



CITY COUNCIL MEETING
Tuesday, October 21, 2025 at 7:00 PM
Council Chambers, City Hall at 540 West Hills Circle
Roll Call: Council Members Burbank, Boeke, McCann,
Svenby, Voss, Dotson, and Raney

Study Session prior to the Council Meeting in Council Chambers, Charles S. Crandall Center.

5:00 p.m. Low Potency Cannabis Regulation

5:30 p.m. Mary Reedy, CPA, GFMCM at CliftonLarsonAllen presents the 2024 Audit

6:30 p.m. Nancy Vaillancourt, Steele County History Center presentation — Princess Owatonna Statue

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

1.1. Council Agenda

1.2. Public Hearing - Proposed Assessments on Unpaid Costs for Grass/Weed Compliance

1.2.1. Resolution 70-25 Proposed Assessments - Unpaid Grass/Weed Compliance Costs

1.3. Mayor Jessop

2. CONSENT AGENDA ITEMS

2.1. Minutes – Council Meeting – October 7, 2025

2.2. Licenses/Permits

2.2.1. Exempt Permit - Turkey Bingo, Owatonna Fire Relief Association - November 15, 2025

2.3. Miscellaneous

2.3.1. Five-Year Renewal Agreement – OpenGov ERP Software

3. ACTION ITEMS

3.1. Finance Report

3.2. Ordinances

3.2.1. First Reading Proposed Ordinance 25-12 - Amend City Code Chapter 122: Cannabis Regulation

3.3. Resolutions

3.3.1. Resolution 71-25 Steele County Emergency Operation Plan

3.3.2. Resolution 72-25 Select Vendor for Paid Family Medical Leave - Madison National Life Insurance Company

3.3.3. Resolution 73-25 - Brazos Electronic Citation Software - LOGIS

3.4. Miscellaneous

3.4.1. Letter of Support - Owatonna Area Chamber of Commerce Opposition to Diversion of Birthing Services from Owatonna

4. STAFF REPORTS - Ryan Brown, IT Director

5. PUBLIC COMMENTS: Please limit comments to three (3) 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 three 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

NOTICE OF HEARING ON PROPOSED ASSESSMENT

NOTICE IS HEREBY GIVEN that the City Council of the City of Owatonna, Minnesota, will hold hearing at a regular City Council meeting to be held at 7:00 p.m. on Tuesday, October 21, 2025, in Chambers of the Charles S. Crandall Center at City Hall, 540 West Hills Circle to pass upon the proposed assessments against benefited properties for unpaid costs of Weed and Nuisance Compliance in the City.

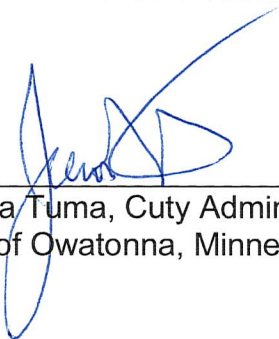
The proposed assessments are on file for public inspection at the office of the City Clerk. Written or oral objections will be considered at the hearing. If you have a question or believe that the measurements or calculation is in error, we would appreciate it if you would call the Fire Department Office or the City Clerk's Office to discuss the proposed assessment before the hearing.

An owner may appeal an assessment to District Court pursuant to Minnesota Statutes, Section 429.081, by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment and filing such notice with the District Court within ten days after service upon the Mayor or Clerk. No such appeal as to the amount of an assessment to a specific parcel of land may be made unless the owner has either filed a signed, written objection to that proposed assessment with the City Clerk prior to the hearing or has presented the written objection to the presiding officer at the hearing.

Declared cost of the Unpaid Weed & Nuisance Compliance Costs is \$5,483.30 which will be proposed as assessments.

The City Council has provided that anyone 65 years of age, or older, owning and occupying a homestead, may ask for and receive deferment of a special assessment against that homestead if that person meets the criteria established by the Council on April 2, 2012. Forms for requesting this deferment are available at the office of the City Clerk.

Dated: September 16, 2025



Jenna Tuma, City Administrator/City Clerk
City of Owatonna, Minnesota



DATE: October 21, 2025
TO: Mayor and City Council
FROM: Ed Hoffman, Fire Chief
SUBJECT: Resolution 70-25 Proposed Assessments - Unpaid Grass/Weed Compliance Costs

Purpose:

Council approval of Resolution 70-25 to adopt the Proposed Assessments for unpaid weed and nuisance expenditures incurred by the City.

Background:

The Owatonna Fire Department enforces the city codes for mowing of weeds and grass, other harmful vegetation, and other services by using a mowing service to bring noncompliant properties into compliance. The Assessment Roll currently includes twenty parcels with a total proposed assessment amount of \$5,326.80. On September 16, 2025, Council approved Resolution 54-25 declaring unpaid costs for assessment at \$5,483.30; however, a payment of \$156.50 has been received. The recommended term of repayment was set at one (1) year at an interest rate of five and one half (5.5) percent per annum.

Budget Impact:

These assessments will reimburse the city for costs of weed and nuisance enforcement. The City's share of these costs will be \$0.

Staff Recommendation:

Staff recommends approval of Resolution 70-25.

Attachments:

1. Resolution 70-25 Adopt Assessments - Weeds and Nuisance

RESOLUTION NO. 70-25

A RESOLUTION ADOPTING PROPOSED ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment against abutting property for unpaid costs for compliance of 2024 Weed and Nuisance Compliance Costs on various lots in the City;

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

1. Such proposed assessment as amended, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in equal annual installments extending over a period of 1 (one) year, the first of the installments to be payable on or before the first Monday in January 2026, and shall bear interest at the rate of 5.5 (five and one-half) percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2026.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the county auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 20, 2025, or interest will be charged through December 31 of the next succeeding year.

4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

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

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of _____, 2025.

Matt Jessop, Mayor

ATTEST:

Jenna Tuma, City Administrator/City Clerk



CITY OF
OWATONNA

Mayor Jessop



CITY OF
OWATONNA

Council Minutes

Owatonna City Council Minutes

October 7, 2025 – DRAFT COPY

On Tuesday, October 7, 2025 at 7:00 p.m., City Council Vice President Voss called the regular session of Owatonna City Council to order in the Chambers of the Charles S. Crandall Center. Present were Council Members Voss, Dotson, Burbank, Boeke, McCann, and Svenby; Mayor Jessop; City Attorney Walbran; Public Works Director Murphy; Community Development Director Klecker; Finance Director Burns; Accounting Analyst Jean; IT Specialist Enz; Assistant City Administrator Thamer; City Administrator Tuma; and Administrative Coordinator Clawson. Council President Raney was unable to attend.

Following roll call, Council Member Dotson requested the length of Public Comments be changed to three minutes and made a motion to approve the agenda with this change, Council Member Svenby seconded the motion, all members present voted aye in approval.

Mayor Jessop

Mayor Jessop commented he has three proclamations to acknowledge:

- 1) 2025 Foundation Week – September 30 -October 4, 2025
In recognition and support the Owatonna Foundation as they raise the visibility and awareness of their role in improving the quality of life in Owatonna. The Owatonna Foundation makes the community stronger by distributing funds in the form of grants for specific community projects and through scholarships to help further the educational goals of individuals.
- 2) 2025 Firefighter of the Year – Bonnie L. Hermel
The Exchange Club of Owatonna will host the 2025 Firefighter Banquet on Thursday, October 9th at the Owatonna Eagles to recognize Bonnie for this honor and also acknowledge all of our city's firefighters who risk their lives for us each day.
- 3) Domestic Violence Awareness Month – October 2025
The Crisis Resource Center of Steele has activities and programs planned that work toward improving victim safety and holding perpetrators of domestic abuse accountable for their actions against individual victims and our society as a whole.

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 – September 16, 2025
Library Board Meeting — August 21, 2025
Airport Commission Meeting - September 18, 2025
HRA Board Meeting - September 22, 2025
Fire - Monthly Dashboard and Activity Report - August 2025
Police - Crime Clock and Activity Report - September 2025
Building Inspection Monthly Report - September 2025
Weed/Nuisance Inspection Report - October 1, 2025

Temporary Liquor Permit - Owatonna Arts Center - November 14, 2025
Excluded Bingo Permit - Purse Bingo - Early Edition Rotary - November 14, 2025
Exempt Permit - St Mary's School of Owatonna Raffle - March 21, 2026
Tabled Item - Event Permit - Cedar Fest on October 11, 2025 - has been canceled
Amend Resolution 52-25 2026 Proposed City Budget and Levy

During the last council meeting, Council approved Resolution 52.25 setting the Proposed 2026 City Levy and Budget. A clerical error was noted in the amount shown as the Ad Valorem Tax, \$21,940,620 (this is a combination of the Ad Valorem Tax, PER Rate Change and Debt Retirement)

\$19,134,358	Ad Valorem Tax
2,537,000	PERA Rate Change
<u>+ 269,262</u>	Debt Retirement
\$21,940,620	Total

The amount shown on Resolution 52-25 was corrected prior to submission to Steele County to meet the September 30th deadline. There is no change to the approved 2026 Proposed City Levy of 13%. The amended resolution shows the correct request for Direct Ad Valorem Tax in the amount of \$19,134,358.

Lease Addendum - Wee Pals

Wee Pals Child Care leases space from the City of Owatonna in the Merrill Hall building. They would like to lease the last two rooms available in Merrill Hall to expand their childcare capacity. The lease payments will generate an additional \$577 per month for November and December 2025 and will follow the yearly increases outlined in the original lease for the remainder of the lease term.

Commercial Lease Renewal - Accelerated Aviation

Accelerated Aviation has been operating a commercial flight school at the airport since February 2020 under a Commercial Use Terminal and Hangar Space Agreement. During the initial five years, the company has experienced significant growth. The renewal agreement is for an additional five-year term expiring on September 30, 2030. Included is rental of available office (1,880 SF) and hangar (4,500 SF) premises in the airport terminal area facilities. This will increase the rented office area by approximately 260 square feet to help accommodate growth and service area needs. The Airport Commission has reviewed the proposed agreement and recommends approval.

Escalating per square foot rental rate structure to match the five-year term, projected combined annual office and hangar premises rental revenues:

Year 1:	\$ 33,036
Year 2:	\$ 34,632
Year 3:	\$ 36,228
Year 4:	\$ 37,824
Year 5:	\$ 39,420

This service continues to provide fuel sale revenues from aircraft operation.

Council Member Boeke made a motion to approve the Consent Agenda Items, Council Member McCann seconded this motion, all members present voted aye in approval.

Finance Report

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

\$ 24,966.50	Abdo Lapp
	- Process evaluation component - \$20,000.00
	- 2025 Payroll assessment \$4,250.00
	- Cash & Investment reconciliation - \$716.50
32,800.00	Carr's Tree Service Inc - tree work - storm damage
21,096.05	Central Farm Service - fleet fuel
121,841.59	Crane Creek - CIP P&R-23-012 – pave Hoffman (North St to Bridge St)
25,404.92	Cyber Advisors
	- Fortinet - network equipment Velve Hall remodel - \$4,677.92
	- Fortinet - licensing renewal 2025-2026 - \$20,727.00
51,168.75	Ehlers & Associates Inc
	- PAYGO - Aug 2025 payment calculation - \$7,817.50
	- TIF reporting 2024 OSA reports - \$43,351.25
136,437.93	League of MN Cities Insurance Trust
	- J Haycraft claim - \$21,227.93
	- Quarterly Workers Comp premium – Sept-Dec 2025 - \$115,210.00
242,699.00	Legence Subsidiary Holdings LLC (ICS)
	- Public Safety Center - \$238,554.00
	- Community Center \$4,145.00
20,310.85	Marco Technologies -
	- Purchase 6 copiers - various departments - \$19,665.12
	- Copier service/usage fees - \$645.73
261,806.00	Near North Title Group - purchase 515 Bridge St
79,124.67	Nero Engineering - WWTF upgrade & expansion project - Aug 2025
33,263.93	Owatonna Area Chamber of Commerce - July lodging tax
2,569,941.45	Rice Lake Construction Group - WWTP Expansion - pay est #39
23,505.00	Short Elliott Hendrickson Inc - 18th Street SE Reconstruction & Trail Project
153,696.14	Southeast Service Cooperative - Sept 2025 health ins premiums
28,983.36	US Bank-entire organization monthly credit card purchases-July/August 2025
204,297.50	Wencl Construction - 25001 Street & Utility - pay est #4
<u>392,857.72</u>	Other Expenditures
\$4,146,923.55	SUBTOTAL
<u>113,836.00</u>	HRA Housing Assistance Payments
\$4,538,037.36	TOTAL Expenditures Presented for Approval

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

Resolution 58-25: Order Feasibility Report — 18th Street SE Reconstruction Project

Public Works Director Murphy requested approval of Resolution 58-25 authorizing preparation of the 18th Street SE Reconstruction Feasibility Report. The portion of 18th Street SE from Austin Road to just east of Cornerstone Lane is slated for reconstruction in 2026. The need is driven by aging infrastructure, improving safety, and providing multimodal transportation facilities to a corridor outlined in our Park and Trail System Master Plan. The feasibility report will discuss current infrastructure conditions and proposed improvements. The project will be paid for by a combination of assessments, federal funds, state aid funds, a transportation alternative grant, sanitary sewer funds, stormwater funds, OPU funds and the general fund. Cost allocations and amounts will be explored in the feasibility report. Council Member Boeke made a motion for approval, Council Member McCann seconded the motion. Council Member Svenby asked when the report would be completed, Director Murphy responded usually within 3-4 weeks and anticipated will be an item for Council Agenda during a November meeting. With no additional comments, all members present voted aye in approval.

