



## **CITY COUNCIL MEETING**

**Tuesday, June 4, 2024 at 7:00 PM  
Chambers, Charles S. Crandall Center  
540 West Hills Circle**

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

**PLEASE NOTE:** At 5:30 p.m. Council will meet to tour the airport and then hold a Study Session in Chambers at the Charles S. Crandall Center, 540 West Hills Circle. Items discussed will include the airport and if time permits there will be general updates on the City's various board and commissions.

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

- 1.1. Council Agenda
- 1.2. Swearing in Ceremony - Firefighters
- 1.3. Mayor Kuntz

### **2. CONSENT AGENDA ITEMS**

- 2.1. Minutes – Council Meeting – May 21, 2024
- 2.2. Minutes - Board/Commission Meetings
  - 2.2.1. OPU Meeting - April 23, 2024
  - 2.2.2. Planning Commission - May 28, 2024
- 2.3. Department Reports:
  - 2.3.1. Weed/Nuisance Inspection Report - May 29, 2024
  - 2.3.2. Parks, Recreation and Facilities Updates
- 2.4. Licenses/Permits
  - 2.4.1. Exempt Permit - Raffle at Steele County Fair - Steele County Agricultural Society - August 13-18, 2024
  - 2.4.2. Amend Exempt Permit - Bingo - Steele County Humane Society - September 7, 2024
  - 2.4.3. Temporary Liquor Permit - Corn Hole Tournament - Eagles - June 8, 2024
  - 2.4.4. Temporary Liquor Permit - Owatonna Elks Lodge #1395 - July 13, 2024
  - 2.4.5. Temporary Liquor Permit - Owatonna Business Partnership - July 18 & 19, 2024
- 2.5. Event Permits
  - 2.5.1. Movie in Jaycee Park - June 14, 2024
  - 2.5.2. Big Brothers/Big Sisters Summer Picnic - June 25, 2024
  - 2.5.3. Amend Permit - 2024 Pride in the Park -Small Town, Big Rainbows in Dartts Park, July 13, 2024
  - 2.5.4. GEM Days - July 18-20, 2024

## 2.6. Miscellaneous

- 2.6.1. Stormwater Facility Maintenance Easement Agreement - 300 Park Drive - Viracon, LLC
- 2.6.2. Stormwater Facility Maintenance Easement Agreement - 2250 Austin Road - Northland Farm Systems
- 2.6.3. Pumps & Controls Maintenance: Annual Service Agreement - Electric Pump

## 3. **ACTION ITEMS**

### 3.1. Finance Report

### 3.2. Ordinances

- 3.2.1. Second/Final Reading Proposed Ordinance 24-02: RZ-7, Rezone Cashman Addition No. 3

### 3.3. Resolutions:

- 3.3.1. Resolution 53-24: Set Public Hearing Date - 2023 Street & Utility Project Special Assessment Amendment
- 3.3.2. Resolution 54-24 Premises Permit to Conduct Lawful Gambling at Timber Lodge Steak House - Owatonna Youth Hockey
- 3.3.3. Resolution 55-24 Authorization to Purchase Property - 401 Barney Street
- 3.3.4. Resolution 56-24: VAR-17 and CUP-14 Accessory Building - 1420 Canterbury PL SE

### 3.4. Miscellaneous

- 3.4.1. Professional Services Agreement for Staff Augmentation Amendment 2 - WHKS & Co.

## 4. **STAFF REPORTS**

5. **PUBLIC COMMENTS:** Please limit comments to 2 minutes. Please approach the microphone, sign-in and state your name and address for the record after being acknowledged by the Council President. Speakers will be limited to two minutes to deliver their comments. Those speaking are asked to conduct themselves in a respectful manner as they deliver their comments. Audience members are asked to refrain from reacting to comments. The City Council will not respond directly to comments in this venue or take immediate action in response to them.

## 6. **COUNCIL COMMENT AND GENERAL INFORMATION**

## 7. **ADJOURN**



CITY OF  
**OWATONNA**

# Mayor Kuntz

## **Owatonna City Council Minutes**

### **May 21, 2024**

On Tuesday, May 21, 2024, at 7:00 p.m., Council President Schultz called the regular session of the Owatonna City Council to order in the Chambers of the Charles S. Crandall Center. Present were Council Members Voss, Burbank, Boeke, Dotson, Raney and Schultz; Mayor Kuntz; Public Works Director Murphy; Community Development Director Klecker; Park, Trails, Recreation and Facilities Director Tuma; HR Director Thamert; Recreation Manager Anderson; Facilities Manager Fitzloff; IT System Administrator Sticken; City Attorney Walbran; City Administrator Busse; Administrative Coordinator Clawson and many of the city's Police Officers, Firefighters and staff members.

Following the Pledge of Allegiance, Council President Schultz welcomed everyone to the meeting. Council Member Svenby made a motion to approve the agenda as prepared, Council Member Dotson seconded the motion, all members voted aye in approval.

The Owatonna Police Honor Guard presented the nation's colors. Chief Mundale welcomed everyone to the Officer Swearing-in-Ceremony for promotion of Sergeant Joel Hunt and new Patrol Officers Julia Hansen and Daren Helger. Chief Mundale gave brief bios on these officers and Judge Bartel administered them their Oath of Office. Following the pinning of their badges, Police Chaplain Carlson offered a brief prayer. Council President Schulz and Mayor Kuntz thanked all the city's police officers for the work they do to protect the community.

Mayor Kuntz thanked previous Owatonna Human Rights Commission (OHRC) Members Ethan Cords and Jamie Vanoosbree for their years of service. Their terms on the OHRC expired on April 30, 2024 and were not eligible for reappointment to another term, they have served the maximum number of consecutive terms allowed per City Code. Ms. Vanoosbree commented that she is looking forward to what the new commission members will be doing as the OHRC has evolved from being more than just a commission to host the MLK Jr. Day event.

#### **Proclamations**

Mayor Kuntz commented he will make proclamation for this week, May 19-25, 2024 as National Travel and Tourism Week during a community reception tomorrow night at Mineral Springs Brewery. He also, proclaimed May 24-27, 2024 as the Field of Heroes Days; There will be 250 American Flags flown at the Steele-Waseca Co-op on West Bridge Street.

#### **Consent Agenda Items**

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 – Council Meeting – May 2, 2024  
Minutes – Human Right Commission Meeting – April 9, 2024  
Minutes – EDA Meeting – April 10, 2024  
Minutes – Airport Commission Meeting – April 1, 2024  
Minutes – Human Right Commission Meeting – May 15, 2024  
Minutes – Planning Commission Meeting – May 14, 2024  
Department Update - Parks, Recreation and Facilities Report – May 21, 2024  
April Dashboard - Police Department  
Event Permit – Steele County Safety Camp – June 6, 2024  
Event Permit - Downtown Thursday - June 6, 2024  
Event Permit – Host Spring Sing - June 9, 2024  
Event Permit – Harry Wenger Marching Band Festival - June 15, 2024  
Event Permit – Field Day – Owatonna Steele County Amateur Radio (OSCAR) Club  
- June 22, 2024  
Event Permit – Just One More Street Dance – July 12, 2024  
Event Permit – Elk's Family Picnic – July 13, 2024  
Event Permit – Reggie's Bean Bag Tournament & Dance – August 10, 2024.  
Event Permit – Hunter A. Frand Memorial Event – September 13, 2024  
Amend Event Permit – Orphanage Museum Fall Celebration – September 21, 2024  
Exempt Permit – Owatonna Fire Relief Association – Raffle – June 21, 2024  
Exempt Permit – St Mary's Marian Catholic School – Bingo – August 13-15, 2024  
Exempt Permit – Sacred Heart Church – Bingo – August 16-18, 2024  
Temporary Liquor Permit – MSB at Federated Event – September 19, 2024  
Temporary Liquor Permit – MSB OktoberFest Celebration – September 20 & 21, 2024  
Renew Ice Cream Vendor Permit – Sunny's Ice Cream, Albert Lea, MN  
Warsinski Chalet Independent Contractor Agreement – Martin Equipment, Inc.  
An agreement for the 2024-2025 season for the warming house and outdoor skating activities. The City will pay Martin Equipment, Inc. up to \$5,000 to provide these services. This agreement includes an adjustment for unseasonable warm weather. Martin Equipment, Inc. will be paid for open days instead of a-season flat amount of \$5000.  
Independent Contractor Agreement - Lacey's at Brooktree  
Revisions to the Independent Contractor Agreement for food and beverage services at Brooktree Golf Course with Lacey's at Brooktree LLC. approved on July 18, 2023. The original agreement has been revised to account for the delayed opening of Lacey's food and beverage kitchen due to the extended renovation timeline. Several updates have been included in the revised agreement.

- Updated hours of operations.
- Updated lease rent payment date to begin on May 1, 2024.
- Clarify the real estate tax amount owed by the lessee.
- Added language to the Contractor's responsibilities: cleaning and janitorial services Article.

- Language in Technology Services.
- Language on the responsibility of dishwasher and glass washer leases.
- Language on the responsibility for hood and drain trap cleaning services.

With the change in lease payment beginning in May 2024, rental revenue will be reduced by \$2,000 for the Brooktree Golf 2024 budget. With the shift in dishwasher and glass washer lease for January and February 2024, the rent/lease expenses for the Brooktree Golf 2024 budget will be increased by \$575.74. Lacey's monthly rent:

- 2024 \$1,000 (Starting May 1, 2024)
- 2025 \$1,200
- 2026 \$1,300

#### Electric Utility Easement Agreement - Owatonna Public Utilities (OPU) and Festal Place, LLC

An easement to OPU to provide electricity to the CDI Site. The site owner, Festal Place, LLC. Has presented an easement to OPU to provide underground electric facilities to the site.

#### Purchase Data Collector and Integrated Control Agreement - RDO Equipment

Purchase a Data Collector from RDO Equipment and a 3-year subscription to Magnet Field. The Engineering Department has both a Total Station and GPS unit that both run off of the same data collector to perform survey-grade functions but we can only use one at a time due to only having one data collector. The additional data collector will allow us to get ahead of our survey needs, which include initial topographic surveys, as-built surveys during construction, and asset management updates/tasks to incorporate into OpenGov Asset Management (Cartegraph). The cost of the data collector is \$3,706.60 and the 3-year subscription is \$2,169.20.

#### Contract - Aaron Guzman Photography

Contract for professional photography for photos to use when updating the design of the City's website for \$2,000.

Council Member Boeke made a motion to approve these Consent Agenda items, Council Member Burbank seconded the motion, all members voted aye for approval.

### **Finance Report**

Council Vice President Raney recapped payments made for amounts greater than \$20,000 during this period. The total amount of bills presented was \$3,003.843.12. Council Member Voss made a motion to approve payment of all bills presented, Council Member Boeke seconded the motion, all members voted aye in approval.

### **First Reading Proposed Ordinance 24-02: RZ-7, Rezone Cashman Add No. 3**

Community Development Director Klecker presented Proposed Ordinance 24-02. No. RZ-7. This is a request to rezone the property located at 285 22<sup>nd</sup> St NW from R-1 Single Family Residential to R-6 High Density Residential District. This is a single lot owned by the city which is a vacant larger corner lot which could be used for a multi-family development such

as a three- or four-unit project. The Planning Commission held a public hearing on this and recommend. Council Member Raney made a motion for approval, Council Member Burbank seconded the motion. With a Roll Call Vote, voting aye were Council Members Burbank, Boeke, Raney, Svenby, Voss, Dotson, and Schultz, no nay votes, the motion carried. The second/final reading of this proposed ordinance will be heard at the next City Council Meeting on June 4, 2024.

### **Resolution 52-24 Preliminary Plat - Cashman Addition No. 3**

Community Development Director Klecker requested approval of Resolution 52-24 to approve the Preliminary Plat of the Cashman Addition No. 3. This is a city owned property, a vacant lot at 285 22<sup>nd</sup> St NW and 22<sup>nd</sup> St NW and 3<sup>rd</sup> Ave NW to the west. The Preliminary Plat was done for the purpose of redevelopment. The process of changing this property's zoning from R-1, Single Family Residential to R-6, High Density Residential is also in process. Council Member Boeke made a motion for approval; Council Member Burbank seconded the motions, all members voted aye in approval.

### **City Council Committee Structure**

City Administrator Busse commented that during the Strategic Planning Session it was discussed need to establish an Executive Committee for better communication. The City and County jointly owned the Law Enforcement Center (LEC) and created the LEC Committee consisting of city and county elected officials. The City purchased the LEC from Steele County on May 8, 2024. As a result, the LEC Committee is no longer necessary and will be disbanded. The City Council wishes to establish an Executive Committee consisting of the Council President, Council Vice-President and a Council Member at Large. Current members serving on this new committee will be Council President Schultz, Council Vice-President Raney and Council Member at Large Boeke. Committee assignments are reviewed annually during the Annual Organizational Meeting held during the first City Council Meeting in January each year. Council Member Raney made a motion for approval, Council member Dotson seconded the motion, all members voted aye for approval.

### **Project Scope Development and Communications for Public Safety Center & Community Center**

Park, Trails, Recreation and Facilities Director Tuma requested approval of a Professional Services Agreement #2 with ICS for Scope Development and Communications for the Public Safety Center and Community Center initiatives. The City is considering building a community center and updating the public safety buildings. The recent completion of the City's Facility Assessment and Facility Plan has shown the need for upgrades to the Public Safety facilities and a desire for a Community Center. ICS will provide professional services for phase one, which include project scope development, Local Option Sales Tax

community ask, informational campaign, and public engagement. They will also create and facilitate Project Task Forces, develop a Comprehensive Communication Plan, assist with financial modeling and project viability, and support the Long-Range Asset Plan (LRAP). The compensation for completing all the work is \$142,250. The amount billed for services will be based on ICS's estimate of the total number of services completed during the billing period. ICS anticipates the effort to break down as follows:

- 2024: \$42,750 (Communications support within LRAP) / Scoping of the Public Safety Center and Community Center.
- 2025: \$49,750 (Communications support within LRAP) / Scoping and Communications for the Community Center Local Option Sales Tax Request to MN Legislature.
- 2026: \$49,750 (Communications support within LRAP) / Communications for the Community Center Local Option Sales Tax Referendum.

The timeline is crafted around the current Local Option Sales Tax moratorium. The schedule could change if the MN Legislature lifts the moratorium, and the City Council approves a schedule change. As the agreement outlines, additional expenses for items such as concept drawings/renderings, architectural drawings, or promotional videos may exist. ICS will assist the City and facilitate RFP, review and selection processes for those services. Council Member Burbank made a motion for approval, Council Member Boeke seconded the motion, all members voted aye in approval.

### **Donation to Rec and Go Program - Gopher Sport**

Eric Anderson, Recreation Manager requested authorization to accept a \$15,000 donation from Gopher Sport for the city's Rec on the Go Program. This winter, Gopher Sport donated \$10,000 to the Youth Scholarship Assistance Fund and now want a longer-term, more significant partnership than a sponsor shown on t-shirts. These funds will purchase a fully partnered branded wrapped enclosed trailer, along with the program equipment needed. Council Member Dotson made a motion for approval, Council Member Voss seconded the motion, and all members voted aye in approval. Council Member Boeke commented this is another example of an Owatonna business stepping up to benefit the community.

### **Capital Improvement Project: Social Commons HVAC Rooftop Replacement Bid**

Aaron Fitzloff, Facilities Manager commented there are twelve projects in the current Capital Improvement Plan. Bids were received to replace the Social Commons Rooftop unit. The Social Commons facility has three rooftop air handling units (RTU). Replacing the units is a multi-year approach, and this is two of three in the replacement plan. The final unit is proposed for replacement in the 2025 Capital Improvement Plan. Two bids were received, Owatonna Heating and Cooling submitted the lowest and most qualified bid, \$22,700. Fitzloff requested Council approve this bid from Owatonna Heating and Cooling to replace the Social Commons Rooftop unit. Council Member Raney made a motion for approval, Council Member Svenby seconded the motion, all members voted aye for approval.

**Capital Improvement Project: Innovative Masonry - City Hall Tuckpointing Agreement**

Aaron Fitzloff, Facilities Manager requested council accept the \$21,900 bid from Owatonna Heating and Cooling for the replacement of the Mechanic Shop ventilation unit. The ventilation system serves the Mechanical Shop. The make-up air handling unit (MAU) is located in the shop's mezzanine and is at the end of its life cycle. The project's scope is to replace the existing unit and control. Council Member Voss made a motion for approval, Council Member Dotson seconded the motion, all members voted aye for approval.

**Capital Improvement Project: Fire Hall Air Handling Unit Replacement**

Aaron Fitzloff, Facilities Manager requested council approve replacement of the Fire Hall air handling unit. A multi-year approach to replacing these units at the Fire Hall has been in process; this is the last unit to be replaced. The project scope is to replace the existing ducted, ceiling-hung ventilation Air Handling Unit (AHU) located in the fire hall's vehicle garage with a new unit. The AHU provides conditioned outdoor air to eight (8) ducted DX/hot water fan-coil units throughout the Fire Hall. The AHU is controlled by an existing Johnson Controls Building Automation System (BAS). We had two bidders, with Owatonna Heating and Cooling as the lowest and most qualified at \$19,900. Council Member Boeke made a motion for approval, Council Member Dotson seconded the motion, all members voted aye for approval.

**Capital Improvement Project: Innovative Masonry - City Hall Tuckpointing Agreement**

Aaron Fitzloff, Facilities Manager requested council accept bids from Innovative Masonry for the tuckpointing and brick repair on the City Hall building. This is part of a multi-year effort to address needed repairs and upkeep on the City Hall building. In 2019, the roofing, gutters, and downspouts were replaced; in 2022, the east elevation was tuckpointed. The City solicited proposals for tuckpointing and masonry rehabilitation, divided into three portions for bidding for the main building's north, west and south elevations. A small portion of the east elevation is included in the proposal. Work includes replacing cracked and broken brick, infilling mechanical vents, selectively pointing joints, replacing sealant at the perimeter of windows and doors, selectively replacing damaged limestone, and selective masonry cleaning. Staff and Adsit consultants met with interested contractors to review the project, familiarize themselves with the existing conditions, and verify the quantity of the work. We had three bidders and Innovative Masonry Restoration was the lowest and most qualified bidder, accepting Bid 1 & 2 for \$112,000.00 (tuckpointing \$35.00/square foot, individual brick replacement \$55.00 each and replacement of limestone for Dutchman repair 4" at \$175/square foot).

Council Member Raney asked what company information was reviewed. Fitzloff responded Adsit has prior experience and recommendation was received from Steele County for project completed last year on the Steele County Courthouse.

City Attorney Walbran commented he amended the contract to comply with OSHA requirements. Administrative Clawson commented the amended contract as included in the Council Packet for consideration.

Council Member Voss made a motion for approval, Council Member Raney seconded the motion, all members voted aye for approval.

**Engineering Services Agreement - PFAS Preventative Management Plan - Nero Engineering**

Public Works Director Murphy requested approval of the Nero Engineering Per- and polyfluoroalkyl substances (PFAS) Preventative Management Plan Agreement. This proposal will assist the City in developing the plans for the prevention of PFAS pollution. Some monitoring and sampling have already been conducted by the MPCA. Based on the results of the initial sampling, Owatonna was determined to be in the Medium Category based on Maximum PFOS, PFOA, and PFBS. This management plan will highlight the additional mapping and source identification that are necessary for PFAS pollution prevention. The total cost is not to exceed \$9,620 and will be paid for using sanitary sewer funds. Council Member Voss made a motion for approval, Council Member Boeke seconded the motion, all members voted aye for approval.

**Award Seal Coat Project - 26th Street and River Springs Water Park Parking Lot**

Park, Trails, Recreation and Facilities Director Tuma requested council approve Seal King as the successful bidder for the seal coat project. The City's annual Parks Pavement Management Plan includes scheduled pavement maintenance to extend the life of the pavement. The year, pavement at the River Spring Water Park parking lot (RSWP) and the paved trail segment along 26th Street from 4th Avenue NW to Dane Road are planned for crack filling and sealing. Requests for quotes were sent out through OpenGov Procurement software; Seal King was the only company to submit a proposal. Seal King is the low bid and meets minimum qualifications. \$39,187. Council Member Burbank asked what the life expectancy when crack filled and sealed; Tuma responded seal coating should be done every four years. Council Member Raney made a motion for approval, Council Member Dotson seconded the motion, and all members voted aye.

**Accept Proposals and Award Contract - Wastewater Treatment Facility 26th St Lift Station Panel Installation**

Public Works Director Murphy requested council accept proposals received for panel installation at the Wastewater Treatment Facility 26th St Lift Station. The City's lift stations were assessed in 2022 to understand the costs of implementing SCADA systems throughout our collections system and WWTF. With the WWTF expansion, SCADA integration will allow for more efficient management of our collections system. Lift station panels and components ranged in age, but a majority were at the end of their service life.

Most were not cost-effective to simply convert or add components to allow for SCADA integrations. Many showed signs of corrosion as well as not complying with current code. Budget Impact: The contracted cost for the panel installation will be \$17,232.08. Council Member Boeke made a motion for approval, Council Member Voss seconded the motion, and all members voted aye in approval.

**Accept Proposals and Award Contract - Wastewater Treatment Facility 26th St Lift Station Panel Materials**

Public Works Director Murphy requested council accept recommendation from Advanced Engineering and Environmental Services, Inc. to accept the proposal received from Integrated Process Solutions (IPS) for the Lift Station Control Panel Improvements Project at the Wastewater Treatment Facility's 26th St Lift Station. Of the three proposals received, the IPS proposal scored the highest and was the lowest cost responsive and responsible quote received with quoted price of \$74,944.00. Council Member Burbank made a motion for approval, Council Member Boeke seconded the motion, all members voted aye in approval.

**STAFF COMMENTS**

**Community Development Director Klecker** commented staff have been working to increase affordable housing options. The lot platted and rezoned during tonight's meeting was the donation from Cashman family is a bit larger than a single-family lot. The Hillcrest Project is formalizing with plans for 73 units; 52 market rate and 21 as affordable housing. We are also pursuing tax credit for the ECA2 Project, a 60-unit Senior Housing project. We have not done a senior project but heard from some older homeowners in the community that if there was senior affordable housing, they would move in and free up their current single-family home for others; we hope to submit a grant application in July. The County has a trust fund, the city's HRA participates on the committee on how the funds be used within the county.

**Park, Trails, Recreation and Facilities Director Tuma** commented a current department report included in tonight's Meeting Packet. Lake Kohlmeier will open at noon this Saturday and River Springs Water Park opens next week. New gates are being installed at Lake Kohlmeier and Dartts Park.

**Public Works Director Murphy** commented he enjoyed seeing the Police Swearing-in-Service; two of the officers honored grew up in Owatonna. As the WWTP Project nears completion they will be out of the construction zones as they complete the dirt work. Staff are assisting Steele County as they remove a portion of the racetrack at the fairgrounds and the area along the sidewalk on SE 18<sup>th</sup> Street is leveled.

**Communications Manager Sheeley** commented that the City's presence on social media continues to increase. The number of followers on the City's Facebook account has increased 21%, up to 1,300; this is a good option to connect with the community. We have 2,800 lifetime followers; 63.5% from Owatonna and the rest from surrounding town. The

number of requests for the city's newsletter has increased from 110 to 286. She has been working with staff to update the Long-Range Asset Plan, Also assisting Dave Beaver, Airport Manager to promote an AirRace Classic; the Owatonna Degner Regional Airport is the fifth stop on their race. The City placed an ad in the race program in hopes to entice race participants to spend the night or come back to visit. Community Branding is under way, the Library will have an individual logo/brand. An online store has been created to order apparel, so we won't need an individual manager for procurement. Items recently branded included golf carts at Brooktree Golf Course, retractable banners and hats. Working with Human Resources for décor with display of the City's Purpose & Value Statements.

### **PUBLIC COMMENTS**

**Mike Conrad, 424 12th Street SE**, reminded everyone of the OSCAR Event planned for June 22nd – 23rd at McKinley School. There is a lot to show , it is a public demonstration and a contest for their organization. They will demonstrate amateur radio use and hope many will stop in to see what they can do.

**Brandon Flores, 1749 SW 48th Street**, commented he is one of the hosts for the Hunter A. Frank Memorial. An Event Permit was approved during tonight's meeting for this year's event on September 13<sup>th</sup> at the fairgrounds. In 2020, his brother Hunter Frank, passed away while serving in the military. We have held an annual event with proceeds to help a veteran's family in need of help. We offer an event with a little bit of everything, I have seen many of you attending in previous years and will appreciate your support again this year.

**Gary Jones, 995 Ridge Road** commented that he grew up on a dairy farm and didn't think he would ever want a fence on my property but at every house he has lived in, he has added a fence. He shared information with 10 fencing options and suggested the city share a copy with homeowners when they report deer incidents. Fences can blend into the area; a fence doesn't have to be an eye soar.

### **COUNCIL & STAFF COMMENTS:**

**Council Member Raney** commented that a Police Officer Swearing-in-Ceremony is always nice to see. It was nice to see many of our fire and police officers present to support their fellow officers, we have a lot of good officers in Owatonna

**Council Member Dotson** expressed condolences to the Flores family; on Saturday afternoon, their 18-year-old daughter Olivia was killed in an automobile accident in Rochester. I did not know her personally, but this has affected many within our community as she was a Senior at OHS and preparing for her graduation in a few weeks. You have my sympathies.

**Council President Schultz** commented this was a long meeting and many things were done and now time to adjourn. At 8:49 p.m., Council Member Boeke made a motion to adjourn, Council Member Burbank seconded the motion, and the meeting ended.

Respectfully submitted,  
Jeanette Clawson, Administrative Coordinator





CITY OF  
**OWATONNA**

# **Board Commisison**

The Owatonna Public Utilities Commission met in regular session in the Morehouse Conference Room at the Owatonna Public Utilities. Present were Commissioners Zirngible, Rossi, Doyal, Johnson and Vetter. Also present were General Manager Warehime; City Administrator Busse; Director, Engineering & Operations Fenstermacher; Director, Finance & Administration Olson; Director, Information Technology & Meter Baum; Manager, Human Resources Madson; Supervisor, Accounting Linders; Supervisor, Customer Care Van Esch; Executive, Communication & Administration Coordinator Schmoll; and OPU Employees Lori Jerpbak and Shanda Meier. Also present were Sean Williams, Director, Owatonna Area Business Development Center; Rick Naymark, Q Market Research; Tom Olinger, Abdo Solutions; City Council Member Boeke, and customer, Mike Brooks.

President Zirngible opened the meeting by leading the Pledge of Allegiance. He then asked for any changes to, and/or approval of, the agenda and consent agenda. The consent agenda items included the minutes from the March 25, 2024 Commission meeting, as well as the Contributed Services report as of March 31, 2024. Commissioner Doyal moved to approve the agenda and consent agenda items. Commissioner Johnson seconded the motion. All Commissioners voting Aye, the motion passed.

### **Committee Reports**

Finance Committee – Commissioner Doyal reported the Finance Committee met, reviewed, and approved vouchers totaling \$7,278,347.37. He noted, there were almost half million dollars in disbursements that were coded incorrectly and pulled back. There was one work order completed in March with work orders still running below budget.

Personnel Committee – Commissioner Rossi reported the Personnel Committee met and received a staffing update, and a union negotiations update. There is still an opening for an IT Operations Engineer and 28 applications were received for the summer Engineering intern position. The current union contracts expire May 31, 2024 so negotiations are ongoing.

### **City Administrator Report**

City Administrator Busse distributed the 2023 Annual OPED (Owatonna Partners for Economic Development) report and reminded the Commission the partners include the City of Owatonna, Steele County, the school district, Owatonna Public Utilities, and the Owatonna Area Business Development Center. The goal is to spur economic development by working collaboratively, coordinating fast tracking projects, and communicating. The items on the report are all part of the strategic plan developed from input by the partners as well as these items fit well with the City's strategic plan.

