

PLEASE NOTE: At 5:00 p.m. Council will meet in a Study Session in Council Chambers, City Hall at 540 West Hills Circle. Topics of discussion will be the roof repair at the Law Enforcement Center, Social Media Policy, and Community Engagement. If time allows, there will be a general update on board and commission activities.



OWATONNA CITY COUNCIL MEETING

Tuesday, March 7, 2023 at 7:00 PM

Council Chambers, City Hall at 540 West Hills Circle

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

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

1.1. Council Agenda

1.2. Public Hearing - Havana Road Project

1.2.1. Resolution 21-23 Authorize Plans & Specifications - Havana Road Project

1.3. Public Hearing - 2023 Street and Utility Project

1.3.1. Resolution 22-23 Authorize Plans and Specifications - 2023 Street & Utility Project

1.4. Mayor Kuntz

2. CONSENT AGENDA ITEMS

2.1. Minutes – Council Meeting – February 21, 2023

2.2. Board/Commission Minutes

2.2.1. OPU Commission Meeting - December 27, 2022

2.2.2. Airport Commission Meeting - February 9, 2023

2.2.3. Human Rights Commission Meeting - February 14, 2023

2.2.4. West Hills Commission Meeting - February 15, 2023

2.2.5. Library Board Meeting - February 21, 2023

2.2.6. Minutes - Park and Recreation Board Meeting - January 9, 2023

2.2.7. Minutes - Joint Powers Board Meeting - February 1, 2023

2.3. Department Reports:

2.3.1. Fire - Monthly Dashboard and Activity Report - January 2023

2.3.2. Building & Inspection Reports - February 2023

2.4. Licenses/Permits

2.4.1. Exempt Permit - Steele County Purple Ribbon Club - Raffle - August 20, 2023

2.5. Miscellaneous

2.5.1. Marketing Agreement - The Public Country Club - TwinCitiesGolf

3. ACTION ITEMS

3.1. Finance Report

3.2. Ordinances

- 3.2.1. First Reading Proposed Ordinance 23-05: Amend Chapter 35, Appendix A Fee Schedule: Sewer Rates, Charges and Fees - Residential Septage Tank Discharge Fee

3.3. Resolutions:

- 3.3.1. Resolution 23-23 Application to Conduct Off-Site Gambling - Claremont Area Chamber of Commerce

3.4. Miscellaneous

- 3.4.1. On-Sale Liquor License with Sunday Sales and Tobacco License - Reggies Brewhouse
- 3.4.2. Personnel Policy Revisions
- 3.4.3. Social Media Policy
- 3.4.4. Memorandum of Understanding - Owatonna Engage

4. **STAFF REPORTS**

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

6. **COUNCIL COMMENT AND GENERAL INFORMATION**

7. **ADJOURN**

NOTICE OF PUBLIC HEARINGS ON IMPROVEMENT
CITY OF OWATONNA, MINNESOTA

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of the City of Owatonna, Minnesota, will hold hearings during the City Council Meeting to be held on Tuesday, March 7, 2023, beginning at 7:00 p.m. in Council Chambers at City Hall, 540 West Hills Circle.

These public hearings will be to consider the making of these improvement projects:

2023 Havana Road Project

Area affected includes

- Havana Road - Smith Avenue to Truman Avenue

the current estimated cost of such improvement is \$1,179,226.63;

2023 Steet & Utility Project

Areas affected include:

- Butternut Avenue SW—McKinley Avenue SW to Riverview Place SW
- Riverview Place SW—Butternut Avenue SW to East cul-de-sac
- School Street E – Main Street to Partridge Avenue

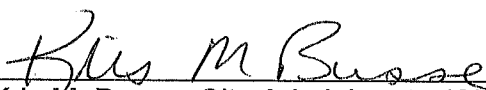
the current estimated cost of such improvement is \$1,416,539.38;

pursuant to Minn. Stat§§ 429.011 to 429.111.

Reasonable estimates of the impact of Preliminary Assessments will be available at these hearings. Such persons as desire to be heard with reference to these proposed improvements will be heard during these hearings.

BY ORDER OF THE OWATONNA CITY COUNCIL

On: January 21 and February 7, 2023


Kris M. Busse, City Administrator/City Clerk



Public Works Department

DATE: March 7, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Assistant City Engineer
SUBJECT: Resolution 21-23 Authorize Plans & Specifications - Havana Road Project

Purpose:

Requesting City Council approval of the resolution authorizing preparation of plans and specifications for the 2023 Havana Road State Aid Project with improvements to Havana Road from Truman to Smith Avenue.

Background:

On December 6, 2022, City Council approved resolution 94-22: Ordering Preparation of the 2023 Havana Road Feasibility Report. Property owners were mailed notice of the Preliminary Assessment and Public Hearing on February 16, 2023. Additional project information was available, presented and explained to those present at an informational meeting held March 1, 2023.

Completion of the project is anticipated to be in the Fall of 2023. Following project completion, the property owners may pay the assessment in full within 30 days of billing for no interest to accrue. If not paid, the assessment amount will be certified to Steele County Assessor for collection with property taxes over a 10-year period with an annual interest rate which will be set at the Proposed Assessment Hearing.

Budget Impact:

The 2023 Havana Road Project will be financed through a combination of State Aid Funds, City Funds, and Special Assessments. The total cost is currently estimated at \$1,179,226.63; the total cost to be assessed is currently estimated at \$99,638.76. Approximately 9 property owners will be affected.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Resolution 21-23: Ordering Improvements - Authorizing Plans

RESOLUTION NO. 21-23

A RESOLUTION RECEIVING REPORT AND ORDERING 2023 IMPROVEMENTS

WHEREAS, pursuant to Resolution No. 94-22 of the Council adopted December 6, 2022, a report has been presented by the City Engineer and a public hearing held on March 7, 2023, with reference to the construction of proposed Improvement No. 23006, the 2023 Havana Road State Aid Project with improvements to Havana Road from Truman to Smith Avenue.

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 7th day of March, 2023, at which all persons desiring to be heard were given an opportunity to be heard thereon,

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

1. That the Council has considered said improvements in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvements of \$1,179,226.63.

The City Engineer is hereby designated as the engineer for these improvements. He shall prepare plans and specifications for the making of such improvements.

The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

Passed and adopted this 7th day of March, 2023, with the following vote:

Aye ____; No ____; Absent ____

Approved and signed this 7th day of March, 2023.

ATTEST:

Thomas A. Kuntz, Mayor

Kris M. Busse, City Administrator/City Clerk

NOTICE OF PUBLIC HEARINGS ON IMPROVEMENT
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Area affected includes

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the current estimated cost of such improvement is \$1,179,226.63;

2023 Steet & Utility Project

Areas affected include:

- Butternut Avenue SW—McKinley Avenue SW to Riverview Place SW
- Riverview Place SW—Butternut Avenue SW to East cul-de-sac
- School Street E – Main Street to Partridge Avenue

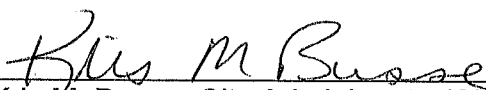
the current estimated cost of such improvement is \$1,416,539.38;

pursuant to Minn. Stat§§ 429.011 to 429.111.

Reasonable estimates of the impact of Preliminary Assessments will be available at these hearings. Such persons as desire to be heard with reference to these proposed improvements will be heard during these hearings.

BY ORDER OF THE OWATONNA CITY COUNCIL

On: January 21 and February 7, 2023


Kris M. Busse, City Administrator/City Clerk



Public Works Department

DATE: March 7, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Assistant City Engineer
SUBJECT: Resolution 22-23 Authorize Plans and Specifications - 2023 Street & Utility Project

Purpose:

Requesting City Council approval of the resolution authorizing preparation of plans and specifications for the 2023 Street & Utility Project with improvements to Butternut Avenue SW, Riverview Place SW, and School Street E.

Background:

On December 6, 2022, City Council approved resolution 93-22: Ordering Preparation of the 2023 Havana Road Feasibility Report. Property owners were mailed notice of the Preliminary Assessment and Public Hearing on February 16, 2023. Additional project information was available, presented and explained to those present at an informational meeting held March 1, 2023.

Completion of the project is anticipated to be in the Fall of 2023. Following project completion, the property owners may pay the assessment in full within 30 days of billing for no interest to accrue. If not paid, the assessment amount will be certified to Steele County Assessor for collection with property taxes over a 10-year period with an annual interest rate which will be set at the Proposed Assessment Hearing.

Budget Impact:

The 2023 Street & Utility Project will be financed through a combination of City Funds and Special Assessments. The total cost is currently estimated at \$1,914,498; the total cost to be assessed is currently estimated at \$123,229.08. Approximately 31 property owners will be affected.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Resolution 22-23 Ordering Improvements - Authorizing Plans

RESOLUTION NO. 22-23

A RESOLUTION RECEIVING REPORT AND ORDERING 2023 IMPROVEMENTS

WHEREAS, pursuant to Resolution No. 93-22 of the Council adopted December 6, 2022, a report has been presented by the City Engineer and a public hearing held on March 7, 2023, with reference to the construction of proposed Improvement No. 23001, the 2023 Street & Utility Project with improvements to Butternut Avenue SW, Riverview Place SW, and School Street E.

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 7th day of March, 2023, at which all persons desiring to be heard were given an opportunity to be heard thereon,

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

1. That the Council has considered said improvements in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvements pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvements of \$1,914,498.00.

The City Engineer is hereby designated as the engineer for these improvements. He shall prepare plans and specifications for the making of such improvements.

The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

Passed and adopted this 7th day of March, 2023, with the following vote:

Aye ____; No ____; Absent ____

Approved and signed this 7th day of March, 2023.

ATTEST:

Thomas A. Kuntz, Mayor

Kris M. Busse, City Administrator/City Clerk



Mayor Kuntz

Owatonna City Council Minutes – DRAFT COPY
February 21, 2023

Council Vice President Raney called the regular session of the Owatonna City Council to order on Tuesday, February 21, 2023, at 7:00 p.m. in Council Chambers at City Hall. Present were Council Members Raney, Svenby, Voss, Burbank, and Boeke; Mayor Kuntz; Community Development Director Klecker; Human Resources Director Thamert; City Attorney Walbran; City Administrator Busse, and Administrative Specialist Clawson. Council Members Dotson and Schultz were unable to attend.

Council Agenda

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

Mayor Kuntz

Nothing requiring action, will make comment later during the meeting.

CONSENT AGENDA ITEMS

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

Minutes – Council Meeting – February 7, 2023

Minutes - Human Rights Commission Meeting - January 10, 2023

Minutes - Planning Commission Minutes - February 14, 2023

Police Monthly Activity Reports - January 2023

Temporary Liquor Permits - Mineral Springs Brewery:

1) April 29 at Souba Greenhouse Open House - 4003 Crane Creek Rd

2) June 16 at Federated Insurance Co Celebration - Steele Co Fairgrounds

3) September 22 & 23 at OktoberFest at Mineral Springs Brewery - 111 N Walnut Ave

Gallagher: Ongoing Project Agreement and Scope of Work

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

Finance Report

Council Member Boeke recapped payments made for amounts greater than \$20,000 during this period, total amount of bills presented was \$1,239,713.02. Council Member Burbank made a motion to approve payment of all bills, Council Member Voss seconded the motion, all members present voted aye for approval.

Resolution 18-23: Increase Fire Fighters Pension

City Administrator Busse presented Resolution 18-23 authorizing a \$1,000 increase to the annual benefit level for 2023 to \$10,500. Annually, the Relief Association reviews the percent funded of their pension account in accordance with guidelines previously approved by council. With this increase, the fund will be more than 160% funded, the fund requires a minimum of 120% funded with additional fund percentages available to increase the pension lump sum. Justin Brown, President of the Owatonna Fire Fighters Relief Association was available for questions. Council Member Boeke made a motion to approve Resolution 18-23, Council Member Svenby seconded

the motion, all members present voted aye for approval.

Resolution 19-23: RZ-1, Add PUD Overlay Zone to 3325 9th Street NW

Community Development Director Klecker requested approval of Resolution 19-23 for approval of Application No. RZ-1 received from Stephanie Hansen, on behalf of Owatonna Cheer LLC. They have a pending 1-year lease agreement with 8th Street Owatonna LLC for use of property at 3325 9th Street NW as a practice facility. This property is located in the Industrial Park and zoned I-2, Heavy Industrial District, the building offers the space needed for stunt practice and they will continue to look for another site for future use.

This request will rezone the property and add an Overlay PUD for the purpose of allowing a competition cheerleading program to train and practice. The Planning Commission held a public hearing on this request with no objections heard from neighboring property owners. Owatonna Cheer, LLC plans to use the building from 5 pm – 9 pm six days a week. There offer two classes, with 15 students each so there is sufficient parking space available. The Planning Commission approved this PUD with a vote of 4-1; there was concern this is not appropriate use for this site. The Planning Commission and staff recommend approval with these conditions:

1. The west side of the parking lot shall be striped to designate the parking stalls.
2. No events shall be held at the facility, only practices.
3. No other uses shall be permitted in this building during the hours of 5-9 pm when the cheerleading program is practicing.
4. Any additional uses in this building shall be approved by the City to ensure proper separation of traffic and the interior of the building to keep all occupants safe.

If this use is permitted, it will allow for this Competition Cheerleading program to be permitted in this building as part of the overlay PUD for this property. This overlay district will not allow any other commercial type uses in this building. All other permitted uses will revert back to the I-2 uses.

Council Member Voss asked if approved, could the PUD be authorized for a specific length of time. Klecker explained it would be ongoing but could be changed by future action if needed.

Council Member Boeke commented he understands options are limited and he would approve this PUD request but doesn't believe this is an appropriate use for on-going concern and hopes they can find another location.

Council Member Raney commented he would not support this PUD request; the building is located in the Industrial Park and should be occupied by an industrial business.

Council Member Svenby commented a portion of the building could be used, Klecker commented this part is currently unoccupied.

With no additional comments, Council Member Voss made a motion to approve Resolution 19-23 authorizing this PUD, Council Member Boeke seconded the motion. The motion was approved with a vote of 4 to 1, Council Member Raney cast the nay vote.

Resolution 20-23: Set Date for Public Hearing to Approve Street Reconstruction Plan

City Administrator Busse requested approval of Resolution 20-23 to set a public hearing on Tuesday, March 21, 2023, for comments on the City's Street Reconstruction Plan and intent to Issue Bonds. The City is authorized under Minnesota Statutes, Section 475.58, subdivision 3b (the "Street Reconstruction Act"), to prepare a plan for reconstruction of streets in the City over the next five years, which includes a description of the affected streets and estimated costs (the "Street Reconstruction Plan"), and to issue general obligation bonds to finance the cost of street reconstruction activities described in the Street Reconstruction Plan (the "Street Reconstruction Bonds"). Prior to approving a Street Reconstruction Plan or issuing Street Reconstruction Bonds, the City Council is required to hold a public hearing regarding the Street Reconstruction Plan and issuance of the Street Reconstruction Bonds. Under the proposed Street Reconstruction Plan, the City will issue Street Reconstruction Bonds to finance a portion of the costs described in the

Street Reconstruction Plan. Council Member Burbank made a motion for approval, Council Member Svenby seconded the motion, all members present vote aye in approval.

Letter of Intent to Purchase US Bank Parking Lot

Community Development Director Klecker requested authorization for a Letter of Intent to purchase property from US Bank. The City is pursuing a parking lot reconstruction project along West Vine Street this year. The City previously acquired the Monson Eye Clinic building to be part of this project. The Monson Eye Clinic will occupy the building until their new building is completed and they can move, the current lease agreement allows occupancy up to May 31, 2023. The US Bank parking lot is also needed for the reconstruction project. Staff has been in negotiations with US Bank since the fall of 2021. With the US Bank parking lot, the City will have one main large parking lot for downtown.

The sale price is \$200,000 for the US Bank parking lot along West Vine Street and the open lot west of the US Bank building. This open lot will be used as a public walkway to connect the public parking lot to the businesses on Broadway. The City will need to construct 3 or 4 parking spaces on the back of the US Bank building off of the alley as part of the agreement. US Bank would also like to keep their free-standing parking on Vine Street. The parking lot will be designed to accommodate the sign and an easement would need to be recorded for the sign.

Council Member Raney asked if the new parking lot will have similar signage and time restrictions as the current city parking lots. Klecker commented the new lot will create more parking spaces and signage and time restrictions will be similar. There will be a good mix of parking options, some long term, some short term, and some 30-minute parking spaces on Broadway Street. Council Member Boeke made a motion to authorize this Letter of Intent to purchase this property. Council Member Voss seconded the motion, all members present voted aye for approval.

Personnel Policy Revisions

Human Resources Director Thamert commented additional time is needed to communicate proposed changes with staff and requested these proposed revisions to the Personnel Policy be tabled until the next Council Meeting on March 7th:

7.2 Paid Time Off (PTO) Policy

7.3 Part-Time PTO

7.8 Medical Leave of Absence Without Pay

7.9 Personal Leave of Absence Without Pay

Council Member Burbank made a motion to table these proposed changes, Council Member Boeke seconded the motion, all members present voted aye in approval.

Director Thamert requested approval of these revisions proposed to the Personnel Policy:

Chapter 12 Non-DOT Drug and Alcohol Testing and Drug and Alcohol-Free Workplace

- Clarify that employees may not be under the influence of cannabis, legal or otherwise, while at work.

Chapter 13 DOT Drug and Alcohol Testing Policy

- Revise to align with current Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse requirements.

Council Member Voss made a motion to approve these changes proposed to Chapters 12 and 13 of the Personnel Policy, Council Member Boeke seconded the motion, all members present voted aye in approval.

Compensation Plan

Human Resources Director Thamert requested approval of a City of Owatonna Compensation Plan. The City utilized Gallagher to conduct a comprehensive classification and compensation

study in 2015-16. A result of that study included the City adopting a salary structure establishing pay ranges for City of Owatonna employees based on their Decision Band Method (DBM) rating. An approved Compensation Plan is best practice for administering and maintaining fair, reasonable, and cost-effective compensation for employees. This Compensation Plan will also serve as a guide for Councils and Administration in the future. Language regarding performance management is included in the plan so policy 3.7 Performance Evaluations would be repealed upon approval of the Plan.

Council Member Boeke asked if the plan allows the City to remain competitive amongst employers. Thamert commented the plan provides the philosophy on how we compensate our employees and how to proactively maintain that plan.

Council Member Burbank asked if this plan would be revised every five years. Thamert responded this is not a compensation study, a compensation plan should be approved or adopted when a study is completed to confirm this as a best business practice. Approval of this plan will complete a current gap in our process. Council Member Boeke made a motion for approval, Council Member Voss seconded the motion, all members voted aye in approval.

STAFF COMMENTS

Community Development Director Klecker commented 2023 is off to a good start with accumulated value in excess of \$25 million dollars for new construction permits issued. After a brief status of current commercial projects, Council Member Burbank asked how many businesses would be located in the new Monson Eye Clinic. Klecker commented there will be one additional tenant in this new building. Council Member Burbank asked what is planned for the former Campesino building on Hoffman Avenue; Klecker responded the property will be conveyed to the developer of the ASCEND riverfront project. The current structure and contents will be the developer's responsibility, Scot Mohs is currently fielding inquiry calls on this property. The building has been vacant for more than five years, there has been some interest from parties wanting to restore the property, but they dropped this idea when they looked at the property and realized the cost of renovations needed. Staff just walked through the building with representative of the Historical Society and some pieces could be saved for historical value, they will be contacting the developer about these items.

Human Resources Director Thamert commented applications are currently online for paid on call and resident fire fighters, the application deadline is this Thursday for these positions. There are also applications open for seasonal summer employment. Rachel Boss, HR Specialist has been working with Park and Rec staff to update our seasonal application process through NeoGov for some additional efficiencies during this seasonal hiring process. We will plan a City orientation for seasonal employees, so they have all the necessary steps for success as they start their new positions. Recent hires include Irv Stangler, Recreation Supervisor at Brooktree Golf Course, and three Park and Recreation Facility Assistants: Hannah Fisher, Madison Rysavy, and Don McCann. Thamert then thanked all city employees working to keep us safe during the winter storm expected within the next few days.

PUBLIC COMMENTS

None were heard.

COUNCIL COMMENT AND GENERAL INFORMATION

Council Member Svenby asked everyone to be patient to allow staff opportunity to get the roadways cleared from the heavy snowfall predicted over the next few days.

Council Members Voss and Burbank commented motorists should also be mindful to stay back from the snowplows, so they have room to their jobs done.

Council Member Boeke commented the streets will become narrower as snow accumulates and this storm is expected bring a lot of snow and asked everyone to park off the street if

possible. Also, many are starting to utilize the trails and dog waste is horrible; if your dog makes a mess, please clean it up.

Mayor Kuntz commented there are just two more City Council Meetings in the current chambers, beginning April 4th, Council Meeting will be held at the Library during the council chamber renovation project.

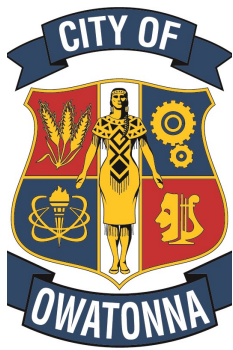
Council Vice President Raney commented the City's odd/even parking restriction does allow legal parking on one side of the street but if there is an option to park in a driveway, please do so, so the streets can be kept clear for emergency vehicles.