Resolution 59-25: Order Feasibility Report — Main Street Reconstruction and Rehabilitation

Public Works Director Murphy requested Resolution 59-25: Ordering a Feasibility Report for the Main Street Reconstruction and Rehabilitation Project. Steele County and the City of Owatonna are working together to improve Main Street (CSAH 48) between Oak Avenue and Grove Avenue. Steele County is leading the effort on this project as it is a County State Aid Highway. Significant pavement deterioration, aged underground infrastructure, pedestrian and vehicular safety, and improving signalized intersections are primary drivers of this project. The feasibility report will discuss current infrastructure conditions and proposed improvements in greater detail. The project will be paid for by a combination of Steele County funds, assessments, state aid funds, sanitary sewer funds, stormwater funds, OPU funds and the general fund. Cost allocations and amounts will be explored in the feasibility report. Council Member Svenby made a motion for approval, Council Member Dotson seconded the motion, all members present voted aye in approval.

Resolution 60-25 Declare Costs — 2024 Street & Utility Project

Public Works Director Murphy presented Resolution 60-25: Declaring costs for the 2024 Street & Utility Project with improvements to Anderson Place SW and McKinley Street SW. Anderson Place SW and McKinley Street SW were reconstructed as part of the 2024 Street & Utility Project. The project was subject to assessments. A Preliminary Assessment Hearing was held on March 6, 2024 and on April 16, 2024, the city entered into a contract with Wencil Construction, Inc to complete the project at a contracted cost of \$1,248,467.00. The project is now complete, and the final amount has been paid to the contractor.

The final cost of the project, including Change Orders, Quantity Changes, and the addition of Engineering and Administrative Costs, was \$1,512,769.24 and will be paid for

with a combination of City Funds, OPU Reimbursements, and Special Assessments. The City of Owatonna will collect the assessments as reimbursement for expenses incurred as provided by our policies and state statute. Staff will prepare a Proposed Assessment Roll naming the affected property owners and the amount to be specially assessed on their property. The proposed assessment amount is \$90,516.40, which is 5.98% of the total project. Council Member Burbank made a motion for approval, Council Member McCann seconded the motion. Council Member Boeke commented that the council and staff have been trying to work through the process to eliminate individual assessments which would be equitable to all property owners. With no additional comments, all members present voted aye in approval.

Resolution 61-25: Set Public Hearing Date — 2024 Street & Utility Project Proposed Assessments

Public Works Director Murphy presented Resolution 61-25 setting a Public Hearing to consider the Proposed Assessments for the 2024 Street & Utility Project. The requested hearing date is Wednesday November 5, 2025. This is the next step in the process of approving costs for assessments as outlined in the Special Assessment Guide based on Minnesota State Statute 429.061, Subd 1. Staff will mail notice to the affected properties and provide public notice as required by State Statute. The proposed assessment amount is \$90,516.40, there are 28 parcels listed on the Proposed Assessment Role. Council Member Burbank made a motion for approval, Council Member Boeke seconded the motion, all members present voted aye in approval.

Resolution 62-25 Airport Maintenance and Operations Grant Agreement – MnDOT

Community Development Director Klecker presented resolution to approve an agreement with the Minnesota Department of Transportation (MnDOT) Office of Aeronautics for the for state fiscal year 2026 and 2027 (July 1, 2025, through June 30, 2027). MnDOT Aeronautics provides grant funding to airports under the State Airport Maintenance and Operation agreements (M&O). The funding participation provides reimbursement for eligible expenses such as building repairs, mowing, equipment repair costs and utilities not to exceed an amount calculated by an airport infrastructure formula. These program funds are derived from the user supported State Airports Fund. The City will receive reimbursement of 75% of direct, actual maintenance and operation costs of the airport, not to exceed \$69,313.48 per year. Council Member Burbank made a motion for approval, Council Member Svenby seconded the motion. Council Member Burbank requested clarification this is grant for maintenance and operations and not equipment to which Klecker confirmed. With no additional comments, all members present voted aye in approval.

Resolution 63-25 Award 2025 Fall Demolition Projects

Community Development Director Klecker requested approval of Resolution 63-25 to award the 2025 Fall Demolition Projects. The city purchased the house at 315 Lemond Road as well

as the house at 502 Maple Drive. All structures on the sites will be demolished and the utilities removed. The property will be filled and then seeded to finish the site. The city has a DNR Grant that assists in paying for structures to be demolished within the flood plain. Both houses are adjacent to other demolished properties. The DNR requires a deed restriction to be recorded to say permanent structures will not be built on these properties.

The city sent out an Invitation for Quotations on September 8, 2025. The invitation was sent to local contractors that have performed demolition work within the city or have expressed interest previously. The quotes were due at noon on September 30th. All structures are required to be removed by December 1, 2025. Due to the time of year, if not completed this year, utility disconnection is required to be completed by June 1, 2026. The low quote of \$63,000 was received from Wencil Construction. A portion of the demolition costs will be reimbursed by the DNR.

Council Member Burbank made a motion for approval, Council Member McCann seconded the motion. Council Member Boeke asked if this will exhaust balance of the grant received. Klecker confirmed this project will use all the funds received, there has been discussion they might offer more but that hasn't been approved. With no additional comments, all members present voted aye in approval.

Resolution 64-25 Authorize MnDOT Grant - Airport Taxilane and Parking Lot Reconstruction

Community Development Director presented Resolution 64-25 authorizing the acceptance of the anticipated MnDOT Grant Agreement for the airport taxilane and parking lot reconstruction. Resolution 56-25 accepting FAA Grant Funding Participation for this project was approved during September 16, 2025, City Council Meeting. This resolution authorizes acceptance of the anticipated state companion grant for the project. The project consists of the reconstruction of a taxilane pavement section in the hangar building area and the automobile parking lot and access road. Both pavement areas are beyond their useful life and deteriorated to the point that reconstruction is recommended by the engineer. The anticipated MnDOT grant offer is for \$ 49,566.00 for all eligible project costs including engineering, construction, and administrative costs. Anticipated funding for this project is as follows:

Federal Participation:	\$541,747.00
State Participation:	49,566.00
Local Participation:	<u>28,550.00</u>
Total:	\$619,863.00

All structures are required to be removed by December 1, 2025. Due to the time of year, if not completed this year, utility disconnection is required to be completed by June 1, 2026.

Klecker commented that if the contractor prefers to do this project next spring, the grant funds are approved, and the contractor has agreed to complete the project at the same cost. Council Member McCann made a motion for approval, Council Member Burbank seconded the motion, all members present voted aye in approval.

Resolution 65-25: Award Sale of General Obligation Bonds 2025A

Finance Director Burns introduced Todd Hagen, Senior Municipal Advisor at Ehlers. He confirmed bids for sale of the city's GO Bonds were received today. In preparation of this bond sale, a rating call was held with Moody's with Community Development Director Klecker, City Administrator Tuma, Finance Director Burns and me, Todd Hagen participating. The call went well, staff were well prepared and the city's financial status is consistent with strong reserves. The City's credit rating was maintained at an AA level, the per capita income profile was lower.

Today, two bids were received for the bonds offered, Series 2025A. Rates were good, ranging between 3.0505% and 3.1010%, so it is a good move to sell. After the bid opening the issue size decreased by \$145,000 due to a reduction in the costs of issuance, underwriter's discount and the receipt of a premium bid. The amount offered was lowered to \$1.57 million. The proposal of Northland Securities, Inc., Minneapolis, Minnesota (the "Purchaser"), to purchase the Bonds is hereby found and determined to be a reasonable offer and is hereby accepted, the proposal being to purchase the Bonds at a price of \$1,692,407.54 (par amount of \$1,570,000.00, plus original issue premium of \$135,626.80, less underwriter's discount of \$13,219.26), plus accrued interest. This sale will be completed on October 30th.

Council Member Dotson made a motion for approval, Council Member Boeke seconded the motion, all members present voted aye in approval.

Resolution 66-25: Rescind Lakeside Foods Notice of Violation & Authorize Consent Agreement

Public Works Director Murphy presented Resolution 66-25 to rescind the Notice of Violation to Lakeside Foods issued on May 6, 2025 with Resolution 23-25 for violations of the City's Code of Ordinances and the Industrial Wastewater Discharge Permit. Daniel Marx, Social Legal Counsel with Flattery & Hood was introduced.

Attorney Marx advised this is regards to an enforcement matter for a discharge event in 2023. The city does have adopted user rates, and we have been working with Lakeside Foods to calculate the amount of discharge. The City issued Lakeside Foods a formal Notice of Violation ("NOV") on or about May 6, 2025, alleging violations of the Permit and City ordinance as a result of a discharge event that occurred between August and September of 2023. On June 4, 2025, Lakeside Foods filed a petition of appeal of the NOV and also provided the City with new information and analysis about the amount of flow and pollutant loading estimated to have occurred between August and September of 2023.

Based on the information provided by Lakeside Foods and to resolve Lakeside Foods' petition of appeal, the City has determined it has good cause to rescind and withdraw Resolution 23-25 dated May 6, 2025 (authorizing issuance of the NOV) and the NOV itself dated May 6, 2025, and all findings respectively. The included Administrative Consent Agreement outlines the resolution both parties developed and agreed to. The agreement comes with terms to help prevent an event like this from occurring again.

This is a collaborative agreement, rescinding and withdrawing the Notice of Violation will result in a user fee charge of \$191,293.50 and \$22,000 in investigation costs. This is a binding agreement and if violated, their Discharge Permit can be revoked.

Council Member Dotson made a motion for approval, Council Member Burbank seconded the motion. Council Member Burbank commented the original proposed agreement included \$44,000 for investigation costs, Director Murphy commented there was a compromise, we are not writing off costs but accepting that we incur costs when running a wastewater treatment facility. Council Members Dotson and Voss each commented they were glad to see this resolved. Council Member Voss also thanked staff and City Attorney Walbran for their assistance in reaching this agreement. With no additional comments, all members present voted aye in approval.

Resolution 67-25 Legal Services Contract - Steele County Attorney's Office

City Administrator requested Council approval of Resolution 67-25 for the Steele County Attorney's Office to provide criminal prosecution, some government data practices, and civil representation to the City of Owatonna and its police department. The last known written contracts for prosecution services were dated in 1978 with Ruth & Schreiner Law Office, as independent contractors. On November 8, 1999, with city agreement, the practice of Ruth, Schreiner & Long assigned services to Steele County. Verbal agreements were made to adjust the reimbursement rate to Steele County for prosecution services at the same rate the City compensated its employees for a cost-of-living adjustment. Steele County has expanded legal services to the City and seeks to update the Legal Services Agreement and monthly fee structure. County Attorney Jarrett estimated services to the City involve one full-time attorney and half of a full-time equivalent support staff.

Paid and budgeted in the City Administrator's Budget. As outlined in Section 3:

2026: \$14,500.00 monthly or \$174,000.00 annually

2027: \$15,900.00 monthly or \$190,800.00 annually

2028: \$16,747.50 monthly or 200,970.00 annually

2029: \$17,584.87 monthly or \$211,018.44 annually

2030: \$18,112.41 monthly or \$217,348.92 annually

Council Member Boeke made a motion for approval, Council Member Burbank seconded the motion, all members present voted aye in approval.

Resolution 68-25 Joint Powers Agreement and Court Data Services Amendment for Prosecuting Attorney - State of Minnesota, Dept of Public Safety, BCA

City Administrator Tuma requested approval of Resolution 68-25 approving the Joint Powers Agreement (JPA) which authorizes the city's prosecuting attorney (Steele County Attorney's Office) working on behalf of the City of Owatonna to access the Minnesota Criminal Justice Data Communications Network (CJDN) and Court Records by completing the Court Data Services Agreement.

The Steele County Attorney's Office serves as the City of Owatonna's prosecuting authority for misdemeanor, gross misdemeanor and felony level crimes. As such, the Steele County Attorney's Office needs access to the CJDN and Court Records to fulfill their duties while acting on behalf of the City. Council Member Svenby made a motion for approval, Council Member Dotson seconded the motion, all members present voted aye in approval.