Sean Williams, Executive Director, Owatonna Area Business Development Center discussed three focus areas OPED will be working on over the next three years. These areas are attract/educate quality workforce, marketing and communication and new development/redevelopment. Mr. Williams also noted, coming from outside of Owatonna, and trying to do this type of thing in the entrepreneurial space, this coalition of organizations that meet on a regular basis and are able to execute decisions at this level is unbelievable and phenomenal. Owatonna should be proud to be able to maintain this type of partnership between organizations whereby politics and egos do not get in the way. Commissioner Doyal echoed Mr. Williams sentiments by saying, OPED is an incredible tool for attracting and promoting new business. Mr. Williams went on to compliment how responsive OPED is. City Administrator Busse added, the actions of the group wouldn't be successful without all members in the room. They are a staff working group there to accomplish the goals of the partners. Some of the challenges for attracting new businesses include available workforce, available land or land owners willing to sell their land, and housing. On the flip side, the biggest attraction is we have a varying manufacturing base so jobs are available, there is City owned land that could be turned around quickly, and Owatonna promotes growth and works with developers.

City Administrator Busse updated the Commission on a few City related items including the golf course being open, the compost site being open with longer hours and a new vendor, and the wastewater treatment plant being on schedule for completion in early 2025.

Sean Williams introduced himself, gave a brief snapshot of his background, and updated the Commission on happenings at the Owatonna Area Business Development center, formerly the Owatonna Business Incubator. He explained, what the Center does, the space it has available, and the many things they are involved with including Co.Starters in partnership with Community Education. He noted, Co.Starters is an entrepreneurial education program based on lean startup. The curriculum covers everyone and includes non-jargon course work. It is a free course which helps lower barriers to help people start businesses in Owatonna. Mr. Williams then discussed a DEED grant the Center received and noted the different items it covers. He further discussed the Center's needs and how asking for sponsorships will help the Center get to where they need to be. The goal is to show the value of the Center to the sponsors and to remain relevant in the areas needed for promoting entrepreneurialism without duplicating the resources already available.

### **Audit Report**

Tom Olinger, Abdo Solutions, presented OPU's 2023 Financial Statement Audit findings to the Commission. He noted, their overall opinion was unmodified which means it was a clean opinion. There was one finding noted, but it was caught, and corrected, by OPU staff before the auditors caught it. However, because it was still incorrect the end of 2023, it needs to be mentioned. Mr. Olinger discussed each utility's revenues and expenses, net position, cash flows from operations, and cash balances.

Director, Finance & Administration Olson noted, Abdo Solutions has performed the audit for three years now. They will be putting together another three-year quote, which the Commission can evaluate and determine if they want to move forward with another three-year contract or if they want to requote it. Mr. Olinger noted, costs have increased for everyone, so there will more than likely be increased costs related to this audit process, as well. However, Abdo will try to remain competitive and would love to continue the relationship with OPU.

### **Customer Satisfaction Survey**

Rick Naymark, Q Market Research, discussed the most recent customer satisfaction survey covering such items as how many surveys were mailed and emailed, the number of responses, the topics discussed, the findings from the survey and the demographics of the people returning the survey. He noted, the top score was received in the area of reliability with the next two being related to staff. In the area of overall historical satisfaction, costs and inflation have driven all scores, over all utilities in Minnesota, down over the past two years. OPU's net promoter score has jumped around with the highest being 57.4 dropping to 46.4 at the height of inflation. It is back up to 50.4 putting OPU back in the excellent range. An opportunity is to look at ways to leverage your website. Customers are getting their information from the newsletter and bill inserts with the website being rather low. Topics customers want to hear more about are rebates, utility pricing, outage response, and utility projects. Electric vehicles and decarbonization were the two lowest topics. Almost 8 of 10 customers said they do not own an electric vehicle and have no intention of buying. The demographics shows a good representation of Owatonna. Commissioner Vetter asked if there are things OPU should be doing that Mr. Naymark sees other utilities doing. Mr. Naymark replied that from a research standpoint, utilities with strong websites tended to have satisfied customers as well as the visibility in the community seems to have slipped so there could be some opportunities, there, too.

**Bridge Street Building Update**

General Manager Warehime updated the Commission on the opportunity to purchase the building at 3100 W. Bridge Street. Mr. Warehime noted in discussions with our architect, Leo A. Daly, and some financial analysis provided by Director, Finance & Administration Olson, staff's recommendation is to move forward with the purchase of this building. The building currently has a long-term lease agreement with a tenant which could serve as additional revenue. He then discussed the "why" behind wanting to purchase the building noting it could be used for future operational expansion purposes. OPU's current location works, but it is tight for such things as inventory and equipment storage especially during the winter. In the original repurposing plan an option was included to expand the current campus further down on Walnut Ave. That option has its own limitations. The benefits of this new building include it being directly across from the West Owatonna Substation and next to the Owatonna Energy Station. It is large enough to house our field operations including inventory. The first phase would be to move the electric line crew, the gas/water crew, dispatch, and inventory control to that building. Down the road, if the area along the river is redeveloped, our current building could potentially serve a higher purpose at which time we would move all the rest of our operations to the Bridge St. location. Mr. Warehime showed Leo A. Daly's proposed layout of the building showing it would meet our needs, as well as the current tenant could remain. He then shared the financial analysis, discussing cash flow, expenses, equity, and the impact to the average residential customer of \$8 annually. Commissioner Vetter inquired if reserves could be used for the purchase of this building. Director, Finance & Administration Olson replied, while we do have reserves, it is better to bond for a large expenditure like this and pay for it over time, if you can get a good interest rate, because it spreads the costs over the time period for the customers who will be paying for it and benefiting from it the most. After discussion, the Commission was generally in support of moving forward and asked staff to evaluate funding part of the purchase with reserves, and the rest with a bond. Commissioner Zirngible made a motion for OPU staff to move forward with the option to purchase the building as long as it is a good offer, and to work with the current tenant to work out the best option for use of space. Commissioner Vetter seconded the motion. All Commissioners voting aye, the motion passed.

**General Manager/Staff Report**

General Manager Warehime reported there were about 20 high school students that participated in an OPU Career Day with just about as many employees who volunteered to give the students an idea of what we do here at OPU.

General Manager Warehime further reported, we are looking at refreshing our logo. It has been 40+ years we had the existing logo and with the 100-year anniversary coming up it seems like a good time to do that. We will have some concepts to show next month.

Executive, Communications & Administration Coordinator reminded the Commission to be thinking about officers for the next meeting.

**Commission Roundtable**

Commissioner Zirngible shared an experience he had while on a trip to Italy and Germany. He noted they are having challenges with the decommissioning of their nuclear facilities and the infrastructure to move power from wind turbines and solar fields and are being asked to conserve energy on certain days of the week with the threat of rolling brownouts for them so. Their other issue is they are not able to get natural gas out of Russia so they are firing up everything they can to keep their electric grids going.

**Adjournment**

There being no further business to come before the Commission, the meeting adjourned at 5:46 p.m.

Respectfully submitted,

Tammy Schmoll  
Executive, Communications & Administration Coordinator

## OWATONNA PLANNING COMMISSION MINUTES FOR MAY 28, 2024

The Owatonna Planning Commission met in regular session at 5:30 p.m. in the Charles S. Crandall Center – Chambers at City Hall with Chairperson Kelly Rooks conducting the meeting. Present at roll call were Commissioners Rachel Springer-Gasner, Kelly Rooks, John Eickhoff, Nick Peake, David Effertz, and Mark Wilson. Commissioner Mark Meier was absent. Community Development Manager Greg Kruschke, Planning Specialist Ashley Zidon, and Administrative Technician Kristen Kopp were also present.

A motion was made by Eickhoff and seconded by Peake to approve the minutes of the regular meeting of May 14, 2024. All Commissioners voting Aye, the motion carried.

Application VAR-17, which is a request by Jason Karsten to exceed the number of allowed accessory buildings on a residential lot, was presented by Planning Specialist Ashley Zidon. (Refer to report on file.) The applicant is requesting a third accessory building for the property at 1420 Canterbury Place SE.

Conditional Use No. CUP-14, which is a request by Jason Karsten to exceed 1,000 square feet in gross floor area for accessory buildings, was presented by Planning Specialist Ashley Zidon. (Refer to report on file.) The applicant is requesting 1,188 square feet for total gross floor area of accessory buildings. Ordinance 157.040 A(2)(c) allows lots more than 30,000 square feet in area up to 1,500 square feet in gross floor area of all accessory buildings.

Public hearing for both VAR-17 and CUP-14 opened at 5:38 pm. Cheryl Pfeifer, 1085 Greenleaf Road SE, said she is located south and west of the subject property. Her first question was the dimension of the building. In the staff report, it is 24 x 36. She is curious about the location of the building. There is quite a slope between the Karstens' property and her property. When it rains an inch, there is water between her house and the neighboring house at 1125 Greenleaf Road SE. She asked if a structure of this proposed size has potential to block drainage. Public hearing closed at 5:40 pm.

Kruschke said that when subdivisions are designed, generally speaking, the outlines are designed to carry water. No structure can impede any of that drainage and the applicant can direct drainage around that structure. He needs that structure to drain, too. There is direction and grading when that project comes forward that will redirect the water. The applicant will need a grading permit. Eickhoff asked what way the water flows. Kruschke said kind of east to west, following the 10' arrow on the site plan. Pfeifer said because they're at an angle. She handed out photos of her backyard to the Commissioners to show what the slope may look like. She said where the pool house is, they used to have erosion around that when they had high water. They put in groundcover and wildflowers to keep the erosion to a minimum. Since the fence has been there, they haven't had any water wash through. When they had a heavy rain a couple weeks ago, they could see where the water had moved toward Greenleaf Road. She said she has concerns that a structure of this size could interrupt the drainage; that is her main concern. Kruschke said that the Commissioners could add a condition if they feel it is appropriate about the drainage. Rooks asked if there were any covenants on this property. Kruschke said that covenants are between property owners and the City doesn't get involved with neighborhood covenants. The City will look at drainage, though. Wilson asked about the approximate size of the accessory structure being removed. Karsten said it is about 10 x 12. The other thing is, where Pfeifer is talking about the water running, there are railroad ties that will go into that area to divert the water toward the pool area. A motion was made by Eickhoff and seconded by Peake to recommend City Council approval of the variance and conditional use permit based on findings of fact and the following conditions:

1. That the existing accessory structure in the SW corner of the lot be removed.

2. Must comply with height requirements of the ordinance.
3. Total gross floor area of all accessory buildings may not exceed 1,188 sq feet without amending the conditional use permit.
4. The exterior materials shall have conventional house siding or siding that simulates conventional house siding or an exterior that is the same as the exterior of the principal structure.
5. Roof shall be covered with shingles, tile, shakes, or metal seam and batten roofing manufactured with a factory-applied finish, except a galvanized finish.
6. All grading and building permits shall be issued for the garage prior to commencing construction.
7. Accessory structure to be located as noted on the site plan in the application submittals; 10 feet from the southwest property line and 10 feet from the lot line separating the property from 1427 Canterbury Place SE.
8. All accessory structures shall not be used for commercial purposes.

All Commissioners voting Aye, the motion carried.

Conditional Use No. CUP-15; which is a request by Jason Hall, with the consent of the City of Owatonna, to construct a 155 foot tall cell tower on the subject property at 1215 Kilworth Drive NW; was tabled. Public hearing opened at 5:46 pm. No comments were made regarding this request. Public hearing closed at 5:47 pm. A motion was made by Wilson and seconded by Effertz to table the request to June 11<sup>th</sup>. All Commissioners voting Aye, the motion carried.

Kruschke said that they are taking public comments until the end of June for the 2050 Comprehensive Plan. To date, there are around two dozen comments that have come in online, in addition to what they had at the open house. For anybody who is interested in providing input on the draft plan, they can go to [Owatonna.gov/Imagine2050](http://Owatonna.gov/Imagine2050).

Kruschke gave an update on previous items. City Council approved the Cashman Addition No. 3 and the rezoning.

Kruschke said there will be a request from the School District to construct a vehicle storage building at the old high school site near the old Ag Building as well as a variance request by Habitat for Humanity for their lot on the corner of Vine Street and Birch Avenue.

A motion was made by Springer-Gasner to adjourn and seconded by Wilson at 5:48 pm. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

---

Greg Kruschke  
Community Development Manager



CITY OF  
**OWATONNA**

# Department Reports



| Weed/Nuisance Complaint Inspections |                                                                                                                            |                 |                       | OWATONNA FIRE DEPARTMENT |                          |                                                                                                                                                                            |             |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| May 6, 2024 to May 29, 2024         |                                                                                                                            |                 |                       |                          |                          |                                                                                                                                                                            |             |
| Address                             | Complaint Description                                                                                                      | Inspection Date | Violation Notice Sent | Correction Due Date      | Violation Corrected Date | Comments                                                                                                                                                                   | Staff Hours |
| 22 Street Northwest                 | Vacant lot with long grass & weeds. No change in status as of 5/7/24. RJS<br><br>5/20/24 - Emailed city staff to mow. 9609 | 5/6/2024        | 5/20/2024             | 6/3/2024                 | 5/22/2024                | The vacant lot has been mowed as of 5/22/24. RJS                                                                                                                           | 1           |
| 25 Avenue Northwest                 | Complaint: Tall grass/weeds around trailer homes on 25th Ave NW                                                            | 5/22/2024       |                       |                          | 5/29/2024                | No violations found after several inspections. 9609                                                                                                                        | 1           |
| Bellflower Lane Northeast           | Complaint: Tall weeds on vacant lot east of 1279 Bellflower Ln. Attached complainant's picture.                            | 5/15/2024       | 5/24/2024             | 6/7/2024                 | 5/28/2024                | The vacant lot has been cut as of May 28, 2024. RJS                                                                                                                        | 1           |
| Glendale Street                     | Vacant lot with long grass and weeds.                                                                                      | 5/21/2024       |                       |                          | 5/28/2024                | Has been mowed.                                                                                                                                                            | 1           |
| Greenleaf Place Southeast           | Vacant lots with long grass and weeds have not been mowed.                                                                 | 5/28/2024       | 5/29/2024             | 6/11/2024                |                          |                                                                                                                                                                            | 0.5         |
| Greenleaf Road Southeast            | 4 vacant lots with long grass and weeds have not been mowed.                                                               | 5/28/2024       | 5/29/2024             | 6/11/2024                |                          | 1 lot (17-547-0108) was mowed on 5/28/24.                                                                                                                                  | 0.5         |
| Lincoln Avenue South                | Complaint: Tall grass on vacant lot 17-171-0102 north of 914 S Lincoln.                                                    | 5/24/2024       |                       |                          | 5/29/2024                | The vacant lot has been completely mowed as of May 29, 2024. RJS                                                                                                           | 1           |
| 1020 School Street East             | Complaint: Furniture and exercise equipment stuff from people moving out that was left behind.                             | 5/13/2024       |                       |                          | 5/15/2024                | The misc items in the back parking lot have been removed as of May 15, 2024. RJS                                                                                           | 1           |
| 103 19 Street Northeast             | Long grass and weeds in all yards.                                                                                         | 5/10/2024       | 5/16/2024             | 5/26/2024                | 5/20/2024                | The complaint location has been mowed as of 5/20/24. RJS                                                                                                                   | 1           |
| 104 18 Street Southwest             | Complaint: Tall grass on lot south of Hy-Vee gas station.                                                                  | 5/22/2024       | 5/24/2024             | 6/7/2024                 |                          |                                                                                                                                                                            | 0.5         |
| 104 University Street East          | Tall grass/weeds around and inside fence.                                                                                  | 5/17/2024       |                       |                          |                          | The complaint grass was cut inside the fence. The tall grass within the actual fence remains in place as of 5/20/24. RJS<br><br>Need to send letter.                       | 1           |
| 105 19 Street Northeast             | Complaint: tall grass                                                                                                      | 5/16/2024       |                       |                          | 5/20/2024                | has been mowed.                                                                                                                                                            | 1           |
| 108 17 Street Northeast             | Long grass and weeds in all yards.                                                                                         | 5/12/2024       |                       |                          | 5/16/2024                | The complaint location has been mowed as of May 16, 2024. RJS                                                                                                              | 1           |
| 1095 St Paul Road Northeast         | 2 couches on the front Blvd.                                                                                               | 5/13/2024       | 5/15/2024             | 5/25/2024                | 5/20/2024                | The tan couch was removed. The red couch is on the front blvd area as of 5/13/24. RJS<br><br>The red couch on the front blvd area has been removed as of May 20, 2024. RJS | 1           |
| 1120 Lincoln Avenue South           | Long grass and weeds in all yards.                                                                                         | 5/13/2024       | 5/17/2024             | 5/27/2024                | 5/20/2024                | The complaint location has been mowed as of 5/20/24. RJS                                                                                                                   | 1           |
| 1140 Elm Avenue South               | Long grass and weeds in all yards                                                                                          | 5/16/2024       |                       |                          | 5/20/2024                | Has been mowed.                                                                                                                                                            | 0.5         |
| 117 Mill Street West                | Three seat couch on the front blvd area.                                                                                   | 5/12/2024       | 5/17/2024             | 5/27/2024                | 5/23/2024                | The 3 seat couch on the front blvd area was removed as of May 23, 2024. RJS                                                                                                | 1           |
| 122 School Street West              | Long grass and weeds in all yards.                                                                                         | 5/16/2024       |                       |                          | 5/17/2024                | Has been mowed.                                                                                                                                                            | 1           |

| Weed/Nuisance Complaint Inspections |                                                                                                                                                                                                 |                 |                       | OWATONNA FIRE DEPARTMENT |                          |                                                                                                                                                                                                       |             |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| May 6, 2024 to May 29, 2024         |                                                                                                                                                                                                 |                 |                       |                          |                          |                                                                                                                                                                                                       |             |
| Address                             | Complaint Description                                                                                                                                                                           | Inspection Date | Violation Notice Sent | Correction Due Date      | Violation Corrected Date | Comments                                                                                                                                                                                              | Staff Hours |
| 131 Lincoln Avenue South            | Long grass and weeds in all yards.                                                                                                                                                              | 5/13/2024       |                       |                          | 5/20/2024                | The complaint location has finished the mowing of the long grass and weeds in the yards as of May 20, 2024. RJS                                                                                       | 1           |
| 139 15 Street Northeast             | Long grass and weeds in all yards                                                                                                                                                               | 5/16/2024       | 5/21/2024             | 5/31/2024                |                          |                                                                                                                                                                                                       | 0.5         |
| 1419 Cedar Avenue North             | Long grass and weeds in all yards.                                                                                                                                                              | 5/6/2024        | 5/8/2024              | 5/18/2024                | 5/13/2024                | The complaint location mowed the grass and weeds as of 5/13/24. RJS                                                                                                                                   | 1           |
| 1420 Cedar Avenue North             | 2 tree trunk piles on the north side of house.                                                                                                                                                  | 5/9/2024        |                       |                          | 5/14/2024                | 5/14/24 - Piles have not changed since Dec 2023, at which time the inspection was passed by chief. Closing complaint. 9609                                                                            | 0.5         |
| 1553 Bigelow Avenue                 | Complaint: Tall grass                                                                                                                                                                           | 5/22/2024       | 5/24/2024             | 6/7/2024                 | 5/28/2024                | The complaint grass has been mowed as of May 28, 2024. RJS                                                                                                                                            | 1           |
| 1634 Wedgewood Drive Northeast      | Bathroom jetted/whirlpool tub on the front blvd area.                                                                                                                                           | 5/10/2024       |                       |                          | 5/14/2024                | Tub has been removed.                                                                                                                                                                                 | 1           |
| 1860 Bigelow Avenue                 | Complaint: Not mowing lawn.<br><br>5/18/24 - Received another complaint. Uploaded complainant's picture. 9609<br><br>5/25/24 - Received another complaint. Uploaded complainant's picture. 9609 | 5/17/2024       | 5/21/2024             | 5/31/2024                |                          |                                                                                                                                                                                                       | 0.5         |
| 1900 Greenwood Drive                | Complaint: Trash/recycling containers in street. The containers are now on the front blvd area.                                                                                                 | 5/10/2024       | 5/17/2024             | 5/27/2024                | 5/23/2024                | All the containers in the street and on the front blvd area were removed as of May 23, 2024. RJS                                                                                                      | 1           |
| 1915 Bigelow Avenue Northeast       | Complaint: Tall grass<br><br>5/17/24 & 5/18/24 - Received another complaint. Uploaded complainant's pictures. 9609                                                                              | 5/16/2024       | 5/17/2024             | 6/3/2024                 |                          | 5/28/24 - Spoke with property manager - they are in TX and are having a hard time finding someone to mow the back yard. I emailed a list of local companies and extended the due date to 6/3/24. 9609 | 0.5         |
| 2104 Harbour Oak Drive Southeast    | Vacant lot with long grass and weeds.                                                                                                                                                           | 5/21/2024       |                       |                          | 5/23/2024                | Has been cut.                                                                                                                                                                                         | 1           |
| 215 21 Street Northwest             | Long grass and weeds in all yards.                                                                                                                                                              | 5/17/2024       | 5/21/2024             | 5/31/2024                |                          |                                                                                                                                                                                                       | 0.5         |
| 215 22 Street Northwest             | Living room chairs and misc cabinets, rugs (parking lot).                                                                                                                                       | 5/6/2024        | 5/8/2024              | 5/22/2024                | 5/15/2024                | The complaint location removed the items on 5/15/24. RJS                                                                                                                                              | 1           |
| 218 McKinley Street East            | Long grass and weeds in all yards.                                                                                                                                                              | 5/9/2024        | 5/13/2024             | 5/23/2024                | 5/13/2024                | The complaint location has been mowed as of 5/13/24. RJS                                                                                                                                              | 1           |
| 2205 3 Avenue Northwest             | Grass & weeds on the south side of house/backyard.                                                                                                                                              | 5/6/2024        | 5/8/2024              | 5/18/2024                | 5/13/2024                | The complaint location has been mowed as of 5/13/24. RJS                                                                                                                                              | 1           |
| 221 Beech Avenue                    | Long grass and weeds in all yards.                                                                                                                                                              | 5/7/2024        | 5/9/2024              | 5/19/2024                | 5/9/2024                 | The long grass and weeds in all yards were mowed as of 5/9/24. RJS                                                                                                                                    | 1           |
| 222 McKinley Street West            | Long grass and weeds in all yards.                                                                                                                                                              | 5/12/2024       |                       |                          | 5/16/2024                | The complaint location has been mowed as of May 16, 2024. RJS                                                                                                                                         | 1           |
| 227 School Street West              | Complaint: Garbage in back yard and on front porch.                                                                                                                                             | 5/22/2024       |                       |                          | 5/22/2024                | The complaint location should be 222 School Street West. RJS                                                                                                                                          | 0.5         |

| Weed/Nuisance Complaint Inspections |                                                                                                                               |                 |                       |                     | OWATONNA FIRE DEPARTMENT |                                                                                                                                                                                                                                                              |             |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|---------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| May 6, 2024 to May 29, 2024         |                                                                                                                               |                 |                       |                     |                          |                                                                                                                                                                                                                                                              |             |
| Address                             | Complaint Description                                                                                                         | Inspection Date | Violation Notice Sent | Correction Due Date | Violation Corrected Date | Comments                                                                                                                                                                                                                                                     | Staff Hours |
| 233 Beech Avenue                    | Complaint: Overgrown bushes, weeds, shrubs, etc. and trees with dead limbs. Tarp around the back porch, fence in disrepair.   | 5/15/2024       |                       |                     | 5/15/2024                | 5/15/24 - No ordinance violations found at the time of the inspection. 9609                                                                                                                                                                                  | 0.5         |
| 233 Fremont Street East             | Long grass and weeds in all yards.                                                                                            | 5/20/2024       | 5/28/2024             | 6/8/2024            |                          |                                                                                                                                                                                                                                                              | 0.5         |
| 234 Fremont Street East             | Long grass and weeds in all yards.                                                                                            | 5/20/2024       | 5/28/2024             | 6/8/2024            |                          |                                                                                                                                                                                                                                                              | 0.5         |
| 236 Plainview Street                | Complaint: Huge thistle patch on east side of residence along with other uncontrolled growth. Uploaded complainant's picture. | 5/24/2024       |                       |                     | 5/28/2024                | The complaint location has been mowed as of May 28, 2024. RJS                                                                                                                                                                                                | 1           |
| 236 Rose Street East                | Long grass and weeds in all yards.                                                                                            | 5/12/2024       | 5/17/2024             | 5/27/2024           | 5/20/2024                | The complaint location has finished the mowing in all yards as of 5/20/24. RJS                                                                                                                                                                               | 1           |
| 237 Linden Avenue                   | Tree branches in the front yard area.                                                                                         | 5/15/2024       |                       |                     | 5/23/2024                | The tree branches in the front yard area were removed on May 23, 2024. RJS                                                                                                                                                                                   | 1           |
| 237 Linden Avenue                   | Tree branches on the front yard with long grass/weeds.                                                                        | 5/7/2024        | 5/9/2024              | 5/23/2024           | 5/10/2024                | long grass and weeds have been completed as of 5/10/24. RJS                                                                                                                                                                                                  | 1           |
| 239 Rice Street East                | Long grass and weeds in all yards.                                                                                            | 5/10/2024       |                       |                     | 5/14/2024                | Yard has been mowed as of May 15, 2024. RJS                                                                                                                                                                                                                  | 1           |
| 240 Hobart Street                   | Long grass and weeds in all yards.                                                                                            | 5/9/2024        |                       |                     | 5/13/2024                | The complaint location has been mowed as of 5/13/24. RJS                                                                                                                                                                                                     | 1           |
| 252 Broadway Street East            | Long grass and weeds in all yards.                                                                                            | 5/12/2024       |                       |                     | 5/16/2024                | The complaint location has been mowed as of May 16, 2024. RJS                                                                                                                                                                                                | 1           |
| 252 McKinley Street East            | Long grass and weeds in all yards.                                                                                            | 5/9/2024        | 5/16/2024             | 5/26/2024           | 5/20/2024                | The complaint location has been mowed as of 5/20/24. RJS                                                                                                                                                                                                     | 0.5         |
| 252 Pearl Street East               | Trash/recycling containers on Grove blvd & broken dresser.                                                                    | 5/12/2024       | 5/17/2024             | 5/27/2024           |                          | The broken dresser has been removed from the blvd area as of 5/21/24. RJS<br><br>Updated picture 8485 has two of the containers next to the east side of the complaint house and two containers still on the Grove Avenue blvd area as of May 28,, 2024. RJS | 1           |
| 252 University Street Southeast     | Mattress on Grove Ave blvd - east side of house.                                                                              | 5/13/2024       |                       |                     | 5/16/2024                | The mattress on the Grove Ave blvd has been removed as of May 16, 2024. RJS                                                                                                                                                                                  | 1           |
| 254 Linden Avenue                   | Washing machine on the street.                                                                                                | 5/9/2024        |                       |                     | 5/10/2024                | The washing machine has been removed from the street as of 5/10/24. RJS                                                                                                                                                                                      | 1           |
| 2575 Cedar Avenue North             | Complaint: Tall grass along building.                                                                                         | 5/6/2024        |                       |                     | 5/7/2024                 | Has been mowed.                                                                                                                                                                                                                                              | 1           |
| 2610 Hemlock Avenue Northeast       | Complaint: Tall grass, haven't mowed lawn.                                                                                    | 5/17/2024       | 5/21/2024             | 5/31/2024           | 5/29/2024                | The complaint location has been mowed as of May 29, 2024. RJS                                                                                                                                                                                                | 1           |
| 262 Woodland Drive                  | Complaint: Tall grass.                                                                                                        | 5/22/2024       | 5/24/2024             | 6/7/2024            |                          |                                                                                                                                                                                                                                                              | 0.5         |
| 290 22 Street Northwest             | Tree branches on the front blvd area. Did not remove as of 5/7/24 RJS                                                         | 5/6/2024        | 5/8/2024              | 5/18/2024           | 5/9/2024                 | The tree branches on the front blvd area have been removed as of 5/9/24. RJ                                                                                                                                                                                  | 1           |
| 313 Pine Avenue North               | 3 seat couch on the front blvd.                                                                                               | 5/6/2024        |                       |                     | 5/7/2024                 | Couch has been removed.                                                                                                                                                                                                                                      | 1           |