Adjournment

At 7:34 p.m., Council Member Boeke made a motion to adjourn, Council Member Voss seconded the motion and with no objection, the meeting ended.

Respectfully submitted,

Jeanette Clawson, Administrative Specialist



Board - Commission Minutes

The Owatonna Public Utilities Commission met in regular session in the Morehouse Conference room at the Owatonna Public Utilities. Present were Commissioners Johnson, Zirngible, Kottke, Rossi and Doyal. Also present were General Manager Warehime; Director, Finance & Administration Olson; Director, Engineering & Field Operations Fenstermacher; Director, Information Technology & Metering Baum; Manager, Facilities, Gas & Water Engineering & Operations Prokopec; Manager, Human Resources Madson; Manager, Electric Operations Deering; Supervisor, Accounting Linders; Supervisor, Customer Care Van Esch; Executive, Communications & Administration Coordinator Schmoll; OPU employees Lori Jerpbak and Shanda Meier. Also present was customer, Roger Wacek.

President Johnson opened the meeting by asking for approval of the agenda and the consent agenda items. The consent agenda items consisted of the Minutes from the regular Commission meeting of November 22, 2022 and the Contributed Services report as of November 30, 2022. Commissioner Doyal moved to approve the agenda and consent agenda. Commissioner Kottke seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Finance Committee – Commissioner Kottke reported the Finance Committee met, reviewed and approved Vouchers totaling \$5,446,424.16. He noted two work orders were closed. 24 year-to-date have been closed coming in under budget. Several work orders will carry over to the first quarter of 2023. All three utilities are tracking close to plan and it is anticipated to end the year strong. There were not any investment activities for November.

Personnel Committee – Commissioner Rossi reported the Personnel Committee met and performed an annual review for General Manager Warehime. A successful agreement was negotiated with General Manager Warehime for another year. The Committee received a staffing update and a safety program report.

City Administrator's Report

City Administrator Busse was not present at the meeting.

Resolution Authorizing and Ratifying Proceedings to Recover Unpaid Utilities Charges

General Manager Warehime presented the resolution noting there is a process in place for collecting unpaid utility charges and placing liens on property taxes. However, this situation is a bit different as there is a bankruptcy and foreclosure involved. Commissioner Doyal moved to approve the resolution as submitted. Commissioner Zirngible seconded the motion. All Commissioners voting Aye, the motion passed.

Policies

Director, Finance & Administration Olson presented an updated Street Lights policy. He noted the changes made included updating the rate to match the electrical energy rate as well as updating the types of lights. After discussion, Commissioner Kottke moved to approve the Street Lights policy as submitted. Commissioner Doyal seconded the motion. All Commissioners voting Aye, the motion passed.

Manager, Facilities, Gas & Water Engineering & Operations Prokopec presented to the Commission regarding changes to the Water Service Line Protection Program. He reminded the Commission the purpose of the policy, and provided background and performance information for the current program. He noted it has been several years since the policy has been updated. The changes include not limiting the service line size to 1", all residential services are eligible; removed the marketing section in the policy, added refund language for services that are found ineligible, and clearly defined the expenses which are covered. Commissioner

Johnson inquired about the process and how a customer knows if they have an issue. Mr. Prokopec explained the process. After discussion, Commissioner Kottke moved to approve the Water Service Line Protection Program policy as submitted. Commissioner Zirngible seconded the motion. All Commissioners voting Aye, the motion passed.

Tree Trimming Bid

The attached Tree Trimming Bid was presented to the Commission. Director, Finance and Administration Olson noted staff's recommendation is to award the bid to the evaluated low bidder, Carr's Tree Service, in the amount of \$1,269,321.46 for a three year contract. Commissioner Kottke inquired how this compares with previous contracts. Mr. Olson replied it is up about 15%, however, still below what we have in the budget. Commissioner Rossi moved to award the bid to Carr's Tree Service in the amount of \$1,269,321.46 for a three year contract. Commissioner Doyal seconded the motion. All Commissioners voting Aye, the motion passed.

General Manager/Staff Report

General Manager Warehime reported to the Commission regarding the question from the Finance Committee regarding the natural gas margin and why it was more than budget. He directed their attention to the memo contained in the agenda packet. He noted, three items are contributing to the higher margin. Those items are: 1) we sold more gas than anticipated; 2) PGA calculation methods; and 3) year-end 2021 unbilled revenue under-estimation. Each explanation is detailed more in the letter.

General Manager Warehime discussed the recent MISO alert and factors contributing it. Some of those factors, according to MISO, included forced outages due to natural gas pipeline constraints; wind power being offline due to icing, and no solar available. The SHERCO plant operated the whole time. After discussion, Mr. Warehime concluded by stating, TEA did an excellent job of staying on top of pricing and the SMS we put in place in 2021 saved us a lot of money.

Commission Roundtable

Commissioner Doyal inquired if TEA was able to do something different for SMMPA in regards to natural gas purchases similar to the SMS OPU has. Mr. Warehime will check with TEA noting SMMPA would not be able to have the same SMS as that is something only for smaller utilities.

Commissioner Kottke and Commissioner Johnson thanked staff for the Christmas party, noting they had a good time.

Adjournment

There being no business to come before the Commission, the meeting adjourned at 4:33 p.m.

Respectfully submitted,

Tammy Schmoll
Executive, Communications & Administration Coordinator

Airport Commission Meeting Minutes
February 9, 2023 – Owatonna Degner Regional Airport
“DRAFT”

1. Call to Order

Chairman Lindee called the meeting of the Airport Commission to order at 5:00 PM.

2. Roll Call

Attending

James Keltgen	Commissioner
Justin Lindee	Chairman
Angie Lipelt	Commissioner
Paula Snitker	Commissioner
Matt Thurnau	Vice Chairman
Sharon West	Commissioner
Dave Beaver	Airport Manager

Visitors

Ron Roetzel	Bolton and Menk
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3. Approval of Agenda

Commissioner West made a motion to approve the agenda and Commissioner Lipelt seconded the motion. The motion was approved.

4. Minutes

Commissioner Keltgen made a motion to approve the minutes from the December 8, 2022 Airport Commission meeting and Commissioner Thurnau seconded the motion. The motion was approved.

5. Action Items

Chairman Reports

Chairman Lindee welcomed everyone to the meeting. There were no further chairman reports.

Election of Officers

Chairman Lindee opened the floor for nominations of the Airport Commission election of officers. Commissioner Keltgen made a motion to appoint Matt Thurnau as Chairman and Commissioner West seconded. The motion was approved. Commissioner Lindee made a motion to appoint Angie Lipelt as Vice Chairman of the Airport Commission and Commissioner Keltgen seconded the motion. The motion was approved.

Staff Reports

Airport Manager Beaver reported on airport activities and presented the combined aviation fuel volumes dispensed for year-end 2022. The combined fuel volumes are up significantly year to date from the previous year. There was a brief discussion on activity, recent business aircraft arrivals, snow removal operations, and maintenance activities. Regarding Accelerated Aviation, Mr. Beaver reported that the company has now hired an aircraft mechanic.

Mr. Beaver provided an update on airport Capital Improvement Project (CIP) items programmed for 2023. This includes replacement of depreciated snow removal equipment, main hangar complex roof replacement, and security fencing. There was a discussion regarding these projects. Mr. Beaver explained that the security fencing project is projected to utilize now available federal funding. The airport engineering firm has prepared the preliminary items required by the FAA due on March 1st including preliminary layout. Direction on layout options for phase one of the security fencing project was approved at a previous Airport Commission meeting. Mr. Beaver reported that there have been a few comments received since that discussion on possible preferred layout options. These concerns may need further discussion with concerned parties, the engineer, and the FAA. There was a discussion regarding the layout options as approved and next steps. There were no further staff reports.

T-Hangar Project Update

Airport Manager Beaver introduced Ron Roetzel with Bolton and Menk to provide an update on the T-Hangar project. Mr. Roetzel reported there has been an issue with undersized hinges on the individual hangar service doors that the contractor has recognized and ordered new walk-in service doors. The contractor anticipates installation of the replacement doors in the next few weeks at no additional project cost.

Mr. Roetzel explained that they are also currently working with the contractor to resolve an issue with an additional application of curing compound on the concrete floor applied by the contractor as well as a required application of a concrete sealant. There was a brief discussion regarding these items.

For other business, Mr. Beaver reported on a schedule conflict for the regularly scheduled meeting date for the March 9th Airport Commission meeting. After discussion, Commissioner Keltgen made a motion to move the date of the March 9th meeting to March 2nd for the March 2023 Airport Commission meeting and Commissioner Lindee seconded. The motion was approved.

6. Adjournment

The Airport Commission meeting was adjourned at 6:05 PM.

The Owatonna Human Rights Commission (OHRC) met on Tuesday, February 14, 2023, in the Second Floor Conference Room at City Hall. Chairman Cords called the meeting to order at 5:30 p.m. with Commissioners Cords, Vanoosbree, Gillespie, Effertz, Leon, and Gunderson; City Administrator Busse and Administrative Specialist Clawson present.

Following the Pledge of Allegiance, Commissioner Cords welcomed everyone to the meeting. Commissioner Gunderson made a motion to approve the agenda as presented, Commissioner Vanoosbree seconded the motion, all members voted aye for approval.

After reviewing Minutes of the January 10, 2023, OHRC Meeting, Commissioner Gillespie made a motion to approve the Minutes as presented; Commissioner Gunderson seconded the motion; all members voted aye in approval and the motion carried.

Commissioner Comments

Commissioner Cords commented he was contacted by a mother of a high school student. She was upset as she believed OHRC promotes and advocates transgender organizations and their activities at the high school. Commissioner Cords and Gunderson met with this parent and assured her the OHRC does not do this. The mother explained comments made within daily meeting announcements could be considered misleading and OHRC promoted the organization; the announcement made reference to the MN Department of Human Rights. Commissioner Cords met with Superintendent Elstad to discuss the high school policy for meeting announcements. Superintendent Elstad advised OHS process has changed, and future announcements include only the organization name, date, time, and location of the meeting. This change appeased the concerned parent and Commissioner Vanoosbree suggested OHRC do an additional follow-up with the school.

Commissioner Cord commented he was contacted by a woman who felt she was being harassed by MN Prairie, Department of Human Services. She was asked to complete additional paperwork for application for services and suspected this was because of her background record. Her voting privileges have been reinstated so she thought this was in her past but felt this was the reason for additional documentation. Commissioner Cords contacted Jane Hardwick, Executive Director at MN Prairie and asked her to contact this woman directly to address her concerns. Commissioner hasn't received any additional contact and believes this issue was resolved.

Commissioner Emanuelson joined the meeting at 5:42 pm.

Commissioner Emanuelson commented he received a good report on the leadership event hosted by Judge Duncan for World Peace Day last September. Hopefully, this will be a reoccurring event and can be offered this year as a Welcome Week activity.

Recap - 2023 Martin Luther King Day Event – January 16, 2023

The commissioners briefly discussed the 2023 MLK Jr Day Breakfast event. Approximately 75 people attended, expenses incurred included \$1,199.02 speaker costs (hotel and speaker fee) and \$250 for video services. Thanks to Riverland Community College for \$400 towards these expenses and Jose Herrera at Plaza Morena Campestra for the food and venue. Commissioner Vanoosbree will follow-up with Limberg Production for the event video to post on the city's website. Commissioner Cords will prepare summary of the survey responses received for review during the March OHRC Meeting.

2023 Welcome Week

City Administrator Busse confirmed the 2023 membership fee for Welcome America was waived; OHRC commissioners will access to their toolbox and resources for activity ideas. Welcome Week is being planned for September 8–17, 2023. Commissioner Cords and Gunderson will form a sub-committee to organize the local event. Everyone was asked to bring activity ideas to the March OHRC Meeting.

Juneteenth Proclamation Request

Minnesota Legislature just approved Juneteenth as a state holiday effective August 1, 2023. Commissioner Gunderson made a motion to request a Mayor's proclamation this June to celebrate the centuries of struggle, courage, and hope that have brought us to this time of progress of equity, equality, and justice. Commissioner Vanoosbree seconded the motion, all members voted aye in approval. Commissioner Vanoosbree commented the Alliance for Greater Equity is planning a 2023 Juneteenth event.

GAP Analysis Summit and Racial Division Subcommittee

Last week, City Administrator attended the GAP Analysis Summit hosted by United Way. A BIPOC (Black, Indigenous and People of Color) Listening Session will be held on March 9, 2023, at the Owatonna Public Library. The listening session will be facilitated by people of color to create a safe space for people of color to discuss items of concern. Commissioner Vanoosbree commented AGE is working to identify a facilitator for this event, looking for ways to promote this event and wanting suggestions to provide childcare and ways to eliminate other barriers restricting someone from attending the listening session.

Request for Land Acknowledgement

Commissioner Cords commented no new information available; he will provide an update during the next OHRC Meeting.

OHRC Commissioner Appointments

City Administrator Busse commented current terms of OHRC Commissioners Effertz and Gillespie will end April 30, 2023. Commissioner Gillespie has served two three-terms and not eligible for reappointment. Commissioner Effertz commented her schedule recently changed and she will not request reappointment. Everyone was asked to encourage others to apply when applications offered on the City's website later this month.

Adjournment

At 6:15 p.m., Commissioner Effertz made a motion to adjourn, Commissioner Leon seconded the motion, with no objections, the meeting was adjourned. The next meeting will be held on Tuesday, March 14, 2023, at 5:30 p.m.

Respectfully submitted,

Jeanette Clawson, Administrative Specialist

Special Meeting Minutes: West Hills Commission

Date: February 15, 2023

Location: Owatonna Arts Center

Board Members	Present	Absent	Other Attendees	Present	Absent	Others Present
Jan Tippet, Chair	X		Staff: Mary Jo Knudson	X		
Nancy Vaillancourt, VC	X		Staff: Aaron Fitzloff	X		
Carol Zetah	X		Anne Peterson, committee member/presenter	X		
Dan Gorman	X		Joni Hubred, Steele Co. Times	X		
Arlan Burmeister		X	Silvan Durben, OAC	X		

Topic/Item

Summary of Discussion

Action

A special meeting was called by Chair Jan Tippet at the request of commissioner Nancy Vaillancourt. Notice was given to the public Friday, February 10 in the City's weekly meeting posting.		
Call to Order	Called to order at: 12:00 p.m.	Tippet
Item 1 – Discussion of Council Chambers renovation	Aaron gave an update referring to a recent newspaper article that the project was already \$9,000 under budget. This was due to two change orders before work begins. The scheduled start is April 1, 2023, with a groundbreaking ceremony on April 4. Things are currently in the submittal stages and approving drawings. The project is scheduled for completion September 1, 2023.	Fitzloff
Item 2 – Discussion of history timeline and display in the chambers	Nancy & Anne shared the background to the project they have been working on. SHPO recommended history showing how the chambers once looked. A three-sided history display is planned for the corner of the room when walking in from the outside area. They shared an original drawing of the 1892 <i>Amusement Hall & Chapel</i> . The original stage was on the opposite end of the chambers and then moved to its current location after the 1904 fire. They are documenting current conditions with photographs for future reference. Anne submitted a \$14,850 grant pre-application to SHPO to assist with costs for the historical display. She intends this to be a cooperative effort with the Steele County Historical Society and the City. Nancy emphasized the focus of the display would be <i>why</i> Owatonna was chosen for the school and then how it evolved to become City Hall. The display will take on a timeline presentation. Certain items are to be saved prior to demolition. Nancy provided Aaron with that list. [Insert list here]	Vaillancourt & Peterson
Item 3 – Letter to SHPO giving the commission's approval of historical display	The architect is working on a letter to possibly include an opinion by the West Hills Commission. A motion was made by Gorman, seconded by Zetah to approve the historical work so far an to include the information in the letter to SHPO via meeting minutes.	Vaillancourt Motion: Gorman Second: Zetah Ayes Unanimous
Item 4 – Name recommendation for new area	Nancy & Anne gave a background to the group of Charles S. Crandall, the "Father of the State Public School" A motion by Zetah, seconded by Vaillancourt that Crandall, and appropriate verbiage before or after be in the name.	Vaillancourt & Peterson Motion: Zetah Second: Vaillancourt Ayes Unanimous
Closing	Some discussion followed regarding next steps – most likely a presentation at a City Council work session and then a Purpose Memo for the name approval.	

	Additional meeting information included.	
Adjournment	Meeting Adjourned: 12:47 p.m. Next meeting April 20, 2023 at Owatonna Arts Center; lunch provided by: Nancy & Dan	Motion: Gorman Second: Zetah Approved

CRANDALL, Charles Scheretz

B: 18 Jan 1840

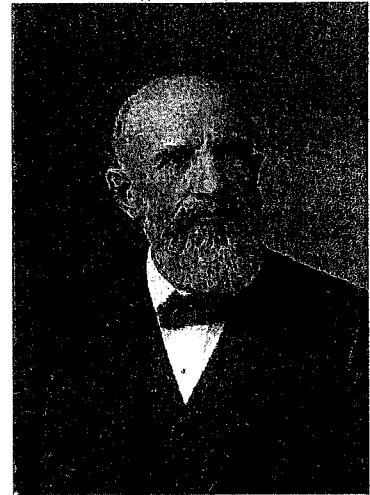
D: 1927

Age: 88 years

Res: Owatonna, Steele, Minnesota

Spouse: CRANDALL, Marietta E (Allen)

CRANDALL, Irena A (Luers)



Pioneer Leader in City is Dead

**Charles S. Crandall, Prominent in Building of City,
Succumbs Following Hemorrhage Tuesday.**

Charles Scheretz Crandall, 88, than whom no resident of this county and section was more loved and respected passed on at 1:30 o'clock Tuesday morning at his home on South Cedar Street as the result of a cerebral hemorrhage which occurred a few hours before.

Coming from a family of literary taste, equipped with a good common school education reinforced by excellent home training, possessed of a great love of reading and to his last moment intensely interested in and studious of everything going on in the world, Mr. Crandall had an intellectual equipment far beyond the ordinary. Coupled with it was a most generous and kindly heart to which hypocrisy and meanness were impossible. This made of him a man among men.

Although his long and eminently useful life was spent entirely in this community, it embraced a remarkable variety of activities which spelled service to his fellow citizens.

In official public life he was in turn deputy county auditor, register of deeds, member of the lower house of the legislature, postmaster and state senator for several terms. **More than any other one man he was responsible for the creation and location in Owatonna, of the State Public School for indigent children, on the board of which he served as chairman for many years.** This, long since recognized as one of the most noble and useful of the state's eleemosynary enterprises, stands as a monument to Mr. Crandall, who is generally referred to as the father of the institution. He also served for some years on the board of the state reformatory at St. Cloud.

In his private life Mr. Crandall was for some eight years editor of this newspaper, then the Owatonna Journal, during which his pungent pen made its mark in the

affairs of the day. Later he was engaged in the hardware business as the senior member of the firm of Crandall & Nelson, until advancing age brought about his retirement.

Mr. Crandall never lost his interest in the agricultural possibilities of his county. For many years he owned and successfully conducted several farms and he never tired of taking friends about to point out the beauties of this garden spot of the world. He also diversified his interests by becoming a stockholder in the First National Bank and was a director of that institution to the day of his death, his resignation on several occasions having been refused by his associates on the board who, towards the last, even took the board meetings to his home to have the benefit of his counsel, when he was too feeble to venture downtown.

In all these activities, public and private, his course was always governed by absolute integrity. He was fearless and outspoken, always, in behalf of his convictions and his words and actions were so ruled by sagacity and keen common sense that his counsels were much sought in both public and private matters, while his influence in political matters marked him in his day as one of the state's outstanding figures. Politically he was ever a valiant supporter of the Republican party, in which he thoroughly believed as being representative of the most practical principals for this government.

It would be impossible to recollect and recount all the unofficial public activities, to which Mr. Crandall gave freely in time and financial support. Although not a church member, he contributed to and served on the building committee of the First Baptist Church in the erection of its present home. In the public enterprise which resulted in the providing of a modern theatre for the city, the Metropolitan Opera House, he was conspicuous as a stockholder and worker. These were but two of many instances of his public spirit and leadership which can be recalled by the older residents.

In his private life Mr. Crandall was a pattern for all men, being the most faithful and considerate of husbands and a most wise as well as kind and generous father. **The writer, who as a fatherless boy entered Mr. Crandall's home as his stepson 34 years ago, finds here a long-desired opportunity to express his gratitude for the fullness and completeness with which Mr. Crandall was to him as a father. Indeed no father could be held in dearer love and memory.***

Mr. Crandall was a native of Ohio, born in Erie County of that state January 18, 1840. As a boy of 17 he came to this county with his people, who settled on a farm in Deerfield Township. He remained on the farm only until shortly after attaining his majority, when chronic asthma, from which he was a sufferer to the last

compelled his giving up farm work and accepting a proffered appointment as deputy auditor and register of deeds.

Mr. Crandall was twice married. In 1864 he was united with a most estimable lady, Mrs. Marietta E. Allen, a widow with one daughter (Mrs. Charles E. Luce of Minneapolis). To them were born Mr. Crandall's only two children: Mary Elizabeth (Mrs. C.L. Atwood of St. Cloud); and Georgianna Caroline (Mrs. George Smitton of St. Paul). The first Mrs. Crandall departed this life in September, 1892, deeply mourned.

Mr. Crandall's second marriage was with Mrs. Irena A. Luers, by whom he is survived after 34 years of ideal married life during which they grew into old age in the closest and most devoted companionship. Another stepchild (Herbert F. Luers of Minneapolis) became the beneficiary of Mr. Crandall's unstinting fatherly care by his second marriage.