Resolution 69-25 Declare Hazardous Building - 2008 Greenwood Dr. NE

City Attorney Walbran presented Resolution No. 69-25 to designate the building located at 2008 Greenwood Dr. NE as a hazardous building and order that the hazardous conditions therein be abated. The residence has been vacant for over a year. Upon inspection the Owatonna Fire Department determined that the building is in violation of the following City ordinances:

- Code § 151.11(g), Unsanitary Conditions throughout the house;
- Code § 151.06 Subd. A, Substandard Buildings: ceiling is falling down, supported by wooden posts.
- Code § 151.11 Subd. A, General Requirements: flooring soft and spongy.
- Code § 93.002 Subd. E, Public Nuisance: cat feces and garbage throughout the house,
- Code § 151.07 Subd. B, Leaking Roof.

In the event it becomes necessary for the city to remedy the violations, the city may recover the costs by a special assessment pursuant to Minn. Stats. §§ 429.061-429.081. Council Member Boeke made a motion for approval, Council Member McCann seconded the motion. Council Member Dotson asked if the city would become owner of the property, would we be required to demolish the structure or could it be sold. City Attorney Walbran responded there is a USDA mortgage on the property, and he has been in contact with their office but currently their office is closed because of the Federal shutdown. With no additional comments, all members present voted aye in approval.

Commercial Hangar Space Lease - Accelerated Aviation, Amendment One to Airport Sublease - John Klatt Airshow, Inc. & NavFleet Holding, LLC and Amendment Two to Airport Sublease - Fountain Aviation, LLC

Community Development Director Klecker requested approval of an Airport Commercial Use Hangar Space Lease Agreement and two amendments to current subleases. Accelerated Aviation Instruction, LLC, has been operating a commercial flight school at the airport since February of 2020. The company continues to grow and is seeking to provide the additional commercial service of aircraft repair and maintenance under the business entity of Fountain Aviation, LLC. This service is complimentary to their existing business model and provides for an additional desired service at the airport.

This agreement allows for the rental of 6,400 SF (east half) of the airport's main heated hangar facility for an initial one-year term that is renewable for up to a five-year total term. This will allow for additional space for aircraft storage used for flight instruction and also allow additional room to provide space for the required service of aircraft repair and

maintenance in existing facilities owned by the company. Under the agreement, the Lessee is required to provide the commercial service of repair and maintenance of based and transient aircraft at the airport and employ one or more certified aircraft mechanics to include a designated airworthiness inspector on site during regular business hours. To accomplish this, the following additional actions are required:

1. Approve Amendment to Sublease One of Airport Commercial Hangar Lease - Lot #27 which was sublet to NavFleet Holdings, LLC on February 2, 2021 requires a brief bridge amendment to allow for public aircraft repair and maintenance until the new Lease on this lot becomes effective on January 2, 2026.
2. Approve Amendment to Sublease Two of Airport Commercial Hangar Lease – Lot #27 subletting to Fountain Aviation, LLC from NavFleet Holdings, LLC. All three business entities (Accelerated, NavFleet Holdings, Fountain) are controlled by the same owners. The Airport Commission reviewed the proposed three agreements and recommends approval.

The agreement provides for an escalating per square foot rental rate structure with the initial year's introductory revenue of \$6,396. Thereafter, upon renewal of the additional four-year term the rate is established to increase to match the rate for other similarly leased spaces at the airport as follows:

Year 1: \$ 6,396
Year 2: \$ 12,792
Year 3: \$ 19,200
Year 4: \$ 25,596
Year 5: \$ 31,992

Council Member Burbank made a motion for approval of the agreement, Council Member Svenby seconded the motion, all members present voted aye in approval.

Council Member Boeke made a motion to approve Amendment One to Airport Sublease - John Klatt Airshow, Inc. & NavFleet Holding, LLC, Council Member Svenby seconded the motion, all members present voted aye in approval.

Council Member Svenby made a motion to approve Amendment Two to Airport Sublease - Fountain Aviation, LLC, Council Member Dotson seconded the motion, all members present voted aye in approval.

Wastewater Treatment Facility IRA Energy Credit 80/20 Evaluation Services — Baker Tilly

Public Works Director Murphy requested approval of the Baker Tilly agreement for an IRA Energy Credit 80/20 Valuation Services. The City may be eligible for a federal tax credit if the digester updates made as part of the Wastewater Treatment Facility Expansion qualify under the Inflation Reduction Act 2022 ("IRA22"). Baker Tilly will support the City's assessment of the Project's eligibility to qualify for an Investment Tax Credit ("ITC"), the City has requested that Baker Tilly provide an appraisal rendering an opinion of the fair market value, as of a date preceding commencement of the Project (the "Valuation Date"), of certain digester

assets that will continue to be utilized upon completion of the Project (the "Digester Assets"). 80 percent of the total value of the asset be new, and the existing components not updated may not exceed 20 percent of the total value in order to be eligible for an ITC.

This will allow application for a rebate that the City was not aware of when the Wastewater Treatment Plant project began. The cost of this assessment is \$120,000 and if approved we could receive in excess of \$5 million dollars. Council Member Dotson made a motion for approval, Council Member McCann seconded the motion, all members present voted aye in approval.

PUBLIC COMMENTS

Dale Fairbanks, 460 Willow Creek, asked Council to reconsider potential projects plans. Three or four years ago, the city incurred costs in excess of \$1 million to demolish the former Monson Eye Clinic building for a parking lot and those parking spaces are not really convenient to the downtown business area. Prior to the N Cedar Streetscape Project, there was a survey showing most residents did not want to reduce the number of parking spaces within the downtown area but that is what happened by converting the diagonal parking to parallel parking on N Cedar Avenue. Now, you are discussing demolishing the current LEC building, which is only 60 years, that building is not as old as other city buildings, it should be refurbished for use. I want you to reconsider how you are spending my tax dollars. The county wants some, the school wants some as well as the city and you need to reconsider the public need for projects.

Melissa Zimmerman, 2525 Stony Creek Dr said she considered sending e-mails to council members following their last meeting but chose to make as a brief comment tonight. She wanted to thank the council for voting no to proposed tax increases and the proposed ordinance to raise Elected Official's salaries. A raise would have been nice for each of you, but you put the needs of the residents ahead of your own. Your decisions impact every resident of this community, and many families feel direct impacts from your decisions. I prepared this as a 2-minute comment, and I want to thank Council Member Dotson for getting this change allowing 3-minute comments. I will plan a full 3-minute comment for the next meeting.

Gary Jones, 995 Ridge Road also thanked council for the additional minute of time to make Public Comments. During the last council meeting I shared that I had tapped into Artificial Intelligence and shared both the question I asked as well as the answer received. I did not read the final conclusion proposed by AI to this question, "Is it a good idea to have, as Owatonna does, an archery deer hunt that extends 30 minutes after sunset in a public park with high foot traffic, dog walkers, disc golfers and surrounded by homes." The AI conclusion: "In summary, attempting to hunt in a high foot traffic public park with competing activities such as disc golf is profoundly unsafe, unethical and likely illegal. The significant danger to the public and clear conflict with safety standard protocols make it an exceptionally poor idea." This is not a Gary Jones' idea, but summation of facts on this topic for answer of AI's conclusion. This spring I met Park Director TW Diekmann at Mineral

Springs Park we walked into the area where the Season 2 tree stand is placed. We could see a high degree of activity within the park. His first question was "Why is this such an important thing for you? Nobody else has come forward and said anything, you are the only one.?" He gave the impression that everyone is fine with allowing the deer management program within Mineral Springs Park except me. I hope my analysis has shown that this is not the case. It is not Owatonna against me but City Council and Park and Rec against the worldwide web's conclusion formed by every fact that can be gathered on the topic. Please pull this from Mineral Springs Park before Al's findings come true. There is too much activity, and it is too small to be part of this annual event. You can prevent potential tragedy by eliminating Mineral Springs from the city's Deer Management Program.

STAFF COMMENT

Assistant City Administrator Thamert introduced and welcomed Daniel Jean who just began as the city's Accounting Analyst.

MAYOR AND COUNCIL COMMENTS:

Council Member Boeke welcomed Daniel to his new position in the Finance Department.

Council Member McCann congratulated Rachel Boss on her recent promotion to the city's Human Resources Director.

City Administrator Tuma advised that as the weather is turning cooler, staff will be winterizing the parks and turn off the water to the drinking fountains and restrooms. She thanked all staff for their work, from our front-line workers to our administrative staff, we have top-notch staff being great in their jobs, which is greatly appreciated.

Council Vice President Voss thanked everyone for attending the meeting.

At 8:07 p.m., Council Member Boeke made a motion to adjourn, Council Member Dotson seconded the motion, all members present voted nay and the meeting was closed.

Respectfully submitted,

Jeanette Clawson, Administrative Coordinator



CITY OF
OWATONNA

Licenses Permits

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Owatonna Fire Relief Association

Previous Gambling Permit Number: X- 74005

Minnesota Tax ID Number, if any: 41-6032886

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 107 W. Main St.

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

Name of Chief Executive Officer (CEO): Justin Brown

CEO Daytime Phone: (507)475-1787 CEO Email: justin.brown@owatonna.gov

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

Email permit to (if other than the CEO): leila.kath@owatonna.gov

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Owatonna Eagles Club

Physical Address (do not use P.O. box): 141 E Rose St

Check one:

☒ City: Owatonna Zip: 55060 County: Steele

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): November 15th, 2025

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

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

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

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

**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: Owatonna

Signature of City Personnel:

Jeannette Clawson
Title: Admin Coordinator Date: 10/14/25

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

**COUNTY APPROVAL
for a gambling premises
located in a township**

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

Print County Name: _____

Signature of County Personnel:

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Justin Brown* Date: 10/13/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Justin Brown

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

An equal opportunity employer



CITY OF
OWATONNA

Miscellaneous



DATE: October 21, 2025
TO: Mayor and City Council
FROM: Ryan Brown, IT Director
SUBJECT: Five-Year Renewal Agreement – OpenGov ERP Software

Purpose:

To request City Council approval for a five-year renewal agreement with OpenGov for continued use of its cloud-based Enterprise Resource Planning (ERP) software platform.

Background:

OpenGov ERP has been in use by the City since 2021, providing essential support for financial management, budgeting, procurement, and public transparency. The platform is used by multiple departments and is integral to the City's daily operations and long-term planning.

Budget Impact:

The proposed five-year agreement includes the following annual costs:

Year	Cost
2026	\$178,249.64
2027	\$183,597.13
2028	\$189,105.04
2029	\$194,778.19
2030	\$200,621.54

Funding is included in the approved IT Department operating budget.

Staff Recommendation:

Staff recommends approval of the proposed five-year agreement with OpenGov for ERP software services, with a 3% annual increase, to support the City's financial operations, transparency initiatives, and long-term digital modernization goals.

Attachments:

1. OpenGov Renewal Agreement



OpenGov Inc.
660 3rd Street, Suite 100
San Francisco, CA 94107
United States

Order Form Number: Q-11594
Created On: 10/01/2025
Order Form Expiration: 12/31/2025
Subscription Start Date: 01/01/2026
Subscription End Date: 12/31/2030

Prepared By: Ashley Jackson
Email: ashleyjackson@opengov.com
Contract Term: 60 Months

Customer Information:

Customer: City of Owatonna, MN
Bill To/Ship To: 540 West Hills Circle
Owatonna, Minnesota
55060
United States

Contact Name: Ryan Brown
Email: ryan.brown@owatonna.gov
Phone:

Order Details:

Billing Frequency: Prepaid
Payment Terms: Net 30 Days

SOFTWARE SERVICES:

Product Name	Start Date	End Date	Annual Fee
Asset Management	01/01/2026	12/31/2026	\$11,106.42
Bluebeam Integration	01/01/2026	12/31/2026	\$2,206.75
Citizen Services - 5 Service Areas	01/01/2026	12/31/2026	\$52,902.56
Facilities Domain	01/01/2026	12/31/2026	\$2,769.88
Financials Expert Services: Optimize	01/01/2026	12/31/2026	\$23,908.50
OpenGov Core Procurement and Contracts	01/01/2026	12/31/2026	\$11,037.69
OpenGov Financials and Budgeting	01/01/2026	12/31/2026	\$54,379.29

