

PLEASE NOTE: At 5:30 p.m. Council will meet in a Study Session in the Gainey Room at the Library, 105 N Elm Avenue. The meeting will begin as a closed door session as permitted by Section 13D.05, sub 3(3) to discuss offers for purchase of approximately 34 acres of vacant land west of the new Owatonna High School. Discussion will then be given to considerations to name the city's new regional park and City Council Chambers. If time allows, there will be a general discussion/update on various boards and commissions.



OWATONNA CITY COUNCIL MEETING

Tuesday, June 6, 2023 at 7:00 AM

Gainey Room at the Library, 105 N Elm Avenue

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

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

1.1. Council Agenda (Item 2.5.5 was added during the meeting prior to Approval of the Agenda.)

1.2. Mayor Kuntz

1.2.1. Proclamation - Juneteenth - June 19, 2023

1.2.2. Proclamation - Pollinator Week

1.2.3. Proclamation - Drive the Jefferson Highway Day in Owatonna MN

2. CONSENT AGENDA ITEMS

2.1. Minutes – Council Meeting – May 16, 2023

2.2. Minutes - Boards and Commissions

2.2.1. Charter Commission Meeting - April 20, 2023

2.2.2. HRA Meeting - April 24, 2023

2.2.3. OPU Meeting - April 25, 2023

2.2.4. Human Rights Commission Meeting - May 9, 2023

2.2.5. Library Board Meeting - May 18, 2023

2.3. Department Reports:

2.3.1. Police Data - May 2023

2.3.2. Weed/Nuisance Inspection Report - June 1, 2023

2.3.3. Building & Inspection Monthly Report - May 2023

2.4. Licenses/Permits

2.4.1. Renew Ice Cream Vendor Permit - Sunny's Ice Cream, Albert Lea MN

2.5. Event Permits

2.5.1. Ride for Hope - July 7, 2023

2.5.2. Just One More Dance with Exception to City's Noise Ordinance - July 21, 2023

2.5.3. TraLo Driver Appreciation Event with Exception to City's Noise Ordinance - August 12, 2023.

2.5.4. Pride in the Park - July 8, 2023

2.5.5. Graduation Party at Jaycee Park - June 10, 2023 - Delana Risser

2.6. Miscellaneous

- 2.6.1. Change next City Council Meeting Date and Time - June 20, 2023
- 2.6.2. Product Lease Agreement for Postage Meter- Quidient Leasing
- 2.6.3. Revised Fees Manual for the Parks, Recreation & Facilities Department
- 2.6.4. 2023 Overlay Project Contract - D&M Construction
- 2.6.5. Club Car lease for Brooktree Golf Course for years 2024-2027

3. **ACTION ITEMS**

3.1. Finance Report

3.2. Ordinances

- 3.2.1. Table Second Readings of Proposed Ordinances 23-03 and 23-04: Establish Chapter 121 - Sale of Cannabinoid Products and Fees

3.3. Resolutions:

- 3.3.1. Resolution 45-23-2: Accept Bids & Award Contract Project #23001 Street & Utility
- 3.3.2. Resolution 46-23: Accept Bids & Award Contract Project #23006 Havana Road
- 3.3.3. Resolution 47-23: Support Job Creation Fund Application for Daikin Applied
- 3.3.4. Resolution 48-23:
 - MOA - MN Public Employees Association - Patrol Officers
- 3.3.5. Resolution 49-23: MOA - Minnesota Public Employees Association - Sergeants
- 3.3.6. Resolution 50-23: MOA - International Association of Fire Fighters, Local Union No. 1920
- 3.3.7. Resolution 51-23: MOA - International Union of Operating Engineers, Local No. 70

3.4. Miscellaneous

- 3.4.1. Planning Grant for Stormwater, Wastewater, and Community Resilience - MCPA
- 3.4.2. Change Order #1 - Advanced Audio & Lighting
- 3.4.3. Purchase Property at 126 East Fremont Street
- 3.4.4. Contingent Search Terms - Lawinger Consulting Inc.
- 3.4.5. Personnel Policy Revision - Juneteenth Holiday

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**



Mayor Kuntz



Mayor's Proclamation

WHEREAS on January 1, 1863, President Abraham Lincoln's Emancipation Proclamation went into effect, recognizing and securing in law the unquestionable right to freedom of every enslaved person behind Confederate lines; and

WHEREAS over two and one half years later, Union Army General Gordon Granger arrived in Galveston, Texas and read Order Number Three on June 19, 1865, informing the enslaved residents of that State of their freedom; and

WHEREAS from that day forward, June 19th has been a day of celebration, prayer, and reflection focused on the history, hardships, and achievement of Black people throughout the United States of America; and

WHEREAS the work of securing liberty and justice for all continues as communities across the Nation confront, challenge and seek justice for all people.

NOW THEREFORE I, Thomas A Kuntz, Mayor of the Great City of Owatonna, do hereby declare that the 19th day of June is

JUNETEENTH

in the City of Owatonna and I urge all residents to take cognizance of this occasion by learning more about its origins, reflecting on how they can promote equity and honoring the resiliency, achievements, and legacy of our Black community.

Dated: June 6, 2023

By: _____

Thomas A. Kuntz, Mayor



MAYOR'S PROCLAMATION

- WHEREAS: Pollinator species such as birds and insects are essential partners for farmers and gardeners in producing much of our food supply; and
- WHEREAS: Pollination plays a vital role in the health of our woodlands and grasslands which provide forage, fish and wildlife, timber, recreational opportunities and economic development opportunities for our community; and
- WHEREAS: Pollinator species provide significant environmental benefits that are necessary for maintaining healthy bio-diverse ecosystems; and
- WHEREAS: The City of Owatonna has established pollinator gardens and managed wildlife habitats, parks and public areas for the benefit of City residents, visitors and others to enjoy for many decades; and
- WHEREAS: The City of Owatonna, on March 5, 2019 joined forty-four other Minnesota cities, by passing Resolution 6-19 to be a Pollinator Friendly City and pledging to increase flowering habitat, to limit pesticide use, including systemic pollinator lethal insecticides, and to encourage residents and property owners in the City of Owatonna to incorporate pollinator-friendly plants in city landscapes; and
- WHEREAS: The State of Minnesota provides conservation assistance to the City of Owatonna to promote wise conservation stewardship, including the protection and maintenance of pollinators and their habitats on working lands and wild-lands.

NOW, THEREFORE, I, THOMAS KUNTZ, Mayor of the City of Owatonna, do hereby proclaim the week of June 19 to June 25, 2022 as

POLLINATOR WEEK in the CITY OF OWATONNA

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Owatonna to be affixed on the ____ day of _____, 2023.

Thomas A. Kuntz, Mayor



Mayor's Proclamation

WHEREAS, the historic Jefferson Highway, a major early highway that ran through Owatonna and reached from Winnipeg to New Orleans, making it the first international highway traversing the United States from north to south through the Mississippi Valley; and

WHEREAS, there is currently a campaign to increase awareness of the Jefferson Highway and secure route marking of the full length of the Jefferson Highway; and

WHEREAS Minnesota and the City of Owatonna was home to Senator Thomas E., Cashman, who served as President of the Jefferson Highway International Association, and home to Ernest Truman Winship, prominent "Good Roads' Advocate; and

WHEREAS Owatonna and other communities on the Jefferson Highway route in Minnesota are in a strategic position to avail themselves of the tourism that a greater awareness of the Jefferson Highway would bring; and

WHEREAS a special day recognizing the Jefferson Highway would help to bring a greater awareness of that historically important highway in Owatonna, the state of Minnesota, and the nation;

NOW THEREFORE I, Thomas A Kuntz, by virtue of the authority vested in me by the city of Owatonna do hereby proclaim the day of June 8th, 2023, to be

DRIVE THE JEFFERSON HIGHWAY DAY IN OWATONNA, MINNESOTA

and call upon the people of Owatonna to explore this historic highway and to begin to learn more about it and its importance in our local, state, and national history.

By: _____

Thomas A. Kuntz, Mayor—June 6, 2023

Owatonna City Council Minutes – Draft Copy
May 16, 2023

Tuesday, May 16, 2023 at 7:00 p.m. Council President Schultz called the regular session of the Owatonna City Council to order in the Gainey Room at the Owatonna Public Library. Present were Council Members Raney, Voss, Burbank, Boeke, Dotson, Svenby and Schultz; Mayor Kuntz; Community Development Director Klecker; Fire Chief Hoffman; Public Works Director Murphy; Park & Rec and Facilities Director Tuma; Communications Manager Sheely; IT System Administrator Sticken; City Attorney Walbran; and Administrative Specialist Clawson.

Following the Pledge of Allegiance, Council President Schultz welcomed everyone to the meeting and advised naming the city's new regional park, has been removed from tonight's agenda. Council Member Dotson made a motion to approve the agenda with this item removed, Council Member Boeke seconded the motion, all members voted aye for approval.

Consent Agenda Items

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

- Minutes – Council Meeting – May 2, 2023
- Minutes - Park Board Meeting - April 26, 2023
- Minutes - Airport Commission Meeting - April 13, 2023
- Minutes - Planning Commission Meeting - April 25, 2023
- Minutes - EDA Meeting - April 19, 2023
- Minutes - HRA Board Meeting - April 24, 2023
- Minutes - Planning Commission Meeting - May 9, 2023
- Building Inspection Monthly Report - April 2023
- Fire Dept Monthly Dashboard and Activity Report - April 2023
- Annual Tree Trimmer Permit - Mike Carstens, Austin MN
- Retail Fireworks License - Lowe's Home Centers LLC
- Outdoor Public Fireworks Display - Steele County Agricultural Society - July 4, 2023
- Event Permit - 2023 MnSNAP Clinics – Sundays April 30, June 25, July 23, August 5, September 17 and October 15)
- Event Permit - 2023 Farmers Markets - Saturday Mornings May through October
- Event Permit - 2023 11@7 Concert Series in Central Park - June, July & August
- Event Permit - Classic Car Shows - First Wednesdays - June to October 2023
- Event Permit - Downtown Thursday - Owatonna Area Chamber - June 1, 2023
- Event Permit - Federated Employee's Summer Club Celebration - June 16, 2023
- Event Permit - Amateur Radio Field Day - OSCAR Club - June 24, 2023
- Event Permit - 2023 Harry Wenger Marching Band Festival - June 17, 2023
- Joint Powers Agreement – State of Minnesota to conduct School Inspections for the State Fire Marshall's Office
- Warsinski Chalet Operations Agreement - 2023-2024 Winter - Martin's Equipment (includes warming house and outdoor skating activities)
- Stormwater Facility Maintenance Easement Agreement – Wottreng Properties, 135 28th St NE
- Resolution 45-23 Authorize Contract for Purchases - Fame Awards - (name plates, program award and plaques, Brooktree bagtags and cart passes for \$2,037.83)

Council Member Boeke made a motion to approve the Consent Agenda, Council Member Burbank seconded the motion. Council Member Voss commented he will recuse himself from vote on Resolution 45-23 as it pertains to his business. With no additional comments, members voted aye for approval.

Finance Report

Council Member Raney recapped payments made for amounts greater than \$20,000 during this period. The total amount of bills presented was \$844,380.56. Council Member Svenby made a motion to approve payment of all bills presented, Council Member Boeke seconded the motion, all members present voted aye in approval.

First Reading Proposed Ordinance 23-10: Vacate all Rights of Way and Easements within Good Samaritan Addition

Community Development Director Klecker presented a request received from Prairie LaSalle Partners and property owner Chad Lange, Festal Farms to vacate all public rights of way and all utility easements within the plat of Good Samaritan Addition. The applicants plan to replat and develop this area as Mineral Springs Estate, an 82.72± acre tract of land located east of St. Paul Road and north of Lee Street NE. Clearing all current rights of way and easement will allow the developers to file a new plat and begin fresh.

Steve Wheeler, Managing Director HAS Capital, LLC was introduced, he commented they have worked with City Staff for three years to get a good understanding of what the city needs. Their goal is to develop housing to meet the needs of the community.

Klecker advised the Planning Commission held a public hearing on this request and recommend approval with one condition: Vacation is contingent upon approval of the plat of Mineral Springs Estates. Council Member Raney made a motion for approval, Council Member Boeke seconded the motion. With a roll call vote, voting aye were Council Members Burbank, Boeke, Raney, Svenby, Voss, Dotson and Schultz; No nay votes cast, the motion carried. The second reading of this proposed ordinance will be heard during the July 5th Council Meeting.

First Reading Proposed Ordinance 23-11: RZ-2 Mineral Springs Estates Planned Unit Development (PUD)

Community Development Director Klecker presented a request received from Prairie LaSalle Partners and property owner Chad Lange, Festal Farms for a Planned Unit Development (PUD) of Mineral Springs Estates, a residential development to be constructed with a mix of housing types. The total development will consist of 328 units over the 82 acres located east of St. Paul Road and north of Lee Street NE. The unit types include traditional single-family houses, single family attached units, townhouses as well as 6-unit multifamily flats. The townhouse and flat areas will also include detached garages. The intent of the development is to create a walkable neighborhood. With the exception of the single-family homes, all garages and parking will be behind the unit. The development also consists of more than 16 acres of open space. The applicant has submitted their Environmental Assessment Worksheet (EAW) to begin that process for approval. The Developer and Team held a neighborhood meeting on Thursday, May 4th.

The Planning Commission held a public hearing on this request and recommend approval with the following conditions:

- 1) The Good Samaritan PUD adopted as Z-302 is hereby repealed and replaced with the PUD of Mineral Springs Estates.
- 2) The PUD is contingent upon the approval and recording of the Mineral Springs Estates Plat.
- 3) The Developer and the City shall enter into a Development Agreement laying out the roles and expectations of the development.
- 4) A full photometrics plan shall be submitted and approved by the City.
- 5) All signs shall be issued sign permits.
- 6) All CIC plats and declarations shall be submitted and approved by the City.
- 7) A turnaround area shall be provided on all temporary dead end streets.
- 8) A trash enclosure plan shall be submitted to the City prior to the Second Reading.
- 9) All permanent signs shall be reduced to 32 square feet and a maximum of 8 feet in height.
- 10) All signs shall be located outside of the public right of way and on private property.

- 11) All grading, utility, and stormwater work shall be approved by the City Engineer prior to commencing any construction.

Director Klecker commented there were many comments heard during the Planning Commission Meeting. Most comments were concerns about stormwater, drainage, and traffic concerns. When a new development begins, there is usually only one access point and additional access points are added as the project develops.

Council Member Svenby commented the proposed roadways in the development are 37' wide and suggested narrowing the streets to 28' wide. This would reduce the developer's input costs and the city's future maintenance needs. Most homes will be built with garages for two or three vehicles and parking on one side of the street should be sufficient. Director Klecker commented during the Neighbor Meeting, discussion was to allow parking on both sides of the street as they anticipate this will be a higher density populated area. Anticipate the preliminary plat plans will be on Council Agenda during the first meeting in July so council will have opportunity to for a broader discussion of plans prior to that meeting.

Council Member Svenby asked about stormsewer access. Director Klecker commented that these plans have not been finalized. They have remained flexible to meet the needs of the market and will now finalize prior to the July Meeting. Council Member Boeke made a motion for approval, Council Member Voss seconded the motion. With a roll call vote, voting aye were Council Members Burbank, Boeke, Raney, Svenby, Voss, Dotson and Schultz; No nay votes cast, the motion carried. The second reading of this proposed ordinance will be heard during the July 5th Council Meeting.

Resolution 38-23: Accept Bids & Award Contract - 2023 Cured in Place Pipe System (CIPPS) Project - Project #23010 CIPPS

Public Works Director Murphy commented that two bids were received for the 2023 CIPPS Project. The lowest responsible bidder was Insituform Technologies USA, LLC of Chesterfield, MO with a bid of \$233,864.94. Director Murphy requested approval of Resolution 38-23 accepting this bid and awarding the project to Insituform Technologies USA, LLC. The 2023 budget includes \$250,000 for contractor work; staff will work with the contractor to utilize this full allocated amount. A lot of the sanitary lines have been filmed to help determine which roads are included in this project. A new pipe is formed within the current tile line which helps with inflow and infiltration. Council Member Voss made a motion for approval, Council Member Boeke seconded the motion, all members voted aye for approval.

Resolution 39-23: Accept Bids & Award Contract Project #23009 Street Maintenance

Public Works Director Murphy presented Resolution 39-23 to accept the bids received for the 2023 Street Maintenance Project. Two bids were received, the lowest responsible bidder was Pearson Bros, Inc. of Hanover, MN with a bid of \$208,714.80. The 2023 budget includes \$248,000 for contractor work; staff will work with the contractor to utilize this full allocated amount for efficiency when the contractor is in town for this chip, crack and seal project. Approximately six miles of roadway will be completed. Council Member Raney made a motion for approval, Council Member Burbank seconded the motion, all members present voted aye for approval.

Resolution 40-23: Approve Feasibility Report - Main Street Reconstruction & Rehabilitation Project

Public Works Director Murphy requested Council approval of Resolution 40-23 to approve the Feasibility report prepared for the Main Street Reconstruction and Rehabilitation Project. Main Street (CSAH 48) from Oak Avenue to Chambers Avenue needs rehabilitation and possibly reconstruction. Steele County is leading the effort on this project as it is a County State Aid Highway. Significant pavement deterioration and less than optimal intersection controls have been on the radar of the City and County and are proposing to move forward

with evaluation and obtaining recommendations for improvements. Council Member Voss asked what the timeframe is for the project. Murphy responded that this is a joint project lead by Steele County, the next step will be the County requests proposals to select a contractor for the project. There will be opportunities for input and feedback, there are several items the City hopes to include in this project. Council Member Raney made a motion for approval, Council Member Svenby seconded the motion, all members present voted aye for approval.

Resolution 41-23: Conditional Use Permit (CUP-5) - Thompson Sanitation Outdoor Storage

Community Development Director Klecker requested approval of CUP-5, a request by April Paxton of Mohs Homes, on behalf of Thompson Sanitation Inc. The request is to allow for the outdoor storage of recycling dumpsters, and semi-trailer and truck storage on the property at 255 Kilworth Drive. Thompson Sanitation Inc was awarded a contract with Steele County to provide recycling. The outdoor storage areas will consist of roll off and dumpster storage along the outer eastern edge of the property. Recycling dumpsters will be stored towards the front of the property, near the double driveway entrance on asphalt. A semi-trailer will be stored behind the building towards the outer western edge of the property. The trailer will be used for electronics and will be hauled away once full. Additional parking for trucks will be adjacent to the semi-trailer. Industrial districts require screening from abutting residential districts and view from a public right-of-way in the following instances: open and outdoor storage, service, sales and/or rentals; and all open, off-street parking areas of five or more spaces. There will be landscaping and a chain-link fence with privacy slats along the western and eastern sides of the property for required screening from the public right-of-way. In the case of outside storage or sales, the area must be grass or surfaced to control dust. The areas of the property that include outdoor storage have planned surfaces of gravel and bituminous paving.

The Planning Commission held a public hearing and neighboring property owners expressed concerns about garbage blowing about, there will be a fence to catch blowing items and there are other conditions that will need to be met. The Planning Commission recommends approval with these conditions:

- a) All comments per the City Engineer's memo dated 4/30/2023 shall be met prior to any permits being issued.
- b) No outdoor storage within the required setbacks of 50' of the front and rear lot lines and 30' of the side lot lines.
- c) If privacy fencing is within the utility easements, applicant must apply for a zoning permit.
- d) Continued maintenance and upkeep of fencing and landscaping to ensure adequate screening of public rights-of-way.
- e) Dust control may be required to meet outdoor storage performance standards.
- f) Outdoor storage shall be maintained in an orderly fashion as determined solely by the City of Owatonna.
- g) Shall be contingent upon the approval of the final plat of Thompson Corner Addition.
- h) All permits shall be issued by the City of Owatonna prior to work commencing for that item.
- i) Routine debris and trash clean ups are conducted to ensure cleanliness of the site and the surrounding area.

Council Member Raney commented he read Minutes of the Planning Commission with commissioners commenting they hope Thompson Sanitation will do a better job providing services within the community. Klecker commented that they now have a new contract to provide the recycling center for Steele County, he isn't sure what Waste Management plans to do with the site they have been using. Council Member Boeke made a motion for approval, Council member Burbank Seconded the motion, all members voted aye in approval.

Resolution 42-23: Preliminary and Final Plat - Thompson Corner Addition

Community Development Director Klecker requested approval of the Preliminary and Final Plat for the Thompson Corner Addition. John Schulte of Thompson Sanitation, Inc. requested plat approval to combine two current lots into one lot at 1255 Kilworth Drive Nw. This 3.35 acres will serve as a new recycling Center for Steele County. The Planning Commission held a public hearing on this request and recommend approval with these conditions:

- a) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- b) The final plat shall be recorded within 60 days of the date of approval.
- c) Perimeter drainage and utility easements shall be dedicated on the final plat as proposed.
- d) See Engineering comments for engineering and stormwater conditions.
- e) No access allowed from State Avenue (CSAH 45). Access is only allowed from Kilworth Drive per Steele County approval.

All utilities are in place so this request is for Council to approve both the Preliminary and Final Plats. Council Member Burbank made a motion for approval as recommended by the Planning Commission. Council Member Boeke seconded the motion, all members voted aye in approval.

Resolution 43-23: Preliminary Plat - Mineral Springs Estates

Community Development Director Klecker requested approval Resolution 43-23 to approve the Preliminary Plat of the Mineral Springs Estates requested by Stephen Wheeler, Prairie LaSalle Partners, and property owner Chad Lange, Festal Farms. The property, 82.72 acres east of St Paul Rand and north of Lee Street, will be replatted into a master planned neighborhood with a multitude of housing types. Planning for single family, two family and multi-family units; the total development consists of 328 units over the 82 acres. Single family detached homes will be around the outside of the development and the denser units in the center and then transition back to single family detached units. The intent of this development is to create a walkable neighborhood. They have sidewalks on both sides of all streets and a number of 10-foot-wide trails, and they are maintaining areas around the wetlands, there will be 6 acres of open spaces. 7th Avenue NE will be extended into the property and the east/west street will also be constructed in the first phase.

The Planning Commission held a public hearing and neighboring property owners expressed traffic concerns. The Planning Commission recommends approval with these conditions:

- a) The final plat shall be approved within one year of the date of approval of the preliminary plat.
- b) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- c) The final plat is contingent upon the approval of the PUD referred to as RZ-2.
- d) The development agreement will contain provisions and timing with regards to the construction of Stoneridge Lane and the trunk main for the sanitary sewer.
- e) A development agreement will need to be recorded along with the final plat.
- f) A final decision on the Environmental Assessment Worksheet shall be made by the City Council prior to approval of the final plat.
- g) The plans shall adhere to the approved wetland delineation and replacement plan as determined by the Soil & Water Conservation District.
- h) Temporary turnarounds are required to be constructed at all dead end streets that do not connect immediately as required per fire code.
- i) All conditions included in the City Engineer's memo shall be met.

Council Member Raney made a motion for approval as recommended by the Planning Commission. Council Member Boeke seconded the motion, all members voted aye in

approval.

Resolution 44-23: Amend and Restate Utility Easement - Parkview Heights, LLP

City Attorney Walbran requested approval of Resolution 44-23 to amend and restate a utility easement with Parkview Heights, LLP. In 1957, the City acquired a utility easement "along the south property line" of a 30-acre tract without any other specific description or dimensions. The Parkview Heights Apartments ("Parkview") at 1450 St. Paul Road NE are located within that original 30-acre tract. Parkview Heights, LLP ("Owner") has obtained financing of approximately 12 Million Dollars from the Minnesota Housing Finance Agency (MHFA) to rehabilitate the 48 apartments. The MHFA requires that the 1957 easement be described with particularity. The Owner has provided a survey of the utility easements prepared by a licensed surveyor which has been reviewed and approved by the City Planning Department and the Owatonna Public Utilities. Council Member Dotson made a motion for approval, Council Member Boeke seconded the motion, all members present voted aye for approval.

City's External Social Media Policy

Communication Manager Sheely requested approval of the newly drafted External Social Media Policy. The proposed policy does align with the current League of Minnesota Cities (LMC) recommendation. The City utilizes various communication channels and has established a positive and informative social media presence. Staff, with assistance from City Attorney Mark Walbran, have created a new policy based on the recommended LMC policy for external audiences. Per the LMC recommendation, the Public Notice will be posted on the website and linked to all City of Owatonna existing and future social media platforms. This policy is separate and different from Section 17.4 of the City's Personnel Policy which specifically addresses employee use of social media platforms. Council Member Dotson made a motion for approval, Council Member Voss seconded the motion, all members present voted aye for approval.

Professional Services Agreement - Facilities Master Plan - ISC

Park & Rec and Facility Director Tuma requested the Council approve an agreement with ICS to provide Professional Services for the Facilities Master Plan. In the spring of 2022, a Facilities Task Force was created to explore and make recommendations to address the current state of city-owned facilities. In July, the Task Force brought forward their findings along with recommendations for the next steps in the Action Plan. One of the action steps was to update the 2020 Building Assessment with recent findings, which was completed in December 2022. One of the outcomes of the updated Building Assessment was the need for a long-range strategic plan to address the back log of maintenance, and plan for upcoming maintenance and future facilities. The Task Force identified the best approach to be through a city-owned facilities master plan. The plan will incorporate the existing facility's immediate needs as well as evaluate options for the future growth of city facilities and needs. Taking this comprehensive approach along with creating a funding strategy, the road map will provide how best to meet the city's needs. Staff recommend utilizing ICS to facilitate this process, which will coincide well with Community Development's work on the long-range Community Comprehensive Plan.

Chris Zimmer from ICS was introduced. He explained with an approved agreement, they would develop the project team to create the work timeline. Council Member Svenby questioned if the cost of this agreement would limit current maintenance needs. Tuma explained there is a separate account for this which is not part of the general operating account. This plan will include the city's ninety-five buildings and advise how to leverage these buildings as the city is growing. Council Member Boeke made a motion for approval, Council Member Burbank seconded the motion, all members present voted aye for approval.

Proposed Park Master Plans

Park & Rec and Facility Director Tuma requested the Council adopt individual Park Master Plans for the new regional park and the Cashman Property. Council adopted a Parks and Trails System Master Plan in February, 2020; this overarching guidance document is a comprehensive plan of all the City's park and trail assets. It also served as a first step toward developing specific park plans.

The plan identified the need to create Park Master Plans for two specific areas as a priority. First would be to create a regional park by combining Morehouse Park, Kaplan's Woods Parkway, Kaplan's Woods, Lake Kohlmier Area and adjacent property along the Straight River. The plan recommends applying for a regional park designation through the Greater Minnesota Parks and Trails Commission. With this designation, the City will be eligible for Minnesota's Clean Water, Land and Legacy Amendment funding. To apply for the designation and funding, Park Master Plans are required to demonstrate a clear and transparent community engagement process was utilized. The year-long process for developing Park Master Plans for a new regional park and the Cashman Property began last summer and included a robust public input process on how to utilize these areas to address the community's current and future needs. Over the course of a year, City staff and the consultant conducted six focus group meetings with 27 participants, held two open houses that resulted in a steady flow of participants, exhibited information at the County fair generating 123 completed comment sheets, provided an online interactive map that had 1,949 unique visitors and an online survey that garnered 212 responses.

The other top priority was to create a Park Master Plan for the undeveloped parkland known as the Cashman property. In 2022, additional acres were acquired, increasing the area of this parkland. Being located adjacent to an existing paved trail makes this area ideal for a parking lot to be created for trail users, along with a restroom area to serve as a trail head. The plan also calls for a 27-hole championship disc golf course, a play area and helps connect neighborhood trails. Budget Impact: None immediately. Once Regional Designation is achieved, funding opportunities are available for application for maintenance and improvements in all areas of the new park.

Andy Masterpole, Landscape Architect with WSB Engineering presented displays of the proposed Park Master Plans and gave brief details of the proposal. City Council Members reviewed these proposals in detail during their May 2, 2023 Study Session. This is the master plan; any additional plans will require additional public engagement. Council Member Voss commented that most residents love the wooded areas within the city and asked if Cashman Park were to include a disc golf area, wouldn't there need to be a wide-open space? Andy responded that the fairways will not be undercut, and the character of the park should not change. Council Member Raney commented tonight's decision is to adopt the Park Master Plan and not specific amenities, the Master Plan will provide the insight of potential options and allow potential funding opportunities which we do not currently have. Council President Schultz commented there is a lot of funding available if you know the process to apply for grants. When we submitted previous applications, one of the first things asked for was the City's Master Park Plan and we couldn't provide this. There are a lot of amenities in these proposed plans which would take a lot of money to complete and phased in over 10-20 years; there would be a lot of discussion for specific amenities. Council Member Raney made a motion for approval, Council Member Boeke seconded the motion, all members voted aye in approval.

Change Orders - Council Chamber Renovation Project - Ebert Construction

Park & Rec and Facility Director Tuma requested approval of change orders related to the Council Chambers project. During the site staking for the underground utility work on the

Council Chambers project, an unidentified manhole utility component was discovered. This component will provide a better utility connection and a shorter route for the planned utilities, a saving of trees, reduction in construction costs, and an opportunity to replace an aged structure. This change resulted in the need for additional design work by CRW Civil Engineering consultants. Project adjustments have required change orders for the underground utility structure change, civil plan revision, additional conduit, light fixtures, and permits. Council Member Boeke commented this was an example of finding things in an older structure, utilities in the aged complex will affect other things. Council Member Burbank asked if the west basement wall of the building has been repaired, Tuma responded this is the next step of the project. To date the underground utilities are in and the hole has been covered, they will start to dig the foundation and pour the footings of the new space, the stage has been removed and most of the area has been cleared. The project is within budget, there are a few soft costs, and the figures are coming out good. Council Member Dotson made a motion for approval, Council Member Burbank seconded the motion, all members voted aye in approval.

JPA to conduct Hotel Inspections – State of Minnesota

Fire Chief Hoffman requested approval to enter into a Joint Powers Agreement (JPA) with the State of MN to conduct hotel inspections for the State Fire Marshalls Office. Under Minnesota Statutes § 299F.46, subdivision 1, It shall be the duty of the commissioner of public safety to inspect, or cause to be inspected, at least every three years, every hotel in the state. The State and the City of Owatonna have previously entered into a JPA for the Owatonna Fire Department to perform these inspections within our jurisdiction.

In addition to entering into this JPA, we propose the same inspection fee structure as defined in Minnesota Statutes § 299F.46, subdivision 3 be used which is what the State Fire Marshals office uses if they were to perform these inspections:

a) For each hotel required to have a fire inspection according to subdivision 1, the commissioner of public safety may charge each hotel a triennial inspection fee of \$435 and a per-room charge of \$5 for one to 18 units, \$6 for 19 to 35 units, \$7 for 36 to 100 units, and \$8 for 100 or more units.

b) Hotels and motels with fewer than 35 rooms and resorts classified as 1c under section 273.13 are exempt from the fee requirements of this subdivision.

The Fire Department has inspectors that currently meet the requirements necessary to perform these inspections in accordance with the JPA. Council Member Raney made a motion for approval, Council Member Boeke seconded the motion, all members voted aye in approval.

Staff Comments

Fire Chief Hoffman there are nine new paid-on-call firefighters in the training process. There were a lot of great candidates, and we are now able to fill openings where staff is needed. The last three full-time firefighters hired have completed certification for Fire Inspector 1 and another has certified as a Fire Officer 1. I also serve as the City's Emergency Manager and talking with County to monitor creeks and the river from the rains received this last weekend. There were no reports of major damages; there was a small amount of flooding in the parks and a few trails have some overrun.

Community Development Director Klecker gave a brief update on the Riverfront project. This week, the Owatonna Chamber will be moving to their new office location at the corner of Oak Ave and Bridge Street. The effort to move the former Centro Camepsino building at 216 N Oak Avenue (the Smerth House) have stopped and the house remains part of the project. Staff is collaborating with the developer for demolition; the historical society took the fireplace and plan to go back for the front step. The EDA Forgivable Loan Program awarded three or four loans earlier this year and we currently have five applications currently

in review; you will see a lot of improvements to buildings in the downtown area because of this program.

Pending construction updates:

Monson Eye Clinic – they are in their new building, and we will complete the inspection of the old building in preparation for demolition and the parking lot project.

Scooter Update – Bird scooters are offered by Bird Rides, a private company which we have an agreement with to offer rentable scooters around town. This year they are offering an updated model of scooter which is sturdier than those here last year and they also have rechargeable batteries. There are 100 in town, last year there were only seventy-five but only thirty-five to forty on the street at any given time. This year, they plan to have eighty-five available at all times. The weather has not been very good, so they haven't had a lot of use yet this year.

Scooter Coffee - the former utility tower on the adjacent lot is down. This wasn't part of the Scooter project but now that it is down, Scooter's is now trying to obtain the property so pausing construction as they hope to modify their building plans. They hope to start construction soon and should be done before the end of summer,

Public Works Director Murphy commented there has been some turnover within his department and there are currently openings in Streets, WWTP and Engineering so looking for great candidates to add to our team. The 2022 Street & Utility Project is underway on 15th Street, they just made a water connection on Cedar Avenue today. The 2023 Street & Utility Project has been posted out for bids which should be back by the end of the month. Last week, I attended the Chamber's Public Policy Committee Meeting for discussion of erosion and sediment control deposits. We had some good discussions to outline the city's needs and how we can better facilitate some discussion with our local contractors. We will be working with the Chamber to hold some listening sessions on how we can all work together.

Communications Manager Sheely commented that last month, communications increased public awareness of openings available on various boards and commissions. This year, the number of applications received was almost double the number of seats open. I continue to try to build our communication channels, there is a "Notify Me" function on the City's website which allows you to sign up and request topics you want to receive notifications about.

We just launched our first city newsletter; it is an e-newsletter which has eliminated printing and mailing costs. You can view the newsletter online on the city's website or you can subscribe to receive when a copy is available. This is a weekly publication, last week there were 145 requests and this week there were 166 sent so it is slowly growing. The number of requests of newsletters, videos and new releases. We did our first community engagement project on the Engage Owatonna to name the new regional park. Participants were asked to suggest a name or react to names that others were suggesting. Hope to use this platform for the Comprehensive Plan Engagement Process and the Facility Improvement Plan Engagement Process.

The number of followers on the City's Facebook continually increases. Popular postings on Facebook have been Mayor Kuntz welcoming new board/commission members; the Comprehensive Plan; our Police Bike Patrol Program; and the City's compost site.

Parks & Recreation and Facilities Director Tuma commented last weekend was the Corky Earlybird Softball Tournament with 170 teams participating. It was an adverse weather event and there have been a lot of good comments on social media about staff getting the fields game ready. This is a challenge faced when hosting a spring tournament, and our maintenance crew did an excellent job getting things done!

The River Springs Waterpark Project started late last year so we could be ready for this summer. This \$500,000 project changed all the pumps in the filtration system, the sand filters, the circulation pumps, the play feature pumps, the waterslide pumps and the basket. The pool was filled with water today and then it will be tested so we can be ready for Opening Day

on June 1st. We are thankful this project could be done in two phases, so we were able to complete it prior to our opening this year.

The Council Chambers Project, outside utility work is complete, and the hole filled. Inside the stage has been removed and staff working with the architects to use the former stage rail on the IT Room. They are clearing debris in buckets as demolition is being done. With the stage removed, the back wall windows have really lit up the room and we are almost done with demo and ready to begin building the new room.

Public Comments

Lindsay Livingood, 425 23rd Street NW, commented he has appreciated the Owatonna Park system since he was a kid, it is one of the finest in Southern Minnesota. He has concerns about the plans proposed for Cashman Park. When he purchased his home in 1985, he was told by City staff that this area was given to the City by the Cashmans for a bird sanctuary. We have lived there for almost forty years, my three kids and now my grandchildren have played in these woods, my kids have names for all the hills. These woods are dense, there is no way you will throw a frisbee in there unless you take down some trees. Several things that need to be considered include security and traffic, to get off 26th street it can be quite congestive. Also, comments made tonight about all the community input and focus group discussions held but nobody mentioned this to us or to our neighbors about these plans.

Myrtle Schrader, 518 E Main, commented she has lived in her home for 54 years and lived in Owatonna her entire life, so she knows all about Main Street. She is upset about the wants and needs of the city council members and county commissioners. The county told her this project on Main Street was a county project and would not cost her anything but that is not true, she is aware the City will also pay a generous portion of the costs and her taxes will continue to rise. They plan to put a turning lane in the 500 block on Main Street, but the street is only 39' wide so this will move traffic 7 feet closer to my home. There won't be any parking available in front of my house so my friends and family will have no place to park when they visit. There won't be any parking from Lincoln Avenue to Jaycee Park and bicyclists will not be able to ride safely on the street. Semis use Main Street during harvest time and their loud noise will be closer to my house, closer to my bedroom. The semis with sweetcorn, raise your hand if you would want this in your front yard! Don't see any hands! It is very upsetting, and the city cannot afford their wants list. Do the needs needed closer to downtown but leave the 500 block alone.

Diana Hager, 330 Stoneridge Lane NE, commented she has concerns about traffic into the proposed new development. Also, last year she sent a letter to Mayor Tom Kuntz, and she wants to thank the city for changing the crosswalk on 26th Street and Third Avenue to a flashing sign. When the new development goes in, it will cause more congestion, there are sidewalks but many walk in the street and traffic will be speeding in both directions. Also, I never heard about the meeting for this development project and the impact it will have on our neighborhood. I saw a letter my neighbor received, and I hope we will all receive notification prior to the July meeting. Council President Schultz commented state statute stipulates who must receive notifications. Community Development Director Klecker commented notices are sent to all property owners within 350 feet of the proposed project. She commented that her home is the eighth house away, which is more than 350 feet away.

