



CITY COUNCIL MEETING
Tuesday, June 17, 2025 at 7:00 PM
Council Chambers in Charles S. Crandall Center,
City Hall at 540 West Hills Circle
Roll Call: Council Members McCann, Svenby, Voss,
Dotson, Burbank, Boeke, and Raney

- **5:00 p.m.** – Council will meet at the River Springs Water Park with Chris Ziemer, Project Development Director at ICS.
- **5:45 p.m.** – return to Chambers, Charles S. Crandall Center to discuss the RSWP Facility Assessment and the proposed agreement with the City of Medford for connection to the Wastewater Treatment Facility. If time permits, there will also be updates about various boards and commissions.

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

- 1.1. Council Agenda
- 1.2. Mayor Jessop

2. CONSENT AGENDA ITEMS

- 2.1. Minutes – Council Meeting – June 3, 2025
- 2.2. Minutes - Boards/Commissions
 - 2.2.1. Park Board Meeting - June 2, 2025
- 2.3. Department Reports
 - 2.3.1. Building Inspections Monthly Report - May 2025
 - 2.3.2. Fire - Monthly Dashboard and Activity Report - May 2025
 - 2.3.3. Weed/Nuisance Inspection Report - June 11, 2025
- 2.4. Licenses/Permits
 - 2.4.1. Event Permit - Sip & Shop at Grapeful Wine Bar with Harvest by Jane - July 19, 2025
 - 2.4.2. Event Permit - Movie at Riversprings Water Park with Exception to City's Noise Ordinance - July 19, 2025
 - 2.4.3. Event Permit - Owatonna Area Chamber of Commerce After Hours - July 22, 2025
 - 2.4.4. Event Permit - Hunter A Frank Memorial Event - September 12, 2025
 - 2.4.5. Retail Fireworks License - Walmart Tent
 - 2.4.6. Renew Annual Liquor Licenses
 - 2.4.7. Renew Annual Charitable Gambling Licenses
- 2.5. Miscellaneous
 - 2.5.1. Utility Disconnection Agreement - 512 E Main Street

3. ACTION ITEMS

3.1. Finance Report

3.2. Ordinances

3.2.1. First Reading Proposed Ordinance 25-08 Amend Chapter 93, Health and Sanitation; Nuisances - Permits for Use of Designated Park Areas

3.3. Resolutions

3.3.1. Resolution 31-25 - Authorize Property Purchase and Other Assistance for Affordable Housing

3.3.2. Resolution 32-25 Intent to Reimburse Expenditures From Proceeds of Bonds

3.4. Miscellaneous

3.4.1. Purchase Property - 1301 South Oak Avenue

3.4.2. Accept bids - Replace Infrared Unit Heaters - Mechanic's Shop and Park and Rec Shop

3.4.3. City Hall Emergency Generator - Coles Electric

3.4.4. Tobacco Permit and Off-Sale 3.2% Malt Liquor License - Fast Lane LLC, 590 State Avenue

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



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Mayor Jessop



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Council Minutes

Owatonna City Council Minutes

June 3, 2025 – DRAFT COPY

On Tuesday, June 3, 2025, at 7:00 p.m., Council President Raney called the regular session of the Owatonna City Council to order in the Chambers of the Charles S. Crandall Center. Present were Council Members McCann, Dotson, Svenby, Voss, Burbank, Boeke and Raney; Mayor Jessop; City Attorney Walbran; Public Works Director Murphy; Finance Director Burns; Fire Chief Hoffman; Park Director Dieckmann; IT Technology Specialist Enz; Communications Manager Sheely; Assistant City Administrator Tuma; City Administrator Busse, and Administrative Coordinator Clawson.

Following the roll call, Council Member Dotson made a motion to approve the agenda as presented, Council Member Svenby seconded the motion, all members voted aye in approval.

Letter of Resignation - Park Board Member Eileen Wohlenhaus

Mayor Jessop advised the Council a Letter of Resignation was received from current Park & Rec Board Member Eileen Wohlenhaus. Council Member Svenby made a motion accepting this resignation, Council Member Dotson seconded the motion, all members voted aye in approval.

Proclamation - Juneteenth

Mayor Jessop commented that June 19th is the Juneteenth Holiday. The Alliance for Greater Equity will host a Juneteenth Event on Saturday, June 22nd in the Beer Garden at the Steele County Fairgrounds from 1-4 pm. He encouraged all residents to take cognizance of this occasion by learning more about its origins, reflecting on how they can promote equity and honoring the resiliency, achievements, and legacy of our Black community.

Amended OPU Irrigation Restriction Policy

Christian Fenstermacher, Director, Engineering & Field Operations at OPU presented the Water Conservation & Emergency Restriction Policy. Reasons for updating the policy include spreading out irrigation to reduce demand; the previous penalty system was impractical; the need to tie levels of action to the DNR drought response phases; stress the shared responsibility for natural resources and move from a punitive approach to a collaborative/incentive-driven approach. This matters because conserving water is in the best interest of the public; the DNR will evaluate if we are addressing high water use when we seek well permits; high demand stresses the system; and it is important to put measures in place before any issues occur.

Key pieces of the revised policy include avoiding irrigation between the hours of 9:00 a.m. and 6:00 p.m. with no irrigation on Mondays. Water during the week will be based on a customer's address. Customers with addresses ending in an odd number can water on Tuesday, Thursday, Saturday. Customers with addresses ending in an even number can water on Wednesday, Friday, Sunday. Penalties have been removed from the policy; OPU's response levels have been tied to the DNR's Drought Phase triggers; and OPU will put a large emphasis on customer education, community engagement and incentives.

The agreement and additional information are available on the OPU website: Owatonnautilities.com. This amended policy was approved by the OPU Commission to be effective April 1, 2025.

Consent Agenda Items

Council President Raney 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 20, 2025

Minutes - City Council Meeting - May 23, 2025

Minutes - OPU Commission Meeting - March 25, 2025

Minutes - OPU Commission Meeting - April 22, 2025

Minutes - Planning Commission Meeting - May 13, 2025

Minutes - Airport Commission Meeting - May 15, 2025

Minutes - EDA Meeting - May 21, 2025

Minutes - Planning Commission Meeting - May 27, 2025

Weed/Nuisance Inspection Report - May 28, 2025

Event Permit - Farmer's Markets on Third Thursdays - June-October 2025

Event Permit - Downtown Thursday Model T-Style - July 24, 2025

Event Permit - Orphanage Museum Fall Celebration - September 13, 2025

Exempt Permit - Steele County Purple Ribbon Club - August 17, 2025

Ice Cream Vendor Permit - Sunny's Ice Cream, Austin MN

Change Order No 1 - 18th Street Trail Extension – MN Department of Transportation

With a modification in traffic control plans, there was a negotiated cost increase on the lump sum line-item price. The contract cost will increase by \$2,750 for a total contract price of \$914,046.47.

T-Hangar Lease Agreement - William Lieske, Lonsdale MN

A two-year lease agreement for Building 2, Unit H. The rental fee provided for in the agreement is \$185.00/month; a total of \$2,220.00/year of rental revenue.

Athletic Trainer(s) Strength Coach Service Agreement - Olmsted Medical Center

Services agreement with Olmsted Medical Center to perform athletic training and strength coaching services for the fire department employees. The cost of the program is \$3,000 for 12 months. OMC will bill the fire department monthly based on usage up to the total amount of the agreement. There is also a \$10/yr cost for an app for each participant to access online exercises. This fee will be paid by each individual participating in the program.

Customized Training Income Contract - Riverland Community College

As part of the fire department's ongoing training, we are planning on bringing in an outside instructor to instruct an Advanced Pumps class for the full-time firefighters. Running the pumps on the fire engines is one of the primary responsibilities of the FT staff. Bringing in an outside instructor allows us to learn new and advanced techniques to better perform our jobs. The cost of this class is \$700, the training will occur on our scheduled full-time training day in June.

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

Finance Report

Council Member Voss recapped payments made for amounts greater than \$20,000 during this period:

\$ 27,621.49	AvFuel Corp - Airport fuel for resale
228,305.08	Hydro-Klean - 2025 CIPPS projects - pay est #2
383,211.00	League of MN Cities Ins Trust - renewal property & liability insurance
50,338.90	Short Elliot Hendrickson
	- St SE reconstruction services - April 2025 - \$47,389.32
	- Miscellaneous on-call traffic services - \$2,949.58
153,536.84	Southeast Service Cooperative - May 2025 health ins premiums
220,698.80	Wencl Construction
	- 25001 Street & Utility - pay est #1 - \$217,544.30
	- 18th Street Pond outlet - \$3,154.50
<u>244,673.00</u>	Other Expenditures
\$1,308,385.11	Subtotal
<u>105,490.00</u>	HRA Housing Assistance Payment
\$ 1,413,875.11	Total Expenditures Presented for approval

Council Member Dotson made a motion to approve payment of all bills presented, Council Member McCann seconded the motion, all members voted aye in approval.

Resolution 30-25: Safe Streets for All Funding

Public Works Director Murphy requested approval of Resolution 30-25 supporting the submission of the Safe Streets and Roads for All Comprehensive Safety Action Plan Grant Application and, if awarded, authorizing the use of funds to proceed with the plan creation.

The U.S. Department of Transportation will award funding for the development of a Comprehensive Safety Action Plan through the Safe Streets and Roads for All discretionary grant program. The Bipartisan Infrastructure Law (BIL) established the Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over five years from 2022-2026 with approximately \$2 billion still available for future funding rounds. The SS4A program supports the U.S. Department of Transportation's National Roadway Safety Strategy and funds regional, local, and tribal initiatives through grants to prevent roadway deaths and serious injuries, and crashes in the city of Owatonna resulting in serious injuries and loss of life continue to be a major concern, particularly for vulnerable road users such as children who walk or bike to school.

A Comprehensive Safety Action Plan will set an eventual goal of zero roadway deaths and serious injuries on our region's roadways and create healthy, safe, equitable mobility for all, and will identify a high-injury network and provide high-impact strategies that can be implemented to improve safety across a wide geographic region, with a focus on safety

for all users, including vulnerable users. A Comprehensive Safety Action Plan will allow for the City to center efforts around the people most impacted by traffic crashes and, upon plan adoption, would make the City eligible to apply for Implementation Grant funds through the Safe Streets and Roads for All discretionary grant program, and the City of Owatonna is applying as a Co-Applicant to Steele County's SS4A application which will result in a more collaborative, efficient, and consistent planning process while still assessing the needs of both the County and City's concerns.

The grant application will request \$312,500 to develop a Comprehensive Safety Action Plan for both Steele County and the City of Owatonna. If grant funds are awarded, a 20% local match (\$62,500) is required. This will be split evenly between Steele County and Owatonna, with the city share being \$31,250. The County is also covering consultant costs for preparing the application.

Council Member Boeke made a motion for approval, Council Member McCann seconded the motion; all members voted aye for approval.

Proposal Construction Testing Services - 18th Street Trail - American Engineering Testing

Public Works Director Murphy requested approval of American Engineering Testing's Proposal for Material Testing for the 18th Street Trail Project. The 18th Street Trail Project consists of a new Bituminous Trail, Concrete Driveways, Curb and Gutter, Concrete Sidewalk, and Pedestrian Facilities. The project will require material testing per specifications, State Aid, and FHWA requirements. AET will provide MnDOT certified technicians to perform this material testing. The proposed amount is \$20,806.75 which is based upon an estimate of required tests for the project. Depending on how the Contractor prosecutes the work, number of trips and tests could vary from the estimate. Costs will be paid for using state aid funds. Council Member Voss made a motion for approval, Council Member Svenby seconded the motion; all members voted aye for approval.

Professional Service Agreement – Annual Tax Increment District Reporting – Ehlers

Finance Director Burns presented an agreement with Ehlers for professional services. Cities with development authorities must submit annual financial reports for each Tax Increment Financing (TIF) district to the Office of the State Auditor (OSA). This requirement starts in the year a TIF district is certified and continues annually until the district is decertified and all tax increment revenues have been expended. The city currently has 26 districts to report by August 1st each year. Ehlers, our public finance advisors can provide these reports, the cost of the Tax Increment District reports is an eligible administrative expense and will be paid using funds from the TIF District. The TIF reporting is billed at \$395 per hour based on actual hours worked. The estimated cost per district is \$2,765 for the first year (including one-time setup) and \$1,580 for each following year. Optional disclosure and publication items add an estimated one hour annually. Council Member Svenby made a motion for approval, Council Member Burbank seconded the motion; all members voted aye for approval.

Professional Service Agreement - Investment Advisory – Ehlers

Finance Director Burns requested approval of an agreement appointing Ehlers as the city's Investment Advisor. The city currently works with three firms for its investments and consolidating to a single firm that actively shops the marketplace on behalf of the City will enhance efficiency and provide a comprehensive approach with improved market access. Ehlers Investments will operate as an extension of City staff, offering holistic investment advisory and portfolio management services. They will leverage their portfolio management expertise and market access to enhance the City's investment program through various market and business cycles. In addition to their active portfolio management, Ehlers can assist the City with various investment-related services, including cash flow forecasting, updating investment policies, and providing investment training and education. We believe that utilizing Ehlers for the City's investments will improve long-term investment performance and allow staff to focus more on the daily aspects of finance functions.

The fees for this service are based solely on assets under management, and the city would be billed monthly in arrears. The cost could be debited directly from the City's custodial account if preferred. The annual fee structure for investment advisory services is as follows:

Assets Under Management	Annualized Fee
First \$25 Million	0.15%
Next \$25 Million	0.12%
Next \$50 million	0.10%
Over \$100 Million	0.08%

Council Member McCann asked if the fees would be less than those currently paid to three firms for this service. Burns responded the fees would be similar and this will allow staff easier reconciliations and tracking. Council Member Dotson made a motion for approval; Council Member Voss seconded the motion; all members voted aye for approval.

Cooperative Agreement CR 180 (School Street) at CPKC Railroad Crossing Improvements - Steele County

Public Works Director Murphy requested approval of the CR 180 (School Street) at CPKC Railroad Crossing Improvements Cooperative Agreement with Steele County. The CPKC railroad crossing of CR 180 (School Street) has been programmed for crossing improvements including crossing gates and signals under a federally funded rail crossing improvement program. The roadway crossing approaches are deteriorating and need reconstruction and a multi-use trail extension will be constructed to accommodate pedestrian and other non-motorized vehicles.

CR 180 (School Street) is under the jurisdiction of the County of Steele, for purposes of maintenance and improvements, and the County and the City will share the costs of the improvements that are not funded by the federal grants. The Framework for Construction project cost sharing on County Routes within City Limits was adopted in 2017 and outlines

each party's cost participation for projects such as this. Based upon this agreement, the County will:

- Prepare plans and specifications with an estimate of cost for crossing improvement project; Manage the bidding process according to state statute;
- Provide surveying and construction inspection, observation and administrative engineering services;
- Obtain all permits and approvals required from other governmental agencies; and
- Address public concerns with the project.

The County will be responsible for costs it incurs in performing its obligations under this Agreement. The County agrees to do all things necessary for the work of said project except as set forth in the attached agreement. The City will assist the County in addressing the concerns of the public relating to the County intersection improvement project and be responsible for all costs it incurs in performing its obligations under this Agreement.

Project planning and development, railroad, construction, and construction observation costs for the city are estimated to be \$85,851.84, which is 25% of the total estimated project costs. Upon completion and final acceptance of the project, an invoice detailing the final project costs will be sent to the City of Owatonna and will be paid to reimburse Steele County. Council Member Boeke made a motion for approval; Council Member Burbank seconded the motion; all members voted aye for approval.

STAFF REPORT

Fire Chief Hoffman commented that staff have been busy, we have handled about 10% more calls this year in comparison to the amount at this time last year. He has been working with Human Resources, interviews were just completed to fill a full-time firefighter position with several good applicants. Interviews are also underway to fill the Assistant Fire Chief position. Several Paid-on-Call firefighters just completed training and received their state certification, and we plan to add more within the next few months. After the spring rains we have growing grass and weeds, the Weed Inspector is out to follow up on compliance complaints. Staff have been doing rental property inspections, we are working to become more efficient during this process so reinspections are not needed. Our Commercial Inspection process is also under review. Training is a priority, monthly we hold small squad training and full-time staff do weekly training sessions. We are reviewing the onboarding process for development of our new staff members. Downtown Thursdays begin this week, staff will be out to meet people in front of the Fire Station. Next week, Thursday and Friday is the Annual Safety Camp at Lake Kohlmier, Kaplan Woods and the fairgrounds. If planning fireworks for the 4th of July, use legal fireworks for a safe holiday. Safety tips include keep fireworks away from animals, trees & houses; have water available; and not near trash or children.

Council Member Boeke thanked Chief Hoffman for the rental inspection process. Last year, two rental properties were identified which needed improvements and repairs were done to provide a safe structure for the occupants.