| Weed/Nuisance Complaint Inspections |                                                                                                                                        |                 |                       |                     |                          | OWATONNA FIRE DEPARTMENT                                                                                                                                                     |             |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|---------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| May 6, 2024 to May 29, 2024         |                                                                                                                                        |                 |                       |                     |                          |                                                                                                                                                                              |             |
| Address                             | Complaint Description                                                                                                                  | Inspection Date | Violation Notice Sent | Correction Due Date | Violation Corrected Date | Comments                                                                                                                                                                     | Staff Hours |
| 331 Murray Street                   | Long grass and weeds in all yards.                                                                                                     | 5/10/2024       | 5/16/2024             | 5/26/2024           | 5/17/2024                | The complaint location has been mowed as of 5/17/24. RJS                                                                                                                     | 1           |
| 332 Rose Street East                | Long grass and weeds in all yards.                                                                                                     | 5/15/2024       | 5/21/2024             | 5/31/2024           |                          |                                                                                                                                                                              | 0.5         |
| 338 State Avenue                    | Long grass and weeds in all yards.                                                                                                     | 5/17/2024       | 5/21/2024             | 5/31/2024           |                          |                                                                                                                                                                              | 0.5         |
| 352 McKinley Street West            | Long grass and weeds in all yards.                                                                                                     | 5/7/2024        | 5/9/2024              | 5/19/2024           | 5/13/2024                | The complaint location has been mowed as of May 13, 2024. RJS                                                                                                                | 1           |
| 361 McIndoe Street                  | Complaint: Furniture on blvd for a few months.                                                                                         | 5/16/2024       |                       |                     | 5/17/2024                | The complaint items have been moved as of 5/17/24. RJS                                                                                                                       | 1           |
| 404 Dartt Avenue                    | Long grass and weeds in all yards.                                                                                                     | 5/6/2024        |                       |                     | 5/7/2024                 | Has been mowed.                                                                                                                                                              | 1           |
| 406 Elm Avenue South                | Long grass and weeds in all yards.                                                                                                     | 5/10/2024       | 5/16/2024             | 5/26/2024           | 5/20/2024                | The complaint location has mowed the long grass and weeds as of 5/20/24. RJS                                                                                                 | 1           |
| 409 Sylvan Street                   | Complaint: 3-4' tall burdocks in the back yard. Back yard hasn't been mowed in a few years. Try Kelly St NW to see into the back yard. | 5/22/2024       | 5/24/2024             | 6/7/2024            |                          |                                                                                                                                                                              | 0.5         |
| 415 Cedar Avenue South              | Long grass and weeds in all yards.                                                                                                     | 5/13/2024       | 5/17/2024             | 5/27/2024           | 5/23/2024                | The complaint location mowed all the yards as of 5/23/24. RJS                                                                                                                | 1           |
| 415 Rose Street East                | Mattress on the front blvd area.                                                                                                       | 5/15/2024       |                       |                     | 5/20/2024                | Has been removed.                                                                                                                                                            | 1           |
| 416 Sylvan Street                   | Long grass and weeds in all yards.                                                                                                     | 5/15/2024       | 5/21/2024             | 5/31/2024           | 5/28/2024                | The complaint location mowed and cut the yards as of May 28, 2024. RJS                                                                                                       | 1           |
| 421 State Avenue                    | Complaint: Tall grass.                                                                                                                 | 5/22/2024       | 5/24/2024             | 6/7/2024            | 5/24/2024                | The apartment location has been mowed per picture 8436 as of May 24, 2024. RJS                                                                                               | 1           |
| 427 Bridge Street West              | Complaint: Household trash in the back yard and now loaded on a trailer. Uploaded complainant's picture.                               | 5/16/2024       | 5/24/2024             | 6/7/2024            |                          | Another picture from the street on the west side of the house. Picture number 8393 dated May 20, 2024. Back yard of the complaint location with a trailer full of trash. RJS | 0.5         |
| 435 Allan Avenue Southwest          | Complaint: Garbage on the side of garage and branches in piles in back yard. Uploaded complainant's pictures. 9609                     | 5/29/2024       |                       |                     |                          |                                                                                                                                                                              | 0.5         |
| 443 Morning Drive                   | 4 brown dining room chairs on driveway area.                                                                                           | 5/7/2024        | 5/9/2024              | 5/19/2024           | 5/9/2024                 | The chairs were removed as of 5/9/24. RJ                                                                                                                                     | 1           |
| 453 Mound Street                    | Long grass and weeds in all yards.                                                                                                     | 5/17/2024       |                       |                     | 5/20/2024                | has been mowed.                                                                                                                                                              | 1           |
| 455 Fairview Street Northwest       | Complaint: Tall grass. Uploaded complainant's picture.                                                                                 | 5/22/2024       | 5/24/2024             | 6/7/2024            | 5/24/2024                | The complaint location tall grass has been mowed as of May 24, 2024. RJS                                                                                                     | 1           |
| 484 Mound Street                    | Long grass and weeds in all yards.                                                                                                     | 5/16/2024       | 5/21/2024             | 5/31/2024           | 5/29/2024                | The complaint location has been mowed as of May 29, 2024. RJS                                                                                                                | 1           |
| 505 State Avenue                    | Complaint: Tall grass.                                                                                                                 | 5/22/2024       | 5/24/2024             | 6/7/2024            |                          |                                                                                                                                                                              | 0.5         |
| 511 Cedar Avenue South              | Long grass and weeds in all yards.                                                                                                     | 5/13/2024       | 5/17/2024             | 5/27/2024           | 5/17/2024                | The complaint location has been mowed as of 5/17/24. RJS                                                                                                                     | 1           |
| 520 22 Street Northeast             | Living room reclining chair on the front driveway.                                                                                     | 5/9/2024        |                       |                     | 5/13/2024                | The living room reclining chair has been removed as of 5/13/24. RJS                                                                                                          | 1           |
| 520 Adams Avenue                    | Complaint: Lawn/property not being mowed. Uploaded complainant's picture.                                                              | 5/15/2024       |                       |                     | 5/15/2024                | Has been mowed.                                                                                                                                                              | 0.5         |
| 525 School Street East              | White leisure chair on driveway area. Moved to the front of the driveway as of May 13, 2024. RJS                                       | 5/7/2024        | 5/9/2024              | 5/19/2024           | 5/17/2024                | The white leisure chair has been removed as of 5/17/24. RJS                                                                                                                  | 1           |
| 531 Walnut Avenue South             | Long grass and weeds in all yards.                                                                                                     | 5/9/2024        | 5/13/2024             | 5/23/2024           | 5/13/2024                | The complaint location has been mowed as of 5/13/24. RJS                                                                                                                     | 1           |

| Weed/Nuisance Complaint Inspections |                                                                                                                                                                                  |                 |                       | OWATONNA FIRE DEPARTMENT |                          |                                                                                                                                    |             |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------|
| May 6, 2024 to May 29, 2024         |                                                                                                                                                                                  |                 |                       |                          |                          |                                                                                                                                    |             |
| Address                             | Complaint Description                                                                                                                                                            | Inspection Date | Violation Notice Sent | Correction Due Date      | Violation Corrected Date | Comments                                                                                                                           | Staff Hours |
| 543 Broadway Street East            | Long grass and weeds in all yards.                                                                                                                                               | 5/13/2024       |                       |                          | 5/15/2024                | Has been mowed.                                                                                                                    | 1           |
| 549 McIndoe Street                  | Complaint: Yard isn't being mowed, causing pest control problems.<br><br>5/28/24 - Received another complaint. Uploaded complainant's pictures. 9609                             | 5/24/2024       | 5/28/2024             | 6/8/2024                 | 5/28/2024                | The complaint location has been mowed as of May 28, 2024. RJS                                                                      | 1           |
| 566 Mineral Springs Road Northeast  | Long grass and weeds in all yards.                                                                                                                                               | 5/9/2024        | 5/13/2024             | 5/23/2024                | 5/10/2024                | The long grass and weeds in the yards has been mowed as of 5/10/24 in the afternoon. RJS                                           | 1           |
| 610 20 Street Northeast             | Complaint: Bad weeds. The complaint location has been mowed on 6/10/24. The current picture 8390 does not show bad/tall weeds in the yards. RJS                                  | 5/17/2024       |                       |                          | 5/17/2024                | No violation found at the time of the inspection. 9609                                                                             | 0.5         |
| 610 20 Street Northeast             | Long grass and weeds in all yards.                                                                                                                                               | 5/6/2024        |                       |                          | 5/10/2024                | The long grass and weeds in all yards have been mowed as of 5/10/24. RJS                                                           | 1           |
| 615 Broadway Street East            | Complaint: Tall grass. Uploaded complainant's photos.                                                                                                                            | 5/15/2024       |                       |                          | 5/14/2024                | Per email from complainant, this was mowed on 5/14.                                                                                | 0.5         |
| 645 24 Street Northeast             | Couch on the front driveway.                                                                                                                                                     | 5/9/2024        |                       |                          | 5/10/2024                | The 2 seat couch on the front driveway has been removed as of 5/10/24. RJS                                                         | 1           |
| 652 22 Street Southeast             | Complaint: Tall grass.                                                                                                                                                           | 5/29/2024       |                       |                          |                          |                                                                                                                                    | 0.5         |
| 681 Glendale Street                 | Long grass and weeds in all yards.                                                                                                                                               | 5/21/2024       |                       |                          | 5/23/2024                | Has been mowed.                                                                                                                    | 1           |
| 704 Cherry Street                   | Living room chair on the west side of house & long grass.                                                                                                                        | 5/6/2024        | 5/8/2024              | 5/18/2024                |                          | The long grass and weeds were mowed on May 20, 2024. The living room chair remains on the west side of the house as of 5/20/24. RJ | 1           |
| 705 Linn Avenue                     | Complaint: Tall grass. Hasn't been mowed yet this year.                                                                                                                          | 5/22/2024       | 5/24/2024             | 6/7/2024                 | 5/28/2024                | The complaint location tall grass has been mowed as of May 28, 2024. RJS                                                           | 1           |
| 710 El Dorado Street Southeast      | Vacant lot with long grass and weeds.                                                                                                                                            | 5/20/2024       |                       |                          | 5/23/2024                | Has been mowed.                                                                                                                    | 1           |
| 715 El Dorado Lane Southeast        | Complaint: Vacant lots on El Dorado and Escalade have not been cut.                                                                                                              | 5/20/2024       |                       |                          | 5/23/2024                | The vacant lots on (2) El Dorado Lane SE and (4) Escalade Lane SE have been mowed as of May 23, 2024. RJS                          | 1           |
| 725 Cedar Avenue South              |                                                                                                                                                                                  | 5/14/2024       |                       |                          | 5/15/2024                |                                                                                                                                    | 0.5         |
| 725 Cedar Avenue South              | Mattress on the front blvd area at the 112 Prospect Street address.<br><br>Added three more mattresses to the front blvd area on 112 Prospect street blvd (see picture 8345) RJS | 5/9/2024        |                       |                          | 5/15/2024                | The mattresses on the front blvd area at the 112 Prospect Street address have been removed as of 5/15/24. RJS                      | 1           |
| 725 Escalade Lane Southeast         | Vacant lot with long grass and weeds.                                                                                                                                            | 5/20/2024       |                       |                          | 5/23/2024                | Has been mowed.                                                                                                                    | 1           |
| 765 El Dorado Street Southeast      |                                                                                                                                                                                  | 5/23/2024       |                       |                          | 5/23/2024                |                                                                                                                                    | 0.5         |

| Weed/Nuisance Complaint Inspections |                                                                                                                                                                                                                                                                             |                 |                       | OWATONNA FIRE DEPARTMENT |                          |                                                                                                    |             |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------|-------------|
| May 6, 2024 to May 29, 2024         |                                                                                                                                                                                                                                                                             |                 |                       |                          |                          |                                                                                                    |             |
| Address                             | Complaint Description                                                                                                                                                                                                                                                       | Inspection Date | Violation Notice Sent | Correction Due Date      | Violation Corrected Date | Comments                                                                                           | Staff Hours |
| 765 El Dorado Street Southeast      | Long grass and weeds.                                                                                                                                                                                                                                                       | 5/20/2024       |                       |                          | 5/23/2024                | Has been mowed.                                                                                    | 1           |
| 808 Vine Street East                | Complaint: Junk being taken out of the house and now it just sits out in the driveway.                                                                                                                                                                                      | 5/13/2024       | 5/24/2024             | 6/13/2024                |                          |                                                                                                    | 0.5         |
| 820 18 Street Northeast             | Complaint: lawn has not been mowed and is overgrown with weeds and grass                                                                                                                                                                                                    | 5/15/2024       | 5/16/2024             | 5/26/2024                |                          | Reinspection picture 8453 taken on May 29, 2024. RJS<br><br>5/29/24 - Contacted mower to cut. 9609 | 1           |
| 829 Escalade Lane Southeast         | Vacant lot with long grass and weeds.                                                                                                                                                                                                                                       | 5/20/2024       |                       |                          | 5/23/2024                | Has been mowed.                                                                                    | 1           |
| 859 Escalade Lane Southeast         | Vacant lot with long grass and weeds.                                                                                                                                                                                                                                       | 5/20/2024       |                       |                          | 5/23/2024                | Has been mowed.                                                                                    | 1           |
| 865 Escalade Lane                   | Vacant lot with long grass and weeds.                                                                                                                                                                                                                                       | 5/20/2024       |                       |                          | 5/23/2024                | Has been mowed.                                                                                    | 1           |
| 909 & 917 Cedar Avenue South        | Complaint: Tall weeds around parking lot.                                                                                                                                                                                                                                   | 5/21/2024       | 5/20/2024             | 6/3/2024                 | 5/21/2024                | 5/20/24 - Emailed city staff to mow. 9609<br><br>The parking lot has been mowed as of 5/21/24. RJS | 1           |
| 916 Grove Avenue South              | Complaint: Back yard hasn't been mowed; weeds are out of control. Uploaded complainant's picture. Garbage, junk by garage and over to back door and all around her garage. Broken down wicker yard furniture, plastic garden fence has been laying behind garage for years. | 5/21/2024       |                       |                          |                          | Need to send violation notice.                                                                     | 1           |
| Total staff hours:                  |                                                                                                                                                                                                                                                                             |                 |                       |                          |                          |                                                                                                    | 89          |



# 2024

Parks, Recreation and Facilities Update

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: Jenna Tuma, Director

DATE: June 4, 2024

"Perfection is not attainable, but if we chase perfection, we can catch excellence." — Vince Lombardi.

## **Parks, Recreation and Facilities Administration – Jenna Tuma**

---

- The Community Center survey and taskforce application process kicked off on June 3 and will remain open until June 17.
- The Public Safety Facility task force kicked off on May 28, 2024. The team will meet twice a month with the ICS staff. The next step is to tour Owatonna's LEC and Firehall and other City safety facilities.
- Advanced Audio & Lighting was on site last week to finalize their punch list and the AV adjustments for the Council Chambers.
- Summer programs and operations kick off this week; staff have been busy onboarding and training seasonal staff. The Parks, Recreation and Facilities Department has about 130 seasonal staff.
- The Division Managers and I have been preparing for the upcoming 2025 budget and Capital Improvement Plan projects.

## Park Maintenance – Jesse Wilker

---

1. The bathroom epoxy flooring project was finished on May 16 at Gainey and Morehouse, and both men's and women's rooms were at each site. This was part of a CIP bathroom update.
2. From May 28 to 30, we will be crack filling, seal coating, and painting the Rivers Springs Water Park. The park's general fund will fund this project.
3. May 28<sup>th</sup> – June 2 we will be crack filling and seal coating 26<sup>th</sup> street from 4<sup>th</sup> Ave to Kenyon Road. This comes out of the Parks general fund.
4. Band Fest June 15 Park crew provides bleachers and assists with safety and crowd control.
5. For the Downtown Thursday event on June 6, the Park Crew assists with extra tables in a few locations along Cedar Ave.
6. Summer staff are starting and the rest of them will be starting around June 10
7. We are spraying for mosquitos in parks and wooded areas on Wednesday, May 29.



## Recreation – Eric Anderson

---

### Aquatics

1. RSWP is scheduled to open this coming week. Staff are being onboarded and trained.

### Brooktree Golf Course

1. "Where's Kris" was moved to May 23 and spent time with Golf Maintenance and in the Pro Shop.
2. The golf leagues are in full swing.
3. Lacey's started Live Music on the patio.
4. All staff has started and gone through training

ADMINISTRATIVE SERVICES DEPARTMENT

540 WEST HILLS CIRCLE | OWATONNA, MN 55060-4701 | [OWATONNA.GOV](http://OWATONNA.GOV) | 507.444.4300



## Government Buildings – Aaron Fitzloff

---

### Capital Improvement Projects

**Merrill Hall:** The project is on schedule. Contractors are currently working on installing the main ductwork in the lower-level hallway. The Air Handling Unit (AHU) and Chiller Unit (CU) were delivered and set in place; see pictures.



**The City Hall Staff parking** lot project started this week and should be completed in the next few weeks. Part of the project addresses the water leakage into the lower level by the Art Center door. The goal was to waterproof the foundation in this area. The issue was discovered by digging out the area; when the area was opened up, an old underground tunnel had been removed years ago and wasn't properly sealed off. Staff will work with the contractor to address the issue correctly. See picture.



**LEC Generator CIP:** The project is wrapping up and should be finalized mid-June.

### **Operations**

- Current employee Tyler Poore was the successful candidate for the Maintenance Worker opening. The now vacant Laborer position will be posted for recruitment.
- Staff are finishing the remodeling of the City Hall 2-floor Community Development offices.
- Staff have been working hard to get the RSWP open for the season. A few preseason challenges have been presented, but staff will work to have it ready for opening day.



CITY OF  
**OWATONNA**

# **Licenses Permits**

**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: Steele County Agricultural Society

Previous Gambling Permit Number: X- X-92702-23-005

Minnesota Tax ID Number, if any: 9584078

Federal Employer ID Number (FEIN), if any: 41-6038084

Mailing Address: 1525 S Cedar Ave

City: Owatonna State: MN Zip: 55060 County: Steele

Name of Chief Executive Officer (CEO): Daniel Deml - President

CEO Daytime Phone: 507-456-2729 CEO Email: steelecountyfreefair@scff.org

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

Email permit to (if other than the CEO): treasurer@scff.org

**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](http://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): Steele County Fairgrounds

Physical Address (do not use P.O. box): 1525 S Cedar Ave

Check one:

☒ City: Owatonna Zip: 55060 County: Steele

☐ Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): August 13-18, 2024 Drawing on August 18

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](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.



# LG220 Application for Exempt Permit

4/23  
Page 2 of 3

## 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: Owagtonn

Signature of City Personnel:

Jeanette Clawson

Title: Adm Coordinator Date: 5/20/2024

**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: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature must be CEO's signature; designee may not sign)

Print Name: Daniel Deml - 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)).

## 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.

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.

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

An equal opportunity employer



DATE: June 4, 2024  
TO: Mayor and City Council  
FROM: Jeanette Clawson, Administrative Coordinator  
SUBJECT: Amend Exempt Permit - Bingo - Steele County Humane Society - September 7, 2024

**Purpose:**

Advise City Council of an amended Exempt Permit held by the Steele County Humane Society.

**Background:**

The original Application for an Exempt permit was a Consent Item on the March 19, 2024 City Council Agenda. Event plans have changed and the Gambling Control Board requested a letter from the Humane Society with the current event plans, copy of this letter is attached. The Steele County Humane Society bingo event is now planned for September 7th at the Owatonna Elks Lodge #1395.

**Budget Impact:**

None, the Exempt Permit is issued by the Minnesota Gambling Control Board with city acknowledgment and fee paid to their office.

**Staff Recommendation:**

Staff recommends approval.

**Attachments:**

1. Steele Co Humane Society Letter to Mn Gambling Control Board



**Steele County Humane Society**

PO Box 220  
Owatonna MN 55060

**507-451-4512**

adoptapetschs@yahoo.com  
[www.steelecountyhumanesociety.petfinder.org](http://www.steelecountyhumanesociety.petfinder.org)

May 28, 2024

Gambling Control Board  
1711 West County Road B, Suite 300  
Roseville, MN 55113

Dear Gambling Control Board,

We would like to change the date of our event because we were unable to secure a location for the previous date. The date that we would like to change it to is September 7, 2024. The location will be at the Owatonna Elks Lodge #1395.

Please let us know if you need anything further. Thank you.

Becky Bangs  
Office Administrator  
Steele County Humane Society

Diane A. Peterson  
President, Steele  
County Humane  
Society



MINNESOTA LAWFUL GAMBLING  
**LG220 Application for Exempt Permit**

4/23  
Page 1 of 3

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: Steele County Humane Society

Previous Gambling

Permit Number: X-\_\_\_\_\_

Minnesota Tax ID

Number, if any: \_\_\_\_\_

Federal Employer ID

Number (FEIN), if any: 41-1667722

Mailing Address: PO BOX 220

City: Owatonna

State: MN

Zip: 55060

County: Steele

Name of Chief Executive Officer (CEO): Liane Peterson, President

CEO Daytime Phone: 507-456-3267

CEO Email: lpeters91453@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](http://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 Eagles Club - Owatonna Elks #1395

Physical Address (do not use P.O. box): 141 East Rose Street

Check one:

☒ City: Owatonna

Zip: 55060

County: Steele

☐ Township: \_\_\_\_\_

Zip: \_\_\_\_\_

County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): July 27, 2024

Sept 7, 2024

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](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.





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 |  |
| Owatonna Eagles 1791               |  | 06/09/1908                                                                                                                                                |           | 41-0463575        |  |
| Organization Address (No PO Boxes) |  | City                                                                                                                                                      | State     | Zip Code          |  |
| 141 E Rose Street                  |  | Owatonna                                                                                                                                                  | Minnesota | 55060             |  |
| Name of person making application  |  | Business phone                                                                                                                                            |           | Home phone        |  |
| Jennifer Hexum                     |  | 507-451-3846                                                                                                                                              |           | 507-390-0507      |  |
| Date(s) of event                   |  | Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer                                                       |           |                   |  |
| 06/08/2024                         |  | <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit |           |                   |  |
| Organization officer's name        |  | City                                                                                                                                                      | State     | Zip Code          |  |
| Ron Ankrum                         |  | Owatonna                                                                                                                                                  | Minnesota | 55060             |  |
| Organization officer's name        |  | City                                                                                                                                                      | State     | Zip Code          |  |
|                                    |  |                                                                                                                                                           | Minnesota |                   |  |
| Organization officer's name        |  | City                                                                                                                                                      | State     | Zip Code          |  |
|                                    |  |                                                                                                                                                           | Minnesota |                   |  |

Location where permit will be used. If an outdoor area, describe.  
The concrete parking lot the the East of the Owatonna Eagles Facility. We will be fencing off public sidewalk access.

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

**APPROVAL**

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

|                                                                                                                    |  |                                         |  |
|--------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------|--|
| Owatonna                                                                                                           |  | Date Approved                           |  |
| City or County approving the license                                                                               |  | June 8, 2024                            |  |
| \$50.00                                                                                                            |  | Permit Date                             |  |
| Fee Amount                                                                                                         |  | jeanette.clawson@owatonna.gov           |  |
| Event in conjunction with a community festival <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |  | City or County E-mail Address           |  |
| 27,554                                                                                                             |  |                                         |  |
| Current population of city                                                                                         |  |                                         |  |
| Kris M. Busse, City Administrator                                                                                  |  | Signature City Clerk or County Official |  |
| Please Print Name of 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**



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 |  |
| Owatonna Elks Lodge #1395          |  | February 1920                                                                                                                                             |       | 4-0145850         |  |
| Organization Address (No PO Boxes) |  | City                                                                                                                                                      | State | Zip Code          |  |
| 125 E Vine St                      |  | Owatonna                                                                                                                                                  | MN    | 55060             |  |
| Name of person making application  |  | Business phone                                                                                                                                            |       | Home phone        |  |
| Cheryl Gesell                      |  | 507-451-1395                                                                                                                                              |       | 218-209-9597      |  |
| Date(s) of event                   |  | Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer                                                       |       |                   |  |
| July 13, 2024                      |  | <input checked="" type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit |       |                   |  |
| Organization officer's name        |  | City                                                                                                                                                      | State | Zip Code          |  |
| Cheryl Gesell                      |  | Owatonna                                                                                                                                                  | MN    | 55060             |  |
| Organization officer's name        |  | City                                                                                                                                                      | State | Zip Code          |  |
| Chris Ohnstad                      |  | Owatonna                                                                                                                                                  | MN    | 55060             |  |
| Organization officer's name        |  | City                                                                                                                                                      | State | Zip Code          |  |
| Pam Hermanson                      |  | Owatonna                                                                                                                                                  | MN    | 55060             |  |

Location where permit will be used. If an outdoor area, describe.

Parking lot adjacent to the Elks Lodge at 125 E Vine Street. This parking lot on the west side of the building is owned by the City of Owatonna.

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.  
Gallagher Insurance, our premises insured for \$1,500,000.

**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 <input type="checkbox"/> Yes <input type="checkbox"/> 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**





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 |  |
| Owatonna Business Partnership      |  | 2010                                                                                                                                                      |       | 81-2139232        |  |
| Organization Address (No PO Boxes) |  | City                                                                                                                                                      | State | Zip Code          |  |
| 115 N Cedar Avenue                 |  | Owatonna                                                                                                                                                  | MN    | 55060             |  |
| Name of person making application  |  | Business phone                                                                                                                                            |       | Home phone        |  |
| Lauren Kozelka                     |  | 507-451-6644                                                                                                                                              |       | 507-475-3248      |  |
| Date(s) of event                   |  | Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer                                                       |       |                   |  |
| July 18 & 19, 2024                 |  | <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input type="checkbox"/> Religious <input checked="" type="checkbox"/> Other non-profit |       |                   |  |
| Organization officer's name        |  | City                                                                                                                                                      | State | Zip Code          |  |
| Lauren Kozelka                     |  | Owatonna                                                                                                                                                  | MN    | 55060             |  |
| Organization officer's name        |  | City                                                                                                                                                      | State | Zip Code          |  |
| Justin Ohnstad                     |  | Owatonna                                                                                                                                                  | MN    | 55060             |  |
| Organization officer's name        |  | City                                                                                                                                                      | State | Zip Code          |  |
|                                    |  |                                                                                                                                                           | MN    |                   |  |

Location where permit will be used. If an outdoor area, describe.  
In Central Park during Gem Days.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.  
MSB & Foremost Brewing Company - small brewers located in Owatonna are providing beer for this event.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.  
Farmers Insurance - \$500,000 per occurrence.

**APPROVAL**

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

|                                                                                                                    |                               |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Owatonna                                                                                                           |                               |
| City or County approving the license                                                                               | Date Approved                 |
| \$50.00                                                                                                            | 07/18/2024 & 7/19/2024        |
| Fee Amount                                                                                                         | Permit Date                   |
| Event in conjunction with a community festival <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | jeanette.clawson@owatonna.gov |
| 27,544                                                                                                             | 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**



CITY OF  
**OWATONNA**

# Event Permits

**EP-24-23****Events Permit Application**

Status: Active

Submitted On: 5/9/2024

**Primary Location**

No location

**Applicant** Hannah Fisher 507-475-1430

hannah.fisher@owatonna.gov

 500 Dunnel Drive  
Owatonna, MN 55060

---

## Event Information

**Event Name**

Movie in Jaycee Park

**Event Contact\***

Hannah Fisher

**Location of Event\***

Jaycee Park Truelson Field - movie shows on portable screen located on the pitcher's mound with attendees sitting in the outfield.