Tim Matson, 300 Arglen Drive, commented he lives on the corner of 4th Avenue NW and Arglen Drive. He believes plans to build a park with a disc golf course next to one of the busiest streets in town is ridiculous. Kids, no mention of a pickleball court which was on one of the original plan, will be throwing discs onto one of the busiest streets in Owatonna, that being 26th Street? Is it really necessary to build a disc golf course or a pickleball court? You are putting your projects ahead of the kids, I can't believe you are even considering this. I'm ashamed to say this is happening in Owatonna, I think every one of my neighbors is here to say the same. Utterly

ridiculous!

Raymond Gray, 435 23d Street NW which is right next to where you want to put a frisbee golf course or whatever. I just found out about this project; I think it was from my neighbors throwing a flyer in my mailbox so I think you could find a way to do a little bit better of letting people know. I did not have a lot of time to research this project but the first question that comes to mind when I heard about it is why, why are we doing this? Initial cost was one of my first concerns. I have a real problem with the government wasting my tax dollars. I wonder what it would cost to put this park into Cashman Woods. I am tired of the government spending money on things we do not need. Secondly the effect on the neighborhood, I have two little dogs and a fence. People are going to be on my property, who is going to be responsible if something happens to my dogs or my property? The traffic on 23rd is going to increase dramatically. The plan says we are going to cut a little bit of underbrush, which isn't going to happen. I drove around town to look at some other parks to see what benefits there might be, I found most of our parks empty, do we need more? Do we need to build it and maintain it for something we do not need at this time, economic times are tough. You are the only entity in this room that can say, "I need more money". I know we need to spend money but not on things that are not needed. Money for safety and security, the essential things of life and then if we have money left, fine but pay the basics first. One thing I have heard is that Park and Rec is doing some great things. There are a lot of kids involved when they are young, and soccer comes to mind but what can they do when they get older that doesn't cost money? For many reasons they drop out and numbers decrease, what happens with the kids that aren't involved? When I was a kid, I was getting into trouble. We could use the old high school as a community center, put in some ping pong tables and they could be used by families or kids wanting to play all year around, so they aren't out running the streets. If you do go forward with this project, will you place property fences or is everyone on their own? Council President Schultz commented this project is so far in the future or it might not even happen, so there is nobody that can answer that question. Mr. Gray commented "It is a concern, there are people with a lot of concerns and seeing this waste of money is like a slap in the face".

Annie Adams, 710 Lee Street NE, commented she also has some concerns about the proposed new development. Phase 1 contains 140 housing units and there is only one entrance into this new development until Phase 3. It is going to take many years to reach 140 units, so there is going to be a lot of traffic on the road for this single entrance. Thanks for listening.

David Leek, 310 Arglen Drive, I first want to apologize to my neighbors for getting the time wrong on the flyer, but we looked up and that is what I saw and put it on the flyer. This speaks of the communication to all our neighbors for this project. I think it would be to everyone's benefit that they receive information and not rely on happen stance, they saw a message on Facebook or a website with information. We do have really good parks and trails, I use them a lot, I appreciate you putting a light on the trail, the trails are very walkable. One of the things the city could do better is the designed concept of the road. Design the roads in park areas with narrower roads aligned with trees, the traffic will slow down. People will drive at the speed for which the road is designed. There is plenty of opportunity to add things to these projects, use the parking lots already in place at the bottom of the hill and there is a parking lot on the edge of the hill along 26th Street. You say we don't know if we will need this funding but we need to do this so we can get funding, the homeowners want to add value to the neighborhood on our own. If you want to add value to the neighborhoods, we could interact with our neighbors. We could do something like the community gardens they have done in Rochester. A rain garden, for flood reduction, how can we anticipate costs when none of us know what your intent is. This is the place to do it, so you can make sure everyone knows what is going on. Thank you for listening.

Mayor and Council Comments:

Council Member Boeke thanked everyone who spoke during Public Comments. We appreciate all the citizens' feedback, a lot of times we do not hear anything. Your comments will be considered, thank you for participating on this local level.

Council Member Svenby commented that through the year we will approve quite a few Event Permits for activities within the community. Most don't cost the City anything but tonight there was a permit that will cost the city thousands of dollars. I think it's time we looked at our Event Permit and our steps of quality for all the departments and look at implementing steps to recoup some of those costs back. I would like this to be a topic of a future Study Session.

Council Member Dotson commented he would echo Mr. Boeke's comment and thanked everyone for their comments. Sometimes it isn't what we want to hear but need to hear said so I appreciate all of you participating. He asked then Council Member Raney if there is an update on the plumbing cost which was double billed in the N Streetscape project. Council Member Raney commented he spoke with the property owner today and the matter hasn't been completely resolved but he is speaking with the companies involved are working on it.

Mayor Kuntz commented we hope to increase communication and appreciate the input received from the public with suggestions on how we can do better so thank you for your concerns and comments.

Council President Schultz commented it was good to receive these comments and then commented this is the last meeting in May so Memorial Day is coming, and he thanked all veterans for their service.

Adjournment

At 9:06 p.m., Council Member Raney made a motion to adjourn, Council Member Boeke seconded the motion and with no objection, the meeting ended.

Respectfully submitted,

Jeanette Clawson, Administrative Specialist



Board - Commission Minutes

MINUTES – Draft Copy
OWATONNA CHARTER COMMISSION MEETING

The annual Meeting of the Owatonna Charter Commission was held Thursday, April 20, 2023 in the Second Floor Conference Room at City Hall. Chairman Vern Wilker called the meeting to order at 4:00 p.m. with members Sharon Klein; Roland Truelson; Nick Lewis; John Havelka; Don Overlie and Vern Wilker present. Also present were City Attorney Mark Walbran, City Administrator Kris Busse and Administrative Specialist Jeanette Clawson. Commission members Brad Bloomenrader, Brian Whited, Ken Hendrickson and Walter Hansen were unable to attend.

Following the Pledge of Allegiance, Chairman Wilker welcomed everyone. Commissioner Klein made a motion to approve the agenda, Commissioner Havelka seconded the motion; all members present voted aye in approval.

Commissioner Lewis made a motion to approve minutes of the April 19, 2022 meeting as prepared and previously sent for review. Commissioner Overlie seconded the motion; all members present voted aye for approval.

Chairman Wilker asked for nominations to serve as the Commission Chairman. Commissioner Truelson made a motion to reappoint Vern Wilker as the Chairperson and no other nominations were heard. Commissioner Wilker accepted the nomination, and all members present voted aye in approval.

Chairman Wilker requested nominations for Vice-Chairman. Commissioner Havelka made a motion to reappoint Commissioner Klein. There were no additional nominations heard, Commissioner Klein accepted the nomination, and all members present voted aye for approval.

During Items of Concern, Commissioner Havelka asked if the City is preparing a new logo. City Administrator Busse explained the City is involved with the community-wide branding initiative. More than 1,900 survey responses were received and under currently being reviewed for project input. The City will retain a city crest for legal purposes.

City Attorney Walbran thanked the Charter Commissioners for their service. The Charter serves as the City's Constitution and the Charter Commissions duty is to review and update the Charter when needed. The Charter contains basic rules for operation necessary for the health and welfare of the community. The ordinances in the City's Code will break down into more specific regulations. The City of Owatonna has been fortunate with a good "community culture"; most residents want to get along and there have not been many charter amendments needed.

Commissioner Wilker commented we also have good City Council Members and City Administrator to keep things running smoothly.

Commissioner Klein asked if anything is pending which the Charter Commission would be asked about and Commissioner Lewis asked if there was more the commission should be doing.

City Attorney Walbran assured them a Charter Commission Meeting would be called if needed and currently there are no items pending.

With no additional business, Chairman Welker thanked everyone for attending. Commissioner Havelka made a motion to adjourn, Commissioner Lewis seconded the motion; all members present voted aye, and the meeting was adjourned at 4:15 p.m.

The next Charter Commission Meeting planned is the 2024 Annual Meeting. This meeting will be held on the third Thursday of April, which will be April 18, 2024.

Respectfully submitted,

Jeanette Clawson, Administrative Specialist

MINUTES
OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY
REGULAR MEETING on APRIL 24, 2023

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:01 p.m. in the 2nd Floor Conference Room by Board Member Dotson.

Members present were Nathan Dotson, Shari Kropp, and Hussein Osman. Also present were Community Development Director Troy Klecker and Administrative Technician Kristen Kopp.

Approval of the Minutes: Board Member Dotson called for a motion to approve the minutes of the March 27, 2023 meeting. A motion was made by Kropp and seconded by Osman to approve the minutes. All Commissioners voting Aye, the motion carried.

Executive Director's Report: Klecker said that the North Cedar Apartment project is going slowly. They've had some issues with getting people on site. He said that Westlake Meadows is progressing. They have one building framed and are getting ready to do footings on another. They're planning to have the first building done in the fall, which is good. They just received an application for a new development that will be going to Planning Commission for public hearing on May 9 and City Council after that. This is the first larger new development in several years. The developer is looking to do Phase 1 this year, which is close to Lee Street. They're widening the spectrum of housing that we have. The development will include traditional single family, twin homes, three-story flats, and some row houses as well. They will build some of each and see what the market demands. They have the ability to adapt the project according to what the needs are. HAS Capital is a larger developer and there are cost savings to doing it in bulk. There are four phases, and they can move as quickly as they need to. They would like to get it all built out in a seven-year period. Some of their team, including the job supervisor, is out of Rochester and some out of the Cities. They will use local subcontractors and the realtor is out of Rochester. Dotson said that the best part is their flexibility to tailor it to what the needs are. They were open to the fact that their plan may change to suit the needs of the community.

Old Business: The Housing Choice Voucher program monthly report was presented by Klecker, including the City of Owatonna monthly balance sheet and revenue/expense report. Program utilization: The Housing Voucher program for March totaled 92. Total year to date assistance and administration costs were \$192,655.82 and revenues were \$209,324.54. The Housing Choice Voucher Program fund balance at March month end is \$127,055.53. The HRA Revenues year to date total is \$128,865.00 and the expenses total \$123,197.99 The HRA General Fund balance is \$581,956.75.

Klecker said that there are 168 total clients with no major movements in the numbers. There are about 15 families with vouchers still searching for units. It's pretty status quo, we just need to get more units.

A motion was made by Osman and seconded by Kropp to approve the reports as presented. All Commissioners voting Aye, the motion carried.

Others: Klecker said within the HCV Program, there has been a subprogram that would allow those on vouchers to purchase a home that would help with their mortgage payments. We have two clients on this program and we've talked about opening that up again. That could be one of our efforts to promote homeownership for these families on our voucher program. With homeownership comes building wealth and getting out of that cycle. Staff is getting information on opening that up again for housing voucher recipients. There's more to come on that, and they're trying to structure what it will look like. One of the current clients has asked whether we could use some voucher dollars to assist with home maintenance costs as they are doing some home repairs. The guidelines don't specify. Part of the reason for the program is to assist them as they learn how to manage repairs so that they can be self-sufficient. Many other HRAs do have guidelines. The Board won't act on this today, but we'll probably want to decide next month. Many HRAs do provide a little assistance for home repairs. The most common one is reimbursing

5% of the current payment standard. The payment standard for a two-bedroom unit is \$1,032. Under this scenario, they would receive about \$50 for each repair after they've spent the money. This is just to provide a little assistance to help them graduate from rental assistance to standalone homeownership eventually. Another option is reimbursing 5% of the entire repairs. Dotson asked if there would be a max dollar amount. Klecker said that the HRA can decide what they want. The third option is not providing assistance at all. We could do something in between as well. It's really up to the board. Kropp asked where this money comes from. Klecker said that it's through the federal voucher program, not local dollars. Kropp asked if there was a risk of not being able to come up with the assistance dollars. Klecker said that it may impact whether we can assist more vouchers, but we're talking about pretty minimal amounts of money. Kropp asked if we're really trying to incentivize them, would it be out of line to offer 10% of the repairs up to \$250? Dotson said that he would be willing to look at a percentage of the repair with a max dollar amount and he said he would like to give pre-approval. We can still police it if we don't have the money. Approval could be based on the availability of funds. Klecker said this assistance is for repairs only, not for something like new cabinets. Kropp said she likes the pre-approval and asked if a new water heater would qualify under repair. Klecker said yes. He said he will talk with Ghassan about whether pre-approval works or not, or whether we have to set the criteria. Dotson said they could even allocate a certain dollar amount a year. Kropp said she likes the idea of a little higher amount to make a positive impact, but agrees with some parameters and a maximum amount so it's not taken advantage of. Klecker said he will talk with Ghassan and will bring something back at the next meeting for more discussion and a vote.

Klecker spoke about affordable housing efforts. He said that he is on the United Way task force on housing. They've had some meetings with landlords on affordable housing. Many ideas have come back on forgiving building permit fees for improvements to fix up apartments or whether there could be tax abatements for new affordable housing. Klecker said that his response has been that he'd rather see groups like the HRA or the Housing Trust Fund, that are involved in trying to provide more affordable housing, provide assistance to help in those situations. That is more sustainable and politically acceptable way, because once you start a forgivable program, it's hard to stop. An incentive program is much easier to start and end. No decisions have been made. The County Board is on board with the Trust Fund, it opens the door for other businesses that find housing as an obstacle to hiring to contribute to the Trust Fund. There is a CEO meeting on Thursday that Klecker will be attending. He will bring up the Trust Fund idea to make them at least aware of that option as this might be an easier way for them to assist with affordable housing.

Klecker said they still have a lot on 22nd Street NW that they're trying to get ready for an affordable housing project. He's spoken with Habitat for Humanity who's interested in doing more homes. They're interested in this lot and maybe a different concept. They could do maybe four row homes. We're getting the lot ready and would do a Request for Proposal to see what else is out there. Hopefully we can get it ready before the end of the year. We did get the land for free and his thought is that they could convey it for free, but if there are other thoughts, let him know.

He's had conversations with the management group at Colonial Manor about potentially expanding. They're open to the idea and this is still in discussion.

The City owns a lot on South Cedar Avenue behind Fareway that is being marketed for sale right now. The thought is to make it for sale for housing.

Klecker said that they will be applying for a tax credit project for Eastgate Phase 2 in July. This would be a 49 unit apartment. They are talking with Rise Modular about using that technology. They'd be utilizing TIF and would probably have to convey the land for free. They would also potentially dedicate up to 12 housing vouchers to this project. They're working on the application. Osman asked if it's possible to ask for three-bedroom units. Klecker said he will check. He said that the City is partnering with the developer on this and we can let them know if there is a need we're trying to meet. They have to make sure everything works, as this is a very financially tight project. He said he will check into it. He said construction probably wouldn't be until 2025.

The next meeting will be Monday, May 22, 2023.

Adjournment: There being no further business, a motion to adjourn was made by Hussein, seconded by Kropp. All Commissioners voting Aye, the motion carried. The meeting adjourned at 4:42 p.m.

Respectfully Submitted,
Troy Klecker
Executive Director

The Owatonna Public Utilities Commission met in regular session in the Morehouse Conference Room at the Owatonna Public Utilities. Present were Johnson, Zirngible, Kottke, Rossi and Doyal. Also present were General Manager Warehime; City Administrator Busse; Director, Finance & Administration Olson; Director, Engineering & Field Operations Fenstermacher; Director Information Technology & Metering Baum; Manager, Human Resources Madson; Manager, Facilities, Gas & Water Operations Prokopec; Supervisor, Accounting Linders; Executive, Communications & Administration Coordinator Schmoll; Key Accounts & Energy Conservation Officer Hendricks; Accountant Lori Jerpbak and Accounting Specialist Shanda Meier. Other guests included Jeff Elsted, Superintendent of Schools; Tom Olinger, Abdo (OPU's auditors); and Greg Vetter (new Commissioner).

President Johnson opened the meeting by leading the Pledge of Allegiance. He then asked for approval of the agenda and the consent agenda items. The consent agenda items included the minutes from the March 28, 2023 OPU Commission meeting and the contributed services report as of March 31, 2023. Commissioner Doyal moved to approve the agenda and consent agenda. Commissioner Rossi seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Finance Committee – Commissioner Kottke reported the Finance Committee met, reviewed, and approved disbursements totaling \$11,677,073.62. The Committee reviewed work order status. There are four work orders closed year to date at 9.5% underbudget. There are still 66 open work orders budgeted at \$12 million. Past due aging is up slightly which is historically the trend in April when the Cold Weather Rule expires. The electric and water utilities are slightly better than month plan, however, the natural is slightly under. Gas prices are down, so less revenue is coming in. While this is good for customers, it reflects negatively in our financials. Mr. Kottke concluded by providing an update on investments and the rates of return on those.

Personnel Committee – Commissioner Rossi noted the Personnel Committee met and received a staffing update. He noted, Matthew Koch has been hired as the new gas/water engineering technician. There are currently four positions open of which active recruitment is ongoing. These positions are two Meter Serviceworkers, one Associate Engineer and one Engineering Project Coordinator. As of the date of the meeting, OPU had gone 101 days without an OSHA recordable.

City Administrator's Report

City Administrator Busse and School Superintendent Jeff Elsted distributed and discussed the 2022 annual report from the Owatonna Partners for Economic Development (OPED). After recapping the members, they recapped each section of the report. The sections discussed included new housing, workforce development, new industrial & commercial, major project development, and capital investments. It was noted the partnership of OPED does not exist in a lot of communities and serves as a huge asset for economic development, expansion of existing businesses and overcoming obstacles for new projects. Commissioner Kottke inquired, if the announcement of the new high school has taken a market jump in the number of inquiries of new businesses coming to Owatonna. Superintendent Elsted replied yes and in the number of families coming to town. Over the past year, 35-40 families are looking to relocate to Owatonna because of the new high school. He noted, just in one day they had 15 inquires. OHS' Career Pathways program is a large draw for families.

Audit Report

Director, Finance & Administration Olson introduced Tom Olinger from Abdo, OPU's auditors. Mr. Olinger presented to the Commission regarding the Auditor's opinion, any non-compliance issues, revenues and expenses, net position, cash flows from operations and cash balances from the electric, water and natural gas utilities. The audit returned an unmodified opinion or a clean audit with no instances of non-compliance. Commissioner Rossi inquired if Abdo audits other utilities. Mr. Olinger replied, yes, they have several utilities they audit and OPU is financially stable.

Customer, Donn Robinson, arrived at the meeting.

Customer Reimbursement Request

General Manager Warehime presented a recommendation to the Commission regarding a request from a customer for reimbursement of expenses incurred to move his water heater to make the water meter more accessible. Mr. Warehime's recommendation is to not honor the customer's request for reimbursement. After discussion, Commissioner Kottke moved to deny the request to reimburse expenses incurred. Commissioner Doyal seconded the motion. All Commissioners voting Aye, the motion passed.

General Manager/Staff Report

Director, Information Technology & Metering Baum presented to the Commission regarding the security camera project. Mr. Baum discussed the vision and timeline of the project. He compared the original scope with the updated scope, noting the first phase would focus on security of employees and commodity, specifically critical water infrastructure. Mr. Baum further noted existing hardware will be reused where possible for a cost savings. Commissioner Zirngible offered suggestions for things to keep in mind based on his experience at his company. Discussion ensued regarding signage, deterrent, replacement of the door access system versus upgrading the cameras, and supply chain issues. After discussion, Commissioner Kottke moved to allow a work order to be brought to the Finance Committee meeting for the cameras in 2023. Commissioner Rossi seconded the motion. All Commissioners voting Aye, the motion passed.

Director, Engineering & Field Operations Fenstermacher discussed and presented a grant proposal called the Midwest Coordinated Regional and Resilience Advancement. He noted the organizations involved in submitting this Federal grant are Minnesota Municipal Utilities Association, Minnesota Rural Electric Association, Minnesota Department of Commerce, Power System Engineering, Inc. and STAR Energy Services, LLC. Collectively there are 90 utilities joining forces for the potential to receive \$500 million for advancing the use of technology on the transmission, distribution, and combined system applications to:

- Harden regional and community power infrastructure
- Enhance grid resiliency for the Midwest region and its local communities
- Lower power costs by addressing transmission congestion and increasing grid operation efficiencies
- Make transformational changes to enable Minnesota's transition to a carbon free future with a high penetration of renewables and electric vehicles, and
- Engage, educate and include feedback from community groups in project implementation

Mr. Fenstermacher noted the first phase of the process is to ensure the Commission is interested in participating in the process to obtain the grant. If the grant is awarded, OPU's total project proposal is \$9.6 million over a 5-year period. OPU would be responsible for 50% of that. The first part of the project would consist of expanding the Hospital Circuit feeder and automating 17 switches in years one through four for a total of \$2.3 million. The second part of the project would include a full system automation consisting of

automating 93 switch points, beginning in year two, continuing through year 5 for a cost of \$6.1 million. A software called FLISR would be part of the purchase in year one. The software allows for remote operation of switches resulting in getting more customers on faster in outage situations. It isolates the exact location of the outage which allows for more focused restoration efforts. Commissioners inquired if this replaces the AMI system. Mr. Fenstermacher ensured the Commission this does not replace the AMI system but enhances it. AMI tells us when the customers are out of power, this system helps with the restoration of the outage. Commissioner Rossi suggested adding a "cost per customer" to project presentations going forward. After discussion, the Commission gave Mr. Fenstermacher the permission to continue forward with the grant and proposed project and look forward to hearing more about the project once the project is ready to kick off.

General Manager Warehime thanked Commissioner Kottke for his 10 years of service on the Commission.

Commission Roundtable

The Commissioners thanked Mr. Kottke for his years on the Commission.

President's Report

President Johnson thanked General Manager Warehime and Director, Information Technology & Meter Baum for the presentation on the cameras and security and noted that is exactly what he was looking for.

Audience Comments

Customer, Donn Robinson, attended the meeting to further discuss water issues at his residence.

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 5:55 p.m.

Respectfully submitted,

Tammy Schmoll
Executive, Communications & Administration Coordinator

Owatonna Human Rights Commission – Minutes- Draft Copy

The Owatonna Human Rights Commission (OHRC) met on Tuesday, May 9, 2023, in the Second Floor Conference Room at City Hall. Chairman Cords called the meeting to order at 5:30 p.m. Commissioner Vanoosbree took roll call with Commissioners Cords, Gunderson, Leon, Esquivel, and Vanoosbree; City Administrator Busse, Administrative Specialist Clawson present. Commissioners Ismael and Emanuelson were unable to attend.

Following the Pledge of Allegiance, Commissioner Cords welcomed everyone to the meeting. New member Esquivel introduced himself and City Administrator Busse administered the Oath of Office. It was noted that new member Ismael was present during the City Council Meeting last week to take the Oath of Office from Mayor Kuntz. Commission members welcomed Commissioner Esquivel followed by brief introductions of everyone present.

Commissioner Vanoosbree made a motion to approve the agenda as presented, Commissioner Gunderson seconded the motion, all members present voted aye for approval.

After reviewing Minutes of the April 11, 2023 OHRC Meeting, Commissioner Leon made a motion for approval; Commissioner Vanoosbree seconded the motion; all members present voted aye in approval and the motion carried.

COMMISSIONER COMMENTS

Commissioner Cords provided brief recap of the OHRC activities over recent years:

- 2022 completed the mural near the Blast in the downtown area.

- Host the annual MLK Jr Day Breakfast.

- 2022 introduced Welcoming Week to Owatonna, this is an opportunity to host various events within the community to foster an inclusive atmosphere for residents. Last year, OHRC members participated in online coaching sessions with representatives of Welcome America. This year we will only receive information about resources available from Welcome America. Commissioner Cords commented he liked the connections made with other commissions about their Welcoming Week activities, Rochester provided some great suggestions.

ITEMS OF DISCUSSION

Project Community Connect

Commissioner Cords commented that he, Commissioners Gunderson, Emanuelson and Vanoosbree represented OHRC during the event held April 27th at Trinity Lutheran Church. They all thought this event provided a great opportunity to network with other organizations within the community. The Community Services Coordination Team of Steele County organized this event for residents of Steele County communities to offer them the opportunity to receive information and resources from Steel County service providers. Commissioners Emanuelson and Gunderson stopped by other organization's tables and many attendees and participants stopped at the OHRC table for information.

Election of 2023-2024 Officers

Commissioner Leon made a motion to re-elect current officers to serve another year: Chairman Cords, Vice-Chairman Gunderson and Secretary Vanoosbree. Commissioner

Cords seconded the motion and there were no other nominations heard. Each commissioner agreed to accept their nomination and all present voted aye in approval.

2023 Welcome Week

Commissioner Leon presented information of proposed activities for the 2023 Welcome Week planned for September. The subcommittee met and plan to meet next week to with discussion to hold a 3-on-3 basketball tournament; participate in the Chamber's September Downtown Thursday event; a Community Roundtable; a soccer game; a community dinner at a park; an Immigrant Story Night; an arts night; a Mayoral Proclamation, the World Peace Day; and a peace pole project. City Administrator Busse commented that the Council is developing a policy for placement of items on city owned property and asked information/plans be shared with Council and Jenna Tuma, Park and Rec Director.

Request for Land Acknowledgement Statement

There was no new information for consideration to prepare a Land Acknowledgement Statement. Commissioner Cords commented Tyler Cochran, Park Board member contacted him last week to ask if OHRC members had contact with native American residents or organizations. The Park Board is considering names for the newly formed regional park and would like input from multiple groups. City Administrator Busse commented that this was an item at the Park Board meeting last night, they selected a name and will now make a recommendation to the Council for approval.

Additional Comments

City Administrator Busse encouraged the commissioners to begin planning the 2024 MLK Jr Day Event. Commissioner Vanoosbree commented that plans will be dependent on available funds and suggested preparing a proposed 2024 budget request. City Administrator Busse agreed and suggested a proposed OHRC Budget request be prepared for discussion during the June OHRC Meeting, she will begin budget discussions with staff late June and the Council approves the Preliminary Budget in September each year. Commissioner Leon requested the commission also consider exploring alternative options for MLK Jr Day activity to expand community participation; event survey results favored an early breakfast time and venue, but these responses were all from participants. Commissioner Cords this will be an item for discussion on the next OHRC Meeting Agenda.

Public Comments

None heard.

Adjournment

At 6:16 p.m., Commissioner Gunderson made a motion to adjourn, Commissioner Leon seconded the motion, and the meeting was adjourned. The next meeting will be held on Tuesday, June 13, 2023, at 5:30 p.m.

Respectfully submitted,

Jeanette Clawson, Administrative Specialist

Unapproved Minutes of Owatonna Public Library

Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Thursday, May 18th, 2023 4:30 PM

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday May 18th, 2023. The meeting was held in the Owatonna Public Library Gainey Room. In attendance were President Trudy Severson, Trustee Amy Tapp, Trustee Quinn Meyer, Library Director Mark Blando and Administrative Technician Robin Spande. Absent was Vice President Karen Malin and Trustee Julianna Skluzacek,

Call to Order

The meeting was called to order by President Severson at 4:38 pm.

Blando went around the room introducing the new board members to the group.

1. Reminder of Open Meeting Law

The open meeting law applies to all board meetings.

2. Public Comments

No Public Comments

4. Approve Minutes

President Trudy Severson motioned and seconded to approve the minutes of the March 2023 minutes. All aye and the motion approved.

5. Financial Report

Blando reported that the budget is on track for May.

6. Childrens Services Report

Children's Services
March-April 2023

On March 1, Darla visited Trinity Preschool and read stories to a group of 10 three-year-olds and 3 adults.

On March 2, a class of 8 three-year-olds and two teachers from Trinity Preschool visited the library. They were given a tour, they listened to stories and checked out books.

Storytime continued throughout March and April on Tuesday mornings at 9:30 and 10:30. It was held 16 times over this two-month period and attended by 391 children and adults.

Darla Lager
May 18, 2023

7. Library Use Report

CKI & CKO - physical items				Apr-23	CKI & CKO - physical items				Apr-22
bp	Checkin	Normal CKI	1,076		bp	Checkin	Normal CKI	1,216	
bp	Checkin	Late Checkin	258		bp	Checkin	Late Checkin	333	
		BP TOTAL CKI	1,334				BP TOTAL CKI	1,549	
bp	Checkout	First Time CKO	1,054		bp	Checkout	First Time CKO	1,269	
bp	Checkout	Phone Renewal	85		bp	Checkout	Phone Renewal	155	
bp	Checkout	Other Renewal	42		bp	Checkout	Other Renewal	36	
bp	Checkout	Opac Renewal	137		bp	Checkout	Opac Renewal	128	
bp		BP TOTAL CKO	1,318		bp		BP TOTAL CKO	1,588	
CKI & CKO - physical items				Apr-23	CKI & CKO - physical items				Apr-22
owat	Checkin	Normal CKI	9,949		owat	Checkin	Normal CKI	10,215	
owat	Checkin	Late Checkin	2,194		owat	Checkin	Late Checkin	249	
		OPL TOTAL CKI	12,143				OPL TOTAL CKI	10,464	
owat	Checkout	First Time CKO	9,961		owat	Checkout	First Time CKO	10,215	
owat	Checkout	Phone Renewal	192		owat	Checkout	Phone Renewal	249	
owat	Checkout	Other Renewal	300		owat	Checkout	Other Renewal	299	
owat	Checkout	Opac Renewal	899		owat	Checkout	Opac Renewal	1,004	
owat		OPL TOTAL CKO	11,352		owat		OPL TOTAL CKO	11,767	
New Borrowers April 2023				Library Visits April 2023	New Borrowers April 2022				Library Visits April 2022
bp	5			bp	675				
owat	92			owat	6,083				
ILL/Loaned April 2023				ILL/Borrowed April 2023	ILL/Loaned April 2022				ILL/Borrowed April 2022
bp	434			bp	228			bp	279
owat	1,182			owat	1,057			owat	982

8. Upcoming Programs

We had a presentation from author Doug Ohman on April 17th that was very well attended. He presented the book Vanishing Landmark and is an expert on anything Minnesota.

On Friday May 5th we had an author presentation from Abby Jimenez. She is a New York Times bestselling author and Food Network champion. This event was very well attended and made for a lot of excitement.

The Movie "Eighty for Brady" has been scheduled for this upcoming Thursday May 25th at 2pm. See you at the movies!

Recently Blando and Assistant Director Renee Lowery gave a presentation at Associated Church about book banning. Book banning has increased nationwide.

9. SELCO Updates

Blando explained what the function of SELCO is in regard to the Southern Minnesota Libraries and the services it provides to us.

10. Renovation and Library Update

The Library parking lot is getting a much needed blacktop patching job as it is in very poor condition.

Makerspace equipment is being tested and staff will soon be trained on its operation.

Former President Meredith Erickson and Blando had a meeting about the Library Garden. The Hospitality House have indicated they have people interested in helping weed and water the garden. In addition, it is only one block from the Library.

Summer meals will be gearing up from the 1st week in June to the 1st week in August on the Library front lawn. Picnic tables have been put in place for use by anyone who cares to partake. Summertime is all about the Summer Reading Program and it's fun to see all the programs being offered.

Envisionware, the replacement for Pharos, is now being implemented.

Adjourn

A motion to adjourn was made by President Severson and seconded by Trustee Tapp. All aye. The meeting adjourned at 5:25 pm.

The next meeting will be Thursday, June 15th at 4:30pm.

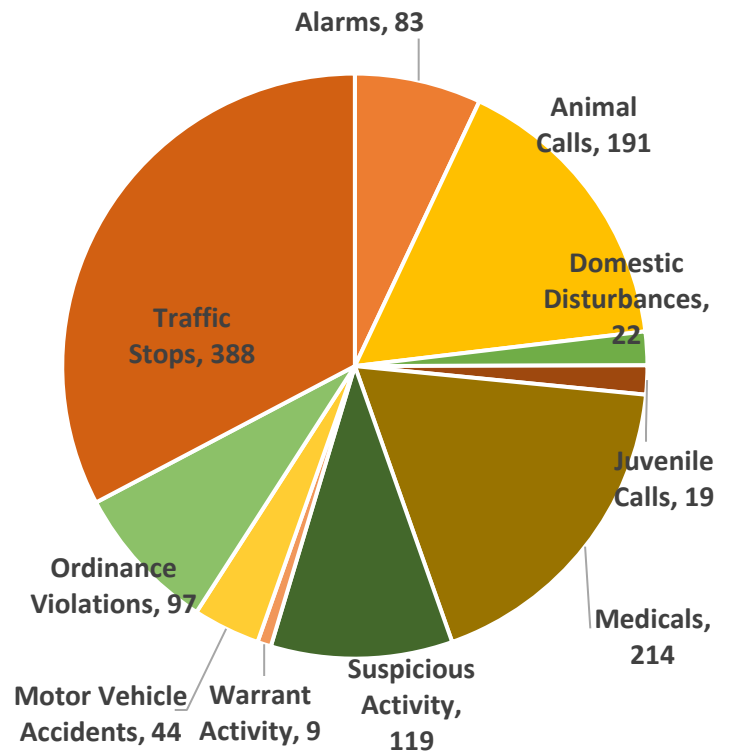
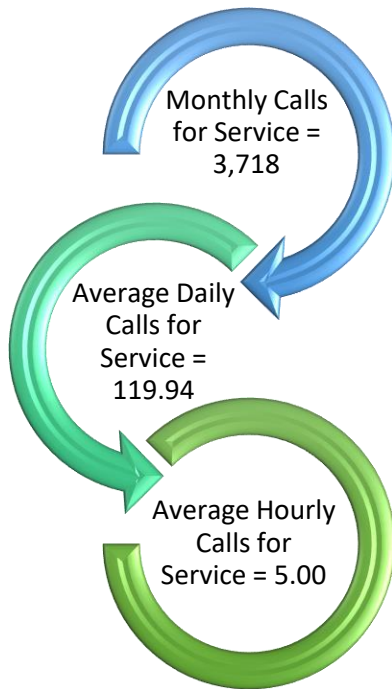
Respectfully submitted by Robin Spande



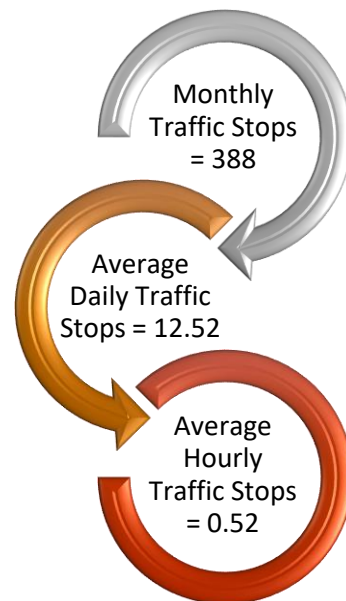
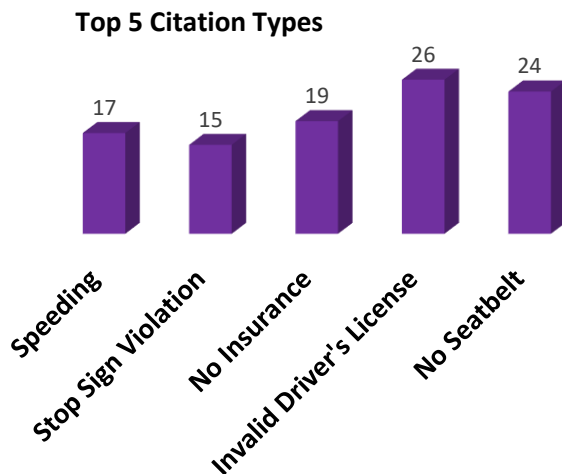
Department Reports

OWATONNA POLICE DEPARTMENT

May 2023



In the month of May 2023, the Owatonna Police Department answered 3,718 calls for service, including 388 traffic stops, 83 alarms, 22 domestic disturbances, 191 animal calls, 19 juvenile calls, 214 medical calls, 119 suspicious activity calls, 9 warrants, 97 ordinance violations, and 44 motor vehicle accidents.



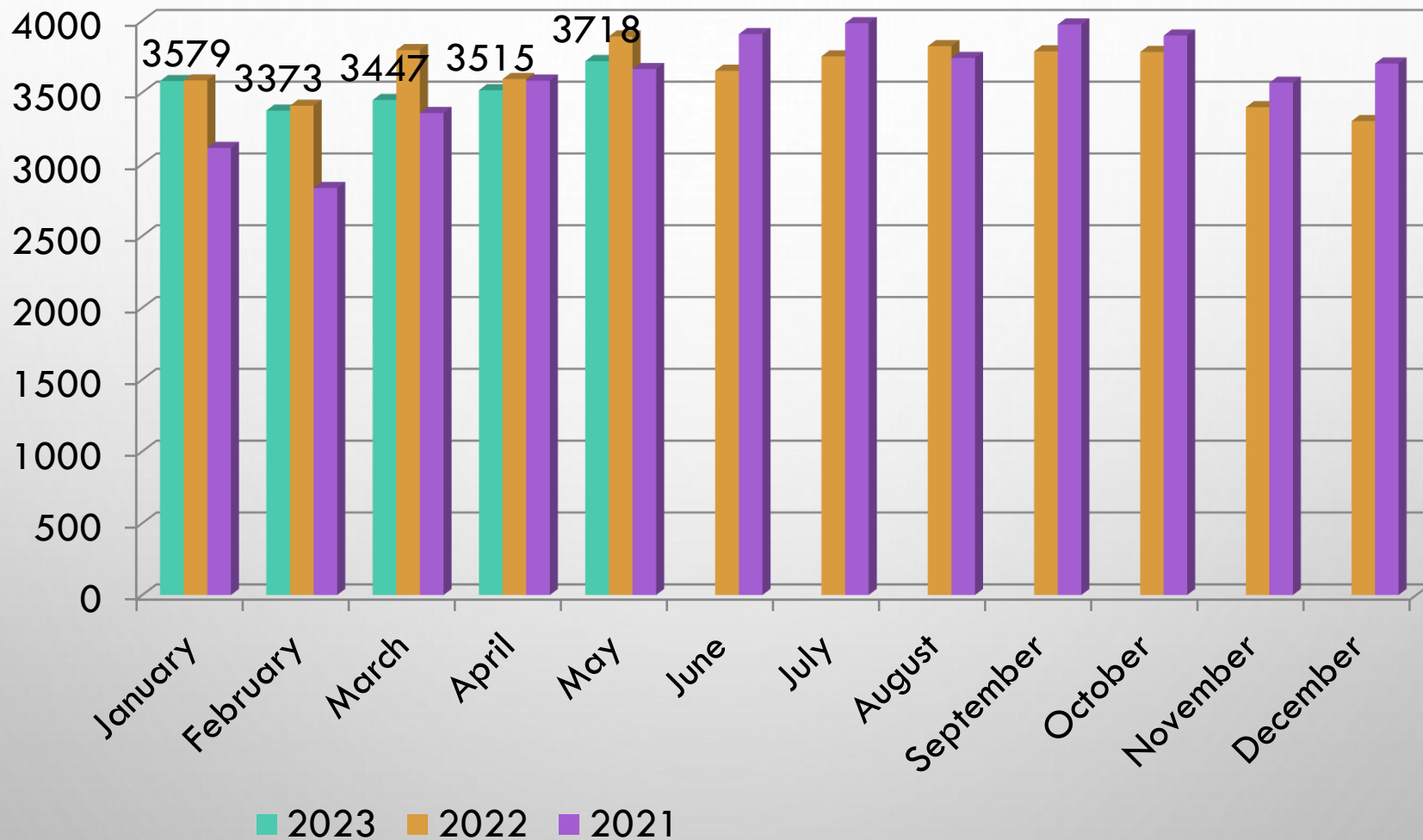
The Owatonna Police Department issued a total of 135 citations and 282 warnings in May. The top 5 citation types include speeding, stop sign violations, no insurance, invalid driver's license, and no seatbelt.

