership with the *Owatonna People's Press*). As an alternative, consider requesting additional space in the *OPU Customer Update* monthly newsletter. Or develop a City-wide e-newsletter that recipients can opt to subscribe to.
- ✓ Begin developing brand-compliant templates for Communication Channels and launch across all departments.
- ✓ Begin creating Standard Operating Procedures (SOPs) for Communication Channels.
- ✓ Update Media Relations section of Personnel Policy and communicate expectations to all employees.
- ✓ Begin community-wide branding initiative (in-kind support only this year).
- Adopt a Comprehensive Communication Plan and a formal Value Proposition by presenting a draft to the City Administrator, department heads and then to the Mayor and City Council for feedback and approval.
- Adopt a Crisis Communications Plan.
- Support Library Director in developing a PEG Channel strategy to include the live streaming and on-demand availability of City Council meetings as well as meetings of City boards and commissions and a plan to develop video production capabilities that may include creating a studio.
- Evaluate online engagement platforms and recommend an option and plan for using one to create two-way feedback mechanisms for the community.
- Gauge the effectiveness of the City's current communications practices and establish a baseline by conducting interviews, a survey and focus groups that include business owners, residents, City Council members, staff, department heads and others to determine how they prefer to be communicated with,

about what topics, what new channels to consider, etc. Use these findings to shape strategies and plans. Feedback can also be gained regarding the City's draft Value Proposition.

- Refine social media strategies, policy and editorial calendar to coordinate posts across all departments.
- Develop an Internal Communications Plan to enhance employee awareness and engagement.
- Research and implement a solution for creating and sending electronic communications (employee newsletter, membership promotions, etc.)
- Develop a proposed, itemized Communications budget for 2023.

2023

- Update and expand Mission, Vision, Values so they represent the City of Owatonna as an organization to reflect the efforts of elected officials, board and commission members as well as City staff. The Strategic & Comprehensive Communication Plan may also need to be updated based on these revisions.
- Complete community-wide branding initiative and launch new brand and deliverables (hard-dollar and in-kind support).
- Obtain professional photography of the City's best assets reflecting all four seasons.
- Support IT Director in completing a significant update of website to align with brand standards and enhance usability.
- Complete Standard Operating Procedures for Communication Channels.
- Support Library Director in developing a promotional campaign for the PEG Channel to build awareness about it as a resource for accurate and timely information.
- Consider launching an eNewsletter.
- Explore additional social media platforms such as Twitter, Instagram, etc. to implement and integrate citywide. Consider launching the Community Connection module of the website to supplement social media strategies.
- Subscribe to a media clipping service to monitor effectiveness of communications and ensure accuracy of information.
- Develop additional two-way feedback mechanisms.

2024

- Survey residents to determine how they prefer to be communicated with, about what topics, etc. and compare the results to those in 2022. Industry standards recommend conducting a statistically based survey through an independent, professional research company every other year. A budget will need to be allocated to support this.

2025

- Review and update Crisis Communication Plan.
- Begin planning for negotiations on franchise agreements with cable television providers which expire in October 2029.

Considerations:

Owatonna is positioned to leverage opportunities to partner with County and School District staff due to it being the Steele County seat and home to the largest school district in the area. Potential collaborations to share resources rather than duplicating efforts include cross-linking website information, joint video productions, aligning social media posts and creating a more robust programming schedule for the PEG Channel.

Budget: No Communications budget has been established. A budget will be established for 2023. Department budgets may include the following line items to produce Communications deliverables.

- Advertisements (print and digital) - 43320 ADVERTISING & PROMOTIONS
- Branded dimensional items (swag) - 43320 ADVERTISING & PROMOTIONS
- Collateral material (posters, flyers, table tents, brochures) - 43330 PRINTING & PUBLISHING and 43122 POSTAGE

- Events/Meetings (room rental fees, A/V fees, food, etc.) 43990 MISCELLANEOUS
- Photos - 43010 OTHER PROFESSIONAL SERVICES
- PEG Channel – (programs purchased or produced to air on the PEG Channel) 43010 OTHER PROFESSIONAL SERVICES and (A/V equipment and software) 42100 OPERATING SUPPLIES
- Signs/banners - 43320 ADVERTISING & PROMOTIONS
- Website (includes Blogs, eNewsletters, e-Notifications) *43010 OTHER PROFESSIONAL SERVICES*

Measurements of Success:

- Metrics on website page visits
- Metrics on paid ads
- Monitor news clippings
- Google Alerts
- Resident Survey results



Administration Department

DATE: July 19, 2022
TO: Mayor and City Council
FROM:
SUBJECT: Garbage & Refuse Hauling License - BJ-Junk Services, LLC

Purpose:

Council to approve application received from Joshua Bocker on behalf of BJ-Junk Services, LLC of Claremont MN for a Garbage & Refuse Hauling License.

Background:

City Code requires a person wanting to collect or haul garbage or other refuse for hire within this municipality or hold themselves out as engaged in the business of collecting, hauling, or disposing of garbage or other refuse must obtain a license from the Council. This is an annual license which expires December 31st of each year and are not transferable.

The application, payment of fees and insurance certificate have been received and background verification complete. Chief Mundale has no objections to issuance of this license.

Budget Impact:

\$ 150.00 Garbage & Refuse Hauling License Fee (\$75/vehicle - will be a half ton truck and dump truck)

50.00 Initial Application

\$ 100.00 Background Verification

\$225.00 Received from applicant

Staff Recommendation:

Staff recommends approval of this Garbage & Refuse Hauling License Application.

Attachments:

None