**Description of Event\***  Parks and Recreation Movie in the Park event.**Event Set Up Date**

06/14/2024

**Event Set Up Time\*** 

4pm

**Actual Event Date\***

06/14/2024

**Actual Event Time\*** 

4pm

**Clean Up Date\***

06/14/2024

**Clean Up Time** 

11:30pm

Rain Date: In the event of inclement weather, will the event be postponed or canceled?\*

Postponed

Reschedule Date

06/15/2024

Estimated Attendance\* ?

100

---

## Application Information

Sponsoring Organization Name\*

Park and Rec

Mailing Address\*

500 Dannel Drive

City\*

Owatonna

State\*

MN

Zip\*

55060

Website Address\*

<https://owatonna.gov/>

## Primary Contact

Name\*

Hannah Fisher

Phone Number\*

5074751430

Cell Phone

5074751430

Email Address\*

[hannah.fisher@owatonna.gov](mailto:hannah.fisher@owatonna.gov)

## Primary On-site Contact

**Name\***

Hannah Fisher

**Cell Phone\***

5074751430

### **Alternate On-site Contact**

**Name\***

Don McCann

**Cell Phone\***

5077747366

### **Refer Media or Citizen Inquiries To:**

**Name\***

Deanna Sheely

**Phone\***

+15077747343

---

## **Event Features**

**City Streets or Right-of-Way\***

No

**Alleys\***

No

**City Sidewalks or Trails\***

No

**Public Parking Lots or Spaces\***

No

**Parks\***

Yes

**Start/End Time\***

4pm

**Date\***

06/14/2024

**Name of Requested Park(s)\***

Jaycee Park Ballfield

Will any signs/banners be put up?\*

No

Will there be any inflatables?\*

No

Will there be entertainment?\*

Yes

What Type\*

Movie

Will sound amplification be used?\*

Yes

Type\*

Speakers

Hours\*

8pm-10:30pm

Will sound be amplified after 10:00pm?\*

Yes

Sound amplified after 10:00 p.m. will require an Exception to the City's Noise Ordinance. \$150 fee for an Exception to the City's Noise Ordinance waived for internal P&R event.

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 this event require a Temporary Liquor Permit?\*

No

Will there be a fireworks display?\*

No



**Describe power needs and location of power source\***

Standard outlet extension cord run from dugouts.

**Describe level of advertisement\* ?**

Park and rec activity guide and facebook.

**Have adjacent property owners been notified of this event?\***

No

**Will the event need barricade(s)?**

No

**Will the event need cones?\***

No

**Will Central Park Stage be used?\***

No

**Will there be any horses?\***

No

**Describe trash removal and cleanup plan during and after event\***

Parks crew normal pick up. We will put in a park request for extra garbage.

**Will event need traffic control?\***

No

**Describe crowd control procedure to ensure the safety of participants and spectators\***

Staff will direct people to the ballfield to watch the movie. Staff will be onsite for movie for part of safety.

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 will postpone the movie if the forecast has a high risk of severe weather. We will direct spectators to the pavillion shelter if severe weather happens.

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

Name\*

Hannah Fisher

Phone Number\*

5074751430

Email\*

hannah.fisher@owatonna.gov

List any other pertinent information Internal Park and Rec event.

**CITY SERVICES** - Afer reviewing the event application, City Services may be required for the event

**Special Provisions:** May 18th, letters mailed to 10 neighboring property owners advising of request for an exception to the City's Noise Ordinance to allow amplified sound after 10:00 pm. Responses requested back on or before May 28th, received no negative comments and exception granted by City Administrator Busse.

---

**Department Comments:**

Fire, Police, Public Works, Building & Inspection: Approve, no impact on their department.  
Park & Rec: Approve, this is an internal P&R event.

**City Council:** Will be item of Consent Agenda for the June 4, 2024 Council Meeting.



**EP-24-31****Events Permit Application**

Status: Active

Submitted On: 5/31/2024

**Primary Location**

No location

**Applicant** Allie Mayer 507-409-1302

allie.mayer@bbbsofsouthernmn.org

 545 Dunnell Drive  
Owatonna, Minnesota  
55060

---

## Event Information

**Event Name**

BBBS Summer Picnic

**Event Contact\***

Allie Mayer

**Location of Event\***

Greenspace just south of BBBS office at 545 Dunnell Drive. In previous years picnic has been held on the grassy area but this year, want to expand area and use west section of the parking lot parallel to the greenspace for foam activity.

**Description of Event\* ?**

Annual summer picnic for Bigs and Littles. This year we are hoping to feature a foam zone hosted by local business, 2 U Entertainment for 30 minutes. To do this, we would like to either block off 1/3 of the parking lot across the street from the West Hills gym (alongside the greenspace outside our office) or utilize grass area for foam zone.

**Event Set Up Date**

06/25/2024

**Event Set Up Time\* ?**

4:00 pm

**Actual Event Date\***

06/25/2024

**Actual Event Time\* ?**

5:00 pm

Clean Up Date\*

06/25/2024

Clean Up Time ?

7:00 pm

Rain Date: In the event of inclement weather, will the event be postponed or canceled?\*

Canceled

Estimated Attendance\* ?

100

---

## Application Information

Sponsoring Organization Name\*

Big Brothers Big Sisters

Mailing Address\*

545 Dunnell Drive

City\*

Owatonna

State\*

MN

Zip\*

55060

Website Address\*

bbbsofsouthernmn.org

## Primary Contact

Name\*

Allie Mayer

Phone Number\*

5074091302

Cell Phone

5076762138

Email Address\*

allie.mayer@bbbsofsouthernmn.org

## Primary On-site Contact

Name\*

Allie Mayer

Cell Phone\*

5076762138

## Alternate On-site Contact

Name\*

Michelle Redman

Cell Phone\*

5074561270

## Refer Media or Citizen Inquiries To:

Name\*

Allie Mayer

Phone\*

5074091302

---

## Event Features

City Streets or Right-of-Way\*

No

Alleys\*

No

City Sidewalks or Trails\*

No

Public Parking Lots or Spaces\*

Yes

Start/End Time\*

5:00 - 6:30 pm

Date\*

06/25/2024

Parks\*

No

Will any signs/banners be put up?\*

Yes

Number and Size\*

100 people

Will there be any inflatables?\*

No

Will there be entertainment?\*

Yes

**What Type\***

2U Entertainment - Foam Zone

**Will sound amplification be used?\***

Yes

**Type\***

small speaker

**Hours\***

5:00 - 6:30 pm

**Will sound be amplified after 10:00pm?\***

No

Sound amplified after 10:00 p.m. will require an 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

**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 this event require a Temporary Liquor Permit?\***

No

**Will there be a fireworks display?\***

No

**Describe power needs and location of power source\***

3 prong outlet located inside 545 Dunnell Drive office  
Water/hose spicket located on exterior of 545 Dunnell Drive office



**Describe level of advertisement\* ?**

Only to volunteers of Big Brothers Big Sisters

**Have adjacent property owners been notified of this event?\***

No

**Will the event need barricade(s)?**

No

**Will the event need cones?\***

No

**Will Central Park Stage be used?\***

No

**Will there be any horses?\***

No

**Describe trash removal and cleanup plan during and after event\***

All handled by Big Brothers Big Sisters staff

**Will event need traffic control?\***

No

**Describe crowd control procedure to ensure the safety of participants and spectators\***

Big Brothers Big Sisters staff of 17 individuals will all be in attendance to ensure safety of participants. All youth are supervised through a 1:1 adult/child ratio

**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?\***

Any forecasted weather concerns would lead to cancellation of event prior to start. Shelter can be taken in BBBS basement if needed.

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

**Name\***

Allie Mayer

**Phone Number\***

5076762138

**Email\***

allie.mayer@bbbsofsouthernmn.org

**List any other pertinent information**

**CITY SERVICES** - After reviewing the event application, City Services may be required for the event

---

**Special Provisions:**

Foam activity off grass and will need to clear residue.

**Department Comments:**

Fire, Police, Public Works, Building & Inspection: approve, no impact.  
Park & Rec:

**Date to Council:**

Consent Item for June 4th Council Meeting.

**Council Notes:**

Little Theatre  
of Owatonna



Dunnell Dr

Big Brothers Big Sisters  
of Southern Minnesota



Dunnell Dr

# PICNIC ACTIVITIES

Tuesday, June 25 from 5:00 - 6:30 pm

Owatonna Arts Center



BLOCKED OFF

FOAM ZONE



PARKING LOT

5th Ln

Dunnell Dr

Dunnell Dr

**EP-24-28****Events Permit Application**

Status: Active

Submitted On: 5/21/2024

**Primary Location**

No location

**Applicant** Jennifer Hansen 507-456-7904

@ rainbowatonna@gmail.com

 P.O. Box 1091  
Owatonna, MN 55060

---

**Event Information****Event Name**Pride in the Park - Small Town, Big  
Rainbows**Event Contact\***

Jennifer Hansen

**Location of Event\***

Dartts Park Large Pavilion - Off of Cherry Street

**Description of Event\* ?**

This is a community event to celebrate our LGBTQ+ Community. It is open to the public and is a family friendly event. We will have 5 musical groups performing, 4 food vendors, and several community organizations and artisans displaying their original artwork for sale.

**Event Set Up Date**

07/13/2024

**Event Set Up Time\* ?**

9:00 - 11:00 a.m.

**Actual Event Date\***

07/13/2024

**Actual Event Time\* ?**

11:00 - 6:00 p.m.

Clean Up Date\*

07/13/2024

Clean Up Time ?

6:00 - 7:00 p.m.

Rain Date: In the event of inclement weather, will the event be postponed or canceled?\*

Canceled

Estimated Attendance\* ?

598

---

## Application Information

Sponsoring Organization Name\*

Rainbowatonna

Mailing Address\*

P.O. Box 1091

City\*

Owatonna

State\*

Minnesota

Zip\*

55060

Website Address\*

www.rainbowatonna.org

## Primary Contact

Name\*

Jennifer Hansen

Phone Number\*

507-200-1120

Cell Phone

507-456-7904

Email Address\*

rainbowatonna@gmail.com

## Primary On-site Contact

**Name\***

Jen Hansen

**Cell Phone\***

507-456-7904

### **Alternate On-site Contact**

**Name\***

Nathan Black

**Cell Phone\***

612-385-0378

### **Refer Media or Citizen Inquiries To:**

**Name\***

Jen Hansen

**Phone\***

507-456-7904

---

## **Event Features**

**City Streets or Right-of-Way\***

No

**Alleys\***

No

**City Sidewalks or Trails\***

No

**Public Parking Lots or Spaces\***

Yes

**Start/End Time\***

10:00-6:00 p.m.

**Date\***

07/13/2024

**Parks\***

No

**Will any signs/banners be put up?\***

Yes

**Number and Size\***

LGBTQ Rainbow flags and bunting will be hung from the sides of the pavilion  
3x5 - 10 flags/banners

**Will there be any inflatables?\***

No

**Will there be entertainment?\***

Yes

**What Type\***

5 Musical Groups

**Will sound amplification be used?\***

Yes

**Type\***

microphone and amp for guitars

**Hours\***

11:00 - 5:30 p.m.

**Will sound be amplified after 10:00pm?\***

No

Sound amplified after 10:00 p.m. will require an 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

**Will a stage or tent(s) be set up?\***

No

**Will there be temporary fencing?\*** 

No

**Will merchandise/food items be sold?\***

Yes

**How many vendors expected?\***

25

**Will food be prepared on site?\***

Yes

**Will alcohol be sold?\***

No

**Will this event require a Temporary Liquor Permit?\***

No

**Will there be a fireworks display?\***

No

**Describe power needs and location of power source\***

2 of our food vendors will need access to a power source - there is a power box located on the south side of the parking lot which is where we plan to have the food vendors located. Musical performers will also need power source for microphone and amplifiers. This will be located on the west side of the large pavilion where there are outlets located.

**Describe level of advertisement\* ?**

We have advertised on our Website, Facebook, InstaGram, and local newspaper. The Chamber of Commerce has also been contacted to add this to their local events.

**Have adjacent property owners been notified of this event?\***

No

**Will the event need barricade(s)?**

No

**Will the event need cones?\***

No

**Will Central Park Stage be used?\***

No

**Will there be any horses?\***

No

**Describe trash removal and cleanup plan during and after event\***

Trash recepticals will be onsite. We will also supply large garbage bags. These will be emptied periodically throughout the day. The local girl scouts and Jobs daughters will be on site at the end of the event to help with clean-up in the park along with the 10 Rainbowatonna Board Members.



**Will event need traffic control?\***

No

**Describe crowd control procedure to ensure the safety of participants and spectators\***

The Rainbowatonna Board will be meeting with Chief Jeff Mundale to discuss options for this. The 2023 event was well attended by the Community of Owatonna, but we had a Northfield visitor and 8 of his colleagues attend the event to cause a disturbance. The Rainbowatonna board made a human wall between the event and these protesters to minimize the disruption. It was unfortunate that someone not from our community would need to attend and disrupt. We will follow the same protocols as we did last year. We are hoping that the city will consider exclusive park rights for future events should this happen again.

**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?\***

If inclement weather is predicted prior to the event, the event will be cancelled to protect our attendees. If inclement weather arises during the event we will monitor it and as attendees to seek shelter if needed and leave the park area.

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

**Name\***

Jen Hansen

**Phone Number\***

507-456-7904

Email\*

rainbowatonna@gmail.com

List any other pertinent information

We are looking forward to this event. See attached map of Dartts Park and location of vendors, musicians, porta potties (which have been secured through Rent-N-Save Portable Services - Faribault Minnesota

**CITY SERVICES** - After reviewing the event application, City Services may be required for the event

---

## Applicant Signature

*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 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.*

Signature of Applicant\*

✓ Jennifer Hansen  
May 21, 2024

---

## Internal Use

### Special Provisions

Council approved this event in February but site has changed from Manthey Park to Darrots Park. Staff recommend this site with large pavilion rental as offers better space use. This permit replaces the Event Permit previously approved for this event.

### Fire Department Approval / Comments / Notes

pproved no department impact.

### Park & Rec. Department Approval / Comments / Notes

s stated in the outdoor use Policy no tacks nails or staples are allowed on trees or structures. banners on the pavilion if banners are put up using stakes must call for locates prior to staking. Please be sure that none of the vendors drive or are parked on grass.

### Police Department Approval / Comments / Notes

pproved no department impact.

### Public Works Department Approval / Comments / Notes

pproved no department impact.

### Building & Inspection

pproved no department impact.

### Date to Council

– Council Consent agenda item one .

Council notes

71°  
40 AQI

parking

Chuck Fuller Field



Food Vendors

porta potties

large pavilion



Dartts Park

Maple Creek

Cherry St

vendors  
musical groups

**EP-24-17****Events Permit Application**

Status: Active

Submitted On: 4/11/2024

**Primary Location**

No location

**Applicant** Lauren Kozelka 507-475-3248 owatonnagem@gmail.com PO Box 964  
Owatonna, MN 55060

---

**Event Information****Event Name**

Gem Days

**Event Contact\***

Lauren Kozelka &amp; Justin Ohnstad

**Location of Event\***

Downtown Owatonna (Central Park &amp; 100-300 Block of Cedar)

**Description of Event\* ?**

Community gathering for all with music, food, entertainment &amp; retail vendors all weekend long!

**Event Set Up Date**

07/17/2024

**Event Set Up Time\* ?**

4:00pm

**Actual Event Date\***

07/18/2024

**Actual Event Time\* ?**

7:00am

**Clean Up Date\***

07/20/2024

**Clean Up Time ?**

1:00pm

**Rain Date:** In the event of inclement weather, will the event be postponed or canceled?\*

Canceled

**Estimated Attendance\*** ?

5000

---

## Application Information

**Sponsoring Organization Name\***

Owatonna Business Partnership &  
Mainstreet Owatonna

**Mailing Address\***

PO Box 964

**City\***

Owatonna

**State\***

MN

**Zip\***

55060

**Website Address\***

<https://owatonnabusiness.org/>

## Primary Contact

**Name\***

Lauren Kozelka

**Phone Number\***

507-475-3248

**Cell Phone**

**Email Address\***

lauren@kottkejewelers.com

## Primary On-site Contact

**Name\***

Justin Ohnstad

**Cell Phone\***

507-456-5153

## Alternate On-site Contact

Name\*

Lauren Kozelka

Cell Phone\*

507-475-3248

## Refer Media or Citizen Inquiries To:

Name\*

Justin Ohnstad

Phone\*

507-456-5153

---

## Event Features

City Streets or Right-of-Way\*

Yes

Start/End Time\*

4pm on Wednesday July 17th - 1pm  
Saturday July 20th

Date\*

07/17/2024

Name of Requested Street(s)\*

Central Park and 100-300 Block of  
Cedar

Alleys\*

No

City Sidewalks or Trails\*

No

Public Parking Lots or Spaces\*

Yes

Start/End Time\*

4pm on Wednesday July 17th - 1pm  
Saturday July 20th

Date\*

07/17/2024

Parks\*

No

Will any signs/banners be put up?\*

Yes

Number and Size\*

3 -- 4x8"

Will there be any inflatables?\*

Yes

Insurance certificate from rental vendor is required. *No staking without approval*

Will there be entertainment?\*

Yes

What Type\*

Music & Magicians

Will sound amplification be used?\*

Yes

Type\*

Band

Hours\*

5p-10p

Will sound be amplified after 10:00pm?\*

No

Sound amplified after 10:00 p.m. will require an 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

Will a stage or tent(s) be set up?\*

No

Will there be temporary fencing?\* ?

No



**Will merchandise/food items be sold?\***

Yes

**How many vendors expected?\***

100

**Will food be prepared on site?\***

Yes

**Will alcohol be sold?\***

Yes

**Who will be providing the liquor license?\***

Owatonna Business Partnership

**Is this a caterer with an alcohol endorsement on their license?\***

No

A Temporary Liquor License will be required. Complete an application for a Temporary Liquor License.

**Will this event require a Temporary Liquor Permit?\***

Yes Application received and item on Council Consent Agenda - June 4, 2024 Meeting .

*Additional documentation and fees are required*

**Will there be a fireworks display?\***

No

**Describe power needs and location of power source\***

Central Park and 100-300 Block of Cedar

**Describe level of advertisement\* ?**

Online, Print, Radio and Social Media

Have adjacent property owners been notified of this event?\*

Yes

*Signatures required.*

Will the event need barricade(s)?

Number Needed

Yes

10

Size Needed\*

Large

Event organizer is responsible for pickup and return of barricades at the City Shop, 1100 Industrial Blvd., Monday-Friday 7 AM to 3 PM. Please call 507-774-7050 to make arrangements". *Fees may apply.*

Will the event need cones?\*

Number Needed\*

Yes

80

Size Needed\*

Large

Event organizer is responsible for pickup and return of cones at the City Shop, 1100 Industrial Blvd., Monday-Friday 7 AM to 3 PM. Please call 507-774-7050 to make arrangements". *Fees may apply.*

Will Central Park Stage be used?\*

Number Needed\*

Yes

1

**Will there be any horses?\***

No

**Describe trash removal and cleanup plan during and after event\***

Private service will be providing additional carts, city to empty their receptals daily. We will also have volunteers monitoring the event all weekend.

**Will event need traffic control?\***

No

**Describe crowd control procedure to ensure the safety of participants and spectators\***

Directional arrows and closed streets

**Will "No Parking" signs be needed?\***

**Number Needed\***

Yes

100

*Fees may apply, show location(s) on site map.*

**Will event need security?\***

**Will event need Emergency Medical Services?\***

No

No

**Describe the emergency action plan if severe weather should arise?\***

Stop event happenings and seek shelter

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

Name\*

Justin Ohnstad

Phone Number\*

507-456-5153

Email\*

justinohnstad@yahoo.com

List any other pertinent information

We will be incontact with city departments for any additional support needed.

**CITY SERVICES** - Afer reviewing the event application, City Services may be required for the event

---

## Central Park Stage Usage Information

Time\*

5-11p Friday and Saturday of Gem Days  
and 9am-1pm Saturday of Gem Days

Open\*

Brad Meier

Close\*

Brad Meier

Sound or Light Person Needed\*

No

Size of Group that will be on stage\*

6

Type of Group\*

Musicians



Name of Person that will be Opening and Closing  
of Stage\*



Brad Meier

If Park Staff is needed to Open and Close Stage - fee of \$100 for each operation will be required. Any group larger than 15 people will require use of extenders - 4 people will needed to put on extenders.

---

## Applicant Signature

*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 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.*

### Signature of Applicant\*

✓ Lauren Marie Kozelka  
Apr 11, 2024

---

**Internal Use** Annual event will be same as previous years in the downtown area.

### Department Comments:

- Fire, Police, Building & Inspections: Approve, no department impact.
- 🔒 Park & Rec: Approved, use of park, no other items requested from Park & Rec. P&R has filed an event permit for a "Movie in Central" Park" for Saturday night, July 20th; item at next Council Meeting.
- Public Works: Please call 507-456-5028 1 week prior to event. We will drop off barricades and cones and do no parking signs as we have done in the past. Approved

### Date to Council:

- 🔒 Consent Agenda Item - June 4, 2024

### Council Notes:

Barricades set during the day to restrict east/west traffic but moved so traffic only restricted north/south on N Cedar during the night. Applicant will move the barricades each day as have in previous yearss

E Rose St



The Kitchen  
American • \$

1

Courtyard by Marriott  
Owatonna Downtown

4.6 (52)

3-star hotel



ey's Restaurant & Bar  
American • \$\$



OTB Cafe - Old  
Town Bagels

E Vine St



anch  
\$

Broadway

Federate

W Park Square

Central Park

ion  
- \$\$



Page 73 of 134

E Main St



CITY OF  
**OWATONNA**

# Miscellaneous



DATE: June 4, 2024  
TO: Mayor and City Council  
FROM: Sean Murphy, Public Works Director  
SUBJECT: Stormwater Facility Maintenance Easement Agreement - 300 Park Drive -  
Viracon, LLC

**Purpose:**

Approve the Stormwater Facility Maintenance Agreement with Viracon, LLC for their facility located at 300 Park Drive.

**Background:**

The City requires that on-site stormwater management must be maintained by the property owner to meet the requirements of the MS4 permit held by the City. The property owner agrees to the terms and conditions as outlined in the attached agreement.

**Budget Impact:**

No budget impact.

**Staff Recommendation:**

Staff recommends approval.

**Attachments:**

1. Stormwater Facility Maintenance Easement Agreement - Viracon LLC, 300 Park Drive  
NW



**City of Owatonna Stormwater Facility Maintenance Easement**

THIS AGREEMENT, made and entered into this 15th day of May, 2024, by Viracon, LLC hereinafter called the "Property Owner" and the City of Owatonna, MN hereinafter called "City".

WHEREAS, the Property Owner is the owner of certain property described as Lot 1, Block 1, Viracon Addition. **Exhibit A: (ATTACH LEGAL DESCRIPTION)**

WHEREAS, the Property Owner is proceeding to build on and develop the property; and  
Viracon Addition,

WHEREAS, the site plan known as Blue Line Expansion, hereinafter called the "plan", which is expressly made a part hereof, as approved or to be approved by the City, provides for management of stormwater within the confines of the property; and

WHEREAS, the City and the Property Owner, its successors and assigns, agree that the health, safety, and welfare of the residents of the City of Owatonna, MN require that on-site stormwater management/BMP facilities be constructed and maintained on the Property; and

WHEREAS, the City requires that on-site stormwater management/ Structural Best Management Practices (BMP) facilities, as shown on the Plan and implemented to meet requirements of Minnesota Permit No. MNR040000 and Minnesota Permit No. MNR100001,

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Property Owner shall provide an attachment to this agreement the required Maintenance Plan, as-built drawings, and certification that the BMP has been constructed properly as required by the City of Owatonna Stormwater Management Ordinance No. 52.00 at end of project.
2. The facilities shall be constructed and maintained by the Property Owner, its successors, and assigns in accordance with the plans and specifications identified in the submitted plan.
3. The facilities shall be constructed and maintained by the Property Owner, its successors, and assigns, in compliance with the most recent requirements of the City's Stormwater Management Ordinance 52.00, Minnesota Permit No. MNR040000 and Minnesota Permit No. MNR100001 under the National Pollutant Discharge Elimination System/State Disposal System Permit Program.
4. The Property Owner, its successors, and assigns, shall at all time, adequately maintain the facilities. Such maintenance obligations shall include the obligation to properly maintain all pipes, channels, or other conveyances built to convey stormwater, as well as, all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater.
5. Adequate maintenance is herein defined as keeping the facilities and all components in good working condition so that these facilities continue to perform their design functions.
6. The Property Owner, its successors, and assigns, shall inspect the stormwater management facility on a routine basis, at a minimum annually, to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities including embankments, berms, inlet and outlet structures, pond areas, access roads, etc.

7. The Property Owner, its successors, and assigns shall be responsible for improving, modifying, installing new/existing structural stormwater best management practices in the event the practice is found to no longer be effective in meeting treatment requirements of MN Permit No. MNR040000 and MN Permit No. MNR100001.
8. The Property Owner, its successors, and assigns, hereby grants to the City, its authorized agents and employees, a non-exclusive perpetual easement of ingress and egress over, across, under, and through the property for the purpose of inspecting the facilities. The Property Owner also grants the City the access to inspection and maintenance records conducted by the Property Owner.
9. The City shall provide the Property Owner, its successors, and assigns, a notice including copies of any inspection findings, a directive to commence with needed repairs, improvements, or modifications and a deadline to complete the repairs.
10. The Property Owner, its successors and assigns, shall reply to the Engineering Department within 15 business days, indicating their response to the notice.
11. In any event the Property Owner, its successors, and assigns, fails to maintain the facilities in good working condition acceptable to the City, the City and its authorized representatives may enter upon the property and take such steps as are necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the Property Owner, its successors, and assigns, as outlined in the City's Stormwater Management Ordinance 52.00.
12. It is expressly understood and agreed that the City is under no obligation to routinely maintain or repair said facilities, and in no event shall this agreement be construed to impose any such obligations on the City.
13. This agreement imposes no liability of any kind whatsoever on the City. The Property Owner, its successors, and assigns, agrees to hold the City harmless from any liability in the event the stormwater management facilities fail to operate properly.
14. This agreement shall be recorded by the County Recorder of Steele County, Minnesota, and shall constitute a covenant running with the Property and/or equitable servitude, and shall be binding on the Property Owner, his or her heirs, successors, and assigns, and any other successors in interests, in perpetuity.

Property Owner: Viracon LLC

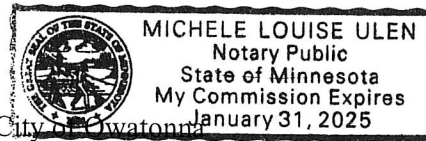
By: Doug Zirngible Dir

Its: Director of Engineering

STATE OF MINNESOTA     )  
                                          ) ss.  
COUNTY OF STEELE     )

The foregoing instrument was acknowledged before me this 15 day of May, 2024, by Doug Zirngible, the Dir Engineering of Viracon LLC, a limited liability company under the laws of the State of Minnesota on behalf of the company.

Michele Louise Ulen  
Notary Public



City: City of Owatonna

By: Thomas A. Kuntz, Mayor

By: Kris M. Busse, City Administrator

STATE OF MINNESOTA     )  
                                          ) ss.  
COUNTY OF STEELE     )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022, by Thomas A. Kuntz, the Mayor of the City of Owatonna, and by Kris M. Busse, the Administrator of the City of Owatonna, a municipality under the laws of the State of Minnesota on behalf of the City.