OWATONNA CRIME DATA

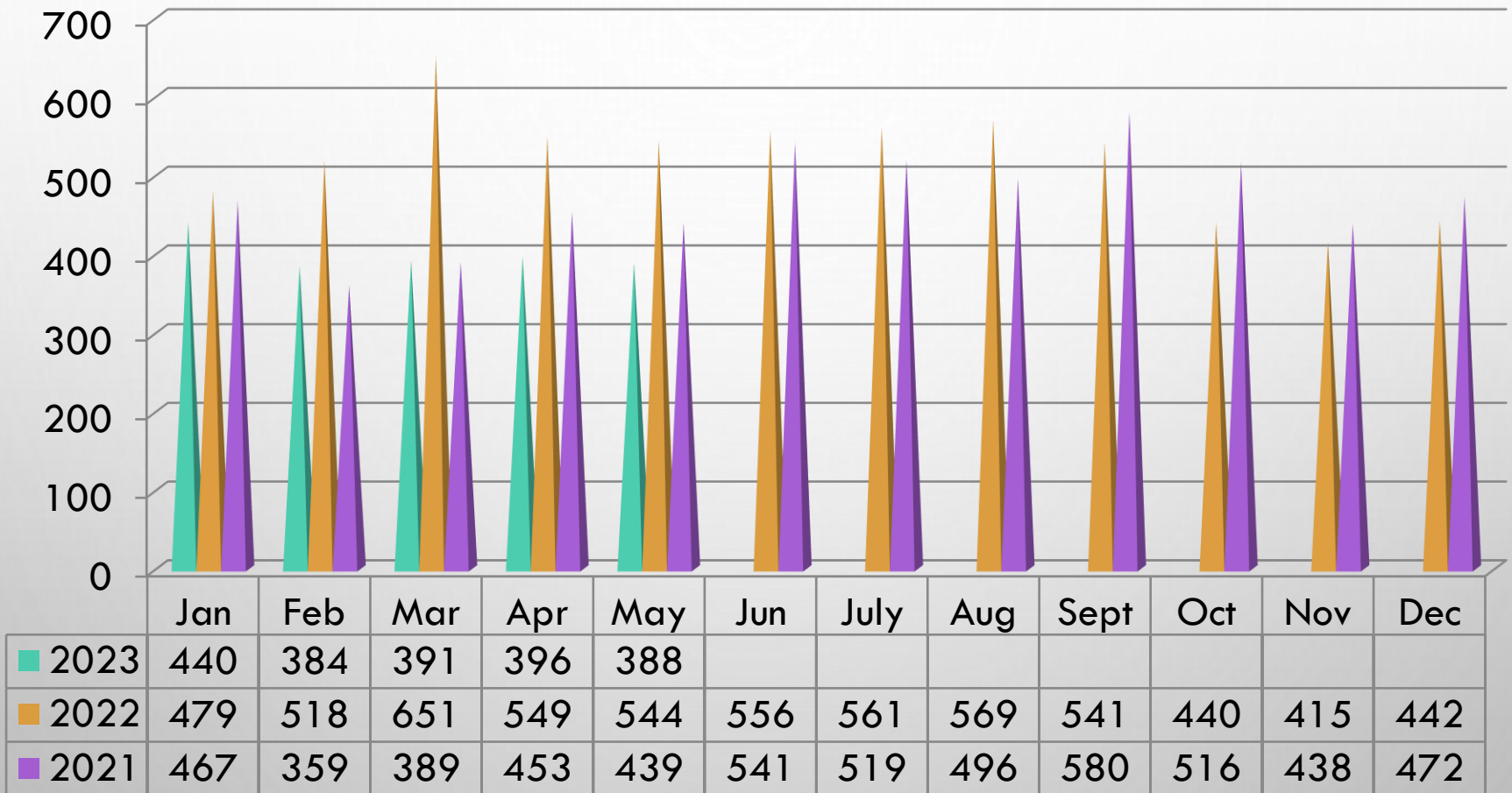
MAY 2023



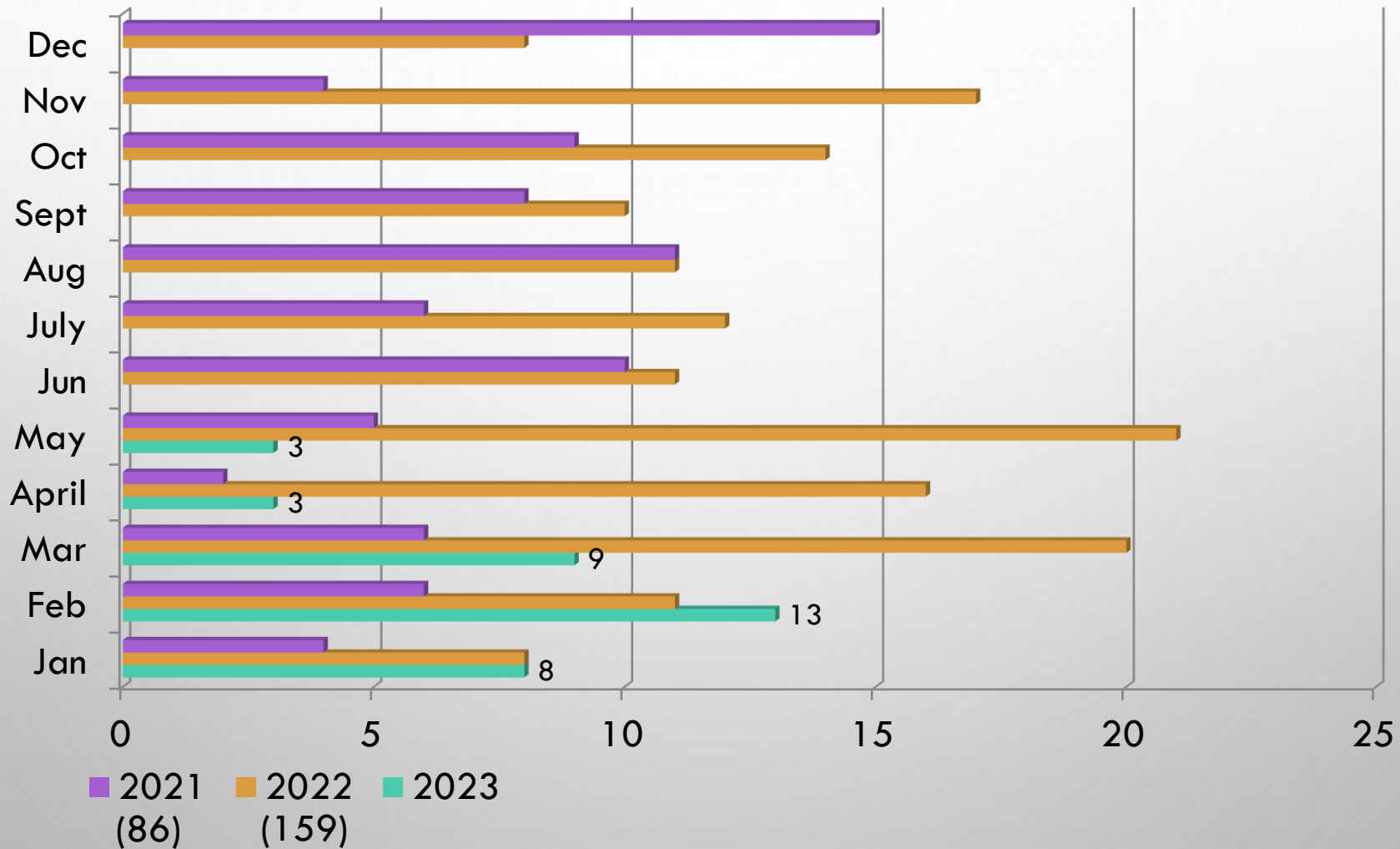
TOTAL EVENTS



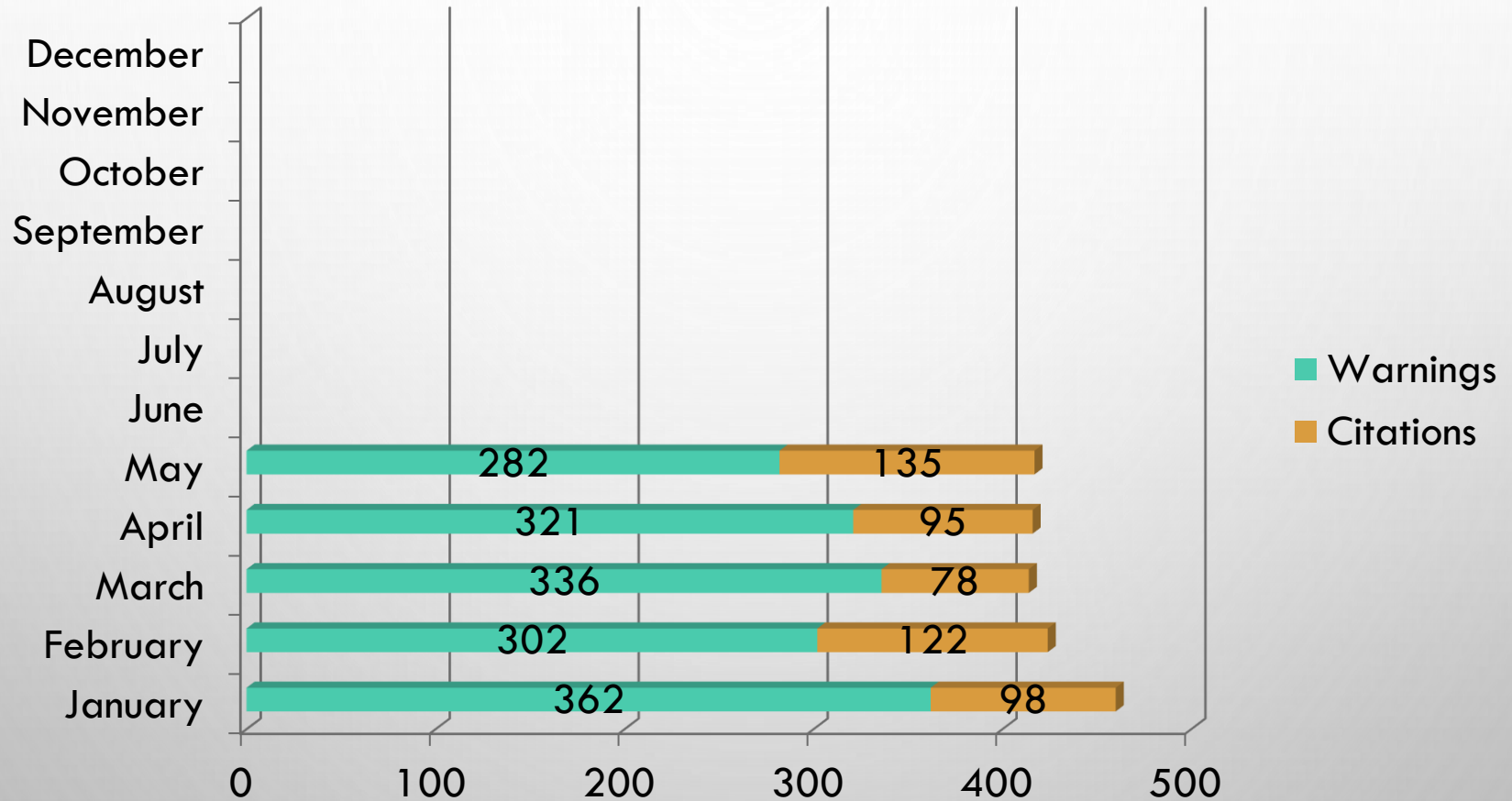
TRAFFIC STOPS



DWI



CITATIONS & WARNINGS



GROUP CRIMES

NIBRS Transition occurred 08/2020, 3-year data trend not available		2023
Kidnapping/Abduction	1	
Rape	4	
Sodomy	0	
Sexual Assault with an object	1	
Fondling	12	
Robbery	1	
Aggravated Assault	11	
Simple Assault	42	
Intimidation (Assault)	18	
Arson	2	
Burglary/Breaking & Entering	9	
Pocket-Picking	0	
Purse Snatching	0	
Shoplifting	48	
Theft From Building	10	
Theft From Motor Vehicle	8	
Theft of Motor Vehicle Parts or Accessories	4	
All Other Larceny	18	
Motor Vehicle Theft	7	
Counterfeiting/Forgery	4	
False Pretenses/Swindle/Confidence Game	6	
Credit Card/Automated Teller Machine Fraud	0	
Welfare Fraud	0	
Wire Fraud	1	
Identity Theft	10	
Stolen Property Offenses	2	
Destruction/Damage/Vandalism of Property	31	
Drug/Narcotic Violations	29	
Drug Equipment Violations	10	
Pornography/Obscene Material	3	
Bribery	0	
Weapon Law Violations	3	
Human Trafficking, Commercial Sex Acts	1	
Animal Cruelty	0	
TOTAL	296	

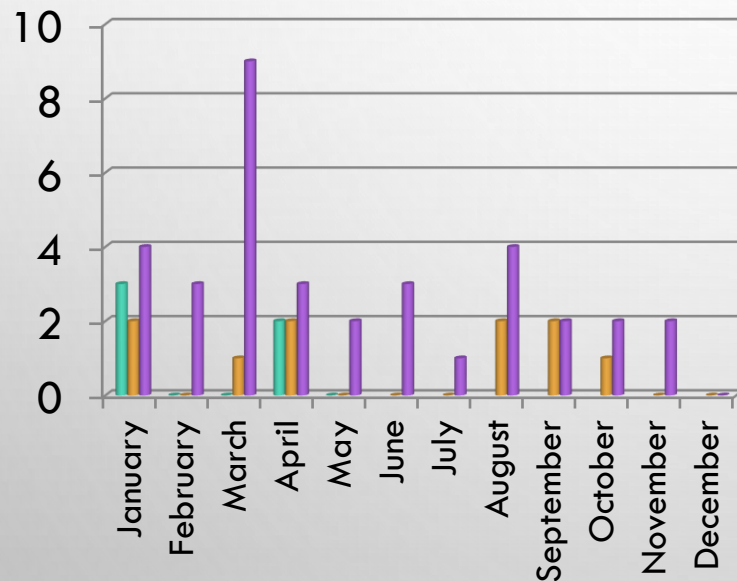
GROUP B CRIMES

NIBRS Transition occurred 08/2020, 3-year data trend not available	2023
Curfew/Loitering/Vagrancy Violations	1
Disorderly Conduct	16
Driving Under the Influence	50
Family Offenses, Nonviolent	1
Liquor Law Violations	7
Trespass of Real Property	3
All Other Offenses	48
TOTAL	126

DISORDERLY & NUISANCE VIOLATIONS

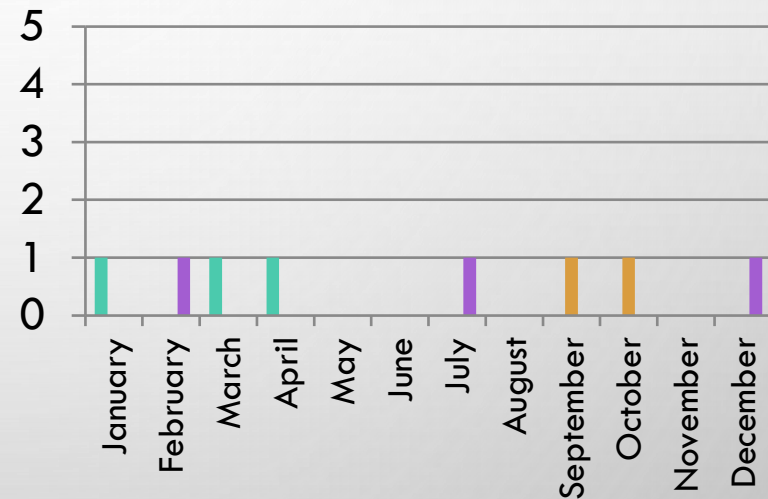
DISORDERLY VIOLATIONS

2023 2022 2021

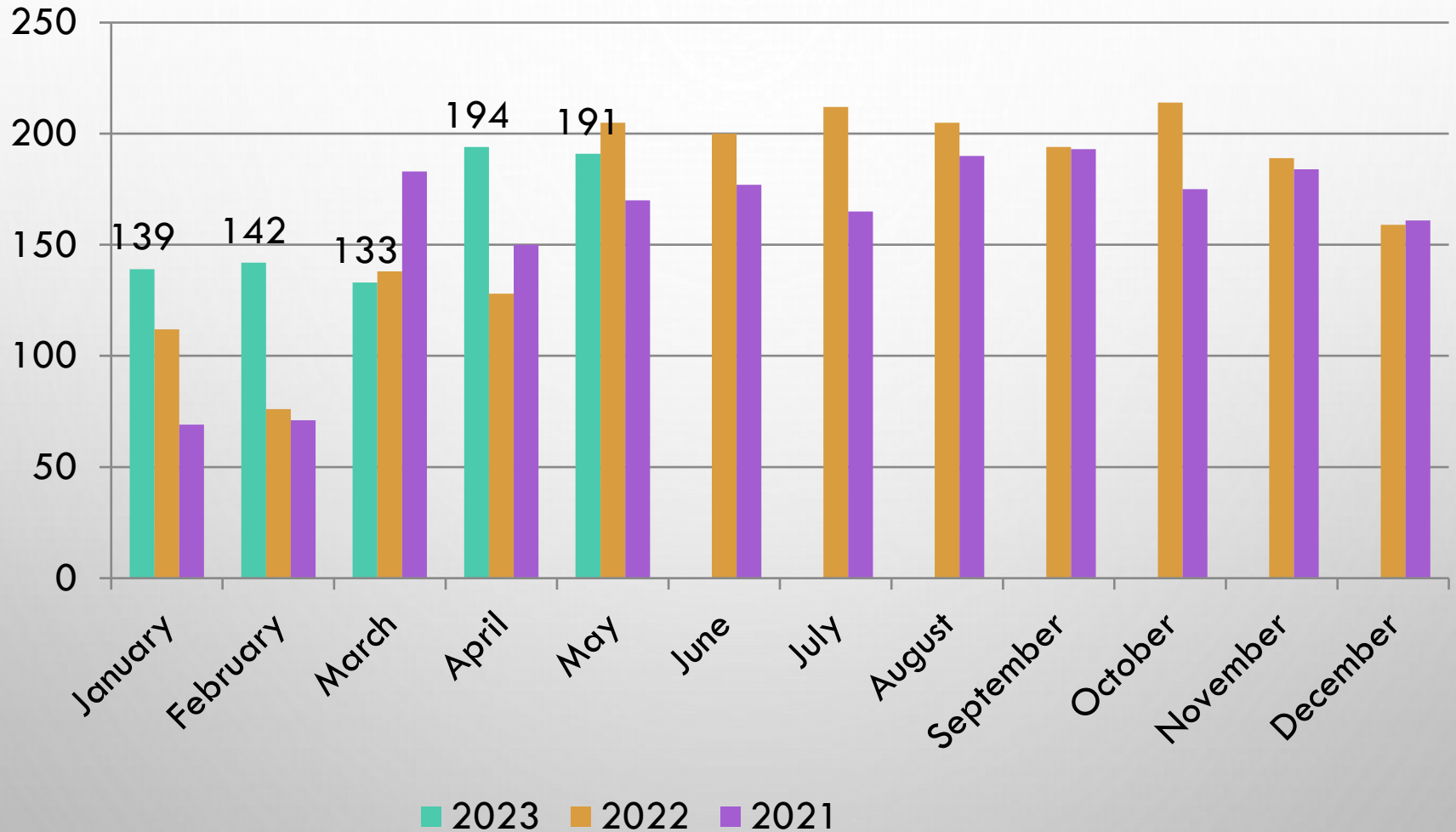


NUISANCE VIOLATIONS

2023 2022 2021



ANIMAL CONTROL CALLS



Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 8, 2023 to June 1, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
22 Street Northwest	Vacant lot 17-004-1404 with long grass/weeds. No change in vacant lot complaint status as of 5/31/23. RJS	5/25/2023					0.5
4 Avenue Southeast	Vacant lot 17-022-4102 with long grass/weeds. No change in the vacant lot status as of 5/31/23. RJS	5/26/2023	6/1/2023	6/15/2023			0.5
4 Avenue Southeast	Vacant lot 17-504-0103 with long grass/weeds. No change in the vacant lot status as of 5/31/23. RJS	5/26/2023					0.5
Bellflower Lane Northeast	Complaint: Vacant lots 17-437-0318, 0319, 0320 on Bellflower Ln haven't been cut yet.	5/25/2023				No violations found at the time of the inspection. Will check again in one week. 9609	0.5
Bellflower Lane Northeast	Complaint: Nine vacant lots 17-437-0317, 0319, 0320, 0211, 0212, 0312, 0313, 0314, 0308 on Bellflower Ln haven't been cut yet.	5/31/2023	6/1/2023	6/15/2023			0.5
Hartle Avenue	Vacant lot 17-022-4103 with long grass/weeds. No change in the vacant lot status as of 5/31/23. RJS	5/26/2023	6/1/2023	6/15/2023			0.5
Mossy Creek Drive Northeast	Complaint: Vacant lot 17-573-0217 hasn't been cut yet this year. complaint lot picture 7752 as of 5/23/23. RJS	5/23/2023				At this point in time the vacant lot is not at 18 inches tall as of 5/23/23. RJS	0.5
Mossy Creek Drive Northeast	Complaint: Vacant lot 17-573-0217 hasn't been cut yet this year.	6/1/2023					0.5
1025 Mineral Springs Road Northeast	Misc items on the Mineral Springs Rd blvd area. One small container remains on the blvd area as of 5/15/23, 5/16/23. RJS	5/11/2023	5/15/2023	5/25/2023	5/17/2023	All large items have been removed as of 5/17/23. RJS	1
1057 Linn Avenue	Bed frame, green end table, exterior door on blvd. The complaint location with a complaint item has been removed as of 5/23/23. RJS	5/22/2023			5/23/2023	Items have been removed.	1
1072 Oak Avenue South	Complaint: Garden on property line and weeds grow into complainant's yard.	5/19/2023				Reviewed pictures, did not see a violation based on the pictures. Closed complaint.	0.5
1130 Frontage Road West	Complaint: Valley Terrace complained that Walmart's garbage is blowing into their yard and their lawn service company won't mow with all the garbage there. See pictures 7652, 7653, 7654 of the east side of the Walmart building. Valley Terrace is on the east side of the Walmart building Some of the wind garbage has been picked up as of 5/9/23. RJS No additional cleanup been done as of 5/11/23, 5/12/23, 5/15/23, 5/16/23, 5/17/23, 5/18/23, 5/19/23, 5/22/23, 5/23/23. RJS	5/8/2023	5/11/2023	5/21/2023	5/22/2023	The area behind Valley Terrace has been cleaned up. RJS	1
1145 16 Street Southwest	Complaint: The lawn never got mowed last year. The back of the garage has a hole in it around the soffit, The exterior of the house is slowly deteriorating. The front lawn looks like a war zone. Complainant's pictures have been uploaded. The lawn is not high as of 5/15/23. review pictures (7695, 7696, 7697 as of 5/15/23, 5/16/23, 5/17/23, 5/18/23, 5/19/23. RJS	5/15/2023				5/19/23 - Reviewed pictures with 9622 - he did not see any violations. Closed complaint. 9609	0.5

Weed/Nuisance Complaint Inspections					OWATONNA FIRE DEPARTMENT		
May 8, 2023 to June 1, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
1145 16 Street Southwest	Tall grass in all yards, refrigerator in front of garage, pile of branches. No change in the complaint location status as of 5/26/23, 5/30/23, 5/31/23. RJS	5/25/2023	5/31/2023	6/12/2023			0.5
115 Prospect Street	Green living room chair on the front blvd area. No change in the complaint location status as of 5/24/23, 5/25/23., 5/26/23 RJS	5/19/2023	5/24/2023	6/4/2023	5/26/2023	The living room chair on the front blvd area has been removed as of 5/30/23. RJS	1
118 13 Street Northwest	Complaint: Landscape type barrier/fence between 118 and 110; tree stump hasn't been removed/cleaned up; sidewalk and old fire ring removed and hasn't been cleaned up. Pictures submitted by complainant have been uploaded. See attached pictures 7656 and 7657 as of 5/9/23 RJS Has some misc items on the front blvd area as of 5/9/23 RJS	5/9/2023			5/10/2023	The misc items have been removed from the front blvd area as of 5/10/23. RJS	1
118 13 Street Northwest	Complaint: Old landscape barrier/fence, stump grindings, weeds. Complainant's pictures have been uploaded.	5/25/2023			5/25/2023	Talked with the complaint location owner on 5/25/23. He stated that the home has been sold (closing is on 5/26/23) and the new owner is going to relandscape the yards as needed. RJS	0.5
123 McKinley Street East	Long grass/weeds in all yards of the complaint location. The complaint location's long grass and weeds has been mowed as of 5/23/23. RJS	5/22/2023			5/23/2023	Has been mowed.	1
1230 Lincoln Avenue South	Three seat couch on the front blvd area. The 3 seat couch on the front blvd area has been removed as of 5/31/23. RJS	5/30/2023			5/31/2023	Couch has been removed.	1
1308 Elm Avenue North	Long grass/weeds in all yards of the complaint location. The complaint location has been mowed as of 5/26/23. RJS	5/25/2023			5/26/2023	Has been mowed.	1
1345 Cottage Lane Southeast	Complaint: Tall grass. The complaint location with complaint tall grass has been mowed as of 5/19/23. RJS	5/19/2023					0.5
1506 Rose Street East	Recliner living room chair, exterior door and baby car seat on the front blvd.	5/17/2023	5/23/2023	6/3/2023	5/30/2023	The recliner chair and Baby seat have been remove from the front blvd as of 5/19/23. RJS	1
1506 Rose Street East	The complaint location added a rose color living room chair on front blvd as of 5/22/23. RJS No change in the complaint location status as of 5/23/23. RJS	5/22/2023			5/24/2023	The rose color living room chair on the front blvd has been removed as of 5/24/23. RJS The exterior door remains in place as of 5/24/23, 5/25/23, 5/26/23. RJS	0.5
1506 Rose Street East	the exterior door has been removed as of 5/30/23. No other items on the blvd. RJS	5/30/2023			5/30/2023	Has been removed.	0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 8, 2023 to June 1, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
1510 Deer Trail Lane Northeast	Two bales of straw on the front center of the blvd. No change in the complaint status as of 5/15/23, 5/16/23, 5/17/23, 5/18/23, 5/19/23. RJS 5/18/23-spoke with Greg Louis - he puts the straw bales there during the winter to deter snowmobiles from going into his yard and hitting his plants. The complaint location removed the two bales of straw on the front center of the blvd on 5/22/23. RHS	5/11/2023	5/16/2023	5/26/2023	5/22/2023	The complaint location removed the two bales of straw on the front center of the blvd on 5/22/23. RJS	1
1575 Mineral Springs Parkway Northeast	Two brown bedroom dressers on the front sidewalk. No change in complaint location status as of 5/17/23, 5/18/23, 5/19/23. RJS	5/15/2023	5/17/2023	5/27/2023	5/22/2023	The complaint location with two dressers on the front sidewalk area has been removed as of 5/22/23. RJS	1
1650 Eagle Ridge Street Northeast	Complaint: Vacant lot 17-612-0114 has tall grass/weeds.	5/24/2023				No violation found at the time of the inspection. Will check again in one week. 9609	0.5
1650 Eagle Ridge Street Northeast	Complaint: Vacant lot 17-612-0114 has tall grass/weeds.	6/1/2023					0.5
1726 St Paul Road Northeast	Complaint: Tall weeds and thistles, branches in backyard. To see backyard, go to 1736 and he'll let you look from his deck. No change to the complaint location status as of 5/25/23. RJS	5/24/2023	5/26/2023	6/6/2023	5/30/2023	The tall weeds, grass and thistles at the complaint location has been mowed as of 5/26/23. RJS	1
1801 Linn Drive	Under counter dishwasher on blvd. No change in the complaint location status as of 5/26/23, 5/30/23, 5/31/23. RJS	5/23/2023	5/26/2023	6/6/2023			0.5
1856 Prairie Lane Northeast	Complaint: Couch on curb since last summer.	5/10/2023	5/11/2023	5/21/2023	5/11/2023	The complaint couch has been removed as of 5/11/23. RJS	1
1860 Bigelow Avenue	Complaint: They don't mow their lawn. Tall weeds and grass in all complaint yards as of 5/31/23. RJS	5/31/2023	6/1/2023	6/11/2023			0.5
1940 La Casa Lane Southeast	Complaint: Long grass and weeds in all yards. appears that the complaint location home maybe vacant as of 5/31/23. RJS	5/31/2023	6/1/2023	6/11/2023			0.5
209 University Street East	Complaint: Stack of tires between the two garages of 209 University and 215 University. Can be seen from alley. No change in complaint status as of 5/12/23, 5/15/23, 5/16/23, 5/17/23, 5/18/23, 5/19/23. RJS	5/11/2023	5/12/2023	5/22/2023	5/22/2023	The complaint location with a stack of tires between the 2 garages have been removed as of 5/22/23. RJS	1
219 Fremont Street East	Large amount of misc items in the backyard next to garage/fence. No change in the complaint location status as of 5/17/23, 5/18/23, 5/19/23, 5/22/23, 5/23/23, 5/24/23, 5/25/23, 5/26/23, 5/30/23, 5/31/23. RJS	5/15/2023	5/23/2023	6/6/2023			0.5
221 Beech Avenue	Long grass/weeds in all yards of the complaint location. No change in the complaint location status as of 5/24/23. RJS	5/19/2023	5/24/2023	6/4/2023	5/25/2023	The complaint location with long grass and weeds has been mowed as of 5/25/23. RJS	1

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 8, 2023 to June 1, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
228 Beech Avenue	Long grass/weeds in all yards of the complaint location. The complaint location long grass and weeds has been mowed on 5/22/23. RJS	5/18/2023			5/22/2023	Has been mowed.	1
230 Beech Avenue	Long grass/weeds in all yards of the complaint location. The complaint location long grass and weeds has been mowed as of 5/23/23. RJS	5/18/2023			5/23/2023	Has been mowed.	1
232 Beech Avenue	Long grass/weeds in all yards of the complaint location. No change in the complaint location status as of 5/24/23, 5/25/23. RJS	5/22/2023	5/24/2023	6/4/2023	5/26/2023	The long grass and weeds at the complaint location has been mowed as of 5/26/23. RJS	1
2330 Kenyon Road	Complaint: Yard needs to be mowed. Lots of tall dandelions. No change in the complaint status as of 5/17/23, 5/18/23, 5/19/23, 5/22/23, 5/23/23. RJS	5/16/2023	5/17/2023	5/27/2023	5/25/2023	The complaint location with long grass and weeds has been mowed as of 5/25/23. RJS	1
235 Prospect Street	Black three seat couch on the front blvd area. The 3 seat couch on the front blvd area has been removed as of 5/22/23. RJS	5/19/2023			5/22/2023	Couch has been removed.	1
236 Rose Street East	Two mattresses on the ground next to garage in the alley. No change in the complaint locations status as of 5/24/23, 5/25/23, 5/26/23. RJS	5/18/2023	5/24/2023	6/4/2023	5/30/2023	The two mattresses on the ground next to the garage in the alley have been removed as of 5/30/23. RJS	1
239 McKinley Street East	Black living room reclining chair on the front blvd. The reclining chair has been removed as of 5/31/23. RJS	5/30/2023			5/31/2023	Chair has been removed.	1
251 Fremont Street East	Long grass/weeds in all yards	5/15/2023			5/16/2023	Yard has been mowed.	1
253 Beech Avenue	Long grass/weeds in all yards of the complaint location. No change in the complaint location status as of 5/31/23. RJS	5/25/2023	5/31/2023	6/11/2023			0.5
280 Timber Place Northeast	Complaint: Vacant lot 17-640-0109 hasn't been cut yet this year. See complaint picture 7758 dated 5/24/23. RJS	5/24/2023				No violation found at time of inspection. Will check again in one week. 9609	0.5
280 Timber Place Northeast	Complaint: Vacant lot hasn't been cut this year.	6/1/2023					0.5
285 Timber Place Northeast	Complaint: Utility trailer, ladder, excess dirt mound/weeds and barrier edging remain several years after construction was completed on neighboring lot. Complainant's photos have been uploaded.	5/31/2023				Need to send violation notice.	0.5
301 Pine Avenue North	Complaint: Two chairs that have been sitting on the front yard for 3 weeks. There is a new pile of garbage over the side yard fence. No change in complaint location status as of 5/12/23, 5/15/23, 5/16/23, 5/17/23, 5/18/23. RJS	5/11/2023	5/12/2023	5/22/2023	5/19/2023	5/16/23 - spoke with resident at 301 - she stated that the chairs belong to the tenant at 301 1/2. 9609 The two chairs have been removed as of 5/19/23	1
306 Southview Street	Recliner chair and different misc items on the west side of garage. No change in complaint status as of 5/11/23, 5/12/23, 5/15/23, 5/16/23, 5/17/23, 5/18/23, 5/19/23, 5/23/23, 5/24/23. RJS	5/9/2023	5/12/2023	5/22/2023	5/26/2023		0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 8, 2023 to June 1, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
306 Southview Street	The reinspection picture of the complaint location as taken on 5/22/23 - picture 7731. RJS No change in complaint location status as of 5/25/23. RJS	5/22/2023	5/12/2023	5/31/2023	5/26/2023	5/24/23 - spoke with property owner - she just received the notice and will be calling today to find someone to haul the items to the dump for her. I gave her another week to have it taken care of. 9609 The complaint items on the west side of garage have been removed as of 5/26/23. RJS	1
309 Academy Street East	Long grass/weeds in all yards of the complaint location. No change in the complaint location status as of 5/23/23, 5/24/23, 5/25/23. RJS	5/18/2023	5/24/2023	6/4/2023	5/26/2023	The long grass and weeds at the complaint location has been mowed as of 5/26/23. RJS	1
310 20 Street Northeast	Complaint: Tall weeds or grass are blocking the stop sign. Uploaded complainant's picture. Blocks traffic from the right at the stop sign. RJS	5/31/2023	6/1/2023	6/11/2023			0.5
313 Pine Avenue North	Complaint: Junk piled up by fence (barrel, table, 2 wheel cart, etc). Uploaded complainant's picture. To get a better view of the complaint items - use the alleyway into the backyard. RJS No change in the complaint location status as of 5/25/23, 5/26/23, 5/30/23, 5/31/23. RJS 5/30/23 - Received another complaint. 9609	5/23/2023	5/26/2023	6/9/2023			0.5
325 Holly Street West	6 drawer cabinet, small desk chair, TV stand, restroom chair on the blvd.	5/30/2023			5/31/2023	The complaint items on the blvd area have been removed as of 5/31/23. RJS	1
331 & 333 Rose Street East	Office chair on the front blvd.	5/11/2023			5/12/2023	The office chair has been removed as of 5/12/23. RJS	1
335 Bryan Avenue	Complaint: old air conditioner on boulevard.	5/31/2023	6/1/2023	6/11/2023			0.5
340 16 Street Northeast	Two chairs on the front driveway area. No change in complaint status as of 5/10/23. RJS No change in complaint status as of 5/11/23. RJS	5/8/2023	5/10/2023	5/20/2023	5/12/2023	The two chairs on the front driveway area have been removed as of 5/12/23. RJS	1
351 Rose Street East	Long grass/weeds in all yards of the complaint location. The complaint location long grass and weeds has been mowed as of 5/22/23	5/18/2023			5/22/2023	Has been mowed.	1
385 23 Street Northwest	Complaint: Tall weeds and grass. No change in the complaint location status as of 5/18/23, 5/19/23, 5/22/23, 5/23/23. RJS	5/17/2023	5/19/2023	5/29/2023	5/25/2023	The complaint location with long weeds and grass has been mowed as of 5/25/23. RJS	1
403 Pebble Beach Drive Northeast	Complaint: Garbage can sitting in front of house. No change in the complaint status as of 5/15/23, 5/16/23, 5/17/23, 5/18/23. RJS	5/11/2023	5/12/2023	5/22/2023	5/19/2023	The complaint location with the garbage cans have been removed from the front of the house as of 5/19/23. RJS	1
406 Elm Avenue South	Long grass/weeds in all yards of the complaint location. No change in the complaint location status as of 5/19/23, 5/22/23, 5/23/23, 5/24/23, 5/25/23. RJS	5/17/2023	5/19/2023	5/29/2023	5/26/2023	The long grass and weeds in all yards of the complaint location have been mowed as of 5/26/23. RJS	1
407 Chestnut Avenue	Was able to drive down the alley way on 5/9/23 and take a picture #7655 behind the garage. RJS No change in the complaint status as of 5/11/23, 5/12/23. RJS	5/9/2023	5/1/2023	5/15/2023	5/15/2023	The couch has been removed as of 5/15/23. RJS	1