Parks & Recreation Domain	01/01/2026	12/31/2026	\$1,846.86
Premium Support	01/01/2026	12/31/2026	\$6,641.98
SCF City 20,000 - 29,999 (includes 20 SCF users)	01/01/2026	12/31/2026	\$0.00
Signal Domain	01/01/2026	12/31/2026	\$923.85
Stormwater Domain	01/01/2026	12/31/2026	\$1,846.86
Transportation Domain	01/01/2026	12/31/2026	\$2,769.88
Walkability Domain	01/01/2026	12/31/2026	\$1,292.38
Wastewater Collection	01/01/2026	12/31/2026	\$1,846.86
Wastewater Treatment Domain	01/01/2026	12/31/2026	\$2,769.88
Asset Management	01/01/2027	12/31/2027	\$11,439.61
Bluebeam Integration	01/01/2027	12/31/2027	\$2,272.96
Citizen Services - 5 Service Areas	01/01/2027	12/31/2027	\$54,489.65
Facilities Domain	01/01/2027	12/31/2027	\$2,852.97
Financials Expert Services: Optimize	01/01/2027	12/31/2027	\$24,625.76
OpenGov Core Procurement and Contracts	01/01/2027	12/31/2027	\$11,368.83
OpenGov Financials and Budgeting	01/01/2027	12/31/2027	\$56,010.68
Parks & Recreation Domain	01/01/2027	12/31/2027	\$1,902.27
Premium Support	01/01/2027	12/31/2027	\$6,841.23
SCF City 20,000 - 29,999 (includes 20 SCF users)	01/01/2027	12/31/2027	\$0.00

Signal Domain	01/01/2027	12/31/2027	\$951.56
Stormwater Domain	01/01/2027	12/31/2027	\$1,902.27
Transportation Domain	01/01/2027	12/31/2027	\$2,852.97
Walkability Domain	01/01/2027	12/31/2027	\$1,331.15
Wastewater Collection	01/01/2027	12/31/2027	\$1,902.27
Wastewater Treatment Domain	01/01/2027	12/31/2027	\$2,852.97
Asset Management	01/01/2028	12/31/2028	\$11,782.80
Bluebeam Integration	01/01/2028	12/31/2028	\$2,341.15
Citizen Services - 5 Service Areas	01/01/2028	12/31/2028	\$56,124.35
Facilities Domain	01/01/2028	12/31/2028	\$2,938.56
Financials Expert Services: Optimize	01/01/2028	12/31/2028	\$25,364.53
OpenGov Core Procurement and Contracts	01/01/2028	12/31/2028	\$11,709.89
OpenGov Financials and Budgeting	01/01/2028	12/31/2028	\$57,691.04
Parks & Recreation Domain	01/01/2028	12/31/2028	\$1,959.34
Premium Support	01/01/2028	12/31/2028	\$7,046.47
SCF City 20,000 - 29,999 (includes 20 SCF users)	01/01/2028	12/31/2028	\$0.00
Signal Domain	01/01/2028	12/31/2028	\$980.11
Stormwater Domain	01/01/2028	12/31/2028	\$1,959.34
Transportation Domain	01/01/2028	12/31/2028	\$2,938.56

Walkability Domain	01/01/2028	12/31/2028	\$1,371.09
Wastewater Collection	01/01/2028	12/31/2028	\$1,959.34
Wastewater Treatment Domain	01/01/2028	12/31/2028	\$2,938.56
Asset Management	01/01/2029	12/31/2029	\$12,136.28
Bluebeam Integration	01/01/2029	12/31/2029	\$2,411.38
Citizen Services - 5 Service Areas	01/01/2029	12/31/2029	\$57,808.09
Facilities Domain	01/01/2029	12/31/2029	\$3,026.72
Financials Expert Services: Optimize	01/01/2029	12/31/2029	\$26,125.46
OpenGov Core Procurement and Contracts	01/01/2029	12/31/2029	\$12,061.18
OpenGov Financials and Budgeting	01/01/2029	12/31/2029	\$59,421.81
Parks & Recreation Domain	01/01/2029	12/31/2029	\$2,018.12
Premium Support	01/01/2029	12/31/2029	\$7,257.87
SCF City 20,000 - 29,999 (includes 20 SCF users)	01/01/2029	12/31/2029	\$0.00
Signal Domain	01/01/2029	12/31/2029	\$1,009.51
Stormwater Domain	01/01/2029	12/31/2029	\$2,018.12
Transportation Domain	01/01/2029	12/31/2029	\$3,026.72
Walkability Domain	01/01/2029	12/31/2029	\$1,412.22
Wastewater Collection	01/01/2029	12/31/2029	\$2,018.12
Wastewater Treatment Domain	01/01/2029	12/31/2029	\$3,026.72

Asset Management	01/01/2030	12/31/2030	\$12,500.37
Bluebeam Integration	01/01/2030	12/31/2030	\$2,483.72
Citizen Services - 5 Service Areas	01/01/2030	12/31/2030	\$59,542.29
Facilities Domain	01/01/2030	12/31/2030	\$3,117.52
Financials Expert Services: Optimize	01/01/2030	12/31/2030	\$26,909.23
OpenGov Core Procurement and Contracts	01/01/2030	12/31/2030	\$12,423.02
OpenGov Financials and Budgeting	01/01/2030	12/31/2030	\$61,204.41
Parks & Recreation Domain	01/01/2030	12/31/2030	\$2,078.66
Premium Support	01/01/2030	12/31/2030	\$7,475.60
SCF City 20,000 - 29,999 (includes 20 SCF users)	01/01/2030	12/31/2030	\$0.00
Signal Domain	01/01/2030	12/31/2030	\$1,039.80
Stormwater Domain	01/01/2030	12/31/2030	\$2,078.66
Transportation Domain	01/01/2030	12/31/2030	\$3,117.52
Walkability Domain	01/01/2030	12/31/2030	\$1,454.59
Wastewater Collection	01/01/2030	12/31/2030	\$2,078.66
Wastewater Treatment Domain	01/01/2030	12/31/2030	\$3,117.52

Customer Billing/Service Periods:

Period:	Total:
01/01/2026	\$178,249.64
01/01/2027	\$183,597.15
01/01/2028	\$189,105.13
01/01/2029	\$194,778.32

01/01/2030

\$200,621.57

Order Form Legal Terms:

This Order Form incorporates the OpenGov Master Services Agreement ("MSA") attached here or available at <https://opengov.com/terms-of-service/master-services-agreement/>.

The "Agreement" between OpenGov and the entity identified above ("Customer") consists of the Order Form, MSA, and, if Professional Services are purchased, the Statement of Work.

Unless otherwise specified above, fees for the Software Services and Professional Services shall be due and payable, in advance, 30 days from receipt of the invoice.

By signing this Agreement, Customer acknowledges that it has reviewed, and agrees to be legally bound by the Agreement. Each party's acceptance of this Agreement is conditional upon the other's acceptance of the Agreement to the exclusion of all other terms

City of Owatonna, MN:

Signature:

Name:

Title:

Date:

OpenGov, Inc.

Signature:

Name:

Title:

Date:



CITY OF
OWATONNA

Finance Report

RECAP:

\$	21,575.54	Central Farm Service - fleet fuel
	613,230.42	Crane Creek
		- 25007 CIP overlay - est #1-final - \$538,337.44
		- asphalt - \$74,892.98
	34,950.00	Fairbo Air Conditioning & heating - tube heaters mechanical area & parks shop
	159,943.22	From the Ground Up - July 2025 storm damage tree removal
	32,577.60	Innovative Masonry Restoration - masonry repair & tuckpointing - pay est #1
	60,449.23	Legence Subsidiary Holdings LLC (ICS)
		- Public Safety Center - \$56,065.00
		- Community Center \$4,384.23
	32,739.62	Owatonna Area Chamber of Commerce - August lodging tax
	155,629.92	Southeast Service Cooperative - October 2025 health ins premiums
	<u>231,382.02</u>	OTHER EXPENDITURES
\$	<u>1,342,477.57</u>	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					
384832	10/20/25	CLOVER CONNECT	1,318.57	R	Wire Transfer
384833	10/20/25	GLOBAL PAYMENTS INTEGRATED	5,537.40	R	Wire Transfer
384834	10/20/25	MN DEPT OF LABOR AND INDUSTRY	1,451.80	R	Wire Transfer
384835	10/20/25	MN DEPT OF REVENUE	5,077.00	R	Wire Transfer
384836	10/20/25	SOUTHEAST SERVICE COOPERATIVE	155,629.92	R	Wire Transfer
384837	10/20/25	US BANK	16,612.95	R	Wire Transfer
384838	10/20/25	WEX BANK	697.45	R	Wire Transfer
384839	10/20/25	WEX HEALTH INC	360.25	R	Wire Transfer
384840	10/21/25	ABDO LLP	11,211.25	R	ACH
384841	10/21/25	ALBERT LEA TRIBUNE	198.00	0	Regular
384842	10/21/25	ALEXANDER LUMBER COMPANY	942.23	0	Regular
384843	10/21/25	AMERICAN ENGINEERING TESTING	3,258.69	R	ACH
384844	10/21/25	APG MEDIA OF SO MINNESOTA LLC	151.25	0	Regular
384845	10/21/25	ARNOLD'S OF MANKATO INC	378.93	0	Regular
384846	10/21/25	ASPHALT ZIPPER INC	127.33	0	Regular
384847	10/21/25	AWARDS DIRECT INC	1,118.08	0	Regular
384848	10/21/25	BAMBI JES	1,000.00	0	Regular
384849	10/21/25	BELL OPTICAL	282.42	0	Regular
384850	10/21/25	BRAUN INTERTEC CORPORATION	14,957.00	0	Regular
384851	10/21/25	BRODART CO	142.25	0	Regular
384852	10/21/25	CAVALIER COACHES INC	1,990.00	0	Regular
384853	10/21/25	CDW GOVERNMENT INC	639.64	0	Regular
384854	10/21/25	CEDAR VALLEY SERVICES INC	757.53	R	ACH
384855	10/21/25	CEMSTONE CONCRETE MATERIAL LLC	651.50	0	Regular
384856	10/21/25	CENTER POINT PUBLISHING	602.51	0	Regular
384857	10/21/25	CENTRAL FARM SERVICE	21,575.54	0	Regular
384858	10/21/25	CENTRAL FARM SERVICE	1,445.76	0	Regular
384859	10/21/25	CITY OF OWATONNA	13.60	0	Regular
384860	10/21/25	CITY-COUNTY COMMUNIC & MKTG	400.00	0	Regular
384861	10/21/25	CORE & MAIN	556.82	0	Regular
384862	10/21/25	COURT SPORTS AND MORE	136.00	0	Regular
384863	10/21/25	COVERALL OF THE TWIN CITIES	2,455.00	R	ACH
384864	10/21/25	CRANE CREEK ASPHALT	613,230.42	R	ACH
384865	10/21/25	CULLIGAN OF OWATONNA	31.08	R	ACH
384866	10/21/25	CUSTOM COMMUNICATIONS INC	505.00	0	Regular
384867	10/21/25	DAVIS MECHANICAL SYSTEMS INC	1,416.00	R	ACH
384868	10/21/25	DEML FORD INC	39.98	0	Regular
384869	10/21/25	DREW ROBERT DAYWALT	6,500.00	0	Regular
384870	10/21/25	ENSURITY MOBILE CORP	3,125.00	0	Regular
384871	10/21/25	FARIBO AIR CONDITIONING&HEATIN	34,950.00	0	Regular
384872	10/21/25	FASTENAL COMPANY	447.16	R	ACH
384873	10/21/25	FIRST SUPPLY OWATONNA	989.97	R	ACH
384874	10/21/25	FLOW MEASUREMENT AND CONTROL	2,115.00	R	ACH
384875	10/21/25	FOUR SEASONS ELECTRIC	1,899.57	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
384876	10/21/25	FROM THE GROUND UP LLC	159,943.22	R	ACH
384877	10/21/25	GENUINE PARTS COMPANY - NAPA	1,039.68	R	ACH
384878	10/21/25	HILLYARD INC	181.26	0	Regular
384879	10/21/25	HUBER SUPPLY CO INC	19.50	0	Regular
384880	10/21/25	INGRAM LIBRARY SERVICES LLC	984.69	0	Regular
384881	10/21/25	INNOVATIVE MASONRY RESTORATION	32,577.60	0	Regular
384882	10/21/25	INNOVATIVE OFFICE SOLUTIONS	5.67	0	Regular
384883	10/21/25	JARDINE LOGAN & O'BRIEN	467.50	0	Regular
384884	10/21/25	JASON MARSHALL STAYTON	705.00	R	ACH
384885	10/21/25	JOHN DEERE FINANCIAL	434.76	0	Regular
384886	10/21/25	JONES HAUGH & SMITH INC	1,472.00	0	Regular
384887	10/21/25	KARI MARIE JACOTT LPCC	300.00	0	Regular
384888	10/21/25	KENNEDY & GRAVEN CHARTERED	190.00	0	Regular
384889	10/21/25	KWIK TRIP INC	129.59	0	Regular
384890	10/21/25	LAWSON AUTOMOTIVE LLC	522.87	R	ACH
384891	10/21/25	LEAGUE OF MN CITIES INS TRUST	15,754.00	0	Regular
384892	10/21/25	LEGENCE SUBSIDIARY HOLDINGS LL	60,449.23	R	ACH
384893	10/21/25	LIBRARY IDEAS LLC	10,973.00	0	Regular
384894	10/21/25	MARCO TECHNOLOGIES LLC	750.30	R	ACH
384895	10/21/25	METRO SALES INC	316.26	0	Regular
384896	10/21/25	METRONET SYSTEMS HOLDINGS LLC	559.78	R	ACH
384897	10/21/25	MICHAEL A. OLDENBURG	424.00	0	Regular
384898	10/21/25	MIDWEST TAPE LLC	3,329.24	R	ACH
384899	10/21/25	MINER'S OUTDOOR & RECREATION	2,064.69	0	Regular
384900	10/21/25	MINNESOTA SECURITY CONSORTIUM	1,500.00	R	ACH
384901	10/21/25	MN DEPT OF REVENUE	25.00	R	Wire Transfer
384902	10/21/25	MN DEPT OF TRANSPORTATION	624.49	0	Regular
384903	10/21/25	MN VALLEY TESTING LABS INC	586.75	R	ACH
384904	10/21/25	MRI SOFTWARE LLC	25.00	R	ACH
384905	10/21/25	MTI DISTRIBUTING INC	2,065.11	R	ACH
384906	10/21/25	MYPILLOT STORE.COM	1,707.90	0	Regular
384907	10/21/25	NORTH CENTRAL LABORATORIES	145.03	0	Regular
384908	10/21/25	NORTHLAND FARM SYSTEMS	84.98	R	ACH
384909	10/21/25	ODB COMPANY	4,588.60	0	Regular
384910	10/21/25	OLMSTED CO TREASURY FINANCE	158.20	R	ACH
384911	10/21/25	OWATONNA AREA CHAMBER OF COMM	32,739.62	0	Regular
384912	10/21/25	OWATONNA GLASS LLC	202.25	0	Regular
384913	10/21/25	OWATONNA MOTOR COMPANY	1,703.18	0	Regular
384914	10/21/25	OWATONNA PUBLIC UTILITIES	1,743.88	R	ACH
384915	10/21/25	OWATONNA QUARTERBACK CLUB	1,000.00	0	Regular
384916	10/21/25	OWATONNA SOFTBALL ASSN	2,100.00	0	Regular
384917	10/21/25	OWT HARDWARE	249.03	0	Regular
384918	10/21/25	PB PARENT HOLDCO, LP	995.00	R	ACH
384919	10/21/25	PIONEER MANUFACTURING COMPANY	2,800.00	R	ACH
384920	10/21/25	PRIME GARAGE DOOR & MORE LLC	365.00	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
384921	10/21/25	PUMP AND METER SERVICE, INC	2,317.00	R	ACH
384922	10/21/25	RCM SPECIALTIES	918.06	0	Regular
384923	10/21/25	RDO EQUIPMENT CO	1,050.04	R	ACH
384924	10/21/25	REINDERS INC	1.25	R	ACH
384925	10/21/25	RENEE L RUMLER LPCC	300.00	0	Regular
384926	10/21/25	RIVER CITY ELECTRIC CO	1,746.00	0	Regular
384927	10/21/25	SCHILLING SUPPLY CO	110.09	R	ACH
384928	10/21/25	SCHOLASTIC INC	3.98	R	ACH
384929	10/21/25	SCOTT F LIMBERG	700.00	R	ACH
384930	10/21/25	SELCO	4,782.15	R	ACH
384931	10/21/25	SHERWIN WILLIAMS COMPANY	219.70	0	Regular
384932	10/21/25	SHI INTERNATIONAL CORP	6,513.82	0	Regular
384933	10/21/25	SHORT ELLIOTT HENDRICKSON INC	972.43	R	ACH
384934	10/21/25	SHRED RIGHT	42.53	R	ACH
384935	10/21/25	SPHERION STAFFING LLC	961.93	0	Regular
384936	10/21/25	SPLIT ROCK MANAGEMENT INC	7,300.00	R	ACH
384937	10/21/25	ST CROIX RECREATION CO	2,162.00	R	ACH
384938	10/21/25	STEELE COUNTY RECORDER	46.00	0	Regular
384939	10/21/25	STEELE COUNTY TREASURER	6,245.00	0	Regular
384940	10/21/25	STEVE JAMES EXCAVATING INC	2,010.00	R	ACH
384941	10/21/25	STEWART SANITATION	1,954.95	0	Regular
384942	10/21/25	STRAIGHT RIVER SPORTS	55.00	0	Regular
384943	10/21/25	SYNCHRONY BANK - LOWE'S	2,063.36	0	Regular
384944	10/21/25	TERMINIX	72.08	0	Regular
384945	10/21/25	THOMPSON SANITATION INC	196.40	R	ACH
384946	10/21/25	TOR SPERLING	16.95	R	ACH
384947	10/21/25	TREASURY DIVISION, FINANCE	79.10	0	Regular
384948	10/21/25	TRI M GRAPHICS	243.63	R	ACH
384949	10/21/25	UKG INC	18,936.17	R	ACH
384950	10/21/25	UNITED WAY	55.00	0	Regular
384951	10/21/25	VAN METER INC	113.02	0	Regular
384952	10/21/25	VENTURE HYDRAULICS INC	523.03	R	ACH
384953	10/21/25	VERIZON WIRELESS	2,211.96	0	Regular
384954	10/21/25	VESTIS FIRST AID	41.45	0	Regular
384955	10/21/25	VESTIS GROUP INC	344.33	0	Regular
384956	10/21/25	WALBRAN & FURNESS CHARTERED	5,123.25	R	ACH
384957	10/21/25	WASECA COUNTY HWY DEPT	50.90	0	Regular
384958	10/21/25	WEN-COL INC	4,301.44	0	Regular
384959	10/21/25	WENCL PLUMBING	220.00	0	Regular
384960	10/21/25	WHKS & CO	1,365.00	R	ACH
384961	10/21/25	ZEP MANUFACTURING CO	179.86	R	ACH