\_\_\_\_\_  
Notary Public

Drafted By:  
City of Owatonna  
540 West Hills Circle  
Owatonna, MN 55060



DATE: June 4, 2024  
TO: Mayor and City Council  
FROM: Sean Murphy, Public Works Director  
SUBJECT: Stormwater Facility Maintenance Easement Agreement - 2250 Austin Road - Northland Farm Systems

**Purpose:**

Approve the Stormwater Facility Maintenance Agreement with Northland Farm Systems for their facility located at 2250 Austin Road.

**Background:**

The City requires that on-site stormwater management must be maintained by the property owner to meet the requirements of the MS4 permit held by the City. The property owner agrees to the terms and conditions as outlined in the attached agreement.

**Budget Impact:**

No budget impact.

**Staff Recommendation:**

Staff recommends approval.

**Attachments:**

1. Stormwater Facility Maintenance Easement Agreement - Northland Farm Systems; 2250 Austin Road

## City of Owatonna Stormwater Facility Maintenance Easement

THIS AGREEMENT, made and entered into this 24 day of April, 2024, by Northland Farm Systems hereinafter called the "Property Owner" and the City of Owatonna, MN hereinafter called "City".

WHEREAS, the Property Owner is the owner of certain property described as: S 240 FT. OF N 375 FT. OF S 70 A OF NE1/4 WHICH LIES W OF OWATONNA & AUSTIN RD AND COM NW COR OF S1/2 OF NE1/4 OF CTR OF AUSTIN RD SE ALG RD TO N LN OF S 70 A W TO W LN OF 1/4 N ALG LN TO PT OF BEG ALSO THAT PO OF S70 A OF S1/2 OF NE1/4 N OF HWY 218 & W OF AUSTIN RD.

WHEREAS, the Property Owner is proceeding to build on and develop the property; and

WHEREAS, the site plan known a NORTHLAND FARM SYSTEMS GRAVEL YARD EXPANSION & STORMWATER TREATMENT hereinafter called the "plan", which is expressly made a part hereof, as approved or to be approved by the City, provides for management of stormwater within the confines of the property; and

WHEREAS, the City and the Property Owner, its successors and assigns, agree that the health, safety, and welfare of the residents of the City of Owatonna, MN require that on-site stormwater management/BMP facilities be constructed and maintained on the Property; and

WHEREAS, the City requires that on-site stormwater management/ Structural Best Management Practices (BMP) facilities, as shown on the Plan and implemented to meet requirements of Minnesota Permit No. MNR040000 and Minnesota Permit No. MNR100001,

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The facilities shall be constructed and maintained by the Property Owner, its successors, and assigns in accordance with the plans and specifications identified at time of submittal as well as in the As-built with Engineer's Certificate of Stormwater Compliance submitted at time of permit close-out.
2. The facilities shall be constructed and maintained by the Property Owner, its successors, and assigns, in compliance with the most recent requirements of the City's Stormwater Management Ordinance 52.00, Minnesota Permit No. MNR040000 and Minnesota Permit No. MNR100001 under the National Pollutant Discharge Elimination System/State Disposal System Permit Program.
3. The Property Owner, its successors, and assigns, shall at all time, adequately maintain the facilities. Such maintenance obligations shall include the obligation to properly maintain all pipes, channels, or other conveyances built to convey stormwater, as well as, all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater.
4. Adequate maintenance is herein defined as keeping the facilities and all components in good working condition so that these facilities continue to perform their design functions.
5. The Property Owner, its successors, and assigns, shall inspect the stormwater management facility on a routine basis, at a minimum annually, to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities including embankments, berms, inlet and outlet structures, pond areas, access roads, etc.

6. The Property Owner, its successors, and assigns shall be responsible for improving, modifying, installing new/existing structural stormwater best management practices in the event the practice is found to no longer be effective in meeting treatment requirements of MN Permit No. MNR040000 and MN Permit No. MNR100001.
7. The Property Owner, its successors, and assigns, hereby grants to the City, its authorized agents and employees, a non-exclusive perpetual easement of ingress and egress over, across, under, and through the property for the purpose of inspecting the facilities. The Property Owner also grants the City the access to inspection and maintenance records conducted by the Property Owner.
8. The City shall provide the Property Owner, its successors, and assigns, a notice including copies of any inspection findings, a directive to commence with needed repairs, improvements, or modifications and a deadline to complete the repairs.
9. The Property Owner, its successors and assigns, shall reply to the Engineering Department within 15 business days, indicating their response to the notice.
10. In any event the Property Owner, its successors, and assigns, fails to maintain the facilities in good working condition acceptable to the City, the City and its authorized representatives may enter upon the property and take such steps as are necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the Property Owner, its successors, and assigns, as outlined in the City's Stormwater Management Ordinance 52.00.
11. It is expressly understood and agreed that the City is under no obligation to routinely maintain or repair said facilities, and in no event shall this agreement be construed to impose any such obligations on the City.
12. This agreement imposes no liability of any kind whatsoever on the City. The Property Owner, its successors, and assigns, agrees to hold the City harmless from any liability in the event the stormwater management facilities fail to operate properly.
13. This agreement shall be recorded by the County Recorder of Steele County, Minnesota, and shall constitute a covenant running with the Property and/or equitable servitude, and shall be binding on the Property Owner, his or her heirs, successors, and assigns, and any other successors in interests, in perpetuity.

Its: \_\_\_\_\_

[illegible]

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 202X, by \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_, a limited liability company under the laws of the State of Minnesota on behalf of the company.

Notary Public

**City:** City of Owatonna

By: Thomas A. Kuntz, Mayor

By: Kris M. Busse, City Administrator

[illegible]

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2022, by Thomas A. Kuntz, the Mayor of the City of Owatonna, and by Kris M. Busse, the Administrator of the City of Owatonna, a municipality under the laws of the State of Minnesota on behalf of the City.

Notary Public

Drafted By:  
City of Owatonna  
540 West Hills Circle  
Owatonna, MN 55060



DATE: June 4, 2024  
TO: Mayor and City Council  
FROM: Sean Murphy, Public Works Director  
SUBJECT: Pumps & Controls Maintenance: Annual Service Agreement - Electric Pump

**Purpose:**

Requesting City Council approval of the Lift Station Pump Controls Maintenance Annual Service Agreement with Electric Pump.

**Background:**

Proposals were received from MN Pump and Electric Pump for Annual Lift Station Pump Controls Maintenance. The proposal from MN Pump totaled \$2007, or about \$260 per lift station. The proposal from Electric Pump is \$4,000, or about \$285 per lift station. City staff have had good experiences with the technicians and electronics staff with Electric Pump, and they are a service representative for Flygt Pumps, which are used in many of the lift stations. Based on previous experience and Electric Pump's familiarity with the systems used, staff recommends proceeding with Electric Pump's proposal.

**Budget Impact:**

The cost for the annual agreement is \$4,000 and will be paid for using sanitary sewer funds.

**Staff Recommendation:**

Staff recommends approval.

**Attachments:**

1. City of Owatonna Service Agreement - Electric Pump





201 4th Ave SW  
New Prague, MN 56071  
Office: 952-758-6600  
Toll Free: 800-536-5394  
Fax: 952-758-7778

Other Service Locations:  
1434 5<sup>th</sup> Ave N – Fargo, ND 58102  
115 Lipton Street, Suite B – Tea, SD 57064  
4280 East 14<sup>th</sup> St. – Des Moines, IA 50313  
6514 N. 91<sup>st</sup> Plaza – Omaha, NE 68122  
706 East Price St. – Eldridge, IA 52748

TO: City of Owatonna

ADDRESS: 540 W Hills Circle, Owatonna, MN 55060

ATTN: Andrew Fischer

OFFICE: 507-444-2452

EMAIL: [andrew.fischer@owatonna.gov](mailto:andrew.fischer@owatonna.gov)

DATE: 5/28/2024

### ***Pumps & Controls Maintenance: Annual Service Agreement***

Electric Pump is pleased to submit this annual pump & controls service agreement. This service includes the following maintenance for (14) Lift Stations:

- One (1) Lot of trip & travel to each lift station
- One (1) Lot of labor to conduct maintenance agreement
- One (1) Maintenance report for each station serviced
- One (1) Lot of inspections provided on the following page

***Annual Service Rate: \$4000.00***

**Note the following:**

- Drawdown testing and pressure readings are not included, but can be upon request at an additional charge

Thank you for your consideration,

Darrin Jensen  
Service Coordinator

Ph: (952) 452-4823  
E: [djensen@electricpump.com](mailto:djensen@electricpump.com)

cc: Steven Forsythe 612.840.9499

## **PUMP INSPECTION LIST**

1. Check electrical condition of insulation on power cable & sensor cable and on all phases of motor windings (resistance check).
2. Check for any loose or faulty electrical connections within the pump control panel.
3. Check voltage supply between all phases on the line side of the electrical control panel; pump off.
4. Check voltage between all phases on the load side of the pump control (line side for single phase); pump off.
5. Check amperage draws on all phases of the pump motor.
6. Check condition and operation of motor thermal protectors (if so equipped).
7. Check condition and operation of leakage detector (if so equipped).
8. Removal of pump from lift station for physical inspection
9. Check condition of upper shaft seals (inspect condition of oil).
10. Check lower shaft seals (inspect condition of oil).
11. Change oil (if required).
12. Check for worn or loose impeller.
13. Check all impeller wear rings.
14. Check impeller tolerance (if possible).
15. Check for noisy upper and lower bearings.
16. Check pump cable for any obvious cuts or nicks.
17. Clean, reset and check operation of level sensors.
18. Check for correct shaft / impeller rotation.
19. Reinstall pump(s) and check for leakage / blow-by at discharge connection (if possible).
20. Test of operating cycle.

Prior to all inspections, the owner will be notified of our impending visit. This agreement does not include any parts, extra labor, or return trips that would be required as a result of inspection or service time.

Payment terms NET THIRTY (30) days.

Any additional repairs and/or parts replacement will be performed only when it is requested by the owner.

Electric Pump assumes no liability for loss of use, any direct, indirect or consequential damage of any kind in respect to the use or operation of pumps or any equipment or accessories used in connection therewith.

The owner's responsibilities will be:

- 1) Dispose of waste.
- 2) Have a representative available to allow entry to pumps and control panel.
- 3) Lift stations will be cleaned prior to inspection(s).

All parts and labor are subject to the manufacturers published warranty.

This agreement shall be effective from its signed date and shall continue in effect until termination of mutual agreement or by either part upon thirty (30) days prior written notice.

ACCEPTED THIS DATE: \_\_\_\_\_

COMPANY / CITY: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME (print): \_\_\_\_\_

TITLE: \_\_\_\_\_

RECAP:

|    |                          |                                                                              |
|----|--------------------------|------------------------------------------------------------------------------|
| \$ | 35,623.98                | Dakota Supply Group - sanitary sewer lids                                    |
|    | 29,367.00                | League of Mn Cities Ins Trust - SCDIU - property/casualty insurance          |
|    | 23,769.19                | Minneapolis PHA - HAP & Admin fees due 05/12/22-8/31/23                      |
|    | 192,872.89               | Near North Title Group - Purchase 506 Maple Dr                               |
|    | 148,295.42               | Southeast Service Cooperative - May 2024 health ins premiums                 |
|    | 23,792.48                | US Bank - Entire organization monthly credit card purchases March/April 2024 |
|    | <u>317,583.43</u>        | OTHER EXPENDITURES                                                           |
|    | <u>771,304.39</u>        | SUBTOTAL                                                                     |
|    | <u>97,687.66</u>         | HRA HOUSING ASSISTANCE PAYMENTS                                              |
|    | <u><u>868,992.05</u></u> | TOTAL EXPENDITURES PRESENTED FOR APPROVAL                                    |

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

| Check Number                           | Check Date | Vendor Name                   | Net Check Amount | Check Status | Check Type    |
|----------------------------------------|------------|-------------------------------|------------------|--------------|---------------|
| Cash Account: 999-19100-000-000-000000 |            |                               |                  |              |               |
| 378181                                 | 05/20/24   | CLOVER CONNECT                | 3,581.65         | R            | Wire Transfer |
| 378182                                 | 05/20/24   | FULLSTEAM                     | 289.81           | R            | Wire Transfer |
| 378183                                 | 05/20/24   | GLOBAL PAYMENTS INTEGRATED    | 1,563.52         | R            | Wire Transfer |
| 378184                                 | 05/20/24   | MN DEPT OF LABOR AND INDUSTRY | 8,174.69         | R            | Wire Transfer |
| 378185                                 | 05/20/24   | MN DEPT OF REVENUE            | 12,574.58        | R            | Wire Transfer |
| 378186                                 | 05/20/24   | PAYMENTECH                    | 12.61            | R            | Wire Transfer |
| 378187                                 | 05/20/24   | SOUTHEAST SERVICE COOPERATIVE | 148,295.42       | R            | Wire Transfer |
| 378188                                 | 05/20/24   | SYNCHRONY BANK - LOWE'S       | 2,609.60         | 0            | Regular       |
| 378189                                 | 05/20/24   | VERIZON WIRELESS              | 2,267.10         | 0            | Regular       |
| 378190                                 | 05/20/24   | WEX BANK                      | 1,684.48         | R            | Wire Transfer |
| 378191                                 | 05/20/24   | WEX HEALTH INC                | 357.50           | R            | Wire Transfer |
| 378192                                 | 05/20/24   | MEUSER YACKLEY & ROWLAND P.A. | 8,333.33         | 0            | Regular       |
| 378193                                 | 05/24/24   | ALLISON RITTER                | 285.00           | 0            | Regular       |
| 378194                                 | 05/24/24   | US BANK                       | 23,792.48        | R            | Wire Transfer |
| 378195                                 | 06/01/24   | A & K LLC                     | 392.00           | R            | ACH           |
| 378196                                 | 06/01/24   | A&H PROPERTIES                | 335.00           | R            | ACH           |
| 378197                                 | 06/01/24   | ACADEMY APARTMENTS OF OWA LLC | 1,494.00         | R            | ACH           |
| 378198                                 | 06/01/24   | ADAMS REVOCABLE LIVING TRUST  | 613.00           | R            | ACH           |
| 378199                                 | 06/01/24   | ALL AREA MANAGEMENT LLC       | 919.00           | R            | ACH           |
| 378200                                 | 06/01/24   | APACHE APARTMENTS             | 917.00           | R            | ACH           |
| 378201                                 | 06/01/24   | ATM PROPERTIES LLC            | 1,163.00         | R            | ACH           |
| 378202                                 | 06/01/24   | AUSTIN HRA                    | 785.00           | 0            | Regular       |
| 378203                                 | 06/01/24   | BARRY GILLESPIE               | 319.00           | R            | ACH           |
| 378204                                 | 06/01/24   | BROWN CYNTHIA                 | 552.00           | R            | ACH           |
| 378205                                 | 06/01/24   | BRYCEN GREGOR                 | 1,040.00         | R            | ACH           |
| 378206                                 | 06/01/24   | CAPELLE COMPANIES LLC         | 226.00           | R            | ACH           |
| 378207                                 | 06/01/24   | CEDAR HILLS ESTATES LLC       | 569.00           | R            | ACH           |
| 378208                                 | 06/01/24   | CEDAR RIDGE APARTMENTS        | 817.00           | R            | ACH           |
| 378209                                 | 06/01/24   | CEDAR ROSE ASSOCIATES LLC     | 800.00           | R            | ACH           |
| 378210                                 | 06/01/24   | CEDAR RUN TOWN HOMES MDI #41  | 3,337.00         | R            | ACH           |
| 378211                                 | 06/01/24   | CEDARDALE NORTH APARTMENTS    | 326.00           | R            | ACH           |
| 378212                                 | 06/01/24   | CEDARDALE SOUTH APARTMENTS    | 501.00           | R            | ACH           |
| 378213                                 | 06/01/24   | CEDARDALE WEST APARTMENTS     | 559.00           | R            | ACH           |
| 378214                                 | 06/01/24   | CHRIS PROHASKI                | 1,095.00         | R            | ACH           |
| 378215                                 | 06/01/24   | COMMON CENTS PROPERTIES LLC   | 328.00           | R            | ACH           |
| 378216                                 | 06/01/24   | COOPERS COURT LLC             | 913.00           | R            | ACH           |
| 378217                                 | 06/01/24   | DAKOTA COUNTY CDA             | 1,864.64         | R            | ACH           |
| 378218                                 | 06/01/24   | DANIEL SCHLEGEL               | 477.00           | R            | ACH           |
| 378219                                 | 06/01/24   | DONALD RIPPLE                 | 617.00           | R            | ACH           |
| 378220                                 | 06/01/24   | DSBMT, LLC                    | 591.00           | R            | ACH           |
| 378221                                 | 06/01/24   | EEK LLC                       | 1,029.00         | R            | ACH           |
| 378222                                 | 06/01/24   | ELM STREET PROPERTIES         | 497.00           | R            | ACH           |
| 378223                                 | 06/01/24   | FREDRICKSON PROPERTIES        | 200.00           | R            | ACH           |
| 378224                                 | 06/01/24   | G & H MANAGEMENT CO LLC       | 1,197.00         | R            | ACH           |

| Check Number | Check Date | Vendor Name                    | Net Check Amount | Check Status | Check Type |
|--------------|------------|--------------------------------|------------------|--------------|------------|
| 378225       | 06/01/24   | IMAGE APARTMENT                | 3,206.00         | R            | ACH        |
| 378226       | 06/01/24   | JBLL EQUITIES LLC              | 265.00           | R            | ACH        |
| 378227       | 06/01/24   | JOHN & DENISE SCHROEDER        | 582.00           | R            | ACH        |
| 378228       | 06/01/24   | JOHNSON WINDOW & SIDING INC    | 3,504.00         | R            | ACH        |
| 378229       | 06/01/24   | JPF PROPERTIES                 | 1,071.00         | R            | ACH        |
| 378230       | 06/01/24   | JULIE WERSAL                   | 583.00           | R            | ACH        |
| 378231       | 06/01/24   | KEG INVESTMENTS LLC            | 1,595.00         | R            | ACH        |
| 378232       | 06/01/24   | KEITH MARTIN                   | 1,292.00         | R            | ACH        |
| 378233       | 06/01/24   | KERR MCCAULEY INVESTMENT II    | 413.00           | R            | ACH        |
| 378234       | 06/01/24   | KLEVOS GREG                    | 607.00           | R            | ACH        |
| 378235       | 06/01/24   | L&L LEGACY PROPERTIES          | 182.00           | R            | ACH        |
| 378236       | 06/01/24   | LEE ANNA                       | 1,397.00         | R            | ACH        |
| 378237       | 06/01/24   | LINCOLN SQUARE APARTMENTS      | 8,453.00         | R            | ACH        |
| 378238       | 06/01/24   | LWO LIMITED PARTNERSHIP #116   | 4,619.00         | R            | ACH        |
| 378239       | 06/01/24   | MANCINI NICHOLAS               | 18.00            | R            | ACH        |
| 378240       | 06/01/24   | MARQUARDT DENNIS               | 3,171.00         | R            | ACH        |
| 378241       | 06/01/24   | MARTIN ALLAN                   | 2,457.00         | R            | ACH        |
| 378242       | 06/01/24   | MARTIN FAMILY LLC              | 1,142.00         | R            | ACH        |
| 378243       | 06/01/24   | MCCAULEY PATRICK               | 741.00           | R            | ACH        |
| 378244       | 06/01/24   | MIDWEST INVEST LLC             | 534.00           | R            | ACH        |
| 378245       | 06/01/24   | NECHVILLE SUSAN                | 2,324.00         | R            | ACH        |
| 378246       | 06/01/24   | NORTHCOURT APARTMENTS          | 962.00           | R            | ACH        |
| 378247       | 06/01/24   | NORTHGATE                      | 2,552.00         | R            | ACH        |
| 378248       | 06/01/24   | NORTHSTAR HOLDINGS LLC         | 668.00           | R            | ACH        |
| 378249       | 06/01/24   | NORTHWEST MANOR                | 2,365.00         | R            | ACH        |
| 378250       | 06/01/24   | OWATONNA GATEWAY LLC           | 299.00           | R            | ACH        |
| 378251       | 06/01/24   | OWATONNA PUBLIC UTILITIES      | 160.00           | R            | ACH        |
| 378252       | 06/01/24   | PARKVIEW OWATONNA LLC          | 373.00           | R            | ACH        |
| 378253       | 06/01/24   | PEACH INVESTMENTS LLC          | 218.00           | R            | ACH        |
| 378254       | 06/01/24   | PETER BIEL                     | 1,700.00         | R            | ACH        |
| 378255       | 06/01/24   | POSITIVE SHARE LLC             | 398.00           | R            | ACH        |
| 378256       | 06/01/24   | PROHASKI PROPERTIES            | 1,112.00         | R            | ACH        |
| 378257       | 06/01/24   | QUALITY RENTALS OF OWATONNA LL | 830.00           | R            | ACH        |
| 378258       | 06/01/24   | REDLINE DEVELOPMENT GRP LLC    | 407.00           | R            | ACH        |
| 378259       | 06/01/24   | RICHARD ELLINGSON              | 662.00           | R            | ACH        |
| 378260       | 06/01/24   | RWB PROPERTIES                 | 600.00           | R            | ACH        |
| 378261       | 06/01/24   | SCOTT COUNTY CDA               | 3,481.47         | R            | ACH        |
| 378262       | 06/01/24   | SIXSPARKS LLC                  | 761.00           | R            | ACH        |
| 378263       | 06/01/24   | SMITH REAL ESTATE LLC          | 464.00           | R            | ACH        |
| 378264       | 06/01/24   | SOUTH CENTRAL HUMAN RELATIONS  | 2,985.00         | R            | ACH        |
| 378265       | 06/01/24   | ST CLOUD HRA                   | 592.55           | R            | ACH        |
| 378266       | 06/01/24   | SUMMIT MANOR                   | 370.00           | R            | ACH        |
| 378267       | 06/01/24   | TM RENTALS II LLC              | 461.00           | R            | ACH        |
| 378268       | 06/01/24   | USDA RURAL DEVELOPMENT         | 401.00           | 0            | Regular    |
| 378269       | 06/01/24   | USDA RURAL DEVELOPMENT         | 593.00           | 0            | Regular    |

| Check Number | Check Date | Vendor Name                    | Net Check Amount | Check Status | Check Type    |
|--------------|------------|--------------------------------|------------------|--------------|---------------|
| 378270       | 06/01/24   | WILLOW RUN I MDI #58           | 3,880.00         | R            | ACH           |
| 378271       | 06/01/24   | WILLOW RUN II MDI #85          | 4,496.00         | R            | ACH           |
| 378272       | 06/01/24   | YOUNGDAHL DEVELOPMENT LLC      | 2,346.00         | R            | ACH           |
| 378273       | 06/01/24   | ZK INVESTORS LLC               | 922.00           | R            | ACH           |
| 378274       | 05/31/24   | FIRST AMERICAN TITLE INSURANCE | 6,000.00         | R            | Wire Transfer |
| 378275       | 05/31/24   | NEAR NORTH TITLE GROUP         | 192,872.89       | R            | Wire Transfer |
| 378276       | 06/04/24   | ACCESS TONNA LOCK SERVICE      | 127.00           | 0            | Regular       |
| 378277       | 06/04/24   | ACUSHNET COMPANY               | 294.40           | 0            | Regular       |
| 378278       | 06/04/24   | AFLAC                          | 2,775.74         | R            | ACH           |
| 378279       | 06/04/24   | ALEXANDER LUMBER COMPANY       | 419.83           | 0            | Regular       |
| 378280       | 06/04/24   | ANHORN'S GAS & TIRE            | 96.21            | 0            | Regular       |
| 378281       | 06/04/24   | ANN WEMPNER DESIGN INC         | 450.00           | 0            | Regular       |
| 378282       | 06/04/24   | APG MEDIA OF SO MINNESOTA LLC  | 317.01           | 0            | Regular       |
| 378283       | 06/04/24   | ARROW ACE HARDWARE             | 8.59             | R            | ACH           |
| 378284       | 06/04/24   | AVFUEL CORPORATION             | 19,269.75        | R            | ACH           |
| 378285       | 06/04/24   | BENJAMIN METCALF               | 51.72            | 0            | Regular       |
| 378286       | 06/04/24   | BENJAMIN R JOHNSON             | 45.72            | 0            | Regular       |
| 378287       | 06/04/24   | BRENT MIELKE                   | 500.00           | 0            | Regular       |
| 378288       | 06/04/24   | CARQUEST                       | 314.72           | 0            | Regular       |
| 378289       | 06/04/24   | CAVALIER COACHES INC           | 1,445.00         | 0            | Regular       |
| 378290       | 06/04/24   | CEMSTONE PRODUCTS CO           | 25.30            | 0            | Regular       |
| 378291       | 06/04/24   | CENTRAL FARM SERVICE           | 5,999.42         | 0            | Regular       |
| 378292       | 06/04/24   | CIVICPLUS LLC                  | 9,210.22         | R            | ACH           |
| 378293       | 06/04/24   | CLIFTONLARSONALLEN LLP         | 12,022.50        | 0            | Regular       |
| 378294       | 06/04/24   | CONTINENTAL RESEARCH CORP      | 1,100.33         | R            | ACH           |
| 378295       | 06/04/24   | CRANE CREEK ASPHALT            | 2,746.18         | R            | ACH           |
| 378296       | 06/04/24   | DAGRY TOOLING INC              | 50.00            | R            | ACH           |
| 378297       | 06/04/24   | DAKOTA SUPPLY GROUP            | 35,623.98        | 0            | Regular       |
| 378298       | 06/04/24   | DEAN'S WESTSIDE TOWING         | 150.00           | R            | ACH           |
| 378299       | 06/04/24   | DIAMOND VOGEL                  | 5,612.50         | R            | ACH           |
| 378300       | 06/04/24   | EARL F ANDERSEN & ASSOC        | 5,079.10         | 0            | Regular       |
| 378301       | 06/04/24   | ED HOFFMAN                     | 30.00            | 0            | Regular       |
| 378302       | 06/04/24   | EMERGENCY APPARATUS MAINTENANC | 8,788.23         | 0            | Regular       |
| 378303       | 06/04/24   | ENVIRONMENTAL RESOURCE ASSOC   | 400.58           | R            | ACH           |
| 378304       | 06/04/24   | EQUIPMENT MANAGEMENT COMPANY   | 375.00           | R            | ACH           |
| 378305       | 06/04/24   | EYE MED VISION CARE            | 438.05           | 0            | Regular       |
| 378306       | 06/04/24   | FIRST SUPPLY OWATONNA          | 161.44           | R            | ACH           |
| 378307       | 06/04/24   | FLAHERTY & HOOD PA             | 4,255.67         | R            | ACH           |
| 378308       | 06/04/24   | FLEXIBLE PIPE TOOLS & EQUIP    | 522.70           | R            | ACH           |
| 378309       | 06/04/24   | FOUR SEASONS ELECTRIC          | 7,704.02         | R            | ACH           |
| 378310       | 06/04/24   | GALLAGHER BENEFIT SERVICES INC | 1,041.67         | R            | ACH           |
| 378311       | 06/04/24   | GALLS                          | 348.10           | R            | ACH           |
| 378312       | 06/04/24   | GLOBAL ASSETS INTEGRATED LLC   | 6.15             | 0            | Regular       |
| 378313       | 06/04/24   | GOLDEN VALLEY SUPPLY CO        | 2,613.00         | 0            | Regular       |
| 378314       | 06/04/24   | GREAT PLAINS FIRE INC          | 368.00           | 0            | Regular       |