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 8, 2023 to June 1, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
409 Main Street East	Long grass/weeds in all yards of the complaint location. No change in the complaint location status as of 5/19/23, 5/22/23, 5/23/23, 5/24/23, 5/25/23, 5/26/23. RJS	5/16/2023	5/19/2023	5/29/2023	5/30/2023	The complaint location long grass and weeds have been mowed as of 5/30/23. RJS	1
415 Elm Avenue North	Brown TV base stand in the alley way. No change in complaint location status as of 5/17/23, 5/18/23, 5/19/23, 5/22/23, 5/23/23, 5/24/23, 5/25/23, 5/26/23, 5/30/23, 5/31/23. RJS Reinspection of complaint location picture 7773 as taken on 5/26/23. RJS	5/15/2023	5/16/2023	5/27/2023			0.5
415 Pebble Beach Drive Northeast	Complaint: Ladder leaning on house (for well over a year) has been removed as of 5/16/23; Halloween pumpkin, in front and visible; Bikes/other personal property in front and visible; Multiple trash/recycling containers in front and visible; Junk on trailer, in front and visible. Complainant's picture has been uploaded. No change in the complaint status as of 5/12/23, 5/15/23. RJS Junk on the two wheel trailer has been removed as of 5/23/23. The three containers remove in place in front of the garage overhead door as of 5/23/23. RJS	5/11/2023	5/12/2023	5/22/2023	5/18/2023	The ladder leaning on the house has been removed.	1
415 Pebble Beach Drive Northeast	The ladder leaning on the house has been removed. New item added to the complaint items is a mattress near the basketball pole as of 5/16/23. Mattress has been removed as of 5/17/23 RJS	5/16/2023			5/18/2023	New item added to the complaint items is a mattress near the basketball pole as of 5/16/23. Mattress has been removed as of 5/17/23 RJS	0.5
415 Pebble Beach Drive Northeast	The only items remaining is the trash and recycling containers in the front and a few items (chairs) remain on the trailer as of 5/18/23, 5/19/23. RJS complaint items the trailer have been removed as of 5/24/23.	5/18/2023	5/12/2023	5/22/2023		The remaining complaint are the trash and recycling containers in the front of the overhead garage door as of 5/24/23. RJS	0.5
415 Pebble Beach Drive Northeast	Reinspection picture of the complaint location was taken on 5/22/23. RJS No change in the complaint location status as of 5/25/23, 5/26/23, 5/30/23, 5/31/23. RJS Garbage cans are still in front of the garage. Sent another violation notice. 9609	5/22/2023	5/25/2023	6/5/2023			1
420 Meadow Lane	Misc items (bags, lumber) on the west side of the garage. No change in complaint status as of 5/11/23, 5/12/23, 5/15/23, 5/16/23. RJS	5/9/2023	5/12/2023	5/22/2023	5/17/2023	Misc items has been removed as of 5/17/23. RJS	1
420 School Street East	Bathroom toilet on east side of the front porch (ground level). No change in the complaint status as of 5/15/23. RJS	5/11/2023	5/16/2023	5/26/2023	5/16/2023	Bathroom toilet has been removed as of 5/16/23. RJS	1
425 Academy Street East	No major changes to the complaint location as of 5/8/23. RJS	5/8/2023			5/9/2023		0.5
425 Academy Street East	Looks better and misc items have been picked up as of 5/9/23. Bikes and kids stuff is in the front yards as of 5/9/23 RJS	5/9/2023			5/9/2023	OK for now. 9609	0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 8, 2023 to June 1, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
428 Pearl Street East	Long grass/weeds in all yards of the complaint location. No change in the complaint location status as of 5/24/23, 5/25/23, 5/26/23, 5/30/23, 5/31/23. RJS	5/18/2023	5/24/2023	6/4/2023			0.5
434 Dartt Avenue	Long grass and weeds in all yards of the complaint location. No change in complaint location status as of 5/12/23, 5/15/23, 5/16/23, 5/17/23, 5/18/23, 5/19/23. RJS The complaint location with long grass and weeds in the front has been mowed as of 5/24/23. RJS	5/11/2023	5/12/2023	5/22/2023	5/24/2023	Has been cut.	1
445 Dartt Avenue	Bathroom white sink on the front blvd area. No change in complaint status as of 5/10/23. RJS No change in the complaint status as of 5/11/23, 5/12/23. RJS	5/8/2023	5/10/2023	5/20/2023	5/15/2023	The bathroom white sink on the front blvd area has been removed as of 5/15/23. RJS	1
460 Fairview Street	Complaint: Fish house parked on lawn, junk lawn mower and go cart by it, old truck tool box, canoe and garbage also in yard.	6/1/2023					0.5
471 Barry Drive	Couch and footrest on the front blvd area.	5/17/2023			5/19/2023	The couch and footrest on the front blvd area have been removed as of 5/19/23. RJS	1
506 Cedar Avenue South	Two brown couches on the front blvd area. No change in the complaint location status as of 5/24/23, 5/25/23, 5/26/23. RJS	5/22/2023	5/25/2023	6/5/2023	5/30/2023	The two couches on the front blvd area have been removed as of 5/30/23. RJS	1
506 Main Street East	Long grass/weeds in all yards of the complaint location. No change in the complaint location status as of 5/19/23, 5/22/23, 5/23/23. RJS The complaint location's long grass and weeds has been mowed as of 5/24/23. RJS	5/17/2023	5/19/2023	5/29/2023	5/24/2023	Has been mowed.	1
509 Hazel Lane	Complaint: Giant overgrown lawn, construction debris, toilet, trash everywhere. Complainant's pictures have been uploaded. The giant overgrown lawn is not that high as of 5/15/23, 5/16/23, 5/17/23. RJS Based on the complainant's pictures, I sent notice to the owner to pick up the trash and toilet in the backyard. 9609	5/15/2023	5/16/2023	5/26/2023	5/18/2023	Have removed the complaint location from the system due to short grass as of 5/18/23. Nuisance items appear to have been removed. RJS	1
512 Main Street East	Long grass/weeds in back yard; misc items in the back side of house. No change in the complaint location status as of 5/19/23, 5/22/23, 5/23/23, 5/24/23, 5/25/23. RJS The long grass and weeds in the back yard has been mowed as of 5/26/23. RJS No change in the other misc items in the back side of the house as of 5/30/23, 5/31/23. RJS	5/17/2023	5/23/2023	6/3/2023			0.5
515 24 Street Northeast	Pile of misc stuff on the driveway next to the garage. No change in the complaint location status as of 5/19/23, 5/22/23, 5/23/23, 5/24/23, 5/25/23, 5/26/23, 5/30/23, 5/31/23. RJS	5/16/2023	5/23/2023	6/6/2023			0.5

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
May 8, 2023 to June 1, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
538 McIndoe Street	Complaint: West fence line is overgrown and not maintained. The grass is not overgrown at this of 5/18/23, 5/19/23, 5/22/23, 5/23/23. RJS	5/17/2023				No violation at this time. Closed complaint. 9609	0.5
543 Broadway Street East	Long grass/weeds in all yards of the complaint location. No change in the complaint location status as of 5/31/23. RJS	5/25/2023	5/31/2023	6/11/2023			0.5
546 11 Street Southeast	Stationary exercise bike on the front blvd area. No change in the complaint status as of 5/11/23, 5/12/23, 5/15/23, 5/16/23, 5/17/23, 5/18/23, 5/19/23. RJS The stationary exercise bike has been removed from the complaint location as of 5/22/23. RJS	5/9/2023	5/11/2023	5/21/2023	5/22/2023	The stationary exercise bike has been removed from the complaint location as of 5/22/23. RJS	1
548 Rose Street East	The dumpster at this location is now in place in the front yard as of 5/9/23. RJS No change in complaint status as of 5/11/23, 5/12/23, 5/15/23, 5/16/23, 5/17/23, 5/18/23, 5/19/23. RJS The front and back yards have been cleaned and mowed as of 5/22/23. The dumper remains in the front yard as of 5/22/23, 5/23/23. RJS	5/9/2023	4/24/2023	5/15/2023	5/22/2023	The front yard has been cleaned and mowed as of 5/22/23. The dumpster remains in the front yard as of 5/22/23. RJS	1
557 Mineral Springs Road	2 small bike tires, 2 seater kids ride cars, snow sled on front blvd. 5/16/23 - 2 seater kids ride cars have been removed. No change in complaint location status as of 5/17/23, 5/18/23, 5/19/23, 5/22/23, 5/23/23, 5/24/23. RJS	5/12/2023	5/23/2023	6/3/2023	5/25/2023	The complaint items on the front blvd area have been removed as of 5/25/23. RJS	1
598 Cedar Avenue South	Light green yard chair on the front blvd area. The green yard chair on the front blvd area has been removed as of 5/30/23. RJS	5/25/2023			5/30/2023	Chair has been removed.	1
600 Hoffman Drive	Complaint: Tall grass. Complainant's pictures have been uploaded.	5/19/2023				The complaint location tall grass has been cut as of 5/19/23. RJS	0.5
604-608 Cedar Avenue South	Brown dining room table on the front blvd area. No change in the complaint location status as of 5/24/23, 5/25/23. RJS	5/22/2023	5/25/2023	6/5/2023	5/26/2023	The dining room table on the front blvd area has been removed as of 5/26/23. RJS	1
622 Hazel Lane	Six drawer white bedroom cabinet on the front blvd area. Additional black desk chair was placed on the front blvd area as of 5/15/23, 5/16/23, 5/17/23. RJS	5/10/2023	5/12/2023	5/22/2023	5/18/2023	The back desk chair has been removed as of 5/18/22. RJS	1
622 Hazel Lane	The six drawer white has been removed as of 5/17/23. RJS	5/17/2023			5/18/2023		0.5
635 20 Street Northeast	Long grass/weeds in all yards of the complaint location.	5/16/2023	5/19/2023	5/29/2023	5/19/2023	The complaint location yards have been mowed as of 5/19/23. RJS	1
645 20 Street Northeast	Large amount of misc items in the front and west side of house. No change in complaint status as of 5/10/23. RJS No change in the complaint status as of 5/11/23, 5/12/23, 5/15/23 5/16/23, 5/17/23, 5/18/23, 5/19/23, 5/23/23, 5/24/23, 5/25/23. RJS	5/8/2023	5/11/2023	5/21/2023			0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
May 8, 2023 to June 1, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
645 20 Street Northeast	The reinspection complaint pictures were taken on 5/22/23 - pictures 7740 and 7741. RJS No change in the complaint location status as of 5/26/23, 5/30/23, 5/31/23. RJS	5/22/2023	5/26/2023	6/9/2023			0.5
646 13 Street Northeast	Complaint: Tall bushes on corner make it hard to see when turning onto 7th Ave. Tall grass/weeds in yards. No change in the complaint status as of 5/23/23, 5/24/23. RJS	5/22/2023	5/23/2023	6/6/2023	5/25/2023	Yard has been mowed.	0.5
646 13 Street Northeast	Complaint: Tall bushes on corner make it hard to see when turning onto 7th Ave. Tall grass/weeds in yards. No change in the complaint status as of 5/23/23, 5/24/23. RJS	5/22/2023	5/23/2023	6/6/2023	5/30/2023	The east side of the tall buses on the corner have removed as of 5/30/23. See picture 7783. RJS	1
703 13 Street Northeast	Long grass/weeds in all yards of the complaint location. The complaint location has been mowed on 5/17/23. RJS	5/16/2023			5/17/2023	Has been mowed.	1
710 El Dorado Street Southeast	Complaint: Vacant lot 17-619-0101 (picture 7747 as of 5/23/23) on El Dorado haven't been cut yet this year.	5/23/2023				No violation - grass/weeds aren't over 18".	0.5
710 El Dorado Street Southeast	Complaint: Empty lots on El Dorado haven't been cut yet this year.	6/1/2023					0.5
715 13 Street Northeast	2 trucks on the front yard and misc items in all around the house and yards. The camper truck has been removed as of 5/15/23. RJS No additional change at the complaint location as of 5/16/23, 5/17/23, 5/18/23, 5/19/23. RJS The white truck has been moved to the front street area as of 5/22/23. The front yard is now clear of all complaint items as of 5/22/23. RJS 5/11/23- forwarded truck complaint to police. They were there on	5/10/2023	5/12/2023	5/26/2023	5/22/2023	The white truck has been moved to the front street area as of 5/22/23. The front yard is now clear of all complaint items. RJS	1
720 School Street East	Complaint: Bad yard is a mess, tall dandelions and grass. See location 719 Academy Street East to see the backyard. No change in the complaint location status as of 5/25/23, 5/26/23, 5/30/23, 5/31/23. RJS	5/24/2023	5/26/2023	6/6/2023			0.5
808 Vine Street East	Large amount of misc items remaining on the west side of house from last year 2022. No change in complaint status as of 5/10/23. RJS No change in the complaint status as of 5/11/23, 5/12/23, 5/15/23, 5/17/23, 5/18/23, 5/19/23, 5/22/23, 5/23/23, 5/24/23, 5/25/23, 5/26/23, 5/30/23, 5/31/23. RJS The complaint location stated to burn wood as of 5/16/23. RJS	5/8/2023	5/10/2023	6/10/2023			0.5
883 Escalade Lane Southeast	Complaint: Empty lots 17-619-0113(7748), 0114 (7748),0115 (7748), 0116 (7748), 0117 (7749), 0124 (7750), 0126 (7751) on Escalade Ln haven't been cut yet this year. Pictures of 5/23/23.	5/23/2023				No violation - grass/weeds aren't over 18".	0.5
883 Escalade Lane Southeast	Complaint: Empty lots on Escalade Ln haven't been cut this year.	6/1/2023					0.5

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
May 8, 2023 to June 1, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
887 Willowbrook Street Northeast	Tall/large weeds in the backyard fence. Misc household items on the front blvd area and west side of house. Sent notice to owner regarding the tall weeds. No changes with the tall weeds within the backyard fence of 5/11/23, 5/12/23, 5/15/23 5/16/23, 5/17/23, 5/18/23, 5/19/23, 5/23/23, 5/24/23, 5/25/23, 5/26/23, 5/30/23, 5/31/23. RJS Picture from the reinspection date 5/22/23 - Picture7739 RJS	5/10/2023	5/11/2023	5/21/2023		Misc items have been removed.	0.5
923 Cardinal Drive	Barrel slate rocking chair on the front blvd area. The rocking chair has been removed as of 5/15/23. RJS	5/12/2023			5/15/2023	Chair has been removed.	1

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	11,439,190	
Mar '23	1	200,000	17	44,100	42	2,497,648	20	26,251,710	243	\$ 7,323,261.26	0	0	0	323	\$ 36,316,719.26	
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	13,203,833	
Apr '23	4	1,968,586	26	96,900	74	31,047,283	**see below		329	8,699,343.89	0	0	1	434	41,812,112.89	
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	4	1,968,586	37	132,400	94	36,206,219.51	**see below		463	11,204,959.76			1	599	49,512,165.27	
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	
Dec '23																

**Starting April 2023, Commerical and Industrial are combined

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

Construction Report for Permits Issued through May, 2023

TYPE OF WORK	2022 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units	2023 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units
NEW DWELLINGS	6	2,141,925	0	4	1,968,586	0
ACCESSORY BUILDINGS (INCLUDES GARAGES, UTIL. BLDGS, SW. POOLS, ETC.)	62	112,316		37	132,400	
COMMERCIAL AND INDUSTRIAL PR	111	11,519,141		94	36,206,219.51	
RESIDENTIAL ADD. & ALT.	585	4,336,520		463	11,204,959.76	
DUPLEXES & APTS. (INCLUDES ATTACHED SF)	0	0	0	0	0	0
DEMOLITION PERMITS				1	0	
TOTAL PERMITS ISSUED	764	18,162,974	0	599	49,512,165	0



Licenses - Permits



Administration Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Specialist
SUBJECT: Renew Ice Cream Vendor Permit - Sunny's Ice Cream, Albert Lea MN

Purpose:

Council to approve request to renew the Ice Cream Vendor License for Sunny's Ice Cream, Austin, MN.

Background:

Ice Cream Vendors Licenses are issued annually for the period beginning April 1 – March 31st the following year. This will be the seventh year Sunny's Ice Cream has held an Ice Cream Vendor License. We have received the renewal application, payment of the annual fee, auto insurance and Vehicle Inspection Reports.

Budget Impact:

The annual license fee is \$100 for the first vehicle and \$50 for each additional vehicle. They have two vehicles and we received payment of \$150.00.

Staff Recommendation:

Staff recommends Council approve this renewal application for Sunny's Ice Cream.

Attachments:

None



Event Permits



EP-23-19

RIDE FOR HOPE

Events Permit Application

Status: Active

Date Created: Apr 18, 2023

Applicant

Katharine Riewe
katharine.riewe@wengercorp.com
555 Park Drive
Owatonna, MN 55060
612-709-2807

Request morning traffic assistance. They will meet at the Eagles, ride west on Rose Street to Hoffman and then go west out of town on old Hwy 14, will advise LEC of this route. Return later in the day on Hwy 45, will be in smaller groups and no traffic assistance needed.

Event Information

Event Contact

Katharine Riewe

Location of Event

Owatonna Eagles

Description of Event

Ride for Hope motorcycle ride and raffle

Event Set Up Date

07/08/2023

Event Set Up Time

7:00am

Actual Event Date

07/08/2023

Actual Event Time

8:00am

Clean Up Date

07/08/2023

Clean Up Time

9:00pm

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

Postponed

Reschedule Date

07/08/2023

Estimated Attendance

150

Is this event a dance?

No

Application Information

Sponsoring Organization Name

Wenger Corporation

City

Owatonna

Zip

55060

Primary Contact

Phone Number

(507) 833-5557

Primary On-site Contact

Cell Phone

(507) 833-5557

Cell Phone

(507) 833-5557

Phone

(507) 833-5557

Event Features

City Streets or Right-of-Way

Yes

Date

07/08/2023

Mailing Address

555 Park Drive

State

MN

Website Address

www.wengercorp.com

Name

Katharine Riewe

Email Address

katharine.riewe@wengercorp.com

Name

Katharine Riewe

Alternate On-site Contact

Name

Chasidy Christensen

Refer Media or Citizen Inquiries To:

Name

Katharine Riewe

Start/End Time

10am departure from Eagles

Name of Requested Street(s)

Rose street outside the Eagles from the parking lot

Alleys

No

City Sidewalks or Trails

No

Public Parking Lots or Spaces

No

Parks

No

Will any signs/banners be put up?

Yes

Number and Size

Banner at the Owatonna Eagles for advertisement

Will there be any inflatables?

No

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

Will there be entertainment?

No

Will sound amplification be used?

Yes

Type

microphone in the Eagles parking 10am

Hours

10 minutes

Will sound be amplified after 10:00pm?

No

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

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

No

Fees may apply. No staking without approval.

Will there be temporary fencing?

No

Will merchandise/food items be sold?

No

Will food be prepared on site?

Yes

Will alcohol be sold?

Yes

Who will be providing the liquor license?

Owatonna Eagles

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

Yes

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

Is this a request for a temporary permit?

Yes

Additional documentation and fees are required

Will there be a fireworks display?

No

*Permit required, Contact Owatonna Fire
Department: 507-444-2454*

Describe power needs and location of power source

none

Describe level of advertisement

banners, posters, radio, corporate communications

Have adjacent property owners been notified of this event?

No

Signatures required.

Will the event need barricade(s)?

No

Will the event need cones?

No

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

Size Needed

Small

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

Will Central Park Stage be used?

No

Will there be any horses?

No

Please provide insurance information and complete Hold Harmless Agreement

Describe trash removal and cleanup plan during and after event

Eagles and the Ride for Hope committee will handle the clean up

Will event need traffic control?

Yes

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

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

crowd will be in Eagles parking lot for the beginning of the ride, leave Eagles at 10am

Will "No Parking" signs be needed?

No

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

Will event need security?

No

Will event need Emergency Medical Services?

No

Contact Gold Cross Ambulance" 507-451-6403

Describe the emergency action plan if severe weather should arise?

we will take shelter as needed if inclement weather should happen

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

Name

Katharine Riewe

Phone Number

612-709-2807

Email

katharine.riewe@wengercorp.com

List any other pertinent information

Once route is confirmed we can coordinate with Police Department to escort ride out of town.

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

Applicant Signature

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

Signature of Applicant

Katharine Riewe
04/18/2023

EP-23-13

Events Permit Application

Status: Active**Date Created:** Mar 27, 2023**Applicant**

Yari Cuellar
yaricuellar@icloud.com
149 west bridge street
Owatonna, Minnesota 55060
5072131589

Just One More Street Dance - Friday, July 21st from 4pm-midnight with music playing from 8pm-midnight. Have requested exception to the City's noise ordinance. Want to begin set up at 9am and will be cleared by 4am Saturday morning. Requesting tables, trash receptacles, barricades (no number/size given).

Fire: Approved with the following:

- * Ensure the occupant load inside the bar is not exceeded
- * do not block any of the exits from the other businesses in the area.

Park & Rec: P&R does not provide nor deliver picnic tables and trash receptacles. Recommend rental from American Rent-All at 455-0000.

Police: Needs a Extended Liquor License Agreement, Captain Drenth will contact Applicant - approval contingent upon agreement completed.

Event Information**Event Contact**

Yari cuellar

Location of Event

Just one more bar

Description of Event

Street dance

Event Set Up Date

07/21/2023

Event Set Up Time

9:00am to 3:00pm

Actual Event Date

07/21/2023

Actual Event Time

4:00pm to 12:00pm

Clean Up Date

07/22/2023

Clean Up Time

1:00am to 4:00am

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

Canceled

Estimated Attendance

500

Is this event a dance?

Yes

Application Information**Sponsoring Organization Name**

Just one more bar

Mailing Address

149 west bridge street

City

Owatonna

State

Minnesota

Zip

55060

Website Address

N/A

Primary Contact**Name**

Yari Cuellar

Phone Number**Cell Phone**

--

Email Address**Primary On-site Contact****Name**

Yari Cuellar

Cell Phone

Alternate On-site Contact

Name

Cesar Marin

Cell Phone

Refer Media or Citizen Inquiries To:

Name

Cesar Marin

Phone

Event Features

City Streets or Right-of-Way

Yes

Date

07/21/2023

Alleys

No

Start/End Time

9am-4am

Public Parking Lots or Spaces

Yes

Date

07/21/2023

Will any signs/banners be put up?

Yes

Number and Size

Size varies

Will there be any inflatables?

No

Will there be entertainment?

Yes

Will sound amplification be used?

Yes

Hours

8am-midnight

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

Fees may apply. No staking without approval.

Dimensions

100ft

How many vendors expected?

2

Start/End Time

9am-4am

Name of Requested Street(s)

149 west bridge street

City Sidewalks or Trails

Yes

Date

07/21/2023

Start/End Time

9am-4am

Parks

No

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

What Type

Live music

Type

Speakers and mic

Will sound be amplified after 10:00pm?

Yes

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

Yes

Dimensions

20x30

Will there be temporary fencing?

Yes

Will merchandise/food items be sold?

Yes

Will food be prepared on site?

No

Will alcohol be sold?

Yes

Who will be providing the liquor license?

Just one more bar

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

No

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

Is this a request for a temporary permit?

Yes

Additional documentation and fees are required

Will there be a fireworks display?

No

Permit required, Contact Owatonna Fire Department: 507-444-2454

Describe power needs and location of power source

Just one more bar

Describe level of advertisement

Signs and word of mouth

Have adjacent property owners been notified of this event?

No

Signatures required.

Will the event need barricade(s)?

Yes

Number Needed

0

Size Needed

Small

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

Will the event need cones?

No

Size Needed

Small

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

Will Central Park Stage be used?

No

Will there be any horses?

No

Please provide insurance information and complete Hold Harmless Agreement

Describe trash removal and cleanup plan during and after event

Hiring staff clean up

Will event need traffic control?

No

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

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

Door count/security

Will "No Parking" signs be needed?

No

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

Will event need security?

Yes

Will event need Emergency Medical Services?

No



EP-23-20

Events Permit Application

Date Created: Apr 19, 2023

Status: Active

Applicant

Cristie Coulombe
cristie@traloinc.com
3525 County Road 45
Owatonna, mn 55060
507-446-8633

TraLo Driver Appreciation - Saturday, August 12th at their office.

Only item from City is exception to City's Noise Ordinance. Letters to neighboring property owners mailed 5/16/2023, response due by 5/31/2023 to be Council Consent Agenda, June 6, 2023. Called to clarify alcohol at this event: will be same as last year, not a Temporary Permit but will be provided by caterer with alcohol endorsement.

Fire: Please follow state fire code requirements for the temporary use of tents. This can be found online at: <https://owatonna.gov/DocumentCenter/View/7695/Temporary-Use-of-Tents-PDF>

Event Information

Event Contact

Cristie Coulombe

Location of Event

3525 County Road 45

Description of Event

Driver Appreciation Party

Event Set Up Date

08/12/2023

Event Set Up Time

12:00 pm

Actual Event Date

08/12/2023

Actual Event Time

5:00 pm

Clean Up Date

08/13/2023

Clean Up Time

12:00 pm

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

Canceled

Estimated Attendance

200

Is this event a dance?

No

Application Information

Sponsoring Organization Name

TraLo Inc.

Mailing Address

PO BOX 738

City

Owatonna

State

MN

Zip

55060

Website Address

cristie@traloinc.com

Primary Contact

Name

Cristie

Phone Number

Cell Phone

Email Address

Primary On-site Contact

Name

Cristie

Cell Phone

Alternate On-site Contact

Name

Josh Lynch

Cell Phone

Refer Media or Citizen Inquiries To:

Name

Cristie

Phone

Event Features

City Streets or Right-of-Way

No

City Sidewalks or Trails

No

Parks

No

Will there be any inflatables?

No

Will there be entertainment?

Yes

Will sound amplification be used?

Yes

Hours

5:00 pm-12:00 am

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

Fees may apply. No staking without approval.

Will merchandise/food items be sold?

No

Will alcohol be sold?

No

Is this a request for a temporary permit?

Yes

Additional documentation and fees are required

Permit required, Contact Owatonna Fire Department: 507-444-2454

Describe power needs and location of power source

generator

Describe level of advertisement

none. just a company party

Alleys

No

Public Parking Lots or Spaces

No

Will any signs/banners be put up?

No

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

What Type

Two live bands

Type

sound systems from bands

Will sound be amplified after 10:00pm?

Yes

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

Yes

Dimensions

tent 30x50/ stage flatbed trailer

Will there be temporary fencing?

No

Will food be prepared on site?

Yes

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

Will there be a fireworks display?

No

Have adjacent property owners been notified of this event?

Yes

Signatures required.

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

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

Please provide insurance information and complete Hold Harmless Agreement

Describe trash removal and cleanup plan during and after event

we have two dumpsters/ bins around the yard

Will event need traffic control?

No

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

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

its in the lot next to the office. none needed.

Will "No Parking" signs be needed?

No

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

Will event need security?

No

Will event need Emergency Medical Services?

No

Contact Gold Cross Ambulance" 507-451-6403

Describe the emergency action plan if severe weather should arise?

go into office.

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

Name

Cristie

Phone Number

612-240-6050

Email

cristie@traloinc.com

List any other pertinent information

--

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

Applicant Signature

*The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity. **Depending on the size of and scope of the event a "Certificate of Insurance" may be required.** If insurance is required,*

Signature of Applicant

Cristina Sue Coulombe
04/19/2023

EP-23-33

Events Permit Application

Status: Active**Date Created:** Jun 1, 2023

Pride in the Park

Applicant

Jennifer Hansen
hjhansentwo@gmail.com
639 17th St SE
Owatonna, MN 55060
507-456-7904

Applicant has rented the park pavilion. This application was originally submitted as a Park Permit but changed to an Event Permit because they plan for a food truck in the parking lot by the pickleball courts in Morehouse Park. Community event, no exclusive use requested, public invited to attend. A food truck allowed in the park if part of an approved Event Permit.

Event Information**Event Contact**

Pride in the Park

Location of Event

Morehouse Park

Description of Event

Community event sponsored by RainbOWATONNA, an LGBTQ friendly organization

Event Set Up Date

07/08/2023

Event Set Up Time

9:00 am

Actual Event Date

07/08/2023

Actual Event Time

12:00 pm - 5:00 pm

Clean Up Date

07/08/2023

Clean Up Time

5:00 pm - 7:00 pm

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

Canceled

Estimated Attendance

250

Is this event a dance?

No

Application Information**Sponsoring Organization Name**

RainbOWATONNA

Mailing Address

639 17th St SE

City

Owatonna

State

MN

Zip

55060

Website Address

rainbowatonna.org

Primary Contact**Name**

Jennifer J Hansen

Phone Number**Cell Phone****Email Address****Primary On-site Contact**

Name

Jennifer J Hansen

Alternate On-site Contact**Cell Phone****Phone****Event Features****City Streets or Right-of-Way**

No

City Sidewalks or Trails

No

Start/End Time

9:00 am - 5:00 pm

Parks

Yes

Date

07/08/2023

Will any signs/banners be put up?

Yes

Number and Size

3 4'x5'

Will there be any inflatables?

No

Will there be entertainment?

Yes

Will sound amplification be used?

Yes

Hours

12:00 pm - 5:00 pm

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

Will there be temporary fencing?

No

How many vendors expected?

0

Will alcohol be sold?

No

Cell Phone**Name**

Nathan Black

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

Jennifer J Hansen

Alleys

No

Public Parking Lots or Spaces

Yes

Date

07/08/2023

Start/End Time

9:00 am - 5:00 pm

Name of Requested Park(s)

Morehouse Park

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

What Type

acoustical musical groups

Type

microphone and amplifiers

Will sound be amplified after 10:00pm?

No

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

No

Fees may apply. No staking without approval.

Will merchandise/food items be sold?

Yes

Will food be prepared on site?

Yes

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

Is this a request for a temporary permit?

No

Additional documentation and fees are required

Will there be a fireworks display?

No

Permit required, Contact Owatonna Fire Department: 507-444-2454

Describe power needs and location of power source

Park pavilion rented for the day, the microphone will use electrical power from the pavilion.

Describe level of advertisement

Local newspapers, social medias and website

Have adjacent property owners been notified of this event?

Yes

Signatures required.

Will the event need barricade(s)?

No

Will the event need cones?

No

Size Needed

Small

Will Central Park Stage be used?

No

Will there be any horses?

No

Please provide insurance information and complete Hold Harmless Agreement

Describe trash removal and cleanup plan during and after event

18 member committee, 2 girl scout troupe and a boy scout troupe will pick up park area immediately following the event.

Will event need traffic control?

No

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

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

Committee members will be stationed throughout the park during the event to ensure safety of participants.

Will "No Parking" signs be needed?

No

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

Will event need security?

No

Will event need Emergency Medical Services?

No

Contact Gold Cross Ambulance "507-451-6403"

Describe the emergency action plan if severe weather should arise?

Should severe weather be anticipated, the event will either be canceled or participants will be asked to leave and seek shelter.

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

Name

Jennifer J Hansen

Phone Number

507-456-7904

Email

hjhansentwo@gmail.com



Administration Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Specialist
SUBJECT: Event Permit - Graduation Party - Delana Risser - June 10, 2023

Purpose:

Council approval of Event Permit for a graduation party on June 10, 2023 in Jaycee Park.

Background:

Applicant rented the Jaycee Park Pavilion last fall for their event this weekend. They also contracted for food via a food truck and the vendor advised them the City of Owatonna does not require any additional permits for food trucks (the vendor has participated in events within the City and was not required to acquire a separate permit). Food trucks are allowed on public property provided an approved permit is in place; the food truck has participated at previous events which held an approved Event Permit.

Today, the applicant called to get keys for the pavilion and a comment was made about the food truck. Park & Rec staff advised the Council would need to approve an Event Permit for use of a food truck within the park. Request this be added as an additional item to this Council Consent Agenda for tonight's Council.

Budget Impact:

None - Pavilion rental fee was paid last fall by applicant is Delana Risser.

Staff Recommendation:

Staff recommends approval of this additional Consent Agenda Item; this item was added to the agenda prior to approval during the meeting.

Attachments:

None



Miscellaneous



Administration Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Kris Busse, City Administrator
SUBJECT: Change next City Council Meeting Date and Time - June 20, 2023

Purpose:

Change the date and time of our next City Council Meeting to Tuesday, June 20th at 1:30 p.m.

Background:

City Council Meetings are held on the first and third Tuesday of each month at 7:00 pm. Last month, the second Council Meeting in June was changed to Monday, June 19th to allow travel time to the LMC Annual Conference. Minnesota state legislation just passed for Juneteenth to be an official state holiday, so we are unable to hold the Council Meeting on Monday, June 19th.

Budget Impact:

None

Staff Recommendation:

Staff recommends approval.

Attachments:

None



Administration Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Kris Busse, City Administrator
SUBJECT: Product Lease Agreement for Postage Meter- Quidient Leasing

Purpose:

Council authorization for a lease agreement for a postage meter for use at City Hall.

Background:

The City has used Paragon Printing and Mailing (Paragon) in Mankato for outbound mail services from City Hall for many years. Early March, Paragon gave notice they were canceling their pick-up service at the end of May. They have been faced with challenges of additional costs in postal supplies, fuel, wages, vehicle maintenance and a decreased volume of mail.

Our staff researched the mail options available and leasing a postage meter was selected. Staff will weigh, seal and add postage to their mail items; these services were previously done by Paragon. I have contacted the US Post Office regarding a USPS drop-box on the West Hills Campus.

Budget Impact:

Minimal Impact. The lease payment for the postage meter will be \$112.22/month. The most recent agreement with Paragon for mail services was \$190/month but staff time will now be needed to process their outbound mail. This is a 5-year lease with Quaidient Leasing which includes the meter, maintenance, installation and training. A minimum amount of supplies (ink and postage tape) is included in the installation and will be purchased when needed.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Product Lease Agreement - Postage Meeter



**Product Lease Agreement
with Postage Meter Rental Agreement**

Section (A) Office Information

Office Number	Office Name	Phone #	Date
			05/24/2023

Section (B) Billing Information

Company Name	CITY OF OWATONNA		
DBA			
Billing Address	540 W HILLS CIR		
City State Zip+4	OWATONNA	MN	55060-4701
Contact Name	Ghassan Madkour	Phone	(507) 774-7318
Contact Title		Fax	
Email Address	ghassan.madkour@ci.owatonna.mn.	PO #	

Section (C) Installation Information (if different from billing information)

Company Name	CITY OF OWATONNA		
Installation Address	540 W HILLS CIR		
City State Zip+4	OWATONNA	MN	55060-4701
Contact Name	Ghassan Madkour	Phone	(507) 774-7318
Contact Title		Fax	
Email Address	ghassan.madkour@ci.owatonna.mn.us		
Main Post Office		PO 5-Digit Zip Code	

Section (D) Products

Qty	Model / Part Number	Description (include Serial Number, if applicable)
1	IX5HFWP5	iX-5 Series Base w/ Hand Feeder, Moistener, Catch Tray, Ink Cartridge & IXWP5

Section (E) Lease Payment Information & Lease Payment Schedule

Tax Status: ☐ Taxable ☒ Tax Exempt <i>Certificate attached</i> Billing Frequency: ☐ Monthly ☒ Quarterly ☐ Annually Billing Method: ☒ Standard	Number of Months	Monthly Payment (Plus applicable taxes)
	First	60
	\$112.22	
	Current Lease Number:	
☐ ACH (Customer to submit authorization form)		

Section (F) Postage Meter & Postage Funding Information

Meter Model	IX5HFAI	Machine Model	IX5HFWP5
Postage Funding Method: ☒ Bill Me ☐ Prepay by Check ☐ ACH Debit (Submit customer authorization form)		Postage Funding Account: ☒ POC ☐ TMS ☒ New ☐ Existing Existing Account Number:	

Service Products (Check all that apply)

☒ Online Postal Rates iMeter™ App (SP10) ☐ Online Postal Expense Manager iMeter™ App (SP20/NeoStats) ☐ Online E-Services with Electronic Return Receipt iMeter™ App (SP35) ☐ NeoShip PLUS (EP70PLUS) ☐ NeoShip Install & User Guide (EP70GUIDES) ☐ 4G/5G Cell Service ☒ Maintenance ☒ Installation/Training ☐ Software Support for premise (non-cloud) solutions

Section (G) Approval

Existing customers who currently fund the Postage account by ACH Debit will not be converted to the Postage Funding Account unless initial here _____.

This document consists of a Product Lease Agreement with Quadient Leasing USA, Inc.; and a Postage Meter Rental Agreement, and an Online Services and Software Agreement with Quadient, Inc.; and a Postage Funding Account Agreement with Quadient Finance USA, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Commercial-Equipment-Lease-Terms-USPS-Dealer-V9-2020), which are also available at www.quadient.com/Commercial-Equipment-Lease-Terms-USPS-Dealer-V9-2020, and that you are authorized to sign the agreements on behalf of the customer identified above. The agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Guided by Quadient, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more information visit <https://www.quadient.com/about-us/sustainable-design-and-manufacturing>.

