



CITY COUNCIL MEETING

Tuesday, July 7, 2026 at 7:00 PM

Council Chambers, Charles S. Crandall Center at City Hall, 540 West Hills Circle.

Roll Call: Council Members Voss, Dotson, Burbank, Boeke, McCann, Svenby and Raney

Prior to the Council Meeting: At 5:00 p.m. Council will meet in a Joint Session with the Planning Commission, in Chambers, Charles S. Crandall Center at City Hall, 540 West Hills Circle. At 6:15 p.m. there will be discussion and review of City-Owned Land, then if time permits, there will be general updates on various boards and commissions.

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

1.1. Council Agenda

1.2. Mayor Jessop

1.2.1. Resignation of Owatonna Human Rights Commission Board Member - Sherry Hill

1.2.2. Proclamation - Rainbowatonna Pride Day - July 11, 2026

1.2.3. Proclamation - Wastewater Ribbon Cutting Ceremony - July 11, 2026

2. CONSENT AGENDA ITEMS

2.1. Minutes – City Council Meeting – June 16, 2026

2.2. Minutes - City Council Special Session - June 23, 2026

2.3. Minutes - Boards/Commissions

2.3.1. Airport Commission - April 16, 2026

2.3.2. Airport Commission - May 21, 2026

2.3.3. EDA - May 20, 2026

2.3.4. Human Rights Commission Meeting - June 9, 2026

2.3.5. Planning Commission - June 23, 2026

2.4. Department Reports

2.4.1. Finance Report

2.4.2. Police Monthly Activity Report - June 2026

2.4.3. Weed/Nuisance Inspection Report - June 30, 2026

2.4.4. Building Inspections Monthly Report- June 2026

2.5. Licenses/Permits

2.5.1. Event Permit - Wenger Corp/Owatonna Eagles Ride for Hope - July 11, 2026

2.5.2. Event Permit - Owatonna Parks and Rec Movie at the Waterpark with exception to City's Noise Ordinance - July 18, 2026

2.5.3. Event Permit - Boys of America Finnish Brass Band Concert - August 1, 2026

- 2.5.4. Event Permit - Worship in Central Park - August 9, 2026
- 2.5.5. Event Permit - Southern MN Youth XC Invitational - September 4, 2026
- 2.5.6. Event Permit - Hunter Alexander Frank Memorial Foundation 6th Annual Memorial Event - September 19, 2026
- 2.5.7. Event Permit - OHS Homecoming Parade - October 2, 2026
- 2.5.8. Exempt Permit - Steele County Humane Society - 50/50 Raffle - July 23, 2026
- 2.5.9. Exempt Permit - Eagles Ladies Auxiliary #1791 - Pull-Tabs - August 19-23, 2026
- 2.5.10. Exempt Permit - MN Pheasants Inc - Raffle - August 23, 2026
- 2.5.11. Exempt Permit - Juan Villarreal Jr Memorial - Raffle - September 12, 2026
- 2.5.12. Exempt Permit - American Cancer Society - Raffle - October 24, 2026
- 2.5.13. Tree Trimmer's License Renewal - Johnson Construction & Tree Service, LLC
- 2.5.14. Renew Annual Charitable Gambling Licenses

2.6. Miscellaneous

- 2.6.1. Senior Program Sponsorship - SeniorPlace Inc.
- 2.6.2. Donation — Steele County Trailers
- 2.6.3. Therapy and Counseling Services Agreement - For the Love of You LLC, Hopeful Future Counseling LLC and Courage Counseling, LLC

3. **ACTION ITEMS**

3.1. Resolutions

- 3.1.1. Resolution 59-26: Accept Bids and Award Contract - 18th Street SE Reconstruction
- 3.1.2. Resolution 60-26: Appoint Election Judges - 2026 Primary Election - August 11, 2026
- 3.1.3. Resolution 61-26: Police Software Agreement — Pace Scheduler
- 3.1.4. Resolution 62-26: Approve Minor PUD Amendment for Mineral Springs Estates
- 3.1.5. Resolution 63-26: Accept Quotes/Award Contract - Airport Runway Crack Seal Project
- 3.1.6. Resolution 64-26: Set Date Public Hearing Relating to Proposed Tax Abatement Bonds
- 3.1.7. Resolution 65-26 Accept Quotes/Award Contract - Airfield Pavement Maintenance Project

3.2. Miscellaneous

- 3.2.1. 3.2% Off Sale Liquor License - K & L Co-Op, 590 State Avenue
- 3.2.2. Community Forest Management Plan Contract (ReLeaf Grant) - WSB
- 3.2.3. Park Tree Inventory Contract (ReLeaf Grant) - Rainbow Treecare

4. **STAFF REPORTS - Eric Anderson, Recreation Manager**

- 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**



CITY OF
OWATONNA

Mayor Jessop



DATE: July 7, 2026
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: Resignation of Owatonna Human Rights Commission Board Member - Sherry Hill

Purpose:

Council to accept the Letter of Resignation received from current Human Right Commission (HRC) Commissioner Sherry Hill. Her current term expires April 30, 2028.

Background:

Sherry sent a message advising of a change in life circumstances and she would not be able to attend the scheduled OHRC Commission Meetings. Requested this resignation effective immediately.

A new candidate will be pursued to fulfill the remainder of this term. The OHRC Commission meets on the second Tuesday of each month at 4:30 p.m.

Budget Impact:

None

Staff Recommendation:

Staff recommends approval.

Attachments:

None



Mayor's Proclamation

WHEREAS, June 2026 marked the 57th annual celebration throughout the United States of Lesbian, Gay, Bisexual, Transgender, Queer, (LGBTQ+) PRIDE Month; and

WHEREAS, Pride Month is the positive stance against discrimination and violence toward individuals who identify as 2 spirit, lesbian, gay, bisexual, transgender, queer, intersex and asexual (LGBTQ+) and to promote their self-affirmation, dignity, equal rights, increase their visibility as a social group, build community, and celebrate sexual identity, diversity and gender variance; and

WHEREAS, the Owatonna City Council includes diversity and inclusion as one of its strategic initiatives; and

WHEREAS, 2SLGBTQIA+ people have made, and continue to make, great and lasting contributions that continue to strengthen the fabric of American society; and

WHEREAS, the 2SLGBTQIA+ rights movement has achieved great progress, but there is more work to be done. Youth should feel safe to learn without the fear of harassment, and families and seniors should be allowed to live their lives with dignity and respect; and

WHEREAS, celebrating Pride Month influences awareness and provides support and advocacy for the 2SLGBTQIA+ community, and is an opportunity to take action and engage in dialogue to strengthen alliances, build acceptance and advance equal rights; and

WHEREAS, during 2SLGBTQIA+ Pride Events and everyday, the City of Owatonna calls upon the community to work together to promote equal rights for all, regardless of sexual orientation or gender Identity; and

NOW, THEREFORE, I, Matt Jessop, Mayor of the City of Owatonna, do hereby recognize and proclaim July 11th, 2026 as

RAINBOWATONNA PRIDE DAY

and call upon the people of Owatonna to turn back discrimination and prejudice everywhere it exists.

Dated: _____

By: _____
Matt Jessop, Mayor



Mayor's Proclamation

- WHEREAS** the City of Owatonna recognizes the essential role that modern, reliable, and sustainable wastewater infrastructure plays in protecting public health, supporting economic growth, and preserving the natural environment; and
- WHEREAS** the Owatonna Wastewater Treatment Facility has undergone significant renovation and remodeling, to enhance its efficiency, increase capacity, and ensure long-term resilience for our community; and
- WHEREAS** this project represents a major investment in the future of Owatonna, reflecting the dedication, collaboration, and hard work of city leaders, engineers, contractors, staff, and community partners; and
- WHEREAS** the completion of these improvements will provide long-lasting benefits to residents, businesses, and future generations, through improved environmental stewardship and upgraded public service;
- NOW THEREFORE** I, Matt Jessop, Mayor of the City of Owatonna, do hereby recognize and celebrate **July 11th as the**

WASTEWATER RIBBON CUTTING CEREMONY

for the newly renovated and remodeled Owatonna Wastewater Treatment Facility, and encourage all residents to join in acknowledging this significant milestone in our community's progress.

Dated: _____

By: _____
Matt Jessop; Mayor



Owatonna City Council Minutes

June 16, 2026 – Draft

City Council Meeting: Tuesday, June 16, 2026, at 7:00 p.m., Council Chambers, Charles S. Crandall Center at City Hall, 540 West Hills Circle.

INTRODUCTORY ACTIONS

On Tuesday, June 16, 2026, at 7:00 p.m., City Council President Raney called the regular session of Owatonna City Council to order in the Chambers of the Charles S. Crandall Center.

Roll Call: Present - Council Members Raney, Dotson, Burbank, Boeke, McCann, Svenby and Voss; Mayor Jessop

Absent – None

Staff Present – Tuma, Thamert, Enz, Murphy, O'Connor, Seykora, Klecker, Blando, Notch, and Brase

Following roll call, Council Member Burbank led the Pledge of Allegiance.

Council Agenda

President Raney announced one change to the agenda: add item 3.3.4, a tobacco license for K&L Co-op doing business as West Hills 1 Stop.

Motion by Council member Boeke to approve the agenda with changes, seconded by Council member Svenby. Motion carried unanimously.

Mayor Jessop

Proclamation – Dawson Levy, Eagle Scout

Troop 253 on achieving the rank of Eagle Scout

Proclamation – Stephen Sennott, Eagle Scout

Troop 253 on achieving the rank of Eagle Scout

Proclamation – JUNETEENTH – June 19, 2026

Proclaimed June 19th as Juneteenth in Owatonna. The mayor encouraged residents to attend the Juneteenth celebration at Manthe Park from 5:00 to 8:00 PM on Friday, June 19th.

CONSENT AGENDA ITEMS

The consent agenda consisted of city council meeting minutes, board and commission minutes, department reports, licenses/permits, and miscellaneous items grouped for collective review and approval.

Motion by Council Member McCann to approve the consent agenda items, seconded by Council member Voss. Motion carried unanimously.

ACTION ITEMS

Ordinances - None

Resolutions

3.2.1 Resolution 54-26 Release Right of First Offer - 545 Florence Avenue - Lee Foundation

City Attorney M. Walbran provided background on the resolution. He explained that the Lee Foundation, a nonprofit, purchased the former West Hills Lodge property in December 2020. As part of a 2021 agreement between the city and the Lee Foundation, the city was granted a right of first offer — giving the city a 60-day window to bid on the property before it is listed publicly — should the Foundation decide to sell. The Foundation notified the city on April 30th of its intent to sell the property to a third party for \$778,000. The 60-day window expires June 29th, requiring the Council to either make an offer or release the Foundation from the requirement. Staff recommended releasing the right of first offer.

Motion to approve Resolution 54-26 was made by Council Member Voss and seconded by Council Member McCann. The motion carried unanimously.

3.2.2 Resolution 55-26 Purchase Property on North Street

Community Development Director T. Klecker presented the resolution. He explained that the City currently owns the former Cemstone property on North Street, acquired through an economic development agreement. While the city has used the site for storage, the long-term intent is to redevelop it from industrial to commercial use. The Cemstone property, however, lacks direct frontage on North Street. The proposed purchase of an adjacent 1.29-acre parcel with 200 feet of North Street frontage would create a more marketable and developable combined site. The purchase price is \$200,000, to be funded entirely from the Economic Development Authority (EDA) land fund — state-designated economic development dollars, not general levy funds. The property appraised at \$225,000, and the seller requested acknowledgment of a \$25,000 donation as part of the transaction. The EDA approved the purchase at its prior meeting.

Motion to approve Resolution 55-26 was made by Council Member Svenby and seconded by Council Member Burbank. The motion carried unanimously.

3.2.3 Resolution 56-26 Resolution Relating to the Issuance of Bonds to Finance a New Police Station and Fire Station in the City of Owatonna and Calling a Special Election Thereon

City Administrator J. Tuma presented the resolution. She recounted the timeline: on March 3rd, the Council held a public hearing on the proposed adoption of a Capital Improvement Plan and the issuance of related general obligation bonds in a maximum principal amount up to \$65,000,000. On April 2nd, a resident petition was filed seeking a ballot question on the bond issuance. Staff verified the petition as sufficient on April 15th, and the Council formally declared its sufficiency on April 21st through Resolution 45-26.

Administrator Tuma outlined five options previously presented to the Council, ranging from authorizing a vote to abandoning the project entirely. The resolution before the Council — Resolution 56-26 — would authorize submitting the bond question to voters at a special election held in conjunction with the November 3, 2026, general election. Staff recommended approval.

Motion to approve Resolution 56-26 was made by Council Member Dotson and seconded by Council Member Boeke. The motion carried unanimously.

3.2.4 Resolution 57-26 Appointment of Designated Municipal Clerk - Emily Thamert, Asst City Administrator

City Administrator J. Tuma presented this resolution, explaining that as City Administrator he holds the City Clerk role, and this resolution would authorize her to designate Assistant City Administrator Emily Thamert as the acting municipal clerk during her absences. City Attorney Walbran's office reviewed and prepared the supporting memorandum. Staff recommended approval.

Motion to approve Resolution 57-26 was made by Council Member Burbank and seconded by Council Member McCann. The motion carried unanimously.

3.2.5 Resolution 58-26 A Resolution Governing Write-In Vote Counting

City Attorney M. Walbran presented the resolution, explaining that counting write-in votes has historically been challenging. State legislation, updated most recently in 2025, requires that write-in candidates formally request the city to count ballots cast in their favor, rather than having all write-in votes tabulated after the fact. Walbran noted that neighboring cities have found this approach more efficient, and staff recommended adoption.

Motion to approve Resolution 58-26 was made by Council Member Boeke and seconded by Council Member McCann. The motion carried unanimously.

Miscellaneous

3.3.1 New On-Sale Liquor License - Grapeful Wine Bar

City Administrator J. Tuma reported that the Grapeful Wine Bar, operating at 306 North Cedar, Suite 2, has held an on-sale wine and beer license since August 2024. The establishment is seeking to upgrade to a full on-sale liquor license effective July 1st. Staff recommended approval.

Motion to approve the New On-Sale Liquor License - Grapeful Wine Bar was made by Council Member Dotson and seconded by Council Member Svenby. The motion carried unanimously.

3.3.2 Letter of Agreement - 2026 Lift Station SCADA Programming Services - AE2S

Public Works Director S. Murphy presented the item, requesting approval of an agreement with AE2S for SCADA (Supervisory Control and Data Acquisition) programming services related to three lift stations — Bridge Street West, Northridge Lane, and 24th Avenue — approved earlier in the year. The scope includes professional programming for programmable logic controllers (PLCs), operator interface terminals, cellular communications equipment, and SCADA software. Services are not to exceed \$39,600 without prior authorization and will be funded from sanitary sewer funds. Staff recommended approval.

Motion to approve the Letter of Agreement - 2026 Lift Station SCADA Programming Services - AE2S was made by Council Member Voss and seconded by Council Member Burbank. The motion carried unanimously.

3.3.3 ICS Professional Services Agreement - River Springs Water Park

Assistant City Administrator E. Thamert presented a professional services agreement with ICS for improvements at the River Springs Water Park. A 2025 facility assessment identified ten years of needed maintenance, and staff recommended consolidating the first three years of work into one project.

The base scope includes gutter grading, crack repair, waterproofing, replastering of both pools, tile replacement, lily pad walks anchor work, and lazy river repairs. It also includes replacing all sump and drain covers to meet an updated Minnesota Department of Health code interpretation.

ICS's fee for design and project management is \$193,355, and the overall project is estimated at \$1.5 million. Thamert noted the project is expected to be financed through tax abatement bonds, with Council action on that process to come next meeting.

Motion to approve ICS Professional Services Agreement - River Springs Water Park was made by Council Member McCann and seconded by Council Member Dotson. The motion carried. Votes: Aye: 5 Nay: 2 (Voss and Boeke)

3.3.4 Tobacco License - K&L Co-op d/b/a West Hills 1 Stop

City Administrator J. Tuma explained that K&L Cooperative recently purchased the property at 5959 State Avenue — the former Casey's store north of City Hall — and will operate it as West Hills 1 Stop. Tobacco licenses do not transfer with property ownership, requiring a new application. The background check is still in process, and staff requested the Council approve the license contingent upon a successful background check, as the business is targeting a July 1st opening.

Motion to approve Tobacco License - K&L Co-op d/b/a West Hills 1 Stop was made by Council Member Dotson and seconded by Council Member Svenby. The motion carried unanimously.

STAFF REPORTS

Owatonna Public Library - Mark Blando

Library Director M. Blando delivered an update on the following items:

- LibraryCon
- Blooming Prairie Branch hosted a New York Times bestselling author
- '80s Mystery Night
- Summer reading "Unearth the Story" kickoff
- Teddy Roosevelt impersonator on July 20
- Library has launched a monthly newsletter, One Page Left
- State Park Pass lending service
- Library podcast, Who Do We Think We Are?

PUBLIC COMMENTS

Melissa Zimmerman expressed appreciation for the Council's decision to place the police and fire bond question on the ballot. She commented about the timeliness of public notice for items such as the Lee Foundation property decision. She also commented on the long-standing lack of a neighborhood park in the North Country area and questioned whether

land acquisitions are genuinely intended for parks or held for future development. She commented in support of repairing the water park.

Myrtle Schrader expressed gratitude to the Council and noted that in 2013, the Council requested and received designation of the West Hills property on the National Historic Register. She encouraged the Council to consider installing highway billboards advertising Owatonna as the home of the West Hills State School for abused and indigenous children, calling it a national treasure deserving broader recognition.

Lynne Holthus thanked the Council for placing the bond question on the ballot and urged that the police station is not sited at West Hills, noting the property's national historic designation and expressing concern that a police station could jeopardize that status.

Gail Jorgensen spoke in support of the water park and outdoor swimming as a community-building amenity, noting its value for children's development and community gathering. She suggested exploring grants and noted the West Hills pool's potential eligibility for historic funding.

Sarah Sanchez acknowledged the work of city staff and the Council and expressed support for strong police and fire services. She framed the petition process as an act of civic participation and expressed gratitude that the bond question will go to voters. She encouraged continued dialogue and collaboration between the city and its residents.

Gary Jones spoke regarding the city's archery deer hunt program, specifically at Mineral Springs Park. He commended improvements that have already been made — including removing stands near populated areas — but urged the Council to further reduce safety risks by relocating the remaining north stand, which he noted is surrounded by residential properties whose owners may be unaware of hunting activity nearby.

Kurt Welker raised two issues. First, he reported that ten months ago his wife emailed the city about trees that had collapsed into Maple Creek, causing erosion and water backup, and received no substantive follow-up. Second, he addressed the park dedication fee discussion raised in a recent study session, urging that major stakeholder — specifically, one of the two largest holders of developable land in the city — be directly invited into those conversations rather than relying on them to monitor agendas. He cautioned that increased development costs translate directly into higher lot prices and ultimately fewer homes built.

COUNCIL COMMENT AND GENERAL INFORMATION

Council Member Boeke remarked that the agenda for the meeting — including the Lee Foundation item — was published the prior Friday and was publicly available yet generated

no public inquiry in advance. He also noted that the previous evening's budget kickoff meeting, drew no public attendance. He expressed frustration that meaningful public engagement on budget matters has been difficult to generate and encouraged residents to participate in the full breadth of city business rather than selectively.

Council Member McCann noted that Council members and staff were present at the First Thursday's downtown event, where approximately a dozen residents approached him about the police and fire station. He encouraged residents to take advantage of informal opportunities to speak with elected officials and staff one-on-one, noting that it can feel less intimidating than a formal public hearing setting.

Mayor Jessup expressed his intention to participate in the adult summer reading program. He provided an update on the downtown granite installation project, noting the 100-block is complete and the work looks beautiful. He reminded residents that city offices will be closed Friday for the Juneteenth holiday and encouraged attendance at the Juneteenth celebration at Manthey Park. The mayor also acknowledged a retiring staff member present in the audience, thanking him for several decades of dedicated service to the city.

City Administrator Tuma noted that the budget study session from the prior evening was recorded and will be posted to the city's website. She also announced the launch of a new informational website — YourProtectionOurPriority.gov — dedicated to background information on the proposed police and fire station project.

Council President Raney asked that the community keep an employee in their thoughts and prayers, as her husband passed away the prior week after a battle with leukemia. He noted she has been absent from meetings for a length of time and expressed the Council's anticipation of her return.

ADJOURN

With no further business, at 8:19 p.m. a motion was made by Council member Boeke to adjourn, seconded by Council member McCann. Motion carried unanimously and the meeting was closed.

These minutes were generated by AI from the audio recording of the meeting and were reviewed and corrected as necessary and approved and signed by the City Administrator or his/her designee in attendance at the meeting.

Respectfully submitted,

Emily Thamert, Assistant City Administrator



Owatonna City Council Minutes - June 26, 2026 – Draft

City Council Meeting: Tuesday, June 26, 2026, at 11:30 a.m., Council Chambers, Charles S. Crandall Center at City Hall, 540 West Hills Circle.

INTRODUCTORY ACTIONS

On Tuesday, June 26, 2026, at 11:30 p.m., City Council President Raney called the Special Session of Owatonna City Council to order in the Chambers of the Charles S. Crandall Center.

Roll Call: Present - Council Members Raney, Burbank, Boeke, McCann, and Voss; Mayor Jessop

Absent – Dotson and Svenby

Staff Present – Tuma, Thamert, City Administrator and Jeanette Clawson, Administrative Coordinator

Following roll call, Council Member Burbank led the Pledge of Allegiance.

Council Agenda

Motion by Council Member McCann to approve the agenda as presented, seconded by Council Member Boeke. Motion carried unanimously.

CONSENT AGENDA ITEMS

2.1 Event Permit – Somali Culture Event – July 3, 2026

Motion by Council Member Boeke to approve this consent agenda item, seconded by Council Member Voss. Motion carried unanimously.

ACTION ITEMS

Miscellaneous

3.1.1 New On-Sale Liquor License – Owatonna Hospitality LLC dba Roma's

City Administrator Tuma advised the name of the establishment remains the same but there are new owners, Owatonna Hospitality LLC effective June 16, 2026. This liquor license will be effective July 1, 2026.

Motion by Council Member Voss made a motion to approve this agenda item, seconded by Council Member McCann. Motion carried unanimously.

3.1.2 New On-Sale Liquor License – Casa Morena Inc.

City Administrator Tuma advised the name of the establishment currently operating as Plaza Morena Campestre Grill, Inc. will change their dba to Casa Morena Inc. Ownership remains with Campestre Grill Inc. This liquor license will be effective July 1, 2026.

Motion to approve this liquor license was made by Council Member Burbank and seconded by Council Member McCann. The motion carried unanimously.

ADJOURN

With no further business, at 11:33 a.m. a motion was made by Council Member Voss to adjourn, seconded by Council Member Boeke. Motion carried unanimously and the meeting was closed.

Respectfully submitted,

Jeanette Clawson, Administrative Coordinator



CITY OF
OWATONNA

Board - Commission Minutes

Airport Commission Meeting Minutes
April 16, 2026 – Charles S. Crandall Center – Meeting Room, City Hall
“DRAFT”

1. Call to Order

Chair Thurnau called the meeting of the Airport Commission to order at 8:00 am.

2. Roll Call

Commissioners Attending

Madeleine Haberman	Commissioner
Greg Krueger	Commissioner
Anthony Louris	Vice Chair
Tim McManimon	Commissioner
Dave Purscell	Commissioner
Daren Tarpenning	Commissioner
Matt Thurnau	Chair

Commissioners Absent

None

Staff Attending

Dave Beaver	Airport Manager
Kristen Kopp	Senior Administrative Technician

Visitors Attendings

Don McCann	City Council
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3. Approval of Agenda

Commissioner Haberman made a motion to approve the agenda and Commissioner Tarpenning seconded the motion. All Commissioners voting Aye, the motion carried.

4. Minutes

Commissioner Purscell made a motion to approve the minutes from March 19, 2026, Airport Commission meeting and Commissioner Haberman seconded the motion. All Commissioners voting Aye, the motion carried.

5. Action Items

Chair Reports

None

Staff Reports

Airport Manager Beaver reported on monthly fuel numbers. Beaver reported on activities including Accelerated Aviation flight training activities. Staff are changing equipment over from winter to spring / summer. Work is also being completed on grant closeouts for the dome hangar roof replacement and security fencing projects.

2026 Projects Update

Beaver reported that the Automated Weather Observation System (AWOS) is scheduled to be moved to a different location on the airport. This is a MnDOT Aeronautics sponsored project. Beaver presented the layout showing the planned relocation site. The new site should not interfere with any existing or future building area. Beaver provided an update on the proposed apron reconstruction project and presented a drawing indicating potential design alternatives for the layout. Staff are working with the airport engineer, SEH, Inc. to review alternatives and funding eligibility for different aspects of this work. Beaver explained that the initial FAA discussions have included concerns regarding taxilane connector positioning to the main parking apron. There was a discussion regarding the initial apron layout alternatives.

Beaver reminded the Commissioners that the Civil Air Patrol Fly-In Breakfast is May 17. Don McCann said that the Council approved the Event Permit in Consent Agenda at the April 7 meeting. Commissioner Tarpenning said that he did not recall seeing a final review of the application. Beaver said he will look into it, make sure that the Commissioners receive a copy and if they have any comments to submit them electronically. Beaver reported that the airport farmland leases discussed at the previous meeting have been approved by Council. There is still one small parcel being reviewed with the existing renter. Dave gave an update on the fuel card reader and said it should be installed before June. The parking lot and taxilane project is still on schedule to start the day after the Fly-In Breakfast, on May 18. This is expected to be an 18-working day project.

6. Adjournment – The meeting was adjourned at 8:45 a.m.

Airport Commission Meeting Minutes
May 21, 2026 – Charles S. Crandall Center – Meeting Room, City Hall
“DRAFT”

1. Call to Order

Chair Thurnau called the meeting of the Airport Commission to order at 8:00 am.

2. Roll Call

Commissioners Attending

Madeleine Haberman	Commissioner
Anthony Louris	Vice Chair
Tim McManimon	Commissioner
Dave Purscell	Commissioner
Daren Tarpenning	Commissioner

Commissioners Absent

Greg Krueger	Commissioner
Matt Thurnau	Chair

Staff Attending

Dave Beaver	Airport Manager
Troy Klecker	Community Development Director
Kristen Kopp	Senior Administrative Technician

Visitors Attendings

Melissa Underwood	SEH, Inc.
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3. Approval of Agenda

Commissioner Haberman made a motion to approve the agenda and Commissioner Tarpenning seconded the motion. All Commissioners voting Aye, the motion carried.

4. Minutes

Commissioner Haberman made a motion to approve the minutes from April 16, 2026, Airport Commission meeting and Commissioner Tarpenning seconded the motion. All Commissioners voting Aye, the motion carried.

5. Action Items

Chair Reports

None

Staff Reports

Airport Manager Beaver gave an update on activity at the Airport. The Fly-In Breakfast was on Sunday, May 17th. Everything went smoothly, though the weather wasn't great for flying with thunderstorms in the forecast. Staff are working on a lease and invoicing process with the finance team, and they finished the installation of the QT Pod card reader at the avgas pump.

Mr. Beaver gave an update on the farmland leases. They are still working with one renewal agreement for a parcel that is in a low area that is consistently wet. Klecker explained that the renter has agreed to a rate of \$200/acre for the 20.5-acre parcel. They are also looking at completing some tile repairs to improve drainage conditions. The renter would pay the established rate unless there is loss of crops based on conditions that could be presented for review by the Airport Commission and result in a justified adjustment. After discussion, a motion was made by Haberman and seconded by McManimon to approve this land lease under the conditions as laid out by Klecker. All Commissioners voting Aye, the motion carried.

Beaver gave an update on the Flying Club and shared the postcard that went out to area pilots. There will be a meeting on June 4 at 6:00 pm for those who are interested. Hangar door inspections were completed, and they will be reviewing any corrective actions recommended by the contractor.

2026 Project Updates

Melissa Underwood said that the 2025 grant project, the parking lot and taxiway pavement project, is underway. Beaver said it is day 4 of an 18-working day project and shared the live video of construction. Underwood said the other 2025 project is a state grant to update the Airport Zoning Ordinance. They will work on that over the summer. For 2026 funding, last Friday the State grant requests were due. Three project grant requests were submitted including the Hangar Bi-Fold Door Replacement, Maintenance Hangar Roof Repairs, and Terminal Building Roof Repairs. It is anticipated that more will be known by sometime in June whether these requests have been accepted or not. There was a brief discussion on the Apron Reconstruction project that is expected to receive Federal grant funding. In discussions with the FAA it is anticipated that we will be able to replace exactly what is there now, it is just eligibility that is impacted between Federal and State grants. A partial pavement replacement may be used in areas not eligible for Federal grant funds. Beaver gave an update on the AWOS system. He said that they hope to do the on-field relocation in the next few months.

6. Adjournment – A motion was made by Haberman and seconded by Louris to adjourn the meeting at 8:35 am. All Commissioners voting Aye, the motion carried.

**EDA
Minutes
May 20, 2026**

The Owatonna Economic Development Authority met in regular session at 4:00 pm in the Charles S. Crandall Center – Chambers at City Hall with President Voss presiding. Commissioners present: Dan Boeke, Dave Burbank, Andrew Cowell, Brian Savage, and Doug Voss. Commissioners absent: Corey Mensink. Also present were Troy Klecker, Brad Meier, Sean Williams, Lisa Cochran, and Kristen Kopp.

Approval of Minutes. Commissioner Burbank moved approval of the minutes of the April 16, 2026 meeting with second by Commissioner Cowell. All Commissioners voting Aye, the motion passed.

Treasurer's Report. Community Development Director Troy Klecker presented the revenue and expense reports for April. He said first half for OABDC and OPED will be paid in the next month. Otherwise we are on track as usual.

Loan Report. OABDC Director Sean Williams presented the Loan Report for April. He said the EDA improvement loans are current. Uncaged sold their building and are paying back their loans. One was overpaid. Klecker said that there was an automatic withdrawal drawn shortly after it was paid, so that will be taken care of. They paid off the Tier 1 loan. Upon recommendation by City Attorney Walbran, we took a lien on their house as collateral for the Tier 2 loan. They were able to make the sale, and we have a new business in town. Williams said he had to give props to City staff for figuring this out at the last minute.

OACCT /OPED Report. OACCT Director Brad Meier presented the OACCT Report for April. The OHS Signing Day was yesterday and 17 students signed and today there were 3 in Blooming Prairie. Bosch Community Fund met to discuss continued funding for Made in Owatonna Days. REJournal awards event was this month and Greg Kruschke was awarded Developer of the Year.

MainStreet Report. MainStreet Director Lisa Cochran presented the Quarterly MainStreet Report. She said she was in Tulsa at the National MainStreet Conference last month so she wasn't able to report. She said she's talked with some people who are very interested in the shops on Rose Street. The opening will be pushed back to next Spring because the high school students will not be able to finish them. Because of the importance of the collaboration with the school, they want the students to finish. The opening date for the shops would be May 1, 2027. She said they are getting ready for the first Downtown Thursday two weeks from tomorrow. Savage said that the flower baskets went up this week and look nice. He asked about lights at Central Park. Cochran said that they are hoping to have lights on every tree in the park. She said volunteers from Federated are going to be making a Santa Shack that will be at the Holiday Lighted Parade. Santa will be a little more prominent.

OABDC Report. OABDC Director Sean Williams presented the OABDC Report for April. He said Rose Street Center has a phased opening. The co-worker space is open and the retail space is open and they are looking to open the Craft Apothecary next, when the ADA access is finished.

He said they are attending pitch events for angel networks. The next Co.Starters starts next month. There are plans for a Maker Fair in June 2027.

EDA Projects. Community Development Director Troy Klecker presented the EDA Projects for April. There is one party still working on the Bubba's building. We are getting some bids for improvements on 117 Bridge Street West. There are drawings for the Barney Street extension and will meet with Heartland Car Wash on that. There was some discussion on 151 Bridge Street West and the possibility of trash enclosures for the trash bins.

Old Business: North Street Lot. Klecker said that there was approval to purchase Brad Spitzack's property on North Street for \$185,000 and we were going to cover the taxes and closing costs, which is typical. There was a bit of back and forth to try to get it lowered and the response times were not quick. There was not interest in lowering it. We have a draft purchase agreement to him and he came back because the assessed values have gone up on the property because we are into 2026. The assessed value went up almost \$15,000. Mr. Spitzack is asking if we can go up to a \$200,000 purchase price and the seller will cover the taxes up to the time of the sale. Klecker said he wanted to bring it back to the EDA because it is not the same deal. Monetarily it is about the same. Klecker said he talked to the owners of the transformer building, and that it could be moved. A motion was made by Boeke and seconded by Burbank to approve the amended terms with a \$200,000 purchase price. All Commissioners voting Aye, the motion passed.

New Business. Klecker said that all of the limestone downtown will be replaced by granite. The project will begin next Tuesday, May 26.

President Voss asked about getting a commercial realtor involved with the City owned properties downtown. Klecker said they have had commercial realtors before and it has not panned out well. He said that commercial realtors want to get the building sold, and they don't care about other businesses ideas for the building that could work at another location. When people inquire, we are able to filter them through our economic development system and find other properties that might work better for them or refer them to the OABDC to det their ideas off the gourd. We are in the business of business development. Klecker said there are plans for renovations to the City owned buildings and other things planned for this summer to get them developed.

Commissioner Cowell suggested sticking to the agenda.

Schedule Next Meeting. The next EDA meeting is scheduled for **June 17, 2026** at 4:00 pm at the Rose Street Center Conference Room.

Adjournment. There being no further business, a motion was made by Commissioner Boeke and seconded by Savage to adjourn the meeting at 5:14 pm. All Commissioners voting Aye, the motion passed.

Owatonna Human Rights Commission
Minutes – June 9, 2026 - DRAFT COPY

The Owatonna Human Rights Commission (OHRC) met on Tuesday, June 9, 2206, in the Meeting Room of the Charles S. Crandall Center at City Hall. Chairman Bjore called the meeting to order at 5:30 p.m. Present were Commissioners Bjore, Hill, Zinsli and Seykora, Administrative Coordinator Clawson. Commissioner Hult was attending via TEAMS and Commissioner Bendorf was unable to attend. Also present were City Council Member McCann, Matthew Garcia and Khadra Muhidin.

Following the Pledge of Allegiance, Chairman Bjore welcomed everyone to the meeting. Commissioner Hult made a motion to approve the Meeting Agenda as presented, Commissioner Hill seconded the motion, all members present voted aye in approval. Following review of the May 12, 2026 OHRC Meeting Minutes, Commissioner Hill made a motion for approval, Commissioner Bjore seconded the motion, and all members present voted aye in approval.

Items of Discussion

Give-away Items at Summer Events: Reviewed quotes received from Corporate Recognition for variety of items. Commissioner Seykora made a motion to purchase three colors of pens, Commissioner Bjore seconded the motion, and all members present voted aye in approval. Commissioner Seykora will contact Court Sport to inquire if a canvas bag is offered. Commissioner Bjore made a motion to allocate \$100 towards of purchase of candy and stickers. Commissioner Seykora seconded the motion, all members present voted aye for approval; Commissioner Zinsli will purchase the stickers and candy.

Member Items: Shirts, name tags, and business cards were available for new members Zinsli and Bendorf.

City Fall/Winter Activity Guide: Administrative Coordinator Clawson advised the publication deadline is past, a small ad will be included advising of the 2027 MLK Jr. Day event on January 18th, 2027 at the History Center.

ICE Updates: No recent activity in Owatonna.

May 30th Sneaker Ball – Commissioners congratulated Commissioner Seykora for receiving a Difference Maker Award from the Alliance for Greater Equity during this event. OHRC Commissioners Seykora, Hult, Bendorf and Bjore attended the event. Discussed if OHRC funds could sponsor a table at future events; not an option, cannot designate funds to another non-profit group.

Future Events:

Monday, June 15th, Women Keeping Hope Alive at Grapeful Wine Bar: Received request for OHRC Commissioners to attend for group discussion. Commissioners Seykora, Bjore and Zinsli plan to attend this event.

June 19th - Juneteenth Celebration by AGE at Manthey Park: There are volunteer opportunities available, sign up is on the AGE website. Commissioners agreed that if they attend, they will plan to wear your OHRC polo shirts and nametags.

June 27th - Stewards of Children Training by United Way of Steele County and Darkness to

Light: This is a program to prevent child molestation, kidnapping, be an advocate for children. The meeting is from 2-5 in Owatonna, there is a link to register. Jessica will send the message with the link to Mathew and Khadra.

July 3rd - Somali Cultural Festival at Central Park: Jessica will set up the table and have candy & stickers available. Planning to attend are Commissioners Zinsli, Bjore, and Hult.

July 11th - Pride in the Park by Rainbowatonna at Central Park: Commissioner Bjore will bring friends to help set up and tear down tent. Commissioner Zinsli will attend as will Commissioners Hult and Seykora during the day.

August 18-23, 2026 - Steele County Free Fair at the city booth. Commissioner Bjore responded to the city's e-mail asking if interested and waiting for time assignment.

September 3 – Downtown Thursday Event: will use 2026 Human Library, might ask some of the books to be present, it rained last year and several were not available. Plan to place a comment board for interactive activity. Commissioner Zinsli has some big canvasses available for use..

September 5th or 12th - Meeting on the Field by HRC at Daikin Fields: Commissioners spoke with Ibrahiem Huesien, and he is concerned about holding this event. Will revisit after the Somali Culture event in July and will also talk to the communities in July prior to the next OHRC Meeting. September 10th – 17th is the National Welcome Week so if game is held, will hold on the 12th during National Welcome Week. The game is open to public to play, participant age limit set at 16, will need to contact Park & Rec on the Go, and food donations.

January 18, 2027 - 2027 MLK Jr. Day Event: Commissioner Bjore has secured the History Center for this event at noon.

Application online, will follow-up with Mayor Jessop and post the application. We have two diverse individuals wanting to serve. So, hoping the commission will have full representation and no open seats soon.

November General Election – Commissioner Seykora asked if commission members could aid voters at the polls. She will check with the Secretary of State Office to ask about serving as a Poll Observer.

Will hold election for OHRC Secretary during the next OHRC Meeting.

Adjournment

At 6:26 p.m., Commissioner Hill made a motion to adjourn, Commissioner Seykora seconded the motion, and the meeting was adjourned. Commissioner Bjore thanked Mathew, Khadra and Council Member McCann for attending. The next OHRC Meeting is planned for Tuesday, July 14th at 5:30 pm.