Mr. Crandall's passing brought these immediate members of his family, excepting Mrs. Luce, at once to Owatonna, to give their comfort and help to the bereaved wife, who is held by all of them as a dearly beloved mother. Mrs. Luce's invalid condition made her coming impossible. Miss Dora Luers of Earlville, Iowa, a sister-in-law of Mrs. Crandall, also arrived Thursday morning to afford comfort and companionship to Mrs. Crandall for an indefinite period.

Although to the newer generations of our citizenship the virtues and abilities of Charles S. Crandall are known mostly as matters of report, that report from those who knew him and in his prime cannot fail to make the community unanimous in its sense of regret and loss at his passing.

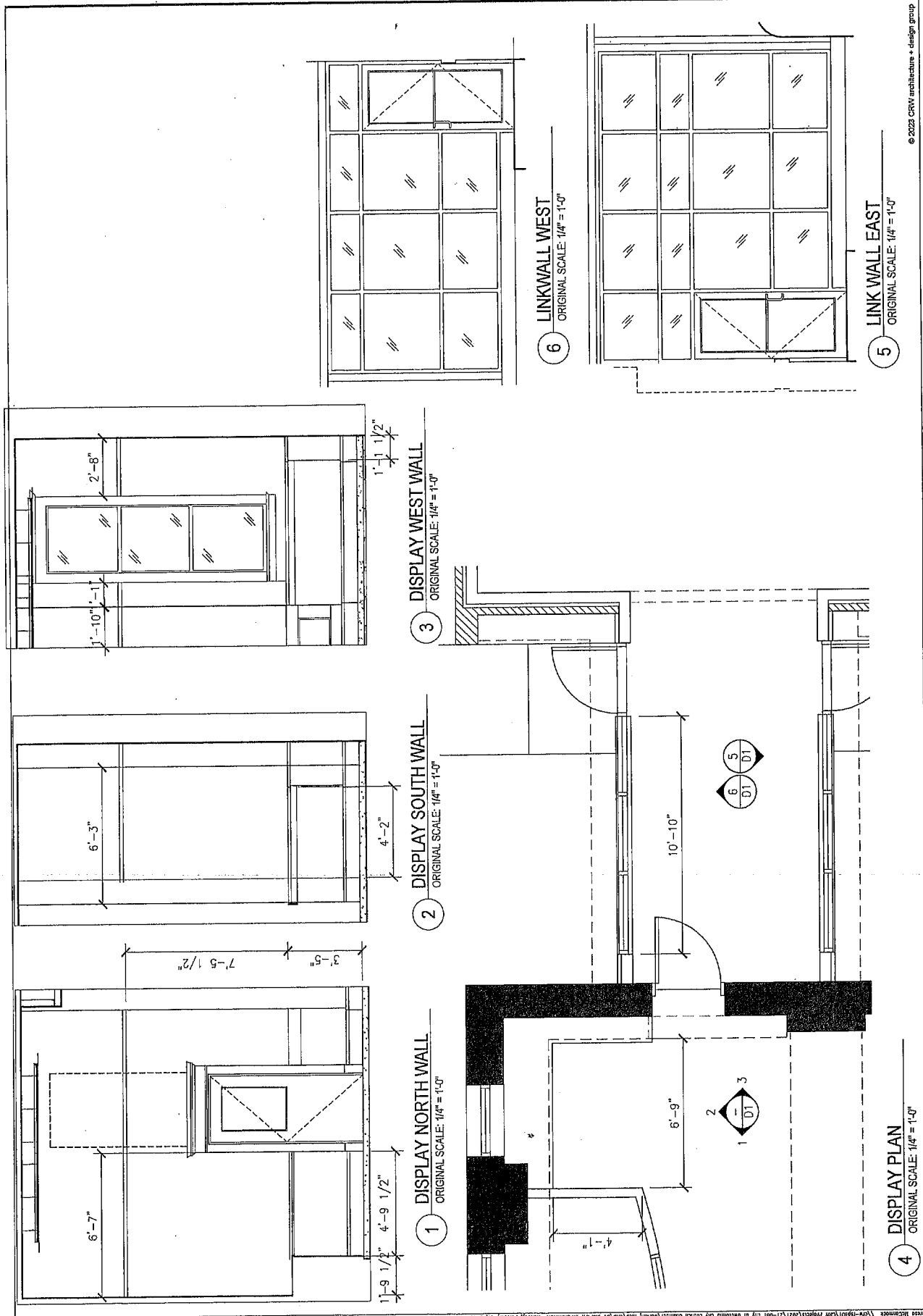
Funeral services were held at the home yesterday afternoon, Rev. Dr. John G. Briggs of St. Paul, former local Baptist minister, officiating. Burial was made in the Forest Hill Cemetery. Messrs. George R. Kinyon, Soren R. Nelson, Louis F. Hammel, G.A. Merrill, Lynn Olson and William Kelly were pallbearers.

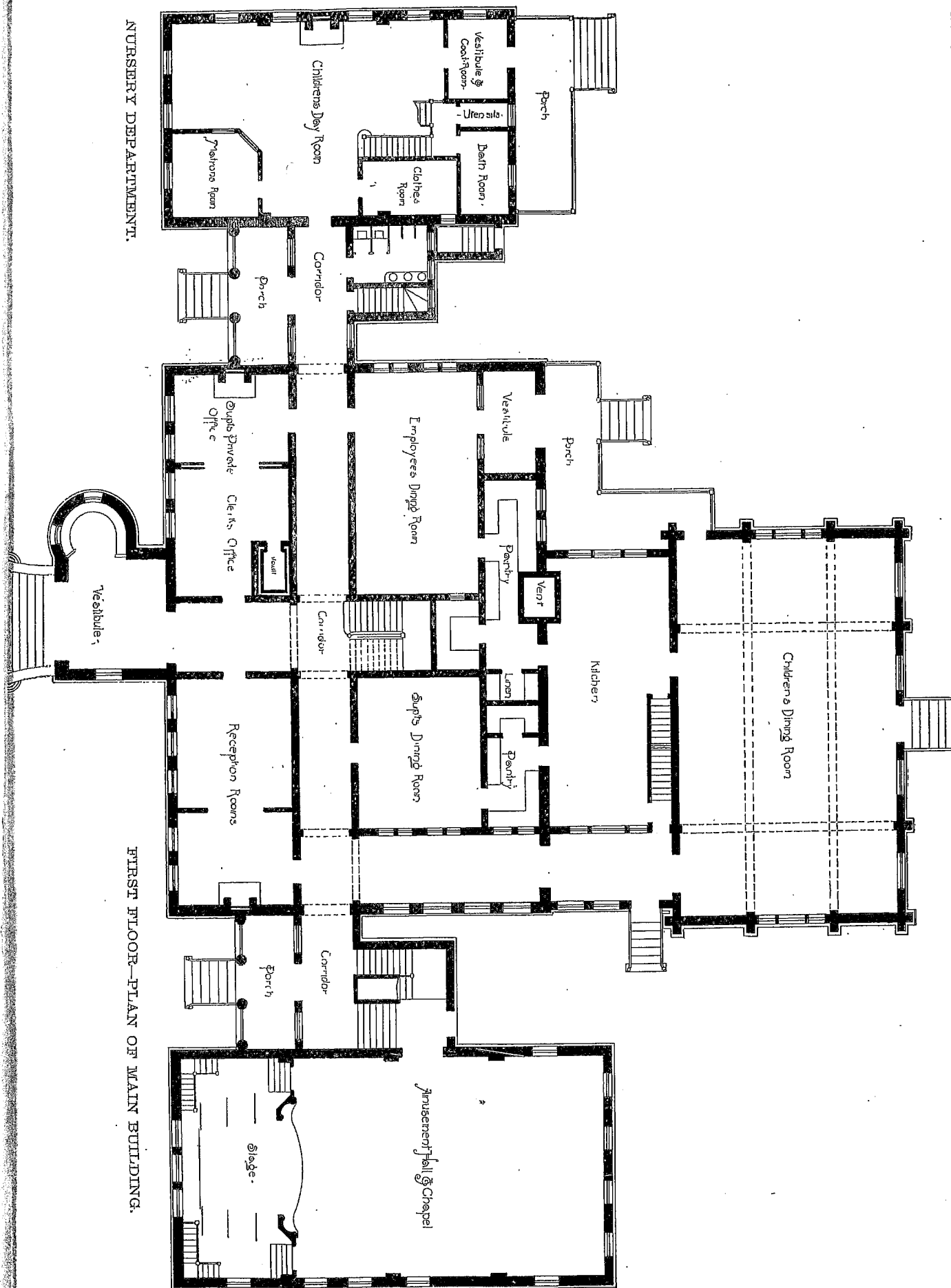
11 Nov 1927 – unknown newspaper

Picture of Mrs. C. S. Crandall available in image obit file

**Note:*

I believe this obituary was written by Crandall's stepson, Herbert F. Luers.





NURSERY DEPARTMENT.

FIRST FLOOR-PLAN OF MAIN BUILDING.

Unapproved Minutes of Owatonna Public Library

Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Tuesday, February 21st, 2023 4:30 PM

The Owatonna Public Library Board of Trustees held the monthly meeting on Tuesday, February 21st, 2023. The meeting was held in the Owatonna Public Library Gainey Room. In attendance were President Trudy Severson, Vice President Karen Malin, Trustee Meredith Erickson, Library Director Mark Blando and Administrative Assistant Robin Spande. Absent was Trustee Julianna Skluzacek.

Call to Order

The meeting was called to order by President Severson at 4:30 pm.

1. Reminder of Open Meeting Law

The open meeting law applies to the board meetings.

2. Public Comments

No Public Comments

4. Approve Minutes

Trustee Erickson moved and Vice President Malin seconded to approve the minutes of the January 2023 minutes. All aye and the motion approved.

5. Financial Report

Blando reported that there is not much to report since we are still at the very beginning of a new year. He did state that the SELCO fees have decreased as was previously discussed.

6. Children's Services Report for January 2023

Children's Services January 2023



Storytime, held on Tuesday mornings at 9:30 and 10:30, began on Tuesday January 17. The theme for this session of Storytime is **The Farm**. Storytime was held six times in January with a total attendance of 122 children and adults.

Wilson First Grade, on the fourth attempt, made it to the library for their December visit on Wednesday, January 25. Two classes visited at 9:45 and one class at 10:30. Each group was given a tour, heard stories about friendship and kindness and checked out books. In total, 71 students and teachers visited the library that morning.

Darla Lager
February 21, 2023

7. Library Use Report

CKI & CKO - physical items				Jan-23			CKI & CKO - physical items				Jan-22				
bp	Checkin	Normal CKI	1,285				bp	Checkin	Normal CKI	1,148					
bp	Checkin	Late Checkin	316				bp	Checkin	Late Checkin	228					
		BP TOTAL CKI	1,601						BP TOTAL CKI	1,376					
bp	Checkout	First Time CKO	1,216				bp	Checkout	First Time CKO	1,182					
bp	Checkout	Phone Renewal	93				bp	Checkout	Phone Renewal	100					
bp	Checkout	Other Renewal	45				bp	Checkout	Other Renewal	36					
bp	Checkout	Opac Renewal	171				bp	Checkout	Opac Renewal	150					
bp		BP TOTAL CKO	1,525				bp		BP TOTAL CKO	1,468					
CKI & CKO - physical items				Jan-23			CKI & CKO - physical items				Jan-22				
owat	Checkin	Normal CKI	8,774				owat	Checkin	Normal CKI	8,496					
owat	Checkin	Late Checkin	2,266				owat	Checkin	Late Checkin	2,006					
		OPL TOTAL CKI	11,040						OPL TOTAL CKI	10,502					
owat	Checkout	First Time CKO	10,206				owat	Checkout	First Time CKO	9,179					
owat	Checkout	Phone Renewal	157				owat	Checkout	Phone Renewal	490					
owat	Checkout	Other Renewal	261				owat	Checkout	Other Renewal	247					
owat	Checkout	Opac Renewal	968				owat	Checkout	Opac Renewal	1,049					
owat		OPL TOTAL CKO	11,592				owat		OPL TOTAL CKO	10,965					
New Borrowers January 2023				Library Visits January 2023											
bp	3			bp	652										
owat	78			owat	5,674										
ILL/Loaned Jan 2023				ILL/Borrowed Jan 2023				ILL/Loaned Jan 2022				ILL/Borrowed Jan 2022			
bp	490			bp	235			bp	475			bp	268		
owat	1,231			owat	1,105			owat	1,361			owat	1,075		

8. Upcoming Programs

Blando stated that there was a significant response to the movie “Till” that was shown on Thursday January 26th. The winter reading program is ramping up in February. Laura MacKenzie will be performing Celtic music on March 6th at 6:30 pm. We are expecting a presentations from author Doug Ohman on April 17th. He will be presenting the book Vanishing Landmark. In May we will have an author presentation from Abby Jimenez.

The Movie “Woman King” is scheduled for this upcoming Thursday, however due to severe weather conditions it is likely going to be postponed.

We are hoping to have the Nintendo switch available for our Patrons over spring break.

9. SELCO Updates – Trustee Erickson

Trustee Erickson mentioned that she would like to consider a Legacy Grant or some other type of funding that could be available for our Patrons. These funds could be used in conjunction with our Makerspace for kids that could not afford the costs involved.

Erickson stated that the SELCO staff encourages people to add new ideas that would engage the local community.

10. Renovation and Library Update

The City Chambers remodel will begin in April. While this is happening the Council meetings will take place in the Library Gainey Room on the first and third Tuesdays of the month. In addition, the Economic Authority Board and Park Board will be meeting at the Library as well.

The OPL Board meeting will be moving to Thursdays in April at 4:30 pm.

Blando said that the 3D printers are on order and the Makerspace is slated for this spring. Staff will be trained to operate the machinery involved.

Blando also stated that the existing Pharos software will be converting to the new “Envision Ware” software in the new future.

Blando said that a search is now in place to replace Trustee Christy Tryhus as well as Trustee Meredith Erickson who will be retiring from the Board in May.

Adjourn

A motion to adjourn was made by Trustee Erickson and seconded by Vice President Malin. All aye. The meeting adjourned at 5:22 pm.

The next meeting will be Tuesday, March 21st at 4:30pm.

Respectfully submitted by Robin Spande

**MINUTES - UNAPPROVED
OWATONNA PARK AND RECREATION
REGULAR PARK BOARD MEETING
JANUARY 9, 2023
4:30 PM**

Members Present:

Chair: Jon Thiel

Vice Chair:

Board Members: Tyler Cochran, Sara Baird, Greg Posch, Gina McGuire, Jonathan Douglas

Members Absent: Kara Perry

Staff Present:

Eric Anderson: Recreation Manager

Tricia Fisher: Administrative Technician

Dani Licht: Recreation Supervisor

Thomas Gorycki: Recreation Supervisor

Council Member: none

LOCATION: City Hall, Council Chambers

OPENING BUSINESS

A. Call to Order at 4:30 pm

B. Roll Call:

APPROVAL OF THE AGENDA

Motion by Gina McGuire, second by Jonathan Douglas, to approve the January 9, 2023, Park Board Meeting Agenda. All members voted aye.

APPROVAL OF THE DECEMBER 12, 2022, MINUTES

Motion by Tyler Cochran to approve the December 12, 2022, Park Board Meeting Minutes and second by Sara Baird. All members voted aye.

PERSONS WISHING TO APPEAR

PARK PERMITS

None

MEMORIALS AND DONATIONS

NEW BUSINESS

a. Insurance Reimbursement Programs

Eric Anderson mentioned at the December meeting there were questions regarding insurance reimbursement programs. To help clear up any questions Dani Licht, Recreation Supervisor, put together an extensive Powerpoint presentation explaining the history of insurance reimbursement programs dating back to 2007.

There were specific inquiries on Silver Sneakers, which is an independent program, and their specific curriculum has to be used. The program is for fitness and memberships for adults 65+.

According to Dani, the department has quite an extensive research history with Silver Sneakers, and up to this date the City has not qualified for the program, Eric mentioned this could be due to having too many silver sneakers eligible programs in the area or other reasons they deem us not eligible in their eyes. Regardless, if they tell us we are not eligible there isn't much we can do to change the circumstances since we do not have a community center, unlimited pool space, or a gym fitness facility.

Jon Thiel reiterated the reason we are not offering Silver Sneakers is not that we don't want to, it is because we are not hearing back which means they do not find us qualified for the program.

The Powerpoint presentation will be sent out in the agenda packet.

b. Brooktree Golf Course update

An update from Eric about the hiring of a Recreation Supervisor, the application January 2, and February 13 is the target start date for the new hire. Gina asked how many applicants were received and Eric answered there were twelve.

Staff are currently working on the bar remodel which will be done before the doors open, season passes are currently available for purchase, and we will start our marketing plan early February.

Senior update:

Thomas Gorycki commented on 124 Adult Leisure Pursuits memberships have been sold as of today. This is the largest number sold with only 9 days into the new year. The new Indoor Walking program is really bringing people in. Adult Leisure Pursuits memberships will no longer be offering Business discount programs with their memberships. Next Thursday will be a coffee session from 9:30-10:30 a.m. and another session will be held on Feb 16th laying out the 2023 timeline.

6. OLD BUSINESS

7. COMMUNICATIONS

- a. Director's Report – no update
- b. Staff report: Eric – we are in the process of hiring three Rec Facility Assistants. We will start phone interviews the week of the 23rd, and then in

person following that. Dani commented that her and Drake started out as Recreation Facility Assistants and it's a great opportunity.

Eric also commented that all locations at Morehouse are open except for the inline rink, Buecklser skating is also open.

c. Board Member Report

Gina McGuire: Would like an update from Jenna on the United Way Learning Trail presentation that was given at a previous meeting.

Jon Thiel: It would be nice to have had that included on the agenda

Sara Baird: Has been out enjoying the ski trails, and she met people from out of town enjoying as well, great to see.

Greg Posch: Wants to know what the donation from Corky's tournament, was earmarked for lighting, was it lighting? Follow up at the next meeting.

Tyler Cochran: No update

Thomas: We will have additional Facebook and newspaper articles on Winter Weekend Out coming up on Jan 27-29. Highlights include Friday night: open swim, log rolling, Saturday: Rock on Ice: roller rink games, limbo, dice game, and having prizes. Sunday: Snowshoeing 10-5 p.m. and at 5 p.m. we are having a 1-mile luminary walk, start at Brooktree. We are very excited; the whole goal of the weekend is to get people out. Starting January 24th we are doing ice blocks in central park and we are offering 4-foot blocks instead, and we are hoping to draw in more families, The City had its first public snowshoeing event this weekend and it was a success!

Announcements

- In the News
 1. Weekly Owatonna People's Press articles:
<http://ci.owatonna.mn.us/Blog.aspx?CID=3>
 2. Owatonna Live Straight Talk [Straight Talk \(owatonnalive.com\)](http://owatonnalive.com)
- Actions Requested from past meetings

ADJOURNMENT:

Motion by Jonathan Douglas, and second Tyler Cochran to adjourn the Park Board Meeting at 6:30 p.m. All members present voted aye.

The next board meeting is February 13, 2023, at 4:30 p.m. at Council Chambers.

**OFFICIAL PROCEEDINGS OF THE
RICE COUNTY RICE & STEELE 911 CENTER JOINT POWERS BOARD
Commissioner's Room / Government Services Building
Wednesday, February 1, 2023 at 4:00 PM**

I. Call to Order

- A. The meeting was called to order by Commissioner Jim Purfeerst.
- B. Election of Officers
 - 1. **Motion by Galen Malecha, seconded by Peter van Sluis, to elect Commissioner Jim Abbe as Chair of the Rice & Steele 911 Center Joint Powers Board.**
RESULT: Approved, AYES: Jim Purfeerst, Galen Malecha, Brad Ness, Peter van Sluis, James Brady, Jim Abbe, Dave Burbank, NAYS: None
 - 2. **Motion by Jim Purfeerst, seconded by James Brady, to elect Commissioner Galen Malecha as Vice Chair of the Rice & Steele 911 Center Joint Powers Board.**
RESULT: Approved, AYES: Jim Purfeerst, Galen Malecha, Brad Ness, Peter van Sluis, James Brady, Jim Abbe, Dave Burbank, NAYS: None
 - 3. **Motion by Galen Malecha, seconded by Peter van Sluis, to elect Councilman Dave Burbank as Secretary of the Rice & Steele 911 Center Joint Powers Board.**
RESULT: Approved, AYES: Jim Purfeerst, Galen Malecha, Brad Ness, Peter van Sluis, James Brady, Jim Abbe, Dave Burbank, NAYS: None
- C. **Motion by Jim Purfeerst, seconded by James Brady, to approve the agenda as presented.**
RESULT: Approved, AYES: Jim Purfeerst, Galen Malecha, Brad Ness, Peter van Sluis, James Brady, Jim Abbe, Dave Burbank, NAYS: None
- D. **Motion by Galen Malecha, seconded by Peter van Sluis, to approve the minutes of the January 12, 2023, meeting as presented.**
RESULT: Approved, AYES: Jim Purfeerst, Galen Malecha, Brad Ness, Peter van Sluis, James Brady, Jim Abbe, Dave Burbank, NAYS: None

II. Finance - Cathy Piepho

- A. Piepho presented the Financial Statement through December 31, 2022, to the Board. Revenues exceed expenditures by \$121,309. 98.2% was collected in revenues and spent 94.4% of our budgeted expenditures.
Motion by Galen Malecha, seconded by Dave Burbank, to approve the financial report ending December 31, 2022, as presented
RESULT: Approved, AYES: Jim Purfeerst, Galen Malecha, Brad Ness, Peter van Sluis, James Brady, Jim Abbe, Dave Burbank, NAYS: None

III. Administration - Cheryl Pritzlaff

- A. Pritzlaff provided a staffing update to the Board. One new employee started today and one employee is still out on leave. New Administrator starts Monday February 6, 2022.
- B. Flooring replacement work schedule. March 23, 2023 is the shipping date for the flooring and carpeting, arriving on March 29, 2023. April 3rd-5th removal and disposal of the floor, April 5th-7th install of new access flooring, April 10th-11th complete and final clean.