Authorized Signature	Print Name and Title	Date Accepted
Accepted by Quadient Inc. and its Affiliates		Date Accepted



Parks, Trails, Recreation & Facilities Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Jenna Tuma, Parks, Trails, Recreation & Facilities Director
SUBJECT: Revised Fees Manual for the Parks, Recreation & Facilities Department

Purpose:

Request City Council approval of the revised 2023 Parks and Recreation Fees Manual.

Background:

The Parks, Recreation and Facilities Department establishes fees utilizing a comprehensive Cost Recovery Model and is published in the Fees Manual approved by the City Council.

The Fees Manual is reviewed by staff bi-annual to correlate with the development and publishing of the Department's Activity Guide. Each year the Fees Manual is submitted for City Council approval at the end of the calendar year to reflect the Spring/Summer Activity Guide.

Attached is the list of necessary fee adjustments which will be reflected in the 2023/2024 Fall/Winter Activity Guide.

Budget Impact:

The requested revisions are the addition of new programs or fee increases which could generate additional revenue.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Parks, Rec. & Fac. Fees Manual Revisions

Owatonna Parks and Recreation

Fees Manual 2023 Revisions

Aquatics	2023 Current Fee	2023 Proposed Revisions	Cost Recovery Model	Effective Date
River Spring Waterpark Private Rental				
2 Hour Private Rental (101-200 people)	NA	\$1170	4	6/6/23
2 Hour Private Rental (201-300 people)	NA	\$1607.50	4	6/6/23
2 Hour Private Rental (301-400 people)	NA	\$2045	4	6/6/23
2 Hour Private Rental (401-500 people)	NA	\$2552	4	6/6/23
2 Hour Private Rental (501-600 people)	NA	\$3027.50	4	6/6/23
2 Hour Private Rental (601-715 people)	NA	\$3537.50	4	6/6/23
4 Hour Private Rental (0-100 people)	NA	\$992	4	6/6/23
4 Hour Private Rental (101-200 people)	NA	\$1452	4	6/6/23
4 Hour Private Rental (201-300 people)	NA	\$1968	4	6/6/23
4 Hour Private Rental (301-400 people)	NA	\$2484	4	6/6/23
4 Hour Private Rental (401-500 people)	NA	\$2944	4	6/6/23
4 Hour Private Rental (501-600 people)	NA	\$3404	4	6/6/23
4 Hour Private Rental (601-715 people)	NA	\$3980	4	6/6/23
River Spring Waterpark Season Pass				
Standard season pass (Family of 3)	\$185	\$190	3	2024 Season
Standard season pass - each additional family member	\$22	\$23	3	2024 Season
Aquatic Programs				
Egg Splash	NA	\$2 per person	2	9/1/23
West Hills Tennis & Pickleball Center	2023 Current Fee	2023 Proposed Revision	Cost Recovery Model	Effective Date
Passes				
Tennis/Pickleball Couple (9 months) Sept 1-May 31	\$372.75	\$391.50	3-4	6/6/23
Tennis/Pickleball Couple (12 months) Sept 1–Aug 31	\$396.90	\$416.75	3-4	6/6/23
Tennis/Pickleball Family (9 months) Sept 1–May 31	\$404.25	\$424.50	3-4	6/6/23
Tennis/Pickleball Family (12 months) Sept 1–Aug 31	\$441	\$463	3-4	6/6/23
Tennis/Pickleball Individual (9 months) Sept 1–May 31	\$288.75	\$303.25	3-4	6/6/23
Tennis/Pickleball Individual (12 months) Sept 1–Aug 31	\$315	\$330.75	3-4	6/6/23
Tennis/Pickleball Junior (9 months) Sept 1–May 31	\$162.75	\$171	3-4	6/6/23
Tennis/Pickleball Junior (12 months) Sept 1– Aug 31	\$176.40	\$185.25	3-4	6/6/23
Guest Rate Individual Month Pass	\$52.50	\$54	3-4	6/6/23
Lessons				
Private Lesson Adult 1 hour	\$50	\$55	4	6/6/23
Tennis Lesson drop-in - lower level	\$17	\$20	4	6/6/23
Tennis Lesson drop-in – advanced level	\$17	\$20	4	6/6/23
Tennis Star Academy Advanced	\$160	\$192	3	6/6/23
Tennis Star Academy Middle School & Intermediate	\$160	\$192	3	6/6/23
Tennis Young Stars (orange ball)	\$80	\$96	3	6/6/23

Owatonna Parks and Recreation Fees Manual 2023 Revisions

Tennis Shooting Starts (red ball)	\$80	\$96	3	6/6/23
Pickleball Beginner	NA	\$80	3	9/1/23
Pickleball Stars Academy 12U	NA	\$120	3	9/1/23
Pickleball Stars Academy 18U	NA	\$120	3	9/1/23
Pickleball DUPR Matchplay	NA	\$20	3	9/1/23
Rentals	2023 Current Fee	2023 Proposed Revision	Cost Recovery Model	Effective Date
Social Commons				
East Meeting Room 2 nd floor Standard Rate per hour	\$35	Discontinued	NA	NA
East Meeting Room 2 nd floor Non-Profit Rate per hour	\$25			
Adult Leisure Pursuits	2023 Current Fee	2023 Proposed Revision	Cost Recovery Model	Effective Date
Trips (average cost range)	\$20-\$100 +Tax	\$20-\$125 +Tax	4	9/1/23
Adaptive Recreation	2023 Current Fee	2023 Proposed Revision	Cost Recovery Model	Effective Date
Adaptive Recreation weekly programs (cost varies depending on supplies needed)	\$0-\$7	\$0-\$9	3	9/1/23
Bowling League – Monday Nights weekly rate	Cost of Bowling Alley Rate + \$1	Cost of Bowling Alley Rate + \$2.25	4	9/1/23
Special Events/Family Programs	2023 Current Fee	2023 Proposed Revision	Cost Recovery Model	Effective Date
Family Recreation Programs	\$5-\$7	\$5-\$8	3-4	9/1/23
Private Group Archery Lesson	NA	\$50 Per Hour	4	9/1/23
Private Group Fishing Lesson	NA	\$50 Per Hour	4	9/1/23
Snowshoe Rentals	NA	\$5 Per Day	4	9/1/23



Public Works Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: 2023 Overlay Project Contract - D&M Construction

Purpose:

Requesting City Council approval of the quote received and awarding the contract for the 2023 Overlay Prep Project.

Background:

A request for quotes was sent using the OpenGov Procurement Portal. One quote was received on May 31, 2023.

2023 Overlay Project Quotes	
D&M Construction	\$53,256.00
Engineer's Estimate	\$50,620.80

The received quote was \$2,635.20 over the Engineer's Estimate, however, it is still within the budgeted amount for the project.

Budget Impact:

The contracted project cost will be \$53,256.00. Construction costs will be paid from the operating budget.

Staff Recommendation:

Staff recommends approval of accepting the quote and awarding the contract D&M Construction of Owatonna, MN.

Attachments:

1. 2023 Overlay Proposal



City of Owatonna
Public Works

Sean Murphy, City Engineer/Public Works Director
540 West Hills Circle, Owatonna, MN 55060

EVALUATION TABULATION

RFP No. 23008

2023 Overlay Prep Project

RESPONSE DEADLINE: May 31, 2023 at 4:00 pm

Report Generated: Thursday, June 1, 2023

SELECTED VENDOR TOTALS

Vendor	Total
Engineer's Estimate	\$50,620.80
D&M Construction	\$53,256.00

23008 OVERLAY PREP PROJECT

23008 Overlay Prep Project					D&M Construction		Engineer's Estimate	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total
X	2104.502	REMOVE MANHOLE OR CATCH BASIN	1	EACH	\$500.00	\$500.00	\$540.00	\$540.00
X	2104.502	REMOVE CASTING	19	EACH	\$200.00	\$3,800.00	\$330.00	\$6,270.00
X	2104.503	REMOVE CURB & GUTTER	36	LIN. FT.	\$10.00	\$360.00	\$9.00	\$324.00
X	2504.602	ADJUST WATER VALVE BOX	10	EACH	\$180.00	\$1,800.00	\$150.00	\$1,500.00
X	2506.501	CONST. DR. STR. DESIGN 2' X 3'	5.4	LIN. FT.	\$615.00	\$3,321.00	\$562.00	\$3,034.80
X	2506.516	MANHOLE CASTING ASSEMBLY, R-1733	19	EACH	\$1,220.00	\$23,180.00	\$980.00	\$18,620.00

EVALUATION TABULATION
RFP No. 23008
2023 Overlay Prep Project

Selected	Line Item	23008 Overlay Prep Project			D&M Construction		Engineer's Estimate	
		Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total
X	2506.516	CATCH BASIN CASTING ASSEMBLY, R-3067-L	1	EACH	\$975.00	\$975.00	\$972.00	\$972.00
X	2506.522	ADJUST FRAME & RING CASTING	26	EACH	\$630.00	\$16,380.00	\$680.00	\$17,680.00
X	2531.501	CONCRETE CURB & GUTTER, B-618	36	LIN. FT.	\$70.00	\$2,520.00	\$44.00	\$1,584.00
X	2575.501	SODDING, TYPE LAWN	4	SQ. YD.	\$105.00	\$420.00	\$24.00	\$96.00
Total						\$53,256.00		\$50,620.80

VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	D&M Construction	Engineer's Estimate
Type your Legal Company Name Here	Pass	No Response
Confirm the Plans and Specifications and other Contract Documents have been examined and the local conditions affecting the cost of the work or furnishing of materials, labor, and equipment necessary for the construction of the 2022 Overlay Prep Project are understood.	Pass	No Response
Confirm you are familiar with the work to be done and the conditions under which the work must be performed.	Pass	No Response
Do you agree to complete the project by July 1, 2023?	Pass	No Response
Evidence of Insurance	Pass	No Response

EVALUATION TABULATION
RFP No. 23008
2023 Overlay Prep Project

Question Title	D&M Construction	Engineer's Estimate
Disclosure of Government Positions	Pass	No Response
Disclosure of Relationships	Pass	No Response
Litigation	Pass	No Response



Parks, Trails, Recreation & Facilities Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Jenna Tuma, Parks, Trails, Recreation & Facilities Director
SUBJECT: Club Car lease for Brooktree Golf Course for years 2024-2027

Purpose:

Enter into lease agreement with Club Car for a fleet of rental carts and utility vehicles for a four-year term.

Background:

Club Car holds the current Brooktree Golf Course golf cart lease. Because of the demand for golf carts and limited supply, a procurement RFP was posted this spring for the 2024-2027 lease timeframe. Two vendors provided bids. Club Car had the low bid.

The request was for 40 carts (35 gas, 5 electric) and two maintenance carts with utility boxes. All vehicles will be model year 2024. The lease agreement includes off-site, off-season storage. The previous lease was for six years. This is a four-year agreement, which coincides with the factory warranty. New for these carts include a golfer experience module (GPS), sand/seed bottle, hinged windshield, canopy, USB port, and numbers.

The two maintenance utility carts are new to the lease to explore the cost benefits of leasing. Payments are made from April through September each year.

Budget Impact:

The cost of the lease will be covered in the Brooktree operating budget through the collection of cart fees. The increase in the lease will be made up with the cart rental revenue.

35 gas golf carts - \$7,112.70 per month - \$42,676.20 per year - total lease - \$170,704.80
5 electric golf carts - \$1,091.10 per month - \$6,546.60 per year - total lease - \$26,186.40
2 electric utility carts - \$952.28 per month - \$5,713.68 per year - total lease - \$22,854.72 (tax not included)

This lease does not include the annual maintenance agreement.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Brooktree Golf Course Fleet-Utility Proposal_051723



Brooktree Golf Course City of Owatonna, Minnesota Golf car fleet proposal

May 17, 2023

GAME FOR MORE...
possibilities

Our love of golf runs deep.





PROPOSAL

Company Profile

Club Car combines a quality-driven philosophy, an innovative spirit, and a solutions-oriented approach to business. Club Car has established itself as a leading global manufacturer of vehicles that serve the golf, rough terrain, private owner, and commercial markets.

With over 60 years of experience of innovation and design in producing small-wheel vehicles, Club Car is a leading manufacturer of gas and electric golf, utility and personal transportation vehicles.

Founded in 1958, the Club Car product portfolio has grown to include much more than golf cars, now encompassing vehicles for commercial and consumer markets, built with an uncompromised desire for superior performance.

As an industry leader in electrification and sustainability, Club Car is proud to be on the forefront of environmentally responsible Zero Emission Vehicle (ZEV) technologies.



Personal Transport



Fleet Golf



Turf



Transport



Street Legal (LSV)



Utility 4x2



Mobile Merchandising



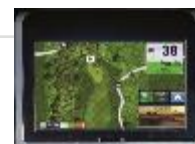
Tempo Walk



Utility 4x4



Fit-to-Task



Club Car Connect

This proposal shall expire thirty days from its date, unless Club Car, LLC. agrees to extend the time frame. In consideration of receipt of this proposal, The County Club of Buffalo agrees that it will hold its contents in confidence and will not disclose, use or copy the same in whole or in part for any purpose other than to evaluate this proposal.



PROPOSAL

Golf Partnerships

Club Car honors the game in its service to customers and support of the golf industry



How Do These Partnerships Benefit You?

- Club Car sponsors PGA section events, educational seminars and local chapters to grow the game of golf.
- If you are a member of VGM, ask about rebates on golf car fleets.
- If you involved with US Kids, Club Car funds the coaches to educate the future of golf.



2024 CLUB CAR TEMPO GAS GOLF CAR

Item	Qty.	Description	Unit Cost	Total Cost
	35	• Standard equipment includes:	LEASE	LEASE
1		14.0 HP EFI gas engine		
2		Dual USB charging port		
3		Soft grip steering wheel		
4		Body color – green, cashmere, white or platinum		
5		Seat color – beige, white, gray or black		
6		Canopy color – beige, white or black		
7		Wheel covers		
8		Number decals – two per car		
		• Optional equipment included:		
9	35	• Connect package with baskets. No speakers; 10.4" video display with one module included (Golf Experience)		Included
10	35	• Sand/seed bottle – driver side rear strut mount		Included
11	35	• Information holder		Included
12	35	• Clear hinged windshield		Included

Grand Total

SEE LEASE SCHEDULE

2024 CLUB CAR TEMPO GAS GOLF CAR – SKIP PAY LEASE

PAYMENTS DUE APRIL – SEPTEMBER OF EACH YEAR FOR TOTAL OF 24 PAYMENTS

Mos.	Qty.	Rollover	Per Month	Per Year	Total Lease
42	35 cars	30 months	\$7,112.70	\$42,676.20	\$170,704.80

**Rollover indicates month in term customer may choose to enter into new lease with Club Car if desired*

**This is an operating lease. At end of term, all equipment is property of Club Car, LLC.*

**All freight and prep included. New equipment freight F.O.B. Augusta, GA*

Prices quoted herein are projected for a future estimated date of delivery of Club Car golf and utility products. Due to current market conditions and estimated lead times, pricing and interest rates are subject to change prior to projected delivery. For a purchase or lease transaction, where trade-in vehicle values are quoted, pricing assumes trade-in of customer's current fleet in a quantity and in condition to be agreed upon by Club Car. In the event customer's current fleet is not available for trade-in at the time of delivery, Club Car reserves the right to adjust pricing accordingly, and Customer agrees to be responsible for any price increases. Customer is to submit required credit information for credit approval. Any applicable State or Local Taxes or any additional fees associated with documentation are not included.



2024 CLUB CAR TEMPO ELECTRIC GOLF CAR

Item	Qty.	Description	Unit Cost	Total Cost
	5	• Standard equipment includes:	LEASE	LEASE
1		Charger: HF 48-volt, 13 amp		
2		Single point watering system for batteries		
3		Dual USB charging port		
4		Soft grip steering wheel		
5		Body color – green, cashmere, white or platinum		
6		Seat color – beige, white, gray or black		
7		Canopy color – beige, white or black		
8		Wheel covers		
9		Number decals – two per car		
		• Optional equipment included:		
10	5	• Connect package with baskets. No speakers; 10.4" video display with one module included (Golf Experience)		Included
11	5	• Sand/seed bottle – driver side rear strut mount		Included
12	5	• Information holder		Included
13	5	• Clear hinged windshield		Included
14	1	• Deionizer fill station for batteries		Included
			Grand Total	SEE LEASE SCHEDULE

2024 CLUB CAR TEMPO ELECTRIC GOLF CAR – SKIP PAY LEASE

PAYMENTS DUE APRIL – SEPTEMBER OF EACH YEAR FOR TOTAL OF 24 PAYMENTS

Mos.	Qty.	Rollover	Per Month	Per Year	Total Lease
42	5 cars	30 months	\$1,091.10	\$6,546.60	\$26,186.40

**Rollover indicates month in term customer may choose to enter into new lease with Club Car if desired*

**This is an operating lease. At end of term, all equipment is property of Club Car, LLC.*

**All freight and prep included. New equipment freight F.O.B. Augusta, GA*

Prices quoted herein are projected for a future estimated date of delivery of Club Car golf and utility products. Due to current market conditions and estimated lead times, pricing and interest rates are subject to change prior to projected delivery. For a purchase or lease transaction, where trade-in vehicle values are quoted, pricing assumes trade-in of customer's current fleet in a quantity and in condition to be agreed upon by Club Car. In the event customer's current fleet is not available for trade-in at the time of delivery, Club Car reserves the right to adjust pricing accordingly, and Customer agrees to be responsible for any price increases. Customer is to submit required credit information for credit approval. Any applicable State or Local Taxes or any additional fees associated with documentation are not included.



2024 CLUB CAR CARRYALL 500 ELECTRIC UTILITY VEHICLE

Item	Qty.	Description	Unit Cost	Total Cost
	2	Club Car Carryall 500 electric utility vehicle equipped as follows:	LEASE	LEASE
1		500 amp, IQ Plus drive system		
2		Onboard high frequency charger		
3		4-wheel brakes		
4		Headlights – standard halogen		
5		Body color – green, white, gray or blue		
6		Seat color – gray		
7		Tires – 18 x 18.5-8, 6-ply rated		
8		Cargo box		
9		Extended range battery upgrade		
10		Single point battery watering system		
11		Battery capacity indicator		
12		Heavy-duty front brushguard		
13		Differential guard		
14		Trailer hitch		
15		Electric cargo box lift		
16		Canopy – black or white		
17		Hinged windshield		
18		Wheel covers		
			Grand Total	SEE LEASE SCHEDULE

2024 CLUB CAR CARRYALL 500 ELECTRIC UTILITY VEHICLE – SKIP PAY LEASE

PAYMENTS DUE APRIL – SEPTEMBER OF EACH YEAR FOR TOTAL OF 24 PAYMENTS

PAYMENT BELOW DOES NOT INCLUDE SALES TAX ESTIMATED AT \$65.47 TOTAL PER MONTH

Mos.	Qty.	Rollover	Per Month	Per Year	Total Lease
42	2 vehicles	30 months	\$952.28	\$5,713.68	\$22,854.72

**Rollover indicates month in term customer may choose to enter into new lease with Club Car if desired*

**This is an operating lease. At end of term, all equipment is property of Club Car, LLC.*

**All freight and prep included. New equipment freight F.O.B. Augusta, GA*

Prices quoted herein are projected for a future estimated date of delivery of Club Car golf and utility products. Due to current market conditions and estimated lead times, pricing and interest rates are subject to change prior to projected delivery. For a purchase or lease transaction, where trade-in vehicle values are quoted, pricing assumes trade-in of customer's current fleet in a quantity and in condition to be agreed upon by Club Car. In the event customer's current fleet is not available for trade-in at the time of delivery, Club Car reserves the right to adjust pricing accordingly, and Customer agrees to be responsible for any price increases. Customer is to submit required credit information for credit approval. Any applicable State or Local Taxes or any additional fees associated with documentation are not included.



The contents of this proposal constitute the entire agreement between Club Car and City of Owatonna, MN / Brooktree Golf Course. Finance options and associated lease contracts are provided by Club Car Financial Services. For acceptance of this proposal, please sign below:

City of Owatonna, MN / Brooktree Golf Course

Club Car

Signature:

Signature:

A handwritten signature in black ink, appearing to read "Andrew Halverson", written over a horizontal line.

Title:

Title:

Golf Territory Manager

Date:

Date:

5/17/2023

©2023 Club Car, LLC. Club Car believes the information and specifications in this piece of literature were correct at the time of printing. Specifications, standard features, options, fabrics and colors are subject to change without notice. Some features may be unavailable when your vehicle is built. Some vehicles are pictured with options that may be available at extra cost or may not be available on some models. Ask your dealer about the availability of options and verify that the vehicle you ordered includes the equipment you ordered. There are no warranties, expressed or implied, contained herein. See the Limited Warranty in the owner's manual or write to: Club Car, PO Box 204658, Augusta, GA 30917. The company reserves the right to make design changes without obligation to make these changes on previously sold units or systems. These vehicles are designed and manufactured for off-road use only. They do not conform to Federal Motor Vehicle Safety Standards for automobiles or to FMVSS 500 for low-speed vehicles, and are not equipped for operation on public streets, roads or highways.



CLUB CAR® LIMITED WARRANTY FOR TEMPO GOLF VEHICLES

WARRANTY: CLUB CAR, LLC ("CLUB CAR") hereby warrants to the Original Purchaser or Lessee, as those terms are defined herein, and subject to the provisions, limitations and exclusions in this limited warranty, that its new vehicle or new component purchased from CLUB CAR or an Authorized Dealer or Distributor shall be free from defects in material and workmanship under normal use and service for the periods stated below, subject to the provisions, limitations and exclusions in this limited warranty.

This limited warranty covers material, workmanship and repair labor cost as to those items specifically listed below for the periods specified. Such repair labor shall be performed only by CLUB CAR, its Authorized Dealers or Distributors, or a service agency approved by CLUB CAR. For repairs made by qualified technicians other than CLUB CAR's factory technicians or an Authorized Dealer or Distributor, CLUB CAR will provide only the replacement parts or components.

IF THE WARRANTY REGISTRATION FORM IS NOT COMPLETED AND RETURNED TO CLUB CAR AT THE TIME OF THE ORIGINAL RETAIL SALE, PURCHASER MUST PROVIDE PROOF OF DATE OF PURCHASE WITH ANY WARRANTY CLAIM.

	TEMPO GOLF
VEHICLE MAIN FRAME	LIMITED LIFETIME
GASOLINE POWERTRAIN: Engine, transaxle, torque converter (drive and driven).	5
SUSPENSION: Steering gearbox, steering column, shocks, and leaf springs.	4
MAJOR ELECTRONICS: Solid state speed controller and battery charger.	4
BATTERY: DEEP CYCLE: 25,000 amp hours as recorded by the controller, or four years, whichever occurs first, for vehicles properly maintained using an authorized deionizer system. Otherwise, 20,000 amp hours or four years, whichever occurs first. Li-ion: 5 years	4 FLA / 5 Li-ion
PEDAL GROUP: Pedal group mechanical assembly, brake cluster assemblies, and brake cables.	4
SEATS: Seat bottom, seat back, and armrests.	4
CANOPY SYSTEM: Canopy, rear canopy supports, drainage system and Structural Accessory Module (SAM).	4
ELECTRIC POWERTRAIN: Electric motor, transaxle and MCOR.	3
GASOLINE SYSTEMS: Air intake system, exhaust system, and starter generator.	3
BODY GROUP: Beauty panels, and front and rear underbody.	3
ALL REMAINING COMPONENTS: Solenoid, GCOR, limit switches, voltage regulator, F&R switch, and options and accessories supplied by CLUB CAR, including components not specified otherwise.	2

EXCLUSIONS: Excluded from any CLUB CAR warranty is damage to a vehicle or component resulting from a cause other than a defect including poor maintenance, neglect, abuse, accident and collision, maintenance adjustments, unreasonable or unintended strain or use, improper installation of accessories (such as connecting any accessories to less than the full pack of batteries), installation of parts or accessories that are not original equipment including non-approved GPS systems, non-approved alteration and acts of God. Also excluded from any CLUB CAR warranty are all fuses, filters, decals (except safety decals), lubricants, routine wear items such as the charger plug and receptacle, engine mounts, mats, pads, spark plugs, light bulbs, brake shoes, belts, brushes, bushings, drive buttons, cosmetic deterioration, and items that deteriorate, fade or fail due to exposure or ordinary wear and tear.



The provisions of this limited warranty shall not apply to failure due to the following conditions:

1. Batteries

- 1.1 Improper charging of a vehicle due to the use of a battery charger model not approved by Club Car for use with the vehicle.
 - 1.2 Use of water in batteries, including tap water that contains impurities. Distilled water or a properly maintained, Club Car approved battery water deionizer and filter system should be used to ensure water quality.
 - 1.3 Abuse such as overcharging, undercharging, improper fluid levels, loose wiring and fasteners, or rusted or corroded hardware.
 - 1.4 Use of energy management systems that do not allow a minimum of 12 hours of charge time to assure proper charging.
 - 1.5 Use of any accessories that do not draw power off the complete 48V pack.
 - 1.6 Neglect, breakage, freezing, fire, explosion, wreckage, melted terminal posts, the addition of any chemical, or the operation of the battery in an uncharged condition (below half charge 1.200 specific gravity); the installation of the batteries in reverse or recharging in reverse, breakage of containers, covers, or terminal post, or batteries used in applications for which they were not designed.
 - 1.7. A battery damaged by a defective charger or batteries in vehicles that do not receive proper charging.
 - 1.8. A vehicle not having an operational charger on a circuit that has the parameters specified in the vehicle owner's manual (the number of operational chargers must equal the number of operational vehicles), or use of an unapproved algorithm.
2. Lack of proper maintenance such as preventive maintenance checks, proper rotation of vehicles in a fleet application, maintaining proper tire pressure and alignment and tightening loose wire connections as outlined in the owner's manual.
 3. Damages caused by improper installation of the component.
 4. Failed semiconductor parts such diodes and fuses that are vulnerable to electrical overloads (including lightning) beyond the control of CLUB CAR.
 5. Damaged charger AC and DC cord set with plug, which is a wear item and subject to user abuse.
 6. Use of gasoline containing more than 10% ethanol. Transportation expenses for warranty services are also excluded from this warranty.

Without limiting the generality of the foregoing in any way, and as part of its limited warranty exclusion, CLUB CAR does not warrant that its vehicle or components such as batteries, computer, controller or electrical device are suitable for use in any application other than in its products. As in the use of any vehicle, batteries, computer, controller or electrical device, a prudent owner will read and study the owner's manual, the operator instructions and the warning labels; and will exercise due care in working on or around vehicles, batteries or electrical devices.

Transportation expenses for warranty services are also excluded from this warranty.

VOIDING OF WARRANTY: THIS AND ANY OTHER WARRANTY SHALL BE VOID IF THE VEHICLE OR COMPONENT IS ABUSED OR USED IN AN UNINTENDED MANNER OR SHOWS INDICATIONS THAT IT HAS BEEN ALTERED IN ANY WAY, INCLUDING, BUT NOT LIMITED TO, MODIFICATION OF THE SPEED GOVERNOR, BRAKING SYSTEM, STEERING, TRANSAXLE, OR OTHER OPERATING SYSTEMS OF THE CAR TO CAUSE IT TO PERFORM OUTSIDE CLUB CAR SPECIFICATIONS. THE WARRANTY IS LIKEWISE VOID IF THE VEHICLE SHOWS INDICATIONS THAT REASONABLE OR NECESSARY MAINTENANCE AS OUTLINED IN THE OWNER'S MANUAL AND MAINTENANCE AND SERVICE MANUAL WAS NOT PERFORMED AT THE TIME AND IN THE MANNER SPECIFIED IN SUCH MANUALS.



SOLE REMEDY: CLUB CAR's liability under this limited warranty or in any action whether based upon warranty, contract, negligence, strict product liability or otherwise, shall be the repair or replacement, at CLUB CAR's option, of the vehicle or component thereof that CLUB CAR deems to be defective. Replacement shall mean furnishing, during the applicable limited warranty period, a new vehicle or factory-reconditioned vehicle or component thereof that is identical or reasonably equivalent to the warranted product or component at no cost to the purchaser. Repair shall mean remedying a defect in the vehicle or component thereof at no cost to the purchaser during the applicable limited warranty period. CLUB CAR reserves the right to test and recharge any component returned for adjustment. If CLUB CAR elects to repair the vehicle or component, it may provide factory-reconditioned parts or components. All parts and components replaced under warranty shall become the property of CLUB CAR.

DISCLAIMER: THIS LIMITED WARRANTY IS EXCLUSIVE. CLUB CAR MAKES NO OTHER WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED. ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED BY CLUB CAR AND EXCLUDED FROM THIS WARRANTY. THE PURCHASER AND CLUB CAR EXPRESSLY AGREE THAT THE SOLE REMEDY OF THE REPLACEMENT OR REPAIR OF THE DEFECTIVE VEHICLE OR COMPONENT THEREOF IS THE SOLE REMEDY OF THE PURCHASER. CLUB CAR MAKES NO OTHER REPRESENTATION OR WARRANTY OF ANY KIND, AND NO REPRESENTATIVE, EMPLOYEE, DISTRIBUTOR OR DEALER OF CLUB CAR HAS THE AUTHORITY TO MAKE OR IMPLY ANY REPRESENTATION, PROMISE OR AGREEMENT, WHICH IN ANY WAY VARIES THE TERMS OF THIS WARRANTY.

In the event that another pre-printed warranty document, certificate or both offered by or through Club Car at the time of sale of this vehicle (each an "Additional Warranty Document") is deemed to conflict with the limitations or exclusions contained herein, the limitations and exclusions contained herein shall continue to apply to both this limited warranty statement and, to the maximum extent permitted by law, to each Additional Warranty Document.

NO CONSEQUENTIAL DAMAGES: IN NO EVENT SHALL CLUB CAR BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS RELATED TO PROPERTY OTHER THAN THE VEHICLE, LOSS OF USE, LOSS OF TIME, INCONVENIENCE, OR ANY OTHER ECONOMIC LOSS.

Some states allow neither limitation on the duration of an implied warranty nor exclusions or limitation of incidental or consequential damages. Therefore, the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state.

HOW TO MAKE A WARRANTY CLAIM: To make a warranty claim under this limited warranty, you must present the vehicle or defective component with evidence of proof of purchase date and number of amp hours (if applicable) to an authorized CLUB CAR dealer.

For warranty-related communication, contact Warranty Services, Club Car, 4125 Washington Rd., Evans, GA 30809, USA, 706.863.3000.

WARNING: Any modification or change to the vehicle that affects the electrical system, stability or handling of the vehicle, or increases maximum vehicle speed beyond factory specifications, could result in severe personal injury or death.



CLUB CAR® LIMITED WARRANTY FOR TRANSPORTATION AND UTILITY VEHICLES

WARRANTY: CLUB CAR, LLC ("CLUB CAR") hereby warrants to the Original Purchaser or Lessee, as those terms are defined herein, and subject to the provisions, limitations and exclusions in this limited warranty, that its new vehicle or new component purchased from CLUB CAR or an Authorized Dealer or Distributor shall be free from defects in material and workmanship under normal use and service for the periods stated below, subject to the provisions, limitations and exclusions in this limited warranty.

This limited warranty covers material, workmanship and repair labor cost as to those items specifically listed below for the periods specified. Such repair labor shall be performed only by CLUB CAR, its Authorized Dealers or Distributors, or a service agency approved by CLUB CAR. For repairs made by qualified technicians other than CLUB CAR's factory technicians or an Authorized Dealer or Distributor, CLUB CAR will provide only the replacement parts or components.

IF THE WARRANTY REGISTRATION FORM IS NOT COMPLETED AND RETURNED TO CLUB CAR AT THE TIME OF THE ORIGINAL RETAIL SALE, PURCHASER MUST PROVIDE PROOF OF DATE OF PURCHASE WITH ANY WARRANTY CLAIM.

TO THE ORIGINAL OWNER ONLY (NON-TRANSFERABLE)	TERMS COVERED	HOURS/ ENERGY UNITS COVERED
LIMITED THREE YEAR: Engine assembly, transaxle assembly (gasoline vehicle), starter/generator (gasoline vehicle), motor, transaxle assembly (electric vehicle), and main frame assembly.	3 YEARS	3000
LIMITED TWO YEAR: Solenoid, MCOR, limit switches, voltage regulators, FNR switches, brake components, wiring harness, electrical switches, canopy systems, seats, pedal group assembly, body, cab assembly and doors, driving range protective enclosure, portable refreshment center, all original equipment options and accessories supplied by CLUB CAR, and all remaining components of the vehicle not specified otherwise.	2 YEARS	2000
LIMITED ONE YEAR: Solenoid, MCOR, limit switches, voltage regulators, F&R switches, brake components, wiring harness, electrical switches, canopy systems, seats, pedal group assembly, body, portable refreshment center and all original equipment options and accessories supplied by CLUB CAR and all remaining components of the vehicle not specified otherwise.	4 YEARS	18000
6-VOLT BATTERY (STANDARD DUTY)	4 YEARS	20000
6-VOLT BATTERY (HEAVY DUTY)	4 YEARS	16000
8-VOLT BATTERY (STANDARD/HEAVY DUTY)	4 YEARS	16000
ONBOARD COMPUTER (IF SO EQUIPPED)	4 YEARS	16000
CONTROLLER	3 YEARS	3000
BATTERY CHARGER	4 YEARS	

EXCLUSIONS: Excluded from any CLUB CAR warranty is damage to a vehicle or component resulting from a cause other than a defect including poor maintenance, neglect, abuse, accident and collision, maintenance adjustments, unreasonable or unintended strain or use, improper installation of accessories, installation of parts or accessories that are not original equipment, including Club Car approved or non-approved GPS systems, non-approved alteration and acts of God. Also excluded from any CLUB CAR warranty are all fuses, filters, decals (except safety decals), lubricants, routine wear items such as the charger plug and receptacle, engine mounts, bed floor lining, mats, pads, spark plugs, light bulbs, brake shoes, belts, brushes, bushings, drive buttons, cosmetic deterioration, and items that deteriorate, fade or fail due to exposure or ordinary wear and tear.



The provisions of this limited warranty shall not apply to failure due to:

- 1) Abuse such as overcharging, undercharging, improper fluid levels, loose wiring and fasteners, or rusted or corroded hardware.
- 2) Use of water in batteries, including tap water, that contains impurities. Distilled water or a properly maintained, Club Car approved battery water deionizer and filter system should be used to ensure water quality.
- 3) Lack of proper maintenance such as preventive maintenance checks, proper rotation of vehicles in a fleet application, maintaining proper tire pressure and alignment and tightening loose wire connections as outlined in the owner's manual.
- 4) Damages caused by improper installation of the component.
- 5) Neglect, breakage, freezing, fire, explosion, wreckage, melted terminal posts, the addition of any chemical, or the operation of the battery in an uncharged condition (below half charge 1.200 specific gravity); the installation of the batteries in reverse or recharging in reverse, breakage of containers, covers, or terminal post, or batteries used in applications for which they were not designed.
- 6) A battery damaged by a defective charger or batteries in vehicles that do not receive proper charging.
- 7) A vehicle not having an operational charger on a circuit that has the parameters specified in the vehicle owner's manual. (Number of operational chargers must equal the number of operational vehicles.)
- 8) Improper charging of a vehicle due to the use of a battery charger model not approved by Club Car for use with the vehicle.
- 9) Failed semiconductor parts such diodes and fuses that are vulnerable to electrical overloads (including lightning) beyond the control of CLUB CAR.
- 10) Damaged charger DC cord set with plug, which is a wear item and subject to user abuse.
- 11) Use of gasoline containing more than 10% ethanol.

Without limiting the generality of the foregoing in any way, and as part of its limited warranty exclusion, CLUB CAR does not warrant that its vehicle or components such as batteries, computer, controller or electrical device are suitable for use in any application other than in its products. As in the use of any vehicle, batteries, computer, controller or electrical device, a prudent owner will read and study the owner's manual, the operator instructions and the warning labels; and will exercise due care in working on or around vehicles, batteries or electrical devices.

Transportation expenses for warranty services are also excluded from this warranty.

VOIDING OF WARRANTY: THIS AND ANY OTHER WARRANTY SHALL BE VOID IF THE VEHICLE or component IS ABUSED OR USED IN AN UNINTENDED MANNER OR SHOWS INDICATIONS THAT IT HAS BEEN ALTERED IN ANY WAY, INCLUDING, BUT NOT LIMITED TO, MODIFICATION OF THE SPEED GOVERNOR, BRAKING SYSTEM, STEERING, TRANSAXLE, OR OTHER OPERATING SYSTEMS OF THE CAR TO CAUSE IT TO PERFORM OUTSIDE CLUB CAR SPECIFICATIONS. THE WARRANTY IS LIKEWISE VOID IF THE VEHICLE SHOWS INDICATIONS THAT REASONABLE OR NECESSARY MAINTENANCE AS OUTLINED IN THE OWNER'S MANUAL AND MAINTENANCE AND SERVICE MANUAL WAS NOT PERFORMED AT THE TIME AND IN THE MANNER SPECIFIED IN SUCH MANUALS.

SOLE REMEDY: CLUB CAR's liability under this limited warranty or in any action whether based upon warranty, contract, negligence, strict product liability or otherwise, shall be the repair or replacement, at club car's option, of the vehicle or component thereof that CLUB CAR deems to be defective. Replacement shall mean furnishing, during the applicable limited warranty period, a new vehicle or factory-reconditioned vehicle or component thereof that is identical or reasonably equivalent to the warranted product or component at no cost to the purchaser. Repair shall mean remedying a defect in the vehicle or component thereof at no cost to the purchaser during the applicable limited warranty period. CLUB CAR reserves the right to test and recharge any component returned for adjustment. If CLUB CAR elects to repair the vehicle or component, it may provide factory-reconditioned parts or components. All parts and components replaced under warranty shall become the property of CLUB CAR.