Respectfully submitted, Jeanette Clawson, Administrative Coordinator

OWATONNA PLANNING COMMISSION MINUTES FOR JUNE 23, 2026

The Owatonna Planning Commission met in regular session at 5:30 p.m. in the Crandall Center – Chambers with Chairperson Kelly Rooks conducting the meeting. Present at roll call were Commissioners Kelly Rooks, Rachel Springer-Gasner, John Eickhoff, Mark Wilson, Dave Effertz, and Jim Joachim. Commissioners absent: Nick Peake. Community Development Manager Greg Kruschke, Planning Specialist Emma Bransford, and Senior Administrative Technician Kristen Kopp were also present.

A motion was made by Joachim and seconded by Eickhoff to approve the minutes of regular meeting of May 12, 2026. All Commissioners voting Aye, the motion carried.

Application CUP-, which is a request by Chad Lange / Prairie LaSalle Partners for a Minor PUD Amendment to allow the usage of a lot to change from a 6-unit townhouse to a pair of 6-unit flats as previously proposed in the PUD and amending the future phasing, or Mineral Springs Estates located east of River Springs Waterpark, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing opened at 5:33 pm. Craig Britton, Design Engineer with Widseth, was present representing the applicant. No comments were made regarding this request. Public hearing closed at 5:34 pm. A motion was made by Springer-Gasner and seconded by Wilson to recommend City Council approval of CUP-25, a request by Prairie LaSalle Partners and Chad Lange, Festal Farms, for a Minor PUD Amendment to allow the usage of a lot to change from a 6-unit townhouse to a pair of 6-unit flats as previously proposed in the PUD and amending the future phasing with the following condition:

1. The lot shall either have the final plat amended through the approval process or an administrative split filed prior to construction of the second 6-unit building.

All commissioners voting Aye, the motion carried.

Community Development Manager Greg Kruschke gave an update on the Zoning and Subdivision Ordinance Process. Kruschke said that the Commissioners will be getting a draft copy of the Ordinance later this week. If there are questions, he encouraged them to write them down. In late August or early September there will be a public hearing to adopt the Ordinance. There will be a joint work session with City Council at 5 pm on July 7. The Consultant will run that meeting.

Community Development Manager Greg Kruschke gave an update on previous items and presented the monthly Building Permit Reports. Single family homes are ahead of where we were last year. We just issued a three-unit building as well.

A motion was made by Joachim and seconded by Effertz to adjourn the meeting at 5:39 pm. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

Greg Kruschke
Community Development Manager



CITY OF
OWATONNA

Department Reports

<u>RECAP:</u>	<u>Amount</u>	<u>Vendor - Description</u>
\$	167,530.38	SOUTHEAST SERVICE COOPERATIVE - JUNE 2026 HEALTH INS PREMIUMS
	147,295.26	MTI DISTRIBUTING INC - TORO MP5800 W/GEOLINK
	116,312.00	GREENER WORLD SOLUTIONS, LLC - EXTERIOR CONCRETE PAINTING
	56,067.17	CRANE CREEK ASPHALT - ASPHALT
	35,095.00	DYLAN FREDRICKSON - LIBRARY NORTH CHIMNEY REPLACEMENT
	28,125.49	CENTRAL FARM SERVICE - FLEET FUEL
	26,754.00	HEIMAN INC - FIRE EQUIPMENT
	24,735.99	OWATONNA AREA CHAMBER OF COMM - LODING TAX
	24,634.90	US BANK - P-CARD PURCHASES
	24,480.00	WATERLOO TENT & TARP CO INC - PERMABRELLA FRAMES
	21,399.06	AVFUEL CORPORATION - AVIATION GASOLINE
	<u>232,343.87</u>	OTHER EXPENDITURES
\$	<u>904,773.12</u>	SUBTOTAL
	<u>111,954.29</u>	HRA HOUSING ASSISTANCE PAYMENTS
\$	<u>1,016,727.41</u>	TOTAL EXPENDITURES PRESENTED FOR APPROVAL

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

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
Cash Account: 999-19100-000-000-000000					
387897	06/25/26	CITY OF OWATONNA	2,500.00	0	Regular
387898	06/25/26	Dylan Fredrickson	35,095.00	0	Regular
387899	06/20/26	CLOVER CONNECT	3,458.73	R	Wire Transfer
387900	06/20/26	GLOBAL PAYMENTS INTEGRATED	5,920.66	R	Wire Transfer
387901	06/20/26	MN DEPT OF LABOR AND INDUSTRY	3,245.41	R	Wire Transfer
387902	06/20/26	MN DEPT OF REVENUE	10,916.07	R	Wire Transfer
387903	06/20/26	PAYMENTECH	38.49	R	Wire Transfer
387904	06/20/26	SOUTHEAST SERVICE COOPERATIVE	167,530.38	R	Wire Transfer
387905	06/20/26	US Bank	24,634.90	R	Wire Transfer
387906	06/20/26	WEX BANK	1,424.63	R	Wire Transfer
387907	06/20/26	WEX HEALTH INC	365.75	R	Wire Transfer
387908	06/30/26	ACUSHNET COMPANY	599.61	0	Regular
387909	06/30/26	Adam Lindquist	450.00	0	Regular
387910	06/30/26	ADVANCED ENGINEERING & ENVIRON	5,479.33	R	ACH
387911	06/30/26	AEROTECH COMPANIES LLC	3,497.00	0	Regular
387912	06/30/26	Alvin D. Kreutz	398.10	0	Regular
387913	06/30/26	ALEXANDER LUMBER COMPANY	159.71	0	Regular
387914	06/30/26	Amber Jurowski	200.00	0	Regular
387915	06/30/26	AMERICAN LEAK DETECTION	2,500.00	0	Regular
387916	06/30/26	ANHORN'S GAS & TIRE	937.31	0	Regular
387917	06/30/26	APG MEDIA OF SO MINNESOTA LLC	845.63	0	Regular
387918	06/30/26	ASPHALT ZIPPER INC	1,671.70	0	Regular
387919	06/30/26	AVFUEL CORPORATION	21,399.06	R	ACH
387920	06/30/26	BEACON ATHLETICS LLC	360.51	R	ACH
387921	06/30/26	BOUND TREE MEDICAL LLC	1,123.62	0	Regular
387922	06/30/26	BROYHILL EQUIPMENT LLC	9.74	R	ACH
387923	06/30/26	CDW GOVERNMENT INC	35.05	0	Regular
387924	06/30/26	CENTRAL FARM SERVICE	28,125.49	0	Regular
387925	06/30/26	CITY OF OWATONNA	20.00	0	Regular
387926	06/30/26	CORE & MAIN	102.09	0	Regular
387927	06/30/26	CRANE CREEK ASPHALT	56,067.17	R	ACH
387928	06/30/26	CULLIGAN OF OWATONNA	43.56	R	ACH
387929	06/30/26	CYBER ADVISORS	4,822.10	0	Regular
387930	06/30/26	DAVIS MECHANICAL SYSTEMS INC	1,369.82	R	ACH
387931	06/30/26	Devin Cavazos	200.00	0	Regular
387932	06/30/26	DELANA RISSE	50.00	0	Regular
387933	06/30/26	DELL MARKETING LP	1,746.52	R	ACH
387934	06/30/26	DLL FINANCE LLC	8,203.80	0	Regular
387935	06/30/26	DORCO INC	893.83	R	ACH
387936	06/30/26	EARL F ANDERSEN & ASSOC	335.50	0	Regular
387937	06/30/26	ENDRESS+HAUSER	98.24	0	Regular
387938	06/30/26	EXTENDED DISC NORTH AMERICA IN	1,200.00	0	Regular
387939	06/30/26	FIRST SUPPLY OWATONNA	204.64	R	ACH
387940	06/30/26	FLAHERTY & HOOD PA	10,600.00	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
387941	06/30/26	FLEXIBLE PIPE TOOLS & EQUIP	99.10	R	ACH
387942	06/30/26	FOUR SEASONS ELECTRIC	3,002.89	R	ACH
387943	06/30/26	GALLAGHER BENEFIT SERVICES INC	916.67	R	ACH
387944	06/30/26	GENUINE PARTS COMPANY - NAPA	1,327.38	R	ACH
387945	06/30/26	GREENER WORLD SOLUTIONS, LLC	116,312.00	0	Regular
387946	06/30/26	HACH COMPANY	2,185.10	0	Regular
387947	06/30/26	HAWKINS INC	10,243.35	R	ACH
387948	06/30/26	HEIMAN INC	26,754.00	R	ACH
387949	06/30/26	HELEN M NAGEL INC	128.85	0	Regular
387950	06/30/26	Hirshfield's Inc	724.93	0	Regular
387951	06/30/26	HILLYARD INC	1,022.15	0	Regular
387952	06/30/26	HORIZON COMMERCIAL POOL SUPPLY	1,270.36	R	ACH
387953	06/30/26	HOUSE CHEVROLET CADILLAC INC	39.28	0	Regular
387954	06/30/26	IFACS	36.63	R	ACH
387955	06/30/26	Illinois Tollway	39.80	0	Regular
387956	06/30/26	INGRAM LIBRARY SERVICES LLC	641.46	0	Regular
387957	06/30/26	INNOVATIVE OFFICE SOLUTIONS	326.31	0	Regular
387958	06/30/26	INTERNATIONAL OWL CENTER	635.00	0	Regular
387959	06/30/26	INTERSTATE SERVICES INC	150.00	R	ACH
387960	06/30/26	JACKIELEYN BARAJAS	50.00	0	Regular
387961	06/30/26	JARDINE LOGAN & O'BRIEN	660.00	0	Regular
387962	06/30/26	Jeanie Unger	50.00	0	Regular
387963	06/30/26	JOHN DEERE FINANCIAL	254.99	0	Regular
387964	06/30/26	JOHNSON HARDWARE CO	1,895.00	0	Regular
387965	06/30/26	JULIE CARLSON	50.00	0	Regular
387966	06/30/26	Kasota Stone Fabricators Inc	7,500.00	0	Regular
387967	06/30/26	KENNEDY & GRAVEN CHARTERED	3,445.00	0	Regular
387968	06/30/26	KIBBLE EQUIPMENT LLC	33.15	V	Regular
387969	06/30/26	L & L STREET RODS & SPORT TRUC	3,650.00	R	ACH
387970	06/30/26	LAWSON AUTOMOTIVE LLC	1,794.71	R	ACH
387971	06/30/26	LAWSON PRODUCTS	540.89	0	Regular
387972	06/30/26	LEGACY SIGNS INC	734.00	R	ACH
387973	06/30/26	MACQUEEN EQUIPMENT CO	3,631.04	R	ACH
387974	06/30/26	MANTRONICS MAILING SYSTEMS INC	51.40	R	ACH
387975	06/30/26	MAYO CLINIC	44.00	0	Regular
387976	06/30/26	MCMASTER-CARR SUPPLY CO	100.32	R	ACH
387977	06/30/26	METRONET SYSTEMS HOLDINGS LLC	1,801.44	R	ACH
387978	06/30/26	MIDWEST TAPE LLC	813.90	R	ACH
387979	06/30/26	MINNESOTA ELEVATOR INC	200.00	0	Regular
387980	06/30/26	MN DEPT OF LABOR AND INDUSTRY	100.00	0	Regular
387981	06/30/26	MN GOLF ASSOCIATION	35.00	0	Regular
387982	06/30/26	MN VALLEY TESTING LABS INC	243.75	R	ACH
387983	06/30/26	Monica Silva	50.00	0	Regular
387984	06/30/26	MTI DISTRIBUTING INC	147,295.26	R	ACH
387985	06/30/26	NERO ENGINEERING	3,430.00	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
387986	06/30/26	Nicole Wacek	50.00	0	Regular
387987	06/30/26	NORTHLAND FARM SYSTEMS	1,379.30	R	ACH
387988	06/30/26	NORTHLAND SECURITIES INC	1,080.00	R	ACH
387989	06/30/26	OFFICE OF MNIT SERVICES	429.45	0	Regular
387990	06/30/26	OLYMPIC FIRE PROTECTION CORP	744.69	R	ACH
387991	06/30/26	OWATONNA AREA CHAMBER OF COMM	24,735.99	0	Regular
387992	06/30/26	OWATONNA HEATING & COOLING INC	3,173.88	R	ACH
387993	06/30/26	OWATONNA MOTOR COMPANY	72.42	0	Regular
387994	06/30/26	OWATONNA PUBLIC UTILITIES	1,461.02	R	ACH
387995	06/30/26	OWATONNA RENT N SAVE	388.80	0	Regular
387996	06/30/26	OWT HARDWARE	502.72	0	Regular
387997	06/30/26	Patrick Phinney	50.00	0	Regular
387998	06/30/26	PAAPE COMPANIES INC	300.00	R	ACH
387999	06/30/26	PLANT & FLANGED EQUIPMENT LLC	774.77	0	Regular
388000	06/30/26	QUADIENT LEASING USA INC	506.25	0	Regular
388001	06/30/26	RAINBOW ECOSCIENCE	6,753.91	R	ACH
388002	06/30/26	REINDERS INC	283.51	R	ACH
388003	06/30/26	RENT N SAVE PORTABLE SERVICES	470.25	0	Regular
388004	06/30/26	ROGER KRAUSE	50.00	0	Regular
388005	06/30/26	SANCO EQUIPMENT	371.22	R	ACH
388006	06/30/26	SCHOLASTIC INC	7,215.20	R	ACH
388007	06/30/26	SHERWIN WILLIAMS COMPANY	923.45	0	Regular
388008	06/30/26	SHI INTERNATIONAL CORP	478.32	0	Regular
388009	06/30/26	SHRED RIGHT	2,524.66	R	ACH
388010	06/30/26	SITEONE LANDSCAPE SUPPLY INC	912.86	0	Regular
388011	06/30/26	SONS OF NORWAY	50.00	0	Regular
388012	06/30/26	SPHERION STAFFING LLC	643.00	0	Regular
388013	06/30/26	STATE INDUSTRIAL PRODUCTS	1,538.31	R	ACH
388014	06/30/26	STEELE COUNTY TREASURER	14,500.00	0	Regular
388015	06/30/26	STEVE JAMES EXCAVATING INC	1,736.03	R	ACH
388016	06/30/26	SYNCHRONY BANK - LOWE'S	103.40	0	Regular
388017	06/30/26	Tammy Jarvi	50.00	0	Regular
388018	06/30/26	TAYLOR MADE GOLF COMPANY INC	268.40	0	Regular
388019	06/30/26	TRUCK CENTER COMPANIES LLC	680.93	0	Regular
388020	06/30/26	UKG INC	13,524.84	R	ACH
388021	06/30/26	UKG INC	15,945.04	R	ACH
388022	06/30/26	UKG INC	15,811.50	R	ACH
388023	06/30/26	UNITED LABORATORIES INC	549.16	0	Regular
388024	06/30/26	VAN METER INC	807.03	0	Regular
388025	06/30/26	VENTURE HYDRAULICS INC	652.34	R	ACH
388026	06/30/26	VERIFIED FIRST LLC	590.00	R	ACH
388027	06/30/26	VESTIS GROUP INC	284.20	0	Regular
388028	06/30/26	WATERLOO TENT & TARP CO INC	24,480.00	0	Regular
388029	06/30/26	WEN-COL INC	754.98	0	Regular
388030	06/30/26	WILLEM SEBASTIAN HARTONG	1,800.00	0	Regular

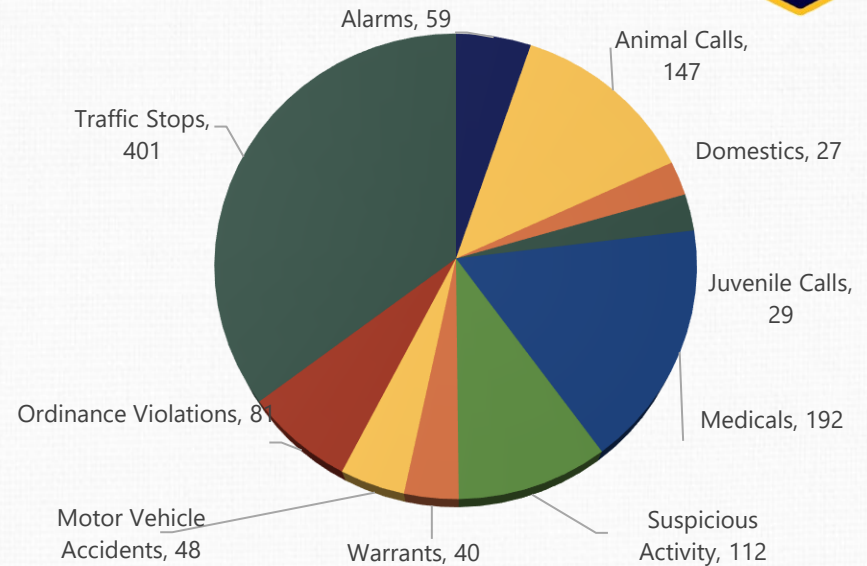
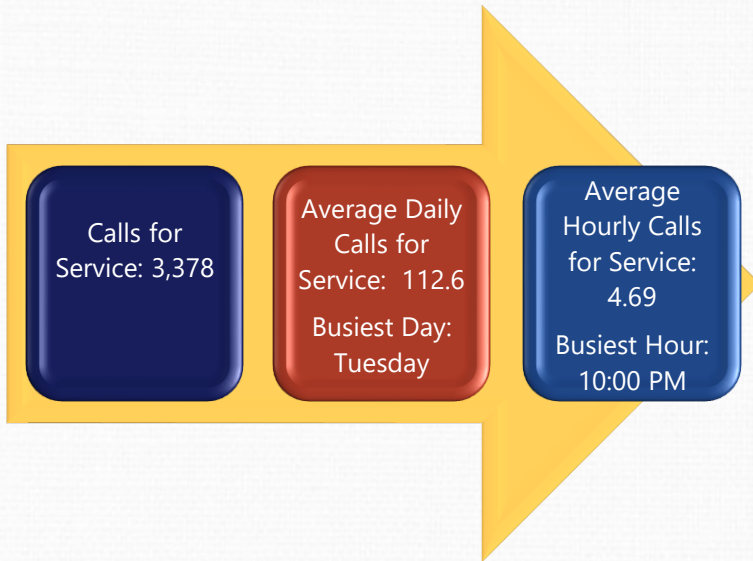
Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
388031	06/30/26	WOLFF AND SONS INC	195.00	R	ACH
388032	06/30/26	XCEL ENERGY	307.22	O	Regular
388033	06/30/26	ZEP MANUFACTURING CO	333.63	R	ACH
388034	06/30/26	ZIEGLER INC	380.33	R	ACH
388035	07/01/26	ACADEMY APARTMENTS OF OWA LLC	2,847.00	R	ACH
388036	07/01/26	ALL AREA MANAGEMENT LLC	1,399.00	R	ACH
388037	07/01/26	APACHE APARTMENTS	667.00	R	ACH
388038	07/01/26	ATM PROPERTIES LLC	1,374.00	R	ACH
388039	07/01/26	ATR HOLDINGS	914.00	R	ACH
388040	07/01/26	AUSTIN HRA	631.00	O	Regular
388041	07/01/26	BARRY GILLESPIE	742.00	R	ACH
388042	07/01/26	BRAMAAR LLC	869.00	R	ACH
388043	07/01/26	BRIANT PROPERTIES	835.00	R	ACH
388044	07/01/26	BROWN CYNTHIA	537.00	R	ACH
388045	07/01/26	BRYCEN GREGOR	4,392.00	R	ACH
388046	07/01/26	CAPELLE COMPANIES LLC	177.00	R	ACH
388047	07/01/26	CEDAR RIDGE APARTMENTS	823.00	R	ACH
388048	07/01/26	CEDAR ROSE ASSOCIATES LLC	560.00	R	ACH
388049	07/01/26	CEDAR RUN TOWN HOMES MDI #41	2,853.00	R	ACH
388050	07/01/26	CEDARDALE NORTH APARTMENTS	656.00	R	ACH
388051	07/01/26	CEDARDALE SOUTH APARTMENTS	247.00	R	ACH
388052	07/01/26	CEDARDALE WEST APARTMENTS	628.00	R	ACH
388053	07/01/26	CHAD EISCHENS	639.00	R	ACH
388054	07/01/26	CHAD STANNARD	548.00	R	ACH
388055	07/01/26	CHRIS PROHASKI	1,249.00	R	ACH
388056	07/01/26	COMMON CENTS PROPERTIES LLC	312.00	R	ACH
388057	07/01/26	COOPERS COURT LLC	1,153.00	R	ACH
388058	07/01/26	DAKOTA COUNTY	1,555.58	R	ACH
388059	07/01/26	DAKOTA STEARNS PROP LLC	642.00	R	ACH
388060	07/01/26	DANIEL SCHLEGEL	455.00	R	ACH
388061	07/01/26	EEK, LLC	2,476.00	R	ACH
388062	07/01/26	FREDRICKSON PROPERTIES	1,337.00	R	ACH
388063	07/01/26	HOUSING HUB LLC	1,628.00	R	ACH
388064	07/01/26	IMAGE APARTMENT	7,174.00	R	ACH
388065	07/01/26	J & P PROPERTIES	660.00	R	ACH
388066	07/01/26	KASSON HOUSING GROUP LLC	1,260.00	R	ACH
388067	07/01/26	KEG INVESTMENTS LLC	1,777.00	R	ACH
388068	07/01/26	KEITH MARTIN	435.00	R	ACH
388069	07/01/26	KLEVOS GREG	820.00	R	ACH
388070	07/01/26	L&L LEGACY PROPERTIES	1,807.00	R	ACH
388071	07/01/26	LINCOLN SQUARE APARTMENTS	5,932.00	R	ACH
388072	07/01/26	LWO LIMITED PARTNERSHIP #116	4,630.00	R	ACH
388073	07/01/26	MARQUARDT DENNIS	1,874.00	R	ACH
388074	07/01/26	MARTIN FAMILY LLC	2,658.00	R	ACH
388075	07/01/26	MCALLEN HOUSING COMMISSION	642.71	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
388076	07/01/26	MCCAULEY CONSTRUCTION	362.00	R	ACH
388077	07/01/26	MIDWEST INVEST LLC	515.00	R	ACH
388078	07/01/26	NECHVILLE SUSAN	1,666.00	R	ACH
388079	07/01/26	NORTH HILLS ESTATE LLC	6,967.00	R	ACH
388080	07/01/26	NORTH VIEW APARTMENTS	2,912.00	R	ACH
388081	07/01/26	NORTHCOURT APARTMENTS	981.00	R	ACH
388082	07/01/26	NORTHGATE	1,815.00	R	ACH
388083	07/01/26	NORTHSTAR HOLDINGS LLC	1,001.00	R	ACH
388084	07/01/26	NORTHWEST MANOR	3,907.00	R	ACH
388085	07/01/26	NRB PROPERTIES	445.00	R	ACH
388086	07/01/26	OWATONNA PUBLIC UTILITIES	202.00	R	ACH
388087	07/01/26	PARKVIEW OWATONNA LLC	393.00	R	ACH
388088	07/01/26	PHILLIP L BRUHA	832.00	R	ACH
388089	07/01/26	POSITIVE SHARE LLC	366.00	R	ACH
388090	07/01/26	PROHASKI PROPERTIES	729.00	R	ACH
388091	07/01/26	QUALITY RENTALS OF OWATONNA LL	998.00	R	ACH
388092	07/01/26	Riverview Rentals-Lofts on 3rd	912.00	R	ACH
388093	07/01/26	RICHARD ELLINGSON	664.00	R	ACH
388094	07/01/26	SIXSPARKS LLC	525.00	R	ACH
388095	07/01/26	SMITH REAL ESTATE LLC	2,339.00	R	ACH
388096	07/01/26	SPERO	3,108.00	R	ACH
388097	07/01/26	SUMMIT MANOR	482.00	R	ACH
388098	07/01/26	SUSAN I JOHNSON	3,337.00	R	ACH
388099	07/01/26	USDA RURAL DEVELOPMENT	629.00	0	Regular
388100	07/01/26	USDA RURAL DEVELOPMENT	483.00	0	Regular
388101	07/01/26	WILLOW RUN I MDI #58	3,434.00	R	ACH
388102	07/01/26	WILLOW RUN II MDI #85	4,030.00	R	ACH
388103	07/01/26	YOUNGDAHL DEVELOPMENT LLC	3,242.00	R	ACH
388104	07/01/26	ZK INVESTORS LLC	1,863.00	R	ACH

80	Checks total:	310,896.31
118	ACH total:	488,296.08
0	EFTPS total:	
9	Wire transfer total:	217,535.02
0	Payment Manager total:	
207	GRAND TOTALS	1,016,727.41

Owatonna Police Department Crime Clock

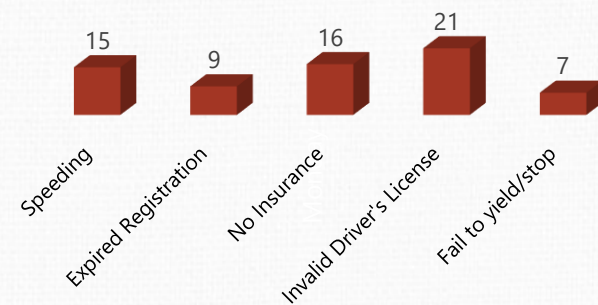
June 2026



The Owatonna Police Department issued a total of 105 citations and 285 warnings in June.



Top 5 Citation Types



The above statistics are based on calls for service reports compiled monthly. Official crime data can be found via [Minnesota Crime Data Explorer](#).



Owatonna Police Department

June 2026 Crime Statistics

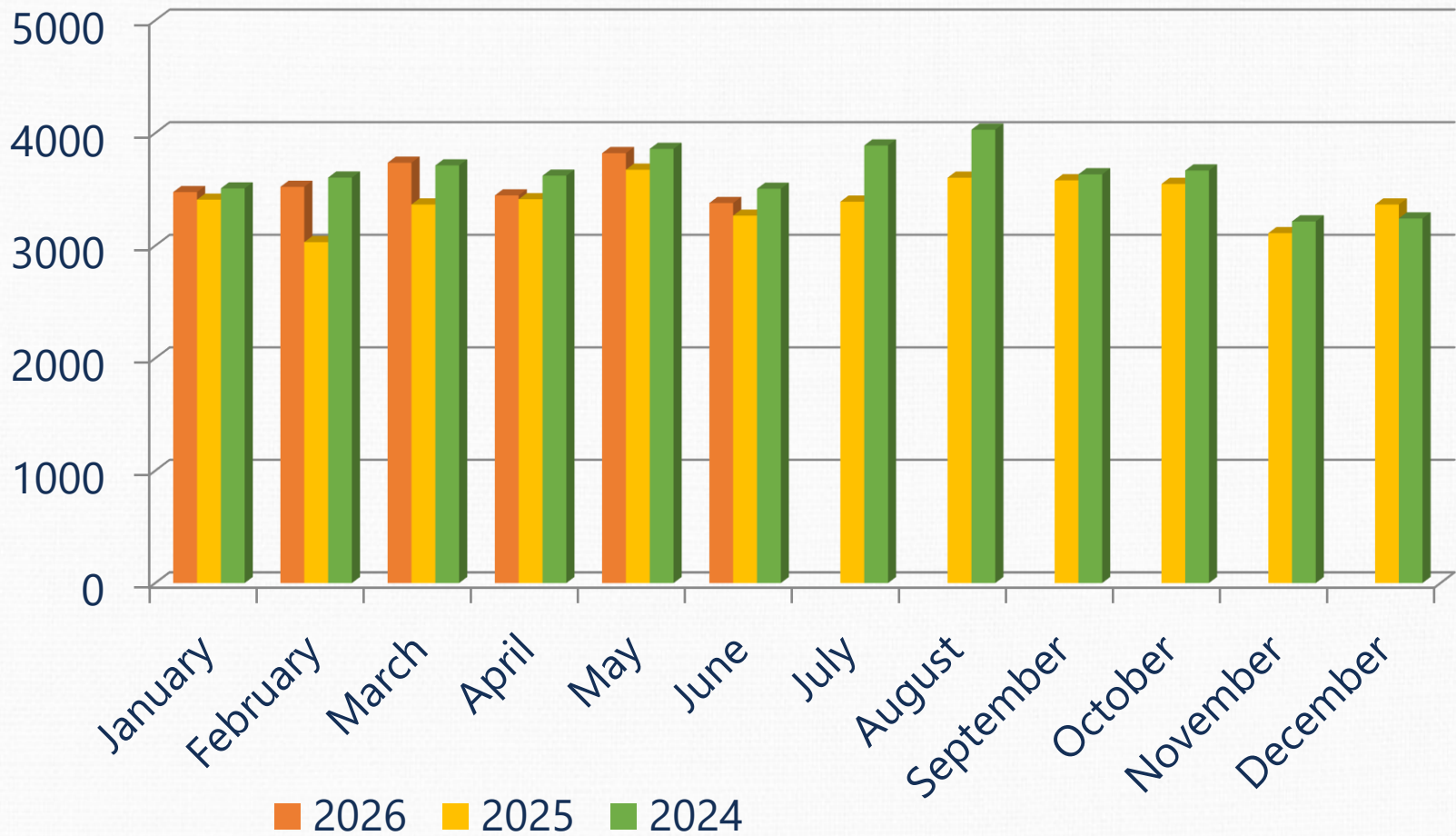


CITY OF
OWATONNA

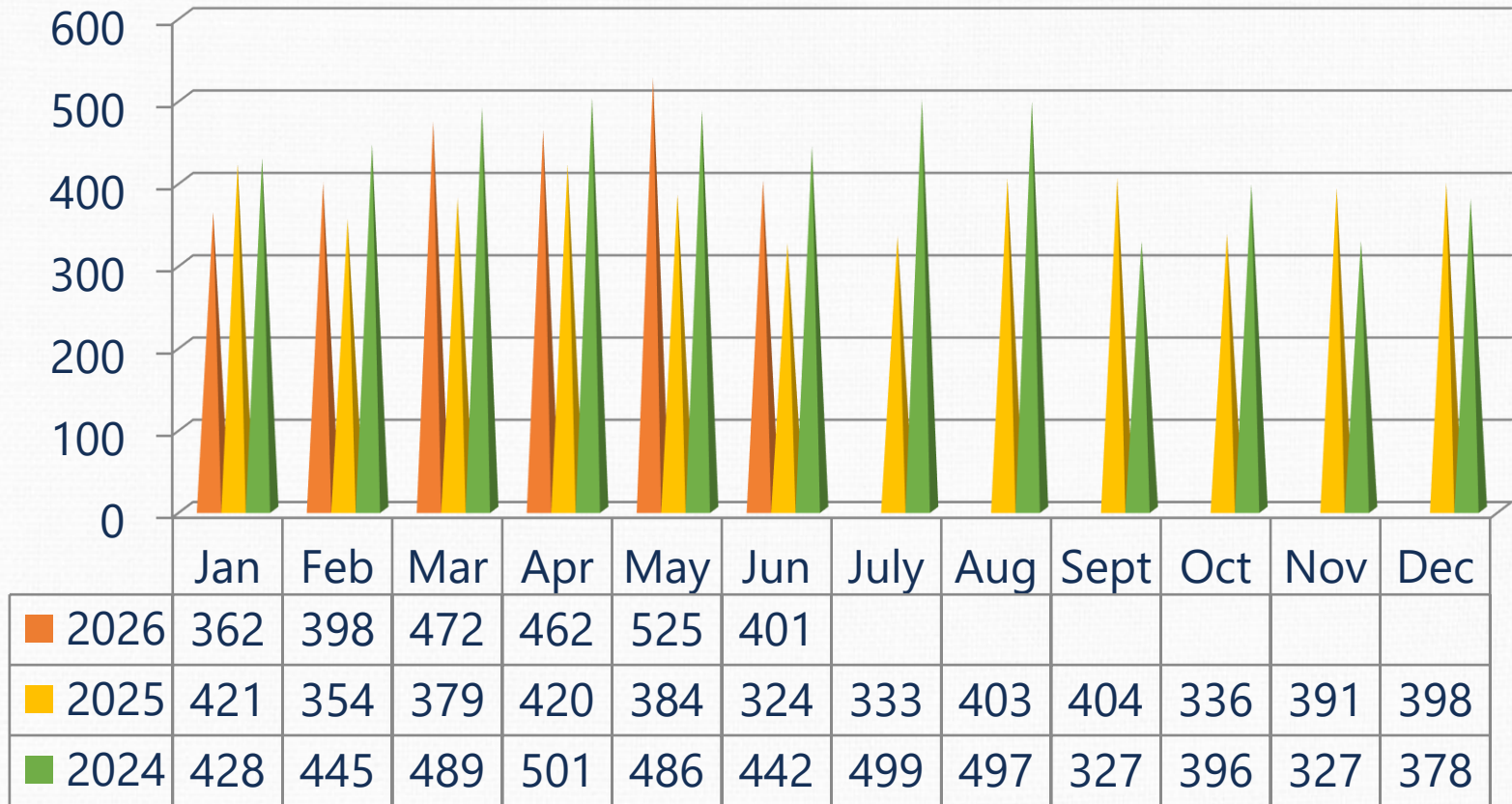


**The following statistics are based on calls for service reports compiled monthly.
Official crime data can be found via [Minnesota Crime Data Explorer](#).**

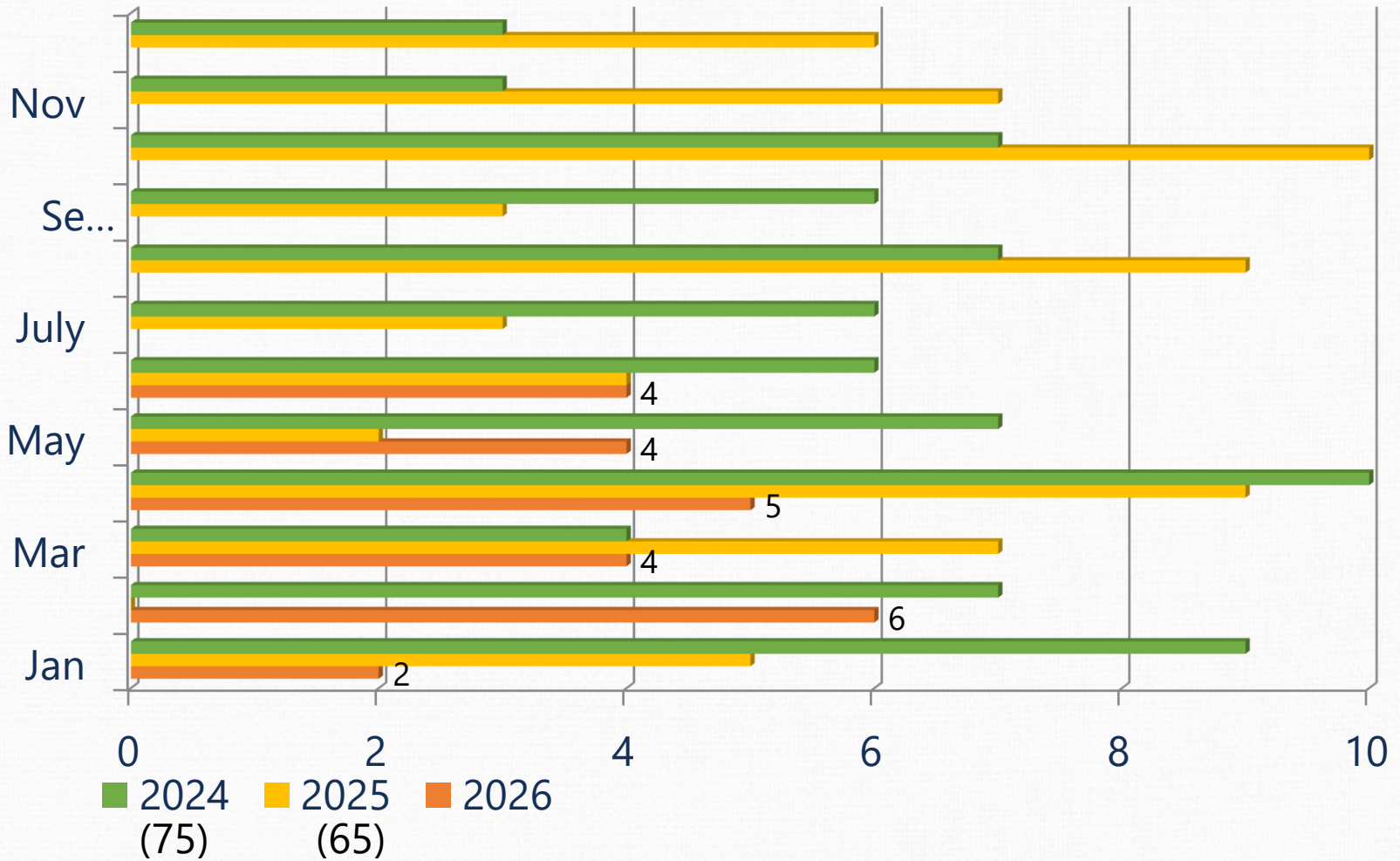
Total Calls for Service



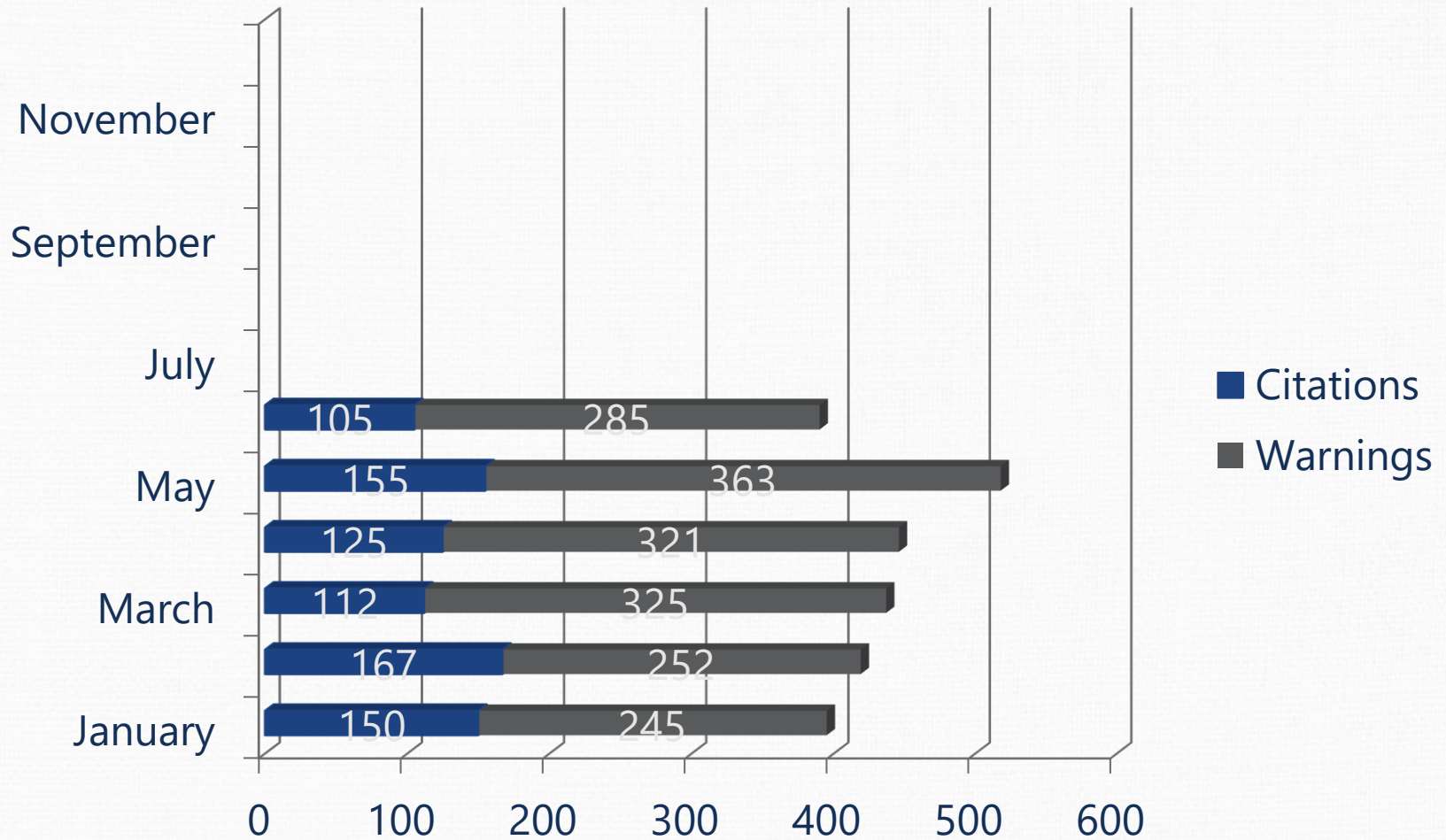
Traffic Stops



DWI



Citations and Warnings



Group A Crimes

Murder and Non-Negligent Manslaughter	0	Purse Snatching	0	Identity Theft	10
Kidnapping/Abduction	1	Shoplifting	22	Hacking/Computer Invasion	0
Rape	8	Theft From Building	6	Embezzlement	1
Sodomy	0	Theft From Coin-Operated Machine or Device	0	Stolen Property Offenses	3
Fondling	15	Theft From Motor Vehicle	10	Destruction/Damage/Vandalism of Property	30
Robbery	0	Theft of Motor Vehicle Parts or Accessories	4	Drug/Narcotic Violations	17
Aggravated Assault	23	All Other Larceny	58	Drug Equipment Violations	0
Simple Assault	41	Motor Vehicle Theft	1	Incest	0
Intimidation (Assault)	26	Counterfeiting/Forgery	5	Pornography/Obscene Material	3
Arson	0	False Pretenses/Swindle/Confidence Game	13	Weapon Law Violations	10
Extortion/Blackmail	1	Credit Card/Automated Teller Machine Fraud	7	Human Trafficking, Commercial Sex Acts	1
Burglary/Breaking & Entering	11	Wire Fraud	0	Animal Cruelty	2
				TOTAL:	329