Finance Director Burns presented the 2025 First Quarter Finance Report. As of March 31st, there is approximately 78% revenue and expenditure items available in the budget. A debt service payment was made at the end of March, the next payment is due on August 1st. Staff are working to wrap up the 2024 audit, we should have a report to share within the next few weeks.

PUBLIC COMMENTS

Matt Sennott, 2519 Sunny Creek Drive commented on the East Side Corridor Project which will impact approximately 150 homes. When the project was first considered in the 1990's, the closest home was 1200 feet from the proposed route. In the early 2000's, the plan was abandoned, and the city and county were advised not to build in the right-of-way. Beginning in 2004 homes were built on the right-of-way and now there are 150 homes. The current project plan is proposing a county highway 17' from a house. We elected you to serve and you all have a high level of intelligence. The federal government said a noise wall would be required for the proposed route or the route should be pushed out 600-700 feet. Federal funding was removed from the project so there is no requirement for a noise wall but ethically, the project should still require a noise wall, and we are holding all of you accountable for that.

Melissa Zimmerman, 2525 Stony Creek Drive commented she will echo the concerns expressed by Mr. Sennott. We are told to trust the experts but believe assumptions and exiting road plans have been written for predetermined routes. Misrepresentation and biased decision making have occurred, data proves these are not random instances. We are your constituents doing the due diligence that we were told was already done.

Gary Jones, 995 Ridge Road commented he has concerns with hunting deer after dark in Mineral Springs Park. He asked why hunters are given efficiency tests on good days when the hunting season will occur in the winter when cold and windy. The efficiency test is also done during the day and not at night when it is dark. He requested the hunting time be changed to sunrise to sunset so it would not be in the dark and the hunters would match the scores on their efficiency tests.

MAYOR AND COUNCIL COMMENTS:

Council Member Dotson commented that school will soon be out for the summer and asked everyone to watch out for kids that will be out and about.

City Administrator Busse commented that the first 2025 Downtown Thursday event is this week. This month, the library will host the city's booth. There will be candy and prizes so I hope that many will stop by in the park.

Mayor Jessop – commented he would echo City Administrator Busse's comment and encouraged everyone to attend the Downtown Thursday event this week. There will be thousands of people experiencing the downtown area and it is fun!

Council President Raney commented he saw a recent clip on KAAL TV in Rochester regarding the proposed project on East 29th Avenue. It appears there are private items encroaching on city owned property and he will ask Chief Mundale to confirm. The city is preparing an RFP to host the 2026 CGMC Summer Conference; thank you City

Administrator Busse and Glenda Smith, Owatonna Chamber Tourism Director for preparing this, hoping that this conference will be in Owatonna next year.

At 7:47 p.m., Council Member Boeke made a motion to adjourn, Council Member Dotson seconded the motion and with no objection, the meeting ended.

Respectfully submitted, Jeanette Clawson, Administrative Coordinator



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Board - Commission Minutes

**MINUTES - UNAPPROVED
OWATONNA PARKS AND RECREATION
REGULAR PARK BOARD MEETING
June 2, 2025, at 4:30 P.M.**

LOCATION: 540 West Hills Circle, Conference Room 120

OPENING BUSINESS

Call to Order at 4:33 p.m. by Jon Thiel

Roll Call:

Executive Members Present: Chair: Jon Thiel, Vice-Chair, Gina McGuire, Secretary: Sara Baird

Board Members Present: Tyler Cochran, Nancy Ness, Nan Silkunas

Members Absent: Eileen Wohlenhaus's term expired. She elected not to renew her park board membership.

Staff Present: TW Dieckmann, Director of Parks and Recreation; Eric Anderson, Recreation Manager; Maureen Lyons, Administrative Coordinator

City Council Member: Don McCann

Guests Present: Nick Bancks from The Trust for Public Land

ELECTION OF OFFICERS

Motion by Nancy Ness to retain the same officers for 2025. Second by Nan Silkunas. All members voted aye.

APPROVAL OF THE AGENDA

Motion by Tyler Cochran to approve. Second by Gina McGuire. All members voted aye.

APPROVAL OF THE MAY 5, 2025, MINUTES

Motion by Nancy Ness to approve. Second by Sara Baird. All members voted aye.

PERSONS WISHING TO APPEAR (none)

The public forum is intended to afford the public an opportunity to address topics to the Park Board. The public forum will be no longer than 30 minutes in length, and each presenter will have no more than five (5) minutes to speak. Topics of discussion are restricted to local park and recreation topics. The Park Board will only listen and not take action on public forum presentations.

OLD BUSINESS

TW introduced Nick Bancks from The Trust for Public Land (TPL). Nick updated the park board on progress made acquiring the Festal Farms property north of 26th Street. TPL anticipates closing on the property June 6, 2025, with subsequent conveyance (donation) to the City of Owatonna the same day. Environmental covenant easement has been approved by MPCA which requires the property to be kept in its natural state in perpetuity. No development or structures will be allowed, only the possibility of future trails.

Community Center Task Force update

Tyler Cochran provided an update from meetings with ICS, the consultant for the project.

City trail maps have been updated and printed with funds from the Statewide Health Improvement Partnership (SHIP) grant. Brochure holders will be added throughout the park system.

NEW BUSINESS (none)

COMMUNICATIONS

Monthly recreation division and park division reports were included in the agenda packet.

Discussion around recurring Yoga events at the beach to clarify whether these events are free. If free, then a park permit is appropriate. If not free, then an event permit would be necessary.

Motion by Tyler Cochran to approve reports and park permits (if Yoga is free) and bring the matter before the Council. Second by Nancy Ness. All members voted aye.

Note: Yoga is free, as communicated via email to the board by TW Dieckmann following the meeting.

Communications from Park Board members:

Jon Thiel: Requested that Rec on the Go schedule details be shared in the monthly recreation division report.

Sara Baird: Asked if the new trail maps might make a good addition to welcome packets for new residents of Owatonna.

Tyler Cochran: Recognized the dedication and team efforts of staff to facilitate youth soccer programming and open the waterpark for the summer season.

TW Dieckmann: Reminder that July meeting has been canceled due to proximity of the July 4th holiday. He suggested the board consider moving the August meeting to a park venue.

ADJOURNMENT:

Motion by Sara Baird. Second by Gina McGuire. All members present voted aye. Meeting adjourned at 5:27 p.m. The next board meeting is scheduled for August 4, 2025, at 4:30 p.m. Conference Room 120.



CITY OF
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Department Reports

COMPARISON REPORT OF BUILDING DONE IN CITY OF OWATONNA IN YEARS 2024 AND 2025												Ken Beck, Building Official			
	DWELLINGS		ACCESSORY		COMMERCIAL		ADD. & ALT.		DUPLEX/APTS		DEMO	TOTAL			
Month	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	NO.	VALUE		
Jan '24	0	0	2	6,500	33	7,806,205	95	763,150	0	0	0	130	8,575,855		
Jan '25	0	0	0	0	22	13,865,031	85	566,740	0	0	0	107	14,431,771		
Feb '24	2	700,000	4	7,500	52	8,218,972.00	198	1,725,152.62	0	0	0	256	10,651,624.62		
Feb '25	1	317,000	1	500	40	15,540,396.00	185	1,110,858.11				227	16,968,754.11		
Mar '24	3	940,000	5	8,250	75	10,847,903	289	\$ 2,612,593.78				372	\$ 14,408,746.78		
Mar '25	1	317,000	14	51,721	59	17,995,810	278	\$ 1,975,163.16			2	354	\$ 20,339,694.16		
Apr '24	3	940,000	19	81,750	107	44,321,109	446	\$ 3,981,714.59	0	0	0	575	\$49,324,573.59		
Apr '25	6	1,502,000	25	102,117	73	22,381,515	395	3,025,025.86	0	0	3	502	27,010,657.86		
May '24	3	940,000	38	235,738	125	46,373,553.00	586	5,141,328.01				752	52,690,619.00		
May '25	7	2,068,000	39	170,017	102	31,555,159.00	567	4,993,234.30			4	719	38,786,410.30		
Jun '24	3	940,000	52	338,988.00	141	48,105,001.10	730	6,515,257.09	2	400,000	2	930	56,299,246.19		
Jun '25															
Jul '24	5	2,040,000	67	387,488.00	180	53,277,518.10	888	7,891,334.33	4	980,000	5	1149	64,576,340.43		
Jul '25															
Aug '24	6	2,290,000	82	479,826.00	210	57,328,157.10	1058	9,938,435.49	4	980,000	5	1,365	71,016,418.59		
Aug '25															
Sep '24	8	2,990,000	98	617,836.55	252	66,465,557.10	1187	11,171,273.45	4	980,000	6	1,555	82,224,667.10		
Sep '25															
Oct '24	9	3,325,000	111	734,836.55	275	71,587,459.47	1,344	12,774,301.43	4	980,000	10	1,753	89,401,597.45		
Oct '25															
Nov '24	10	3,675,000	117	763,486.55	297	73,111,653.47	1,441	13,487,903.07	4	980,000	10	1,879	92,018,043.09		
Nov '25															
Dec '24	10	3,675,000	121	791,519.55	309	74,198,304	1,542	14,427,159.25	4	980,000	11	1,997	94,071,983.27		
Dec '25															

**Starting April 2023, Commerical and Industrial are combined

Owatonna Building Inspection Department Comparison Report- Construction to Date 2024/2025

Construction Report for Permits Issued through May, 2025

TYPE OF WORK	2024 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units	2025 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units
NEW DWELLINGS	3	940,000		7	2,068,000	
ACCESSORY BUILDINGS (INCLUDES GARAGES, UTIL. BLDGS, SW. POOLS, ETC.)	38	235,738.00		39	170,017.00	
COMMERCIAL AND INDUSTRIAL PERMITS	125	46,373,553.00		102	31,555,159.00	
RESIDENTIAL ADD. & ALT.	586	5,141,328.01		567	4,993,234.30	
DUPLEXES & APTS. (INCLUDES ATTACHED SF)	0	0	0	0	0	0
DEMOLITION PERMITS	0	0		4	0	
TOTAL PERMITS ISSUED	752	52,690,619	0	719	38,786,410	0

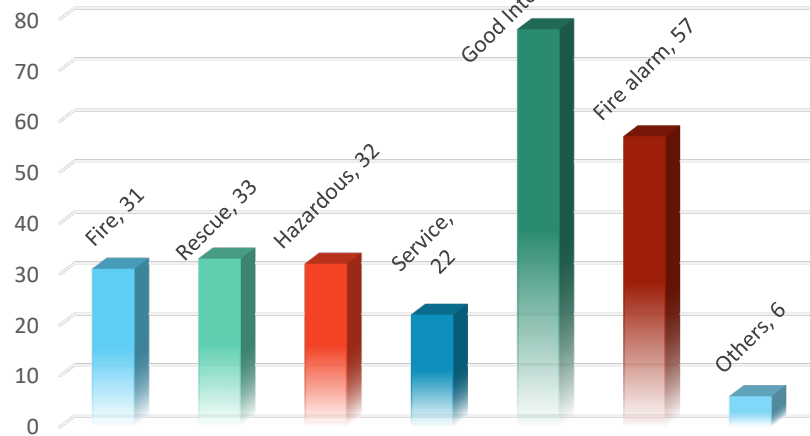
2025 OWATONNA FIRE DEPARTMENT MONTHLY ACTIVITY REPORT

INSPECTION SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025	2024
Fire code inspections	214	151	349	270	129								1113	2953
Fire alarm inspections	4	1	1	4	2								12	13
Sprinkler system inspections	7	3	1	4	12								27	66
Nuisance inspections	2	4	4	9	47								66	266
Weed inspections	0	0	0	0	140								140	742
Sprinkler system permits issued	3	2	3	2	1								11	26
Fire alarm system permits issued	1	1	0	3	3								8	21
Hood/Suppression system permits issued	1	1	0	0	0								2	2
Plan reviews	10	6	7	10	7								40	98
Code reviews	3	4	4	3	2								16	34
# Knox boxes checked	0	1	0	0	2								3	10
PUBLIC EDUCATION SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025	2024
# people given tours	0	0	0	20	0								20	460
# people given extinguisher demos	0	0	0	0	0								0	207
# people at truck visits	0	0	0	0	300								300	1840
# people fire safety information	30	0	50	0	0								80	1289
# people juvenile firesetters	0	0	0	0	1								1	2
EMERGENCY RESPONSE SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025	2024
Incidents	City incidents	51	34	39	39	50							213	521
	Rural incidents	4	7	10	14	8							43	70
	Mutual aid given	2	0	0	1	0							3	3
Monthly Totals	57	41	49	54	58								259	594
Type of Incidents	Fire	10	6	5	5	5							31	48
	Rescue calls	5	5	9	6	8							33	117
	Hazardous conditions	4	9	6	3	10							32	77
	Service calls	4	4	7	2	5							22	38
	Good intent calls	16	7	15	20	20							78	131
	Fire alarms	17	10	7	16	7							57	179
	Others	1	0	0	2	3							6	4
Monthly Totals	57	41	49	54	58								259	594
Total training hours	320.34	372.66	411.83	330.18	329.31								1764	4209
SAFETY SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025	2024
# injury reports	0	0	0	0	0								0	3
# lost work hours	0	0	0	0	0								0	0
# fire extinguishers serviced	70	0	19	57	0								146	240
TOTAL HOURS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2025	2024
Full-time shift hours worked	1528.00	1344.00	1797.75	1561.00	1585.25								7816.00	20009.00
Full-time overtime hours worked	244.50	163.08	52.02	173.54	178.83								811.97	1636.58
Paid-on-Call hours worked	388.25	389.75	447.00	408.50	376.75								2010.25	4671.00
Monthly Hours Worked Total	2160.75	1896.83	2296.77	2143.04	2140.83								10638.22	26316.58