DISCLAIMER: THIS LIMITED WARRANTY IS EXCLUSIVE. CLUB CAR MAKES NO OTHER WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED. ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED BY CLUB CAR AND EXCLUDED FROM THIS WARRANTY. THE PURCHASER AND CLUB CAR EXPRESSLY AGREE THAT THE SOLE REMEDY OF THE REPLACEMENT OR REPAIR OF THE DEFECTIVE VEHICLE OR COMPONENT THEREOF IS THE SOLE REMEDY OF THE PURCHASER. CLUB CAR MAKES NO OTHER REPRESENTATION OR WARRANTY OF ANY KIND, AND NO REPRESENTATIVE, EMPLOYEE, DISTRIBUTOR OR DEALER OF CLUB CAR HAS THE AUTHORITY TO MAKE OR IMPLY ANY REPRESENTATION, PROMISE OR AGREEMENT, WHICH IN ANY WAY VARIES THE TERMS OF THIS WARRANTY.

In the event that another pre-printed warranty document, certificate or both offered by or through Club Car at the time of sale of this vehicle (each an "Additional Warranty Document") is deemed to conflict with the limitations or exclusions contained herein, the limitations and exclusions contained herein shall continue to apply to both this limited warranty statement and, to the maximum extent permitted by law, to each Additional Warranty Document.

NO CONSEQUENTIAL DAMAGES: IN NO EVENT SHALL CLUB CAR BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS RELATED TO PROPERTY OTHER THAN THE VEHICLE, LOSS OF USE, LOSS OF TIME, INCONVENIENCE, OR ANY OTHER ECONOMIC LOSS.

Some states allow neither limitation on the duration of an implied warranty nor exclusions or limitation of incidental or consequential damages. Therefore, the above limitations or exclusions may not apply to you. This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state.

HOW TO MAKE A WARRANTY CLAIM: To make a warranty claim under this limited warranty, you must present the vehicle or defective component with evidence of proof of purchase date and number of amp-hours (if applicable) to an authorized CLUB CAR dealer.

For warranty-related communication, contact Warranty Services, Club Car, 4125 Washington Rd., Evans, GA 30809, USA, 706.863.3000.

WARNING: Any modification or change to the vehicle that affects the electrical system, stability or handling of the vehicle, or increases maximum vehicle speed beyond factory specifications, could result in serious personal injury or death.

RECAP:

23,015.78	Central Farm Service - Fuel and lubricants
94,900.21	Ebert Companies - Council Chambers Renovation Est 3
29,125.00	ESRI - GIS Software/Maintenance - OPU reimburses City for half
118,448.69	JJD - 2022 St & Utility Pay Est 7 \$88,065 & N Cedar Pay Est 18 \$30,383.69
180,487.73	League of MN Cities Ins Trust - April-June Workers Comp Premiums
117,557.62	Nero Engineering - April WWTF Expansion services
155,434.43	Northland Grading & Excavating - Truman Ave Pay Est 11
25,000.00	Owatonna Area Chamber Foundation - Community Branding project
1,802,349.06	Rice Lake Const Group - WWTF Expansion Est 11
125,300.27	Southeast Service Coop - April health insurance premiums
<u>444,077.11</u>	OTHER EXPENDITURES
\$ 3,115,695.90	<i>SUBTOTAL</i>
 <u>95,330.60</u>	 HRA HOUSING ASSISTANCE PAYMENTS
 \$ <u><u>3,211,026.50</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					
373192	04/20/23	FULLSTEAM	476.47	R	Wire Transfer
373193	04/20/23	GLOBAL PAYMENTS INTEGRATED	3,802.86	R	Wire Transfer
373194	04/20/23	MN DEPT OF LABOR AND INDUSTRY	2,802.34	R	Wire Transfer
373195	04/20/23	MN DEPT OF REVENUE	2,676.88	R	Wire Transfer
373196	04/20/23	PAYMENTECH	35.39	R	Wire Transfer
373197	04/20/23	SOUTHEAST SERVICE COOPERATIVE	125,300.27	R	Wire Transfer
373198	04/20/23	SYNCHRONY BANK - LOWE'S	879.78	0	Regular
373199	04/20/23	US BANK	15,899.83	R	Wire Transfer
373200	04/20/23	WEX BANK	1,760.58	R	Wire Transfer
373201	04/20/23	WEX HEALTH INC	352.00	R	Wire Transfer
373202	05/23/23	4IMPRINT INC	533.00	0	Regular
373203	05/23/23	ADVANCED ENGINEERING & ENVIRON	9,479.66	0	Regular
373204	05/23/23	ALEXANDER LUMBER COMPANY	198.95	0	Regular
373205	05/23/23	ALS GROUP USA CORP	125.00	0	Regular
373206	05/23/23	ANOVA	2,251.37	0	Regular
373207	05/23/23	APG MEDIA OF SO MINNESOTA LLC	2,411.93	0	Regular
373208	05/23/23	ARAMARK UNIFORM SERVICES INC	408.18	0	Regular
373209	05/23/23	ARROW ACE HARDWARE	484.45	0	Regular
373210	05/23/23	BACHMAN'S CREDIT DEPT	1,963.20	0	Regular
373211	05/23/23	BAKER & TAYLOR BOOKS	764.64	0	Regular
373212	05/23/23	BEACON ATHLETICS	922.99	0	Regular
373213	05/23/23	BILLY GRISACK	1,000.00	0	Regular
373214	05/23/23	BLACKSTONE PUBLISHING	78.94	0	Regular
373215	05/23/23	BOUND TREE MEDICAL LLC	302.79	0	Regular
373216	05/23/23	BRIAN FALLINE	2,500.00	0	Regular
373217	05/23/23	CARQUEST	845.57	0	Regular
373218	05/23/23	CAVALIER COACHES INC	1,300.00	0	Regular
373219	05/23/23	CEMSTONE CONCRETE MATERIAL LLC	684.80	0	Regular
373220	05/23/23	CEMSTONE PRODUCTS CO	197.90	0	Regular
373221	05/23/23	CENGAGE LEARNING INC/GALE	955.72	0	Regular
373222	05/23/23	CENTER POINT PUBLISHING	469.41	0	Regular
373223	05/23/23	CENTRAL FARM SERVICE	23,015.78	0	Regular
373224	05/23/23	CHRISTOPHER THEIS	142.22	0	Regular
373225	05/23/23	CINTAS	111.13	0	Regular
373226	05/23/23	CLIFTONLARSONALLEN LLP	19,950.00	0	Regular
373227	05/23/23	COVERALL OF THE TWIN CITIES	2,455.00	0	Regular
373228	05/23/23	CRANE CREEK ASPHALT	589.04	0	Regular
373229	05/23/23	CULLIGAN OF OWATONNA	169.08	0	Regular
373230	05/23/23	CUMMINS INC	613.50	0	Regular
373231	05/23/23	CURT'S TRUCK & DIESEL SERVICE	115.32	R	ACH
373232	05/23/23	CWKK CRIMEDEX	79.00	R	ACH
373233	05/23/23	D & M CONSTRUCTION LLC	614.00	0	Regular
373234	05/23/23	DAGGETT TIM	87.98	0	Regular
373235	05/23/23	DAN FRANCIS	300.00	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
373236	05/23/23	DANIKA RINGHOFER	13.85	0	Regular
373237	05/23/23	DAVID MAGILL	20.00	0	Regular
373238	05/23/23	DEANS WESTSIDE TOWING	150.00	0	Regular
373239	05/23/23	DEMCO	114.06	0	Regular
373240	05/23/23	DH ATHLETICS LLC	1,353.96	0	Regular
373241	05/23/23	EARL F ANDERSEN & ASSOC	580.55	0	Regular
373242	05/23/23	EBERT COMPANIES	94,900.21	0	Regular
373243	05/23/23	EDELGARD FERNANDEZ MEJIA	660.19	0	Regular
373244	05/23/23	EDWARD SPRINGER	1,840.00	0	Regular
373245	05/23/23	ESRI	29,125.00	0	Regular
373246	05/23/23	FASTENAL COMPANY	265.83	0	Regular
373247	05/23/23	FIRE PROTECTION SERVICES	1,010.50	0	Regular
373248	05/23/23	FIRST AID CORP	121.93	0	Regular
373249	05/23/23	FIRST SUPPLY OWATONNA	30.48	0	Regular
373250	05/23/23	FLAHERTY & HOOD PA	1,566.25	0	Regular
373251	05/23/23	HAWKINS INC	2,059.00	0	Regular
373252	05/23/23	HEIMAN INC	3,909.22	0	Regular
373253	05/23/23	HILLYARD INC	269.94	0	Regular
373254	05/23/23	HORIZON COMMERCIAL POOL SUPPLY	10.04	0	Regular
373255	05/23/23	HUBER SUPPLY CO INC	16.50	0	Regular
373256	05/23/23	IFACS	280.91	0	Regular
373257	05/23/23	INNOVATIVE OFFICE SOLUTIONS	349.78	0	Regular
373258	05/23/23	INTERNATIONAL OWL CENTER	535.00	0	Regular
373259	05/23/23	JETTER CLEAN INC	269.00	0	Regular
373260	05/23/23	JIM SCHIFFMAN	827.00	0	Regular
373261	05/23/23	JTH GARAGE DOOR LLC	1,803.75	0	Regular
373262	05/23/23	KEEKER INC	8.56	0	Regular
373263	05/23/23	KEITH EDWARD HILLER	2,600.76	0	Regular
373264	05/23/23	KNECHT'S NURSERIES & LANDSCAPI	1,490.99	0	Regular
373265	05/23/23	KWIK TRIP INC	554.84	0	Regular
373266	05/23/23	LAWSON PRODUCTS	1,549.76	0	Regular
373267	05/23/23	LEAGUE OF MN CITIES INS TRUST	180,487.73	0	Regular
373268	05/23/23	MACQUEEN EQUIPMENT CO	389.46	0	Regular
373269	05/23/23	MCMASTER-CARR SUPPLY CO	52.44	0	Regular
373270	05/23/23	METRO SALES INC	668.10	0	Regular
373271	05/23/23	METRONET	277.70	0	Regular
373272	05/23/23	MIKE'S MARINE & SMALL ENG REP	35.42	0	Regular
373273	05/23/23	MIKE'S REPAIR	1,404.50	0	Regular
373274	05/23/23	MINNESOTA SECURITY CONSORTIUM	1,500.00	0	Regular
373275	05/23/23	MN FIRE SERVICE CERT BOARD	378.00	0	Regular
373276	05/23/23	MN GOLF ASSOCIATION	180.00	0	Regular
373277	05/23/23	MOHS CONTRACTING INC	7,750.00	0	Regular
373278	05/23/23	MRI SOFTWARE LLC	75.00	R	ACH
373279	05/23/23	MTI DISTRIBUTING INC	978.12	0	Regular
373280	05/23/23	NAPA AUTO PARTS	3,610.29	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
373281	05/23/23	NERO ENGINEERING	117,557.62	0	Regular
373282	05/23/23	NORM BARNHART	700.00	0	Regular
373283	05/23/23	NORTHLAND FARM SYSTEMS	133.20	0	Regular
373284	05/23/23	O'REILLY AUTOMOTIVE INC	559.98	0	Regular
373285	05/23/23	OAK GLENN	1,353.80	0	Regular
373286	05/23/23	OFFICE OF MNIT SERVICES	420.00	0	Regular
373287	05/23/23	OWATONNA COMMUNITY EDUCATION	1,260.00	0	Regular
373288	05/23/23	OWATONNA HEATING & COOLING INC	1,057.00	0	Regular
373289	05/23/23	OWATONNA MOTOR COMPANY	61.45	0	Regular
373290	05/23/23	PARTNERS FOR PROGRESS	12,000.00	0	Regular
373291	05/23/23	PDI	45.30	0	Regular
373292	05/23/23	PIONEER MANUFACTURING COMPANY	2,655.00	0	Regular
373293	05/23/23	PLUNKETT'S PEST CONTROL INC	160.00	0	Regular
373294	05/23/23	POLYDYNE INC	4,665.78	R	ACH
373295	05/23/23	PRESENCE TELEHEALTH PLLC	1,250.00	0	Regular
373296	05/23/23	QUALITY EQUIP SALES & SERVICE	14,655.59	0	Regular
373297	05/23/23	RICE LAKE CONSTRUCTION GROUP	1,802,349.06	R	ACH
373298	05/23/23	RICE STEELE 911 CENTER	4,999.80	0	Regular
373299	05/23/23	RMB ENVIRONMENTAL LABS INC	2,000.00	0	Regular
373300	05/23/23	ROCKMOUNT RESEARCH & ALLOYS IN	180.58	0	Regular
373301	05/23/23	SASCS	1,485.00	0	Regular
373302	05/23/23	SCOTT F LIMBERG	200.00	0	Regular
373303	05/23/23	SCOTT MCDONALD	2,409.02	0	Regular
373304	05/23/23	SENIORPLACE INC	149.00	0	Regular
373305	05/23/23	SHARE CORPORATION	1,462.15	0	Regular
373306	05/23/23	SHI CORP	3,257.56	0	Regular
373307	05/23/23	SHRED RIGHT	40.00	0	Regular
373308	05/23/23	SPS COMPANIES INC	3,563.06	0	Regular
373309	05/23/23	ST CROIX RECREATION CO	989.39	0	Regular
373310	05/23/23	STEELE COUNTY RECORDER	184.00	0	Regular
373311	05/23/23	STEELE COUNTY TREASURER	5,959.33	0	Regular
373312	05/23/23	STEWART COMPANIES INC	65.71	0	Regular
373313	05/23/23	STEWART DENISE	125.17	0	Regular
373314	05/23/23	SUMMIT COMPANIES	316.25	0	Regular
373315	05/23/23	TOBEY MASSO	540.00	0	Regular
373316	05/23/23	TOM PEDERSON	481.00	0	Regular
373317	05/23/23	TRI M GRAPHICS	76.32	0	Regular
373318	05/23/23	TRUCK CENTER COMPANIES LLC	328.23	0	Regular
373319	05/23/23	UKG INC	2,685.00	R	ACH
373320	05/23/23	ULINE	291.65	0	Regular
373321	05/23/23	United Brother's Property Inc	4,609.10	0	Regular
373322	05/23/23	VAN METER INC	192.22	0	Regular
373323	05/23/23	VENTURE HYDRAULICS INC	13.80	0	Regular
373324	05/23/23	W L HALL COMPANY	1,025.00	0	Regular
373325	05/23/23	WALBRAN & FURNESS CHARTERED	5,178.36	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
373326	05/23/23	WASTE MANAGEMENT OF WI-MN	583.89	0	Regular
373327	05/23/23	WEST SHORE SERVICES INC	14,830.00	0	Regular
373328	05/23/23	WHKS & CO	7,781.75	0	Regular
373329	05/23/23	ZEP MANUFACTURING CO	711.23	R	ACH
373330	05/23/23	MATTHEW R HOKANSON	1,136.89	0	Regular
373331	05/30/23	CITY OF OWATONNA	500.00	0	Regular
373332	05/31/23	ANHORN'S GAS & TIRE	761.84	0	Regular
373333	05/31/23	ARAMARK UNIFORM SERVICES INC	13.50	0	Regular
373334	05/31/23	BAKER & TAYLOR BOOKS	374.77	0	Regular
373335	05/31/23	BELL OPTICAL	283.36	0	Regular
373336	05/31/23	CARQUEST	152.98	0	Regular
373337	05/31/23	CEMSTONE PRODUCTS CO	208.05	0	Regular
373338	05/31/23	CLIFTONLARSONALLEN LLP	5,302.50	0	Regular
373339	05/31/23	CONTINENTAL RESEARCH CORP	1,503.39	0	Regular
373340	05/31/23	COURT SPORTS & MORE	4,977.00	0	Regular
373341	05/31/23	CULLIGAN OF OWATONNA	272.75	0	Regular
373342	05/31/23	D & M CONSTRUCTION LLC	92.10	0	Regular
373343	05/31/23	DAVE SYVERSON	140.00	0	Regular
373344	05/31/23	DLL FINANCE LLC	4,438.80	0	Regular
373345	05/31/23	FIRST HOSPITAL LABORATORIES IN	83.19	0	Regular
373346	05/31/23	FIRST SUPPLY OWATONNA	284.76	0	Regular
373347	05/31/23	HEALTHPARTNERS INC	4,655.26	0	Regular
373348	05/31/23	HILLYARD INC	450.99	0	Regular
373349	05/31/23	HUBER SUPPLY CO INC	272.26	0	Regular
373350	05/31/23	I U O E LOCAL 70	6,118.00	0	Regular
373351	05/31/23	IFACS	248.83	0	Regular
373352	05/31/23	KOWZ-FM	417.00	0	Regular
373353	05/31/23	LAWSON PRODUCTS	1,733.05	0	Regular
373354	05/31/23	LEGACY SIGNS INC	260.00	0	Regular
373355	05/31/23	LINDER DIGITAL	1,000.00	0	Regular
373356	05/31/23	LITTLE FALLS MACHINE INC	392.67	0	Regular
373357	05/31/23	MARCO TECHNOLOGIES LLC	277.97	0	Regular
373358	05/31/23	MED COMPASS	4,695.00	0	Regular
373359	05/31/23	MEI TOTAL ELEVATOR	881.07	0	Regular
373360	05/31/23	METRONET	989.69	0	Regular
373361	05/31/23	MN NCPERS GROUP LIFE INSURANCE	464.00	0	Regular
373362	05/31/23	MN OFFICE OF ADMIN HEARINGS	85.75	0	Regular
373363	05/31/23	MN PUBLIC EMPLOYEES ASSOC	2,976.00	R	ACH
373364	05/31/23	MTI DISTRIBUTING INC	1,866.47	0	Regular
373365	05/31/23	OWATONNA MOTOR COMPANY	271.56	0	Regular
373366	05/31/23	PLUNKETT'S PEST CONTROL INC	130.00	0	Regular
373367	05/31/23	RICE STEELE 911 CENTER	357.50	0	Regular
373368	05/31/23	SANCO EQUIPMENT	148.34	0	Regular
373369	05/31/23	SOUTH CENTRAL COLLEGE	300.00	0	Regular
373370	05/31/23	SPLIT ROCK MANAGEMENT INC	3,860.00	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
373371	05/31/23	SYNCHRONY BANK - LOWE'S	1,306.55	0	Regular
373372	05/31/23	UNITED WAY	428.00	0	Regular
373373	05/31/23	VERIZON WIRELESS	2,749.50	0	Regular
373374	05/31/23	WASTE MANAGEMENT OF WI-MN	163.28	0	Regular
373375	05/31/23	ZARNOTH BRUSH WORKS	558.00	0	Regular
373376	06/01/23	A & K LLC	700.00	R	ACH
373377	06/01/23	ADAMS REVOCABLE LIVING TRUST	544.00	R	ACH
373378	06/01/23	ALL AREA MANAGEMENT LLC	798.00	R	ACH
373379	06/01/23	APACHE APARTMENTS	602.00	R	ACH
373380	06/01/23	ARNFELT RENTS	59.00	R	ACH
373381	06/01/23	ATM PROPERTIES LLC	1,380.00	R	ACH
373382	06/01/23	AUSTIN HRA	2,798.00	0	Regular
373383	06/01/23	B-GROVE LLC	1,179.00	R	ACH
373384	06/01/23	BB BROTHERS HOLDINGS LLC	299.00	R	ACH
373385	06/01/23	BROWN CYNTHIA	509.00	R	ACH
373386	06/01/23	BRYCEN GREGOR	941.00	R	ACH
373387	06/01/23	CEDAR HILLS ESTATES	1,962.00	R	ACH
373388	06/01/23	CEDAR RIDGE APARTMENTS	732.00	R	ACH
373389	06/01/23	CEDAR ROSE ASSOCIATES LLC	372.00	R	ACH
373390	06/01/23	CEDAR RUN TOWN HOMES MDI #41	2,839.00	R	ACH
373391	06/01/23	CEDARDALE NORTH APARTMENTS	348.00	R	ACH
373392	06/01/23	CEDARDALE SOUTH APARTMENTS	233.00	R	ACH
373393	06/01/23	CEDARDALE WEST APARTMENTS	579.00	R	ACH
373394	06/01/23	CHAD EISCHENS	362.00	R	ACH
373395	06/01/23	CHRIS PROHASKI	993.00	R	ACH
373396	06/01/23	COMMON CENTS PROPERTIES LLC	340.00	R	ACH
373397	06/01/23	DAN NECHVILLE	644.00	R	ACH
373398	06/01/23	DANIEL SCHLEGEL	483.00	R	ACH
373399	06/01/23	DONALD RIPPLE	982.00	R	ACH
373400	06/01/23	EEK LLC	272.00	R	ACH
373401	06/01/23	ELLINGSON RICHARD	807.00	R	ACH
373402	06/01/23	ELM STREET PROPERTIES	473.00	R	ACH
373403	06/01/23	ESSO PROPERTIES LLC	774.00	R	ACH
373404	06/01/23	G & H MANAGEMENT CO LLC	1,078.00	R	ACH
373405	06/01/23	GERALD BESSER & JANET BESSER	457.00	R	ACH
373406	06/01/23	IMAGE APARTMENT	2,082.00	R	ACH
373407	06/01/23	JASON HINNA	766.00	R	ACH
373408	06/01/23	JBLL EQUITIES LLC	1,512.00	R	ACH
373409	06/01/23	JOHN & DENISE SCHROEDER	505.00	R	ACH
373410	06/01/23	JOHNSON WINDOW & SIDING INC	3,129.00	R	ACH
373411	06/01/23	JPF PROPERTIES	1,100.00	R	ACH
373412	06/01/23	JULIE WERSAL	437.00	R	ACH
373413	06/01/23	KEG INVESTMENTS LLC	449.00	R	ACH
373414	06/01/23	KERR MCCAULEY INVESTMENT II	289.00	R	ACH
373415	06/01/23	KLEVOS GREG	837.00	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
373416	06/01/23	LAXMAN S SUNDAE	775.00	R	ACH
373417	06/01/23	LEE ANNA	1,287.00	R	ACH
373418	06/01/23	LINCOLN SQUARE APARTMENTS	9,566.00	R	ACH
373419	06/01/23	LWO LIMITED PARTNERSHIP #116	2,607.00	R	ACH
373420	06/01/23	MANCINI NICHOLAS	410.00	R	ACH
373421	06/01/23	MARQUARDT DENNIS	2,479.00	R	ACH
373422	06/01/23	MARTIN ALLAN	2,317.00	R	ACH
373423	06/01/23	MARTIN FAMILY LLC	546.00	R	ACH
373424	06/01/23	MCCAULEY PATRICK	835.00	R	ACH
373425	06/01/23	MIDWEST INVEST LLC	485.00	R	ACH
373426	06/01/23	MILLER APARTMENTS	464.00	R	ACH
373427	06/01/23	MINNEAPOLIS PHA	917.40	R	ACH
373428	06/01/23	NECHVILLE SUSAN	1,807.00	R	ACH
373429	06/01/23	NORTH VIEW APARTMENTS	867.00	R	ACH
373430	06/01/23	NORTHCOURT APARTMENTS	908.00	R	ACH
373431	06/01/23	NORTHGATE	2,327.00	R	ACH
373432	06/01/23	NORTHWEST MANOR	1,023.00	R	ACH
373433	06/01/23	OLSEN RENTALS LLC	988.00	O	Regular
373434	06/01/23	OWATONNA PUBLIC UTILITIES	162.00	R	ACH
373435	06/01/23	PARK PLAZA LLC	1,067.00	R	ACH
373436	06/01/23	PARKVIEW OWATONNA LLC	757.00	R	ACH
373437	06/01/23	POSITIVE SHARE LLC	2,499.00	R	ACH
373438	06/01/23	PROHASKI PROPERTIES	903.00	R	ACH
373439	06/01/23	QUALITY RENTALS OF OWATONNA LL	631.00	R	ACH
373440	06/01/23	RAYMOND WILLMOTT	226.00	R	ACH
373441	06/01/23	SCOTT COUNTY CDA	4,511.20	R	ACH
373442	06/01/23	SMITH REAL ESTATE LLC	891.00	R	ACH
373443	06/01/23	SOUTH CENTRAL HUMAN RELATIONS	3,627.00	R	ACH
373444	06/01/23	SUBLAND INVESTMNTS & LIFESTYLE	226.00	R	ACH
373445	06/01/23	SUMMIT MANOR	293.00	R	ACH
373446	06/01/23	TM RENTALS II LLC	483.00	R	ACH
373447	06/01/23	TM RENTALS LLC	421.00	R	ACH
373448	06/01/23	TREND REALTY LLC	580.00	R	ACH
373449	06/01/23	USDA RURAL DEVELOPMENT	480.00	O	Regular
373450	06/01/23	USDA RURAL DEVELOPMENT	436.00	O	Regular
373451	06/01/23	WILLOW RUN I MDI #58	3,537.00	R	ACH
373452	06/01/23	WILLOW RUN II MDI #85	3,541.00	R	ACH
373453	06/01/23	YOUNGDAHL DEVELOPMENT LLC	1,624.00	R	ACH
373454	06/01/23	ZK INVESTORS LLC	2,182.00	R	ACH
373455	06/06/23	ACE CONSTRUCTION	2,000.00	O	Regular
373456	06/06/23	AFLAC	3,019.92	O	Regular
373457	06/06/23	ALEXANDER LUMBER COMPANY	176.11	O	Regular
373458	06/06/23	AMERICAN RED CROSS	588.00	O	Regular
373459	06/06/23	ANNA K MARTIN	29.96	O	Regular
373460	06/06/23	APG MEDIA OF SO MINNESOTA LLC	259.72	O	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
373461	06/06/23	ARAMARK UNIFORM SERVICES INC	364.40	0	Regular
373462	06/06/23	ARROW ACE HARDWARE	238.92	0	Regular
373463	06/06/23	ASBESTROL INC	412.90	0	Regular
373464	06/06/23	BACHMAN'S CREDIT DEPT	1,287.25	0	Regular
373465	06/06/23	BAKER & TAYLOR BOOKS	863.70	0	Regular
373466	06/06/23	BENJAMIN R JOHNSON	31.64	0	Regular
373467	06/06/23	BGMN, INC	286.91	0	Regular
373468	06/06/23	BLACKSTONE PUBLISHING	138.18	0	Regular
373469	06/06/23	BRODART CO	185.55	0	Regular
373470	06/06/23	CARQUEST	998.78	0	Regular
373471	06/06/23	CEMSTONE PRODUCTS CO	81.00	0	Regular
373472	06/06/23	CENGAGE LEARNING INC/GALE	55.98	0	Regular
373473	06/06/23	CENTER POINT PUBLISHING	26.62	0	Regular
373474	06/06/23	CHARLIE SEYKORA	125.00	0	Regular
373475	06/06/23	CITY OF ALBERT LEA	6,024.12	0	Regular
373476	06/06/23	CITY OF BLOOMING PRAIRIE	1,904.75	0	Regular
373477	06/06/23	CITY OF OWATONNA	100.00	0	Regular
373478	06/06/23	CLARK EQUIP CO DBA BOBCAT CO	15,121.99	0	Regular
373479	06/06/23	CRANE CREEK ASPHALT	2,031.56	0	Regular
373480	06/06/23	CULLIGAN OF OWATONNA	217.85	0	Regular
373481	06/06/23	CUMMINS INC	370.67	0	Regular
373482	06/06/23	CUSTOM COMMUNICATIONS INC	398.75	0	Regular
373483	06/06/23	D & M CONSTRUCTION LLC	808.03	0	Regular
373484	06/06/23	EARL F ANDERSEN & ASSOC	2,130.90	0	Regular
373485	06/06/23	ENVIRONMENTAL RESOURCE ASSOC	386.75	R	ACH
373486	06/06/23	EYE MED VISION CARE	391.01	0	Regular
373487	06/06/23	FARMERS FEED AND PET SUPPLY	99.95	0	Regular
373488	06/06/23	FIELDSTONE FAMILY HOMES	3,000.00	0	Regular
373489	06/06/23	FIRST SUPPLY OWATONNA	19.84	0	Regular
373490	06/06/23	FOUR SEASONS ELECTRIC	1,170.00	R	ACH
373491	06/06/23	GENESIS LAMP CORPORATION	548.16	0	Regular
373492	06/06/23	HAWKINS INC	14,942.29	0	Regular
373493	06/06/23	HD SUPPLY INC	2,082.48	0	Regular
373494	06/06/23	HUBER SUPPLY CO INC	202.89	0	Regular
373495	06/06/23	I U O E LOCAL 70	2,871.50	0	Regular
373496	06/06/23	IFACS	20.32	0	Regular
373497	06/06/23	INNOVATIVE OFFICE SOLUTIONS	154.01	0	Regular
373498	06/06/23	JJD COMPANIES LLC	118,448.69	0	Regular
373499	06/06/23	JOHN DEERE CREDIT	154.44	0	Regular
373500	06/06/23	JONES HAUGH & SMITH INC	750.00	0	Regular
373501	06/06/23	KROMER PRO LLC	1,631.80	0	Regular
373502	06/06/23	LARRY THORNHILL	332.00	0	Regular
373503	06/06/23	LAURA CARLSON	50.00	0	Regular
373504	06/06/23	LAWSON AUTOMOTIVE LLC	92.00	0	Regular
373505	06/06/23	LAWSON PRODUCTS	100.29	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
373506	06/06/23	LEXIE TREVINO	50.00	0	Regular
373507	06/06/23	MACQUEEN EQUIPMENT CO	3,047.32	0	Regular
373508	06/06/23	MADISON NATL LIF INS CO INC	959.49	0	Regular
373509	06/06/23	MARCO TECHNOLOGIES LLC	794.10	0	Regular
373510	06/06/23	MATTHEW R HOKANSON	1,922.35	R	ACH
373511	06/06/23	MATTHEW R HOKANSON	2,916.67	0	Regular
373512	06/06/23	MESSERLI & KRAMER PA	3,645.00	0	Regular
373513	06/06/23	MICHAEL A. OLDENBURG	70.00	0	Regular
373514	06/06/23	MIKE'S REPAIR	710.02	0	Regular
373515	06/06/23	MINNESOTA LIFE	2,863.40	0	Regular
373516	06/06/23	MN DEPT OF TRANSPORTATION	1,911.99	0	Regular
373517	06/06/23	MN NCPERS GROUP LIFE INSURANCE	432.00	0	Regular
373518	06/06/23	MN PUBLIC EMPLOYEES ASSOC	1,488.00	R	ACH
373519	06/06/23	MN VALLEY TESTING LABS INC	1,400.30	0	Regular
373520	06/06/23	MTI DISTRIBUTING INC	5,832.62	0	Regular
373521	06/06/23	NORTHLAND FARM SYSTEMS	843.78	0	Regular
373522	06/06/23	NORTHLAND GRADING & EXCAV LLC	155,434.43	0	Regular
373523	06/06/23	O'REILLY AUTOMOTIVE INC	437.03	0	Regular
373524	06/06/23	OWATONNA AREA CHAMBER FOUNDATN	25,000.00	0	Regular
373525	06/06/23	OWATONNA MOTOR COMPANY	1,142.94	0	Regular
373526	06/06/23	PAAPE COMPANIES INC	355.00	0	Regular
373527	06/06/23	PARAGON PRINTING	466.94	0	Regular
373528	06/06/23	PRIME GARAGE DOOR & MORE LLC	1,055.00	0	Regular
373529	06/06/23	RCM SPECIALTIES	5,604.64	0	Regular
373530	06/06/23	REINDERS INC	5,270.25	0	Regular
373531	06/06/23	RENT N SAVE	470.25	0	Regular
373532	06/06/23	SCHILLING SUPPLY CO	1,461.85	0	Regular
373533	06/06/23	SCOTT MCDONALD	10,885.23	0	Regular
373534	06/06/23	SELCO	2,247.02	0	Regular
373535	06/06/23	SENIORPLACE INC	78.00	0	Regular
373536	06/06/23	SHERWIN WILLIAMS COMPANY	130.48	0	Regular
373537	06/06/23	SHI CORP	143.24	0	Regular
373538	06/06/23	SIGN PRO OF OWATONNA	30.00	0	Regular
373539	06/06/23	ST CROIX RECREATION CO	4,507.00	0	Regular
373540	06/06/23	ST PAUL PIONEER PRESS	417.59	0	Regular
373541	06/06/23	STATE INDUSTRIAL PRODUCTS	899.34	0	Regular
373542	06/06/23	STEPP MANUFACTURING CO INC	27.87	0	Regular
373543	06/06/23	STEWART DENISE	25.42	0	Regular
373544	06/06/23	SYNCHRONY BANK	412.65	0	Regular
373545	06/06/23	T-MOBILE	567.64	0	Regular
373546	06/06/23	THE FREE PRESS MEDIA	435.36	0	Regular
373547	06/06/23	TRI M GRAPHICS	2,454.20	0	Regular
373548	06/06/23	ULINE	2,609.36	0	Regular
373549	06/06/23	UNITED WAY	214.00	0	Regular
373550	06/06/23	UTILITY LOGIC	847.72	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
373551	06/06/23	VAN METER INC	481.14	0	Regular
373552	06/06/23	WASECA POLICE DEPARTMENT	7,264.31	0	Regular
373553	06/06/23	WHKS & CO	801.00	R	ACH
373554	06/06/23	WHKS & CO	4,319.15	R	ACH
373555	06/06/23	XCEL ENERGY	223.69	0	Regular

265	Checks total:	1,138,369.28
90	ACH total:	1,919,550.60
0	EFTPS total:	
9	Wire transfer total:	153,106.62
0	Payment Manager total:	
364	GRAND TOTALS	3,211,026.50



Ordinances



Administration Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Kris Busse, City Administrator
SUBJECT: Table Second Readings of Proposed Ordinances 23-03 and 23-04: Establish Chapter 121 - Sale of Cannabinoid Products and Fees

Purpose:

Request Council table the second readings for Proposed Ordinances 23-03 & 23-04 regarding sale of cannabinoid products.

Background:

During the February 7, 2023 Council Meeting, Council approved the first readings of Proposed Ordinance 23-03 to Establish Chapter 121: Cannabinoid Products and Proposed Ordinance 23-04 to establish a fee in Chapter 35 of the City's Code for a license to sell Cannabinoid Products. During the same meeting, a motion was approved to table the second/final readings of these proposed meetings until this meeting, which would be after the end of the 2023 legislative session. This week, Governor Walz signed the bill into law that allows adults 21 and older to use recreational marijuana with regulation and purchase from state-licensed businesses throughout the state.

Details for enactment of this new law have not been received. City Attorney Walbran requests additional time for review of the new legislation and state licensing procedures adopted.

Budget Impact:

None

Staff Recommendation:

Staff recommends tabling action on these proposed ordinances until the September 5, 2023 Council Meeting.

Attachments:

None



Resolutions



Public Works Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Resolution 45-23-2: Accept Bids & Award Contract Project #23001 Street & Utility

Purpose:

Requesting City Council approval of Resolution 45-23: 2023 Street & Utility Project Bid Acceptance and Contract Awarding.

Background:

Bids were received on May 31, 2023 for the 2023 Street & Utility Project. Bids were received from five (5) companies:

23001 Bid Tab	
Wencl Construction, Inc	\$1,112,754.35
BCM Construction, Inc	\$1,217,949.00
JJD Companies LLC	\$1,294,156.31
Ims Contracting, LLC	\$1,320,978.35
Heselton Construction, LLC	\$1,352,238.80
Engineer Estimate	\$1,202,803.18

The lowest responsible bidder was Wencl Construction, Inc. The bid was \$90,048.83 or 7.5% under the Engineer's Estimate.

Budget Impact:

The contracted project cost will be \$1,112,754.35. The 2023 Street & Utility Project will be financed through a combination of City Funds, OPU reimbursements, and Special Assessments. Approximately 31 property owners will be affected.

Staff Recommendation:

Staff recommends approval of accepting the bids and awarding the contract to Wencl Construction, Inc of Owatonna, MN.