IV. Operations Committee- Jesse Thomas

- A. Operations Meeting met on January 18, 2023. Mark Elliot from Northfield expressed concerns about not moving forward with plans yet on the 911 Center Expansion needs.

V. Board Member Updates

Tom Nelson, new Northfield Fire Chief, introduced himself to the Board.

VI. Adjournment

Motion by Galen Malecha, seconded by Peter van Sluis, to adjourn the meeting.

RESULT: Approved, AYES: Jim Purfeerst, Galen Malecha, Brad Ness, Peter van Sluis, James Brady, Jim Abbe, Dave Burbank, NAYS: None

Law Enforcement Center Committee
Tuesday, February 2, 2023 8:00 a.m.
Board Room, Steele County Admin Building
Meeting Minutes

Members & Guests Present: County Commissioners Krueger & Glynn, County Administrator Golberg, County Treasurer Piepho, Chief Deputy Hansen, County Building & Grounds Director Rysavy, City Council Members Schultz and Burbank, City Administrator Busse, City Finance Director Moen, Chief Mundale, City Captain Sorensen, City Facilities Manager Fitzloff, Admin Tech Gasner

Absent: Sheriff Thiele

The meeting was called to order by Schultz at 8:00 a.m.

Agenda Approval: Burbank made the motion, Glynn 2nd, all Ayes.

Minutes Approval: Krueger made the motion to approve, Burbank 2nd, all Ayes.

Schultz brought up a news article he recently read in the Steele County Times regarding the Sheriff's Office move to the detention center. Golberg gave an update to the committee that the County has granted approval to look at costs for a possible move. He and Kruger reiterated that there will be a preliminary study on a potential move and nothing at this point has been finalized. Golberg said there is 2,500-3,000 square feet of underutilized space at the detention center which would be a possibility to house the sheriff's office so the County would like to further look into what it would involve. Rysavy said March is the general timeline that the study will take place. Golberg will keep the committee up to date on any changes in the status of this topic.

New Business:

New Floor Covering

Mundale spoke to the flooring in the entry way on the OPD side of the Law Enforcement Center. Discussion was had that the flooring was probably original and is now starting to peel up. Mundale has been in talks with Rysavy and since the space is small, costs should be minimal. Walk off carpet similar to what is in the back entryway was the preferred choice especially because the space does not get a lot of foot traffic. The committee decided that since costs to each agency would be minimal, prior budget approval isn't necessary, so Mundale and Rysavy can go ahead with purchasing new flooring of their choice.

Old Business:

Garage Furnace

Rysavy informed the committee that the furnace in the attached garage is now replaced and has been working great.

Generator

Rysavy met with Interstate Power Systems and has now provided engineered plans. He originally said the generator would be purchased through Interstate on the State of Minnesota contract and the rest of

the materials and labor would be put out for bids; however, after the LEC committee meeting and further discussion with the County Attorney, Rysavy learned that the entire project must be publicly bid. He said he would still be able to secure the generator, transfer switch, and the MTS with camlocks through the state contract. Rysavy discussed lead times for installation of various components of the project and summarized the bidding process. He told the committee that for a minimal additional cost, purchasing a 200kw vs 180kw generator would be of benefit as well as ensure a much timelier availability. \$52,750 is the approximate cost for the generator itself. He then, summarized all other components to include transfer switch details and critical infrastructure items to accommodate 911 Center operations and provided the committee with a total cost estimate of \$99,535 for the generator. Rysavy said Interstate is requiring a letter of intent to hold the generator and he was looking for committee approval to do so. After committee discussion, recognizing prior budget approval from each agency had been made, a motion to go ahead with the letter of intent was made by Glynn and seconded by Krueger and with All Ayes, the motion passed. Rysavy would provide detailed documentation to the committee which will include the engineers estimate for the total project cost.

Alley Gate to North Grove

Rysavy informed the committee that the alley gate to North Grove Avenue has been repaired.

East Pearl Street Access Gate

Rysavy stated that Mohs Construction notified that once the ground thaws, they have this project on the docket for spring. Rysavy would keep the committee informed on progress.

Fitness Room Expansion

Mundale updated the committee on the expansion to the lower-level fitness room. He said there has not been final decisions made yet regarding the expansion. Mundale said an estimate came in at \$14,500 and asked that SCSO split the costs. Considering Sheriff Thiele's absence, Hanson will follow-up with the sheriff to see if they can contribute half the cost. Fitzloff informed that the estimated \$14,500 cost does include a 10% contingency built in so it's possible the price will come in lower. Glynn asked if 911 Center employees use the fitness center and made a suggestion to ask for a contribution if so. Mundale said a new administrator has just been hired, so he wasn't sure this was the best time to discuss the topic, but he would ask. He said that the City's government buildings staff will be providing in-kind services and they prefer sometime around March before their busy season starts. The committee showed support for the project.

Roof Repair

Rysavy spoke to the committee regarding the LEC roof. He discussed different options of materials and their useful life spans. He was in favor of the modified BUR roof system for its longevity. He notified of cost estimates and that the product would be purchased through Garland on the State of Minnesota contract with the rest of materials and labor out for bids. City and County staff have budgets set for the project as well as RTU's, so Rysavy said to do both projects together would prove effective. Rysavy would provide detailed documentation to the committee. Considering a potential move by the Sheriff's Office, Schultz requested City Council discussion before moving forward with approval. Rysavy later provided the committee with references from other cities and counties regarding the Modified Built-Up roof system provided by Garland.

911 Dispatch Center Update

Burbank said the dispatch center met the day prior and the main topic spoke of was to address their flooring. A potential move is still in a pending status and was not discussed. Burbank informed of the disparity in dispatcher positions and that current employees are working much overtime to cover. He mentioned the need for an additional work station and said the current LEC location does have room to accommodate this.

The committee decided on the next LEC Committee meeting date of March 9th, 2023, at 9:00 a.m. in the board room of the Steele County Administration Building. The committee would decide on a new recurring date and time at this next March meeting.

With no other topics for discussion, Glynn made a motion to adjourn, seconded by Burbank. With all Ayes, the meeting adjourned at approximately 8:45 a.m.

Respectfully Submitted,

Wendy A. Gasner

Wendy A. Gasner

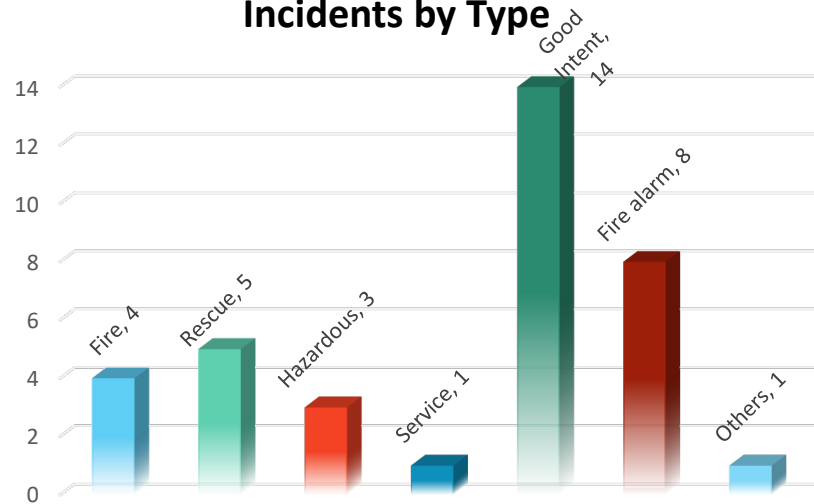


Department Reports

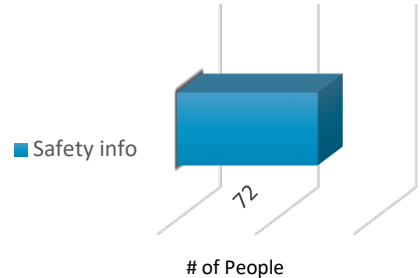
OWATONNA FIRE DEPARTMENT DASHBOARD

2023 STATISTICS

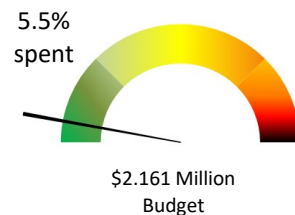
Incidents by Type



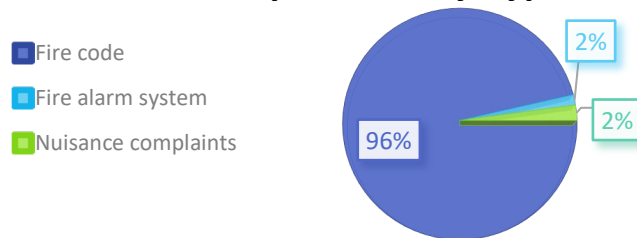
Public Education



Expenditures

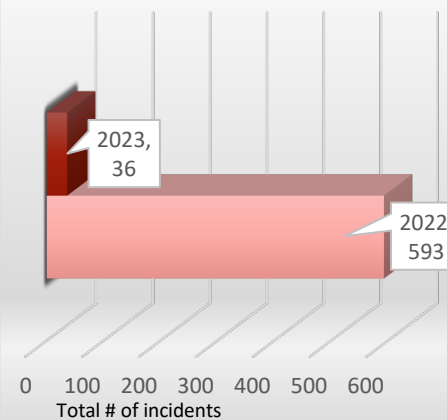


Inspections by Type

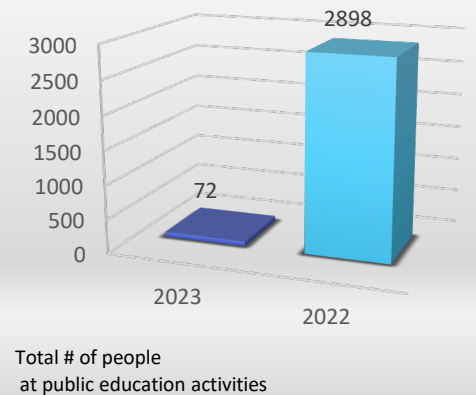


2023 VS 2022 STATISTICS

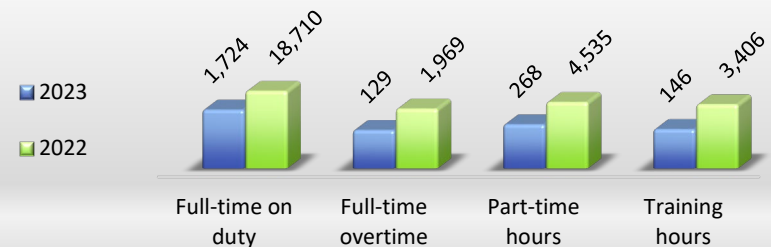
Incidents



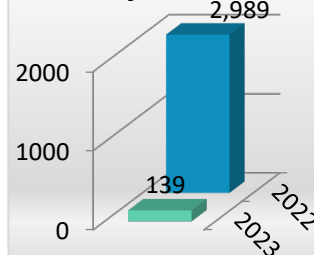
Public Education



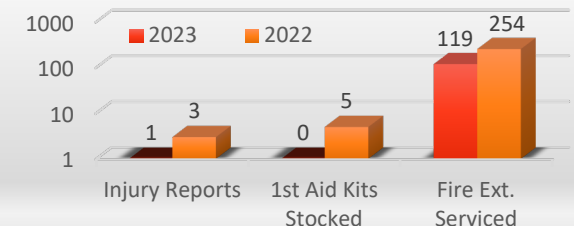
Staff Hours



Inspections



Safety Services



2023 OWATONNA FIRE DEPARTMENT MONTHLY ACTIVITY REPORT

INSPECTION SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023	2022
Fire code inspections	134												134	1988
Fire alarm inspections	2												2	20
Sprinkler system inspections	0												0	49
Nuisance inspections	3												3	382
Weed inspections	0												0	550
Sprinkler system permits issued	2												2	21
Fire alarm system permits issued	2												2	15
Suppression system permits issued	0												0	5
Plan reviews	4												4	65
Code reviews	6												6	38
# Knox boxes checked	1												1	14
PUBLIC EDUCATION SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023	2022
# people given tours	0												0	307
# people given extinguisher demos	0												0	100
# people at truck visits	0												0	738
# people fire safety information	72												72	1753
# people juvenile firesetters	0												0	0
EMERGENCY RESPONSE SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023	2022
Incidents														
City incidents	31												31	482
Rural incidents	5												5	105
Mutual aid given	0												0	6
Monthly Totals	36												36	593
Type of Incidents														
Fire	4												4	67
Rescue calls	5												5	119
Hazardous conditions	3												3	77
Service calls	1												1	31
Good intent calls	14												14	113
Fire alarms	8												8	179
Others	1												1	7
Monthly Totals	36												36	593
Total training hours	146.00												146	3406
SAFETY SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023	2022
# injury reports	1												1	3
# lost work hours	0												0	0
# fire extinguishers serviced	119												119	254
1st aid supplies checked	0												0	5
Full-time shift hours worked	1724.25												1724.25	18709.75
Full-time overtime hours worked	129.49												129.49	1969.09
Part-time hours worked	268.02												268.02	4535.00
Monthly Hours Worked Total	2121.76												2121.76	25213.84

COMPARISON REPORT OF BUILDING DONE IN CITY OF OWATONNA IN YEARS 2022 AND 2023															Ken Beck, Building Official
	DWELLINGS		ACCESSORY		COMMERCIAL		INDUSTRIAL		ADD. & ALT.		DUPLEX/APTS		DEMO	TOTAL	
Month	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	NO.	VALUE
Jan '22	0	0	4	7,640	14	104,970	11	3,775,051	68	419,719	0	0	0	97	4,307,380
Jan '23	0	0	5	16,600	8	443,880	7	5,117,850	66	494,614	0	0	0	86	6,072,944
Feb '22	0	0	12	22,742	24	1,753,403	16	4,817,476	139	855,061	0	0	0	191	7,448,682
Feb '23	0	0	8	24,850	22	1,113,838.30	11	25,861,730.75	136	834,982.70	0	0	0	177	27,835,401.75
Mar '22	5	1,901,925	33	67,493	35	2,161,547	26	5,560,379	284	1,747,846	0	0	1	384	11,492,265
Mar '23															
Apr '22	5	1,901,925	51	96,566	58	2,827,402	30	5,592,069	411	2,785,871	0	0.00	0.00	555	13,256,908
Apr '23															
May '22	6	2,141,925	62	112,316	75	5,328,038	36	6,191,103	585	4,336,520	0	0	0	764	18,162,974
May '23															
Jun '22	8	3,061,925	76	155,666	107	6,779,903	40	7,384,127	738	6,392,230	0	0	3	970	23,826,923
Jun '23															
Jul '22	10	3,631,925	94	282,866	130	8,869,882	48	8,653,897	870	7,489,327	2	10,500,000	3	1,155	39,427,897
Jul '23															
Aug '22	11	4,031,925	101	303,866	160	10,139,786	56	8,902,182	986	8,302,718	3	17,000,000	3	1,320	48,680,477
Aug '23															
Sep '22	12	4,531,000	126	332,386	184	11,910,289	67	19,440,272	1,104	10,577,868	4	24,500,000	3	1,499	71,291,815
Sep '23															
Oct '22	16	6,306,000	142	368,736	197	13,206,075	72	19,560,069	1,223	11,308,018	4	24,500,000	3	1,657	75,248,898
Oct '23															
Nov '22	16	6,306,000	152	380,936	209	17,318,397	79	19,922,914	1,320	13,572,135	4	24,500,000	3	1,783	82,000,382
Nov '23															
Dec '22	16	6,306,000	164	405,736	211	17,445,397	87	20,108,379	1,398	14,120,570	4	24,500,000	3	1,883	82,886,082

Owatonna Building Inspection Department Comparison Report- Construction to Date 2022/2023

Construction Report for Permits Issued through February, 2023

TYPE OF WORK	2022 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units	2023 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units
NEW DWELLINGS	0	0	0	0	0	0
ACCESSORY BUILDINGS (INCLUDES GARAGES, UTIL. BLDGS, SW. POOLS, ETC.)	16	30,382		8	24,850	
COMMERCIAL PROJECTS	38	1,858,373		22	1,113,838.30	
INDUSTRIAL PROJECTS	27	8,592,527		11	25,861,730.75	
RESIDENTIAL ADD. & ALT.	207	1,274,780		136	834,982.70	
DUPLEXES & APTS. (INCLUDES ATTACHED SF)	0	0	0	0	0	0
DEMOLITION PERMITS		-			0	
TOTAL PERMITS ISSUED	288	11,756,062	0	177	27,835,402	0



Licenses - Permits

LG220 Application for Exempt Permit4/22
Page 1 of 4

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 Purple Ribbon Club

Previous Gambling

Permit Number: X-93108-22-015

Minnesota Tax ID

Number, if any: _____

Federal Employer ID

Number (FEIN), if any: 45-5347025Mailing Address: 635 Florence AvenueCity: OwatonnaState: MNZip: 55060County: SteeleName of Chief Executive Officer (CEO): Daniel BuckCEO Daytime Phone: 507-456-5463CEO Email: dan@kidskorner.org

(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 Show ArenaPhysical Address (do not use P.O. box): 1512 Cedar Avenue S

Check one:

☒ City: OwatonnaZip: 55060County: Steele☐ Township: _____

Zip: _____

County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): August 20, 2023

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

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

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

LG220 Application for Exempt Permit

4/22
Page 2 of 4

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: Owatonna

Signature of City Personnel:

Leannth Clavson

Title: Admin Specialist Date: 2/24/2023

**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: Daniel Buck Date: 2/24/23
(Signature must be CEO's signature; designee may not sign)

Print Name: Daniel Buck

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



Miscellaneous



Parks, Trails, Recreation & Facilities Department

DATE: March 7, 2023
TO: Mayor and City Council
FROM: Jenna Tuma, Director
SUBJECT: Marketing Agreement - The Public Country Club - TwinCitiesGolf

Purpose:

Request City Council approval to accept participation in the Public Country Club (PCC) program with TwinCitiesGolf.

Background:

The Public Country Club is a multi-course 4000+ membership that could introduce up to 500-1000 golfers to Brooktree at non-prime times.

How the club works, the member pays \$65 monthly dues to PCC which allows members to play unlimited golf anytime except during course leagues, course events and between 7:00a - 11a, on Saturdays/ Sundays/ Federal Holidays. If a riding cart is taken, the set PCC member cart fee is \$20 per member for 18 holes or \$12 per member for 9 holes, which is paid to the course at the time of check-in. The PCC Membership is all year round. Members make tee times directly with the golf courses.

PCC encourages members to bring non-PCC guests as often as possible, as that drives PCC courses additional revenue. PCC members may not book multiple tee times within 5 hours of each other on the same day as PCC is not valid for "group outings". Note that groups of more than 8 golfers (9 or more) playing together is considered a "group" and not valid for PCC membership use.

A monthly membership model that provides greens fee for members at multiple golf courses. 80% of the monthly membership revenue collected by the local PCC will be distributed to participating courses as follows:

- March thru October ("Active" Season): Participating courses paid monthly in proportion to member play percentage of the preceding month. Eg. If a course receives 5% of rounds in April, May check is 5% of the course revenue share from dues collected that month. The November check is based on the % of October rounds.

November thru February ("Off" Season): Participating courses paid monthly based on the utilization % during the immediately preceding Active Season. Eg. Paid December through February for average % of previous Active season play.

Attached is additional PCC information, including frequently asked questions and participating courses.

Budget Impact:

With no cost to the participating courses, the impact from each participating course has resulted in an average tee time spend of \$30 for trackable expenses while introducing 500-1000 new golfers per year, generating additional income including offseason months.

Staff Recommendation:

Staff recommends becoming part of the Public Country Club Program.

Attachments:

1. Public Country Club Marketing Agreement - TwinCitiesGolf
2. PCC FAQ & participating courses



TwinCitiesGolf.com
574 Prairie Center Dr Ste 135-166, Eden Prairie, MN 55344
952.240.1020 (direct) 1.888.853.4290 (toll free fax)
email: kevin@twincitiesgolf.com
Kevin Unterreiner, Director

Marketing Agreement - The Public Country Club

The following agreement between TwinCitiesGolf.com, Inc. ("TCG") and BROOKTREE GC ("COURSE") shall be effective as of _____ (the "Effective Date") and shall govern TCG's provision of marketing services for COURSE. This agreement shall be governed by The Standard Terms & Conditions included in this Agreement. TCG's total payments to COURSE shall be in the amount indicated below in exchange for which COURSE will provide The Public Country Club members access to the below referenced course services ("Services").