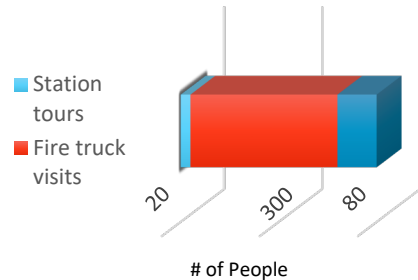
OWATONNA FIRE DEPARTMENT DASHBOARD

2025 STATISTICS

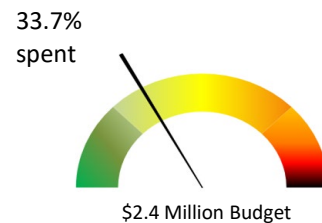
Incidents by Type



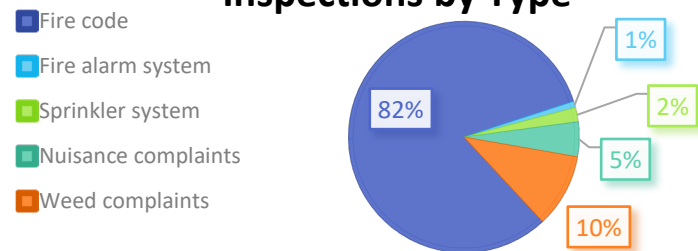
Public Education



Expenditures

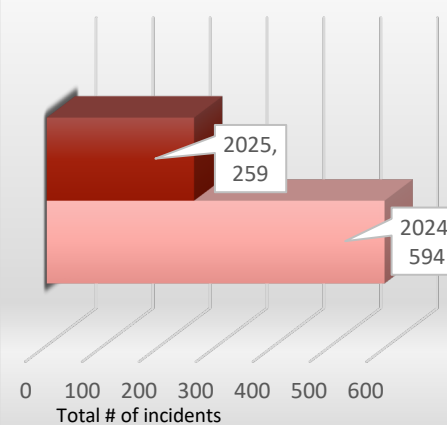


Inspections by Type

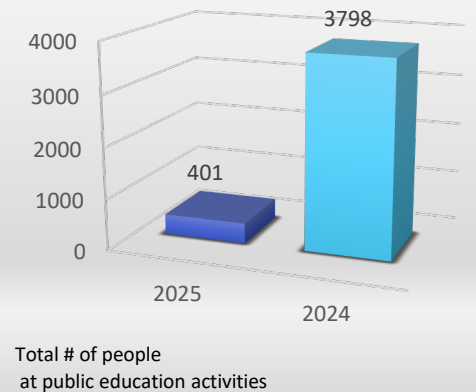


2025 VS 2024 STATISTICS

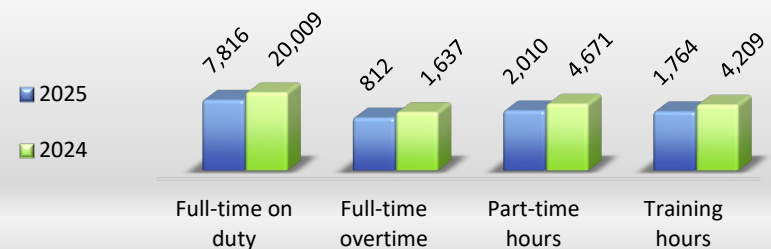
Incidents



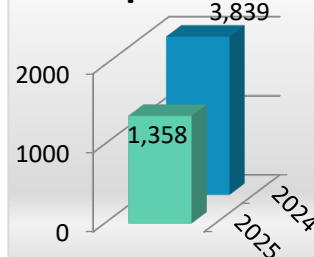
Public Education



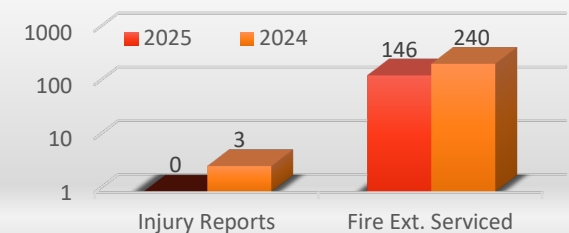
Staff Hours



Inspections



Safety Services



Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
May 29, 2025 to June 11, 2025							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
22 Street Northwest	City Vacant lot with long grass and weeds. 17-686-0101	6/2/2025		6/20/2025		6/10/25 - Contacted city crew to have it cut. 9609	0.5
4 Avenue Southeast	Tall grass/weeds on vacant lot 17-022-4102. complaint picture 9202 taken on June 2, 2025	6/2/2025	6/4/2025	6/18/2025	6/11/2025	Has been cut.	0.5
4 Avenue Southeast	Vacant lot with tall grass and weeds. ID number 17-504-0103	6/2/2025	6/4/2025	6/18/2025			0.5
Countryview Avenue Northeast	Complaint: Area around holding pond hasn't been completely cut yet this year. 6/10/25 - Contacted city crew about mowing it. 9609	6/11/2025			6/11/2025	The complaint area around holding pond has been mowed per inspection picture 9255 as of June 11, 2025	0.5
El Dorado Street Southeast	Vacant lot with long grass/weeds 17-623-0109	6/5/2025					0.5
Evergreen Place Northeast	The vacant lot has been mowed as of June 2, 2025	6/2/2025			6/2/2025	Has been cut.	0.5
Fox Hollow Lane	Vacant lot with tall grass and weeds. 17-582-0404 5/30/25 - Spoke with mower - he will be cutting this next week. 9609	5/29/2025		6/18/2025			0.5
Greenleaf Place Southeast	The complaint vacant lot has been mowed as of June 3, 2025	6/3/2025			6/3/2025	Has been cut.	0.5
Greenleaf Place Southeast	The vacant lot with long grass and weeds has been mowed as of June 3, 2025	6/3/2025			6/3/2025	Has been cut.	0.5
Hartle Avenue	Tall grass/weeds on vacant lot. 17-022-4103	6/2/2025	6/4/2025	6/18/2025	6/11/2025	Has been cut.	0.5
Lemond Road	Vacant lots with tall grass and weeds. 17-566-0101, 17-566-0102	5/30/2025	6/3/2025	6/17/2025			0.5
Lemond/Riverwood Road	Vacant lots with tall grass and weeds. 17-566-0214 to 0227	5/30/2025	6/3/2025	6/17/2025			0.5
Meadowview Lane Northeast	Complaint: Tall weeds/grass on vacant lots. 17-574-0725 & 17-574-0726.	6/10/2025			6/11/2025	Have been cut.	0.5
Mossy Creek Drive Northeast	Complaint: Vacant lot that needs to be mowed.	5/29/2025	6/2/2025	6/16/2025	6/4/2025	Has been mowed.	1
Riverwood Drive Southwest	Vacant lot with tall grass and weeds. 17-566-0202 to 0205	5/30/2025	6/3/2025	6/17/2025			0.5
Riverwood Drive Southwest	Vacant lot with tall grass and weeds. 17-566-0210 to 0213	5/30/2025	6/3/2025	6/17/2025			0.5
Stony Creek Drive	Vacant lot with tall grass and weeds. 17-594-0309 5/30/25 - Spoke with mower - he will be cutting this next week. 9609	5/29/2025		6/18/2025			0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 29, 2025 to June 11, 2025							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
Stony Creek Drive Northeast	Vacant lot with tall grass and weeds. 17-582-0305 5/30/25 - Spoke with mower - he will be cutting this next week. 9609	5/29/2025		6/18/2025			0.5
1072 Oak Avenue South	Reinspection picture 9206 of the couch on the backyard area as of 6/2/25	6/2/2025			6/4/2025	Has been removed.	1
1111 7 Avenue Northeast	Tall grass/weeds	5/30/2025	6/3/2025	6/14/2025	6/4/2025	Has been mowed.	1
1133 Linn Avenue	Has been mowed.	5/30/2025			5/30/2025	Has been mowed.	0.5
1210 Clover Lane Southeast	Reinspection picture 9236 as of June 9, 2025 shows the back yard not mowed as of June 9, 2025. Need to call the lawn mowing service.	6/9/2025			6/10/2025	Has been mowed.	1
133 14 Street Northeast	Tall grass/weeds per inspection picture 9228 as of 6/5/25	6/5/2025			6/9/2025	Has been mowed.	1
139 15 Street Northeast	Reinspection picture 9213 with tall grass and weeds in all yards not mowed as of June 3, 2025. Need to call the yard mowing service. 6/3/25 - Contacted mower. 9609	6/3/2025			6/5/2025	Has been mowed.	1
139 15 Street Northeast		6/5/2025			6/5/2025		0.5
140 Rice Street East	Has been mowed.	6/4/2025			6/4/2025	Has been mowed.	0.5
1585 Wood Duck Lane Northeast	Vacant lot with long grass/weeds.	6/12/2025					0.5
1715 Wood Duck Lane Northeast	Vacant lot with long grass.	6/12/2025					0.5
1820 Cedar Avenue South	Tall grass/weeds on boulevard. No long grass on blvd area as of June 2, 2025 - per picture taken on June 2, 2025 9200	6/2/2025			6/2/2025	No violation found at time of inspection.	0.5
1824-1836 Cedar Avenue South	Tall grass/weeds on boulevard No long grass/weeds on blvd as of June 2, 2025. See attached picture 9201 as of 6-2-25	6/2/2025			6/2/2025	No violation found at time of inspection.	0.5
1860 Bigelow Avenue	Has been mowed.	5/30/2025			5/30/2025		0.5
1900 Hartle Avenue Southeast	Vacant lot with tall grass and weeds. ID number 17-022-4411	6/2/2025	6/4/2025	6/18/2025		6/10/25 - They have someone lined up to bale it as soon as they can, depending on the weather. 9609	0.5
1930 Kenyon Road Northeast	Vacant lot 17-002-4204 with tall grass and weeds.	6/3/2025	6/5/2025	6/19/2025	6/5/2025	Has been mowed.	1

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 29, 2025 to June 11, 2025							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
1940 Diablo Drive	reinspection picture 9223 of the east side of the garage with some complaint items in a trailer as of June 4, 2025. Unable to see behind the storage shed in the back yard 6/5/25 - Contacted complaint regarding items behind the storage shed. 9609	6/4/2025		6/4/2025			0.5
210 Vine Street East	Has been mowed.	6/2/2025			6/2/2025	Has been mowed.	0.5
2100 Bridge Street West	Tall weeds/grass along Bridge Street West	6/11/2025			6/11/2025	Has been mowed.	0.5
2104 Harbour Oak Drive Southeast	Vacant lot with tall grass/weeds 17-593-0116 5/30/25 - Spoke with mower - he will be cutting this next week. 9609	6/4/2025		6/18/2025			0.5
2210 Truman Avenue Southeast	Complaint: Tall grass	6/5/2025			6/5/2025	Has been mowed.	0.5
227 South Street East	Complaint: Tall grass	5/29/2025			5/29/2025	Has been mowed.	0.5
241 Larch Avenue	Tall grass/weeds in all yards as of June 09, 2025 17-132-0512	6/9/2025					0.5
2415 Briarwood Place Northeast	Vacant lot with tall grass and weeds. 17-594-0211 5/30/25 - Spoke with mower - he will be cutting this next week. 9609	5/29/2025		6/18/2025			0.5
2440 Cedar Avenue North	Complaint: 2500 block of N Cedar, on west side of road - tall grass. The complaint location is at 2442 Cedar Ave North with long grass and weeds as of June 2, 2025. Closing this 2440 Cedar Ave North complaint inspection as of June 3, 2025	6/3/2025			6/3/2025	Wrong location.	0.5
2442 Cedar Avenue North	Tall grass/weeds with in ID number 17-004-1101	6/2/2025	6/4/2025	6/14/2025			0.5
2465 Briarwood Place Northeast	The complaint location removed the mattress in the front yard and the pile of debris/garbage on the west side of the garage have been removed as of June 6, 2025.	6/6/2025			6/6/2025	Items have been removed.	0.5
2574 Stony Creek Drive	Vacant lot with tall grass and weeds. 17-594-0306 5/30/25 - Spoke with mower - he will be cutting this next week. 9609	5/29/2025		6/18/2025			0.5

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
May 29, 2025 to June 11, 2025							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
2795 Park Drive	Complaint: Grass needs to be cut. The business place has long grass per picture 9215 as of June 3, 2025	6/3/2025	6/4/2025	6/14/2025			0.5
280 Timber Place Northeast	Complaint: Vacant lot that hasn't been mowed. 17-640-0109 inspection picture 9214 as of June 3, 2025	6/3/2025	6/4/2025	6/18/2025			0.5
290 Timber Place Northeast	Complaint: Vacant lot hasn't been mowed. 17-640-0110 complaint picture 9214 of long grass and weeds as of June 3, 2025	6/3/2025	6/4/2025	6/18/2025			0.5
309 Elm Avenue South	9205 reinspection picture as of June 2, 2025 of long grass and weeds. Need to call lawn mowing service as of June 2, 2025.	6/2/2025			6/4/2025	Has been mowed.	1
317 Havana Road	Complaint: Tall grass	6/5/2025			6/5/2025	Has been mowed.	0.5
320 Stoneridge Lane Northeast	Vacant lot 17-574-0508 with long grass and weed.	6/5/2025	6/10/2025	6/24/2025			0.5
322 Highland Avenue	Tall grass/weeds for location 17-119-1104	6/3/2025	6/5/2025	6/15/2025	6/6/2025	Has been mowed.	1
333 State Avenue	Has been mowed.	6/3/2025			6/3/2025	Has been mowed.	0.5
338 State Avenue	The complaint location 17-163-0102 (PICTURE 9244) with long grass and weeds in all yards was not mowed as of June 9, 2025. Need to call the lawn mowing service as of June9, 2025 6/9/25 - Contacted mower. 9609	6/9/2025					0.5
384 Sylvan Street	Has been mowed.	5/30/2025			5/30/2025	Has been mowed.	0.5
396 Hickory Lane Northeast	Vacant lot 17-574-0607 with long grass and weeds. Inspection picture 9230	6/5/2025	6/10/2025	6/24/2025			0.5
403 Pebble Beach Drive Northeast	Tall grass/weeds	5/30/2025	6/3/2025	6/13/2025	6/5/2025	Has been mowed.	1
404 Pebble Beach Drive Northeast	Tall grass/weeds	5/30/2025	6/3/2025	6/13/2025	6/5/2025	Has been mowed.	1
409 Sylvan Street	Has been mowed.	5/30/2025			5/30/2025		0.5
415 Cedar Avenue South	The complaint location with long grass and weeds has been mowed as of June 4, 2025	6/6/2025			6/6/2025	Has been mowed.	0.5
415 Pebble Beach Drive Northeast	Complaint: Backyard has not been mowed. Uploaded complainant's pictures.	5/30/2025	6/2/2025	6/12/2025	6/4/2025	Has been mowed.	0.5
416 Sylvan Street	The complaint location with long grass and weeds has been mowed as of June 6, 2025	6/6/2025			6/6/2025	Has been mowed.	0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 29, 2025 to June 11, 2025							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
450 Stoneridge Lane Northeast	Complaint: Tall weeds in vacant lot 17-574-0515. picture 9249 as of June 10, 2025	6/10/2025					0.5
508 23 Street Northeast	Complaint: Tall grass/weeds	5/29/2025	5/30/2025	6/10/2025	6/2/2025	Has been mowed.	1
564 Rose Street East	Has been mowed.	6/2/2025			6/2/2025		0.5
640 12 Street Northeast	Garage area - some of the complaint items were removed and the two wheel trailer was unloaded. Back of house area - complaint items were removed per picture 9245 as of June 9, 2025.	6/9/2025			6/9/2025		0.5
645 Allan Avenue Southwest	Tall grass/weeds inspection picture 9227 as of 6/5/25	6/5/2025			6/9/2025	Has been mowed.	1
701 Cedar Avenue South	Has been mowed.	5/30/2025			5/30/2025	Has been mowed.	0.5
710 El Dorado Street Southeast	Complaint: Tall grass/weeds on vacant lot 17-619-0101 5/30/25 - Spoke with mower - he will be cutting this next week. 9609	5/29/2025		6/18/2025			0.5
712 Churchill Drive Southeast	Complaint: Yard is not being maintained for weeds and grass mowing. The complaint location backyard has long grass and weeds per picture 9218 as of June 4, 2025. Picture 9219 is the complaint location front of house as of 6/4/25 Additional picture 9226 of the backyard was taken from the street as of June 5, 2025 The complaint location with long grass and weeds has been mowed as of June 10, 2025	6/4/2025	6/5/2025	6/15/2025	6/10/2025	Has been mowed.	1
725 Escalade Lane Southeast	Vacant lot with tall grass and weeds. 17-619-0126 5/30/25 - Spoke with mower - he will be cutting this next week. 9609	5/29/2025		6/18/2025			0.5
765 El Dorado Street Southeast	tall grass and weeds. 17-619-0210	5/29/2025					0.5
810 Minnesota Avenue	Reinspection picture 9237 of the backyard with tree branches remaining and item along the fence as of June 9, 2025. Need to sent another violation notice. Additional picture 9247 on the south side of the house as of June 10, 2025	6/9/2025					0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 29, 2025 to June 11, 2025							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
815 Rose Street East	The complaint location with tall grass and weeds in all yards has been mowed as of June 9, 2025	6/9/2025			6/9/2025	Has been mowed.	0.5
820 18 Street Northeast	Has been mowed.	5/30/2025			5/30/2025	Has been mowed.	0.5
821 Vine Street East	Has been mowed.	5/30/2025			5/30/2025	Has been mowed.	0.5
825 El Dorado Street Southeast	Complaint: Tall grass	5/29/2025	6/2/2025	6/12/2025	6/3/2025	Has been mowed.	0.5
829 Escalade Lane Southeast	Complaint: Tall grass/weeds on vacant lot. 5/30/25 - Spoke with mower - he will be cutting this next week. 9609	5/29/2025		6/18/2025			0.5
859 Escalade Lane Southeast	Complaint: Tall grass/weeds on vacant lot. 5/30/25 - Spoke with mower - he will be cutting this next week. 9609	5/29/2025		6/18/2025			0.5
865 Escalade Lane	Complaint: Tall grass/weeds on vacant lot. 5/30/25 - Spoke with owner - he will be cutting this next week. 9609 The complaint vacant lot 17-619-0115 was not mowed as of June 9, 2025 per picture 9234	5/29/2025		6/9/2025			0.5
873 Escalade Lane Southeast	Complaint: Tall grass/weeds	5/29/2025			5/29/2025	No violation found at time of inspection	0.5
883 Escalade Lane Southeast	Complaint: Tall grass/weeds on vacant lot This location is not a vacant lot - a house has been build and the yards finished and are mowed as of May 29, 2025	5/29/2025			5/29/2025	No violation found at time of inspection	0.5
902 Elm Avenue North	The complaint location with long grass and weeds has been mowed as of June 3, 2025.	6/3/2025			6/3/2025	Has been mowed.	0.5
903 Rose Street East	Has been mowed.	6/2/2025			6/2/2025	Has been mowed.	0.5
910 Lee Street Northeast	Complaint: Yard hasn't been mowed yet this spring.	6/2/2025			6/2/2025	Has been mowed.	0.5



CITY OF
OWATONNA

Licenses Permits

Admin Review

Record No. EP-25-26

Primary Location

306 N Cedar Ave

Applicant

 Stephanie Hanson 
507-363-1503
 jshanson1@msn.com

 306 North Cedar Ave Suite 2
Owatonna, MN 55060

Messages

July 19th parking bus on N Cedar Avenue in front of the Grapeful Wine Bar.

Sip & Shop at Grapeful Wine Bar with Harvest by Jane. Saturday., July 19th from 11 am - 5 pm, set up begins at 9 am. Request 3 park spots on west side of Cedar Avenue in front of the Grapeful Wine Bar.