| Check Number | Check Date | Vendor Name                    | Net Check Amount | Check Status | Check Type |
|--------------|------------|--------------------------------|------------------|--------------|------------|
| 378315       | 06/04/24   | GREY HOUSE PUBLISHING INC      | 360.00           | 0            | Regular    |
| 378316       | 06/04/24   | HAWKINS INC                    | 20.00            | R            | ACH        |
| 378317       | 06/04/24   | HEALTHPARTNERS INC             | 4,523.19         | 0            | Regular    |
| 378318       | 06/04/24   | HEIMAN INC                     | 24.00            | R            | ACH        |
| 378319       | 06/04/24   | HILLYARD INC                   | 305.63           | 0            | Regular    |
| 378320       | 06/04/24   | HORIZON COMMERCIAL POOL SUPPLY | 646.59           | R            | ACH        |
| 378321       | 06/04/24   | I U O E LOCAL 70               | 2,697.00         | 0            | Regular    |
| 378322       | 06/04/24   | ICMA                           | 1,147.00         | 0            | Regular    |
| 378323       | 06/04/24   | INNOVATIVE OFFICE SOLUTIONS    | 391.77           | 0            | Regular    |
| 378324       | 06/04/24   | INSTITUTE FOR ENVIRON ASSMT    | 13,080.76        | R            | ACH        |
| 378325       | 06/04/24   | INTEGRATED PROCESS SOLUTIONS I | 2,240.00         | R            | ACH        |
| 378326       | 06/04/24   | JIM MARQUARDT                  | 20.00            | 0            | Regular    |
| 378327       | 06/04/24   | JOHN DEERE CREDIT              | 105.38           | 0            | Regular    |
| 378328       | 06/04/24   | JONES HAUGH & SMITH INC        | 2,453.50         | 0            | Regular    |
| 378329       | 06/04/24   | JOY L BAKER                    | 1,207.70         | 0            | Regular    |
| 378330       | 06/04/24   | JULIE CARLSON                  | 50.00            | 0            | Regular    |
| 378331       | 06/04/24   | KARDEX HANDLING SOLUTIONS LLC  | 4,452.98         | 0            | Regular    |
| 378332       | 06/04/24   | L & L STREET RODS & SPORT TRUC | 3,900.00         | R            | ACH        |
| 378333       | 06/04/24   | LAWSON AUTOMOTIVE LLC          | 568.42           | R            | ACH        |
| 378334       | 06/04/24   | LAWSON PRODUCTS                | 113.00           | 0            | Regular    |
| 378335       | 06/04/24   | LEAGUE OF MN CITIES INS TRUST  | 29,367.00        | 0            | Regular    |
| 378336       | 06/04/24   | MACQUEEN EQUIPMENT CO          | 272.10           | R            | ACH        |
| 378337       | 06/04/24   | MALO ROOFING                   | 1,455.60         | R            | ACH        |
| 378338       | 06/04/24   | MANKE'S OUTDOOR EQUIP & APPL   | 61.39            | R            | ACH        |
| 378339       | 06/04/24   | MATTHEW R HOKANSON             | 4,396.34         | R            | ACH        |
| 378340       | 06/04/24   | MCMaster-CARR SUPPLY CO        | 24.01            | R            | ACH        |
| 378341       | 06/04/24   | MELVIN REINEKE                 | 107.38           | 0            | Regular    |
| 378342       | 06/04/24   | METRO SALES INC                | 476.40           | 0            | Regular    |
| 378343       | 06/04/24   | METRONET SYSTEMS HOLDINGS LLC  | 1,830.19         | R            | ACH        |
| 378344       | 06/04/24   | MIKE'S MARINE & SMALL ENG REP  | 168.76           | 0            | Regular    |
| 378345       | 06/04/24   | MIKE'S REPAIR                  | 297.00           | R            | ACH        |
| 378346       | 06/04/24   | MINER'S OUTDOOR & RECREATION   | 757.33           | 0            | Regular    |
| 378347       | 06/04/24   | MINNEAPOLIS PHA                | 23,769.19        | R            | ACH        |
| 378348       | 06/04/24   | MINNESOTA LIFE                 | 2,937.25         | 0            | Regular    |
| 378349       | 06/04/24   | MINNESOTA PAVING & MATERIALS   | 596.63           | R            | ACH        |
| 378350       | 06/04/24   | MN NCPERS GROUP LIFE INSURANCE | 432.00           | 0            | Regular    |
| 378351       | 06/04/24   | MN OFFICE OF ADMIN HEARINGS    | 686.00           | 0            | Regular    |
| 378352       | 06/04/24   | MN PUBLIC EMPLOYEES ASSOC      | 3,072.00         | R            | ACH        |
| 378353       | 06/04/24   | MN VALLEY TESTING LABS INC     | 659.25           | R            | ACH        |
| 378354       | 06/04/24   | MOTHERS AGAINST DRUNK DRIVING  | 150.00           | 0            | Regular    |
| 378355       | 06/04/24   | MOTOROLA SOLUTIONS INC         | 10,180.80        | R            | ACH        |
| 378356       | 06/04/24   | MTI DISTRIBUTING INC           | 5,552.20         | R            | ACH        |
| 378357       | 06/04/24   | NAPA AUTO PARTS                | 4,359.11         | R            | ACH        |
| 378358       | 06/04/24   | NAVY FEDERAL CREDIT UNION      | 22.00            | 0            | Regular    |
| 378359       | 06/04/24   | NEAR NORTH TITLE GROUP         | 100.00           | 0            | Regular    |



| Check Number | Check Date | Vendor Name                    | Net Check Amount | Check Status | Check Type |
|--------------|------------|--------------------------------|------------------|--------------|------------|
| 378360       | 06/04/24   | NORM BARNHART                  | 700.00           | 0            | Regular    |
| 378361       | 06/04/24   | NORTHERN SAFETY TECHNOLOGY INC | 13.26            | R            | ACH        |
| 378362       | 06/04/24   | NORTHLAND FARM SYSTEMS         | 19.95            | R            | ACH        |
| 378363       | 06/04/24   | OFFICE OF MNIT SERVICES        | 191.10           | 0            | Regular    |
| 378364       | 06/04/24   | OWATONNA AREA CHAMBER OF COMM  | 16,051.73        | 0            | Regular    |
| 378365       | 06/04/24   | OWATONNA COMMUNITY BAND        | 1,500.00         | 0            | Regular    |
| 378366       | 06/04/24   | OWATONNA EAGLES 1791           | 3,969.65         | 0            | Regular    |
| 378367       | 06/04/24   | OWATONNA METAL RECYCLING       | 228.00           | R            | ACH        |
| 378368       | 06/04/24   | OWATONNA MOTOR COMPANY         | 198.01           | 0            | Regular    |
| 378369       | 06/04/24   | OWATONNA PEOPLE'S PRESS        | 267.80           | 0            | Regular    |
| 378370       | 06/04/24   | OWT HARDWARE                   | 442.53           | 0            | Regular    |
| 378371       | 06/04/24   | PAL'S MACHINING INC            | 130.00           | R            | ACH        |
| 378372       | 06/04/24   | PATRICIA WETTERLING            | 1,147.40         | 0            | Regular    |
| 378373       | 06/04/24   | PDI                            | 45.30            | 0            | Regular    |
| 378374       | 06/04/24   | PHONE STATION INC              | 495.00           | 0            | Regular    |
| 378375       | 06/04/24   | QUADIENT LEASING USA INC       | 506.25           | 0            | Regular    |
| 378376       | 06/04/24   | R & R PRODUCTS INC             | 349.80           | 0            | Regular    |
| 378377       | 06/04/24   | REINDERS INC                   | 1,823.58         | R            | ACH        |
| 378378       | 06/04/24   | RENT N SAVE PORTABLE SERVICES  | 470.25           | R            | ACH        |
| 378379       | 06/04/24   | RICE STEELE 911 CENTER         | 4,999.80         | 0            | Regular    |
| 378380       | 06/04/24   | ROCHESTER DIESEL INC           | 2,296.59         | 0            | Regular    |
| 378381       | 06/04/24   | SALVATION ARMY NORTHERN DIVISI | 8,721.00         | 0            | Regular    |
| 378382       | 06/04/24   | SCHILLING SUPPLY CO            | 781.30           | R            | ACH        |
| 378383       | 06/04/24   | SCHOLASTIC INC                 | 53.52            | R            | ACH        |
| 378384       | 06/04/24   | SHARE CORPORATION              | 264.94           | R            | ACH        |
| 378385       | 06/04/24   | SHERWIN WILLIAMS COMPANY       | 63.44            | 0            | Regular    |
| 378386       | 06/04/24   | SHI INTERNATIONAL CORP         | 137.13           | 0            | Regular    |
| 378387       | 06/04/24   | SHRED RIGHT                    | 42.53            | R            | ACH        |
| 378388       | 06/04/24   | SIGN PRO OF OWATONNA           | 1,186.00         | 0            | Regular    |
| 378389       | 06/04/24   | SPS COMPANIES INC              | 263.17           | R            | ACH        |
| 378390       | 06/04/24   | SRIXON CLEVELAND GOLF XXIO     | 119.86           | 0            | Regular    |
| 378391       | 06/04/24   | STEELE COUNTY TREASURER        | 6,092.85         | 0            | Regular    |
| 378392       | 06/04/24   | STEPHANIE FLORES               | 503.31           | 0            | Regular    |
| 378393       | 06/04/24   | STEVE JAMES EXCAVATING INC     | 4,483.21         | R            | ACH        |
| 378394       | 06/04/24   | STOUFERS AUTO SALES INC        | 8,950.00         | 0            | Regular    |
| 378395       | 06/04/24   | SUNSET LAW ENFORCEMENT         | 1,341.50         | 0            | Regular    |
| 378396       | 06/04/24   | SWEET TOWING                   | 135.00           | 0            | Regular    |
| 378397       | 06/04/24   | SYNCHRONY BANK                 | 192.52           | 0            | Regular    |
| 378398       | 06/04/24   | T-MOBILE                       | 2,069.22         | 0            | Regular    |
| 378399       | 06/04/24   | TAYLOR MADE GOLF COMPANY INC   | 69.04            | 0            | Regular    |
| 378400       | 06/04/24   | THE RETROFIT COMPANIES INC     | 938.97           | R            | ACH        |
| 378401       | 06/04/24   | TRI M GRAPHICS                 | 58.78            | R            | ACH        |
| 378402       | 06/04/24   | ULINE                          | 77.66            | 0            | Regular    |
| 378403       | 06/04/24   | UNITED WAY                     | 100.00           | 0            | Regular    |
| 378404       | 06/04/24   | USABLUBOOK                     | 38.45            | R            | ACH        |

| Check Number | Check Date | Vendor Name                 | Net Check Amount | Check Status | Check Type |
|--------------|------------|-----------------------------|------------------|--------------|------------|
| 378405       | 06/04/24   | UTILITY CONSULTANTS INC     | 174.31           | R            | ACH        |
| 378406       | 06/04/24   | VAN METER INC               | 156.51           | 0            | Regular    |
| 378407       | 06/04/24   | VAULT HEALTH                | 169.35           | 0            | Regular    |
| 378408       | 06/04/24   | VESSCO INC                  | 770.61           | R            | ACH        |
| 378409       | 06/04/24   | VESTIS GROUP INC            | 300.11           | 0            | Regular    |
| 378410       | 06/04/24   | WALBRAN & FURNESS CHARTERED | 4,875.25         | R            | ACH        |
| 378411       | 06/04/24   | WALLACE CARLSON PRINTING    | 205.88           | R            | ACH        |
| 378412       | 06/04/24   | WASECA COUNTY HWY DEPT      | 58.35            | 0            | Regular    |
| 378413       | 06/04/24   | WHKS & CO                   | 10,360.00        | R            | ACH        |
| 378414       | 06/04/24   | WHKS & CO                   | 263.50           | R            | ACH        |
| 378415       | 06/04/24   | WHKS & CO                   | 7,505.00         | R            | ACH        |
| 378416       | 06/04/24   | ZEP MANUFACTURING CO        | 416.78           | R            | ACH        |

|     |                        |            |
|-----|------------------------|------------|
| 87  | Checks total:          | 206,964.45 |
| 137 | ACH total:             | 262,827.97 |
| 0   | EFTPS total:           |            |
| 12  | Wire transfer total:   | 399,199.63 |
| 0   | Payment Manager total: |            |
| 236 | GRAND TOTALS           | 868,992.05 |



CITY OF  
**OWATONNA**

# Ordinances



DATE: June 4, 2024  
TO: Mayor and City Council  
FROM: Ashley Zidon, Planning Specialist  
SUBJECT: Second/Final Reading Proposed Ordinance 24-02: RZ-7, Rezone Cashman Addition No. 3

**Purpose:**

Request Council approval of Proposed Ordinance 24-02, an ordinance approving RZ-7, request to rezone Cashman Addition No. 3.

**Background:**

This will be the second/final reading of this proposed ordinance. Council approved the first reading during the May 21, 2024, City Council Meeting and there have been no changes since.

See attached staff report. The Planning Commission held a public hearing for this request and recommended approval.

**Budget Impact:**

None.

**Staff Recommendation:**

Staff recommends approval.

**Attachments:**

1. Proposed Ordinance 24-02: RZ-7 Cashman Addition No. 3
2. Staff Report - RZ-7 Cashman Add No. 3

Proposed Ordinance No.  
ORDINANCE NO. 24-02

AN ORDINANCE AMENDING ORDINANCE NO. 157,  
OWATONNA ZONING ORDINANCE

WHEREAS, the owner of the hereinafter described lands has made application for a change in zone classification for said lands and public hearing has been held according to the provisions of Section 157.098, of Ordinance No. 157, and the Planning Commission of the City of Owatonna has recommended the change in zone classification as requested.

THE CITY COUNCIL OF THE CITY OF OWATONNA DO ORDAIN:

SECTION 1. Ordinance No. 157, Zoning Ordinance, is hereby amended so that the zoning map that is thereby incorporated by reference shall be changed as follows:

1. Pursuant to Application No. RZ-7 filed with the City of Owatonna, Minnesota, to change the zone classification, and after public hearing, held May 14, 2024, said application is hereby approved and the zone classification is hereby changed from R-1 Single Family Residential to R-6 High Density Residential for the following described property:

To be platted as Lot 1, Block 2, Cashman Addition No. 3, and to the centerline of all adjacent rights of way, of Owatonna, Steele County, Minnesota.

SECTION 2. Effective Date. This ordinance shall be in full force and effect from and after its passage and publication.

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_, 2024, with the following vote:

Aye \_\_\_\_\_; No \_\_\_\_\_; Absent \_\_\_\_\_.

Approved and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
Thomas A. Kuntz, Mayor

\_\_\_\_\_  
Kris M. Busse, City Administrator/City Clerk

May 10, 2024

**To:** Planning Commission  
**From:** Community Development Department  
**RE:** Application No. RZ-7, City of Owatonna, a request to rezone the subject property from R-1 Single Family Residential to R-6 High Density Residential District for the purposes of residential redevelopment for the subject property to be addressed 285 22nd St NW.

**Application Review:**

**PIN:** 17-004-1404  
Now referred to as “subject property”

**Applicant:** City of Owatonna  
Now referred to as “applicant”

**Owner:** City of Owatonna

**Legal Description:** To be platted as lot 1, block 1, Cashman Addn No. 3

**Existing Zoning:** R-1 Single-Family Residential District

**Existing Land Use:** The property is currently vacant

**Adjacent Zoning & Land Uses:** *North:* Low density residential zoned R-1; separated by 22<sup>nd</sup> Street NW  
*South:* High density residential zoned R-6  
*East:* High density residential zoned R-6  
*West:* Mobile home zoned MH, mobile home park; separated by 3<sup>rd</sup> Avenue NW

**Site Area:** 0.56 acres

**Location:** 22<sup>nd</sup> Street NW and 3<sup>rd</sup> Avenue NW to the west

**Report Attachments:**

1. Application Materials
2. Location Maps (aerial and site)
3. Zoning map
4. Future land use map

**Proposed Development**

- Application No. RZ-7, City of Owatonna, now referred to as “applicant”, requests to rezone the subject property from R-1 Single Family Residential to R-6 High Density Residential for the purposes of residential redevelopment.
- This is a City of Owatonna initiated rezoning request, to be platting as lot 1, block 1, Cashman Addition No. 3, to be addressed 285 22nd St NW.

- The purpose for the rezoning request is to facilitate residential redevelopment of this vacant parcel.
- The proposed multi-family project will need to go through all permit approvals prior to commencing construction.
- It is likely that a variance will be needed to facilitate the redevelopment of this parcel to meet setback requirements for certain housing types.
- The rezoning of this parcel would make the development in harmony and within community context of the existing block and adjacent properties (east, south, and west).

### **Alignment with the Comprehensive Plan**

The 2006 Future Land Use Plan identifies this parcel as low density residential. The surrounding parcels within this block (east and south) are identified as high density residential on the future land use map.

An assumption for the low density residential classification may have been due to the vacant status of the parcel, when the surrounding future land uses are HDR. The future land use plan viewed this parcel on its own, as opposed to evaluating the larger neighborhood and development potential. Therefore, staff believe the proposal to be in general harmony with the future land use map.

### **Compatibility with Surrounding Land Uses**

The parcel is currently vacant and situated next to high density residential parcels (east and south) and mobile home to the west. The single-family zoning and low-density land use future designation would impact the built form and scale of the neighborhood if a single-family home was approved to be constructed.

The proposal to rezone to R-6 High Density Residential is in alignment with surrounding uses of adjacent properties. Staff believe the rezoning is compatible with the existing neighborhood.

### **R-6 High Density Residential District Regulations**

The request meets minimum lot sizes and yard requirements for the R-6 zoning.

The rezoning, and correlating assigned zoning district, offers different residential development types. *157.020 residential district use chart* allows 3-4 unit multifamily, 5-12 unit multi-family, multi-family (over 12 units), townhouses, and two-family dwellings.

### **Findings of Fact**

1. The City of Owatonna is the “applicant” and “owner” properly applied for the rezoning for the subject property.
2. That the requested rezoning designation for the subject property is R-6 High Density Residential.
3. The rezoning is compatible with the existing neighborhood because the surrounding parcels (east, south, and west) have existing land uses as higher density residential.
4. That the properties to the east and south have a future land use of high density residential. These properties are located within the same block.
5. The R-6 High Density Residential zoning district includes a range of medium and high density housing typologies such as two-family dwellings, townhomes, 3-4 unit, 5-12 unit, multifamily over 12 units.

6. The purpose of the zoning establishment is to make this parcel in harmony with the surrounding parcels.

**Recommendation**

Staff recommends **approval** of the rezoning of Lot 1, Block 1, Cashman Addition No. 3, from R-1 Single Family Residential to R-6 High Density Residential based on findings of fact.

**Planning Commission Minutes**

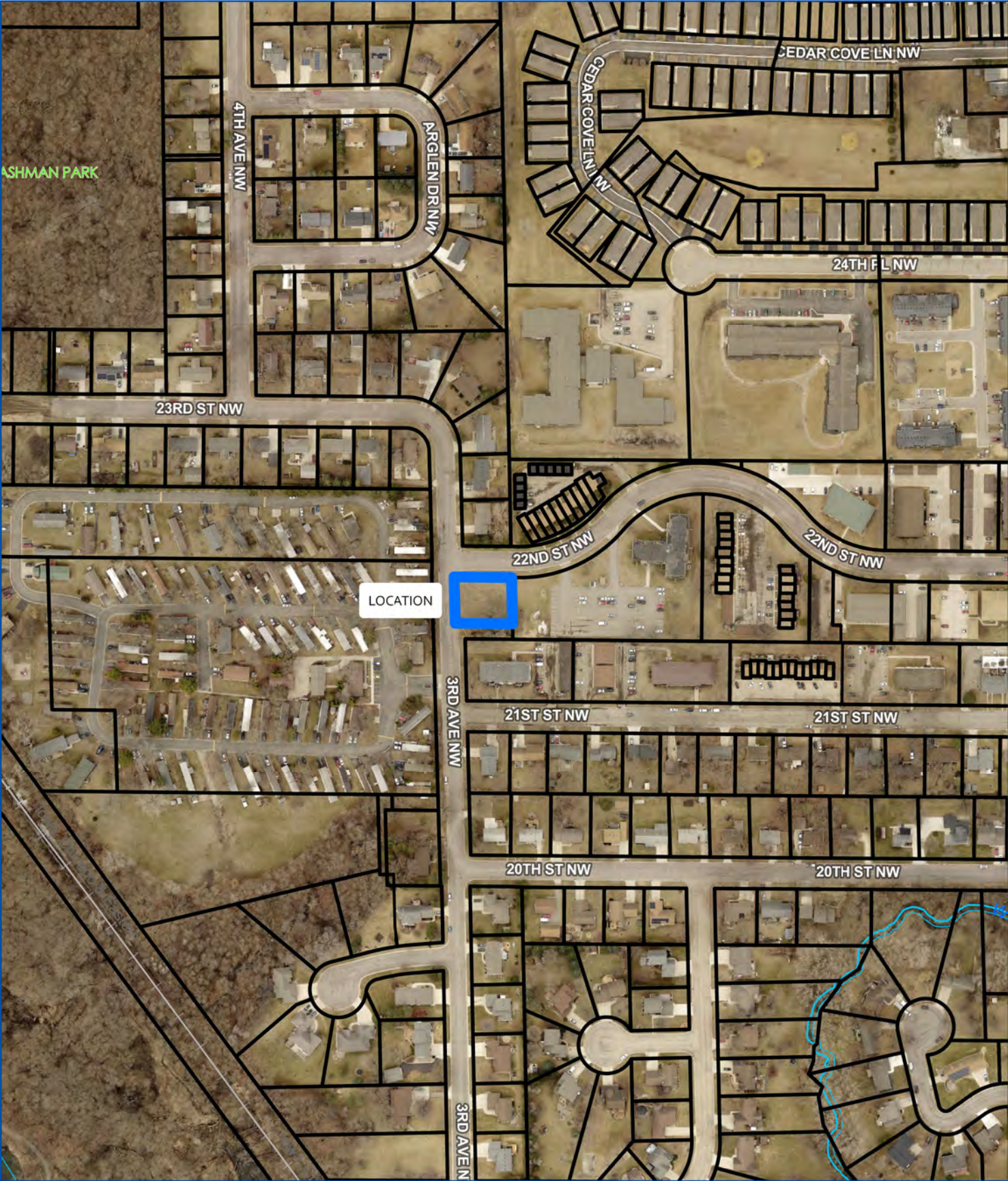
Application No. RZ-7, which is a request by the City of Owatonna to rezone the subject property from R-1 Single Family Residential District to R-6 High Density Residential District for the purposes of residential redevelopment for the subject property to be addressed 2285 22<sup>nd</sup> Street NW, was presented by Planning Specialist Ashley Zidon. (Refer to report on file.) Public hearing opened at 5:45 pm. No comments were made regarding this request. Public hearing closed at 5:46 pm. Effertz said this makes sense. A motion was made by Effertz and seconded by Springer-Gasner to recommend approval of this rezoning of Lot 1, Block 1, Cashman Addition No. 3 from R-1 Single Family Residential District to R-6 High Density Residential District based on findings of fact.

**All Commissioners voting Aye, the motion carried.**



Location Map - 285 22nd Street NW  
City of Owatonna

Exb A



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

April 30, 2024







PRELIMINARY PLAT CASHMAN ADDITION NO. 3  
PART OF THE NE1/4 OF THE NE1/4 OF SECTION 4-T107N-R20W  
OWATONNA, STEELE COUNTY, MINNESOTA

LEGAL DESCRIPTION

All that part of the Northeast Quarter of Section 4, Township 107 North, Range 20 West described as follows:

Beginning at the southwest corner of the Northeast Quarter of the Northeast Quarter of said Section 4, thence South 10 rods, thence East 9 rods, thence North 10 rods, thence West 9 rods to the point of beginning.

STREET ADDRESS

285 22ND STREET NW  
OWATONNA, MN 55060

Zoned: R-1

Single Family Residential

Setbacks:

Front Yard = 30

Side Yard = 10

Rear Yard = 30

AREA

Gross 0.56 ACRES±

PROPOSED LOT AREA

0.31 ACRES±

OWNER

City of Owatonna

PHOTO FROM STEELE COUNTY GIS

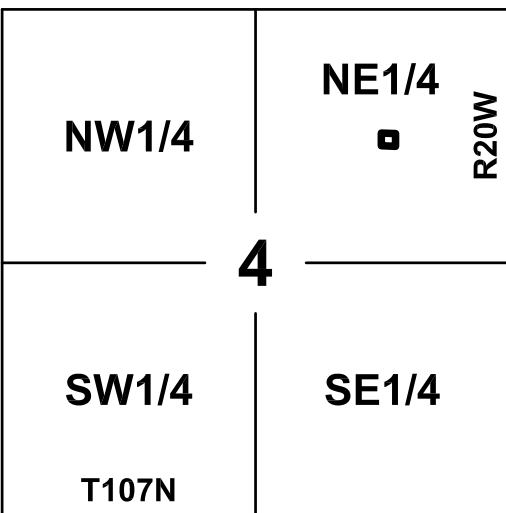


Some site improvements and topography may have been concealed by winter conditions at the time of survey.

LEGEND

- = 5/8 inch X 16 inch iron monument (capped RLS 52646)-Placed
- = Iron monument-Found
- W = Water Main
- S = Sanitary Sewer
- ST = Storm Sewer
- G = Gas Main
- FO = Fiber-Optics
- UE = Underground Electric
- OE = Overhead Electric
- EH = Hand Hole
- EB = Electric Box
- TP = Telephone Pedestal
- CB = Catch Basin
- MS = Manholes & Manhole
- EL = Elevation Contour Line
- CS = Concrete Surface
- BS = Bituminous Surface
- GS = Gravel Surface

VICINITY MAP



Scale: 1"=2000'

BASIS OF BEARING SYSTEM

All bearings are based upon the MnDot Steele County Coordinate system Nad 83 (11) Harn Adjustment Grid

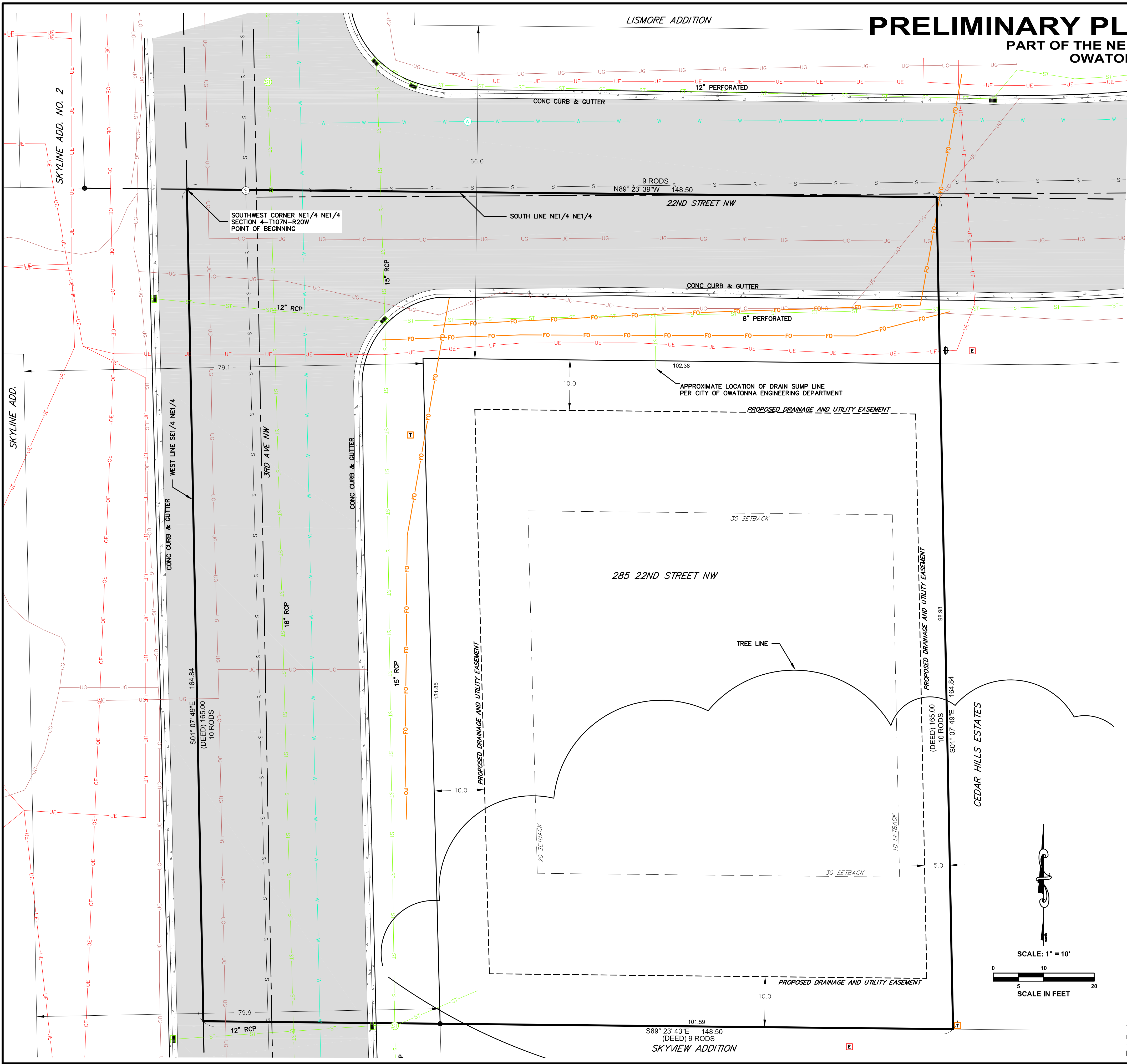
COPYRIGHT  
by JONES, HAUGH & SMITH INC.