Group B Crimes

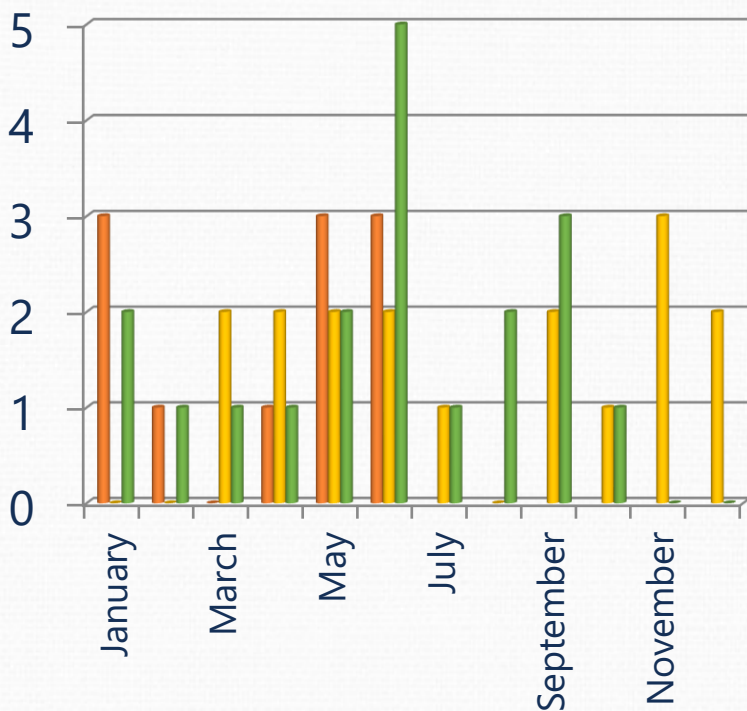
Curfew/Loitering/Vagrancy Violations	9
Disorderly Conduct	21
Driving Under the Influence	77
Family Offenses, Nonviolent	4
Liquor Law Violations	28
Trespass of Real Property	11
All Other Offenses	85

Total: 235

Disorderly and Nuisance Violations

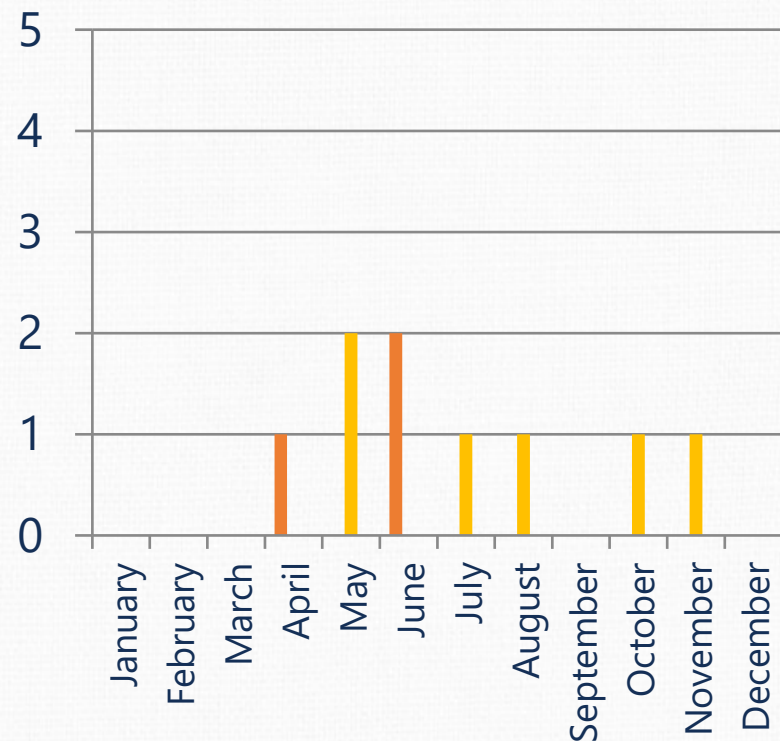
Disorderly Violations

2026 2025 2024

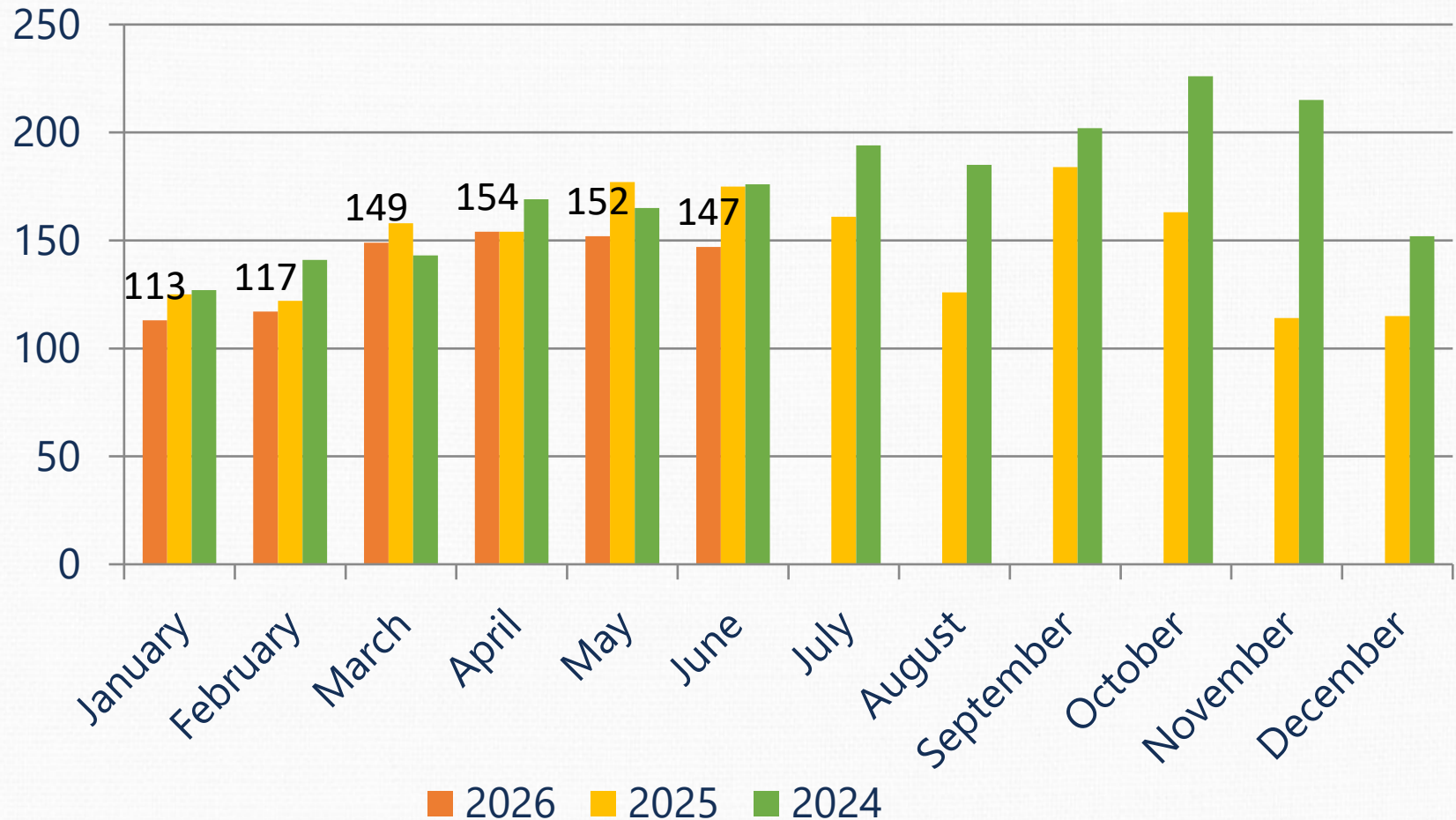


Nuisance Violations

2026 2025 2024



Animal Control Calls



Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 7, 2026 to June 30, 2026							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
22 Street Northeast	Broken branches on the lot, tall grass 5/14: not visible from either street (22nd or Prairie Pl NE). Unable to confirm violation. It's a natural wooded lot that the complaint was about.	5/14/2026				Closed - no violation	0
22 Street Southeast	Tall grass and weeds	6/22/2026	6/24/2026	7/5/2026			0.5
4 Avenue Southeast	Long weeds	6/22/2026	6/24/2026	7/5/2026			0.5
Barney Street West	Tall grass and weeds. Alternate address: 1352 Cedar Ave S 5/29: tall grass and weeds (also surrounding buildings at 1320 Cedar and 1301 Oak; connected properties)	5/29/2026				6/16/26 - has been cut	0.5
Kilworth Drive	Long grass/weeds, wild parsnips - lot west of Auto Zone	6/24/2026	6/26/2026	7/9/2026			0.5
Park Drive	Tall weeds, wild parsnips	6/23/2026	6/24/2026	7/5/2026			0.5
State Avenue	Wild Parsnips and tall weeds in vacant lot - west of old Walmart and north of Auto Zone 6/24/26: Confirmed tall weeds and wild parsnip	6/24/2026	6/26/2026	7/9/2026			0.5
100 Shady Avenue	Long grass & weeds.	6/12/2026	6/16/2026	6/26/2026	6/29/2026	Has been cut.	0.5
1025 Vine Street East	Couch in backyard, construction debris from unfinished garage project, piles of gravel in front yard, sediment barriers still in place after garage construction, and general debris left around property/backyard.	6/4/2026					0.5
1039-1041 Oak Avenue South	Tall grass/weeds, especially in back yard. 6/18: confirmed grass and weeds in back	6/4/2026	6/25/2026	7/9/2026			0.5
104 18 Street Southwest	Boulevard in front of Scooter's Coffee needs to be cut. 5/14 Long grass, 8+ inch	5/14/2026	5/18/2026	5/28/2026	5/22/2026	Has been cut.	0
104 University Street East	Long grass	6/11/2026	6/16/2026	6/26/2026	6/29/2026	Has been cut.	0.5
1040 26 Place Northwest	Overgrown field used to be farmed but now overtaken with grass and weeds causing vermin in area 5/18: Grass near street was cut, then long brush and weeds 5/29: grass near street cut, long brush and weeds further back	5/18/2026					0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 7, 2026 to June 30, 2026							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
1130 Frontage Road West	Wild Parsnip is growing around wal marts storm water pond that is located south of frontage road and north of Hoffman drive, across from wal marts semi parking lot. 6/23/26: confirmed tall weeds and wild parsnip	6/22/2026					0.5
1145 16 Street Southwest	Lawn needs to be mowed. Garage is falling apart - holes in the soffit. 5/14 lawn not 8+ inches, garage holes not visible from street - no violations. 9609	5/14/2026					0
1145 16 Street Southwest	Long grass, dumpster	6/11/2026	6/16/2026	6/26/2026			0.5
1145 16 Street Southwest	long weeds and grass behind the house, mowed front yard	6/29/2026					0
116 Selby Avenue	Tall grass 6/26: confirmed tall grass	6/25/2026				Need to send letter	0.5
118 13 Street Northwest	Tall grass 6/9: passed inspection, grass not 8+ inches	6/9/2026					0.5
123 Selby Avenue	Long grass & weeds	6/26/2026	6/30/2026	7/10/2026			0.5
1298 Bellflower Lane Northeast	Tall weeds and grass on vacant lot 5/29: long grass but not 18+ inches, no violation found	5/29/2026					0.5
1301 Oak Avenue South	Tall grass and weeds 5/29: tall grass and weeds (also surrounding buildings at 1320 Cedar and 1352 Cedar; connected properties) 6/1 - Contacted city employees to cut the grass and weeds. 6/11: recently mowed	5/29/2026		6/11/2026		Has been cut.	0.5
1320 Cedar Avenue South	Tall grass and weeds 5/29: tall grass and weeds (also surrounding buildings at 1352 Cedar and 1301 Oak; connected properties) 6/1-Contacted city employees to cut the grass and weeds. 6/11: recently mowed	5/29/2026		6/11/2026		Has been cut.	0

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
May 7, 2026 to June 30, 2026							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
1419 Cedar Avenue North	Tall grass & weeds. 6/4: confirmed long grass	6/4/2026	6/11/2026	6/21/2026	6/24/2026	Has been cut.	0.5
1500 Park Drive	Long grass and weeds 6/24/26: confirmed long grass and weeds, including wild parsnip	6/24/2026	6/25/2026	7/9/2026			0.5
1553 Bigelow Avenue	Long grass in back - no issue, he is in the process of turning the area into a nature reserve.	6/15/2026	6/17/2026	6/27/2026	6/24/2026		0.5
1575 Woodlawn Avenue	Tall grass 5/29: confirmed tall grass	5/29/2026	6/2/2026	6/12/2026	6/16/2026	Has been cut.	0
1615 Eagle Ridge Street Northeast	Tall weeds. 6/23/26: recently mowed	6/22/2026			6/23/2026	Has been cut.	0.5
1718 Bigelow Avenue	Long grass	6/15/2026	6/16/2026	6/26/2026	6/29/2026	Has been cut.	0.5
1726 St Paul Road Northeast	6/11: tall weeds still in back next to house	6/11/2026					0.5
1726 St Paul Road Northeast	6/16: long weeds behind house 6/22/26 - contacted mower.	6/16/2026					0
1726 St Paul Road Northeast	Tall weeds in the back yard 5/22: tall weeds in back next to house	5/22/2026	6/1/2026	6/11/2026	6/22/2026	Weeds cut by mower.	0
1746 Linn Avenue	Yard needs to be mowed. 5/14: long grass and dandelions 8+ inch	5/14/2026	5/18/2026	5/28/2026	6/16/2026	Has been cut.	0
1775 Bigelow Avenue	Long grass	6/14/2026			6/29/2026	Has been cut.	0.5
1810 Cedar Avenue South	Long grass on boulevard	5/7/2026	5/11/2026	5/25/2026	6/10/2026	Has been cut.	0
1860 Bigelow Avenue	5/29: long grass and weeds, broken branches, collapsed shed behind house	5/29/2026	6/2/2026	6/12/2026			0
2025 Edgewood Drive Northeast	Tall grass/weeds on vacant lot. 6/4: tall grass 18+ inches	6/4/2026	6/11/2026	6/25/2026	6/26/2026	No violation at time of inspection	0.5
205 Front Street East	Long grass	6/17/2026	6/18/2026	6/28/2026			0.5
206 Woodland Drive	Tall grass on the south side of the house. 5/29: confirmed long grass, patch on south side of house	5/29/2026	6/2/2026	6/12/2026	6/16/2026	Has been cut.	0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 7, 2026 to June 30, 2026							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
216 Highland Avenue	Long grass	6/19/2026	6/22/2026	7/2/2026			0.5
2210 Truman Avenue Southeast	Long grass and weeds. 5/18: long dandelions, some long grass	5/18/2026		6/6/2026	6/10/2026	Has been cut.	0.5
2245 18 Street Northwest	Ongoing trash accumulation in shared and surrounding areas, including frequently overfilled trash receptacles resulting in litter spreading across grounds and adjacent properties. 6/4: confirmed overflowing trash in 2 of the set of bins	6/4/2026	6/18/2026	6/28/2026			0.5
246 McKinley Street East	Complaint: Household trash all over driveway, never removed only added to. 5/4: Nothing found in driveway	3/12/2026				No violation at time of inspection	0.5
248 School Street East	Long grass	6/10/2026	6/11/2026	6/21/2026		Contacted mower to cut.	0.5
249 School Street East	Long grass	6/10/2026	6/11/2026	6/21/2026	6/24/2026	Has been cut.	0.5
251 Phelps Street East	Junk in back and on driveway	6/18/2026	6/25/2026	7/9/2026			0.5
251 Rice Street East	Long grass	6/18/2026	6/22/2026	7/2/2026			0.5
252 McKinley Street West	Long grass & weeds	6/29/2026	6/30/2026	7/10/2026			0.5
253 16 Street Northeast	Long grass	6/15/2026	6/16/2026	6/26/2026	6/29/2026	Has been cut.	0.5
258 Woodland Drive	Long grass.	6/16/2026	6/17/2026	6/27/2026			0.5
2580 Harvest Lane	Tall grass and weeds in vacant lot next to Horizon Eye Care. Wild parsnips as well	6/24/2026	6/25/2026	7/9/2026			0.5
330 Murray Street	Hasn't mowed yet this year. 5/26: confirmed long grass, 8+ inches	5/26/2026	5/28/2026	6/8/2026	6/10/2026	Has been cut.	0.5
338 13 Street Northeast	East side of garage. Weeds growing along garage and fence. 6/9: confirmed weeds near garage and between bushes at front of house	6/9/2026	6/11/2026	6/21/2026	6/24/2026	Has been cut.	0
354 13 Street Northeast	Weeds all over backyard side yards and front. 6/9: confirmed weeds near house	6/9/2026	6/11/2026	6/21/2026	6/24/2026	Has been cut.	0
355 McIndoe Street	Long grass	6/10/2026	6/11/2026	6/21/2026	6/24/2026	Has been cut.	0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 7, 2026 to June 30, 2026							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
403 Pebble Beach Drive Northeast	Yard needs to be mowed. 6/22 long grass, 8+ inch	5/22/2026	6/1/2026	6/11/2026	6/11/2026	Has been cut.	0.5
404 Kim Lane	Tall grass and weeds. 6/23/26: confirmed tall grass and weeds	6/23/2026	6/25/2026	7/9/2026			0.5
407 Chestnut Avenue	Long grass/weeds, recycling bin on lawn	6/12/2026	6/16/2026	6/26/2026	6/29/2026	Has been cut.	0.5
415 Pebble Beach Drive Northeast	6/11: junk on driveway, garbage bin on driveway (recycling at end of drive for pickup)	6/11/2026					0
415 Pebble Beach Drive Northeast	6/11: junk on driveway, garbage bin on driveway (recycling at end of drive for pickup)	6/11/2026			6/16/2026		0
415 Pebble Beach Drive Northeast	6/16: long weeds by house	6/16/2026	6/17/2026	6/27/2026	6/16/2026	Has been cut.	0
415 Pebble Beach Drive Northeast	Trailer in front yard with garbage bags on it.	6/23/2026					0.5
416 Oak Avenue South	Long grass 6/18: confirmed long grass	6/16/2026	6/25/2026	7/9/2026			0.5
428 Pearl Street East	Long grass, brush on side of driveway.	6/12/2026	6/16/2026	6/26/2026			0.5
431 State Avenue	Couch by the garbage for weeks, tires hidden behind recycle bins, 6/4: couch and junk by garbage	6/4/2026	6/17/2026	7/1/2026			0.5
434 Dartt Avenue	Long grass/weeds	6/12/2026	6/16/2026	6/26/2026		Contacted mower to cut.	0.5
439 Dartt Avenue	Long grass, junk on driveway.	6/12/2026					0.5
451 Flora Street	5/29: long grass, driveway cleared of junk	5/29/2026					0
451 Flora Street	Garbage bags and other misc. junk in driveway. 5/4 - Pile of garbage bags next to garage.	5/4/2026		5/11/2026			0
451 Flora Street	Sink on boulevard, junk near garage by/on driveway (slide, table, etc)	5/18/2026		5/18/2026		Has been removed.	0
457 Bridge Street West	Corner of Franklin and Bridge - there is a plant that blocks view of oncoming traffic. Uploaded complainant's pictures.	6/30/2026					0.5
486 Martin Street	Junk piled up by side of house. 6/23/26: not visible from street	6/23/2026	6/25/2026	7/9/2026			0.5
500 Hazeltine Place Northeast	garbage on driveway, confirmed trailer with junk on it.	6/22/2026	6/25/2026	7/9/2026			0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 7, 2026 to June 30, 2026							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
508 23 Street Northeast	Tall grass and weeds. 5/29: recently mowed	5/29/2026				Has been cut.	0.5
511 Maple Drive	Long grass	6/12/2026	6/16/2026	6/26/2026	6/29/2026	Has been cut.	0.5
514 Grove Avenue South	Tall grass 5/29: recently mowed	5/29/2026				Has been cut.	0.5
541 Main Street East	Need to go in alley between Main St and Agnes to see junk. Appliances, lumber and other junk in back yard.	6/30/2026					0.5
556 12 Street Southeast	Long grass	6/10/2026	6/11/2026	6/21/2026	6/24/2026	Has been cut.	0.5
560 20 Street Northeast	Junk on driveway - no violation.	6/25/2026					0
567 School Street East	Junk on boulevard, garbage bags piled by side of house.	6/11/2026	6/17/2026	7/1/2026			0.5
608 Ridge Road	5/14: majority not visible from street, small pile of debris in backyard	5/14/2026					0
608 Ridge Road	5/22 Not visible from street	5/22/2026					0
608 Ridge Road	5/29: not visible from street	5/29/2026					0
608 Ridge Road	Complaint: Junk by back door, wooden structures and black containers in back yard. Complainant's pictures have been uploaded. 5/4: Not visible from street	5/4/2026	5/6/2026	5/19/2026			0.5
610 20 Street Northeast	There are nightshade plants, thistles, and they don't mow their lawn. 5/22: weeds near front of house, including thistles; lawn recently mowed	5/18/2026				No violation found.	0
615 Linn Avenue	Long grass & weeds.	6/11/2026	6/16/2026	6/26/2026	6/29/2026	Has been cut.	0.5
615 Willowbrook Drive Northeast	Long grass on property line	6/24/2026					0.5
626 20 Street Northeast	Junk on driveway	6/25/2026	6/30/2026	7/10/2026			0
640 12 Street Northeast	Long grass & weeds	6/15/2026	6/16/2026	6/26/2026	6/24/2026	Has been cut.	0.5
645 20 Street Northeast	Junk on driveway and side of house.	6/25/2026					0
646 14 Street Southeast	The yard hasn't been mowed at all this year. 5/22: long grass 8+ inches	5/22/2026	6/1/2026	6/11/2026	6/16/2026	Has been cut.	0

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 7, 2026 to June 30, 2026							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
655 24 Street Northeast	Yard needs to be mowed. 5/14: long grass, 8+ inch	5/14/2026	5/18/2026	5/28/2026	6/18/2026		0
701 14 Street Southeast	Long grass 6/17: Has a pollinator garden within fence and to the left of the garage. Stated that all grass had been cut. Gave her an exception and she doesn't need to mow the garden area.	6/10/2026	6/11/2026	6/21/2026	6/17/2026	Pollinator garden.	0.5
703 Minnesota Avenue	Tall weeds/grass 6/4: recently mowed	6/4/2026				Has been cut.	0.5
704 Cherry Street	Long grass	6/12/2026	6/16/2026	6/26/2026		Contacted mower to cut.	0.5
710 Lee Street Northeast	Tall weeds at the back of the property. Belongs to whomever owns the field behind the property. 6/9: confirmed tall weeds near dead end and field at the back of the property	6/9/2026					0.5
711 Linn Avenue	Long grass.	6/11/2026	6/16/2026	6/26/2026	6/29/2026	Has been cut.	0.5
725 Escalade Lane Southeast	Tall grass & weeds	6/26/2026	6/30/2026	7/14/2026			0.5
728 South Street East	6/23/26: confirmed long grass 6/25/26 - Contacted mower to cut. 6/25/26 - Letter was returned.	6/24/2026				Contacted mower to cut.	0
728 South Street East	Long grass	6/10/2026	6/11/2026	6/21/2026			0
829 Escalade Lane Southeast	Tall grass/weeds on vacant lot	5/29/2026	6/2/2026	6/16/2026	6/16/2026	Has been cut.	0.5
830 Robinswood Place Northeast	Furniture and trash in back under deck.	6/18/2026	6/26/2026	7/9/2026			0.5
859 Escalade Lane Southeast	Tall grass/weeds on vacant lot.	5/29/2026	6/2/2026	6/16/2026	6/16/2026	Has been cut.	0.5
865 Escalade Lane		5/29/2026	6/2/2026	6/16/2026	6/16/2026	Has been cut.	0.5
919 Elm Avenue North	Long grass	6/30/2026					0.5
929 Cardinal Drive	Hasn't mowed yet this year. 6/25/26 - Letter was returned. No forwarding address.	6/9/2026	6/11/2026	6/21/2026		Contacted mower to cut.	0

COMPARISON REPORT OF BUILDING DONE IN CITY OF OWATONNA IN YEARS 2025 AND 2026												Ken Beck, Building Official			
	DWELLINGS		ACCESSORY		COMMERCIAL		ADD. & ALT.		DUPLEX/APTS		DEMO	TOTAL			
Month	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	NO.	VALUE		
Jan '25	0	0	0	0	22	13,865,031	85	566,740	0	0	0	107	14,431,771		
Jan '26	0	0	2	1,000	20	4,787,137	107	\$ 761,152.83			5	134	\$ 5,549,289.83		
Feb '25	1	317,000	1	500	40	15,540,396.00	185	1,110,858.11				227	16,968,754.11		
Feb '26	1	461,000	2	1,000	36	5,661,962.00	169	1,173,226.15			5	213	7,297,188.15		
Mar '25	1	317,000	14	51,721	59	17,995,810	278	\$ 1,975,163.16			2	354	\$ 20,339,694.16		
Mar '26	4	1,591,000	9	23,000	46	5,971,140	274	\$ 2,059,257.16			6	339	\$ 9,644,397.16		
Apr '25	6	1,502,000	25	102,117	73	22,381,515	395	3,025,025.86	0	0	3	502	27,010,657.86		
Apr '26	10	3,375,000	28	141,139	63	7,888,040	419	\$ 3,839,674.11	4	\$1,000,000.00	6	530	\$16,243,853.11		
May '25	7	2,068,000	39	170,017	102	31,555,159.00	567	4,993,234.30			4	719	38,786,410.30		
May '26	11	3,675,000	48	237,747	78	24,008,393.00	567	5,318,971.57	4	\$1,000,000.00	8	716	34,240,111.21		
Jun '25	8	2,448,000	51	218,624.33	120	34,423,774.00	740	7,382,208.84			4	923	44,472,607.17		
Jun '26	13	4,765,000	68	322,300.76	108	27,962,746.50	727	7,023,399.66	7	1,930,000	8	931	42,003,446.92		
Jul '25	10	3,298,000	70	340,568.33	141	37,792,700.00	923	9,366,792.64			4	1148	50,798,060.97		
Jul '26													0.00		
Aug '25	10	3,298,000	86	404,032.00	166	41,045,386.00	1075	11,186,236.26			5	1,342	\$55,933,654.26		
Aug '26													-		
Sep '25	11	3,623,000	102	464,032.00	189	41,567,217.38	1290	13,253,047.25			7	1,599	58,907,296.63		
Sep '26													0.00		
Oct '25	12	4,173,000	118	550,508.77	219	42,658,452.42	1,473	15,124,203.49			9	1,831	62,506,164.68		
Oct '26															
Nov '25	14	4,613,000	124	561,008.77	230	43,761,000.42	1,615	16,723,718.50			10	1,993	65,658,727.69		
Nov '26															
Dec '25	15	4,925,500	125	564,008.77	244	53,804,896.42	1,758	17,666,330.14			10	2,152	76,960,735.33		
Dec '26													0.00		

**Starting April 2023, Commerical and Industrial are combined

Owatonna Building Inspection Department Comparison Report- Construction to Date 2025/2026

Construction Report for Permits Issued through June, 2026

TYPE OF WORK	2025 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units	2026 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units
NEW DWELLINGS	8	2,448,000		13	4,765,000	
ACCESSORY BUILDINGS (INCLUDES GARAGES, UTIL. BLDGS, SW. POOLS, ETC.)	51	218,624.33		68	322,300.76	
COMMERCIAL AND INDUSTRIAL PERMITS	120	34,423,774.00		108	27,962,746.50	
RESIDENTIAL ADD. & ALT.	740	7,382,208.84		727	7,023,399.66	
DUPLEXES & APTS. (INCLUDES ATTACHED SF)	0	0	0	7	1,930,000	0
DEMOLITION PERMITS	4	0		8	0	
TOTAL PERMITS ISSUED	923	44,472,607	0	931	42,003,447	0



CITY OF
OWATONNA

Licenses Permits

Events Permit Application**EP-26-37**

Submitted On: Jun 11, 2026

Applicant

 Steve Langer
 612-889-4272
 stevel359@yahoo.com

Event Information**Event Name**

Ride for Hope

Event Contact

Steve Langer

Location of Event

Owatonna Eagles and southern Minnesota routes

Description of Event

This is our 17th annual event. it is a motorcycle ride and fund raiser for charities.

Event Set Up Date

07/11/2026

Event Set Up Time

7:00 am

Actual Event Date

07/11/2026

Actual Event Time

7:00 am

Clean Up Date

07/11/2026

Clean Up Time

8:00 pm

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

Postponed

Reschedule Date

07/12/2026

Estimated Attendance

140

Application Information**Sponsoring Organization Name**

Wenger Corp. / Owatonna Eagles

Mailing Address

555 Park DR.

City

Owatonna

State

MN.

Zip

55060

Website Address

wengercorp.com

Primary Contact**Name**

Chasidy Christiansen

Phone Number

507-455-4100

Cell Phone

N/A

Email Address

chasidy.christiansen@wengercorp.com

Primary On-site Contact**Name**

Tricia Forsberg

Cell Phone
507-475-8688

Alternate On-site Contact

Name
Steve Langer

Cell Phone
612-889-4272

Refer Media or Citizen Inquiries To:

Name
Tricia Forsberg

Phone
507-475-8688

Event Features

City Streets or Right-of-Way

No

Alleys

No

City Sidewalks or Trails

No

Public Parking Lots or Spaces

No

Parks

No

Will any signs/banners be put up?

No

Will there be any inflatables?

No

Will there be entertainment?

No

Will sound amplification be used?

No

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

No

Will there be temporary fencing?

No

Will merchandise/food items be sold?

No

Will food be prepared on site?

No

Will alcohol be sold?

No

Will this event require a Temporary Liquor Permit?

No

Will there be a fireworks display?

No

Describe power needs and location of power source

No power needed

Describe level of advertisement

Radio, talk of the town, social media, posters.

Have adjacent property owners been notified of this event?

No

Will the event need barricade(s)?

No

Will the event need cones?

No

Will Central Park Stage be used?

No

Will there be any horses?

No

Describe trash removal and cleanup plan during and after event

The Ride for Hope committee will clean up.

Will event need traffic control?

No

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

All attendees will register at the Eagles and we will leave and return to the Eagles as a group.

Will "No Parking" signs be needed?

No

Will event need security?

No

Will event need Emergency Medical Services?

No

Describe the emergency action plan if severe weather should arise?

If we are in Owatonna we will shelter at the Eagles or our homes.

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

Name

Tricia Forsberg

Phone Number

507-475-8688

Email

tricia.forsberg@wengercorp.com

List any other pertinent information

This is our 17th annual event. It consists of a motorcycle ride and auctions for charities.

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

Applicant Signature

The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity.

Depending on the size of and scope of the event a "Certificate of Insurance" may be required. If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy "as their interest may appear." As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Owatonna and is a release of Liability.

*Signature of Applicant
true*

Message:

"We have all of our MN. certified road guards to get us in and out of town. But if we had 1 or 2 squads to lead us out, that would be great too. We will leave at 10:00 am on Sat. July 11 from the Eagles on Elm St. South to 18th St., West to the stop light at Cedar and go South out of town. Thank you. Steve Langer. Route coordinator. 612-889-4272"

Type:

Events Permit Application EP-26-37

**Record No: EP-
26-31**Events Permit
Application

Status: Active

Submitted On: 5/8/2026

Primary Location

No location

Owner

No owner information

Applicant Danielle Licht
 507-774-7105
 danielle.licht@owatonna.gov
 540 West Hills Circle
Owatonna, Minnesota 55060

Event Information**Event Name**

Movie in the Park

Event Contact*

Danielle Licht

Location of Event*

River Springs Water Park 3065 St. Paul Road

Description of Event* ?

River Springs Water Park plans to host a free Movie in the Park event where the movie Shrek is shown. Movie will be shown on the North Side of the Water Park just outside the fence.

Event Set Up Date

07/18/2026

Event Set Up Time* ?

7:30pm

Actual Event Date*

07/18/2026

Actual Event Time* ?

8:55pm

Clean Up Date*

07/18/2026

Clean Up Time ?

10:20pm

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

Postponed

Reschedule Date

07/19/2026

Estimated Attendance* ?

75

Application Information

Sponsoring Organization Name*

Owatonna Parks and Rec

Mailing Address*

540 West Hills Circle

City*

Owatonna

State*

MN

Zip*

55060

Website Address*

<https://www.owatonna.gov/306/River-Springs-Water-Park>

Primary Contact

Name*

Danielle Licht

Phone Number*

507-774-7105

Cell Phone

507-475-3884

Email Address*

danielle.licht@owatonna.gov

Primary On-site Contact

Name*

Danielle Licht

Cell Phone*

507-475-3884

Alternate On-site Contact

Name*

Drake Simonson

Cell Phone*

507-456-3085

Refer Media or Citizen Inquiries To:

Name*

Danielle Licht

Phone*

507-774-7105

Event Features

City Streets or Right-of-Way*

No

Alleys*

No

City Sidewalks or Trails*

No

Public Parking Lots or Spaces*

No

Parks*

Yes

Start/End Time*

7:30pm

Date*

07/18/2026

Name of Requested Park(s)*

River Springs Water Park

Will any signs/banners be put up?*

No

Will there be any inflatables?*

No

Will there be entertainment?*

Yes

What Type*

Movie

Will sound amplification be used?*

Yes

Type*

2 Large Portable Speakers

Hours*

8:55pm-10:20pm

Will sound be amplified after 10:00pm?*

Yes

Sound amplified after 10:00 p.m. will require an Exception to the City's Noise Ordinance. There is a \$150 fee for an Exception to the City's Noise Ordinance which must be paid with this Event Application

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

No

Will there be temporary fencing?* 

No

Will merchandise/food items be sold?*

Yes

How many vendors expected?*

1

Will food be prepared on site?*

Yes

Will alcohol be sold?*

No

Will this event require a Temporary Liquor Permit?*

No

Will there be a fireworks display?*

No

Describe power needs and location of power source*

Power will be hooked up to River Springs building.

Describe level of advertisement* ?

Facebook, fliers, and radio

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

No

Will the event need cones?*

No

Will Central Park Stage be used?*

No

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

Water Park Trash cans will be used and dumped by city staff

Will event need traffic control?*

No

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

Due to smaller in size crowd individuals will be directed to the movie location by sign and by staffing.

Will "No Parking" signs be needed?*

No

Will event need security?*

No

Will event need Emergency Medical Services?*

No

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

All safety procedures will follow the EAP set by River Springs Water Park which all staff are trained on.