All Departments approve with no comment, use of parking stalls on N Cedar only item requested.

EP-25-25

Submitted On: Jun 2, 2025

 Drake Simonson
 507-774-7362
 drake.simonson@owatonna.gov

Event Information

Event Name

Summer Weekend Out - Movie in the Park

Event Contact

Drake Simonson

Location of Event

River Springs Water Park - 3065 Saint Paul Road, Owatonna

507-456-3085

Description of Event

Summer Weekend Out Moive in the Park - We will be showing a movie, voted on by the public, to show after sundown at the water park. Pre-movie activities will start at 7:00 or 7:30 with Rec on the Go being onsite.

Event Set Up Date

07/19/2025

Event Set Up Time

6:00pm

Actual Event Date

07/19/2025

Actual Event Time

7:00pm

Clean Up Date

07/19/2025

Clean Up Time

11:30pm

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

Postponed

Reschedule Date

08/10/2025

Estimated Attendance

50

Application Information

Sponsoring Organization Name

City of Owatonna - Parks and Recreation Department

Mailing Address

540 West Hills Circle

City

Owatonna

State

MN

Zip

55060

Website Address

www.owatonna.gov

Primary Contact : Drake Simonson

Phone Number: 707-774-7362

Email Address: drake.simonson@owatonna.gov

Alternate On-site Contact: Marshall Webber

Phone: 507-213-4089

Phone: 507-456-3085

Refer Media or Citizen to Drake Simonson

Event Features

City Streets or Right-of-Way

No

City Sidewalks or Trails

No

Parks

No

Will there be any inflatables?

No

What Type

Movie

Type

External Speakers for the movie

Will sound be amplified after 10:00pm?

Yes

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

No

Will merchandise/food items be sold?

No

Will alcohol be sold?

No

Will there be a fireworks display?

No

Describe power needs and location of power source

Power will be a power cord from the River Springs building. No additional power needed.

Alleys

No

Public Parking Lots or Spaces

No

Will any signs/banners be put up?

No

Will there be entertainment?

Yes

Will sound amplification be used?

Yes

Hours

7:45-10:45pm

Sound amplified after 10:00 p.m. requires an Exception to the City's Noise Ordinance. There is a \$150 fee for an Exception to the City's Noise Ordinance.

Will there be temporary fencing?

No

Will food be prepared on site?

No

Will this event require a Temporary Liquor Permit?

No

Describe level of advertisement

Advertisement will be on the Parks and Rec Facebook page and webpage

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

River Springs has trash cans on site and will be used for the event. Staff will take care of clean up for any trash left behind.

Will event need traffic control?

No

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

We will have staff onsite for the event. Spectators will sit in the grass area outside the fenced area of River Springs.

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?

River Springs Water Park will be the facility used if severe weather pops up, we will move spectators inside until the weather passes. If there is predicted severe weather or thunderstorms, the event will be postponed.

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

Name

Drake Simonson

Phone Number

507-456-3085

Email

drake.simonson@owatonna.gov

List any other pertinent information

This is one of three Movie in the Park events we put on over the summer. River Springs will have the external, north side, concession window open and staff working for concession sales if movie goers wish to purchase anything. Spectators will be allowed to bring their own food and beverages.

Department Comments: All department approved application with no comments, this is an internal Park & Rec event. The Exception to City's Noise Ordinance granted, property owners with residence within 350' of site were notified of the Event Application and given opportunity to make comment. No objections received and City Administrator Busse approved the Exception to the City's Noise Ordinance which will allow amplified noise after 10:00 pm as the movie will end after 10:00 pm.

Events Permit Application**EP-25-29**

Submitted On: Jun 20, 2025

Applicant

 Stephanie Hanson
 507-363-1503
 jshanson1@msn.com

Event Information**Event Name**

Chamber Business After Hours

Event Contact

Stacy Hanson

Location of Event

Grapeful Wine Bar and space outside - close down 300 black of Cedar Ave

Description of Event

We are co-hosting Business After Hours and need additional space to accomodate a truck with awning and up to 200 people for the event.

Event Set Up Date

07/22/2025

Event Set Up Time

3:00 pm

Actual Event Date

07/22/2025

Actual Event Time

5:30

Clean Up Date

07/22/2025

Clean Up Time

8:00 pm

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

Canceled

Estimated Attendance

200

Application Information**Sponsoring Organization Name**

Grapeful Wine Bar

Mailing Address

306 N Cedar Ave, Suite 2

City

Owatonna

State

Minnesota

Zip

55060

Website Address

Www.Grapefulwinebar.com

Primary Contact**Name**

Stacy Hanson

Phone Number

5073631503

Cell Phone

5073631503

Email Address

stacy@grapefulwinebar.com

Primary On-site Contact**Name**

Stacy Hanson

Cell Phone
5073631503

Alternate On-site Contact

Name
Jeff Hanson

Cell Phone
5073631499

Refer Media or Citizen Inquiries To:

Name
Stacy Hanson

Phone
5073631503

Event Features

City Streets or Right-of-Way

Yes

Start/End Time

3:00 pm

Date

07/22/2025

Name of Requested Street(s)

300 block of Cedar Avenue

Alleys

No

City Sidewalks or Trails

Yes

Start/End Time

3:00

Date

07/22/2025

Public Parking Lots or Spaces

Yes

Start/End Time

3:00

Date

07/22/2025

Parks

No

Will any signs/banners be put up?

Yes

Number and Size

A Bulldog Truck in front of Grapeful Wine Bar in the street. Space for tables between.

Will there be any inflatables?

No

Will there be entertainment?

No

Will sound amplification be used?

Yes

Type

Microphone for speaking

Hours

5:00 - 7:00

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?

Yes

Dimensions

Bulldog Truck with awning

Fees may apply. No staking without approval.

Will there be temporary fencing?

No

Will merchandise/food items be sold?

No

Will food be prepared on site?

Yes

Will alcohol be sold?

Yes

Who will be providing the liquor license?

Grapeful Wine Bar

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

Yes

Will this event require a Temporary Liquor Permit?

No

Additional documentation and fees are required

Will there be a fireworks display?

No

Describe power needs and location of power source

None. Microphone and speaker will be at Grapeful Wine Bar

Describe level of advertisement

Chamber advertising

Have adjacent property owners been notified of this event?

Yes

Signatures required.

Will the event need barricade(s)?

Yes

Number Needed

4

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 507-456-5028 to make arrangements. Fees may apply.

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

Hosts will be responsible for trash collection and disposal through Grapeful Wine Bar

Will event need traffic control?

No

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

Participants will use standard parking and visit (open house format) the event by foot. Chairs and tables will be provided. Crowd will be contained in Grapeful Wine Bar and in front of location by truck

Will "No Parking" signs be needed?

Yes

Number Needed

6

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

Will event need security?

No

Will event need Emergency Medical Services?

No

Describe the emergency action plan if severe weather should arise?

Call 911

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

Name

Stacy Hanson

Phone Number

5073631503

Email

stacy@grapefulwinebar.com

List any other pertinent information

Event will be hosted by Chamber of Commerce, Grapeful Wine Bar, North Risk Partners and Bulldog Coatings

CITY SERVICES - Afer 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

true

EP-25-24

Events Permit

Application

Status: Active

Submitted On: 5/21/2025

Applicant

 Brandon Flores
 507-363-1569
 hafmemorial@outlook.com
 1749 SW 48TH ST
Owatonna, MN 55060

Event Information

Event Name

Event Contact*

5th Annual HAF Memorial Event

Brandon Flores

Location of Event*

1525 S Cedar Ave - Steele County Beer Garden

Description of Event* 

Annual Fundraiser Event: Memorial Ride, Car & Bike Show, Silent Auction, Live Music, Food Trucks and Family Activities.

Event Set Up Date

Event Set Up Time* 

09/12/2025

12:00 PM

Actual Event Date*

Actual Event Time* 

09/13/2025

10:00 AM

Clean Up Date*

09/13/2025

Clean Up Time ?

6:00 PM

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

Canceled

Estimated Attendance* ?

500

Application Information

Sponsoring Organization Name*

Hunter Alexander Frank
Memorial Foundation

Mailing Address*

1749 SW 48th St

City* : Owatonna

State*

MN

Primary Contact: Brandon Flores

Phone Number* 507-363-1569

Website Address*

www.hafmemorial.org

Email Address*

hafmemorial@outlook.com

THIS WILL BE YEAR THREE AT THIS VENUE, WE WOULD LIKE TO THANK THE OWATONNA COMMUNITY FOR BEING SO HOSPITABLE TOWARDS OUR FOUNDATION AND ALL THOSE WHO ATTEND THIS EVENT.

Will the event need barricades: Yes

Amount: 40

Size: Small

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 507-456-5028 to make arrangements. Fees may apply.

Will the event need Cones: Yes

Amount: 50

Size: 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 there be any inflatables?*

No

Will there be entertainment?*

Yes

What Type*

LIVE BAND

Will sound amplification be used?*

Yes

Type*

PA SYSTEM

Hours*

4

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?*

3

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

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?*

No

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

WE WILL TAKE CARE OF CLEANUP AND DISPOSAL

Will event need traffic control?*

Yes

Contact Owatonna Police Department for assistance, 507-451-8232

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

VENUE IS FENCED IN. THERE WILL BE SIGNAGE AT EVENT ENTRANCES. AREA WILL BE SEGREGATED BY CONES AND BARRIERS, AS WELL AS STAFF DEPLOYED THROUGHOUT EVENT.

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?*

MOVE INSIDE BEER GARDENS BUILDING AND/OR FOUR SEASONS BUILDING.

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

Name*

BRANDON FLORES

Phone Number*

5073631569

Email*

hafmemorial@outlook.com

List any other pertinent information

THIS WILL BE YEAR THREE AT THIS VENUE, WE WOULD LIKE TO THANK THE
OWATONNA COMMUNITY FOR BEING SO HOSPITABLE TOWARDS OUR FOUNDATION
AND ALL THOSE WHO ATTEND THIS EVENT.

Event is on fairgrounds, use as notification of event for city departments.

Department Comments:

All departments approve with one comment:

Public Works: The city will not have 40 barricades available for use at this event. .



DATE: June 17, 2025
TO: Mayor and City Council
FROM: Ed Hoffman, Fire Chief
SUBJECT: Retail Fireworks License - Walmart Tent

Purpose:

Standard retail fireworks license for a tent in the parking lot of Walmart for 2025.

Background:

This is a standard retail fireworks license application for a tent in the parking lot of Walmart for 2025.

Section 111.03. License Required.

No person shall keep for retail sale or wholesale distribution, sell at retail or wholesale, or otherwise supply or furnish as part of a commercial transaction any permitted consumer fireworks without first having obtained a current license hereunder, paid the required license fee and conspicuously posted the license on the licensed premises.

Section 111.04. License Fee; Term of License.

(A) The annual license fee shall be in the amount duly established by the Council from time to time. The license fee shall cover the administrative and enforcement costs, including the conduct of unannounced compliance checks, inspections by the Fire Chief, inspections by the Police Department or other city department, as well as sampling and testing of the merchandise to ascertain chemical content. Full payment of the required license fee shall accompany the application.

(E) The annual license expires December 31 of each year.

Budget Impact:

Revenue generated for the license is \$350.00.

Staff Recommendation:

Recommend approval of the retail fireworks license.

Attachments:

1. Walmart Tent Retail Fireworks License Packet



Owatonna Fire Department

107 West Main Street
Owatonna, Minnesota 55060-2913

Ed Hoffman
Fire Chief
(507) 444-2454

FIREWORKS DEALER'S LICENSE APPLICATION

SECTION 111

ORDINANCE CODE OF OWATONNA

Name of Applicant TNT FIREWORKS

Circle One: Natural person, Corporation, Partnership, Business Association, Organization

Address 4003 HELTON DRIVE, FLORENCE, AL 35630

Phone Number 256.764.6131 Hours of operation 10AM - 10PM

Street Address of premises to be licensed WALMART PARKING LOT - 1130 W FRONTAGE ROAD

Zoning District of licensed premises _____

Are all real estate and personal property taxes that are due and payable for the premises paid? ☐ YES ☐ NO

Does applicant own the business premises? ☐ YES ☒ NO If not, a true and correct copy of the current, executed lease and the written authorization of the property owner for the applicant's use of the property for the sale of permitted consumer fireworks is required.

Description of on-site management and parking facilities PARKING LOT

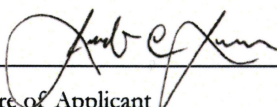
Detailed site plan illustrating and describing proposed sales and storage areas to be covered by this license has been attached. ☒ YES ☐ NO

Name of Person in Charge of Premises JACOB QUAM

Address 515 MCKNIGHT ROAD S, ST PAUL, MN 55119

Phone Number 612.263.4666

I have read the above mentioned Section 111, Ordinance Code of Owatonna and have knowledge of its terms and provisions, and I agree to obey all the terms, provisions and requirements of said ordinance and all other ordinances of the City of Owatonna and all the laws of the State of Minnesota.


Signature of Applicant

05.28.2025
Date

Construction Codes and Licensing Division
Licensing and Certification Services
443 Lafayette Road North
St. Paul, MN 55155



E-mail: dli.license@state.mn.us
Website: www.dli.mn.gov
Phone: (651) 284-5034

Certificate of Compliance Minnesota Workers' Compensation Law

This form must be completed by the business license applicant.

Print in ink or type

Minnesota Statutes § 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of Minn. Stat. chapter 176. If the required information is not provided or is falsely stated, it shall result in a \$2,000 penalty assessed against the applicant by the commissioner of the Department of Labor and Industry.

A valid workers' compensation policy must be kept in effect at all times by employers as required by law.

License or certificate number (if applicable)	Business telephone number 256.764.6131	Alternate telephone number	
Business name (Provide the legal name of the business entity. If the business is a sole proprietor or partnership, provide the owner's name(s), for example John Doe, or John Doe and Jane Doe.) AMERICAN PROMOTIONAL EVENTS			
DBA ("doing business as" or "also known as" an assumed name), if applicable TNT FIREWORKS			
Business address (must be physical street address, no P.O. boxes) 4511 HELTON DRIVE		City FLORENCE	State AL
County LAUDERDALE		ZIP code 35630	
		Email address	

You must complete number 1 or 2 below.

Note: You must resubmit this form to the authority issuing your license if any of the information you have provided changes.

1. ☒ I have a workers' compensation insurance policy.

Insurance company name (not the insurance agent)

Policy number	Effective date	Expiration date
---------------	----------------	-----------------

☐ I am self-insured for workers' compensation. (Attach a copy of the authorization to self-insure from the Minnesota Department of Commerce.)

2. I am not required to have workers' compensation insurance because:

- ☒ I only use independent contractors and do not have employees. (See Minn. Stat. § 176.043 for trucking and messenger courier industries; Minn. Stat. § 181.723, subd. 4, for building construction; and Minnesota Rules chapter 5224 for other industries.)
- ☐ I do not use independent contractors and have no employees. (See Minn. Stat. § 176.011, subd. 9, for the definition of an employee.)
- ☐ I use independent contractors and I have employees who are not required to be covered by the workers' compensation law. (Explain below.)
- ☐ I only have employees who are not required to be covered by the workers' compensation law. (Explain below.) (See Minn. Stat. § 176.041 for a list of excluded employees.)

Explain why your employees are not required to be covered

I certify the information provided on this form is accurate and complete. If I am signing on behalf of a business, I certify I am authorized to sign on behalf of the business.

Print name LISA MCGEE

Applicant signature (required) <i>Lisa McGee</i>	Title REG ADMN/PERMITTING COO	Date 4.4.2025
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If you have questions about completing this form or to request this form in Braille, large print or audio.

Certificate of Compliance MN Workers' Compensation Law 8.1.2024





2608 SE J Street, Suite 8
Bentonville, AR 72716
Jimmy.Buchanan@walmart.com

August 2nd, 2024

To Whom It May Concern,

American Promotional Events, Inc. dba TNT Fireworks is an approved National Supplier to conduct fireworks promotions on our Walmart parking lots where this type of promotion is legal. All stores have been researched and approved by the Walmart Realty Department. Approximate time frame for the select stores approved for additional selling date promotions are:

- New Year's December 26th, 2024 to January 12th, 2025
- May 20th, 2025 to July 12th, 2025 with the exception of Utah which has an additional selling period through the end of July for Pioneer Days.

American Promotional Events, Inc. dba TNT Fireworks is authorized to sign for and obtain all necessary permits and/or licenses for the promotion and must display such permits and/or licenses at each stand/tent. Walmart grants permission for all patrons of the sale to utilize the restroom facilities at each participating store.

An American Promotional Events, Inc. dba TNT Fireworks representative will call you to introduce the company and discuss your participation in the event. Participation is encouraged and does add additional income to your other income account. Store Management must approve the store's participation and placement on the parking lot.