TCG Marketing Services: TCG will recruit and manage The Public Country Club ("PCC") - a monthly membership model that provides greens fees for members at multiple golf courses. 80% of the monthly membership revenue collected by TCG will be distributed to Participating Courses as follows:

- **March thru October** ("Active" Season): Participating courses paid monthly in proportion to member play percentage of the preceding month. Eg. If a course receives 5% of rounds in April, May check is 5% of course revenue share from dues collected that month. November check is based on % of October rounds. *Exception:* Because not all courses are able to open in March, April revenue share check is based on 1/2 the previous Active Season average % and 1/2 on the actual March rounds with a max revenue per green fee of \$35. The purpose of this exception is to provide a bonus to those open for play in March while also providing revenue for previous season PCC courses if they are unable to open in March.
- **November thru February** ("Off" Season): Participating courses paid monthly based on the utilization % during the immediately preceding Active Season. Eg. Paid December through February for average % of previous Active season play.

TCG will mail checks and provide a monthly activity report on the 20th of each month. Course keeps 100% of all ancillary service fees (eg. cart fees, range, proshop sales, food & beverage) collected from members & their guests at course.

Course Services: COURSE agrees to provide no cost green fees to active Public Country Club members (except on Saturday & Sunday between 7:00AM and 11:00AM and during league play or non-PCC group outings). If a riding cart is taken, COURSE agrees to charge the standardized price for all participating courses of \$20 per 18 holes or \$12 for 9 holes (sales tax inclusive). Purchase of a riding cart is required only for tee times on Saturday and Sunday BEFORE 7AM.

Terms & Conditions:

1. Services: TCG shall provide marketing services for the purpose of selling a multi-course, unlimited greens fee monthly membership to help generate revenue for participating courses. COURSE agrees to offer tee times to active members at the same availability as general public, with the exception of Saturday & Sundays between 7:00AM and 11:00AM. COURSE agrees to create and track member play using 4 unique SKUs: **18 Hole PCC Member Riding (\$20), 18 Hole PCC Member Walking (\$0), 9 Hole PCC Member Riding (\$12), 9 Hole PCC Member Walking (\$0) sales tax inclusive** then provide a month end report to TCG for round tracking and compensation purposes. TCG agrees to provide member management & technology for courses to submit member check-in information in real time.

2. Payment. TCG agrees to provide a check and summary report to participating COURSE on the 20th of each month as stated above in TCG Marketing Services.

3. Technology: TCG will maintain a PCC website that allows COURSE to validate member status at time of check-in. Members will also be provided with a mobile web app for the purpose of verifying date and location of play.

4. Fees and Pricing: If a riding cart is taken, COURSE agrees to charge PCC members a standardized price of \$20 for 18 holes or \$12 or 9 holes (sales tax inclusive). TCG agrees to charge a minimum of \$55/month for the monthly golf membership. Members agree to pay the monthly membership fee all 12 months of the calendar year to drive revenue to courses during both the Active and Off seasons. 12 Rounds/ month per Course Policy: If a member plays more than twelve 18-hole rounds in a month at the same course, they are billed \$10 per 9 additional holes with 100% of that revenue sent to that specific course added to their monthly check.

5. Terms and Termination: The initial term of this agreement is for 2 open season months then month-to-month (with 15 day termination notice) thereafter. Upon termination of this agreement by COURSE, PCC will remove COURSE from PCC member website, notify members, & pay COURSE for its final active month of participation (eg. If a course's effective cancellation date is July 15, it's final revenue share check will be on July 20 & course agrees to remain a participating course through the end of that last effective month). Cancellations during the Active season are not entitled to any residual or Off season revenue share. *RENEWAL POLICY: Because PCC conducts membership drives during the Off Season which includes listing courses that will be participating the upcoming season, currently active PCC courses are requested to notify PCC by November 1 if they do not plan on continuing the following calendar year. Courses that choose not to continue through the following season are paid thru February before revenue share benefits are terminated.*

6. Security of Data: Payment Card Industry Data Security Standards ("PCI Standards") have set industry standards for protection of customer information. TCG represents that they will comply with PCI Standards during the entire Term of this Agreement and thereafter with respect to customer data accumulated during the Term, and further agree to adhere to all other applicable standards, laws, rules and regulations for protection of customer data to which they have access during the entire Term of this Agreement.

7. Limited Warranties and Remedies: Both Parties represent and warrant that: (a) they have the authority to enter into this Agreement and that their signatures are duly empowered and authorized to sign this Agreement on their behalf; (b) they will comply with all applicable laws, ordinances, statutes, regulations and rules, and that they have the power to settle fully and completely all claims, causes of action, demands, charges and liabilities arising out of or relating to the Agreement. TCG will provide Services and the Technology in a professional and timely manner. TCG will provide COURSE with training on any Software and will provide appropriate training and/or materials to COURSE concerning all updates. Aside from these warranties, THE TCG SOFTWARE AND SERVICES ARE PROVIDED WITHOUT ANY WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE. With respect to malfunctioning Software, TCG's entire liability and COURSE's exclusive remedy shall be either repair or replacement of the Software. No additional or special Software is required by the COURSE except their current POS system (for the tracking of SKUs) and an internet connection (for validation of Member status).

8. Training and Support: TCG shall provide COURSE appropriate levels of training including phone, email, remote and in-person at no additional fees. Support is provided during normal business hours on weekdays.

9. Limitation of Liability: EXCEPT FOR THIRD PARTY LIABILITIES, IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES (INCLUDING, WITHOUT LIMITATION, ANY DAMAGES BASED ON LOSS OF PROFITS, LOSS OF USE, BUSINESS INTERRUPTION OR LOSS OF DATA), EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE FOREGOING LIMITATIONS SHALL APPLY REGARDLESS OF THE CAUSE OR THE FORM OF ACTION (WHETHER BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE).

10. Ownership of Data and Property: All personally identifiable customer information collected by TCG for the purpose of PCC membership remains the sole property of TCG. COURSE may invite members to subscribe to any course-related rewards or benefit program at time of check-in (if desired) in which case that information becomes the property of the COURSE to use at its own discretion. No physical property is provided to the course for the purpose of this marketing agreement.

11. Dispute Resolution: This Agreement shall be governed, interpreted and construed under the laws of the United States and the State of Minnesota without regard to any conflict of law principles. The Parties shall act in good faith and use commercially reasonable efforts to promptly resolve any claim, dispute, controversy or disagreement (each a "Dispute") between the Parties under or related to this Agreement. Any Dispute arising out of this Agreement which cannot be resolved by the Parties shall be governed exclusively by binding arbitration initiated and conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association, conducted in the Minneapolis, Minnesota metropolitan area. The arbitrator shall have the power to award reasonable attorney's fees and costs to the prevailing party in any arbitration, and either party shall have the right to take appropriate action to enforce any arbitration award in any court having jurisdiction over the applicable party.

12. Miscellaneous: This Agreement shall constitute the entire understanding of the Parties with respect to the subject matter hereof and supersedes any and all prior understandings and agreements (written or oral), relating thereto - between TCG and COURSE. Except as otherwise provided herein, TCG may amend the terms and conditions of this Agreement by giving COURSE at least 15 days prior written notice thereof and giving COURSE the option to terminate this Agreement within 15 days of receipt of such notice. The Agreement shall be binding upon TCG and COURSE and their respective successors and assigns; provided, however, that COURSE shall not assign this Agreement or any of its rights or obligations hereunder, without the prior written consent of TCG, which consent shall not be unreasonably withheld, conditioned or delayed. Any subcontractors retained by TCG to perform certain obligations hereunder shall be bound by and their actions are governed by this Agreement as if TCG itself was performing such obligations.

13. Governing Law. This Agreement shall be deemed to have been entered into and shall be interpreted and governed in all respects by the laws of the State of Minnesota, USA. Except as otherwise provided, all rights of the parties are cumulative and in addition to any rights that party may have in law or in equity.

14. Notice. Any notice, demand, request or consent required or permitted by this Agreement shall be in writing and shall be given by certified mail, return receipt requested, to the addresses listed herein or as updated by TwinCitiesGolf.com . 574 Prairie Center Drive Ste 135-166, Eden Prairie, MN 55344.

Business Name: _____ Fed Tax ID/TIN: _____

Customer Signature



TwinCitiesGolf Signature

Date

3/2/23

Date

Customer Name (printed)

KEVIN UNTERREINER
TwinCitiesGolf Rep Name (printed)

Frequently Asked Questions

Thank you again for your interest in the Public Country Club membership program.

Q1. What are the times I'm allowed to play?

A1. The \$65(+tx)/monthly dues allow members to play unlimited golf* anytime except during course leagues, course events (eg. charity events) and between 7:00-11:00am (**Tier 1 courses**) or 7:00AM-12:00PM (**Tier 2 & 3 & 4 courses**) on Saturdays/ Sundays/ Federal Holidays (see Q25 for holidays). If a riding cart is taken, the set PCC member cart fee at ALL **Tier 1** participating courses is \$20 per member for 18 holes or \$12 per member for 9 holes which is paid to the course at time of check-in. **See below for Tier 2 , Tier 3 & Tier 4 surcharge info.** See **Q8** for our club limitation on rounds PER COURSE per month members can play.

Q2. Do I have to pay in the winter if the courses aren't open?

A2. Yes. The PCC Membership is all year round. Like a private country club, the monthly unlimited golf dues are **spread out across all 12 months** so members may budget for their golf and enjoy a tremendous annual value for unlimited greens fees. We also host weekly winter events and have member perks available all 12 months of the year. The total yearly price is HALF of many course memberships so a very affordable way to play more golf at a great variety of courses.

Q3. Can I cancel my membership?

A3. Of course. Please view the PCC Cancellation policies by visiting our **Terms and Conditions** page <https://www.thepublicccc.com/terms-and-conditions>

Q4. How do I make tee times?

A4. Members make tee times directly with the golf courses (online or via phone). When you login to the **Member page** on www.ThePublicCC.com, there are links to online tee times and phone numbers as well as any specific booking terms for each PCC course. Please make tee times ONLINE as often as possible as that is easiest on the course.

Q5. Is there a restriction to how many PCC members can play in the same foursome?

A5. No. Every member of a foursome can be a PCC member and members may coordinate with each other (use the member Facebook group page). Just be sure to reserve the tee times and make sure everyone shows up as whoever books the tee time is financially responsible for all players. We do encourage PCC members to bring non-PCC guests as often as possible, though, as that drives PCC

courses additional revenue and keeps them happy. PCC members may not book multiple tee times within 5 hours of each other on the same day as PCC is not valid for “group outings”. Note that groups of more than 8 golfers (9 or more) playing together is considered a “group” and not valid for PCC membership use.

Q6. Are you planning on letting in more members?

A6. Yes. We regularly add more courses and expand membership slowly to avoid overloading courses. Hop on the [Lottery Waiting List](#) and when additional member spots open in your area, we will email you an invite with a link to join.

Q7. Are you planning on adding any more courses?

A7. Yes. [View currently participating courses HERE.](#)

Q8. How many times can I play during the month?

A8. *You can play **EACH** of the participating **Tier 1, Tier 2, Tier 3** PCC courses 12 times per month. So technically the max would be 1,000+ rounds a month (or 30+ rounds per day) but since there’s not enough daylight for 30 rounds per day, we say it’s unlimited. If more than 12 eighteen hole rounds are played at any **ONE Tier 1, Tier 2, or Tier 3** course, members are billed \$10 per 9 holes additionally played (eg. if you played twenty 18-hole rounds in a month **AT THE SAME COURSE**, you’d be billed an extra \$160 as 8 full rounds = sixteen 9-hole rounds). **Tier 4 courses can only be played 1x/month at the \$49/round surcharge rate.** If a **Tier 4** course is played more than once in a given calendar month, PCC member is billed \$95 per additional round to reimburse the course for extra round(s). You can play You can play 9 holes 24 times in one month. *Note that PCC is not intended to be a replacement for a course season pass.* If you live close to a course and play there more than 3 times a week you are better off (it’s usually cheaper) getting a single course membership directly from the course.

Q9. What happens if I have a course complaint reported against me?

A9. When you check in, courses will be able to notify us if a member causes any issues (eg. Rude to course staff, no showing for a tee time or showing up with fewer golfers than reserved, sneaks on a pint of whiskey and drives into a pond, jumps a sandtrap with a riding cart, throws mashed potatoes in the restaurant, etc.). Members will be notified when a complaint is reported. If the offense is deemed detrimental to the PCC program or multiple complaints are reported, membership is subject to cancellation. Please remember our #1 rule: Be Nice. If members upset

courses, they will drop out of the program and ruin it for everyone and we don't want that to happen.

Q10. When will I be billed?

A10. When you join, you will be billed the \$89(+tax) initial joining fee at time of signup AND the current months \$65(+tax) golfing membership fee so you can golf & enjoy member benefits the same month you join. Thereafter, members are billed the monthly \$65(+tax) fee on the 1st of each month (yes, even in the winter months as membership is year round).

Q11. How can we connect and communicate with other PCC members?

A11. We have a Facebook group page open just to PCC members for member-to-member and club communications. Use this to invite other members to play with you and share your joy of the game. You will NEVER be without a golfing buddy again.

Q12. Will we have events for Members and Member-Guests?

A12. Absolutely. We will have organized events and activities all year round...including during the winter at local indoor golf simulators. We have fun ALL YEAR round. Want to see how much fun we have? **CLICK HERE** to view the TwinCitiesGolf facebook page. ([Facebook.com/twincitiesgolf](https://www.facebook.com/twincitiesgolf))

Q13. What if I play with a non-member?

A13. Non-members need to check in and pay like a normal public golfer would. Guests do not receive member pricing so please do not expect (or ask) courses for special exceptions for guests. Ideally, invite your family and friends to join PCC with you!

Q14. Can I walk or ride?

A14. For **Tier 1** courses, the only time a riding cart is required is SATURDAYS-SUNDAYS-HOLIDAYS for tee times BEFORE 7:00AM. Why? These are prime times that can normally be filled/ sold at full rack rate for courses and it helps with pace of play. *Play AFTER 11AM (for Tier 1 courses) on weekends (or anytime Mon-Fri) do not require a riding cart.* **Tier 2, 3, and 4** course surcharges include a riding cart if available.

Q15. If I ride on a cart that is not owned by the course, do I still have to pay the cart fee or surcharge?

A15. Yes. Courses need to collect revenue from riders (either as trail fee or per round usage) to cover impact to the course from carts (and cart path maintenance).

Q16. Is the \$89 just a one-time initial fee or annual recurring?

A16. The \$89(+tax = \$95.70) joining fee is a ONE TIME joining fee. It is NOT billed annually.

Q17. What are the terms for the Tier 1 level PCC courses in 2022?

A17.

- Monday-Sunday: No surcharge for green fee. Cart = \$20 if riding for 18 holes, \$12 for 9 holes.
- Saturday-Sunday-Holidays: PCC blackout times from 7:00AM to 11:00AM (play before 7:00 or after 11:00).

- Max of 12 rounds/ month per course.

- Cart fee mandatory on Saturdays-Sundays-Holidays for teetimes BEFORE 7:00am

- Shoulder Season Surcharge as follows:

Monday-Sunday (everyday): 18 holes = \$20 ride or walk, 9 holes = \$12 ride or walk every day in January, February, March, November & December

Q18. What are the terms for Tier 2 level PCC courses in 2022?

A18.

- Monday-Thursday: No surcharge for green fee. Cart = \$20 if riding for 18 holes, \$12 for 9 holes.

- **Friday-Saturday-Sunday-Holiday: \$25 Mandatory surcharge** (includes riding cart if taken - whether playing 18 or 9 holes).

- Saturday-Sunday-Holiday: PCC blackout times from 7:00AM to 12:00PM (play before 7:00 or after 12:00).

- Max of 12 rounds/ month per course.

- Shoulder Season Surcharge as follows:

Monday-Thursday: 18 holes = \$20 ride or walk, 9 holes = \$12 ride or walk in January, February, March, November & December.

Friday-Saturday-Sunday-Holiday = \$25 ride or walk (18 or 9 holes) in January, February, March, November & December.

Q19. What are the terms for the Tier 3 level PCC courses in 2022?

A19.

- \$30 surcharge every day (includes riding cart if taken - whether playing 18 or 9 holes).

- Saturday-Sunday-Holiday: PCC blackout times from 7:00AM to 12:00PM (play before 7:00 or after 12:00).

- Max of 12 rounds/ month per course.

Q20. What are the terms for the Tier 4 level PCC courses in 2022?

A20.

- \$49 surcharge every day (includes riding cart if taken).
- Saturday-Sunday-Holiday: PCC blackout times from 7:00AM to 12:00PM (play before 7:00 or after 12:00).
- Limited to 1 round per month per Tier 4 course.

	Tier 1	
Shoulder Season Surcharge? (November, December, January, February, March) *includes riding cart (if available)	YES <i>Everyday:</i> \$20 for 18 holes \$12 for 9 holes (walk or ride*)	<i>Monday:</i> \$20 \$12 <i>Fri-Sat-Sun-Holiday:</i> \$25 for 18 holes (walk or ride*)
Monday-Thursday Surcharge? (April thru October)	No	
Fri-Sat-Sun-Holiday Surcharge? (April thru October)	No	(\$12 for 18 holes, includes riding cart)
Sat-Sun-Holiday Blackout Times? (All 12 months)	7:00AM to 11:00AM (6:59AM or earlier ok, 11:01AM or later ok)	7:00AM to 12:01PM (6:59AM or earlier ok, 12:01PM or later ok)
Riding Cart Required? (All 12 months)	Only before 7:00AM on Sat-Sun-Holiday	Only before 7:00AM on Sat-Sun-Holiday
Max # of PCC Rounds Per Month? (All 12 months)	12 per course	12 per course

Q21. After I become a member, how soon can I start golfing with my PCC Membership? (or “When can I expect my Member ID card to be shipped?”)

A21. We will *mail* your PCC Member ID to you within 4 business days *after* you have emailed us your photo (golf@thepubliccc.com). Remember, you **MUST** have your ID card in order to play at the PCC courses or simulators. Please do not attempt to use your membership without your Member ID card as courses will not accept members without their ID. We have a strict “*No Card. No Play.*” policy. The sooner you get us your photo, the sooner we can mail your card to you.

Q22. Do we have memberships for Juniors?

A22. No. At this point we do not have a special discounted membership for Juniors. If you would like to add on your child to your membership, their PCC membership cost would be the same monthly fee as a regular adult membership (\$65+tax/month=\$69.89).

Q23. What does the PCC consider as “on time” to my Tee-time?

A23. Being “on time” to your reserved tee time means checking in at least 15 minutes prior to your tee time. If you are going to arrive less than 15 minutes prior to checking in for your tee time, please call the course to ask if you can still be accommodated. Many of the PCC courses are busy, so tee times may be filled behind you. Note that courses aren't always able to accommodate late arrivals. We know things can come up to cause people to be late, so calling ahead and letting them know is helpful.

Q24. Can I play as a 5-some Group?

A24. No 5-somes are ever allowed when using PCC. Although some courses may even say it's ok, our PCC policy is no 5-somes when using PCC. Please don't even ask the course if you can play as a 5-some. 5-somes cause other golfers on the course to complain to the proshop and this reflects poorly on PCC.

Q25. What days are considered “Holidays”?

A25. Federal Holidays are New Years, MLK Day, Presidents Day, Memorial Day, Juneteenth (June 19), Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Christmas. NOTE: If a Federal holiday falls on a Saturday, it is OBSERVED on Friday. If it falls on a Sunday, it is OBSERVED on Monday.

Q26. Which courses currently have the 3-Day booking window?

A26. Fox Hollow, Prestwick, Stonebrooke GC, and Southern Hills GC. The 3-Day booking window

means you can book Friday tee times on Tuesdays, Saturday tee times on Wednesday, Sunday tee times on Thursday, etc. To clarify, PCC can only book a *maximum* of 3 days in advance at these courses.

Q27. Which courses currently have the 5-Day booking window?

A27. Jewel Golf Club (Lake City, MN) has 5 day advance booking window and can play 4 times per month

Q28. What is the Rain Check Policy?

A28. Every course determines their own Rain Check policy but assume there is no raincheck or refund for rounds partially completed when playing on PCC (even if a surcharge or cart fee was paid). If inclement weather affects your round, ask in the proshop if they offer a raincheck option for PCC players.

Q29. Do the PCC Blackout times ever change?

A29. No. The PCC blackout times NEVER change, even when later sunrises prevent pre-7:00AM weekend tee times.

Q30. Can I bring my kids to the course?

A30. Please call the golf show and ask what their course policy is on kids. Some courses have minimum ages for playing and many courses charge a ride-along fee if a non-golfing person is sharing the cart.

Q31. Which indoor simulators offer discounts to PCC members?

A31. More than 20 of the best indoor golf facilities offer a discounted rate to PCC members including Inside Edge Golf, 24 Golf, Birdi Golf, Element Indoor Golf, Minnesota Golf Lab, Mulligan's Indoor Golf, Optimal Performance Golf, Sota Sims, Thr3 Jack, Ugly Putters Indoor Golf, X-Golf and more!

Q32. What are the Terms and Conditions of the membership?

A32. **[Click here](#)** to read the full Terms and Conditions of the membership.