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

Name*

Danielle Licht

Phone Number*

507-475-3884

Email*

danielle.licht@owatonna.gov

List any other pertinent information



Events Permit Application**EP-26-6**

Submitted On: Jan 23, 2026

Applicant

 Paul Niemisto
 7633525200
 paul.niemisto@gmail.com

Event Information**Event Name**

Boys of America Finnish Brass Band

Event Contact

Paul Niemistro

Location of Event

Bandshell

Description of Event

Concert by seven-piece brass band featuring classical selections and social dance music

Event Set Up Date

08/01/2026

Event Set Up Time

2:00 PM

Actual Event Date

08/01/2026

Actual Event Time

3:00 PM

Clean Up Date

08/01/2026

Clean Up Time

4:30 PMJ

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

Canceled

Estimated Attendance

200

Application Information**Sponsoring Organization Name**

Boys of America (Ameriikan pojat) Brass Band

Mailing Address

608 Zanmiller Dr W

City

Northfield

State

MN

Zip

55057

Website Address

www.ameriikanpoijat.org

Primary Contact**Name**

Paul Niemisto

Phone Number

763-352-5200

Cell Phone

763-352-5200

Email Address

paul.niemisto@gmail.com

Primary On-site Contact**Name**

Paul Niemisto

Cell Phone**Alternate On-site Contact**

763-352-5200

Name

Brian Borovsky

Cell Phone

952-220-4906

Refer Media or Citizen Inquiries To:

Name

Paul Niemisto

Phone

763-352-5200

Event Features

City Streets or Right-of-Way

No

Alleys

No

City Sidewalks or Trails

No

Public Parking Lots or Spaces

Yes

Start/End Time

3:00 PM to 4:30 PM

Date

08/01/2026

Parks

No

Will any signs/banners be put up?

No

Will there be any inflatables?

No

Will there be entertainment?

Yes

What Type

none

Will sound amplification be used?

No

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

No

Will there be temporary fencing?

No

Will merchandise/food items be sold?

No

Will food be prepared on site?

No

Will alcohol be sold?

No

Will this event require a Temporary Liquor Permit?

No

Will there be a fireworks display?

No

Describe power needs and location of power source

none

Describe level of advertisement

Local paper and radio and posters in town

Have adjacent property owners been notified of this event?

No

Will the event need barricade(s)?

No

Will the event need cones?

No

Will Central Park Stage be used?

Yes

Number Needed

0

Will there be any horses?

No

Describe trash removal and cleanup plan during and after event

no extra trash anticipated

Will event need traffic control?

No

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

open park space

Will "No Parking" signs be needed?

No

Will event need security?

No

Will event need Emergency Medical Services?

No

Describe the emergency action plan if severe weather should arise?

evacuate

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

Name

Paul Niemisto

Phone Number

763-352-5200

Email

paul.niemisto@gmail.com

List any other pertinent information

Hope to find a parking spot near the bandsheel to unload equipment. We'd be grateful for 7 comfortable chairs if available.
JoAnn Hebert/ Tone Music is our local Owatonna contact

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

Central Park Stage Usage Information

Time

2:00 PM to 4:30 PM

Open

3:00 PM

Close

4:30 PM

Sound or Light Person Needed

No

Size of Group that will be on stage

7

Type of Group

brass band

Name of Person that will be Opening and Closing of Stage

Paul Niemisto

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

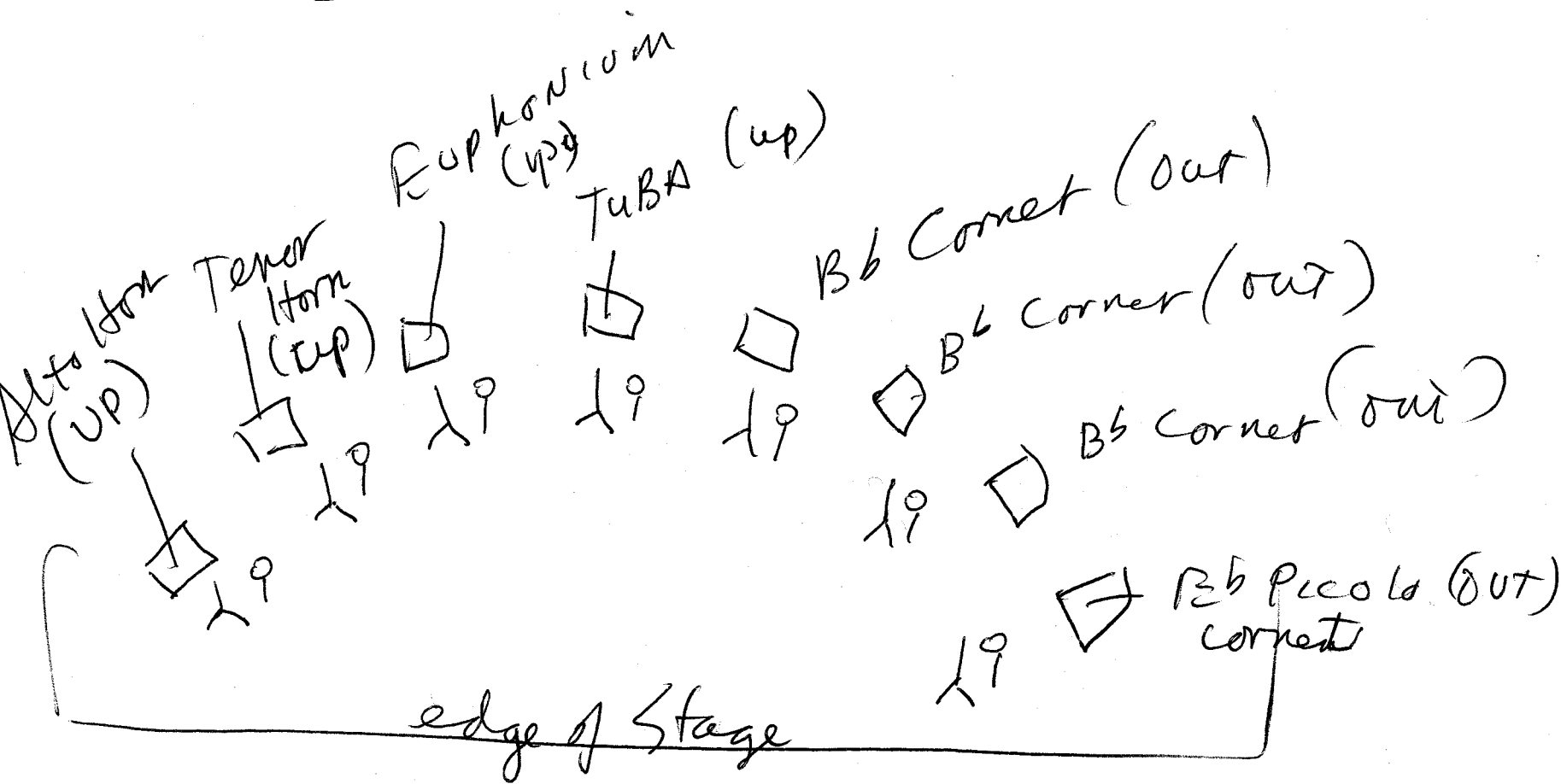
Applicant Signature

The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity.

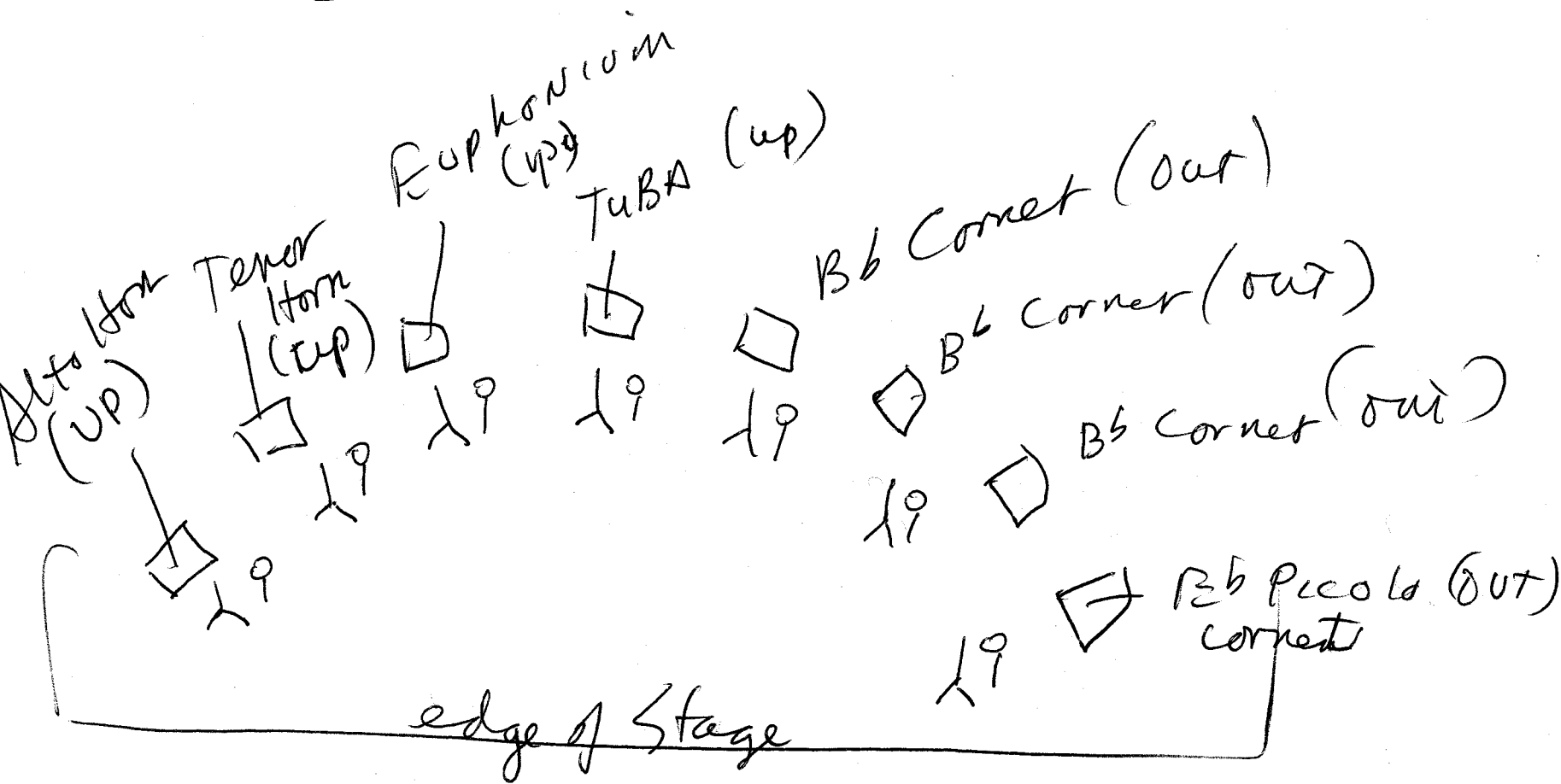
Depending on the size of and scope of the event a "Certificate of Insurance" may be required. If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy "as their interest may appear." As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Owatonna and is a release of Liability.

Signature of Applicant
true

Polya configuration, furniture, mic-ing



Polya configuration, furniture, mic-ing



□ = chair (8)
 λ = stand (7)
 q = mic (7)

**Record No: EP-
26-36**

Events Permit

Application

Status: Active

Submitted On: 6/11/2026

Primary Location

No location

Owner

No owner information

Applicant



Delana Hoeve



507-213-7639 ext. 00000



delana@mysoundchurch.com



2002 Austin Road

Owatonna, MN 55060

Event Information

Event Name

Worship in the Park (The name will be changing)

Event Contact*

Delana Hoeve

Location of Event*

Central Park and Central Park Stage

Description of Event* ?

Worship in the Park is a free, family-friendly community event being organized through a collaboration of several churches and Christian ministries throughout Owatonna. The event will be Sunday, August 9, 2026, at Central Park and is intended to bring together community members of all ages for an evening of live music, fellowship, family activities, and encouragement.

The event will feature live worship music performed by local musicians and worship teams, along with brief moments of prayer and inspirational messages focused on unity, hope, and community engagement. In addition to the stage programming, attendees will have access to food vendors, family-friendly activities, children's entertainment, and informational booths hosted by local churches and community organizations.

Activities are planned to begin at 4:00 PM. The event is expected to conclude by 8:00 PM.

The organizing churches are committed to providing a well-planned, safe, and welcoming environment for all attendees. Event organizers will coordinate stage operations, sound production, volunteer staffing, vendor participation, crowd management, and cleanup efforts. The event will be family-oriented, alcohol-free, and open to all members of the community at no cost.

Our goal is to create a positive community gathering that fosters connection among residents, supports local organizations, and provides an enjoyable evening of music and activities in one of Owatonna's central public spaces.

Event Set Up Date

08/09/2026

Event Set Up Time* ?

2:00 pm

Actual Event Date*

08/09/2026

Actual Event Time* ?

4:00 pm

Clean Up Date*

08/09/2026

Clean Up Time ?

8:00 pm

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

Postponed

Reschedule Date

—

Estimated Attendance* ?

300

Application Information

Sponsoring Organization Name*

Sound Church - collaborating with other churches

Mailing Address*

P.O. Box 200

City*

Owatonna

State*

Minnesota

Zip*

55060

Website Address*

www.sound.church

Primary Contact

Name*

Delana Hoeve

Phone Number*

5072137639

Cell Phone

5072137639

Email Address*

delana@mysoundchurch.com

Primary On-site Contact

Name*

Delana Hoeve

Cell Phone*

5072137639

Alternate On-site Contact

Name*

Kristina Bartels

Cell Phone*

2532280923

Refer Media or Citizen Inquiries To:

Name*

Delana Hoeve

Phone*

5072137639

Event Features

City Streets or Right-of-Way*

No

Alleys*

No

City Sidewalks or Trails*

No

Public Parking Lots or Spaces*

Yes

Start/End Time*

2:00pm-8:00pm

Date*

08/09/2026

Parks*

Yes

Start/End Time*

2:00 pm-8:00pm

Date*

08/09/2026

Name of Requested Park(s)*

Owatonna Central Park

Will any signs/banners be put up?*

Yes

Number and Size*

TBD

Will there be any inflatables?*

Yes

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

Will there be entertainment?*

Yes

What Type*

Worship Music on the Central Park Stge

Will sound amplification be used?*

Yes

Type*

Sound amplification will be used primarily for live worship music from approximately 2:00 PM–8:00 PM, along with brief announcements and prayer. The event will be operated by experienced sound technicians and appropriate volume levels will be maintained in accordance with park regulations.

Hours*

2:00pm - 8:00 pm

Will sound be amplified after 10:00pm?*

No

Sound amplified after 10:00 p.m. will require an Exception to the City's Noise Ordinance. There is a \$150 fee for an Exception to the City's Noise Ordinance which must be paid with this Event Application

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

Yes

Dimensions*

TBD and we will be utilizing the Central Park Stage

Fees may apply. No staking without approval.

Will there be temporary fencing?* 

No

Will merchandise/food items be sold?*

Yes

How many vendors expected?*

4

Will food be prepared on site?*

Yes

Will alcohol be sold?*

No

Will this event require a Temporary Liquor Permit?*

No

Will there be a fireworks display?*

No

Describe power needs and location of power source*

Power Needs: Power for a professional sound system, microphones, musical instruments, and event production equipment.

Power Source Location: Preference is to utilize the electrical service available at the Central Park stage. If park power is unavailable or insufficient, an approved generator will be provided and located in accordance with city requirements.

Describe level of advertisement* ?

The event will be promoted through participating churches in Owatonna, social media platforms, printed flyers, local Christian radio, community event listings, and local newspaper announcements. Promotion is intended to reach the Owatonna community and surrounding area.

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

No

Will the event need cones?*

Yes

Number Needed*

10

Size Needed*

Large

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

Will Central Park Stage be used?*

Number Needed*

Yes

1

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

Trash Removal and Cleanup Plan: Volunteers will monitor and collect trash throughout the event. Trash receptacles will be available in key areas, especially near food vendors. Following the event, a volunteer cleanup team will remove all trash, vendor materials, and event equipment, ensuring the park is left clean and restored to its pre-event condition.

Will event need traffic control?*

No

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

Crowd control and participant safety will be managed by designated church leaders and the Sound Church Security/Safety Team. Leaders will monitor activities, maintain appropriate supervision ratios, and ensure participants remain within approved event areas. The Security/Safety Team will be available to respond to emergencies, address safety concerns, assist with traffic flow as needed, and coordinate any necessary emergency response procedures. Clear communication will be maintained between event leaders and the Security/Safety Team throughout the event to ensure the safety and well-being of all participants and spectators.

Will "No Parking" signs be needed?*

Number Needed*

Yes

8

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

Will event need security?*

No

Will event need Emergency Medical Services?*

No

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

In the event of severe weather, including lightning, high winds, tornado warnings, or other hazardous conditions, event organizers will immediately suspend all activities and make announcements through the event sound system. Attendees will be instructed to seek shelter in their vehicles or other appropriate indoor locations. Event staff and volunteers will assist with an orderly evacuation of the park and vendor areas as needed. Organizers will monitor weather conditions prior to and throughout the event and will coordinate with local authorities if emergency conditions arise. The event may be delayed, suspended, or canceled if weather conditions pose a risk to public safety.

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

Name*

Delana Hoeve

Phone Number*

5072137639

Email*

delana@mysoundchurch.com

List any other pertinent information

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

Central Park Stage Usage Information

Time*

2:00 pm

Open*

4:00 pm

Close*

8:00 pm

Sound or Light Person Needed*

No

Size of Group that will be on stage*

8

Type of Group* ?

Worship band and speakers

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

Naomi Jirele

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

Applicant Signature

*The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity. **Depending on the size of and scope of the event a “Certificate of Insurance” may be required.** If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy “as their interest may appear.” As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Owatonna and is a release of Liability.*

Signature of Applicant*



Delana Jean Hoeve

Jun 11, 2026

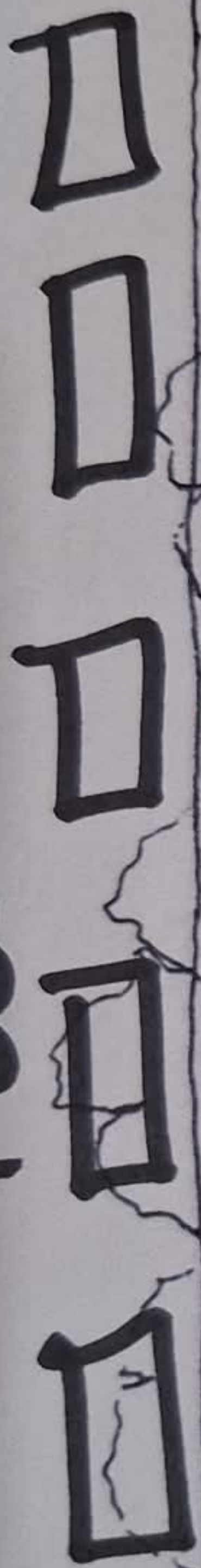
Internal Use

Special Provisions 

Fire Department Approval / Comments / Notes 

Park & Rec. Department Approval / Comments / Notes 

Food truck

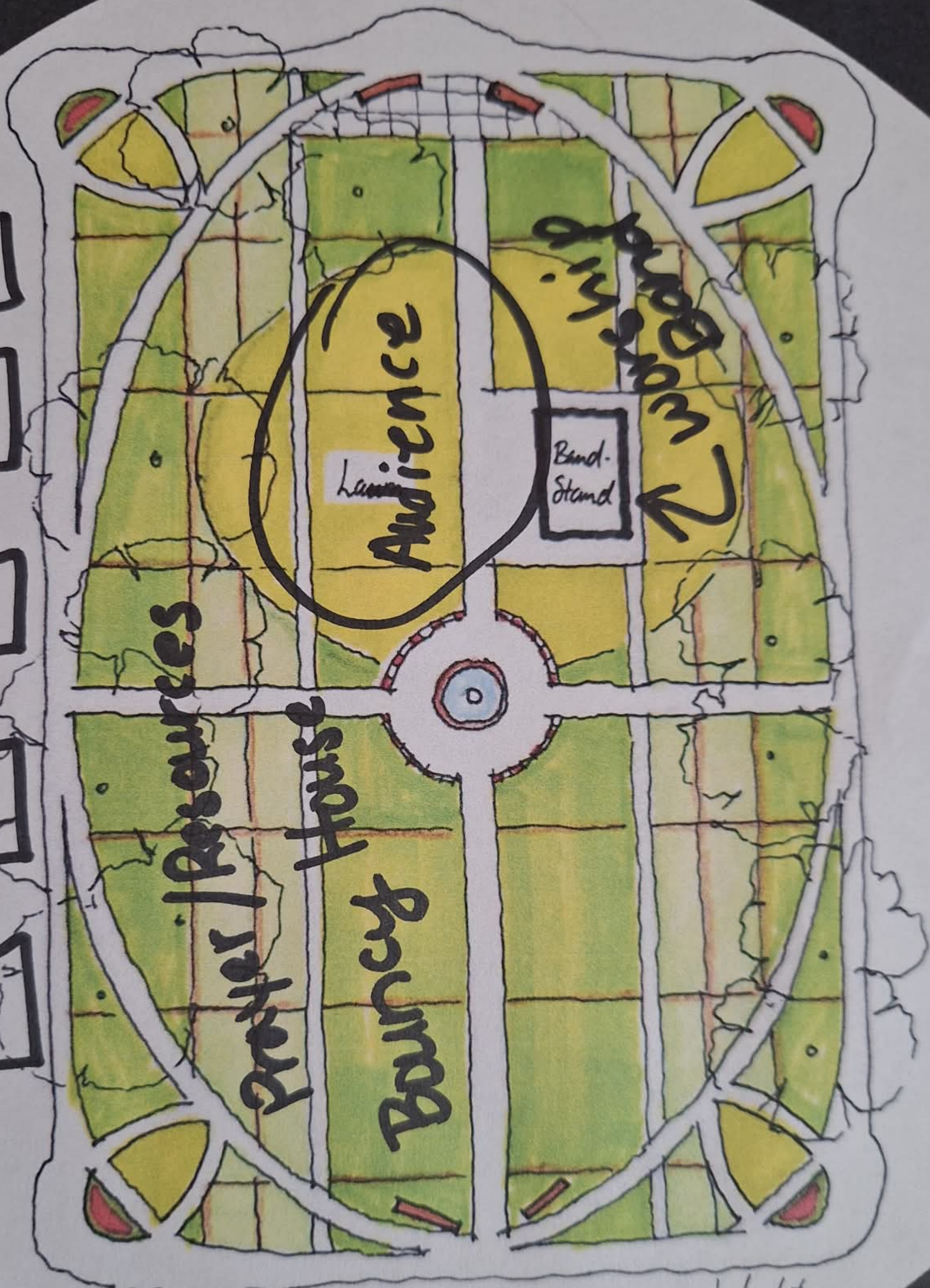


Lookout to
Fire Station

Gateway
Monument
Sign

Lookout to
Courthouse

Kiosk



Events Permit Application**EP-26-7**

Submitted On: Feb 6, 2026

Applicant

 Kelsey Antcliff
 6162551839
 kelsey.antcliff@gmail.com

Event Information**Event Name**

Southern MN Youth XC Invitational

Event Contact

Kelsey Antcliff

Location of Event

Leo Rudolph Nature Preserve

Description of Event

Youth ages 6-11 will be running a route of 2k or 3k distance that we will route and mark with occasional arrows of spray paint. Youth running are a part of our team and all meets are included in their membership. They are also covered by our insurance. We will have a start/finish blow up that we stake with very small stakes in the ground. We may also have a shade structure based on weather.

Event Set Up Date

09/04/2026

Event Set Up Time

4:30

Actual Event Date

09/05/2026

Actual Event Time

9:00

Clean Up Date

09/05/2026

Clean Up Time

12:00

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

Postponed

Reschedule Date

09/06/2026

Estimated Attendance

50

Application Information**Sponsoring Organization Name**

Southern MN Youth XC

Mailing Address

1166 Jadden lane

City

Owatonna

State

MN

Zip

55060

Website Address

Kelsey.antcliff@gmail.com

Primary Contact**Name**

Kelsey Antcliff

Phone Number

6162551839

Cell Phone

--

Email Address**Primary On-site Contact**

kelsey.antcliff@gmail.com

Name

Kelsey Antcliff

Cell Phone

6162551839

Alternate On-site Contact

Name

Travis Antcliff

Cell Phone

6168355866

Refer Media or Citizen Inquiries To:

Name

Kelsey Antcliff

Phone

6162551839

Event Features

City Streets or Right-of-Way

No

Alleys

No

City Sidewalks or Trails

Yes

Start/End Time

9:00am - 12:00pm

Date

09/05/2026

Public Parking Lots or Spaces

Yes

Start/End Time

9:00-12:00

Date

09/05/2026

Parks

Yes

Start/End Time

9:00-12:00

Date

09/05/2026

Name of Requested Park(s)

Leo Rudolph Nature Reserve

Will any signs/banners be put up?

Yes

Number and Size

Small yard sign to show attendees where to go. A start/finish blow up that uses small stakes in the ground.

Will there be any inflatables?

Yes

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

Will there be entertainment?

No

Will sound amplification be used?

No

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

Yes

Dimensions

Possibly a small shade structure.

Fees may apply. No staking without approval.

Will there be temporary fencing?

No

Will merchandise/food items be sold?

No

Will food be prepared on site?

No

Will alcohol be sold?

No

Will this event require a Temporary Liquor Permit?

No

Will there be a fireworks display?

No

Describe power needs and location of power source

No power needs. We will use a generator to blow up start/finsh.

Describe level of advertisement

Advertised to Owatonna community through youth runners' families.

Have adjacent property owners been notified of this event?

No

Will the event need barricade(s)?

No

Will the event need cones?

No

Will Central Park Stage be used?

No

Will there be any horses?

No

Describe trash removal and cleanup plan during and after event

We will provide many trash bags and our team and parents will clean up everything behind us.

Will event need traffic control?

No

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

Everyone will go to their individual cars and leave the premises should safety be an issue.

Will "No Parking" signs be needed?

No

Will event need security?

No

Will event need Emergency Medical Services?

No

Describe the emergency action plan if severe weather should arise?

We will postpone the event if weather arises.

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

Name

Kelsey Antcliff

Phone Number

6162551839

Email

kelsey.antcliff@gmail.com

List any other pertinent information

--

Applicant Signature

The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity. Depending on the size of and scope of the event a “Certificate of Insurance” may be required. If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy “as their interest may appear.” As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Owatonna and is a release of Liability.

Signature of Applicant
true



Léo Rudolph Nature Resv

Image Landsat / Copernicus

×

Ruler

Line

Path

Polygon

Circle

3D path

3D polygon

Measure the distance between multiple points on the ground

Length: 2.00 Kilometers

☐ Show Elevation Profile

☒ Mouse Navigation

Save

Clear



Ruler

Line Path Polygon Circle 3D path 3D polygon

Measure the distance between multiple points on the ground

Length: 3.03 Kilometers

☐ Show Elevation Profile

☒ Mouse Navigation

Save Clear

**Record No: EP-
26-32**

Events Permit
Application

Status: Active

Submitted On: 5/12/2026

Primary Location

No location

Owner

No owner information

Applicant

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

Event Information

Event Name

6th Annual HAF Memorial Event

Event Contact*

Brandon Flores

Location of Event*

141 E Rose St

Description of Event* ?

Annual fundraising event in memory of US Navy Hunter Frank

Event Set Up Date

09/19/2026

Event Set Up Time* ?

7:00 AM

Actual Event Date*

09/19/2026

Actual Event Time* ?

10:00 AM

Clean Up Date*

09/19/2026

Clean Up Time ?

7:30 PM

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

Postponed

Reschedule Date

09/20/2026

Estimated Attendance* ?

200

Application Information

Sponsoring Organization Name*

Hunter Alexander Frank Memorial
Foundation

Mailing Address*

1749 SW 48th Street

City*

Owatonna

State*

MN

Zip*

55060

Website Address*

hafmemorial@outlook.com

Primary Contact

Name*

Brandon

Phone Number*

5073631569

Cell Phone

5073631569

Email Address*

hafmemorial@outlook.com

Primary On-site Contact

Name*

Brandon

Cell Phone*

5073631569

Alternate On-site Contact

Name*

Maggi

Cell Phone*

5078372022

Refer Media or Citizen Inquiries To:

Name*

Maggi

Phone*

5078372022

Event Features

City Streets or Right-of-Way*

No

Alleys*

No

City Sidewalks or Trails*

No

Public Parking Lots or Spaces*

No

Parks*

No

Will any signs/banners be put up?*

Yes

Number and Size*

3 yard signs, as many banners as sponsors, and flags on blvd

Will there be any inflatables?*

No

Will there be entertainment?*

No

Will sound amplification be used?*

No

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

No

Will there be temporary fencing?* ?

No

Will merchandise/food items be sold?*

Yes

How many vendors expected?*

1

Will food be prepared on site?*

Yes

Will alcohol be sold?*

No

Will this event require a Temporary Liquor Permit?*

No

Will there be a fireworks display?*

No

Describe power needs and location of power source*

None, at eagles

Describe level of advertisement* ?

as much as we can get our hands on

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

No

Will the event need cones?*

Yes

Number Needed*

50

Size Needed*

Large

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

Will Central Park Stage be used?*

No

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

Owatonna Eagles

Will event need traffic control?*

Yes

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

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

Parking attendants and following Owatonna Eagles' event guidelines

Will "No Parking" signs be needed?*

No

Will event need security?*

No

Will event need Emergency Medical Services?*

No

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

Take shelter inside Owatonna Eagles

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

Name*

Brandon

Phone Number*

5073631569

Email*

hafmemorial@outlook.com

List any other pertinent information

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

Applicant Signature

*The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity. **Depending on the size of and scope of the event a "Certificate of Insurance" may be required.** If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy "as their interest may appear." As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Owatonna and is a release of Liability.*

Signature of Applicant*

✓ Brandon Paul Flores
May 12, 2026

Internal Use

Special Provisions 🔒

Park & Rec. Department Approval / Comments / Notes

Approve. No P&R impact.

Police Department Approval / Comments / Notes

Please contact Patrol Captain Tracy DuChene for traffic control needs.

Public Works Department Approval / Comments / Notes

please call 5074565028 at least 2 days prior the event to schedule pickup of cones

Building & Inspection

Downtown Review

Date to Council

07/07/2026

Council Notes

se St

E Rose St

Fraternal Order of Eagles

328

P

Owatonna Eagles
Not busy



Memorial Ride parking

324

Event

318

N Elm Ave

**Record No: EP-
26-35**Events Permit
Application

Status: Active

Submitted On: 6/3/2026

Primary Location

No location

Owner

No owner information

Applicant Casie DeVos
 507-363-1287
 cdevos@isd761.org
 1455 SE 18th St.
Owatonna, MN 55060

Event Information**Event Name**

Homecoming Parade 2026

Event Contact*

Casie DeVos

Location of Event*

Downtown Owatonna--From D.O. Through Downtown streets.

Description of Event* ?

Homecoming parade with high school sports and clubs

Event Set Up Date

10/02/2026

Event Set Up Time* ?

12:00 pm

Actual Event Date*

10/02/2026

Actual Event Time* ?

1:30 pm

Clean Up Date*

10/02/2026

Clean Up Time ?

3:30 pm

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

Postponed

Reschedule Date

—

Estimated Attendance* ?

1500

Application Information

Sponsoring Organization Name*

OHS Student Council

Mailing Address*

1455 18th St NE

City*

Owatonna

State*

MN

Zip*

55060

Website Address*

www.isd761.org

Primary Contact

Name*

Casie DeVos

Phone Number*

507-363-1287

Cell Phone

Email Address*

cdevos@isd761.org

Primary On-site Contact

Name*

Casie DeVos

Cell Phone*

507-363-1287

Alternate On-site Contact

Name*

Kory Kath

Cell Phone*

507-456-3870

Refer Media or Citizen Inquiries To:

Name*

Casie DeVos

Phone*

507-363-1287

Event Features

City Streets or Right-of-Way*

Yes

Start/End Time*

12:00-3:30

Date*

10/02/2026

Name of Requested Street(s)*

Grove St., N. Cedar Ave

Alleys*

No

City Sidewalks or Trails*

No

Public Parking Lots or Spaces*

Yes

Start/End Time*

11:30 am

Date*

10/02/2026

Parks*

No

Will any signs/banners be put up?*

No

Will there be any inflatables?*

No

Will there be entertainment?*

No

Will sound amplification be used?*

No

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

No

Will there be temporary fencing?* ?

No

Will merchandise/food items be sold?*

No

Will food be prepared on site?*

No

Will alcohol be sold?*

No

Will this event require a Temporary Liquor Permit?*

No

Will there be a fireworks display?*

No

Describe power needs and location of power source*

NA

Describe level of advertisement* ?

Newspaper, social media, school website

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

Yes

Number Needed

10

Size Needed*

Large

Event organizer is responsible for pickup and return of barricades at the City Shop, 1100 Industrial Blvd., Monday-Friday 7 AM to 3 PM. Please call 507-456-5028 to make arrangements. *Fees may apply.*

Will the event need cones?*

Yes

Number Needed*

50

Size Needed*

Large

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

Will Central Park Stage be used?*

No

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

People will pick the candy up to take home.

Will event need traffic control?*

Yes

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

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

Staff of Owatonna Public Schools will be helping keep kids off the roads. There are also volunteers that sign up.

Will "No Parking" signs be needed?*

Number Needed*

Yes

99

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

Will event need security?*

Will event need Emergency Medical Services?*

No

No

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

We will end the parade immediately.

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

Name*

Phone Number*

Casie DeVos

507-363-1287

Email*

cdevos@isd761.org

List any other pertinent information

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

Applicant Signature

*The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity. **Depending on the size of and scope of the event a “Certificate of Insurance” may be required.** If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy “as their interest may appear.” As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Owatonna and is a release of Liability.*

Signature of Applicant*



CASIE DEVOS

Jun 3, 2026



- 1.) Hayracks depart Radel Pavillion and head North on Austin Road, connecting with Grove St.
- 2.) Hayracks will load students in front of OHS along Grove St. and Convertibles will load students/dignitaries in the Staff Parking Lot along School Street.
 - a.) Order will be established at spot 2 as the parade sets.
- 3.) Official start of the parade at Broadway & Grove
 - a.) Parade will travel West on Broadway
- 4.) North on N. Cedar Ave
- 5.) Conclude at the corner of E. Rose St. and N. Cedar Ave.
- 6.) Parade will then return to OHS to dismantle. Hayracks will be returned to families throughout the afternoon.

Graphic 2: Barriers Noted:

Police Escort needed from the Radel Pavillion, through loading, and through parade route

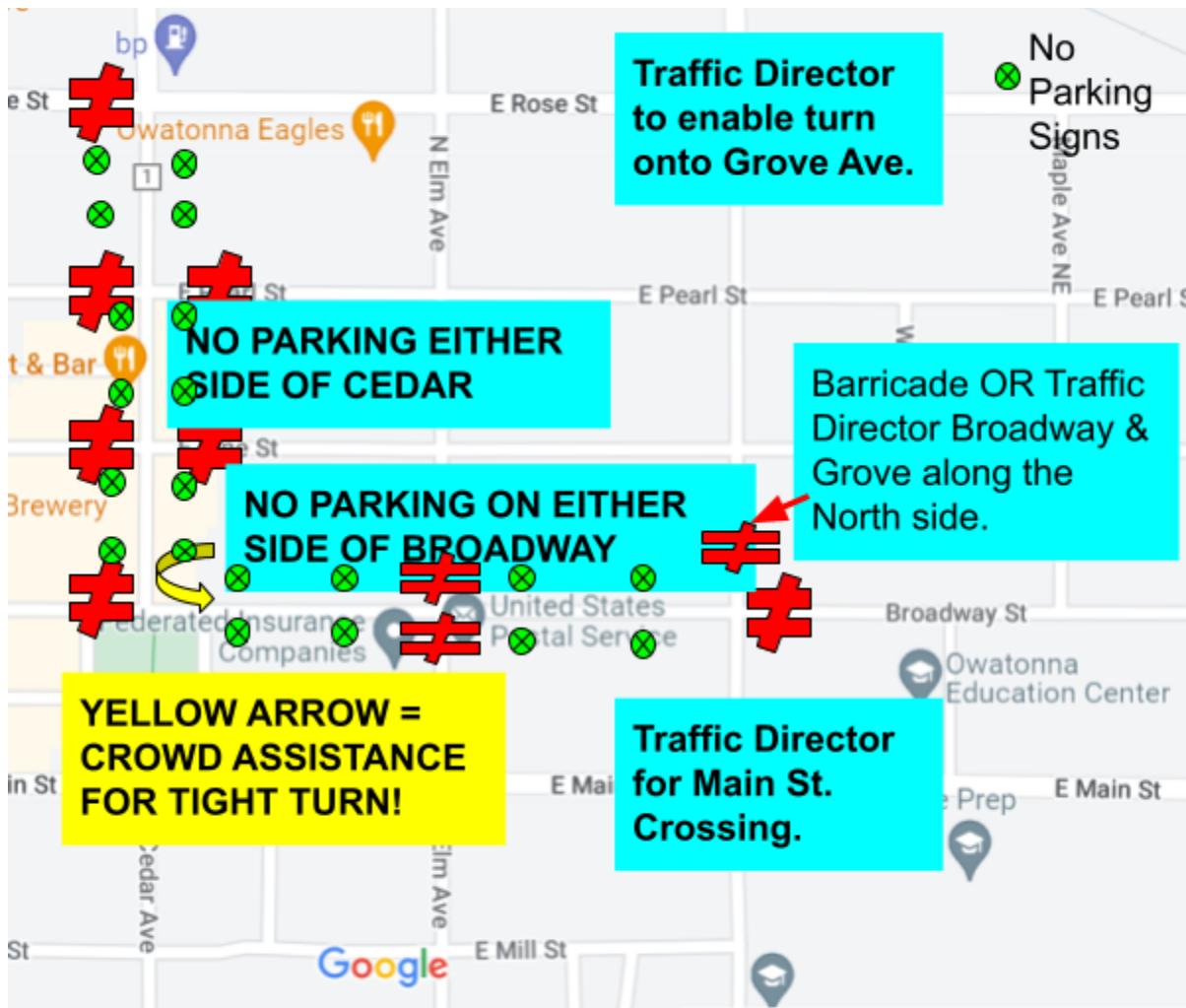
Main Street assistance needed to cross

Barricades on

- Grove and Broadway
- S. Broadway
- West Vine St. & N. Cedar Ave.
- East Vine St. & N. Cedar Ave.
- East Pearl St. & N. Cedar Ave.
- West Pearl St. & N. Cedar Ave.
- West Rose & N. Cedar Ave.
- Both sides N. Elm Ave & Broadway

Crowd barrier for:

- West Broadway St. & Central Park
- Broadway St. & N. Cedar Ave.



LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name:

Steele County Humane Society

Previous Gambling

Permit Number: X-95506-25-02

Minnesota Tax ID

Number, if any: 2758671

Federal Employer ID

Number (FEIN), if any: 41-1667722

Mailing Address:

PO Box 220

City: Owatonna

State: MN

Zip: 55060

County: Steele

Name of Chief Executive Officer (CEO):

Liane J. Peterson

CEO Daytime Phone:

507-456-3269

CEO Email:

lpeters91453@gmail.com

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

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- ☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

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):

Mineral Springs Brewery

Physical Address (do not use P.O. box):

210 N. Oak Ave, Suite 1

Check one:

☒ City: Owatonna, MN

Zip: 55060

County: Steele

☐ Township:

Zip:

County:

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

7-23-2026

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

- ☒ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle 50/30

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:

Franklin Clawson

Title: Admin Coordinator Date: 6/24/2026

**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: Liane L. Peterson Date: 6-24-2026
(Signature must be CEO's signature; designee may not sign)

Print Name: Liane L. Peterson

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

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: Eagles Ladies Auxiliary #1791 Previous Gambling Permit Number: X- 04986-25-016

Minnesota Tax ID Number, if any: 8138534 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 141 E. Rose St.

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

Name of Chief Executive Officer (CEO): Patty Concannon

CEO Daytime Phone: 507-456-2510 CEO Email: patty.concannon4567@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☒ Fraternal ☐ Religious ☐ Veterans ☐ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Steele County Fairgrounds

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

Check one:

☒ City: Owatonna Zip: 55060 County: Steele

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): August 19 - August 23, 2026

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

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

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

LG220 Application for Exempt Permit

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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:

Jeanette Clawson

Title: Admin Coordinator Date: 6/26/26

**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: Patty Concannon Date: 6-17-26

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

Print Name: Patty Concannon

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

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: MINNESOTA PHEASANTS INC

Previous Gambling Permit Number: X- 74011-24-044

Minnesota Tax ID Number, if any: ES29793

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

Mailing Address: PO BOX 351

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

Name of Chief Executive Officer (CEO): GEORGE C SPRAGUE

CEO Daytime Phone: 612-669-1581 CEO Email: gcsprague@icloud.com

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

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

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): THE GREAT OUTDOORS CENTER

Physical Address (do not use P.O. box): 1601 S CEDAR AVENUE

Check one:

☒ City: OWATONNA Zip: 55060 County: STEELE

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): AUGUST 23, 2026

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:

Joanette Clawson

Title: Admin Coordinator Date: 6/22/2026

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

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

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

Print County Name: _____

Signature of County Personnel:

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: GEORGE C SPRAGUE

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

Business Record Details »

Minnesota Business Name

Minnesota Pheasants, Inc.

Business Type

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

G-191

Home Jurisdiction

Minnesota

Filing Date

10/27/1966

Status

Active / In Good Standing

Renewal Due Date

12/31/2026

Registered Office Address

1875 28th Str SW POBX 351
Owatonna, MN 55060
USA

Number of Shares

NONE

Registered Agent(s)

(Optional) Currently No Agent

President

George C. Sprague
1875 SW 28TH ST
OWATONNA, MN 55060
USA

[Renewal History](#)

Renewal History

Filing Date	Filing
01/29/1990	Annual Renewal - Nonprofit Corporation (Domestic)
02/19/1991	Annual Renewal - Nonprofit Corporation (Domestic)

04/03/1992	Annual Renewal - Nonprofit Corporation (Domestic)
06/23/1993	Annual Renewal - Nonprofit Corporation (Domestic)
10/11/1994	Annual Renewal - Nonprofit Corporation (Domestic)
10/09/1995	Annual Renewal - Nonprofit Corporation (Domestic)
01/10/1997	Annual Renewal - Nonprofit Corporation (Domestic)
11/14/1997	Annual Renewal - Nonprofit Corporation (Domestic)
09/14/1998	Annual Renewal - Nonprofit Corporation (Domestic)
01/25/2000	Annual Renewal - Nonprofit Corporation (Domestic)
10/27/2000	Annual Renewal - Nonprofit Corporation (Domestic)
07/21/2010	Annual Reinstatement - Nonprofit Corporation (Domestic)
05/03/2011	Annual Renewal - Nonprofit Corporation (Domestic)
8/30/2013	Annual Reinstatement - Nonprofit Corporation (Domestic)
9/23/2014	Annual Renewal - Nonprofit Corporation (Domestic)
7/7/2015	Annual Renewal - Nonprofit Corporation (Domestic)
4/15/2016	Annual Renewal - Nonprofit Corporation (Domestic)
12/13/2017	Annual Renewal - Nonprofit Corporation (Domestic)
3/7/2018	Annual Renewal - Nonprofit Corporation (Domestic)
6/27/2019	Annual Renewal - Nonprofit Corporation (Domestic)
4/21/2020	Annual Renewal - Nonprofit Corporation (Domestic)
3/22/2021	Annual Renewal - Nonprofit Corporation (Domestic)
6/6/2022	Annual Renewal - Nonprofit Corporation (Domestic)
7/16/2024	Annual Reinstatement - Nonprofit Corporation (Domestic)
11/25/2025	Annual Renewal - Nonprofit Corporation (Domestic)

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: Juan Villarreal Jr Memorial

Previous Gambling Permit Number: X-_____

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 81-2759547

Mailing Address: 400 Willow Creek Dr

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

Name of Chief Executive Officer (CEO): Amy Villarreal

CEO Daytime Phone: 507-363-2156 CEO Email: amy.villarreal@pearson.com

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

Email permit to (if other than the CEO): jkwalerius@gmail.com

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): Steele County Fair Grounds - Ye Olde Beer Garden

Physical Address (do not use P.O. box): 1525 S Cedar Ave, Owatonna, MN 55060

Check one:

☒ City: Owatonna Zip: MN County: Steele

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): September 12, 2026

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

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

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

LG220 Application for Exempt Permit

4/23
Page 2 of 3

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: Owatonna

Signature of City Personnel:

Jeanette Clawson
Title: Admin Coordinator Date: 6/29/26

**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: Amy Villarreal Date: 6/22/26
(Signature must be CEO's signature; designee may not sign)

Print Name: Amy Villarreal

REQUIREMENTS

Complete a separate application for:

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

Questions?

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

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

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

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

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

An equal opportunity employer

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: American Cancer Society, Inc.

Previous Gambling Permit Number: X- 93160-25

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 13-1788491

Mailing Address: 270 Peachtree St NW Ste 1300

City: Atlanta State: GA Zip: 30303 County: Fulton

Name of Chief Executive Officer (CEO): Shane Jacobson

CEO Daytime Phone: (802) 503-7033 CEO Email: event.compliance@cancer.org

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

Email permit to (if other than the CEO): N/A

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): VFW Owatonna

Physical Address (do not use P.O. box): 135 Oakdale St

Check one:

☒ City: Owatonna Zip: 55060 County: Steele

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 10/24/2026

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	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 (60 days for a 1st class city). ☐ The application is denied.	☐ 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 City Name: <u>Owatonna</u> Signature of City Personnel: <u>[Signature]</u> Title: <u>Admin Coordinator</u> Date: <u>6/22/26</u>	Print County Name: _____ Signature of County Personnel: _____ Title: _____ Date: _____
The city or county must sign before submitting application to the Gambling Control Board.	
TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____	

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: [Signature] Date: 6/22/2026
 (Signature must be CEO's signature; designee may not sign)

Print Name: Shane Jacobson

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:
 A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

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

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

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

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

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

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

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

An equal opportunity employer



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
PO Box 2508
Cincinnati, OH 45201

AMERICAN CANCER SOCIETY INC
NATIONAL HOME OFFICE
% SHANE JACOBSON
270 PEACHTREE ST NW STE 1300
ATLANTA, GA 30303

Date: May 14, 2026
Employer ID number: 13-1788491
Person to contact: Name: L. Jermer
ID number: 1001793049
Telephone: 877-829-5500

Dear Sir or Madam:

This is in response to your request dated April 15, 2026, for information about your tax-exempt status.

We issued a determination letter to you on November 1942, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

For information about filing requirements visit www.irs.gov/charities. Specifically, IRC Section 6033(j) provides that if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

If you have questions, you can call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Keep a copy of this letter for your records.

Sincerely,

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements



DATE: July 7, 2026
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: Tree Trimmer's License Renewal - Johnson Construction & Tree Service, LLC

Purpose:

Request Council approval of application received to renew the Tree Trimmer's License of Johnson Construction & Tree Service, LLC.

Background:

Application received from Kyle Johnson to renew the Tree Trimmer's License. The annual license fee and required Certificate of Liability Insurance have been received. This license will be effective immediately and expire March 31, 2027.

Budget Impact:

Annual license fee is \$50.00.

Staff Recommendation:

Staff recommends approval.

Attachments:

None



DATE: July 7, 2026
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: Renew Annual Charitable Gambling Licenses

Purpose:

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

Background:

The Lawful Gambling Licenses held by eight non-profit organizations within the City expired on June 30, 2026; this is a request for authorization to renew these licenses. Ordinance 1672, approved April 15, 2025, amended City Code Section 120.07, allows each organization to hold up to eight Premises Permits. These licensees hold Premise Permits at these locations:

American Legion Post #77

Eagles Aerie # 1791 - Owatonna

Elks Lodge #1395 - Owatonna

Knights of Columbus Council

VFW Post 3723

Owatonna Wrestling Association (4 locations) - Just One More, Reggie's Brewhouse,

El Tequila Mexican Restaurant and Train Station Bar & Grill LLC

Owatonna Youth Hockey Association (6 locations) - Wing's Tavern & Grille, Sparetime Entertainment,

Mineral Springs Brewery, Timber Lodge Steak House, Mineral Springs Brewery,

Buffalo Wild Wings and Inside Swing

Steele County Snowmobile Trail Association - The Dog Pound

Budget Impact:

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

Staff Recommendation:

Staff recommends approval to renew these Charitable Gambling Permits.

Attachments:

None



CITY OF
OWATONNA

Miscellaneous



DATE: July 7, 2026
TO: Mayor and City Council
FROM: Eric Anderson, Recreation Manager
SUBJECT: Senior Program Sponsorship - SeniorPlace Inc.

Purpose:

Request City Council approval to accept a \$1,540 sponsorship from SeniorPlace Inc to support the Senior Concert Series and July Parks & Recreation month senior events prizes.

Background:

The Park and Recreation Department will be offering several senior programming opportunities in the coming months as part of its annual plan. To help offset the costs associated with these programs, SeniorPlace Inc., a 501(c)(3) nonprofit dedicated to supporting senior activities and services, has approved funding to sponsor these City-provided senior programs.

From October 2026 through February 2027, five performers will be featured at Social Commons as part of a free Senior Concert Series offered to our Legends members, with guests and non-members welcome to attend for a minimal fee. SeniorPlace Inc. is sponsoring the series by covering performer fees and providing snack foods and beverages at each event.

Each July, the Park and Recreation Department participates in the nationally recognized Parks and Recreation Month, celebrating recreational opportunities across the community. This year's theme, "The Power of Parks and Recreation," will include a highlight of senior programming through cards, billiards, and table tennis tournaments. Seniors and soon-to-be seniors may participate at no cost for a chance to win one of five 2027 Legends memberships. These membership prizes will be funded through the sponsorship support of SeniorPlace Inc.

Budget Impact:

By accepting this sponsorship, the direct tax-dollar impact of the programs will be reduced by \$1,540. The sponsorship would include \$750 for Fall 2026 and \$550 for Winter 2027 Senior Concert Series performers and \$240 in prizes for the July 2026 Parks and Recreation Month senior program prizes.

Staff Recommendation:

Staff recommends approval.

Attachments:

None



DATE: July 7, 2026
TO: Mayor and City Council
FROM:
SUBJECT: Donation — Steele County Trailers

Purpose:

This is a request for acceptance of the donation of two enclosed trailers from Steele County.

Background:

The city of Owatonna's fire department is looking to take over ownership of two trailers from Steele County's Emergency Management division. These trailers were bought and outfitted with a combination of federal, county, and city tax dollars. The trailers have been under the ownership of the county from their purchase date. The county has recently advised the fire department that they are going to move away from the trailers completely and wanted to give us the first rights to the donation if we wanted. These trailers are used for both training and emergency response by the fire department and are an important asset to have available.

Trailer #1: Rehabilitation Trailer

Double axle Continental Cargo 24ft enclosed trailer with doors in the rear and front

-This trailer has a propane heater and roof-top a/c unit making it important for bad weather trainings and emergency response. This space gives fire department staff a place to debrief or be medically evaluated while on-scene but out of the elements

Trailer #2: Technical Rescue Trailer

Double axle Continental Cargo 18ft enclosed trailer with doors in the rear and front

-This trailer's primary purpose is for technical rescue equipment. The equipment in this trailer is specialized and oversized. Storage of this equipment anywhere besides in an enclosed trailer would cost the department space it doesn't have and hurt emergency response to such incidents. Example; Confined Space, Trench Collapse, Grain Bin entrapment, and many others.

Budget Impact:

No impact to the budget.

Staff Recommendation:

Staff recommends accepting this donation.

Attachments:

1. SC Trailers-Donation Acceptance Letter-Purpose Memo

City of Owatonna/Owatonna Fire Department Letterhead

June 16, 2026

To: Kristen Sailer, Director

Steele County Emergency & Risk Management

From: Jake Dashiell, Interim Fire Chief

City of Owatonna Fire Department

Subject: Acceptance of Donated Emergency Management Trailers

Dear Steele County Emergency Management:

This letter serves to formally acknowledge and accept the donation of the Steele County Emergency Management Trailers to the City of Owatonna Fire Department. The City of Owatonna Fire Department agrees to take ownership of these trailers and will continue to utilize them for response operations and mutual aid purposes. By accepting this donation, the City of Owatonna assumes all duties, responsibilities, and obligations associated with ownership.

Sincerely,

Jake Dashiell, Interim Fire Chief
Owatonna Fire Department







DATE: July 7, 2026
TO: Mayor and City Council
FROM: Jacob Dashiell
Assistant Fire Chief/Fire Marshal
SUBJECT: Therapy and Counseling Services Agreement - For the Love of You LLC,
Hopeful Future Counseling LLC and Courage Counseling, LLC

Purpose:

This administration wishes to enter into an agreement with local mental health professionals to provide services for fire department personnel.

Background:

In 2024, the Owatonna Police Department entered into an agreement with (3) local therapists and qualified mental health counselors that specialize in and understand the nature of emergency service work to provide on-site annual mental health check-ins for all staff and therapy sessions for staff needing post - critical incident care, stress debriefing, or access to care at their discretion. Recognizing the success, importance, value, and convenience this program has offered for our police employees, the fire department would like to replicate a similar program with the same local providers.

Budget Impact:

\$17,125 is included in the 2026 Fire operation budget for this program.

Staff Recommendation:

Staff recommends approval of this service agreement.

Attachments:

1. THERAPY AND COUNSULTING SERVICES AGREEMENT OFD 7.1.26

THERAPY AND CONSULTING SERVICES AGREEMENT

This agreement is made this July 1st, 2026 ("Effective Date") by and between For the Love of You LLC, Hopeful Future Counseling LLC and Courage Counseling, LLC ("Service Provider") and the Owatonna Fire Department (OFD) in the State of Minnesota ("Customer").

RECITALS

- A. Service Provider is engaged in the business of providing professional mental health services to OFD staff and consulting with OFD on mental health wellness topics.
- B. Customer, for the benefit of its officers, their families and the community, desires to obtain mental health services for its OFD staff.
- C. Customer desires to engage Service Provider to provide the mental health services described in this Agreement and Service Provider is willing to provide such mental health services on the terms and conditions in this Agreement.

NOW, THEREFORE, in consideration of the terms and conditions expressed in this Agreement, the Service Provider and Customer agree as follows:

AGREEMENT

1. **Services to be Provided:** Service Provider agrees to provide Customer with professional mental health and consulting services as described in Exhibit A attached hereto (the "**Services**"). Service Provider will provide all Services in a manner consistent with the level of care and skill ordinarily exercised by professional providing similar services. Service Provider will, at all times, be free to exercise professional judgment and discretion regarding the provision of professional mental health services.
2. **Qualifications:**
 - a. Kari Jacott, MA, LPCC, Hopeful Future Counseling LLC
 - b. Kate Mouw, MSW, LICSW, LADC, For the Love of You LLC
 - c. Renee Rumler, MA, LPCC, Courage Counseling, LLC
3. **Compensation:** As compensation for the Services, Customer will pay Service Provider the compensation set forth in Exhibit B attached hereto ("Compensation"). Service Provider will provide Customer with at least 30 days' written notice prior to the effective date of any fee changes.
4. **Invoices and Payment:** Service Provider will provide invoices to Customer by e-mail on the last day of each month or within the first 5 business days of the following month for payment. Service Provider invoices will contain a description of the services provided, hours, rates, and amounts undertaken by the Service Provider during that billing period. Invoices will use a unique anonymous code known only to Service Provider for each officer to protect individual officers' identity. Service Provider will always maintain client confidentiality and nothing in this paragraph mandates disclosure of confidential or private data.

Customer will make payment to Service Provider via direct deposit whenever possible, within ten

(10) days of receipt of the invoice. A check is also accepted when direct deposit is not an option.

5. **Term:** The term of this Agreement will begin on the Effective Date and last for a period of one (1) year. This Agreement will automatically renew for subsequent one (1) year terms unless either party gives the other party sixty (60) days notice of nonrenewal.
6. **Termination:** This Agreement may be terminated as follows:
 - a. Service Provider may terminate this Agreement in the event Customer fails to comply with any material term of this Agreement effective thirty (30) days after notice by Service Provider that Customer is not in compliance with such material term.
 - b. Customer may terminate this Agreement in the event Service Provider fails to comply with any material term of this Agreement effective thirty (30) days after notice by Customer that Service Provider is not in compliance¹ with such material term.
 - c. Either party may terminate this Agreement without cause upon sixty (60) days prior written notice to the other party.

In the event of a termination, Customer shall pay Service Provider for Services performed to the date of termination and for all costs or other expenses incurred prior to the date of termination.

7. **Work Products and Ownership of Documents:** All records, information, materials, and other work products, including, but not limited to completed reports, drawings, plans, and specifications prepared and developed specifically at the request of Customer in direct connection with the provision of Services pursuant to this Agreement will become the property of Customer; but reproductions of such records, information, materials and other work products in whole or in part may be retained by Service Provider. Any and all records, information, materials and other work products, including, but not limited to reports, drawings, plans, and specifications developed by Service Provider for general use with Service Provider's clients or in Service Provider's business shall be and remain the property of Service Provider, regardless of whether they are used by Service Provider in fulfilling Service Provider's obligations under this Agreement. Further, nothing in this paragraph shall cause any professional therapy records, notes, or other related documents to become the property of Customer and all such documents shall remain the property of Service Provider or individual Clients. These obligations survived the termination of this Agreement.
8. **Publicity:** Both parties agree that any publicity including, but not limited to, press releases, social media postings, and written or oral statements to members of the news media regarding the Services Provider or the Customers is strictly prohibited. Both parties acknowledge and agree that due to the nature of the Services, publicity associated with the Services may have a detrimental effect on Service Provider's ability to effectively provide Services and achieve the desired officer wellness goals. These obligations survive the termination of this Agreement.
9. **Records/Inspection:** Pursuant to Minnesota Statute § 16C.05, subd. 5, Service Provider agrees that the books, financial records, financial documents, and accounting procedures and practices of Service Provider that are relevant to the contract or transaction are subject to examination by the Customer and the state auditor or legislative auditor for a minimum of six years. Service Provider shall maintain such records for minimum of six years after final

payment. These obligations survive the termination of this Agreement.

10. **Data Practices Act and Data Privacy Compliance:** Customer does not intend by this Agreement to delegate a government function to Service Provider and Service Provider agrees that it is not performing a government function. Service Provider agrees to administer any and all data provided to the Service Provider or created, collected, received, stored, used, maintained, or disseminated by Service Provider in fulfillment of this Agreement in accordance with all applicable laws, which may include the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 ("MGDPA"), the Health Insurance Portability and Accountability Act ("HIPAA"), and the mandatory reporting obligations of Service Provider's licensed mental health professionals. Service Provider agrees to notify the Customer within five (5) business days if it receives a request for data under the MGDPA. This paragraph does not create a duty on the part of Service Provider to provide public access to data unless required under the provisions of an applicable law. These obligations survive the termination of this Agreement.
11. **Insurance:** Service Provider will maintain professional liability insurance. Service Provider will provide Customer with copies of current certificates of insurance upon request.
12. **Subcontracting:** Customer acknowledges and agrees that Service Provider may provide Services through such independent consultants, associates, and subcontractors as it may deem appropriate to assist it in the performance of Services required by this Agreement. Service Provider will ensure that all professional mental health services are provided by individuals holding appropriate professional licenses in the State of Minnesota.
13. **Payment of Subcontractors:** Service Provider agrees that it must pay any subcontractor within ten (10) days of its receipt of payment from the Customer for undisputed services provided by the subcontractor. Service Provider agrees that it must pay interest of 1-1/2 percent per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balances of less than \$100, the prime contractor shall pay the actual penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from Service Provider must be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.
14. **Compliance with Laws:** Service Provider will exercise due professional care to provide Services in accordance with applicable federal, state, and local laws, rules, ordinances, and regulations in effect from time to time.
15. **No Discrimination:** Service Provider agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion.
16. **Exclusive Agreement:** Customer agrees that it is retaining Service Providers listed in this contract as the sole mental health care providers for its law enforcement officers for the duration of this Agreement. All employer-paid check-ins, therapy sessions, and mental health care will be provided by Service Provider. Any and all fitness for duty or other evaluations will be sought elsewhere as Service Provider are care providers and do not provide fitness for duty evaluations.

17. **Relationship of the Parties:** For the purpose of this Agreement, the relationship of a party and its employees, agents and servants to the other party, its respective employees, agents and servants will be that of the independent contractors. Nothing in this agreement will be construed, implied, or deemed to create any other relationship between the parties, including one of employment, agency, joint venture, association, partnership or any other form of separate legal entity or organization.
18. **Authority:** The parties represent and warrant that, upon its execution, this Agreement will be binding upon each of them and enforceable in accordance with its terms.
19. **No Third-Party Beneficiaries:** Nothing in this agreement, express or implied, is intended to confer any rights or remedies under, or by reason of, this agreement on any person or entities other than the signatories hereto.
20. **Entire Agreement:** This Agreement, including any schedules, exhibits, amendments, or attachments thereto, constitutes the entire agreement between the parties with respect to the subject matter hereof.
21. **Severability:** If any term, provision, or condition contained in this Agreement is deemed or declared unenforceable, invalid, or void, the same will not impair or invalidate any of the other provisions contained herein, which will remain in full force and effect.
22. **Governing Law:** This Agreement and the rights of the parties hereunder will be governed and interpreted in accordance with the laws of the State of Minnesota.
23. **Notices:** Any notices required to be given hereunder will be in writing and may be delivered personally or emailed to the following:

Service Providers:

- a. Kari Jacott: youthgirl75@gmail.com Phone: 763-354-0990
- b. Kate Mouw: Kate.Mouw@outlook.com Phone: 612-281-2058
- c. Renee Rumler: Renee.Rumler@gmail.com Phone: 507-363-6336

Customer:

Owatonna Fire Department
Jacob Dashiell, Assistant Fire Chief
107 W Main St.
Owatonna, MN 55060

24. **Waiver:** Waiver by a party of a breach of any provision of this Agreement will not operate as or be construed to be a waiver of any subsequent breach.
25. **Amendment:** This Agreement may be amended only by mutual agreement in writing executed by the parties.
26. **Headings:** The headings contained in this Agreement have been inserted for the convenience reference only and will in no way define, limit, or affect the scope and intent of this Agreement.

27. **Counterparts:** This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute a single instrument.

IN WITNESS WHEREOF, Service Provider and Customer have caused this Agreement to be executed by their duly authorized representatives on the respective dates indicated below.

Service Providers:

_____/_____/____ **Kari Jacott, Hopeful Future Counseling LLC**
Signature Date

_____/_____/____ **Kate Mouw, For the Love of You LLC**
Signature Date

_____/_____/____ **Renee Rumler, Courage Counseling, LLC**
Signature Date

Customer:

_____/_____/____ **Jacob Dashiell, Assistant Fire Chief / Fire Marshal**
Signature Date

_____/_____/____ **Jenna Tuma, City Administrator, City of Owatonna**
Signature Date

Exhibit A
Scope of Services

1. **Services:** Service Providers and Customer agree that the primary purpose and spirit of these Services are to address personnel mental wellness and to reduce barriers, including lack of access to culturally competent care provider, to mental health care for OFD staff. In furtherance of this goal, Service Provider will provide the following Services:
 - a. **Therapy Sessions:** Service Provider will provide individual mental health therapy sessions ("Therapy Sessions") to OFD staff employed by Customer ("Clients").
 - i. **Number of Sessions:** Clients are eligible to receive up to three (3) Therapy Sessions per calendar year. If authorized by the Customer, Service Provider may provide more than three (3) Therapy Sessions when doing so will provide a significant benefit to the Client. Service Provider will request authorization for additional Therapy Sessions from Customer without sharing any identifying Client information.
 - ii. **Couples/Family Therapy Sessions:** If Service Provider and Client determine that it would be helpful to the Client to include the Client's significant other and/or household family members in a Therapy Session, Service Provider may invite such individuals to join Client in the Therapy Session. In Service Provider's sole discretion, Service Provider may speak with Client's significant other individually as part of the Therapy Session.
 - b. **Individual Critical Incident Follow Up Sessions.** Upon request of Customer, Service Provider will provide individual mental health therapy to Clients following critical incidents

("CI Sessions"). Customer will notify Service Provider of all Clients required to complete a CI Check-In. Service Provider will confirm Client attendance at CI Sessions, but CI Sessions are otherwise strictly confidential, and Service Provider will not share any substantive information with Customer. CI Sessions are not fitness for duty evaluations.

- c. **Mandatory Mental Health Check-Ins:** Service Provider will provide a mental health check-in ("MH Check-Ins") for each member of Customer's staff on an annual basis. Service Provider will also provide a mental health check-in to each of the Customer's new hires. Service Provider will confirm Client's attendance at MH Check-Ins, but MH Check-Ins are otherwise strictly confidential, and Service Provider will not share any substantive information with Customer.
- d. **On-Site and Consulting Services.** Service Provider will provide the following services as requested by Customer:
 - i. Telephone or in-person consultation services regarding mental health and wellness.
 - ii. Attendance at roll calls at the start of the program and as needed to introduce the program, answer questions, and provide information.
 - iii. Attendance at critical incident defusing or debriefings, when possible.
 - iv. In-person or remote presentations on mental health and wellness topics.

2. **Logistics:**

- a. **Contact Information:** Customer will email Service Provider's contact information to all Clients. Customer will also post Service Provider's contact information in conspicuous locations within the department.
- b. **Appointment Scheduling:** Customer will inform all Clients that they may sign up for a session using a google spreadsheet that will be created on an annual basis. Availability will be based on Service Provider schedules.
- c. **Location:** Unless otherwise agreed by the Service Provider and Customer, therapy sessions, CI Check-Ins and MH Check-Ins will occur at a mutually agreed upon location at the OFD.
- d. **Urgent Requests:** Service Provider will use best efforts to accommodate urgent requests for appointments and other services provided under this Agreement as necessary to serve Client needs.

EXHIBIT B
2026 FEES

SERVICES	FEE
Therapy Sessions (individual or Couple/Family)	\$150 per hour per Service Provider
Critical Incident Follow-Up Session	\$150 per hour per Service Provider
MH Check-Ins • 53 minutes • 30 minutes	\$150 per Service Provider \$75 per Service Provider
Healthy Family Presentation (Up to 1 hour presentation, max 2 hours on site)	\$150 per hour per Service Provider
Peer Support Consultation/Group Defusing or Debriefing • Minimum of 2 hours for on-site services	\$150 per hour per Service Provider
Urgent/Outside of normal business hours fee	\$150 per hour per Service Provider



CITY OF
OWATONNA

Resolutions



DATE: July 7, 2026
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Resolution 59-26: Accept Bids and Award Contract - 18th Street SE Reconstruction

Purpose:

Requesting City Council approval of Resolution 59-26: Accept Bids and Award Contract for the 18th Street SE Reconstruction.

Background:

Bids were received on June 30, 2026 for the 18th Street SE Reconstruction Project. Bids were received from eight (8) companies:

26002 Bid Tab	
Wencl Construction Inc.	\$5,998,611.43
Heselson Construction, LLC	\$6,055,881.05
Ulland Brothers, Inc	\$6,689,661.12
Holtmeier Construction, Inc	\$6,892,918.83
SL Contracting Inc	\$6,947,091.93
ICON, LLC	\$7,194,546.00
JJD Companies LLC	\$7,678,867.50
BCM Construction, Inc	\$8,262,952.90
Engineer Estimate	\$6,524,719.28

The lowest responsible bidder was Wencil Construction Inc of Owatonna. The bid was \$526,107.85 or 8.77% under the Engineer's Estimate.

Due to the project's funding mechanisms, additional state-level reviews are required. Wencil Construction has submitted the workforce plans requested by the Office of Civil Rights. The state's review of these documents may take up to 4–5 weeks.

The contract award will be conditioned upon approval from the Office of Civil Rights. Awarding the contract contingent on this approval will allow the contractor to begin work as soon as authorization is received from the state.

Budget Impact:

The contracted project cost will be \$5,998,611.43. The project will be financed through a combination of Federal Funds, State Aid Funds, Grants, City Funds, OPU Funds and Special Assessments.

Staff Recommendation:

Staff recommends approval of this resolution to accept the bids and award the contract to Wencil Construction, Inc of Owatonna conditioned on Office of Civil Rights Approval.

Attachments:

1. Resolution 59-26: Accept Bids - Award Contract 18th Street SE Reconstruction
2. Bid Tabulation - 18th Street SE Reconstruction

RESOLUTION NO. 59-26

A RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT

WHEREAS, pursuant to an Advertisement for Bids for the 18th Street Reconstruction Project #26002 bids were received from eight (8) companies. The following bids were received:

Wencl Construction Inc.	\$5,998,611.43
Heselton Construction, LLC of Faribault, MN	\$6,055,881.05
Ulland Brothers, Inc of Albert Lea, MN	\$6,689,661.12
Holtmeier Construction, Inc of Mankato, MN	\$6,892,918.83
SL Contracting, Inc of Rochester, MN	\$6,947,091.93
ICON, LLC of Dodge Center, MN	\$7,194,546.00
JJD Companies, LLC of Blooming Prairie, MN	\$7,678,867.50
BCM Construction, Inc of Faribault, MN	\$8,262,952.90
Engineer's Estimate:	\$6,524,719.28

WHEREAS, the lowest responsible bidder was Wencl Construction, Inc of Owatonna, MN.

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

1. The Mayor and Clerk are hereby authorized and directed to enter into a contract with Wencl Construction, Inc. in the name of the City of Owatonna for the 18th Street Reconstruction Project #26002 according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk. The authorization is contingent on the State of Minnesota's Office of Civil Rights review and approval of the documents Wencl Construction Inc. submitted under Delegated Contract Process 03, including the Workforce Plan.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Passed and adopted this ____ day of ____ 2026, with the following vote:

Aye ____; No ____; Absent ____

Approved and signed this ____ day of ____ 2026,

Matthew T. Jessop, Mayor

ATTEST:

Jenna L. Tuma, City Administrator/City Clerk

18th Street SE Reconstruction (#10230159)
Owner: Owatonna, City of
Solicitor: Owatonna MN, City of
06/30/2026 10:00 AM CDT