Thank you in advance for your cooperation in this matter and if you have any questions, please contact TNT Fireworks at 256-767-7142.

Best Regards,

A handwritten signature in blue ink, appearing to read "Jimmy Buchanan", with a long horizontal line extending to the right.

Jimmy Buchanan
Senior Manager
Walmart Retail Services



STATEMENT OF PURPOSE

American Promotional Events dba TNT Fireworks is submitting for approval for the attached application.

Location address: 1130 W. FRONTAGE RD, OWATONNA, MN, 55060

The purpose is to sell Minnesota State approved fireworks in a temporary tent from approximately, June 20, 2025 – July 6, 2025. The tent will be erected about three days prior to the sale and removed within two to five days of completion of the sale. The hours of operation will be from 8am – 10pm, or as dictated by local location ordinances.

There will be two fire extinguishers readily accessible. “No Smoking,” age limit signs, as well as “No Discharging Fireworks within 300ft” signs will be posted and enforced. There will be a minimum of two people onsite at all times and the product will be secured 24/7 to ensure safety.

If you have any question, please do not hesitate to call me at 256-768-0000.
Sincerely,

Lisa McGee
Regional Administrative & Permitting Coordinator
mcgeel@tntfireworks.com

AMERICAN PROMOTIONAL EVENTS, INC.
P.O. BOX 1318 – 4511 HELTON DRIVE - FLORENCE, AL 35630
PHONE (256) 764-6131 – FAX (205) 533-6043
www.tntfireworks.com



DATE: June 17, 2025
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: Renew Annual Liquor Licenses

Purpose:

Request Council authorization to renew annual Liquor Licenses.

Background:

Liquor Licenses expire on June 30th each year, requesting authorization to renew current licenses contingent on receipt of all required items: an application; Certificate of of Liability Insurance with liquor coverage; Worker's Compensation Insurance; payment of fees; and On-Sale licensees provide a copy of their MnDept of Health Food & Beverage License. Staff will also review property tax data to confirm there are no pending/outstanding taxes.

The Eagles requested a change from a Club On-Sale with Sunday Sales Liquor License to an On-Sale Liquor with Sunday Sales License effective July 1, 2025. A Club License allows the license holder to serve liquor to their club members and their members' guests and restricts entrance to their club and an On-Sale Liquor License removes these restrictions.

DoubleTree by Hilton Owatonna was just issued a Certificate of Occupancy with plans to open this Thursday. City Council approved their new On-Sale with Sunday Liquor License effective April 1st contingent on issuance of the Certificate of Occupancy. Original plans were for renovations completed in March but it took longer than expected. I spoke with their corporate office to verify their opening date and what date they wanted their Liquor License effective, and the response was as soon as possible. They are opening this week, so their new license application was submitted to Minnesota Alcohol and Gambling Enforcement Division to be effective June 16-30, 2025, and also filed renewal application for license effective July 1, 2025 - June 30, 2026.

Budget Impact:

Total fees collected is \$78,900.00; License Fee per license type are:

- 22 - On-Sale Liquor with Sunday Sales License - \$3,200 each
- 7 - Off-Sale Liquor License - \$200 each
- 5 - Club On-Sale with Sunday Liquor License – Fee is based on their club membership, current fees vary between \$700 and \$850.
- 6 - On-Sale 3.2% Malt & On-Sale Wine License - \$100 + \$150 = \$250 each
- 9 - 3.2% Malt Off-Sale License - \$100 each
- 1 - On-Sale Taproom with Sunday Sales - \$500
- 1 - Off-Sale Brewery License - \$250

Staff Recommendation:

Staff recommends approval of these 2025-2026 liquor licenses.

Attachments:

1. 2025-2026 Liquor List

A) HARD LIQUOR LICENSES - ON-SALE WITH SUNDAY SALES:

1. Apple Minnesota LLC dba **APPLEBEE'S NEIGHBORHOOD GRILL & BAR** – 690 W. Bridge Street
2. BLAZIN Wings Inc. dba **BUFFALO WILD WINGS Grill & Bar #282** – 1100 West Frontage Rd #190-2
3. Chill-Aqui Corp dba **CHILL-AQUI AT BROOKTREE**, 1369 E Cherry Street
4. Wischermann Partners, Inc. dba **COURTYARD OWATONNA DOWNTOWN** - 225 N Cedar Avenue
5. Dog Pound Bar LLC dba **DOG POUND BAR** – 212 N Cedar Avenue
6. Don Juan Cantina & Grill, LLC dba **DON JUAN CANTINA & GRILL** at 1045 W Frontage Road
7. LaMain Capital Group LLC dba **DOUBLE TREE BY HILTON OWATONNA**, 2365 NW 43rd Street
8. El Loro of Owatonna Inc dba **EL LORA MEXICAN RESTAURANT** – 4255 W Frontage Road
9. El Tequila of Owatonna, Inc. dba **EL TEQUILA RESTAURANT** – 369 18th Street SE
10. Rib Kings of Owatonna LLC dba **FAMOUS DAVE'S BARBECUE** – 4355 W Frontage Road
11. FOE Aerie 1791 dba **FRATERNAL ORDER of EAGLES** – 141 E Rose Street
12. Owatonna Hotel Association LLC dba **HOME2SUITES**, 230 Allan Avenue
13. MC-Rey Inc dba **JUST 1 MORE**, 149 W Bridge Street
14. **INSIDE SWING LLC** – 685 S Bridge Street #5.
15. Campestre Grill Inc. dba **PLAZA MORENA CAMPESTRE GRILL INC.** – 160 26th Street NE
16. Ronnie's Sports Bar LLC dba **REGGIE'S BREWHOUSE**, 220 N Cedar Avenue
17. Roma's Italian Eatery LLC dba **ROMA'S**, 203 N Cedar Avenue
18. Spare Time Entertainment LLC dba **SOUTHSIDE** – 333 18th Street SE
19. Midwest Restaurant Properties LLC dba **TIMBER LODGE STEAKHOUSE** – 4455 W Frontage Road
20. Torey's Inc dba **TOREY'S RESTAURANT & BAR** – 208 N Cedar Avenue
21. Train Station Bar & Grill LLC dba **TRAIN STATION BAR & GRILL**, 137 W Bridge Street
22. Sparetime Entertainment LLC dba **WING'S TAVERN & GRILLE** – 1805 S Elm Avenue

B) HARD LIQUOR LICENSES - OFF-SALE:

1. Shriana, LLC dba **BEST BUDGET INN** – 1180 W Frontage Road
2. Coborn's Inc dba **CASH WISE LIQUOR** – 495 W North Street
3. Fareway Stores, Inc. dba **FAREWAY SPIRITS AND MORE #139**, 831 S Oak Avenue
4. Chess House Liquor, LLC dba **FIREHOUSE LIQUOR** – 120 26th Street NW
5. Hy-Vee Inc. dba **HY-VEE WINE & SPIRITS** – 1620 S Cedar Avenue
6. **JB LIQUOR INC.** – 202 S Oak Avenue
7. Kwik Trip, Inc dba **KWIK SPIRITS #1088** – 410 Hoffman Drive

C) HARD LIQUOR LICENSES - CLUB ON-SALE:

1. Am Leg 77 dba **AMERICAN LEGION POST #77** – 137 W Broadway Street
2. BPOE Lodge 1395 dba **ELKS CLUB** – 126 E Vine Street
3. VFW 3723 dba **HUGO MATEJCEK POST** – 135 W Oakdale/Box 767
4. Columbian Center Inc dba **KNIGHTS OF COLUMBUS #945** – 820 S Elm Avenue
5. CC Founders Group LLC dba **OWATONNA COUNTRY CLUB** – 1991 Lemond Road/Box 446

D) 3.2% MALT LIQUOR LICENSES ON-SALE & WINE LICENSE ON-SALE (all w/strong beer authorization)

1. InnKeeper Lodging, Inc dba **BAYMONT INN & SUITES OWATONNA**, 245 Florence Avenue
2. Grapeful LLC dba **GRAPEFUL WINE BAR** – 306 N Cedar Avenue
3. E & AZ Sushi, Inc. dba **MIZUKI FUSION** – 119 W Bridge Street
4. Nick's Pizza Palace LLC dba **NICK'S PIZZA PALACE** – 326 North Cedar Avenue
5. Owatonna Arts Council dba **OWATONNA ARTS CENTER** – 435 Garden View Lane
6. Owatonna Taqueria Jalisco LLC dba **TAQUERIA JALISCO** – 206 W Rose Street

E) 3.2% MALT LIQUOR LICENSES – 3.2% OFF-SALE:

1. Coborn's Incorporated dba **CASH WISE #2014** – 495 W North Street
2. **HOLIDAY STATIONSTORES, LLC. #373**– 695 West Bridge Street
3. Holiday Stationstores, LLC dba **HOLIDAY STATIONSTORE #2746519** – 330 W North Street
4. Kwik Trip Inc. dba **KWIK TRIP #237** – 135 Landmark Drive NE
5. Kwik Trip Inc. dba **KWIK TRIP #403** – 2270 NW 46th Street
6. Kwik Trip Inc. dba **KWIK TRIP #435** – 1075 West Frontage Road
7. Kwik Trip Inc. dba **KWIK TRIP #641** – 1220 South Oak Street
8. Kwik Trip Inc. dba **KWIK TRIP #806** – 320 Mineral Springs Road
9. WalMart Inc. dba **WALMART #982** – 1130 W Frontage Road

F) TAPROOM ON-SALE w/SUNDAY SALES & OFF-SALE BREWERY

1. MSB, LLC dba **MINERAL SPRINGS BREWERY** – 210 N Oak Avenue, Suite 1



DATE: June 17, 2025
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: Renew Annual Charitable Gambling Licenses

Purpose:

Council approval to renew the Charitable Gambling Permits with Non-Profit Organizations to conduct Lawful Gambling (pull-tabs) within the City.

Background:

The Lawful Gambling Licenses held by eight non-profit organizations within the City will expire on June 30, 2025; this is a request for authorization to renew these licenses. Ordinance 1672, approved April 15, 2025, amended City Code Section 120.07, allows each organization to hold up to eight Premises Permits. These licensees hold Premise Permits at these locations:

American Legion Post #77

Eagles Aerie # 1791 - Owatonna

Elks Lodge #1395 - Owatonna

Knights of Columbus Council

VFW Post 3723

Owatonna Wrestling Association (5 locations) - Just One More, Reggie's Brewhouse,

Inside Swing, El Tequila Mexican Restaurant and Train Station Bar & Grill LLC

Owatonna Youth Hockey Association (5 locations) - Wing's Tavern & Grille, Sparetime

Entertainment, Timber Lodge Steak House, Mineal Springs Brewery, Buffalo Wild Wings

Steele County Snowmobile Trail Association - The Dog Pound

Budget Impact:

\$2,000 - Annual local investigation fee of \$250 per organization per Ordinance 1582.

Staff Recommendation:

Staff recommends approval to renew these Charitable Gambling Permits.

Attachments:

None



CITY OF
OWATONNA

Miscellaneous



DATE: June 17, 2025
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Utility Disconnection Agreement - 512 E Main Street

Purpose:

Approve the agreements delaying the disconnection of water and sewer services from the mains due to the demolition of the dwelling located at 512 Main Street E.

Background:

A dwelling located at 512 Main Street East has been demolished with no intention of rebuilding in the near future. The property owner wishes to enter into the attached agreement and disconnect the services in the future per the terms in the agreement.

Previously when a property owner combined lots and it was clear the water and sewer services were not going to be used they were required to be disconnected at the mains. This involved digging into the street and added significant cost to the property owner. The process was revised in 2024 and allows for property owners to delay disconnection until underground infrastructure maintenance commences to avoid additional street openings and help reduce costs.

See the attached Letter of Understanding for the terms of the agreement.

Budget Impact:

There is no budget impact to the City other than staff time. All future responsibility is the property owners and the agreement lays out the process. The applicant is responsible for the \$46 recording fee.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Letter of Understanding - 512 E Main St

LETTER OF UNDERSTANDING

This Letter of Understanding is entered into between the City of Owatonna, hereinafter referred to as the City, Owatonna Public Utilities, hereinafter referred to as OPU, and Myrtle Schrader, owner of the subject property, hereinafter referred to as Owner, this 24th day of March 2025, with regard to the premises of the Owner, located at 512 East Main Street, Owatonna, Minnesota, and as legally described in the attached Exhibit A.

- 1) The Owner is requesting to combine multiple parcels into one resulting parcel. Each parcel has a water and sewer service that are stubbed into the lot meant for future construction.

OR

- 2) The Owner is requesting to demolish a structure on a lot with no plans for new construction in the future. This parcel will have a water and sewer service that will no longer be needed.
- 3) The City requires that the sewer service be disconnected at the sewer main. The disconnection at the main is to prevent inflow and infiltration into the public sanitary sewer service resulting in overflow at the wastewater treatment facility.
- 4) OPU requires that the water service be disconnected at the water main. The disconnection at the main is to prevent a leaking water service resulting in unused resources and erosion damages to public street or private property.
- 5) The City also has a desire to minimize the amount of street openings that occur in order to protect and extend the life of the existing street network.
- 6) The Owner hereby acknowledges the inherent risk associated with leaving the water and sewer services connected to the respective public mains and the benefit accruing to its property by their removal and agrees that the Owner is fully responsible for the disconnection of the water and sewer services from their respective mains in the future.
- 7) The Owner agrees to disconnect the water and sewer service from the public main within 30 days of receiving notice from the City or OPU once an issue is discovered. If action is not taken the City will contract for the required work and all costs will be assessed to the Owner with an additional 20% oversight fee for completing the necessary work.
- 8) The Owner agrees that the service will be removed when the subject street has the pavement removed for any reason. This work will be performed by the City's contractor and will be billed directly to the Owner. Please note that this will include the excavation and service removal. Pavement removal and repaving will be included in the street project.
- 9) The City, OPU and Owner hereby declare that the above described premises are subject to the above conditions and which shall run with the land and part thereof and shall apply to and bind each and every successor in interest thereof.
- 10) In the event the City of Owatonna has to take enforcement action to enforce the terms of this agreement, in addition to any other remedies that may be available to it pursuant to

the Owatonna Code of Ordinances or Minnesota Statutes, the City of Owatonna shall be entitled to recover the costs of enforcement including reasonable attorney fees.

Owner: Myrtle Schrader

Dated: 4/9/2025

STATE OF MINNESOTA)
) ss.
COUNTY OF STEELE)

This instrument was acknowledged before me on Apr 9th, 2025, by myrtle Schrader, Owner.

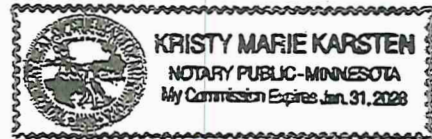
CITY OF OWATONNA

Dated: _____

STATE OF MINNESOTA)
) ss.
COUNTY OF STEELE)

The foregoing instrument was acknowledged before me this ____ day of ____, 20__ by Matt Jessop, Mayor and Kris M. Busse, City Administrator, of the City of Owatonna, a Municipal Corporation, a municipal corporation under the laws of the State of Minnesota.

MYRTLE SCHRADER
Myrtle Schrader, Owner



Kristy Marie Karsten
Signature of person taking acknowledgment

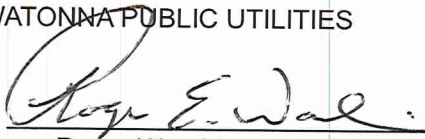
By: _____
Matt Jessop
Its: Mayor

By: _____
Kris M. Busse
Its: City Administrator

Signature of person taking acknowledgment

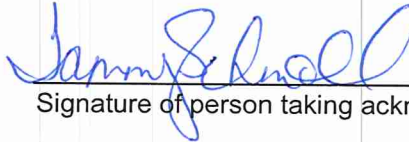
OWATONNA PUBLIC UTILITIES

Dated: 4/16/25

By: 
Roger Warehime
Its: General Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF STEELE)

The foregoing instrument was acknowledged before me this 16th day of April, 2025 by Roger Warehime, its General Manager, of Owatonna Public Utilities, a Municipal Corporation, a municipal corporation under the laws of the State of Minnesota.


Signature of person taking acknowledgment



DATE: June 17, 2025
TO: Mayor and City Council
FROM: David Beaver, Airport Manager
SUBJECT: T-Hangar Lease Agreement - Sean Walker, Apple Valley MN

Purpose:

To approve T-hangar rental agreement for unit located at the Owatonna Degner Regional Airport as follows:

Lessee	Resident	Unit	Monthly Rental Fee	Term
Sean Walker	Apple Valley, MN	Building 1, Unit F	\$185.00	2 year

Background:

The agreement provides for the rental of T-hangar unit at the airport for a two-year term. The agreement is the standard non-commercial T-hangar lease form used for this purpose and has been reviewed by the City Attorney.