PCC Participating Courses

Participating courses: (See map at bottom of page for all PCC course mapping)

Please visit <https://www.thepubliccc.com/faq> to see the Tier play time restrictions / cart requirements

Current PCC Courses

TIER 1

Albany GC (Albany, MN)

Albion Ridges GC (Annandale, MN)

Amery GC - (Amery, WI)

Bellwood Oaks GC (Hastings, MN)

Benson GC (Benson, MN)

Big Fish GC (Hayward, WI)

Black Bear Golf & Tennis Club (Minog, WI) - *NOTE: This is NOT the Black Bear GC at the casino near Duluth. BBGTC is located between Superior & Hayward Wisconsin.*

Blackberry Ridge GC (Sartell, MN)

Bridges GC (Winona, MN)

Briggs Woods GC (Webster City, IA)

Brightwood Hills GC (New Brighton, MN)

Bristol Ridge GC (Somerset, WI)

Brookland Golf Park Par 3 (Brooklyn Park, MN)

Buffalo Heights GC (Buffalo, MN)

Bulrush GC (Rush City, MN)

Centerbrook GC (Brooklyn Center, MN)

Chisago Lakes GC (Chisago City, MN)

Clifton Highlands GC (Prescott, WI)

Daytona GC (Dayton, MN)

Dodge CC (Dodge City, MN)

Drugan's Castle GC (Holmen, WI)

Eagle Ridge GC (Colerain, MN)

Elk River GC (Elk River, MN)

Emily Greens GC (Emily, MN)
Falcon Ridge GC (Stacy, MN)
Faribault GC (Faribault, MN)
Fiddlestix GC (Lake Mille Lacs, MN)
Forest Ridges GC @ Lakewoods Resort (Cable, WI)
Fort Snelling GC (Minneapolis, MN)
Fountain Valley GC (Farmington, MN)
Fox Ridge GC (Dike, IOWA)
Fox Run GC (Webster, WI)
Glencoe GC (Glencoe, MN)
Gopher Hills GC (Cannon Falls, MN)
Green Lea GC (Albert Lee, MN)
GreyStone Golf Club (Sauk Centre, MN)
Hawk Creek CC (Raymond, MN)
Hayward GC (Hayward, WI)
Headwaters Golf Club (Park Rapids, MN)
Hidden Greens GC (Hastings, MN)
Hidden Greens North (Solon Springs, WI)
Hidden Haven GC (Cedar, MN)
Highland 9 GC (St. Paul)
Island Lake GC (Shoreview, MN)
Island Pine GC (Atwater, MN)
Kenyon CC (Kenyon, MN)
Kilkarney Hills GC (River Falls, WI)
Kimball Golf Club (Kimball, MN)
Koronis Hills GC (Paynesville, MN)
Lake City GC (Lake City, MN)
Lake Pepin GC (Lake City, MN)
Lakeview National GC (Two Harbors, MN)
Legacy Golf (Faribault, MN)
Litchfield GC (Litchfield, MN)
Little Falls CC (Little Falls, MN)
Lost Spur GC (Eagan, MN)

Lynx National GC (Sauk Centre, MN)
Meadow Greens GC (Austin, MN)
Mississippi National GC (Red Wing, MN)
Montgomery National GC (Montgomery, MN)
Monticello CC (Monticello, MN)
Mount Frontenac GC (Frontenac, MN)
New Hope Village Par 3 (New Hope, MN)
New Prague Golf Club (New Prague, MN)
New Richmond **LINKS 9** GC (New Richmond, WI)
Northwood Hills GC (Garrison, MN)
Oakdale GC (Buffalo Lake, MN)
Oak Glen GC Shorty 9 Par 29 (Stillwater, MN)
Pebble Creek **Local 9** (Becker, MN) - NOTE the Champ18 is Tier 2
Pebble Lake GC (Fergus Falls, MN)
Pheasant Hills GC (Hammond, WI)
Pine Crest GC (Dallas, WI)
Pike Lake GC (Duluth, MN)
Pine Island GC (Pine Island, MN)
Pinewood GC 9 (Elk River, MN)
Pokegama GC (Grand Rapids)
Princeton GC (Princeton, MN)
Purple Hawk GC (Cambridge, MN)
Red Wing GC (Red Wing, MN)
Rich Spring GC (Cold Spring, MN)
Riverview Greens GC (Stewartville/Rochester, MN)
Roseville Cedarholm 9 (Roseville, MN)
Shadowbrooke GC (Lester Prairie, MN)
Silver Bay GC (Silver Bay, MN)
Siren National GC (Siren, WI)
Southbrook GC (Annandale, MN)
Spring Brook GC (Mora, MN)
Spring Valley GC (Spring Valley, WI)
St James Golf Course (St James, MN)

Stones Throw Golf Course (Milaca, MN)
Sugarbrooke GC (Grand Rapids)
Summit GC (Cannon Falls, MN)
Tanners Brook GC (Forest Lake, MN)
The Bluffs at Coffee Mill (Wabasha, MN)
The Ponds GC in St. Francis (St. Francis, MN)
Theodore Wirth **PAR 3** (Minneapolis, MN) - *note the Theo Wirth Championship 18 is Tier 2*
Timber Creek GC (Watertown, MN)
Tipsinah Mounds GC (Elbow Lake, MN)
Trempealeau Mountain GC (Trempealeau, WI)
Vintage GC Executive 18 (Otsego, MN)
Virginia GC (Virginia, MN)
Voyager Village GC (Danbury, WI)
Waters Edge GC (Shakopee, MN)
Westfield GC (Winona, MN)
Whispering Pines GC (Annandale, MN)
Willow Creek GC (Rochester, MN)
Zumbrota GC (Zumbrota, MN)
Zumbro Falls GC 9 holes (Zumbro Falls, MN)

TIER 2

****Boulder Pointe GC** (Elko, MN) tier 2
****Chomonix GC** (Lino Lakes, MN) tier 2
****Columbia Golf Club** (NE Minneapolis, MN) tier 2
****CreeksBend GC** (New Prague, MN) tier 2
****Crosswoods GC** (Crosslake, MN) tier 2
****Crow River GC** (Hutchinson, MN), tier 2
****Emerald Greens GC** (Hastings, MN) tier 2
****Enger Park GC** (Duluth, MN) tier 2
****Geneva Golf Club** (Alexandria, MN) tier 2
****Golden Eagle GC** (Crosslake, MN Brainerd area) tier 2
****Goodrich GC** (St Paul, MN) tier 2

****Heritage Links** (Lakeville, MN) tier 2
****Hiawatha Golf Club** (Minneapolis, MN) tier 2
****Highland National 18 GC** (St. Paul) tier 2
****Little Crow Golf Resort** (Spicer, MN) tier 2
****Nemadji** (Superior, WI) tier 2
****Oneka Ridge GC** (White Bear Lake, MN) tier 2
****Pebble Creek GC Championship 18** (Becker, MN) tier 2
****Refuge GC** (Oak Grove, MN) tier 2
****River Oaks GC** (Cottage Grove, MN) tier 2
****Riverwood National** (Otsego, MN) tier 2
****Shamrock GC** (Corcoran, MN) tier 2
****Spooner Golf Club** (Spoonerville, WI) tier 2
****Territory GC** (St. Cloud, MN) tier 2
****Theodore Wirth 18 GC** (Minneapolis, MN) tier 2
****Turtleback GC** (Rice Lake, WI) tier 2
****Thumper Pond GC** (Ottertail, MN) tier 2
****U of M Les Bolstad GC (Minneapolis, MN)** tier 2
****Valleywood GC** (Apple Valley, MN) – tier 2
****Wild Marsh GC** (Buffalo, MN) – tier 2

TIER 3

*****Crystal Lake GC** (Lakeville, MN) tier 3
*****Eagle Valley GC** (Woodbury, MN) tier 3
*****Fox Hollow Golf Club** (St. Michael, MN) tier 3
*****Gross National** (Minneapolis) tier 3
*****Gravel Pit Golf Club** (Brainerd, MN) tier 3
*****Hastings Golf Club** – Hastings, MN tier 3
*****Meadowbrook** (Minneapolis) tier 3
*****New Richmond CHAMPIONSHIP 18 GC** (New Richmond, WI) tier 3
*****Oak Glen GC Championship 18 Course** (Stillwater, MN) - tier 3
*****Links at Northfork** (Ramsey, MN) tier 3
*****Rice Lake Golf & Country Club** (Lake Mills, IOWA by Diamond Jo Casino on the MN/IA border)

- tier 3

*****Ruttgers Bay Lake - Jack's 18** (Deerwood, MN) tier 3

*****Southern Hills GC** (Farmington, MN) tier 3

*****Stonebrooke GC** (Shakopee, MN) tier 3

*****St Croix National GC** (Somerset, WI) tier 3

TIER 4

******Edinburgh USA** (Brooklyn Park, MN) tier 4

******Jewel Golf Club** (Lake City, MN) tier 4

******Prestwick Golf Club** (Woodbury, MN) tier 4

******Royal Golf Club** (Lake Elmo, MN) tier 4

******White Eagle GC** (Hudson, WI) tier 4

******Willingers GC** (Northfield, MN) – tier 4

TIER Destination

MINNESOTA

*******Minnesota National GC** (McGregor, MN)

*******Superior National GC** (Lutsen, MN)

WISCONSIN

*******Links at Lawsonia** (Lawsonia, WI)

*******Woodlands at Lawsonia** (Lawsonia, WI)

IOWA

*******The Preserve on Rathbun Lake GC** (Moravia, IA)

MISSOURI

*******Hail Ridge GC** (Boonville, MO)

*******Heritage Hills GC** (Moberly, MO)

*******Eagle Knoll GC** (Harsburg, MO)

*******Green Hills GC** (Chillicothe, MO)

*******Shawnee Bend GC** (Warsaw, MO)

The specific details of the PCC savings at Tier Destination Courses are listed on the Members Only webpage (password required and only visible to active members). Each Tier Destination course

requires a voucher to be presented upon use. Members can obtain the voucher by logging into the Members webpage.

RECAP:

27,679.18	Cargill Inc - Road salt
24,791.67	Central Farm Service - Fuel
21,535.34	Owatonna Area Chamber - Dec Lodging tax
88,213.48	SHI Corp - Microsoft 365 License renewals
162,358.38	Steele Co Highway Dept - City portion of County Overlays
23,777.83	WHKS - January 2023 Surface Water Management Plan services
49,749.00	RDO Equipment Co - 2023 John Deere Backhoe Loader
<u>175,234.42</u>	OTHER EXPENDITURES
\$ 573,339.30	<i>SUBTOTAL</i>
<u>87,651.75</u>	HRA HOUSING ASSISTANCE PAYMENTS
\$ <u><u>660,991.05</u></u>	TOTAL EXPENDITURES PRESENTED FOR APPROVAL

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

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
Cash Account: 999-19100-000-000-000000					
372208	02/28/23	AFLAC	3,158.38	0	Regular
372209	02/28/23	ALEXANDER LUMBER COMPANY	1,594.88	0	Regular
372210	02/28/23	APG MEDIA OF SO MINNESOTA LLC	461.00	0	Regular
372211	02/28/23	ARAMARK UNIFORM SERVICES INC	287.52	0	Regular
372212	02/28/23	ARNOLD'S OF MANKATO INC	2,122.18	0	Regular
372213	02/28/23	ARROW ACE HARDWARE	107.11	0	Regular
372214	02/28/23	AVFUEL CORPORATION	26.66	0	Regular
372215	02/28/23	BAKER & TAYLOR BOOKS	2,741.87	0	Regular
372216	02/28/23	BCT MINNEAPOLIS	167.04	0	Regular
372217	02/28/23	BEVERLY HUGHES	42.95	0	Regular
372218	02/28/23	BIBLIOTHECA LLC	6,995.00	0	Regular
372219	02/28/23	BLACKSTONE PUBLISHING	655.64	0	Regular
372220	02/28/23	BOUND TREE MEDICAL LLC	3,458.69	0	Regular
372221	02/28/23	BOYER TRUCK PARTS	2,140.60	0	Regular
372222	02/28/23	CARGILL INC	27,679.18	0	Regular
372223	02/28/23	CARQUEST	1,180.73	0	Regular
372224	02/28/23	CAVALIER COACHES INC	650.00	0	Regular
372225	02/28/23	CENGAGE LEARNING INC/GALE	47.18	0	Regular
372226	02/28/23	CENTRAL FARM SERVICE	24,791.67	0	Regular
372227	02/28/23	CITY OF ALBERT LEA	5,526.47	0	Regular
372228	02/28/23	CITY OF BLOOMING PRAIRIE	1,638.70	0	Regular
372229	02/28/23	CORPORATE RECOGNITION	98.00	0	Regular
372230	02/28/23	COURT SPORTS & MORE	58.00	0	Regular
372231	02/28/23	CRABTREE PUBLISHING COMPANY	542.31	0	Regular
372232	02/28/23	CULLIGAN OF OWATONNA	31.08	0	Regular
372233	02/28/23	CURT'S TRUCK & DIESEL SERVICE	1,959.97	0	Regular
372234	02/28/23	D & M CONSTRUCTION LLC	1,453.50	0	Regular
372235	02/28/23	EMPLOYEE STRATEGIES INC	3,325.00	0	Regular
372236	02/28/23	FASTENAL COMPANY	127.68	0	Regular
372237	02/28/23	FIRST HOSPITAL LABORATORIES IN	500.00	0	Regular
372238	02/28/23	FIRST SUPPLY OWATONNA	822.60	0	Regular
372239	02/28/23	FLAHERTY & HOOD PA	6,971.80	0	Regular
372240	02/28/23	FOUR SEASONS ELECTRIC	6,812.99	0	Regular
372241	02/28/23	FRESH CAFE	217.76	0	Regular
372242	02/28/23	GS DIRECT INC	122.03	0	Regular
372243	02/28/23	HILLYARD INC	2,033.00	0	Regular
372244	02/28/23	HORIZON COMMERCIAL POOL SUPPLY	333.74	0	Regular
372245	02/28/23	HUBER SUPPLY CO INC	13.42	0	Regular
372246	02/28/23	I U O E LOCAL 70	3,059.00	0	Regular
372247	02/28/23	IFACS	948.69	0	Regular
372248	02/28/23	INNOVATIVE OFFICE SOLUTIONS	750.93	0	Regular
372249	02/28/23	JASON MARSHALL STAYTON	885.00	0	Regular
372250	02/28/23	JOHN'S APPLIANCE & A/C SERVICE	3,496.95	0	Regular
372251	02/28/23	KENDELL DOORS & HARDWARE INC	87.00	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
372252	02/28/23	KOWZ-FM	1,567.00	0	Regular
372253	02/28/23	KWIK TRIP INC	186.91	0	Regular
372254	02/28/23	LAWSON PRODUCTS	425.54	0	Regular
372255	02/28/23	LITTLE FALLS MACHINE INC	1,657.17	0	Regular
372256	02/28/23	LOCATORS & SUPPLIES INC	176.75	0	Regular
372257	02/28/23	M2 POWERSPORTS LLC	190.99	0	Regular
372258	02/28/23	MARCO TECHNOLOGIES LLC	3,046.78	0	Regular
372259	02/28/23	MEI TOTAL ELEVATOR	881.07	0	Regular
372260	02/28/23	METRO SALES INC	407.57	0	Regular
372261	02/28/23	MICHAEL BEACH COACHING & CONSU	1,300.00	0	Regular
372262	02/28/23	MID-AMERICAN RESEARCH CHEMICAL	4,362.25	0	Regular
372263	02/28/23	MINA ADSIT ARCHITECTURE & PLAN	1,375.00	0	Regular
372264	02/28/23	MN DEPT OF LABOR AND INDUSTRY	100.00	0	Regular
372265	02/28/23	MN NCPERS GROUP LIFE INSURANCE	464.00	0	Regular
372266	02/28/23	MN PUBLIC EMPLOYEES ASSOC	1,536.00	R	ACH
372267	02/28/23	MN VALLEY TESTING LABS INC	213.94	0	Regular
372268	02/28/23	MTI DISTRIBUTING INC	23.19	0	Regular
372269	02/28/23	NAPA AUTO PARTS	773.38	0	Regular
372270	02/28/23	NARDINI FIRE EQUIPMENT CO INC	820.00	0	Regular
372271	02/28/23	NORTHLAND FARM SYSTEMS	202.28	0	Regular
372272	02/28/23	O'REILLY AUTOMOTIVE INC	1,134.75	0	Regular
372273	02/28/23	OAK GLENN	150.00	0	Regular
372274	02/28/23	OFFICE OF MNIT SERVICES	420.00	0	Regular
372275	02/28/23	OWATONNA AREA CHAMBER OF COMM	21,535.34	0	Regular
372276	02/28/23	OWATONNA GROUNDSMASTERS INC	3,331.00	0	Regular
372277	02/28/23	OWATONNA HEATING & COOLING INC	135.00	0	Regular
372278	02/28/23	OWATONNA MOTOR COMPANY	12,940.41	0	Regular
372279	02/28/23	OWATONNA PUBLIC UTILITIES	3,598.40	R	ACH
372280	02/28/23	PAAPE COMPANIES INC	996.75	0	Regular
372281	02/28/23	PARAGON PRINTING	731.08	0	Regular
372282	02/28/23	PDI	45.30	0	Regular
372283	02/28/23	PRESENCE TELEHEALTH PLLC	594.00	0	Regular
372284	02/28/23	PRIME GARAGE DOOR & MORE LLC	110.00	0	Regular
372285	02/28/23	PRO CAL CORPORATION	102.00	0	Regular
372286	02/28/23	RECREATION SUPPLY CO INC	3,471.12	0	Regular
372287	02/28/23	REINDERS INC	948.13	0	Regular
372288	02/28/23	RICE STEELE 911 CENTER	65.00	0	Regular
372289	02/28/23	ROCKMOUNT RESEARCH & ALLOYS IN	420.97	0	Regular
372290	02/28/23	SELCO	15.00	0	Regular
372291	02/28/23	SENIORPLACE INC	684.00	0	Regular
372292	02/28/23	SHERWIN WILLIAMS COMPANY	737.31	0	Regular
372293	02/28/23	SHI CORP	88,213.48	0	Regular
372294	02/28/23	SIGN PRO OF OWATONNA	210.00	0	Regular
372295	02/28/23	SIOUX VALLEY ENVIRONMENTAL	5,850.00	0	Regular
372296	02/28/23	STATE INDUSTRIAL PRODUCTS	1,064.53	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
372297	02/28/23	STEELE COUNTY HIGHWAY DEPT	162,358.38	0	Regular
372298	02/28/23	STEELE COUNTY TREASURER	6,032.03	0	Regular
372299	02/28/23	STERICYCLE INC	2,228.87	0	Regular
372300	02/28/23	STEWART SANITATION	65.71	0	Regular
372301	02/28/23	STREICHER'S INC	6,607.90	0	Regular
372302	02/28/23	SYNCHRONY BANK	84.44	0	Regular
372303	02/28/23	SYNCHRONY BANK - LOWE'S	412.49	0	Regular
372304	02/28/23	TERRACON CONSULTANTS INC	6,187.50	0	Regular
372305	02/28/23	THE AFTON HOUSE INN	600.00	0	Regular
372306	02/28/23	TONY'S FLOORING	1,904.05	0	Regular
372307	02/28/23	TRI M GRAPHICS	6,936.14	0	Regular
372308	02/28/23	TURFWERKS	181.40	0	Regular
372309	02/28/23	UKG INC	113.60	R	ACH
372310	02/28/23	ULINE	274.53	0	Regular
372311	02/28/23	UNITED WAY	107.00	0	Regular
372312	02/28/23	USABLUBOOK	3,244.63	0	Regular
372313	02/28/23	VERIZON WIRELESS	2,362.65	0	Regular
372314	02/28/23	VERIZON WIRELESS-VSAT	120.00	0	Regular
372315	02/28/23	WALBRAN & FURNESS CHARTERED	4,721.75	R	ACH
372316	02/28/23	WASTE MANAGEMENT OF WI-MN	135.46	0	Regular
372317	02/28/23	WHKS & CO	801.00	0	Regular
372318	02/28/23	WHKS & CO	23,777.83	0	Regular
372319	02/28/23	ZACK'S INC	296.02	0	Regular
372320	02/28/23	ZEP MANUFACTURING CO	248.45	0	Regular
372321	02/28/23	MATTHEW R HOKANSON	3,522.01	0	Regular
372322	02/28/23	MATTHEW R HOKANSON	2,916.67	0	Regular
372323	02/28/23	RANDALL'S LICENSE BUREAU	12.50	0	Regular
372324	02/28/23	RDO EQUIPMENT CO	49,749.00	0	Regular
372325	03/01/23	ACADEMY APARTMENTS OF OWATONNA	248.00	R	ACH
372326	03/01/23	ADAMS REVOCABLE LIVING TRUST	544.00	R	ACH
372327	03/01/23	ALL AREA MANAGEMENT LLC	543.00	R	ACH
372328	03/01/23	APACHE APARTMENTS	602.00	R	ACH
372329	03/01/23	ARNFELT RENTS	59.00	R	ACH
372330	03/01/23	ATM PROPERTIES LLC	853.00	R	ACH
372331	03/01/23	AUSTIN HRA	1,069.00	0	Regular
372332	03/01/23	B-GROVE LLC	1,085.00	R	ACH
372333	03/01/23	BB BROTHERS HOLDINGS LLC	299.00	R	ACH
372334	03/01/23	BROWN CYNTHIA	484.00	R	ACH
372335	03/01/23	BRYCEN GREGOR	941.00	R	ACH
372336	03/01/23	CEDAR HILLS ESTATES	561.00	R	ACH
372337	03/01/23	CEDAR RIDGE APARTMENTS	732.00	R	ACH
372338	03/01/23	CEDAR ROSE ASSOCIATES LLC	254.00	R	ACH
372339	03/01/23	CEDAR RUN TOWN HOMES MDI #41	1,988.00	R	ACH
372340	03/01/23	CEDARDALE NORTH APARTMENTS	348.00	R	ACH
372341	03/01/23	CEDARDALE SOUTH APARTMENTS	262.00	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
372342	03/01/23	CEDARDALE WEST APARTMENTS	579.00	R	ACH
372343	03/01/23	CHAD EISCHENS	589.00	R	ACH
372344	03/01/23	CHRIS PROHASKI	993.00	R	ACH
372345	03/01/23	COMMON CENTS PROPERTIES LLC	340.00	R	ACH
372346	03/01/23	DAFYDD GWYN WILLIAMS	1,052.00	R	ACH
372347	03/01/23	DAN NECHVILLE	644.00	R	ACH
372348	03/01/23	DANIEL SCHLEGEL	483.00	R	ACH
372349	03/01/23	DONALD RIPPLE	982.00	R	ACH
372350	03/01/23	EEK LLC	236.00	R	ACH
372351	03/01/23	ELLINGSON RICHARD	807.00	R	ACH
372352	03/01/23	ELM STREET PROPERTIES	1,494.00	R	ACH
372353	03/01/23	ESSO PROPERTIES LLC	2,659.00	R	ACH
372354	03/01/23	FITZGERALD TLS PROPERTIES LLC	466.00	R	ACH
372355	03/01/23	GERALD BESSER & JANET BESSER	273.00	R	ACH
372356	03/01/23	IMAGE APARTMENT	2,477.00	R	ACH
372357	03/01/23	JASON HINNA	1,606.00	R	ACH
372358	03/01/23	JBLL EQUITIES LLC	3,884.00	R	ACH
372359	03/01/23	JOHN & DENISE SCHROEDER	485.00	R	ACH
372360	03/01/23	JOHNSON WINDOW & SIDING INC	3,046.00	R	ACH
372361	03/01/23	JPF PROPERTIES	1,100.00	R	ACH
372362	03/01/23	JULIE WERSAL	437.00	R	ACH
372363	03/01/23	KEG INVESTMENTS LLC	471.00	R	ACH
372364	03/01/23	KERR MCCAULEY INVESTMENT II	289.00	R	ACH
372365	03/01/23	KLEVOS GREG	837.00	R	ACH
372366	03/01/23	LAXMAN S SUNDAE	1,224.00	R	ACH
372367	03/01/23	LEE ANNA	1,172.00	R	ACH
372368	03/01/23	LINCOLN SQUARE APARTMENTS	6,825.00	R	ACH
372369	03/01/23	LOFTS ON 3RD	526.00	R	ACH
372370	03/01/23	LWO LIMITED PARTNERSHIP #116	1,335.00	R	ACH
372371	03/01/23	MANCINI NICHOLAS	693.00	R	ACH
372372	03/01/23	MARQUARDT DENNIS	2,010.00	R	ACH
372373	03/01/23	MARTIN ALLAN	1,963.00	R	ACH
372374	03/01/23	MARTIN FAMILY LLC	546.00	R	ACH
372375	03/01/23	MCCAULEY PATRICK	835.00	R	ACH
372376	03/01/23	MIDWEST INVEST LLC	485.00	R	ACH
372377	03/01/23	MINNEAPOLIS PHA	917.40	R	ACH
372378	03/01/23	NECHVILLE SUSAN	1,807.00	R	ACH
372379	03/01/23	NORTH VIEW APARTMENTS	867.00	R	ACH
372380	03/01/23	NORTHCOURT APARTMENTS	1,375.00	R	ACH
372381	03/01/23	NORTHGATE	2,240.00	R	ACH
372382	03/01/23	NORTHWEST MANOR	1,023.00	R	ACH
372383	03/01/23	OWATONNA PUBLIC UTILITIES	70.00	R	ACH
372384	03/01/23	PARK PLAZA LLC	1,067.00	R	ACH
372385	03/01/23	PARKVIEW OWATONNA LLC	325.00	R	ACH
372386	03/01/23	POSITIVE SHARE LLC	417.00	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
372387	03/01/23	PROHASKI PROPERTIES	903.00	R	ACH
372388	03/01/23	QUALITY RENTALS OF OWATONNA LL	631.00	R	ACH
372389	03/01/23	RAYMOND WILLMOTT	398.00	R	ACH
372390	03/01/23	SCOTT COUNTY CDA	2,488.80	R	ACH
372391	03/01/23	SMITH REAL ESTATE LLC	891.00	R	ACH
372392	03/01/23	SOUTH CENTRAL HUMAN RELATIONS	3,745.00	R	ACH
372393	03/01/23	ST CLOUD HRA	390.55	R	ACH
372394	03/01/23	SUBLAND INVESTMNTS & LIFESTYLE	573.00	R	ACH
372395	03/01/23	SUMMIT MANOR	293.00	R	ACH
372396	03/01/23	T & M RENTALS	421.00	R	ACH
372397	03/01/23	TM RENTALS II LLC	483.00	R	ACH
372398	03/01/23	TREND REALTY LLC	570.00	R	ACH
372399	03/01/23	USDA RURAL DEVELOPMENT	480.00	0	Regular
372400	03/01/23	USDA RURAL DEVELOPMENT	436.00	0	Regular
372401	03/01/23	WILLOW RUN I MDI #58	3,423.00	R	ACH
372402	03/01/23	WILLOW RUN II MDI #85	2,907.00	R	ACH
372403	03/01/23	YOUNGDAHL DEVELOPMENT LLC	1,613.00	R	ACH
372404	03/01/23	ZK INVESTORS LLC	2,182.00	R	ACH