Attachments:

1. 23001 Bid Tab
2. Res 45-23 Approving Bids - Award Contract 23001 Street & Utility

						Engineer Estimate		Wencl Construction Inc.		BCM Construction, Inc.		JJD Companies LLC		Ims Contracting, LLC		Heselton Construction, LLC.	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
	1	2021.501	MOBILIZATION	LUMP SUM	1	\$18,620.00	\$18,620.00	\$3,000.00	\$3,000.00	\$42,000.00	\$42,000.00	\$38,000.00	\$38,000.00	\$31,000.00	\$31,000.00	\$72,500.00	\$72,500.00
	2	2104.501	CLEARING & GRUBBING	LUMP SUM	1	\$7,470.00	\$7,470.00	\$2,000.00	\$2,000.00	\$5,200.00	\$5,200.00	\$6,000.00	\$6,000.00	\$6,500.00	\$6,500.00	\$1,575.00	\$1,575.00
	3	2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	11	\$295.90	\$3,254.90	\$200.00	\$2,200.00	\$380.00	\$4,180.00	\$500.00	\$5,500.00	\$500.00	\$5,500.00	\$435.00	\$4,785.00
	4	2104.502	REMOVE CASTING	EACH	8	\$129.10	\$1,032.80	\$100.00	\$800.00	\$300.00	\$2,400.00	\$250.00	\$2,000.00	\$50.00	\$400.00	\$115.00	\$920.00
	5	2104.502	REMOVE GATE VALVE	EACH	10	\$200.00	\$2,000.00	\$200.00	\$2,000.00	\$225.00	\$2,250.00	\$500.00	\$5,000.00	\$150.00	\$1,500.00	\$285.00	\$2,850.00
	6	2104.502	REMOVE HYDRANT	EACH	3	\$580.00	\$1,740.00	\$300.00	\$900.00	\$500.00	\$1,500.00	\$750.00	\$2,250.00	\$150.00	\$450.00	\$655.00	\$1,965.00
	7	2104.502	SALVAGE SIGN TYPE C	EACH	2	\$422.50	\$845.00	\$200.00	\$400.00	\$525.00	\$1,050.00	\$600.00	\$1,200.00	\$400.00	\$800.00	\$525.00	\$1,050.00
	8	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	350	\$3.50	\$1,225.00	\$3.00	\$1,050.00	\$5.00	\$1,750.00	\$5.00	\$1,750.00	\$4.00	\$1,400.00	\$3.35	\$1,172.50
	9	2104.503	REMOVE WATERMAIN	LIN. FT.	1909	\$4.00	\$7,636.00	\$1.00	\$1,909.00	\$3.00	\$5,727.00	\$5.00	\$9,545.00	\$5.00	\$9,545.00	\$12.65	\$24,148.85
	10	2104.503	REMOVE SEWER PIPE (STORM)	LIN. FT.	102	\$9.20	\$938.40	\$2.00	\$204.00	\$14.00	\$1,428.00	\$20.00	\$2,040.00	\$15.00	\$1,530.00	\$14.95	\$1,524.90
	11	2104.503	REMOVE SEWER PIPE (SANITARY)	LIN. FT.	486	\$2.70	\$1,312.20	\$2.00	\$972.00	\$3.50	\$1,701.00	\$5.00	\$2,430.00	\$1.00	\$486.00	\$2.15	\$1,044.90
	12	2104.503	REMOVE CONCRETE CURB & GUTTER	LIN. FT.	1975	\$3.50	\$6,912.50	\$3.00	\$5,925.00	\$4.00	\$7,900.00	\$3.00	\$5,925.00	\$4.00	\$7,900.00	\$3.10	\$6,122.50
	13	2104.504	REMOVE SIDEWALK	SQ. YD.	7	\$8.70	\$60.90	\$5.00	\$35.00	\$13.00	\$91.00	\$50.00	\$350.00	\$10.00	\$70.00	\$27.60	\$193.20
	14	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ. YD.	270	\$7.20	\$1,944.00	\$3.00	\$810.00	\$8.00	\$2,160.00	\$12.00	\$3,240.00	\$6.00	\$1,620.00	\$10.00	\$2,700.00
	15	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	7520	\$2.40	\$18,048.00	\$3.00	\$22,560.00	\$2.00	\$15,040.00	\$3.00	\$22,560.00	\$4.00	\$30,080.00	\$2.65	\$19,928.00
	16	2105.607	COMMON EXCAVATION (P)	CU. YD	5023	\$11.60	\$58,266.80	\$12.00	\$60,276.00	\$12.00	\$60,276.00	\$12.00	\$60,276.00	\$17.00	\$85,391.00	\$15.75	\$79,112.25
	17	2105.609	SELECT GRANULAR BORROW	TON	8352	\$13.80	\$115,257.60	\$16.00	\$133,632.00	\$12.25	\$102,312.00	\$12.00	\$100,224.00	\$13.00	\$108,576.00	\$13.60	\$113,587.20
	18	2106.509	STABILIZING AGGREGATE	TON	100	\$30.50	\$3,050.00	\$30.00	\$3,000.00	\$25.00	\$2,500.00	\$30.00	\$3,000.00	\$18.00	\$1,800.00	\$28.85	\$2,885.00
	19	2108.504	GEOTEXTILE FABRIC, TYPE V	SQ. YD.	7520	\$1.60	\$12,032.00	\$2.00	\$15,040.00	\$1.00	\$7,520.00	\$1.75	\$13,160.00	\$1.50	\$11,280.00	\$1.55	\$11,656.00
	20	2211.509	AGGREGATE BASE CL. 5	TON	2995	\$20.30	\$60,798.50	\$26.00	\$77,870.00	\$18.00	\$53,910.00	\$17.00	\$50,915.00	\$28.00	\$83,860.00	\$24.65	\$73,826.75
	22	2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ. YD.	30	\$2.10	\$63.00	\$10.00	\$300.00	\$50.00	\$1,500.00	\$60.00	\$1,800.00	\$50.00	\$1,500.00	\$52.45	\$1,573.50
	24	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	495	\$3.60	\$1,782.00	\$3.00	\$1,485.00	\$1.00	\$495.00	\$1.00	\$495.00	\$2.00	\$990.00	\$0.01	\$4.95
	25	2360.509	TYPE SP 12.5 WEARING COURSE (2,C)	TON	1857	\$108.10	\$200,741.70	\$100.00	\$185,700.00	\$100.00	\$185,700.00	\$98.00	\$181,986.00	\$93.00	\$172,701.00	\$97.50	\$181,057.50
	26	2503.503	8" PVC PIPE SEWER SANITARY	LIN. FT.	486	\$60.10	\$29,208.60	\$70.00	\$34,020.00	\$65.00	\$31,590.00	\$82.00	\$39,852.00	\$75.00	\$36,450.00	\$70.50	\$34,263.00
	27	2503.503	12" R.C. PIPE SEWER, CLASS V	LIN. FT.	30	\$90.10	\$2,703.00	\$70.00	\$2,100.00	\$110.00	\$3,300.00	\$150.00	\$4,500.00	\$90.00	\$2,700.00	\$97.00	\$2,910.00
	28	2503.503	15" R.C. PIPE SEWER, CLASS V	LIN. FT.	36	\$99.20	\$3,571.20	\$80.00	\$2,880.00	\$117.00	\$4,212.00	\$160.00	\$5,760.00	\$100.00	\$3,600.00	\$107.00	\$3,852.00
	29	2503.503	18" R.C. PIPE SEWER, CLASS V	LIN. FT.	57	\$108.00	\$6,156.00	\$90.00	\$5,130.00	\$122.00	\$6,954.00	\$200.00	\$11,400.00	\$105.00	\$5,985.00	\$114.00	\$6,498.00
	30	2503.503	42" R.C. PIPE SEWER, CLASS V	LIN. FT.	16	\$325.50	\$5,208.00	\$400.00	\$6,400.00	\$450.00	\$7,200.00	\$1,500.00	\$24,000.00	\$435.00	\$6,960.00	\$570.00	\$9,120.00
	31	2503.602	SUMP PUMP SERVICE RELOCATE	EACH	20	\$624.90	\$12,498.00	\$1,000.00	\$20,000.00	\$900.00	\$18,000.00	\$750.00	\$15,000.00	\$600.00	\$12,000.00	\$580.00	\$11,600.00
	32	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1	\$897.00	\$897.00	\$1,200.00	\$1,200.00	\$850.00	\$850.00	\$3,500.00	\$3,500.00	\$2,000.00	\$2,000.00	\$1,090.00	\$1,090.00
	33	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	2	\$897.00	\$1,794.00	\$1,500.00	\$3,000.00	\$1,000.00	\$2,000.00	\$5,000.00	\$10,000.00	\$2,000.00	\$4,000.00	\$2,185.00	\$4,370.00
	34	2503.602	NEW SANITARY SEWER SERVICE	EACH	12	\$2,085.00	\$25,020.00	\$1,500.00	\$18,000.00	\$1,400.00	\$16,800.00	\$2,800.00	\$33,600.00	\$2,250.00	\$27,000.00	\$2,650.00	\$31,800.00
	35	2503.603	4" HDPE PIPE SEWER WITH SOCK	LIN. FT.	940	\$12.00	\$11,280.00	\$10.00	\$9,400.00	\$14.00	\$13,160.00	\$11.00	\$10,340.00	\$14.00	\$13,160.00	\$16.00	\$15,040.00
	36	2503.603	8" HDPE PIPE SEWER WITH SOCK	LIN. FT.	1530	\$14.00	\$21,420.00	\$10.00	\$15,300.00	\$21.00	\$32,130.00	\$14.00	\$21,420.00	\$24.00	\$36,720.00	\$21.00	\$32,130.00
	37	2504.601	TEMPORARY WATER SERVICE	LS	2	\$10,000.00	\$20,000.00	\$5,000.00	\$10,000.00	\$6,500.00	\$13,000.00	\$10,000.00	\$20,000.00	\$10,000.00	\$20,000.00	\$13,000.00	\$26,000.00
	38	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	10	\$1,250.00	\$12,500.00	\$1,500.00	\$15,000.00	\$550.00	\$5,500.00	\$1,500.00	\$15,000.00	\$1,500.00	\$15,000.00	\$1,685.00	\$16,850.00
	39	2504.602	HYDRANT	EACH	4	\$6,000.00	\$24,000.00	\$8,000.00	\$32,000.00	\$6,400.00	\$25,600.00	\$7,500.00	\$30,000.00	\$7,500.00	\$30,000.00	\$6,785.00	\$27,140.00
	40	2504.602	6" GATE VALVE & BOX	EACH	10	\$2,600.00	\$26,000.00	\$3,000.00	\$30,000.00	\$2,300.00	\$23,000.00	\$2,800.00	\$28,000.00	\$3,000.00	\$30,000.00	\$2,450.00	\$24,500.00
	41	2504.602	12" GATE VALVE & BOX	EACH	3	\$4,600.00	\$13,800.00	\$6,000.00	\$18,000.00	\$5,400.00	\$16,200.00	\$6,500.00	\$19,500.00	\$6,000.00	\$18,000.00	\$6,015.00	\$18,045.00
	42	2504.603	1" COPPER WATER SERVICE	EACH	25	\$2,800.00	\$70,000.00	\$1,000.00	\$25,000.00	\$2,600.00	\$65,000.00	\$2,200.00	\$55,000.00	\$3,000.00	\$75,000.00	\$2,900.00	\$72,500.00
	43	2504.603	6" PVC WATERMAIN, C-900	LIN. FT.	575	\$62.00	\$35,650.00	\$50.00	\$28,750.00	\$95.00	\$54,625.00	\$70.00	\$40,250.00	\$71.00	\$40,825.00	\$72.00	\$41,400.00
	44	2504.603	8" PVC WATERMAIN	LIN. FT.	134	\$65.00	\$8,710.00	\$60.00	\$8,040.00	\$100.00	\$13,400.00	\$75.00	\$10,050.00	\$81.00	\$10,854.00	\$70.50	\$9,447.00
	45	2504.603	12" PVC WATERMAIN	LIN. FT.	1231	\$95.00	\$116,945.00	\$70.00	\$86,170.00	\$86.00	\$105,866.00	\$100.00	\$123,100.00	\$106.00	\$130,486.00	\$114.00	\$140,334.00
	46	2504.608	WATERMAIN FITTINGS*	LBS	2018	\$15.00	\$30,270.00	\$12.00	\$24,216.00	\$14.00	\$28,252.00	\$15.00	\$30,270.00	\$12.00	\$24,216.00	\$14.75	\$29,765.50
	47	2506.502	CATCH BASIN CASTING ASSEMBLY, R-3067	EACH	4	\$1,072.70	\$4,290.80	\$1,200.00	\$4,800.00	\$1,200.00	\$4,800.00	\$1,200.00	\$4,800.00	\$1,000.00	\$4,000.00	\$1,285.00	\$5,140.00
	48	2506.502	MANHOLE CASTING ASSEMBLY, R-1733	EACH	11	\$1,302.60	\$14,328.60	\$1,500.00	\$16,500.00	\$1,100.00	\$12,100.00	\$975.00	\$10,725.00	\$1,600.00	\$17,600.00	\$1,150.00	\$12,650.00
	49	2506.502	ADJUST FRAME & RING CASTING	EACH	6	\$687.70	\$4,126.20	\$1,200.00	\$7,200.00	\$525.00	\$3,150.00	\$750.00	\$4,500.00	\$1,000.00	\$6,000.00	\$665.00	\$3,990.00
	50	2506.503	CONST. DR. STR. DESIGN 48" - 4020 COVER	LIN. FT.	30	\$694.80	\$20,844.00	\$600.00	\$18,000.00	\$800.00	\$24,000.00	\$950.00	\$28,500.00	\$750.00	\$22,500.00	\$728.00	\$21,840.00
	51	2506.503	CONST. DR. STR. DESIGN 72" - 4020 COVER	LIN. FT.	22	\$1,309.50	\$28,809.00	\$1,000.00	\$22,000.00	\$1,950.00	\$42,900.00	\$2,000.00	\$44,000.00	\$1,250.00	\$27,500.00	\$857.00	\$18,854.00
	52	2506.503	CONST. DR. STR. DESIGN 2' X 3'	LIN. FT.	17.8	\$530.00	\$9,434.00	\$300.00	\$5,340.00	\$650.00	\$11,570.00	\$775.00	\$13,795.00	\$750.00	\$13,350.00	\$398.00	\$7,084.40
	53	2506.503	CONST. DRAINAGE STRUCTURE DESIGN H	LIN. FT.	4.4	\$530.00	\$2,332.00	\$400.00	\$1,760.00	\$670.00	\$2,948.00	\$600.00	\$2,640.00	\$750.00	\$3,300.00	\$448.00	\$1,971.20
	54	2531.503	CONCRETE CURB & GUTTER, B-624	LIN. FT.	940	\$30.00	\$28,200.00	\$35.00	\$32,900.00	\$34.00	\$31,960.00	\$30.00	\$28,200.00	\$32.00	\$30,080.00	\$30.25	\$28,435.00
	55	2531.503	CONCRETE CURB & GUTTER, B-618	LIN. FT.	1035	\$28.20	\$29,187.00	\$30.00	\$31,050.00	\$30.00	\$31,050.00	\$28.00	\$28,980.00	\$31.00	\$32,085.00	\$28.15	\$29,135.25
	56	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ. YD.	312.67	\$94.60	\$29,578.58	\$105.00	\$32,830.35	\$100.00	\$31,267.00	\$93.00	\$29,078.31	\$85.00	\$26,576.95	\$106.35	\$33,252.45
	57	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$10,023.80	\$10,023.80	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00	\$6,000.00	\$6,000.00	\$3,040.00	\$3,040.00
	58	2573.501	STABILIZED CONSTRUCTION EXIT	EACH	3	\$839.30	\$2,517.90	\$1,000.00	\$3,000.00	\$1,300.00	\$3,900.00	\$2,000.00	\$6,000.00	\$750.00	\$2,250.00	\$1,615.00	\$4,845.00
	59	2573.502	STORM DRAIN INLET PROTECTION	EACH	22	\$184.60	\$4,061.20	\$200.00	\$4,400.00	\$125.00	\$2,750.00	\$250.00	\$5,500.00	\$200.00	\$4,400.00	\$255.00	\$5,610.00
	60	2573.503	SEDIMENT CONTROL LOG, TYPE WOOD CHIP	LIN. FT.	50	\$5.00	\$250.00	\$10.00	\$500.00	\$4.50	\$225.00	\$9.00	\$450.00	\$6.00	\$300.00	\$4.20	\$210.00
	61	2573.503	SEDIMENT CONTROL LOG, TYPE ROCK	LIN. FT.	200	\$15.00	\$3,000.00	\$5.00	\$1,000.00	\$4.50	\$900.00	\$9.00	\$1,800.00	\$6.00	\$1,200.00	\$5.25	\$1,050.00
	6																

RESOLUTION NO. 45-23

A RESOLUTION ACCEPTING BID AND AWARDING CONTRACT

WHEREAS, pursuant to an Advertisement for Bids for the 2023 Street & Utility Project #23001 bids were received from five (5) companies. The following bids were received:

Wencl Construction, Inc	\$1,112,754.35
BCM Construction, Inc	\$1,217,949.00
JJD Companies LLC	\$1,294,156.31
Ims Contracting, LLC	\$1,320,978.35
Heselton Construction, LLC	\$1,352,238.80
Engineer's Estimate:	\$1,202,803.18

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

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

1. The Mayor and Clerk are hereby authorized and directed to enter into a contract with Wencl Construction, Inc in the name of the City of Owatonna for the 2023 Street & Utility Project #23001 according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

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

Passed and adopted this ____ day of _____, 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



Public Works Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Resolution 46-23: Accept Bids & Award Contract Project #23006 Havana Road

Purpose:

Requesting City Council approval of Resolution 46-23: 2023 Havana Road Project Bid Acceptance and Contract Awarding.

Background:

Bids were received on May 31, 2023 for the Havana Road State Aid Project. Bids were received from four (4) companies:

23006 Bid Tab	
Wencl Construction, Inc	\$1,043,136.21
BCM Construction, Inc	\$1,044,459.47
Ims Contracting, LLC	\$1,181,312.02
Heselton Construction, LLC	\$1,183,205.27
Engineer Estimate	\$1,064,770.39

The lowest responsible bidder was Wencl Construction, Inc. The bid was \$21,634.18 or 2.0% under the Engineer's Estimate.

Budget Impact:

The contracted project cost will be \$1,043,136.21. The Project will be financed through a combination of State Aid funds, City funds, OPU reimbursements, and Special Assessments. Approximately 9 property owners will be affected.

Staff Recommendation:

Staff recommends approval of accepting the bids and awarding the contract to Wencl Construction, Inc of Owatonna, MN.

Attachments:

1. 23006 Bid Tab
2. Res 46-23 Approving Bids - Award Contract 23006 Havana Road

						Engineer Estimate		Wencl Construction Inc.		BCM Construction, Inc.		Ims Contracting, LLC		Heselton Construction, LLC.	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
	1	2021.501	MOBILIZATION	LUMP SUM	1	\$37,230.00	\$37,230.00	\$8,000.00	\$8,000.00	\$33,000.00	\$33,000.00	\$37,000.00	\$37,000.00	\$75,000.00	\$75,000.00
	2	2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	13	\$295.90	\$3,846.70	\$300.00	\$3,900.00	\$350.00	\$4,550.00	\$400.00	\$5,200.00	\$450.00	\$5,850.00
	3	2104.502	REMOVE CASTING	EACH	5	\$129.10	\$645.50	\$100.00	\$500.00	\$350.00	\$1,750.00	\$50.00	\$250.00	\$125.00	\$625.00
	4	2104.502	REMOVE GATE VALVE	EACH	6	\$211.30	\$1,267.80	\$200.00	\$1,200.00	\$200.00	\$1,200.00	\$150.00	\$900.00	\$300.00	\$1,800.00
	5	2104.502	REMOVE HYDRANT	EACH	2	\$746.50	\$1,493.00	\$300.00	\$600.00	\$500.00	\$1,000.00	\$450.00	\$900.00	\$680.00	\$1,360.00
	6	2104.502	SALVAGE SIGN TYPE C	EACH	4	\$422.50	\$1,690.00	\$200.00	\$800.00	\$525.00	\$2,100.00	\$400.00	\$1,600.00	\$525.00	\$2,100.00
	7	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	455	\$3.50	\$1,592.50	\$3.00	\$1,365.00	\$4.00	\$1,820.00	\$5.00	\$2,275.00	\$3.50	\$1,592.50
	8	2104.503	REMOVE WATERMAIN	LIN. FT.	1607	\$4.10	\$6,588.70	\$2.00	\$3,214.00	\$4.00	\$6,428.00	\$5.00	\$8,035.00	\$13.00	\$20,891.00
	9	2104.503	REMOVE SEWER PIPE (STORM)	LIN. FT.	547	\$9.20	\$5,032.40	\$2.00	\$1,094.00	\$9.00	\$4,923.00	\$15.00	\$8,205.00	\$15.00	\$8,205.00
	10	2104.503	REMOVE CONCRETE CURB & GUTTER	LIN. FT.	1450	\$3.20	\$4,640.00	\$3.00	\$4,350.00	\$4.00	\$5,800.00	\$5.50	\$7,975.00	\$3.30	\$4,785.00
	11	2104.504	REMOVE SIDEWALK	SQ. YD.	715	\$8.70	\$6,220.50	\$3.00	\$2,145.00	\$9.00	\$6,435.00	\$4.50	\$3,217.50	\$8.65	\$6,184.75
	12	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SQ. YD.	64	\$7.20	\$460.80	\$5.00	\$320.00	\$14.00	\$896.00	\$6.50	\$416.00	\$11.00	\$704.00
	13	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ. YD.	7175	\$2.40	\$17,220.00	\$2.00	\$14,350.00	\$2.25	\$16,143.75	\$4.00	\$28,700.00	\$2.85	\$20,448.75
	14	2105.607	COMMON EXCAVATION (P)	CU. YD	4820	\$11.60	\$55,912.00	\$12.00	\$57,840.00	\$14.00	\$67,480.00	\$18.00	\$86,760.00	\$16.55	\$79,771.00
	15	2105.609	SELECT GRANULAR BORROW	TON	7300	\$13.80	\$100,740.00	\$15.00	\$109,500.00	\$14.00	\$102,200.00	\$14.00	\$102,200.00	\$13.30	\$97,090.00
	16	2108.504	GEOTEXTILE FABRIC, TYPE V	SQ. YD.	7175	\$1.60	\$11,480.00	\$2.00	\$14,350.00	\$1.00	\$7,175.00	\$1.50	\$10,762.50	\$1.75	\$12,556.25
	17	2211.509	AGGREGATE BASE CL. 5	TON	6220.431	\$20.30	\$126,274.75	\$26.00	\$161,731.21	\$18.50	\$115,077.97	\$28.00	\$174,172.07	\$23.30	\$144,936.04
	18	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GAL	370	\$3.60	\$1,332.00	\$3.00	\$1,110.00	\$5.00	\$1,850.00	\$2.00	\$740.00	\$0.01	\$3.70
	19	2360.509	TYPE SP 12.5 WEARING COURSE (2,C)	TON	1650.25	\$108.10	\$178,392.03	\$100.00	\$165,025.00	\$103.00	\$169,975.75	\$93.00	\$153,473.25	\$97.50	\$160,899.38
	20	2451.609	GRANULAR FOUNDATION AND/OR BEDDING	TON	200	\$30.00	\$6,000.00	\$15.00	\$3,000.00	\$14.00	\$2,800.00	\$25.00	\$5,000.00	\$23.25	\$4,650.00
	21	2502.503	4" PERF. HDPE PIPE DRAIN WITH SOCK	LIN. FT.	1876	\$12.00	\$22,512.00	\$12.00	\$22,512.00	\$12.00	\$22,512.00	\$14.00	\$26,264.00	\$16.75	\$31,423.00
	22	2502.503	8" PERF. HDPE PIPE DRAIN WITH SOCK	LIN. FT.	236	\$20.00	\$4,720.00	\$15.00	\$3,540.00	\$21.00	\$4,956.00	\$28.00	\$6,608.00	\$21.25	\$5,015.00
	23	2503.503	15" R.C. PIPE SEWER, CLASS V	LIN. FT.	160	\$99.20	\$15,872.00	\$75.00	\$12,000.00	\$105.00	\$16,800.00	\$100.00	\$16,000.00	\$91.00	\$14,560.00
	24	2503.503	18" R.C. PIPE SEWER, CLASS V	LIN. FT.	32	\$108.00	\$3,456.00	\$90.00	\$2,880.00	\$111.00	\$3,552.00	\$105.00	\$3,360.00	\$109.00	\$3,488.00
	25	2503.503	24" R.C. PIPE SEWER, CLASS V	LIN. FT.	122	\$130.20	\$15,884.40	\$120.00	\$14,640.00	\$130.00	\$15,860.00	\$150.00	\$18,300.00	\$147.00	\$17,934.00
	26	2503.602	SUMP PUMP SERVICE RELOCATE	EACH	3	\$624.80	\$1,874.40	\$1,000.00	\$3,000.00	\$700.00	\$2,100.00	\$600.00	\$1,800.00	\$600.00	\$1,800.00
	27	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	2	\$897.00	\$1,794.00	\$1,200.00	\$2,400.00	\$700.00	\$1,400.00	\$1,000.00	\$2,000.00	\$900.00	\$1,800.00
	28	2504.601	TEMPORARY WATER SERVICE	LS	1	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$3,700.00	\$3,700.00	\$5,000.00	\$5,000.00	\$12,500.00	\$12,500.00
	29	2504.602	CONNECT TO EXISTING WATER MAIN	EACH	9	\$1,250.00	\$11,250.00	\$1,000.00	\$9,000.00	\$580.00	\$5,220.00	\$1,500.00	\$13,500.00	\$1,725.00	\$15,525.00
	30	2504.602	HYDRANT ASSEMBLY	EACH	3	\$6,000.00	\$18,000.00	\$8,500.00	\$25,500.00	\$6,500.00	\$19,500.00	\$7,500.00	\$22,500.00	\$6,820.00	\$20,460.00
	31	2504.602	6" GATE VALVE & BOX	EACH	8	\$2,140.00	\$17,120.00	\$3,000.00	\$24,000.00	\$2,300.00	\$18,400.00	\$3,000.00	\$24,000.00	\$2,465.00	\$19,720.00
	32	2504.602	10" GATE VALVE & BOX	EACH	5	\$4,150.00	\$20,750.00	\$5,000.00	\$25,000.00	\$4,550.00	\$22,750.00	\$5,200.00	\$26,000.00	\$4,860.00	\$24,300.00
	33	2504.602	12"x8" WET TAP	EACH	1	\$2,412.00	\$2,412.00	\$10,000.00	\$10,000.00	\$1,300.00	\$1,300.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
	34	2504.603	1" COPPER WATER SERVICE	EACH	2	\$1,800.00	\$3,600.00	\$2,000.00	\$4,000.00	\$3,000.00	\$6,000.00	\$3,000.00	\$6,000.00	\$3,785.00	\$7,570.00
	35	2504.603	6" PVC WATERMAIN, C-900	LIN. FT.	172	\$69.00	\$11,868.00	\$60.00	\$10,320.00	\$103.00	\$17,716.00	\$71.00	\$12,212.00	\$75.50	\$12,986.00
	36	2504.603	8" PVC WATERMAIN, C-900	LIN. FT.	110	\$62.00	\$6,820.00	\$70.00	\$7,700.00	\$115.00	\$12,650.00	\$81.00	\$8,910.00	\$98.75	\$10,862.50
	37	2504.603	10" PVC WATERMAIN, C-900	LIN. FT.	1361	\$78.00	\$106,158.00	\$80.00	\$108,880.00	\$76.00	\$103,436.00	\$91.00	\$123,851.00	\$81.50	\$110,921.50
	38	2504.603	12" PVC WATERMAIN, C-900	LIN. FT.	6	\$95.00	\$570.00	\$80.00	\$480.00	\$176.00	\$1,056.00	\$131.00	\$786.00	\$245.00	\$1,470.00
	39	2504.608	WATERMAIN FITTINGS*	LBS	1831	\$15.00	\$27,465.00	\$10.00	\$18,310.00	\$11.00	\$20,141.00	\$12.00	\$21,972.00	\$14.50	\$26,549.50
	40	2506.502	CATCH BASIN CASTING ASSEMBLY, R-3067	EACH	5	\$1,072.70	\$5,363.50	\$1,200.00	\$6,000.00	\$1,075.00	\$5,375.00	\$1,000.00	\$5,000.00	\$1,300.00	\$6,500.00
	41	2506.502	MANHOLE CASTING ASSEMBLY, R-1733	EACH	6	\$1,302.60	\$7,815.60	\$1,500.00	\$9,000.00	\$1,025.00	\$6,150.00	\$1,600.00	\$9,600.00	\$1,275.00	\$7,650.00
	42	2506.502	ADJUST FRAME & RING CASTING	EACH	1	\$687.70	\$687.70	\$1,200.00	\$1,200.00	\$880.00	\$880.00	\$1,000.00	\$1,000.00	\$685.00	\$685.00
	43	2506.503	CONST. DR. STR. DESIGN G or H	LIN. FT.	3.3	\$614.10	\$2,026.53	\$800.00	\$2,640.00	\$550.00	\$1,815.00	\$750.00	\$2,475.00	\$585.00	\$1,930.50
	44	2506.503	CONST. DR. STR. DESIGN 48" - 4020 COVER	LIN. FT.	4.3	\$694.80	\$2,987.64	\$600.00	\$2,580.00	\$700.00	\$3,010.00	\$750.00	\$3,225.00	\$850.00	\$3,655.00
	45	2506.503	CONST. DR. STR. DESIGN 72" - 4020 COVER	LIN. FT.	11.9	\$1,309.50	\$15,583.05	\$1,400.00	\$16,660.00	\$1,740.00	\$20,706.00	\$1,750.00	\$20,825.00	\$1,014.00	\$12,066.60
	46	2506.503	CONST. DR. STR. DESIGN 2' X 3'	LIN. FT.	14.3	\$530.00	\$7,579.00	\$600.00	\$8,580.00	\$530.00	\$7,579.00	\$750.00	\$10,725.00	\$365.00	\$5,219.50
	47	2521.518	4" CONCRETE WALK	SQ.FT.	6435	\$13.10	\$84,298.50	\$8.00	\$51,480.00	\$8.00	\$51,480.00	\$8.50	\$54,697.50	\$8.10	\$52,123.50
	48	2521.518	6" CONCRETE WALK	SQ.FT.	440	\$10.60	\$4,664.00	\$13.00	\$5,720.00	\$31.00	\$13,640.00	\$15.50	\$6,820.00	\$31.05	\$13,662.00
	49	2531.503	CONCRETE CURB & GUTTER, B-624	LIN. FT.	1450	\$28.20	\$40,890.00	\$28.00	\$40,600.00	\$39.00	\$56,550.00	\$40.00	\$58,000.00	\$40.45	\$58,652.50
	50	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ. YD.	64	\$94.60	\$6,054.40	\$95.00	\$6,080.00	\$100.00	\$6,400.00	\$85.00	\$5,440.00	\$100.85	\$6,454.40
	51	2531.618	TRUNCATED DOMES	SQ.FT.	52	\$56.30	\$2,927.60	\$70.00	\$3,640.00	\$43.00	\$2,236.00	\$55.00	\$2,860.00	\$42.45	\$2,207.40
	52	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$10,023.80	\$10,023.80	\$10,000.00	\$10,000.00	\$5,700.00	\$5,700.00	\$6,000.00	\$6,000.00	\$5,775.00	\$5,775.00
	53	2573.501	STABILIZED CONSTRUCTION EXIT	EACH	2	\$839.30	\$1,678.60	\$1,200.00	\$2,400.00	\$1,300.00	\$2,600.00	\$750.00	\$1,500.00	\$1,600.00	\$3,200.00
	54	2573.502	STORM DRAIN INLET PROTECTION	EACH	10	\$184.60	\$1,846.00	\$200.00	\$2,000.00	\$125.00	\$1,250.00	\$200.00	\$2,000.00	\$255.00	\$2,550.00
	55	2573.503	SEDIMENT CONTROL LOG, TYPE WOOD FIBER	LIN. FT.	550	\$5.00	\$2,750.00	\$4.00	\$2,200.00	\$4.50	\$2,475.00	\$6.00	\$3,300.00	\$4.20	\$2,310.00
	56	2574.507	COMMON TOPSOIL BORROW	CU. YD.	20	\$23.50	\$470.00	\$20.00	\$400.00	\$70.00	\$1,400.00	\$0.01	\$0.20	\$33.75	\$675.00
	57	2575.505	HYDRO-SEEDING (RAPID STABILIZATION 2)	ACRE	0.2	\$9,700.00	\$1,940.00	\$17,000.00	\$3,400.00	\$17,800.00	\$3,560.00	\$25,000.00	\$5,000.00	\$17,760.00	\$3,552.00
Base Bid Total:						\$1,064,770.39		\$1,043,136.21		\$1,044,459.47		\$1,181,312.02		\$1,181,312.02	

RESOLUTION NO. 46-23

A RESOLUTION ACCEPTING BID AND AWARDING CONTRACT

WHEREAS, pursuant to an Advertisement for Bids for the Havana Road Project #23006 bids were received from four (4) companies. The following bids were received:

Wencl Construction, Inc	\$1,043,136.21
BCM Construction, Inc	\$1,044,459.47
Ims Contracting, LLC	\$1,181,312.02
Heselton Construction, LLC	\$1,183,205.27
Engineer's Estimate:	\$1,064,770.39

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

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

1. The Mayor and Clerk are hereby authorized and directed to enter into a contract with Wencl Construction, Inc in the name of the City of Owatonna for the Havana Road Project #23006 according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.

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

Passed and adopted this ____ day of _____, 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



Community Development Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Troy Klecker, Community Development Director
SUBJECT: Resolution 47-23: Support Job Creation Fund Application for Daikin Applied

Purpose:

Adopt Resolution 47-23 in support of a Job Creation Fund application for Daikin Applied.

Background:

Daikin Applied is proposing to renovate and upgrade the interior office areas at their facility on Park Drive. The idea is to bring the office area up to current design standards, provide necessary upgrades to become ADA compliant, make security improvements, increase the number of workstations, asbestos abatement and an upgrade to the HVAC system. Daikin is estimating the costs of this project to be approximately \$2 million and the project will result in the addition of 20 new jobs. Daikin Applied is applying for assistance from the State for this project through the Job Creation Fund. A resolution of support from the City is needed for their application.

Budget Impact:

Daikin Applied is applying for State funds and therefore there is no impact to the City's budget.

Staff Recommendation:

Staff recommends approval of Resolution 47-23 supporting this application.

Attachments:

1. Res 47-23 JCF Application - Daikin

RESOLUTION NO. 47-23

RESOLUTION REGARDING THE SUPPORT OF A JOB CREATION FUND APPLICATION IN CONNECTION WITH DAIKIN APPLIED

WHEREAS, the City of Owatonna, Minnesota (the “City”), desires to assist Daikin Applied, a Minnesota Corporation, which is proposing to renovate a facility in the City; and,

WHEREAS, the City of Owatonna understands that Daikin Applied, through and with the support of the City, intends to submit to the Minnesota Department of Employment and Economic Development an application for an award and/or rebate from the Job Creation Fund Program; and,

WHEREAS, the City of Owatonna held a city council meeting on June 6, 2023, to consider this matter.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Owatonna, Minnesota, that, after due consideration, the Mayor and City Administrator of the City of Owatonna, Minnesota, hereby adopts the following findings of fact related to the project proposed by Daikin Applied and its application for an award and/or rebate from the Job Creation Fund Program and express their approval.

The City Council hereby finds and adopts the reasons and facts supporting the following findings of fact for the approval of the Job Creation Fund Program application:

1. Finding that the project is in the public interest because it will encourage the growth of commerce and industry, prevent the movement of current or future operations to locations outside Minnesota, result in increased employment in Minnesota, and preserve or enhance the state and local tax base:

Daikin Applied is proposing to invest approximately \$2 million in facility upgrades to their facilities in Owatonna. In addition to meeting code requirements and improving the work environment for their employees, these improvements will increase the number of workstations for employees. Daikin Applied plans to add 20 additional employees as part of this project. This project will add employees and increase the local tax base in Owatonna.

2. Finding that the proposed project, in the opinion of the City Council, would not reasonably expected to occur solely through private investment within the reasonably foreseeable future:

Daikin Applied is proposing to upgrade the interior office areas at the factory. The idea is to bring the office area up to current Daikin design standards, provide necessary upgrades to become ADA compliant, make security improvement, increase the number of workstations, asbestos abatement and an upgrade to the HVAC system. These improvements do not increase the value of the property to the extent of the improvements and do not represent a great return on investment. Therefore, it is not reasonable to expect these improvements to occur solely through private investment within the reasonable foreseeable future.

3. Finding that the proposed project conforms to the general plan for the development or redevelopment of the City as a whole:

One of the priorities of the City's strategic plan is to retain and expand existing businesses. This project allows Daikin Applied to expand and be more invested in the City of Owatonna. This project makes Daikin Applied more competitive in their market place which conforms to the City's plan in the industrial park.

4. Finding that the proposed project will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the redevelopment or development of the project by private enterprise:

The City is in need of more workspace that is desired by today's workers. Updating workspace that is more desirable will allow Daikin Applied the ability to attract and retain employees. This project maximizes the opportunity, within their existing footprint, to meet the needs of the City.

I CERTIFY the above resolution was adopted by the City Council of City on _____.
2023.

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

Aye ____; No ____; Absent ____.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator



Human Resources Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Emily Thamert, Human Resources Director
SUBJECT: Resolution 48-23:
MOA - MN Public Employees Association - Patrol Officers

Purpose:

Council approval of Resolution 48-23 to approve the Memorandum of Agreement (MOA) with the Minnesota Public Employees Association, Patrol Officers.

Background:

The state of Minnesota recently designated Juneteenth as a state holiday in 2023. The law was originally supposed to go into effect on August 1, 2023 but a provision to amend the effective date of the new law was recently adopted and signed by the Governor. No public business can be transacted on a state holiday, except in case of necessity (ex. Police, fire, etc.). The new Juneteenth holiday will be celebrated on June 19th.

The short notice regarding this new law limits the options the City has in addressing this change with the Union. Staff have been in contact with the Patrol Officers. A tentative agreement to the proposed MOA for the duration of the 2023-2024 contract to include Juneteenth as an additional paid holiday has been reached.

In alignment with our core value of community stewardship, the City intends to revisit the holiday benefit and negotiate in good faith with the Union for the next contract that would begin January 1, 2025.

Budget Impact:

Budgeted personnel costs do not increase with this change. One day of work will be reduced and employees will gain the value of a day off.

Staff Recommendation:

Staff recommends approval of Resolution 48-23.

Attachments:

1. Resolution 48-23 Police Officers MOA

RESOLUTION NO. 48-23

A RESOLUTION APPROVING MEMORANDUM OF AGREEMENT BETWEEN THE CITY
OF OWATONNA AND MINNESOTA PUBLIC EMPLOYEES ASSOCIATION – POLICE
OFFICERS

WHEREAS, Minnesota Public Employees Association – Police Officers
is the exclusive representative for certain City of Owatonna employees;

WHEREAS, the parties are parties to a labor agreement for January 1, 2023 through
December 31, 2024 (“Labor Agreement”);

WHEREAS, the parties met and negotiated over changes to the Holiday benefit;

WHEREAS, the parties reached a tentative agreement on implementing certain components
of such changes through a memorandum of agreement (“MOA”); and

WHEREAS, the City of Owatonna must execute the MOA and implement it in the form of a
resolution under Minnesota Statutes, section 179A.20, subdivisions 1 and 5.

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

1. The MOA between the City of Owatonna and Minnesota Public Employees
Association – Police Officers for January 1, 2023 through December 31, 2024 is
approved.
2. The Mayor and the City Administrator shall execute the MOA.
3. The City of Owatonna shall implement the MOA.