72	Checks total:	232,296.56
49	ACH total:	923,470.67
0	EFTPS total:	
9	Wire transfer total:	186,710.34
0	Payment Manager total:	
130	GRAND TOTALS	1,342,477.57



DATE: October 21, 2025
TO: Mayor and City Council
FROM: Mark Walbran - City Attorney
SUBJECT: First Reading Proposed Ordinance 25-12 - Amend City Code Chapter 122:
Cannabis Regulation

Purpose:

Request Council approval of the first reading of the amended Code Chapter 122 to limit sales of low potency hemp products to establishments open to persons age 21-and over.

Background:

This year, the state legislature adopted an amendment requiring businesses selling low potency hemp products (LPHP) which were previously required to be registered with the Minnesota Department of Health under Minn. Stat. § 151.72 to be licensed instead. There are currently 43 LPHP retailers in Steele County, 12 of which are in the City limits.

On Monday, October 7, the City and County working group met again, including the County and City Administrators, OPD Chief, Community Development Director, Sheriff, and County Public Health Officials, to discuss whether our respective cannabis ordinances should be amended to include restrictions on the sale of LPHP products. It was the consensus of those at the meeting that it would be a hardship on existing LPHP retailers to comply with the adult use cannabis setbacks. Only 2 retailers would meet the current regulations.

It was also the consensus of the group that "limiting youth access to such products is an important public health priority". Thus, we recommend that both the County Board and City Council amend their respective ordinances to only allow existing LPHP retailers which are open only to persons age 21 or older to register with the County once they are licensed by the Office of Cannabis Management (OCM). Any new license LPHP retailers seeking registration with the County will be required to meet the setbacks in effect at the time of registration. Similar to the adult use registration rules, registration approved for LPHP retailer would be limited to their existing location and would not be transferable.

The attachment is City Code Chapter 122 - Cannabis Regulation. It is 15 pages long with the proposed changes beginning on page 5 in Section 122.04, Requirements of Cannabis Businesses. The proposed changes are underlined and also marked in the left margin.

Budget Impact:

Unknown.

Staff Recommendation:

The City Chief of Police, City Administrator, City Attorney, City Community Development Director, County Administrator, Sheriff, and County Health Department recommend approval of this amendment. A second/final reading is required at a future meeting for approval.

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Attachments:

1. City Code Chapter 122 Cannabis Regulation

CHAPTER 122: CANNABIS REGULATION

Section

122.01 Administration

122.02 Definitions

122.03 City's delegation of registration authority to Steele County

122.04 Requirements of cannabis businesses

122.05 Temporary cannabis events

122.99 Penalty

§ 122.01 ADMINISTRATION.

(A) Findings and purpose. The City Council makes the following legislative findings:

(1) The purpose of this chapter is to implement the provisions of Minn. Stat. Ch. 342, which authorizes the City Council to protect the public health, safety, welfare of the city's residents by regulating cannabis businesses within the legal boundaries of the city.

(2) The City Council finds and concludes that the proposed provisions are appropriate and lawful land-use regulations for the city, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

(B) Authority and jurisdiction. The City Council has the authority to adopt this chapter pursuant to:

(1) Minn. Stat. § 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses;

(2) Minn. Stat. § 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses;

(3) Minn. Stat. § 152.0263, Subd. 5, regarding the use of cannabis in public places; and

(4) Minn. Stat. § 462.357, regarding the authority of a local authority to adopt zoning ordinances.

(C) This chapter shall be applicable within the legal boundaries of the city.

(D) The city, by resolution, has delegated cannabis retail registration authority and compliance check responsibility herein to Steele County pursuant to Minn. Stat. § 342.22 and Steele County Ordinance 2024-42.

(E) Severability. If any section, clause, provision, or portion of this chapter is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this chapter shall not be affected thereby.

(F) Enforcement. The City Administrator and Chief of Police and his or her designees are responsible for the administration and enforcement of this chapter, except as provided in § 122.03(C)(1). Any violation of the provisions of this chapter or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this chapter can occur regardless of whether or not a permit is required for a regulated activity listed in this chapter.

(Ord. 1666, passed 12-3-2024) Penalty, see § 122.99

§ 122.02 DEFINITIONS.

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. § 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this chapter.

CANNABIS BUSINESSES. As defined in Minn. Stat. § 342.01, Subd. 14.

CANNABIS CULTIVATION. A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

CANNABIS RETAIL BUSINESSES. A retail location and the retail location(s) of mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, and lower-potency hemp edible retailers.

CANNABIS RETAILER. Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.

DAY CARE FACILITY. A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

LOWER-POTENCY HEMP EDIBLE. As defined under Minn. Stat. § 342.01, Subd. 50.

OFFICE OF CANNABIS MANAGEMENT. Minnesota Office of Cannabis Management, referred to as “OCM” in this chapter.

PARK FEATURE. An attraction within a public park that is regularly used by minors, including, but not limited to, a playground or athletic field.

PLACE OF PUBLIC ACCOMMODATION. A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

PRELIMINARY LICENSE APPROVAL. OCM pre-approval for a cannabis business license for applications who qualify under Minn. Stat. § 342.17.

PUBLIC PLACE. Includes, but is not limited to:

(1) All public parks and trails, playgrounds and athletic fields, Brooktree Golf Course, Steele County Fairgrounds, West Hills, Public Library, Owatonna Public Utilities facilities and any other city- or county- or state-owned property within the city;

(2) All school property of schools as defined in this section below as “school”;

(3) Indoor area use by the general public, including, but not limited to, restaurants, bars, any other food or liquor establishments, including decks and other outdoor service areas;

(4) Hospitals, nursing homes, auditoriums, arenas, or gyms; and

(5) Meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

(6) Exceptions to PUBLIC PLACE or PLACE OF PUBLIC ACCOMMODATION. A PUBLIC PLACE or a PLACE OF PUBLIC ACCOMMODATION does not include the following:

(a) A private residence, including the individual’s curtilage or yard;

(b) A private property, not generally accessible by the public, unless the individual is explicitly prohibited from consuming cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; or

(c) On the premises of an establishment or event licensed to permit on-site consumption.

RESIDENTIAL TREATMENT FACILITY. As defined under Minn. Stat. § 245.462, Subd. 23.

RETAIL REGISTRATION. An approved registration issued by Steele County to a state-licensed cannabis retail business.

SCHOOL.

(1) Public school as defined under Minn. Stat. § 120A.05;

(2) Nonpublic school that meets the reporting requirements under Minn. Stat. § 120A.24;

(3) Charter school licensed by the Minnesota Department of Education; or

(4) Post-secondary educational facilities, including any colleges, universities, or technical schools.

SMOKING. Inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products. **SMOKING** includes carrying or using an activated electronic delivery device for human consumption through inhalation of aerosol or vapor from the product.

SPECIAL SERVICES. The exclusive allocation of city resources, including, but not limited to, city personnel, equipment, rights-of-way, property or facilities for use in conjunction with a specific event or activity, as requested by the host or sponsor of the event, or as requested by or on behalf of any person attending the event, or deemed necessary by city staff in order to maintain public safety.