116	Checks total:	565,354.55
81	ACH total:	95,636.50
0	EFTPS total:	
0	Wire transfer total:	
0	Payment Manager total:	
197	GRAND TOTALS	660,991.05



Ordinances



Public Works Department

DATE: March 7, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Assistant City Engineer
SUBJECT: First Reading Proposed Ordinance 23-05: Amend Chapter 35, Appendix A Fee Schedule: Sewer Rates, Charges and Fees - Residential Septage Tank Discharge Fee

Purpose:

Requesting City Council approval to amend the Residential Septic Tank Discharge Fee.

Background:

The Residential Septic Tank Discharge Fee has not been revised since 1991. Since then, the cost to ensure the septage is appropriately treated has increased.

Andrew Fischer, Wastewater Treatment Facility Manager, discussed the septic discharge fees with multiple municipalities in the surrounding area. The proposed increased rate is in line with many of those municipalities.

Budget Impact:

The recommended rate adjustment would increase the fee from \$50 per load to a rate of \$100 per 1,000 gallons.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Proposed Ordinance 23-05: Amend Septage Rates - Section 35 Appendix A - Fee Schedule

ORDINANCE NO. 23-05

AN ORDINANCE AMENDING CHAPTER 35 OF THE 2015 ORDINANCE CODE OF THE CITY OF OWATONNA, ENTITLED "SEWER, RATES, CHARGES AND FEES" BY AMENDING CHAPTER 35, APPENDIX A FEE SCHEDULE (C) SEWER RATES CHARGES AND FEES (7) RESIDENTIAL SEPTIC TANK DISCHARGE FEE.

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

Section 1. Chapter 35 of the 2015 Ordinance Code of the City of Owatonna, entitled "Sewer, Rates, Charges and Fees", Chapter 35, Appendix A Fee Schedule, (C) Sewer Rates Charges and Fees (7) Residential septic tank discharge fee:

(7) Residential septic tank discharge fee

Residential septic tank discharge fee. A fee for a septic tank discharge, as authorized in § 50.32 of this code of ordinances, shall be ~~\$50~~\$100 per ~~load up to~~ 1,000 gallons, ~~-\$100 for loads of 1,000 to 2,000 gallons.~~

(effective 10-1-1991) (1992 Code, § 540:25)

Section 2. Effective date. This Ordinance shall be in full force and effect from and after its passage and publication.

Passed and adopted this 7th day of March, 2023, with the following vote:

Aye __; No __; Absent __.

Approved and signed this 7th day of March, 2023.

ATTEST:

Thomas A. Kuntz, Mayor

Kris M. Busse, City Administrator/City Clerk



Resolutions



Administration Department

DATE: March 7, 2023
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Specialist
SUBJECT: Resolution 23-23 Application to Conduct Off-Site Gambling - Claremont Area Chamber of Commerce

Purpose:

Request Council approval of Resolution 23-23 approving the application received from Dean Schuete with the Claremont Area Chamber of Commerce to Conduct Off-Site Gambling. They have been asked to participate in a benefit planned at the Owatonna VFW #3723 on April 22, 2023. This event was planned to be held in Claremont but many have asked to participate, so they changed plans for the larger venue.

Background:

Claremont Area Chamber of Commerce holds a Lawful Charitable Gambling Permit with the Minnesota Gambling Control Board; they offer pull-tabs at several sites in Claremont and Dodge County. If they want to offer other gambling activities at additional sites, they must receive acknowledgment by resolution from the local government where the event will be held. They plan to provide a raffle and tipboards for this benefit.

Our City Code prohibits charitable gambling activities unless a city permit or approval has been received. Approval of Resolution 23-23 meets our Code requirements.

Budget Impact:

None, State Statute prohibits fee for LG302.

Staff Recommendation:

Staff recommends Council approve Resolution 23-23.

Attachments:

1. Res 23-23 Off-Site Gambling Activity - Claremont Area Chamber of Commerce
2. LG230 Application to Conduct Off-Site Gambling

RESOLUTION NO. 23-23

A RESOLUTION APPROVING
APPLICATION TO CONDUCT OFF-SITE GAMBLING

WHEREAS the Claremont Area Chamber of Commerce holds a current Lawful Charitable Gambling Permit with the Minnesota Gambling Control Board to conduct lawful charitable gambling at designated sites; and

WHEREAS the Claremont Area Chamber of Commerce plans to participate in a fund-raising benefit event planned at another site, the Owatonna VFW #3723 at 135 Oakdale Street in Owatonna, Minnesota on Saturday, April 22, 2023; and

WHEREAS Claremont Area Chamber of Commerce has made application to conduct Off-Site Gambling for this date and location by providing a raffle and tipboards.

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

1. The application to conduct Off-Site Gambling for this date and location as submitted by the Claremont Area Chamber of Commerce may be and hereby is approved.

Passed and adopted this ____ day of ____, 2023, with the following vote:

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of ____, 2023.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk

LG230 Application to Conduct Off-Site Gambling**No Fee****ORGANIZATION INFORMATION**

Organization Name: Claremont Area Chamber of Commerce License Number: 05159

Address: PO Box 236 City: Claremont, MN Zip: 55924

Chief Executive Officer (CEO) Name: Dean Schuette Daytime Phone: 507-475-8272

Gambling Manager Name: Damon Bryngelson Daytime Phone: 507-259-9972

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 4 / 22 / 23 to 4 / 22 / 23

Check the type of games that will be conducted:



Raffle



Pull-Tabs



Bingo



Tipboards



Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: Owatonna VFW #3723

Street address and

City (or township): 135 Oakdale St Owatonna, MN Zip: 55060 County: Steele

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?



Yes If yes, a lease is not required.



No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: _____

Date: 2-15-23

Print Lessor's Name: _____

Gordon Vore

CONTINUE TO PAGE 2

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
Local unit of government must sign.	TOWNSHIP NAME: _____ Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

Dean Schuettle

2/15/23

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

Date

Mail or fax to:

Minnesota Gambling Control Board
Suite 300 South
1711 West County Road B
Roseville, MN 55113
Fax: 651-639-4032

No attachments required.

Questions? Contact a Licensing Specialist at 651-539-1900.

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

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

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



Miscellaneous



Administration Department

DATE: March 7, 2023
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Specialist
SUBJECT: On-Sale Liquor License with Sunday Sales and Tobacco License - Reggies Brewhouse

Purpose:

Council approval of applications received from Derek Skala on behalf of Ronnie's Sports Bar LLC for an On-Sale Liquor License with Sunday Sales and a Tobacco License.

Background:

Ronnie's Sports Bar, LLC is in the process of purchasing Reggies Brewhouse, located at 218 & 220 N Cedar Avenue. They plan to close this sale on March 20th and hope for a smooth transition of operations. Liquor and tobacco licenses do not transfer between owners, Mr. Skala has submitted the application documents and payment of fees. A background verification was completed and Chief Mundale has no objection to the issuance of these licenses. Insurance coverage has been applied for and awaiting underwriting approval; Mr. Skala believes the policy will be issued within the next week.

Putting a contingency for the effective date of these new licenses will allow the current owner, Ron Schouweiler, to continue business operations if their closing date is delayed.

Budget Impact:

\$ 50 application fee
100 background verification fee
1,000 liquor license fee (4 months at \$250/month, On-Sale Liquor License is \$3,000/year)
200 Sunday Sales Permit (annual amount not eligible to pro-rate)
125 tobacco license fee (10 months at \$12.50/month, Tobacco License is \$150.00/year)
\$1,475 received from applicant

Staff Recommendation:

Staff recommends approval of these licenses to be effective on the date of their property sale and also contingent on receipt of liquor liability insurance information.

Attachments:

None



Human Resources Department

DATE: March 7, 2023
TO: Mayor and City Council
FROM: Emily Thamert, Director
SUBJECT: Personnel Policy Revisions

Purpose:

Adopt the following revised sections to the Personnel Policy and Procedures Manual effective March 1, 2023.

7.2 Paid Time Off (PTO) Policy

7.3 Part-Time PTO

7.8 Medical Leave of Absence Without Pay

7.9 Personal Leave of Absence Without Pay

Background:

7.2 Paid Time Off (PTO) Policy

- Update language to reflect current practice of per pay period accruals.
- Front load the first eight pay period PTO accruals in the first year of eligible service. Annual accrual in year one remains 144.
- Change the maximum PTO accrual from 920 to 720 as of March 12, 2023. The elimination period of the City paid long term disability benefit was reduced from 180 to 90 days effective February 1, 2022. Adjusting the PTO maximum accrual aligns with this change.

7.3 Part-Time PTO

- Remove not applicable language. In accordance with 7.2 when a part-time employee moves to a full-time position, their PTO accrual is simply no longer prorated.

7.8 Medical Leave of Absence Without Pay

- Clarify language. All other leave balances must be exhausted before an unpaid medical leave may be granted.

7.9 Personal Leave of Absence Without Pay

- Clarify language. All vacation and PTO balances must be exhausted before a personal leave of absence may be granted.

Budget Impact:

The budget impact of the 7.2 PTO Policy maximum accrual change is approximately \$68,440. There is no budget impact from any of the other proposed policy changes.

Staff Recommendation:

Staff recommends approval of the proposed policy revisions effective March 1, 2023.

Attachments:

1. Policy Revisions eff 3.1.2023

7.2 PAID TIME OFF (PTO) POLICY

(Revised ~~11/5/19~~ 3/1/2023)

Introduction

The City of Owatonna strives to provide equity, consistency, and flexibility in the delivery of benefit alternatives to city employees. Where appropriate, certain benefits have also been designed to incorporate employee tenure to recognize and regard long-term service to the city.

While traditional paid vacation, sick leave, medical appointments, and funeral leave have been in place for many years, those programs are very structured, with extensive rules being applied to the actual use of the benefit. With sick leave in particular, these rules often inject the employer into employee's lives and require supervisors to make highly subjective judgments. Utilization of sick leave also varies greatly within the employee population and therefore is difficult to achieve equity across the work force with this particular benefit.

The Paid Time Off (PTO) Plan replaces city policies on vacation, sick leave, medical appointments, and funeral leave and combines these benefits into a single plan. All eligible employees accrue PTO based on tenure. Plan provisions discourage unnecessary utilization by providing conversion and savings incentives.

With the adoption of this plan, the City of Owatonna firmly accepts and endorses the principles of equity, consistency, flexibility, and the recognition of tenure in the delivery of this benefit.

Policy

It is the policy of the City of Owatonna to provide employees necessary time away from work. This policy is implemented by means of the PTO Plan, which covers all paid leave previously available under the city's vacation, sick leave, medical appointment, and funeral leave policies.

PTO can be utilized for any purpose, subject only to necessary request/approval procedures consistent with the City of Owatonna Policies and Procedures Manual and labor contracts.

Accrual Rates

Effective January 1, 2006, PTO will accrue at the following rates for full-time employees:

Years of Service	Annual Accrual Rate (Hours)	Monthly Accrual Rate (Hours)
1	144	12.00
2	152	12.67
3	160	13.33
4	168	14.00
5	176	14.67
6-9	184	15.33
10	192	16.00
11	200	16.67
12	208	17.33
13	216	18.00

14	224	18.67
15	228	19.00
16	232	19.33
17	236	19.67
18	240	20.00
19	244	20.33
20	248	20.67
21	252	21.00
22	256	21.33
23	260	21.67
24+	264	22.00

Eligible part-time employees who work at least 20 hours per week on a regular basis will accrue paid time off (PTO) on a prorated basis of the full-time employee schedule. Part-time employees who work less than 20 hours per week on a regular basis, temporary and seasonal employees will not earn or accrue paid time off.

Use of PTO

- PTO is accrued on a per month-pay period basis and may be used subsequent to the month-pay period in which it was earned.
- The first eight pay period PTO accruals in the first year of eligible service will be front loaded and made available to the employee at the onset of their PTO eligible position. Per pay period accruals will begin on the ninth pay period thereafter.
- Non-scheduled use must be requested prior to the beginning of a shift or per departmental practices. Non-scheduled PTO requests may be denied depending on staffing needs.
- Good attendance is an essential job function for all city employees. If unplanned absences are excessive, a doctor's certification may be required. The physician's certification is to state the nature and duration of the illness or injury and verify that the employee is unable to perform the duties and responsibilities of their position. A statement attesting to the employee's ability to return to work and perform the essential functions of the job and a description of any work restrictions may also be required before the employee returns to work.
- Probationary employees may use PTO as it is earned.
- Maximum PTO accrual is 1,200 hours until December 7, 2019. Maximum PTO accrual is 920 until March 11, 2023. As of December 8, 2019 March 12, 2023, maximum PTO accrual will be 920/20 hours. Hours earned in excess of the stated maximum PTO accrual shall be utilized during the benefit year. Maximums will be enforced on the employees' anniversary date.
- Eligible part-time employees will accrue on a pro-rated bases, based on hours worked. Part-time employees can earn a max of PTO up to their FTE hire rate for the year.
- PTO may be used subsequent to the month-pay period in which it was earned in increments of not less than one hour.
- All employees with two to ten years of service shall be required to take a minimum of 80 hours (pro-rated on regular hours of work during the benefit year) of their earned PTO each accrual year based on anniversary date (providing the hours are available). After an employee reaches 10 years of service and beyond, they are required to take a minimum of 120 hours of work off during the benefit year (providing the hours are available). The difference between the minimum time off required per year and the

amount of time used that is less than the required minimum shall be lost. (example: required to use 80 hours, only used 68 hours – employee would lose 12 hours). The City Administrator may grant exceptions to this rule based upon extenuating circumstances in a written request. It is the employee's responsibility to monitor these hours.

- Employee's receiving Worker's Compensation benefits may use accrued PTO hours to return to 100% of their net salary.
- ~~Previously accrued sick leave hours shall be used prior to beginning of an unpaid leave of absence for medical reasons. A medical leave of absence may be granted only if an employee has exhausted all accumulated leave balances as outlined in Chapter 7.8.~~
- ~~An employee taking an unpaid leave of absence for other than medical reasons must use all accrued PTO hours before beginning the unpaid leave. A personal leave of absence may be granted only if an employee has exhausted all available vacation or PTO as outlined in Chapter 7.9.~~

Termination Benefits

Upon termination of employment with the City of Owatonna, PTO will be paid at the employee's hourly wage rate x 100% of balance up to the applicable max accrual as outlined above. The PTO payout will be deposited into the Health Care Savings Plan as outlined in Chapter 6.11.

In the event an employee separates from employment in their first year of a PTO eligible position, the cash out of unused PTO will be prorated based on the pay period in which he or she separates from employment.

Severance benefits will be paid to employees with Sick Leave Banks in accordance with provisions in the appropriate bargaining agreements or the City of Owatonna Policies and Procedures Manual.

Termination pay cannot be used to extend the employee's date of termination beyond the last scheduled workday unless approved by the City Administrator.

Eligibility

All regular full-time City of Owatonna employees who are eligible for benefits and all eligible part-time employees are eligible to participate in the PTO program.

Participation

All City of Owatonna employees hired after 1/1/06 and not covered by a collective bargaining agreement shall be enrolled in the PTO program. Employees hired prior to 1/1/06 may elect to stay on the old plan or convert to the PTO plan. Conversion election shall take place once a year. Once converted to the PTO, an employee may not return to the old plan.

The PTO plan for employees hired prior to 1/1/06 shall go into effect on 3/1/06.

Employee groups covered by collective bargaining agreements must negotiate participation in the PTO program through the collective bargaining process.

Current Vacation/Sick Leave Balances

Existing vacation and sick leave balances shall be converted to the PTO program in the following manner:

- Unused vacation balances shall be converted to PTO accounts of participating employees
- Sick leave hours will be converted to the Sick Leave Bank

Sick Leave Bank

Total unused sick leave hours will be frozen and shall become the Sick Leave Bank. These hours may be used according to sick leave state law.

In the event of each illness, injury, or disability, time off may be taken from the Sick Leave Bank or the PTO account, at the employee's choice.