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



Human Resources Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Emily Thamert, Human Resources Director
SUBJECT: Resolution 49-23: MOA - Minnesota Public Employees Association - Sergeants

Purpose:

Council approval of Resolution 49-23 to approve the Memorandum of Agreement (MOA) with the Minnesota Public Employees Association, Sergeants.

Background:

The state of Minnesota recently designated Juneteenth as a state holiday in 2023. The law was originally supposed to go into effect on August 1, 2023 but a provision to amend the effective date of the new law was recently adopted and signed by the Governor. No public business can be transacted on a state holiday, except in case of necessity (ex. police, fire, etc.). The new Juneteenth holiday will be celebrated on June 19th.

The short notice regarding this new law limits the options the City has in addressing this change with the Union. Staff has been in contact with the Sergeants. A tentative agreement to the proposed MOA for the duration of the 2023-2024 contract to include Juneteenth as an additional paid holiday has been reached.

In alignment with our core value of community stewardship, staff intend to revisit the holiday benefit and negotiate in good faith with the Union for the next contract that would begin January 1, 2025.

Budget Impact:

Budgeted personnel costs do not increase with this change. One day of work will be reduced and employees will gain the value of a day off.

Staff Recommendation:

Staff recommends approval of Resolution 49-23.

Attachments:

1. Resolution 49-23 Sergeant MOA

RESOLUTION NO. 49-23

A RESOLUTION APPROVING MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF OWATONNA AND MINNESOTA PUBLIC EMPLOYEES ASSOCIATION - SERGEANTS

WHEREAS, Minnesota Public Employees Association - Sergeants is the exclusive representative for certain City of Owatonna employees;

WHEREAS, the parties are parties to a labor agreement for January 1, 2023 through December 31, 2024 ("Labor Agreement");

WHEREAS, the parties met and negotiated over changes to the Holiday benefit;

WHEREAS, the parties reached a tentative agreement on implementing certain components of such changes through a memorandum of agreement ("MOA"); and

WHEREAS, the City of Owatonna must execute the MOA and implement it in the form of a resolution under Minnesota Statutes, section 179A.20, subdivisions 1 and 5.

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

1. The MOA between the City of Owatonna and Minnesota Public Employees Association - Sergeants for January 1, 2023 through December 31, 2024 is approved.
2. The Mayor and the City Administrator shall execute the MOA.
3. The City of Owatonna shall implement the MOA.

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



Human Resources Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Emily Thamert, Human Resources Director
SUBJECT: Resolution 50-23: MOA - International Association of Fire Fighters, Local Union No. 1920

Purpose:

Council approval of Resolution 50-23 to approve the Memorandum of Agreement (MOA) with the International Association of Fire Fighters, Local Union No. 1920.

Background:

The state of Minnesota recently designated Juneteenth as a state holiday in 2023. The law was originally supposed to go into effect on August 1, 2023 but a provision to amend the effective date of the new law was recently adopted and signed by the Governor. No public business can be transacted on a state holiday, except in case of necessity (ex. police, fire, etc.). The new Juneteenth holiday will be celebrated on June 19th.

The short notice regarding this new law limits the options the City has in addressing this change with the Union. Staff has been in contact with the Fire Fighters. A tentative agreement to the proposed MOA for the duration of the 2023-2024 contract to modify the holiday benefit in acknowledgment of Juneteenth has been reached.

In alignment with our core value of community stewardship, staff intend to revisit the holiday benefit and negotiate in good faith with the Union for the next contract that would begin January 1, 2025.

Budget Impact:

Budgeted personnel costs do not increase with this change. Work time will be reduced and employees will gain the value of time off.

Staff Recommendation:

Staff recommends approval of Resolution 50-23.

Attachments:

1. Resolution 50-23 Fire MOA

RESOLUTION NO. 50-23

A RESOLUTION APPROVING MEMORANDUM OF AGREEMENT BETWEEN THE CITY
OF OWATONNA AND INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL
UNION NO. 1920

WHEREAS, International Association of Fire Fighters, Local Union No. 1920
is the exclusive representative for certain City of Owatonna employees;

WHEREAS, the parties are parties to a labor agreement for January 1, 2023 through
December 31, 2024 ("Labor Agreement");

WHEREAS, the parties met and negotiated over changes to the Holiday benefit;

WHEREAS, the parties reached a tentative agreement on implementing certain components
of such changes through a memorandum of agreement ("MOA"); and

WHEREAS, the City of Owatonna must execute the MOA and implement it in the form of a
resolution under Minnesota Statutes, section 179A.20, subdivisions 1 and 5.

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

1. The MOA between the City of Owatonna and International Association of Fire Fighters,
Local Union No. 1920 for January 1, 2023 through December 31, 2024 is approved.
2. The Mayor and the City Administrator shall execute the MOA.
3. The City of Owatonna shall implement the MOA.

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



Human Resources Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Emily Thamert, Human Resources Director
SUBJECT: Resolution 51-23: MOA - International Union of Operating Engineers, Local No. 70

Purpose:

Council approval of Resolution 51-23 to approve the Memorandum of Agreement (MOA) with the International Union of Operating Engineers, Local No. 70.

Background:

The state of Minnesota recently designated Juneteenth as a state holiday in 2023. The law was originally supposed to go into effect on August 1, 2023 but a provision to amend the effective date of the new law was recently adopted and signed by the Governor. No public business can be transacted on a state holiday, except in case of necessity (ex. police, fire, etc.). The new Juneteenth holiday will be celebrated on June 19th.

The short notice regarding this new law limits the options the City has in addressing this change with the Union. Staff has been in contact with the Local 70 group. A tentative agreement to the proposed MOA for the duration of the 2023-2024 contract to include Juneteenth as an additional paid holiday has been reached.

In alignment with our core value of community stewardship, staff intend to revisit the holiday benefit and negotiate in good faith with the Union for the next contract that would begin January 1, 2025.

Budget Impact:

Budgeted personnel costs do not increase with this change. One day of work will be reduced and employees will gain the value of a day off.

Staff Recommendation:

Staff recommends approval of Resolution 51-23.

Attachments:

1. Resolution 51-23 L70 MOA

RESOLUTION NO. 51-23

A RESOLUTION APPROVING MEMORANDUM OF AGREEMENT BETWEEN THE CITY
OF OWATONNA AND INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL
NO. 70

WHEREAS, International Union of Operating Engineers, Local No. 70
is the exclusive representative for certain City of Owatonna employees;

WHEREAS, the parties are parties to a labor agreement for January 1, 2023 through
December 31, 2024 ("Labor Agreement");

WHEREAS, the parties met and negotiated over changes to the Holiday benefit;

WHEREAS, the parties reached a tentative agreement on implementing certain components
of such changes through a memorandum of agreement ("MOA"); and

WHEREAS, the City of Owatonna must execute the MOA and implement it in the form of a
resolution under Minnesota Statutes, section 179A.20, subdivisions 1 and 5.

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

1. The MOA between the City of Owatonna and International Union of Operating
Engineers, Local No. 70 for January 1, 2023 through December 31, 2024 is approved.
2. The Mayor and the City Administrator shall execute the MOA.
3. The City of Owatonna shall implement the MOA.

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



Miscellaneous



Public Works Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Planning Grant for Stormwater, Wastewater, and Community Resilience - MCPA

Purpose:

Requesting City Council approval of the Planning Grant for Stormwater, Wastewater, and Community Resilience.

Background:

The City of Owatonna has been selected to receive a Planning Grant for Stormwater, Wastewater, and Community Resilience by the Minnesota Pollution Control Agency.

The goals of this project are to: 1) identify improvements to stormwater infrastructure in flood risk priority areas within the Environmental Justice Areas under future rainfall events to protect economically vulnerable homes and businesses; 2) develop a climate response plan for underserved portions of Owatonna to maintain access to integral community services during future flood events; and 3) provide scientific basis for an upcoming stormwater utility rate update, development of the next 10-year capital improvement plan, and state funding grant applications.

Eligibility for the grant begins upon contract execution. The expiration date of the grant is June 30, 2024 or when all obligations have been fulfilled, whichever occurs first.

Budget Impact:

The allowed amount for compensation and reimbursements is \$88,380.00.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. City of Owatonna SWC Planning Grant Agreement

This grant contract is between the state of Minnesota, acting through its Commissioner of the **Minnesota Pollution Control Agency**, 520 Lafayette Road North, St. Paul, MN 55155-4194 ("MPCA" or "State") and the **City of Owatonna**, 540 West Hills Circle, Owatonna, MN 55060 ("Grantee").

Recitals

1. Under Minn. Stat. § 116.03, subd.2, the State is empowered to enter into this grant.
2. The State is in need of the **City of Owatonna Stormwater Resiliency Project** (project).
3. Grantee will comply with required grants management policies and procedures set forth through [Minn.Stat. §16B.97](#), subd. 4 (a) (1).
4. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to [Minn.Stat. §16B.98](#), subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Contract

1. Term of Grant Contract

1.1 Effective Date. **May 16, 2023**, Per [Minn. Stat. §16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn.Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed.

1.2 Expiration Date. **June 30, 2024**, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of Terms. The following clauses survive the expiration or cancellation of this grant contract: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

2. Grantee's Duties

The Grantee, who is not a state employee, will perform the duties specified in **Attachment A** which is attached and incorporated into this grant contract.

3. Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, time is of the essence.

4. Consideration and Payment

4.1 Consideration. The State will pay for all services performed by the Grantee under this grant contract as follows:

- (a) **Compensation.** The Grantee will be paid according to the breakdown of costs contained in **Attachment A**, which is attached and incorporated into this grant contract. Grantee certifies they will provide no less than 10% (ten percent) of the total grant amount as cash match or in-kind services.

- (b) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed the total amount set forth in the travel expense items of the detailed budget section of **Attachment A**, which is attached and incorporated into this grant contract; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.
- (c) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed **\$88,380.00 (Eighty-Eight Thousand Three Hundred Eighty Dollars and Zero Cents)**.

4.2 Payment

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

Invoices for expenses incurred to-date may be submitted as frequently as monthly. First invoice is required no later than 6 (six) months or midway through the project, whichever comes first. Email updates about the status of the project are required to be provided to the State's Authorized Representative whenever an invoice is submitted to MPCA Accounts Payable. The State's Authorized Representative will not approve an invoice through the state system without this project update. A final invoice for payment of remaining grant funds expended by the project is required to be submitted at the completion of the project after a Grant Project Final Report, in a format provided to the Grantee by the MPCA, has been submitted to the State's Authorized Representative and approved. Payment of the final 10% (ten percent) of grant funds will be held back until the project is completed satisfactorily and all deliverables have been submitted and approved.

Invoices must be emailed to mpca.ap@state.mn.us, cc'd to the State's Authorized Representative, and contain the following information:

- Name of Grantee
- Grantee's Authorized Representative
- State's Authorized Representative
- SWIFT Contract No.
- Total amount requested for this invoicing period
- Invoice number
- Invoice date
- Invoicing period (actual working period covered by the invoice)
- Cumulative amount of grant expended to date
- Amount of match expended this invoicing period
- Cumulative amount of match expended to date
- Time and material breakdown for invoicing period:
 - Itemization **by each task worked on that period and for each position that worked on it** showing actual hourly rates, hours worked and total dollar amounts (divided into grant-funded and match); consultant invoices may be requested

- Receipts for supplies and any other itemized materials costs to be reimbursed with grant funds or counted as match
 - Itemized per diem expenses, stipends or similar; receipts may be requested to be submitted with invoice
- Other items as requested

If there is a problem with submitting an invoice electronically, please contact the Accounts Payable Unit at 651-757-2491.

The Grantee shall submit an invoice for the final payment within 15 (fifteen) days of the original or amended end date of this grant contract. The State reserves the right to review submitted invoices after 15 (fifteen) days and make a determination as to payment.

(b) Unexpended Funds. The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

4.3 Contracting and Bidding Requirements

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

(a) For projects that include construction work and have a total project cost of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

(b) The grantee must not contract with vendors who are suspended or debarred in MN:
<https://mn.gov/admin/osp/government/suspended-debarred/>.

5. Conditions of Payment

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6. Authorized Representative

The State's Authorized Representative is **Aimee Duchene**, 714 Lake Ave., Suite 220, Detroit Lakes, MN 56501, 218-847-1519, aimee.duchene@state.mn.us, or successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance of each invoice submitted for payment.

The Grantee's Authorized Representative is **Brad Rademacher**, 540 West Hills Circle, Owatonna, MN 55060, 507-774-7309, Bradley.Rademacher@ci.owatonna.mn.us, or successor. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7. Assignment, Amendments, Change Orders, Waiver, and Grant Contract Complete

7.1 Assignment. The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 Amendments. Any amendments to this grant contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Change Orders. If the State's Authorized Representative or the Grantee's Authorized Representative identifies a change needed in the workplan and/or budget, either party may initiate a Change Order using the Change Order Form provided by the MPCA. Change Orders may not delay or jeopardize the success of the Project, alter the overall scope of the Project, increase or decrease the overall amount of the Contract, or cause an extension of the term of this Contract. Major changes require an Amendment rather than a Change Order. A Change Order also is required to name a successor if the State's Authorized Representative or the Grantee's Authorized Representative is no longer available to fulfill that role.

The Change Order Form must be approved and signed by the State's Authorized Representative and the Grantee's Authorized Representative in advance of doing the work included in the Change Order. Documented changes will then become an integral and enforceable part of the Contract. The MPCA has the sole discretion on the determination of whether a requested change is a Change Order or an Amendment. The state reserves the right to refuse any Change Order requests.

7.4 Waiver. If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.5 Grant Contract Complete. This grant contract contains all negotiations and contracts between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8. Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract.

9. State Audits

Under Minn. Stat. § 16B.98, subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10. Government Data Practices and Intellectual Property

10.1 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

10.2 Intellectual property rights

(a) Intellectual property rights. The State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under this grant agreement. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant agreement. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant agreement. The Documents shall be the exclusive property of the State and all such Documents must be immediately returned to the State by the Grantee, at the Grantee's expense, upon the written request of the State, or upon completion, termination, or cancellation of this grant agreement. To the extent possible, those Works eligible for copyright protection under the United States' Copyright Act will be deemed to be "works made for hire." The Grantee assigns all right, title, and interest it may have in the Works and the Documents to the State. The Grantee must, at the request of the State, execute all papers and perform all other acts necessary to transfer or record the State's ownership interest in the Works and Documents.

(b) Obligations.

- (1) Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Grantee, including its employees and subcontractors, in the performance of this grant agreement, the Grantee shall immediately give the State's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure therein.
- (2) Representation.** The Grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the State, and that neither Grantee nor its employees, agents, or subcontractors retain any interest in and to the Works and Documents. The Grantee represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause Liability, the Grantee shall indemnify, defend, to the extent permitted by the Attorney General, and hold harmless the State, at the Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Grantee will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages, including, but not limited to, attorney fees. If such

a claim or action arises or in Grantee's or the State's opinion is likely to arise, the Grantee must, at the State's discretion, either procure for the State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of the State will be in addition to and not exclusive of other remedies provided by law.

- (3) **License.** The State hereby grants a limited, no-fee, noncommercial license to the Grantee to enable the Grantee's employees engaged in research and scholarly pursuits to make, have made, reproduce, modify, distribute, perform, and otherwise use the Works, including Documents, for research activities or to publish in scholarly or professional journals, provided that any existing or future intellectual property rights in the Works or Documents (including patents, licenses, trade or service marks, trade secrets, or copyrights) are not prejudiced or infringed upon, that the Minnesota Data Practices Act is complied with, and that individual rights to privacy are not violated. The Grantee shall indemnify and hold harmless the State for any claim or action based on the Grantee's use of the Works or Documents under the provisions of Clause 10.2(b)(2). Said license is subject to the State's publicity and acknowledgement requirements set forth in this grant agreement. The Grantee may reproduce and retain a copy of the Documents for research and academic use. The Grantee is responsible for security of the Grantee's copy of the Documents. A copy of any articles, materials or documents produced by the Grantee's employees, in any form, using or derived from the subject matter of this license, shall be promptly delivered without cost to the State.

11. Workers' Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12. Publicity and Endorsement

12.1 Publicity. Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 Endorsement. The Grantee must not claim that the State endorses its products or services.

13. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14. Termination

14.1 Termination by the State. The State may immediately terminate this grant contract with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

14.2 Termination for Cause. The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

14.3 Termination for Insufficient Funding. The State may immediately terminate this grant contract if:

- (a) It does not obtain funding from the Minnesota Legislature.
- (b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15. Data Disclosure

Under [Minn. Stat. § 270C.65](#), subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

To protect Grantee's personal data, Grantee is strongly encouraged to obtain and use a Minnesota tax identification number.

16. Reporting Requirements

Final Report. By the date specified in the project workplan and in a format provided by the MPCA, the Grantee shall submit a final report to the MPCA, plus all project deliverables identified in the workplan.

If the States Authorized Representative determines that the information submitted in the Final Report and/or Project Deliverables is inadequate, the Grantee shall prepare and submit additional / corrected information reasonably requested by the State's Authorized Representative. The Final Report and Project Deliverables shall not be approved by the State's Authorized Representative and final payment shall not be disbursed unless the Report and Deliverables contains the specified information to the satisfaction of the State's Authorized Representative.

Signatures

Title	Name	Signature	Date
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Admin ID



Parks, Trails, Recreation & Facilities Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Jenna Tuma, Parks, Trails, Recreation & Facilities Director
SUBJECT: Change Order #1 - Advanced Audio & Lighting

Purpose:

Requesting City Council approval for the Advanced Audio and Lighting change order for the Council Chambers Project.

Background:

During the March 21, 2023 City Council meeting at City Hall, Advanced Audio & Lighting staff were on site to observe the existing audio/video operations. From this observation and review of the equipment, Advanced Audio & Lighting recommends five additional higher quality cameras and two properly sized wall mounted T.V's. to meet the expected standard.

Attached is the report from Advanced Audio and Lighting.

Budget Impact:

The change order will increase the Advanced Audio & Lighting contract by \$21,300. The change order will be covered by the project contingency allotment.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Advanced Audio & Lighting Change Order 1
2. AAL AV Additions and Credits
3. AAL - Camera Replacement Recommendation Report



AIA® Document G701™ – 2017

Change Order

PROJECT: <i>Owatonna City Hall</i> 540 West Hills Circle Owatonna, MN 55060	CONTRACT INFORMATION: Contract For: A V Renovations Date:	CHANGE ORDER INFORMATION: Change Order Number: 430104 Date: May 17/2023
OWNER: <i>City of Owatonna</i>	ARCHITECT: CRW architecture + design group. 211 11th Ave NW Rochester, MN55901	CONTRACTOR: Advanced Audio & Lighting Systems, Inc. 6707 N. Sheridan Rd. Peoria, IL 61614

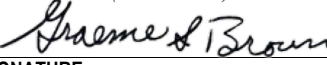
The Contract is changed as follows:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	157,300.00
The net change by previously authorized Change Orders	\$	0.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	157,300.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$	21,300.00
The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be	\$	178,600.00
The Contract Time will be (increased) (decreased) (unchanged) by		(0) days.
The new date of Substantial Completion will be		

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT (Firm name)	Advanced Audio & Lighting Systems, Inc.	OWNER (Firm name)
SIGNATURE		SIGNATURE
PRINTED NAME AND TITLE	Graeme S. Brown	PRINTED NAME AND TITLE
DATE	May 17, 2023	DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

6707 N. Sheridan Rd.
 Peoria, IL 61614
 (309) 691-7105

advaudio.com

Estimate

Name / Address
Owatonna City Hall 540 West Hills Circle Owatonna, MN 55060

Date	Estimate #
5/17/2023	ES-430104

P.O. No.	Terms	Rep	Project
	Net 30	GSB	2022.11.11 Council Chambers AV

Description	Qty	U/M
<u>Additional Items:</u>		
Panasonic AW-UE50 4K/30P Ultra Quiet PTZ Camera - WHITE	2	ea
Panasonic AW-HE20 - PTZ Camera with HDMI Output (White)	3	
Panasonic FEC-40WMW - Wall Mount Wall Mount for AW-HE40 / AW-UE70 PTZ Camera (White)	5	ea
AJA Hi5 Plus	3	ea
3G-SDI to HDMI Mini-Converter		
Control system programming	40	hr
Samsung QM75B	2	ea
4K Smart LED Commercial TV		
<u>Items removed from base project:</u>		
Crestron TST-902	-1	ea
8.7" Wireless Touch Screen with table dock		
Arakis Networks AN-310-SW-R-24-POE 310 Series L2 Managed Gigabit Switch with Full PoE+ and Rear Ports	-2	ea
Panasonic TH-65" display in a pop up case. per day price includes local delivery.	-1	day
Subtotal		\$21,300.00
Sales Tax (0.0%)		\$0.00
Total		\$21,300.00



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Owatonna City Hall, Owatonna, MN – Camera Replacement

We have bench tested the existing Vaddio PTZ cameras that were removed from the City Hall Chambers. These are lower to mid-grade units that shows through with by not having the smoothest movement of the camera head and occasionally struggles with its auto focus. We witnessed this during the last board meeting in the old space and again in our shop during testing.

We have other concerns with only having (2) camera positions as it relates to how the renovated chamber is to be configured. The new U-shaped desk will have people seated facing 3 directions, citizens addressing the board for comments adds a 4th direction for very close to 360° to catch with only (2) cameras. This will leave several people that would only be seen from the side or rear.

Our 3D mockup of the space:



We can optimize the locations of these 2 cameras, however there will be more camera movement with the new room configuration than there was prior to renovation and several people will be viewed by poor camera angles.

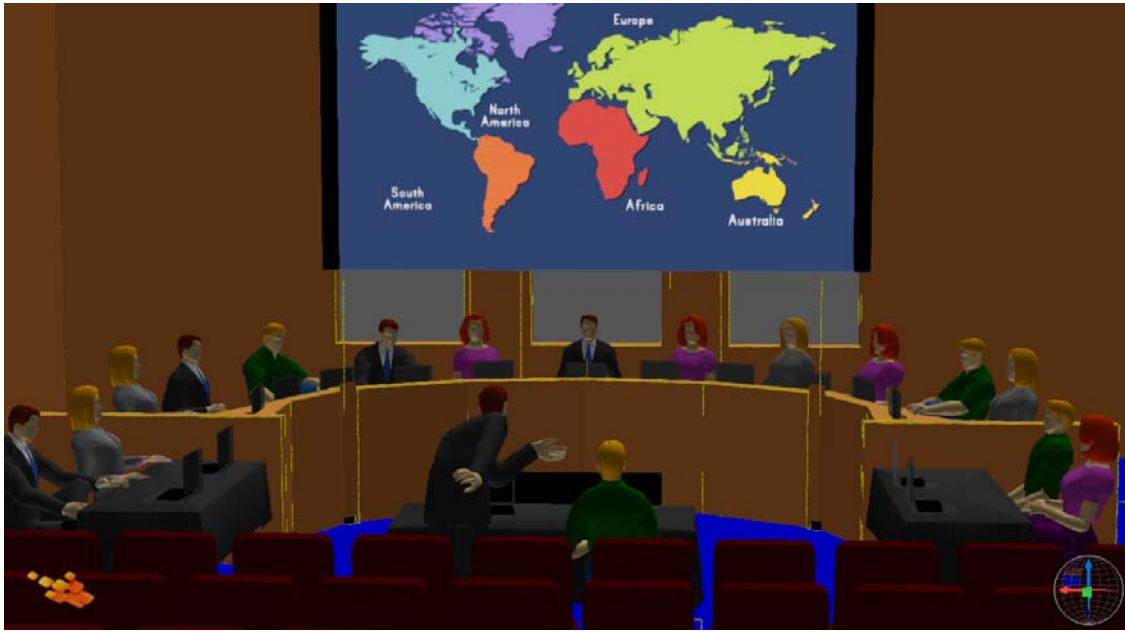
To solve these issues, we are recommending replacing the Vaddio cameras with (5) higher grade Panasonic PTZ cameras. These are entry level, but professional grade cameras that have much smoother physical movement and focus.



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Camera 1 – Wide Shot



Camera 2 – Tight shot of board speaker





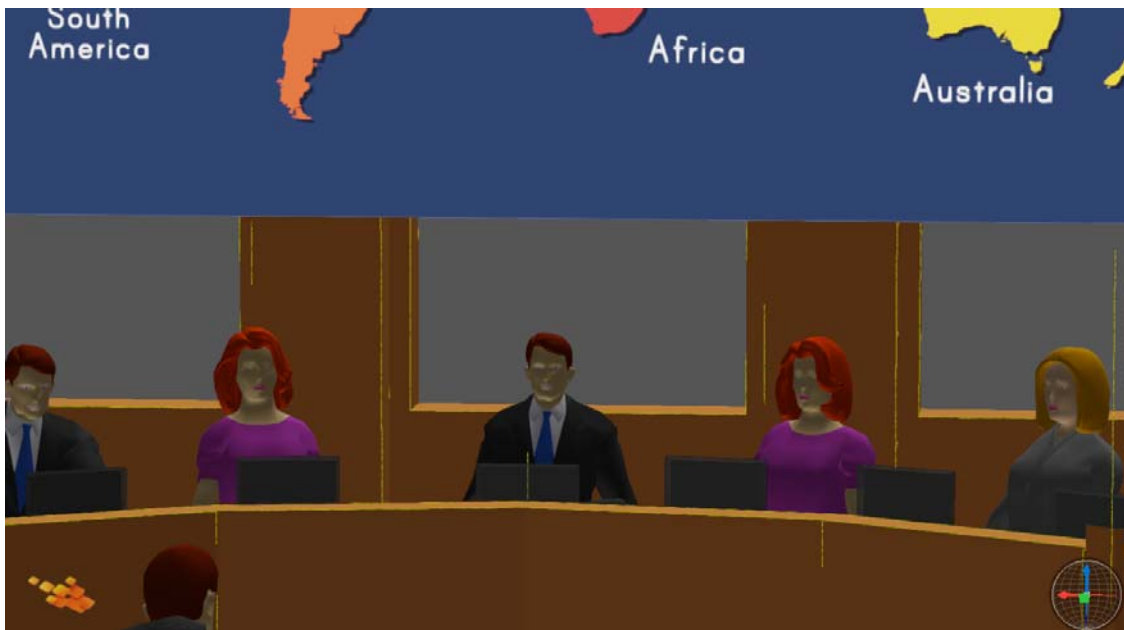
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Camera 2 – Board Speaker and 2 people on his left



Camera 2 – Board Speaker and 2 people on his left and right



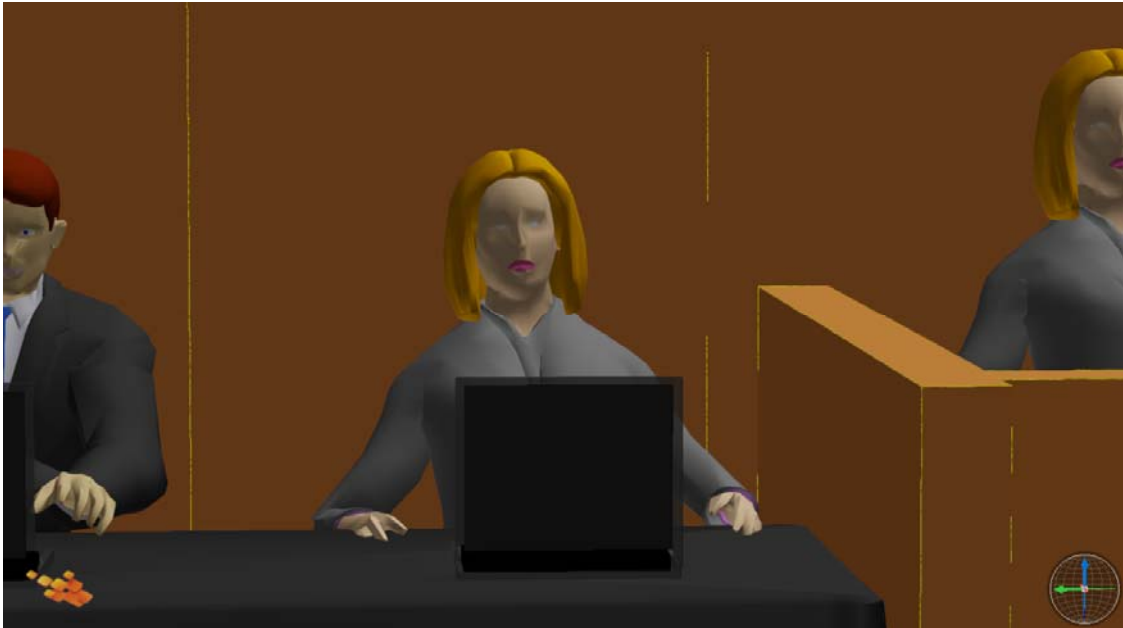


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Camera 3 – Side desk seats #1

NOTE: Camera 4 is mirror image to camera 3



Camera 3 – Side desk seats #2





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Camera 3 – Side desk seats #3



Camera 5 – Citizen Comments



With these (5) camera positions, all seating and presentation positions can be covered with a minimal amount of camera movement. It will be possible to automate most of the camera switching and preset recall using the audio processor. The system will identify who is speaking and track camera selection accordingly. This can be overridden by the system operator at any time.

To reduce system cost, we list the Panasonic AW-HE20 with 12x optical zoom for the (3) positions around the desk and the Panasonic AW-UE50 with 24x optical zoom for the longer shots.

You will notice in the Camera 1 wide shot that the video screen will appear in the view. Unlike before, the cameras will not show on the main video screens. These will display a pre-selected still image on the main video screen unless there is a "Click Share" presentation. The camera shots will only go to the streaming feed and green room.

(3) Panasonic AW-HE20 - mini PZT controller

<https://na.panasonic.com/us/audio-video-solutions/broadcast-cinema-pro-video/professional-ptz-cameras/aw-he20-full-hd-zoom-certified-ptz-camera>

(2) Panasonic AW-UE50 - 4K/30P Ultra Quiet PTZ Camera

<https://na.panasonic.com/us/audio-video-solutions/broadcast-cinema-pro-video/professional-ptz-cameras/aw-ue50-4k30p-ultra-quiet-ptz-camera>

(3) AJA Hi5 Plus - 3G-SDI to HDMI Mini-Converter

<https://www.aja.com/products/hi5-plus>

Budget including Peripherals & Integration: \$20,800

There are a couple of items that could offset these costs:

- The original spec called for (2) Crestron wired touch panels (One for the control room, one for the horseshoe desk) and (1) Crestron TST-902 wireless touch panel – all these for system control. The TST-902 is:
 - o Backordered until Q1, 2024 (On order but can be canceled)
 - o Probably unnecessary
 - o \$3000.00.
- We have (2) Araknis PoE network switches in our base package, however the existing network switches that were in the rack were not listed in the legacy equipment. So far, they are testing well and should easily be reintegrated into the new systems. That would be a savings of \$2500.00
- You will have a credit on the library system of \$500.00 for using your new 65" video display.

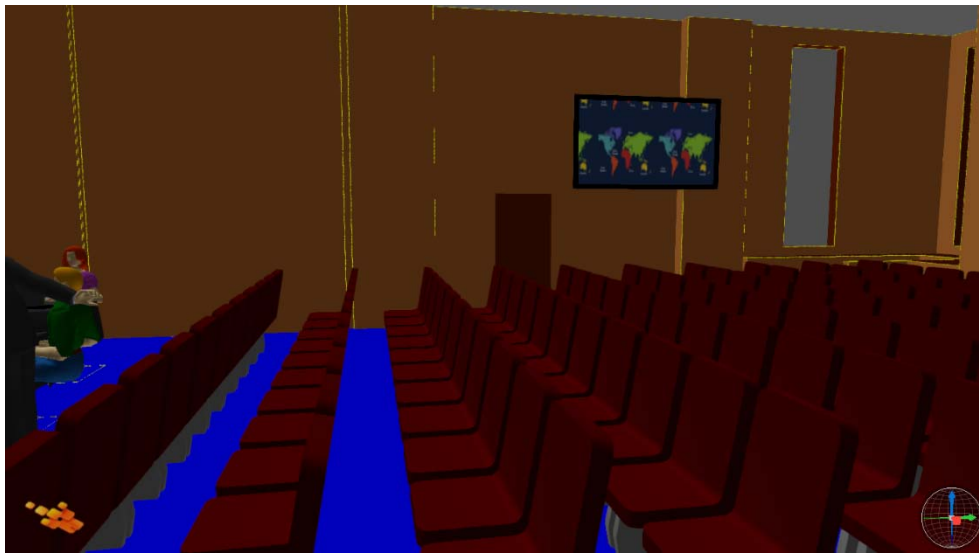


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Peoria, IL 61614
309.691.7105
309.691.7181 fax
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Owatonna City Hall, Owatonna, MN – Video Displays

Video Displays – It looks like one of the existing 98" NEC displays should be fine for the chamber side wall. We will want it lower than they are currently and at 200lbs each, they will need to be supported from the ceiling as they are now. We can add a longer pipe to get the desired height.



Here is rendering of the Green Room with the 98"





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And with a 65"



For this application, the same Samsung QM65B commercial display that you are using in the library is \$1900.00



Community Development Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Troy Klecker, Community Development Director
SUBJECT: Purchase Property at 126 East Fremont Street

Purpose:

Approve purchasing property at 126 East Fremont Street

Background:

The City has been pursuing a redevelopment project along the 100 block of East Fremont for many years. The City has purchased properties at 122, 130, 134 and 140 East Fremont. All of the houses have been demolished except 140 East Fremont, which is currently being rented.

The City now has a purchase agreement for 126 East Fremont. This property is the one house amongst the other City-owned properties. The purchase price is \$50,000, which would be paid for by the EDA.

The property has a small house built in 1875 and detached garage. The house and garage are in tough shape and will need to be demolished. The area is zoned B-3 Central Business District and is in a good location to redevelop. There are businesses in the area that would be interested in additional space. This block is in a good position to transition from residential to commercial.

Budget Impact:

All expenses, including demolition costs, would be covered by the EDA. The EDA has already approved the purchase of this property.

Staff Recommendation:

Staff recommends approval of the purchase of the property at 126 East Fremont Street.

Attachments:

1. 126 FREMONT ST E 1 to 50

126 FREMONT ST E

City of Owatonna

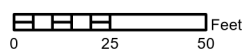


June 01, 2023

Parcel



1 in = 50 ft



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



Human Resources Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Emily Thamert, Human Resources Director
SUBJECT: Contingent Search Terms - Lawinger Consulting Inc.

Purpose:

Approve the Contingent Search Terms Agreement with Lawinger Consulting Inc. (LCI)

Background:

Due to the current job market in the engineering field, there is a need to partner with a professional recruitment firm to fill the Assistant City Engineer vacancy. LCI will assist the Human Resources team with recruiting and placing a qualified candidate for this position.

Budget Impact:

There is no impact to the budget anticipated. Salary savings due to the position vacancy this fiscal year are expected to cover fees payable to LCI upon filling the position.

Staff Recommendation:

Staff recommends approval of the proposed agreement with Lawinger Consulting Inc. (LCI).

Attachments:

None



Human Resources Department

DATE: June 6, 2023
TO: Mayor and City Council
FROM: Emily Thamert, Human Resources Director
SUBJECT: Personnel Policy Revision - Juneteenth Holiday

Purpose:

Adopt the following revised section of the Personnel Policy and Procedures Manual.

- 7.1 Holidays

Background:

The state of Minnesota recently designated Juneteenth as a state holiday in 2023. The law was originally supposed to go into effect on August 1, 2023 but a provision to amend the effective date of the new law was recently adopted and signed by the Governor. No public business can be transacted on a state holiday, except in case of necessity (ex. police, fire, etc.). The new Juneteenth holiday will be celebrated on June 19th. The short notice regarding this new law limits the options the City has in addressing this change. Staff is proposing Juneteenth be recognized as an additional paid holiday in 2023 and 2024.

Budget Impact:

Budgeted personnel costs do not increase with this change. One day of work will be reduced and employees will gain the value of a day off.

Staff Recommendation:

Staff recommends approval of the proposed personal policy revision.

Attachments:

1. 7.1 Holidays - Juneteenth 06 2023

7.1 HOLIDAYS

It is the policy of the City of Owatonna to provide non-contract employees with certain paid holidays. Employees must be in pay status the last regular shift prior to the holiday and the first regular shift following the holiday. All full-time employees of the city, except those governed by a union contract or different holiday policy, shall receive the following designated official paid holidays:

Holiday	Date
New Year's Day	January 1 st
Martin Luther King, Jr. Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19 th (2023 & 2024)
Independence Day	July 4 th
Labor Day	First Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	Fourth Thursday in November
Last working day before Christmas	December
Christmas Day	December 25 th
One (1) Floating Holiday	Once per year, must be used by Dec 31 st
Reasonable Time off to attend church services on Good Friday at the discretion of the department director when it will not interfere with departmental activities.	

Regular part-time employees who are regularly scheduled to work at least 20 hours receive prorated holidays.

Changes in this schedule must first be authorized by the City Council.

When a holiday falls on a Saturday, the previous Friday will be designated as the official holiday. When a holiday falls on a Sunday, the following Monday will be designated as the official holiday. Official holidays commence at the beginning of the first shift of the holiday and continue for twenty-four (24) hours.

Compensation and Calculation of Holiday Pay

When a regular, nonexempt employee is scheduled to work an official holiday, the employee shall be paid time and one-half for the hours worked.

When an exempt employee is scheduled to work an official holiday, the employee shall be paid time and one-half time for the hours worked.

When an official holiday falls during a scheduled vacation, the day shall be considered a holiday. The day will be added to a regular employee's vacation period.

When a regular employee is sick on an official holiday, the time shall be considered a holiday. When an official holiday falls during a leave of absence, the day shall be considered a holiday for regular employees.