Budget Impact:

The rental fee provided for in the agreement represents a total of \$2,220.00 of annual rental revenue.

Staff Recommendation:

Staff recommends approval subject to receiving a Certificate of Insurance as required in the lease.

Attachments:

1. T-Hangar 1,F Lease Agreement Walker 6.17.25

OWATONNA DEGNER REGIONAL AIRPORT
T-HANGAR LEASE AGREEMENT

The City of Owatonna, a municipal corporation of the State of Minnesota, hereinafter referred to as "Lessor", hereby leases to Sean Walker, a resident of the City of Apple Valley County of Dakota, State of Minnesota, hereinafter referred to as "Lessee", that T-Hangar unit situated in an aircraft hangar located at the Owatonna Degner Regional Airport which is more particularly described as follows, to-wit:

HANGAR #1, UNIT "E"
(See attached Exhibit "A")

1. **TERM OF LEASE.** The initial term of this lease shall be for a period commencing June 17, 2025 and ending May 31, 2027. Upon the mutual agreement of the parties hereto, the lease may be renewed for up to two (2) additional periods of one (1) year each. The agreement to renew shall be entered into by the parties prior to the expiration of each term and will be subject to the T-Hangar Rental Policy in effect or applicable at time of renewal. The agreement to renew shall be in writing and signed by the parties hereto specifying the rental fee and the date of expiration.

2. **RENTAL FEE.** During the term of this lease, Lessee shall pay to Lessor a monthly rental fee of One Hundred Eighty Five dollars (\$185.00). All rental payments shall be made at Owatonna Degner Regional Airport, 3400 West Frontage Road, Owatonna, Minnesota, or such other place as Lessor may designate. All rental payments shall be due by the 10th day of the month for which they are made. Upon expiration of this lease the rental fee may be adjusted by the City Council of the City of Owatonna.

3. **TAXES.** Any and all taxes assessed by any governmental unit shall be the responsibility of the Lessee.

4. **PROHIBITIONS.** Lessee shall be subject to all airport rules and regulations, including but not limited to, the following:

(A) No private locks of any type will be allowed on individual pedestrian doors. If private locks are installed, they will be removed at the discretion of the City of Owatonna.

(B) All items detrimental to the environment shall be disposed of properly. The Lessee of each T-Hangar unit shall be responsible for the proper disposal of all materials generated from or within that unit. The cost of cleaning up any materials improperly disposed of on airport properties shall be charged to the Lessee of the unit which generated or was the source of the material.

(C) Lessee's private vehicle shall be allowed to be placed in a T-Hangar when the aircraft is removed for a trip. Parking on the apron or grass will not be permitted.

(D) Lessee shall be responsible for cleanliness of the T-Hangar unit. When, in the opinion of the City of Owatonna, a safety hazard is found to exist within a T-Hangar unit, Lessee will be provided with notice providing for cleanup within seven (7) days, or by such date as the City of Owatonna shall demand. If the cleanup is not completed within the designated time, the City of Owatonna will perform all cleanup, which, in its discretion, it deems necessary, and the cost of which shall be charged to the Lessee.

(E) Lessee at own expense, must maintain hangar in a safe, non-hazardous, and sanitary condition. No explosive, flammable or hazardous materials shall be stored in the leased hangar, provided, however, that materials incidental to the use and maintenance of the aircraft stored in hangar may be kept in the hangar in such amounts as are reasonable for the above described purposes. Storage and use of such materials shall, at all times, comply with all federal, state, and local laws, ordinances and regulations. Improper handling or disposal of hazardous materials shall be grounds for termination of this agreement.

(F) The Lessor, or its agent, will provide snow removal services to the area of the leased hangar and taxi-lanes as close to the leased hangar entrance as possible, the Lessee will be primarily responsible for removal of snow and ice immediately in front of the leased premises.

(G) The Lessee is responsible for ensuring the hangar door is closed at all times, except when entering or exiting the hangar.

(H) Engine run-up and taxiing out of the T-Hangars is not allowed.

(I) This lease shall not be sold, assigned, or in any manner transferred or encumbered by Lessee, nor shall the leased premises or any part thereof be sublet without the prior consent of Lessor in writing. Lessee shall keep and use the T-Hangar primarily for aircraft storage purposes and for no unlawful purpose whatsoever.

(J) T-Hangar units shall be used primarily for the storage of active and operational aircraft. Active and operational aircraft shall be defined to mean all aircraft currently licensed and flyable which are flown to and from the Owatonna Degner Regional Airport periodically during the year.

(K) Lessee shall possess proof of ownership of the aircraft being stored in leased hangar and aircraft must be properly registered and certified for flight. If Lessee sells the aircraft, the Lessor must be notified in writing within ten (10) days of the sale, and Lessee has ninety (90) days in which to replace said aircraft. One ninety (90) day extension may be allowed, if requested in writing from Lessor. If an aircraft is not owned at the time the hangar lease is consummated, Lessee has ninety (90) days to obtain an aircraft. Prior to placing any aircraft in a T-Hangar

unit, Lessee shall provide Lessor in writing the following information: (See attached Exhibit "B")

1. Aircraft Type
2. Serial Number
3. Registration Number
4. Present Condition of Aircraft (Is the aircraft presently airworthy?)
5. Present Market Value of Aircraft
6. Insurance Carrier (Including type of coverage, limits, and policy number.)

(L) Lessee shall comply with the Owatonna Degner Regional Airport Minimum Standards now existing or as hereafter amended or adopted by the City of Owatonna.

(M) Hangar Door to be Closed. The Lessee is responsible for ensuring that the bi-fold hangar door is closed and latched at all times, except when entering or exiting the hangar. The Lessee agrees not to operate the bi-fold door in wind conditions gusting in excess of 30mph (26 knots). The Lessee is responsible for, and holds the City harmless from, any damage or destruction to the door or to the hangar attributable to or caused wholly or partly by the Lessee's failure to comply with this provision.

5. **ELECTRIC SERVICE.** Electricity is available in each unit. The City of Owatonna reserves the right to install individual meters to each unit and the cost of electricity for each unit may then be billed to Lessee by the City on a periodic basis. Engine heaters shall be of such size as to not overload the electric system. Fuel-fired, hot-air type heaters are permitted if attended on a continuous basis while in use. Electric space heaters are prohibited.

6. **RIGHT OF ENTRY.** Lessor reserves the right for itself or agents to go on, into, and have access at all times during the existence of this lease, to said premises for the purpose, including, but not limited to, inspection and showing of the building.

7. **INSURANCE.** Lessee shall maintain the following insurance coverages:

A. Lessee shall carry aircraft liability insurance with limits of coverage not less than as required pursuant to the Minnesota Statute Section 360.59 Subdivision 10, and may be amended.

B. Lessee shall carry hull insurance on each aircraft stored on the leased premises. The limits of the insurance shall be in an amount equal to or greater than the current value of the aircraft, instruments, and accessories. On or before the date of this lease, Lessee shall provide a Certificate of Insurance to the City of Owatonna indicating the

required coverage for the entire term of the lease and providing for a minimum of thirty (30) days notice to a change or cancellation of that coverage.

C. In lieu of carrying hull insurance, Lessee covenants and agrees that he will not hold the City of Owatonna or any of its agents, employees, or Airport Commission members responsible for any loss occasioned by fire, theft, rain, windstorm, hail, or from any other cause whatsoever, whether said cause be the direct, indirect, or merely a contributing factor in producing the loss to any airplane, automobile, personal property, parts, or surplus that may be located or stored in the T-hangars, aprons, field, or any other location at the airport; and Lessee agrees the plane and the contents are to be stored, whether on the field or in the hangars, at Lessee's risk.

D. Comprehensive general liability insurance insuring Lessee against any liability arising out of this lease agreement, or the use, occupancy, or maintenance of the demised premises and all areas appurtenant to the demised premises. Such insurance shall be in the amount of not less than One Million (1,000,000.00) per occurrence for property damage, bodily injuries, or deaths of persons occurring in and about the premises, not necessarily caused by aircraft, or in or about the Airport if caused by the act or omission of Tenant or those for whom Tenant is responsible. Such insurance may provide for a sub limit of not less than One Hundred Thousand (\$100,000) per person. The insurance policy shall insure the hazards of the demised premises and operations conducted in and on the demised premises, independent contractors, contractual liability (covering the indemnity included in this lease agreement), and shall name Lessor as an additionally insured party. Lessor shall be furnished with a copy of the certificate of insurance. The liability insurance policy also showing endorsements requiring thirty (30) days' written notice to Lessor prior to any cancellation or any reduction in the amount of coverage.

E. In accordance with the subrogation provisions of the standard property insurance contract, it is hereby understood and agreed by and between the undersigned parties that they do jointly and separately waive any or all right of recovery against the other for insured loss occurring to the real property owned by City of Owatonna and personal property owned by the Lessee all while located at the leased premises.

Any policy issued to the City of Owatonna providing duplicate or similar coverage shall be deemed excess over Tenant's policies. Tenant waives any subrogation rights against the City of Owatonna on all claims and insurance policies.

Tenant shall not use or permit the Premises to be used in any manner that would void Tenant's or the City of Owatonna's insurance or increase the insurance risk. Tenant shall comply with all requirements imposed by the insurers for the City of Owatonna and Tenant.

8. **INDEMNIFICATION.** To the fullest extent permitted by law, Lessee agrees to indemnify, defend, save and hold completely harmless the City of Owatonna or any of its agents, employees, or Airport Commission members responsible for any and all

liabilities, losses, damages, suits, actions, claims, judgments, settlements, fines or demands of any person arising by reason of injury or death of any person, or damage to any property occasioned by fire, theft, rain, windstorm, hail, or from any other cause whatsoever, whether said cause be the direct, indirect, or merely a contributing factor in producing the loss to any airplane, automobile, personal property, parts, or surplus that may be located or stored in the T-Hangars, aprons, field, or any other location at the airport; and Lessee agrees that the planes and the contents are to be stored, whether on the field or in the hangars, at Lessee's risk.

The provisions of this section shall survive expiration or earlier termination of this lease. The furnishing of the required insurance shall not be deemed to limit Tenant's obligations under this Section.

The Tenant shall defend, indemnify and hold the City of Owatonna harmless from any claims or liabilities as a result of Tenant's failure to procure and to keep in force the insurance required in the Lease.

9. **ATTORNEY FEES.** Lessee shall pay and discharge all costs, attorney fees, and expenses arising from enforcing any covenants or forfeiture hereof.

10. **TERMINATION.** In case Lessee shall fail to make any of the above-mentioned payments as specified or fail to keep and perform any of the covenants and agreements herein contained, Lessor may immediately and without notice terminate this lease and re-enter and repossess said premises, without prejudice, to its claims for earned cash rent. The following by way of illustration but not by limitation shall constitute a default under this lease:

- (1) Tenant fails to pay money owed to the City of Owatonna under this Lease when due, and such failure continues for ten (10) days after written notice from the City of Owatonna.
- (2) Tenant uses the Premises for any purpose not expressly authorized by this Lease and such default continues for ten (10) days following written notice from the City of Owatonna.
- (3) Tenant assigns, subleases or transfers this Lease except as otherwise permitted, and such default continues for ten (10) days following written notice from the City of Owatonna.
- (4) Tenant fails to carry the insurance required under this Lease; any insurance required under this Lease is cancelled, terminated, expires, or is reduced or materially changed so as not to comply with this Lease; or the City of Owatonna receives such notice of any such conditions pursuant to Section 7., and such failure continues for a period of ten (10) days following written notice from the City of Owatonna to Tenant.

- (5) Tenant vacates or abandons the Premises, and such default continues for ten (10) days following written notice from the City of Owatonna to Tenant.
- (6) Tenant fails to abide by any applicable federal, state, or municipal statutes, regulation, ordinance, rule, or airport policy
- (7) Any other action or inaction on the tenant's part which the City determines is in breach of the lease.

IN WITNESS HEREOF, the parties hereto have executed this lease this 11th day of June, 2025.



Lessee

CITY OF OWATONNA, MINNESOTA

By: _____
Its Mayor

By: _____
Its City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF STEELE)

The foregoing was acknowledged before me this _____ day of _____, 20____, by _____ and _____, the Mayor and City Administrator of the City of Owatonna, a municipal corporation under the laws of the State of Minnesota, on behalf of the City of Owatonna, Minnesota.

Notary Public

STATE OF MINNESOTA)
) ss.
COUNTY OF STEELE)

The foregoing was acknowledged before me this _____ day of _____, 20____, by _____.

Notary Public

EXHIBIT "B"

1. Aircraft Type Maule MXT-7 180A
2. Serial Number 21091C
3. Registration Number N 3117T
4. Present Condition of Aircraft Airworthy
5. Present Market Value 141,000
6. Insurance Carrier Assured Partners

Attach Copy of Insurance Certificate



CITY OF
OWATONNA

Finance Report

RECAP:

\$ 25,789.34 Cargill Inc - road salt
51,817.00 General Traffic Controls Inc - knockdown 18th St & S Cedar
28,543.00 Legence Subsidiary Holdings LLC
- Professional service fee - Public Safety Center - May - \$14,065.00
- Professional service fee - River Springs Water Park - interior pool surface - May - \$10,333.00
- Professional service fee - Community Center - \$4,145.00
102,729.11 Nero Engineering - WWTF upgrade & expansion project - May 2025
40,000.00 Owatonna Area Chamber of Commerce
- 1st half Main St contract - \$25,000.00
- 1st half Econ Development Svces - \$15,000.00
38,721.36 Owatonna Motor Company
- Ford F350 Ut 25286, CIP ST-14-002 - \$38,053.31
- Misc parts - \$668.05
767,043.48 Rice Lake Construction Group - WWTP Expansion - pay est #36