STATE LICENSE. An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

TEMPORARY CANNABIS EVENT. An event lasting no more than four days at which cannabis products, cannabis flower, lower-potency hemp edibles, and hemp-derived consumer products may be sold and consumed and for which the organizer has a cannabis event organizer license issued by the Office of Cannabis Management.

TEMPORARY CANNABIS EVENT ORGANIZER. An individual or an organization licensed by the State of Minnesota to hold a temporary cannabis event, as described in Minn. Stat. §§ 342.39 and 342.40.

(Ord. 1666, passed 12-3-2024)

§ 122.03 CITY'S DELEGATION OF REGISTRATION AUTHORITY TO STEELE COUNTY.

(A) Pursuant to Minn. Stat. § 342.22, and Steele County Ordinance 2024-42, the city, by resolution, shall delegate to Steele County the city's authority to register cannabis and hemp businesses and its authority to conduct compliance checks of said businesses within the city's jurisdiction.

(B) No individual or entity may operate a state-licensed cannabis business within the city without first obtaining an approved registration issued by the county.

(C) In discharging its delegated authority, the county:

(1) Shall administer and enforce Steele County Ordinance 2024-42, Sec. 2 "Registration of Cannabis Businesses";

(2) Shall conduct a preliminary compliance check prior to issuance of a cannabis retail business registration to ensure compliance with local ordinances, including local zoning ordinances and, if applicable, the state fire code and building code;

(3) Shall conduct annual compliance checks at a minimum of one compliance check per calendar year of every cannabis business with a retail registration to assess if the business meets the age verification requirements and other requirements under Minn. Stat. § 342.22, and provided in Steele County Ordinance 2024-42; and

(4) Shall renew an annual registration of the state licensed cannabis retail business at the same time OCM renews the cannabis retail businesses license.

(Ord. 1666, passed 12-3-2024)

§ 122.04 REQUIREMENTS OF CANNABIS BUSINESSES.

(A) Minimum buffer requirements. The city shall prohibit the operation of a cannabis business within:

(1) One thousand feet of any school, as measured in a straight line, from the nearest boundary line of the cannabis business to the nearest boundary line of the school.

(2) Five hundred feet, as measured in a straight line, from the nearest boundary of the cannabis business to the nearest boundary line of the following:

(a) Day care facility;

(b) Residential treatment facility; and

(c) Public parks and trails regularly used by minors, including playgrounds and athletic fields and the Steele County Fairgrounds.

(3) The city shall prohibit the operation of a cannabis retail business within 1,000 feet of another cannabis business.

(4) Per Minn. Stat. § 462.357 Subd. 1e, nothing herein shall prohibit an active cannabis business or a cannabis business seeking a renewal registration from continuing operation at the same site of a school, day care, residential treatment facility, or public park regularly used by minors, moves within the minimum buffer zone.

(5) Any business not registered with the Minnesota Office of Cannabis Management (OCM) on or before August 31, 2025, under MINN. STAT. § 151.72, to sell hemp-derived cannabinoid products, that seeks to obtain a Lower-Potency Hemp Edible (LPHE) retailer license under MINN. STAT. § 342.46, must comply with all buffer requirements in this section.

(a) Businesses registered with OCM on or before August 31, 2025, that seek to obtain a LPHE retailer license are exempt from the buffer requirements in this section, provided that such retailers remain continuously operated at the same location. This exemption is non-transferable and shall terminate upon the sale, transfer, or relocation of the business.

(B) Insurance. No individual or entity may operate a state-licensed cannabis business within the city without first presenting a Certificate of Insurance to the City Administrator's Office as evidence of the following coverages for the location which shall meet the following minimum limits of liability:

(1) Commercial general liability (CGL):

- (a) \$1.5 million each occurrence;
- (b) \$3 million general aggregate; and
- (c) \$3 million products and completed operations aggregate (or product liability).

(2) Workers' compensation insurance:

- (a) As required by Minnesota state law; and
- (b) Employer's liability insurance:
 - 1. \$500,000 per accident;
 - 2. \$500,000 disease policy limit; and
 - 3. \$500,000 disease each employee.

(3) Commercial auto insurance: \$1 million combined single limit including coverage for hired and non-owned vehicles.

(C) Prohibited Sales and Other Restrictions

(1) Applicability. The provisions in this section apply to all registered cannabis retail businesses in the City, including lower-potency hemp edible retailers, unless otherwise noted. Approved products include adult-use cannabis, lower-potency hemp edible, and medical cannabinoid products.

(2) Hours of Operation. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, or hemp derived consumer lower-potency hemp edible products between the hours of 8:00 am to 10:00 pm. Monday to Saturday and on Sunday, 10:00 am to 10:00 pm.

(3) Legal Age. No person shall sell any approved product to any person under the age of 21.

(a) Businesses licensed or endorsed to sell medical cannabinoid products may sell medical cannabinoid products to persons under age 21 who are enrolled in the medical registry program pursuant to MINN. STAT. § 342.24 subd. 1.

(4) Age verification. Before any sale of approved products, the registered cannabis business must verify, by means of government-issued photographic identification containing the bearer's date of birth, that the purchaser is at least 21 years of age.

(5) Minimum clerk age. Individuals employed by a registered cannabis business must be at least 21 years of age to sell or handle approved products.

(6) Age restrictions and eligible retail locations. Except as provided in this subsection, no person shall sell or offer for sale any approved products, except in registered retail establishments that prohibit persons under the age of 21 from entering at all times.

(a) Businesses licensed or endorsed to sell medical cannabinoid products may allow entry to persons under age 21 who are enrolled in the medical registry program for the sole purpose of purchasing medical cannabinoid products pursuant to MINN. STAT. § 342.24.

(b) Lower-potency hemp edible beverages may be sold for on-site consumption in licensed food and beverage establishments that:

- i. Operate a permanently constructed bar service area under a valid on-sale intoxicating liquor or 3.2 malt liquor license under MINN. STAT. § 340A
- ii. Store and dispense such beverages only by an employee age 21 or older from behind the bar counter to patrons age 21 or older;

(7) Prohibited sales practices. In addition to the prohibitions set forth under MINN. STAT. § 342.27 subd. 12 and MINN. STAT. § 342.46 subd. 7, no registered cannabis business shall sell or offer to sell any approved product:

(a) By means of any type of vending machine.

(b) By means of self-service display. All approved products, including lower-potency hemp edible beverages, must be stored in a locked case behind the sales counter, in a storage unit, or in another area not freely accessible by the general public. This does not prohibit registered cannabis businesses from displaying single product samples pursuant to MINN. STAT. § 342.27 subd. 5.

(c) At a moveable place of business. Only fixed location businesses may sell approved products.

(d) By means of delivery sales. All sales of approved products must be conducted in person, in a registered cannabis business, in over-the-counter sales transactions. This does not prohibit the sale of medical cannabinoid

products by medical cannabis combination businesses by curbside pick-up as allowed in MINN. STAT.§ 342.51 subd. 5.

(e) That does not comply with the packaging and labeling required under MINN. STAT.§ 342.62 and 342.63 as may be amended from time to time, except that:

i. No lower-potency hemp edible beverage may be sold outside of its original packaging; and,

ii. No lower-potency hemp edible product may be sold that does not indicate a single serving by scoring or use of another indicator that appears on the product. If it is not possible to indicate a single serving by scoring or use of another indicator that appears on the product, the lower-potency hemp edible may not be packaged in a manner that includes more than a single serving in each container.

(f) By any other means, to any other person, or in any other manner or form prohibited by state or other local law, ordinance provision, or other regulation.

(8) Smoking prohibited. Smoking is prohibited within the indoor area of any registered cannabis business.

(9) Samples prohibited. No samples of any approved products may be distributed free of charge. The distribution of approved products as a free donation is prohibited.

(10) On-site consumption prohibited. No registered cannabis business may allow on-site consumption of approved products.

(a) Businesses may allow employee medical cannabis use and on-site use for quality control pursuant to MINN. STAT.§ 342.24 subd. 2.

(b) This prohibition does not apply to licensed food and beverage establishments lawfully serving lower-potency hemp edible beverages for on-site consumption.

(11) Products that are attractive to underage persons. No person shall sell or offer to sell any products that are attractive to individuals under age 21 as described in MINN. STAT. § 342.62 subd. 3.

(DE) Zoning and land use.

(1) Cultivation. Cannabis businesses licensed or endorsed for cultivation are permitted in the following zoning districts:

- (a) I-1 Light Industrial;
- (b) I-2 Heavy Industrial.

(2) Cannabis manufacturer. Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted in the following zoning districts:

- (a) I-1 Light Industrial;
- (b) I-2 Heavy Industrial.

(3) Hemp manufacturer. Businesses licensed or endorsed for low-potency hemp edible manufacturers are permitted in the following zoning districts:

- (a) I-1 Light Industrial;
- (b) I-2 Heavy Industrial.

(4) Wholesale. Cannabis businesses licensed or endorsed for wholesale are permitted in the following zoning districts:

- (a) I-1 Light Industrial;
- (b) I-2 Heavy Industrial.

(5) Cannabis retail. Cannabis businesses licensed or endorsed for cannabis retail are permitted in the following zoning districts;

- (a) B-2 Community Business District;
- (b) B-3 Central Business District.

~~(D) Hours of operation. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of:~~

- ~~(1) 8:00 a.m. to 10:00 p.m. Monday-Saturday;~~
- ~~(2) 10:00 a.m. to 10:00 p.m. Sunday.~~

(E) Advertising signs. Cannabis businesses are allowed to erect or place signs on the exterior of the building or property of the business, as permitted by Ch. 153 of this code of ordinances.

(Ord. 1666, passed 12-3-2024)

§ 122.05 TEMPORARY CANNABIS EVENTS.

(A) Permit required. Any person or organization desiring to hold a temporary cannabis event in the city must first:

- (1) Be licensed by the state as a temporary cannabis event organizer; and
- (2) Obtain a temporary cannabis event permit from the city.

(B) Temporary cannabis events are prohibited in residential districts.

(C) Temporary cannabis events must comply with the buffer requirements described in § 122.04.

(D) Temporary cannabis events must comply with all requirements detailed in Minn. Stat. § 342.40. The application shall include a detailed plan addressing the requirements of Minn. Stat. § 342.40, Subds. 3 through 8.

(E) Permit application.

(1) Form. Application for a permit to hold a temporary cannabis event must be made in writing and must contain a statement made upon oath or affirmation that the statements contained therein are true and correct to the best knowledge of the applicant and must be signed and sworn to or affirmed by the temporary cannabis event organizer. The application must contain and disclose the following:

- (a) Applicant name, address, phone number;
- (b) A list of all cannabis business, medical cannabis business, or hemp business licenses, as those terms are defined by Minn. Stat. § 342.01, held by the applicant;
- (c) Date(s) of proposed temporary cannabis event;
- (d) Duration of temporary cannabis event, including beginning and ending times;
- (e) Address of proposed temporary cannabis event;
- (f) Name of property owner, if different from applicant, together with the signature of the property owners on the application beneath the statement: "The undersigned consents to the use of his/her/their property for the event described above";
- (g) A complete copy of the cannabis event license application, submitted to the Office of Cannabis Management pursuant to Minn. Stat. § 342.39, Subd. 2; and

(h) Type and description of the temporary cannabis event, including:

1. Whether the general public will be permitted to attend, and estimated number of persons to attend;

2. Any public health plans, including supplying water to the site, solid waste collection and provision of toilet facilities, if applicable;

3. Any fire prevention and emergency medical services plans, if applicable;

4. Security plans;

5. The admission fee, donation, or other consideration to be charged or requested for admission, if applicable;

6. Whether food or alcohol will be served or sold at the event;

7. A detailed description of all public rights-of-way and private streets for which the applicant requests the city to restrict or alter normal parking, vehicular traffic or pedestrian traffic patterns, the nature of such restrictions or alterations, and the basis;

8. A description of any services, city personnel, city equipment and city property which the applicant requests the city to provide, including the applicant's estimate of the number and type needed, and the basis on which the estimate is made. However, the city retains sole discretion to determine the number and type of services required for the event and to decide whether to grant such request;

9. Whether any sound amplification or public address system will be used or if there will be any playing of any music or musical instruments;

10. A statement signed by the applicant agreeing to pay all fees and meet all other requirements of this section;

11. Applicant signature and property owner's signature, if different from applicant; and

12. Any other information requested by the city, acting through its City Administrator or Chief of Police, deemed reasonably necessary in order to determine the nature of the temporary cannabis event and the extent of any special services required.

(2) Time for filing. A temporary cannabis event permit application must be filed with the city at least 30 days in advance of the date in which the temporary cannabis event is to occur.