This drawing and format are protected by Copyright and all rights are reserved. The use of this drawing and format is strictly prohibited without the written consent and permission of Jones, Haugh & Smith Inc.

JONES, HAUGH & SMITH INC.

22-1200PP

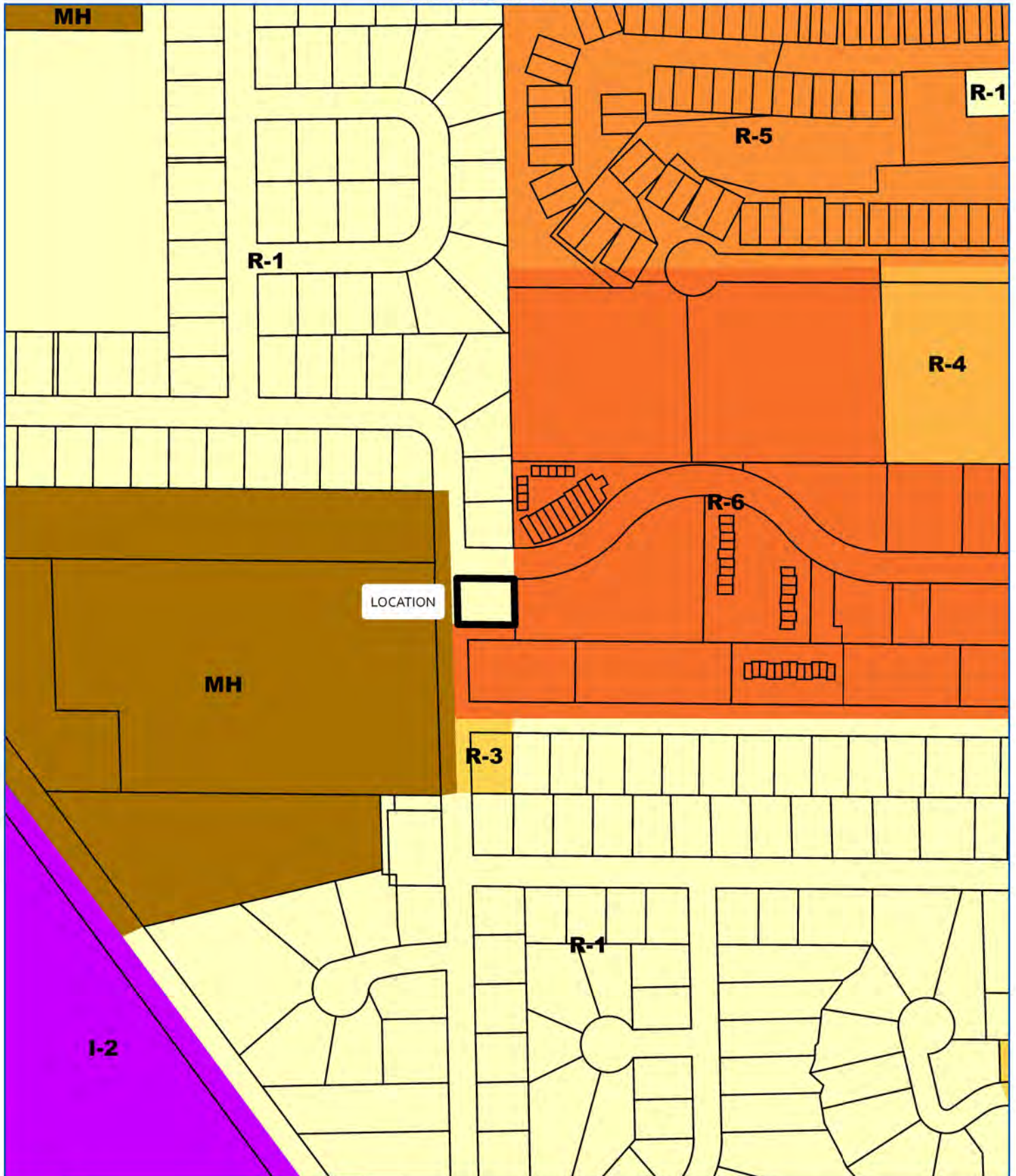
SHEET NO. 1 OF 1 SHEETS

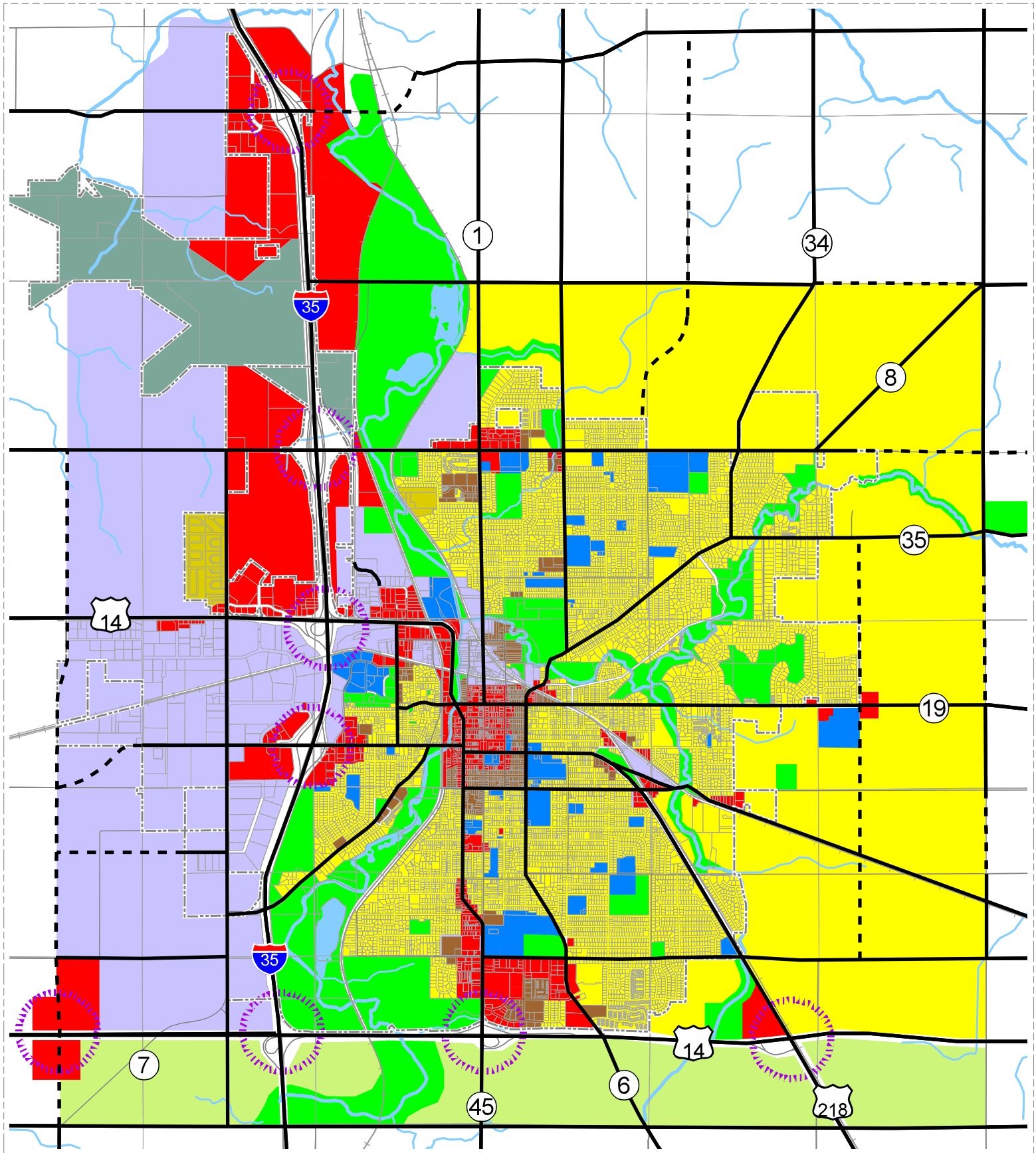




Zoning Map  
285 22nd Street NW

Exb A





# Development Plan

City of Owatonna, Minnesota

- City Boundary
- Highway Intersections
- Major Transportation Corridors
- Future Transportation Corridors
- Railroad
- Low Density Residential
- High Density Residential
- Mobile Homes

- Commercial
- Industrial
- Park/Open Space
- Public/Institutional
- Airport
- Agricultural
- Open Water

2,000 0 2,000 4,000 6,000 Feet





CITY OF  
**OWATONNA**

# Resolutions



DATE: June 4, 2024  
TO: Mayor and City Council  
FROM: Mark Walbran  
City Attorney  
SUBJECT: Resolution 53-24: Set Public Hearing Date - 2023 Street & Utility Project Special Assessment Amendment

**Purpose:**

Resolutions 54-23 sets a date for hearing on the proposed reassessment, pursuant to Minn. Stat. § 429.071, subd. 2 of the assessment under the 2023 Street Utility Project for the premises at 340 Riverview Place, a cul-de-sac.

**Background:**

On March 26, 2024, the owners of the residence at 340 Riverview Place timely appealed the assessment to their property for improvements under the 2023 Street Utility Project for the sum of \$5,637.94. The assessment was based on a frontage of 108.42 feet, which was the frontage measured at a 30-foot setback based on an earlier City policy. This residence is located on a cul-de-sac, the street frontage of the lot is about 64 feet.

Upon receipt of the owner's appeal, pursuant to Minn. Stat. § 429.071, subd. 2, The City reevaluated the assessment, taking into account factors unique to the lot, and recalculated the assessment based on the average frontage of the 5 lots of the cul-de-sac of 77.24 feet for a total assessment of \$4,016.48.

The owners accepted the proposed reassessment of \$4,016.48.

**Budget Impact:**

The reduction in the assessment is \$1,621.36.

**Staff Recommendation:**

Staff recommends adoption Resolution No. 53-24 setting a hearing on July 2, 2024.

**Attachments:**

1. Resolution 53-24 - Set Date for Hearing - Reassessment



RESOLUTION NO. 53-24  
A RESOLUTION FOR HEARING ON PROPOSED REASSESSMENT

WHEREAS, Resolution No. 29-24 passed by the Council on April 2, 2024, adopted the proposed assessment for the cost of the construction of the 2023 Street and Utility Project, and

WHEREAS, Bradley and Allison Ritter, owners of the property at 340 Riverview Place, Owatonna, MN, filed its written objection to proposed assessment against its property prior to public hearing held on the proposed assessments, and

WHEREAS, pursuant to Minn. Stat. § 429.081 Bradley and Allison Ritter timely filed a Notice of Appeal to the Resolution adopting the assessment with the District Court, and

WHEREAS, Minn. Stat. § 429.071, Subd. 2 authorizes the Council to make a reassessment on advice of the municipal attorney where any part thereof may be deemed invalid for any reason:

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Owatonna, Minnesota:

1. A hearing shall be held at a regular City Council meeting to be held on in the Council Chambers of the City Administration Building at 7:00 p.m. on Tuesday, the 2<sup>nd</sup> day of July, 2024, to pass upon such proposed reassessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such reassessment.

2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed reassessment be published at least once in the Official Newspaper and posted on the City's website at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the reassessment roll not less than two weeks prior to the hearings.

3. No appeal as to the amount of a reassessment to a specific parcel of land may be made unless the owner has either filed a signed written objection to that assessment with the City Clerk prior to the hearing or has presented the written objection to the presiding officer at the hearing.

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_ 2024, with the following vote:

Aye \_\_\_\_; No \_\_\_\_; Absent \_\_\_\_.

Approved and signed this \_\_\_\_ day of \_\_\_\_\_, 2024.

ATTEST:

\_\_\_\_\_  
Thomas A. Kuntz, Mayor

\_\_\_\_\_  
Kris M. Busse, City Administrator/City Clerk





DATE: June 4, 2024  
TO: Mayor and City Council  
FROM: Jeanette Clawson, Administrative Coordinator  
SUBJECT: Resolution 54-24 Premises Permit to Conduct Lawful Gambling at Timber Lodge Steak House - Owatonna Youth Hockey

**Purpose:**

Council approval of Resolution 54-24 approving an application for a Premises Permit from Owatonna Youth Hockey (OYH) to conduct lawful gambling (pull tabs) under a lease agreement with Timber Lodge Steak House at 4455 W Frontage Road.

**Background:**

City Code Section 120.07 Premises Permit Limitation of a Charitable Gambling Permit, allows an organization to hold up to five (5) premises permits at establishments which hold an On-Sale Liquor License within the City. This request will modify the locations they can operate at using their current Charitable Gambling Permit. This will be OYH's fourth site, they currently hold Premises Permits at: Sparetime Entertainment, Foremost Brewing Cooperative, and WingsTavern & Grille.

**Budget Impact:**

None, OHY holds an active Charitable Gambling Permit with the city. The annual \$250 fee for a Charitable Gambling Permit is received each year at the time of renewal, which will be considered during the next Council Meeting on June 18th.

**Staff Recommendation:**

Staff recommends approval of Resolution 54-24.

**Attachments:**

1. Resolution 54-24 Premise Permit - Lawful Gambling Activity - OYH at Timber Lodge Steak House
2. LG214 - Owatonna Youth Hockey
3. LG215 - OYH at Timber Lodge Steak House

RESOLUTION NO. 54-24

A RESOLUTION APPROVING  
APPLICATION FOR PREMISES PERMIT

WHEREAS, Owatonna Youth Hockey has made application for a premises permit to conduct lawful gambling under a lease agreement with Timber Lodge Steak House at 4455 W Frontage Road, Owatonna MN; and

WHEREAS, the application for premises permit (LG214) and lease (LG215) have been filed with the City; and

WHEREAS, it otherwise appears to the Council that the application for a premises permit and lease are in conformity with Section 127:00, et seq., of the 2015 Ordinance Code of the City of Owatonna, as amended,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Owatonna, Minnesota:

1. Pursuant to Section 127:07, of the 2015 Ordinance Code of the City of Owatonna, as amended, the application for premises permit submitted by Owatonna Youth Hockey Association may be and hereby is approved.

Passed and adopted this \_\_\_\_ day of \_\_\_\_, 2024, with the following votes:

Aye \_\_\_\_; No \_\_\_\_; Absent \_\_\_\_.

Approved and signed this \_\_\_\_ day of \_\_\_\_, 2024.

\_\_\_\_\_  
Thomas A. Kuntz, Mayor

ATTEST:

\_\_\_\_\_  
Kris M. Busse, City Administrator/City Clerk

**LG214 Premises Permit Application****Annual Fee \$150 (NON-REFUNDABLE)****REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "State of Minnesota."

**Mail the application and required attachments to:**  
 Minnesota Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?** Call 651-539-1900 and ask for Licensing.

**ORGANIZATION INFORMATION**

Organization Name: Owatonna Youth Hockey License Number: 1374008  
 Chief Executive Officer (CEO) Scott Mohs Daytime Phone: 507 456-7019  
 Gambling Manager: Colleen Rehman Daytime Phone: 507 213-0605

**GAMBLING PREMISES INFORMATION**

Current name of site where gambling will be conducted: Timber Lodge  
 List any previous names for this location:  
 \_\_\_\_\_  
 Street address where premises is located: 4455 W. Frontage Rd. Owatonna, MN 55060  
(Do not use a P.O. box number or mailing address.)

City: Owatonna **OR** Township: \_\_\_\_\_ County: Steele Zip Code: 55060

Does your organization own the building where the gambling will be conducted?

☐ Yes ☒ No If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☐ Yes ☒ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☐ Yes ☒ No ☐ Don't know

**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**

Bank Name: Hometown Credit Union Bank Account Number: 122543 Gambling Act  
 Bank Street Address: 2400 W. Bridge St. City: Owatonna State: **MN** Zip Code: 55060

**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number): 670 24th Ave NW #234 City: Owatonna State: **MN** Zip Code: 55060  
 \_\_\_\_\_ State: **MN** \_\_\_\_\_  
 \_\_\_\_\_ State: **MN** \_\_\_\_\_



**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION**
**CITY APPROVAL  
for a gambling premises  
located within city limits**
**COUNTY APPROVAL  
for a gambling premises  
located in a township**

City Name: \_\_\_\_\_

County Name: \_\_\_\_\_

Date Approved by City Council: \_\_\_\_\_

Date Approved by County Board: \_\_\_\_\_

Resolution Number: \_\_\_\_\_  
(If none, attach meeting minutes.)

Resolution Number: \_\_\_\_\_  
(If none, attach meeting minutes.)

Signature of City Personnel: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**Local unit of government  
must sign.**

TOWNSHIP NAME: \_\_\_\_\_

**Complete below only if required by the county.**

On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**ACKNOWLEDGMENT AND OATH**

1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

**Signature of Chief Executive Officer (designee may not sign)**
**Date**

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 your organization's 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 Department 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.

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

An equal opportunity employer



MINNESOTA LAWFUL GAMBLING  
**LG215 Lease for Lawful Gambling Activity**

6/15 Page 1 of 2

**LEASE INFORMATION**

|                                                                                      |                                                 |                                       |
|--------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------|
| Organization:<br><u>Owatonna Youth Hockey</u>                                        | License/Site Number:<br><u>1574008</u>          | Daytime Phone:<br><u>507 213-0605</u> |
| Address:<br><u>P.O. Box 76</u>                                                       | City:<br><u>Owatonna</u>                        | State: Zip:<br><u>MN 55060</u>        |
| Name of Leased Premises:<br><u>Timber Lodge</u>                                      | Street Address:<br><u>4455 W. Frontage Rd.</u>  | Daytime Phone:<br><u>507 444-0303</u> |
| City:<br><u>Owatonna</u>                                                             | State: Zip:<br><u>MN 55060</u>                  | Daytime Phone:<br><u>507 444-0303</u> |
| Name of Legal Owner:<br><u>Timber Lodge Steak House DBA Midwest Restaurant Group</u> | Business/Street Address:<br><u>507-444-0303</u> |                                       |
| City:<br><u>Owatonna</u>                                                             | State: Zip:<br><u>MN 55060</u>                  | Daytime Phone:<br><u>507-444-0303</u> |
| Name of Lessor (If same as legal owner, write "SAME"):                               | Address:                                        |                                       |
| City:<br><u>SAME</u>                                                                 | State: Zip:                                     | Daytime Phone:                        |

Check applicable item:

- ☒ **New or amended lease.** Effective date: 07/01/2024. Submit changes at least ten days **before** the effective date of the change.
- ☐ **New owner.** Effective date: \_\_\_\_\_. Submit new lease **within** ten days after new lessor assumes ownership.

**CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)**

- |                                                                              |                                                                                                               |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Pull-Tabs (paper)                                   | <input checked="" type="checkbox"/> Electronic Pull-Tabs                                                      |
| <input checked="" type="checkbox"/> Pull-Tabs (paper) with dispensing device | <input checked="" type="checkbox"/> Electronic Linked Bingo                                                   |
| <input type="checkbox"/> Bar Bingo                                           | Electronic games may only be conducted:                                                                       |
| <input type="checkbox"/> Tipboards                                           | 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or    |
| <input type="checkbox"/> Paddlewheel                                         | 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100. |
| <input type="checkbox"/> Paddlewheel with table                              |                                                                                                               |

**PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)**

**BOOTH OPERATION:** Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

- ALL GAMES, including electronic games:** Monthly rent to be paid: \_\_\_\_%, not to exceed **10%** of gross profits for that month.
- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750**.
  - The rent cap does not include **BAR OPERATION** rent for electronic games conducted by the lessor.

☒ **BAR OPERATION:** All sales of gambling equipment conducted by the lessor or lessor's employee.

**ELECTRONIC GAMES:** Monthly rent to be paid: 15%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

- ALL OTHER GAMES:** Monthly rent to be paid: 20%, not to exceed **20%** of gross profits from all other forms of lawful gambling.
- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

**BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)**

Bingo rent is limited to one of the following:

- Rent to be paid: \_\_\_\_%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR -
- Rate to be paid: \$ \_\_\_\_\_ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
  - ⇒ **Rent may not be paid for bar bingo.**
  - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

**LEASE TERMINATION CLAUSE (must be completed)**

The lease may be terminated by either party with a written 30 day notice. Other terms:



## LG215 Lease for Lawful Gambling Activity

6/15 Page 2 of 2

**Lease Term:** The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

**Management:** The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

**Participation as Players Prohibited:** The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

**Illegal Gambling:** The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

**Other Prohibitions:** The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

**Access to Permitted Premises:** Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

**Lessor Records:** The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

**Rent All-Inclusive:** Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

### ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

**Other terms of the lease:**

Signature of Lessor:

Date:

Signature of Organization Official (Lessee):

Date:

Print Name and Title of Lessor:

Print Name and Title of Lessee:

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

**Mail or fax lease to:**

Minnesota Gambling Control Board  
1711 W. County Road B, Suite 300 South  
Roseville, MN 55113

Fax: 651-639-4032



DATE: June 4, 2024  
TO: Mayor and City Council  
FROM: Troy Klecker, Community Development Director  
SUBJECT: Resolution 55-24 Authorization to Purchase Property - 401 Barney Street

**Purpose:**

Request City Council approval to purchase property at 401 Barney Street.

**Background:**

The property at 401 Barney Street backs up to Brown Park and has an unusually large backyard that goes well into Brown Park. In fact, much of this property's backyard appears to be part of the park and often mowed by City staff when mowing the park. Staff feels it would be a good idea to purchase the property so the backyard can, in fact, be part of Brown Park.

The property is currently for sale and the City has a signed purchase agreement for \$231,000 for the property contingent on City Council approval. The house is a 1957 rambler with a walkout basement, 4 bedrooms and 2 bathrooms. The property could be rented to help recoup the purchase costs. Owning and renting the house allows the City options for the park and future access to Barney Street. The City would always have the option to sell the house and keep the backyard for the park.

**Budget Impact:**

The purchase price is \$231,000; renting the house would recoup the cost of the purchase.

**Staff Recommendation:**

Staff recommends approval of this purchase.

**Attachments:**

1. Resolution 55-24: Purchase Agreement - 401 Barney Street
2. Map: 401 Barney Street W / Brown Park

RESOLUTION NO. 55-24

A RESOLUTION FOR AUTHORIZATION TO EXECUTE A PURCHASE  
AGREEMENT FOR PURCHASE OF PROPERTY AT 401 BARNEY  
STREET

WHEREAS, Resolution 55-24 approved by City Council on June 4, 2024, approves a  
Purchase Agreement with Taylor Conlin and Chris Conlin; and

WHEREAS, the Agreement provides that Taylor Conlin and Chris Conlin will convey to  
the City the property at 401 Barney Street for future park land;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Owatonna,  
Minnesota, as follows:

1. That the Purchase Agreement for the purchase of property is hereby authorized.
2. That the Community Development Director is hereby authorized to execute  
this Agreement and any amendments on behalf of the City of Owatonna.

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024, with the following vote:

Aye \_\_\_\_\_; No \_\_\_\_\_; Absent \_\_\_\_\_.

Approved and signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

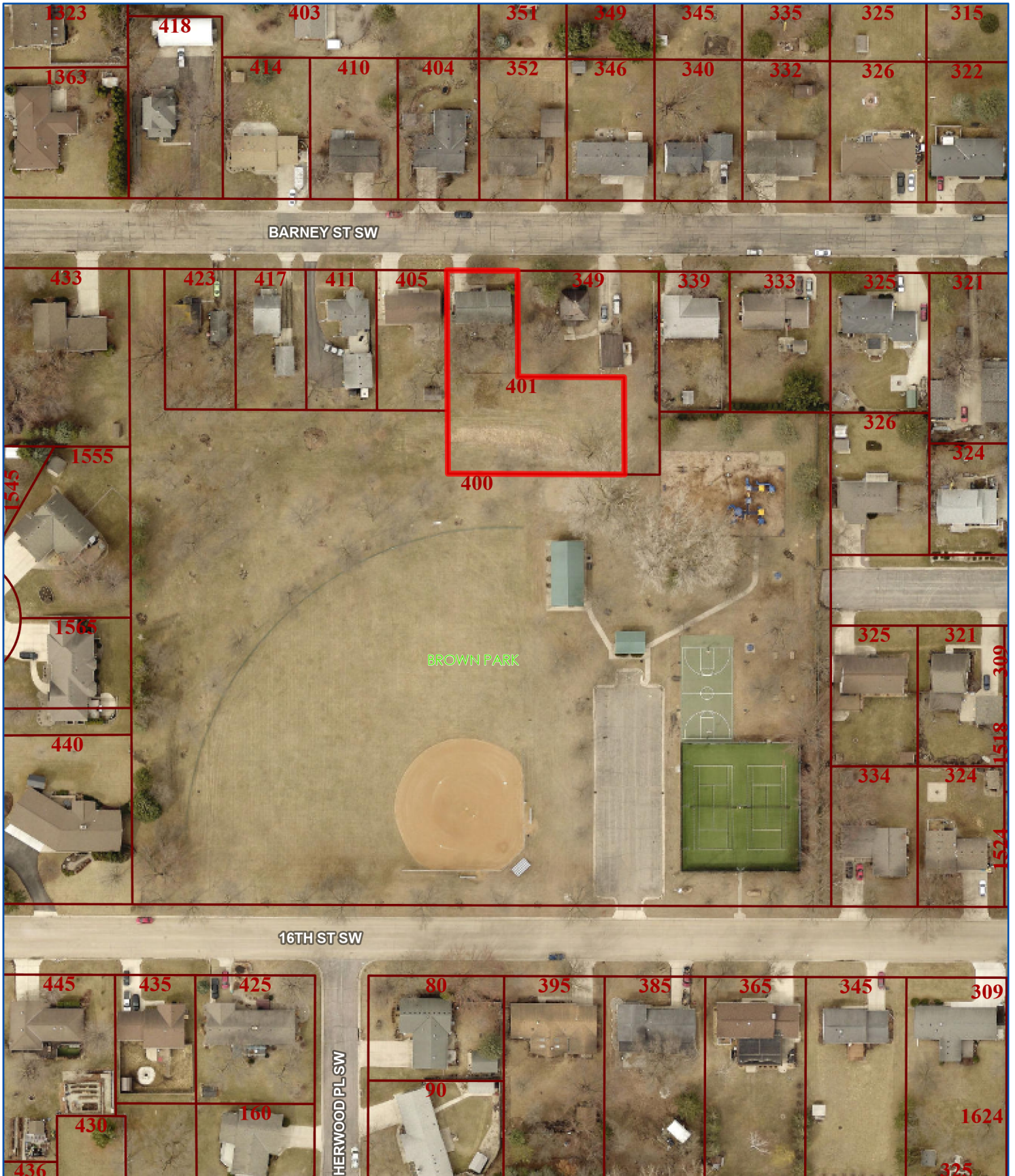
\_\_\_\_\_  
Thomas A. Kuntz, Mayor

ATTEST:

\_\_\_\_\_  
Kris M. Busse, City Administrator/City Clerk



401 Barney Street W  
City of Owatonna





DATE: June 4, 2024  
TO: Mayor and City Council  
FROM: Ashley Zidon, Planning Specialist  
SUBJECT: Resolution 56-24: VAR-17 and CUP-14 Accessory Building - 1420 Canterbury PL SE

**Purpose:**

Council approval of Resolution 56-24 approving VAR-17 and CUP-14. Request received from Jason Karsten to construct an accessory building on his property at 142 Canterbury Place SE.