210,705.19 OTHER EXPENDITURES

\$ 1,265,348.48 TOTAL EXPENDITURES PRESENTED FOR APPROVAL

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
Cash Account: 999-19100-000-000-000000					
383239	06/17/25	A & A ELECTRIC & UNDERGROUND	17,232.08	0	Regular
383240	06/17/25	A H HERMEL CANDY & TOBACCO CO	5,005.23	R	ACH
383241	06/17/25	A TASTE OF THE BIG APPLE	44.00	0	Regular
383242	06/17/25	AFLAC	2,538.52	R	ACH
383243	06/17/25	ALEXANDER LUMBER COMPANY	99.60	0	Regular
383244	06/17/25	AMERICAN TEST CENTER INC	1,356.00	0	Regular
383245	06/17/25	ANHORN'S GAS & TIRE	87.45	0	Regular
383246	06/17/25	APG MEDIA OF SO MINNESOTA LLC	96.25	0	Regular
383247	06/17/25	APG MEDIA OF SO MINNESOTA LLC	254.38	0	Regular
383248	06/17/25	APG MEDIA OF SO MINNESOTA LLC	165.00	0	Regular
383249	06/17/25	APG MEDIA OF SO MINNESOTA LLC	110.00	0	Regular
383250	06/17/25	ARNOLD'S OF MANKATO INC	496.74	0	Regular
383251	06/17/25	ASPEN MILLS INCORPORATED	621.29	0	Regular
383252	06/17/25	BAKER & TAYLOR BOOKS	996.69	R	ACH
383253	06/17/25	BAKER TILLY US LLP	2,995.00	R	ACH
383254	06/17/25	BARR ENGINEERING CO	1,267.50	R	ACH
383255	06/17/25	BLUEBEAM INC	2,990.00	R	ACH
383256	06/17/25	BORN WELL DRILLING INC	1,159.50	0	Regular
383257	06/17/25	BY THE YARD LLC	331.80	0	Regular
383258	06/17/25	CARGILL INC	25,789.34	0	Regular
383259	06/17/25	CDW GOVERNMENT INC	874.20	0	Regular
383260	06/17/25	CENTRAL FARM SERVICE	8,188.72	0	Regular
383261	06/17/25	CHRISTINA INGVALDSON	94.09	0	Regular
383262	06/17/25	CITY OF ALBERT LEA	5,786.40	0	Regular
383263	06/17/25	CLIFTONLARSONALLEN LLP	17,587.50	0	Regular
383264	06/17/25	CORE & MAIN	175.30	0	Regular
383265	06/17/25	CORPORATE RECOGNITION	217.70	R	ACH
383266	06/17/25	COSTCO WHOLESALE CORPORATION	50.00	0	Regular
383267	06/17/25	COVERALL OF THE TWIN CITIES	2,455.00	R	ACH
383268	06/17/25	CRANE CREEK ASPHALT	1,039.10	R	ACH
383269	06/17/25	CROSSFIT INNERDRIVE	100.00	R	ACH
383270	06/17/25	CTS CONSTRUCTION	142.50	0	Regular
383271	06/17/25	CUMMINS INC	1,205.92	R	ACH
383272	06/17/25	CUSTOM COMMUNICATIONS INC	2,944.47	0	Regular
383273	06/17/25	DEAN'S WESTSIDE TOWING	150.00	R	ACH
383274	06/17/25	DELL MARKETING LP	5,077.13	R	ACH
383275	06/17/25	DISH	101.70	0	Regular
383276	06/17/25	DLL FINANCE LLC	952.28	0	Regular
383277	06/17/25	EARL F ANDERSEN & ASSOC	640.50	0	Regular
383278	06/17/25	ECHOSAT INC	46.66	0	Regular
383279	06/17/25	ELECTRIC PUMP INC	13,767.78	R	ACH
383280	06/17/25	EYE MED VISION CARE	525.28	0	Regular
383281	06/17/25	FARMERS FEED AND PET SUPPLY	69.99	0	Regular
383282	06/17/25	FASTENAL COMPANY	1,216.52	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
383283	06/17/25	FEDERAL EXPRESS CORPORATION	50.00	0	Regular
383284	06/17/25	FIRST SUPPLY OWATONNA	1,192.27	R	ACH
383285	06/17/25	FOAMCRAFT PACKAGING INC	257.99	0	Regular
383286	06/17/25	FOUR SEASONS ELECTRIC	1,626.86	R	ACH
383287	06/17/25	FROM THE GROUND UP LLC	1,205.06	R	ACH
383288	06/17/25	GENERAL TRAFFIC CONTROLS INC	51,817.00	R	ACH
383289	06/17/25	GENUINE PARTS COMPANY - NAPA	2,264.97	R	ACH
383290	06/17/25	GRAINGER	45.22	R	ACH
383291	06/17/25	HILLYARD INC	470.47	0	Regular
383292	06/17/25	HORIZON COMMERCIAL POOL SUPPLY	613.92	R	ACH
383293	06/17/25	HUBER SUPPLY CO INC	49.47	0	Regular
383294	06/17/25	HUBER SUPPLY CO INC	20.15	0	Regular
383295	06/17/25	IFACS	1,032.45	R	ACH
383296	06/17/25	INGRAM LIBRARY SERVICES LLC	370.75	0	Regular
383297	06/17/25	INNOVATIVE OFFICE SOLUTIONS	1,130.08	0	Regular
383298	06/17/25	JJD COMPANIES LLC	616.00	R	ACH
383299	06/17/25	JOHN DEERE FINANCIAL	215.34	0	Regular
383300	06/17/25	JTH GARAGE DOOR LLC	552.00	0	Regular
383301	06/17/25	KEEKER INC	279.85	R	ACH
383302	06/17/25	KOWZ-FM	500.00	R	ACH
383303	06/17/25	LAWSON AUTOMOTIVE LLC	1,288.93	R	ACH
383304	06/17/25	LAWSON PRODUCTS	339.54	0	Regular
383305	06/17/25	LEAGUE OF MN CITIES	2,950.00	0	Regular
383306	06/17/25	LEGACY SIGNS INC	185.00	R	ACH
383307	06/17/25	LEGENCE SUBSIDIARY HOLDINGS LL	28,543.00	R	ACH
383308	06/17/25	LINDER DIGITAL	1,180.00	R	ACH
383309	06/17/25	MACQUEEN EQUIPMENT CO	2,093.56	R	ACH
383310	06/17/25	MANKE'S OUTDOOR EQUIP & APPL	34.99	R	ACH
383311	06/17/25	MARCO TECHNOLOGIES LLC	426.06	R	ACH
383312	06/17/25	MARIA GARZA	50.00	0	Regular
383313	06/17/25	MATTIE BOE	55.00	0	Regular
383314	06/17/25	MCMASTER-CARR SUPPLY CO	1,635.12	R	ACH
383315	06/17/25	MES I ACQUISITION INC	5,654.00	R	ACH
383316	06/17/25	METRO SALES INC	313.06	0	Regular
383317	06/17/25	METRONET SYSTEMS HOLDINGS LLC	62.36	R	ACH
383318	06/17/25	MIDWEST TAPE LLC	3,029.84	R	ACH
383319	06/17/25	MINA ADSIT ARCHITECTURE & PLAN	3,513.06	R	ACH
383320	06/17/25	MINNESOTA LIFE	3,035.00	0	Regular
383321	06/17/25	MN DEPT OF TRANSPORTATION	4,538.51	0	Regular
383322	06/17/25	MN NCPERS GROUP LIFE INSURANCE	416.00	0	Regular
383323	06/17/25	MN VALLEY TESTING LABS INC	149.25	R	ACH
383324	06/17/25	MRI SOFTWARE LLC	100.00	R	ACH
383325	06/17/25	MTI DISTRIBUTING INC	1,419.36	R	ACH
383326	06/17/25	NERO ENGINEERING	102,729.11	R	ACH
383327	06/17/25	NORTHERN SAFETY TECHNOLOGY INC	501.12	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
383328	06/17/25	NORTHLAND FARM SYSTEMS	157.46	R	ACH
383329	06/17/25	OWATONNA AREA CHAMBER OF COMM	40,000.00	0	Regular
383330	06/17/25	OWATONNA MOTOR COMPANY	38,721.36	0	Regular
383331	06/17/25	OWATONNA PUB SCHOOLS ISD 761	1,610.00	R	ACH
383332	06/17/25	OWATONNA PUBLIC UTILITIES	2,362.85	R	ACH
383333	06/17/25	OWATONNA TRAILS ASSOCIATION	1,500.00	R	ACH
383334	06/17/25	OWATONNA VETERINARY HOSPITAL	971.95	0	Regular
383335	06/17/25	OWEN KORBEL	539.44	0	Regular
383336	06/17/25	OWT HARDWARE	414.26	0	Regular
383337	06/17/25	PAAPE COMPANIES INC	5,530.00	R	ACH
383338	06/17/25	PEPSI COLA OF ROCHESTER	2,255.90	0	Regular
383339	06/17/25	PLUNKETT'S PEST CONTROL INC	285.84	R	ACH
383340	06/17/25	PUSH PEDAL PULL	175.00	0	Regular
383341	06/17/25	RDO EQUIPMENT CO	1,701.90	R	ACH
383342	06/17/25	RICE LAKE CONSTRUCTION GROUP	767,043.48	R	ACH
383343	06/17/25	RONCO ENGINEERING SALES	680.88	R	ACH
383344	06/17/25	SAFE-FAST INC	468.96	R	ACH
383345	06/17/25	SAFETY AND SECURITY	2,375.00	0	Regular
383346	06/17/25	SANCO EQUIPMENT	1,276.99	R	ACH
383347	06/17/25	SCOTT F LIMBERG	1,050.00	R	ACH
383348	06/17/25	SHERWIN WILLIAMS COMPANY	276.37	0	Regular
383349	06/17/25	SHI INTERNATIONAL CORP	303.96	0	Regular
383350	06/17/25	SHRED RIGHT	87.28	R	ACH
383351	06/17/25	SPHERION STAFFING LLC	900.20	0	Regular
383352	06/17/25	SPLIT ROCK MANAGEMENT INC	6,595.00	R	ACH
383353	06/17/25	STAR TRIBUNE	63.86	R	ACH
383354	06/17/25	STEELE COUNTY RECORDER	138.00	0	Regular
383355	06/17/25	STEELE COUNTY TREASURER	6,281.26	0	Regular
383356	06/17/25	STEVE JAMES EXCAVATING INC	14.66	R	ACH
383357	06/17/25	STEWART COMPANIES INC	191.54	0	Regular
383358	06/17/25	STEWART SANITATION	1,742.00	0	Regular
383359	06/17/25	SYNCHRONY BANK	122.04	0	Regular
383360	06/17/25	SYNCHRONY BANK - LOWE'S	1,526.35	0	Regular
383361	06/17/25	TEXAS REFINERY CORP	542.50	R	ACH
383362	06/17/25	THE PENWORTHY COMPANY	809.79	0	Regular
383363	06/17/25	THOMPSON SANITATION INC	159.00	R	ACH
383364	06/17/25	TJD REPAIR & SERVICE	165.31	0	Regular
383365	06/17/25	TRI M GRAPHICS	1,644.47	R	ACH
383366	06/17/25	TRUCK CENTER COMPANIES LLC	1,165.21	0	Regular
383367	06/17/25	UNITED WAY	80.00	0	Regular
383368	06/17/25	UTILITY CONSULTANTS INC	2,970.93	R	ACH
383369	06/17/25	VENTURE HYDRAULICS INC	186.46	R	ACH
383370	06/17/25	VESTIS GROUP INC	245.15	0	Regular
383371	06/17/25	W W BLACKTOPPING INC	1,226.70	0	Regular
383372	06/17/25	WALBRAN & FURNESS CHARTERED	5,664.75	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
383373	06/17/25	WASECA COUNTY HWY DEPT	21.78	0	Regular
383374	06/17/25	WASECA GLASS INC	1,855.00	0	Regular
383375	06/17/25	WEN-COL INC	1,965.92	0	Regular
383376	06/17/25	WEST PUBLISHING CORPORATION	641.03	R	ACH
383377	06/17/25	WOLFF AND SONS INC	461.00	R	ACH
383378	06/17/25	ZACK'S INC	2,261.60	0	Regular
383379	06/17/25	ZORO TOOLS INC	321.26	R	ACH

73	Checks total:	207,567.47
68	ACH total:	1,057,781.01
0	EFTPS total:	
0	Wire transfer total:	
0	Payment Manager total:	
141	GRAND TOTALS	1,265,348.48



CITY OF
OWATONNA

Ordinances

PURPOSE MEMO

TO: Mayor, City Council, City Administrator, Chief Jeff Mundale,
TW Dieckmann and Jenna Tuma
FROM: Mark M. Walbran
DATE: June 12, 2025
RE: First reading of proposed Ordinance No. __ amending Chapter
93 of Title IX of the 2015 Ordinance Code adding thereto new
§ 93.030 “Permits for Use of Designated Park Area”

Purpose:

Request Council to approve the first reading of Proposed Ordinance 25-08 to amend Chapter 93, Title IX, of the 2015 Ordinance Code by adding thereto “Permits for Use of Designated Park Area”.

Background:

This proposed ordinance follows two amendments made to our noise ordinances in February. § 93.209 entitled “Noise in Public Parks” and Ordinance § 95.030 adopting MPCA noise standards as required by statute.

The Park and Recreation Department is in charge of the management and operation of all City public parks and recreation facilities. It issues Park Permits for smaller events that do not use public sidewalks, streets, etc., and do not have food vendors. Persons who wish to hold larger events requiring use of public rights-of-way, barricades, food vendors, etc. will request an Event Permit issued by the City Council. Until now, the issuance of an Event Permit has been made pursuant to policy and past practice. It now has been determined that its “best practice” to codify the City policy.

Other cities, such as Rochester and Duluth, have adopted similar ordinances for issuing permits for use of designated areas within parks for special events. A City can’t grant exclusive use of a park but it may issue a permit for the rights to use designated areas such as a pavilion or green space for the event.

A study session regarding the proposed Ordinance was held prior to the last Council Meeting on June 3, 2025.

Budget Impact:

None.

City Staff Recommendation:

City staff recommends Council approval of the first reading of this ordinance with plans for the second/final reading during the next City Council Meeting on July 1, 2025.

ORDINANCE NO. ____

AN ORDINANCE AMENDING CHAPTER 93 OF TITLE IX OF THE 2015 ORDINANCE CODE OF THE CITY OF OWATONNA, AS AMENDED, ENTITLED "HEALTH AND SANITATION' NUISANCES" BY ADDING THERETO NEW SECTION 93.030 ENTITLED "PERMITS FOR USE OF DESIGNATED PARK AREA".

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

Section 1. Chapter 93 of Title IX of the 2015 Ordinance Code of the City of Owatonna entitled "Health and Sanitation; Nuisances" is hereby amended by adding thereto § 93.030 to read as follows:

§93.030 Event Permits for Use of Designated Park Area.

(A) *Definitions.* The following definitions shall apply unless the context clearly indicates otherwise.

- (1.) "Designated Area" means the specific area, shelter, pavilion, trail, greenspace, or other facility for which the Event Permit is issued. The Event Permit does not give exclusive use of the Park to the Permittee, but does grant the Permittee the rights to use the Designated Area during the time for which the Event Permit is issued. The Park is still open to the public. Notice of the Event Permit shall be posted at the Park entrance or other conspicuous locations and at the Designated Area. The Permittee must have the Event Permit in their possession as evidence of the right to use the Designated Area.

(2.) "Event" means and includes community events including, but not limited to, Relay for Life, Harry Wenger Band Festival, the Farmers Market, Downtown Thursdays, parades, and Pride in the Park. Events include other special events and performances of a similar nature as determined by the Park and Recreation Board from time to time.

(3.) "Participant" means and includes persons assisting the Permittee organizing the Event, persons performing in the Event, persons registered for the Event, if required, or persons who hold tickets to the Event, if any, or persons otherwise attending the Event.

(4.) "Permittee" means the person or organization which has been issued an Event Permit by the City.

(5.) "Special Services" means and includes the exclusive allocation of City resources, including, but not limited to, City personnel, if available, and equipment, property or facilities, if available, for use in conjunction with a specific Event, as requested by the applicant or as required by the City.

"Special Services" are not provided by the Park and Recreation Department.

Requests for special services may be granted or denied at the sole discretion of the City. The cost of Special Services shall be prepaid prior to the Event.

Permittee shall be responsible to reimburse to the City for any expenses incurred over and above the prepaid amount.

(B) *Application.* A Permit application is available from the City online at Owatonna.gov and shall be submitted to the City at least 60 days before the date of the proposed Event together with a map of the Designated Area and the applicable Permit fee, as established by the City Council from time to time.

(C) *Approval of Permit.*

(1) The City Council may issue a Permit for use of a Designated Area of park and park facilities if the Event is

(1) consistent with public use and enjoyment of the park;

(2) does not endanger persons using the park or park property; and

(3) is not a nuisance as prohibited under § 93.029 "Noise in Public Parks" or § 95.05 "Public Nuisance Noises Prohibited" except as permitted by the City.

(2) The Permit shall state the dates and times of the Event together with any restrictions, requirements, or other conditions the City deems necessary, including, but no limited to, any requirements for security personnel and liability insurance.

(D) *Denial.* Any applicant whose application for a permit has been denied by the City Council may appeal such denial by delivering to the City Administrator a request for reconsideration of the denial by the City Council. The Council shall promptly hear the request for reconsideration within 10 days of the request and issue its decision within 10 days following the hearing.

(E) *Legal Compliance.* Permittees and Participants will comply with all federal and state statutes and regulations and City Ordinances, regulations, policies, and any special conditions as may be required by the City Council, in its sole discretion.

(F) *Interference.*

- (1) If a person or persons other than Participants are in the Designated Area upon the Permittee's arrival, or who interferes with Permittees use of the Designated Area, the Permittee shall show such person or persons the Event Permit and politely request that they leave the Designated Area. If any problem arises out of the Permittee's use of the Designated Area, the Permittee shall contact the Owatonna Police Department.
- (2) No person shall in any manner disturb, interrupt, disrupt or interfere with any Permitted Event, including causing any loud noise by the use of any sound amplification device, or by other means, in violation of City Ordinances § 93.029 "Noises in Public Parks" and § 95.05 "Public Nuisance Noises Prohibited".

(G) *Penalty.*

- (1) This section may be enforced by injunction, action for abatement or other appropriate civil remedy.
- (2) Any person who violates any provision of this section is guilty of a petty misdemeanor and shall, upon conviction, be subject to a fine of not more than \$300. When, however, the violation is preceded by two or more

convictions within the immediate preceding 12-month period, the violation thereof shall be a misdemeanor and shall, upon conviction, be subject to a fine of not more than \$1,000 or imprisonment for a term not to exceed 90 days, or both.

- (3) In all cases, the City shall be entitled to collect the costs of prosecution to the extent provided by law, Rules of Criminal and Civil Procedure and the Rules of Court. Each act of violation and each day a violation occurs or continues constitutes a separate offense.

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 _____, 2025, with a roll call vote:

Aye:
No:
Absent:

Approved and signed this _____ day of _____, 2025.

Matt Jessop, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk/Treasurer



CITY OF
OWATONNA

Resolutions



DATE: June 17, 2025
TO: Mayor and City Council
FROM: Troy Klecker, Community Development Director
SUBJECT: Resolution 31-25 - Authorize Property Purchase and Other Assistance for Affordable Housing

Purpose:

Request Council's approval of Resolution 31-25 authorizing property purchase and other assistance for affordable housing for Eastgate 2.

Background:

Five years ago, the city worked with LWO Properties to apply for and receive tax credits for a 36-unit working housing project, Eastgate Apartments on Cherry Street. The City has been working with the same developer on a second project, Eastgate 2, which will be located next to their first project. Together, we applied for tax credits for their second project for the last two years, but were unsuccessful. This year, we will apply for tax credits for a 37-unit workforce housing project. The unsuccessful applications were for a senior housing project and last year, no new construction senior housing projects were awarded tax credits. We feel we will be more successful with a workforce housing project like Eastgate 1.