(3) Permit fee. An applicant for a temporary cannabis event permit must pay a nonrefundable permit fee in the amount established by the city's fee ordinance.

(F) Application review.

(1) Upon receipt of a temporary cannabis event permit application, the City Administrator, or their designee, shall be responsible for promptly processing the

application, including conferring with city staff and the applicant as necessary to implement the provisions of this section, and, when required by this section, forwarding the processed application to the City Council with a recommendation to approve, approve with conditions or modifications, or deny the temporary cannabis event permit application.

(2) Special services. The City Administrator shall work with city staff to determine whether special services may be necessary, and the cost for such special services.

(3) Review. When a temporary cannabis event will not require any special services, the City Administrator may review and approve the permit application administratively. In cases where a temporary cannabis event requires special services, the application will be presented to the City Council for review.

(4) Permit denial. The city may deny an application for a temporary cannabis event permit if it determines from a consideration of the application or other pertinent information, that:

(a) The information contained in the application or supplemental information requested from the applicant is false or nonexistent in any material detail;

(b) The applicant fails to supplement the application after having been notified by the city of additional information or documents or additional permitting needed;

(c) The applicant fails to agree to abide or comply with all of the conditions and terms of the temporary cannabis event permit, including payment of all costs and expenses;

(d) The temporary cannabis event would substantially or unnecessarily interfere with traffic in the city, would interfere with access to the fire station or fire hydrants, or would interfere with access to businesses or residences in the immediate vicinity of the event and there are not sufficient city resources available at the time of the event to mitigate the disruption;

(e) The temporary cannabis event is of the size or nature that requires the diversion of so many law enforcement officers to properly police the event, site and contiguous areas that allowing the temporary cannabis event would unreasonably deny law enforcement protection to the remainder of the city and its residents;

(f) The proposed date and time of the temporary cannabis event conflicts with a previously scheduled event and there are not available at the time of the proposed temporary cannabis event sufficient city resources to provide services for both events without substantially or unnecessarily interfering with police, fire, water, public works, or other services to the city as a whole;

(g) The location of the temporary cannabis event will substantially interfere with any construction or maintenance work scheduled to take place upon or along public property or right-of-way;

(h) The temporary cannabis event would likely endanger the public safety or health;

(i) The temporary cannabis event would substantially or unnecessarily interfere with police, fire, water, public works, or other services to the city as a whole and there are not available at the time of the proposed event sufficient city resources to mitigate the disruption;

(j) The applicant fails to comply with the liability insurance requirements or the applicant's insurance lapses or is canceled; and/or

(k) The applicant has on prior occasions made material misrepresentations regarding the nature and extent of special services required for a temporary cannabis event in the city or has violated the terms of a prior temporary cannabis event permit.

(G) Fees.

(1) Special services fee deposit. If any special services are to be used during the temporary cannabis event, the applicant may be required to pay a nonrefundable special services fee deposit at least ten business days before the temporary cannabis event. The City Administrator shall determine the special services fee deposit. It shall be based upon an estimate of special services that are necessary as determined by the city's department heads.

(2) User fee. Upon completion of the temporary cannabis event, the city may prepare a detailed account of all special services provided for the temporary cannabis event and, in such cases, will set the final user fee using the rates, fees and charges established as provided in this section. The city will then provide the applicant with a copy of the detailed account of the special services and an invoice for the user fee, less the fee deposit. The balance of the user fee will then become due and payable immediately upon its receipt.

(3) Special services rates. The rates charged shall be set by the city's fee ordinance and set forth in the fee schedule.

(H) Indemnification and insurance.

(1) If the temporary cannabis event requires special services, prior to the issuance of a temporary cannabis event permit, the permit applicant and authorized officer of the sponsoring organization, if any, must sign an agreement to indemnify, defend and hold the city, its officials, employees, and agents harmless from any claim that arises in whole or in part out of the temporary cannabis event, except any claims arising solely out of the negligent acts or omissions of the city, its officials, employees and agents.

(2) Liability insurance required. The applicant must possess or obtain liability insurance to protect against loss from liability imposed by law for damages on account of bodily injury or property damage arising from the temporary cannabis event. A certificate of insurance must be filed with the city prior to issuance of the temporary cannabis event permit. The certificate of insurance must name the city, its officials, employees and agents as additional insureds. Insurance coverage must be maintained for the duration of the temporary cannabis event. Any company hired or working on behalf of the applicant or sponsor must also present the city with a certificate of insurance naming the city, its officials, its employees, and agents as additional insureds.

(3) Minimum limits. The insurance coverages and limits of liability shall be as required in § 122.04(B), "Insurance". If on-site consumption is permitted at the temporary cannabis event, the policy must also include an endorsement for such consumption. The city may require additional endorsements depending upon the type of temporary cannabis event and the proposed activities.

(4) Waiver or reduction of required limits. The city may waive or reduce insurance requirements of this section under the following circumstances:

(a) The applicant or officer of the sponsoring organization signs a verified statement that the insurance coverage required by this section is impossible to obtain; or

(b) The city determines that the insurance requirements are in excess of the reasonable risk presented by the proposed temporary cannabis event.

(I) Temporary cannabis event regulations.

(1) Location restrictions. Temporary cannabis events are prohibited:

(a) At, in or on any public place or a place of public accommodation, unless allowed by the city. A public place means a public park, ballparks or trails, public event centers or facilities, public street, sidewalk or right-of-ways, alleys, boulevards, publicly owned parking lots, and any other developed or undeveloped city-owned property; or

(b) If held outdoors, on property within 1,000 feet of a school.

(2) Hours restrictions. Temporary cannabis events shall only be held between the hours of 8:00 a.m. until 10:00 p.m.

(3) On-site consumption of cannabinoid products is permitted in an area designated by the applicant and approved by the city. Access to areas where consumption of adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products is allowed shall be restricted to individuals who are at least 21 years of age, and the cannabis event organizer shall ensure that consumption of adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products within a designated consumption area is not visible from any public place.

(4) The temporary cannabis event must be in compliance with the city's nuisance ordinance at all times.

(5) All temporary cannabis events must follow all requirements of Minn. Stat. §§ 342.01 et seq.

(6) Permit revocation. A temporary cannabis event permit may be revoked by the City Administrator at any time for failure to comply with the provisions of this section or Minn. Stat. §§ 342.01 et seq.

(Ord. 1666, passed 12-3-2024) Penalty, see § 122.99

§ 122.99 PENALTY.

(A) Misdemeanor. Any person who violates this chapter is guilty of a misdemeanor and, upon conviction, is subject to a fine and imprisonment as prescribed by state law. Each day each violation continues or exists constitutes a separate offense.

(B) Administrative fine. Any person who violates this chapter is subject to administrative fines in an amount set in the city fee schedule. Each day each violation continues or exists constitutes a separate offense.

(C) Violation of any provision of this chapter shall also be grounds for revocation of the temporary cannabis event permit, denial of any future application for a temporary cannabis event permit, and action against any city-issued business license held by the temporary cannabis event organizer.

(Ord. 1666, passed 12-3-2024)



CITY OF
OWATONNA

Resolutions



DATE: October 21, 2025
TO: Mayor and City Council
FROM: Ed Hoffman, Fire Chief
SUBJECT: Resolution 71-25 Steele County Emergency Operation Plan

Purpose:

Approval of Resolution 71-25 approving adoption of the Steele County Emergency Operations Plan.

Background:

Rather than developing and maintaining a separate Emergency Operation Plan (EOP) for the City of Owatonna, we participate with and are included in the Steele County Plan along with all the other communities in the county.

We are currently in the four-year planning cycle and have just received approval from the state of Minnesota department of Homeland Security and Emergency Management. The next step is to request local adoption of the Emergency Operation Plan by resolution (attached). We brought the plan to the council last in October 2021.

Budget Impact:

None

Staff Recommendation:

Staff recommends approval of Resolution 71-25.

Attachments:

1. Resolution 71-25 Steele Co EOP
2. Outline 2025 Steele County EOP

RESOLUTION 71-25
AUTHORIZING ADOPTION OF THE
STEELE COUNTY EMERGENCY OPERATIONS PLAN

BE IT RESOLVED that the City of Owatonna, Minnesota, enters into an agreement with Steele County Emergency & Risk Management for the adoption and implementation of the Countywide Emergency Operations Plan to be used during disaster, and

Jenna Tuma, City Administrator (or her successor), is hereby authorized to execute and sign such an agreement, and any amendments hereto as are necessary to implement the Steele County Emergency Operations Plan on behalf of the City of Owatonna, Minnesota.

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

Aye _____; No____; Absent ____.

Approved and signed this _____ day of _____ 2025.

Matt Jessop, Mayor

ATTEST:

Jenna Tuma, City Administrator/City Clerk

Steele County
Emergency Operations Plan Outline
2025

- 1 Executive Summary
 - 1.01 Main Sections
 - 1.01.1 The Basic Plan
 - 1.01.2 Hazard Specific Appendices
 - 1.01.3 Emergency Support Functions (ESF's)
 - 1.01.4 Specific Policies and Standard Operating Procedures (SOP's)
- 2 Purpose
 - 2.01 Operations Policy
 - 2.02 State & Federal Support
 - 2.03 Plan Development, Implementation, Maintenance & Training
 - 2.04 Plan Access
- 3 Planning
 - 3.01 Hazard Vulnerability
 - 3.02 Demographics
- 4 Legal Basis
 - 4.01 Policies
 - 4.02 Laws, Statutes & Ordinances
 - 4.03 Letter of Promulgation
 - 4.04 Signature Page
 - 4.05 Transfer of Office
 - 4.06 Emergency Operations Plan Revision History
 - 4.07 The Basic Plan
 - 4.07.1 Priorities
 - 4.07.2 Phases of Emergency Management
 - 4.07.3 Organization
 - 4.07.4 Concept of Operations
 - 4.07.5 Implementation of the EOP
- 5 Emergency Support Functions
 - 5.01 Direction & Control
 - 5.01.1 Emergency Notification of Community Leaders
 - 5.01.2 Elected Leadership Training & Responsibility
 - 5.02 Communications & Warnings
 - 5.03 Infrastructure
 - 5.04 Firefighting
 - 5.05 Information & Planning
 - 5.06 Mass Care, Sheltering & Evacuation
 - 5.07 Resource Support
 - 5.08 Health & Medical Services

- 5.08.1 Purpose
- 5.08.2 Definitions
- 5.08.3 Responsibilities
- 5.08.4 Standard Operating Procedures
- 5.08.5 Scene Responsibilities
- 5.08.6 Activation of the Mass Casualty Incident (MCI) Plan
- 5.08.7 Communications
- 5.08.8 Transportation
- 5.08.9 Deceased Persons
- 5.08.10 Triage
- 5.08.11 Additional Responsibilities
- 5.08.12 Coordination
- 5.08.13 Supporting Plans
- 5.08.14 Checklists
- 5.08.15 Annex F, Health and Medical Annex
- 5.09 Search & Rescue
 - 5.09.1 Purpose
 - 5.09.2 Law Enforcement Responsibilities
 - 5.09.3 Supporting Agencies & Organizations
 - 5.09.4 Supporting Standard Operating Guidelines (SOGS)
 - 5.09.4.1 Levels of Responsibility
 - 5.09.4.2 Mission Types
 - 5.09.4.3 Activation, Call Out Procedures & Reporting
 - 5.09.4.4 Incident Management
 - 5.09.4.5 Mission Procedures
 - 5.09.4.6 Ground/Air Access Restrictions
 - 5.09.4.7 Managing External Influences
 - 5.09.4.8 Mission Suspension & Termination
 - 5.09.4.9 Mission Urgency Rating System
 - 5.09.5 Search & Rescue (SAR) Resource Definition
 - 5.09.6 SAR Checklist
- 5.10 Hazardous Materials (HazMat)
 - 5.10.1 Purpose
 - 5.10.2 HazMat Incident Response Responsibilities
 - 5.10.3 Response to HazMat Incidents
 - 5.10.4 Supporting Plans
 - 5.10.5 HazMat Classification Systems
 - 5.10.5.1 NFPA 704 HazMat Rating System
 - 5.10.5.2 HazMat Labels
 - 5.10.5.3 HazMat Placards
 - 5.10.5.4 Labeling Guidelines
 - 5.10.6 Safety Data Sheets (SDS)