Employees receiving Worker's Compensation benefits may use the Sick Leave Bank to return to 100% of their current salary.

Upon termination, any remaining balance in the Sick leave Bank will be paid out at 50% of the remaining hours

DONATED LEAVE POLICY

The intent of this section is to allow for the transfer of accrued paid time off (PTO) from one employee to the paid time off or vacation account of another employee who has a need for additional paid leave because he/she has exhausted all paid leave and has a serious medical hardship. The donation of accumulated PTO can be done only on a one-for-one basis. The employee requesting donated leave shall submit a written application to the City Administrator describing the medical hardship. The hardship must impact the employee, employee's spouse, employee's children, or the employee's parents. The medical hardship must be supported by a physician's statement to be eligible for consideration. (eff 10/20/15)

The City Administrator reserves the right to determine eligibility for leave transfer on a case-by-case basis. Exercise of the leave donation policy shall not establish precedent or practice and shall not be subject to the grievance procedure.

TERMS AND CONDITIONS

1. Donations may be from accrued vacation or paid time off and will be credited to the recipient's leave account. Donated leave will be subject to policies that govern the leave, whichever policy (PTO or vacation) is appropriate. [Donated Leave Authorization Form available from the Human Resources Department.](#)
2. The recipient must first use all accrued leave including sick, vacation, PTO, and compensatory time before being eligible to receive donated leave.
3. Employees receiving workers' compensation, disability, or other similar benefits are not eligible to receive donated leave.
4. Any donation of leave must be at least four hours and not more than sixteen (16) hours per year from any one donor to any one employee.
5. The donated leave will be transferred at the donor's pay rate and used at the recipient's pay rate.
6. Donations may be made retroactively, but no more than sixty days retroactively.
7. Names of donors and recipients will not be revealed unless the donors and recipients choose to do so in writing.

8. Donated paid time off will count towards the required minimum time off per year.
9. Employee is only eligible to receive donated leave for normal work hours lost due to the hardship.
10. All full-time employees and permanent part-time employees working at least 20 hours or more per week will be allowed to receive up to 525 hours of donated leave annually.
11. Employees receiving donated leave must use the donated leave within 90 days or those hours will be forfeited.
12. Donated hours do not qualify for cash payout upon termination.

7.3 PART-TIME PTO (Revised 3/1/2023)

~~When a part-time employee is hired into a full-time position, they will automatically be moved into the PTO Policy. A year of service step to move from part-time to full-time will be as follows:~~

Years of Service	20 Hours	30 Hours
1+	1	2
4+	2	3
7+	3	5
10+	4	6
13+	5	8
16+	6	9
20+	7	11

Part-time employees are not required to utilize any PTO hours in their first four (4) years of service. After 4 years of service but less than 10 years of service, they are required to take a minimum of 40 hours of their earned PTO each accrual year (providing the hours are available). After 10 years of service, they are required to utilize a minimum of 80 hours during the year. The City Administrator may grant exceptions to this rule based upon extenuating circumstances in a written request.

All other non-conflicting sections in the PTO Policy shall apply to part-time positions.

PLEASE NOTE: All City of Owatonna employees hired after 1/1/06 and not covered by a collective bargaining agreement shall be enrolled in the Paid Time Off (PTO) program instead of the following plans for vacation, sick leave, and funeral leave. **The Paid Time Off (PTO) Plan replaces city policies on vacation, sick leave, medical appointments, and funeral leave and combines these benefits into a single plan.** Employees hired prior to 1/1/06 may elect to stay on the following plan or convert to the new PTO plan. Conversion election shall take place once a year. Once converted to the PTO, an employee may not return to the old plan.

7.8 MEDICAL LEAVE OF ABSENCE WITHOUT PAY

The City of Owatonna may grant a medical leave of absence without pay to non- contract employees. To be eligible, an employee must be a certified, regular employee.

Authorization

1. The employee shall submit a written request for a medical leave of absence to the department director at the earliest possible date.
2. The department director shall be responsible for reviewing requests for medical leaves of absence and shall forward a recommendation for final action to the City Administrator.
 - a. A medical leave of absence may be granted only if an employee has exhausted all accumulated ~~sick leave and vacation leave~~ leave balances.
 - b. The department director may require the employee to submit a physician's written statement citing that the employee is unable to work due to a personal physical or mental illness, injury, or treatment of a chemical dependency and the projected date of return to work.
 - c. At any time during the leave, the department director may request a physician's statement updating the employee's condition and projected date of return to work.
3. Authorized requests and all medical statements shall be filed in the employee's personnel file in the Finance Department.

Length of Leave

A medical leave of absence may be granted for a maximum of six (6) months.

Affect on Benefits During a Leave of Absence Without Pay

Sick Leave, ~~and~~ Vacation, and PTO shall not accrue. Holidays shall not be paid.

For employees on medical leave of absence without pay, which results from an injury incurred in the course of duty for the City of Owatonna, the city will continue to pay premiums for Hospital – Surgical – Major Medical insurances as though the employee were in pay status. For purposes of calculating termination benefits, longevity shall continue through the period of medical leave of absence without pay of employees injured in the course of duty.

Reinstatement and Termination During a Leave of Absence Without Pay

Prior to returning to work from a medical leave of absence, the employee shall provide a physician's statement that the employee is able to return to work. An employee returning to work within the authorized leave period may be reinstated to the original position or a position in the same classification.

An employee exceeding the authorized leave period without giving proper notice shall be dismissed.

An employee giving proper termination notice within the authorized leave period shall be

eligible for terminal benefits.

7.9 PERSONAL LEAVE OF ABSENCE WITHOUT PAY

The City of Owatonna may grant non-contract employees a personal leave of absence without pay for personal matters of importance or necessity. To be eligible, an employee must be a certified, regular employee and have completed the probationary period for new employees.

Authorization

1. The employee shall submit a written request for a personal leave of absence indicating the reason and the projected date of return to work to the department director at the earliest possible date.
2. The department director shall be responsible for forwarding requests for personal leaves of absence to the City Administrator with recommendation.
 - a. A personal leave of absence shall be granted only if an employee has exhausted all available vacation or PTO.
 - b. The department director shall consider the importance or necessity of the request.
 - c. The department director shall consider the workload and staffing of the department prior to approving the request.
 - d. The department director shall consider the employee's length of employment and attendance record.
3. Authorized requests shall be filed in the employee's personnel file in the Human Resources Department.
4. Authorization for personal leaves of absence is tentative. The department director may contact the employee to return to work prior to the end of the authorized leave period. A reasonable amount of time shall be allowed for the employee to return to work.
5. Certified employees may take unpaid leave of up to a total of sixteen (16) hours during any school year to attend school conferences or classroom activities related to the employee's child, under eighteen (18) or under twenty (20) and still attending secondary school, if the conference or classroom activities cannot be scheduled during nonworking hours. The employee must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the employer.

Length of Leave

A personal leave of absence may be granted for a maximum of one (1) calendar year.

Affect on Benefits During a Leave of Absence Without Pay

Sick Leave, ~~and~~ Vacation, and PTO shall not accrue. Holidays shall not be paid.

For employees on medical leave of absence without pay, which results from an injury incurred in the course of duty for the City of Owatonna, the city will continue to pay premiums for Hospital – Surgical – Major Medical insurances as though the employee were

in pay status. For purposes of calculating termination benefits, longevity shall continue through the period of medical leave of absence without pay of employees injured in the course of duty.

Reinstatement and Termination During a Leave of Absence Without Pay

Prior to returning to work from a medical leave of absence, the employee shall provide a physician's statement that the employee is able to return to work. An employee returning to work within the authorized leave period may be reinstated to the original position or a position in the same classification.

An employee exceeding the authorized leave period without giving proper notice shall be dismissed.

An employee giving proper termination notice within the authorized leave period shall be eligible for terminal benefits.



Administration Department

DATE: March 7, 2023
TO: Mayor and City Council
FROM: Deanna Sheely
SUBJECT: Social Media Policy

Purpose:

Request Council approval of updates to the City's current Social Media Policy so it aligns with the current League of Minnesota Cities recommended policy.

Background:

The City of Owatonna intends to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies.

The City's Personnel Policy includes section 17.4 specifically to address employee use of City social media platforms. This policy provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.

Staff members met with City Attorney Walbran to update this policy.

Budget Impact:

None

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Social Media Policy - Draft

17.4 SOCIAL MEDIA POLICY

1. Purpose

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's intended audience~~customers~~. ~~Since~~ social media is used for social networking and, this policy seeks to ensure proper administration~~use~~ of the City of Owatonna's social media sites by its representatives.

The City has limited control of social media accounts with third parties (e.g.i.e., Facebook Twitter, etc.). At the same time, there is a general expectation by the public that the City of Owatonna has a social media presence by which to share information about current City projects and City business. For municipal purposes, the City's social media accounts will be used for incidental, non-vital communication and general information only. It is not the purpose of the City's social media accounts to be a medium for transactions of City business. The one exception is in the case of a natural or man-made disaster, if it is determined by the City that the best means of communicating with the public through the social media account(s).

The City of Owatonna~~s~~ wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. ~~This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.~~

2. Policy

The City of Owatonna will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. ~~City social media sites may be modified or removed by the City at any time and without notice, as described in this document.~~

The City of Owatonna's social media accounts are considered a City asset and administrator access to these accounts will~~must~~ be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media accounts~~web sites~~ created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Owatonna including a link to the City's official web-site. The City of Owatonna does not create or maintain social media accounts for elected officials.

3. Scope

This policy applies to any existing or proposed social media accountsweb sites sponsored, established, registered or authorized by the City of Owatonna. The City's social media accounts are exclusively the following:

1. City of Owatonna Facebook at (insert link)
2. City of Owatonna Other Social Media (insert link)

~~This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Council members, appointed board or commission members and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the City Administrator.~~

The City does not create, collect, disseminate, or regulate use of any other social media accounts, including the personal accounts of its elected officials and staff. Questions regarding the scope of this policy should be directed to the City Administrator or the Communications Manager.

4. Definition

Social media are internet and mobile-based applications, websites, and functions, other than email, for sharing and discussing information, where users can post photos, videos, comments and links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites and apps such as Facebook, LinkedIn, Twitter, and Nextdoor, ~~and online dating services/mobile apps~~
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites and apps such as YouTube, Instagram, Snapchat, and Flickr
- Wikis, or shared encyclopedias, such as Wikipedia
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above.

As used in this policy, "employees and agents" means all City representatives, including its ~~Council members, officers,~~ employees, ~~board and commission members~~ and other authorized agents of the City such as independent contractors or councilmembers. ~~The current city websites are set forth in Appendix A.~~

"Communications Manager" is the City employee who implements and manages the City's Social Media Policy.

"Social Media Agent" means any City employee or agent with administrator access who, when posting or responding to a post, appears to be the City social media account owner.

5. Rules of Use

~~City's employees and agents with administrator access~~ Ssocial mMedia managers Agents are responsible for managing the City's social media accountswebsites. Facilities or departments wishing to have a new social media presence must initially submit a request to the Communications Manager who will consult with the City Aadministrator in order to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of Owatonna's site and will be linked to-with the official City website (www.owatonna.gov or www.ci.owatonna.mn.us). The website displays icons linking to the City's official social media sites. No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

The City's social media page must conspicuously display or link to a public notice that informs the public of the purpose of the social media presence and the terms one agrees to in accessing, using, or posting to the City's social media page.

Administration of all City social media accountsweb sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts covered by this policy will not be used by ~~Ssocial mMedia managers Agents~~ accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No City social media accountwebsite may be used by the City or any social media agentCity employee or agent to disclose private or confidential information. No social media web siteaccount should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the City Administrator.

~~When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:~~

~~Adhere to all City personnel and Computer Use policies~~

~~Use only appropriate language~~

~~Be aware that content will not only reflect on the writer but also on the City of Owatonna as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors. The user shall:~~

~~Not provide private or confidential information, including names, or using such material as part of any content added to a site.~~

~~Not negatively comment on community partners or their services, or using such material as part of any content added to a site.~~

~~Not provide information related to pending decisions that would compromise negotiations.~~

~~Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.~~

~~Always keep in mind the appropriateness of content.~~

~~Comply with any existing code of ethical behavior established by the City.~~

~~Where moderation of comments is an available option, comments from the public will be moderated by City staff, with administrative rights, before posting. Where moderation prior to posting is not an option, commenting will not be permitted.~~

Outside of situations of disaster, no City social media account will be used for transactions of City business. In the event a user initiates a request, application, or question through social media that affects City business or requires another City policy or process to be followed, follow up with that user by phone, email, or other channels. If comments are allowed, in the event of a question of general interest, a response may be given in comments, the initial post may be edited, or a subsequent post may be created to include the information.

The City of Owatonna's ~~staff with administrative rights~~ social media agents will not edit any posted comments. However, comments posted by members of the public ~~may~~ will be removed if they ~~are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect.~~ The following are examples of content that may be removed by City staff before or shortly after being published fall into at least one of the following categories:

- Potentially libelous comments
- Obscene or racist comments ~~pornographic content~~
- Direct threats to persons or property
- Personal attacks, insults, or threatening language
- Material asserted to violate the intellectual property of another person

Plagiarized material

- Private, personal information about a person published without his/her consent
- Information that compromises a public safety security system
- Statutorily private, confidential or nonpublic data
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that falls into one of the foregoing categories is not directly related to the discussion

A member of the public whose comment is removed may appeal the removal of the comment and seek reconsideration of its removal by contacting the City in writing and explaining how the comment does not fall into one of the categories for removal. A written response should be provided as soon as reasonably possible.

A member of the public who disputes the legality of any portion of this policy may dispute the particular portion in writing. The City should acknowledge the claim promptly and, upon consultation of the City Attorney, respond to the claim concerning legality of the policy portion as soon as reasonably possible under the circumstances.

Personal Social Media Use

~~The City of Owatonna respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Owatonna, its personnel, its operation or its property. Employees, agents, and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization.~~

~~City employees and agents are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Owatonna employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:~~

~~"These are my own opinions and do not represent those of the City."~~

~~Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Computer Use policy and the City's Respectful Workplace policy. Employees and agents should also review the Data Ownership section of this policy (below).~~

~~There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:~~

- ~~—Friendships, dating or romance between co-workers~~
- ~~—Cyber-bullying, stalking or harassment~~
- ~~—Release of confidential or private data; if there are questions about what constitute confidential or private data, contact city administrator.~~
- ~~—Unlawful activities~~
- ~~—Misuse of city-owned social media~~
- ~~—Inappropriate use of the city's name, logo or the employee's position or title~~
- ~~—Using city-owned equipment or city time for extensive personal social media use~~

~~Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with the City Administrator.~~

Data Ownership and Retention

~~All social media communications or messages within social media accounts covered by this policy composed, sent, or received on city or personal equipment in an official capacity are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Owatonna~~

~~also maintains the sole property rights to any image, video or audio captured while a City employee is representing the City in any capacity.~~

~~The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication. As no transactions of City business shall be conducted through social media accounts (outside of disasters), in accordance with the City's records retention schedule, the City shall retain all social media messages only until read.~~

~~Policy Violations~~

~~Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.~~

PUBLIC NOTICE

The purpose of the City of Owatonna's social media presence is to provide members of the community with information in more places and more ways than were traditionally available. All content of this site is public and is subject to disclosure pursuant to the Minnesota Government Data Practices Act. Please be aware that anything you post may survive deletion, whether by you or others. Do not post sensitive or personally identifiable information, such as social security numbers.

Following or "friending" persons or organizations is not an endorsement by the City and is only intended as a means of broadening communication. The City is not responsible for content found at links to third parties, nor the views or opinions expressed by third-party comments.

Please be advised that comments falling into the following category or categories may be removed:

- Potentially libelous
- Obscene or pornographic content
- Direct threats to persons or property
- Material asserted to violate the intellectual property of another person
- Private, personal information about a person published without his/her consent
- Information that endangers the public by compromising a public safety security system
- Statutorily private, confidential, or nonpublic data
- Commercial promotions or spam
- Hyperlinks to material that falls into at least one of the foregoing categories

Should your comment be removed by the City and you believe it does not fall into one of the above categories, contact _____ in writing to explain how the comment does not fall into one of these categories.

Should you wish to challenge the legality of any portion of this notice or the City's social media policy, you may contact the City Administrator or Communications Manager in writing and explain the basis for the challenge in detail.

If you have any other questions about the City of Owatonna's social media page, contact the City Administrator or Communications Manager.

By accessing, using, or posting to the ~~is~~ City of ~~——~~ Owatonna social media page, you are acknowledging ~~thate~~ you have been ~~advised~~ notified of the ~~foregoing~~ City's Social Media Policy.

Thanks for stopping by!



Administrative Services Department

TO: HONORABLE MAYOR & CITY COUNCIL

FROM: Deanna Sheely, Communications Manager

DATE: March 7, 2023

SUBJECT: Community Engagement Platform Memorandum of Understanding

Purpose:

The City of Owatonna's Comprehensive Communication Plan, adopted by the City Council in 2022, noted an action item to consider and then implement new two-way communication mechanisms to ensure members of the general public wishing to interact with the City have opportunities to do so. The attached Memorandum of Understanding was prepared by the City Attorney to provide staff an agreement to proceed with a trial period utilizing the Engage Owatonna platform.

Background:

A committee consisting of a cross-section of community members contacted Bang the Table/Granicus to develop the Engage Owatonna platform. The committee identified a goal for the City, County, School District and Chamber of Commerce to support and contribute to the platform to create a single, joint solution for the community and for these agencies to join efforts in creating awareness for community members to use the platform. The Engage Owatonna Committee has contracted with Granicus to pay \$5,000 annually. The funding for the existing contract is covered by private fundraising from Federated, ISD, Chamber, AGE, United Way, Mayo Clinic. Representatives from the Owatonna Public Schools and the Owatonna Area Chamber of Commerce & Tourism have partnered with other committee members in the development and maintenance of the platform. The committee launched a community awareness campaign that included presentations at civic club meetings, churches, etc. As of December 2022, the platform had 1,571 registered users who agreed to the terms of using the site which includes a moderation policy.

The City's Comprehensive Communication Plan includes an action item to develop an online engagement platform to provide community members an opportunity to get information and share thoughts or concerns 24/7 from convenient, remote locations. The online platform will facilitate public consultation regarding projects and issues being considered by the City. The qualitative and quantitative data generated will be used to inform decision making. While this consultative process is expected to provide decision makers with a broader spectrum of perspectives, decisions will continue to be made based on what is determined to be feasible and best for the community and may not always directly reflect the most vocal input received through the platform. This process will be explained, as appropriate, when decisions are announced publicly.

In 2022, an assessment of online engagement platforms was conducted by City staff. The following options that are most commonly used by municipalities were evaluated:

- OpenGOV Community Feedback (formerly called Open Town Hall)
- Citizen Lab
- FlashVote

- Civic Plus Civil Space
- Granicus EngagementHQ (formerly called Bang the Table) branded locally as Engage Owatonna

Based on the staff presentation on the options evaluated, City leadership expressed support to pursue up to a two-year trial period utilizing the Granicus Engagement HQ/Engage Owatonna option as the City's primary two-way feedback online mechanism provided an agreement is reached to resolve concerns.

Budget Impact: None

Staff Recommendation: Authorize staff to approve attached Memorandum of Understanding and begin to address operational considerations.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING effective upon the date of the second party to sign is between the City of Owatonna (“City”) and the Engage Owatonna Committee (“EO”), together referred to as the “Parties”.

Purpose: The purpose of this Memorandum of Understanding (MOU) is to document the mutual understanding of the Parties Related to the Engage Owatonna Platform.

Background. A committee consisting of a cross section of community members contracted with Granicus to develop the Engage Owatonna Platform with a goal that it be supported by City, the County of Steele (“County”), School District #761 (“School”), and Owatonna Chamber of Commerce and Tourism (“Chamber”) to create a single online Platform to inform, and invite discussion from, the community about current community issues and projects. Funding to set up the Platform was contributed by private fundraising. The Committee has entered into an agreement with Granicus which expires in May, 2025.

Agreement. The City finds that supporting and participating the Engage Owatonna Platform is in the public interest and has reached an understanding with the EO Committee as follows:

1. The City bears no financial responsibility during the term of the current EO contract which expires in May 2025.
2. During the trial period leading up to the contract expiration in May 2025, the City reserves the right to post up to 12 projects per year.
3. The City may discontinue use of the platform at any time without bearing any responsibility for contract fees, site administration or maintenance.
4. The City reserves the right to participate in negotiations with Granicus to secure a contract extension as the expiration of the current contract approaches. If a new contract is not secured, the City is relieved of its association with EO.
5. Upon execution of this agreement, EO agrees to transfer one of the three Site Administrator licenses to the City’s Communication Manager.
6. EO agrees to provide training for the City’s Communication manager to post the first three City projects.

7. EO agrees to update the current content on the platform so it is accurate and timely upon execution of this agreement and to maintain its accuracy and timeliness for the duration of the partnership.

The terms above may be amended upon the written mutual agreement of the Parties.

This Memorandum of Understanding does not establish a partnership or other legal entity between the Parties and neither party shall be responsible for the actions or failure to act or indebtedness of the other.

This Memorandum of Understanding is the complete agreement between the City of Owatonna and Engage Owatonna Committee.

CITY OF OWATONNA

ENGAGE OWATONNA COMMITTEE

By: _____

Kris M. Busse
Its City Administrator

By: _____

Its _____