**Background:**

See attached staff report. The Planning Commission held a public hearing on this request and recommended approval.

**Budget Impact:**

None.

**Staff Recommendation:**

Staff recommends approval.

**Attachments:**

1. Resolution 56-24 VAR-17 CUP-14 Assessory Building
2. Staff Report - VAR-17 CUP-14 - 1420 Canterbury Place SE - Karsten

## RESOLUTION NO. 56-24

### A RESOLUTION APPROVING VARIANCE VAR-17 AND CONDITIONAL USE CUP-14

WHEREAS, Variance VAR-17 by Jason Karsten to exceed the number of allowed accessory buildings on a residential lot and construct a 26' x 32', 832 square foot detached garage; and

WHEREAS, Conditional use permit CUP-14 by Jason Karsten permit to exceed 1,000 square feet in gross floor area for accessory buildings. The applicant is requesting 1,188 square feet of total gross floor area of accessory buildings; legally described as follows, and

Lots 5 & 6, Block 1, Sherwood Heights, Steele County, Minnesota

WHEREAS, The Planning Commission held a public hearing on May 28, 2024 and recommended approval of VAR-17 and CUP-14; and

WHEREAS, on June 4, 2024, the City Council accepted and approved VAR-17 and CUP-14, as the same was approved and recommended by the Planning Commission of the City; and

WHEREAS, the City Council concurs with all of the findings of the Planning Commission and hereby makes the identical findings as referenced in the VAR-17 and CUP-14 Staff Report;

1. Jason Karsten, hereby referred to as "applicant" and is the owner of the property at 1420 Canterbury Place SE
2. That the property is zoned R-1 Single Family Residential
3. That the variance application was published and notice was provided to property owners within 350 feet of the subject property
4. That a public hearing was held at the Planning Commission on May 28, 2024
5. The variance is in harmony with the general purposes and intent of the Ordinance. The intent of the ordinance is to allow larger accessory structures on large residential lots through conditional use permits
6. The request is in general alignment with the Comprehensive Plan
7. The circumstances of the property are not entirely caused by the landowner as the property is large, uniquely shaped by the cul-de-sac and subdivision lot design, and has significant tree cover and sloped topography in the rear yard. Constructing the garage behind the home would impact the tree cover and be constrained by topography
8. The variance is reasonable given the property is large. The applicant proposes to use the property in a reasonable way and the lot size supports the construction of larger accessory buildings. It is reasonable that the applicant wants to construct the garage in the open area on the property to avoid removing trees

9. The variance will not alter the essential character of the neighborhood because the exterior materials must be similar to the architectural appearance of the principal structure and is located on a large lot. The lot is located at the top of a hill, where the garage will be visually obscured by the fence between the neighboring property line
10. That the request is not detrimental to or will endanger the public health, safety, morals, comfort, or general welfare of the public because city ordinance allows the construction of an accessory structure on residential lots
11. That the request is compatible with the surrounding area as the proposed garage will reflect the character of the house
12. That the request will not generate additional traffic because it is to be constructed for personal use and storage of existing vehicles at the property
13. That the request will not require public services

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Owatonna, Minnesota:

1. That said variance and conditional use permit is in accordance with and conformity to the plans and regulations established by the City for a comprehensive plan for the development of the City
2. That said variance and conditional use permit be and the same hereby is approved with the following conditions:
  - a) That the existing accessory structure in the SW corner of the lot be removed
  - b) Must comply with height requirements of the ordinance
  - c) Total gross floor area of all accessory buildings may not exceed 1,188 sq feet without amending the conditional use permit
  - d) The exterior materials shall have conventional house siding or siding that simulates conventional house siding or an exterior that is the same as the exterior of the principal structure
  - e) Roof shall be covered with shingles, tile, shakes, or metal seam and batten roofing manufactured with a factory-applied finish, except a galvanized finish
  - f) All grading and building permits shall be issued for the garage prior to commencing construction
  - g) Accessory structure to be located as noted on the site plan in the application submittals; 10 feet from the southwest property line and 10 feet from the lot line separating the property from 1427 Canterbury Place SE
  - h) All accessory structures shall not be used for commercial purposes

3. That the Clerk cause a certified copy of this resolution to be filed in the office of the County Recorder of Steele County, Minnesota, and to be given to the applicants of said plat.

Passed and adopted this \_\_\_\_ day of \_\_\_\_, 2024; with the following vote:

Aye \_\_\_\_; No \_\_\_\_; Absent \_\_\_\_;

Approved and signed this \_\_\_\_ day of \_\_\_\_\_;

\_\_\_\_\_  
Thomas A. Kuntz, Mayor

ATTEST:

\_\_\_\_\_  
Kris M. Busse, City Administrator/City Clerk

May 22, 2024

**To:** Planning Commission

**From:** Community Development Department

**RE:** Application VAR-17 by Jason Karsten to exceed the number of allowed accessory buildings on a residential lot. The applicant is requesting a third accessory building.

Application CUP-14 by Jason Karsten, a request for a conditional use permit to exceed 1,000 square feet in gross floor area for accessory buildings. The applicant is requesting 1,188 square feet of total gross floor area of accessory buildings.

**Application Review:**

|                             |                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PIN:</b>                 | 17-335-0105<br>Now referred to as “subject property”                                                                                                                                                                                                                                                                                                                                              |
| <b>Applicant/Owner</b>      | Jason Karsten<br>Now referred to as “applicant”                                                                                                                                                                                                                                                                                                                                                   |
| <b>Location of Property</b> | 1420 Canterbury Place SE                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Zoning Map</b>           | R-1 Single Family Zoning                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Zoning Ordinance</b>     | <b>Variance:</b> Ordinance 157.040(A)(1)(2)(b) maximum number of accessory buildings; no more than two accessory buildings and no more than one detached private garage to be permitted on a single lot.<br><br><b>Conditional use permit:</b> Ordinance 157.040 A(2)(c) allows lots more than 30,000 square feet in area up to 1,500 square feet in gross floor area of all accessory buildings. |
| <b>Report Attachment</b>    | Location map<br>Aerial photo<br>Site plan<br>Building plan<br>Project Narrative                                                                                                                                                                                                                                                                                                                   |

**Proposed Development**

- Application VAR-17 by Jason Karsten to exceed the number of allowed accessory buildings on their residential lot. The applicant is requesting a third accessory building.
  - The applicant currently has two accessory structures on the property; totaling approximately 356 gross square feet
  - The small tool shed on the south side of the property will be removed and is not included in the existing calculations for this application (estimated 10x12)
  - The proposed new accessory building will be 26x32 (832 square feet)
  - The proposed garage will be for personal vehicle and storage



- The proposed garage is to be located on the southwest corner of the lot, away from existing trees
  - The size of the parcel is 1.16 acres (50,529.60 square feet)
  - Access to the garage will be through the existing driveway
  - Per the applicant, the proposed garage exterior and roof will be tin
  - The applicant states that the intent is for the garage to match all the other buildings, including the house
  - The proposed garage will have a height of 15 feet at the roof peak
- **Application CUP-14** by Jason Karsten, a request for a conditional use permit to exceed 1,000 square feet in gross floor area for accessory buildings. The applicant is requesting 1,188 square feet of total gross floor area of accessory buildings.
    - The garage will be used for personal vehicle storage
    - Accessory building or buildings may exceed 1,000 square feet in total gross floor area as a conditional use

#### **Application VAR-17**

*Ordinance summary:* The accessory buildings and structures ordinance 155.040(A)(2)(a) allows no more than two accessory buildings and no more than one detached private garage on a single lot.

*Property analysis:* The subject property is a 1.16 acre parcel, located at the end of a cul-de-sac. The applicant plans to remove the small tool shed in the southwest corner of the property. This report quantifies the remaining two accessory buildings that the applicant intends to keep; a pool house (12x18, 216 sq ft) in the side yard west of the house, and shed/dog kennel (10x14, 140 sq ft) in the rear yard on the north east side of the home. The parcel is a unique shape, due to the cul-de-sac street. The rear yard of the parcel has heavy tree cover in the rear yard and steep grade down to Havana Road on the north side of the property.

The exiting zoning for this parcel is R-1 single family residential. All surrounding parcels are zoned R-1 single family residential.

#### **Application CUP-14**

*Ordinance summary:* The accessory buildings and structures ordinance, maximum size, (155.040(A)(2)(c)(2)) states that no building or buildings shall exceed 1,000 square feet in total gross floor area, except:

- (c)(2) as a conditional use when subject to provisions and procedures of 157.099
- (c)(2a) The total gross floor area of all accessory buildings shall not exceed 1,500 square feet for lots of 30,000 square feet or more in area

The applicant is looking to have a total of 1,188 square feet of total gross floor area.



## **COLLECTIVE FINDINGS OF FACT**

1. Jason Karsten, hereby referred to as “applicant” and is the owner of the property at 1420 Canterbury Place SE
2. That the property is zoned R-1 Single Family Residential
3. That the variance application was published and notice was provided to property owners within 350 feet of the subject property
4. That a public hearing was held at the Planning Commission on May 28, 2024
5. The variance is in harmony with the general purposes and intent of the Ordinance. The intent of the ordinance is to allow larger accessory structures on large residential lots through conditional use permits
6. The request is in general alignment with the Comprehensive Plan
7. The circumstances of the property are not entirely caused by the landowner as the property is large, uniquely shaped by the cul-de-sac and subdivision lot design, and has significant tree cover and sloped topography in the rear yard. Constructing the garage behind the home would impact the tree cover and be constrained by topography
8. The variance is reasonable given the property is large. The applicant proposes to use the property in a reasonable way and the lot size supports the construction of larger accessory buildings. It is reasonable that the applicant wants to construct the garage in the open area on the property to avoid removing trees
9. The variance will not alter the essential character of the neighborhood because the exterior materials must be similar to the architectural appearance of the principal structure and is located on a large lot. The lot is located at the top of a hill, where the garage will be visually obscured by the fence between the neighboring property line
10. That the request is not detrimental to or will endanger the public health, safety, morals, comfort, or general welfare of the public because city ordinance allows the construction of an accessory structure on residential lots
11. That the request is compatible with the surrounding area as the proposed garage will reflect the character of the house
12. That the request will not generate additional traffic because it is to be constructed for personal use and storage of existing vehicles at the property
13. That the request will not require public services

## **Public Comment**

At the time of this staff report, no comments have been submitted via written comments, e-mail, or phone.

## **Staff Recommendation**

Application VAR-17 by Jason Karsten to exceed the number of permitted accessory building on their residential lot to allow a third accessory building, and application CUP-14 to allow 1,188 square feet of total gross floor area of accessory buildings. It appears that all of the requirements have been met for the variance and conditional use permit requests. Absent any new information presented at the meeting, **staff recommend approval of the variance and conditional use permit based on findings of fact and the following conditions:**

1. That the existing accessory structure in the SW corner of the lot be removed
2. Must comply with height requirements of the ordinance
3. Total gross floor area of all accessory buildings may not exceed 1,188 sq feet without amending the conditional use permit
4. The exterior materials shall have conventional house siding or siding that simulates conventional house siding or an exterior that is the same as the exterior of the principal structure
5. Roof shall be covered with shingles, tile, shakes, or metal seam and batten roofing manufactured with a factory-applied finish, except a galvanized finish
6. All grading and building permits shall be issued for the garage prior to commencing construction
7. Accessory structure to be located as noted on the site plan in the application submittals; 10 feet from the southwest property line and 10 feet from the lot line separating the property from 1427 Canterbury Place SE
8. All accessory structures shall not be used for commercial purposes

### **Planning Commission Minutes**

Application VAR-17, which is a request by Jason Karsten to exceed the number of allowed accessory buildings on a residential lot, was presented by Planning Specialist Ashley Zidon. (Refer to report on file.) The applicant is requesting a third accessory building for the property at 1420 Canterbury Place SE.

Conditional Use No. CUP-14, which is a request by Jason Karsten to exceed 1,000 square feet in gross floor area for accessory buildings, was presented by Planning Specialist Ashley Zidon. (Refer to report on file.) The applicant is requesting 1,188 square feet for total gross floor area of accessory buildings. Ordinance 157.040 A(2)(c) allows lots more than 30,000 square feet in area up to 1,500 square feet in gross floor area of all accessory buildings.

Public hearing for both VAR-17 and CUP-14 opened at 5:38 pm. Cheryl Pfeifer, 1085 Greenleaf Road SE, said she is located south and west of the subject property. Her first question was the dimension of the building. In the staff report, it is 24 x 36. She is curious about the location of the building. There is quite a slope between the Karstens' property and her property. When it rains an inch, there is water between her house and the neighboring house at 1125 Greenleaf Road SE. She asked if a structure of this proposed size has potential to block drainage. Public hearing closed at 5:40 pm.

Kruschke said that when subdivisions are designed, generally speaking, the outlines are designed to carry water. No structure can impede any of that drainage and the applicant can direct drainage around that structure. He needs that structure to drain, too. There is direction and grading when that project comes forward that will redirect the water. The applicant will need a grading permit. Eickhoff asked what way the water flows. Kruschke said kind of east to west, following the 10' arrow on the site plan. Pfeifer said because they're at an angle. She handed out photos of her backyard to the Commissioners to show what the slope may look like. She said where the pool house is, they used to have erosion around that when they had high water. They put in groundcover and wildflowers to keep the erosion to a minimum. Since the fence has been there, they haven't had any water wash through. When they had a heavy rain a couple weeks ago, they could see where the water had moved toward Greenleaf Road. She said she has concerns that a structure of this size could interrupt the

drainage; that is her main concern. Kruschke said that the Commissioners could add a condition if they feel it is appropriate about the drainage. Rooks asked if there were any covenants on this property. Kruschke said that covenants are between property owners and the City doesn't get involved with neighborhood covenants. The City will look at drainage, though. Wilson asked about the approximate size of the accessory structure being removed. Karsten said it is about 10 x 12. The other thing is, where Pfeifer is talking about the water running, there are railroad ties that will go into that area to divert the water toward the pool area. A motion was made by Eickhoff and seconded by Peake to recommend City Council approval of the variance and conditional use permit based on findings of fact and the following conditions:

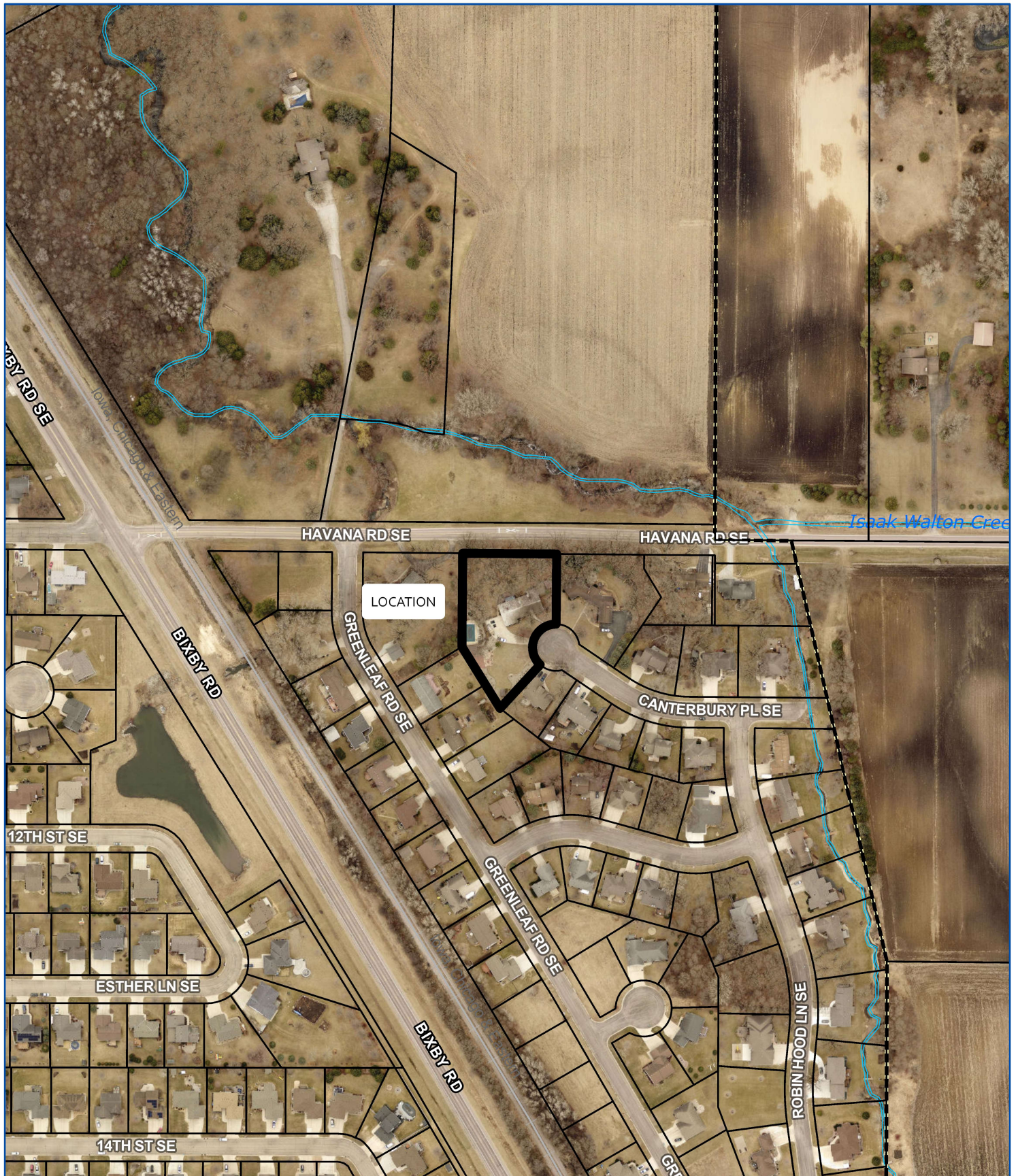
1. That the existing accessory structure in the SW corner of the lot be removed.
2. Must comply with height requirements of the ordinance.
3. Total gross floor area of all accessory buildings may not exceed 1,188 sq feet without amending the conditional use permit.
4. The exterior materials shall have conventional house siding or siding that simulates conventional house siding or an exterior that is the same as the exterior of the principal structure.
5. Roof shall be covered with shingles, tile, shakes, or metal seam and batten roofing manufactured with a factory-applied finish, except a galvanized finish.
6. All grading and building permits shall be issued for the garage prior to commencing construction.
7. Accessory structure to be located as noted on the site plan in the application submittals; 10 feet from the southwest property line and 10 feet from the lot line separating the property from 1427 Canterbury Place SE.
8. All accessory structures shall not be used for commercial purposes.

**All Commissioners voting Aye, the motion carried.**



Location Map - 1420 Canterbury Place SE  
City of Owatonna

Exb A

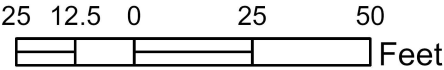


0 100 200 400  
Feet

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

May 14, 2024





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

May 14, 2024



HAVANA RD SE

201.00'

150.00'

Joan Karsten  
1420  
Canterbury Pl SE  
Dunwoody, GA 33000

78.54'

71.73'

R=50'

CANTERBU

47.82'

38.48'

49.98'

148.60'

97.96'

60.00'

95.00'

155.00'

Proposed Shed  
26' x 32'  
10'-0"  
8'-0"

North  
←



Address:

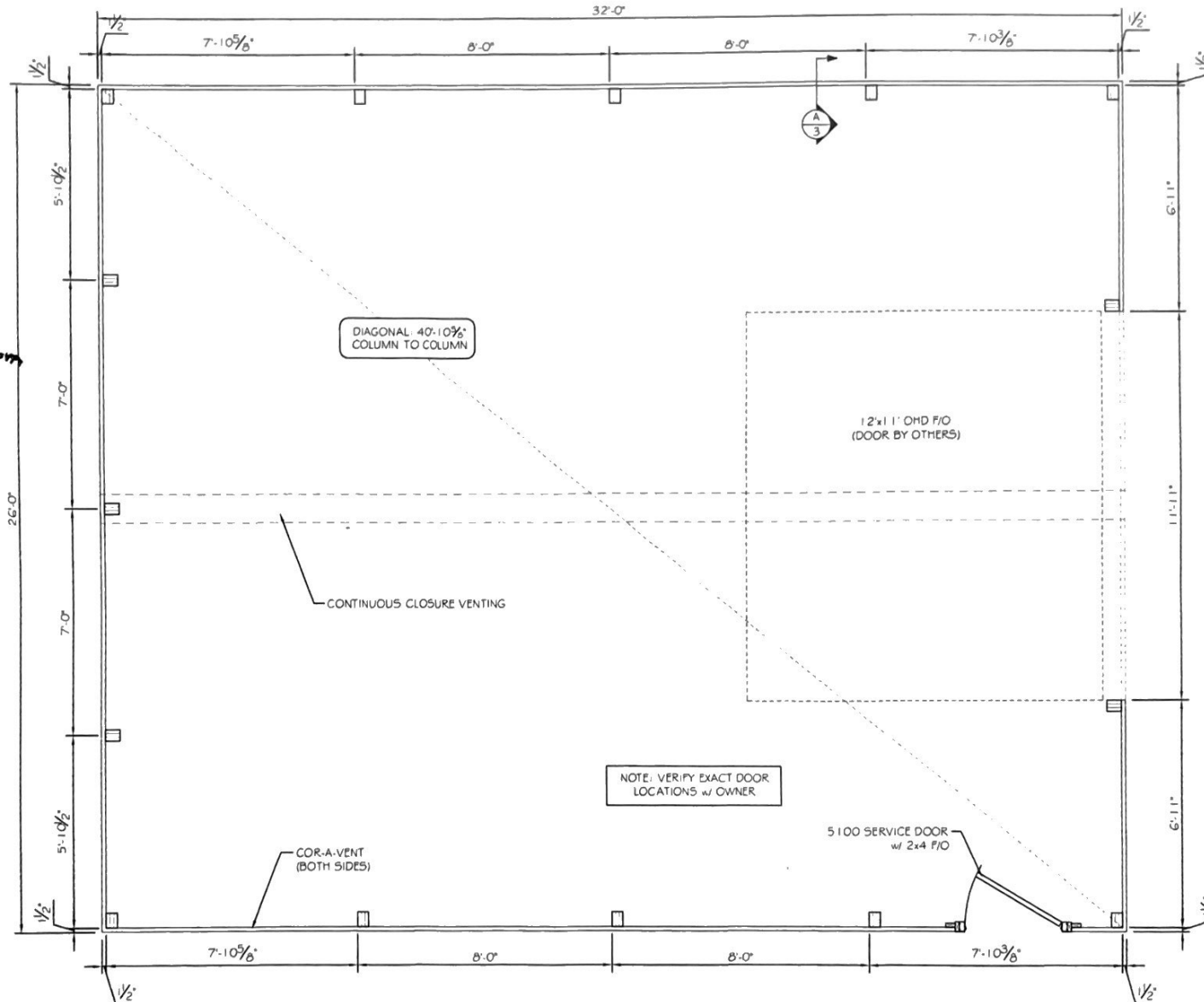
1420 Canterbury Pl SE  
Owatonna, MN 55060

Email:

Jason.Karsten16@gmail.com



FLOOR PLAN



**ENGINEERING DEPARTMENT**  
2894 58th Street  
Eau Claire, WI 54703  
Fax (715) 874-4213  
Office (715) 874-4211

PROJECT TITLE

**JASON KARSTEN** (507) 213-1169  
OWATONNA, MN

26' x 32' x 12'-6"

FILE NAME

I:\ACAD\DWG5\PLAN REQUEST\24\ROVKARSTEN.JASON.DWG

REVISIONS

| NO. | DATE | DESCRIPTION | BY |
|-----|------|-------------|----|
| 0   |      |             |    |
| 1   |      |             |    |
| 2   |      |             |    |
| 3   |      |             |    |

SCALE

AS NOTED

DRAWN BY

AKN

DATE

4/10/24

JOB NO.

3302919

SHEET NO.

1 of 3



Sheds  
Dog kennel shed  
10x14  
Sq ft 140

Pool house  
12x18  
Sq ft 216

New garage  
26x32  
Sq ft 832  
Total 1188

The 10x14 is a dog kennel and some storage for lawn care in the back yard  
The 12x18 is the pool house that is by the pool area.



CITY OF  
**OWATONNA**

# Miscellaneous



DATE: June 4, 2024  
TO: Mayor and City Council  
FROM: Sean Murphy, Public Works Director  
SUBJECT: Amendment #2 - Professional Services Agreement for Staff Augmentation - WHKS & Co.

**Purpose:**

Requesting approval of Amendment 2 to the WHKS Proposal for Staff Augmentation Services.

**Background:**

WHKS has provided staff augmentation services to assist with engineering projects and training since November 15, 2022. Services include design oversight, design direction, establishing design schedules, assessing staff's design skills and needs, and State/Federal Aid Project compliance assistance. Staff and WHKS typically meet via Microsoft Teams for check-ins.

See attached for the entire scope of service and pricing details.

**Budget Impact:**

Billed hourly per the attached Exhibit A. Agreement will not exceed \$35,000 without additional authorization. The total contract amount to date, including amendments 1 and 2, is \$85,000. Costs will be paid with Engineering Operating Budget Savings from vacant budgeted positions.

**Staff Recommendation:**

Staff recommends approval.

**Attachments:**

1. Amendment to Professional Services Agreement 2 - WHKS



## AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT

WHEREAS, **City of Owatonna** (Client) and WHKS & Co. (WHKS) executed a Professional Services Agreement dated **November 15, 2022** for certain engineering services for **Staff Augmentation** (Project), and

WHEREAS, the Agreement described a scope of services and was based on completion of certain services, and

WHEREAS, the Client has requested **Technical Assistance** services for the **Staff Augmentation** as described in more detail in attached Exhibit A, and

NOW THEREFORE, the Client and WHKS hereby agree the amended compensation for services shall be increased by the following:

### **Basis of Compensation**

For the services described above, the Client shall remunerate WHKS as follows:

**Billed Hourly. Agreement will not exceed \$35,000 without additional authorization.**

Executed this \_\_\_\_\_ day of \_\_\_\_\_

### **City of Owatonna**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

### **WHKS & CO.**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_



## **Exhibit A to Amendment No. 1**

### **A. Project Description**

Provide staff augmentation services to assist with engineering projects. Services will include design oversight, design direction, establishing design schedules, construction administration and construction observation. WHKS staff will attend meetings in Owatonna Engineering Department as requested. We will assist with determining if outside engineering services are needed.