- 5.11 Food & Water
- 5.12 Energy
- 5.13 Public Information
- 5.14 Volunteers & Donated Goods
- 5.15 Law Enforcement & Security
- 5.16 Animal Care
- 5.17 Transportation
- 5.18 Debris Management
- 5.19 Terrorism Response
 - 5.19.1 Purpose
 - 5.19.2 The Hazard
 - 5.19.3 Situation & Assumptions
 - 5.19.4 Concept of Operations
 - 5.19.5 Organization & Assignment of Responsibilities
 - 5.19.6 Administration & Logistics
 - 5.19.7 Hotlines & Online Resources
 - 5.19.8 Incident Indications & First Responder Concerns
 - 5.19.9 Definitions
 - 5.19.10 Acronyms
- 6 Checklists, Forms & Templates
 - 6.01 Contact Information
 - 6.02 Maps
 - 6.03 Communications
 - 6.03.1 ARMER Zone Maps
 - 6.03.2 Steele County RACES/ARES Communications Plan
(Amateur Radio)
 - 6.03.3 Cradlepoint System
 - 6.04 ICS Forms
 - 6.05 IPAWS Message Templates
 - 6.05.1 IPAWS Message Form
 - 6.05.2 IPAWS Message Templates
 - 6.05.3 AWS Best Practices
 - 6.06 Bomb Threat Worksheet
 - 6.07 Damage Assessment & Logging Templates
 - 6.08 Emergency Operations Center Resources for Activations
 - 6.09-6.12 Future Use
 - 6.13 Transportation
 - 6.14 Environmental Health
- 7 Specific Incident Response
 - 7.01 Improvised Explosive Device (IED)
 - 7.02 Transmission Pipeline Emergency
 - 7.03 Water and Wastewater Emergency
 - 7.04 Epidemic Response

- 7.05 Radiological Emergency
- 7.06 Radiological Ingestion
- 7.07 Agriculture and Animal Items
- 7.08 Unsafe Buildings
- 7.09 Railroad
 - 7.09.1 Railroad Operator Information
 - 7.09.2 Railroad Incident Safety
 - 7.09.3 Railroad Locomotive Safety
 - 7.09.4 Railcar Identification
- 7.10 Aviation
- 7.11 Steele County Free Fair
- 7.12 Flood
- 8 Specific plans, SOP's and SOG's
 - 8.01 Standard Operating Procedure (SOP)
 - 8.01.1 State of Emergency Declaration
 - 8.01.2 State Public Assistance Program
 - 8.01.3 NWS Outdoor Event Weather Support
 - 8.01.4 Damage Assessment and Recovery
 - 8.02 Standard Operating Guides (SOG)
 - 8.02.1 Sand and Sand Bag Distribution/Storage and Usage
 - 8.02.2 Severe Weather Warning Public Information and Media Updates
 - 8.02.3 Structure Triage, Assessment, and Marking System
 - 8.02.4 Tornado Guidelines for Steele County Fair Vendors
 - 8.02.5 Tornado Guidelines for the General Public
 - 8.02.6 Foreign Animal Disease Plan
 - 8.02.7 Improvised Explosive Device
 - 8.02.8 Mass Casualty Incident (MCI) Patient/Victim Tracking Procedure
 - 8.02.9 IPAWS Messaging Guidelines
 - 8.02.10 Hazardous Materials Response Procedures
 - 8.02.11 Interpretation and Translation Services
 - 8.03 Miscellaneous Specific Handbooks, Manuals, and Plans
 - 8.03.1 Steele County
 - Steele County Continuity of Operations (COOP)
 - Steele County Emergency Contact List
 - Steele County Automobile Resource List
 - Steele County Inland Marine Resource List
 - Region 1 EM Emergency Contact Directory
 - 8.03.2 City of Owatonna
 - Owatonna Public Utilities Emergency Handbook
 - Owatonna Degner Airport Emergency Plan
 - Owatonna Degner Airport Grid Map

- 8.03.3 City of Medford
- 8.03.4 City of Ellendale
- 8.03.5 City of Blooming Prairie
- 8.03.6 Public Safety Answering Point (PSAP)
 - Procedures
- 8.03.7 State of Minnesota
 - MNDOT I-35 Closure Manual
- 8.03.8 FEMA/DHS
 - Urban Search and Rescue Response System
- 8.03.9 Long Term Housing and Recovery Manual
- 8.03.10 Future Use



DATE: October 21, 2025
TO: Mayor and City Council
FROM: Rachel Boss, Human Resources Director
SUBJECT: Resolution 72-25 Select Vendor for Paid Family Medical Leave - Madison National Life Insurance Company

Purpose:

Request Council approval of Resolution 72-25 to select Madison National Life Insurance Company as the city's vendor for the Paid Family and Medical Leave (PFML) private plan, effective January 1, 2026.

Background:

Effective January 1, 2026, Minnesota employers are required to participate in the Paid Family and Medical Leave (PFML) program under Minnesota Statutes, Chapter 268B, which provides partial wage replacement during qualifying family or medical leave. Employers may either participate in the state-administered plan or provide coverage through an approved private plan substitute.

The City intends to meet this requirement through a private plan administered by Madison National Life Insurance Company, the City's current long-term disability carrier. Madison National Life, through National Insurance Services (NIS), has provided a quote for PFML coverage at a rate of 0.78% of wages, with a one-year rate guarantee effective January 1, 2026. Under state law, premium contributions are shared between employers and employees; however, the City recommends funding 100% of the PFML premium for 2026.

Budget Impact:

The City anticipates a budget impact of \$140,000 for 2026.

Staff Recommendation:

Staff recommends approval of Resolution 72-25 to authorize selection of Madison National Life Insurance Company as the City's PFML private plan vendor and confirms the City's intent to fund the full premium for the first plan year.

Attachments:

1. Resolution 72-25 Paid Family Medical Leave - Madison National Life Company

RESOLUTION NO. 72-25
SELECTING VENDOR FOR PAID MEDICAL LEAVE PRIVATE PLAN
– MADISON NATIONAL LIFE INSURANCE COMPANY

WHEREAS effective January 1, 2026, the State of Minnesota has mandated that Minnesota employers participate in a paid family medical leave (PFML) benefit insurance program for their employees under Minnesota Paid Leave Law (Minn. Stat. ch. 268B);

WHEREAS the City of Owatonna has elected to provide coverage for this benefit under an allowable PFML private plan substitute as provided under Minn. Stat. sec. 268B.10;

WHEREAS, the PFML program is to be funded by premium contributions payable to the private plan carrier and split between employers and employees pursuant to Minn. Stat. sec.

268B.14, subd. 3 and the employer can elect to pay for a portion greater than 50% of the premium established under Minn. Stat. sec. 268B.14. 3

WHEREAS National Insurance Services received a quote on behalf of the City of Owatonna for a PFML private plan; and

WHEREAS, the City received the following rate for the PFML private plan, effective January 1, 2026:

Carrier	Rate	Rate Guarantee
Madison National Life Insurance Company	0.78% of wages	One year

NOW THEREFORE, BE IT RESOLVED, that:

1. Madison National Life Insurance Company is hereby accepted for Paid Family Medical Leave (PFML) private plan, effective January 1, 2026; and
2. From January 1, 2026 through December 31, 2026, the City intends to pay for 100% of the premium payable to Madison National Life Insurance Company to fund the PFML program

Passed and adopted this ___day of _____, 2025, with the following vote:

Aye ___ ; No ___; Absent ___.

Approved and signed this _____day of _____, 2025.

Matt Jessop, Mayor

ATTEST:

Jenna L. Tuma, City Administrator/City Clerk



DATE: October 21, 2025
TO: Mayor and City Council
FROM: Jeffrey Mundale, Police Chief
SUBJECT: Resolution 73-25 - Brazos Electronic Citation Software - LOGIS

Purpose:

Seeking council approval of Resolution 73-25 to support Local Government Information Systems (LOGIS) for new citation software, there are no known alternatives at this time.

Background:

The Steele-Rice 911 Center and many government units are served by LOGIS, a Joint Powers, intergovernmental consortium that provides police and fire software technology and support for tools such as mobile Computer-Aided Dispatch systems (CAD), mapping, records management systems (RMS), and field-based reporting (FBR).

The LOGIS Police Executive Steering Committee (PESC) has recommended upgrading its electronic citation software, currently APS/Ticketwriter, to Brazos on behalf of its member agencies for the following reasons:

- (1) Limitations to the current APS Product
- (2) Lack of updated functionality, no future improvements or enhancements to the software
- (3) Software security concerns were identified

Budget Impact:

A LOGIS public safety development fund will contribute \$204,640 for new software integration. Each member agency is responsible for annual subscription fees based on their agency's mobile licenses. OPD currently pays \$2,601.00 for mobile ticket writer software. The addition of the Brazos software will increase our citation software annual cost to \$7,413.00, a \$4,812.00 annual increase starting in FY2026.

Staff Recommendation:

Staff recommends approval of Resolution 73-25.

Attachments:

1. Letter of Understanding - Brazos
2. Resolution 73-25 Brazo Citation Solution Software



Brazos Citation Software Solution

Letter of Understanding

September 19, 2025

Dear LOGIS Member,

This Letter of Understanding is intended to memorialize the members' decision to authorize LOGIS to enter into a contract with Brazos, a Tyler Technologies company, to acquire access to a new electronic citation software solution on behalf of its members.

In prior communications, members were informed that the Brazos solution is being provided to the membership through an annual site-license subscription between Brazos and LOGIS. With the cost of this subscription being proportionally allocated to the members as part of the annual budget process.

The site license must be procured prior to beginning the process to migrate members from the legacy system to Brazos. As such, if a member chooses to terminate their participation in the Brazos service offering, they remain responsible for their share of the software licensing that has been secured by LOGIS on their behalf. The following table depicts each member's share of the 2026 site license as presented at the September 16, 2025, Police Executive Steering Committee meeting:

Apple Valley	8,776
Brooklyn Center	5,970
Bloomington	22,321
Bloomington Prairie	2,985
Crystal	4,267
Dundas	2,303
Eagan	17,292
Faribault	8,776
Golden Valley	5,970
Lakeville	13,886
Lonsdale	2,985
Metro Transit	23,764
Maple Grove	18,915
Minnetonka	7,673
Northfield	6,050
Orono	3,585
Owatonna	7,413
RCSO	12,864
Robbinsdale	4,267
SCSO	7,754

Please note that members should expect annual inflationary-type increases in subsequent calendar years. This Letter of Understanding has been reviewed and approved as indicated below.

[Member representative name]
[Member organization name]

Date: _____

Christopher K. Miller
LOGIS Executive Director

Date: _____

RESOLUTION # 73-25
SELECTION OF THE BRAZOS CITATION SOFTWARE SOLUTION
IN COOPERATION WITH THE
LOCAL GOVERNMENT INFORMATION SYSTEM (LOGIS) ASSOCIATION

WHEREAS, the City of Owatonna, has identified specific technology needs necessary to carry out various public safety functions and services; and

WHEREAS, it has been determined that it can best meet those needs by partnering with LOGIS to secure the Brazos citation software solution and support services; and

WHEREAS, it has received a formal price quote for the costs associated with this initiative as outlined in the attached Letter of Understanding.

NOW THEREFORE BE IT RESOLVED that the City of Owatonna, hereby approves this commitment to the Brazos citation software solution.

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:

Jenna Tuma, City Administrator/City Clerk



CITY OF
OWATONNA

Miscellaneous



October 17, 2025

RE: Support OACC Opposition to Diverting Birthing Services from Owatonna

Mr. Brad Meier, President/CEO
Owatonna Area Chamber of Commerce
120 Oak Avenue
Owatonna, MN 55060

Dear Mr. Meier:

On behalf of the Owatonna Mayor, City Council and Administrators, we are expressing support for the opposition expressed by the Owatonna Area Chamber of Commerce (OACC) to Mayo Clinic Health System proposal to divert birthing services from Owatonna.

Growing and attracting families is vital to the health of our community needs and economy, and losing local delivery services undermines that effort.

City officials concur with OACC's statement and hope these services will be continued to be offered locally.

Sincerely,

Kevin Raney, Council President-Council Member - Ward 4

David Burbank, Council Member - Ward 3

Doug Voss, Council Vice President-Council Member At Large

Brent Svenby, Council Member - Ward 5

Dan Boeke, Council Member At Large

Matt Jessop, Mayor

Nathan Dotson, Council Member - Ward 1

Jenna Tuma, City Administrator

Don McCann, Council Member - Ward 2

Emily Thamert, Assistant City Administrator



10/17/2025

To: Owatonna City Council and Mayor Jessop

From: Owatonna Area Chamber of Commerce & Tourism

Re: Mayo Clinic Health System Decision on Delivering Babies in Owatonna

The Owatonna Area Chamber of Commerce Board of Directors voted today to adopt this position regarding Mayo Clinic Health System's decision to stop delivering babies in Owatonna:

The Owatonna Area Chamber of Commerce firmly opposes diverting birthing services from Owatonna. Growing and attracting families is vital to the health of our community needs and economy, and losing local delivery services undermines that effort.

The Chamber Board of Directors, on behalf of its business members, is committed to working directly with the City of Owatonna, the health care providers and our members to find a solution and keep baby deliveries in Owatonna.

If you would like to discuss further or have any questions, please contact Brad Meier at bmeier@owatonna.org or 507-451-7970.