The proposed city incentives for this project are the same as they were last year. City incentives are needed to make our application competitive for these tax credits. Like last year's application, the City would convey the property for \$1. The City would also pledge the City's affordable housing aid from 2023 and 2024 towards this project, which amounts to \$266,000. We would also look to utilize tax increment financing to assist with this project. Approval of this resolution is needed to proceed with the application process.

Budget Impact:

The land was purchased for the purpose of redeveloping the property for housing. The TIF used for Eastgate 1 reimburses the City for the land. The affordable housing aid is funds from the state for creating more affordable housing, which this project does. Tax Increment Financing for this project, which is estimated at \$251,500.00, would assist the developer with development costs relative to the site; none of this assistance will affect the city's Operating Budget.

Staff Recommendation:

Staff recommend approval.

Attachments:

1. Resolution 31-25 - Eastgate 2
2. Map - City owned property for Eastgate 2

RESOLUTION NO. 31-25

RESOLUTION AUTHORIZING PROPERTY PURCHASE
AND OTHER ASSISTANCE FOR AFFORDABLE HOUSING

WHEREAS, The City of Owatonna has Implemented Imagine Owatonna 2050; and

WHEREAS, The City of Owatonna has identified a need for affordable housing in the City which is confirmed by the Maxfield Research Market Study completed in June of 2023; and

WHEREAS, LWO Development LLC proposes to develop a 37 unit apartment building with 9-one bedroom and 18 two-bedroom, 6 three-bedroom and 4 four-bedroom apartments with underground parking on a parcel of land owned by the City, located in the Downtown Mixes Use Node; and

WHEREAS, The City of Owatonna agrees that this 37 unit development contributes to goals detailed in Imagine Owatonna 2050 including, but not limited to developing a range of affordable housing in Owatonna, encouraging housing in and near the downtown area, supporting multi-family residential in areas with proximity to major thoroughfares, commercial areas, open spaces or other areas that are an extension of multi-family use, and provision of a mix of densities and types of housing throughout the City; and

WHEREAS, the development requires the assistance of the City of Owatonna to be financially viable; and

WHEREAS, the Minnesota Housing Finance Agency will look favorably on local contributions; and

WHEREAS, LWO Development Limited Partnership #118 has entered into a purchase agreement with the City of Owatonna for the property described by the following Parcel Identification Numbers:

17-122-0512 and 17-122-0513

WHEREAS, the City of Owatonna desires to financially aid the development of Eastgate II through the sale of the property valued at \$275,678 for a purchase price of \$1; and

WHEREAS, the City of Owatonna commits to provide \$251,500 which is expected to come from TIF proceeds.

WHEREAS, the City of Owatonna commits to provide a loan in the amount of \$266,102 of Statewide Affordable Housing Aid to assist with development and construction costs and provide affordability; This loan will bear an interest rate of 0% and with principal and interest deferred until the maturity date 30 years after completion of the development.

NOW, THEREFORE, BE IT RESPOLVED by the City Council of the City of Owatonna, Minnesota, that the City of Owatonna hereby authorizes City staff to enter into a purchase agreement for the property legally described by the following Parcel Identification Numbers:

17-122-0512 and 17-122-0513

Shall be sold to LWO Limited Partnership #118 for the sum of \$1. And the City of Owatonna commits to provide \$517,602 to LWO Limited Partnership #118.

Passed and adopted this __ day of ____, 2025 with the following vote:

Aye ____; No __; Absent __.

Approved and signed this __ day of ____, 2025.

ATTEST:

Matt Jessop, Mayor

Kris M. Busse, City Administrator/City Clerk



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City owned property for Eastgate 2

June 12, 2025





DATE: June 17, 2025
TO: Mayor and City Council
FROM: Emily Burns, Finance Director
SUBJECT: Resolution 32-25 Intent to Reimburse Expenditures From Proceeds of Bonds

Purpose:

Request Council approval or Resolution 32-25 approving reimbursement of expenditures from future bond proceeds.

Background:

When the City uses its funds to cover the upfront costs of a project to later reimburse those costs from future tax-exempt bond proceeds, the IRS requires a formal declaration of this intent. A Reimbursement Resolution fulfills this requirement by documenting the city's plan to reimburse itself for eligible expenses once long-term financing is secured. Adopting this Reimbursement Resolution protects the city's ability to recover early project costs and provides flexibility in managing cash flow for capital projects.

Although the Public Safety Center Project is still in the proposed stage, some resources are already being allocated for the scope and design work. If the project progresses, these expenses will be eligible for reimbursement.

Budget Impact:

No budget impact.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Resolution 32-25 Reimburse Expenditures from Bond Proceeds - Public Safety Center

RESOLUTION NO. 32-25

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

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

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

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

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

1. The City proposes to undertake the construction of capital improvements in the City, including a public safety center to house the City's fire and police departments (the "Project").

2. City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$58,000,000. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in Paragraph 2, above, are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Passed and adopted this ____ day of ____, 2025; with the following vote:

Aye ____; No ____; Absent ____;

Approved and signed this ____ day of ____, 2025.

Matthew T. Jessop, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk



CITY OF
OWATONNA

Miscellaneous



DATE: June 17, 2025
TO: Mayor and City Council
FROM: Troy Klecker, Community Development Director
SUBJECT: Purchase Property - 1301 South Oak Avenue

Purpose:

Request Council approval to purchase of property at 1301 South Oak Avenue.

Background:

In 2012, the City began a project along South Oak Avenue to redevelop the old Hardee's restaurant and Budget Mart gas station. As part of that redevelopment project, the City realigned Barney Street to intersect Oak Avenue at a right angle. That realignment was the first phase of bringing Barney Street to Park Street. Staff has talked to the owners of property needed to complete that second phase about acquiring property when they are ready. The property owner of 1301 South Oak Avenue contacted staff about a desire to sell the property towards the end of the year.

Staff now have a signed purchase agreement to purchase this property contingent on City Council approval. Staff are also talking to two adjacent property owners about redeveloping this area and possibly bringing Barney Street through to Park Street. The purchase agreement has the closing happening on or before December 1st of this year.

Budget Impact:

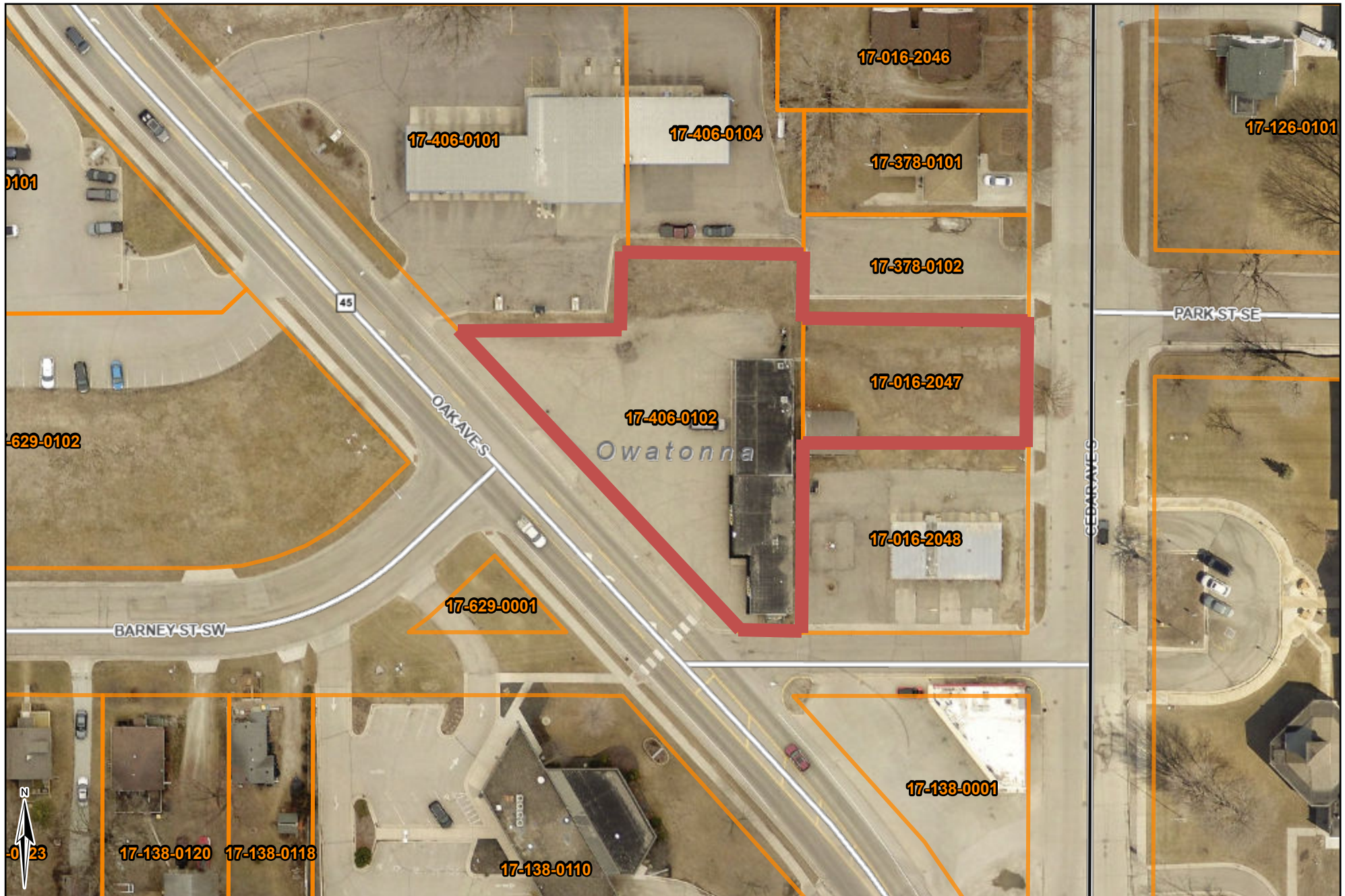
The purchase price is \$358,900, which is the assessed value of the property, for an office building and garage on 2 separate parcels. The funds would come from the City's Capital Projects Fund.

Staff Recommendation:

Staff recommends approval of purchasing the property at 1301 South Oak Avenue.

Attachments:

1. Map - 1301 South Oak Avenue



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1301 South Oak Avenue

June 12, 2025





DATE: June 17, 2025
TO: Mayor and City Council
FROM: Jeffrey Louks, Facilities Manager
SUBJECT: Accept bids - Replace Infrared Unit Heaters - Mechanic's Shop and Park and Rec Shop

Purpose:

Accept the bid from Faribo Air Conditioning and Heating for the replacement of nine Infrared Unit Heaters.

Background:

The unit heaters are past their useful life with at least one currently not working. Parts are no longer available for repairs.

Two bids were received:

- Central Heating and Refrigeration: \$39,795
- Faribo Air Conditioning and Heating: \$34,950

Budget Impact:

The bid is within the approved amount of GB-25-007 CIP project of \$35,000

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Infrared Heater Proposals



18021 Cannon City Blvd,
Faribault, MN 55021-4322
Office: (507) 334-6408
Fax: (507) 334-8681

City of Owatonna	507-456-5588 – Jeff	May 29, 2025
540 West Hills Circle	LOC; 1150 Industrial Rd	
Owatonna, MN 55060	Owatonna, MN 55060	

We propose to furnish and install nine Reznor 125,000 B.T.U. Infrared Unit Heaters. Quote includes units, gas pipe, chimney, thermostat, all needed hanging material, permit, start-up, and labor. Quote does not include wiring.

Prices did increase with changing out to the Non-Harsh Environment.

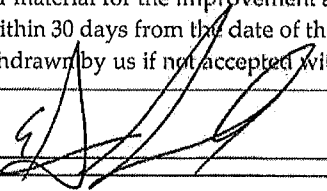
For the sum of; \$34,950.00

To make all units Harsh Environment.

For the sum of; \$41,209.00

Harsh environment tube heaters are designed for tough conditions like wet, humid, or corrosive environments, using durable materials and construction to ensure long-lasting performance.

NOTE: If this proposal is acceptable to you- please sign on the bottom and return one copy to our office. Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.
Payment shall be made within 30 days from the date of the invoice. Any unpaid balance will be charged 1½% interest per month.
This proposal may be withdrawn by us if not accepted within 30 (thirty) days.

Authorized Signature: 

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____ Date of Acceptance: _____

Central Heating & Refrigeration Inc

417 N Oak Ave
Owatonna, MN 55060
507-451-3614

Owatonna Park & Rec - Shop Building

05/20/2025

Scope Of Work

Replace (9) Tube Heaters - Reznor 125k BTU

Replacement includes all materials, including venting & controls/thermostat, labor, installation, startup, balancing & testing

Warranty Information:

The manufacturer offers an extended nine (9)-year, non-prorated warranty on all tubes. Extended four (4)-year, non-prorated warranty on the burner and all electrical and mechanical operating components.

Services Included:

All project related cleanup, removal & disposal, register all equipment with the manufacturer for warranty purposes will be included

All shipping & freight costs, planning and pre-work related costs & the permit are included, all work will be done to city & MN state code.

*The Reznor heaters are a similar replacement to what is currently installed.

Excluded from this bid:

1. All electrical needs to be performed by a licensed Electrician

**Lift rental is not included in the bid, as a lift is said to be available on-site. If a lift rental is needed, this will be an extra cost and not included in this bid

Payment Terms: 50% Down, 50% after final

Total Project Cost: \$ 39,795

Signed: _____

Date: _____



DATE: June 17, 2025
TO: Mayor and City Council
FROM: Jeffrey Louks, Facilities Manager
SUBJECT: City Hall Emergency Generator - Coles Electric

Purpose:

Accept the bid from Coles Electric for the replacement of the emergency generator at City Hall.

Background:

The City Hall backup generator was installed in 2004 and provides backup power to the critical infrastructure of City Hall and the Art Center. With the addition of the Crandall Center, future expansion of the 3rd floor and the age of the generator, this project is a 2024 scheduled Capital Improvement Project. ICS scoped the project to determine the coverage needed for the additional space and any service gaps.

Four bids were received:

- Apadana LLC: \$189,677
- Coles Electric: \$94,900
- Design Electric: \$115,377
- Four Seasons Electric: \$106,588

The project is within the Capital Improvement Project funds, including the ICS scoping work completed this past winter.

Budget Impact:

The low bid is within the approved GB-23-008 CIP project amount of \$125,000.

Staff Recommendation:

Staff recommends approval.

Attachments:

Generator Eval Tabulation



EVALUATION TABULATION

RFP No. 2022-RFP-026

City of Owatonna City Hall Electric Generator Replacement

RESPONSE DEADLINE: June 12, 2025 at 3:00 pm

Report Generated: Friday, June 13, 2025

SELECTED VENDOR TOTALS

Vendor	Total
Cole's Electric, Inc	\$94,900.00
Four Seasons Electric	\$106,585.00
Design Electric	\$115,377.00
APADANA LLC	\$189,677.00

TABLE 1

Selected	Line Item	Description	Quantity	Unit of Measure	APADANA LLC		Cole's Electric, Inc		Design Electric		Four Seasons Electric	
					Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
X	1	Replacement total bid (upload additional documents if necessary)	1	each	\$189,677.00	\$189,677.00	\$94,900.00	\$94,900.00	\$115,377.00	\$115,377.00	\$106,585.00	\$106,585.00
Total						\$189,677.00		\$94,900.00		\$115,377.00		\$106,585.00

VENDOR QUESTIONNAIRE PASS/FAIL



DATE: June 17, 2025
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: Tobacco Permit and Off-Sale 3.2% Malt Liquor License - Fast Lane LLC, 590 State Avenue

Purpose:

Request Council approval of applications received for a Tobacco Permit and an Off-Sale 3.2% Malt Liquor License received for Fast Lane LLC. The applications were received from Dpesh Gautam of West Burlington, IA.

Background:

Fast Lane LLC is preparing to begin operations at the property located at 590 State Avenue, currently a Cassey's Convenience/Gas Station. They hope to be open within the next few days/weeks and preparing for product deliveries. Tobacco Licenses renew at the end of the year, so requesting the Tobacco License becomes effective upon approval and the liquor permit will be effective on July 1st, the beginning of the annual liquor license period.

The Background Verification was completed and Chief Mundale has no objection to the issuance of this permit and license.

Budget Impact:

License Application Fee:	\$ 50.00
Background Verification	100.00
Tobacco License - 6 months	75.00 (\$12.50/month)
3.2% Malt Off-Sale License	<u>100.00</u>
Total Fees:	\$325.00

Staff Recommendation:

Staff recommends approval.

Attachments:

None