			Engineer Estimate		Wencl Construction Inc. Owatonna, MN		Heseltun Construction, L.L.C. Faribault, MN		Ulland Brothers Inc. Albert Lea, MN		Holtmeier Construction, Inc. Marikato, MN		SL Contracting Inc Rochester, MN		ICON, LLC Dodge Center, MN		JID Companies LLC Blooming Prairie, MN		BCM Construction, Inc. Faribault, MN	
Line Item	Item Code	Item Description	Unit	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	2021.501/00010	MOBILIZATION	LUMP SUM	1.00	\$350,000.00	\$350,000.00	\$80,000.00	\$80,000.00	\$80,500.00	\$80,500.00	\$398,000.00	\$398,000.00	\$298,918.00	\$298,918.00	\$400,000.00	\$400,000.00	\$220,000.00	\$220,000.00	\$665,000.00	\$665,000.00
2	2041.610/00010	TRAINEES	HOURL	900.00	\$1.00	\$900.00	\$1.00	\$900.00	\$1.15	\$1,035.00	\$1.00	\$900.00	\$1.00	\$900.00	\$1.00	\$900.00	\$1.00	\$900.00	\$1.00	\$900.00
3	2101.502/00030	GRUBBING	EACH	52.00	\$450.00	\$23,400.00	\$150.00	\$7,800.00	\$160.00	\$7,800.00	\$225.00	\$11,700.00	\$200.00	\$10,400.00	\$300.00	\$15,600.00	\$195.00	\$10,140.00	\$186.16	\$9,680.32
4	2104.502/00130	REMOVE PIPE APRON	EACH	1.00	\$400.00	\$400.00	\$300.00	\$300.00	\$300.00	\$300.00	\$639.65	\$639.65	\$350.00	\$350.00	\$500.00	\$500.00	\$400.00	\$400.00	\$1,000.00	\$1,000.00
5	2104.502/00470	REMOVE LIGHTING UNIT	EACH	6.00	\$250.00	\$1,500.00	\$500.00	\$3,000.00	\$375.00	\$2,250.00	\$360.00	\$2,160.00	\$610.00	\$3,660.00	\$500.00	\$3,000.00	\$500.00	\$3,000.00	\$500.00	\$3,000.00
6	2104.502/00780	REMOVE MANHOLE	EACH	23.00	\$450.00	\$10,350.00	\$300.00	\$6,900.00	\$325.00	\$7,475.00	\$566.99	\$13,040.77	\$600.00	\$3,600.00	\$1,000.00	\$23,000.00	\$500.00	\$11,500.00	\$425.98	\$9,787.54
7	2104.502/00820	REMOVE CASTING	EACH	11.00	\$400.00	\$4,400.00	\$300.00	\$3,300.00	\$85.00	\$935.00	\$216.33	\$2,379.63	\$100.00	\$1,100.00	\$250.00	\$2,750.00	\$50.00	\$550.00	\$200.00	\$2,200.00
8	2104.502/00880	REMOVE HYDRANT	EACH	5.00	\$400.00	\$2,000.00	\$500.00	\$2,500.00	\$685.00	\$3,425.00	\$661.22	\$3,306.10	\$450.00	\$2,250.00	\$500.00	\$2,500.00	\$200.00	\$1,000.00	\$1,500.00	\$7,500.00
9	2104.502/00910	REMOVE DRAINAGE STRUCTURE	EACH	50.00	\$350.00	\$17,500.00	\$550.00	\$27,500.00	\$325.00	\$16,250.00	\$561.05	\$28,052.50	\$450.00	\$22,500.00	\$1,000.00	\$50,000.00	\$600.00	\$30,000.00	\$450.00	\$22,500.00
10	2104.502/01220	REMOVE SIGN	EACH	1.00	\$100.00	\$100.00	\$100.00	\$100.00	\$42.00	\$42.00	\$40.00	\$40.00	\$40.00	\$40.00	\$200.00	\$200.00	\$100.00	\$100.00	\$500.00	\$500.00
11	2104.502/01960	SALVAGE CASTING	EACH	10.00	\$400.00	\$4,000.00	\$200.00	\$2,000.00	\$125.00	\$1,250.00	\$216.34	\$2,163.40	\$250.00	\$2,500.00	\$300.00	\$3,000.00	\$100.00	\$1,000.00	\$250.00	\$2,500.00
12	2104.502/02080	SALVAGE HYDRANT & VALVE	EACH	2.00	\$100.00	\$200.00	\$500.00	\$1,000.00	\$925.00	\$1,850.00	\$1,274.53	\$2,549.06	\$675.00	\$1,350.00	\$1,000.00	\$2,000.00	\$500.00	\$1,000.00	\$1,800.00	\$3,600.00
13	2104.502/03405	SALVAGE SIGN PANEL	EACH	34.00	\$100.00	\$3,400.00	\$150.00	\$5,100.00	\$42.00	\$1,428.00	\$40.00	\$1,360.00	\$40.00	\$1,360.00	\$250.00	\$6,500.00	\$100.00	\$3,400.00	\$100.00	\$3,400.00
14	2104.502/03590	SALVAGE MAIL BOX SUPPORT	EACH	71.00	\$100.00	\$7,100.00	\$148.00	\$10,508.00	\$100.00	\$7,100.00	\$150.00	\$10,650.00	\$100.00	\$7,100.00	\$200.00	\$14,200.00	\$200.00	\$14,200.00	\$80.00	\$5,680.00
15	2104.502/03720	ABANDON WATER MAIN	EACH	19.00	\$5.00	\$95.00	\$400.00	\$7,600.00	\$255.00	\$4,845.00	\$827.25	\$15,717.75	\$750.00	\$14,250.00	\$750.00	\$14,250.00	\$500.00	\$9,500.00	\$2,000.00	\$38,000.00
16	2104.503/00195	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	1716.00	\$10.00	\$17,160.00	\$6.00	\$10,296.00	\$2.25	\$3,861.00	\$4.35	\$7,464.60	\$6.00	\$10,296.00	\$5.00	\$8,580.00	\$2.00	\$3,432.00	\$6.00	\$10,296.00
17	2104.503/00205	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	630.00	\$3.50	\$2,205.00	\$4.00	\$2,520.00	\$2.25	\$1,417.50	\$2.47	\$1,556.10	\$2.90	\$1,827.00	\$1.00	\$630.00	\$1.00	\$630.00	\$3.00	\$1,890.00
18	2104.503/00270	REMOVE WATER MAIN	LIN FT	1035.00	\$5.00	\$5,175.00	\$6.46	\$6,686.10	\$5.25	\$5,433.75	\$4.81	\$4,978.35	\$6.00	\$6,210.00	\$9.00	\$9,315.00	\$20.00	\$20,700.00	\$9.00	\$9,315.00
19	2104.503/00285	REMOVE SEWER PIPE (STORM)	LIN FT	6695.00	\$1.00	\$66,950.00	\$7.50	\$50,212.50	\$11.00	\$73,645.00	\$15.87	\$106,249.65	\$17.25	\$115,488.75	\$7.00	\$46,865.00	\$20.00	\$133,900.00	\$10.00	\$66,950.00
20	2104.503/00290	REMOVE SEWER PIPE (SANITARY)	LIN FT	3654.00	\$3.00	\$10,962.00	\$3.16	\$11,546.64	\$1.25	\$4,567.50	\$4.33	\$15,821.62	\$6.00	\$36,182.40	\$10.00	\$36,540.00	\$3.00	\$10,962.00	\$8.00	\$29,232.00
21	2104.503/00315	REMOVE CURB & CUTTER	LIN FT	10385.00	\$4.00	\$41,540.00	\$3.00	\$31,155.00	\$3.10	\$32,193.50	\$3.31	\$34,374.35	\$2.40	\$24,924.00	\$9.00	\$93,465.00	\$4.00	\$16,540.00	\$4.50	\$46,732.50
22	2104.503/01280	SALVAGE WOODEN FENCE	LIN FT	20.00	\$4.00	\$80.00	\$20.00	\$80.00	\$22.00	\$88.00	\$10.00	\$40.00	\$50.00	\$200.00	\$50.00	\$200.00	\$80.00	\$320.00	\$50.00	\$200.00
23	2104.504/00090	REMOVE CONCRETE PAVEMENT	SQ YD	2552.00	\$10.00	\$25,520.00	\$7.50	\$26,640.00	\$10.65	\$27,828.80	\$9.84	\$34,951.68	\$9.00	\$31,968.00	\$15.00	\$52,280.00	\$10.00	\$35,520.00	\$9.00	\$31,968.00
24	2104.504/00120	REMOVE BITUMINOUS PAVEMENT	SQ YD	23554.00	\$3.00	\$70,662.00	\$3.26	\$76,786.04	\$4.00	\$94,216.00	\$4.45	\$104,815.30	\$4.40	\$103,637.60	\$2.67	\$62,889.18	\$5.00	\$117,770.00	\$5.25	\$123,658.50
25	2104.602/00500	SALVAGE SIGN PANEL SPECIAL	EACH	8.00	\$50.00	\$400.00	\$150.00	\$1,200.00	\$53.00	\$424.00	\$50.00	\$400.00	\$50.00	\$400.00	\$354.00	\$2,832.00	\$500.00	\$4,000.00	\$200.00	\$1,600.00
26	2104.602/02965	SALVAGE FLASHING BEACON SYSTEM A	EACH	1.00	\$3,500.00	\$3,500.00	\$1,500.00	\$1,500.00	\$945.00	\$945.00	\$900.00	\$900.00	\$900.00	\$900.00	\$1,200.00	\$1,200.00	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00
27	2104.602/02965	SALVAGE FLASHING BEACON SYSTEM B	EACH	1.00	\$3,500.00	\$3,500.00	\$1,500.00	\$1,500.00	\$945.00	\$945.00	\$900.00	\$900.00	\$900.00	\$900.00	\$1,200.00	\$1,200.00	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00
28	2105.607/00290	SELECT GRANULAR BORROW (CV)	CU YD	11421.00	\$26.00	\$296,946.00	\$20.55	\$234,701.55	\$21.50	\$245,551.50	\$24.55	\$280,385.55	\$26.00	\$296,946.00	\$15.00	\$171,315.00	\$24.00	\$274,104.00	\$22.00	\$251,262.00
29	2106.507/00010	EXCAVATION - COMMON (P)	CU YD	20619.00	\$12.50	\$257,737.50	\$13.74	\$283,305.66	\$13.65	\$281,449.35	\$12.00	\$247,428.00	\$13.00	\$266,190.00	\$10.00	\$206,190.00	\$15.00	\$309,285.00	\$16.45	\$339,182.57
30	2106.507/00040	EXCAVATION - SUBGRADE	CU YD	11421.00	\$12.50	\$142,762.50	\$14.00	\$159,894.00	\$13.65	\$155,896.65	\$15.61	\$178,281.81	\$13.00	\$148,473.00	\$15.00	\$171,315.00	\$15.00	\$171,315.00	\$15.00	\$171,315.00
31	2108.504/00037	GEOTEXTILE FABRIC TYPE 7	SQ YD	24264.00	\$2.25	\$54,594.00	\$2.25	\$54,594.00	\$3.30	\$80,071.20	\$2.97	\$72,064.08	\$2.35	\$57,024.40	\$3.25	\$78,858.00	\$3.00	\$72,792.00	\$15.00	\$60,660.00
32	2112.519/00010	SUBGRADE PREPARATION	RDSST	99.00	\$400.00	\$39,600.00	\$500.00	\$49,500.00	\$350.00	\$34,650.00	\$459.81	\$45,521.19	\$575.00	\$56,925.00	\$250.00	\$24,750.00	\$200.00	\$19,800.00	\$450.00	\$44,550.00
33	2211.507/00170	AGGREGATE BASE (CV) CLASS 5	CU YD	6572.00	\$24.00	\$157,728.00	\$38.00	\$249,736.00	\$41.30	\$271,423.60	\$38.23	\$251,247.56	\$34.55	\$227,062.60	\$30.00	\$197,160.00	\$40.00	\$262,880.00	\$28.00	\$184,016.00
34	2218.507/00150	AGGREGATE SURFACING (CV) CLASS 5	CU YD	11.00	\$24.00	\$264.00	\$40.00	\$440.00	\$85.50	\$940.50	\$66.65	\$766.15	\$49.00	\$539.00	\$30.00	\$330.00	\$80.00	\$880.00	\$50.00	\$550.00
35	2231.604/00010	BITUMINOUS PATCH SPECIAL	SQ YD	49.00	\$120.00	\$5,880.00	\$50.00	\$2,450.00	\$76.15	\$3,731.35	\$52.00	\$2,548.00	\$72.50	\$3,552.50	\$45.00	\$2,025.00	\$80.00	\$3,920.00	\$56.00	\$2,744.00
36	2321.604/00010	BITUMINOUS PATCH SPECIAL 2	SQ YD	147.00	\$120.00	\$17,640.00	\$50.00	\$7,400.00	\$58.80	\$8,643.60	\$35.00	\$5,145.00	\$60.50	\$8,893.50	\$45.00	\$6,615.00	\$70.00	\$10,290.00	\$40.00	\$5,880.00
37	2360.509/12200	TYPE SP 9.5 WEARING COURSE MIX (2 B)	TON	651.00	\$325.00	\$211,375.00	\$115.00	\$74,865.00	\$109.00	\$70,959.00	\$105.00	\$68,355.00	\$252.50	\$164,377.50	\$110.00	\$77,610.00	\$150.00	\$97,650.00	\$113.00	\$73,563.00
38	2360.509/13300	TYPE SP 9.5 WEARING COURSE MIX (3 C)	TON	2195.00	\$120.00	\$263,400.00	\$100.00	\$219,500.00	\$98.40	\$216,988.00	\$94.00	\$206,330.00	\$110.35	\$242,218.25	\$115.00	\$252,425.00	\$100.00	\$219,500.00	\$105.00	\$230,475.00
39	2360.509/22000	TYPE SP 12.5 NON WEAR COURSE MIX (3 B)	TON	2195.00	\$100.00	\$219,500.00	\$90.00	\$197,550.00	\$89.00	\$196,355.00	\$85.00	\$188,375.00	\$98.00	\$215,110.00	\$110.00	\$241,450.00	\$90.00	\$189,550.00	\$96.00	\$210,061.50
40	2360.509/23000	TYPE SP 12.5 WEAR COURSE MIX (3 C)	TON	2195.00	\$100.00	\$219,500.00	\$98.00	\$215,110.00	\$97.25	\$213,683.25	\$95.00	\$204,125.00	\$104.00	\$229,280.00	\$115.00	\$252,425.00	\$104.00	\$229,500.00	\$104.00	\$229,277.50
41	2451.607/00350	CRUSHED ROCK	CU YD	702.00	\$50.00	\$35,100.00	\$28.00	\$19,656.00	\$47.65	\$33,450.30	\$9.25	\$6,493.50	\$38.10	\$26,748.20	\$70.00	\$49,140.00	\$1.00	\$702.00	\$50.00	\$35,100.00
42	2501.502/00548	48" RC PIPE ROCK	EACH	1.00	\$3,000.00	\$3,000.00	\$6,337.23	\$6,337.23	\$3,275.00	\$3,275.00	\$4,358.04	\$4,358.04	\$4,693.00	\$4,693.00	\$2,000.00	\$2,000.00	\$8,000.00	\$8,000.00	\$6,000.00	\$6,000.00
43	2503.503/13080	8" PVC PIPE SEWER	LIN FT	731.00	\$78.00	\$57,018.00	\$70.00	\$51,170.00	\$62.00	\$45,322.00	\$136.92	\$100,088.52	\$85.15	\$62,244.65	\$51.70	\$37,792.70	\$110.00	\$80,410.00	\$96.00	\$70,176.00
44	2503.503/13100	10" PVC PIPE SEWER	LIN FT	12.00	\$90.00	\$1,080.00	\$58.00	\$696.00	\$150.00	\$1,800.00	\$119.99	\$1,439.88	\$176.30	\$2,115.60	\$59.00	\$708.00	\$110.00	\$1,440.00	\$180.00	\$2,160.00
45	2503.503/13120	12" PVC PIPE SEWER (SDR-26)	LIN FT	2612.00	\$100.00	\$261,200.00	\$70.00	\$182,840.00	\$78.00	\$203,736.00	\$95.22	\$248,714.64	\$102.90	\$268,774.80	\$64.00	\$167,168.00	\$130.00	\$339,660.00	\$167.00	\$436,204.00
46	2503.503/13150	15" PVC PIPE SEWER (SDR-26)	LIN FT	43.00	\$120.00	\$5,160.00	\$80.00	\$3,440.00	\$180.00	\$7,740.00	\$284.80	\$12,246.40	\$31.75	\$5,665.25	\$92.00	\$3,956.00	\$130.00	\$8,170.00	\$300.00	\$12,900.00
47	2503.503/19125	12" RC PIPE SEWER DES 3006 CL V	LIN FT	1162.00	\$58.00	\$67,396.00	\$50.00	\$58,100.00	\$61.00	\$70,882.00	\$80.10	\$93,076.20	\$69.70	\$80,991.40	\$57.00	\$66,234.00	\$62.00	\$72,0		

82	2506.502/06000	CASTING ASSEMBLY	EACH	11.00	\$1,125.00	\$12,375.00	\$1,000.00	\$11,000.00	\$1,365.00	\$15,015.00	\$897.66	\$9,874.26	\$2,000.00	\$22,000.00	\$1,900.00	\$20,900.00	\$500.00	\$5,500.00	\$1,500.00	\$16,500.00	\$2,072.46	\$22,797.06
83	2506.502/02007	CONST DRAINAGE STRUCTURE DES 4007 (SANITARY)	EACH	13.00	\$7,500.00	\$97,500.00	\$5,500.00	\$71,500.00	\$7,055.00	\$91,715.00	\$5,810.73	\$75,539.49	\$8,794.95	\$114,334.35	\$7,782.00	\$101,166.00	\$10,500.00	\$136,500.00	\$7,800.00	\$101,400.00	\$7,421.17	\$96,475.21
84	2506.502/02420	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	16.00	\$5,000.00	\$80,000.00	\$3,000.00	\$48,000.00	\$4,585.00	\$73,360.00	\$4,393.28	\$70,292.48	\$5,063.00	\$81,008.00	\$4,240.00	\$67,840.00	\$5,500.00	\$88,000.00	\$4,500.00	\$72,000.00	\$5,111.10	\$81,777.60
85	2506.502/03020	CONST DRAINAGE STRUCTURE DES 60-4020	EACH	11.00	\$6,500.00	\$71,500.00	\$5,000.00	\$55,000.00	\$6,135.00	\$67,485.00	\$5,742.09	\$63,162.99	\$6,351.80	\$69,869.80	\$5,580.00	\$61,380.00	\$7,500.00	\$82,500.00	\$6,800.00	\$74,800.00	\$7,506.17	\$82,567.87
86	2506.502/03620	CONST DRAINAGE STRUCTURE DES 72-4020	EACH	12.00	\$9,500.00	\$114,000.00	\$8,500.00	\$102,000.00	\$7,900.00	\$94,800.00	\$9,537.33	\$114,447.96	\$10,159.40	\$121,912.80	\$9,575.00	\$114,900.00	\$9,500.00	\$114,000.00	\$12,000.00	\$144,000.00	\$8,071.91	\$96,862.92
87	2506.502/04220	CONST DRAINAGE STRUCTURE DES 84-4020	EACH	4.00	\$10,500.00	\$42,000.00	\$11,000.00	\$44,000.00	\$10,890.00	\$43,560.00	\$11,645.04	\$46,580.16	\$12,208.05	\$48,832.20	\$13,290.00	\$53,160.00	\$14,500.00	\$58,000.00	\$14,000.00	\$56,000.00	\$13,346.31	\$53,385.24
88	2506.502/04820	CONST DRAINAGE STRUCTURE DES 96-4020	EACH	2.00	\$12,500.00	\$25,000.00	\$16,000.00	\$32,000.00	\$14,900.00	\$29,800.00	\$18,855.87	\$37,711.74	\$17,103.75	\$34,207.50	\$17,900.00	\$35,800.00	\$20,500.00	\$41,000.00	\$19,000.00	\$38,000.00	\$24,946.43	\$49,892.86
89	2506.502/05420	CONST DRAINAGE STRUCTURE DES 108-4020	EACH	1.00	\$20,000.00	\$20,000.00	\$25,000.00	\$25,000.00	\$21,500.00	\$21,500.00	\$23,647.88	\$23,647.88	\$23,466.40	\$23,466.40	\$30,000.00	\$30,000.00	\$30,500.00	\$30,500.00	\$30,900.00	\$30,900.00	\$33,086.72	\$33,086.72
90	2506.502/06010	INSTALL CASTING	EACH	10.00	\$600.00	\$6,000.00	\$1,500.00	\$15,000.00	\$650.00	\$6,500.00	\$1,065.66	\$10,656.60	\$1,050.00	\$10,500.00	\$1,900.00	\$19,000.00	\$500.00	\$5,000.00	\$800.00	\$8,000.00	\$576.41	\$5,764.10
91	2506.503/00072	CONST DRAINAGE STRUCTURE DES G OR H	EACH	5.00	\$500.00	\$2,500.00	\$1,755.88	\$8,776.40	\$3,470.00	\$17,350.00	\$3,660.04	\$18,300.20	\$3,779.95	\$18,899.75	\$4,640.00	\$23,200.00	\$4,000.00	\$20,000.00	\$3,500.00	\$17,500.00	\$3,566.08	\$17,830.40
92	2506.602/06070	SEAL CATCH BASIN OR MANHOLE	EACH	84.00	\$250.00	\$21,000.00	\$1,200.00	\$100,800.00	\$1.00	\$84.00	\$409.37	\$34,387.08	\$400.00	\$33,600.00	\$400.00	\$33,600.00	\$600.00	\$50,400.00	\$600.00	\$50,400.00	\$338.45	\$28,429.80
93	2506.602/06090	ADJUST DRAINAGE STRUCTURE	EACH	2.00	\$500.00	\$1,000.00	\$1,500.00	\$3,000.00	\$650.00	\$1,300.00	\$1,607.36	\$3,214.72	\$700.00	\$1,400.00	\$1,900.00	\$3,800.00	\$2,000.00	\$4,000.00	\$3,000.00	\$6,000.00	\$1,152.92	\$2,305.84
94	2506.602/06150	PLUG AND ABANDON DRAINAGE STRUCTURE	EACH	5.00	\$450.00	\$2,250.00	\$1,500.00	\$7,500.00	\$500.00	\$2,500.00	\$1,254.59	\$6,272.95	\$1,200.00	\$6,000.00	\$1,500.00	\$7,500.00	\$2,000.00	\$10,000.00	\$4,000.00	\$20,000.00	\$638.97	\$3,194.85
95	2506.602/06200	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	4.00	\$800.00	\$3,200.00	\$1,500.00	\$6,000.00	\$1,200.00	\$4,800.00	\$1,909.88	\$7,639.52	\$1,250.00	\$5,000.00	\$2,000.00	\$8,000.00	\$2,000.00	\$8,000.00	\$2,500.00	\$10,000.00	\$3,689.97	\$13,959.88
96	2511.504/00014	GEOTEXTILE FILTER TYPE 4	SQ YD	67.00	\$3.00	\$201.00	\$3.00	\$201.00	\$10.00	\$670.00	\$4.98	\$333.66	\$5.30	\$355.10	\$3.00	\$201.00	\$6.00	\$402.00	\$10.00	\$670.00	\$9.30	\$623.10
97	2511.507/00014	RANDOM RIPRAP CLASS III	CU YD	22.20	\$50.00	\$1,110.00	\$120.00	\$2,664.00	\$100.00	\$2,220.00	\$115.10	\$2,555.22	\$105.00	\$2,331.00	\$140.00	\$3,108.00	\$100.00	\$2,220.00	\$175.00	\$3,885.00	\$128.52	\$2,853.14
98	2521.518/00040	4" CONCRETE WALK	SQ FT	902.00	\$7.50	\$6,765.00	\$8.51	\$7,676.02	\$9.25	\$8,343.50	\$7.50	\$6,765.00	\$11.00	\$9,922.00	\$11.00	\$9,922.00	\$11.00	\$9,922.00	\$8.00	\$7,216.00	\$9.89	\$8,920.78
99	2521.518/00060	6" CONCRETE WALK	SQ FT	3660.00	\$17.00	\$62,220.00	\$10.59	\$38,759.40	\$20.45	\$74,847.00	\$18.21	\$66,648.60	\$20.71	\$75,798.60	\$22.00	\$80,520.00	\$15.00	\$54,900.00	\$19.75	\$72,285.00	\$22.94	\$83,960.40
100	2531.503/02310	CONCRETE CURB & GUTTER DESIGN B612	LIN FT	240.00	\$26.00	\$6,240.00	\$28.00	\$6,720.00	\$30.95	\$7,428.00	\$28.37	\$6,808.80	\$28.37	\$6,808.80	\$32.00	\$7,680.00	\$32.00	\$7,680.00	\$30.65	\$7,356.00	\$35.60	\$8,544.00
101	2531.503/02320	CONCRETE CURB & GUTTER DESIGN B624	LIN FT	10290.00	\$22.00	\$226,380.00	\$24.00	\$246,960.00	\$26.65	\$274,228.50	\$24.23	\$249,326.70	\$24.23	\$249,326.70	\$27.25	\$280,402.50	\$33.00	\$339,570.00	\$25.00	\$257,250.00	\$28.41	\$292,338.90
102	2531.504/00060	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	4017.00	\$90.00	\$361,530.00	\$66.50	\$267,130.50	\$107.25	\$430,823.25	\$83.12	\$333,893.04	\$94.42	\$379,285.14	\$114.50	\$459,946.50	\$100.00	\$401,700.00	\$89.50	\$359,521.50	\$105.36	\$423,231.12
103	2531.504/00070	7" CONCRETE DRIVEWAY PAVEMENT	SQ YD	297.00	\$100.00	\$29,700.00	\$75.00	\$22,275.00	\$121.00	\$35,937.00	\$96.75	\$28,734.75	\$110.05	\$32,684.85	\$127.00	\$37,719.00	\$110.00	\$32,670.00	\$105.00	\$31,185.00	\$126.05	\$37,436.85
104	2531.603/24130	CONCRETE CURB DESIGN V	LIN FT	54.00	\$30.00	\$1,620.00	\$8.94	\$482.76	\$36.00	\$1,944.00	\$32.66	\$1,763.64	\$41.96	\$2,265.84	\$40.00	\$2,160.00	\$70.00	\$3,780.00	\$40.00	\$2,160.00	\$44.72	\$2,414.88
105	2531.618/00010	TRUNCATED DOMES	SQ FT	470.00	\$60.00	\$28,200.00	\$53.00	\$24,910.00	\$50.00	\$23,500.00	\$48.58	\$22,832.60	\$48.58	\$22,832.60	\$50.00	\$23,500.00	\$60.00	\$28,200.00	\$53.00	\$24,910.00	\$53.44	\$25,116.80
106	2540.602	INSTALL MAILBOX SUPPORT	EACH	71.00	\$150.00	\$10,650.00	\$150.00	\$10,650.00	\$250.00	\$17,750.00	\$225.00	\$15,975.00	\$225.00	\$15,975.00	\$225.00	\$15,975.00	\$300.00	\$21,300.00	\$200.00	\$14,200.00	\$247.51	\$17,573.21
107	2557.602/11055	INSTALL WOODEN FENCE	LIN FT	20.00	\$25.00	\$500.00	\$40.00	\$800.00	\$90.00	\$1,800.00	\$80.00	\$1,600.00	\$100.00	\$2,000.00	\$90.00	\$1,800.00	\$50.00	\$1,000.00	\$50.00	\$1,000.00	\$88.00	\$1,760.00
108	2563.601/00010	TRAFFIC CONTROL	LUMP SUM	1.00	\$35,000.00	\$35,000.00	\$24,000.00	\$24,000.00	\$10,365.00	\$10,365.00	\$9,900.00	\$9,900.00	\$24,900.00	\$24,900.00	\$15,000.00	\$15,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$34,000.00	\$34,000.00
109	2564.518/00020	SIGN PANEL	SQ FT	133.00	\$25.00	\$3,325.00	\$45.00	\$5,985.00	\$70.00	\$9,310.00	\$66.00	\$8,778.00	\$66.00	\$8,778.00	\$79.00	\$10,507.00	\$50.00	\$6,500.00	\$75.00	\$9,975.00	\$72.60	\$9,655.80
110	2564.602/01519	INSTALL SIGN PANEL SPECIAL	EACH	8.00	\$150.00	\$1,200.00	\$200.00	\$1,600.00	\$58.00	\$464.00	\$55.00	\$440.00	\$55.00	\$440.00	\$70.00	\$560.00	\$200.00	\$1,600.00	\$75.00	\$600.00	\$60.50	\$484.00
111	2565.602/00048	INSTALL SIGN PANEL	EACH	33.00	\$200.00	\$6,600.00	\$200.00	\$6,600.00	\$260.00	\$8,580.00	\$250.00	\$8,250.00	\$250.00	\$8,250.00	\$300.00	\$9,900.00	\$300.00	\$9,900.00	\$300.00	\$9,900.00	\$275.01	\$9,075.33
112	2565.616/00060	PEDESTRIAN CROSSWALK FLASHER SYSTEM A	SYS	1.00	\$30,000.00	\$30,000.00	\$25,000.00	\$25,000.00	\$7,540.00	\$7,540.00	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	\$9,000.00	\$9,000.00	\$7,000.00	\$7,000.00	\$7,500.00	\$7,500.00	\$7,210.74	\$7,210.74
113	2565.616/00060	PEDESTRIAN CROSSWALK FLASHER SYSTEM B	SYS	1.00	\$30,000.00	\$30,000.00	\$25,000.00	\$25,000.00	\$7,540.00	\$7,540.00	\$7,200.00	\$7,200.00	\$7,200.00	\$7,200.00	\$9,000.00	\$9,000.00	\$7,000.00	\$7,000.00	\$7,500.00	\$7,500.00	\$6,869.73	\$6,869.73
114	2565.616/00060	PEDESTRIAN CROSSWALK FLASHER SYSTEM C	SYS	1.00	\$30,000.00	\$30,000.00	\$25,000.00	\$25,000.00	\$19,630.00	\$19,630.00	\$18,750.00	\$18,750.00	\$18,750.00	\$18,750.00	\$21,700.00	\$21,700.00	\$17,500.00	\$17,500.00	\$20,000.00	\$20,000.00	\$22,000.75	\$22,000.75
115	2571.502/03050	CONIFEROUS TREE 5' HT CONT	EACH	2.00	\$850.00	\$1,700.00	\$720.00	\$1,440.00	\$950.00	\$1,900.00	\$906.00	\$1,812.00	\$906.00	\$1,812.00	\$1,200.00	\$2,400.00	\$1,000.00	\$2,000.00	\$600.00	\$1,200.00	\$1,106.64	\$2,213.28
116	2571.502/10150	DECIDUOUS TREE 1.5' CAL CONT	EACH	15.00	\$500.00	\$7,500.00	\$450.00	\$6,750.00	\$950.00	\$14,250.00	\$906.00	\$13,590.00	\$906.00	\$13,590.00	\$1,200.00	\$18,000.00	\$1,000.00	\$15,000.00	\$600.00	\$9,000.00	\$1,055.30	\$15,829.50
117	2573.501/00025	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1.00	\$750.00	\$750.00	\$3,500.00	\$3,500.00	\$4,700.00	\$4,700.00	\$2,240.00	\$2,240.00	\$4,500.00	\$4,500.00	\$500.00	\$500.00	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$20,000.00	\$20,000.00
118	2573.502/00110	STORM DRAIN INLET PROTECTION	EACH	128.00	\$250.00	\$32,000.00	\$200.00	\$25,600.00	\$255.00	\$32,640.00	\$151.68	\$19,415.04	\$200.00	\$25,600.00	\$200.00	\$25,600.00	\$150.00	\$19,200.00	\$200.00	\$25,600.00	\$130.39	\$16,689.92
119	2573.503/00023	SILT FENCE, TYPE MS	LIN FT	2746.00	\$2.50	\$6,865.00	\$4.00	\$10,984.00	\$2.35	\$6,453.10	\$2.25	\$6,178.50	\$2.25	\$6,178.50	\$3.95	\$10,846.70	\$3.00	\$8,238.00	\$3.00	\$8,238.00	\$2.48	\$6,810.08
120	2574.507/00100	COMMON TOPSOIL BORROW (CV)	CU YD	1173.00	\$35.00	\$41,055.00	\$35.00	\$41,055.00	\$35.00	\$41,055.00	\$1.50	\$1,769.50	\$35.00	\$41,055.00	\$25.00	\$29,325.00	\$1.00	\$1,173.00	\$35.00	\$41,055.00	\$48.83	\$57,277.59
121	2575.504/00011	SODDING TYPE LAWN	SQ YD	14084.00	\$3.00	\$42,252.00	\$7.00	\$98,588.00	\$6.80	\$95,771.20	\$6.50	\$91,546.00	\$6.50	\$91,546.00	\$15.00	\$211,260.00	\$14.00	\$197,176.00	\$7.00	\$98,588.00	\$8.40	\$118,305.60
122	2575.505/00035	MOWING	ACRE	5.80	\$1,000.00	\$5,800.00	\$150.00	\$870.00	\$105.00	\$609.00	\$100.00	\$580.00	\$100.00	\$580.00	\$150.00	\$870.00	\$100.00	\$580.00	\$200.00	\$1,160.00	\$110.00	\$638.00
123	2575.523/00010	WATER	MGAL	262.00	\$254.34	\$66,637.08	\$40.00	\$10,480.00	\$5.25	\$1,375.50	\$5.00	\$1,310.00	\$5.00	\$1,310.00	\$5.00	\$1,310.00	\$55.00	\$14,410.00	\$20.00	\$5,240.00	\$5.50	\$1,411.00
124	2582.503/40104	4" SOLID LINE MULTI-COMP GR IN (WR)	LIN FT	5312.00	\$1.20	\$6,374.40	\$3.00	\$15,936.00	\$1.15	\$6,108.60	\$1.35	\$7,171.20	\$1.10	\$5,843.20	\$3.20	\$16,988.80	\$1.50	\$7,968.00	\$1.25	\$6,640.00	\$1.21	\$6,427.52
125	2582.503/40112	12" SOLID																				



DATE: July 7, 2026
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: Resolution 60-26: Appoint Election Judges - 2026 Primary Election - August 11, 2026

Purpose:

Council to approve Resolution 60-26 appointing Election Judges for the 2026 Primary Election planned for Tuesday, August 11, 2026.

Background:

The Secretary of State requires the appointment of election judges before Election Day. As recommended by the Secretary of State, the resolution appoints judges and also authorizes staff assignment of Election Judge substitutes if needed.

July 1st was the beginning of the current 2-year biennial period for Judge Certification, so everyone was required to complete the initial Judge Training Session. Jennifer Mueller, Director of the Steele County Property Tax and Election Office, held nine Election Judge Training Sessions in June. Certified Judges are shown on the attachment.

Budget Impact:

Estimated cost: \$23,000 for this election and training. Election Judges are paid \$14 per hour, Head Judges receive \$15 per hour. There will be six judges scheduled at each of the city's ten polling sites on Election Day for approximately 15 hours at each position. The polls will be open from 7:00 a.m. to 8:00 p.m. with the judges beginning at 6:00 a.m. and usually finishing around 9:00 p.m.

In addition to their hours on Election Day for the following:

- 2-hour initial Election Judge Training Session.

- An additional 2-hour training session to learn the new electronic poll pad.

- Some judges will serve as Health Care Facility Judges, taking requested ballots to residents in the healthcare facilities.

- Some judges will participate during the Public Accuracy Test and Post-Election Audit, and assist with polling site supply boxes.

Staff Recommendation:

Staff recommends adoption of Resolution 60-26.

Attachments:

1. Resolution 60-26 Primary Election Judges
2. 2026 Primary Election Judges

RESOLUTION NO. 60-26
A RESOLUTION APPOINTING ELECTION
JUDGES FOR THE 2024 GENERAL ELECTION

BE IT RESOLVED by the City Council of the City of Owatonna, Minnesota, that the people listed on the attached are hereby appointed judges for the 2026 Primary Election to be held on Tuesday, August 11, 2026. Judges appointed to serve at the Polling Sites were required to complete training to become certified to serve as an Election Judge.

BE IT FURTHER RESOLVED by the City Council of the City of Owatonna, Minnesota, that City Administration staff may assign additional or substitute election judges as necessary for this election.

NOW, THEREFORE BE IT RESOLVED: the City of Owatonna hereby appoints those listed on the attachment as eligible to serve as an Election Judge in the 2026 Primary Election on August 11, 2026, pending completion of their training and otherwise qualifying for this position.

Passed and adopted this ____ day of __, 2026, with the following vote:

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of _____, 2026.

Matt Jessop, Mayor

ATTEST:

Jenna Tuma, City Administrator/City Clerk

Trained and Certified to serve 2026 Primary Election - August 11, 2026

Abbe, Lori	HardyHagen, Sandra	Queen, Lisa
Allard, Jane	Hedstrom, Gary	Richmond, Lisa
Arnold, Tamra	Hill, Sherry	Ritter, Allison
Berg, David	Hoff, Daniel	Rossi, Kent
Bomar, Valerie	Hoffman, Linda	Runner,Christine
Bonacci, Tom	Huberg, Lisa	Sanders, Teresa
Boorman, Linda	Hugley, Tim	Schmidt, Tim
Brown, Sharon	Jensen, Laura	Schuler, Kristy
Byan, Randy	Jirile, Naomi	Schumacher, Hope
Calcamuggio, Sue	Johnson, Judith	Skala, Kayla
Chadwick, Jean	Johnson, Shelley	Skulzack, Julianna
Chico, Shelly	Johnston,Bonnie	Slack, Deloris
Clawson, Jeanette	Johnston,Mark	Slezak, Ted
Collins, Ne'Kaya	Kaffine, Stephen	Souba, Debra
Cottrell, Tanya	Kamholz, Debra	Spande, Robin
Couture, Cheryl	Kehler, Peter	Spellmeyer, Diane
Culshaw, Donald	Kehler,Hildie	St. Martin, April
DePenning, Dwight	Klein, Sharon	Stadherr, Mark
Distel, Sheila	Kottke, Matthew	Stormo, Michael
Draheim, Jane	Koziolek, Amanda	Strom, Richard
Engelstad, Wendell	Kramer, Jeffrey	Talley, Corinne
Erck, Judith	Krejci, Maryl	Taylor, James
Erickson, Janet	Louks, Bruce	Thompson, John
Erickson, Mark	Louks, Kelly	Thompson, Julie
Frette, Kent	Lysne, Mark	Thompson,Katharina
Gaul, Mary	McCabe, Susan	Torrey, Catherine
Gaulrapp, Sharon	Mohr, Gary	Torrey, Kenneth
Gerardy, Linda	Montplaisir, Patrick	Tyykila, Steven
Gorman, Daniel	Mundale, Amy	Uber, Naomi
Granowski, Glenda	Murphy, Therese	Volsen,Adam
Groff, Mary	Newgard, Charles	Westberg, Jean
Gruhlke, Marjorie	Noble, Michell	Wild, Pamela
Guse, Janice	Noble, Roger	Wilker, Debra
Gwendolyn Lysne	Oswald, Kirk	Wyatt, Renee
Hammitt, David	Parr, Jane	Wyatt, Robert
Hancock,Cheryl	Pelton, Tim	Youngquist, Beth
Hanson, Kim	Poplau, Gayle	Zimmermann, Gloria



DATE: July 7, 2026
TO: Mayor and City Council
FROM: Tracy DuChene
SUBJECT: Resolution 61-26: Police Software Agreement — Pace Scheduler

Purpose:

Seeking council approval for Pace Scheduler software.

Background:

Currently, the Police Department utilizes a scheduling product offered through the Criminal Justice Network (CJN) services agreement.

The police department will be canceling the CJN subscription on December 31, 2026, for budgetary reasons.

- The 2026 CJN annual subscription fee is \$9,661.00
- CJN has redesigned their products which will result in a significant subscription fee increase.
- The 2027 CJN subscription fee structure will be \$4,000.00 per user, plus 30% as a first year maintenance fee. Subsequent annual service renewals will be a 30% maintenance fee. The initial first year projected cost for 2027 will be approximately \$239,000.00. The projected cost in 2028 and each year thereafter will be approximately \$55,000.00.

The CJN subscriptions currently includes: Scheduling. Case Management, E-briefing (information sharing platform), E-forms (report writing software).

As a result, the Police Department's recommendation is to utilize similar services offered by LOGIS through the Steele-Rice 911 joint powers agreement, except scheduling software is not offered by LOGIS and must be purchased separately.

Police staff has evaluated various scheduling software over the last 18 months. Pace Scheduler is the recommended product to meet our needs at an affordable price.

Upon council approval, the police department would begin implementation immediately.

Budget Impact:

\$3,360 annually

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Pace Schedule Proposal
2. Res 61-26 Pace Scheduler

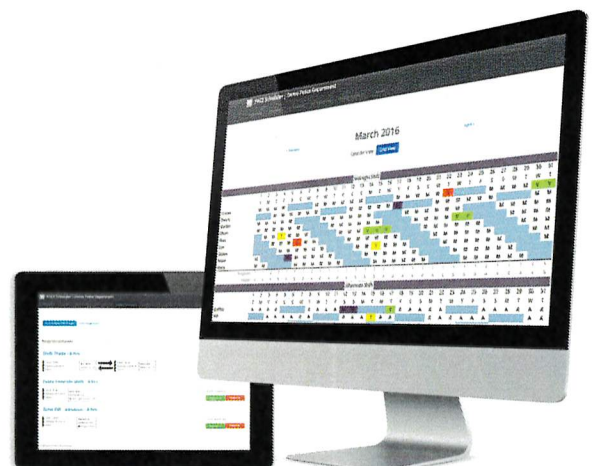


SCHEDULER
Scheduling, Simplified.

Pace Scheduler Proposal

Owatonna Police Department
204 East Pearl Street
Owatonna, MN 55060

Daniel Lee
4/30/2025



OVERVIEW

Greetings,

Thank you for taking the time to view a demonstration of our scheduling software. Based on our discussion during the demo, we hope you agree that the software will be an excellent fit for your department.

Our system will allow you to quickly and easily:

- Create schedules utilizing our permanent shift and customized rotation patterns and populate schedules for any schedule period you choose (ex. 3 months, 6 months, year, indefinitely)
- Easily identify and fill staffing deficits
- Automate the vacation bidding process
- Manage on-the-fly schedule changes
- Notify and let officers sign up for available extra-duty or open-shift overtime
- Send unlimited email and/or text alerts and messages to your staff
- Handle time off/overtime requests electronically, all backed by a full audit trail and extremely robust reporting.
- Track benefit time
- Quickly assign beats/areas/sectors and equipment needed for them.
- Ease the burden on your payroll/admin staff by allowing us to create an export for your payroll system at no charge to you.

Our extensive experience working with police departments has allowed us to optimize our onboarding and training processes to ensure a successful and smooth transition to our software. You can rest assured that the Pace Team is with you every step of the way!

Sincerely,

Daniel Lee

Business Development Representative

Pace Scheduler

SCOPE OF SERVICES

The Pace Scheduler software is an advanced scheduling solution built specifically for the unique needs of law enforcement. It is an online-hosted solution, which allows users 24-7 access anywhere they have an active internet connection. The site is scalable and fully functional on any modern device (tablet, phone, laptop, PC, etc.).

The software is based on a yearly subscription model and includes the following:

- 13 Month first-year term (extra month to cover the setup/onboarding process)
- Site hosting, Maintenance, Standard Updates, and bug fixes.
- Unlimited Phone and Email Support (M-F, 8A-5P, NBD response)
- Initial Online Training for Admins, Supervisors, and Regular Users
- Unlimited Text/Email Messaging and Alerts
- Any New Standard Pace Planned Features Released as Part of the Core Software
- Unlimited Storage of Client Scheduling Data (data is never deleted)
- Custom Export to Payroll Software (if applicable)

Any additional features/needs requiring custom development will be reviewed by the development team for feasibility, a clearly written scope defined, and will be quoted separately.

ONBOARDING PROCEDURE

Upon purchasing Pace Scheduler, you will receive a welcome email requesting the following:

- Fill out Google Sheet – details what info we need from you to setup your site, along with examples
- Provide 1-2 months of your current schedule
- Provide current roster in specified format
- Identify who will be the Pace “Project Lead” and “Co-Lead” for your department – these will be the Pace Scheduler experts from your department who will be the main POC.

ONBOARDING ESTIMATED TIMEFRAME

The timeline below is merely an estimate and is dependent on many factors including, but not limited to department size, when data is received, client availability and responsiveness, and client scheduled “go-live” date.

Phase	Timeframe
Data Collection	Weeks 1-2
Site Setup	Weeks 3-4
Review and Training	Week 5-6
GO LIVE	Weeks 6-7
Custom Payroll Reports	TBD

TERMS AND CONDITIONS

PACE SCHEDULER SERVICES AND SUPPORT

Subject to the terms of this Agreement, Company (Pace Scheduler) will use commercially reasonable efforts to provide Customer the Services as agreed upon. As part of the setup process, Customer will identify the key admin level user who will be the go-to contact person when the Pace Scheduler team needs to contact Company.

RESTRICTIONS AND RESPONSIBILITIES

Customer will not, directly or indirectly: reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas, know-how or algorithms relevant to the Services or any software, documentation or data related to the Services ("Software"); modify, translate, or create derivative works based on the Services or any Software (except to the extent expressly permitted by Company or authorized within the Services); use the Services or any Software for timesharing or service bureau purposes or otherwise for the benefit of a third party; or remove any proprietary notices or labels.

Further, Customer may not remove or export from the United States or allow the export or re-export of the Services, Software or anything related thereto, or any direct product thereof in violation of any restrictions, laws or regulations of the United States Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, or any other United States or foreign agency or authority. As defined in FAR section 2.101, the Software and documentation are "commercial items" and according to DFAR section 252.227-7014(a)(1) and (5) are deemed to be "commercial computer software" and "commercial computer software documentation." Consistent with DFAR section 227.7202 and FAR section 12.212, any use modification, reproduction, release, performance, display, or disclosure of such commercial software or commercial software documentation by Customer will be governed solely by the terms of this Agreement and will be prohibited except to the extent expressly permitted by the terms of this Agreement.

Customer represents, covenants, and warrants that Customer will use the Services only in compliance with Company's standard published Term of Service and all applicable laws and regulations. Customer hereby agrees to indemnify and hold harmless Company against any damages, losses, liabilities, settlements and expenses (including without limitation costs and attorneys' fees) in connection with any claim or action that arises from an alleged violation of the foregoing or otherwise from Customer's use of Services. Although Company has no obligation to monitor Customer's use of the Services, Company

may do so and may prohibit any use of the Services it believes may be (or alleged to be) in violation of the foregoing.

Customer consents on behalf of all its users to receive automated text messages related to the software's functionality. These messages may include notifications, alerts, and reminders. Standard message and data rates may apply. Users can opt out individually by replying "STOP" to any message. Customer is responsible for updating Pace Scheduler with any changes to its users' mobile numbers. Company is not liable for delayed, undelivered, or compromised messages.

Customer shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise use the Services, including, without limitation, modems, hardware, servers, software, operating systems, networking, web servers and the like (collectively, "Equipment"). Customer shall also be responsible for maintaining the security of the Equipment, Customer account, passwords (including but not limited to administrative and user passwords) and files, and for all uses of Customer account or the Equipment with or without Customer's knowledge or consent.

CONFIDENTIALITY; PROPRIETARY RIGHTS

Each party (the "Receiving Party") understands that the other party (the "Disclosing Party") has disclosed or may disclose business, technical or financial information relating to the Disclosing Party's business (hereinafter referred to as "Proprietary Information" of the Disclosing Party). Proprietary Information of Company includes non-public information regarding features, functionality and performance of the Service. Proprietary Information of Customer includes non-public data provided by Customer to Company to enable the provision of the Services ("Customer Data"). The Receiving Party agrees: (i) to take reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the Services or as otherwise permitted herein) or divulge to any third person any such Proprietary Information. The Disclosing Party agrees that the foregoing shall not apply with respect to any information after five (5) years following the disclosure thereof or any information that the Receiving Party can document (a) is or becomes generally available to the public, or (b) was in its possession or known by it prior to receipt from the Disclosing Party, or (c) was rightfully disclosed to it without restriction by a third party, or (d) was independently developed without use of any Proprietary Information of the Disclosing Party or (e) is required to be disclosed by law.

Customer shall own all right, title and interest in and to the Customer Data. Company shall own and retain all right, title and interest in and to (a) the Services and Software, all

improvements, enhancements or modifications thereto, (b) any software, applications, inventions or other technology developed in connection with Implementation Services or support, and (c) all intellectual property rights related to any of the foregoing.

Notwithstanding anything to the contrary, Company shall have the right to collect and analyze data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning Customer Data and data derived therefrom), and Company will be free (during and after the term hereof) to use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other Company offerings. No rights or licenses are granted except as expressly set forth herein.

Notwithstanding anything in this Agreement to the contrary, it is the express intention of the parties to this Agreement that all right, title and interest of whatever nature in the Company's user manuals, training materials, all computer software, report formats, together with all subsequent versions, enhancements and supplements to said software and written materials, all copyright rights (including both source and object code) and all oral or written information relating to the Company's software or written materials conveyed in confidence by the Company pursuant to this Agreement which is not generally known to the public and which give the Company an advantage over their respective competitors who do not know or use such information, and all other forms of intellectual property of whatever nature is and shall remain the sole and exclusive property of the Company and shall not be exploited by the Customer, except as expressly set forth herein.

PAYMENT OF FEES

Customer will pay Company the applicable fees described in the Order Form for the Services and Custom Implementation Services in accordance with the terms therein (the "Fees"). If Customer's use of the Services exceeds the Service Capacity set forth on the Order Form or otherwise requires the payment of additional fees (per the terms of this Agreement), Customer shall be billed for such usage and Customer agrees to pay the additional fees in the manner provided herein. Company reserves the right to change the Fees or applicable charges and to institute new charges and Fees upon thirty (30) days prior notice to Customer (which may be sent by email). If Customer believes that Company has billed Customer incorrectly, Customer must contact Company no later than 60 days after the closing date on the first billing statement in which the error or problem appeared, in order to receive an adjustment or credit. Inquiries should be directed to Company's customer support department.

Company will bill customer via an invoice. Full payment for invoices issued in any given month must be received by Company thirty (30) days after the mailing date of the invoice. Unpaid amounts are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection and may result in immediate termination of Service. Customer shall be responsible for all taxes associated with Services other than U.S. taxes based on Company's net income.

TERM AND TERMINATION

Subject to earlier termination as provided below, this Agreement shall be automatically renewed for additional periods of the same duration as the Term as specified in the Order Form unless either party requests termination at least thirty (30) days prior to the end of the then-current term.

In addition to any other remedies it may have, either party may also terminate this Agreement upon thirty (30) days' notice (or without notice in the case of nonpayment), if the other party materially breaches any of the terms or conditions of this Agreement. Customer will pay in full for the Services up to and including the last day on which the Services are provided. All sections of this Agreement which by their nature should survive termination will survive termination, including, without limitation, accrued rights to payment, confidentiality obligations, warranty disclaimers, and limitations of liability.

WARRANTY, MAINTENANCE, AND DISCLAIMER

Company shall use reasonable efforts consistent with prevailing industry standards to maintain the Services in a manner which minimizes errors and interruptions in the Services and shall perform the Implementation Services in a professional and workmanlike manner. Services may be temporarily unavailable for scheduled maintenance or for unscheduled emergency maintenance, either by Company or by third-party providers, or because of other causes beyond Company's reasonable control, but Company shall use reasonable efforts to provide advance notice in writing or by e-mail of any scheduled service disruption. HOWEVER, COMPANY DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES IT MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM USE OF THE SERVICES. EXCEPT AS EXPRESSLY SET FORTH IN THIS SECTION, THE SERVICES AND IMPLEMENTATION SERVICES ARE PROVIDED "AS IS" AND COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.

LIMITATION OF LIABILITY

NOTWITHSTANDING ANYTHING TO THE CONTRARY, EXCEPT FOR BODILY INJURY OF A PERSON, COMPANY AND ITS SUPPLIERS (INCLUDING BUT NOT LIMITED TO ALL EQUIPMENT AND TECHNOLOGY SUPPLIERS), OFFICERS, AFFILIATES, REPRESENTATIVES, CONTRACTORS AND EMPLOYEES SHALL NOT BE RESPONSIBLE OR LIABLE WITH RESPECT TO ANY SUBJECT MATTER OF THIS AGREEMENT OR TERMS AND CONDITIONS RELATED THERETO UNDER ANY CONTRACT, OR NEGLIGENCE THEORY,: (A) FOR ERROR OR INTERRUPTION OF USE OR FOR LOSS OR INACCURACY OR CORRUPTION OF DATA OR COST OF PROCUREMENT OF SUBSTITUTE GOODS, SERVICES OR TECHNOLOGY OR LOSS OF BUSINESS; (B) FOR ANY INDIRECT, EXEMPLARY, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES; (C) FOR ANY MATTER BEYOND COMPANY'S REASONABLE CONTROL; OR (D) FOR ANY AMOUNTS THAT, TOGETHER WITH AMOUNTS ASSOCIATED WITH ALL OTHER CLAIMS, EXCEED THE FEES PAID BY CUSTOMER TO COMPANY FOR THE SERVICES UNDER THIS AGREEMENT IN THE 12 MONTHS PRIOR TO THE ACT THAT GAVE RISE TO THE LIABILITY, IN EACH CASE, WHETHER OR NOT COMPANY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

MISCELLANEOUS

If any provision of this Agreement is found to be unenforceable or invalid, that provision will be limited or eliminated to the minimum extent necessary so that this Agreement will otherwise remain in full force and effect and enforceable. This Agreement is not assignable, transferable or sub licensable by Customer except with Company's prior written consent. Company may transfer and assign any of its rights and obligations under this Agreement without consent. This Agreement is the complete and exclusive statement of the mutual understanding of the parties and supersedes and cancels all previous written and oral agreements, communications and other understandings relating to the subject matter of this Agreement, and that all waivers and modifications must be in a writing signed by both parties, except as otherwise provided herein. No agency, partnership, joint venture, or employment is created as a result of this Agreement and Customer does not have any authority of any kind to bind Company in any respect whatsoever. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and attorneys' fees. All notices under this Agreement will be in writing and will be deemed to have been duly given when received, if personally delivered; when receipt is electronically confirmed, if transmitted by facsimile or e-mail; the day after it is sent, if sent for next day delivery by recognized overnight delivery service; and upon receipt, if sent by certified or

registered mail, return receipt requested. This Agreement shall be governed by the laws of the State of Illinois without regard to its conflict of laws provisions.

SECURITY STATEMENT

The Pace Scheduler is a cloud based software solution, which therefore poses little risk to any internal IT networks. Further, no highly sensitive data is stored anywhere within the Pace Scheduler databases. We do not collect social security numbers, payment information, health information, or external passwords. For all of the data that we do collect, we keep it secure in the following ways:

The Pace Scheduler uses 256-bit secure sockets layer encryption for all communications with our servers.

All data is password protected and multiple security and permission layers are enforced at the application level to ensure only the proper users view the data they are entitled to view. Passwords are encrypted using the PBKDF2 algorithm with a SHA256 hash, a password stretching mechanism recommended by NIST. This means even members of the Pace Scheduler development team cannot gain access to a user's password.

The data is physically stored on the highly secured AWS technology infrastructure. The AWS data center operations have been accredited under ISO 27001, SOC 1 and SOC 2/SSAE 16/ISAE 3402 (Previously SAS 70 Type II), PCI Level 1, FISMA Moderate, Sarbanes-Oxley (SOX). These centers also provide environmental/disaster safeguards, network security safeguards, and system security safeguards that all comply with industry standards.

Database backups are taken and stored at regular intervals, no less than once per day, and are also stored within the secure AWS technology infrastructure. Every change to your data is written to write-ahead logs, which are shipped to multi-datacenter, high-durability storage. In the unlikely event of unrecoverable hardware failure, these logs can be automatically 'replayed' to recover the database to within seconds of its last known state.

UPTIME AND AVAILABILITY

Uptime

The Pace Scheduler application is hosted on Amazon Web Services servers, which guarantees a 99.99% uptime. To date, Pace Scheduler has kept a historical 99.996% uptime (including both planned and un-planned outages), while frequently releasing features and making many improvements on the application.

Scheduled Maintenance

When Pace releases new functionality that may require downtime, releases updates to existing features that may require downtime, or needs to bring the website down for maintenance for any other reason, Pace will schedule these updates or outages between 12:00AM CST and 5:00AM CST unless extenuating circumstances exist. Releases that require 0 seconds of downtime may happen at alternate times. During the vast majority of releases there will be no downtime. The reason for scheduling certain releases in the night is to ensure that if downtime happens it will not affect users during normal business hours. There may occasionally be exceptions when the Pace team may need to do maintenance during business hours, and in these instances the Pace Scheduler team will communicate as appropriate to any affected clients.

SUPPORT TERMS

Company will provide Technical Support to Customer via both telephone and electronic mail on weekdays during the hours of 9:00 am through 5:00 pm US/Central time, with the exclusion of Federal Holidays (“**Support Hours**”).

Customer may initiate a helpdesk ticket during Support Hours by calling 630-395-2185 or any time by emailing support@pacescheduler.com.

Company will use commercially reasonable efforts to respond to all Helpdesk tickets within one (1) business day.



PRICING AND FEES

PACE SCHEDULER
2040 CORPORATE LANE
NAPERVILLE, IL 60563

DATE: June 5, 2026
QUOTATION #: OMPD20250430
QUOTE VALID UNTIL: August 5, 2026

BILL TO:

Owatonna Police Department
204 East Pearl Street
Owatonna, MN 55060

DESCRIPTION	TYPE OF FEE	TOTAL
General Software License Fee - up to 50 Users	Yearly Recurring	\$3360.00
Setup Fee	One-time	(\$500.00) WAIVED

COST BREAKDOWN:

DESCRIPTION	TOTAL
YEARLY RECURRING TOTAL FEES	\$3360
ONE-TIME FEES	NONE
FIRST YEAR TOTAL	\$3360*

Please check the option below to add Single Sign On (SSO) through Microsoft Azure to your subscription:

☒ **SSO Pricing for above stated user count: \$X.00/Year (\$X.00 subscription total per year with SSO)**

*Pace Scheduler offers a satisfaction guarantee, whereby once your full team has attended and completed all training and onboarding meetings, and are using the system and considered live, if you are dissatisfied with the product during the first 12 months of your subscription, Pace will prorate and refund the unused portion of your subscription. Refund does not include any custom development fees.

* Purchase a multi-year subscription in order to lock in your current pricing with no increases throughout the multi-year subscription contract.

Please check an option below if you would like to take advantage of a multi-year subscription agreement:

☐ 2 Year ☐ 3 Year ☐ 4 Year ☐ 5 Year



Payment is due upfront for selected number of years in order to take advantage of this offer.

EXHIBIT A

Custom Implementation Services

Custom Implementation Services: Pace will use commercially reasonable efforts to provide Customer the additional services and/or functionality described here in Exhibit A (hereafter referred to as Custom Implementation Services), and Customer shall pay Company the Custom Implementation Fee in accordance with the terms herein.

This exhibit describes all items that go beyond the scope of the core Pace Scheduler program and are therefore considered to be Custom Implementation Services:

- N/A. Customer did not request any Custom Implementation Services in this contract.

PACE SCHEDULER SERVICES AGREEMENT
QUOTATION #: NBR20250102

This Pace Scheduler Services Agreement ("Agreement") is entered into on _____ (the "Effective Date") between Pace Systems, Inc. with a place of business at 2040 Corporate Lane, Naperville, IL 60563 ("Company"), and the Customer listed above ("Customer"). This Agreement includes and incorporates the proposal in its entirety, as well as the stated Terms and Conditions and contains, among other things, warranty disclaimers, liability limitations and use limitations. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the parties after the date hereof.

Customer acknowledges and agrees to payment being due upfront and within 30 days of receipt of Pace Scheduler invoice.

Pace Systems, Inc.:

Customer:

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

PO# (If Applicable): _____



CLIENT BILLING INFORMATION

Date: July 7, 2026

Company Information

Company Name: <u>OWATONNA POLICE DEPARTMENT</u>		Company Address: <u>204 PEARL STREET EAST</u>	
City: <u>OWATONNA</u>	State: <u>MN</u>	Zip Code: <u>55060</u>	
Phone Number: <u>507-774-7192</u>	Fax Number: <u>507-774-7199</u>	Website: <u>www.owatonna.gov</u>	
Company Contact: <u>TRACY DALLMEYER</u>		Title: <u>CAPTAIN</u>	Phone Number: <u>507-475-0834</u>

Tax Exempt? ☒ Yes ☐ No

FEIN#: 41-6005444

Accounting Contact

Name: <u>DANIEL SEAN</u>	Phone: <u>507-774-7352</u>	Email: <u>DANIEL.SEAN@OWATONNA.GOV</u>
-----------------------------	-------------------------------	---

Authorized Signature

Title

Date

PLEASE EMAIL A COPY OF YOUR COMPLETED W9 FORM TO YOUR ACCOUNT MANAGER

In order to move forward, we will need the following from you:

1. Copy of signed Proposal
2. Completed Client Billing Information (see Page 12)
3. PO (if you use them)
4. Tax Exempt Certificate
5. Completed W9 Form
6. Full contact information (name, phone, email) for the following:
 - **Project Lead**
 - **Co-Lead**
 - **Head of Department** - (this person will be copied on correspondence and progress)
 - **Payroll Contact** – Person who manages the payroll software (if you want us to build a payroll export)

The Project Lead/Co-Lead will be the main points of contact for us, will fill out the information we need to setup your new site, and will be the driving force at your department to get everyone on board.

Once we receive the above information, we will send out a welcome email within 24 hours to the Project Lead and Co-Lead.

The welcome email will detail the information we need from you in order to setup your site. Once you receive it, please **do not** fill anything out until we have had a chance to review it together. This reduces the chance of errors, which may delay the building of your new Pace Scheduler site.

RESOLUTION # 61-26
PACE SCHEDULER AGREEMENT

WHEREAS, the City of Owatonna, has identified Pace Scheduler as the police department scheduling software to replace the current software offered through the CJN subscription; and

WHEREAS, it has been determined that it is necessary to access Pace Scheduler to reduce annual fees as compared to staying with CJN products; and

WHEREAS, Pace Scheduler offers many software features that will enhance and create efficiencies across the organization,

NOW THEREFORE BE IT RESOLVED that the City of Owatonna, hereby approves this agreement with Pace Scheduler.

Passed and adopted this 7th day of July, 2026, with the following vote:

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of _____, 2026.

Matthew T. Jessop, Mayor

ATTEST:

Jenna Tuma, City Administrator/City Clerk



DATE: July 7, 2026
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 62-26: Approve Minor PUD Amendment for Mineral Springs Estates

Purpose:

Approve the Minor PUD Amendment, C-25 for Mineral Springs Estates.

Background:

See attached staff report.

Budget Impact:

None.

Staff Recommendation:

Staff and the Planning Commission are recommending approval of the Minor PUD Amendment, C-25, regarding the unit mix in Mineral Springs Estates and the ultimate phasing plan.

Attachments:

1. Resolution 62-26: CUP-25 Mineral Springs Estates Minor PUD Amendment
2. CUP-25 Mineral Springs Estates Minor PUD Amendment

A RESOLUTION APPROVING CONDITIONAL USE CUP-25

WHEREAS, CUP-25 A request by Prairie LaSalle Partners and Chad Lange, Festal Farms, for a Minor PUD Amendment to allow the usage of a lot to change from a 6 unit townhouse to a pair of 6 unit flats as previously proposed in the PUD and amending the future phasing; and

Mineral Springs Estates, Steele County, Minnesota

WHEREAS, The Planning Commission held a public hearing on June 23, 2026 and recommended approval of CUP-25; and

WHEREAS, on July 7, 2026, the City Council accepted and approved CUP-25, as the same was approved and recommended by the Planning Commission of the City; and

WHEREAS, the City Council concurs with all of the findings of the Planning Commission and hereby makes the identical findings as referenced in the CUP-25 Staff Report.

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

1. That said conditional use permit is in accordance with and conformity to the plans and regulations established by the City and the comprehensive plan for the development of the City.
2. That said conditional use permit be and the same hereby is approved with the following conditions:
 - A) The lot shall either have the final plat amended through the approval process or an administrative split filed prior to construction of the second 6 unit building.
3. That the Clerk cause a certified copy of this resolution to be filed in the office of the County Recorder of Steele County, Minnesota.

Passed and adopted this 7th day of July, 2026 with the following vote:

Aye __; No __; Absent __.

Approved and signed this 7th day of July, 2026.

Matthew Jessop, Mayor

ATTEST:

Jenna Tuma, City Administrator/City Clerk

June 17, 2026

To: Planning Commission

From: Community Development Department

RE: CUP-25 A request by Prairie LaSalle Partners and Chad Lange, Festal Farms, for a Minor PUD Amendment to allow the usage of a lot to change from a 6 unit townhouse to a pair of 6 unit flats as previously proposed in the PUD and amending the future phasing.

Application Review:

Applicant/Owner: Chad Lange / Prairie LaSalle Partners

Location of Property: East of River Springs Waterpark

Zoning Map: PUD

Report Attachments:

1. Location Map
2. Aerial Photo
3. Building Elevations
4. Site Plan

Proposed Development:

- CUP -25 A request by Prairie LaSalle Partners and Chad Lange, Festal Farms, for a Minor PUD Amendment to allow the usage of a lot to change from a 6-unit townhouse to a pair of 6 unit flats as previously proposed in the PUD and amending the future phasing.
- The applicant feels that the market will respond to the 6-unit flats better than the 6-unit townhome.
- The amendment does not change the street alignment. An additional sewer and water service will need to be added to the utility plan.
- To date the final plat has not been recorded. The applicant will either have to administratively split the lot or amend the final plat prior to building the second structure.
- The amendment will increase the density of the development by 6 units.
- These structures were already part of the PUD so there are no additional changes to the architecture of the development.
- The applicant is also proposing to amend the phasing of the development. Phase 2 will follow the length of Stoneridge LN NE now. This sewer line needs to be installed to service the other areas of the development.

Findings

- ♦ According to the ordinance, a conditional use permit may be granted if the following findings are met:

- a) The establishment or operation of the proposed conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
- b) The architectural appearance and functional plan of the building and site reflects the building character of the area and will not be so dissimilar to the

existing buildings or area as to cause impairment in property values or constitute a blighting influence within a reasonable distance of the lot. The proposed development will be compatible with existing and planned use of the area and conflicts will not be created between the proposed use and existing and intended future uses of the surrounding area.

- c) The traffic generated by this use shall be channelized and controlled in a manner that will avoid congestion on public streets, safety hazards or excessive traffic through residential areas. The traffic generated will not raise traffic volumes beyond the capacity of the surrounding streets. Vehicular access points will be limited, and will create a minimum amount of conflict with through traffic movements and will be subject to the approval of the City Engineer. Vehicular drive up ingress lanes will be large enough to accommodate peak auto use on the same lot without requiring the stopping or waiting of vehicles on public right-of-way. Ingress lanes will be from the least heavily traveled street wherever possible.
- d) Public services, including but not limited to sewer, water, gas, police, and fire protection, are available at an adequate level and capable of servicing the proposed land use. In addition, adequate access, drainage, and any other necessary support facilities shall be provided.
- e) All such other or further factors as the City shall deem a requisite or consideration in determining the effect of such use on the general welfare, public health, and safety.

Staff Review:

CUP -25 A request by Prairie LaSalle Partners and Chad Lange, Festal Farms, for a Minor PUD Amendment to allow the usage of a lot to change from a 6-unit townhouse to a pair of 6 unit flats as previously proposed in the PUD and amending the future phasing with the following condition:

- 1) The lot shall either have the final plat amended through the approval process or an administrative split filed prior to construction of the second 6 unit building.

Planning Commission:

Application CUP-, which is a request by Chad Lange / Prairie LaSalle Partners for a Minor PUD Amendment to allow the usage of a lot to change from a 6-unit townhouse to a pair of 6-unit flats as previously proposed in the PUD and amending the future phasing, or Mineral Springs Estates located east of River Springs Waterpark, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing opened at 5:33 pm. Craig Britton, Design Engineer with Widseth, was present representing the applicant. No comments were made regarding this request. Public hearing closed at 5:34 pm. A motion was made by Springer-Gasner and seconded by Wilson to recommend City Council approval of CUP-25, a request by Prairie LaSalle Partners and Chad Lange, Festal Farms, for a Minor PUD Amendment to allow the usage of a lot to change from a 6-unit townhouse to a pair of 6-unit flats as previously proposed in the PUD and amending the future phasing with the following condition:

- 1. The lot shall either have the final plat amended through the approval process or an administrative split filed prior to construction of the second 6-unit building.

All commissioners voting Aye, the motion carried.

PROPOSED FEATURES LEGEND

	DENOTES PROPOSED SINGLE-FAMILY DETACHED (R2)
	DENOTES PROPOSED SINGLE-FAMILY ATTACHED (R3)
	DENOTES PROPOSED TOWNHOUSES (R3)
	DENOTES PROPOSED 6 UNIT MULTI-FAMILY (R6)
	DENOTES PROPOSED OPEN SPACE
	DENOTES EXISTING WETLANDS
	DENOTES PROPOSED STORMWATER PONDS

PUD Zoning Summary

Single-family Detached Lot Size:

Width: 65 ft minimum
Depth: 120' (+/-)
Lot Area: 7,800 sq ft minimum

Single-family Attached Lot Size:

Width: 80 ft minimum per pair
Depth: 120' (+/-)
Lot Area: 5,000 sq ft minimum

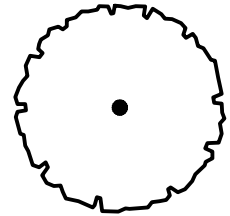
Minimum Lot Area Per Unit:

Townhouse: 4,000 sq ft
6-Unit Multi-family: 1,700 sq ft

Minimum Off-street Parking:

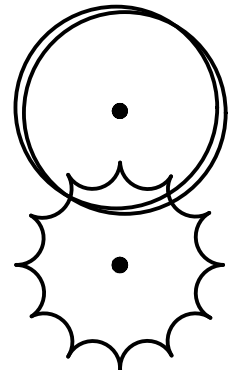
Two Stalls per unit

CONCEPT_PLANT_SCHEDULE



SHADE TREE
APPROVED VARIETIES IN GROUPINGS
OF 1, 3, AND 5 OR AS APPROVED BY
CITY:

- KENTUCKY COFFEE TREE
- THORNLESS, SEEDLESS
HONEYLOCUST
- AMERICAN LINDEN
- WHITE OAK

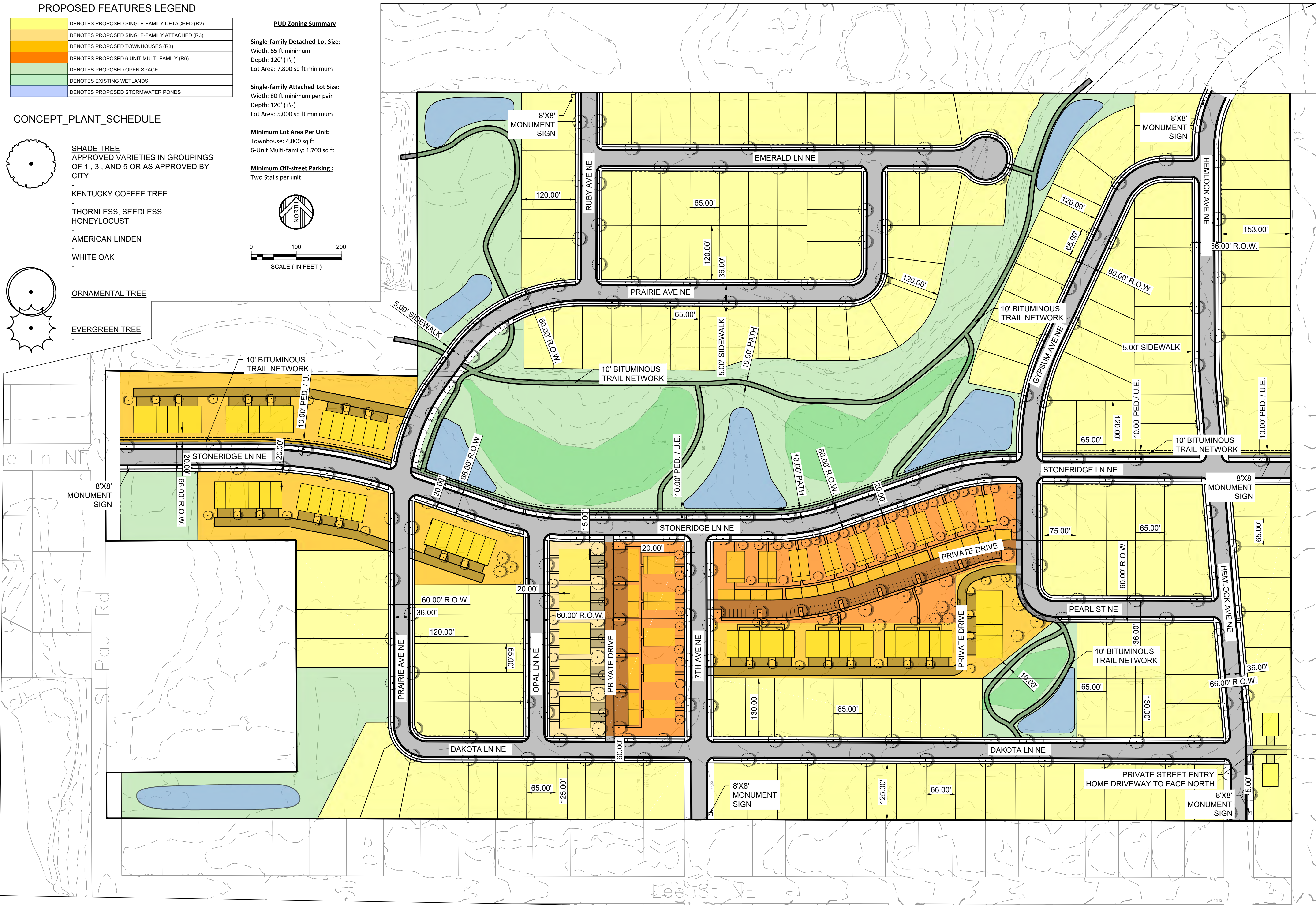


ORNAMENTAL TREE

EVERGREEN TREE



0 100 200
SCALE (IN FEET)



NOT FOR CONSTRUCTION

WIDSETH

ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

MINERAL SPRINGS ESTATES

MINERAL SPRINGS ESTATES, LLC

OWATONNA, MINNESOTA

DATE: MAY, 2026

SCALE: AS SHOWN

DRAWN BY: RSH

CHECKED BY: CNB

DATE: ---

LIC. NO. 44228

BY: [Signature]

REVISIONS DESCRIPTION

DATE

REVIEW

JOB NUMBER: 2022-11572

PUD SITE PLAN - OVERALL

SHEET NO. 1

SHEET 1 OF PUD

W:\Projects\HAS Capital Advisors LLC-44915\2022-11572\CADD\Civil\G-SP-2022-11572-PUD.dwg Plotted by Ben Stevens 5/14/2026 3:17:39 PM © 2026 WIDSETH SMITH NOLTING & ASSOCIATES, INC.

Page 171 of 201

	DENOTES PROPOSED SINGLE-FAMILY DETACHED (R2)
	DENOTES PROPOSED SINGLE-FAMILY ATTACHED (R3)
	DENOTES PROPOSED TOWNHOUSES (R3)
	DENOTES PROPOSED 6 UNIT MULTI-FAMILY (R6)
	DENOTES PROPOSED OPEN SPACE
	DENOTES EXISTING WETLANDS
	DENOTES PROPOSED STORMWATER PONDS

- KENTUCKY COFFEE TREE
- THORNLESS, SEEDLESS HONEYLOCUST
- AMERICAN LINDEN
- WHITE OAK

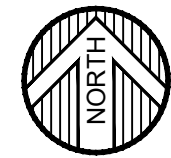
EVERGREEN TREE

Single-family Detached Lot Size:
Width: 65 ft minimum
Depth: 120' (+\ -)
Lot Area: 7,800 sq ft minimum

Single-family Attached Lot Size:
Width: 80 ft minimum per pair
Depth: 120' (+\ -)
Lot Area: 5,000 sq ft minimum

Minimum Lot Area Per Unit:
Townhouse: 4,000 sq ft
6-Unit Multi-family: 1,700 sq ft

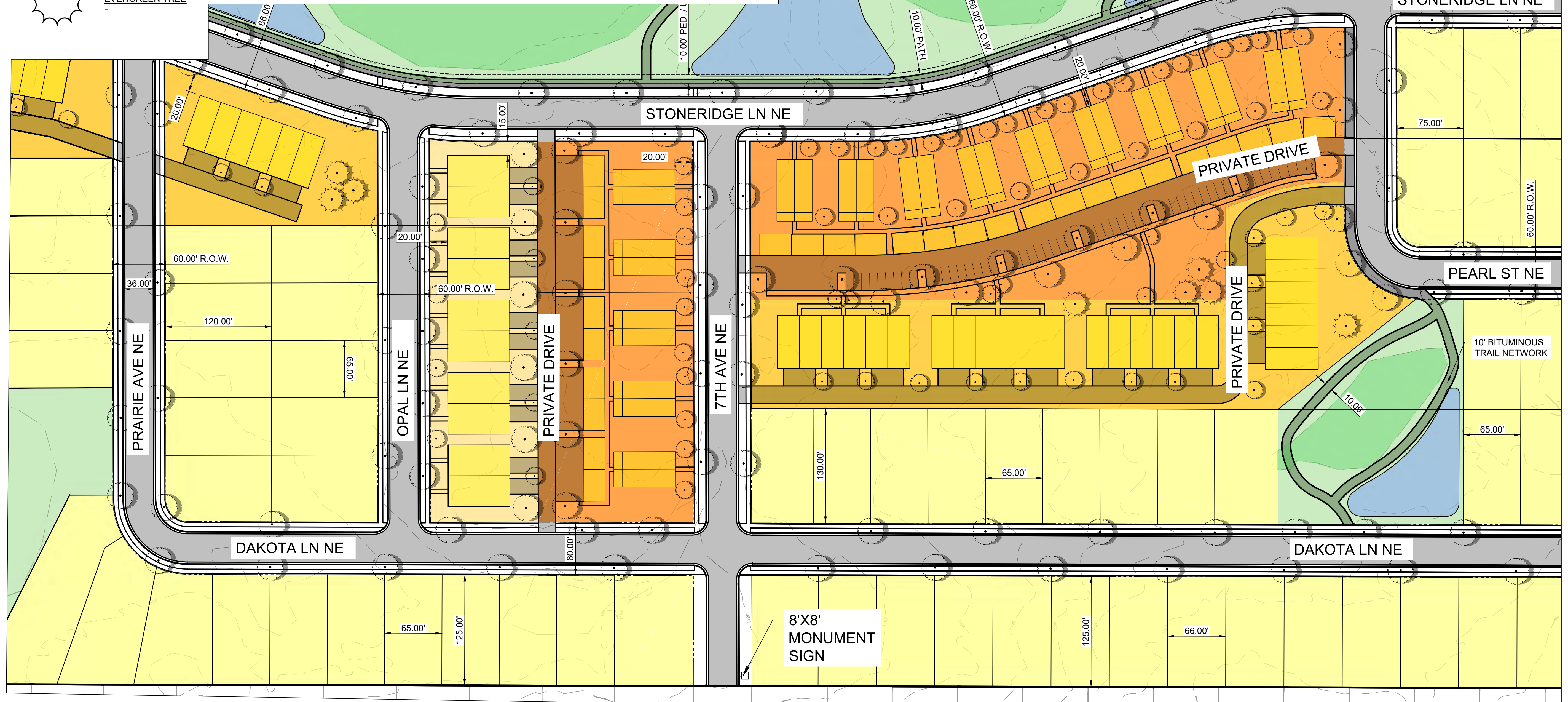
Minimum Off-street Parking :
Two Stalls per unit



0 60 120

SCALE (IN FEET)

1. TEMPORARY TURNAROUND DESIGN SHALL BE AT EACH PHASE END.



MINERAL SPRINGS ESTATES	DATE:	MAY, 2026	RE:
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MINERAL SPRINGS ESTATES, LLC
OWATONNA, MINNESOTA

2 OF PUD

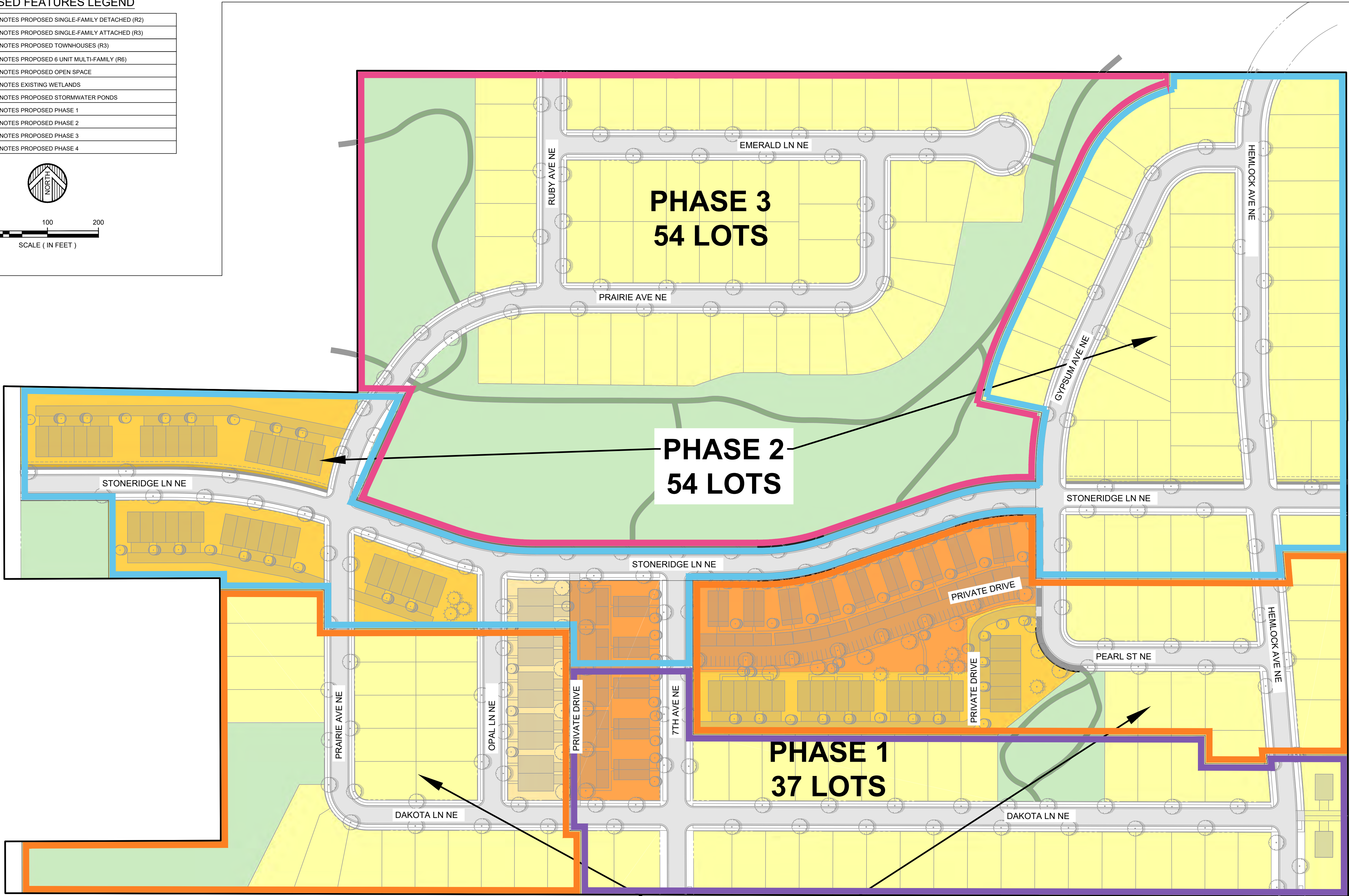
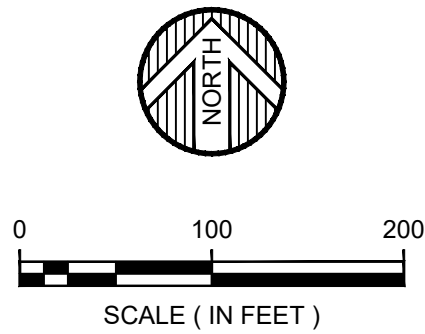
SCALE: AS SHOWN
DRAWN BY: RSH
CHECKED BY: CNB
JOB NUMBER: 2022-11572

CRAIG N. BRITTON DATE: --- LIC. NO. 44228

WIDSETH
ARCHITECTS ■ ENGINEERS ■ SCIENTISTS ■ SURVEYORS

PROPOSED FEATURES LEGEND

	DENOTES PROPOSED SINGLE-FAMILY DETACHED (R2)
	DENOTES PROPOSED SINGLE-FAMILY ATTACHED (R3)
	DENOTES PROPOSED TOWNHOUSES (R3)
	DENOTES PROPOSED 6 UNIT MULTI-FAMILY (R6)
	DENOTES PROPOSED OPEN SPACE
	DENOTES EXISTING WETLANDS
	DENOTES PROPOSED STORMWATER PONDS
	DENOTES PROPOSED PHASE 1
	DENOTES PROPOSED PHASE 2
	DENOTES PROPOSED PHASE 3
	DENOTES PROPOSED PHASE 4



NOT FOR CONSTRUCTION

MINERAL SPRINGS ESTATES
MINERAL SPRINGS ESTATES, LLC
OWATONNA, MINNESOTA

PUD PHASING PLAN

SHEET NO.
3

SHEET 3 of PUD

DATE: MAY, 2026
SCALE: AS SHOWN
DRAWN BY: RSH
CHECKED BY: CNB
JOB NUMBER: 2022-11572

DATE	REVISION DESCRIPTION	BY

I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR RECORD WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

CRAIG M. BRITTON
DATE: ---
LIC. NO. 44228

WIDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS



Single Family Detached - Concept 1



Single Family Detached - Concept 2



Single Family Detached - Concept 3



Single Family Detached - Concept 4



6-plex Condos (Flats)



Single Family Detached - Concept 5



Single Family Detached - Concept 6



Single Family Detached - Concept 7



Single Family Detached - Concept 8



Single Family Attached - Concept 1



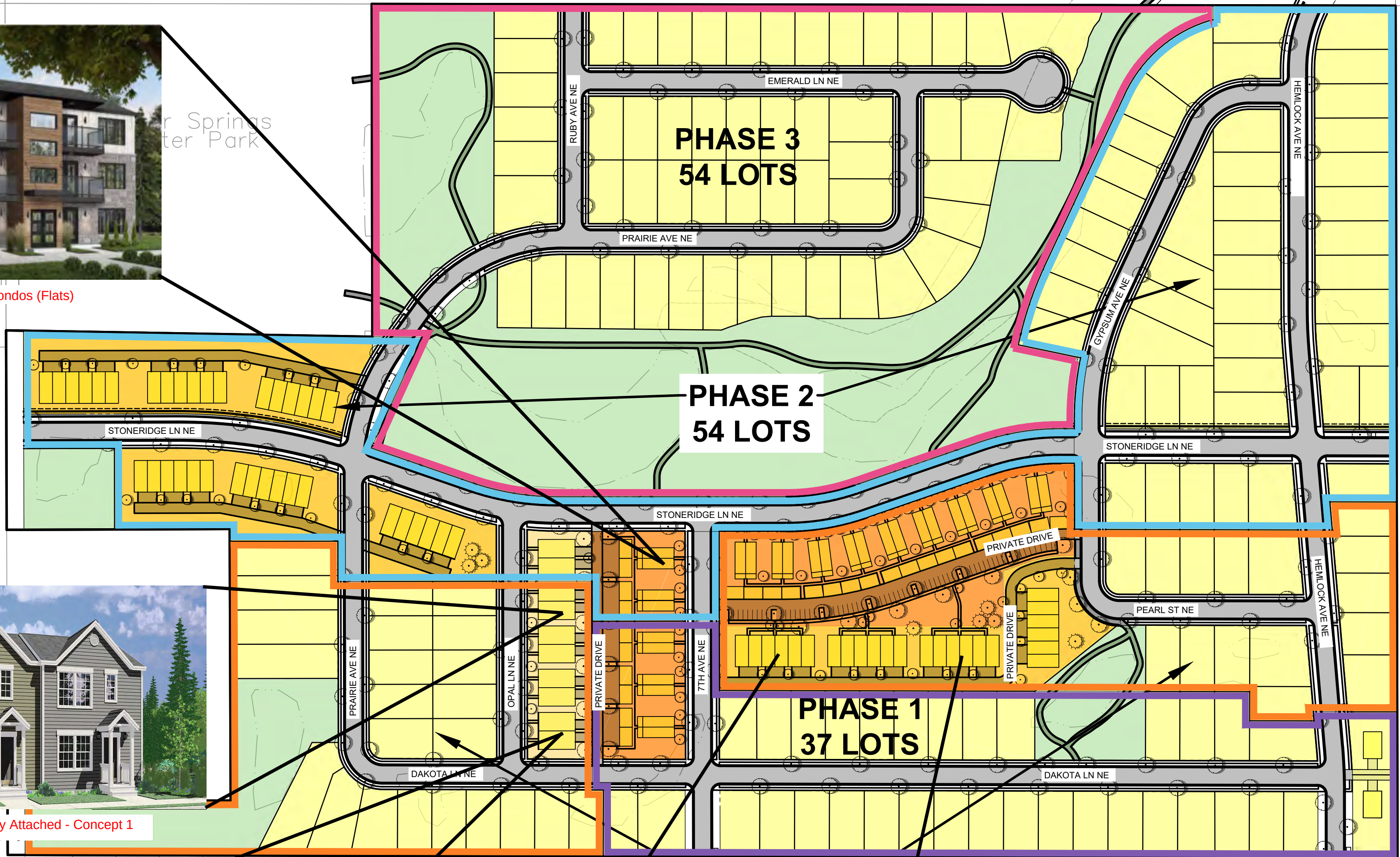
Single Family Attached - Concept 2



6-plexTown Homes (Row Houses)



Single Family Detached - Concept 9



NOT FOR CONSTRUCTION

4/20/2023, Revised 5/5/2023, Revised 8/25/2023, Revised 6/04/2026

To: Greg Kruschke, Community Development Manager, and the City of Owatonna

RE: Mineral Springs Residential Development PUD Narrative – Mineral Springs Estates

Rochester

3777 40th Avenue NW
Suite 200
Rochester MN 55901

507.292.8743

Rochester@Widseth.com
Widseth.com

Dear Mr. Kruschke and members of the City Council,

The proposed PUD revision dated May 2026 represents a targeted amendment to the previously approved concept. A recent market analysis of the Owatonna housing market was conducted to evaluate current rental demand and absorption trends. The analysis concluded that condominium-style units (flats) demonstrate stronger market demand and superior rental performance compared to traditional row-house (townhome) product in this area.

In direct response to these findings, **we propose replacing one 6-plex Town Home (Row House)** previously planned for the northwest quadrant of the intersection of 7th Avenue NE and Dakota Lane NE with **two 6-plex Condominium buildings (Flats)**. This modification is clearly depicted on Sheets 1, 2, 3, and 4 of the submitted PUD revision plans, with the affected area highlighted for reference. The proposed two 6-plex condominium buildings (flats) maintain compatibility with the surrounding Phase 1A and 1B development, the established private drive access, and the overall architectural character of the community.

This data-driven refinement results in a **net increase of six dwelling units** within the PUD (replacing 6 townhome units with 12 condominium units), achieved without expanding the project boundary or altering approved open space, trail networks, stormwater management features, or other infrastructure elements. It improves alignment with current market preferences, enhances absorption rates and long-term project viability, and provides greater housing diversity and choice for future residents of Mineral Springs Estates.

The development remains a multi-phase residential subdivision on approximately 83 acres. The land use includes a mix of approximately **172 single-family detached homes (52%), 10 single-family attached homes (3%), 60 townhouse units (10 six-unit buildings) (18%), and 84 condo units (14 six-unit buildings) (26%)**, for a revised total of approximately **326 units, or 3.93 units per acre**.

Amenities include approximately 16.6 acres of open space (20%) dedicated to passive and active recreation, with proposed sidewalks, trails, and natural areas including wetlands. Some wetlands will be removed as part of the natural progression of development, while others will remain and serve as natural areas for walking, biking, running, and other recreational activities. Open spaces may also include picnic tables, grills, gazebos, and playground equipment. There are approximately 17.4 acres of proposed roads (21%) within the development.

Parking will be provided at a ratio of 2:1 (two off-street parking spaces per unit) through attached and detached garages as well as surface parking. All residential buildings will be located closer to the front property line than currently permitted, creating an improved pedestrian-oriented atmosphere by placing automobile parking to the rear of all multifamily structures. This design significantly reduces vehicular/pedestrian conflicts.

Phasing will occur in approximately four phases:

- **Phase 1** will include road and utility infrastructure, the extension of 7th Avenue NE and Hemlock Avenue NE, 33 single-family detached homes, 30 townhome units, and **84 condo units** (updated to reflect the two additional 6-plex buildings), for a total of approximately 147 units and 37 lots.
- **Phase 2** will consist of 24 single-family detached homes, 14 single-family attached homes, and 30 townhomes, for a total of approximately 68 units and 54 lots.
- **Phases 3 and 4** will consist strictly of single-family homes (attached or detached), with 62 units and 54 lots in Phase 3 and 53 units and 55 lots in Phase 4.

Typical Setbacks and Lot Standards

- Front yard setbacks: 20 feet for townhomes, duplexes, and condominiums; 25 feet for single-family detached homes.
- Side street side yards: 12.5 feet for townhomes, duplexes, and condominiums; 15 feet for single-family detached lots.
- Interior side yards for single-family detached lots: minimum 6 feet (sum of 15 feet).
- Single-family detached lots: minimum 65 feet wide, 85 feet deep, 7,800 sq ft.
- Single-family attached lots: minimum 70 feet per pair, 70 feet deep, 2,450 sq ft.
- 6-plex townhomes and 6-plex condominiums: minimum lot area of 1,400 sq ft per unit.
- Minimum 500 sq ft of usable open space per multi-family unit.
- Multifamily buildings: minimum 12-foot building spacing (with additional standards noted in the waiver requests).

List of Waivers Requested (unchanged except for updated references):

Single Family Detached: Lot width 65 ft, depth 85 ft, area 7,800 sf, front yard 25 ft, side street 15 ft, interior side yard 6 ft (sum 15 ft), rear yard 25 ft.

Single Family Attached: Lot width 70 ft per pair, depth 70 ft, area 2,450 sf, front yard 20 ft, side street 12.5 ft, minimum 10 ft between building envelopes.

6-plex Condominiums (Flats): Lot width 20 ft, lot area 1,400 sf, front yard 20 ft, accessory structure setbacks, side street 12.5 ft, building separation 10 ft.

6-plex Townhomes (Row Houses): Lot area 1,400 sf, front yard 20 ft, accessory structure side yard 10 ft, side street 12.5 ft, building separation 10 ft.

Monument Signs: Locations as shown on the PUD exhibit at public street entrances; maximum 8' x 8' message area; internally lit or spot lighting.

This amendment strengthens the overall project by better responding to current market conditions while remaining fully consistent with the intent, density, and high-quality design standards of the approved

Planned Unit Development. We respectfully request approval of this minor modification to better serve the housing needs of the Owatonna community.

Thank you for your consideration. We look forward to working with City staff and the Council through the review process.

Sincerely,

Craig Britton, PE



TO: Honorable Mayor and City Council Members, City Administrator
FROM: Dave Beaver, Airport Manager
DATE: July 7, 2026
RE: 2026 Runway 5-23 Crack Seal Project – Accept Quotes and Award Contract.

Purpose:

City Council approval of Resolution 63-26 accepting quotes and award of contract for the airport 2026 Runway 5-23 Crack Seal Project.

Background:

Quotes were received on June 29, 2026, for this project as follows:

Contractor	Total Quote
Struck & Irwin Paving, Inc., Deforest, WI	\$ 68,381.00
Astech, Corp, St. Cloud, MN	\$ 72,100.00
Fahrner Asphalt Sealers, LLC, Eau Claire, WI	\$ 95,980.00
Engineer's Estimate	\$146,000.00

The project includes crack sealing of airport Runway 5-23 to preserve existing asphalt pavement. The project is identified in the 2026 Capital Improvement Program (CIP) and is a preventive maintenance step to minimize pavement deterioration. All work and materials to be included in this project will be in accordance with FAA and MnDOT Aeronautics standards and specifications.

The engineer (Short, Elliot, and Hendrickson – SEH) recommends acceptance of the quotes and that the project be awarded to, Struck & Irwin Paving, Inc. in the amount of \$ 68,381.00 (See attached Engineers Award Recommendation Letter). The total quote is significantly below the engineer's estimate.

Budget Impact:

Based on the low quote received, the construction cost will be \$ 68,381.00. This cost is eligible for a combination of FAA and MnDOT grant funding. The project grant eligibility is 95% federal with an additional 2.5% state funding. The local share is anticipated to be \$1,709.52. The overall local share of the project cost is approximately \$580.00 over the allocated CIP amount with this difference to be funded through the airport operations budget.

Anticipated Approximate Funding Participation

Federal Funding:	\$ 64,961.95 (95.0%)
State Funding:	\$ 1,709.53 (2.5%)
Local Funding:	\$ 1,709.52 (2.5%)

Total: \$ 68,381.00

Recommendation:

Staff recommends approval of Resolution 63-26 accepting quote and awarding the contract to Struck & Irwin Paving, Inc. of Deforest, WI contingent on securing the required Federal Aviation Administration (FAA) and MnDOT Aeronautics grant funding participation as anticipated.

RESOLUTION NO. 63-26
A RESOLUTION ACCEPTING QUOTE AND AWARDING CONTRACT

WHEREAS, pursuant to a Request for Quotes for the 2026 Runway 5-23 Crack Seal Project quotes were received from three (3) companies. The following quotes were received:

Contractor	Quote
Struck and Irwin Paving, Inc.	\$ 68,381.00
Astech Corp.	\$ 72,100.00
Fahrner Asphalt Sealers, LLC	\$ 95,980.00

WHEREAS, the lowest quote was received from Struck & Irwin Paving, Inc. of DeForest, WI.

WHEREAS, City staff and consultant has reviewed the quotes and recommends accepting the low quote for the project in the amount of \$ 68,381.00.

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

1. The Mayor and Clerk are hereby authorized and directed to enter into a contract with Struck & Irwin Paving, Inc. in the name of the City of Owatonna for the Airport 2026 Runway 5-23 Crack Seal Project according to the quote package subject to securing the anticipated federal and state grants for the project.

2. The City Clerk is hereby authorized and directed to return forthwith to all quoters the deposits made with their quotes, except that the deposits of the successful quoter and the next lowest quoter shall be retained until a contract has been signed.

Passed and adopted this ____ day of _____, 2026, with the following vote:

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of _____, 2026.

Matthew T. Jessop, Mayor

ATTEST:

Jenna L. Tuma, City Administrator/City Clerk



Building a Better World
for All of Us®

June 30, 2026

RE: Owatonna Degner Regional Airport
2026 Runway 5-23 Crack Seal
SEH No. OWATO 190808

Jenna Tuma, City Administrator
City of Owatonna
540 West Hills Circle
Owatonna, MN 55060

Dear Ms. Tuma:

On Monday, June 29, 2026, at 11:00 a.m., three quotes were received for the above-referenced project. The low quote received was submitted by Struck & Irwin Paving, Inc., of DeForest, WI, in the amount of \$68,381.

Contractor	Total Quote
Struck & Irwin Paving, Inc.	\$68,381.00
ASTECH Corp.	\$72,100.00
Fahrner Asphalt Sealers, LLC	\$95,980.00
Crane Creek	No Submission
Haselton Construction	No Submission
Seykora Asphalt	No Submission
Seal King	No Submission
Engineer's Estimate	(\$146,000.00)

In reliance on our experience with Struck & Irwin Paving, Inc., and/or materials and information provided by the contractor, we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it quote; and 2) according to their bonding agent they presently have the financial ability to complete the project quote. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

Accordingly, we recommend the project be awarded to Struck & Irwin Paving, Inc., in the amount of \$68,381, contingent on receipt of federal funds, which compares favorably with the engineer's estimate shown above.

Sincerely,

Jake Jorgenson, PE
Project Manager

x:\ko\owato\190808\6-bid-const\quote documents\recommendation of award letter.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

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DATE: July 7, 2026
TO: Mayor and City Council
FROM: Emily Thamert, Assistant City Administrator
SUBJECT: Resolution 64-26: Set Date Public Hearing Relating to Proposed Tax Abatement Bonds

Purpose:

Council approval of Resolution 64-26 setting a date for a public hearing on the Proposed Tax Abatement Bonds.

Background:

As part of financing the City's approved capital improvement project for River Springs Water Park under Minnesota Statute 469.1814, there must be a public hearing on the City's proposed tax abatement.

Budget Impact:

No budget impact.

Staff Recommendation:

Staff recommends approval of Resolution 64-26 for this public hearing on July 21, 2026.

Attachments:

1. Resolution No 64-26 RESOLUTION CALLING A PUBLIC HEARING RELATING TO A PROPOSED PROPERTY TAX ABATEMENT

CITY OF OWATONNA, MINNESOTA

RESOLUTION NO. 64 - 26

RESOLUTION CALLING A PUBLIC HEARING RELATING TO A
PROPOSED PROPERTY TAX ABATEMENT

BE IT RESOLVED by the City Council (the "City Council") of the City of Owatonna, Minnesota (the "City") as follows:

Section 1. Background.

1.01. Pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the "Act"), the City may grant an abatement of all or a part of the taxes levied by the City on real property within its boundaries (the "Abatement") and issue general obligation bonds to provide or help acquire or construct public facilities in the City, help increase or preserve the tax base, provide employment opportunities, including construction jobs in the political subdivision, provide or help acquire or construct public facilities, help finance or provide public infrastructure and help provide access to services for residents of the City.

1.02. Pursuant to the Act, before approving a property tax abatement, the City Council is required to hold a public hearing regarding the Abatement.

1.03. The City proposes to issue general obligation tax abatement bonds in an estimated principal amount of \$1,660,000 (the "Abatement Bonds") in order to assist in financing the costs of improvements to the water park in the City (the "Project").

Section 2. Hearing Scheduled.

2.01. The City Council will hold a public hearing regarding the proposed Abatement and the issuance of the Abatement Bonds on Tuesday, July 21, 2026, at approximately 7:00 p.m. at City Hall. The City Administrator/City Clerk is authorized and directed to publish a notice substantially in the form attached hereto as EXHIBIT A in the official newspaper of the City at least 10 days but less than 30 days prior to the date of the hearing.

2.02. City staff and consultants are authorized to take all other actions needed to bring the proposed Abatement and issuance of the Abatement Bonds before the City Council.

Section 3. Declaration of Official Intent to Reimburse Expenditures.

3.01. The Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; the City expects to incur certain

expenditures with respect to projects that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of tax-exempt bonds.

3.02. The City has determined to make a declaration of official intent (the "Declaration") to reimburse certain costs with respect to the Project up to the principal amount of the Abatement Bonds from proceeds of the Abatement Bonds in accordance with the Reimbursement Regulations.

3.03. All reimbursed expenditures will be capital expenditures, costs of issuance of the Abatement Bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

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

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

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

(The remainder of this page is intentionally left blank.)

Passed and adopted this ____ day of _____, 2026, with the following vote:

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of _____, 2026.

Matt T. Jessop, Mayor

ATTEST:

Jenna L. Tuma, City Administrator/City Clerk

EXHIBIT A

FORM OF NOTICE OF PUBLIC HEARING

CITY OF OWATONNA, MINNESOTA

NOTICE OF PUBLIC HEARING REGARDING A PROPOSED PROPERTY TAX ABATEMENT

NOTICE IS HEREBY GIVEN that the City Council of the City of Owatonna, Minnesota (the "City"), will hold a public hearing on Tuesday, July 21, 2026, at or after 7:00 p.m. in Chambers of the Charles S. Crandall Center located at 540 West Hills Circle in the City, relating to a proposal the City abate all or a portion of property taxes levied by the City on properties located in City with the following property identification numbers (the "Property").

17-678-0102

17-678-0103

17-678-0104

The total amount of the taxes proposed to be abated by the City on the Property for up to a 10-year period is estimated to not exceed \$1,660,000. The City Council will consider the property tax abatement in connection with financing improvements to the water park in the City. Following the public hearing, the City Council will consider a resolution approving the proposed property tax abatement.

At the time and place fixed for the public hearing, the City Council will give all persons who appear at the hearing an opportunity to express their views with respect to the proposal. In addition, interested persons may direct any questions or file written comments respecting the proposal with the City Administrator/City Clerk, at or prior to said public hearing.

Dated: [Date of Publication]

BY ORDER OF THE CITY COUNCIL OF THE
CITY OF OWATONNA, MINNESOTA

/s/ Jenna L. Tuma

City Administrator/City Clerk
City of Owatonna, Minnesota



TO: Honorable Mayor and City Council Members, City Administrator
FROM: Dave Beaver, Airport Manager
DATE: July 7, 2026
RE: Airfield Pavement Maintenance Project – Accept Quotes and Award Contract.

Purpose:

City Council approval of Resolution accepting quotes and award of contract for the airport 2026 Airfield Pavement Maintenance.

Background:

Quotes were received on June 29, 2026, for this project as follows:

Contractor	Total Quote
Struck & Irwin Paving, Inc., Deforest, WI	\$ 62,546.00
Astech, Corp, St. Cloud, MN	\$ 74,125.00
Fahrner Asphalt Sealers, LLC, Eau Claire, WI	\$ 85,025.00
Engineer's Estimate	\$124,500.00

The project includes crack sealing airport Taxiway B (parallel taxiway to Runway 5/23) and hangar area Taxilanes to preserve existing airfield asphalt pavement. The project is identified in the 2026 Capital Improvement Program (CIP) and is a preventive maintenance step to minimize pavement deterioration. All work and materials to be included in this project will be in accordance with FAA and MnDOT Aeronautics standards and specifications.

The engineer (Short, Elliot, and Hendrickson – SEH) recommends acceptance of the quotes and that the project be awarded to, Struck & Irwin Paving, Inc. in the amount of \$62,546.00 (See attached Engineers Award Recommendation Letter). The total quote is significantly below the engineer's estimate.

Budget Impact:

Based on the low quote received, the construction cost will be \$62,546.00. This cost is eligible for a combination of FAA and MnDOT grant funding. The project grant eligibility is generally 95% federal with an additional 2.5% state funding. There are certain portions of the work that are not federally eligible but would be state eligible. The local share is anticipated to be \$4,315.00. The overall local share of the project cost is approximately \$708.00 over the allocated CIP amount with this difference to be funded through the airport operations budget.

Anticipated Approximate Funding Participation (based on eligibility of items)

Federal Funding:	\$ 49,913.95 (79.8.5%)
State Funding:	\$ 8,317.03 (13.3%)
Local Funding:	\$ 4,315.02 (6.9%)
Total:	\$ 62,546.00

Recommendation:

Staff recommends approval of the Resolution accepting quote and awarding the contract to Struck & Irwin Paving, Inc. of Deforest, WI contingent on securing the required Federal Aviation Administration (FAA) and MnDOT Aeronautics grant funding participation as anticipated.

RESOLUTION NO. 65-26
A RESOLUTION ACCEPTING QUOTE AND AWARDING CONTRACT

WHEREAS, pursuant to a Request for Quotes for the 2026 Airfield Pavement Maintenance Project quotes were received from three (3) companies. The following quotes were received:

Contractor	Quote
Struck and Irwin Paving, Inc.	\$ 62,546.00
Astech Corp.	\$ 74,125.00
Fahrner Asphalt Sealers, LLC	\$ 85,025.00

WHEREAS, the lowest quote was received from Struck & Irwin Paving, Inc. of DeForest, WI.

WHEREAS, City staff and consultant has reviewed the quotes and recommends accepting the low quote for the project in the amount of \$ 62,546.00.

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

1. The Mayor and Clerk are hereby authorized and directed to enter into a contract with Struck & Irwin Paving, Inc. in the name of the City of Owatonna for the Airport 2026 Airfield Pavement Maintenance Project according to the quote package subject to securing the anticipated federal and state grants for the project.

2. The City Clerk is hereby authorized and directed to return forthwith to all quoters the deposits made with their quotes, except that the deposits of the successful quoter and the next lowest quoter shall be retained until a contract has been signed.

Passed and adopted this ____ day of _____, 2026, with the following vote:

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of ____, 2026.

Matthew T. Jessop, Mayor

ATTEST:

Jenna L. Tuma, City Administrator/City Clerk



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for All of Us®

June 30, 2026

RE: Owatonna Degner Regional Airport
2026 Airfield Pavement Maintenance
SEH No. OWATO 190181

Jenna Tuma, City Administrator
City of Owatonna
540 West Hills Circle
Owatonna, MN 55060

Dear Ms. Tuma:

On Monday, June 29, 2026, at 11:00 a.m., three quotes were received for the above-referenced project. The low quote received was submitted by Struck & Irwin Paving, Inc., of DeForest, WI, in the amount of \$62,546.

Contractor	Total Quote
Struck & Irwin Paving, Inc.	\$62,546.00
ASTECH Corp.	\$74,125.00
Fahrner Asphalt Sealers, LLC	\$85,025.00
Crane Creek	No Submission
Haselton Construction	No Submission
Seykora Asphalt	No Submission
Seal King	No Submission
Engineer's Estimate	(\$124,500.00)

In reliance on our experience with Struck & Irwin Paving, Inc., and/or materials and information provided by the contractor, we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it quote; and 2) according to their bonding agent they presently have the financial ability to complete the project quote. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

Accordingly, we recommend the project be awarded to Struck & Irwin Paving, Inc., in the amount of \$62,546, contingent on receipt of federal funds, which compares favorably with the engineer's estimate shown above.

Sincerely,

Jake Jorgenson, PE
Project Manager

x:\ko\owato\190181\6-bid-const\quote documents\recommendation of award letter.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

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CITY OF
OWATONNA

Miscellaneous



DATE: July 7, 2026
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: 3.2% Off Sale Liquor License - K & L Co-Op, 590 State Avenue

Purpose:

Request Council approval of application received for a 3.2% Off-Sale Liquor license for K & L Co-Op at 590 State Avenue.

Background:

New owners requesting an off-sale beer license. We have received the required Certificate of Insurance and payment of the annual license fee and background request. This license will become effective immediately and expire June 30, 2027.

Budget Impact:

\$200 - \$100 annual license fee and \$100 background verification.

Staff Recommendation:

Staff recommends approval.

Attachments:

None



DATE: July 7, 2026
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Community Forest Management Plan Contract (ReLeaf Grant) - WSB

Purpose:

Contract with WSB to develop a Community Forest Management Plan.

Background:

The Park & Rec Department has been awarded a MN DNR ReLeaf grant to develop a city-wide Community Forest Management Plan (CFMP). The scope of work includes outreach, meetings and public engagement; tree and canopy review and analysis; review of current plans/policies/ordinances to align with CFMP; creation of goals, performance indicators and funding resources; presentation of draft and final CMFP. The final plan will include general benefits of the community forest; a description of practices and history; general best practices and industry standards that promote community forest health and resilience; maintenance cycles and tree removal/pruning recommendations with figures; urban heat island/canopy cover analysis and targets; public education/outreach ideas based on community survey and focus groups.

Council approved applying for these grant dollars in September 2025.

Budget Impact:

None. All costs are covered by the ReLeaf grant, with no matching dollars required. Grant dollars provided for this contract are: \$106,773.

Staff Recommendation:

Staff recommends approval of the contract.

Attachments:

1. WSB Final Proposal Owatonna ReLeaf Project CFMP



June 24, 2026

Mary Jo (MJ) Knudson
Administrative Specialist– City of Owatonna
540 West Hills Circle
Owatonna, MN 55060

Re: Community Forest Management Plan Proposal – MN DNR ReLeaf Grant Project

Dear Ms. Knudson:

We appreciate the opportunity to present this proposal to prepare a community forest management plan (CFMP) associated with an MN DNR ReLeaf Grant. Our project understanding, scope of work, and proposed fee are listed below.

The attached scope has been tailored to meet City's budget and goals and aligned with your grant award. If you have any questions or need more information, please feel free to contact me at (651)318-9945 or eball@wsbeng.com.

Sincerely,

WSB

A handwritten signature in black ink, appearing to read "Emily Ball", written in a cursive style.

Emily Ball
Forestry Program Manager

SCOPE OF FORESTRY SERVICES FOR Owatonna

A.1. PROJECT UNDERSTANDING

WSB understands that Owatonna has received a MN DNR ReLeaf Grant and is seeking support with creating a Community Forest Management Plan as part of the project.

SCOPE OF SERVICES

The services described below will be lead and implemented by Emily Ball, WSB Forestry Program Manager, who has a B.S. in Urban & Community Forestry, ISA Certified Arborist MN-4284A, Tree Risk Assessment Qualified and MN Certified Tree Inspector with 20+ years of municipal community forestry program experience. The project will also be supported by two additional ISA Certified Arborists with more than 25 years of combined urban forestry experience, two members of the Public Engagement staff and one Graphic designer.

B.1. OUTREACH, MEETINGS, AND PUBLIC ENGAGEMENT

1. Kick off Meeting, ongoing monthly check-in meetings with WSB staff for up to 12 months (or can be used for multiple meetings per month, as needed depending on length of project desired)
2. Preparation of a PowerPoint and presentation of final CFMP at one public meeting (City Council, etc.)
3. Public stakeholder identification, analysis, and public engagement plan
4. Create a community survey with web link for City website (content: public forestry, tree and canopy cover management - goals, issues and values)
5. Create and prepare all project information materials (survey post cards with QR code, one-page fact sheet on the CFMP, supporting documents for public engagement events including a “pop-up in a box”).
6. Community education and outreach - provide one WSB staff member to attend one community event to share community survey, and engage on the CFMP, provide all materials for City staff to do additional pop-ups at community events as desired.
7. Focus group events – provide three WSB staff members to lead up to two focus groups (World Café-style) public engagement events. This could be one internal staff group and one group of external stakeholders, or two groups of external stakeholders as desired by City. Provide presentations to groups and break into smaller groups to discuss forestry/tree canopy related issues, goals, and values to incorporate into plan.
8. Engagement analysis and report (including survey data) to incorporate into CFMP.

B.2. TREE AND CANOPY – REVIEW AND ANALYSIS

1. Inspect and evaluate Owatonna parks/properties and boulevards for maintenance needs and planning priorities.
2. Review and analyze inventory data - organize into tabular and map-based figures

3. to visually depict tree diversity, conditions, and diameter (size classes)
3. Create map-based tabular figures to support maintenance and tree removal planning.
4. Perform an i-Tree (GIS-based) Canopy Analysis to determine the City's canopy cover percentage.
5. Connect inventory data to ecosystem services metrics available in i-Tree.

B.3. REVIEW OF CITY PLANS/POLICIES/ORDINANCES TO ALIGN WITH CFMP

1. Review City Comprehensive Plans, Park Plans, Tree Policies/Ordinances/Goals to align with plan.
2. Organize pertinent information in bullet lists or tabular format.

B.4. CREATE GOALS, PERFORMANCE INDICATORS, AND FUNDING RESOURCES

1. Establish short term (1-5 years) and long term (6-10+ years) goals
2. Provide tracking tool and performance measures for each goal to assist with tracking success over time
3. Create a table of potential grants and funding sources to help with goals

B.5. DRAFT AND FINAL COMMUNITY FOREST MANAGEMENT PLAN (CFMP)

1. First and Final Draft CFMP with up to two rounds of comments/edits
 - a. Additional components of the plan will include:
 - i. General benefits of the community forest
 - ii. Description of City forestry practices/history
 - iii. General best practices/industry standards to promote community forest health and resilience.
 - iv. Maintenance cycles and tree removal/pruning recommendations with figures
 - v. Urban heat island/canopy cover analysis and targets
 - vi. Public education/outreach ideas based on community survey and focus groups
2. Plan will incorporate all materials drafted and created in previous project phases and be highly designed and visually attractive.

B.6. ASSUMPTIONS

Consultant has based the scope of work and fee upon the following assumptions.

1. Scope assumes all relevant information has been shared with WSB.
2. Scope assumes City will share all inventory GIS data to complete tabular and figure analysis.
3. Scope assumes 2026 WSB rates, if work is completed after 2026, there will be a rate adjustment of approximately 5-8 percent.
4. Scope can be adjusted or customized upon grant award to tailor toward City's budget and goals.

B.7. ADDITIONAL SERVICES

Additional services may be added upon approval by both Client and Consultant via amendment to this Agreement.

C.1 PROPOSED FEES, SCHEDULE AND ACCEPTANCE

- C.1.1 Services outlined in Paragraphs B.1 above will be provided for a fee of **\$50,408** based on **~281 hours** of anticipated WSB staff time.
- C.1.2 Services outlined in Paragraph B.2 will be provided for a fee of **\$12,550.00** based on **~88 hours** of anticipated WSB staff time.
- C.1.3 Services outlined in Paragraph B.3 will be provided for a fee of **\$8,330** based on **~42 hours** of anticipated WSB staff time.
- C.1.4 Services outline in Paragraph B.4 will be provided for a fee of **\$7,525** based on **~35 hours** of anticipated WSB staff time.
- C.1.5 Services outline in Paragraph B.5 will be provided for a fee of **\$27,960** based on **~171 hours** of anticipated WSB staff time.
- C.1.6 **The total proposal fee is \$106,773.**

D.1 SCHEDULE

The project can begin as soon as the City is awarded and has their executed MN DNR ReLeaf Grant agreement. It is anticipated that with all tasks, the CFMP will take 9-12 months to complete, with a MN DNR ReLeaf Grant required completion date of June 30, 2027.

D.2. ACCEPTANCE

This letter represents our entire understanding of the project scope. If City of Owatonna agrees, the necessary contract documents can be provided and signed. WSB will start work upon receipt of a signed contract.

Name: _____

Title: _____

Date: _____



DATE: July 7, 2026
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Park Tree Inventory Contract (ReLeaf Grant) - Rainbow Treecare

Purpose:

Contract with Rainbow Treecare for park tree inventory.

Background:

Rainbow Treecare (RTC) completed the first portion of the park tree inventory in 2020 as part of the Preparing for Emerald Ash Borer grant. Parks & Recreation has been awarded a MN DNR Releaf Grant to complete the remaining areas of maintained parkland and along trails (along with Community Forestry Management Plan). Parks to be inventoried are: Gainey, Willow, Bueckler and the Archery Park. Other areas include: Kaplan's Woods (wood chip trails), Kaplan's Woods Parkway, Lake Chase Dog Park, Maple Creek Park Paved Trail and a small area of Owatonna Soccer Complex (Sid Kinyon Courts). Inventory will be in the parks and along the trails, RTC will collect trees 10" in diameter or larger growing 10 feet or less from the path/trails. Data will include latitude & longitude, species, DBH size and condition ratings 0-3. They will provide an inventory table and GIS/GPS data that is compatible with our GIS and Cartegraph.

Council approved applying for this grant in September 2025.

Budget Impact:

None. All costs are covered by the ReLeaf grant, with no matching dollars required. Grant dollars provided for this contract are: \$14,787.50.

Staff Recommendation:

Staff recommends approval of the contract.

Attachments:

1. Rainbow Tree Care Proposal to City of Owatonna for Tree Inventory 2026

Proposal to the City of Owatonna for Tree Inventory.

Submitted by:

Rainbow Treecare

6/29/26

Project Understanding

The City has requested a proposal from Rainbow Treecare (RTC) to collect an inventory of trees growing on City property including parks, along trails, and other City properties.

Scope of Services

Create an inventory of trees growing within the Project Areas: RTC will evaluate the condition of the trees. Maps of project areas will be attached to this proposal.

The Project Areas:

Parks:

- **Walter H. Gainey Park**
- **Willow Park**
- **Archery Park**
- **Buecksler Park**

Rainbow Treecare will use publicly available GIS parcel data as an indication of park boundaries. All trees inventoried will be in maintained areas. Maintained areas are defined as landscaped or mowed areas, not forested or natural areas.

Other Areas Noted:

- **Kaplan's Woods (wood chip trails)**
- **Kaplan's Woods Pkwy**
- **Lake Chase Dog Park**
- **Maple Creek Park Paved Trail**
- **Owatonna Soccer Complex**

Rainbow Treecare will use publicly available GIS parcel data as an indication of park boundaries. All trees inventoried will be in maintained areas. Maintained areas are defined as landscaped or mowed areas, not forested or natural areas. Where specified along wooded trails, RTC will collect trees 10" in diameter or larger growing 10 feet or less from paths/trails included in the project areas.

Specifications of data collected:

- Location (latitude and longitude)
- Species (Common name)

- Size: Tree size will be measured on the trunk in inches of diameter at breast height (DBH). Diameter measurements will be taken 4.5 feet from the ground.
- Condition: All condition ratings will be scored 0-3 using the following guidelines:

Condition Rating	Description
3	Good
2	Fair
1	Poor
0	Dead

Inventory Deliverables

RTC will provide the following tree inventory deliverables to The City:

Deliverable 1—Tree inventory table: RTC will provide a table of the inventoried trees including the above specifications of data collected. This table will be a Microsoft Excel table delivered in .csv and/or .xlsx format.

Deliverable 2—Tree GIS/GPS data: RTC can provide this data in GIS compatible formats including shapefile or file geodatabase.

Schedule and Costs

After the Client and Rainbow Treecare have signed this agreement; RTC is able to begin collecting tree data from the Project Areas with completion no later than September 30, 2026.

Total cost for this project (including data collection and delivery):

\$14,787.50

Signatures

Contractor: Rainbow Treecare
11571 K-Tel Drive
Minnetonka MN 55343

By: C8D802E98B08456...

Title: Municipal Consulting Arborist

Dated: 6/29/2026

City of Owatonna:

By:

Title:

Dated: