

PLEASE NOTE: There will not be a Study Session prior to this City Council Meeting.



OWATONNA CITY COUNCIL MEETING

Tuesday, June 20, 2023 at 1:00 PM

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

1.2. Mayor Kuntz

1.2.1. Recommend Appointment to the Shade Tree Commission - Ronald Segner

2. CONSENT AGENDA ITEMS

2.1. Minutes – Council Meeting – June 6, 2023

2.2. Minutes - Boards and Commissions

2.2.1. Airport Commission Meeting - May 11, 2023

2.3. Department Reports:

2.3.1. Building Inspection Report - May 2023

2.4. Event Permits

2.4.1. July Downtown Thursday - July 6, 2023

2.4.2. Gem Days - Owatonna Business Partnership - July 20-22, 2023

2.4.3. Reggie's Parking Lot Dance with Exception to City's Noise Ordinance - August 5, 2023

2.4.4. 2023 Steele County Free Fair - August 15-20, 2023

2.4.5. Orphanage Museum Fall Celebration - September 16, 2023

2.5. Licenses/Permits

2.5.1. Exempt Permit - Steele County Agricultural Society - Raffle - August 16-20., 2023

2.5.2. Temporary Liquor License - KC Hall at TraLo Driver Appreciation - August 12, 2023

2.5.3. Temporary Liquor License - Steele County Free Fair - August 13-20, 2023

2.5.4. Annual Liquor License Renewals

2.6. Miscellaneous

2.6.1. Stormwater Facility Maintenance Easement Agreement - 1225 Kilworth Drive NW - Frank Thompson

2.6.2. Limited Use Agreement - 203 Cedar Avenue N - Owatonna Hospitality 1, LLC

2.6.3. Substantially Completed Project - WWTF Framed Fabric Structure - Rice Lake Construction Group

3. ACTION ITEMS

3.1. Finance Report

3.2. Ordinances

3.2.1. Second/Final Reading Proposed Ordinance 23-08: Vacate Portion of Walnut Avenue and Ted Ringhofer Dr

3.2.2. Second/Final Reading Proposed Ordinance 23-09: Vacate Portion of Utility Easement - Redline Addition

3.2.3. First Reading Proposed Ordinance 23-12: RZ-3 Zone Change R-1 to R-3 - Majestic Oaks

3.3. Resolutions:

3.3.1. Resolution 52-23 - Sale of Property - Block 300 Owatonna, LLC

3.3.2. Resolution 53-23: Final Plat - Redline Addition

3.3.3. Resolution 54-23: CUP-6 Taproom and Food Trucks - Mineral Springs Brewery

3.3.4. Resolution 55-23: Preliminary Plat of Majestic Oaks No. 3

3.4. Miscellaneous

3.4.1. Development Agreement - Redline Addition

3.4.2. Construction Testing Services Proposal - American Engineering Testing

3.4.3. Vine Street Parking Lot Proposal - WHKS

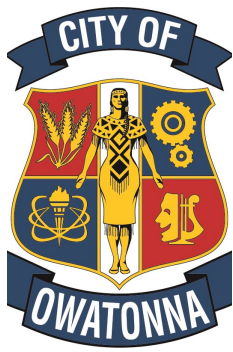
3.4.4. 5-Year Capital Improvement Plan 2023-2027

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



Administration Department

DATE: June 20, 2023
TO: Mayor and City Council
FROM: Mayor Thomas A. Kuntz
SUBJECT: Recommend Appointment to the Shade Tree Commission - Ronald Segner

Purpose:

Council to approve the recommendation of Ronald Segner to the Shade Tree Commission.

Background:

City Ordinance 97.02 established a Shade Tree Commission to be composed of seven citizens of the city, appointed by the Mayor with approval of the Council. There is currently a vacant seat on the Shade Tree Commission which Ronald Segner submitted an application to fill. A background verification was completed and Owatonna Police Department has no objection to this appointment. Duties of said Shade Tree Commission are:

- (1) Study the problems and determine the needs of the city's tree planting program;
- (2) Recommend to the proper authority the type and kind of trees to be planted upon such city streets or parts of city streets or in parks as are designated;
- (3) Assist the properly constituted officials of the city, as well as the Council and citizens of the city, in the dissemination of news and information regarding the selection, planting and maintenance of trees within the corporate limits, whether the same be on private or public property, and to make such recommendations from time to time to the Council as to desirable legislation concerning the tree program and activities for the city; and
- (4) Provide regular and special meetings at which the subject of trees insofar as it relates to the city may be discussed by the members of the Commission, officers and personnel of the city and its several divisions, and all others interested in the tree program.

Budget Impact:

None

Staff Recommendation:

Staff recommends approval to fill the current vacant seat with term to expire April 30, 2024.

Attachments:

None

Owatonna City Council Minutes – Draft Copy
June 6, 2023

Tuesday, June 6 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; Public Works Director Murphy; Park & Rec and Facilities Director Tuma; 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 Item 2.5.5, an Event Permit for a graduation party in Jaycee Park has been added to the Consent Agenda. Council Member Raney made a motion to approve the agenda with this item added, Council Member Burbank 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 16, 2023
- Minutes - Charter Commission Meeting - April 20, 2023
- Minutes - HRA Meeting - April 24, 2023
- Minutes - OPU Meeting - April 25, 2023
- Minutes - Human Rights Commission Meeting - May 9, 2023
- Minutes - Library Board Meeting - May 18, 2023
- Police Data - May 2023
- Weed/Nuisance Inspection Report - June 1, 2023
- Building & Inspection Monthly Report - May 2023
- Renew Ice Cream Vendor Permit - Sunny's Ice Cream, Albert Lea MN
- Event Permit - Ride for Hope - July 7, 2023
- Event Permit - Just One More Dance with Exception to City's Noise Ordinance - July 21, 2023
- Event Permit - TraLo Driver Appreciation Event with Exception to City's Noise Ordinance – August 12, 2023
- Event Permit - Pride in the Park - July 8, 2023
- Event Permit - Graduation Party in Jaycee Park – June 10, 2023
- Change next City Council Meeting Date and Time - June 20, 2023 at 1:00 pm
- Product Lease Agreement for Postage Meter at City Hall - Quidient Leasing
- Revised Fees Manual for the Parks, Recreation & Facilities Department - fee adjustments will be reflected in the 2023/2024 Fall/Winter Activity Guide
- 2023 Overlay Project Contract - \$53,256.00 quote from D&M Construction
- Club Car lease for Brooktree Golf Course for years 2024-2027
 - 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

Council Member Boeke made a motion to approve these Consent Agenda items, Council Member Voss seconded the motion, all 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 \$3,211,826.50. Council Member Svenby made a motion to approve payment of all bills presented, Council Member Voss seconded the motion, all members present voted aye in approval.

Table Second Reading Proposed Ordinances 23-03 and 23.04: Establish Chapter 121 – Sale of Cannabinoid Products and Fees

City Administrator Busse commented during the February 7, 2023 Council Meeting, the Council approved the First Readings of Proposed Ordinances 23-03 and 23-04 to establish code regarding the sale of cannabinoid products and licensing fees. 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 a 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. Council Member Raney made a motion to table the second reading of these proposed ordinances to the September 6, 2023 City Council Meeting; Council Member Boeke seconded the motion, all members voted aye in approval.

Resolution 45-23: Accept Bids & Award Contract Project #23001 Street & Utility

Public Work Director Murphy requested approval of Resolution 45-23 to accept the bids and award the contract to Wencil Construction, Inc. for the 2023 Street & Utility Project. Bids were received on May 31, 2023 from five (5) companies, Wencil Construction, Inc. was the lowest responsible bidder with a bid of \$1,112,754.35. Project costs will be financed through a combination of City Funds, OPU reimbursements, and Special Assessments charged thirty-one property owners. Council Member Dotson made a motion for approval, Council Member Burbank seconded the motion, all members voted aye in approval.

Resolution 46-23: Accept Bids & Award Contract Project #23006 Havana Road

Public Work Director Murphy presented Resolution 46-23 to accept the bids and award the contract for the 2023 Havana Road Project. Four bids were received with Wencil Construction, Inc submitting the low bid of \$1,043,136.21. The project will be financed through a combination of State Aid funds, City funds, OPU reimbursements, and Special Assessments charged to nine property owners. Council Member Raney made a motion for approval, Council Member Voss seconded the motion, all members voted aye for approval.

Resolution 47-23: Support Job Creation Fund Application for Daikin Applied

Community Development Director Klecker requested approval of Resolution 47-23 in support of a Job Creation Fund application for Daikin Applied. Daikin Applied is proposing to renovate and upgrade the interior office areas at their facility on Park Drive. They plan 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 twenty new jobs. Council Member Raney asked if the new jobs created would be full-time or part-time, Klecker responded there would be twenty new full-time jobs. Council Member Svenby made a motion for approval, Council Member Dotson seconded the motions, all members voted aye in approval.

Resolution 48-23: Memorandum of Agreement (MOA) - MN Public Employees Association - Patrol Officers

City Administrator Busse commented 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 Governor Walz. No public business can be transacted on a state holiday, except in case of necessity (ex. Police, fire, etc.). The 2023 Juneteenth holiday will be celebrated on Monday, June 19th. The short notice regarding this new law limits the

options the City has in addressing this change with the four Unions represented within the City's work force. Tentative agreements to the proposed MOA for the duration of the 2023-2024 contracts to include Juneteenth as an additional paid holiday have been reached with each of the four unions. In alignment with our core value of community stewardship, the City intends to revisit the holiday benefit and negotiate in good faith with these Unions for next contracts that would begin January 1, 2025. Council Member Raney made a motion to approve Resolution 48-23 authorizing the MOA with the MN Public Employees Association, Patrol Officers for the Juneteenth holiday. Council Member Burbank seconded the motion, all members voted aye in approval.

Resolution 49-23: MOA - Minnesota Public Employees Association – Sergeants

Council Member Boeke made a motion to approve Resolution 49-23 authorizing the MOA with the MN Public Employees Association, Police Sergeants for the Juneteenth holiday. Council Member Voss seconded the motion, all members voted aye in approval.

Resolution 50-23: MOA - International Association of Fire Fighters, Local Union No. 1920

Council Member Boeke made a motion to approve Resolution 50-23 authorizing the MOA with Local Union No. 1920, the International Association of Fire Fighters for the Juneteenth holiday. Council Member Burbank seconded the motion, all members voted aye in approval.

Resolution 51-23: MOA - International Union of Operating Engineers, Local No. 70

Council Member Raney made a motion to approve Resolution 51-23 authorizing the MOA with the International Union of Operating Engineers, Local No. 70 for the Juneteenth holiday. Council Member Dotson seconded the motion, all members voted aye in approval.

Planning Grant for Stormwater, Wastewater, and Community Resilience – MCPA

Public Works Director Murphy advised the City of Owatonna has been selected to receive a Planning Grant for Stormwater, Wastewater, and Community Resilience from the Minnesota Pollution Control Agency (MCPA). 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; and
- 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.

The funds, \$88,380, can be used in various ways; staff intend to use this grant for consulting design services. Council Member Svenby made a motion for approval, Council Member Boeke seconded the motion, all members voted aye for approval.

Council Chamber Project Change Order #1 - Advanced Audio & Lighting

Parks, Trails, Recreation & Facilities Director Tuma requested approval of the change order received from Advanced Audio and Lighting for the Council Chambers Project. 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 our equipment, Advanced Audio & Lighting recommends five additional higher quality cameras and two properly sized wall mounted T.V's. to meet the expected standard. Change Order #1 will increase the Advanced Audio & Lighting contract by \$21,300. Council Member Raney asked if current equipment could be sold. Council Member Burbank commented the Steele County Fair is

planning to put big screen tv's in various buildings. Tuma said IT Director Brown will be disposing of the current equipment and asked inquiries be directed to him. Council Member Raney made a motion for approval, Council Member Boeke seconded the motion, all members voted aye for approval.

Purchase Property - 126 East Fremont Street

Community Development Director Klecker requested approval to purchase property at 126 East Fremont Street. The City has been pursuing a redevelopment project along the 100 block of East Fremont for many years and previously purchased properties at 122, 130, 134 and 140 East Fremont. Three of these houses have been demolished and the home at 140 East Fremont is currently being rented. The City now has a Purchase Agreement for 126 East Fremont, the one house amongst these City-owned properties. The proposed 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. The EDA has approved and recommends purchase of this property. Council Member Voss made a motion for approval, Council Member Boeke seconded the motion, all members voted aye for approval.

Contingent Search Terms - Lawinger Consulting Inc.

City Administrator Busse requested approval of an agreement with Lawinger Consulting, Inc. (LCI), a professional recruitment firm. LCI will assist the Human Resources team with recruiting and placing a qualified candidate in the currently vacant Assistant City Engineer position. The agreement offers a 45-day guarantee period with a 100% refund. Council Member Svenby commented he would prefer a longer guarantee period. Public Works Director Murphy commented he was involved with a review of the proposed contract; the term of guarantee was originally offered for only 30 days and negotiated to include a period of 45 days. Two other companies offered contracts with longer guarantee periods, but their costs were quite a bit more. City Administrator Busse commented OPU has used LCI and were very satisfied with their services. Council Member Svenby commented he would support this agreement but if future services are required from LCI, he hopes better terms will be offered. Council Member Raney made a motion for approval, Council Member Dotson seconded the motion, all members voted aye in approval.

Personnel Policy Revision - Juneteenth Holiday

City Administrator Busse requested Section 7.1, Holidays of the Personnel Policy and Procedures Manual be revised to include the Juneteenth holiday to be celebrated on June 19th. Council Member Boeke asked if this will be the twelfth paid holiday city staff members receive each year. City Administrator Bussed responded yes. Council Member Raney commented he supports addition of this holiday but does not appreciate the short notice from the state, state legislation just approved this holiday to be effective this year with less than a month's time to the holiday. Council Member Raney made a motion for approval, Council Member Burbank seconded the motion, all members voted aye in approval.

Staff Comments

Public Works Director Murphy commented that construction of the new wastewater treatment project is on schedule. The MBR building is visible to traffic on Hoffman Avenue as precast panels are being added and it looks good. A new drone video will be added to the city's website showing progress on this project. Interviews have been completed for several positions in Public Works which will be announced next week. The 2023 project contracts awarded tonight received some good bids and he

thanked staff for their hard work preparing these project plans.

Community Development Director Klecker commented that the May Building and Inspection Report in the Consent Agenda tonight showed valuation of permits issued this year at \$49,500,000 so we are currently on pace for a million-dollar year. Kamp Automation will hold a groundbreaking ceremony next week on Wednesday, June 15th at 3:00 pm. The Riverfront Project should begin later this month. Each non-census year, we receive an estimate of population from the Minnesota State Demographic Center. We just received the 2022 estimate at 27,644, this is up 4.25% from the 2020 Census. We have housing needs, rents and home costs are up because there is a high demand. We have approved the addition several multi-family buildings: 135 new housing units should be available this year, 165 units during 2024 and an additional 120 units in 2025. There have also been permits issued for several single-family homes.

Parks & Recreation and Facilities Director Tuma commented last week was our kickoff to summer as Lake Kohlmier and the River Springs Waterpark opened. Safety Camp will be later this week. We will begin spraying mosquitoes next Monday, we begin in the parks and along the trails and then blanket cover the entire city. The golf course has been busy, the number of rounds of golf at Brooktree this year is currently more than it was last year at this time, which was more than it had been the previous year.

PUBLIC COMMENTS

Gale Jorgensen, 249 E Main St commented she is a new resident to Owatonna. She just moved here during November after purchasing a historic house on the corner of E Main and Grove Avenue. She recently heard the city plans to do a roundabout at her intersection with plans to take some of my property and wanted to know if this is a done deal. She does not like thinking about what is happening to my property and wants to confirm she will receive notice with the option to be part of the process that would possibly take away a portion of her property. Public Works Director Murphy advised the county is directing this project and confirmed project plans do include a roundabout at Grove & Main. If the city chooses to assess property owners within this project, there would be a public hearing. Currently, information is available on the county website with project updates. If assessments are levied, the amount collected will be paid to the City. Part of the initial design is based on traffic patterns which may change with the opening of the new high school. Currently, it is still a signaled intersection, but a roundabout was the preferred level of service shown in the Feasibility Report. Council President Schultz commented she should speak with the County Engineer, to which she responded she has, and he referred her to the City. Schultz commented that this is not meant to be a back-and-forth question time. Jorgensen commented that she wants it known she does not want her corner taken. Council President Schultz commented her comments would be noted.

Mike Conrad, 424 12th St SE commented the Owatonna/Steele County Amateur Radio Club will host their annual field event on Saturday, June 24 to Sunday, June 25 at McKinley school. He invited everyone to attend as their club will show what an amateur radio operator can do. This is their chance to demonstrate what they can do if needed. The event begins at 1:00 pm on Saturday and ends at 1:00 pm on Sunday so some participants will be operating through the night. He encouraged everyone to stop by for a brief demonstration.

Maggie McDonough, 517 S Elm, commented she is a member of the Bee Friendly Alliance and present at tonight's meeting to thank Mayor Kuntz and the City for the pollinator proclamation.

Scott Limberg, 422 S Cedar, commented that the Early Morning Rotary Club will be hosting a Family Feud at Trinity Lutheran Church next Sunday between the Owatonna and Medford Fire Departments. Proceeds from the event will benefit each of the fire departments.

Mayor and Council Comments:

Council Member Raney commented beginning next Monday, 18th Street & Highway 218 will be closed as they begin construction of the roundabout at this intersection. Unfortunately, there was a murder in our community last week; thank you to the officers and deputies for their work on this case.

There was not a lot of off time at the OPD last weekend as Officers went above and beyond the call of duty. The suspect was apprehended with no incident, we are fortunate to have a professional law enforcement team. Thank you!

Council Member Svenby congratulated the 2023 graduates and wish them well in the next phase of their lives.

Council Member Voss commented that two new OPD Bike Patrol were present at Downtown Thursday last week. Council President Schultz said Captain Drenth told him they handed out 80 to 90 Junior Police badges during this event.

Council Member Dotson also congratulated recent graduates and gave a special congratulation to his niece, Candy Carlson, who gave the commencement address. School is out so kids are out on bikes, scooters, rollerblades, please keep an out for them.

Council Member Burbank commented Officer Joe Dolly has been the only OPD officer ever who made a DWI arrest while walking the beat.

City Administrator Busse commented that several council members and Mayor plan to attend the Annual League of Minnesota Cities Conference in Duluth next week so the next city council meeting will be held on Tuesday June 20th at 1:00 p.m.

Council President Schultz commented it seems everything on the Agenda has been covered during this meeting.

Adjournment

At 8:09 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

Airport Commission Meeting Minutes
May 11, 2023 – Owatonna Degner Regional Airport
“DRAFT”

1. Call to Order

Chair Thurnau called the meeting of the Airport Commission to order at 5:00 PM.

2. Roll Call

Attending

Madeleine Haberman	Commissioner
Tim McManimon	Commissioner
Paula Snitker	Commissioner
Daren Tarpenning	Commissioner
Matt Thurnau	Chair
Dave Beaver	Airport Manager

Visitors

Ron Roetzel	Bolton and Menk
-------------	-----------------

3. Introduction and Welcome of New Airport Commission Members

Chair Thurnau welcomed newly appointed Airport Commission members in attendance Madeleine Haberman and Daren Tarpenning. Airport Manager Beaver administered the Oath of Office to Airport Commission member Madeleine Haberman. Commissioners Haberman and Tarpenning then introduced themselves and briefly described their background.

4. Approval of Agenda

Commissioner Snitker made a motion to approve the agenda and Commissioner McManimon seconded the motion. The motion was approved.

5. Minutes

Commissioner McManimon made a motion to approve the minutes from the April 13, 2023 Airport Commission meeting and Commissioner Snitker seconded the motion. The motion was approved.

6. Action Items

Chair Reports

There were no Chair reports.

Staff Reports

Airport Manager Beaver reported on airport activities and presented the combined aviation fuel volumes dispensed year to date. There was a brief discussion on activity. Mr. Beaver

reported that there has been a lot of flight training activity and other business aircraft arrivals. Mr. Beaver provided an update on airport maintenance items including the FAA required Runway 30 approach lighting system verification, rotating beacon and edge lighting systems maintenance. There was a brief discussion regarding these items.

Mr. Beaver reported that a new non-commercial private hangar land lease has been approved for Lot #8. The hangar is in the process of being sold and a mutual lease cancellation has also been approved with the seller in order to enter into the new agreement with the buyer.

Airport Manager Beaver reported that Accelerated Aviation flight school has been busy. Accelerated has a full schedule of students for the summer and is in the process of hiring another certified flight instructor. Accelerated Aviation will provide an update at an upcoming meeting.

10-Unit T-Hangar and Taxilane Project Update

Chair Thurnau introduced Ron Roetzel with Bolton and Menk to provide an update on the T-Hangar project. Mr. Roetzel reported that they are working with the contractor to complete the remaining items and to ensure that items such as turf establishment and erosion control requirements are completed now that the weather is warmer. Regarding the excess curing compound removal, Mr. Roetzel explained that the contractor will be using a floor treatment to remove the excess compound and additionally applying a concrete sealant to the floor beginning on a test panel. This work is to begin the week of May 22nd at no additional project cost. Mr. Roetzel discussed the project completion schedule and the potential for liquidated damages to be paid by the contractor for exceeding the completion date requirement. There was a brief discussion regarding the remaining project items.

Security Fencing Project Update

Airport Manager Beaver reported that the project quotes will be received for this project by June 6th. There was a discussion regarding a number of alternatives including gate types and fencing materials. After the quotes are received there will be a review of pricing and FAA funding eligibility. There was a brief discussion regarding the project including the proposed federal grant requirements, timing, and maintenance requirements.

7. Adjournment

The Airport Commission meeting was adjourned at 6:00 PM.



Department Reports

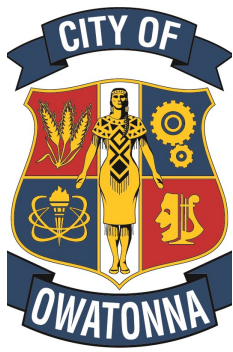
COMPARISON REPORT OF BUILDING DONE IN CITY OF OWATONNA IN YEARS 2022 AND 2023															Ken Beck, Building Official	
	DWELLINGS		ACCESSORY		COMMERCIAL		INDUSTRIAL		ADD. & ALT.		DUPLEX/APTS		DEMO	TOTAL		
Month	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	NO.	VALUE	
Jan '22	0	0	4	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



Event Permits



City of Owatonna

06/16/2023

EP-23-35**Events Permit Application****Status:** Active**Date Created:** Jun 6, 2023**Applicant**

Lisa Cochran
lcochran@owatonna.org
120 S Oak Ave
Owatonna, MN 55060
507-475-3451

Downtown Thursday Event - July 6th from 5-9 pm.

Set-up begins on N Cedar Avenue at 1:00 pm in the 100-300 blocks.

Event Information**Event Contact**

Lisa Cochran

Location of Event

MainStreet District, Downtown Owatonna

Description of Event

Downtown Thursday - Owatonna Mainstreet - July 6, 2023 from 5-9 pm.

Set-up begins on N Cedar Avenue at 1:30 pm in the 100-300 blocks.

July 5th, day prior, they will set up road notifications to advise of pending street closure. Request 16 barricades and 95 cones for street closures. Map attached showing spots of closure on W Pearl St, W Vine St, W & E Broadway, Bridge St.

Central Park - Vendors will use parking spaces around Central Park. Request 75 "No Parking" signs.

Will use Central Park Stage, they will open and close.

Anticipate 40 vendors+ vendors display, some will be restaurants which hold a caterer's license with alcohol endorsement. One possibly two vendors will have a horse at this event - Jeanette will follow- up with applicant to confirm insurance information.

Event Set Up Date

07/06/2023

Event Set Up Time

1:00pm

Actual Event Date

07/06/2023

Actual Event Time

5:00pm

Clean Up Date

07/06/2023

Clean Up Time

10:00pm

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

Canceled

Estimated Attendance

2,500

Is this event a dance?

No

Application Information

Sponsoring Organization Name

MainStreet Owatonna

City

Owatonna

Zip

55060

Primary Contact

Phone Number

507-451-7970

Email Address

lcochran@owatonna.org

Cell Phone

507-475-3451

Cell Phone

507-475-0687

Phone

507-475-3451

Mailing Address

120 S Oak Ave

State

MN

Website Address

owatonna.org

Name

Lisa Cochran

Cell Phone

507-475-3451

Primary On-site Contact

Name

Lisa Cochran

Alternate On-site Contact

Name

Brad Meier

Refer Media or Citizen Inquiries To:

Name

Lisa Cochran

Event Features

City Streets or Right-of-Way

Yes

Date

07/06/2023

Alleys

No

Public Parking Lots or Spaces

Yes

Date

07/06/2023

Will any signs/banners be put up?

Yes

Number and Size

10-30, 2ft by 3 ft and some larger banners in the stages

Start/End Time

1:30pm-9:30pm

Name of Requested Street(s)

Cedar Ave, Broadway St, part of E. Park Square and part of W. Park Square

City Sidewalks or Trails

No

Start/End Time

1:30pm-9:30pm

Parks

No

Will there be any initiations?

Yes

Insurance certificate from rental vendor is required. *No staking without approval***Will there be entertainment?**

Yes

What Type

Band, games

Will sound amplification be used?

Yes

Type

Sound for the bands - amps and speakers

Hours

5:00pm-9:00pm

Will sound be amplified after 10:00pm?

No

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

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

Yes

Dimensions

Vendors will have 10x10 tents, Showmobile set up in 300 block of Cedar Ave. in 300 block of Cedar Ave

Fees may apply. No staking without approval.

Will there be temporary fencing?

No

Will merchandise/food items be sold?

Yes

How many vendors expected?

40

Will food be prepared on site?

Yes

Will alcohol be sold?

Yes

Who will be providing the liquor license?

Each vendor is responsible for their own liquor license

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

Power outlets in the park will all be used as well as some on Cedar Ave. I'm supposed to request a yellow box that Jesse will bring down so that we don't trip the breakers

Describe level of advertisement

Radio, local TV, newspaper, social media, posters, word of mouth

Have adjacent property owners been notified of this event?

Yes

Will the event need barricade(s)?

Yes

Signatures required.

Number Needed

16

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

Large

Will Central Park Stage be used?

Yes

Will there be any horses?

Yes

How will horses be used?

Ride for the Brand stable will have a horse as a "vendor" and possibly a cutting horse from SCFF

Please provide insurance information and complete Hold Harmless Agreement

It is the responsibility of the applicant to cleanup any animal feces. Agreed:

Monte Mowry
06/06/2023

Describe trash removal and cleanup plan during and after event

Extra trash cans are donated by Skjeveland Enterprises for the park and on the streets. Vendors are instructed to take care of their own trash. We will need additional trash cans from what we had in June

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

The crowd is pretty tame - people spread out and walk from activity to activity

Will "No Parking" signs be needed?

Yes

Number Needed

75

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 announce as soon as we make a decision to cancel via all media outlets. We will use the sound system to notify attendees if it happens during the event

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

Name

Lisa Cochran

Phone Number

507-475-3451

Email

lcochran@owatonna.org

List any other pertinent information

We also request the city deliver picnic tables to the 3 alleyways on the west side of Cedar Ave. Please deliver 6 in each block, this is an increase by 2 for each block from June. We are requesting an additional street be blocked this month - part of Broadway - see map. Also, if there is any way I can get to the No Parking signs ahead of time to add the date and time to them, we will have happier business owners downtown. I appreciate the team effort this takes for this ever-growing event! (The map included that is labeled June 1 is close to what the map for July 6 will look like - we don't have confirmation for some of the vendors yet.)

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

Central Park Stage Usage Information**Time**

7:00pm

Open

3:00pm

Close

9:30pm

Sound or Light Person Needed

No

Size of Group that will be on stage

6

Type of Group

Dee Miller Band - musical

Name of Person that will be Opening and Closing of Stage

Brad Meier - Chamber President

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

Applicant Signature

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

Signature of Applicant

Lisa M Cochran
06/06/2023

Internal Use

Special Provisions

--

Fire Department Approval / Comments / Notes

-- Approved, no comment.

Park & Rec. Department Approval / Comments / Notes

-- Approved. Changes noted and sent to park crew.

Police Department Approval / Comments / Notes

-- Approved. Budget impact \$500 (2 officers @ overtime rate of pay).

Public Works Department Approval / Comments / Notes

-- Approved, no comment.

Building & Inspection

-- Approved, no impact.

Date to Council

--

Council Notes

--

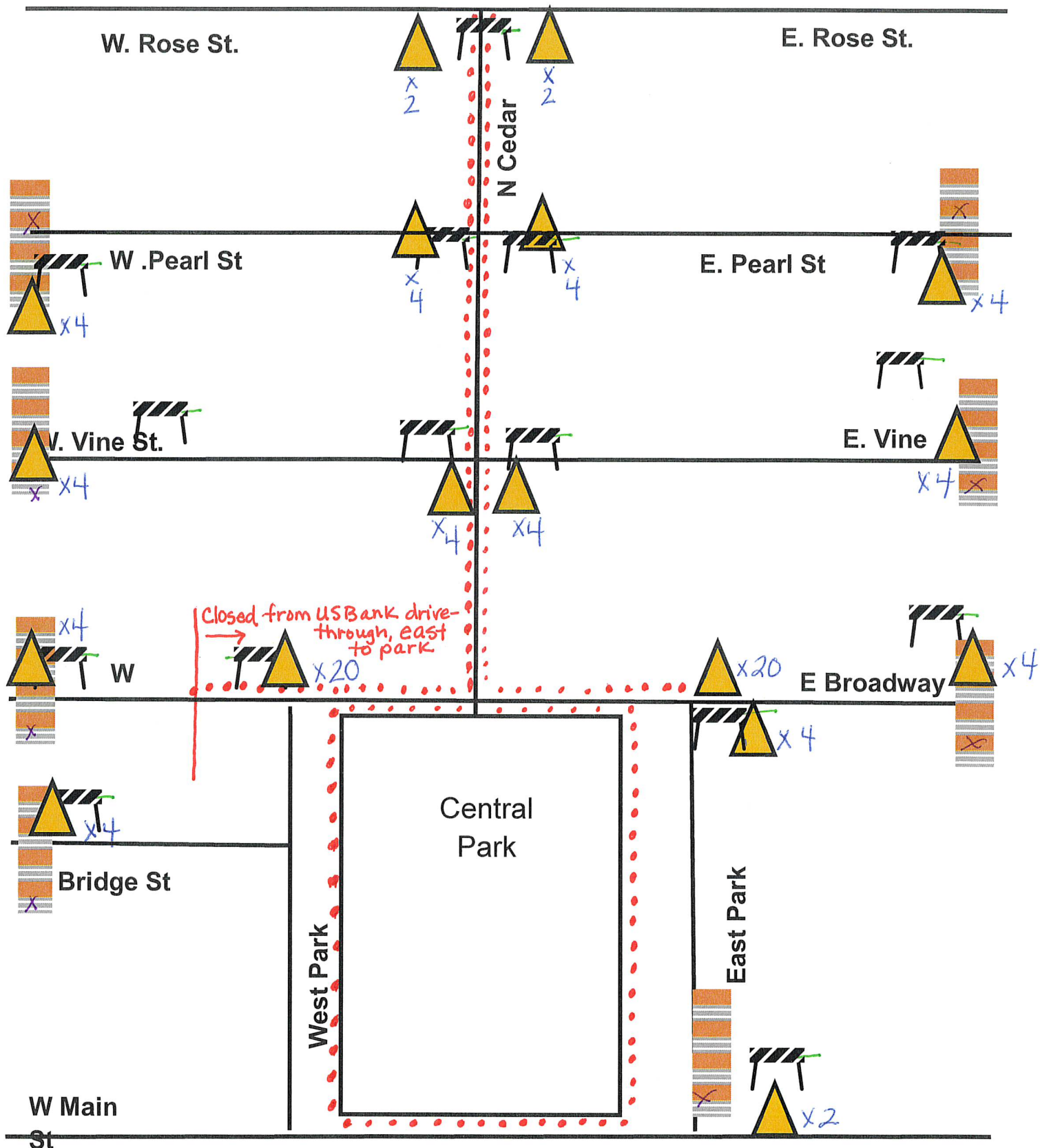
Items Needed

--

Attachments

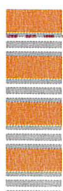
 Barricade Map July.pdf
Uploaded by Lisa Cochran on Jun 6, 2023 at 3:49 pm

July 6, 2023 Downtown Thursday



= barricades or road

16



= road closed ahead

8



= cones

94

No Parking Signs

EP-23-32**Events Permit Application****Status:** Active**Date Created:** May 19, 2023**Applicant**

Gem Days - Thursday, July 20 -Saturday, July 22

Lauren Kozelka
owatonnagem@gmail.com
PO Box 964
Owatonna, MN 55060
507-475-3248

Event Information**Event Contact**

Lauren Kozelka & Justin Ohnstad

Location of Event

Downtown Owatonna

Description of Event

Community based event that provides entertainment for all ages! Musical acts in the evenings. Addiontally there will be food trucks all weekend!

Event Set Up Date

07/19/2023

Event Set Up Time

4:30pm

Actual Event Date

07/20/2023

Actual Event Time

7:00am

Clean Up Date

07/23/2023

Clean Up Time

12:00pm

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

Canceled

Estimated Attendance

10,000

Is this event a dance?

No

Application Information**Sponsoring Organization Name**

Owatonna Business Partnership

Mailing Address

PO Box 964

City

Owatonna

State

MN

Zip

55060

Website Address<https://owatonnabusiness.org/>**Primary Contact****Name**

Justin Ohnstad

Phone Number

507-456-5153

Email Address

justinohnstad@yahoo.com

Cell Phone

507-475-3248

Cell Phone

507-456-5153

Phone

507-456-5153

Cell Phone

--

Primary On-site Contact**Name**

Lauren Kozelka

Alternate On-site Contact**Name**

Justin Ohnstad

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

Justin Ohnstad

Event Features**City Streets or Right-of-Way**

Yes

Date

07/20/2023

Alleys

No

Public Parking Lots or Spaces

Yes

Date

07/20/2023

Will any signs/banners be put up?

No

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

Will sound amplification be used?

Yes

Hours

8:00am-10:00pm

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

Start/End Time

5:00am

Name of Requested Street(s)

North Cedar 100 Block-300 Block, Park Square (Broadway from E. Park Square to W. Park Square)

City Sidewalks or Trails

No

Start/End Time

5:00am

Parks

No

Will there be any inflatables?

Yes

Will there be entertainment?

Yes

What Type

Variety of family friendly activities and entertainment.

Type

PA System

Will sound be amplified after 10:00pm?

No

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

Yes

Dimensions

Exception to the City's Noise Ordinance which must be paid with this Event Application

The Steele County Showmobile

Fees may apply. No staking without approval.

Will there be temporary fencing?

No

How many vendors expected?

40

Will alcohol be sold?

Yes

Who will be providing the liquor license?

Owatonna Business Partnership

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

Vendors will be using the pre-existing power sources in Central Park and the 100-300 North Cedar Blocks

Describe level of advertisement

Social Media, Radio & Print

Have adjacent property owners been notified of this event?

No

Signatures required.

Will the event need barricade(s)?

Yes

Number Needed

14

Size Needed

Large

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

Will the event need cones?

Yes

Number Needed

100

Size Needed

Large

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

Will Central Park Stage be used?

Yes

Number Needed

0

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

We have contracted with Skjeveland Enterprises that will be assisting with trash removal. The city should plan to empty their trash bins daily.

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

Our goal is to make this community event an enjoyable safe place as it has been for many years!

Will "No Parking" signs be needed?

Yes

Number Needed

50

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?

Weather will be monitored throughout the duration of event and will take appropriate action for vendor and businesses safety.

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

Name

Lauren Kozelka

Phone Number

507-475-3248

Email

lauren@kottkejewelers.com

List any other pertinent information

NONE!

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

Central Park Stage Usage Information**Time**

7:00am

Open

As Needed

Close

10:00pm

Sound or Light Person Needed

No

Size of Group that will be on stage

1-8

Type of Group

Performers

Name of Person that will be Opening and Closing of Stage

Brad Meier

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

Applicant Signature

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

Signature of Applicant

Lauren Marie Kozelka
05/19/2023

Internal Use

Special Provisions

--

Fire Department Approval / Comments / Notes

--Approved

Park & Rec. Department Approval / Comments / Notes

Approved. Fees for stage and park are waived. Recommend OBP to ask for partnership with the city for services and use.

Police Department Approval / Comments / Notes

--Approved

Public Works Department Approval / Comments / Notes

--Approved,

Building & Inspection

--Approved

Date to Council

-- June 20., 2023

Council Notes

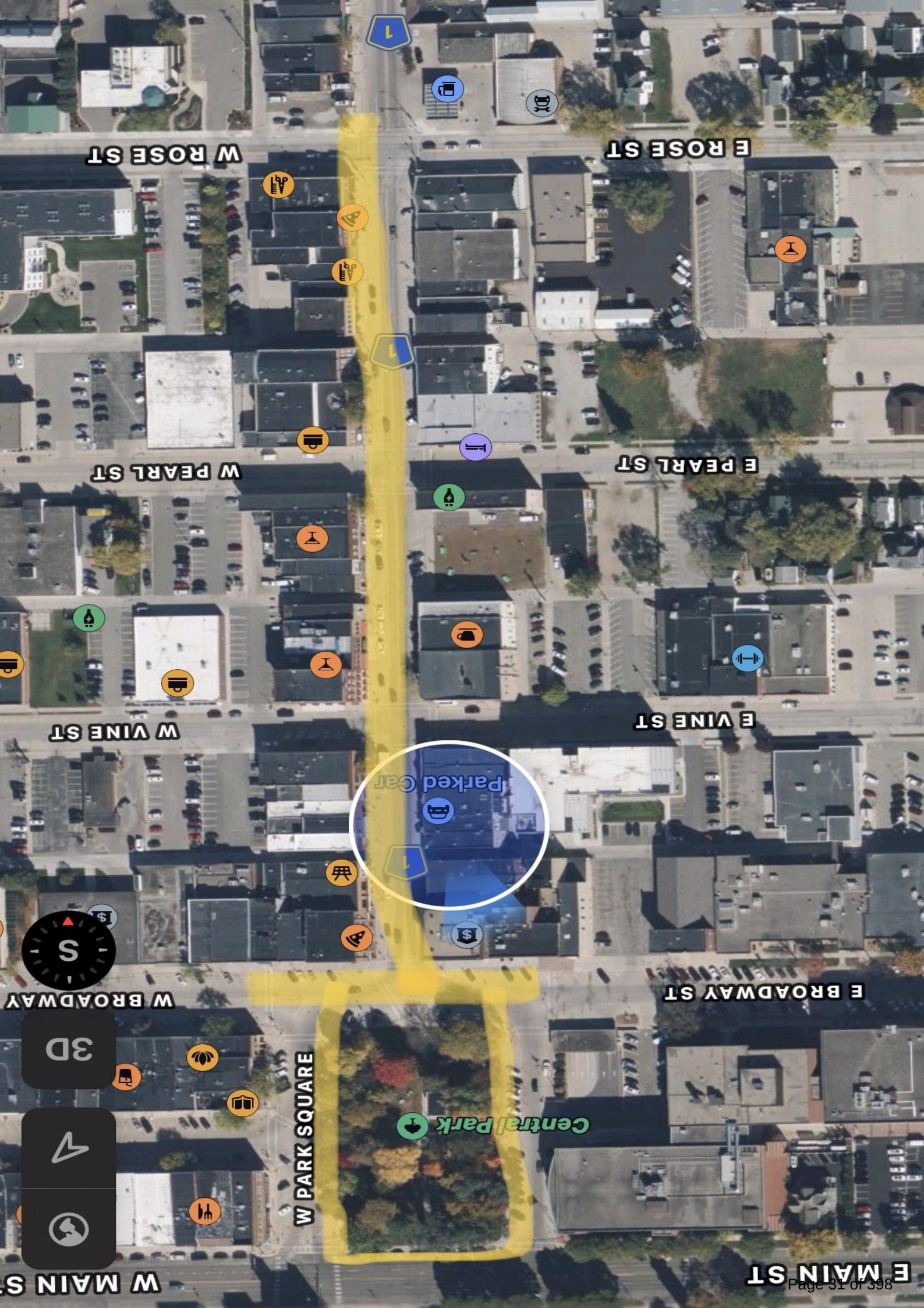
--

Items Needed

- 1) Parking spaces around Central Park - food vendors will set up 4:30 pm on Wednesday and be there until 3:00 pm on Saturday.
 - 2) Use of Street - 100-300 Block of N Cedar from 7:00 am Thursday to 3:00 pm Saturday.
-

Attachments

- 3) Block traffic from Cedar Avenue: 10 barricades, 100 Street Cones and 50 "No Parking" Signs
- 4) Temporary Liquor Permit -Owatonna Business Partnership request Temporary Liquor License for 3-days, July 20-22. They plan to sell wine/beer in Central Park provided by MSB and Foremost Breweries.





EP-23-22

Events Permit Application

Status: Active

Date Created: Apr 20, 2023

Applicant

Derek Skala
derek_skala@yahoo.com
8001 SE 14th Ave
Owatonna, MN 55060
507-213-9086

Reggie's Parking Lot Dance -Saturday, August 5th.

Request exception to City's Noise Ordinance - letters mailed to neighboring property owners on 5/16/2023 for response by 5/31/2023; use of alley, parking lot and ROW; 4 No Parking signs, barricades and cones to block the street, plan to set a tent in the parking lot as in previous years.

Event Information

Event Contact

Derek Skala

Location of Event

parking lot West of Reggies Brewhouse 220 N Cedar Ave

Description of Event

Parking lot/street dance

Event Set Up Date

08/04/2023

Event Set Up Time

12:00PM

Actual Event Date

08/05/2023

Actual Event Time

11:00

Clean Up Date

08/06/2023

Clean Up Time

8:00AM

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

Canceled

Estimated Attendance

600

Is this event a dance?

Yes

Application Information**Sponsoring Organization Name**

Reggies Brewhouse

Mailing Address

220 N Cedar Ave

City

Owatonna

State

MN

Zip

55060

Website Address

NA

Primary Contact**Name**

Derek

Phone Number

507-213-9086

Email Address

derek_skala@yahoo.com

Primary On-site Contact**Name**

Derek Skala

Cell Phone

5072139086

Alternate On-site Contact**Name**

Kayla

Cell Phone

651-238-6048

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

Derek Skala

Phone

507-213-9086

Event Features**City Streets or Right-of-Way****Alleys**

No

Start/End Time

11:00-12:00AM

Name of Requested Alley(s)

alley between Reggies and parking lot

Public Parking Lots or Spaces

Yes

Date

08/05/2023

Will any signs/banners be put up?

Yes

Number and Size

2 - Large

Will there be any inflatables?

No

Will there be entertainment?

Yes

Will sound amplification be used?

Yes

Hours

6-12AM

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?

Yes

Date

08/05/2023

City Sidewalks or Trails

No

Start/End Time

8:00AM-3:00AM

Parks

No

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

What Type

Band

Type

Speakers

Will sound be amplified after 10:00pm?

Yes

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

Yes

Dimensions

Stage 30x10

Fees may apply. No staking without approval.

Dimensions

Yes

around the parking lot

Will merchandise/food items be sold?

Yes

How many vendors expected?

1

Will food be prepared on site?

No

Will alcohol be sold?

Yes

Who will be providing the liquor license?

Ronnies Sports Bar LLC DBA Reggies Brewhouse

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?

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

Power for band, lights, and speakers

Describe level of advertisement

radio, press release, social media

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

Will use current trash company and schedule next day pick 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

Reggies Security and police security

Will "No Parking" signs be needed?

Yes

Number Needed

4

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

Will event need security?

Yes

Will event need Emergency Medical Services?

No

Contact Gold Cross Ambulance" 507-451-6403

Describe the emergency action plan if severe weather should arise?

Reggies basement

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

Email

derek_skala@yahoo.com

Name

Derek Skala

Phone Number

5072139086

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

Applicant Signature

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

Signature of Applicant

Derek Skala

04/20/2023

Park & Rec: Approve, no impact.

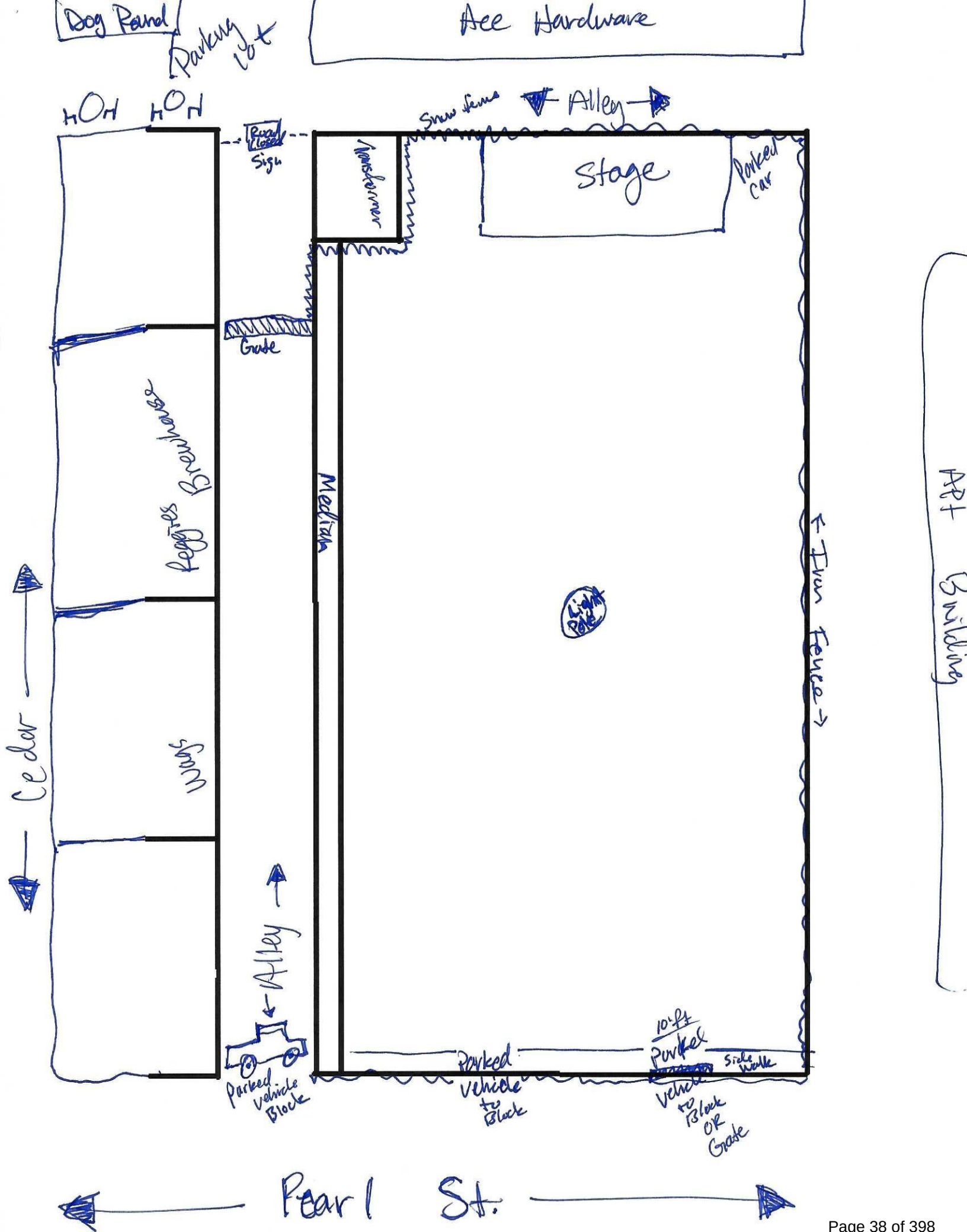
Pubic Works" Approve, no comment.

Fire: If a test is used, please follow the fire code requirements related to temporary use of tents. Online at <https://owatonna.gov/DocumentCenter/View/7695/Temporary-Use-of-Tents-PDF>.

Also, do not block any exits from businesses, and monitor and not exceed the maximum occupancy inside the bar. Follow-up with Building Official.

Police: OT staffing impact will occur. Costs for services will be reimbursed back to OPD. Captain Drenth will contact event Applicant.

To City Council: June 20, 2023



APT Building

EP-23-15**Events Permit Application****Status:** Active**Date Created:** Apr 4, 2023**Applicant**

Scott Kozelka
steelecountyfreefair@scff.org
1525 S Cedar
OWATONNA, Minnesota 55060
5074515305

2023 Steele County Fair -
Attachment Addendum 1 - items requested from Streets & LEC &
Addendum 2 is list of streets for "No Parking".

Event Information**Event Contact**

Scott Kozelka

Location of Event

1525 S. Cedar-Steele County Fairgrounds

Description of Event

Steele County Free Fair

Event Set Up Date

08/08/2023

Event Set Up Time

7:00 AM -11:00 PM

Actual Event Date

08/15/2023

Actual Event Time

8:00 AM-1:00 AM

Clean Up Date

08/21/2023

Clean Up Time

7:00 AM-10:00 PM

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

Canceled

Estimated Attendance

300,000

Is this event a dance?

No

Application Information**Sponsoring Organization Name**

Steele County Free Fair

Mailing Address

P.O. Box 650

City

Owatonna

State

MN

Zip

55060

Website Address

www.scff.org

Primary Contact**Name**

Scott Kozelka

Phone Number

507-451-5305

Email Address

steelecountyfreefair@scff.org

Cell Phone

507-363-6093

Cell Phone

507-456-2729

Phone

507-451-5305

Cell Phone

507-363-6093

Primary On-site Contact**Name**

Scott Kozelka

Alternate On-site Contact**Name**

Dan Deml

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

Scott Kozelka

Event Features**City Streets or Right-of-Way**

Yes

Date

08/13/2023

Alleys

No

Public Parking Lots or Spaces

Yes

Date

08/13/2023

Start/End Time

08/13/2023-08/21/2023

Name of Requested Park(s)

Fairgrounds Park

Number and Size

Several

Will there be any inflatables?

Yes

Will there be entertainment?

Yes

Will sound amplification be used?

Yes

Hours**Start/End Time**

See Attached Addendum

Name of Requested Street(s)

See Attached Addendum

City Sidewalks or Trails

No

Start/End Time

08/13/2023-08/21/2023

Parks

Yes

Date

08/13/2023

Will any signs/banners be put up?

Yes

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

What Type

Bands, Concerts, Bulls N Barrels, Demo Derby

Type

To Be Determined

Will sound be amplified after 10:00pm?

To Be Determined

Yes

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

Yes

Dimensions

3 stages and several tents

Will there be temporary fencing?

Yes

Will merchandise/food items be sold?

Yes

Will food be prepared on site?

Yes

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

Fees may apply. No staking without approval.

Dimensions

To Be Determined

How many vendors expected?

349

Will alcohol be sold?

Yes

Who will be providing the liquor license?

Steele County Free Fair

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

NA

Describe level of advertisement

TV, Radio, Flyers, Ad, Website, Facebook, Twitter, and various media outlets

Have adjacent property owners been notified of this event?

Yes

Signatures required.

Will the event need barricade(s)?

Yes

Size Needed

Large

Will the event need cones?

Yes

Number Needed

50

Number Needed

4

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

Large

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

Will Central Park Stage be used?

No

Will there be any horses?

Yes

Number Animals Anticipating

0

How will horses be used?

Judging and exhibits

Please provide insurance information and complete Hold Harmless Agreement

It is the responsibility of the applicant to cleanup any animal feces. Agreed:

Scott Kozelka
03/24/2023

Describe trash removal and cleanup plan during and after event

Hired trash removal and cleanup

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

This is controlled by the Steele County Sheriff's Department

Will "No Parking" signs be needed?

Yes

Number Needed

50

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

Will event need security?

Yes

Will event need Emergency Medical Services?

Yes

Contact Gold Cross Ambulance" 507-451-6403

Describe the emergency action plan if severe weather should arise?

Kristen Sailor, Steele County Emergency Management

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

Name

Scott Kozelka

Phone Number

507-451-5305

Email

s.kozelka@scff.org

List any other pertinent information

Other items Needed
Bleachers (40)
Player Benches (32)
Bike Racks (8)
Picnic Tables (175)

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

Applicant Signature

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

Signature of Applicant

Scott Kozelka
04/04/2023

Internal Use

Special Provisions

--

Fire Department Approval / Comments / Notes

-- Approved

Park & Rec. Department Approval / Comments / Notes

-- Approved. Please work with Jesse Wilker directly regarding specific delivery dates, locations and details.

Police Department Approval / Comments / Notes

-- Approved. Any security needed by OPD for the SCFF, we route through the sheriff's office for reimbursement.

Public Works Department Approval / Comments / Notes

-- We will put up no parking signs and put barricades on the north end and south end of fairgrounds like we have done in the past

Building & Inspection

-- Approved

Date to Council

-- June 20, 2023

Council Notes

--

Items Needed

-- Item detail on attachments.

Attachments

 Addendum to City of Owatonna Event Permit 2023.pdf
Uploaded by Scott Kozelka on Apr 4, 2023 at 2:07 pm



Steele County Free Fair

Minnesota's Biggest County Fair

1525 South Cedar Avenue • P.O. Box 650

Owatonna, Minnesota 55060

Telephone: 507-451-5305 • Fax: 507-451-4154

Website: www.scff.org

E-mail: steelecountyfreefair@scff.org

March 24, 2023

OFFICERS

Scott Kozelka
Manager

Dan Deml
President

Wayne Steele
Vice President

Tim Arlt
Treasurer

DIRECTORS

Jim Abbe
Bruce Busho
Jon DeMars
Mark Ditlevson
Rick Ellingson
Gene Fisher
Tracy Ignaszewski
Sandy Jirele
Mike Hamilton
Glen Meger
Doug Meier
Roger Noble
Josh Prokopec
Brent Svenby

ADDENDUM 1

Addendum to Steele County Free Fair Special Event Permit

OWATONNA STREET DEPARTMENT AND OWATONNA LAW ENFORCEMENT

Owatonna Street Department

Prior to the Fair: (Wastewater Treatment) – Contact Stoyk 214-2751

- Last year was Keith Mass and Duane Perkins
- Flush all drain mains or main drain lines.
- Suck out all catch basins (pits inside buildings)
- Jet lines where needed, to make sure things are flowing good.

Sunday, August 13, 2023:

- Sweep Streets (This has normally been done early morning example 5-7 AM)
- SCFF is requesting to restrict parking in the parking lane on 18th Street SE from 5:00 PM, Sunday, August 13, 2023 to Noon, Monday, August 21, 2023.

Monday, August 14, 2023:

- Put up no parking signs on list provided (Addendum 2)

Fair Starts-Tuesday, August 15, 2023:

- Sweep Streets- early morning (5-7AM)

Wednesday, August 16, 2023 - Saturday, August 19, 2023:

- Sweep Streets-early morning.

Fair Closes-Sunday, August 20, 2023:

- Sweep Streets -early morning.

Monday, August 21, 2023:

- Sweep streets in open areas if possible.

Submitted by

Scott Kozelka
Manager



Satisfaction Guaranteed in 2023

August 15-20



Steele County Free Fair

Minnesota's Biggest County Fair

1525 South Cedar Avenue • P.O. Box 650

Owatonna, Minnesota 55060

Telephone: 507-451-5305 • Fax: 507-451-4154

Website: www.scff.org

E-mail: steelecountyfreefair@scff.org

OFFICERS

Scott Kozelka
Manager

Dan Deml
President

Wayne Steele
Vice President

Tim Arlt
Treasurer

DIRECTORS

Jim Abbe
Bruce Busho
Jon DeMars
Mark Ditlevson
Rick Ellingson
Gene Fisher
Tracy Ignaszewski
Sandy Jirele
Mike Hamilton
Glen Meger
Doug Meier
Roger Noble
Josh Prokopec
Brent Svenby



iafe®
THE
NETWORK!



March 24, 2023

ADDENDUM 2

Owatonna City Council
540 West Hills Circle
Owatonna, MN 55060

Dear City Council Members,

The following is a list of the streets adjacent to the fairgrounds which the Fair Board would appreciate having posted for "No Parking" from August 15-20, 2023, for safety and traffic flow reasons.

1. Both sides of Coolidge Street from South Cedar Avenue to 2nd Avenue South
2. Both sides of 18th Street SE from South Cedar Avenue to Austin Road
3. Both sides of Austin Road from 18th Street SE to Park Street
4. North side of Park Street from Austin Road to South Elm Avenue
5. Both sides of Park Street from South Elm Avenue to South Cedar Avenue
6. South side of Hobart Street from South Elm Avenue to South Cedar Avenue
7. Both sides of South Elm Avenue from Hobart Street to fairgrounds
8. Both sides of South Cedar Avenue from Holly Street to Barney Street

Thank you for the consideration of this request. Your cooperation is most appreciated.

Sincerely,



Scott Kozelka
Manager

Satisfaction Guaranteed in 2023

August 15-20

EP-23-38**Events Permit Application****Status:** Active**Date Created:** Jun 7, 2023**Applicant**

Orphanage Museum Fall Celebration, Saturday, September 16, 2023.

Jennifer Thiele
jennifer.thiele@steelehistorymuseum.org
1700 Austin Rd
Owatonna, MN 55060
507-451-1420

Event Information**Event Contact**

Anne Peterson

Location of Event

West Hills Complex

Description of Event

Orphanage Museum Fall Celebration, annual event brings the State School era to life with character reenactors, lawn games, crafts, horse-drawn wagon rides, food and more. This event helps preserve the legacy of the Minnesota State Public School and serves to educate people on the lives of the 10,635 children who were placed here. This free, family-friendly event takes place on the West Hills campus, and includes tours of the main museum and cottage 11. Lawn games and crafts will be on the Art Center lawn. Horse-drawn wagon rides will follow a similar path as previous years with the carriage picking up passengers near the Art Center and traveling the grounds to see the root cellar, cemetery and along Florence Ave, State Ave, and returning up W. Hills Circle Dr. Museum staff will be working with City Grounds and Maintenance on finding the best means of navigating the construction.

Event Set Up Date

09/16/2023

Event Set Up Time

10:00 am

Actual Event Date

09/16/2023

Actual Event Time

12:00pm - 4:00 pm

Clean Up Date

09/16/2023

Clean Up Time

4:00 pm to Finish

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**

Steele County Historical Society

Mailing Address

1700 Austin Rd.

City**State**

Owatonna

MN

Zip

55060

Website Address

<https://www.schsmn.org/>

Primary Contact

Phone Number

507-451-1420

Email Address

jennifer.thiele@steelehistorymuseum.org

Cell Phone

507-475-2546

Cell Phone

507-363-6911

Phone

507-451-1420

Name

Jennifer C. Thiele

Cell Phone

541-206-1067

Primary On-site Contact

Name

Anne Peterson

Alternate On-site Contact

Name

MaryAnne Higgins

Refer Media or Citizen Inquiries To:

Name

Jennifer C. Thiele

Event Features

City Streets or Right-of-Way

Yes

Date

09/16/2023

Alleys

No

Public Parking Lots or Spaces

Yes

Date

09/16/2023

Will any signs/banners be put up?

Yes

Number and Size

1 banner, size 4 x6

Will there be any inflatables?

No

Will there be entertainment?

Start/End Time

12:00- 4:00pm

Name of Requested Street(s)

Ronglein Ln, Florence Ave, State Ave, W. Hills Circle, Grandview Ave, and Dunnell Rd

City Sidewalks or Trails

No

Start/End Time

11:00-5:00

Parks

No

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

Will sound amplification be used?

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

Fees may apply. No staking without approval.

Will merchandise/food items be sold?

Yes

Will food be prepared on site?

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

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

Describe power needs and location of power source

N/a

Describe level of advertisement

Social media, newspapers, radio, newsletters, flyers, and word of mouth

Have adjacent property owners been notified of this event?

No

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.*

Number Animals Anticipating

4

How will horses be used?

Horse-drawn wagon rides around West Hills Complex and two small ponies for petting.

No

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

Yes

Dimensions

N/A

Will there be temporary fencing?

No

How many vendors expected?

1

Will alcohol be sold?

No

Will there be a fireworks display?

No

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?

Yes

Please provide insurance information and complete Hold Harmless Agreement

It is the responsibility of the applicant to cleanup any animal feces. Agreed:

Jennifer Thiele
06/06/2023

Describe trash removal and cleanup plan during and after event

Will use trash cans on the grounds and Art Center interior garbage cans. SCHS staff will assist with trash can 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

SCHS will provide signage to guide visitors throughout the West Hills Complex to the various activities. Volunteers will be on site to direct guests.

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?

Depending on the severe weather, an announcement will be made by SCHS staff for guests to seek shelter in the Main Building and Cottage 11 basements.

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

Name

Jennifer C. Thiele

Phone Number

507-451-1420

Email

jennifer.thiele@steelehistorymuseum.org

List any other pertinent information

A copy of the site plan has been provided. The food service area listed serves food that is prepared off-site.

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

Applicant Signature

*The sponsor(s) of this event hereby agrees to save the City, its agents, officials and employees harmless from and against all damages to persons or property, all expenses and other liability that may result from this activity. **Depending on the size of and scope of the event a "Certificate of Insurance" may be required.** If insurance is required, the policy must be kept in force during the event of at least the statutory limits for municipalities covering claims that might*

Signature of Applicant

Jennifer C. Thiele
06/07/2023

be brought against the event that arise out of the events authorized and to name the City as an additional insured on their policy "as their interest may appear." As the sponsor or authorized representative, I certify that the information provided is true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Owatonna and is a release of Liability.

Internal Use

Special Provisions

--

Fire Department Approval / Comments / Notes

-- Approved.

Park & Rec. Department Approval / Comments / Notes

-- Call for locates before staking sign /banner. In the permit, it refers to tents or a stage being set up. I don't see that on the site plan. Note that locates should be made before staking any tents, and no staking on the pavement.

Police Department Approval / Comments / Notes

-- Approved - No Budget Impact.

Public Works Department Approval / Comments / Notes

-- Approved.

Building & Inspection

-- Approved.

Date to Council

-- June 20, 2023

Council Notes

--

Items Needed

-- Orphanage Museum Fall Celebration, Saturday, September 16, 2023. Event will have horse /wagon rides on the public streets around City Hall. Will not block streets but streets and parking lots will be used during this event, 12:00 pm-4:00 pm

Attachments



Fall Celebration - Location Planning.png

Uploaded by Jennifer Thiele on Jun 7, 2023 at 3:31 pm

 ACORD Form Orphanage Fall Celebration 2023.pdf

Uploaded by Jennifer Thiele on Jun 12, 2023 at 4:14 pm

**Cottage 11 Tours,
Children's Games,
Closing Ceremony**

Watonna Arts Center

**Round
Table,
Film
Screening**

**Exhibit
Hall**

**Wagon
Rides,
Opening
Ceremony**

**Lawn Games,
Crafting Area,
Genealogy,
Scavenger Hunt,
Food Service**

Dunnell Dr

Dunnell Dr



Licenses - Permits

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Steele County Agricultural Society

Previous Gambling Permit Number: X- 92702-13-003

Minnesota Tax ID Number, if any: 9584078

Federal Employer ID Number (FEIN), if any: 41-6038084

Mailing Address: 1525 South Cedar Ave, PO Box 650

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

Name of Chief Executive Officer (CEO): Daniel Deml - President

CEO Daytime Phone: 507-456-2729 CEO Email: dvdeml76@gmail.com

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

Email permit to (if other than the CEO): treasurer@scff.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:

www.sos.state.mn.us

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

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted

(for raffles, list the site where the drawing will take place): Great Outdoors Center, Steele County Free Fair

Physical Address (do not use P.O. box): 1601 South Cedar Ave

Check one:

☒ City: Owatonna Zip: 55060 County: Steele

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): August 16-20, 2023

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

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

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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
Knights of Columbus		January 1, 1904		9760494	
Organization Address (No PO Boxes)		City	State	Zip Code	
820 S Elm Ave		Owatonna	Minnesota	55060	
Name of person making application		Business phone		Home phone	
Mark Cunningham		507-451-6103		507-676-2638	
Date(s) of event		Type of organization ☐ Microdistillery ☐ Small Brewer			
Saturday, August 12, 2023		☒ Club ☐ Charitable ☐ Religious ☐ Other non-profit			
Organization officer's name		City	State	Zip Code	
Dustin Reese		Owatonna	Minnesota	55060	
Organization officer's name		City	State	Zip Code	
David Lax		Owatonna	Minnesota	55060	
Organization officer's name		City	State	Zip Code	
Joel Elbert		Owatonna	Minnesota	55060	

Location where permit will be used. If an outdoor area, describe.
TraLo Inc, 3525 N County Rd 45, Owatonna, MN - company hosting an appreciation event for their drivers. The event will be outdoors on their property where there office is located. This is a rural setting (no close neighbors) within Owatonna city limits.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
no

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Club cassies insurance sith Insurance Advisors, \$1,000000/incidentn

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Owatonna		Date Approved	
City or County approving the license		August 12, 2023	
\$50.00		Permit Date	
Fee Amount		jeanette.clawson@owatonna.gov	
Event in conjunction with a community festival ☐ Yes ☒ No		City or County E-mail Address	
27,544			
Current population of city			

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
Steele County Agricultural Society dba Steele County Free Fair		1871			
Organization Address (No PO Boxes)		City	State	Zip Code	
1525 S Cedar Ave		Owatonna	Minnesota	55060	
Name of person making application		Business phone		Home phone	
Scott Kozelka		507-451-5305		507-363-6093	
Date(s) of event		Type of organization ☐ Microdistillery ☐ Small Brewer			
August 13 - 20, 2023		☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit			
Organization officer's name		City	State	Zip Code	
Dan Deml, President		Owatonna	Minnesota	55060	
Organization officer's name		City	State	Zip Code	
Wayne Steele, VP		Owatonna	Minnesota	55060	
Organization officer's name		City	State	Zip Code	
Timothy Arlt, Treasurer		Owatonna	Minnesota	5560	

Location where permit will be used. If an outdoor area, describe.

Three locations within the Steele County Fairgrounds:

1605 S Elm / Beer Garden; 1575 S Elm - Grandstand/Tin Roof Tavern; and 301 Liesure Lane Beer Garden/Steele Saloon

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
no

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

West Bend Insurance

\$1,000,000.00

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Owatonna		Date Approved	
City or County approving the license		August 13 - 20, 2023	
\$50.00		Permit Date	
Fee Amount		jeanette.clawson@ci.owatonna.mn.us	
Event in conjunction with a community festival ☒ Yes ☐ No		City or County E-mail Address	
27,544			
Current population of city			

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



Administration Department

DATE: June 20, 2023
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Specialist
SUBJECT: Renew Annual Liquor Licenses

Purpose:

Council approval to renew annual Liquor Licenses.

Background:

Liquor Licenses expire June 30th each year. This is a request to authorize renewal of current licenses listed on the next page contingent on receipt of all required items. Each year, we receive applications, proof of insurance for worker's compensation and liquor liability, consent to background investigation and payment of fees.

Budget Impact:

Total amount is \$67,000, fees vary per type of license; our current annual fees include:

On-Sale Liquor License - \$3,000

Club On-Sale Liquor License – Fees vary based on number of club memberships,
current amounts vary between \$500 and \$850.

On-Sale Beer License - \$100

On-Sale Wine License - \$150

On-Sale Tap Room License - \$300

Sunday Sales for On-Sale Liquor Permit - \$200

Off-Sale Liquor License - \$200

Off-sale Brew Pub License - \$250

Staff Recommendation:

Staff recommends approval of these renewal applications.

Attachments:

1. 2023-2024 Liquor List

LIQUOR LICENSE RENEWALS: July 1, 2023 – June 30, 2024

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

1. Apple Minnesota LLC dba **APPLEBEE'S NEIGHBORHOOD GRILL & BAR** – 690 W. Bridge Street
2. Burrs Enterprises, Inc. dba **BRIDGE STREET TAVERN** – 137 W Bridge Street
3. BLAZIN Wings Inc. dba **BUFFALO WILD WINGS Grill & Bar #282** – 1100 West Frontage Rd #190-2
4. Wischermann Partners, Inc. dba **COURTYARD OWATONNA DOWNTOWN** - 225 N Cedar Avenue.
5. Dog Pound Bar LLC dba **DOG POUND BAR** – 212 N Cedar Avenue
6. Don Juan Cantina & Grill, LLC dba **DON JUAN CANTINA & GRILL** at 1045 W Frontage Road
7. El Loro of Owatonna Inc dba **EL LORA MEXICAN RESTAURANT** – 4255 W Frontage Rd
8. Los Tequilas Inc dba **EL TEQUILA RESTAURANT** – 1830 S Cedar Avenue
9. Rib Kings of Owatonna LLC dba **FAMOUS DAVE'S BARBECUE** – 4355 W Frontage Road
10. *(+F) Foremost Brewing Cooperative dba **FOREMOST BREWING** – 131 W Broadway.
11. MC-Rey Inc dba **JUST 1 MORE**, 149 W Bridge Street
12. Lava Burgers Inc dba **LAVA BURGERS AND WINGS** – 369 18th St SE
13. Campestre Grill Inc. dba **PLAZA MORENA CAMPESTRE GRILL INC.** – 160 26th St NE
14. Ronnie's Sports Bar LLC dba **REGGIE'S BREWHOUSE**, 220 N Cedar Ave
15. Spare Time Entertainment LLC dba **SOUTHSIDE** – 333 18th Street SE
16. Shultz's Restaurant Group, LLC dba **TAVERN NINE**, 1369 E Cherry Street.
17. Midwest Restaurant Properties LLC dba **TIMBER LODGE STEAKHOUSE** – 4455 W Frontage Road
18. Torey's Inc dba **TOREY'S RESTAURANT & BAR** – 208 N Cedar Avenue.
19. Sparetime Entertainment LLC dba **WING'S TAVERN & GRILLE** – 1805 S Elm Avenue.

B) HARD LIQUOR LICENSES - OFF-SALE:

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

C) HARD LIQUOR LICENSES - CLUB ON-SALE:

1. Am Leg 77 dba **AMERICAN LEGION POST #77** – 137 W Broadway Street
2. BPOE Lodge 1395 dba **ELKS CLUB** – 126 E Vine Street
3. FOE Aerie 1791 dba **FRATERNAL ORDER of EAGLES** – 141 E Rose Street
4. VFW 3723 dba **HUGO MATEJCEK POST** – 135 W Oakdale/Box 767
5. Columbian Center Inc dba **KNIGHTS OF COLUMBUS #945** – 820 S Elm Avenue
6. CC Founders Group LLC dba **OWATONNA COUNTRY CLUB** – 1991 Lemond Road/Box 446

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

1. InnKeeper Lodging, Inc dba **BAYMONT INN & SUITES OWATONNA**, 245 Florence Ave.
2. E & AZ Sushi, Inc. dba **MIZUKI FUSION** – 119 W Bridge St
3. Nick's Pizza Palace LLC dba **NICK'S PIZZA PALACE** – 326 North Cedar Avenue
4. Owatonna Arts Council dba **OWATONNA ARTS CENTER** – 435 Garden View Lane
5. **STEELE CO HISTORICAL SOCIETY** – 1700 Austin Road.

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

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

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

1. MSB, LLC dba **MINERAL SPRINGS BREWERY** – 111 N Walnut Avenue.

G) BREW PUB OFF-SALE w/SUNDAY SALES

1. *Foremost Brewing Cooperative dba **FOREMOST BREWING** – 131 W Broadway

*holds two license types: On-Sale Liquor and BrewPub Off/Sale as they operate as a Brew Pub.



Miscellaneous



Public Works Department

DATE: June 20, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Stormwater Facility Maintenance Easement Agreement - 1225 Kilworth Drive NW - Frank Thompson

Purpose:

Approve the Stormwater Facility Maintenance Agreement with Frank Thompson for their new facility located at 1225 Kilworth Drive NW.

Background:

The City requires that on-site stormwater management must be maintained by the property owner to meet the requirements of the MS4 permit held by the City. The property owner agrees to the terms and conditions as outlined in the attached agreement.

Budget Impact:

No budget impact.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Stormwater Facility Maintenance Agreement - Thompson

City of Owatonna Stormwater Facility Maintenance Easement

THIS AGREEMENT, made and entered into this 5th day of June, 2023, by Frank Thomson hereinafter called the "Property Owner" and the City of Owatonna, MN hereinafter called "City".

WHEREAS, the Property Owner is the owner of certain property described as Thompson Corner Addition. **Exhibit A: (ATTACH LEGAL DESCRIPTION)**

WHEREAS, the Property Owner is proceeding to build on and develop the property; and

WHEREAS, the site plan known as Site Plan, hereinafter called the "plan", which is expressly made a part hereof, as approved or to be approved by the City, provides for management of stormwater within the confines of the property; and

WHEREAS, the City and the Property Owner, its successors and assigns, agree that the health, safety, and welfare of the residents of the City of Owatonna, MN require that on-site stormwater management/BMP facilities be constructed and maintained on the Property; and

WHEREAS, the City requires that on-site stormwater management/ Structural Best Management Practices (BMP) facilities, as shown on the Plan and implemented to meet requirements of Minnesota Permit No. MNR040000 and Minnesota Permit No. MNR100001,

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Property Owner shall provide an attachment to this agreement the required Maintenance Plan, as-built drawings, and certification that the BMP has been constructed properly as required by the City of Owatonna Stormwater Management Ordinance No. 52.00 at end of project.
2. The facilities shall be constructed and maintained by the Property Owner, its successors, and assigns in accordance with the plans and specifications identified in the submitted plan.
3. The facilities shall be constructed and maintained by the Property Owner, its successors, and assigns, in compliance with the most recent requirements of the City's Stormwater Management Ordinance 52.00, Minnesota Permit No. MNR040000 and Minnesota Permit No. MNR100001 under the National Pollutant Discharge Elimination System/State Disposal System Permit Program.
4. The Property Owner, its successors, and assigns, shall at all time, adequately maintain the facilities. Such maintenance obligations shall include the obligation to properly maintain all pipes, channels, or other conveyances built to convey stormwater, as well as, all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater.
5. Adequate maintenance is herein defined as keeping the facilities and all components in good working condition so that these facilities continue to perform their design functions.
6. The Property Owner, its successors, and assigns, shall inspect the stormwater management facility on a routine basis, at a minimum annually, to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities including embankments, berms, inlet and outlet structures, pond areas, access roads, etc.

7. The Property Owner, its successors, and assigns shall be responsible for improving, modifying, installing new/existing structural stormwater best management practices in the event the practice is found to no longer be effective in meeting treatment requirements of MN Permit No. MNR040000 and MN Permit No. MNR100001.
8. The Property Owner, its successors, and assigns, hereby grants to the City, its authorized agents and employees, a non-exclusive perpetual easement of ingress and egress over, across, under, and through the property for the purpose of inspecting the facilities. The Property Owner also grants the City the access to inspection and maintenance records conducted by the Property Owner.
9. The City shall provide the Property Owner, its successors, and assigns, a notice including copies of any inspection findings, a directive to commence with needed repairs, improvements, or modifications and a deadline to complete the repairs.
10. The Property Owner, its successors and assigns, shall reply to the Engineering Department within 15 business days, indicating their response to the notice.
11. In any event the Property Owner, its successors, and assigns, fails to maintain the facilities in good working condition acceptable to the City, the City and its authorized representatives may enter upon the property and take such steps as are necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the Property Owner, its successors, and assigns, as outlined in the City's Stormwater Management Ordinance 52.00.
12. It is expressly understood and agreed that the City is under no obligation to routinely maintain or repair said facilities, and in no event shall this agreement be construed to impose any such obligations on the City.
13. This agreement imposes no liability of any kind whatsoever on the City. The Property Owner, its successors, and assigns, agrees to hold the City harmless from any liability in the event the stormwater management facilities fail to operate properly.
14. This agreement shall be recorded by the County Recorder of Steele County, Minnesota, and shall constitute a covenant running with the Property and/or equitable servitude, and shall be binding on the Property Owner, his or her heirs, successors, and assigns, and any other successors in interests, in perpetuity.

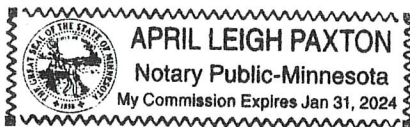
Property Owner: Grove Development LLC

By: [Signature]

Its: President

STATE OF MINNESOTA)
) ss.
COUNTY OF STEELE)

The foregoing instrument was acknowledged before me this 5th day of JUNE, 2023, by Frank Thompson the President of GROVE DEV., a limited liability company under the laws of the State of Minnesota on behalf of the company.



[Signature]
Notary Public

City: City of Owatonna

By: Thomas A. Kuntz, Mayor

By: Kris M. Busse, City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF STEELE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2022, by Thomas A. Kuntz, the Mayor of the City of Owatonna, and by Kris M. Busse, the Administrator of the City of Owatonna, a municipality under the laws of the State of Minnesota on behalf of the City.

Notary Public

Drafted By:
City of Owatonna
540 West Hills Circle
Owatonna, MN 55060

June 5th, 2023

EXHIBIT A

Thompson Sanitation Recycling Center

1255 Kilworth Drive - Owatonna, MN 55060

Parcel # 17-682-0101

Block 1, Lot 1 Thompson Corner Addition



Public Works Department

DATE: June 20, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Limited Use Agreement - 203 Cedar Avenue N - Owatonna Hospitality 1, LLC

Purpose:

Approve the Limited Use Agreement between the City of Owatonna and Owatonna Hospitality 1, LLC for the use of right-of-way located at 203 Cedar Avenue North.

Background:

Owatonna Hospitality 1, LLC wishes to use a portion of City right-of-way at 203 Cedar Avenue N for accessing the Property, which involves construction of frost-footed stoops for outswing doors. One stoop is to be located on Cedar Avenue N and one at the corner of Cedar Avenue N and Vine Street. The property owner agrees to the terms and conditions as outlined in the attached agreement.

Budget Impact:

No budget impact.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Limited Use Agreement - 203 Cedar Ave N

Emule

LIMITED USE AGREEMENT

THIS LIMITED USE AGREEMENT made and entered into as of this ____ day of May, 2023, by and between the City of Owatonna, a Minnesota municipal corporation (hereinafter referred to as "Grantor") and Owatonna Hospitality 1, LLC (hereinafter referred to as "Grantee")

WITNESSETH:

- A. The Grantee is the fee owner of the property described as LOT 5, BLOCK 2, PEARL COURTYARD ADDITION ACCORDING TO THE PLAT ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER, STEELE COUNTY, MINNESOTA
- B. The Grantee has requested that the Grantor allow Grantee to use right-of-way located at 203 Cedar Avenue N.
- C. The Grantee wishes to use a portion of City right-of-way at 203 Cedar Avenue N for accessing the Property, which involves construction of frost footed stoops for outswing doors. One stoop is to be located on Cedar Avenue N and one at the corner of Cedar Avenue N and Vine Street.
- D. Grantor requires continuous access to City right of way for public utility, access, and maintenance purposes.
- E. The portion of the right of way that the Grantee wishes to use for the access area is described in attached Exhibit A (the "Subject Property").
- F. Any improvements to the Subject Property shall be at the sole cost of the Grantee.

THEREFORE, on the basis of the foregoing and upon the mutual undertakings and promises herein contained, the parties hereto stipulate and agree as follows:

- 1. Use of the Subject Property. In consideration of the covenants and agreements herein to be performed by Grantee and other good and valuable consideration, and subject to the

limitations contained herein, the Grantor does hereby allow Grantee the non-exclusive use of the Subject Property for access, and the construction of frost footed stoops for access upon the Subject Property. Final plans shall be approved by City Engineer and building official prior to construction. Grantee shall not cause or allow the Subject Property to be utilized as a private or public access to any other properties beyond the Property.

The City reserves the right to use the Subject Property during the term of this Agreement for its own purposes, in the City's sole discretion.

2. Term and Extensions. The term of this Agreement commences on the date that this Agreement is executed by the parties and will terminate on June 1, 2055, or such earlier date as provided for in this Agreement. The term of this Agreement may be extended with the mutual written consent of the Grantor and Grantee.
3. Termination During Term. This Agreement may be terminated prior to the expiration of the term set forth herein, as follows:
 - a. The Grantee may terminate this Agreement during its term by giving at least thirty (30) days advance written notice to the other party. Termination will be effective on the date specified in the notice, and if no date is specified, thirty (30) days following the mailing of notice.
 - b. The Grantor may terminate this Agreement during its term immediately upon notice to the Grantee.
4. Subject Property Construction, Maintenance and Repair. The Grantee shall be solely responsible for the cost and the construction, maintenance and repair of the sidewalk at the Subject Property, both during the installation and after the completion of construction. Maintenance shall include all snow removal, drainage issues, repair, replacement, and any other issues that may arise due to the construction of the frost footed stoop. Grantee shall return the areas surrounding the Subject Property to its present condition after installation of the frost footed stoop.

Grantee shall repair and maintain, in a proper, substantial, and workmanlike manner, the Subject Property during the term of this Agreement. Grantee shall be responsible for the costs of removal of any refuse or waste materials from the Subject Property. Grantee shall not use the Subject Property for the storage, handling, transportation or disposal of any hazardous substance, hazardous waste, pollutant or contaminant as those terms are defined in 42 U.S.C. Section 9601, et. seq. ("CERCLA") or Minnesota Statutes Chapter 115B ("MERLA"). In the event that Grantee fails to repair or maintain the Subject Property during the term of this Agreement, such limited use grant may be revoked by the Grantor.
5. Liens and Encumbrances. The Grantee agrees that during the term of this Agreement it shall not permit or suffer any liens or encumbrances to be placed against the Subject Property, nor shall it during such term engage in any activity that would cause or result in the placement of

any liens or encumbrances against the Subject Property, a mortgage excepted.

6. Costs/Letter of Credit. The Grantee agrees that all costs for installing a sidewalk at the Subject Property must be paid by Grantee. Grantor shall assume no cost, either directly or indirectly, for the installation or maintenance of the frost footed stoop. The Grantee agrees that all costs for removal of the improvements, including but not limited to the frost footed stoop at the Subject Property, shall be paid by the Grantee.

In the event an expense is incurred by the City, the City shall invoice Grantee. Invoice shall be payable upon receipt. In the event the Grantee does not reimburse the City costs under the provisions of this paragraph 6, as an additional remedy, the City may, at its option, assess the Property in the manner provided by Minnesota Statutes, Chapter 429, and Grantee hereby consents to the levy of such special assessments without notice or hearing and waives its rights to appeal such assessments pursuant to Minnesota Statutes, Section 429.081, provided the amount levied, does not exceed the expenses actually incurred by the City. Further, the City may, at its option, as an additional remedy, recover expenses actually incurred by the City as service charges, in the manner provided by Minnesota Statutes, Sections 415.01, 366.011, and 366.012, and the Grantee hereby consents to the levy of such assessments without notice or hearing and waives its rights to appeal such assessments pursuant to Minnesota Statutes, provided the amount levied does not exceed the expenses actually incurred by the City pursuant to this Agreement.

This Paragraph 6 shall survive termination of this Agreement and shall be binding on the Grantee regardless of the enforceability of any other provision of this Agreement.

7. Right of Entry. Grantor shall retain all right of entry upon the Subject Property. Grantor may, at its sole discretion, remove or alter any part of the frost footed stoop within the Subject Area to exercise its rights in the right-of-way. If Grantor plans to exercise this right, Grantor shall make reasonable efforts to notify Grantee before any removal or alteration work will commence. Nothing in this agreement shall create liability on behalf of the Grantor for removing or altering the frost footed stoop at the Subject Property, and Grantee shall have no right to recover any damages, in money or equity, for the removal or alteration of same.
8. Liability; Indemnification. Notwithstanding anything to the contrary in this Agreement, the Grantor, its officers, agents, and employees shall not be liable or responsible in any manner to the Grantee, Grantee's successors or assigns, Grantee's contractor or subcontractors, material suppliers, laborers, or to any other person or persons for any claim, demand, damage, or cause of action of any kind or character arising out of or by reason of the execution of this Agreement or the performance of this Agreement, nor will Grantee make any claim against the Grantor for or on account of any injury, loss or damage resulting from Grantee's Property or use thereof.

Grantee shall indemnify, hold harmless and defend the Grantor, its officials, employees, contractors and agents from and against any and all liability, loss, costs, damages, expenses, claims, actions or judgments, including reasonable attorneys' fees which Grantor, its officers,

employees, agents or contractors may hereinafter sustain, incur, or be required to pay, arising out of by reason of any act or failure to act by Grantee, its officers, employees, agents or contractors or arising out of or by reason of this Agreement.

Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466, or otherwise.

9. Insurance. Grantee shall acquire and maintain property and liability insurance in at least the sum of \$1,500,000. Grantee shall provide to City a current certificate of liability insurance or policies of insurance for all insurance coverage required herein. Such certificate of liability insurance or policies of insurance shall contain a statement that such policies of insurance shall not be cancelled or amended unless sixty (60) days written notice is provided to the City. The City shall be named as an additional insured on such policies of insurance as to the Subject Property.
10. Taxes. Grantee shall be responsible for all real estate taxes and installments on special assessments, which are due and payable on the Property and the Subject Property, if any.
11. Assignment. The rights granted to Grantee hereunder may not be transferred or assigned without the prior written consent of the Grantor.
12. No Damages; No Relocation Benefits. Grantee understands and acknowledges that Grantor is willing to enter into this Agreement and carry out its obligations hereunder only because Grantee has agreed that it will make no claim for damages or relocation benefits upon termination of this Agreement or pursuant to any other agreement with the Grantor. Specifically, and without limitation of the foregoing, Grantee understands that upon the expiration or other termination of this Agreement, the Grantor has no obligation to provide Grantee with other routes for access to the Property.
13. No Property Interest. This instrument is not an easement or a lease, creates no landlord-tenant relationship, and nothing in this Agreement will be deemed to create any property interest other than as expressed in this Agreement.
14. Permits. Grantee agrees to properly apply for and retain any and all permits necessary to carry out any improvements outlined in this Agreement. Grantee shall be solely responsible for determining the proper boundaries of the Subject Property and shall be liable to any other property owners for trespass onto their property.
15. Notice. Any notice, which is required under this Agreement, will be deemed "given" upon hand delivery or three (3) days after prepaid posting in the U. S. Mail whichever will first occur. Notices shall be delivered or mailed to, or to such other address as a party may designate by notice to the other party:

- a. If to the Grantee:

Owatonna Hospitality 1 LLC
4057 28th St. NW Suite 200
Rochester, MN 55901

- b. If to the Grantor:

City of Owatonna
540 West Hills Circle
Owatonna, MN 55060
ATTN: City Administrator

with a copy to:

Mark Walbran
Walbran & Furness
140 East Main Street
Owatonna, MN 55060

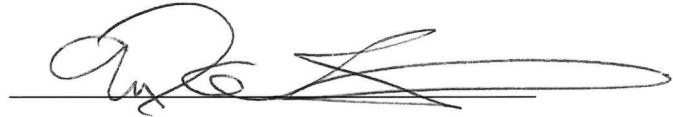
16. Discrimination Provision. Grantee, in the use of the Property, shall not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, or national origin.
17. Waiver. The waiver by Grantor or Grantee of any breach of any term of this Agreement shall not be deemed a waiver of any prior or subsequent breach of the same term or any other term of this Agreement.
18. Entire Agreement; Modification. This Agreement, together with any exhibits hereto, which are incorporated by reference, constitutes the complete and exclusive statement of all mutual understandings between the parties with respect to this Agreement, superseding all prior or contemporaneous proposals, communications, and understandings, whether oral or written, concerning this Agreement. This Agreement may be modified or amended only by court order or by a writing executed by all the parties hereto under the provisions of this Agreement.
19. Headings. Any headings appearing at the beginning of the several sections contained in this Agreement have been inserted for identification and reference purposes only and shall not be used in the construction and interpretation of this Agreement.
20. Severability. If any part of this Agreement shall be held invalid, it shall not affect the validity of the remaining parts of this Agreement, provided that such invalidity does not materially prejudice either party under the remaining parts of this Agreement and this Agreement shall be construed as if the unlawful or unenforceable provision or application had never been contained herein or prescribed hereby.

21. Choice of Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.
22. Public Data. This Agreement and the information related to it are subject to the Minnesota Government Data Practices Act, Minnesota Statutes, and Chapter 13, which presumes that data collected by City is public data unless classified otherwise by law.
23. Relationship of Parties. Nothing contained in this Agreement shall be deemed to create a partnership, association or joint venture between the Grantor and Grantee, or to create any other relationship between the parties other than that of Grantor and Grantee.
24. Compliance with Laws. Grantee agrees to abide by and conform to all laws, rules, and regulations, including future amendments, controlling or affecting the use or occupancy of the Property and the Subject Property.
25. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.
26. Recitals. The recitals set forth above are incorporated into the Agreement.

[The remainder of this page was intentionally left blank])

IN TESTIMONY WHEREOF, the parties hereto have set their hands as of the day and year first above written.

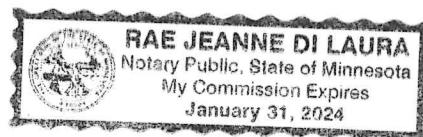
GRANTEE
OWATONNA HOSPITALITY 1, LLC



STATE OF MINNESOTA)
) SS.
COUNTY OF STEELE)

The foregoing instrument was acknowledged before me this 13 day of ~~May~~ ^{JUNE}, 2023, by ARI KOLAS and _____, the SECRETARY and on behalf of Owatonna Hospitality 1, LLC, Grantee.

Rae Jeanne Di Laura
Notary Public



GRANTOR
CITY OF OWATONNA

By: _____
Its: Mayor

By: _____
Its: City Administrator

STATE OF MINNESOTA)
) SS.
COUNTY OF STEELE)

The foregoing instrument was acknowledged before me this ____ day of April, 2023, by Thomas A. Kuntz and Kris Busse, the Mayor and City Administrator, respectively, on behalf of the City of Owatonna, a Minnesota municipal corporation.

Notary Public

THIS DOCUMENT DRAFTED BY:

City of Owatonna, MN

EXHIBIT A

LEGAL DESCRIPTION & DEPICTION OF SUBJECT PROPERTY

LOT 5, BLOCK 2 PEARL COURTYARD ADDITION ACCORDING TO THE PLAT
ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER,
STEELE COUNTY, MINNESOTA



Public Works Department

DATE: June 20, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Substantially Completed Project - WWTF Framed Fabric Structure - Rice Lake Construction Group

Purpose:

Requesting City Council Approval of the Certificate of Substantial Completion for the Framed Fabric Structure portion of the Wastewater Treatment Facility Expansion Project.

Background:

The Framed Fabric Structure, Specification Section 13 31 33, was part of the Wastewater Treatment Facility Expansion Project. This portion of the project has been completed and has been done in accordance with the design specifications.

Budget Impact:

There is no additional budget impact in approving substantial completion.

Staff Recommendation:

Staff recommends acceptance of the completed project with the contractual correction and warranty period effective May 10, 2023.

Attachments:

1. Certificate of Substantial Completion - Framed Fabric Structure

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner:	City of Owatonna	Owner's Project No.:	17017
Engineer:	Nero Engineering	Engineer's Project No.:	10044
Contractor:	Rice Lake Construction Group	Contractor's Project No.:	2214
Project:	Owatonna WWTF Upgrade and Expansion		
Contract Name:	Owatonna WWTF Upgrade and Expansion		

This ☐ Preliminary ☒ Final Certificate of Substantial Completion applies to:

☐ All Work ☒ The following specified portions of the Work:

Specification Section 13 31 33 FRAMED FABRIC STRUCTURE

Date of Substantial Completion: **May 10, 2023**

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work must be as provided in the Contract, except as amended as follows:

Amendments to Owner's Responsibilities: ☒ None ☐ As follows:

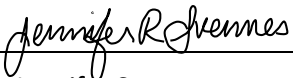
Amendments to Contractor's Responsibilities: ☒ None ☐ As follows:

The following documents are attached to and made a part of this Certificate:

Submit operation and maintenance checklist and warranty inspection from the manufacturer.

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Engineer

By (signature): 

Name (printed): Jennifer Svennes

Title: Lead Process Engineer

RECAP:

\$	29,552.29	Central Farm Service - Fuel
	213,671.22	Ebert Inc - Council Chambers Renovation Est 4
	37,400.00	Kromer Pro - Field Maintenance Tractor
	174,281.00	League of MN Cities Ins Trust - July-Sept Workers Comp premium
	116,855.03	Nero Engineering - May WWTF Expansion services
	48,082.42	Owatonna Area Chamber - Mar/Apr Lodging Tax
	1,107,381.57	Rice Lake Const - WWTF Expansion Est 12
	127,736.40	Southeast Service Coop - May health insurance premiums
	<u>322,343.93</u>	OTHER EXPENDITURES
\$	<u>2,177,303.86</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					
373556	06/08/23	AVFUEL CORPORATION	17,569.19	0	Regular
373557	06/08/23	CITY OF OWATONNA	1,100.00	0	Regular
373558	06/08/23	CUSTOM COMMUNICATIONS INC	789.90	0	Regular
373559	06/08/23	JIM SCHIFFMAN	375.00	0	Regular
373560	06/08/23	JIM SCHIFFMAN	452.00	0	Regular
373561	06/08/23	MN POST BOARD	1,350.00	0	Regular
373562	06/08/23	OWATONNA PUBLIC UTILITIES	2,468.22	R	ACH
373563	06/08/23	SHI CORP	613.78	0	Regular
373564	06/08/23	VAN METER INC	45.83	0	Regular
373565	06/08/23	VERIZON WIRELESS	333.11	0	Regular
373566	05/20/23	FULLSTEAM	4,281.11	R	Wire Transfer
373567	05/20/23	GLOBAL PAYMENTS INTEGRATED	1,944.40	R	Wire Transfer
373568	05/20/23	MN DEPT OF LABOR AND INDUSTRY	2,306.90	R	Wire Transfer
373569	05/20/23	MN DEPT OF REVENUE	14,430.37	R	Wire Transfer
373570	05/20/23	PAYMENTECH	71.82	R	Wire Transfer
373571	05/20/23	SOUTHEAST SERVICE COOPERATIVE	127,736.40	R	Wire Transfer
373572	05/20/23	US BANK	15,856.30	R	Wire Transfer
373573	05/20/23	WEX BANK	1,577.31	R	Wire Transfer
373574	05/20/23	WEX HEALTH INC	354.75	R	Wire Transfer
373575	06/20/23	A H HERMEL CANDY & TOBACCO CO	11,072.77	0	Regular
373576	06/20/23	ALEXANDER LUMBER COMPANY	619.20	0	Regular
373577	06/20/23	ALL FLAGS LLC	885.61	0	Regular
373578	06/20/23	ALLDATA	1,500.00	0	Regular
373579	06/20/23	AMERICAN LEAK DETECTION	600.00	0	Regular
373580	06/20/23	AMERICAN RED CROSS	325.00	0	Regular
373581	06/20/23	APG MEDIA OF SO MINNESOTA LLC	1,077.30	0	Regular
373582	06/20/23	ARAMARK UNIFORM SERVICES INC	632.59	0	Regular
373583	06/20/23	ARROW ACE HARDWARE	410.89	0	Regular
373584	06/20/23	ASPEN MILLS INCORPORATED	547.37	0	Regular
373585	06/20/23	AUTO TRIM DESIGN OF OWATONNA	950.00	0	Regular
373586	06/20/23	BACHMAN'S CREDIT DEPT	2,028.15	0	Regular
373587	06/20/23	BAKER & TAYLOR BOOKS	1,148.47	0	Regular
373588	06/20/23	BCT MINNEAPOLIS	76.64	0	Regular
373589	06/20/23	BLACKSTONE PUBLISHING	148.84	0	Regular
373590	06/20/23	BOCK'S SERVICE, INC	95.00	0	Regular
373591	06/20/23	BRENT L SOLAND	700.00	0	Regular
373592	06/20/23	CARQUEST	2,867.99	0	Regular
373593	06/20/23	CEDAR VALLEY SERVICES INC	81.24	0	Regular
373594	06/20/23	CEMSTONE PRODUCTS CO	492.23	0	Regular
373595	06/20/23	CENGAGE LEARNING INC/GALE	187.17	0	Regular
373596	06/20/23	CENTER POINT PUBLISHING	129.85	0	Regular
373597	06/20/23	CENTRAL FARM SERVICE	29,552.29	0	Regular
373598	06/20/23	CHOSEN VALLEY TESTING	954.00	0	Regular
373599	06/20/23	CINTAS	64.81	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
373600	06/20/23	CITY OF OWATONNA	200.00	0	Regular
373601	06/20/23	CITY-COUNTY COMMUNIC & MKTG	95.00	0	Regular
373602	06/20/23	CLAREYS SAFETY EQUIPMENT	250.00	0	Regular
373603	06/20/23	CLIFTONLARSONALLEN LLP	13,650.00	0	Regular
373604	06/20/23	CLUB PROPHET SYSTEMS	555.00	0	Regular
373605	06/20/23	CONTINENTAL RESEARCH CORP	1,460.97	0	Regular
373606	06/20/23	CORPORATE RECOGNITION	597.66	0	Regular
373607	06/20/23	COURT SPORTS & MORE	117.50	0	Regular
373608	06/20/23	COVERALL OF THE TWIN CITIES	2,455.00	0	Regular
373609	06/20/23	CULLIGAN OF OWATONNA	44.58	0	Regular
373610	06/20/23	D & M CONSTRUCTION LLC	13,293.77	0	Regular
373611	06/20/23	DEANS WESTSIDE TOWING	150.00	0	Regular
373612	06/20/23	DEMCO	77.31	0	Regular
373613	06/20/23	DLL FINANCE LLC	4,438.80	0	Regular
373614	06/20/23	EBERT INC	213,671.22	0	Regular
373615	06/20/23	EDWARD SPRINGER	45.00	0	Regular
373616	06/20/23	EMPIRE PIPE SERVICES	6,892.50	0	Regular
373617	06/20/23	FARMERS FEED AND PET SUPPLY	182.92	0	Regular
373618	06/20/23	FASTENAL COMPANY	221.77	0	Regular
373619	06/20/23	FIRST SUPPLY OWATONNA	2,304.06	0	Regular
373620	06/20/23	FLAHERTY & HOOD PA	1,816.25	0	Regular
373621	06/20/23	FLEMMING SIDING & WINDOW INC	1,987.00	0	Regular
373622	06/20/23	FOUR SEASONS ELECTRIC	3,607.75	R	ACH
373623	06/20/23	GARLAND COMPANY INC	200.00	0	Regular
373624	06/20/23	GENESIS LAMP CORPORATION	265.98	0	Regular
373625	06/20/23	HALLA AARON	4,684.85	0	Regular
373626	06/20/23	HAWKINS INC	14,222.98	0	Regular
373627	06/20/23	HD SUPPLY INC	67.08	0	Regular
373628	06/20/23	HEIMAN INC	2,171.52	0	Regular
373629	06/20/23	HILLYARD INC	238.86	0	Regular
373630	06/20/23	HORIZON COMMERCIAL POOL SUPPLY	132.48	0	Regular
373631	06/20/23	HOUSE OWATONNA	155.81	0	Regular
373632	06/20/23	HUBER SUPPLY CO INC	1,059.39	0	Regular
373633	06/20/23	IFACS	639.06	0	Regular
373634	06/20/23	INGERSOLL RAND INDUSTRIAL TECH	518.40	0	Regular
373635	06/20/23	INNOVATIVE OFFICE SOLUTIONS	521.01	0	Regular
373636	06/20/23	JOHN DEERE CREDIT	358.20	0	Regular
373637	06/20/23	JONES HAUGH & SMITH INC	2,090.11	0	Regular
373638	06/20/23	KALLEIGH MALECHA	174.54	0	Regular
373639	06/20/23	KEEKER INC	24.87	0	Regular
373640	06/20/23	KENNEDY & GRAVEN CHARTERED	6,200.00	0	Regular
373641	06/20/23	KIRI ANN FAUL	1,300.00	0	Regular
373642	06/20/23	KOWZ-FM	417.00	0	Regular
373643	06/20/23	KRISTI SIMON	50.00	0	Regular
373644	06/20/23	KROMER PRO LLC	37,400.00	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
373645	06/20/23	LAMINATING AND BINDING SOLUTIO	3,974.99	0	Regular
373646	06/20/23	LANDEN STURGES	125.60	0	Regular
373647	06/20/23	LAWSON AUTOMOTIVE LLC	1,225.35	0	Regular
373648	06/20/23	LAWSON PRODUCTS	205.67	0	Regular
373649	06/20/23	LEAGUE OF MN CITIES	1,900.00	0	Regular
373650	06/20/23	LEAGUE OF MN CITIES INS TRUST	174,281.00	0	Regular
373651	06/20/23	LEGACY SIGNS INC	330.00	0	Regular
373652	06/20/23	LIGHTNING PRINTING INC	278.22	0	Regular
373653	06/20/23	LINDER DIGITAL	1,000.00	0	Regular
373654	06/20/23	LOGAN BUSHO	57.69	0	Regular
373655	06/20/23	MACQUEEN EQUIPMENT CO	2,761.33	0	Regular
373656	06/20/23	MANKE'S OUTDOOR EQUIP & APPL	210.56	0	Regular
373657	06/20/23	MANTRONICS MAILING SYSTEMS INC	42.95	0	Regular
373658	06/20/23	MARCO TECHNOLOGIES LLC	241.53	0	Regular
373659	06/20/23	MATTHEW R HOKANSON	6,254.64	R	ACH
373660	06/20/23	MAXFIELD RESEARCH & CONSULT LL	7,437.50	0	Regular
373661	06/20/23	MCMASTER-CARR SUPPLY CO	19.72	0	Regular
373662	06/20/23	MEI TOTAL ELEVATOR	881.07	0	Regular
373663	06/20/23	MEI TOTAL ELEVATOR SOLUTIONS	150.52	0	Regular
373664	06/20/23	METRO SALES INC	4,254.39	0	Regular
373665	06/20/23	METRONET	555.56	0	Regular
373666	06/20/23	MIDWEST TAPE LLC	1,562.45	0	Regular
373667	06/20/23	MIKE CURLEE	450.00	0	Regular
373668	06/20/23	MIKE'S MARINE & SMALL ENG REP	21.18	0	Regular
373669	06/20/23	MINER'S OUTDOOR & RECREATION	1,492.28	0	Regular
373670	06/20/23	MINNETONKA POLICE DEPARTMENT	600.00	0	Regular
373671	06/20/23	MN FIRE SERVICE CERT BOARD	126.00	0	Regular
373672	06/20/23	MN GOLF ASSOCIATION	2,525.00	0	Regular
373673	06/20/23	MN VALLEY TESTING LABS INC	972.40	0	Regular
373674	06/20/23	MRI SOFTWARE LLC	75.00	R	ACH
373675	06/20/23	MTI DISTRIBUTING INC	2,473.25	0	Regular
373676	06/20/23	NAPA AUTO PARTS	7,846.26	0	Regular
373677	06/20/23	NERO ENGINEERING	116,855.03	0	Regular
373678	06/20/23	NORTHLAND FARM SYSTEMS	151.43	0	Regular
373679	06/20/23	O'REILLY AUTOMOTIVE INC	148.17	0	Regular
373680	06/20/23	OPENGOV INC	5,400.00	R	ACH
373681	06/20/23	OWATONNA AREA CHAMBER OF COMM	48,082.42	0	Regular
373682	06/20/23	OWATONNA HEATING & COOLING INC	482.00	0	Regular
373683	06/20/23	OWATONNA METAL RECYCLING	7.50	0	Regular
373684	06/20/23	OWATONNA MOTOR COMPANY	11,247.81	0	Regular
373685	06/20/23	OWATONNA PEOPLE'S PRESS	418.70	0	Regular
373686	06/20/23	OWATONNA SOFTBALL ASSN	4,690.00	0	Regular
373687	06/20/23	PAAPE COMPANIES INC	517.48	0	Regular
373688	06/20/23	PAL'S MACHINING INC	45.00	0	Regular
373689	06/20/23	PIONEER MANUFACTURING COMPANY	2,655.00	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
373690	06/20/23	PLUNKETT'S PEST CONTROL INC	549.28	0	Regular
373691	06/20/23	R & M STEEL	150.00	0	Regular
373692	06/20/23	RADAR ROAD TEC	420.00	0	Regular
373693	06/20/23	RENT N SAVE	2,061.20	0	Regular
373694	06/20/23	RICE LAKE CONSTRUCTION GROUP	1,107,381.57	R	ACH
373695	06/20/23	SANCO EQUIPMENT	965.60	0	Regular
373696	06/20/23	SASCS	1,800.00	0	Regular
373697	06/20/23	SCOTT F LIMBERG	200.00	0	Regular
373698	06/20/23	SCOTT MCDONALD	1,258.33	0	Regular
373699	06/20/23	SELCO	2,793.50	0	Regular
373700	06/20/23	SENIORPLACE INC	106.00	0	Regular
373701	06/20/23	SHARE CORPORATION	772.46	0	Regular
373702	06/20/23	SHERWIN WILLIAMS COMPANY	284.70	0	Regular
373703	06/20/23	SHI CORP	889.83	0	Regular
373704	06/20/23	SHINGOBEE BUILDERS INC	5,000.00	0	Regular
373705	06/20/23	SHRED RIGHT	40.00	0	Regular
373706	06/20/23	SOUBA GREENHOUSE	159.96	0	Regular
373707	06/20/23	SPLIT ROCK MANAGEMENT INC	3,860.00	0	Regular
373708	06/20/23	SPS COMPANIES INC	2,965.09	0	Regular
373709	06/20/23	STAR TRIBUNE	57.88	0	Regular
373710	06/20/23	STATE INDUSTRIAL PRODUCTS	350.62	0	Regular
373711	06/20/23	STEELE COUNTY RECORDER	20.00	0	Regular
373712	06/20/23	STEELE COUNTY TREASURER	11,915.50	0	Regular
373713	06/20/23	STEWART SANITATION	1,723.90	0	Regular
373714	06/20/23	SYDNEE STROEING	27.90	0	Regular
373715	06/20/23	TERMINAL SUPPLY CO	159.90	0	Regular
373716	06/20/23	TEXAS REFINERY CORP	956.17	0	Regular
373717	06/20/23	THE RETROFIT COMPANIES INC	667.58	0	Regular
373718	06/20/23	TONIA YATES	50.00	0	Regular
373719	06/20/23	TOR SPERLING	77.38	0	Regular
373720	06/20/23	TURFWERKS	318.42	0	Regular
373721	06/20/23	UKG INC	750.00	R	ACH
373722	06/20/23	UNITED WAY	107.00	0	Regular
373723	06/20/23	UNIV OF MN VETERINARY MEDICAL	287.56	0	Regular
373724	06/20/23	UTILITY CONSULTANTS INC	2,455.03	R	ACH
373725	06/20/23	UTILITY LOGIC	388.32	0	Regular
373726	06/20/23	VAN METER INC	239.80	0	Regular
373727	06/20/23	VERIZON WIRELESS	2,312.16	0	Regular
373728	06/20/23	VERIZON WIRELESS-VSAT	50.00	0	Regular
373729	06/20/23	VISUAL LABS INC	2,050.00	0	Regular
373730	06/20/23	WALBRAN & FURNESS CHARTERED	9,908.11	R	ACH
373731	06/20/23	WASTE MANAGEMENT OF WI-MN	590.04	0	Regular
373732	06/20/23	WEST PUBLISHING CORPORATION	1,109.78	0	Regular
373733	06/20/23	ZACK'S INC	1,510.11	0	Regular
373734	06/20/23	ZEP MANUFACTURING CO	535.53	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
373735	06/20/23	ZUMBROTA SPORT & SPINE LLC	185.00	0	Regular

apadatecr2 City of Owatonna

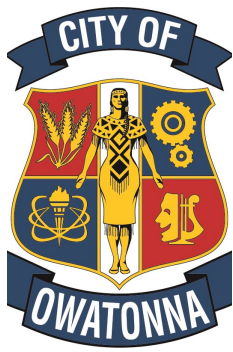
jmatejcek
A/P Check Register
Checks from

to

06/15/2023 12:18

Page 5

161	Checks total:	869,908.65
10	ACH total:	1,138,835.85
0	EFTPS total:	
9	Wire transfer total:	168,559.36
0	Payment Manager total:	
180	GRAND TOTALS	2,177,303.86



Ordinances



Community Development Department

DATE: June 20, 2023
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Second/Final Reading Proposed Ordinance 23-08: Vacate Portion of Walnut Avenue and Ted Ringhofer Dr

Purpose:

Approve the second reading of the Ordinance vacating a portion of Walnut Avenue and Ted Ringhofer Drive.

Background:

See Attached.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval of the second reading of the Ordinance vacating a portion of Walnut Avenue and Ted Ringhofer Drive.

Attachments:

1. Ordinance Vacating a Portion of Walnut Ave and Ted Ringhofer Drive
2. PC Staff Report -Redline ROW Vacation

Proposed Ordinance No. ____

ORDINANCE NO. ____

AN ORDINANCE PURSUANT TO SECTION 6.2 OF THE HOME RULE CHARTER OF THE CITY OF OWATONNA, AND SECTION 675 OF THE 1992 ORDINANCE CODE OF THE CITY OF OWATONNA, VACATING A STREET, ALLEY, OR PUBLIC RIGHT-OF-WAY, OR ANY PART THEREOF, HEREIN DESCRIBED, AND PROVIDING FOR ITS RECORDING.

WHEREAS, there has been filed with the City Council a petition to vacate the premises hereinafter described; and

WHEREAS, a public hearing was held on April 11, 2023, on the said petition and after public notice was given, pursuant to Section 6.2 of the Home Rule Charter; and

WHEREAS, the proposed vacation does not destroy or interfere with the rights of any person, corporation, or municipality; and

WHEREAS, the City finds that the premises hereinafter described are no longer required for municipal purposes.

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

SECTION 1. That the following described portion of a Walnut Avenue and Ted Ringhofer Drive:

All that part of RIVERSIDE PARKING LOT ADDITION and Abbotts Addition to Owatonna, Steele County, Minnesota; described as follows: Beginning at the northwest corner of Lot 8, Block 2, Abbotts Addition to Owatonna, as the same is platted and recorded in the office of the Steele County Recorder, Steele County, Minnesota, thence South 00°26'19" West a distance of 361.61 feet, on the west line said Block 2, and the extension of said west line; thence North 89°32'35" West a distance of 38.00 feet, parallel with the south line of the north 48.00 feet, Lot 3, of said Block 2; thence North 00°26'19' East a distance of 410.93 feet, to a point on the westerly extension of the north line of Lot 9, of said Block 2; thence North 66°46'27" East a distance of 162.05 feet, to the southwesterly right of way of Hoffman Dr NW; thence South 30°06'37" East a distance of 70.87 feet, on said right of way; thence South 58°55'22" West a distance of 101.89 feet, to the north line of Lot 8, of said Block 2; thence North 89°38'08" West a distance of 59.59 feet, to the point of beginning.
may be and hereby is vacated.

SECTION 2. The City Clerk shall cause this Ordinance to be filed for record in the offices of the City Clerk and the City Engineer of the City of Owatonna and its title added to Appendix IV of the 1992 Ordinance Code of the City of Owatonna.

SECTION 3. The City Clerk shall cause an original copy hereof to be filed for record and duly recorded in the office of the Steele County Recorder in and for Steele County, Minnesota.

SECTION 4. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication.

Passed and adopted this 20th day of June, 2023, with
the following vote: Aye ____; No ____; Absent ____.

Approved and signed this 20th day of June, 2023.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk

April 7, 2023

To: Planning Commission

From: Community Development Department

RE: Request to vacate a portion of Walnut Avenue & Ted Ringhofer Drive

Application Review:

Applicant: Redline Development

Location of Property: 208 Oak Avenue N

Legal Description: See Attached Survey

Report Attachments:

1. Location Map
2. Vacation Sketch & Description
3. Lumen Response

Proposed Development:

- ◆ Petition by Redline Development and the City of Owatonna to vacate a portion of Walnut Avenue and Ted Ringhofer Drive in order to redevelop this area.
- ◆ Redline is planning on constructing a bank and a large multi-use building on the property after demolition.
- ◆ The applicant has been working on the plans and approvals for this project. As part of this they are also requesting vacation of a portion of a utility easement as well as preliminary plat approval of Redline Addition.
- ◆ New easements will be dedicated with the plat of Redline Addition.

Walnut Avenue:

- ◆ This public street and right of way will no longer be needed north of Vine Street with the development of this project.
- ◆ The new parking area will be private and will be reconstructed and realigned with this development.
- ◆ Utilities in Walnut Avenue will need to be accommodated in new Utility easements.
- ◆ Lumen has submitted a letter stating their facilities need to be accommodated within this development.
- ◆ The developer's engineer has stated that it should be able to be accommodated within the easement but to date the City has not received verification from Lumen that this will work.
- ◆ At this point Staff is recommending to proceed but will need verification from Lumen prior to adoption of the 2nd reading of the ordinance, which would formally vacate the Walnut Avenue right of way.

Ted Ringhofer Drive:

- ◆ This public street will cease to exist once this project is developed, although the street name may be transferred elsewhere.

- ◆ Redline will be constructing a parking lot within this area.
- ◆ Due to the site elevations after construction, a street will no longer work to extend through the site.

Staff Recommendation:

Staff recommends approval of this vacation of a portion of Walnut Avenue and Ted Ringhofer Drive as described above with the following conditions:

- 1) An easement shall be dedicated to accommodate all needed utilities.
- 2) Vacation is contingent upon approval of Redline Addition.

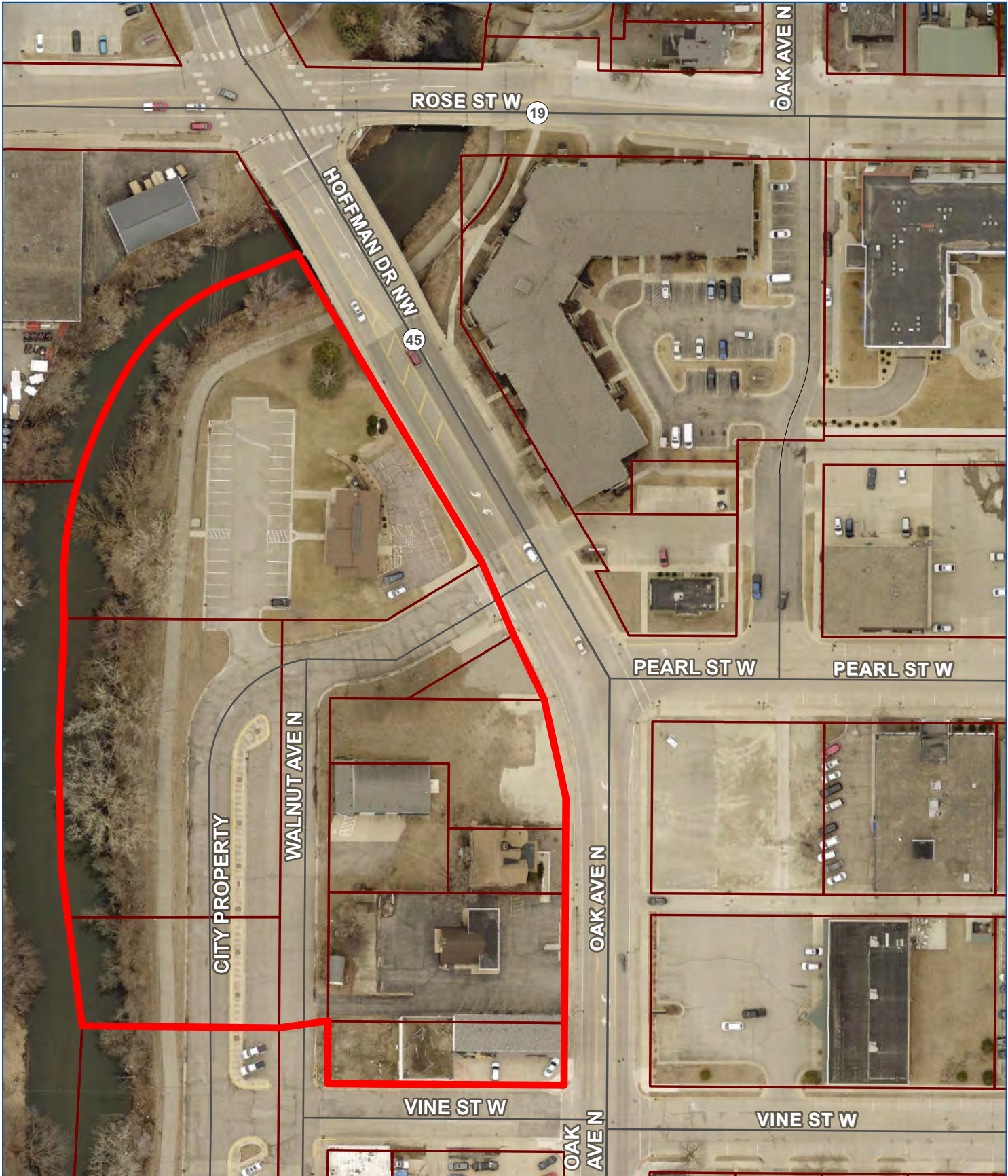
Planning Commission:

VACA-23-2, which is request by Redline Development to vacate a portion of Walnut Avenue and Ted Ringhofer Drive at 208 Oak Avenue North, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing opened at 5:36 pm. Gloria Bang, 414 Oak Avenue North, said that it is her understanding that they will be building an apartment complex. She asked what they're going to do about the flooding issues. Kruschke said they will cover that on the plat application coming up next. Public hearing closed at 5:38 pm. A motion was made by Eickhoff and seconded by Wilson to recommend City Council approval of this vacation of a portion of Walnut Avenue and Ted Ringhofer Drive as described above with the following conditions:

- 1) An easement shall be dedicated to accommodate all needed utilities.
- 2) Vacation is contingent upon approval of Redline Addition.

All Commissioners voting Aye, the motion carried.

Redline Addition
City of Owatonna

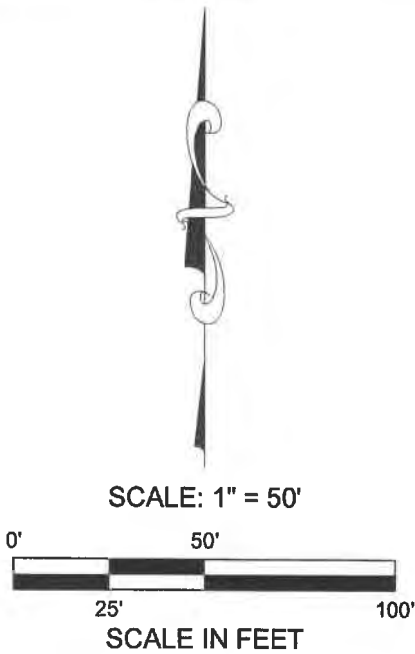
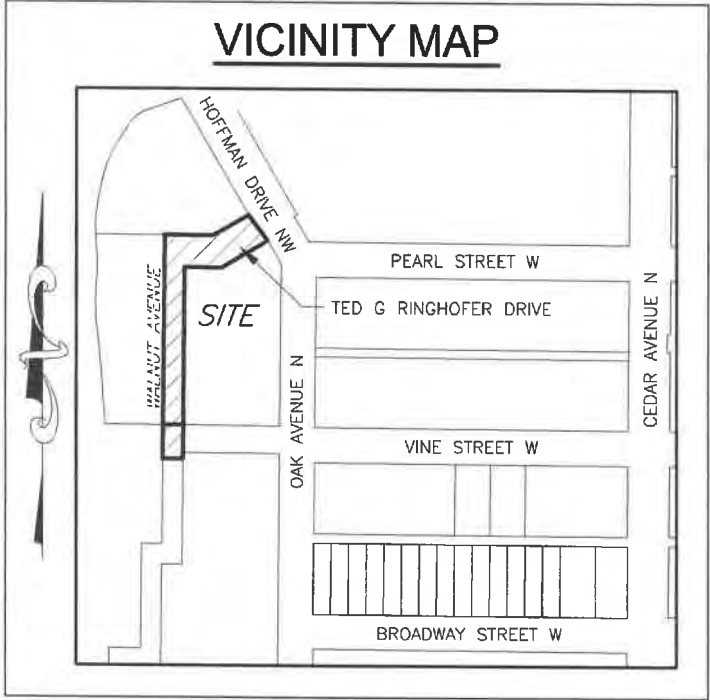
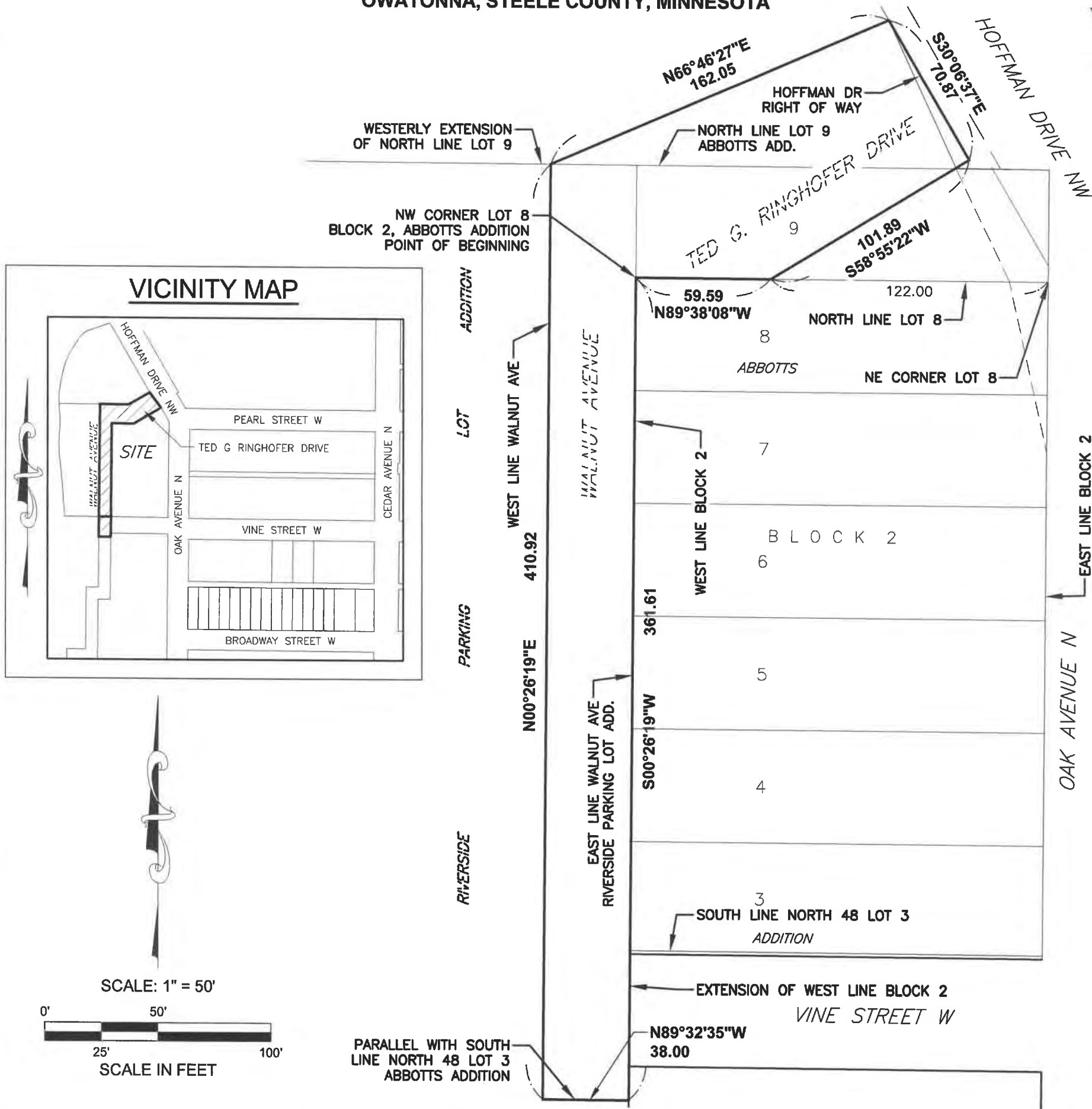


1:1,200
1 in = 100 ft

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.

STREET EASEMENT VACATION

WALNUT AVENUE AND TED G. RINGHOFFER DRIVE
PART OF RIVERSIDE PARKING LOT ADDITION AND ABBOTTS ADDITION TO OWATONNA
OWATONNA, STEELE COUNTY, MINNESOTA



PROPOSED STREET EASEMENT VACATION DESCRIPTION

All that part of RIVERSIDE PARKING LOT ADDITION and Abbots Addition to Owatonna, Steele County, Minnesota; described as follows:

Beginning at the northwest corner of Lot 8, Block 2, Abbots Addition to Owatonna, as the same is platted and recorded in the office of the Steele County Recorder, Steele County, Minnesota,

thence South 00°26'19" West a distance of 361.61 feet, on the west line said Block 2, and the extension of said west line;

thence North 89°32'35" West a distance of 38.00 feet, parallel with the south line of the north 48.00 feet, Lot 3, of said Block 2;

thence North 00°26'19' East a distance of 410.93 feet, to a point on the westerly extension of the north line of Lot 9, of said Block 2;

thence North 66°46'27" East a distance of 162.05 feet, to the southwesterly right of way of Hoffman Dr NW;

thence South 30°06'37" East a distance of 70.87 feet, on said right of way;

thence South 58°55'22" West a distance of 101.89 feet, to the north line of Lot 8, of said Block 2;

thence North 89°38'08" West a distance of 59.59 feet, to the point of beginning.

FOR: REDLINE 300		I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota. Scott A. Tuchtenhagen L.S. No. 52646 3/24/23 Date JONES HAUGH SMITH Engineers + Surveyors 515 South Washington Ave. Albert Lea, MN 56007 507-373-4876 415 West North Street Owatonna, MN 55060 507-451-4598
	Date: 1/5/22 Revised date: 01/24/2023 Drawn by: DNA Survey: SAT Coord-System: MNDOT CO. NAD83 1996 Page 1 of 1 Job No: 22-1109 STREET VACATION.DWG File No./Deed	
	COPYRIGHT This document is the property of Jones, Haugh & Smith Inc. and may not be used, copied or duplicated without prior written consent.	



4/4/2023

Kristen A. Kopp
Administrative Technician
Planning and Zoning
City of Owatonna
540 West Hills Circle
Owatonna, MN 55060

WITH Reservations

SUBJECT: Vacate of a Portion of Walnut Ave and Ted G. Ringhofer Dr., Riverside Parking Lot Add. and Abbotts Add. to Owatonna, Steele County, MN

To Whom It May Concern:

QWEST CORPORATION D/B/A CENTURYLINK QC has reviewed the request for the subject vacation and has determined that in order to protect its facilities an easement must be reserved in the subject vacation.

Please save and except an Easement to CenturyLink over, under, above, and upon the following areas:

Those portions of Walnut Ave and Ted G. Ringhofer Dr, Riverside Parking Lot Addition and Abbott's Addition to Owatonna, Steele County, MN, as shown on the attached Exhibit.

If you have any questions regarding this action please contact Franklin Bolden at 425-918-2516, franklin.bolden@lumen.com, or nre.easement@lumen.com.

Sincerely yours,

Victoria Bucher
Network Infrastructure Services
Lumen
P847339



Community Development Department

DATE: June 20, 2023
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Second/Final Reading Proposed Ordinance 23-09: Vacate Portion of Utility Easement - Redline Addition

Purpose:

Approve the second reading of the Ordinance vacating a portion of the utility easements within Redline Addition.

Background:

See attached.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval of the second reading of the Ordinance vacating a portion of the utility easements within Redline Addition.

Attachments:

1. Ordinance Vacating a Portion of a Utility Easement -Redline Addition Sewer Easement
2. PC Staff Report -Redline Easement Vacation

Proposed Ordinance No. ____

ORDINANCE NO. ____

AN ORDINANCE PURSUANT TO SECTION 6.2 OF THE HOME RULE CHARTER OF THE CITY OF OWATONNA, AND SECTION 675 OF THE 1992 ORDINANCE CODE OF THE CITY OF OWATONNA, VACATING A STREET, ALLEY, OR PUBLIC RIGHT-OF-WAY, OR ANY PART THEREOF, HEREIN DESCRIBED, AND PROVIDING FOR ITS RECORDING.

WHEREAS, there has been filed with the City Council a petition to vacate the premises hereinafter described; and

WHEREAS, a public hearing was held on April 11, 2023, on the said petition and after public notice was given, pursuant to Section 6.2 of the Home Rule Charter; and

WHEREAS, the proposed vacation does not destroy or interfere with the rights of any person, corporation, or municipality; and

WHEREAS, the City finds that the premises hereinafter described are no longer required for municipal purposes.

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

SECTION 1. That the following described portion of a Utility Easement:

All that part of Riverside Parking Lot Addition, as the same is platted and recorded in the office of the County Recorder, Steele County, Minnesota, described as follows: Beginning at the northwest corner of Lot 9, Block 2, Abbotts Addition to Owatonna, as the same is platted and recorded in the office of the County Recorder, Steele County, Minnesota; thence North 89°37'33" West a distance of 206 feet more or less, to the centerline of the Straight River; thence southwesterly and southeasterly on said centerline to a point at the westerly extension of the south line of the north 48.00 feet of Lot 3, of said Block 2; thence South 89°32'35" East a distance of 189 feet more or less, to the southwest corner of said North 48.00 feet of Lot 3; thence North 00°26'19" East a distance of 344.99 feet, to the point of beginning.

may be and hereby is vacated.

SECTION 2. The City Clerk shall cause this Ordinance to be filed for record in the offices of the City Clerk and the City Engineer of the City of Owatonna and its title added to Appendix IV of the 1992 Ordinance Code of the City of Owatonna.

SECTION 3. The City Clerk shall cause an original copy hereof to be filed for record and duly recorded in the office of the Steele County Recorder in and for Steele County, Minnesota.

SECTION 4. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication.

Passed and adopted this 20th day of June, 2023, with
the following vote: Aye ____; No ____; Absent ____.

Approved and signed this 20th day of June, 2023.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk

April 7, 2023

To: Planning Commission
From: Community Development Department
RE: Request to vacate a portion a utility easement

Application Review:

Applicant: Redline Development
Location of Property: 208 Oak Avenue N
Legal Description: See Attached Survey
Report Attachments:
1. Location Map
2. Vacation Sketch & Description

Proposed Development:

- ◆ Petition by Redline Development and the City of Owatonna to vacate a portion of a sanitary sewer easement in order to redevelop this area.
- ◆ Redline is planning on constructing a bank and a large multi-use building on the property after demolition.
- ◆ The applicant has been working on the plans and approvals for this project. As part of this they are also requesting vacation of a portion of a utility easement as well as preliminary plat approval of Redline Addition.
- ◆ New easements will be dedicated within the plat of Redline Addition.
- ◆ Within the project the sanitary main is going to be relocated further west to allow for construction of the building.
- ◆ Plans have been drafted and the construction will be completed with the Ascend project.

Staff Recommendation:

Staff recommends approval of this vacation of a portion of a utility easement as described above with the following conditions:

- 1) Vacation is contingent upon approval of Redline Addition.

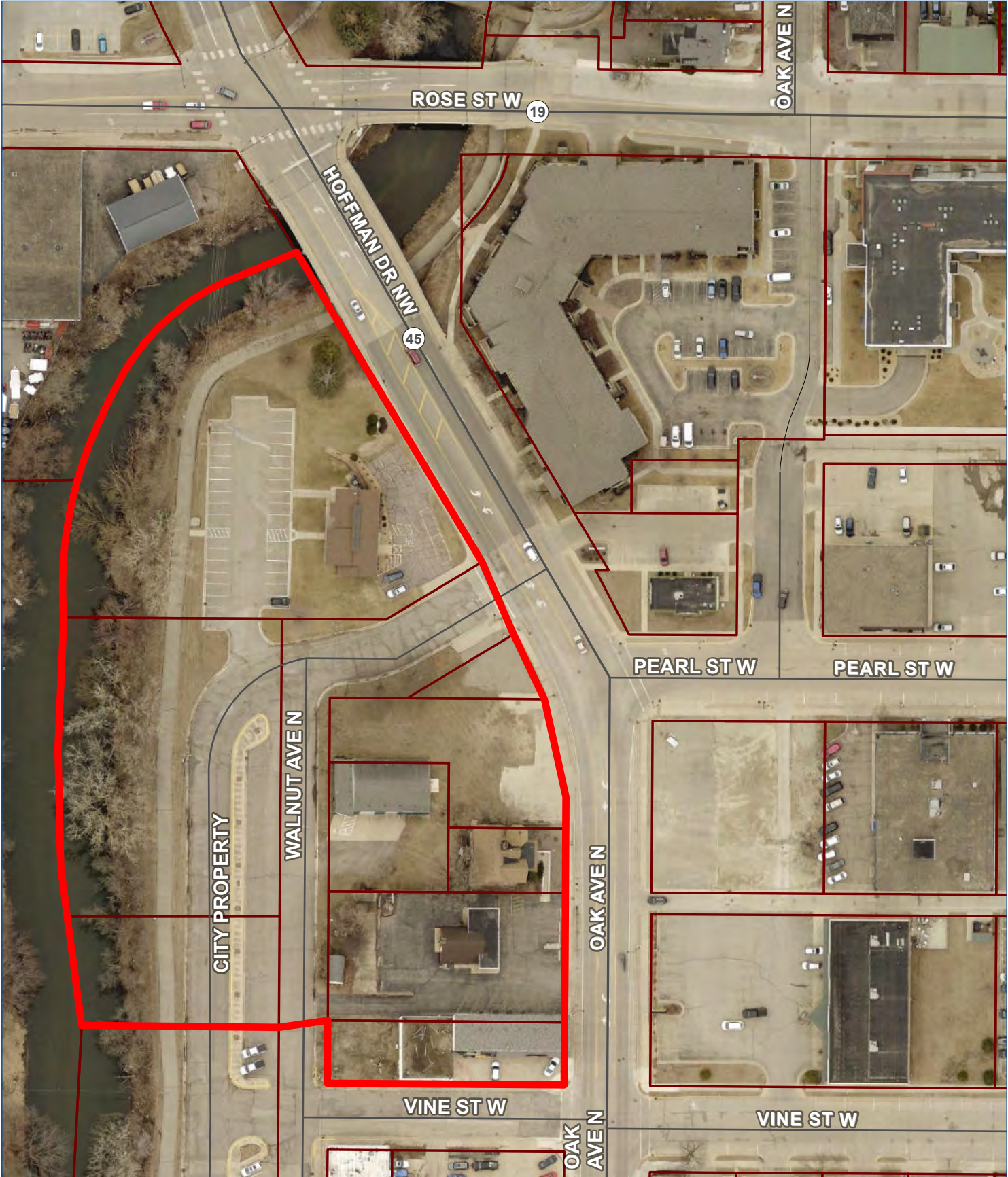
Planning Commission:

VACA-23-3, which is a request by Redline Development to vacate a portion of a utility easement at 208 Oak Avenue North, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing opened at 5:40 pm. No comments were made regarding this request. Public hearing closed at 5:41 pm. A motion was made by Eickhoff and seconded by Peake to recommend City Council approval of this vacation of a portion of utility easement with the following conditions:

- 1) Vacation is contingent upon approval of Redline Addition.

All Commissioners voting Aye, the motion carried.

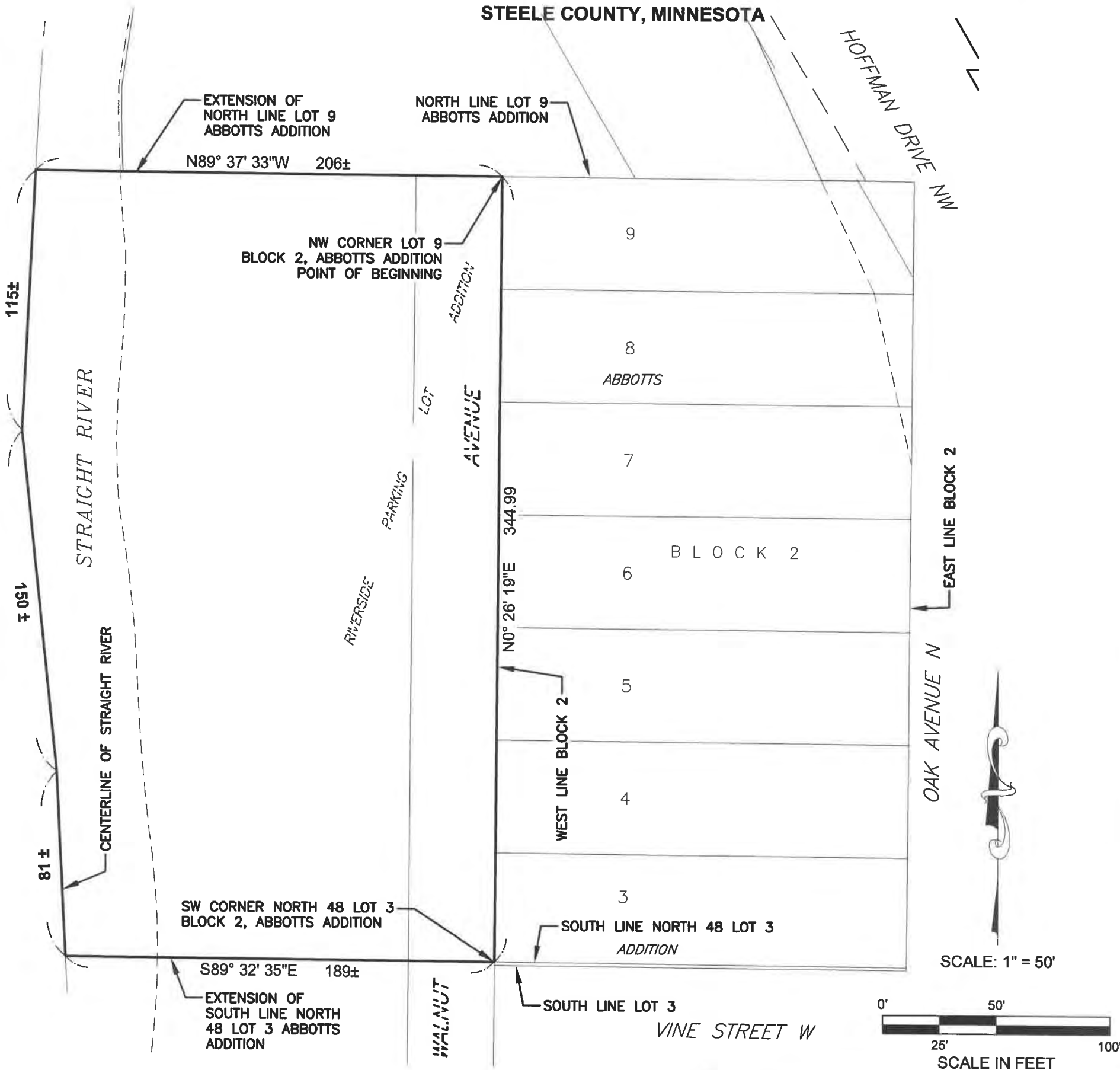
Redline Addition
City of Owatonna



SANITARY SEWER EASEMENT VACATION

IN PART OF BLOCK 2, ABBOTTS ADDITION, AND PART OF RIVERSIDE PARKING LOT ADDITION

STEELE COUNTY, MINNESOTA



PREPARED LEGAL DESCRIPTION

All that part of Riverside Parking Lot Addition, as the same is platted and recorded in the office of the County Recorder, Steele County, Minnesota, described as follows:

Beginning at the northwest corner of Lot 9, Block 2, Abbots Addition to Owatonna, as the same is platted and recorded in the office of the County Recorder, Steele County, Minnesota;

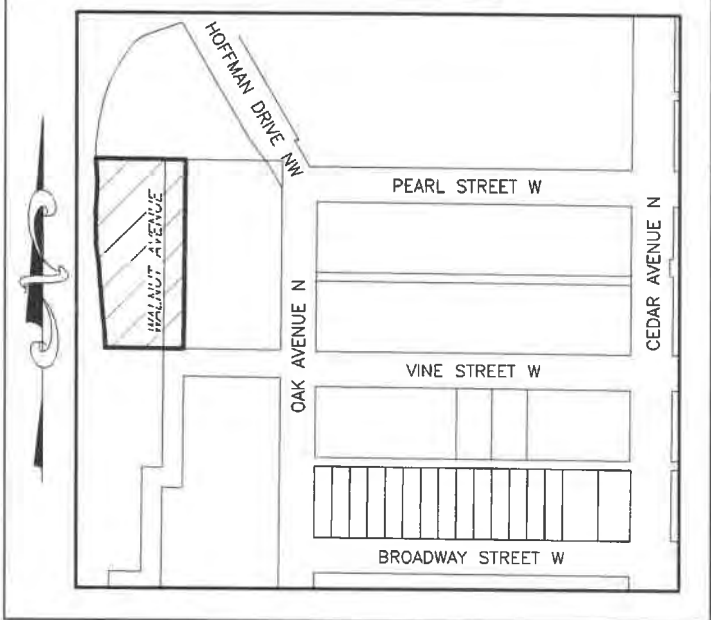
thence North 89°37'33" West a distance of 206 feet more or less, to the centerline of the Straight River;

thence southwesterly and southeasterly on said centerline to a point at the westerly extension of the south line of the north 48.00 feet of Lot 3, of said Block 2;

thence South 89°32'35" East a distance of 189 feet more or less, to the southwest corner of said North 48.00 feet of Lot 3;

thence North 00°19'26" East a distance of 344.99 feet, to the point of beginning.

VICINITY MAP



FOR: REDLINE 300

Date: 1/5/22
Revised date:
Drawn by: DNA
Survey: SAT
Coord-System: MNDOT CO. NAD83 1996
Page 1 of 1
Job No: 22-1109 SANI VACATION.DWG
File No./Deed

COPYRIGHT

This document is the property of Jones, Haugh & Smith Inc. and may not be used, copied or duplicated without prior written consent.

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Scott A. Tuchtenhagen
L.S. No. 52646

Date

3/24/23



**JONES
HAUGH
SMITH**
Engineers + Surveyors

515 South Washington Ave.
Albert Lea, MN 56007
507-373-4876

415 West North Street
Owatonna, MN 55060
507-451-4598



Community Development Department

DATE: June 20, 2023
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: First Reading Proposed Ordinance 23-12: RZ-3 Zone Change R-1 to R-3 - Majestic Oaks

Purpose:

Approve first reading of the Rezoning from R-1, Single Family Residential to R-3. Single and Two Family Residential.

Background:

See Attached.

Budget Impact:

None.

Staff Recommendation:

Approve the first reading of the rezoning from R-1, Single Family Residential to R-3, Single and Two Family Residential District as recommended by the Planning Commission.

Attachments:

1. Ordinance 23-12 RZ3 Zone Change R-1 to R-3, Majestic Oaks
2. RZ-3 Staff Report

Proposed Ordinance No.
ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 157,
OWATONNA ZONING ORDINANCE

WHEREAS, the owner of the hereinafter described lands has made application for a change in zone classification for said lands and public hearing has been held according to the provisions of Section 157.098, of Ordinance No. 157, and the Planning Commission of the City of Owatonna has recommended the change in zone classification as requested.

THE CITY COUNCIL OF THE CITY OF OWATONNA DO ORDAIN:

SECTION 1. Ordinance No. 157, Zoning Ordinance, is hereby amended so that the zoning map that is thereby incorporated by reference shall be changed as follows:

1. Pursuant to Application No. RZ-3 filed with the City of Owatonna, Minnesota, to change the zone classification, and after public hearing, held June 13, 2023, said application is hereby approved and the zone classification is hereby changed from R-1, Single Family Residential District to R-3, Single & Two Family Residential District for the following described property:

Lots 7 and 8, Block 5, MAJESTIC OAKS

AND

Lots 1 and 2, Block 1, MAJESTIC OAKS NO. 2

AND

All that part of Lot 24, Block 1, MAJESTIC OAKS NO. 2, described as follows: Beginning at the southwest corner of said Lot 24; thence South 89° 36' 11" East a distance of 126.00 feet, on an assumed bearing on the south line of MAJESTIC OAKS NO. 2; thence North 30° 41' 49" West a distance of 105.22 feet, to the southeast corner Lot 2, Block 1, MAJESTIC OAKS NO. 2; thence South 81° 53' 24" a distance of 69.03 feet, to the southwest corner said Lot 2; thence North 04° 36' 01" West a distance of 80.13 feet, to the northwest corner said Lot 2; thence North 82° 01' 06" East a distance of 52.08 feet, to the northeast corner said Lot 2; thence North 16° 41' 20" West a distance of 31.31 feet, to the north line of MAJESTIC OAKS NO. 2; thence west 28.96 feet, on a non-tangential curve, concave to the north, with a radius of 180.00 feet, and a delta angle of 9° 13' 07"; thence west 29.44 feet, on a tangential curve, concave to the north, with a radius of 840.89 feet, and a delta angle of 2° 00' 21", to the northwest corner of said Lot 24; thence South 05° 20' 35" East a distance of 190.16 feet, to the point of beginning

SECTION 2. Effective Date. This ordinance shall be in full force and effect from and after its passage and publication.

Passed and adopted this _____ day of _____, 2023, with the following vote: Aye ____; No ____;

Absent ____.

Approved and signed this _____ day of _____, 2023.

ATTEST:

Thomas A. Kuntz, Mayor

Kris M. Busse, City Administrator/City Clerk

June 9, 2023

To: Planning Commission

From: Community Development Department

RE: Application No. RZ-3, a request by REO Development Group to rezone property from R-1, Single Family Residential District to R-3, Single & Two Family District for the property located along the south side of White Oak Lane.

Application Review:

Applicant / Owner: REO Development Group

Legal Description: Lots 8-9, Block 5 Majestic Oaks & Lots 1, 2 & park of Lot 24, Block 1 Majestic Oaks No. 2

Existing Zoning: R-1, Single Family Residential District

Existing Land Use: The property is currently vacant and awaiting development

Adjacent Zoning & Land Uses: North: R-1, Single Family Residential District

South: R-1, Single Family Residential District

East: R-3, Single & Two Family Residential District

West: R-1, Single Family Residential District

Report Attachments:

1. Location Maps
2. Preliminary Plat Drawing

Proposed Development:

- ◆ Application No. RZ-3, a request by REO Development Group to rezone property from R-1, Single Family Residential District to R-3, Single & Two Family District for the property located along the east side of White Oak Lane.
- ◆ In order to fit the lots in the applicant is moving the east lot line of Lot 7 to the west. The other 3 lots to the east will be rezoned to R-3 from R-1.
- ◆ The proposed rezoning allows the patio home area to continue to add a few more on lots that are not as desirable as SF lots.
- ◆ The future land use plan designates this area as low density residential. The proposed rezoning would meet the future land use plan.
- ◆ Staff has had a discussion with one property owner. After clearing up the definitions and the process the neighbor was more comfortable with the request.
- ◆ In order to approve the proposed rezoning the following findings shall be met:
 - The amendment is consistent with the City's future land use plan.

- The amendment is in the public interest and not solely for the benefit of a single property owner.
- The existing uses of property and the zoning classification of property within the general area of the property in question are compatible with the proposed zoning classification.
- There are not reasonable uses of the property in question permitted under the existing zoning of the property.

Staff Review:

Staff feels that the proposed rezoning would fit in with the surroundings and the desired use of this property as designated within the Owatonna Development Plan. Staff is recommending approval of the zone change request from R-1, Single Family Residential District to R-3, Single & Two Family Residential District.



Resolutions

PURPOSE MEMO

TO: Mayor, City Council, City Administrator
FROM: Mark M. Walbran
DATE: June 16, 2023
RE: Resolution Authorizing Deed from City to Block 300 Owatonna, LLC
to Redline Development Project West of North Oak Avenue

Purpose:

The purpose of Resolution 52-23 is to authorize the City to deed to Block 300 Owatonna, LLC, (the “Developer”), certain City property for the Redline Development Project which lies west of North Oak Avenue and north of West Vine Street, (including the former Chamber site and Centro Campesino Building and other adjacent property).

Background:

At the regular meeting of the City Council on March 21, 2023 the City Council adopted Resolution No. 26-23 which approved a Development Agreement between the City and the Developer which included the sale of certain City owned property west of North Oak Avenue and north of West Vine Street. Pursuant to that Resolution, in May the City delivered a deed to the Developer to the Chamber site and the Center Campesino site. The proposed Resolution authorizes the transfer of the remaining City property which was also included in the Development Agreement.

Budget Impact:

TIF funds will be used to assist in the costs associated with property acquisition and site improvements and to reimburse the City for expenses incurred for acquisition and demolition of buildings on the site.

Recommendation:

City staff recommends adoption of Resolution 52-23.

RESOLUTION NO. 52-23
RESOLUTION AUTHORIZING THE SALE OF PROPERTY

WHEREAS, the City of Owatonna is owner of certain parcels of real estate in the City of Owatonna, County of Steele, State of Minnesota, legally described as follows:

Please see Exhibit A hereto attached and incorporated herein by reference, (herein the "Property")

WHEREAS, on March 21, 2023 the City Council adopted Resolution No. 26-23 approving the Development Agreement with Block 300 Owatonna, LLC, (herein the "Developer"), by the terms of which the City agreed to sell to Developer the property described herein:

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

1. The City Council finds and determines that the Property is not needed for municipal purposes.
2. The Mayor and the City Administrator are authorized to execute and deliver Warranty Deeds to the above Property to Block 300 Owatonna, LLC and to do all other acts and things necessary and expedient for the conveyance of the foregoing described Property.

BE IT FURTHER RESOLVED,

3. That the City Council reaffirms and ratifies the execution and delivery of the Warranty Deeds to Block 300 Owatonna, LLC dated May 1, 2023, and May 3, 2023 in the following described premises:

Please see Exhibit B hereto attached and incorporated herein by reference.

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

Exhibit A

Parcel 8:

All that part of Riverside Parking Lot Addition, according to the Plat thereof on file and of record in the Office of the County Recorder in and for Steele County, Minnesota, lying North of a line described as follows: Beginning at a point on the East line of Lot Three (3), Block Two (2) of Abbott's Addition to the Town (now City) of Owatonna which point is Forty-eight (48) feet South of the Northeast (NE) corner of said Lot Three (3), Block Two (2); thence West and parallel to the North line of said Lot Three (3), Block Two (2) extended, to the easterly bank of the Straight River, and there terminating. Steele County, Minnesota. LESS AND EXCEPT:

All that part of Riverside Parking Lot Addition, as the same is platted and recorded in the office of the Steele County Recorder, Steele County, Minnesota, described as follows: Commencing at the intersection of the north line of Lot 9, Block 2, ABBOTTS ADDITION, as the same is platted and recorded in the office of said Recorder, and the west right of way line of Hoffman Drive NW, being a corner of Riverside Parking Lot Addition; thence North $89^{\circ}37'33''$ West a distance of 316 feet more or less, on an extension of said north line of Lot 9 to the east bank of the Straight River; thence northerly and easterly on said bank a distance of 342 feet more or less, to the west right of way of Hoffman Drive NW; thence South $30^{\circ}07'28''$ East a distance of 309 feet more or less, to the point of beginning.

Parcel 9:

Lot 9, Block 2, Abbott's Addition to the City of Owatonna, Steele County, Minnesota, except that part of Lot Nine (9), Block Two (2), Abbott's Addition to the City of Owatonna, Minnesota, according to the recorded plat thereof, described as follows: Commencing at the Northeast (NE) corner of Lot Eight (8), Block Two (2), Abbott's Addition to the City of Owatonna, Minnesota; thence West Seventeen (17) feet along the North line of said Lot Eight (8) to the true point of beginning; thence West One Hundred Five (105) feet along the North line of said Lot Eight (8); thence Northeasterly Ninety-five (95) feet; thence Southeasterly Fifty-five (55) feet to the true point of beginning, Steele County, Minnesota.

Parcel 10:

All that part of RIVERSIDE PARKING LOT ADDITION, as the same is platted and recorded in the office of the Steele County Recorder, Steele County, Minnesota; described as follows: Beginning at the southwest corner of the North 48.00 feet, of Lot 3, Block 2, ABBOTT'S ADDITION TO OWATONNA, as the same is recorded and platted in said office; thence South $00^{\circ}26'19''$ West, a distance of 66.00 feet; on an assumed bearing on the east line of Walnut Avenue; thence North $89^{\circ}32'35''$ West a distance of 153 feet more or less, on a line parallel to the south line of the said North 48.00 feet, to the easterly bank of the Straight River; thence northeasterly 66 feet more or less, on said easterly bank to a point on a west extension of the south line of the said North 48.00 feet; thence South $89^{\circ}32'35''$ East a distance of 148.00 feet more or less, to the point of beginning.

Exhibit B

(Chamber site)

All that part of Riverside Parking Lot Addition, as the same is platted and recorded in the office of the Steele County Recorder, Steele County, Minnesota, described as follows:

Commencing at the intersection of the north line of Lot 9, Block 2, ABBOTTS ADDITION, as the same is platted and recorded in the office of said Recorder, and the west right of way line of Hoffman Drive NW, being a corner of Riverside Parking Lot Addition;

thence North $89^{\circ}37'33''$ West a distance of 316 feet more or less, on an extension of said north line of Lot 9 to the east bank of the Straight River;

thence northerly and easterly on said bank a distance of 342 feet more or less, to the west right of way of Hoffman Drive NW;

thence South $30^{\circ}07'28''$ East a distance of 309 feet more or less, to the point of beginning.

(Smersh house)

The East 90 feet of Lot 6, Block 2, Abbott's Addition to the City of Owatonna. Together with an easement for ingress and egress purposes over and across the South 12 feet of Lot 6, Block 2, Abbott's Addition to the City of Owatonna, except the East 90 feet thereof.



Community Development Department

DATE: June 20, 2023
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 53-23: Final Plat - Redline Addition

Purpose:

Council to approve Resolution 53-26 fo approve the Fnal Plat of Redline Addition.

Background:

See a Staff Report - Planning Commission does recommend approval.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval

Attachments:

1. Resolution 53-23 Final Plat Redline Addition
2. Redline Addition FP Staff Report

RESOLUTION NO. 53-23

A RESOLUTION APPROVING
FINAL PLAT OF REDLINE ADDITION

WHEREAS, on June 20, 2023, the City Council accepted and approved the final plat of Redline Addition to the City of Owatonna, as the same was approved and recommended by the Planning Commission of the City.

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

1. That said plat is in accordance with and conformity to the plans and regulations established by the City for a comprehensive plan for the development of the City.
2. That said plat be and the same hereby is approved with the following conditions:
 - a) The final plat shall be recorded within 60 days of this approval.
 - b) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
 - c) The plat shall be contingent upon the vacation requests.
 - d) A Development Agreement on the public improvements will be required prior to the final plat being recorded.
 - e) A FEMA Elevation Certificate will need to be provided for both structures that are located within the flood fringe area.
3. That the Clerk cause a certified copy of this resolution to be filed in the office of the County Recorder of Steele County, Minnesota, and to be given to the applicants of said plat.

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

June 9, 2023

To: Planning Commission
From: Community Development Department
RE: Final Plat of Redline Addition

Background

Redline Development is requesting final plat approval of Redline Addition, a two lot and one outlot commercial plat. The developer is planning on redeveloping these two blocks along the riverfront. The applicant has also requested vacation of the rights of way and sewer easements in the property in order to facilitate the development. A number of utilities will need to be relocated in order to accommodate the construction.

Once Walnut Avenue is vacated, the applicant will reconstruct the parking lot for use by the development. Access to this lot will come from the Vine Street intersection area. The trail will remain on the west side of the parking lot.

As part of this project the Developer will be reconstructing Vine Street. Vine Street will be set up for a future 10' trail on the south side. Vine Street is viewed as the pedestrian and bicycle connection to the river. A 5' sidewalk is proposed on the north side of Vine Street. All of the details of this construction will be covered within the development agreement to be adopted with the final plat.

Application Review:

Applicant/Owner:	Redline Development
Location of Property:	208 Cedar Avenue N
Existing Zoning:	B-3, Community Business District
Existing Land Use:	The lots are currently occupied by businesses and vacant buildings as they prepare for this project.
Report Attachments:	1. Location Maps 2. Preliminary Plat 3. Final Plat

Proposed Development:

Size of Subdivision:	4.19± acres
Number of Lots:	To be platted into two lots and an outlot
Lot Configuration:	The lots are generally rectangular in shape.

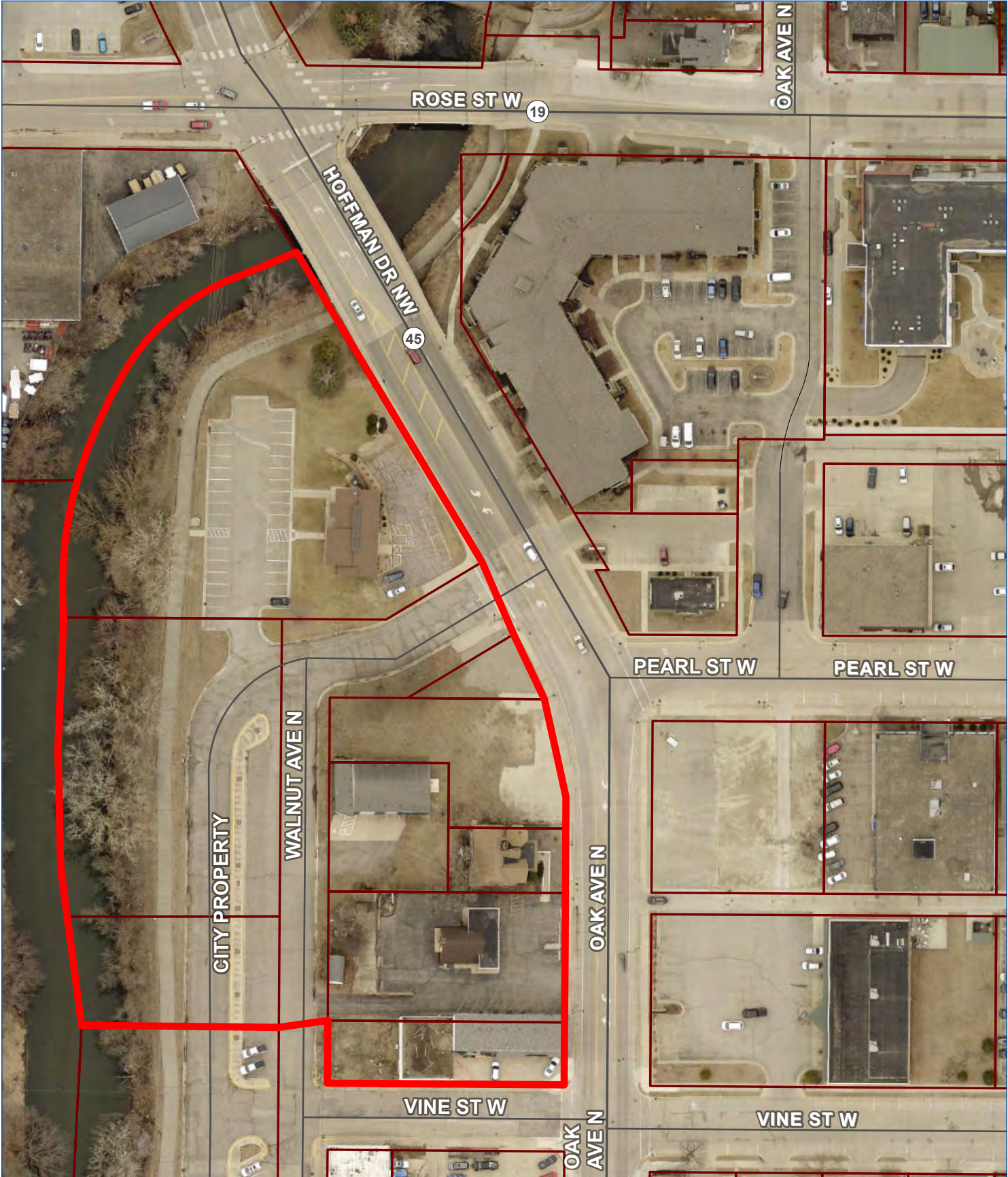
Street Pattern:	Oak Ave will remain the same. Walnut Ave and Ted Ringhofer Drive are being vacated.
Services:	Services are currently stubbed into both lots.
Timing/Financing of Development:	The applicant will record the plat this soon in order to start construction.
Outstanding Assessments:	None.
Floodplain:	On the west side of the property as shown on the plat. Both structures will be required to be constructed 1' above the regulatory flood protection elevation and will need to provide a FEMA Elevation Certificate.
Wetlands:	The property does not have any wetlands.
Storm Water Drainage:	A pond is being constructed in the NW corner.
Easements:	Are being dedicated as needed for the development.
County/MNDOT Review:	The County has granted an access point variance for the driveway off of Oak Avenue.

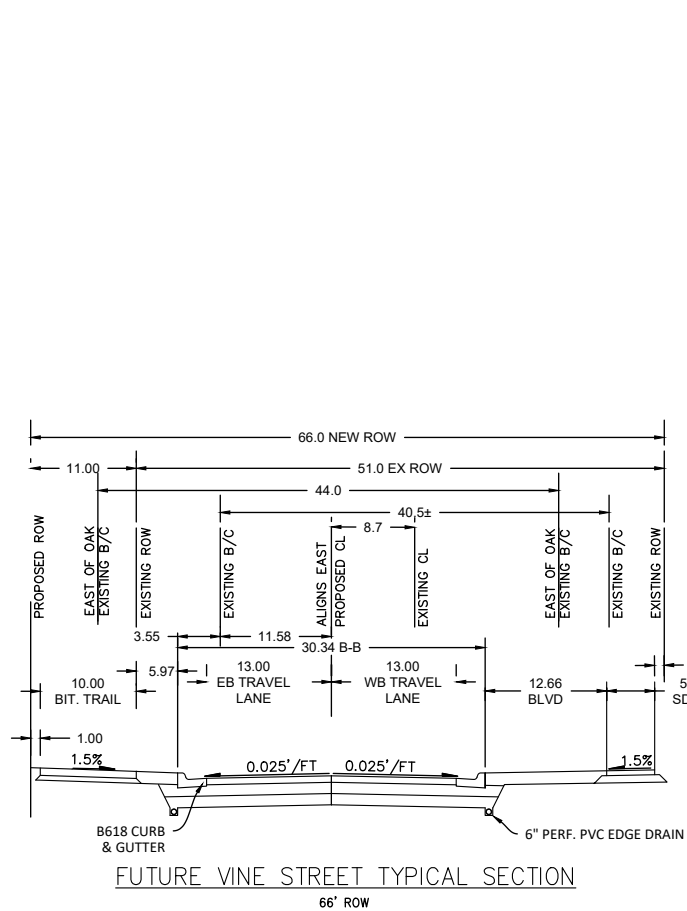
Staff Review:

Staff recommends approval of the final plat of Redline Addition with the following conditions:

- 1) The final plat shall be recorded within 60 days of the approval.
- 2) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 3) The plat shall be contingent upon the vacation requests.
- 4) A Development Agreement on the public improvements will be required prior to the final plat being recorded.
- 5) A FEMA Elevation Certificate will be required for each building.

Redline Addition
City of Owatonna





ZONING NOTES:

ZONED: B-3 CENTRAL BUSINESS DISTRICT

SETBACKS:

FRONT: 0'

REAR: 12'

SIDE: 0'

HEIGHT: 75' OR 6 STORIES

PARKING CALCULATION:

ZONED: B-3 CENTRAL BUSINESS DISTRICT

RESIDENTIAL:

1 STALL PER 1 BDR, 2 STALLS PER 2 BDR+

39 1-BDR + 30 2BDR = 99 STALLS

COMMERCIAL:

1 STALL PER 500 SF

BREWERY: 8929 SF

OMC: 22961 SF

WEST BANK: 6733 SF

38628 SF LESS 10%= 34765 SF

34765/500 = 70 STALLS

TOTAL REQUIRED = 99+70 = 169 STALLS

STALLS PROVIDED:

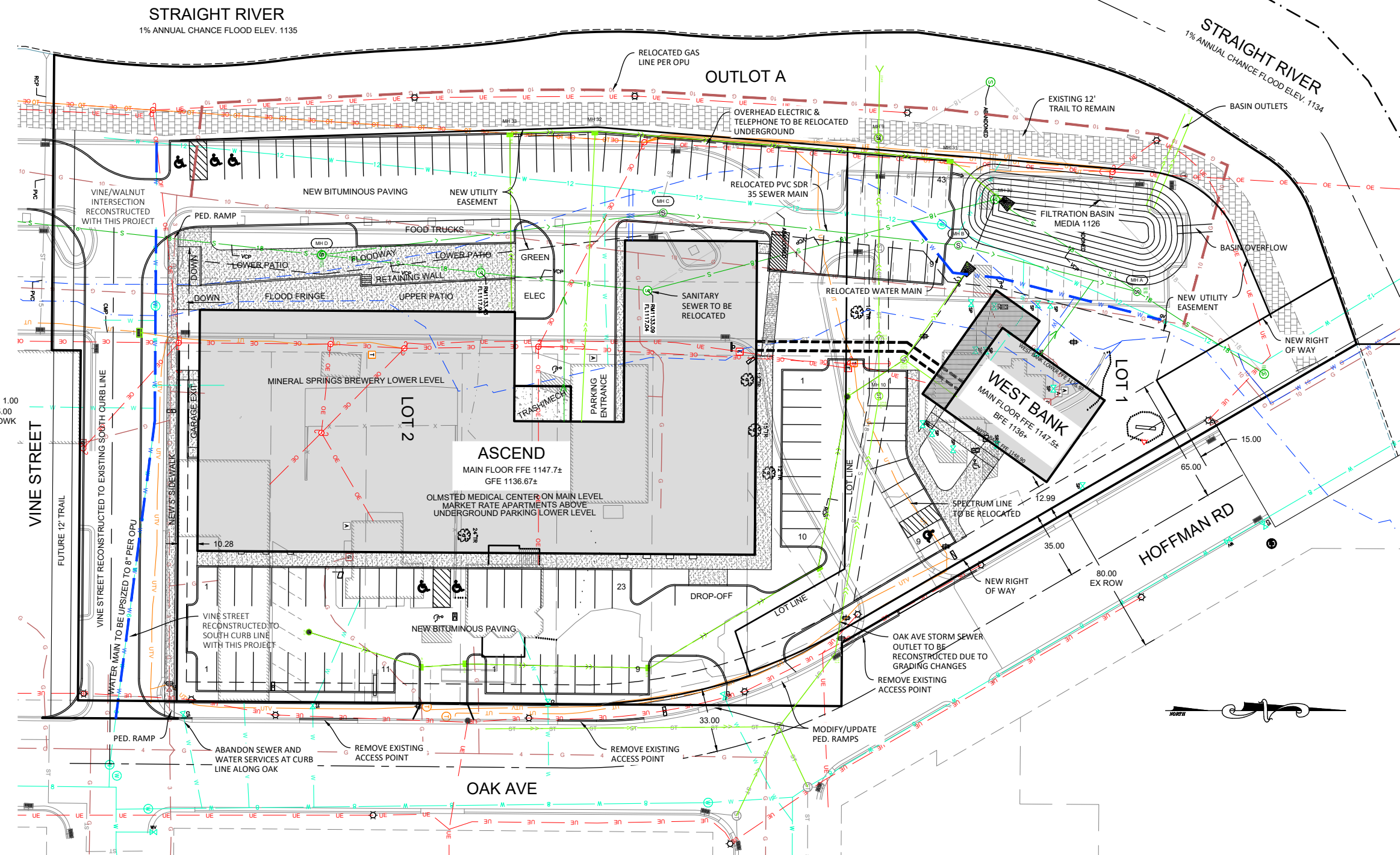
ENCLOSED: 61

OAK LOT: 43

NORTH LOT: 19

WALNUT LOT: 52

175



REV.	BY	DATE

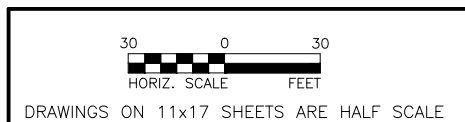
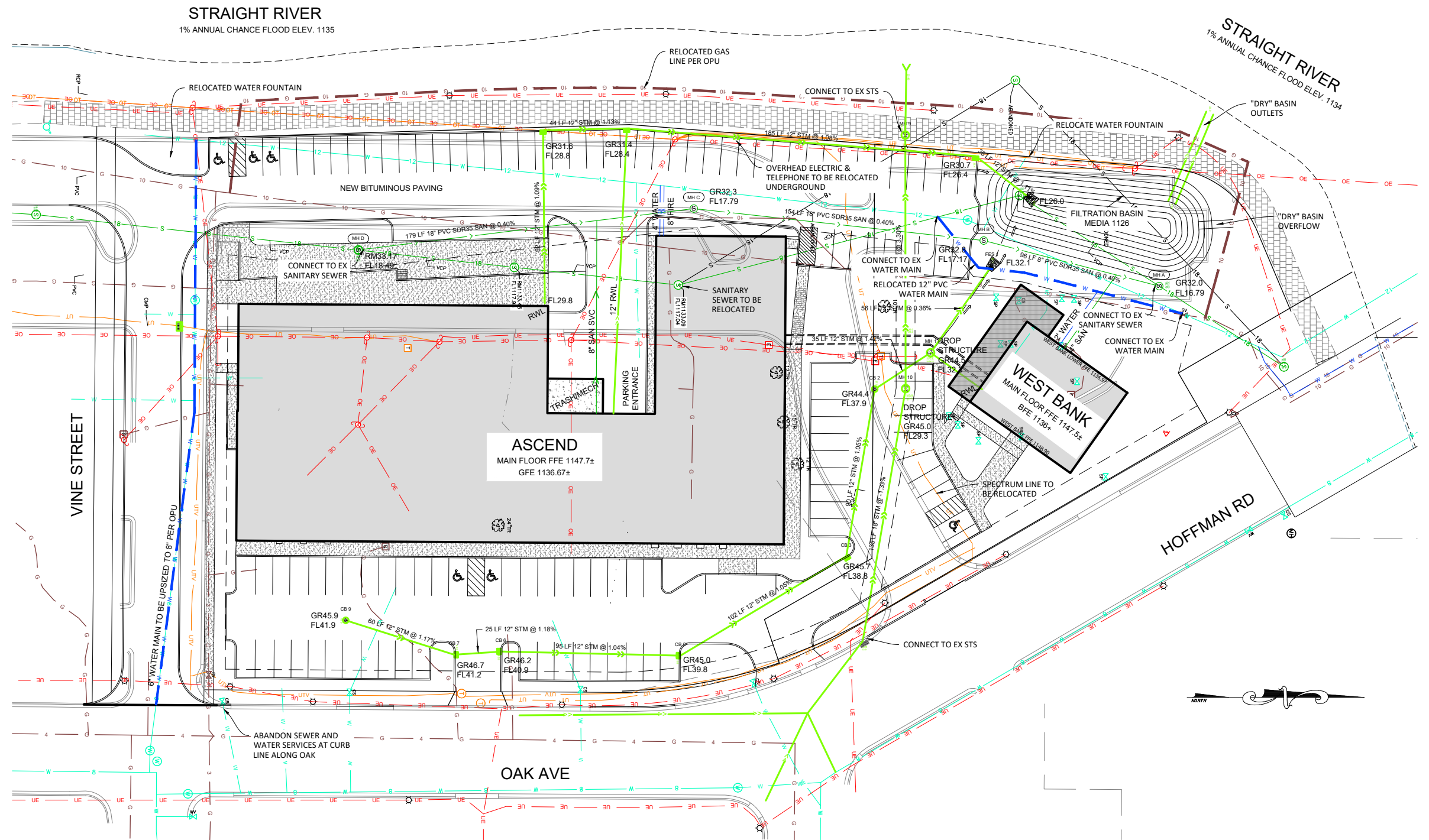
JONES HAUGH SMITH
Engineers + Surveyors
415 West North Street Owatonna, MN 56057-4518
507-451-4598

DESIGNED: JHS
DRAWN: JHS
CHECKED: BJA
Date: 3/24/23
DWG: 22-1109PP4

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

John H. Schulte V
License No. 44639 Date: 3/24/23

PRELIMINARY PLAT	SHEET
REDLINE ADDITION	1
REDLINE DEVELOPMENT	OF
OVERALL PLAN	1



REV.	BY	DATE

JONES HAUGH SMITH
Engineers + Surveyors
415 West North Street Owatonna, MN 56057-4518

DESIGNED: JHSS
DRAWN: JHSS
CHECKED: BJA
Date: 3/24/23
DWG: 22-1109PP

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

John H. Schulte V
License No. 44639 Date: 3/24/23

PRELIMINARY PLAT
REDLINE ADDITION
REDLINE DEVELOPMENT
UTILITY PLAN

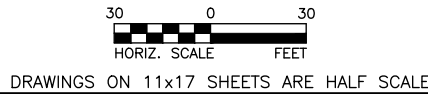
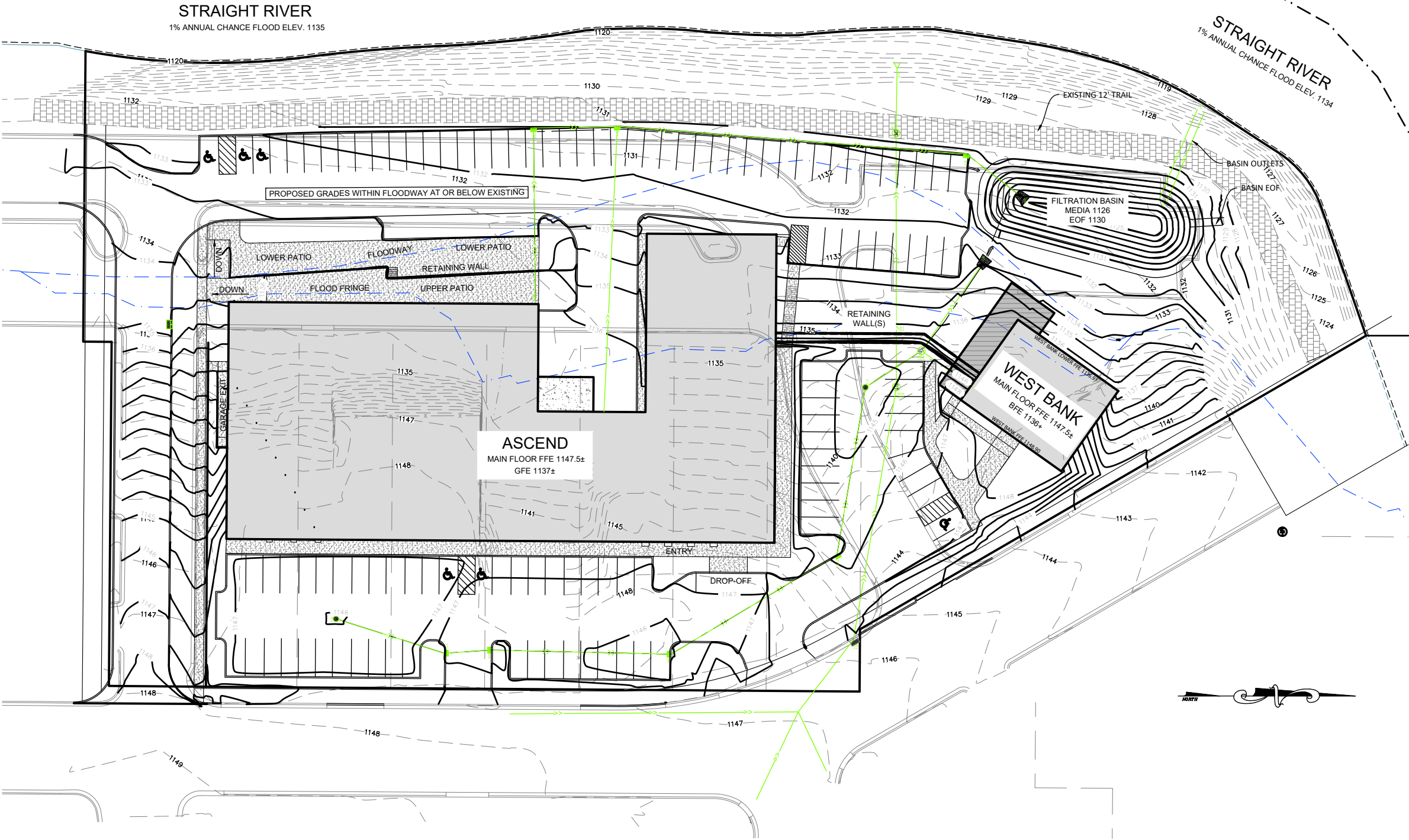
SHEET
1
OF
1

STORMWATER TREATMENT SUMMARY:

SITE AREA:	183521 SF														
DISTURBED AREA:	160363 SF														
EXISTING IMPERVIOUS SURFACE:	115435 SF														
PROPOSED IMPERVIOUS SURFACE:	121798 SF														
REQUIRED BASIN WQV:	1/12*121798 = 10149 CF														
PROVIDED BASIN WQV:	10596 CF														
SUMMARY OF FLOW RATES (CFS)															
	<table><tr><td><u>EXISTING</u></td><td><u>DESIGN</u></td></tr><tr><td>2-YEAR</td><td>1.70</td></tr><tr><td>10-YEAR</td><td>6.99</td></tr><tr><td>100-YEAR</td><td>21.79</td></tr><tr><td></td><td>0.37</td></tr><tr><td></td><td>5.77</td></tr><tr><td></td><td>18.64</td></tr></table>	<u>EXISTING</u>	<u>DESIGN</u>	2-YEAR	1.70	10-YEAR	6.99	100-YEAR	21.79		0.37		5.77		18.64
<u>EXISTING</u>	<u>DESIGN</u>														
2-YEAR	1.70														
10-YEAR	6.99														
100-YEAR	21.79														
	0.37														
	5.77														
	18.64														

FLOOD FRINGE FILL NOTE:

VOLUME OF FILL PLACED IN FLOOD FRINGE
BELOW FLOOD BFE 1135 = 649 CY



REV.	BY	DATE

JONES HAUGH SMITH
Engineers + Surveyors
415 West North Street Owatonna, MN 56057-451-4598

DESIGNED:	JHSS
DRAWN:	JHSS
CHECKED:	BAJ
Date:	3/24/23
DWG:	22-1109PP

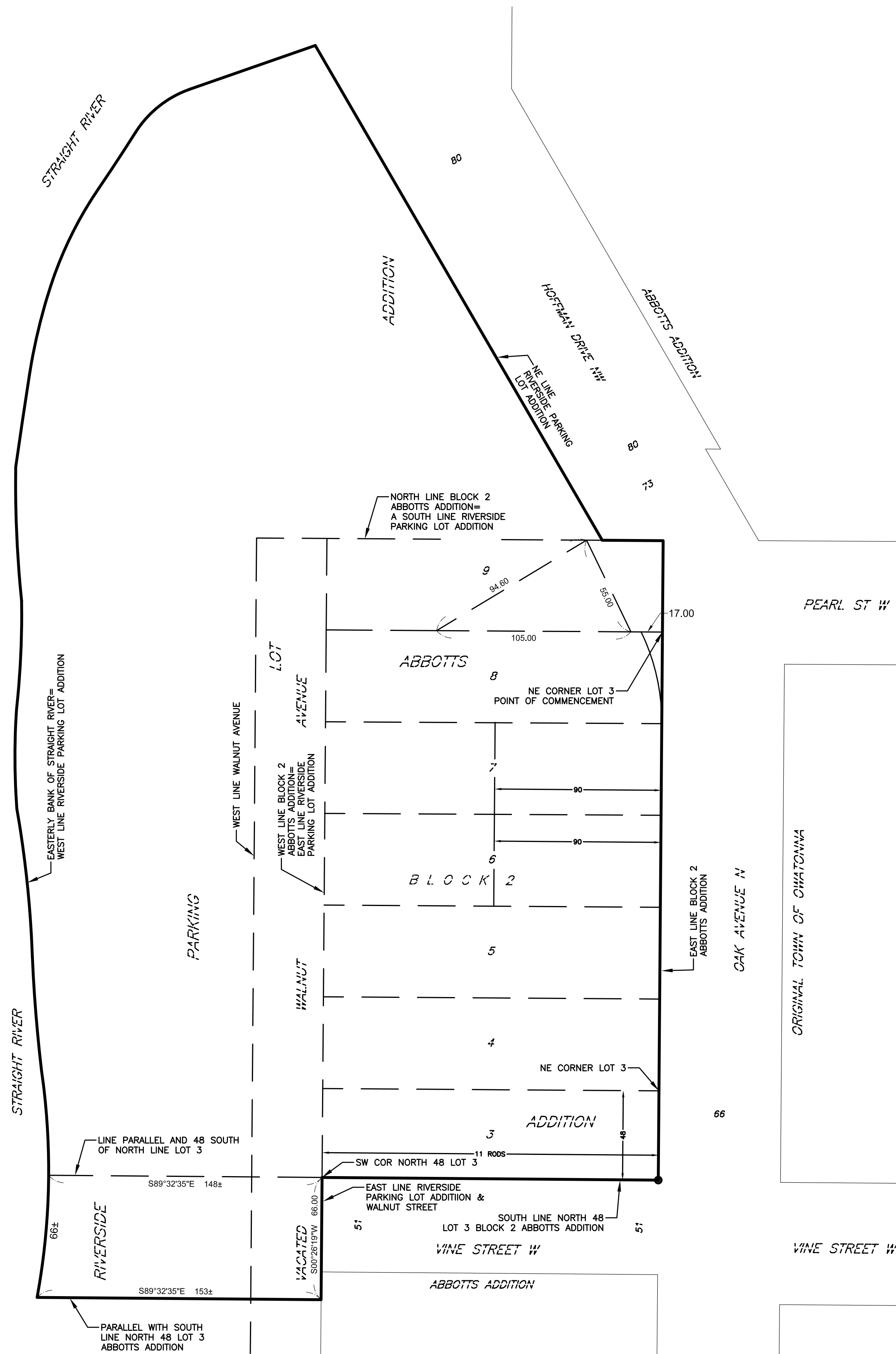
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

John H. Schulte V
License No. 44639 Date: 3/24/23

ASCEND
REDLINE ADDITION
REDLINE DEVELOPMENT
GRADING PLAN

SHEET
1
OF
1

OFFICIAL PLAT
REDLINE ADDITION



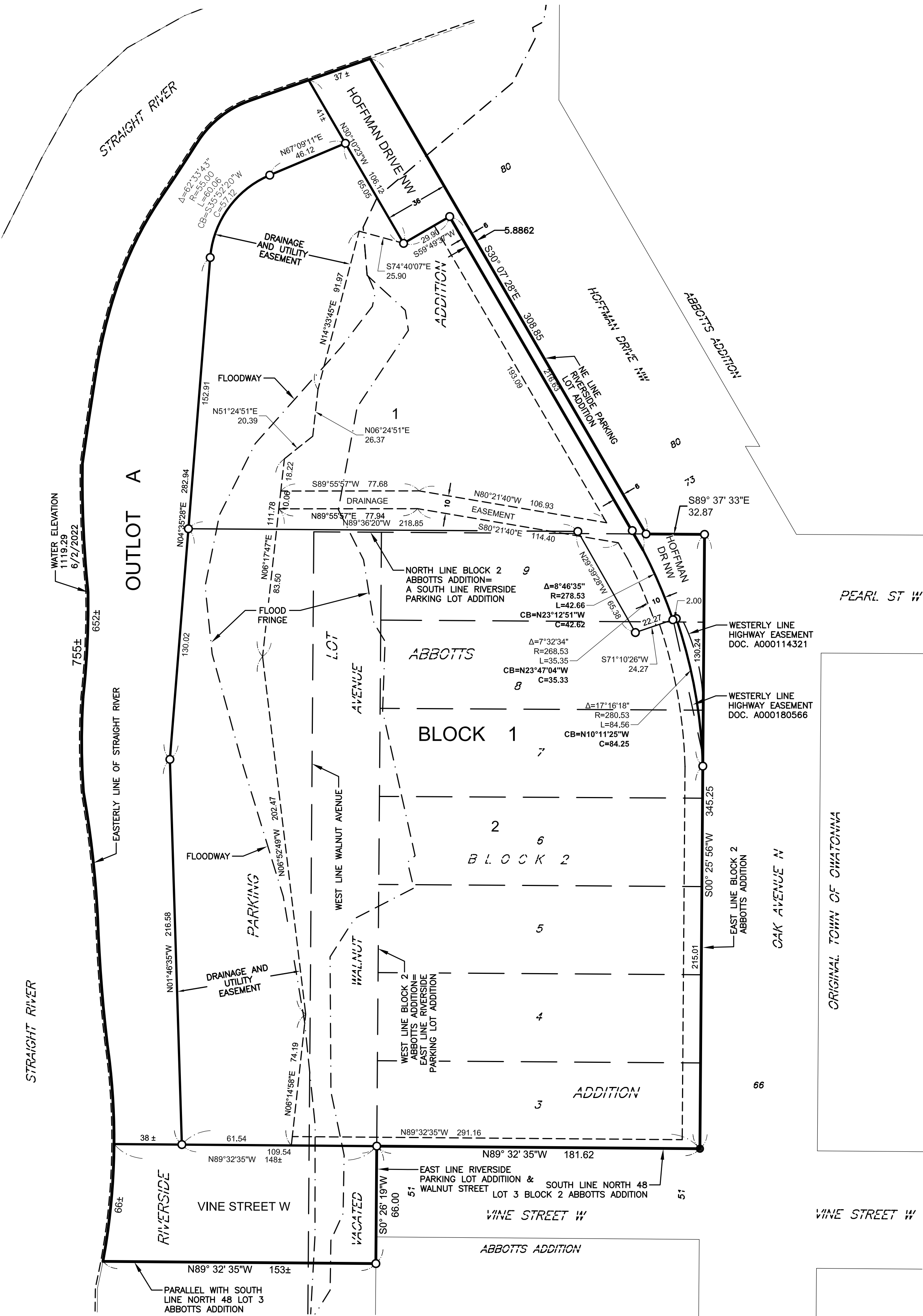
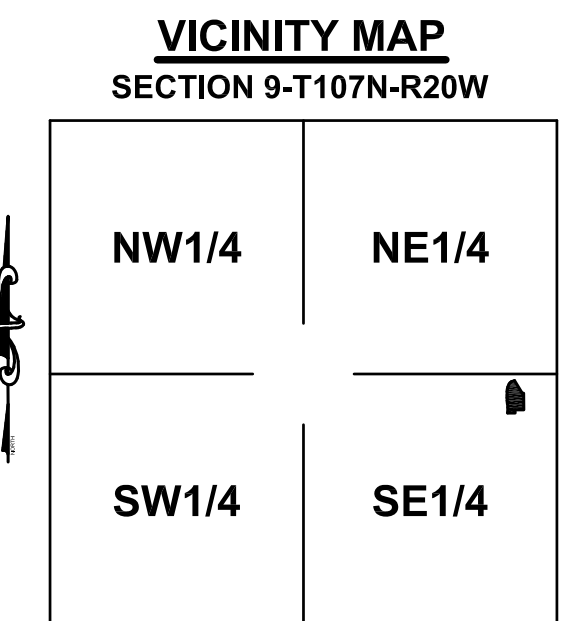
NOTES:
The location of the Flood Fringe was determined from lines provided by Steele County as determined by the Federal Emergency Management Agency (FEMA) Flood Insurance Study effective December 2, 2011. Reference Panel No. 27147C0153C
Building permitted in accordance with special requirements set forth by the City of Owatonna.

BASIS OF BEARING SYSTEM
All bearings are based on the east line of Abbotts Addition being South 00° 25' 56" West

BENCHMARK:
TNFH located at the northeast corner of Oak Avenue and Vine Street.
Elevation = 1152.63

LEGEND
Drainage and Utility easements are shown thus unless otherwise noted:

○ = 5/8 inch x 16 inch iron monument (capped LS 52646)-Placed
● = Iron monument - Found
← = Addition Corner



JONES, HAUGH & SMITH
PROFESSIONAL ENGINEERS & LAND SURVEYORS

OFFICIAL PLAT

REDLINE ADDITION

KNOW ALL PERSONS BY THESE PRESENTS THAT: 300 Block Owatonna LLC, a Minnesota Limited Liability Company, owner of the following described property:

Commencing at the northeast corner of Lot 3 in Block 2 of Abbott's Addition to Town (now City) of Owatonna, thence South 48 feet; thence West 11 rods, thence North 48 feet, thence East 11 rods to the place of beginning, Steele County, Minnesota.

AND

Lots 4 and 5, Block 2, Abbott's Addition to the Town (now City) of Owatonna, Steele County,Minnesota.

AND

The East 90 feet of Lot 6, Block 2, Abbott's Addition to the City of Owatonna, Steele County,Minnesota.

AND

Lots 6 and 7, Block 2, Abbott's Addition to the City of Owatonna, Minnesota except the East 90 feet of each of said Lots, Steele County, Minnesota.

AND

The East 90 feet of Lot 7, Block 2, Abbott's Addition to the City of Owatonna, according to the recorded plat thereof, Steele County, Minnesota.

AND

Lot 8, Block 2, Abbott's Addition to the City of Owatonna, Minnesota, according to the recorded plat thereof, Steele County, Minnesota.

AND

That part of Lot 9, Block 2, Abbott's Addition to the City of Owatonna, Minnesota, according to the recorded plat thereof, described as follows: Commencing at the northeast corner of Lot 8, Block 2 Abbott's Addition to the City of Owatonna, Minnesota; thence West 17 feet along the north line of said Lot 8 to the true point of beginning; thence West 105 feet along the north line of said Lot 8; thence northeasterly 95 feet; thence southeasterly 55 feet to the true point of beginning, Steele County, Minnesota.

AND

All that part of Riverside Parking Lot Addition, according to the Plat thereof on file and of record in the Office of the County Recorder in and for Steele County, Minnesota, lying North of a line described as follows: Beginning at a point on the east line of Lot 3, Block 2 of Abbott's Addition to the Town (now City) of Owatonna which point is 48)feet south of the northeast corner of said Lot 3, Block 2; thence West and parallel to the north line of said Lot 3, Block 2 extended, to the easterly bank of the Straight River, and there terminating, Steele County, Minnesota.

AND

Lot 9, Block 2, Abbott's Addition to the City of Owatonna, Steele County, Minnesota, except that part of Lot 9, Block 2, Abbott's Addition to the City of Owatonna, Minnesota, according to the recorded plat thereof, described as follows: Commencing at the northeast corner of Lot 8, Block 2, Abbott's Addition to the City of Owatonna, Minnesota; thence West 17 feet along the north line of said Lot 8 to the true point of beginning; thence West 105 feet along the north line of said Lot 8; thence northeasterly 95 feet; thence southeasterly 55 feet to the true point of beginning, Steele County, Minnesota.

AND

All that part of RIVERSIDE PARKING LOT ADDITION, as the same is platted and recorded in the office of the Steele County Recorder, Steele County, Minnesota; described as follows: Beginning at the southwest corner of the North 48.00 feet, of Lot 3, Block 2, ABBOTTS ADDITION TO OWATONNA, as the same is recorded and platted in said office; thence South 00°26'19" West a distance of 66.00 feet, on an assumed bearing on the east line of Walnut Avenue; thence North 89°32'35" West a distance of 153 feet more or less, on a line parallel to the south line of the said North 48.00 feet, to the easterly bank of the Straight River; thence northeasterly 66 feet more or less, on said easterly bank to a point on a west extension of the south line of the said North 48.00 feet; thence South 89°32'35" East a distance of 148.00 feet more or less, to the point of beginning.

Has caused the same to be surveyed and platted as REDLINE ADDITION, and does hereby dedicate to the public for public use the public ways and easements as created herewith, as shown on this plat.

In witness whereof said 300 Block Owatonna LLC, a Minnesota Limited Liability Company, has caused these presents to be signed by its proper officer this

_____ day of _____, 2023.

300 Block Owatonna LLC, a Minnesota Limited Liability Company

SIGNATORY, TITLE

STATE OF MINNESOTA

This instrument was acknowledged before me this _____ day of _____, 2023 by _____, _____ of 300 Block Owatonna LLC, a Minnesota Limited Liability Company.

John Henry Schulte, Notary Public, State of Minnesota
My Commission Expires January 31, 2026

I, Scott A. Tuchtenhagen, hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a true and correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 2023.

Scott A. Tuchtenhagen, Licensed Land Surveyor
Minnesota License No. 52646

STATE OF MINNESOTA
This instrument was acknowledged before me this _____ day of _____, 2023 by Scott A. Tuchtenhagen, a licensed land surveyor.

John Henry Schulte, Notary Public, State of Minnesota
My Commission Expires January 31, 2026

This plat of REDLINE ADDITION was approved and accepted by the City Council of the City of Owatonna, Minnesota at a regular meeting thereof held on
the _____ day of _____, 2023, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03 Subd. 2.1

Kris M. Busse, City Administrator

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 2023.

Scott A. Tuchtenhagen, County Surveyor
Steele County, Minnesota

No delinquent taxes and transfer entered this _____ day of _____, 2023.

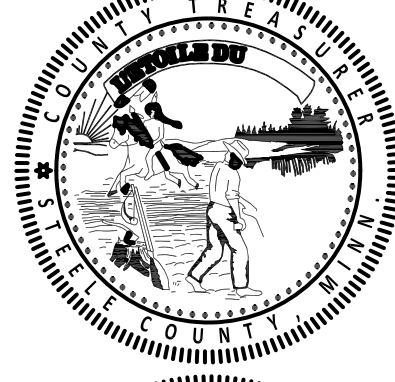
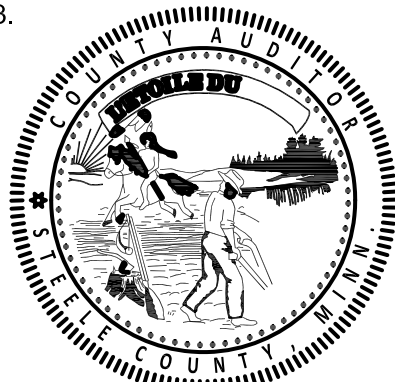
Brenda Blood, County Auditor
Steele County, Minnesota

I hereby certify that taxes payable for the year 2023 on the land hereinbefore described have been paid this
_____ day of _____, 2023.

Catherine Piepho, County Treasurer
Steele County, Minnesota

Filed in the Office of the County Recorder this _____ day of _____ 2023, at ____ O'clock ____ M., in Book _____ of Plats,
Page _____, as Document Number _____.

Rick G. Kvien, County Recorder
Steele County, Minnesota



JONES, HAUGH & SMITH
PROFESSIONAL ENGINEERS & LAND SURVEYORS



Community Development Department

DATE: June 20, 2023
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 54-23: CUP-6 Taproom and Food Trucks - Mineral Springs Brewery

Purpose:

Council to approve Resolution 54-23 to approve CUP-6 regarding a brewery, taproom, and food trucks for Mineral Springs Brewery.

Background:

See Attached - The Planning Commission is recommending approval of this CUP.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. CUP-6 MSB Brewery Taproom CUP - Ascend project
2. Resolution 54-23 CUP-6 MSB Brewery Taproom and Food Trucks

June 8, 2023

To: Planning Commission

From: Community Development Department

RE: CUP-6 by Darrin Stadheim, Redline Development, on behalf of Mineral Springs Brewery, LLC, a request for a conditional use permit to allow a Brewery and Taproom to be constructed as well as space for two food trucks to locate on the subject property.

Application Review:

Applicant/Owner: Darren Stadheim / Stadheim Properties

Location of Property: The property is located at 111 North Walnut Avenue

Zoning Map: B-3, Central Business District

Zoning Ordinance: Ordinance 157, Section 157.021. states brewery taproom facilities are permitted by Conditional Use.

Report Attachments:

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

Proposed Development:

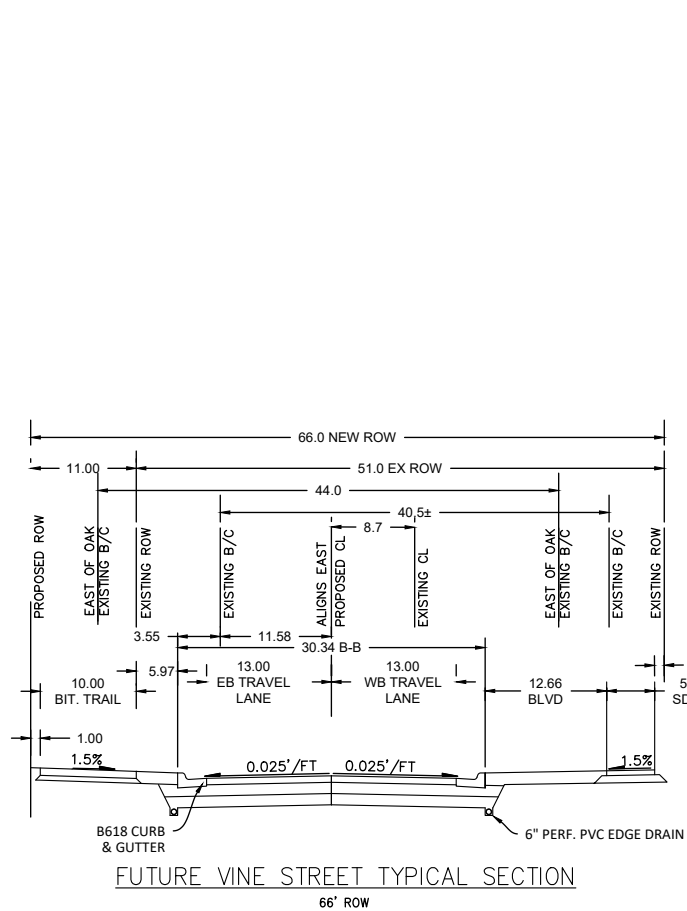
- ◆ CUP-6 by Darrin Stadheim, Redline Development, on behalf of Mineral Springs Brewery, LLC, a request for a conditional use permit to allow a Brewery and Taproom to be constructed as well as space for two food trucks to locate on the subject property.
- ◆ The applicant's plan to construct a new brewery and taproom within the Ascend project. The interior space will be approximately 8300 square feet. The space will also have an upper and a lower patio with significant seating and activity space.
- ◆ Space is being provided for two food trucks to park within the private parking area. The food truck stalls have been designed into the patio to allow for ease of pedestrian access.
- ◆ By law they cannot serve food with the brewery / taproom license. They plan to use local restaurants to provide food if the customers desire.
- ◆ Parking is provided with the project as a whole. Ample parking is available to the west of the project.
- ◆ Parking will also be available in the upper lot along Oak Avenue for larger events. A sidewalk will be constructed on the north side of Vine Street to connect that parking lot to the business entrance.
- ◆ The lower patio area is within the flood plain. All zoning requirements are met by this patio.

- ◆ Wall signage will be constructed on the wall. Sign permits will be required prior to construction of the signage. Signs are not permitted to be internally illuminated.
- ◆ According to the ordinance, a conditional use permit may be granted if the following findings are met:
 - a) The establishment or operation of the proposed conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
 - b) The architectural appearance and functional plan of the building and site reflects the building character of the area and will not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence within a reasonable distance of the lot. The proposed development will be compatible with existing and planned use of the area and conflicts will not be created between the proposed use and existing and intended future uses of the surrounding area.
 - c) The traffic generated by this use shall be channelized and controlled in a manner that will avoid congestion on public streets, safety hazards or excessive traffic through residential areas. The traffic generated will not raise traffic volumes beyond the capacity of the surrounding streets. Vehicular access points will be limited, and will create a minimum amount of conflict with through traffic movements and will be subject to the approval of the City Engineer. Vehicular drive up ingress lanes will be large enough to accommodate peak auto use on the same lot without requiring the stopping or waiting of vehicles on public right-of-way. Ingress lanes will be from the least heavily traveled street wherever possible.
 - d) Public services, including but not limited to sewer, water, gas, police, and fire protection, are available at an adequate level and capable of servicing the proposed land use. In addition, adequate access, drainage, and any other necessary support facilities shall be provided.
 - e) All such other or further factors as the City shall deem a requisite or consideration in determining the effect of such use on the general welfare, public health and safety.

Staff Review:

It appears that all of the requirements have been met for this conditional use request. Absent any new information presented at the meeting, staff would recommend approval of this conditional use request with the following conditions.

- 1) All signs shall have a sign permit prior to being erected.
- 2) All signs shall not be internally illuminated.



ZONING NOTES:

ZONED: B-3 CENTRAL BUSINESS DISTRICT

SETBACKS:

FRONT: 0'

REAR: 12'

SIDE: 0'

HEIGHT: 75' OR 6 STORIES

PARKING CALCULATION:

ZONED: B-3 CENTRAL BUSINESS DISTRICT

RESIDENTIAL:

1 STALL PER 1 BDR, 2 STALLS PER 2 BDR+

39 1-BDR + 30 2BDR = 99 STALLS

COMMERCIAL:

1 STALL PER 500 SF

BREWERY: 8929 SF

OMC: 22961 SF

WEST BANK: 6733 SF

38628 SF LESS 10%= 34765 SF

34765/500 = 70 STALLS

TOTAL REQUIRED = 99+70 = 169 STALLS

STALLS PROVIDED:

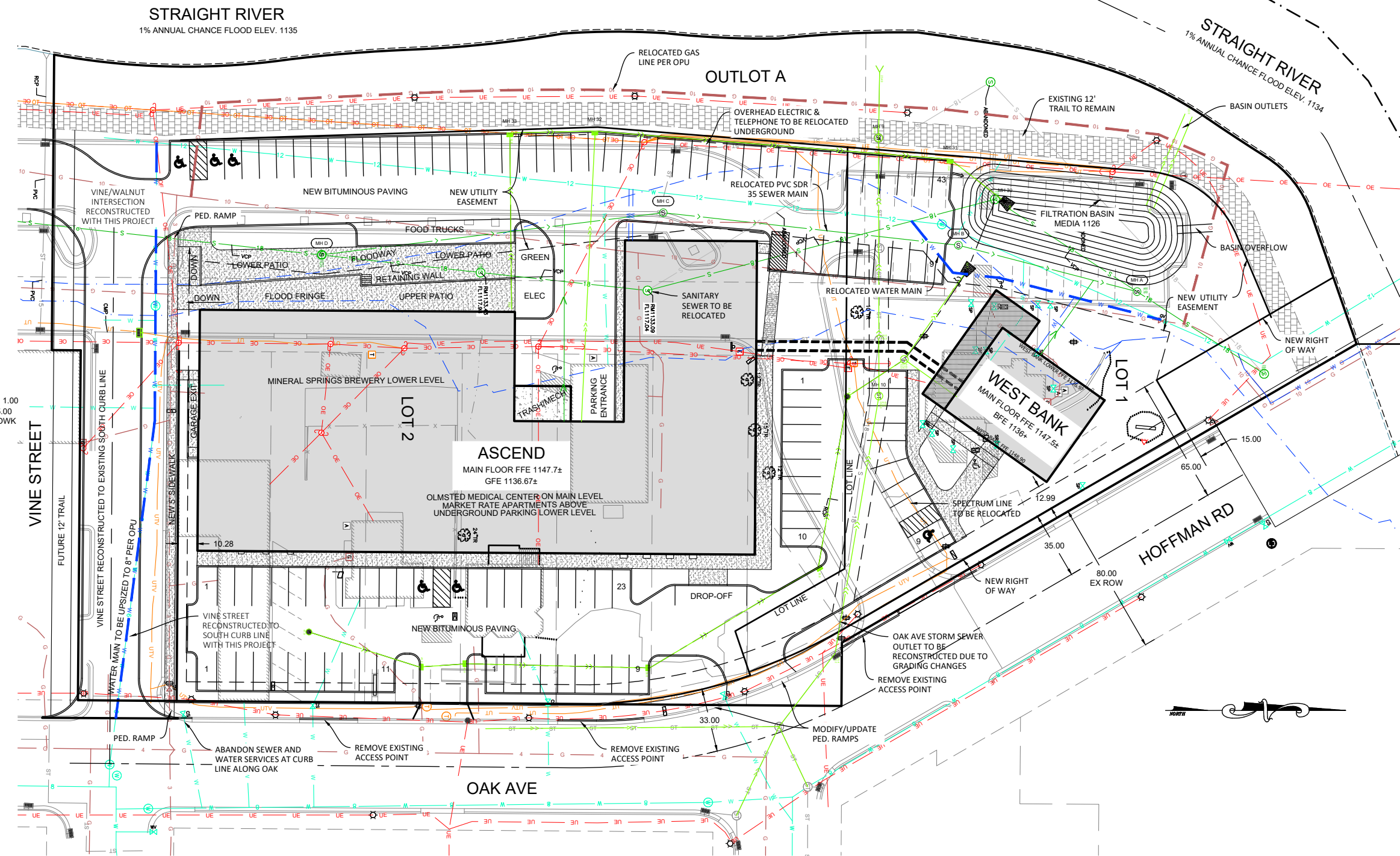
ENCLOSED: 61

OAK LOT: 43

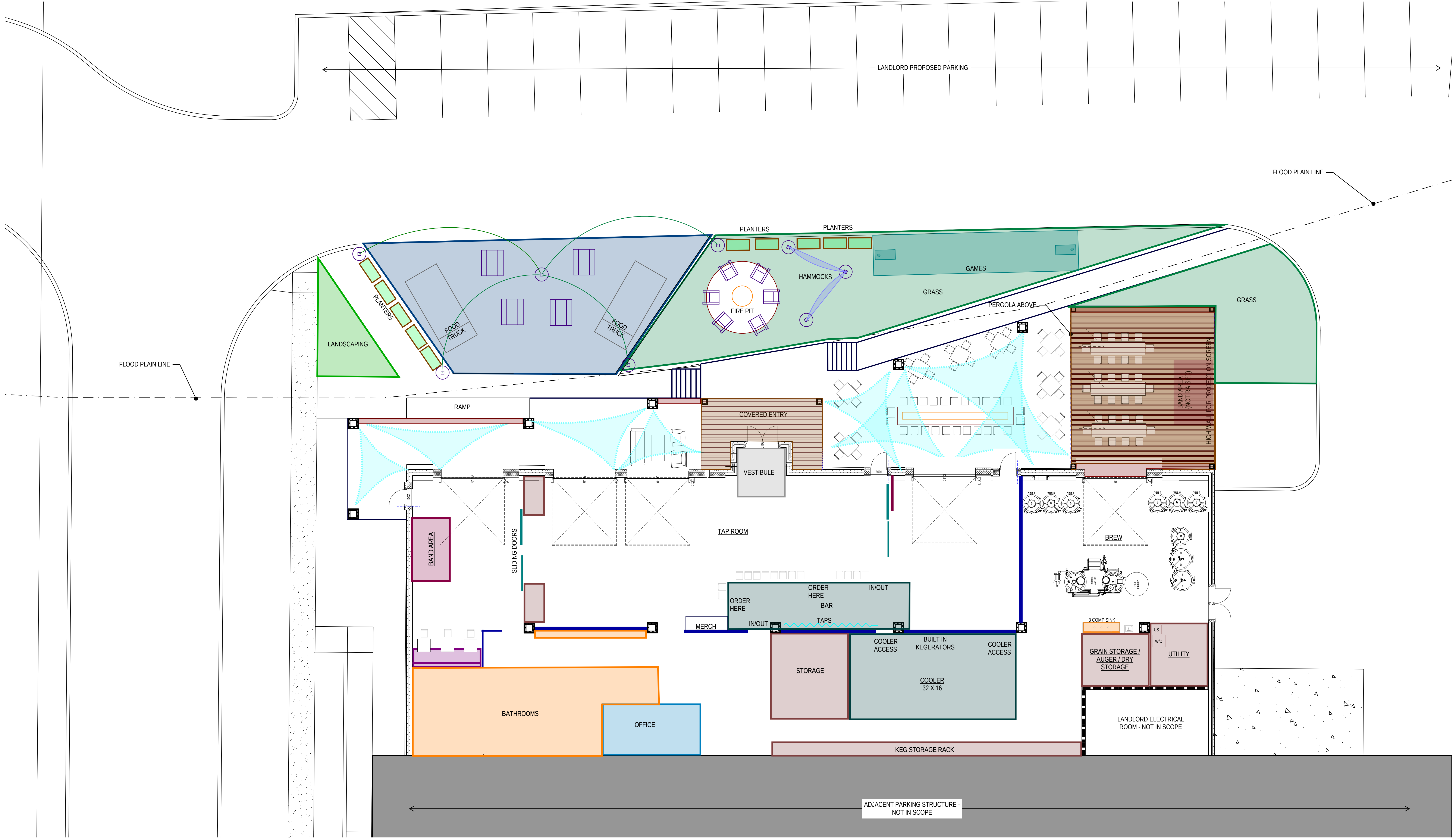
NORTH LOT: 19

WALNUT LOT: 52

175



	<table border="1"><thead><tr><th>REV.</th><th>BY</th><th>DATE</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>	REV.	BY	DATE											DESIGNED: JHS DRAWN: JHS CHECKED: BJA Date: 3/24/23 DWG: 22-1109PP4	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. John H. Schulte V License No. 44639 Date: 3/24/23	PRELIMINARY PLAT REDLINE ADDITION REDLINE DEVELOPMENT OVERALL PLAN	SHEET 1 OF 1
		REV.	BY	DATE														





January 25, 2023

City of Owatonna
Conditional Use Permit
Project Narrative

Mineral Springs Brewery (MSB) as Part of the Ascend Development

MSB plans to move the entire taproom and brewing operation (turnkey) currently housed at 111 N Walnut Avenue to a new, expanded space as part of the Ascend Property Development one block to the north of the current location. Current MSB ownership (Rod Baker, Mark Sebring, and Bill Cronin) is confident this expansion aligns well with realized and visible experienced at the current location.

The new space will feature the following:

- Expanded space in all facets of the operation: storage, patio, taproom, and brewhouse.
- Private parking for partner food trucks, on-site at the new MSB location.
- Outdoor and indoor space for live music, private events, and normal operations.
- Expanded operational hours for MSB, moving from a 5-day 'open to the public' model to a 7-day model, with this new space allowing for MSB to also serve as a 'private event' venue during 'public' and non-public hours.

The operational model will remain very similar to the current MSB model, ultimately aiming to be Southern Minnesota's Living Room; a comfortable gathering space for family and friends to enjoy time together with great beer and food. We achieve this aim today and plan to do so in the new space by brewing a high-quality product, serving it with exceptionally customer focused staff, complemented with the best food trucks and local restaurant partner options around, as well as great bands and local events.

Submitted by William J. Cronin, President, MSB, LLC

RESOLUTION NO. 54-23

A RESOLUTION APPROVING CONDITIONAL USE CUP-6

WHEREAS, Conditional Use CUP-6 by Bill Cronin, MSB, LLC and Darrin Stadheim, Block 300 Owatonna, LLC, a request a request for a conditional use permit to allow a Brewery and Taproom to be constructed as well as space for two food trucks to locate on the subject property and legally described as follows; and

Lot 2, Block 1, Redline Addition, Steel County, Minnesota

WHEREAS, The Planning Commission held a public hearing on June 13, 2023 and recommended approval of CUP-6; and

WHEREAS, on June 20, 2023, the City Council accepted and approved CUP-6, as the same was approved and recommended by the Planning Commission of the City; and

WHEREAS, the City Council concurs with all of the findings of the Planning Commission and hereby makes the identical findings as referenced in the CUP-6 Staff Report.

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

1. That said conditional use permit is in accordance with and conformity to the plans and regulations established by the City and the comprehensive plan for the development of the City.
2. That said conditional use permit be and the same hereby is approved with the following conditions:
 - A) All signs shall have a sign permit prior to being erected.
 - B) All signs shall not be internally illuminated
3. That the Clerk cause a certified copy of this resolution to be filed in the office of the County Recorder of Steele County, Minnesota.

Passed and adopted this __ 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 20, 2023
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 55-23: Preliminary Plat of Majestic Oaks No. 3

Purpose:

Council to adopt Resolution 55-23 approving the Preliminary Plat of Majestic Oaks No. 3.

Background:

See Attached Staff Report.

The Planning Commission held a public hearing regarding this request and recommend approval of this Preliminary Plat of Majestic Oaks No. 3.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval of Resolution 55-23.

Attachments:

1. Resolution 55-23 Prelim Plat - Majestic Oaks No. 3
2. Majestic Oaks No. 3 PP Staff Report

RESOLUTION NO. 55-23

A RESOLUTION APPROVING PRELIMINARY PLAT OF THE
MAJESTIC OAKS NO. 3

WHEREAS, on June 20, 2023, the City Council accepted and approved the preliminary plat of Majestic Oaks No. 3 to the City of Owatonna, as the same was approved and recommended by the Planning Commission of the City.

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

1. That said plat is in accordance with and conformity to the plans and regulations established by the City for a comprehensive plan for the development of the City.
2. That said plat be and the same hereby is approved with the following conditions:
 - a) Final plat approval shall be contingent upon the rezoning.
 - b) The final plat shall be approved within one year of the date of approval of the preliminary plat.
 - c) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
 - d) The applicant shall amend the declarations and covenants for the lots to adjust for the new legal descriptions and design of the patio homes.
 - e) Adequate access, as approved by the City Engineer, shall be provided to the pond prior to the City taking it over as previously agreed upon.
 - f) The emergency overflow through the Timber Ridge Drive NE area shall be constructed prior to the City signing the final plat for recording.
3. That the Clerk cause a certified copy of this resolution to be filed in the office of the County Recorder of Steele County, Minnesota, and to be given to the applicants of said plat.

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

June 9, 2023

To: Planning Commission
From: Community Development Department
RE: Final Plat of Majestic Oaks No. 3

Background

REO Development Group is requesting approval of the preliminary plat of Majestic Oaks No. 3, a 7 lot residential replat. The applicant is requesting approval to reconfigure the subject lots in order to add in 3 additional patio homes along White Oak Lane NE.

The proposed patio home lots are set up for a 42' x 80' deep home. All homes will be the single family detached standard for the side setbacks of 5' to a garage and 10' to all livable portions of the house. All portions of the structure, and all attachments, decks or other items are not permitted on the common lot area. Lots 1 & 7 will be used for the front and rear setback areas and will be considered a common lot.

Application Review:

Applicant/Owner:	REO Development Group
Location of Property:	1875-1905 White Oak Lane NE
Existing Zoning:	R-3, Single & Two Family Residential District
Existing Land Use:	The land is currently vacant however; it is platted for single-family detached dwellings.
Report Attachments:	1. Location Maps 2. Preliminary Plat

Proposed Development:

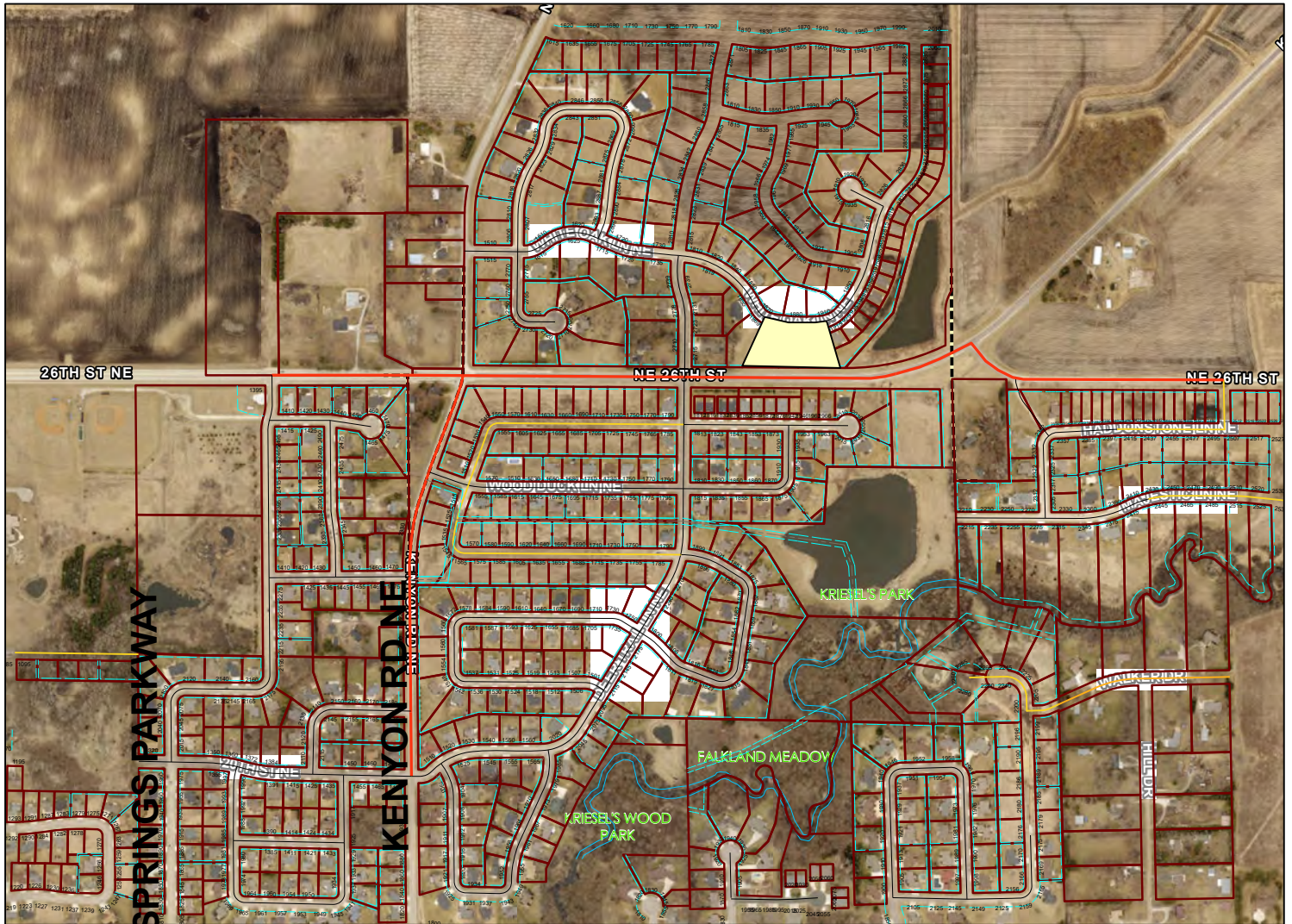
Size of Subdivision:	1.78± acres
Number of Lots:	4 patio home lots, 2 common area lots, and 1 SF lot
Lot Configuration:	The lots are generally rectangular in shape.
Street Pattern:	The street pattern will not change from what exists today.
Services:	Services are currently stubbed into the lots. With the creation of an additional lot, Lot 4 will need to have services existing.

Timing/Financing of Development:	The applicant is hoping to record the final plat soon.
Outstanding Assessments:	There are no outstanding assessments on the property.
Floodplain:	No
Wetlands:	The property does not have any wetlands. The plat has been sent to the Soil & Water Conservation District for verification.
Storm Water Drainage:	No changes are proposed as storm water was addressed with previous additions. With the original development agreement it was agreed upon that the City would eventually take the pond over, with conditions. In order for the City to do that in the future access would need to be provided to the pond.
Easements:	The applicant is proposing to dedicate a 10' utility easement along the north and south property line.
County/MNDOT Review:	This plat has been sent to Steele County for comment, as the property is located along CSAH 34 (26 th Street). The plan is not subject to MNDOT review.

Staff Review:

Staff recommends approval of the preliminary plat of Majestic Oaks No. 3 with the following conditions:

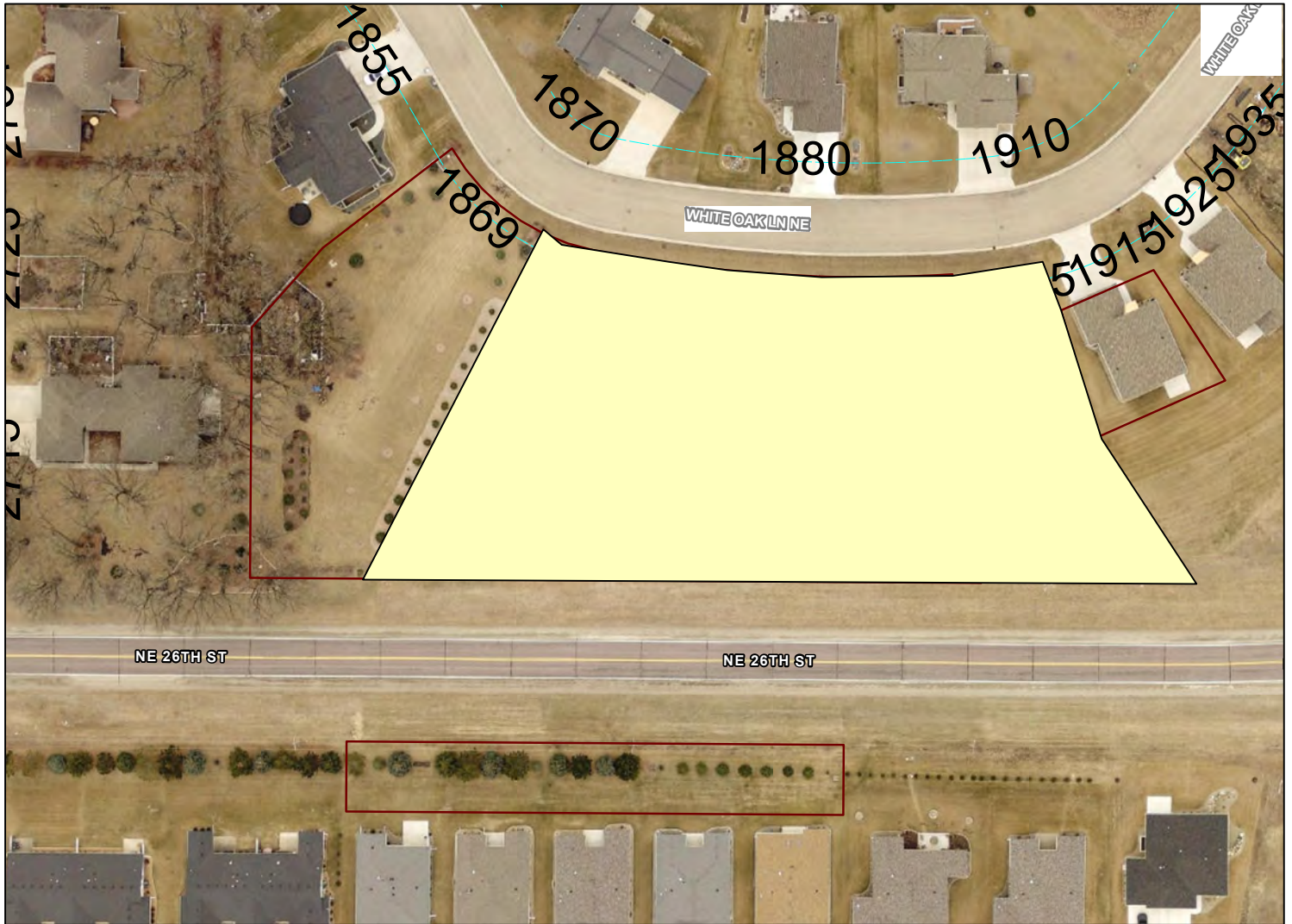
- 1) Final plat approval shall be contingent upon the rezoning.
- 2) The final plat shall be recorded within sixty days of the date of approval of the final plat.
- 3) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 4) The applicant shall amend the declarations and covenants for the lots to adjust for the new legal descriptions and design of the patio homes.
- 5) Adequate access, as approved by the City Engineer, shall be provided to the pond prior to the City taking it over as previously agreed upon.
- 6) The emergency overflow through the Timber Ridge Drive NE area shall be constructed prior to the City signing the final plat for recording.



RZ-3 - Majestic Oaks No. 3
Rezone from R-1 to R-3

1:7,453

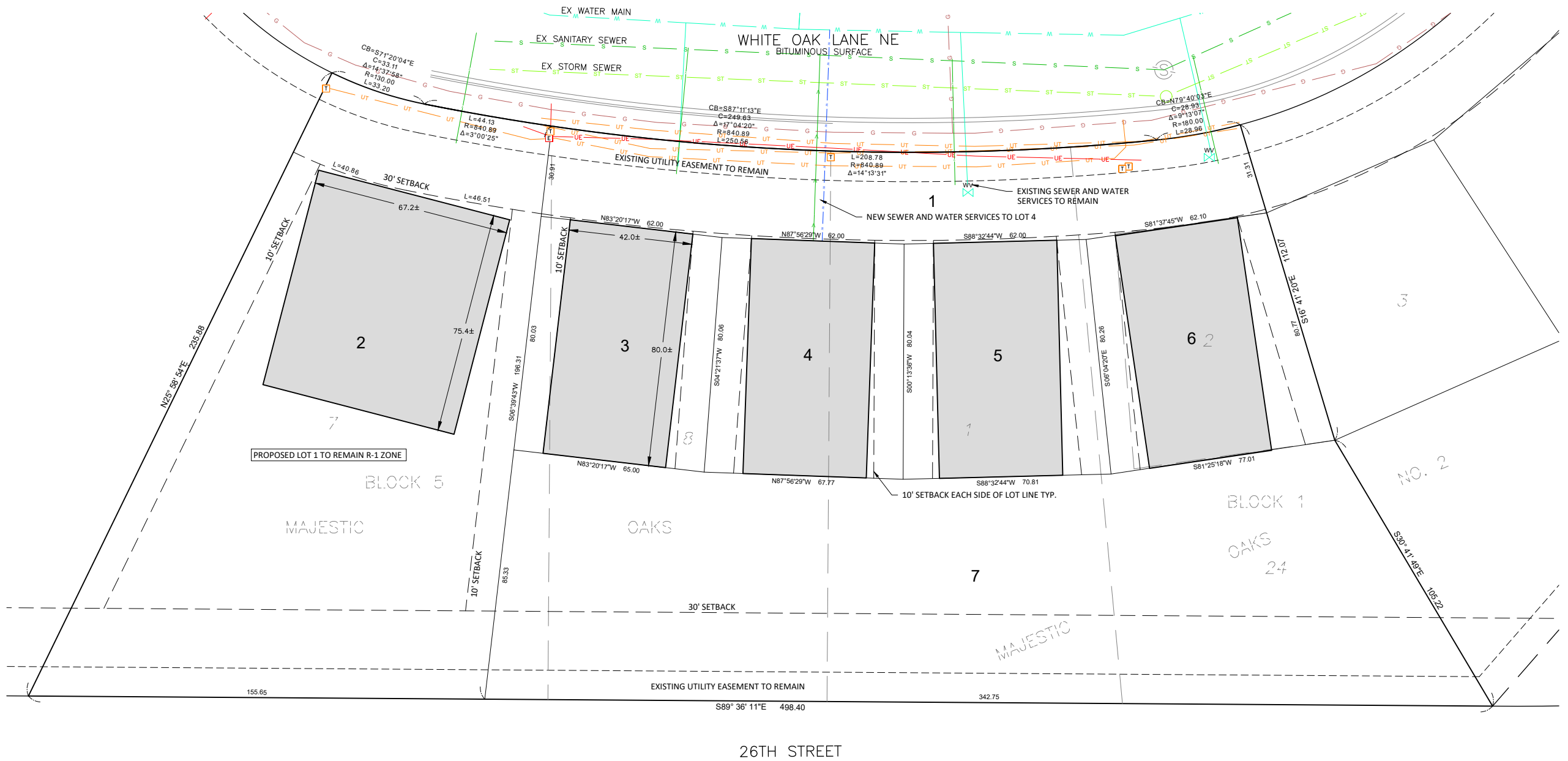
Date: 5/26/2023



RZ-3 - Majestic Oaks No. 3
Rezone from R-1 to R-3

1:941
Date: 5/26/2023

PRELIMINARY PLAT-MAJESTIC OAKS NO. 3



LEGAL DESCRIPTION OF RECORD

Lots 7 and 8, Block 5, MAJESTIC OAKS

AND

Lots 1 and 2, Block 1, MAJESTIC OAKS NO. 2

AND

All that part of Lot 24, Block 1, MAJESTIC OAKS NO. 2, described as follows:

Beginning at the southwest corner of said Lot 24;
thence South 89° 36' 11" East a distance of 126.00 feet, on an assumed bearing on the south line of MAJESTIC OAKS NO. 2;
thence North 30° 41' 49" West a distance of 105.22 feet to the southeast corner Lot 2, Block 1, MAJESTIC OAKS NO. 2;
thence South 81° 53' 24" East a distance of 69.03 feet to the southwest corner said Lot 2;
thence North 04° 36' 01" West a distance of 80.13 feet to the northwest corner said Lot 2;
thence North 82° 01' 06" East a distance of 52.08 feet to the northeast corner said Lot 2;
thence North 16° 41' 20" West a distance of 31.31 feet to the north line of MAJESTIC OAKS NO. 2;
thence west 28.96 feet on a non-tangential curve, concave to the north, with a radius of 180.00 feet, and a delta angle of 9° 13' 07";
thence west 29.44 feet on a tangential curve, concave to the north, with a radius of 840.89 feet, and a delta angle of 2° 00' 21", to the northwest corner of said Lot 24;
thence South 05° 20' 35" East a distance of 190.16 feet to the point of beginning.

Existing Zoning: R-1

Setbacks for Buildings:

Front Yard = 30'

Side Yard = 10'

Rear Yard = 30'

Proposed Zoning: R-1, R-3

R-3 Setbacks for Buildings:

Front Yard = 30'

Side Yard = 10'

Rear Yard = 30'

Address

1875, 1879, 1885, 1905 White Oak Lane NE



DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

REV.	BY	DATE



415 West North Street Owatonna, MN 507-451-459

DESIGNED: JHS

DRAWN: JHS.5

CHECKED: SAT

Date: 4/28/23

DWO: 05.102222

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

John H. Schulte V
License No. 44639 Date: 4/28/23

PRELIMINARY PLAT

MAJESTIC OAKS NO. 3

REO DEVELOPMENT

SITE PLAN

SHEET

2

PRINCIPALS

*Steven J. Thompson, P.L.S.
Brian J. Johnson, P.E.
Steven J. Penkava, P.E.
John H. Schulte V, P.E.
Scott A. Tuchtenhagen, P.L.S.*

Established 1945

April 28, 2023

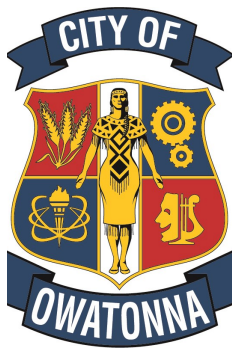
Preliminary Plat Application for Majestic Oaks No. 3

Request Narrative

SPC/REO Development is requesting to re-plat single family property along White Oak Lane NE in order to facilitate development of “patio home” style residential construction on existing typically sized family lots. This request is made due to the market demand for this style residence.

SPC/REO also requests Lots 2-7 of the re-platted property to be re-zoned from R-1 to R-3 to suit this new use.

Prepared by: JHS5



Miscellaneous



Community Development Department

DATE: June 20, 2023
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Development Agreement - Redline Addition

Purpose:

Approve the Land Development Agreement on Redline Addition as proposed.

Background:

The City requires a development agreement on any project that requires construction of public infrastructure. City Staff, the City Attorney, as well as the developer have agreed to the attached agreement pending City Council approval. This agreement defines the roles and the responsibilities of all parties involved in order to complete the public improvements that are required for this development.

Budget Impact:

The Developer will be responsible for constructing all of the public infrastructure associated with this project as defined within the agreement. As the City requires, a 1% fee will be paid to the City for Engineering Oversight on this project. The Developer is also required to reimburse Owatonna Public Utilities for gas main work and streetlighting as defined within the agreement.

Staff Recommendation:

Staff recommends approval of the development agreement for Redline Addition.

Attachments:

1. Redline Addition Development Agreement - Final to CC

LAND DEVELOPMENT AGREEMENT
REDLINE ADDITION

THIS AGREEMENT, is made and entered into as of _____, 2023, by and between 300 BLOCK OWATONNA, LLC, a Minnesota limited liability company (herein the “Owner”) and CITY OF OWATONNA, MINNESOTA (herein the “City”).

WHEREAS, the Owner and the City agree that this Agreement shall serve to facilitate the orderly and efficient development of the Project to the mutual benefit of the Owner and the City;

WHEREAS, The City has approved the Final Plat of Redline Addition, attached as Exhibit A and legally described as Exhibit B, on June 20, 2023;

WHEREAS, the City has outlined certain public improvements and/or facilities which in part provide needed infrastructure for the development of the Property;

WHEREAS, The proposed project is shown in the plans attached as Exhibit C and the Cost Estimate attached as Exhibit D.

WHEREAS, the City agrees to allow the development to proceed subject to the execution of an Agreement that addresses the impacts of the Project on the public infrastructure.

I. OWNER’S OBLIGATIONS

- A. Property Development. The Owner agrees to proceed and complete the platting process of two (2) lots within Redline Addition of the Project, including recording the plat in accordance with the Subdivision Ordinance for the City of Owatonna prior to the completion of the infrastructure improvements.
- B. Grading, Drainage, Erosion Control, Utility Lines. The Owner agrees to complete the grading and drainage improvements and install the erosion control facilities and utilities in accordance with the construction plans and specifications prepared by Jones, Haugh, & Smith, Inc., and reviewed and approved by the City of Owatonna.
 - 1. The owner shall be responsible for installing and maintaining all necessary temporary erosion and sediment control measure to be in compliance with the City of Owatonna Construction Stormwater Ordinance and the MPCA Construction Stormwater Permit and any applicable rules and regulations.
 - 2. The owner shall be responsible for construction of all required permanent stormwater control measures. The stormwater control measures shall be in accordance with City, MPCA and any other applicable standards.
 - a. An access easement for inspection of stormwater control and treatment measures shall be granted to the City of Owatonna for inspection. If the stormwater control and treatment measures are found to be

out of compliance, the City may repair the measures at the property owner's expense.

b. The permanent stormwater improvements will be privately owned. An association for the subdivision shall be formed or a stormwater easement and maintenance agreement agreed upon and recorded if the improvement serves more than one lot describing the responsibility for the operation and maintenance of the stormwater improvements.

3. The owner will be responsible for the design and construction of all utility improvements, including but not limited to: sanitary sewer, watermain, storm sewer, etc. in accordance with City of Owatonna regulations and all applicable rules and regulations.
4. The Owner agrees to grant a public easement for surface drainage to preserve the natural or constructed drainage flows across the Project, and acknowledges the private stormwater improvements will be treating the public right of way at the cost of the private owner or private association.
5. The Owner shall provide the City Engineer with copies of utility layout plans, as provided by the electrical, telephone, gas, and cable companies before construction.

C. Roadway Improvements. The Owner will construct all public roadways within the Project in accordance with the design standards set forth by the City of Owatonna.

1. The Owner shall dedicate through the platting process the public right-of-way for Vine Street W.
2. The applicant will also dedicate all easements shown on the plat of Redline Addition.
3. Vine Street W will be reconstructed from Oak Avenue to the River.
 - a. The south curb line will remain with this construction. This will be reconstructed with the future trail project.
4. A 5' wide concrete sidewalk will be constructed on the north side of Vine Street W. Appropriate pedestrian ramps will also be constructed at each intersection.
5. Upon future development to the south, a 10' wide bituminous trail will be constructed on the south side of Vine Street W. This trail shall be constructed prior to July 31, 2026 or by completion of construction of the Phase 2 project on the south side of Vine Street W, whichever occurs first.



6. The Owner shall reimburse Owatonna Public Utilities for any streetlights on Vine Street W that are deemed necessary for this development in accordance with their policy at a cost not to exceed \$15,000 per light. The lights and poles will be the fixtures that were used on Cedar Avenue. Additional street lighting may be required with a Phase 2 project on the south side of Vine Street W.
 7. The Owner shall reimburse Owatonna Public Utilities for costs of any streetlight relocations on Oak Avenue (CR 45) that are necessary to be relocated for these improvements.
- D. Development Plans. The project shall be developed and constructed in accordance with the plans and specifications prepared by Jones, Haugh, & Smith and attached as Exhibit D, and as approved by the City Engineer of the City of Owatonna. No work shall begin until the plan for the proposed improvements is approved by the City Engineer in writing. The plans required to be reviewed and approved are as follows:
1. Construction of Vine Street W extending from Oak Avenue to the River. The Owner shall be responsible for all grading, construction, and surfacing of Vine Street .
 - a. Construction observation shall be completed by an individual with the appropriate MNDOT Certifications, including but not limited to; grading and base, aggregate production, concrete I & II, etc. To avoid any conflict of interest, construction observation shall be performed by a third party with no material connection to the Redline Addition (Ascend) Project.
 - b. Test results in accordance with the Minnesota Department of Transportation Schedule of Materials control shall be performed by a qualified testing agency and shall be submitted to the City.
 - c. Testing as required for utilities shall be submitted to the City, including but limited to: sanitary sewer pressure and mandrel testing along with video inspection, watermain bacteria testing and pressure testing.
 - d. Construction schedule shall be submitted to the City and updated as changes occur.
 2. An 18-inch (or in field equivalent) diameter public sanitary sewer main will be constructed from an existing manhole (Manhole E) on the south end of the lot and reconnected on the north end at an existing manhole (Manhole A). Service lines will be extended into both lots of the project.

3. Construct 145 feet of twelve inch public water main with tracer wire around the stormwater facility. Water services will be constructed into each lot.
4. A public Storm Sewer System will be constructed from Oak Avenue outletting to the river through the middle of the site. The Owner shall be responsible for the construction of this line. This storm line services Oak Avenue (CR 45).
5. Owatonna Public Utilities will relocate and reconstruct the steel gas main to the west side of the proposed building. The Owner will be responsible to reimburse Owatonna Public Utilities the cost to relocate and reconstruct this gas main at a cost not to exceed \$65,000.
6. A fee of 1% of the total construction cost of street and utility installation costs as provided in Exhibit D shall be submitted to the City Engineer for City oversight of the public infrastructure prior to commencing construction.
7. Any variation from the approved construction plans shall be approved in writing by the City Engineer prior to making any changes.
8. As-Built construction plans shall be submitted to the City within 60 days of the City Council declaring substantial completion of the public improvements, as recommended by the City Engineer. The Owner agrees to a fine of \$100 for every calendar day after the 60 day deadline for submission of the As Built drawings to the City.

E. Access.

1. The Owner has been granted a full access across from Pearl Street by Steele County.
2. The City agrees to a right turn only exit onto Vine Street with initial construction. If issues arise at Vine Street and Oak Avenue intersection or the Bridge Street and Oak Avenue intersection the owner shall have 90 days to remedy the situation in a manner acceptable to the City Engineer upon notice in writing from the City of Owatonna. If the Owner fails to comply and remedy the situation the access may be closed and / or removed.
3. A full access to the parking lot on the west side of the building is granted on Vine Street.
4. No other vehicular access is permitted to this property without written approval by the City.

- F. Stormwater. The Owner acknowledges that the City has stormwater requirements that need to be met for all development projects. Stormwater responsibilities will all be constructed and maintained by the Owner.
- G. Traffic Improvements. The Owner shall pay for all street signs, within the Project as required by the Ordinance for the City of Owatonna and Minnesota Uniform Traffic Control Manual.
- H. Permits. The Owner shall obtain all necessary permits for the construction within the property.
- I. Recording Fee. The Owner shall pay the recording fee for the recording of this Agreement at the Steele County Recorder's office.
- J. License. The Owner hereby grants the City, its agent, and employees a license to enter the project to perform periodic inspections or observations of the work as deemed appropriate by the City.
- K. Warranty. The Owner warrants all work to be performed in the public right-of-way and within the public utility easements against poor material and faulty workmanship for a period of three (3) years after its completion.
- L. Inspection. Owner agrees to hire [REDACTED] or other suitably qualified consultant to inspect and test the construction of the public improvements on a regular and routine basis including the sewage collection system, water distribution, roadways and stormwater systems. Material testing to be paid for by the owner and completed by a certified testing agency.

Owner agrees to hire Jones, Haugh, and Smith, Inc. to provide construction staking for the construction of all improvements.

Owner agrees to hire [REDACTED] to provide as-built construction drawings within 60 days of substantial completion of the roadway and utility work.

The Owner hereby grants the City, its agents, officials, and engineers, license to enter onto the Property for purposes of undertaking its own inspections at the City's discretion, and at the City's sole expense. City agrees to indemnify Owner, their Governors, Managers, Members and Agents including but not limited to [REDACTED] (Contractor) and hold them harmless from any and all claims, demands, actions, causes of action, suits, proceedings, costs, expenses, damages, and liabilities, including attorney fees, arising out of any entry authorized by City onto Owner's real property except if the claim arises from negligence caused by the Owner.

- M. Security. Prior to commencement of the project, Owner shall deliver to City a Subdivision Bond or other acceptable financial surety to ensure project completion, as estimated by Jones, Haugh, and Smith and attached as Exhibit D,

as principal and the City of Owatonna as obligee in the sum of \$377,916.50. Said surety will be released by the City once the improvements have been accepted by the City Engineer.

The City is hereby granted the option, but not the obligation, to complete or cause completion in whole or part of all of the Owner's obligations under this Agreement for which a bond, letter of credit, cash deposit or other security (hereinafter referred to as the "Security") is required if the Owner defaults with respect to any term or condition in this Agreement for which Security is required and fails to cure such default(s) within ten (10) days after receipt of written notice thereof from the City; provided however if the nature of the cure is such that it is not possible to complete the cure within ten (10) days, it shall be sufficient if the Owner has initiated and is diligently pursuing such cure. The Owner acknowledges that the City does not assume any obligations or duties of the Owner with respect to any such contract agreements unless the City shall agree in writing to do so.

The City may make a claim against the Security, as appropriate, after the notice and cure period set forth in the foregoing paragraph, for any violation of the terms of this Agreement or if the Security is allowed to lapse prior to the end of the required term.

- N. Monuments. Monuments of a permanent character shall be placed at the corners of all lots created by the subdivision and located as required by Minnesota Statute 505.02. Building permits will not be issued until such monuments are placed.
- O. Owner's Responsibility for Code Violations. In the event of a violation of City Code relating to use of the property construction thereon or failure to fulfill an obligation imposed upon the Owner pursuant to this Agreement, City shall give the Owner written notice after which the Owner shall have 10 days within which to cure such violation, provided however, City need not issue a building or occupancy permit for construction or occupancy on the Land while such a violation is continuing, unless waived in writing by City.
- P. Owner's Responsibility for its Contractors. Owner shall release, defend and indemnify City, its elected and appointed officials, employees and agents from and against any and all claims, demands, lawsuits, complaints, loss, costs (including attorneys' fees), damages and injunctions relating to any acts, failures to act, errors, omissions of Owner or Owner's consultants, contractors, subcontractors, suppliers and agents. Owner shall not be released from its responsibilities to release, defend and indemnify to the extent provided in this Agreement because of any inspection, review or approval by City.

II. CITY'S OBLIGATIONS

- A. The City shall consider the Project/plat under the process outlined in the Zoning and Subdivision Ordinance for the City of Owatonna. The City shall allow the Owner to proceed and complete the platting process including plat recording for the Property prior to completion of the infrastructure.

- B. Building permits will be allowed to be issued prior to the public improvements being constructed.
- C. No Certificate of Occupancies will be issued until all public improvements have been deemed substantially complete by the City Council of the City of Owatonna.
- D. The City will not require any transportation or environmental studies for Redline Addition at this time. Please note that this project may be considered as a connected action to any future improvements in this area for a period of 3 years from the date of this agreement.

III. GENERAL PROVISIONS

- A. Waiver and Amendment. This Agreement will not be altered, modified, supplemented, or amended in any manner whatsoever except by written agreement signed by both parties.
- B. Entire Agreement. This Agreement constitutes the entire agreement between the parties. There are no understandings, agreements, or representations, oral or written, beyond those specified in this agreement.
- C. Successors and Assigns. This Agreement shall be binding upon the parties, their heirs, successors and/or assigns.
- D. Ordinances. Except as otherwise expressly provided herein, the Owner and the City acknowledge that they will remain subject to all applicable City ordinances, policies, and other governmental regulations.
- E. Enforcements



1. In the event of either party's default which is not cured within thirty (30) days after written notice thereof, that party shall be deemed to be in default, provided however if the nature of the cure is such that it is not possible to complete the cure within thirty (30) days, it shall be sufficient if the party has initiated and is diligently pursuing such cure and completes the cure within a reasonable time as determined by The City Engineer. If the defaulting party fails to cure the default, the City shall send notice describing with specificity the nature of the default asserted, to the defaulting party and the non-defaulting party shall have all rights and remedies available under law or equity with respect to the default either to restrain any violation or recover damages, or both. In addition, and without limitation, the parties shall have the following specific rights and remedies.
 - a. With respect to matters that are capable of being corrected by the non-defaulting party, a non-defaulting party may, at its option enter upon the Property for the purpose of correcting the default and the non-defaulting party's reasonable costs in correcting same,

plus interest as provided in Section C below, shall be paid by the defaulting party to the non-defaulting party immediately upon demand;

2. Reimbursement. Each party shall be responsible for their own Attorney's fees.
 3. Interest. Interest shall accrue on all amounts required to be reimbursed by the defaulting party to the non-defaulting party pursuant to Section B above at the rate of Prime Rate as established from time to time by U.S. Bank, Rochester, Minnesota, plus two percent per annum from the date of payment by the defaulting party until the date reimbursed in full with accrued interest.
 4. Remedies are Cumulative. All remedies provided herein shall be cumulative and the exercise of one remedy shall not preclude the use of any other or all of said remedies.
 5. Failure to Enforce not a Waiver. Failure of any party to enforce any provisions contained herein shall not be deemed a waiver of that party's rights to enforce such provision or any other provision in the event of a subsequent default.
- F. Severability. Invalidation of any of the provisions in the Agreement by judgment or court order shall in no way effect any of the other provisions, which other provision shall remain in full force and effect.
- G. Force Majeure. If either party fails to perform under this Agreement because of any delays caused by fire, flood, explosion, hurricane, earthquake, tornado, wind storm, heavy rain storm, unusually inclement weather, or other casualty, strikes, walk-outs, labor disputes, governmental laws or regulations, unavailability of labor or materials, contractor delays, or other similar causes beyond either parties control, performance by such party will be extended for the period of time attributable to such causes.
- H. Governing Law. This Agreement will be governed by and construed in accordance with the laws of the State of Minnesota.
- I. Notices. Any notice or election herein required or permitted to be given or serviced by any party hereto upon the other will be in writing and delivered in person, by facsimile, recognized overnight delivery service (i.e., Federal Express, UPS, etc.), or sent by United States certified or registered mail, postage prepaid, addressed as follows:

If to Owner:

Block 300 Owatonna, LLC
Attention: Darrin Stadheim
11401 72nd Avenue SW
Ellendale, MN 56026

If to the City:

City of Owatonna
Attention: City Administrator
540 West Hills Circle
Owatonna, MN 55060

Any such communication, if mailed as provided herein, will be deemed to have been received on the expiration of four (4) business days after mailing. Any such communication, if sent by recognized overnight delivery service (i.e., Federal Express, UPS, etc.) will be deemed to have been received on the first business day after the communication is sent by such means. Any communication personally delivered will be deemed to have been given upon delivery thereof in the manner above provided on the date delivered. If the last day of a period within which either party is required or allowed to provide a notice, demand, offer, election, acceptance or other communication hereunder should fall upon a Saturday, Sunday or legal holiday then, the next full business day will be included in such period and such notice, offer, demand, request or communication may be made and given on such next full business day.

J. No Third Party Beneficiaries

The terms and provisions of the Agreement are intended solely for the benefit of each party hereto and their respective successors or permitted assigns, and it is not intended to confer third-party beneficiary rights upon any other person.

IN WITNESS WHEREOF, the parties set their hands and seals as of the date and year first above written.

CITY OF OWATONNA, a Minnesota
Municipal Corporation

Owner:
Block 300, LLC. a
Minnesota limited liability company

By _____
Its Mayor

By: _____

Attest: _____
Its City Administrator

Its: _____

STATE OF MINNESOTA)
) ss
COUNTY OF STEELE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023,
by _____ and _____, the Mayor
and City Clerk, respectively, of the City of Owatonna, a Minnesota municipal corporation, on
behalf of the corporation.

Notary Public

My commission expires _____.

STATE OF MINNESOTA)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2023,
by _____, the _____, of Block
300, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public

My commission expires _____.

Exhibit A

Exhibit B

Lots 1-2, Block 1, Redline Addition, Steele County,
Minnesota

Exhibit C

Exhibit D



Public Works Department

DATE: June 20, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Construction Testing Services Proposal - American Engineering Testing

Purpose:

Requesting Council approval for the American Engineering Testing (AET) Proposal for Construction Testing Services for the 2023 Havana Road Project.

Background:

American Engineering Testing (AET) has submitted a proposal for Construction Testing Services to perform material testing in accordance with the 2022 MnDOT SALT Schedule of Materials Control. See the attached proposal for the entire scope of services and pricing.

Budget Impact:

The proposed estimated cost is \$18,477.00. The proposal is based on a test per trip basis.

Staff can find efficiencies by combining multiple tests on a single trip to reduce the overall costs. Staff has also engaged MnDOT's District 6 Lab to perform tests in lieu of AET performing the lab tests. We typically see much lower costs from MnDOT Lab testing. If more time or tests are required, additional expenses may be incurred.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. American Engineering Testing - Havana Road Proposal

June 8, 2023



City of Owatonna
540 West Hills Circle
Owatonna, Minnesota 55060

Attn: Sean Murphy, PE

RE: Proposal for Construction Testing Services
Havana Road Project, SAP 153-113-007
Owatonna, Minnesota
AET Proposal No. P-0023930

Dear Mr. Murphy:

Introduction

American Engineering Testing, Inc. is pleased to offer you construction testing services for the Havana Road project in Owatonna, Minnesota. This letter is intended to define our scope of services, and to present you with an estimate of our fees, the anticipated schedule and other information regarding our services.

Project Information

We understand that the project consists of the reconstruction of Havana Rd SE near Lincoln School in Owatonna, Minnesota. The project includes new utilities, curb and gutter, sidewalks, and pavements.

Scope of Services

During construction, AET will provide MnDOT certified technicians to perform material testing in accordance with the project specifications and the 2022 MnDOT SALT Schedule of Materials Control. Our anticipated scope of services is outlined below.

Trench Backfill Density

AET will provide certified technicians to perform trench backfill density testing according to the schedule of materials control. We have assumed the following number of tests as seen in Table 1 for the utility trench backfill testing.

Table 1. Trench Backfill Compaction Testing

Utility	Length	Testing Frequency	Number of Tests
Watermain	1,649 LF	1/500'/2' lift longitudinal, 1/run/2' lift transverse	14
Storm Sewer	314 LF		3

1937 Seventh Street NW, Suite 1 | Rochester, MN 55901

Phone (507) 281-3547 | (800) 972-6364 | Fax (651) 659-1379 | teamAET.com | AA/EEO

This document shall not be reproduced, except in full, without written approval from American Engineering Testing, Inc.

Granular Materials Field and Laboratory Testing

AET will perform the laboratory testing shown in Table 2 on the granular materials for the project. These materials include the select granular borrow and granular foundation bedding. The project specifications indicate compaction is per the quality compaction method so densities/DCP's are not required. AET can perform these services if requested at the indicated rates in the attached fee schedule.

Table 2. Granular Materials Lab Testing

Test	Testing Frequency	Number of Tests
Gradation	1 per 40,000 CY	2
DCP	1 per 2,000 CY	0
Moisture Content	At Engineer's Discretion	0

Subgrade Preparation

AET assumes subgrade preparation will also be compacted per the quality compaction method, therefore no compaction testing is required. AET can perform these services as indicated in Table 3 if requested and at the rates included in the attached fee schedule.

Table 3. Subgrade Preparation Testing

Test	Testing Frequency	Number of Tests
Density	Quality Compaction	0
Moisture	At Engineer's Discretion	0
Proctor	1 per soil type, if tested for density or moisture	0

Pavement Subgrade and Aggregate Base Test Rolling

We have assumed that city of Owatonna personnel will observe the test rolling of the pavement subgrade and aggregate base.

Aggregate Base Field and Laboratory Testing

AET will perform the laboratory testing shown in Table 4 on the aggregate base Class 5. Compaction is indicated to be per the quality compaction method, so we have not included DCP testing of the aggregate base.

Table 4. Aggregate Base Field and Lab Testing

Test	Testing Frequency	Number of Tests
Gradation	2 per lot (2 lots)	4
Moisture	Engineer's Discretion	0
Aggregate Quality	1 per source	1
DCP	1 per 1,500 CY (assumed test rolled), 1 per 500 ft walks & trails	0

Concrete Testing

During the placement of concrete, personnel from AET will perform field testing (air content, slump and temperature) of the plastic concrete and cast test cylinders for laboratory testing. After initial curing, we will return the samples to our lab for compressive strength testing. Each set will consist of three cylinders which will be tested at 28 days. Additional cylinders can be cast according to the indicated rates in our fee schedule if requested. The results of our compressive strength testing will be presented as they become available. Our estimated number of tests on the fresh concrete placed for this project is provided in Table 5 below.

Table 5. Concrete Testing Summary

Item	Estimated number of Placements	Testing Frequency	Assumed Number of Cylinder Sets
Sidewalks	5	1/100 cubic yards (Air, slump, temp) Cylinders 1/300 cubic yards per day	5
ADA Ramps	3		3
Concrete curb and gutter	3		3
Driveways	1		3

Concrete Plant Inspection and Testing

AET will verify the concrete plant has been certified prior to the beginning of work and we will perform concrete plant inspections during construction. We will also collect verification samples for coarse and fine aggregate gradation, as required by the Schedule of Materials control, and deliver them to the AET office for laboratory testing. We have assumed plant inspections will occur immediately prior to field testing, and that the field technician will perform plant monitor services during the same trip to the project. We have assumed concrete operations will take place over 4 weeks, which would include the following tests as indicated in Table 6.

Table 6. Concrete Plant Monitoring Testing Services

Test	Frequency	Number of Tests
Verification Gradation (coarse and fine)	1 each fraction per week	4
Quality (coarse and fine)	1 per fraction per month	1

Bituminous Plant Inspections

When placement of the bituminous pavements begins, an experienced, MnDOT certified Engineering Technician will be at the bituminous plant on a full-time basis to observe the contractor sampling and testing of the bituminous lab samples. The verification samples retrieved from the plant will be tested in our laboratory for MnDOT Gyratory properties, including:

- Gyratory density, Rice specific gravity, Asphalt Film Thickness (AFT), Coarse Aggregate Angularity (CAA), and Fine Aggregate Angularity (FAA).
- Asphalt extraction and aggregate gradation.

AET will also observe coring of the bituminous pavements as well as the laboratory testing of the cores for compliance with height and density requirements at the contractor's lab. AET will gain possession of the companion cores and test the following:

- Height of the cores.
- Bulk density, absorption and % compaction of the cores

We have assumed that city of Owatonna field staff will setup and mark the core locations in the field. We have estimated paving operations will be completed in 2 days and will include the testing as indicated in Table 7.

Table 7. Bituminous Quality Assurance Testing

Test	Testing Frequency	Number of Tests
Gyratory Properties	1 per mix per day	2
Bituminous Cores	2 per lot plus longitudinals, lots based upon daily tonnage per mix	12



Final State Aid Summary Report

At the conclusion of the project, we will prepare a report including our test reports, material certification summaries, material exception summaries, plant monitor QA and QC reports, tester inventory, and any other documentation of our testing and inspection services related to the project.

Schedule

We anticipate that we can have personnel available for the project within 1 week of receiving written authorization.

Fees

Our services will be provided on a unit cost basis according to the unit rates provided in the attached Materials Testing Estimate. Our invoices will be determined by multiplying the number of personnel hours or tests by their respective unit rates.

We have estimated a minimum required number of tests needed to satisfy the requirements as defined in the Schedule of Materials Control. Therefore, we propose a budget cost estimate of **\$18,477.00**. We refer you to the attached fee schedule as reference to how we arrived at this estimated cost. We caution that this is only an estimated cost.

Often, variations in the overall cost of the services occur due to reasons beyond our control, such as weather delays, changes in the contractor's schedule, unforeseen conditions or retesting. These variations will affect the actual invoice totals, either increasing or decreasing our total costs for the project from those estimated in this proposal. If more time or tests are required, additional fees may be needed to complete the project testing services.

TERMS AND CONDITIONS

All AET Services are provided subject to the Terms and Conditions set forth in the enclosed Construction Service Agreement—Terms and Conditions, which, upon acceptance of this proposal, are binding upon you as the Client requesting Services, and your successors, assignees, joint ventures and third-party beneficiaries. Please be advised that additional insured status is granted only upon written acceptance of the proposal.

GENERAL REMARKS

We appreciate the opportunity to provide our services to you and we look forward to working with you on this project. If you have any questions or need additional information, please contact us.



Sincerely,
American Engineering Testing, Inc.

Prepared By:

A handwritten signature in black ink, appearing to read 'Steve L. Mullen'.

Steve L. Mullen, PE
Branch Manager/Senior Engineer
Phone: 507-281-3547
Email: smullen@amengtest.com

Reviewed By:

A handwritten signature in black ink, appearing to read 'Matthew S. Friedman'.

Matthew S. Friedman, EIT
Field Engineer

Attachments: Fee Schedule Tabulation
 Service Agreement

ACCEPTANCE AND AUTHORIZATION: AET Proposal No. P-0029390

SIGNATURE: _____

PRINTED NAME: _____

COMPANY: _____

ADDRESS: _____

PHONE NUMBER AND EMAIL: _____

DATE: _____

INVOICING INFORMATION (Provide Company AP Department Information, if present.)

AP CONTACT NAME: _____

BILLING/MAILING ADDRESS: _____

AP PHONE NUMBER AND INVOICE EMAIL: _____

P.O. NO./ PROJECT NO.: _____



Materials Testing Estimate
Havana Road Project: Owatonna, MN

TABLE A: Construction Materials Testing Fee Itemization

Material	Units	Qty.	Trips	Hrs	Agency Testing Freq.	# of Tests Minimum	Cost per test (\$)	Cost (\$)
Watermain	LF	1,649	2	5	Density (1/500 ft of trench/2ft lift longitudinal)	17	15.00	255.00
Storm Sewer	LF	314	1	2.5	(1 per 2ft lift each run transverse)			
					Proctor (1/soil type)	3	150.00	450.00
					Moisture (1/10,000 CY)*	0	15.00	0.00
Select Granular Borrow	Ton	7,300	1	2	Nuc/DCP (Quality Compaction, Engineer's Discretion)	0	15.00	0.00
Coarse Filter Aggregate	CY	0**	0	0	Moisture Content (Engineer's Discretion)	0	15.00	0.00
Stabilizing Aggregate	CY	0**	0	0	Gradation (1/40,000 CY)	2	115.00	230.00
Granular Foundation Bedding	Ton	200	1	2				
Subgrade Preparation	STA	14	0	0	Density (1 per 25 road stations)	0	15.00	0.00
					Proctor (1/soil type)	0	150.00	0.00
					Moisture (1 per 25 road stations)	0	15.00	0.00
Aggregate Base Class 5	Ton	6,221	2	4	Gradation (2 per lot, 2 lots)	4	125.00	500.00
					Moisture Content (Engineer's Discretion)	0	15.00	0.00
					Aggregate Quality (1 per source)	1	500.00	500.00
					DCP (Quality Compaction, Engineer's Discretion)	0	15.00	0.00
Concrete Sidewalks	SQ FT	6,876	5	15				
ADA Ramps	LF	1,450	3	9	Plastic Concrete Testing, air, slump, temp (1/100 CY/Day/Mix)			
Concrete Curb and Gutter	SY	64	1	3				
Driveways	WEEKS	4		4	Compressive Strength Testing	30	30.00	900.00
Concrete Plant Monitor (1 trip/week)					Aggregate Quality (1 per fraction per month)	1	750.00	750.00
Bituminous Pavement Plant Monitor	Tons	1,650	2	16	Verification Gradations (1 each coarse and fine per week)	4	185.00	740.00
Additional Days for Coring Observations	Days	1	1	4				
					Bituminous Verification Gratory Properties	2	550.00	1100.00
					Pavement Core thickness and density tests	12	55.00	660.00
			22	75.5			Subtotal =	6,085.00

*Moisture will be taken same time as density test by nuclear gauge

** If needed, not called out in quantities

Time and Mileage	Unit	Rate (\$)	Minimum Quantity	Minimum Cost
Mileage	Mile	1.20	1760	2112.00
Technician Time	HR	100.00	75.5	7550.00
Final Summary Report	EA	750.00	1.0	750.00
Senior Engineer/Project Management	HR	165.00	12	1980.00
			Subtotal =	12392.00

Total Cost Estimate = 18,477.00

SECTION 1 - RESPONSIBILITIES

1.1 – This Service Agreement – Terms and Conditions (“terms and conditions”) is applicable to all services (“Services”) provided by American Engineering Testing, Inc. (AET). As used herein “Services” refer to the scope of Services described in the proposal submitted by AET to Client. The proposal, these terms and conditions and any appendices attached hereto shall comprise the agreement (“Agreement”) between AET and Client for Services described in the proposal and are binding upon the Client, its successors, assignees, joint ventures and third-party beneficiaries. AET requests written acceptance of the Agreement, but the following actions shall also constitute Client’s acceptance of the Agreement: 1) issuing an authorizing purchase order, task order, service order, or any other documentation for any of the Services, 2) authorizing AET’s presence on site, or 3) written or electronic notification for AET to proceed with any of the Services. Issuance of a purchase order, task order or service order by Client which contains separate terms and conditions will not take precedence or modify the terms and conditions contained in this Service Agreement AND THE TERMS AND CONDITIONS OF THIS SERVICE AGREEMENT AND ANY CORRESPONDING PROPOSAL ISSUED BY AET SHALL GOVERN UNLESS AUTHORIZED IN WRITING IN ADVANCE BY AET.

1.2 - Prior to AET performing Services, Client will provide AET with all information that may affect the cost, progress, safety and performance of the Services. This includes, but is not limited to, information on proposed and existing construction, all pertinent sections of contracts between Client and their Client and/or Owner which contain flow-down provisions to AET, if they are included, site safety plans or other documents which may control or affect AET’s Services. If new information becomes available during AET’s Services, Client will provide such information to AET in a timely manner. Failure of Client to timely notify AET of changes to the project including, but not limited to, location, elevation, loading, or configuration of the structure or improvement will constitute a release of any liability or indemnity obligations of AET for loss or damages related to such changes. Client will provide a representative for timely answers to project-related questions by AET.

1.3 – AET is responsible only for performance of the Services. AET will not be held responsible for work or omissions by Client or any other party working on the project. The Services do not include construction management, general contracting or surveying services. AET will not be responsible for directing or supervising the work of other parties, unless specifically authorized and agreed to in writing.

1.4 - Services performed by AET often include sampling at specific locations. Inherent with such sampling is variation of conditions between sampling locations. Client recognizes this uncertainty and the associated risks, and acknowledges that opinions developed by AET, based on samples so taken, are qualified to that extent.

1.5 - AET is not responsible for interpretations or modifications of AET’s recommendations by other persons.

1.6 - Should changed conditions be alleged, Client agrees to notify AET before evidence of alleged change is no longer accessible for evaluation.

1.7 – Pricing in the proposal assumes use of these terms and conditions. AET reserves the right to amend pricing if Client requests modifications to the Agreement or use of Client’s alternate contract format. Any contract amendments made after Client has authorized the Services shall be applicable only to Services performed after the effective date of such amendment. The proposal and these terms and conditions, including terms of payment, shall apply to all Services performed prior to the effective date of such amendment.

1.8 – The AET proposal accompanying these terms and conditions is valid for thirty (30) days after the proposal issuance date to the Client. Any attempt to authorize Services after the expiration date is subject to AET’s right to revise the proposal as necessary.

SECTION 2 - SITE ACCESS, RESTORATION AND UNDERGROUND UTILITIES AND STRUCTURES

2.1 - Client will furnish AET safe and legal site access to the site.

2.2 - Client acknowledges that in the normal course of its Services AET may unavoidably alter existing site conditions or affect the environment in the area being studied. AET will take reasonable precautions to minimize alterations to the site or existing materials. Restoration of the site is the responsibility of the Client.

2.3 - With the exception of public utilities which AET will contact state “call before you dig” notification centers (e.g. Gopher State One call in Minnesota), Client will mark or cause to be marked the location of all other underground utilities and structures (Facilities) that service or are located on the site. AET shall be entitled to rely upon the accuracy of all location information supplied by any source.

2.4 - Client shall hold harmless, indemnify and defend AET from all claims, damages, losses, fines, penalties and expenses (including attorney’s fees) arising out of or related to the following: a) Facilities that are not shown or vary from the locations shown on any plans or drawings, b) Facilities that are not located by or vary from the locations marked by Client, governmental or quasi-governmental locator programs, or private utility locating services, or c) any other Facilities that are not disclosed or vary from locations provided by the Client. The obligation to defend AET shall be independent of the obligation to indemnify and hold harmless AET and shall be with independent counsel acceptable to AET.

SECTION 3 - SAFETY

3.1 - Client shall inform AET of any known or suspected hazardous materials or unsafe conditions at the site. If, during the course of AET’s Services, such materials or conditions are discovered, AET reserves the right to take measures to protect AET personnel and equipment or to immediately terminate Services. Client shall be responsible for payment of such additional protection costs.

3.2 - AET shall only be responsible for safety of AET employees; the safety of all others shall be Client’s or other parties’ responsibility.

SECTION 4 - SAMPLES

4.1 - Client shall inform AET of any known or suspected hazardous materials prior to submittal to AET. All samples obtained by or submitted to AET remain the property of the Client during and after the Services. Any known or suspected hazardous material samples will be returned to the Client at AET’s discretion.

4.2 - Non-hazardous samples will be held for thirty (30) days and then discarded unless, within thirty (30) days of the report date, the Client requests in writing that AET store or ship the samples. Storage and shipping costs shall be borne solely by Client.

SECTION 5 - PROJECT RECORDS

The original project records prepared by AET will remain the property of AET. AET shall retain these original records for a minimum of three years following submission of the report, during which period the project records can be made available to Client at AET’s office at reasonable times.

SECTION 6 - STANDARD OF CARE

AET will perform its Services consistent with the level of care and skill normally performed by other firms in the profession at the time of the service and in the same geographic area, under similar budgetary constraints.

SECTION 7 - INSURANCE

AET maintains insurance with coverage and minimum limits shown below. AET will furnish certificates of insurance to Client upon request.

7.1 –

Workers' Compensation Employer's Liability	Statutory Limits \$100,000 each accident \$500,000 disease policy limit \$100,000 disease each employee
Commercial General Liability	\$1,000,000 each occurrence \$1,000,000 aggregate
Automobile Liability	\$1,000,000 each accident
Professional/Pollution Liability Insurance	\$1,000,000 per claim \$1,000,000 aggregate

7.2 - Commercial General Liability insurance will include coverage for Products/Completed Operations extending one (1) year after completion of AET's Services as outlined in our proposal, Property Damage, Personal Injury, and Contractual Liability coverage applicable to AET's indemnity obligations under this Agreement.

7.3 - Automobile Liability insurance shall include coverage for all owned, hired and non-owned automobiles.

7.4 - Professional/Pollution Liability Insurance is written on a claims-made basis and coverage will be maintained for one (1) year after completion of AET's Services as outlined in our proposal. Renewal policies during this period shall maintain the same retroactive date.

7.5 - To the extent permitted by applicable state law, and upon Client's signing of the proposal, which includes these Terms and Conditions, and return of the same to AET, or Client provided forms of acceptance as defined in Section 1.1; Client and Owner shall be named an "additional insured" on AET's Commercial General Liability Policy (Form CG D4 14, which includes blanket coverage for the Additional Insured on a Primary and Non-Contributory basis). Client and Owner shall also be named an "additional insured" on a Primary and Non-contributory basis on AET's Automobile Liability Policy (Form CA T4 74). Any other endorsement, coverage or policy requirement may result in additional charges.

7.6 - AET will maintain insurance coverage required by this Agreement at its sole expense, provided such insurance is reasonably available, with insurance carriers licensed to do business in the state in which the project is located and having a current A.M. Best rating of no less than A minus (A-). Such insurance shall provide for thirty (30) days prior written notice to Client for notice of cancellation or material limitations for the policy or ten (10) days' notice for non-payment of premium.

7.7 - AET reserves the right to charge Client for AET's costs for additional coverage requirements unknown on the date of the proposal, e.g., coverage limits or policy modification including waiver of subrogation, additional insured endorsements and other project specific requirements.

SECTION 8 - DELAYS

If delays to AET's Services are caused by Client or Owner other parties, strikes, natural causes, pandemic, weather, or other items beyond AET's control, a reasonable time extension for performance of the Services shall be granted, and AET shall receive an equitable fee adjustment.

SECTION 9 - PAYMENT, INTEREST AND BREACH

9.1 - Invoices are due net thirty (30) days from the date of receipt of an undisputed invoice. Invoices will be paid without reductions for bond or retention. Client will inform AET of invoice questions or disagreements within fifteen (15) days of invoice date; unless so informed, invoices are deemed correct.

9.2 - Invoices remaining unpaid for sixty (60) days shall constitute a material breach of this Agreement, permitting AET, in its sole discretion and without limiting any other legal or equitable remedies for such breach, to terminate performance of this Agreement and be relieved of any associated duties to the Client or other persons. Further, AET may withhold from Client data and reports in AET's possession. If Client fails to cure such breach, all reports associated with the unpaid invoices shall immediately upon demand be returned to AET and Client may neither use nor rely upon such reports or the Services.

9.3 - AET reserves the right to pursue any unpaid invoice utilizing available remedies at law. AET explicitly reserves its Mechanic Lien or Bond Claim rights for nonpayment of an undisputed invoice. Client is responsible for paying AET expenses and attorney fees related to collection of past due invoices.

9.4 - AET reserves the right to charge a 2.5% fee on any payment made using a credit card or debit card.

SECTION 10 - CHANGE ORDERS

AET's proposal associated with this project may provide an estimated cost for the work. If the proposal amount is a time and material estimate, or if changes occur affecting the project scope, estimated quantities, project schedule or other unforeseen conditions, AET will communicate with Client request a change order. However, nothing in this agreement shall be construed in any way as a waiver of payment by Client to AET for Services authorized under this agreement. Approval of a change order may be in writing or by electronic communication, or any directive for additional Services.

SECTION 11 - MEDIATION

11.1 - Except for enforcement of AET's rights to payment for Services rendered or to assert and/or enforce its lien rights, including without limitation assertion and enforcement of mechanic's lien rights and foreclosure of the same, Client and AET agree that any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party; provided however that if either party fails to respond to a request for mediation within sixty (60) days, the party requesting mediation may without further notice, proceed to arbitration or the institution of legal or equitable proceedings.

11.2 - Mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association. Request for mediation shall be in writing and the parties shall share the mediator's fee and any filing fees equally and each party shall pay their own legal fees. The mediator shall be acceptable to both parties and shall have experience in commercial construction matters.

SECTION 12 - LITIGATION REIMBURSEMENT

Except for matters relating to non-payment of fees, which is governed by Section 9 hereof, payment of attorney's fees and costs associated with lawsuits or arbitration of disputes between AET and Client, which are dismissed or are judged substantially in either party's favor, shall be paid by the non-prevailing party. Applicable costs include, but are not limited to, attorney and expert witness fees, court costs, and other direct costs.

SECTION 13 - MUTUAL INDEMNIFICATION

13.1 - Subject to the limitations contained in Sections 13 and 16, AET agrees to indemnify Client from and against damages and costs to the extent caused by AET's negligent performance of the Services.

13.2 - Client agrees to indemnify AET from and against damages and costs to the extent caused by the intentional acts or negligence of the Client, Owner, Client's contractors and subcontractors or other third parties.

13.3 - If Client has an indemnity agreement with other persons or entities relating to the project for which AET's Services are performed, the Client shall include AET as an Additional Insured.

13.4 - AET's indemnification to the Client, including any indemnity required or implied by law, is limited solely to losses or damages caused by its failure to meet the standard of care and only to the extent of its negligence.

SECTION 14 - NON-SOLICITATION

Each party to this Agreement (a "Party") agrees that it will not encourage, induce, or actively solicit any employee of the other party to leave their employment for any reason, provided that neither Party is precluded from (a) hiring any such employee who has been terminated by a Party or its subsidiaries prior to commencement of employment discussions between a Party and such employee, or (b) soliciting any such employee by means of a general advertisement or through an employment agency that does not specifically pursue the employee, or (c) hiring employees or former employees of the other Party who contact the Party on its own accord. This Non-Solicitation provision shall be effective and enforceable for six (6) months following termination of this Agreement.

SECTION 15- MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES

Except as specifically set forth herein and to the extent permitted by applicable law, Client and AET waive against each other, and each other's officers, directors, members, subcontractor, agents, assigns, successors, partners, and employees any and all claims for or entitlement to special, incidental, indirect, punitive, or consequential damages arising out of, resulting from, or in any way related to the Services provided by AET under this Agreement. This mutual waiver of consequential damages includes, but is not limited to, the following: loss of profits; loss of revenue; rental costs/expenses incurred; loss of income; loss of use of property, equipment, materials or services; loss of opportunity; loss of rent; loss of good will; loss of financing; loss of credit; diminution of value; loss of business and reputation; loss of management or employee productivity or the services of such persons; increased financing costs; cost of substitute facilities; cost of substitute goods/property/equipment; cost of substitute services; and/or cost of capital. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement in accordance with the provisions of the Agreement and related documents and shall survive any such termination.

SECTION 16 - LIMITATION OF LIABILITY

To the fullest extent permitted by applicable law, the total aggregate liability of AET and its officers, directors, partners, employees, subcontractors, agents, and sub-consultants, to Client and/or Client's employees, officers, directors, members, agents, assigns, successors, or partners, or anyone claiming through Client, for any and all injuries, damages, claims, losses, or expenses (including attorney's fees and costs) arising out of, resulting from or in any way related to Services provided by AET from any cause or causes, including, but not limited to, its negligence, professional errors and omissions, strict liability, breach of contract, or breach of warranty, shall not exceed the total compensation in excess of costs received by AET for Services or \$50,000, whichever is greater. The limitation of liability set forth herein does not apply to claims arising solely out of or related to the willful or intentional acts of AET.

SECTION 17 - POSTING OF NOTICES ON EMPLOYEE RIGHTS

Effective June 21, 2010, prime contracts with a value of \$100,000 or more and signed by federal contractors on projects with any agency of the United States government must comply with 29 CFR Part 471, which requires physical posting of a notice to employees of their rights under Federal labor laws. The required notice may be found at 29 Code of Federal Regulations Part 471, Appendix A to Subpart A. The regulation also has a "flow-down" requirement for subcontractors under the prime agreement for subcontracts with a value of \$10,000 or more. AET requires strict compliance of its subcontractors working on federal contracts subject to this regulation. The regulation has specific requirements for location of posting and language(s) for the poster.

SECTION 18 - TERMINATION

After seven (7) days written notice, either party may elect to terminate this Agreement for justifiable reasons. In this event, the Client shall pay AET for all Services performed, including demobilization and reporting costs to complete the Services.

SECTION 19 - SEVERABILITY

Any provisions of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force. However, Client and AET will in good faith attempt to replace an invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision.

SECTION 20 - GOVERNING LAW

This Agreement shall be construed in accordance with the Laws of the State of Minnesota without regard to its conflicts of law provisions.

SECTION 21 - ENTIRE AGREEMENT

This Agreement, including these terms and conditions and attached proposal and appendices, is the entire agreement between AET and Client. Regardless of method of acceptance of this Agreement by the Client, this Agreement supersedes any written or oral agreements, including purchase/work orders or other Client agreements submitted to AET after the start of our Services. Any modifications to this Agreement must be mutually acceptable to both parties and accepted in writing. No considerations will be given to revisions to AET's terms and conditions or alternate contract format submitted by the Client as a condition for payment of AET's accrued Services.



Public Works Department

DATE: June 20, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Vine Street Parking Lot Proposal - WHKS

Purpose:

Requesting Council approval of the WHKS Proposal for design and bidding engineering services related to the Vine Street Parking Lot.

Background:

The City is pursuing a parking lot reconstruction project along West Vine Street this year. Request for proposals were sent out to multiple consultants to ensure compliance with the City's Purchasing Policy. A proposal has been received by WHKS to assist with the design and bidding phase of the project. See the attachment for the entire scope of services.

Budget Impact:

The estimated fee for proposal is \$48,000.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Vine Street Parking Lot - WHKS

2905 South Broadway
Rochester, MN 55904-5515
Phone: 507.288.3923
Email: rochester@whks.com
Website: www.whks.com



June 9, 2023

Mr. Sean Murphy, P.E.
Director of Public Works and City Engineer
540 West Hills Circle
Owatonna, MN 55060-4701

RE: Project: 23005 - Vine Street Parking Lot
Response to Request for Proposal

Dear Mr. Murphy:

Thank you for the invitation to prepare a proposal for design and bidding phase services for the Vine Street Parking Lot. Attached is a Professional Services Agreement outlining our fee and work tasks anticipated to complete this project.

We value our good working relationship with the City and appreciate the opportunity to submit this proposal. If you have any questions, please call me at 507.722.7165 or by email at thruska@whks.com.

Sincerely,

WHKS & co.

A handwritten signature in blue ink, appearing to read "Timothy A. Hruska", is written over a light blue circular background.

Timothy A. Hruska, P.E., P.L.S.
Vice President and Rochester Office Manager



PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, by and between **City of Owatonna, MN** hereinafter referred to as the "Client" and WHKS & Co., hereinafter referred to as "WHKS", is made as follows:

WHEREAS, the Client has a need for certain professional services relating to the project described as **23005 – Vine Street Parking Lot**

WHEREAS, WHKS proposes to furnish the professional services required by the Client for said project,

NOW THEREFORE, the Client hereby agrees to retain and compensate WHKS to perform the professional services in accordance with the terms and conditions of this Agreement and the attached Standard Terms and Conditions.

Scope of Services

WHKS shall perform the following described services for the Client:

Design and bid engineering services as described on the attached Scope of Services included in Exhibit A.

Basis of Compensation

For the services described above, the Client shall remunerate WHKS as follows:

Items 1-3 - Billed Hourly with an Estimated Fee of \$48,000. Expenses billed at actual cost and mileage at the current published IRS rate per mile. External expenses include an administrative charge of 10 percent.

Executed this _____ day of June, 2023

City of Owatonna, MN

WHKS & CO.

By: _____

By: _____

Printed Name: _____

Printed Name: Timothy A. Hruska, PE, LS

Title: _____

Title: Vice President

Exhibit A to Professional Services Agreement

A. Project Description

The City of Owatonna completed a concept design for reconstructing the parking areas shown on **Exhibit B**. The City desires to have construction plans prepared that will include reconstruction of the parking area, south curb of Vine Street to control access, sidewalk adjacent to Vine Street, and stormwater facilities. The project will also include the addition of three parking spaces on the US Bank property and the reconstruction of the plaza space directly west of US Bank.

The survey was conducted by the City and the geotechnical report was prepared by American Engineering Testing. Preliminary design was completed as part of an unrelated planning and landscape design efforts. CAD files will be provided by the City.

B. Scope of Services Provided Under This Agreement:

1. Project Management and Meetings

- Perform general project administrative duties including supervision and coordination of the project team, review of project costs and billings, prepare invoices using Consultant's standard forms, preparation of status reports, and general administrative activities.
- Hold kick-off meeting with Client to discuss the project and review the scope.
- Advise the Client of the necessity of obtaining Special Engineering Services as described in Paragraph C., and act as the Client's representative in connection with any such services not actually performed by WHKS.
- Attend one (1) meeting with the client to review the preliminary and final plans and the stormwater management plan.

2. Research of Existing Conditions

- Collect, obtain and review relevant information from the Client.

3. Preliminary and Final Design

- Prepare preliminary and final plans and specifications to show the character and scope of work to be performed by contractors on the Project. Plans will follow City of Owatonna Standards and include:
 - Existing Conditions Plan
 - Removals Plan
 - Layout Plan
 - Grading and Erosion Control
 - Statement of Estimated Quantities
 - Standard Details
 - Stormwater Pollution Prevention Plan (SWPPP)
 - Landscaping Plan
- Preparation of a Stormwater Management Plan that includes:
 - Evaluation of the improvements compared to the original development assumptions related to the impervious area.

- Design calculations and a Stormwater Report for the new development in accordance with the City of Owatonna Stormwater Management Code 52.00, MPCA NPDES/SDS MS4 Permit MNR040000 post construction stormwater management criteria, and the Construction Stormwater General Permit MNR 100001.
- Underground infiltration of the 1" of runoff over the new and fully reconstructed impervious areas based on the suitability of the underlying subsoils.
- Prepare forms of advertisement for bids, contractor's proposal, construction agreement, payment bond and performance bond for approval by the Client, subject to prior review and approval by Client's Attorney, Bond Counsel, and/or Fiscal Agent.
- Prepare opinion of probable construction cost on completed plans and specifications.
- Furnish one (1) original signed digital copy of the plans, specifications, and other contract documents as required to the Client.
- Furnish plans and specifications to bidders through the use of a web based plan room.
- Answer contractor's questions during the bidding phase.
- Prepare addendums to the contract documents prior to bid letting, if necessary.
- Prepare and submit applicable NPDES construction permit application package to the MPCA.
- Coordinate with Owatonna Public Utilities and private utilities during design.

C. Special Engineering Services:

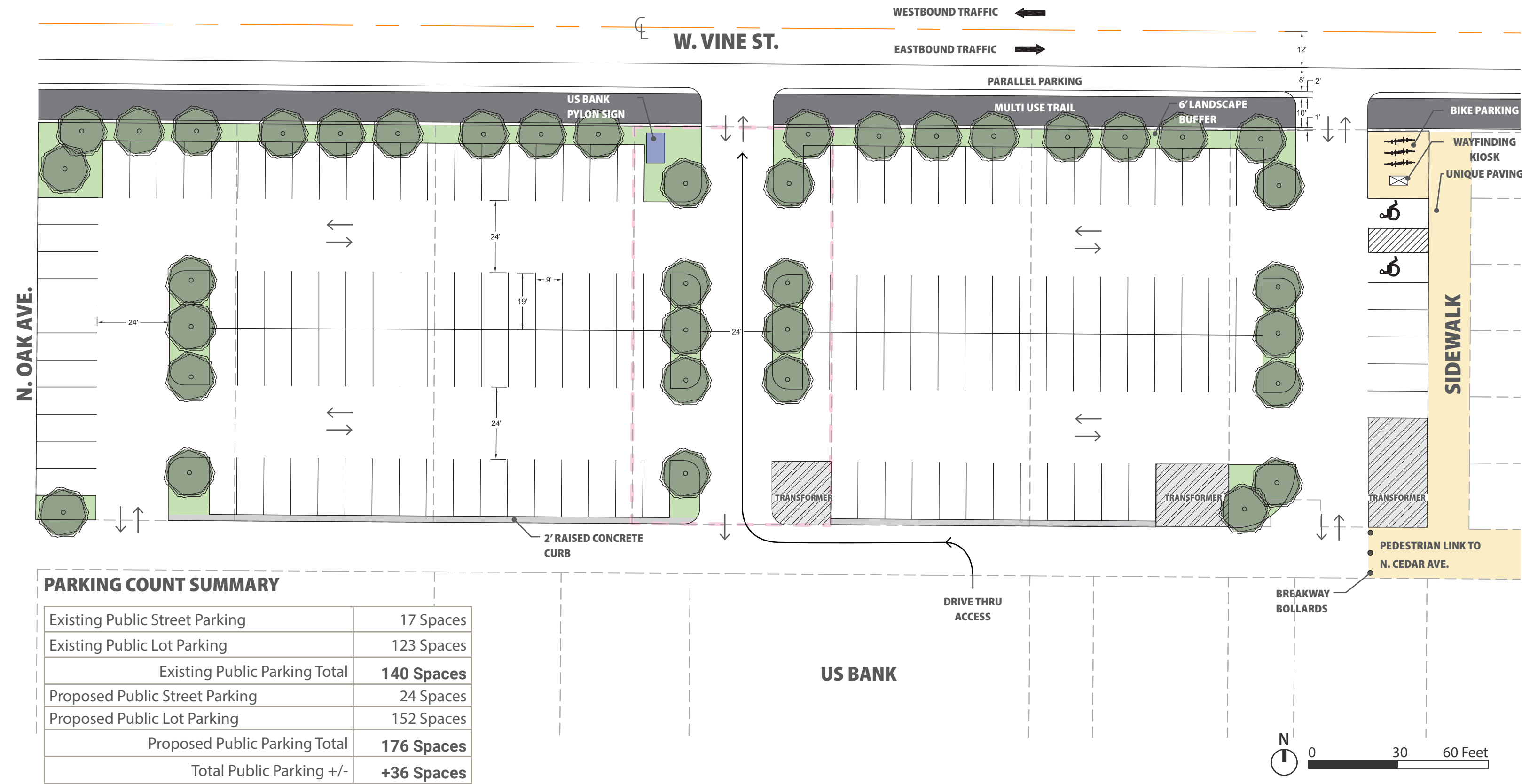
Special Engineering Services are those services not listed above, but which may be required or advisable to accomplish the Project. Special Engineering Services shall be performed when authorized by the Client for additional fees, to be determined at the time authorized.

Special Engineering Services include:

1. Land surveying, topographic survey and platting
2. Easement research, plats or descriptions
3. Negotiation for easements or land acquisition
4. Special assessment assistance
5. Quality control testing and construction materials testing
6. Permits other than those identified above
7. Funding assistance, including grant and/or loan applications
8. Wetland Delineations or mitigation plans
9. Floodplain and hydraulic/hydrologic modeling
10. Geotechnical design/recommendations
11. Cultural resource survey or other studies or documentation that may be required by regulatory agencies that are not specifically listed in the scope of services
12. National Environmental Policy Act (NEPA) compliance, including historical and archeological investigations
13. Structural evaluation and/or design
14. Attendance at additional meetings (other than those listed above)
15. Construction phase engineering services, including construction administration, staking, construction observation, preparation of record drawings and project close-out services
16. Preparation of a lighting plan (photometrics to be provided by OPU)
17. Asbestos and regulated waste inspection report (assumed will be provided by City)

PARKING LAYOUT 2A

Exhibit B



STANDARD TERMS AND CONDITIONS FOR PUBLIC SECTOR PROJECTS

1. Scope of Services

Client and WHKS have agreed to a list of services WHKS will provide to Client as listed on the Professional Services Agreement Form.

2. Governing Law

The laws of the State of Minnesota will govern this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.

3. Standard of Care

Services provided by WHKS under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances and locality.

4. Integration

This Agreement comprises the final and complete agreement between Client and WHKS. It supersedes all prior communications, representations, or agreements, whether oral or written, relating to the subject matter of this Agreement. Execution of this Agreement signifies that each party has read the document thoroughly. Amendments to this Agreement shall not be binding unless made in writing and signed by both Client and WHKS.

5. Guarantees and Warranties

WHKS shall not be required to sign any documents, no matter by whom requested, that would result in WHKS having to guarantee or warrant the existence of conditions whose existence WHKS cannot ascertain. Client also agrees not to

make resolution of any dispute with WHKS or payment of any amount due to WHKS in any way contingent upon WHKS signing any such guarantee or warranty.

6. Indemnification

WHKS agrees, to the extent permitted by law, to indemnify and hold Client harmless from any damage, liability or cost (including reasonable attorney's fees and costs of defense) to the extent caused by WHKS' negligent acts, errors or omissions in the performance of professional services under this Agreement and those of its subconsultants or anyone for whom WHKS is legally liable.

Client agrees, to the extent permitted by law, to indemnify and hold WHKS harmless from any damage, liability or cost (including reasonable attorneys' fees and costs of defense) to the extent caused by Client's negligent acts, errors or omissions and those of Client's contractors, subcontractors or consultants or anyone for whom Client is legally liable.

Neither WHKS nor Client shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

7. Billing and Payment Provisions

Invoices shall be submitted by WHKS monthly and are due upon presentation and shall be considered PAST DUE if not paid within thirty (30) calendar days of the invoice date.

If payment is not received by WHKS within thirty (30) calendar days of the invoice date, Client shall pay as interest an additional charge of one

and one-quarter percent (1.25%) of the PAST DUE amount per month. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

If Client fails to make payments within sixty (60) days from the date of an invoice or otherwise is in breach of this Agreement, WHKS may, at its option, suspend performance of services upon five (5) calendar days' notice to Client. WHKS shall have no liability whatsoever to Client for any costs or damages as a result of such suspension caused by any breach of this Agreement by Client. If Client fails to make payment to WHKS in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination by WHKS.

In the event legal action is necessary to enforce the payment provisions of this Agreement, WHKS shall be entitled to collect from Client any judgment or settlement sums due, reasonable attorneys' fees, court costs and expenses incurred by WHKS in connection therewith and, in addition, the reasonable value of WHKS personnel time and expenses spent in connection with such collection action, computed at WHKS current fee schedule and expense policies.

Payment of invoices is in no case subject to unilateral discounting or set-offs by Client, and payment is due regardless of suspension or termination of this Agreement by either party.

8. Ownership of Records

All reports, plans, specifications, field data and notes and other

documents, including all documents on electronic media, prepared by WHKS as instruments of service shall remain the property of WHKS.

Client shall be permitted to retain copies, including reproducible copies, of the plans and specifications for information and reference in connection with Client's use of the completed project. The plans and specifications shall not be used by Client or by others on other similar projects except by agreement in writing by WHKS.

9. Delivery of Electronic Files

In accepting and utilizing any drawings, reports and data on any form of electronic media generated and provided by WHKS, Client covenants and agrees that all such electronic files are instruments of service of WHKS, who shall be deemed the author, and who shall retain all rights under common and statutory laws, and other rights, including copyrights. Client is aware that differences may exist between the electronic files delivered and the respective construction documents due to addenda, change orders or other revisions. In the event of a conflict between the signed construction documents prepared by WHKS and electronic files, the signed construction documents shall govern.

Client and WHKS agree that the electronic files prepared by WHKS shall conform to the current CADD software in use by WHKS or to other mutually agreeable CADD specifications defined in the Agreement. Any changes to the CADD specifications by either Client or WHKS are subject to review and acceptance by the other party. Additional efforts by WHKS made necessary by a change to the CADD specifications or other software shall be compensated for as Additional Services.

The electronic files provided by WHKS to Client are submitted for an acceptance period of 60 days. Any defects Client discovers during this period will be reported to WHKS and will be corrected as part of the Scope

of Services. Correction of defects detected and reported after the acceptance period will be compensated for as Additional Services.

Client agrees not to reuse the electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. Client agrees not to transfer the electronic files to others without the prior written consent of WHKS, except as required by law. In addition, Client agrees, to the extent permitted by law, to indemnify and hold WHKS harmless from any damage, liability or cost, including reasonable attorney's fees and costs of defense, arising from any changes made by anyone other than WHKS or from any reuse of the electronic files without the prior written consent of WHKS.

Under no circumstance shall delivery of the electronic files for use by Client be deemed a sale by WHKS and WHKS makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall WHKS be liable for any loss of profit or any consequential damages.

10. Changed Conditions

Client shall rely on the judgment of WHKS as to the continued adequacy of this agreement in light of occurrences or discoveries that were not originally contemplated by or known to WHKS. Should WHKS call for contract renegotiation, WHKS shall identify the changed conditions necessitating renegotiation and WHKS and Client shall promptly and in good faith enter into renegotiation of this Agreement. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.

11. Permits and Approvals

WHKS shall assist Client in applying for those permits and approvals typically required by law for projects similar to the one for which WHKS services are being engaged. This assistance consists of completing

and submitting forms as to the results of certain work included in the Scope of Services.

12. Suspension of Services

If the project is suspended for more than thirty (30) calendar days in the aggregate, WHKS shall be compensated for services performed and charges incurred prior to receipt of notice to suspend and, upon resumption, an equitable adjustment in fees to accommodate the resulting demobilization and remobilization costs. In addition, there shall be an equitable adjustment in the project schedule based on the delay caused by the suspension. If the project is suspended for more than ninety (90) calendar days in the aggregate, WHKS may, at its option, terminate this Agreement upon giving notice in writing to Client.

13. Termination

Either Client or WHKS may terminate this Agreement at any time with or without cause upon giving the other party seven (7) calendar days prior written notice. Client shall within thirty (30) calendar days of termination pay WHKS for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of the Agreement.

14. Unauthorized Changes

In the event Client, Client's contractors or subcontractors or anyone for whom Client is legally liable makes or permits to be made any changes to any reports, plans, specifications or other contract documents prepared by WHKS without obtaining WHKS' prior written consent, Client shall assume full responsibility for the results of such changes. Therefore, Client agrees to waive any claim against WHKS and to release WHKS from any liability arising directly or indirectly from such changes.

Client also agrees, to the extent permitted by laws, to indemnify and hold WHKS harmless from any

damage, liability or cost, including reasonable attorneys' fees and costs of defense, arising from such changes.

15. Jobsite Safety

Neither the professional activities of WHKS nor the presence of WHKS or its employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the construction work in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. WHKS and its personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions.

16. Additional Services

Services which are requested by Client or are required as part of the Project, but are not included in the Scope of Services, are considered Additional Services.

WHKS will notify Client in writing when Additional Services will be needed. WHKS and Client will agree on the extent of the Additional Service(s) required and will agree on the method and amount of the compensation for performance of said agreed upon Additional Services.

WHKS will not perform Additional Services which will result in additional cost to Client without documented verbal or written authority of Client.

In the event WHKS is requested or required to participate in any dispute resolution procedure which involves any aspect of the Project, Client agrees to compensate WHKS for the reasonable value of WHKS' personnel time and expenses spent

in connection with such procedures computed at WHKS' then current fee schedule and expense policies.

17. Dispute Resolution

In an effort to resolve any conflicts that arise, Client and WHKS agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

18. Third Party Beneficiaries

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or WHKS. WHKS' services under this Agreement are being performed solely for Client's benefit, and no other entity shall have any claim against WHKS because of this Agreement or the performance or nonperformance of services hereunder.

19. Extension of Protection

Client agrees to extend any and all liability limitations and indemnifications provided by Client to WHKS to those individuals and entities WHKS retains for performance of the services under this Agreement, including but not limited to WHKS officers and employees and their heirs and assigns, as well as WHKS subconsultants and their officers, employees, heirs and assigns.

20. Timeliness of Performance

WHKS will perform the services described in the Scope of Services with due and reasonable diligence consistent with sound professional practices.

21. Delays

WHKS is not responsible for delays caused by factors beyond WHKS' reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of any governmental or other

regulatory authority to act in a timely manner, failure of Client to furnish timely information or approve or disapprove of WHKS' services or work product promptly, or delays caused by faulty performance by Client or by contractors of any level. When such delays beyond WHKS' reasonable control occur, Client agrees WHKS is not responsible for damages, nor shall WHKS be deemed to be in default of this Agreement.

22. Right to Retain Subconsultants

WHKS may use the services of subconsultants when, in the sole opinion of WHKS, it is appropriate and customary to do so. Such persons and entities include, but are not limited to, aerial mapping specialists, geotechnical consultants and testing laboratories. WHKS' use of other consultants for additional services shall not be unreasonably restricted by Client provided WHKS notifies Client in advance.

23. Assignment

Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.

24. Severability and Survival

Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect.

25. Hazardous Materials

It is acknowledged by both parties that WHKS' Scope of Services does not include any services related to asbestos or hazardous or toxic materials. In the event WHKS or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of WHKS services,

WHKS may, at its option and without liability for consequential or any other damages, suspend performance of services on the project until Client retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

26. Joint Participation

The parties have participated jointly in the negotiation and preparation of all agreements between the parties. Each party has had an opportunity to obtain the advice of legal counsel and to review and comment upon this instrument. Accordingly, no rule of construction shall apply against any party or in favor of any party. This instrument shall be construed as if the parties jointly prepared it and any uncertainty or ambiguity shall not be interpreted against one party and in favor of another.

27. Record Documents

If required in the Professional Services Agreement, WHKS shall, upon completion of the Work, compile for and deliver to the Client a reproducible set of Record Documents that are based upon the marked-up record drawings, addenda, change orders and other data furnished by the Contractor or other third parties. These Record Documents may show certain significant changes from the original design made during construction. Because these Record Documents are based on unverified information provided by other parties, which the Consultant is entitled to assume as reliable, the Consultant does not warrant their accuracy.

Revised 02/23/07

Revised: 04/29/09



Finance Department

DATE: June 20, 2023
TO: Mayor and City Council
FROM: Rhonda Moen, Finance Director
SUBJECT: 5-Year Capital Improvement Plan 2023-2027

Purpose:

Request City Council approval of the 5-year capital improvement plan 2023-2027.

Background:

Staff has updated the detailed 5 Year Capital Improvement Plan for 2023-2027 as part of the budget process and then again as part of the strategic planning process. This plan is designed to create, support, maintain, and finance the City's present and future infrastructure and equipment needs. The first year of the plan has already been appropriated by council through the 2023 budget process. The remaining four years serve as a guide for planning purposes and will be subject for review on an annual basis. No project is guaranteed to occur in the year planned. The council will annually appropriate the future year's projects and adopt the 5-year CIP as part of their long-term planning.

Budget Impact:

The current year's budget impact has been reviewed and has no immediate impact on future years.

Staff Recommendation:

Staff recommends approval of the 5-year capital improvement plan 2023-2027.

Attachments:

1. 2023-2027 CIP

City of Owatonna
5 Year Capital
Improvement Plan
2023 - 2027

**The City of Owatonna
2023-2027 Five Year Capital Improvement Plan
Table of Contents**

	PAGE
INTRODUCTION	
Capital Improvement Plan	1-3
Expenditures & Sources Summary	4
Administration Projects & Funding Sources Summary	5
ADM-13-002 Server Replacements	6
ADM-13-010 Annual Copier Replacement	7
ADM-13-012 Networking Infrastructure Replacement	8
ADM-16-002 Council Chamber Renovations	9
ADM-23-001 Cablecast Server	10
Airport Projects & Funding Sources Summary	11
AP-14-003 Bituminous Apron Rehabilitation	12
AP-16-002 Airport Maint Bldg Extension Design-Build	13
AP-18-004 Runway 12/30 Length Justification Study	14
AP-19-002 Power Broom	15
AP-20-001 Road Grader w/wing	16
AP-22-001 Tandem Plow Truck w/wing	17
AP-23-001 Terminal Bldg AC/Furnace Replacement	18
AP-23-002 Security Fence Phase I	19
AP-23-003 Main Hangar Complex Roof Replacement	20
AP-23-004 Automated Weather System Replacement	21
AP-24-002 Flexwing Rotary Cutter	22
AP-24-003 Airport Zoning Update	23
AP-24-004 Airport Automated Fuel Card Reader System	24
AP-24-005 Land Acq/Easement (Phase I) – 1,500 Runway Extension	25
AP-25-001 Land Acq/Easement (Phase II) – 1,500 Runway Extension	26
AP-27-001 Runway 5/23 Crack Seal and Sealcoat	27
AP-27-002 Runway 12/30 Concrete Pavement Maintenance	28
AP-27-003 Gator Utility Vehicle	29
Engineering Projects & Funding Sources Summary	30
ENG-15-002 Engineering Vehicles	31
ENG-18-001 Replace GPS	32
Fire Projects & Funding Sources Summary	33
F-13-003 Flooring Replacement	34
F-13-008 Emergency Warning Sirens	35
F-16-002 2 nd Fire Station	36
F-18-006 Fire Station Building Tuck Pointing	37
F-19-005 Fire Station Decontamination Area	38
F-21-001 Engine 9702 Replacement	39
F-22-003 Upgrade AV System on 1 st and 3 rd Floor	40
F-22-004 HVAC Air Handler Replacement	41
F-22-006 Replace Unsupported Portable Radios	42
F-23-002 9712 Chief's Vehicle	43
F-23-003 Emergency Warning Siren Controller	44
F-23-009 9709 Pickup	45

The City of Owatonna
2023-2027 Five Year Capital Improvement Plan
Table of Contents

F-23-010 Fire Hall Roof	46
F-27-001 SCBA Replacements	47
F-31-001 9704 Aerial Truck	48
Government Buildings Projects & Funding Sources Summary	49-50
GB-13-001 Merrill Hall Windows	51
GB-13-002 Carpenter Shop Roof	52
GB-13-006 West Hills Sidewalk Additions & Repairs	53
GB-13-007 Tuck Pointing West Hills Campus Building	54
GB-13-014 Fitness Center Track & 3 rd Floor Flooring	55
GB-16-009 Fitness Center Restroom	56
GB-18-002 Tennis & Fitness Center Pool Hallway Flooring	57
GB-20-001 Merrill Hall Restrooms – ADA Compliance	58
GB-21-001 Boom Truck	59
GB-21-002 Social Commons Rooftop Heat & A/C Replacement	60
GB-21-004 Retaining Wall – Pool Handicap Entrance	61
GB-22-005 West Hills Social Commons Pavement	62
GB-22-006 Flooring	63
GB-22-007 Building Card Access	64
GB-22-008 City Hall Stairwell Flooring	65
GB-22-009 City Hall Electrical Distribution Panel	66
GB-22-010 City Hall Mechanical Systems	67
GB-22-013 LED Lighting	68
GB-22-014 GPS Asset Management Collector Package	69
GB-22-015 River Springs Mechanical Updates	70
GB-23-001 Pick-Up Trucks	71
GB-23-002 Merrill Hall Interior Painting	72
GB-23-003 Velve Hall Elevator	73
GB-23-004 Carpenter Shop Parking Pavement	74
GB-23-006 Merrill Hall Elevator	75
GB-23-007 Tennis Center Restroom	76
GB-23-008 Back-Up Generator Replacement	77
GB-23-009 City Hall Landscaping Update	78
GB-23-010 Brooktree Clubhouse Improvements	79
GB-23-011 Tennis Center Ceiling Repair, HVAC, Insulation	80
GB-23-012 City Hall Boiler Replacement	81
GB-24-001 Garage Door Replacement	82
GB-25-001 Specialty Use Vehicles	83
GB-27-001 Tennis and Fitness Center Court Resurfacing	84
Library Projects & Funding Sources Summary	85
LIB-17-002 Library Clay Tile Roof	86
LIB-19-001 Library Renovations	87
LIB-22-002 LED Lighting	88
Parks & Recreation Projects & Funding Sources Summary	89-90
P&R-13-026 Dartt's Park Baseball Irrigation	91
P&R-13-034 Play Equipment	92
P&R-13-040 Park Restroom Rehab	93

The City of Owatonna
2023-2027 Five Year Capital Improvement Plan
Table of Contents

P&R-17-004 Outdoor Sports Court Resurfacing	94
P&R-18-001 River Springs Water Park Slide, Feature Repairs	95
P&R-18-006 River Springs Water Park Slide, Feature Adds	96
P&R-19-002 Dartt's Park West Parking Lot	97
P&R-20-003 River Springs Water Park Structure & Concrete	98
P&R-20-004 Skate Park Overlay	99
P&R-20-007 Countryview Park Development	100
P&R-20-009 Raising of Muckle Trail at Hoffman Drive	101
P&R-20-015 Bridge Installation	102
P&R-20-017 Trail Connection NSRP to Buxton	103
P&R-20-018 Boat Landing Parking Lot	104
P&R-20-020 Trail Lighting	105
P&R-20-024 Permanent Bathroom Construction	106
P&R-20-026 Parks Mowers & Attachments	107
P&R-20-028 Parks Tractors & Attachments	108
P&R-20-029 Parks Pick-ups	109
P&R-21-002 Daikin Soccer Improvements	110
P&R-21-003 Golf Mowers	111
P&R-22-001 Tennis & Fitness Center Court Sweeper	112
P&R-22-002 Golf Utility Vehicles	113
P&R-22-006 Rose Street Trail	114
P&R-22-007 River Springs Deck Furnishings	115
P&R-22-009 River Springs Interior Pool Surface	116
P&R-22-010 Trail Replacement	117
P&R-22-011 Manthey Park Lighting Upgrade	118
P&R-23-001 Lake Chase / NSRP Connection	119
P&R-23-002 Park Specialty Vehicles & Attachments	120
P&R-23-003 River Springs South Parking Lot	121
P&R-23-005 Park Maintenance Shop Security	122
P&R-23-006 Park Maintenance Shop Lighting	123
P&R-23-008 Maintenance Facility Ventilation	124
P&R-23-010 River Springs Funbrella Frames	125
P&R-23-012 Pavement Rehabilitation & Replacement	126
P&R-23-013 System Trail Connectivity & Additions	127
P&R-23-014 Dartt's Park Shelter Design, Demo, Construction	128
P&R-23-015 River Springs Boiler & Exchange	129
P&R-23-017 Central Park Bandshell Painting	130
P&R-23-019 Park Shop Computer Access	131
P&R-23-020 Automatic Park Gates	132
P&R-23-021 Park Security Cameras	133
P&R-23-022 Walk-In Cooler River Springs Water Park	134
P&R-24-001 Parks Grounds Maintenance Tractors	135
P&R-24-002 Golf Course Cart Paths	136
P&R-24-003 Trail Activity Counter	137
P&R-25-001 Dartt's Baseball Field Lights	138
P&R-25-003 Cashman Property Development – Phase 1	139
P&R-25-004 Morehouse Park Development – Phase 1	140
P&R-25-005 Lake Kohlmier Park Development – Phase 1	141

The City of Owatonna
2023-2027 Five Year Capital Improvement Plan
Table of Contents

P&R-25-006 Kaplans Woods Park Development – Phase 1	142
P&R-26-001 River Springs Roof	143
P&R-26-003 Downtown Furnishings	144
P&R-26-004 Cashman Property Development – Phase 2	145
P&R-26-005 Morehouse Park Development – Phase 2	146
P&R-26-006 Lake Kohlmier Park Development – Phase 2	147
P&R-26-007 Kaplans Woods Development – Phase 2	148
P&R-27-001 Cashman Crossing Bridge Replacement	149
P&R-27-002 Cashman Property Development – Phase 3	150
P&R-27-003 Morehouse Park Development – Phase 3	151
P&R-27-004 Lake Kohlmier Development – Phase 3	152
P&R-27-005 Kaplans Woods Park Development – Phase 3	153
Police Projects & Funding Sources Summary	154
POL-13-002 Marked Patrol Fleet	155
POL-13-004 Unmarked Patrol Fleet	156
POL-18-001 Support Services / Parking Control	157
POL-21-003 LEC Roof Replacement	158
POL-21-004 RTU Replacement (LEC)	159
POL-22-001 remodel Public Safety Facility	160
POL-22-003 Exterior Insulated Finish Systems	161
POL-23-001 Mini Split AC Units	162
POL-23-002 Building Repairs	163
POL-23-003 Window Replacement	164
POL-24-001 Generator Upgrade	165
POL-25-001 Hand Rail – LEC	166
POL-26-001 Elevator Upgrades	167
POL-26-002 LED Conversion @ LEC	168
Storm Water Projects & Funding Sources Summary	169
STM-19-001 Cardinal Drive Rehab	170
STM-23-001 Vehicle	171
Street Construction Projects & Funding Sources Summary	172
STR-14-001 Bituminous Overlays	173
STR-16-001 Annual Street and Utility	174
STR-17-002 State Aid Streets	175
STR-18-001 Parking Lots	176
STR-19-001 Traffic Signal	177
STR-22-001 Roundabout	178
STR-23-001 Vine Street Parking Lot	179
STR-24-002 Main Street Reconstruction	180
STR-24-003 18 th Street South Trail Austin to Linn	181
STR-24-004 20 th Street NE Completion	182
STR-24-005 18 th Street South Trail Hayes to Austin Rd	183
STR-26-001 Park Drive NW 32 nd to 39 th	184
STR-26-002 18 th Street SE Trail and Street	185
STR-30-001 Kenyon Road	186
Street Maintenance Projects & Funding Sources Summary	187
ST-13-003 Street Sweeper	188
ST-14-001 2 Ton Trucks with Play and Wings	189

The City of Owatonna
2023-2027 Five Year Capital Improvement Plan
Table of Contents

ST-14-002 Pickup Truck	190
ST-15-007 1 Ton Truck with Plow	191
ST-16-001 Skid Steer Loader	192
ST-16-003 Hydraulic Arm Mower	193
ST-16-004 Tandem Axle Truck	194
ST-17-002 Asphalt Roller	195
ST-20-002 Asphalt Zipper	196
ST-21-001 Asphalt Paver	197
ST-26-001 Forestry Boom Truck	198
Wastewater Treatment Plant Projects & Funding Sources Summary	199
WTP-13-001 Sanitary Sewer Replacement	200
WTP-13-006 Lift Station Pump Replacement	201
WTP-14-003 Equipment Replacement	202
WTP-16-002 Utility / Shop Truck	203
WTP-20-001 Plant Expansion	204
WTP-23-001 WWTP Admin Vehicle	205
WTP-23-002 Skid Loader	206
WTP-24-001 Semi Tractor Replacement	207
WTP-24-002 Biosolids Truck	208
 Project Listing by Funding Source	 209-215
Project Listing by Department	216-220

What is a Capital Improvement Program?

The Capital Improvement Program (CIP) is a five-year financial plan designed to create, support, maintain and finance Owatonna's present and future infrastructure needs. The CIP outlines project costs, funding sources and estimated future operating costs associated with each project. The plan is designed to ensure that improvements will be made when and where they are needed and that the City will have the funds to pay for and maintain them. A well-planned CIP is integral to the City's long-term financial sustainability.

Capital projects are defined as: (1) one-time projects; (2) non-routine maintenance related; (3) having assets of significant value; (4) costs over \$5,000; (5) with an expected useful life of at least two years. The CIP is updated annually to ensure that it addresses new and changing priorities with the City. The CIP is a plan. As such, projects are subject to change based on new or shifting service needs, special financing opportunities, emergency needs or other directives established by the Mayor and Council. Because priorities can change, projects included in outward planning years are reviewed and updated annually during the budget process. Capital improvement projects may consist of street projects, fire and police facilities and equipment, wastewater infrastructure, storm water systems, parks and recreation facilities and equipment, government facilities and major system enhancements.

The City expends a great deal of effort reviewing and updating this plan to ensure not only that critical needs are being met, but also that the cost, scope and timing of projects are coordinated. The effective use of the CIP process provides for project identification, planning, evaluation, scope definition, design, public discussion, cost estimating, and financial planning. CIP projects are designed to prevent the deterioration of the City's existing infrastructure and to prepare for anticipated future growth.

The City has taken several steps to ensure it has properly identified the City's upcoming needs. In 2022, a facilities task force completed a review of all City buildings and evaluated their current uses and future needs. Three park master plans were completed in 2023 to identify and prioritize needs. The City completed studies of its sanitary sewer collection system and surface water system to identify constraints in the existing system and plan for future development. The City is currently in the process of completing a comprehensive plan. All of these items combined will aid in the development of a capital improvement plan that meets the city's needs today and many years into the future.

Financing the Capital Improvement Program

In preparing the 2023-2027 CIP, projects in the five-year plan have been prioritized based on an analysis of our existing infrastructure inventory, forecast for future service demand, and availability of funding. Projects are prioritized in accordance with evaluation criteria including, but are not limited to, the following:

- Public health and safety
- Protection of infrastructure
- Economic development
- Impact on operating budget
- Population served
- Cost/benefit
- Availability of financing
- Relationship to adopted plans (i.e. Strategic Plan)

The first year of the plan is the only year appropriated by the City Council. The remaining four years serve as a guide for planning purposes and are subject to review on an annual basis. Staff has been working at prioritizing years 2-5 better to match available funding. Funding is not guaranteed to occur in the year planned. The final decision to fund a project is made by the City Council.

Financing the Capital Improvement Program (Continued)

How to finance capital projects is always a challenge. The various options that the City has to choose from for funding projects are:

- Issuing debt with the intent of have a stable debt service levy for future years
- Using the City's operating levy, capital projects levy, and building maintenance fund levy
- Pursuing outside funding (i.e. grants, FAA, State Aid funds)

In order to issue debt, the City needs to be mindful of the State's requirements for issuing debt. To issue improvement bonds under state statute Chapter 429, the projects included in the bond issue must be at least 20% assessable. Most of our street improvement projects meet this requirement. Although this is becoming more of a challenge. Our debt is generally repaid over 10-year periods to coincide with the terms of the assessments related to each debt issue. Equipment certificates may be issued for the purchase of equipment. They are repaid over a shorter period of time. Equipment certificates may not be issued for longer than the useful life of the equipment being purchased. With the establishment of the vehicle replacement fund, the utilization of equipment certificates has decreased. Beginning in 2018, the City adopted a street reconstruction plan with a plan to issue street reconstruction bonds under state statute Chapter 475.58, subdivision 3b. This statute was again used in 2020, 2021 and 2023.

If the city consistently issues debt each year, as the oldest debt issue is retired in full, the new debt issue will take its place. In this manner, the city can maintain a stable debt service levy. As the debt service levy changes, the city adjusts their capital projects levy by the same amount to maintain a consistent total levy devoted to capital projects. As a result of the City's annual strategic planning session in 2018, it was decided to make an extra infusion in the funding of capital projects for the next ten years. An additional five percent levy increase provided the funds to establish a building maintenance fund in 2018. In the years subsequent to 2018, this increase will be applied to the debt service for bonds that were issued in 2018 to catch up on the many city street reconstruction projects. Based on this plan, the City will have a higher level of funding for the City's CIP for a period of 11 years. This decision was once again made in 2021 to fund the downtown streetscape project. The levy was increased by an additional 1.25%. It will aid in making up for the many years that City delayed completing capital projects due to the economic downturn.

For projects with longer useful lives, it is more equitable to finance these projects by issuing long-term debt to be repaid with a debt service levy. In this manner, the taxpayers paying for the improvement are also benefitting from the improvement over the same period of time.

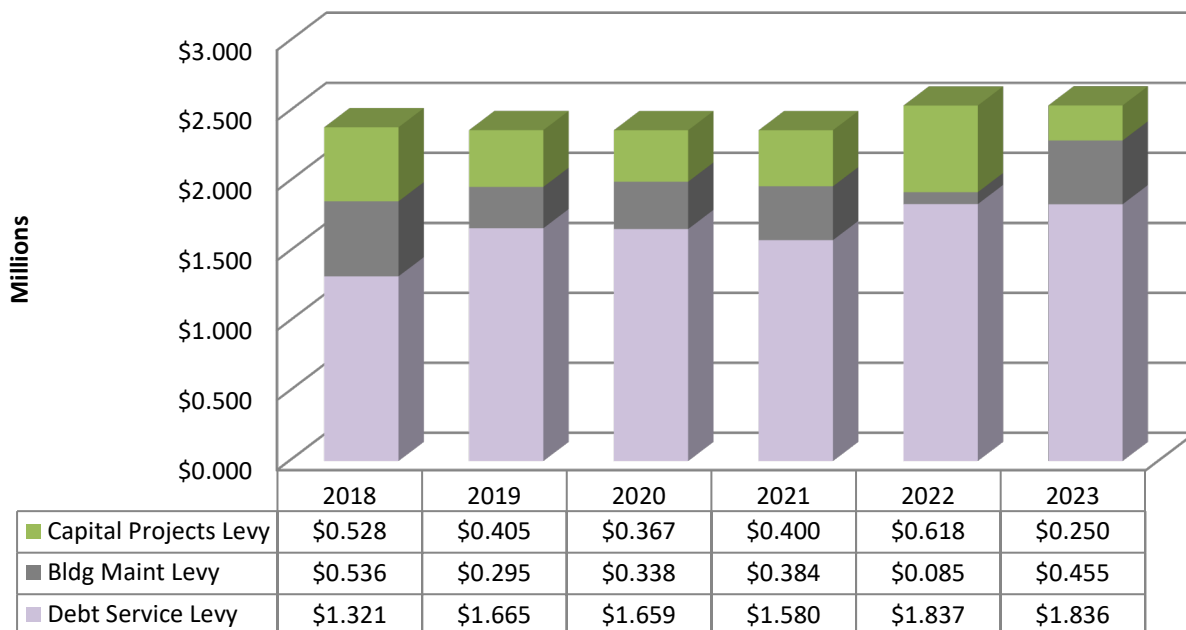
In order to create a stable funding source for vehicles, the City implemented an internal service fund for the City's vehicles. This Vehicle Replacement Fund (VRF) makes monthly charges to the general fund for vehicle use. Over a period of time, it will provide a level funding source for vehicle replacement. This philosophy will create a shift from the capital projects levy to the operating levy to fund vehicle replacement. It will also more accurately reflect in the department budgets what the true total costs of their operations are.

In a similar fashion, the building maintenance fund will create a stable funding source for maintaining the many historic buildings the City's owns. These projects were previously included in the capital projects levy. This levy has not been adequate to meet the many demands on it. By creating the building maintenance fund, the City is addressing one of the concerns regarding the City's long-term financial sustainability. The City has reviewed its long-term financial plan and determined that the current list of projects for the next ten years cannot be funded at the current level of funding.

The City wishes to take advantage of its current period of growth to catch up on the delayed infrastructure projects. As costs continue to climb, holding this portion of the City's levy level is putting the City behind on funding its capital needs. It is obvious the maintenance of the City's assets have not been fully planned or funded. The City will be implementing effective capital planning policies. This will allow the City to manage both the sustainability of its current assets by establishing a process for addressing maintenance, replacement, and management, but also provide options for new investment, innovation, and ensuring that systems, facilities, equipment and other infrastructure can provide necessary services in the future. Capital planning policies establish a framework in which all members of the organization understand their roles, responsibilities, and expectations for the process of creating and implementing a capital plan.

A recent history of infrastructure funding is shown below:

Financing the Capital Improvement Program



City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

EXPENDITURES AND SOURCES SUMMARY

Department	2023	2024	2025	2026	2027	Total
Administration	1,866,000	50,000	50,000	50,000	50,000	2,066,000
Airport	686,000	1,133,000	396,000	1,388,000	336,600	3,939,600
Engineering	15,000	33,000	15,000	15,000	33,000	111,000
Fire	535,000	312,000	120,000	80,000	11,067,000	12,114,000
Government Buildings	236,500	3,873,500	1,086,700	793,000	592,600	6,582,300
Library		115,000				115,000
Parks and Recreation	248,000	5,258,521	11,043,705	4,068,276	5,624,638	26,243,140
Police	886,000	290,000	365,400	348,320	2,792,400	4,682,120
Storm Water	212,000					212,000
Street Construction	6,035,000	5,195,000	4,875,000	6,775,000	3,425,000	26,305,000
Street Maintenance	450,000	535,000	601,000	305,000	645,000	2,536,000
Wastewater Treatment Plant	28,611,000	18,812,000	2,500,000	545,000	500,000	50,968,000
EXPENDITURE TOTAL	39,780,500	35,607,021	21,052,805	14,367,596	25,066,238	135,874,160

Source	2023	2024	2025	2026	2027	Total
Building Maintenance Fund	382,500	502,000	235,000	130,000	240,000	1,489,500
Capital Projects Fund Levy	236,000	3,446,321	10,721,805	4,131,216	5,969,638	24,504,980
Capital Projects Fund Reserves	900,000					900,000
Debt Levy for LT Facilities Needs					11,250,000	11,250,000
Debt to be repaid with assessments	460,000	750,000	850,000	1,435,000	500,000	3,995,000
Debt to be repaid with levy	1,340,000	1,450,000	1,300,000	2,000,000	1,300,000	7,390,000
FAA - other	158,400					158,400
Federal - BIL		270,000		366,570		636,570
Federal Highway Funds		1,072,000		1,880,000		2,952,000
General Fund	245,000	225,000	225,000	225,000	225,000	1,145,000
Matching Grant Funds	17,600					17,600
MNDOT Aeronautics	350,000	576,100	277,200	686,490	225,120	2,114,910
Other funding source	2,512,500	130,000	85,000	100,000	1,300,000	4,127,500
Other Grant Funds	395,000				50,000	445,000
Residual funds from previous yr CIP	190,000	60,000				250,000
Sewer Fund	28,786,000	18,812,000	2,500,000	545,000	500,000	51,143,000
State Aid	2,000,000	1,985,000	2,500,000	1,400,000	1,400,000	9,285,000
Storm Fund	212,000					212,000
Unfunded - Bldg Financing Plan TBD		3,542,000	1,140,000	530,000	90,000	5,302,000
Unfunded - Plan TBD		2,088,000		35,000		2,123,000
Vehicle Replacement Fund	980,500	1,313,600	1,188,800	903,320	2,016,480	6,402,700
SOURCE TOTAL	39,165,500	36,222,021	21,022,805	14,367,596	25,066,238	135,844,160

City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Administration								
Server Replacements	ADM-13-002	1	16,000					16,000
Annual Copier Replacement	ADM-13-010	3	20,000	20,000	20,000	20,000	20,000	100,000
Networking Infrastructure Replacement	ADM-13-012	2		30,000	30,000	30,000	30,000	120,000
Council Chamber Renovations	ADM-16-002	2	1,800,000					1,800,000
Cablecast Server	ADM-23-001	2	30,000					30,000
Administration Total			1,866,000	50,000	50,000	50,000	50,000	2,066,000
<i>Capital Projects Fund Levy</i>			66,000	50,000	50,000	50,000	50,000	266,000
<i>Capital Projects Fund Reserves</i>			900,000					900,000
<i>Other funding source</i>			900,000					900,000
Administration Total			1,866,000	50,000	50,000	50,000	50,000	2,066,000
Grand Total			1,866,000	50,000	50,000	50,000	50,000	2,066,000

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ADM-13-002
Project Name Server Replacements

Type Equipment Department Administration
Useful Life 5-10 years Contact IT Director
Category Equipment: Computers Priority 1 Critical



Description

Purchase new Servers to replace those that are older than 7 years.

Justification

Servers are a critical piece of the City's infrastructure and need to be replaced on a regular basis. We strive to not have servers older than 7 years. The server we use to store video surveillance is 8 years old and is low on storage space so we would recommend replacing that server in 2023.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	16,000					16,000
Total	16,000					16,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy	16,000					16,000
Total	16,000					16,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ADM-13-010
Project Name Annual Copier Replacement

Type Equipment Department Administration
Useful Life 7 years Contact IT Director
Category Equipment: Computers Priority 3 Important



Description

Purchase new color copiers to replace older copiers. We purchase copiers outright and try and run them as long as it makes sense to do so. We started replacing copiers throughout the City about 8 years ago. The next ones that are on the schedule to be replaced are located in Public Library and Social Commons.

Justification

We need to regularly review and replace copiers to prevent major issues and costs associated with the maintenance of older machines. Purchasing copiers outright will save thousands of dollars over the life of the machine verses leasing and the costs per page for copies goes down dramatically with the newer models.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	20,000	20,000	20,000	20,000	20,000	100,000
Total	20,000	20,000	20,000	20,000	20,000	100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy	20,000	20,000	20,000	20,000	20,000	100,000
Total	20,000	20,000	20,000	20,000	20,000	100,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ADM-13-012
Project Name Networking Infrastructure Replacement

Type Equipment
Useful Life 5-10 years
Category Equipment: Computers
Department Administration
Contact IT Director
Priority 2 Very Important



Description

Review and replace networking equipment that is older than 8 years and that is no longer keeping up with system requirements for the City. This equipment would include core systems that are needed to keep our network up and running at all buildings. This would include devices such as switches, routers, firewalls, wireless controllers, wireless access points, wireless point to point systems, etc...

Justification

Networking equipment's life span can greatly differ depending on the age of the equipment and bandwidth and reliability requirements of the City. Much of the wireless equipment that we have was put in over 13 years ago. Most of this equipment is no longer supported by Cisco.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		30,000	30,000	30,000	30,000	120,000
Total		30,000	30,000	30,000	30,000	120,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		30,000	30,000	30,000	30,000	120,000
Total		30,000	30,000	30,000	30,000	120,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project # ADM-16-002

Project Name Council Chamber Renovations

TypeImprovement

Useful Life30 years

CategoryOther

DepartmentAdministration

ContactCity Administrator

Priority2 Very Important

Description

Renovate council chambers. The City needs a space that meets ADA requirements and supports current uses and technology. The council has set aside funds for this project. The City also intends to use ARPA funds

Justification

Council chambers have not been updated in several years, and are in great need of some changes.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	1,800,000					1,800,000
Total	1,800,000					1,800,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund	900,000					900,000
Reserves						
Other funding source	900,000					900,000
Total	1,800,000					1,800,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ADM-23-001
Project Name Cablecast Server

Type Equipment Department Administration
Useful Life 7 years Contact IT Director
Category Equipment: Computers Priority 2 Very Important

Description

Purchase and installation of a new all-in-one server for livestreaming, on demand and administration of our PEG channel.

Justification

This newly released server will replace the two servers no being used for our PEG channel, on demand services and live streaming. The new server will increase the amount of storage available and will add the ability to display programming on mobile devices. The unit also has a backup power supply and will be able to operate more efficiently.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	30,000					30,000
Total	30,000					30,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy	30,000					30,000
Total	30,000					30,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Airport								
Bituminous Apron Rehabilitation	AP-14-003	2				1,100,000		1,100,000
Airport Maint Bldg Extension Design-Build	AP-16-002	3		400,000				400,000
Runway 12/30 Length Justification Study	AP-18-004	3					15,000	15,000
Power Broom	AP-19-002	4			42,000			42,000
Road Grader w/ wing	AP-20-001	2	300,000					300,000
Tandem Plow Truck w/wing	AP-22-001	3				288,000		288,000
Terminal Bldg AC/Furnace Replacement	AP-23-001	2	10,000	10,000				20,000
Security Fence Phase I	AP-23-002	3	176,000					176,000
Main Hangar Complex Roof Replacement	AP-23-003	2	200,000					200,000
Automated Weather System Replacement	AP-23-004	2		60,000				60,000
Flexwing Rotary Cutter	AP-24-002	3			54,000			54,000
Airport Zoning Update	AP-24-003	3		40,000				40,000
Airport Automated Fuel Card Reader System	AP-24-004	2		23,000				23,000
Land Acq/Easement (Phase I)-1,500 Runway Extension	AP-24-005	3		300,000				300,000
Land Acq/Easement (Phase II)-1500 Runway Extension	AP-25-001	3			300,000			300,000
Runway 5/23 Crack Seal and Sealcoat	AP-27-001	2					300,000	300,000
Runway 12/30 Concrete Pavement Maintenance	AP-27-002	3		300,000				300,000
Gator Utility Vehicle	AP-27-003	3					21,600	21,600
Airport Total			686,000	1,133,000	396,000	1,388,000	336,600	3,939,600
Building Maintenance Fund			70,000	10,000				80,000
Capital Projects Fund Levy				276,900	90,000	248,540	105,000	720,440
FAA - other			158,400					158,400
Federal - BIL				270,000		366,570		636,570
Matching Grant Funds			17,600					17,600
MNDOT Aeronautics			350,000	576,100	277,200	686,490	225,120	2,114,910
Vehicle Replacement Fund			90,000		28,800	86,400	6,480	211,680
Airport Total			686,000	1,133,000	396,000	1,388,000	336,600	3,939,600
Grand Total			686,000	1,133,000	396,000	1,388,000	336,600	3,939,600

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # AP-14-003
Project Name Bituminous Apron Rehabilitation

Type Improvement Department Airport
Useful Life 20 years Contact Community Dev Director
Category Buildings Priority 2 Very Important

Description

This project will involve the reconstruction Bituminous Apron for the main aircraft parking apron.

Justification

In 2016, the Bituminous Apron pavement had a Pavement Condition Index (PCI) of 52 which is considered "fair" and crack sealing and sealcoat were performed. Current distresses include alligator cracking, longitudinal and transverse cracking, weathering and raveling. The useful life of the pavement was extended in 2016; however, it is anticipated that conditions will have deteriorated further to require reconstruction.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance				1,100,000		1,100,000
Total				1,100,000		1,100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy				248,540		248,540
Federal - BIL				366,570		366,570
MNDOT Aeronautics				484,890		484,890
Total				1,100,000		1,100,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # AP-16-002
Project Name Airport Maint Bldg Extension Design-Build

Type Improvement Department Airport
Useful Life 40 years Contact Community Dev Director
Category Buildings Priority 3 Important

Description

Project adds a planned extension of additional bay to airport maintenance building.

Justification

Existing airport maintenance building was constructed in 2000 and houses airport maintenance/safety equipment and supplies. The building currently is approximately 4,482 square feet with four overhead doors and a washed sand bay. Additional space is required to house and maintain existing and planned equipment purchases identified in the CIP. The building was originally bid in 1999 with this extension as an alternate bid which was not awarded at the time to save costs.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		400,000				400,000
Total		400,000				400,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		120,000				120,000
MNDOT Aeronautics		280,000				280,000
Total		400,000				400,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #

AP-18-004

Project Name

Runway 12/30 Length Justification Study

Type

Unassigned

Department

Airport

Useful Life

30 years

Contact

Community Dev Director

Category

Other

Priority

3 Important

Description

A planning study to determine the runway length needed for the critical design aircraft at the airport. The study includes a user survey and documenting the business users at the airport.

Justification

The airport Master Plan documented approximately 250 operations by aircraft needing a longer runway at OWA. The FAA requires 500 annual operations documented by the aircraft type needing a longer runway before the project is eligible for federal funding.

The study is eligible for FAA 90% funding reimbursement upon determination for project justification with future grant.

Expenditures	2023	2024	2025	2026	2027	Total
Other					15,000	15,000
Total					15,000	15,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					15,000	15,000
Total					15,000	15,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # AP-19-002
Project Name Power Broom

Type Equipment Department Airport
Useful Life 15 years Contact Community Dev Director
Category Equipment: Miscellaneous Priority 4 Less Important

Description

Purchase of a power broom attachment for front end loader to be used for snow removal

Justification

The use of brooms on airports for snow removal operations can be an efficient way to control snow, ice, and slush. Brooms are particularly useful for light snow events to quickly sweep off snow saving cutting edges for other plows. The equipment will compliment other airport equipment for snow removal in all situations of approximately 275,000 SY of paved surfaces. Purchase of the new equipment can be purchased utilizing federal and state funding participation keeping the local cost of the new equipment low.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			42,000			42,000
Total			42,000			42,000

Funding Sources	2023	2024	2025	2026	2027	Total
MNDOT Aeronautics			29,400			29,400
Vehicle Replacement Fund			12,600			12,600
Total			42,000			42,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # AP-20-001
Project Name Road Grader w/ wing

Type Equipment Department Airport
Useful Life 15 years Contact Community Dev Director
Category Vehicles Priority 2 Very Important

Description

Purchase of a new road grader with wing attachment for the airport

Justification

The purchase of this equipment has been identified by the Street Superintendent (fleet manager) as a need for the airport and will replace the existing 2003 road grader with wing. The equipment is needed for airport maintenance operations including snow removal of approximately 275,000 Sy of paved surfaces. Purchase of the new equipment can be purchased utilizing state funding participation keeping the local cost of the new equipment low and also reducing maintenance costs. It is anticipated that trade in value will be applied to the purchase of the new equipment.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	300,000					300,000
Total	300,000					300,000

Funding Sources	2023	2024	2025	2026	2027	Total
MNDOT Aeronautics	210,000					210,000
Vehicle Replacement Fund	90,000					90,000
Total	300,000					300,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # AP-22-001
Project Name Tandem Plow Truck w/wing

Type Unassigned Department Airport
Useful Life 15 years Contact Community Dev Director
Category Vehicles Priority 3 Important

Description

Purchase of new tandem plow truck with wing and box plow attachment for the airport.

Justification

The purchase of this equipment has been identified by the street superintendent (fleet manager) as a need for the airport and will replace the existing 2007 tandem plow truck with wing. The equipment is needed for airport maintenance operations including snow removal of approximately 275,000 SY of paved surfaces. Purchase of the new equipment can be purchased utilizing federal funding participation keeping the local cost of the new equipment low and also reducing maintenance costs. It is anticipated that trade in value will be applied to the purchase of the equipment.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				288,000		288,000
Total				288,000		288,000

Funding Sources	2023	2024	2025	2026	2027	Total
MNDOT Aeronautics				201,600		201,600
Vehicle Replacement Fund				86,400		86,400
Total				288,000		288,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # AP-23-001
Project Name Terminal Bldg AC/Furnace Replacement

Type Improvement Department Airport
Useful Life 15 years Contact Community Dev Director
Category Buildings Priority 2 Very Important

Description

Replace two pairs of air conditioning/furnace units serving the main terminal complex.

Justification

Existing units were installed in 1999 and have over twenty years of use. The two remaining units for replacement are unsupported by continued maintenance. This would complete the HVAC system replacement plan for the airport buildings and increase energy efficiency.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	10,000	10,000				20,000
Total	10,000	10,000				20,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund	10,000	10,000				20,000
Total	10,000	10,000				20,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # AP-23-002
Project Name Security Fence Phase I

Type Improvement Department Airport
Useful Life 25 years Contact Community Dev Director
Category Other Priority 3 Important

Description

Install security fencing and gates around airport frontage and building area.

Justification

Increased access control to aircraft movement areas is recommended to enhance safety and security at the airport. Phase 1 of the overall fencing plan involves the installation of five foot chain link fencing along the frontage of the airport entrance and into the hangar and terminal areas. Access will be maintained for public areas including the main arrival departure building and commercial tenants on the property. Includes two automated gates for tenant access to hangar area. Security fencing is recommended by the FAA and eligible for project grant funding.

Expenditures	2023	2024	2025	2026	2027	Total
Other	176,000					176,000
Total	176,000					176,000

Funding Sources	2023	2024	2025	2026	2027	Total
FAA - other	158,400					158,400
Matching Grant Funds	17,600					17,600
Total	176,000					176,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # AP-23-003
Project Name Main Hangar Complex Roof Replacement

Type Improvement Department Airport
Useful Life 20 years Contact Community Dev Director
Category Buildings Priority 2 Very Important

Description

Replace roof system on main hangar and terminal area buildings. This would include the dome hangar (Hangar #10), main hangar (Hangar #11), and arrival/departure building roofing needs.

Justification

Dome Hangar (#10): Old rubber roof with wood sheeting underneath. This is the original hangar on the airport now occupied by flight school tenant. Roof has had multiple maintenance patches installed over several years. Wood sheeting under rubber roof is water damaged to point of interior leaks and ineffective continued patching.

Main Hangar (#11): Original roof from late 1980's. Has had a number of roof repairs and seal applications.

Terminal: Main arrival/departure building constructed in 1999. Has flat roof that has performed well but is due for service to extend life.

Expenditures	2023	2024	2025	2026	2027	Total
Other	200,000					200,000
Total	200,000					200,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund	60,000					60,000
MNDOT Aeronautics	140,000					140,000
Total	200,000					200,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # AP-23-004
Project Name Automated Weather System Replacement

Type Unassigned Department Airport
Useful Life 10 years Contact
Category Other Priority 2 Very Important

Description

Replace airport Automated Weather Observation System (AWOS).

Justification

The existing AWOS is now obsolete and replacement parts and service are no unsupported. This is a MnDOT Office of Aeronautics owned station. MnDOT has obtained a new AWOS station for a number of airports including Owatonna. MnDOT will continue to own and maintain the new system. The City, working with MnDOT, would be responsible for the civil work required to replace the AWOS, including items such as removals, setting foundations, power connections, survey, and engineering. MnDOT will provide grant funding participation for this work. The AWOS is used daily by users of the airport.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		60,000				60,000
Total		60,000				60,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		18,000				18,000
MNDOT Aeronautics		42,000				42,000
Total		60,000				60,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project #

AP-24-002

Project Name

Flexwing Rotary Cutter

Type

Equipment

Department

Airport

Useful Life

10 years

Contact

Community Dev Director

Category

Equipment: Miscellaneous

Priority

3 Important

Description

Purchase of a new flex wing rotary cutter for airport mowing.

Justification

The purchase of this equipment has been identified by the Street Superintendent (fleet manager) as a need for the airport and will replace the existing 2012 flex wing mower.

Purchase of the new equipment can be purchased utilizing state funding participation keeping the local cost of the new equipment low and also reducing maintenance costs. It is anticipated that trade in value will be applied to the purchase of the equipment.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			54,000			54,000
Total			54,000			54,000

Funding Sources	2023	2024	2025	2026	2027	Total
MNDOT Aeronautics			37,800			37,800
Vehicle Replacement Fund			16,200			16,200
Total			54,000			54,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # AP-24-003
Project Name Airport Zoning Update

Type Unassigned
Useful Life 20 years
Category Other
Department Airport
Contact Community Dev Director
Priority 3 Important

Description

Professional services required for the Airport Zoning Update.

Justification

The existing Airport Zoning Ordinance was adopted in 1998 and needs to be amended to reflect planning future development of the airport as identified in the approved airport Master Plan. Professional airport engineering services needed for this process include items such as the development of updated airport zoning maps, document drafting, assistance with land owner meetings and public hearings and agency coordination.

Expenditures	2023	2024	2025	2026	2027	Total
Other		40,000				40,000
Total		40,000				40,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		12,000				12,000
MNDOT Aeronautics		28,000				28,000
Total		40,000				40,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # AP-24-004
Project Name Airport Automated Fuel Card Reader System

Type Equipment Department Airport
Useful Life 20 years Contact Community Dev Director
Category Equipment: Miscellaneous Priority 2 Very Important

Description

Replace the Avgas pay-at-the-pump fuel card reader system.

Justification

The existing system was installed over twenty years ago and is beyond its useful life. Replacement parts for this system are no longer fully supported. A new system will allow for continued combined full and self service options for Avgas customers for after hours fueling. A new system will meet all customer security requirements for credit card transactions.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		23,000				23,000
Total		23,000				23,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		6,900				6,900
MNDOT Aeronautics		16,100				16,100
Total		23,000				23,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # AP-24-005
Project Name Land Acq/Easement (Phase I)-1,500 Runway Extension

Type Unassigned
Useful Life 30 years
Category Other
Department Airport
Contact Community Dev Director
Priority 3 Important

Description

The airport has completed the FAA required Master Plan Update. The current primary runway will be in need of reconstruction and extension. Land Acquisition of at least 7.8 acres will be required for the planned 1,500 foot runway extension to accommodate runway protection zones. Additional easements are projected to be required in land use safety zones.

Justification

Provides the land needed to support the anticipated growth consistent with the projected demand as documented in the Master Plan. While the length of the Runway 12-30 is currently adequate based on existing operations, numerous models of aircraft operating at OWA do have longer runway requirements than 5,500 feet (based on operator manual information). It is anticipated that the projected FAA thresholds will be met and there will be the need and justification to construct an extension of Runway 12-30. For those models of airplanes identified operating at OWA with runway needs greater than 5,500 feet, the average length requirement is approximately 6,500-7,000 feet. It may be noted that all it would take for operations of the airplanes requiring more runway length to reach the FAA threshold would be for an additional corporate tenant to base at OWA which could happen at any time. Land Acquisition is a critical initial stage for the runway extension.

Expenditures	2023	2024	2025	2026	2027	Total
Land Acquisition		300,000				300,000
Total		300,000				300,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		90,000				90,000
MNDOT Aeronautics		210,000				210,000
Total		300,000				300,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # AP-25-001
Project Name Land Acq/Easement (Phase II)-1500 Runway Extension

Type Unassigned
Useful Life 30 years
Category Other
Department Airport
Contact Community Dev Director
Priority 3 Important

Description

Phase II of the required land acquisition/easements required for the planned primary runway extension.

Justification

This phase completes the required land acquisition and easements required for the planned runway extension. The project is broken into two phases to accommodate grant funding availability.

Expenditures	2023	2024	2025	2026	2027	Total
Land Acquisition			300,000			300,000
Total			300,000			300,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			90,000			90,000
MNDOT Aeronautics			210,000			210,000
Total			300,000			300,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #AP-27-001

Project NameRunway 5/23 Crack Seal and Sealcoat

TypeUnassigned

Useful Life10 years

CategoryOther

DepartmentAirport

ContactCommunity Dev Director

Priority2 Very Important

Description

Provides pavement maintenance on Runway 5/23.

Justification

Runway 5/23 was crack sealed and seal coated in 2016. Routine pavement maintenance is scheduled to preserve and extend the useful life of the surface. Project is eligible for 70% of state funding participation.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance					300,000	300,000
Total					300,000	300,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					90,000	90,000
MNDOT Aeronautics					210,000	210,000
Total					300,000	300,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # AP-27-002
Project Name Runway 12/30 Concrete Pavement Maintenance

Type Unassigned
Useful Life 15 years
Category Other
Department Airport
Contact Community Dev Director
Priority 3 Important

Description

Provides pavement maintenance on Runway 12/30 to replace areas of concrete panels and joint material that is weathered and spalling.

Justification

Concrete panel joint sealing was performed in 2011 with the overall surface constructed in 1999. The pavement has performed well but is in need of pavement maintenance to preserve and extend useful life.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		300,000				300,000
Total		300,000				300,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		30,000				30,000
Federal - BIL		270,000				270,000
Total		300,000				300,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project #AP-27-003

Project NameGator Utility Vehicle

TypeUnassigned

Useful Life15 years

CategoryVehicles

DepartmentAirport

ContactCommunity Dev Director

Priority3 Important

Description

Purchase of a new John Deere Gator utility vehicle for the airport.

Justification

This utility vehicle is a tool for airport staff to more efficiently provide inspection and maintenance of airport property including grounds, buildings, navigational aids, and lighting systems. The vehicle is also used to service and move aircraft as needed. The vehicle is equipped with a snow removal blade for winter operations.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings					21,600	21,600
Total					21,600	21,600

Funding Sources	2023	2024	2025	2026	2027	Total
MNDOT Aeronautics					15,120	15,120
Vehicle Replacement Fund					6,480	6,480
Total					21,600	21,600

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Engineering								
Engineering Vehicles	ENG-15-002	2	15,000	15,000	15,000	15,000	15,000	75,000
Replace GPS	ENG-18-001	2		18,000			18,000	36,000
Engineering Total			15,000	33,000	15,000	15,000	33,000	111,000
Capital Projects Fund Levy				18,000			18,000	36,000
Vehicle Replacement Fund				15,000	15,000	15,000	15,000	75,000
Engineering Total			15,000	33,000	15,000	15,000	33,000	111,000
Grand Total			15,000	33,000	15,000	15,000	33,000	111,000

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ENG-15-002
Project Name Engineering Vehicles

Type Equipment
Useful Life 10 years
Category Vehicles
Department Engineering
Contact Public Works Director
Priority 2 Very Important



Description

2023 - Replace 2018 F150
2024 - Replace 2019 Jeep
2025 - Replace 2020 F150
2026 - Replace 2022 F150
2027 - Replace 2023

Core engineering vehicle fleet of 5 vehicles will be maintained. Additional vehicles are necessary during busy season April to October. Best value for the city is to trade in light engineering vehicles on a 5 year turn around. Residual value and attractive purchase price through state contract make this the lowest cost option for ownership.

Justification

The engineering department uses the vehicles for construction inspection. The engineering fleet has been reduced in number with the intent to reduce annual operating expense.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	15,000	15,000	15,000	15,000	15,000	75,000
Total	15,000	15,000	15,000	15,000	15,000	75,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund	15,000	15,000	15,000	15,000	15,000	75,000
Total	15,000	15,000	15,000	15,000	15,000	75,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ENG-18-001
Project Name Replace GPS

Type Equipment
Useful Life 5 years
Category Other

Department Engineering
Contact Public Works Director
Priority 2 Very Important



Description

Replacement of GPS system and robotic total station used for surveying. Technology changes rapidly and the useful life of a GPS and total station system is about 5 years. The current systems were purchased in 2018 and 2015

Justification

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		18,000			18,000	36,000
Total		18,000			18,000	36,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		18,000			18,000	36,000
Total		18,000			18,000	36,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Fire								
Flooring Replacement	F-13-003	4		22,000				22,000
Emergency Warning Sirens	F-13-008	3		20,000		20,000		40,000
2nd Fire Station	F-16-002	3					10,000,000	10,000,000
Fire Station Building Tuck Pointing	F-18-006	2		60,000	60,000	60,000	60,000	240,000
Fire Station Decontamination Area	F-19-005	3		80,000				80,000
Engine 9702 Replacement	F-21-001	2					750,000	750,000
Upgrade AV System on 1st and 3rd Floor	F-22-003	3			60,000			60,000
HVAC Air Handler Replacement	F-22-004	2	25,000					25,000
Replace unsupported portable radios	F-22-006	1	395,000					395,000
9712 Chief's Vehicle	F-23-002	2					57,000	57,000
Emergency Warning Siren Controller	F-23-003	2		30,000				30,000
9709 Pickup	F-23-009	2	50,000					50,000
Fire Hall Roof	F-23-010	1	65,000					65,000
SCBA Replacements	F-27-001	2					200,000	200,000
9704 Aerial Truck	F-31-001	1		100,000				100,000
Fire Total			535,000	312,000	120,000	80,000	11,067,000	12,114,000
Building Maintenance Fund			90,000	102,000				192,000
Capital Projects Fund Levy				50,000	60,000	20,000	200,000	330,000
Debt Levy for LT Facilities Needs							10,000,000	10,000,000
Other Grant Funds			395,000					395,000
Unfunded - Bldg Financing Plan TBD				60,000	60,000	60,000	60,000	240,000
Vehicle Replacement Fund			50,000	100,000			807,000	957,000
Fire Total			535,000	312,000	120,000	80,000	11,067,000	12,114,000
Grand Total			535,000	312,000	120,000	80,000	11,067,000	12,114,000

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-13-003
Project Name Flooring Replacement

Type Improvement Department Fire
Useful Life 20 years Contact Fire Chief
Category Buildings Priority 4 Less Important



Description

This purchase would provide funding to replace the carpeting on the first and second floor of the fire station. The recommendation is to go with a carpet tile type flooring so high traffic areas can be more easily replace in sections rather than an entire area.

Justification

The current floor coverings in the fire station bedrooms was installed in 1996. The floor coverings on the second floor and first floor public access areas were installed in 2002. All of these floor coverings have worn and need replacement.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		22,000				22,000
Total		22,000				22,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund		22,000				22,000
Total		22,000				22,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-13-008
Project Name Emergency Warning Sirens

Type Equipment Department Fire
Useful Life 20 years Contact Fire Chief
Category Equipment: Miscellaneous Priority 3 Important



Description

This project is to add sirens to areas of poor covers and/or new development.

Justification

This is part of the outdoor emergency warning siren system. Each siren has a square foot coverage area. New development areas need a new siren.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		20,000		20,000		40,000
Total		20,000		20,000		40,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		20,000		20,000		40,000
Total		20,000		20,000		40,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-16-002
Project Name 2nd Fire Station

Type Unassigned
Useful Life 40 years
Category Buildings

Department Fire
Contact Fire Chief
Priority 3 Important



Description

Adding an additional Station in NE Owatonna. This station would house one engine and resident firefighters.

Justification

There is a need to decrease response times in the NE portion of town. With fire doubling in size every minute a delay in response time is significant. This delay also effects rescue calls and the time it takes to get a victim to a trauma center because of the delay in extrication. As the City of Owatonna expands the paid on call firefighters are living further away from the station, which takes longer for them to respond to the station to go on a call. The firefighters also work further away from the station, which again takes longer for them to respond to a call. All of these contribute to an increase in response time for firefighters. Land has already been purchased for this project. 26th Street NE at Kenyon Rd.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance					10,000,000	10,000,000
Total					10,000,000	10,000,000

Funding Sources	2023	2024	2025	2026	2027	Total
Debt Levy for LT Facilities Needs					10,000,000	10,000,000
Total					10,000,000	10,000,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-18-006
Project Name Fire Station Building Tuck Pointing

Type Unassigned
Useful Life 20 years
Category Other
Department Fire
Contact
Priority 2 Very Important



Description

The Fire Station was built in 1906 and is currently 116 years old. The station was remodeled in 1996 but the remodeling did not include tuck pointing. The building needs tuck pointing to repair areas that are falling off the building. Water and ice are getting into the exterior walls causing structural damage and regular water leaks. Facilities Management estimates approx \$300,000 for entire building - recommending splitting the work/costs over multiple years.

Justification

The building was evaluated by the building and grounds coordinator who recommended the proposed tuck pointing repair plan. Completing this will help prevent the ongoing damage.

Expenditures	2023	2024	2025	2026	2027	Total
Other		60,000	60,000	60,000	60,000	240,000
Total		60,000	60,000	60,000	60,000	240,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Bldg Financing Plan TBD		60,000	60,000	60,000	60,000	240,000
Total		60,000	60,000	60,000	60,000	240,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-19-005
Project Name Fire Station Decontamination Area

Type Unassigned
Useful Life 20 years
Category Other
Department Fire
Contact
Priority 3 Important



Description

This project involves remodeling the back garage of the fire station to create a decontamination area for firefighters, turnout gear and equipment. A design has been created to convert the existing space into a decontamination station. This would include 2 pressure washers, washing stations, tables, and chairs. The area would have a decon area, bathrooms, showers and locker room area. This would require, electrical, plumbing and air exchanger modifications.

Justification

New standards require new decontamination procedures for firefighters, personal protective equipment and tools. The byproducts of the materials that burn in structures today have been found to cause cancer. Proper decontamination mitigates exposure to these known carcinogens.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		80,000				80,000
Total		80,000				80,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund		80,000				80,000
Total		80,000				80,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-21-001
Project Name Engine 9702 Replacement

Type Unassigned
Useful Life 20 years
Category Vehicles
Department Fire
Contact Fire Chief
Priority 2 Very Important



Description

The funding would be used to purchase a replacement for 9702 or engine 3 in our fleet. The vehicle that is being replaced is a 1994 Pierce Arrow engine. This truck functions as a pumper and water supply in our fleet. The vehicle seats 6. The vehicle carries 500 gallons of water and has a pumping capacity of 1250 gallons per minute. This truck would be used for fire suppression in our fleet. We would standardize the pump panel and vehicle storage compartments similar to other engines in our fleet.

Justification

This vehicle will be 33 years old. Our vehicle replacement plan requires pumpers to be replaced every 25 years. As a city we are required to maintain a pumping capacity within our department to maintain our current Insurance Service Organization rating of 4 for the City of Owatonna. This requires us to maintain a fleet of engines to meet or exceed our current pumping capacity. The current vehicle would be sold or traded in to offset the cost of the new vehicle.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings					750,000	750,000
Total					750,000	750,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund					750,000	750,000
Total					750,000	750,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-22-003
Project Name Upgrade AV System on 1st and 3rd Floor

Type Unassigned Department Fire
Useful Life 10 years Contact Fire Chief
Category Equipment: Miscellaneous Priority 3 Important



Description

The AV System in the Fire Station 1st Floor Training Room and the 3rd Floor Meeting Room needs to be updated as an AV System. These systems are used for training sessions and meetings. The System consists of a power point projector, screen, multi-media AV and sound, and a system controller. We currently have no system but a patchwork of AV equipment that fails frequently.

Justification

The current AV system is outdated and does not work for training and meetings. It is estimated to be \$30,000 for each area.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			60,000			60,000
Total			60,000			60,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			60,000			60,000
Total			60,000			60,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-22-004
Project Name HVAC Air Handler Replacement

Type Equipment Department Fire
Useful Life 20 years Contact Fire Chief
Category Buildings Priority 2 Very Important

Description

Replace last two aging air handling units in the fire station. This will replace one in 2022 and one in 2023.

Justification

This is to replace the remaining air handling unit in the fire station. The current units were installed in 1995 (26 years ago). This is to replace the unit in the basement

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	25,000					25,000
Total	25,000					25,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund	25,000					25,000
Total	25,000					25,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-22-006
Project Name Replace unsupported portable radios

Type Equipment Department Fire
Useful Life 10 years Contact Fire Chief
Category Equipment: Miscellaneous Priority 1 Critical



Description

This is to replace portable radios in police and fire that are no longer supported by the vendor
The priority on police is to first replace the existing radios that do not support encryption
Then, update the others the following year

2023:
Fire 25 radios @ \$6,000/ea
Police 58 radios @ \$6,000/ea

Justification

The portable radios that are used by fire and police are no longer supported by the vendor. Also, it is getting more difficult to get certified replacement parts for them as they have reached their end of life.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	395,000					395,000
Total	395,000					395,000

Funding Sources	2023	2024	2025	2026	2027	Total
Other Grant Funds	395,000					395,000
Total	395,000					395,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-23-002
Project Name 9712 Chief's Vehicle

Type Equipment
Useful Life 10 years
Category Vehicles

Department Fire
Contact Fire Chief
Priority 2 Very Important



Description

The funding would be used to purchase a replacement for the Fire Chiefs vehicle. The vehicle that is being replaced is a 2012 Ford F150 4X4. This truck would be similar to the truck we purchased in 2012 with the same capabilities.

Justification

This vehicle will be 15 years old. Our vehicle replacement plan is set to replace this vehicle every 10 years. The current vehicle would be sold or traded in to offset the cost of the new vehicle.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings					57,000	57,000
Total					57,000	57,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund					57,000	57,000
Total					57,000	57,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-23-003
Project Name Emergency Warning Siren Controller

Type Equipment Department Fire
Useful Life 15 years Contact Fire Chief
Category Equipment: Miscellaneous Priority 2 Very Important



Description

This project is to replace the existing emergency siren controller located at the fire station with a cloud based system..

Justification

The existing system is a PC based system that is running on obsolete windows software. This is to update the controller to be cloud based

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		30,000				30,000
Total		30,000				30,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		30,000				30,000
Total		30,000				30,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-23-009
Project Name 9709 Pickup

Type Equipment Department Fire
Useful Life 5-10 years Contact Fire Chief
Category Equipment: Miscellaneous Priority 2 Very Important



Description

This would be replacing a 2001 Ford F250 that is currently used for inspections and also a plow truck in the winter

Justification

This vehicle will be 22 years upon replacement.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	50,000					50,000
Total	50,000					50,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund	50,000					50,000
Total	50,000					50,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-23-010
Project Name Fire Hall Roof

Type Improvement Department Fire
Useful Life 20 years Contact
Category Other Priority 1 Critical



Description

The fire station experiences water leaks on the third floor with almost every rainfall. A few years ago the roof was replaced above the apparatus bay, but not the main building.

Justification

The building was evaluated by the building and grounds coordinator who recommended the roof replacement. Completing this will help prevent the ongoing damage.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	65,000					65,000
Total	65,000					65,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund	65,000					65,000
Total	65,000					65,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-27-001
Project Name SCBA Replacements

Type Equipment Department Fire
Useful Life 10 years Contact Fire Chief
Category Equipment: Miscellaneous Priority 2 Very Important



Description

This is to replace our self-contained breathing apparatus that will be approx. 10 years old. This will bring them to the current standards. Our current ones were purchase in 2017

Justification

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings					200,000	200,000
Total					200,000	200,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					200,000	200,000
Total					200,000	200,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # F-31-001
Project Name 9704 Aerial Truck

Type Equipment Department Fire
Useful Life 25 years Contact Fire Chief
Category Equipment: Miscellaneous Priority 1 Critical



Description

Refurbish our current aerial to extend its useful life

Justification

Our current aerial was purchased in 2009. By refurbishing the truck, we can extend its life another 10 years

Expenditures	2023	2024	2025	2026	2027	Total
Other		100,000				100,000
Total		100,000				100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund		100,000				100,000
Total		100,000				100,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Government Buildings								
Merrill Hall Windows - B	GB-13-001	4		30,000	30,000	30,000	30,000	120,000
Carpenter Shop Roof - B	GB-13-002	2		80,000				80,000
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2			35,000			35,000
Tuck Pointing West Hills Campus Buildings - C	GB-13-007	2		150,000	100,000	100,000		350,000
Fitness Center Track & 3rd Floor Flooring - B	GB-13-014	4					10,000	10,000
Fitness Center Restroom - C	GB-16-009	4					100,000	100,000
Tennis & Fitness Center Pool Hallway Flooring - C	GB-18-002	4					6,000	6,000
Merrill Hall Restrooms - ADA Compliance - B	GB-20-001	3			80,000			80,000
Boom Truck - V	GB-21-001	3				138,000		138,000
Social Commons Rooftop Heat & A/C Replacement	GB-21-002	2		25,000	27,200			52,200
Retaining Wall - Pool Handicap Entrance - B	GB-21-004	2		20,000				20,000
West Hills Social Commons Pavement	GB-22-005	4					150,000	150,000
Flooring	GB-22-006	2		10,000	5,000			15,000
Building Card Access - B	GB-22-007	3		15,000	15,000	15,000	15,000	60,000
City Hall Stairwell Flooring - B	GB-22-008	3			20,000			20,000
City Hall Electrical Distribution Panel	GB-22-009	2		600,000				600,000
City Hall Mechanical Systems	GB-22-010	2		1,500,000				1,500,000
LED Lighting - B	GB-22-013	2		15,000	15,000	15,000	15,000	60,000
GPS Asset Management Collector Package	GB-22-014	1					6,000	6,000
River Springs Mechanical Updates	GB-22-015	2	170,000					170,000
Pick-Up Trucks - V	GB-23-001	2	66,500	66,500	66,500		37,000	236,500
Merrill Hall Interior Painting	GB-23-002	4			25,000			25,000
Velve Hall Elevator	GB-23-003	4				250,000		250,000
Carpenter Shop Parking Pavement	GB-23-004	3		100,000				100,000
Merrill Hall Elevator	GB-23-006	3			300,000			300,000
Tennis Center Restroom	GB-23-007	2		12,000	100,000			112,000
Back-Up Generator Replacement	GB-23-008	2		125,000	90,000	90,000		305,000
City Hall Landscaping Update	GB-23-009	2		45,000				45,000
Brooktree Clubhouse Improvements - B	GB-23-010	2		40,000	55,000	55,000		150,000
Tennis Center Ceiling Repair, HVAC, Insulation	GB-23-011	2		850,000				850,000
City Hall Boiler Replacement	GB-23-012	1		90,000				90,000
Garage Door Replacement - B	GB-24-001	1		100,000	100,000	100,000	100,000	400,000
Specialty Use Vehicles - V	GB-25-001	2			23,000		78,600	101,600
Tennis and Fitness Center Court Resurfacing - C	GB-27-001	3					45,000	45,000
Government Buildings Total			236,500	3,873,500	1,086,700	793,000	592,600	6,582,300
Building Maintenance Fund				240,000	155,000	130,000	240,000	765,000
Capital Projects Fund Levy			170,000	210,000	142,200	55,000	207,000	784,200
Unfunded - Bldg Financing Plan TBD				3,357,000	700,000	470,000	30,000	4,557,000

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
<i>Vehicle Replacement Fund</i>			66,500	66,500	89,500	138,000	115,600	476,100
<i>Government Buildings Total</i>			236,500	3,873,500	1,086,700	793,000	592,600	6,582,300
Grand Total			236,500	3,873,500	1,086,700	793,000	592,600	6,582,300

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-13-001
Project Name Merrill Hall Windows - B

Type Improvement
Useful Life 20 years
Category Buildings

Department Government Buildings
Contact Park & Rec Director
Priority 4 Less Important



Description

Replacement of Merrill Hall Windows

Phase 1 - Second floor, north wing
Phase 2 - Second floor, south wing
Phase 3 - Main floor, north
Phase 4 - Main floor, south
Phase 5 - Basement

Justification

Some of the 2nd floor windows at Merrill Hall gas gaskets are failing. This is causing a gas leak, showing the seal is not tight.

Some windows are unable to be opened. The original installer has inspected the windows and determined they are unrepairable.

This project can be done in phases.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		30,000	30,000	30,000	30,000	120,000
Total		30,000	30,000	30,000	30,000	120,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Bldg Financing Plan TBD		30,000	30,000	30,000	30,000	120,000
Total		30,000	30,000	30,000	30,000	120,000

Budget Impact/Other

New windows are more energy efficient.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-13-002
Project Name Carpenter Shop Roof - B

Type Improvement Department Government Buildings
Useful Life 20 years Contact Park & Rec Director
Category Buildings Priority 2 Very Important



Description

Replace rubber roof at the Carpenter Shop at West Hills.

Justification

Rubber roof has reached its 20 year life span. Patch repair was last done in 2017. Numerous patches have been made to all four corners. The rubber needs replacement due to it's age. As rubber ages it shrinks and becomes brittle.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		80,000				80,000
Total		80,000				80,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund		80,000				80,000
Total		80,000				80,000

Budget Impact/Other

It cost \$6,000 for the last patch for the rubber, plaster and paint.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-13-006
Project Name West Hills Sidewalk Additions & Repairs - C

Type Improvement
Useful Life 25 years
Category Buildings
Department Government Buildings
Contact Park & Rec Director
Priority 2 Very Important



Description

Repair, replacement and addition of sidewalks at West Hills.

Phase 1 - Pond to the gym by West Hills Social Commons, and retaining wall

Phase 2 - Gym to bus stop

Phase 3 - Bus stop to Florence

Justification

Many areas are now out of the 3/4" tolerance for trip hazard.

Continue sidewalk expansion plan.

Campus is lacking sidewalks to some buildings and bus stop. Lack of sidewalks is a safety concern, especially in the winter.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance			35,000			35,000
Total			35,000			35,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			35,000			35,000
Total			35,000			35,000

Budget Impact/Other

A little more maintenance in the winter clearing snow from additional sidewalks.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-13-007
Project Name Tuck Pointing West Hills Campus Buildings - C

Type Improvement Department Government Buildings
Useful Life 20 years Contact Park & Rec Director
Category Buildings Priority 2 Very Important



Description

Brick and mortar repair - Administration Building, Aderman Building, Merrill Hall Building, Vevle Hall Building, and Henderson Hall Building.
2018 funding primarily included patching on the Admin building to prevent further moisture from getting in. 2018 was completed in spring of 2019 due to scheduling by vendor.

Justification

Historic buildings need spot tuck point, stone and brick repair. There is cracked stone, deteriorating mortar, and missing bricks. Tuck pointing is required to maintain structural integrity of the building.

3-Year Strategic Plan Impact: Infrastructure, Economic Vitality, Quality of Life, Efficient, Effective & Economical.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		150,000	100,000	100,000		350,000
Total		150,000	100,000	100,000		350,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Bldg Financing Plan TBD		150,000	100,000	100,000		350,000
Total		150,000	100,000	100,000		350,000

Budget Impact/Other

Eliminate water damage and mitigation costs. Multi-year project.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project #

GB-13-014

Project Name

Fitness Center Track & 3rd Floor Flooring - B

Type

Improvement

Department

Government Buildings

Useful Life

15 years

Contact

Park & Rec Director

Category

Buildings

Priority

4 Less Important



Description

Running track & cardio room carpet replacement.

Justification

Worn and frayed carpet needs to be replaced. Carpet was installed pre-2000.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings					10,000	10,000
Total					10,000	10,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund					10,000	10,000
Total					10,000	10,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-16-009
Project Name Fitness Center Restroom - C

Type Improvement Department Government Buildings
Useful Life 20 years Contact Park & Rec Director
Category Buildings Priority 4 Less Important



Description

Remodel the men's locker room to create more space for the urinal and existing stall; and an additional stall. (This reduces shower space from six shower heads to four.) New doors, plumbing fixtures, partitions and a moving wall would be included.

Justification

There is one toilet stall, when there is a maintenance issue, patrons do not have another restroom option. During large rentals, busy times and large programs, the restroom is heavily used. The existing area is very small and the toilet stall has no door. The wall-mount carrier installed in the wall to hold the existing toilet will soon be in need of repair, which would include tearing into the wall.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance					100,000	100,000
Total					100,000	100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund					100,000	100,000
Total					100,000	100,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-18-002
Project Name Tennis & Fitness Center Pool Hallway Flooring - C

Type Improvement Department Government Buildings
Useful Life 15 years Contact Park & Rec Director
Category Buildings Priority 4 Less Important



Description

Replace rubber flooring in hallway by pool and sauna area.

Justification

Existing floor squares have wear spots and gaps between them. The replacement would be a continuous solid surface.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance					6,000	6,000
Total					6,000	6,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					6,000	6,000
Total					6,000	6,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-20-001
Project Name Merrill Hall Restrooms - ADA Compliance - B

Type Improvement Department Government Buildings
Useful Life 15 years Contact Park & Rec Director
Category Buildings Priority 3 Important



Description

Upgrade non-accessible areas in buildings to meet ADA standards.

2020 - Merrill Hall Women's Main Level Bathroom * This project was not completed, not enough funding for the project.
2025 - Merrill Hall Men's Main Level Bathroom

This project was approved in the 2020 CIP Budgets. These priorities may shift to a different area based on prioritization from the building assessment task force.

Justification

Required by law. Focus area for League of Minnesota Cities.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance			80,000			80,000
Total			80,000			80,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Bldg Financing Plan TBD			80,000			80,000
Total			80,000			80,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-21-001
Project Name Boom Truck - V

Type Equipment
Useful Life 15 years
Category Vehicles

Department Government Buildings
Contact Park & Rec Director
Priority 3 Important



Description

Replacement of Unit 601, 2008 Ford F550 Boom Truck

Justification

Needed for repairs and general operations, provides safety for staff.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				138,000		138,000
Total				138,000		138,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund				138,000		138,000
Total				138,000		138,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-21-002
Project Name Social Commons Rooftop Heat & A/C Replacement

Type Equipment
Useful Life 15 years
Category Buildings
Department Government Buildings
Contact Park & Rec Director
Priority 2 Very Important



Description

Replacement of three rooftop air conditioning & heating units.

Justification

They have reached their expected life cycle and have needed small repairs to continue to work.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		25,000	27,200			52,200
Total		25,000	27,200			52,200

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		25,000	27,200			52,200
Total		25,000	27,200			52,200

Budget Impact/Other

Less expenditures for repair. More efficient unit.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-21-004
Project Name Retaining Wall - Pool Handicap Entrance - B

Type Improvement Department Government Buildings
Useful Life 20 years Contact Park & Rec Director
Category Buildings Priority 2 Very Important



Description

Retaining Wall for the handicap parking stall used for the handicap entrance of the pool. This wall is used to hold up the West side of the parking stall. It is located on the south side of the tennis & fitness center.

A poured wall provides a longer life expectancy.

Justification

The wall is deteriorating. Blocks are crumbling apart and falling off in places. It's becoming both a safety and structural hazard.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		20,000				20,000
Total		20,000				20,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund		20,000				20,000
Total		20,000				20,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-22-005
Project Name West Hills Social Commons Pavement

Type Improvement Department Government Buildings
Useful Life 20 years Contact Park & Rec Director
Category Buildings Priority 4 Less Important



Description

Upgrades and additions to parking lots and sidewalks at West Hills Social Commons. Costs include landscaping. Includes drop-off area for social commons patrons.

Patches of the worst areas can be made from operating budget to fix the worst areas and push the entire project to 2027.

Justification

Remove trip hazards, provide safe walkways for citizens, visitors and employees.

This project is identified in ICS building assessment completed in 2021. Cost is based on assessment item #1. (Internal reference location - cell #1107)

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance					150,000	150,000
Total					150,000	150,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					150,000	150,000
Total					150,000	150,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-22-006
Project Name Flooring

Type Improvement
Useful Life 20 years
Category Buildings

Department Government Buildings
Contact Park & Rec Director
Priority 2 Very Important



Description

Finish replacement of worn carpet in offices and hallways. (2022) - complete

NEED NEW DESCRIPTION

Multi-year project to replace carpet that exceeds life cycle.

Justification

Improves customer service and updates building. Reduces trip hazards with buckled carpet.

Three-year Strategic Plan Impact - Infrastructure, Quality of Life, Efficient, Effective & Economical.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		10,000	5,000			15,000
Total		10,000	5,000			15,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund		10,000	5,000			15,000
Total		10,000	5,000			15,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-22-007
Project Name Building Card Access - B

Type Equipment
Useful Life 30 years
Category Buildings

Department Government Buildings
Contact Park & Rec Director
Priority 3 Important



Description

Further implementation of card access for staff.

Plan forthcoming for building location prioritization.

Justification

Enhanced staff safety and building security.
Reduce staff costs. Reduce key inventory. Reduce public access to staff areas.

Expenditures	2023	2024	2025	2026	2027	Total
Other		15,000	15,000	15,000	15,000	60,000
Total		15,000	15,000	15,000	15,000	60,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund		15,000	15,000	15,000	15,000	60,000
Total		15,000	15,000	15,000	15,000	60,000

Budget Impact/Other

Additional operating budget needs as system expands.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-22-008
Project Name City Hall Stairwell Flooring - B

Type Improvement Department Government Buildings
Useful Life 25 years Contact Park & Rec Director
Category Buildings Priority 3 Important

Description

Replace stairwell flooring at City Hall.

Option to remove flooring and leave steps as concrete will be explored.

Justification

Many segments of stairwell flooring is damaged. Replacement is needed for safety. Floor is bubbling, bullnose is cracking. Trip hazard, past life cycle. Many repairs have been done (glue, etc.).

Safety concern.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance			20,000			20,000
Total			20,000			20,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund			20,000			20,000
Total			20,000			20,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-22-009
Project Name City Hall Electrical Distribution Panel

Type Equipment Department Government Buildings
Useful Life 30 years Contact Park & Rec Director
Category Equipment: Miscellaneous Priority 2 Very Important



Description

Update electrical panels in City Hall.

Grouped with HVAC & lighting upgrades for City Hall.

Justification

Current panels are old and run from many different areas. Would provide efficiency.

This project is identified in ICS building assessment completed in 2021. Cost is based on assessment items #92-93. (Internal reference location - cell #269)

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		600,000				600,000
Total		600,000				600,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Bldg Financing Plan TBD		600,000				600,000
Total		600,000				600,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-22-010
Project Name City Hall Mechanical Systems

Type Equipment Department Government Buildings
Useful Life 30 years Contact Park & Rec Director
Category Equipment: Miscellaneous Priority 2 Very Important

Description

Maintenance and upgrade mechanical systems at City Hall. Including, but not limited to: HVAC, boilers, heating, pumps, chiller, piping. Projects could be grouped together to obtain rebates.

Justification

Provide more efficient and effective HVAC system.
This project is identified in ICS building assessment completed in 2021. Cost is based on assessment items #69-90.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		1,500,000				1,500,000
Total		1,500,000				1,500,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Bldg Financing Plan TBD		1,500,000				1,500,000
Total		1,500,000				1,500,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-22-013
Project Name LED Lighting - B

Type Equipment
Useful Life 15 years
Category Buildings

Department Government Buildings
Contact Park & Rec Director
Priority 2 Very Important



Description

Exterior wall packs and interior lighting. Building entrances.
Multi-year plan to upgrade LED lighting as part of the life cycle plan. Will work with OPU to maximize dollars with rebates.

Justification

More cost efficient. Improve safety. Better lighting. Less Service.
Projects can be grouped together for cost savings.

Three-year Strategic Plan Impacts - Infrastructure, Economic Vitality, Quality of Life, Efficient, Effective & Economical.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		15,000	15,000	15,000	15,000	60,000
Total		15,000	15,000	15,000	15,000	60,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund		15,000	15,000	15,000	15,000	60,000
Total		15,000	15,000	15,000	15,000	60,000

Budget Impact/Other

LED is more cost effective.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-22-014
Project Name GPS Asset Management Collector Package

Type Equipment
Useful Life 5 years
Category Equipment: Miscellaneous
Department Government Buildings
Contact Park & Rec Director
Priority 1 Critical



Description

Upgrade of technology every five years.

This is a needed tool in conjunction with Cartgraph Asset Management Software. The GPS receiver is used for collection of assets/data out in the field.

Justification

Asset Management is crucial to efficient and effective operations while maximizing staff time. These items collect data for every aspect of the parks and government buildings operations and infrastructure. Accurate data helps create plans for routine maintenance, repairs and replacement of assets. Additionally, accurate data saves time when needing locations for irrigation and other underground assets. In the long run, an effective plan saves operational dollars and maximizes capital investments. Immediate benefits include the ability to prioritize asset management decisions. Data can be used by other departments as well.

Three-year Strategic Plan Impacts - Infrastructure, Quality of Life, Efficient, Effective & Economical.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings					6,000	6,000
Total					6,000	6,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					6,000	6,000
Total					6,000	6,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-22-015
Project Name River Springs Mechanical Updates

Type Equipment Department Government Buildings
Useful Life 15 years Contact Park & Rec Director
Category Equipment: Miscellaneous Priority 2 Very Important



Description

Multi-year CIP Project - Fall of 2022 & spring of 2023. Replacement of:
Filtration system (photo is current filtration system)
Strainer baskets (filters before pumps)
Circulation Pump
Feature Pump
River Pumps
Slide Pump
Controllers

Justification

The current filtration system used at River Springs is outdated - unable to find replacement parts for repair. If the current system breaks down and is not repairable we will not be able to open the water park. In the summer of 2019, city shop employees fabricated exterior parts that were damaged over the winter of 2018-2019 to make the filtration system function properly.

Three-year Strategic Plan Impacts - Infrastructure, Economic Vitality, Quality of Life, Efficient, Effective & Economical.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	170,000					170,000
Total	170,000					170,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy	170,000					170,000
Total	170,000					170,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-23-001
Project Name Pick-Up Trucks - V

Type Equipment
Useful Life 7 years
Category Vehicles

Department Government Buildings
Contact Park & Rec Director
Priority 2 Very Important



Description

Replacement of Pick-Up Trucks
Multi-Year Plan to replace aging fleet.
2023 - Unit 0461 - 2004 Ford F250 Truck
2024 - Unit 435 - 2005 Ford F250
2025 - Unit 0561 - 2005 Ford F250 Van
2027 - Unit 608 - 2016 F150 Truck
2028 - Unit 602 - 2008 Chevy 3/4 Ton
2028 - Unit 21604 - 2021 Ford F250 Truck
2029 - Unit 18610 - 2018 Ford E-350 Van

Justification

Routine replacement of vehicles requires less maintenance, and each will have reached their useful life.

Three-year Strategic Plan Impacts - Infrastructure, Quality of Life, Efficient, Effective & Economical.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	66,500	66,500	66,500		37,000	236,500
Total	66,500	66,500	66,500		37,000	236,500

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund	66,500	66,500	66,500		37,000	236,500
Total	66,500	66,500	66,500		37,000	236,500

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #GB-23-002

Project NameMerrill Hall Interior Painting

TypeImprovement

Useful Life15 years

CategoryBuildings

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority4 Less Important

Description

Paint interior of the building.

Justification

Paint needs to be freshened up.

Expenditures	2023	2024	2025	2026	2027	Total
Other			25,000			25,000
Total			25,000			25,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			25,000			25,000
Total			25,000			25,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-23-003
Project Name Velve Hall Elevator

Type Equipment
Useful Life 30 years
Category Buildings

Department Government Buildings
Contact Park & Rec Director
Priority 4 Less Important



Description

Install elevator.

Justification

Accessibility.

This project is identified in ICS building assessment completed in 2021. Cost is based on assessment item #46. (Internal reference location - cell #603.)

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				250,000		250,000
Total				250,000		250,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Bldg Financing Plan TBD				250,000		250,000
Total				250,000		250,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-23-004
Project Name Carpenter Shop Parking Pavement

Type Improvement
Useful Life 20 years
Category Other
Department Government Buildings
Contact Park & Rec Director
Priority 3 Important



Description

Pave Carpenter Shop parking lot.

Justification

Current lot is in poor condition.

This project is identified in ICS building assessment completed in 2021. Cost is based on assessment item #1. (Internal reference location - cell #202.)

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		100,000				100,000
Total		100,000				100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		100,000				100,000
Total		100,000				100,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-23-006
Project Name Merrill Hall Elevator

Type Equipment
Useful Life 30 years
Category Buildings

Department Government Buildings
Contact Park & Rec Director
Priority 3 Important



Description

Addition of elevator at Merrill Hall.
Prioritized after electrical, HVAC and lighting projects.

Justification

Improved accessibility.
This project is identified in ICS building assessment completed in 2021. Cost is based on assessment item #46. (Internal reference location - cell #490.)

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance			300,000			300,000
Total			300,000			300,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Bldg Financing Plan TBD			300,000			300,000
Total			300,000			300,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-23-007
Project Name Tennis Center Restroom

Type Improvement Department Government Buildings
Useful Life 20 years Contact Park & Rec Director
Category Buildings Priority 2 Very Important

Description

Construct an ADA restroom in the Tennis Center.

Justification

There is only one toilet stall in the men's locker room of the former Fitness Center. With an uncertain future of this portion of the building, it is practical to have a restroom near the Tennis Center where the vast majority of activity for the building is held.

When there is a maintenance issue, patrons do not have another restroom option. During large rentals, busy times and large programs, the restroom is heavily used. The existing area is very small and the toilet stall has no door.

Cost savings. Separate the building from the Fitness Center area.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design		12,000				12,000
Construction/Maintenance			100,000			100,000
Total		12,000	100,000			112,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Bldg Financing		12,000	100,000			112,000
Plan TBD						
Total		12,000	100,000			112,000

Budget Impact/Other

Will save staff dollars by blocking off the fitness center area.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-23-008
Project Name Back-Up Generator Replacement

Type Equipment Department Government Buildings
Useful Life 25 years Contact Park & Rec Director
Category Equipment: Miscellaneous Priority 2 Very Important

Description

Replace back-up generators

2023 - City Hall
2025 - Library
2026 - Fire Hall

Justification

Current generators are approaching or have passed their expected life

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		125,000	90,000	90,000		305,000
Total		125,000	90,000	90,000		305,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Bldg Financing Plan TBD		125,000	90,000	90,000		305,000
Total		125,000	90,000	90,000		305,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project # GB-23-009

Project Name City Hall Landscaping Update

TypeImprovement

Useful Life15 years

CategoryOther

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority2 Very Important

Description

Update main entrances to City Hall/West Hills Campus

Planters, irrigation, etc.

Justification

Update look and reduce maintenance needs

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		45,000				45,000
Total		45,000				45,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		45,000				45,000
Total		45,000				45,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-23-010

Project Name Brooktree Clubhouse Improvements - B

Type Improvement

Useful Life 5-10 years

Category Buildings

Department Government Buildings

Contact Park & Rec Director

Priority 2 Very Important



Description

ADA door pushbuttons (interior bathroom doors) - 2023

Interior Remodel - 2023

Walk-In Cooler - 2023

Landscaping - 2024

Exterior painting & Garage Doors -2024

Cart Shed & Interior cement (lower) -2024

HVAC -2025

Clubhouse Roof (Tin with longer life expectancy) - 2025

Justification

The current carpet was installed in 2014, but in very poor condition due to increased traffic with more restaurant and food service traffic. High traffic areas are very visible.

Recommended to install carpet squares, so high traffic areas can be easily replaced.

The picture was taken a day after carpet was professionally cleaned in 2016.

Other projects needed to maintain operations. Including hood replacement.

ADA restroom accessibility needs push-button doors.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance				20,000		20,000
Equip/Vehicles/Furnishings		40,000	15,000	35,000		90,000
Other			40,000			40,000
Total		40,000	55,000	55,000		150,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		40,000	55,000	55,000		150,000
Total		40,000	55,000	55,000		150,000

Budget Impact/Other

Reduction in contracted services budget for twice annual cleaning.

Reduction in amount of rugs necessary to cover high traffic areas.

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #GB-23-011

Project NameTennis Center Ceiling Repair, HVAC, Insulation

TypeImprovement

Useful Life25 years

CategoryBuildings

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority2 Very Important

Description

Repairs to control humidity.

Justification

Not able to currently control humidity in the building causing condensation in the insulation. Because of the condensation there is no way to control the leaks and prevent mold growth.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		850,000				850,000
Total		850,000				850,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Bldg Financing Plan TBD		850,000				850,000
Total		850,000				850,000

Budget Impact/Other

To repair ceiling and HVAC - \$850000
To just repair the ceiling and not condition the space - \$450,000

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-23-012

Project Name City Hall Boiler Replacement

Type Equipment

Useful Life 25 years

Category Buildings

Department Government Buildings

Contact Park & Rec Director

Priority 1 Critical

Description

Replace two boilers at City Hall.

Justification

They are beyond their useful life, they were installed in 1991. Could fail at any time.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		90,000				90,000
Total		90,000				90,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Bldg Financing Plan TBD		90,000				90,000
Total		90,000				90,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project # GB-24-001

Project Name Garage Door Replacement - B

Type Equipment

Useful Life 25 years

Category Buildings

Department Government Buildings

Contact Park & Rec Director

Priority 1 Critical

Description

Replace garage doors at various locations.

Justification

At the end of their useful life, need to be replaced.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		100,000	100,000	100,000	100,000	400,000
Total		100,000	100,000	100,000	100,000	400,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund		100,000	100,000	100,000	100,000	400,000
Total		100,000	100,000	100,000	100,000	400,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-25-001
Project Name Specialty Use Vehicles - V

Type Equipment
Useful Life 7 years
Category Vehicles

Department Government Buildings
Contact Park & Rec Director
Priority 2 Very Important



Description

Multi-year plan to replace aging equipment.
Replacement of Specialty Use Vehicles

2025 - Unit 611 - Upright Man Lift
2027 - Unit 612 - 2017 Toro Mower with cab & broom
2033 - Unit 18603 - 2018 Kubota Side by Side
2033 - Unit 18613 - Genie Man lift
2029 - Unit 22603 - Ventrac with Broom & Blower - multi-purpose, year-round versatile vehicle. Interchangeable attachments.

Justification

They will have reached the end of their useful life.

Three-year Strategic Plan Impacts - Infrastructure, Quality of Life, Efficient, Effective & Economical.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			23,000		78,600	101,600
Total			23,000		78,600	101,600

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund			23,000		78,600	101,600
Total			23,000		78,600	101,600

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # GB-27-001
Project Name Tennis and Fitness Center Court Resurfacing - C

Type Improvement Department Government Buildings
Useful Life 5 years Contact Park & Rec Director
Category Buildings Priority 3 Important



Description

Resurfacing 6 indoor tennis courts at the Tennis and Fitness Center.

Resurfaced August 2019.

Justification

Industry standard recommends resurface and color coat every 5-7 years to prevent long-term expensive maintenance costs and avoid safety concerns. Regular wear removes the grit in the surface causing it to become slippery.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance					45,000	45,000
Total					45,000	45,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					45,000	45,000
Total					45,000	45,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Library								
Library Clay Tile Roof	LIB-17-002	3		30,000				30,000
Library Renovations	LIB-19-001	2		65,000				65,000
LED Lighting	LIB-22-002	3		20,000				20,000
Library Total				115,000				115,000
Building Maintenance Fund								
				50,000				50,000
Capital Projects Fund Levy				35,000				35,000
Other funding source				30,000				30,000
Library Total				115,000				115,000
Grand Total				115,000				115,000

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # LIB-17-002
Project Name Library Clay Tile Roof

Type Improvement
Useful Life 50 years
Category Buildings

Department Library
Contact Library Director
Priority 3 Important

Description

The tile roof of the 1900 structure is original to the building. An architect will conduct a complete internal and external inspection of the roof structure and roof covering to determine condition, potential causes of failure or source of leaks, and information to develop a program for the preservation and repair of the tile roof, sub roofing, fasteners and flashings. The study will identify the qualities important in contributing to the historic significance and character of the building.

Justification

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design		30,000				30,000
Total		30,000				30,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund		30,000				30,000
Total		30,000				30,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # LIB-19-001
Project Name Library Renovations

Type Improvement
Useful Life 25 years
Category Buildings

Department Library
Contact Library Director
Priority 2 Very Important



Description

Renovation of the library including the addition of two small conference rooms, a new teen area, small study rooms in both Adult and Children's Services, relocation of public internet terminals and a new circulation desk and shelving in Adult Services.
Other funding source - Gladys Wavrin donation

Justification

Since its completion in 1992, the addition to the original library has gone virtually unchanged in layout and function. The renovation will address many needs for the library including a better layout of public computers, the addition of quiet study spaces, additional public meeting spaces and a more open and updated layout. These changes were recommended after a 6 month long Space Needs Allocation Study. The library is one of the centerpieces of the community. This renovation will help the library keep up with current trends in library service as well as offering a new and vibrant look to its many users.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		65,000				65,000
Total		65,000				65,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		35,000				35,000
Other funding source		30,000				30,000
Total		65,000				65,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #LIB-22-002

Project NameLED Lighting

TypeImprovement

Useful Life20 years

CategoryEquipment: Miscellaneous

DepartmentLibrary

ContactLibrary Director

Priority3 Important

Description

Conversion to LED lighting in the Reading Room

Justification

We are looking at changing fixtures in the Reading Room to better compliment the aesthetics. We will be replacing the traditional fluorescent blubs with LED lighting.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		20,000				20,000
Total		20,000				20,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund		20,000				20,000
Total		20,000				20,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Parks and Recreation								
Dartt's Park Baseball Irrigation - C O	P&R-13-026	3				80,000		80,000
Play Equipment - C - G	P&R-13-034	2		200,000	94,000	113,000		407,000
Park Restroom Rehab - C	P&R-13-040	3		20,000	20,000			40,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	2		35,000	41,000	21,000	35,000	132,000
River Springs Water Park Slide, Feature Repairs- C	P&R-18-001	3				100,000		100,000
River Springs Water Park Slide, Feature Adds - C	P&R-18-006	5				65,000	175,000	240,000
Dartt's Park West Parking Lot - C	P&R-19-002	2			12,000	215,000		227,000
River Springs Water Park Structure & Concrete - C	P&R-20-003	3			250,000			250,000
Skate Park Overlay - C	P&R-20-004	2		300,000				300,000
Countryview Park Development - C	P&R-20-007	2		257,500				257,500
Raising of Muckle Trail at Hoffman Drive - C	P&R-20-009	1			150,000			150,000
Bridge Installation - C	P&R-20-015	2		1,700,000				1,700,000
Trail Connection NSRP to Buxton - C	P&R-20-017	1		478,521	3,509,154			3,987,675
Boat Landing Parking Lot - C - G	P&R-20-018	2		120,000				120,000
Trail Lighting - C	P&R-20-020	2		324,000				324,000
Permanent Bathroom Construction - C	P&R-20-024	2		45,000	45,000	70,000	45,000	205,000
Parks Mowers & Attachments - V	P&R-20-026	1		111,700	47,000	44,600	65,000	268,300
Parks Tractors & Attachments - V	P&R-20-028	2	43,500	132,900	26,000			202,400
Parks Pick-Ups - V	P&R-20-029	2	151,000	124,000	76,000	86,000	67,000	504,000
Daikin Soccer Improvements	P&R-21-002	3					50,000	50,000
Golf Mowers - V	P&R-21-003	2		79,000			103,000	182,000
Tennis and Fitness Center Court Sweeper - C	P&R-22-001	3			15,500			15,500
Golf Utility Vehicles - V	P&R-22-002	2	18,000	18,000				36,000
Rose Street Trail	P&R-22-006	1		550,000				550,000
River Springs Deck Furnishings	P&R-22-007	2		30,000				30,000
River Springs Interior Pool Surface	P&R-22-009	2		25,000	25,000	25,000	15,000	90,000
Trail Replacement	P&R-22-010	1		50,000				50,000
Manthey Park Lighting Upgrade	P&R-22-011	2				200,000		200,000
Lake Chase/NSRP Connection - C - G	P&R-23-001	3				15,000	150,000	165,000
Park Specialty Vehicles & Attachments - V	P&R-23-002	2	35,500		68,600			104,100
River Springs South Parking Lot	P&R-23-003	3		175,000				175,000
Park Maintenance Shop Security	P&R-23-005	2			100,000			100,000
Park Maintenance Shop Lighting	P&R-23-006	2				56,000		56,000
Maintenance Facility Ventilation	P&R-23-008	2		75,000				75,000
River Springs Funbrella Frames	P&R-23-010	2		30,000				30,000
Pavement Rehabilitation & Replacement Plan	P&R-23-012	2		100,000	100,000	100,000	100,000	400,000
System Trail Plan - Connectivity & Additions	P&R-23-013	2			500,000			500,000
Dartts Park Shelter Design, Demo, Construction	P&R-23-014	3		50,000	380,000			430,000
River Springs Boilers & Exchange	P&R-23-015	2				80,000		80,000

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Central Park Bandshell Remodel	P&R-23-017	1		27,000				27,000
Park Shop Computer Access	P&R-23-019	1		12,000				12,000
Automatic Park Gates	P&R-23-020	2		60,000	60,000	60,000		180,000
Park Security Cameras	P&R-23-021	1		25,000	25,000	25,000		75,000
Walk-In Cooler River Springs Water Park	P&R-23-022	3		22,000				22,000
Parks Grounds Maintenance Tractors - V	P&R-24-001	2		41,500	41,500			83,000
Golf Course Cart Paths	P&R-24-002	3		35,000	35,000	35,000	35,000	140,000
Trail Activity Counter	P&R-24-003	3		5,400				5,400
Dart's Baseball Field Lights	P&R-25-001	2			300,000			300,000
Cashman Property Development - Phase 1	P&R-25-003	2			1,074,625			1,074,625
Morehouse Park Development - Phase 1	P&R-25-004	2			2,461,988			2,461,988
Lake Kohlmier Park Development - Phase 1	P&R-25-005	2			414,338			414,338
Kaplans Woods Park Development - Phase 1	P&R-25-006	2			1,172,000			1,172,000
River Springs Roof	P&R-26-001	2				40,000		40,000
Downtown Furnishings	P&R-26-003	3				15,000		15,000
Cashman Property Development - Phase 2	P&R-26-004	2				595,175		595,175
Morehouse Park Development - Phase 2	P&R-26-005	2				1,394,063		1,394,063
Lake Kohlmier Park Development - Phase 2	P&R-26-006	2					529,250	529,250
Kaplans Woods Development - Phase 2	P&R-26-007	2				633,438		633,438
Cashman Crossing Bridge Replacement	P&R-27-001	3					1,000,000	1,000,000
Cashman Property Development - Phase 3	P&R-27-002	2					596,763	596,763
Morehouse Park Development - Phase 3	P&R-27-003	2					1,396,125	1,396,125
Lake Kohlmier Development - Phase 3	P&R-27-004	2					262,500	262,500
Kaplans Woods Park Development - Phase 3	P&R-27-005	2					1,000,000	1,000,000
Parks and Recreation Total			248,000	5,258,521	11,043,705	4,068,276	5,624,638	26,243,140
<i>Capital Projects Fund Levy</i>				2,806,421	10,374,605	3,697,676	5,339,638	22,218,340
<i>Debt to be repaid with levy</i>						200,000		200,000
<i>Other funding source</i>						40,000		40,000
<i>Other Grant Funds</i>							50,000	50,000
<i>Residual funds from previous yr CIP</i>				60,000				60,000
<i>Unfunded - Bldg Financing Plan TBD</i>				125,000	380,000			505,000
<i>Unfunded - Plan TBD</i>				1,760,000				1,760,000
<i>Vehicle Replacement Fund</i>			248,000	507,100	259,100	130,600	235,000	1,379,800
Parks and Recreation Total			248,000	5,258,521	11,013,705	4,068,276	5,624,638	26,213,140
Grand Total			248,000	5,258,521	11,043,705	4,068,276	5,624,638	26,243,140

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-13-026

Project Name Dartt's Park Baseball Irrigation - C O

Type Improvement
Useful Life 15 years
Category Park Improvements

Department Parks and Recreation
Contact Park & Rec Director
Priority 3 Important



Description

Replacement of Irrigation System for the Dartt's Park Baseball Fields

Justification

Life expectancy for an irrigation system is 15 years. This system was installed in 1992. The system is outdated, the new individual control systems can turn on individual heads as opposed to a block/zone control. This is extremely important on a field with heavy clay soil.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				80,000		80,000
Total				80,000		80,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy				40,000		40,000
Other funding source				40,000		40,000
Total				80,000		80,000

Budget Impact/Other

Water conservation, DNR is monitoring usage, important to have control of the system.

Other funding sources could be Husky Bullpen Club or School District.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-13-034
Project Name Play Equipment - C - G

Type Improvement
Useful Life 10 years
Category Park Improvements

Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Replacement of play equipment.

**List may change based on results future individual planning process for each park.

Costs include installation, woodchips, border and play pieces.

2024 - Mineral Springs (equip & install 175k, \$25k for woodchips & amenities) - built in 1998

2025 - Gainey (equip & install \$129k)

2026 - Brown (equip & install \$101k)

2028 - Dartt's

2030 - Fairgrounds

2032 - Jaycee

Justification

All of our playground equipment scheduled for replacement is well over 10 years old except Manthey. Playgrounds are inspected monthly by our licensed and trained crew to ensure they meet federal standards.

Wood structured playgrounds need to be replaced, as they are outdated and no longer recommended.

New features and attractive playgrounds can revitalize the use of a park, and increase demand, resulting in more pavilion rentals/income.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		200,000	94,000	113,000		407,000
Total		200,000	94,000	113,000		407,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		200,000	94,000	113,000		407,000
Total		200,000	94,000	113,000		407,000

Budget Impact/Other

Other grant funds may be available with some projects.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-13-040
Project Name Park Restroom Rehab - C

Type Improvement
Useful Life 20 years
Category Park Improvements

Department Parks and Recreation
Contact Park & Rec Director
Priority 3 Important



Description

Update restrooms with new flooring and lights in park restroom buildings along with ADA compliance.

2024 - Morehouse Chalet
2025 - Gainey Epoxy Flooring

Justification

A schedule to update restrooms is important to reduce maintenance and energy costs. New flooring reduces maintenance costs and new lights reduce energy costs. ADA compliance is necessary.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		20,000	20,000			40,000
Total		20,000	20,000			40,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		20,000	20,000			40,000
Total		20,000	20,000			40,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-17-004
Project Name Outdoor Sports Court Resurfacing - C

Type Improvement Department Parks and Recreation
Useful Life 5 years Contact Park & Rec Director
Category Park Improvements Priority 2 Very Important



Description

Resurfacing and Replacement of Outdoor Sports Courts.

Refer to plan document for details on each park.

Justification

Industry standard recommendation is to resurface and color coat every 5-7 years to prevent more expensive maintenance costs and avoid safety concerns.

Annual inspection may necessitate more immediate repairs or change priority of parks.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		35,000	41,000	21,000	35,000	132,000
Total		35,000	41,000	21,000	35,000	132,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		35,000	41,000	21,000	35,000	132,000
Total		35,000	41,000	21,000	35,000	132,000

Budget Impact/Other

The price is approximately \$2 per square foot. It depends heavily on the condition of the court. If it needs a lot of cracks to be filled before the resurface the cost is higher. Sid Kinyon is 1/2 carpet and 1/2 court surface.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-18-001
 Project Name River Springs Water Park Slide, Feature Repairs- C
 Type Equipment Department Parks and Recreation
 Useful Life 5-10 years Contact Park & Rec Director
 Category Equipment: Miscellaneous Priority 3 Important



Description

Repair, maintenance, restoration and replacement of existing slides and play features.

Justification

The existing slides and features were installed in 2009 and are in need of maintenance and recoating to maintain their useful life.

Life Cycle of equipment is typically 16-17 years from install to re-gel coating.

New in 2009

Maintenance and color restoration done in 2019

Re-gel in 2026

1. Body Slide (interior maintenance and exterior restoration)
2. Tube Slide (interior maintenance and exterior restoration)
3. Zero Depth Turtle Slide
4. Mushroom Play feature
5. Buckets (5) Play Feature
6. Lazy River Water Dump
7. Bridge to lazy river island -- sandblast and recoat
8. Touchup of Slide tower (Splashtacular towers are made of galvanized so touchup is usually all that is needed).
9. Zero Depth Playground

Industry standard recommendation is to do maintenance every 5-7 years with a gel-coating every 3rd cycle, due to UV break-down, color fading and scale buildup.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				100,000		100,000
Total				100,000		100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy				100,000		100,000
Total				100,000		100,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-18-006
Project Name River Springs Water Park Slide, Feature Adds - C

Type Improvement Department Parks and Recreation
Useful Life 10 years Contact Park & Rec Director
Category Other Priority 5 Future Consideration

Description

Addition of new slides and water features.

1. Expansion of the Zero Depth Explore Forms Play Structure to include a 25 foot flume slide
2. Open Face Flume Body Slide
3. Enclosed Tube Slide

Justification

New features would enhance the experience of users and attract more patrons to visit.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance				65,000	175,000	240,000
Total				65,000	175,000	240,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy				65,000	175,000	240,000
Total				65,000	175,000	240,000

Budget Impact/Other

The platform and main play structure is already installed for the zero depth slide.
The anchors & pillars are already installed for the large slides.

Industry standard for recoating slides is 5-7 years.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-19-002
Project Name Dartt's Park West Parking Lot - C

Type Improvement Department Parks and Recreation
Useful Life 10-15 years Contact Park & Rec Director
Category Park Improvements Priority 2 Very Important



Description

Expand the parking lot on the west side at Dartt's park.
Add electric car charging station.

Justification

Overflow parking ends up on the entrance, on the grass and blocking trail access.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design			12,000			12,000
Construction/Maintenance				200,000		200,000
Equip/Vehicles/Furnishings				15,000		15,000
Total			12,000	215,000		227,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			12,000	15,000		27,000
Debt to be repaid with levy				200,000		200,000
Total			12,000	215,000		227,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-20-003
Project Name River Springs Water Park Structure & Concrete - C

Type Equipment Department Parks and Recreation
Useful Life 25 years Contact Park & Rec Director
Category Park Improvements Priority 3 Important

Description

Addition of structure at River Springs Water Park.
Remove sand volleyball court.
Remove grass area.

Justification

Provides additional shaded area for group rentals, birthday parties and patrons.
The facility is more attractive to groups and parties considering using the water park for their event.
Removing the sand volleyball court and grass areas help keep the pool clean and free of debris.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance			250,000			250,000
Total			250,000			250,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			250,000			250,000
Total			250,000			250,000

Budget Impact/Other

Generate additional rental revenue

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-20-004
Project Name Skate Park Overlay - C

Type Improvement
Useful Life 10 years
Category Park Improvements

Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Overlay of the Bike Skate Park Surface - initially approved for 2021.
Changing to planning & design for a portion of the approved funds.

Justification

The original surface has never been resurfaced.
Bubbles, pits and cracks in the surface are making it increasingly difficult for users to safely use the park.
The skate park and it's future is gaining interest among community members. It would benefit the park and it's users to do public engagement to see trends and what is really needed.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		300,000				300,000
Total		300,000				300,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		300,000				300,000
Total		300,000				300,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-20-007
Project Name Countryview Park Development - C

Type Improvement Department Parks and Recreation
Useful Life 15 years Contact Park & Rec Director
Category Park Improvements Priority 2 Very Important



Description

Addition of items at Countryview Park.

As suggested by the Master Plan, community engagement is recommended to suggest, then determine specific amenities at this small park.

Justification

The land is currently two vacant grass lots. Play Equipment needs to be added and activity areas developed.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design		7,500				7,500
Construction/Maintenance		250,000				250,000
Total		257,500				257,500

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		257,500				257,500
Total		257,500				257,500

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-20-009
Project Name Raising of Muckle Trail at Hoffman Drive - C

Type Improvement Department Parks and Recreation
Useful Life 10-15 years Contact Park & Rec Director
Category Park Improvements Priority 1 Critical

Description

Raise trail at Hoffman Drive & Railroad bridge..
Final costs will be determined by engineering results.

Justification

When the trail floods, it becomes a safety concern when people bypass this area onto Hoffman Drive.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance			150,000			150,000
Total			150,000			150,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			120,000			120,000
Total			120,000			120,000

Budget Impact/Other

Funded \$55,000 in 2020; \$25,000 in 2021 and \$20,000 in 2022. Project is costlier than originally estimated, so the funds have been set aside until we have adequate funds to complete the project. Engineering study may begin in 2021.
Funds were utilized in completing the individual master parks plan instead. This project will need to be fully funded when it begins.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-20-015
Project Name Bridge Installation - C

Type Improvement
Useful Life 50 years
Category Park Improvements

Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Final design plans.
Install bridge by Bridge Street & Vine (OPU).

Justification

Creates connection.
Identified in Master Plan.
This would avoid having to go onto Bridge Street to reconnect to the trail.
Increased safety and accessibility for all users.
Concept design is completed.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		1,700,000				1,700,000
Total		1,700,000				1,700,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Plan TBD		1,700,000				1,700,000
Total		1,700,000				1,700,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-20-017
Project Name Trail Connection NSRP to Buxton - C

Type Improvement Department Parks and Recreation
Useful Life 50 years Contact Park & Rec Director
Category Park Improvements Priority 1 Critical



Description

Complete conceptual/preferred route plan for connection of North Straight River Parkway to Buxton Trail/Maple Creek. Multi-year project.
Concept Plan - [completed] 2022
Design - 2024
Construction - 2025/2026

Justification

This is listed as high priority in the Master Plan based on trail use and identification of key trail connection.. Nearby land owners are interested in supporting the project.. A safe passage is important as this segment crosses very busy streets (Elm & Cedar). This is also an important step in creating a city-wide trail loop.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design		478,521				478,521
Construction/Maintenance			3,509,154			3,509,154
Total		478,521	3,509,154			3,987,675

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		478,521	3,509,154			3,987,675
Total		478,521	3,509,154			3,987,675

Budget Impact/Other

Opportunity to work with landowner for possible donation.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-20-018
Project Name Boat Landing Parking Lot - C - G

Type Improvement Department Parks and Recreation
Useful Life 20 years Contact Park & Rec Director
Category Park Improvements Priority 2 Very Important



Description

Asphalt boat landing parking lot.

Will attempt to fund partially through a grant.

Streets CIP 2020 was funded at \$60,000.

Justification

Conditions of the landing and dock are ready for replacement.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		120,000				120,000
Total		120,000				120,000

Funding Sources	2023	2024	2025	2026	2027	Total
Residual funds from previous yr CIP		60,000				60,000
Unfunded - Plan TBD		60,000				60,000
Total		120,000				120,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #

P&R-20-020

Project Name

Trail Lighting - C

Type

Improvement

Department

Parks and Recreation

Useful Life

30 years

Contact

Park & Rec Director

Category

Park Improvements

Priority

2 Very Important

Description

Addition of LED lights to 18th Street Trail (2023) and approximately 2.3 miles at 26th Street (2024).

Justification

Safety.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		324,000				324,000
Total		324,000				324,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		324,000				324,000
Total		324,000				324,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-20-024
Project Name Permanent Bathroom Construction - C

Type Improvement Department Parks and Recreation
Useful Life 20 years Contact Park & Rec Director
Category Park Improvements Priority 2 Very Important



Description

Installation of permanent bathroom structures to replace portable restrooms, along trails and in remote areas of parks.
Priority Order:
North Straight River Parkway
Kaplan's Woods
Buxton
Lake Chase
Daikin Soccer Complex
Morehouse
Others would be prioritized by plan and trail counts.
Eliminating portable restrooms and associated costs.

Justification

Cleaner, less odor. Sturdy. Cost savings over time from portable rentals.
More accessible for all users. Better aesthetics.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		45,000	45,000	70,000	45,000	205,000
Total		45,000	45,000	70,000	45,000	205,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		45,000	45,000	70,000	45,000	205,000
Total		45,000	45,000	70,000	45,000	205,000

Budget Impact/Other

Do not have to rent portable restrooms.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-20-026
Project Name Parks Mowers & Attachments - V

Type Equipment Department Parks and Recreation
Useful Life 10 years Contact Park & Rec Director
Category Vehicles Priority 1 Critical



Description

Replace mowers and attachments. All will be sold or traded, unless otherwise stated.

2025 - Unit 463 - 2001 John Deere 1435 Mower/Blower
2026 - Unit 469 - 2002 Toro Mower 3280 Mower/Broom
2027 - Unit 471 - 2004 Groundsmaster 328D
2024 - Unit 415 - 2011 Groundsmaster 4110D - 11 foot w/cab
2027 - (no unit #) - 1999 Toro Reelmaster 2300D will be replaced by golf mower
2027 - Unit 553 - 2003 Toro Reelmaster 3100 will be replaced by golf mower
2030 - Unit 18464 - 2018 Toro Groundsmaster 4110D - 11 foot
2029 - Unit 19416 - 2019 Toro Groundsmaster
2024 - Unit 415A - 2011 Groundsmaster 6 Foot Broom attachment
2035 - Unit 19466 - 2019 Toro Groundsmaster 360
2031 - Unit 21465 - 2021 Toro Groundsmaster

Justification

Mowers are at or beyond their expected useful life.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		111,700	47,000	44,600	65,000	268,300
Total		111,700	47,000	44,600	65,000	268,300

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund		111,700	47,000	44,600	65,000	268,300
Total		111,700	47,000	44,600	65,000	268,300

Budget Impact/Other

The replacements in 2027 will be done with used golf equipment. Those units are used infrequently at Dartt's and Morehouse ballfields.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-20-028
Project Name Parks Tractors & Attachments - V

Type Equipment
Useful Life 10 years
Category Vehicles
Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Replace tractors and attachments. All will be sold or traded unless otherwise noted.

2024 - Unit 402 - 1998 John Deere 310 Backhoe
2024 - Unit 19431 - 2019 Bobcat S550 Skid Loader
2029 - Unit 19431A - 2019 Bobcat Angle Broom
2023 - Unit 480 - 2006 Kubota Tractor
2023 - Unit 480A - 2006 Kubota 72" Snow blower
2029 - Unit 19458 - 2019 Ventrac Utility Tractor
2029 - (no unit #) - 2019 Ventrac Broom
2029 - (no unit #) - 2019 Ventrac Snow blower
2029 - (no unit #) - 2019 Ventrac Tough Cut
2029 - Unit 420 - 2015 John Deere 3032 Utility Tractor
2030 - Unit 459 - 2015 Massey Ferguson 1754 Tractor
2030 - Unit 459-1 - 2015 Massey Ferguson 1535 Broom
2036 - Unit 459-2 - 2021 Land Pride Tiller
2028 - Unit 22459 - 2021 Ventrac Utility Tractor and Accessories
2028 - Unit 22460 - 2021 Ventrac Utility Tractor and Accessories

Justification

Tractors and attachments have reached or exceeded their expected useful life.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	43,500	132,900	26,000			202,400
Total	43,500	132,900	26,000			202,400

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund	43,500	132,900	26,000			202,400
Total	43,500	132,900	26,000			202,400

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-20-029
Project Name Parks Pick-Ups - V

Type Equipment
Useful Life 5-10 years
Category Vehicles
Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Replacement of pick-ups. All will be sold unless otherwise noted.
Multi-year plan to replace aging fleet.

2023 - Unit 0101 - 2001 Ford F250 Truck w/Plow
2023 - Unit 606 - 2001 Ford F250 Truck
2023 - Unit 430 - 2002 Ford F550 Flatbed - with like-vehicle.
2023 - Unit 440 - 2004 Ford F150 Ext Cab
2024 - Unit 0441 - 2004 Ford F150 Extended Cab
2024 - Unit 0442 - 2004 Ford F250 w/plow 4x4
2025 - Unit 0401 - 2004 Ford Ranger with topper
2025 - Unit 607 - 2005 Ford F250
2026 - Unit 0560 - 2005 Ford F250 Van
2026 - Unit 289 - 2005 Ford F350 with lift gate
2027 - Unit 0540 - 2005 Ford F550 Flatbed
2031 - Unit 21454 - Ford F150 Ext Cab
2028 - Unit 413 - 2008 Chevy 2500 Truck
2028 - Unit 437 - 2008 Chevy 3/4 Ton
2029 - Unit 438 - 2009 Ford Ranger
2029 - Unit 9436 - 2009 Chevy Silverado 1500
2029 - 13429 - 2013 Chevy Silverado w/Utility Box

Justification

All vehicles are at or past their expected useful life. Supports core maintenance activities.

Three-year Strategic Plan Impacts - Infrastructure, Quality of Life, Efficient, Effective & Economical.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	151,000	124,000	76,000	86,000	67,000	504,000
Total	151,000	124,000	76,000	86,000	67,000	504,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund	151,000	124,000	76,000	86,000	67,000	504,000
Total	151,000	124,000	76,000	86,000	67,000	504,000

Budget Impact/Other

Reduced repairs and down-time.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-21-002
Project Name Daikin Soccer Improvements

Type Improvement Department Parks and Recreation
Useful Life 30 years Contact Park & Rec Director
Category Park Improvements Priority 3 Important

Description

Development at soccer complex
Design
Exploration of pavilion & restroom facilities, trail connections, parking lots, field & parking lot lighting, etc. Construction price to be determined from design.

Justification

Phase 1 was fields & irrigation.
Soccer fields will be heavily used.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design					50,000	50,000
Total					50,000	50,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					50,000	50,000
Total					50,000	50,000

Budget Impact/Other

Other funds could come from soccer association fundraising.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-21-003
Project Name Golf Mowers - V

Type Equipment
Useful Life 10 years
Category Vehicles
Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Replacement of mowers. All will be sold or traded, unless otherwise noted.
Multi-year plan to preplace golf course maintenance equipment.

2024 - Unit 551A - 2011 Greensmaster 3150
2024 - Unit 551B - 2011 Greensmaster 3150
2027 - Unit 554A - 2017 Jacobsen LF 510 Mower - send to parks
2027 - Unit 554B - 2017 Jacobsen LF 510 Mower - send to parks
2029 - Unit 564 - 2014 Toro Groundsmaster 3500
2029 - Unit 565A - 2014 Toro Groundsmaster 4500
2029 - Unit 565B - 2014 Toro Groundsmaster 4500
2031 - Unit 21552 - 2021 Jacobsen GP400 Greens Mower
2032 - Unit 22552A - 2022 Jacobsen GP400 Greens Mower

Justification

The key to a successful golf course garnering the most revenue is the maintenance of the grounds and the players experience. Golf maintenance equipment is specialized.

Mowers are beyond their expected useful life.

Three-year Strategic Plan Impacts - Infrastructure, Economic Vitality, Quality of Life, Efficient, Effective & Economical.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		79,000			103,000	182,000
Total		79,000			103,000	182,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund		79,000			103,000	182,000
Total		79,000			103,000	182,000

Budget Impact/Other

Reduce breakdowns, repairs and downtime.

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #	P&R-22-001
Project Name	Tennis and Fitness Center Court Sweeper - C

Type	Equipment	Department	Parks and Recreation
Useful Life	10-15 years	Contact	Park & Rec Director
Category	Equipment: Miscellaneous	Priority	3 Important

Description
Purchase a new Tennis & Fitness Center Court Sweeper.

Justification
Life expectancy of a court sweeper is 10-15 years.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			15,500			15,500
Total			15,500			15,500

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			15,500			15,500
Total			15,500			15,500

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-22-002
Project Name Golf Utility Vehicles - V

Type Equipment
Useful Life 10 years
Category Vehicles
Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Replacement of utility vehicles. All will be sold or traded in unless otherwise noted.

2023 - Unit 541A - 2002 E-Z Go Workhorse (send to parks)
2023 - Unit 545 - 2005 E-Z Go Electric Utility
2024 - Unit 546 - 2008 Yamaha Electric Utility
2024 - Unit 547A - 2008 Yamaha Gas Utility (send to parks)
2029 - Unit 542 - 2015 Yamaha Beverage Cart (will become second bev cart and unit 543 will be sold)
2029 - Unit 19506 - 2019 Kubota RTV-X1100C side by side
2029 - Unit 19548 - 2019 Club Car Utility Cart
2033 - Unit 544A - 2018 Cushman Truckster XD (send to parks)

Justification

Specialty vehicles are at or beyond their expected useful life.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	18,000	18,000				36,000
Total	18,000	18,000				36,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund	18,000	18,000				36,000
Total	18,000	18,000				36,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-22-006
Project Name Rose Street Trail

Type Improvement
Useful Life 20 years
Category Park Improvements

Department Parks and Recreation
Contact Park & Rec Director
Priority 1 Critical



Description

Repair and rebuild Rose Street Trail for ADA compliance
Concept work in 2021 will determine final costs.

Justification

The trail has recently collapsed.
A concept/feasibility study is needed to determine cost to repair the trail and reconstruct it so that it is ADA compliant.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design		50,000				50,000
Construction/Maintenance		500,000				500,000
Total		550,000				550,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		550,000				550,000
Total		550,000				550,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-22-007
Project Name River Springs Deck Furnishings

Type Improvement Department Parks and Recreation
Useful Life 10 years Contact Park & Rec Director
Category Equipment: Miscellaneous Priority 2 Very Important

Description

Replace key operational items, pool deck furniture.

Justification

Catch up on replacement of items. (One-time)
Safety & aesthetics.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		30,000				30,000
Total		30,000				30,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		30,000				30,000
Total		30,000				30,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-22-009
Project Name River Springs Interior Pool Surface

Type Improvement Department Parks and Recreation
Useful Life 5 years Contact Park & Rec Director
Category Other Priority 2 Very Important

Description

Repair and replace worn areas of the interior of the pool.
Including, steps and other interior surfaces.

Justification

Safety for patrons.
Efficiency of operations.
Preventative maintenance to avoid shutdown.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		25,000	25,000	25,000	15,000	90,000
Total		25,000	25,000	25,000	15,000	90,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		25,000	25,000	25,000	15,000	90,000
Total		25,000	25,000	25,000	15,000	90,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-22-010
Project Name Trail Replacement

Type Improvement
Useful Life 20 years
Category Park Improvements

Department Parks and Recreation
Contact Park & Rec Director
Priority 1 Critical



Description

Resurface trail off of Lemond Road between Cashman Crossing and Gainey Park.
2,000 linear feet - catch up of deferred maintenance.

Justification

Trail is in extremely poor shape and is a safety issue.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		50,000				50,000
Total		50,000				50,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		50,000				50,000
Total		50,000				50,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #P&R-22-011

Project NameManthey Park Lighting Upgrade

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Upgrade Manthey Park lighting near tennis courts & trail.
Possibly add cameras.

Justification

Current lighting is not sufficient for the size and new construction at the park. Safety & efficiency.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				200,000		200,000
Total				200,000		200,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy				200,000		200,000
Total				200,000		200,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-23-001
Project Name Lake Chase/NSRP Connection - C - G

Type Improvement Department Parks and Recreation
Useful Life 20 years Contact Park & Rec Director
Category Park Improvements Priority 3 Important



Description

Design of and construct trail to connect North Straight River Parkway and Lake Chase.

Justification

Connection from trails to city parks. Lake Chase currently is not connected to a trail. Additional work may need to be done to parking lot at Lake Chase for grant eligibility. (Power lines put underground - OPU, etc.; easement for land needed.)

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design				15,000		15,000
Construction/Maintenance					150,000	150,000
Total				15,000	150,000	165,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy				15,000	100,000	115,000
Other Grant Funds					50,000	50,000
Total				15,000	150,000	165,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-23-002
Project Name Park Specialty Vehicles & Attachments - V

Type Equipment
Useful Life 10-15 years
Category Vehicles
Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Replace specialty vehicles and attachments. All will be sold or traded in, unless otherwise noted.

2023 - Unit 401 - Mosquito Sprayer
2025 - (no unit #) - 2006 Groomer Pull-behind
2025 - Unit 432 - 2004 Toro MP1250 Sprayer
2030 - Unit 451 - 2001 Kromer Trailer
2032 - Unit 482 - 12' Trailer
2034 - Unit 587A - 2014 Toro Pro 44539 Force Blower
2035 - Unit 414 - 21' Trailer
2039 - Unit TBD - 10 ft. Flatbed Utility Trailer
2035 - (no unit #) - 2003 Sand rake (Kohlmier) - will be replaced with used golf rake
2042 - Unit 22478 - 2022 22' trailer

Justification

All specialty vehicles and attachments are at or have exceeded their expected useful life.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	35,500		68,600			104,100
Total	35,500		68,600			104,100

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund	35,500		68,600			104,100
Total	35,500		68,600			104,100

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-23-003
Project Name River Springs South Parking Lot

Type Improvement Department Parks and Recreation
Useful Life 20 years Contact Park & Rec Director
Category Other Priority 3 Important



Description

Pave parking lot, sidewalk, landscape, lights

Justification

Identified in building assessment. Item #1-2, cell 1788

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		175,000				175,000
Total		175,000				175,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		175,000				175,000
Total		175,000				175,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #P&R-23-005

Project NamePark Maintenance Shop Security

TypeEquipment

Useful Life15 years

CategoryBuildings

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Install gates to entrance. Upgrade access through key fobs.

Justification

Protect assets by limiting accessibility to building.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			100,000			100,000
Total			100,000			100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			100,000			100,000
Total			100,000			100,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project #P&R-23-006

Project NamePark Maintenance Shop Lighting

TypeEquipment

Useful Life15 years

CategoryBuildings

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important



Description

Install LED lighting.

Justification

LED lights are more energy efficient.

Identified in building assessment. Item #95, cell #1292

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				56,000		56,000
Total				56,000		56,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy				56,000		56,000
Total				56,000		56,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project #	P&R-23-008
Project Name	Maintenance Facility Ventilation

Type	Improvement	Department	Parks and Recreation
Useful Life	15 years	Contact	Park & Rec Director
Category	Buildings	Priority	2 Very Important

Description
Upgrade ventilation system in streets building (auto repair area).

Justification
Health concern for employees.
Identified in building assessment. Item #77, cell #1428

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		75,000				75,000
Total		75,000				75,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Bldg Financing Plan TBD		75,000				75,000
Total		75,000				75,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #

P&R-23-010

Project Name

River Springs Funbrella Frames

Type

Equipment

Department

Parks and Recreation

Useful Life

10-15 years

Contact

Park & Rec Director

Category

Equipment: Miscellaneous

Priority

2 Very Important

Description

Purchase new frames for Funbrellas at River Springs Water Park.

Justification

Current frames (12) have reached their useful life. They are original to the construction of the water park in 2009. They have already been repaired and they are beginning to fall down. Safety issue.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		30,000				30,000
Total		30,000				30,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		30,000				30,000
Total		30,000				30,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-23-012
Project Name Pavement Rehabilitation & Replacement Plan

Type Improvement Department Parks and Recreation
Useful Life 20 years Contact Park & Rec Director
Category Park Improvements Priority 2 Very Important



Description

Replacement, rehabilitation or repair of paved areas that have deteriorated. Includes parking lots, trails, and water accesses.

Photo is Brooktree Parking Lot

Pavement ratings with asset management system and Pavement Improvement Plan will determine final prioritization.

Others in need of immediate attention include (order TBD by plan): Kaplan's Woods Parking Lot, Morehouse Park Parking Lot, Dog Park Parking Lot, Trails

Justification

Pavement rehabilitation, repair and replacement are important to citizen safety.

Other considerations are: ADA compliance for non-motorized transportation and aesthetics that play a part in rental/use of park areas.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		100,000	100,000	100,000	100,000	400,000
Total		100,000	100,000	100,000	100,000	400,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		100,000	100,000	100,000	100,000	400,000
Total		100,000	100,000	100,000	100,000	400,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-23-013
Project Name System Trail Plan - Connectivity & Additions

Type Improvement
Useful Life 20 years
Category Park Improvements
Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Addition of trail segments connecting gaps and extending trails, moving toward a complete trail loop in the City of Owatonna. (System Plan page 34)

Land acquisitions, easements for trail connections.

Priorities include: North Straight River Parkway to Buxton, 26th Street to new apartment building and trailer homes in NW, gap at Kriesel's Woods, and others identified in system plan.

Justification

Identified in the Master Plan adopted in 2020, the top priority from the public engagement portion as well as the plan overall, was to have a greater focus on trail planning, closing critical gaps and creating a loop within the city limits as well as eventually connecting to communities such as Medford to the north.

Trails are essential to many community aspects including: equity, inclusion, creating a sense of community, use of non-motorized transportation, safety, ADA accessibility compliance and tourism.

Grants will be applied for some of the funding, although not guaranteed, as state funding is limited and requests often far exceed available dollars.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance			500,000			500,000
Total			500,000			500,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			500,000			500,000
Total			500,000			500,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-23-014
Project Name Dartts Park Shelter Design, Demo, Construction

Type Improvement Department Parks and Recreation
Useful Life 20 years Contact Park & Rec Director
Category Park Improvements Priority 3 Important

Description

Remove current shelters (two pavilions), storage building.

Phase I - Public engagement (5,000), design (20,000) and demolition (25,000)

Phase II - Construction

Justification

Current buildings are in the flood plain.

Consolidating roof and building maintenance from three to one.

One larger pavilion could provide a premier public venue for rentals, onsite equipment storage for maintenance, custodial storage room and ADA compliant restrooms.

Additional features include card access, LED lights, parking lot & trail improvements.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design		20,000				20,000
Construction/Maintenance			350,000			350,000
Equip/Vehicles/Furnishings			30,000			30,000
Other		30,000				30,000
Total		50,000	380,000			430,000

Funding Sources	2023	2024	2025	2026	2027	Total
Unfunded - Bldg Financing		50,000	380,000			430,000
Plan TBD						
Total		50,000	380,000			430,000

Budget Impact/Other

New & additional revenue for events and rentals.

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #P&R-23-015

Project NameRiver Springs Boilers & Exchange

TypeEquipment

Useful Life15 years

CategoryEquipment: Miscellaneous

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Replace boilers and heat exchange system. Current system was installed in 2015.

Justification

Will be at the end of it's useful life.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				80,000		80,000
Total				80,000		80,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy				80,000		80,000
Total				80,000		80,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-23-017
Project Name Central Park Bandshell Remodel

Type Improvement Department Parks and Recreation
Useful Life 15 years Contact Park & Rec Director
Category Park Improvements Priority 1 Critical



Description

Remodel Central Park bandshell.

Replace roof & gutters.
Replace siding.
Replace outdated boilers.
Replace bathroom fixtures and partitions.
Replace outdated A/V equipment.
Add surveillance cameras & fiber.

Justification

The siding on the bandshell is made of cement board. When it gets wet and freezes it expands and the siding is ruined. Roof leaks. Front sticker is faded.

New A/V equipment, replacing systems purchased 20 years ago will provide better sound and not use as much room in the small utility area. Adding cameras will increase security.

Restrooms need an upgrade as well. Years of graffiti and vandalism have taken their toll.

Some efficiencies can be created with a larger project, potentially attracting stakeholders willing to fund a portion of the project.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		27,000				27,000
Total		27,000				27,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		27,000				27,000
Total		27,000				27,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-23-019
Project Name Park Shop Computer Access

Type Equipment Department Parks and Recreation
Useful Life 15 years Contact Park & Rec Director
Category Equipment: Computers Priority 1 Critical

Description

Hardwire Park Shop computers for more reliable access for sixteen employees.

Justification

Running computers from wi-fi for staff use is unreliable at best, and extremely slow; especially when several are online at one time. Staff needs reliable access to these computers for safety training, asset management updates, daily task assignments and more.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		12,000				12,000
Total		12,000				12,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		12,000				12,000
Total		12,000				12,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #

P&R-23-020

Project Name

Automatic Park Gates

Type

Equipment

Useful Life

20 years

Category

Park Improvements

Department

Parks and Recreation

Contact

Park & Rec Director

Priority

2 Very Important

Description

Install automatic park gates at Park Entrances.

Justification

Lessen vehicle traffic, improve safety.

2024 - Dartts
2025 - Lake Kohlmier
2026 - Manthey Park

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		60,000	60,000	60,000		180,000
Total		60,000	60,000	60,000		180,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		60,000	60,000	60,000		180,000
Total		60,000	60,000	60,000		180,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #P&R-23-021

Project NamePark Security Cameras

TypeEquipment

Useful Life10-15 years

CategoryEquipment: Miscellaneous

DepartmentParks and Recreation

ContactPark & Rec Director

Priority1 Critical

Description

Install Cameras at Parks.

2024 - Dartt's
2025 - Lake Kohlmier
2026 - Morehouse

Justification

Improve safety.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		25,000	25,000	25,000		75,000
Total		25,000	25,000	25,000		75,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		25,000	25,000	25,000		75,000
Total		25,000	25,000	25,000		75,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #

P&R-23-022

Project Name

Walk-In Cooler River Springs Water Park

Type

Equipment

Department

Parks and Recreation

Useful Life

20 years

Contact

Park & Rec Director

Category

Equipment: Miscellaneous

Priority

3 Important

Description

Install walk-in cooler.

Justification

Efficiency

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		22,000				22,000
Total		22,000				22,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		22,000				22,000
Total		22,000				22,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-24-001
Project Name Parks Grounds Maintenance Tractors - V

Type Equipment
Useful Life 10 years
Category Vehicles
Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Replacement of grounds maintenance tractors. All will be sold, unless otherwise noted.

2024 - Unit 461 - 2001 Kromer Tractor
2025 - Unit 462 - 2003 Kromer Tractor
2028 - Unit 400 - 2013 Kromer Tractor
2031 - Unit 401 - 2016 Kromer Tractor

Justification

Tractors are at or beyond their useful life.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		41,500	41,500			83,000
Total		41,500	41,500			83,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund		41,500	41,500			83,000
Total		41,500	41,500			83,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #P&R-24-002

Project NameGolf Course Cart Paths

TypeImprovement

Useful Life15 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority3 Important

Description

Replacement or rehabilitation of areas that have deteriorated.

Justification

Pavement rehabilitation, repair and replacement are important to citizen safety.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		35,000	35,000	35,000	35,000	140,000
Total		35,000	35,000	35,000	35,000	140,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		35,000	35,000	35,000	35,000	140,000
Total		35,000	35,000	35,000	35,000	140,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project #	P&R-24-003
Project Name	Trail Activity Counter

Type	Equipment	Department	Parks and Recreation
Useful Life	30 years	Contact	Park & Rec Director
Category	Equipment: Miscellaneous	Priority	3 Important

Description
Purchase Trail Counter Box & Service

Justification
Accurate trail (and even park) count usage provides valuable data for future needs.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		5,400				5,400
Total		5,400				5,400

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy		5,400				5,400
Total		5,400				5,400

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-25-001
Project Name Dartt's Baseball Field Lights

Type Equipment Department Parks and Recreation
Useful Life 20 years Contact Park & Rec Director
Category Park Improvements Priority 2 Very Important

Description

Replacement of lights at Dartt's Park baseball field.

Justification

The current lights are very old. Minimum requirements for a baseball field are 50 footcandles infield and 30 footcandles outfield. This was the original strength of the HID fixtures, with age comes considerably less light levels.

Replace metal halide fixtures with LED, more efficient. Recommendations for townball and high school play requires infield to 70 footcandles and outfield to 50 footcandles.

Prices are expected to increase 3% annually.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			300,000			300,000
Total			300,000			300,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			300,000			300,000
Total			300,000			300,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project #P&R-25-003

Project NameCashman Property Development - Phase 1

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Phase 1 development for Cashman Park.
Bituminous entrance road, parking lots and sidewalks - \$365,800
Trailhead Building and Plaza - \$303,400
Disc Golf Course (27 holes) - \$100,000
North Picnic Shelter/Tables - \$90,500
Contingency - \$85,970
Engineering, Design, Admin, Testing & Staking - \$128,955

Justification

Essential portions of Cashman development from 2023 Master Plan

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design			128,955			128,955
Construction/Maintenance			945,670			945,670
Total			1,074,625			1,074,625

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			1,074,625			1,074,625
Total			1,074,625			1,074,625

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-25-004
Project Name Morehouse Park Development - Phase 1

Type Improvement Department Parks and Recreation
Useful Life 20 years Contact Park & Rec Director
Category Park Improvements Priority 2 Very Important

Description

Phase 1 - Morehouse:
Multi-purpose skating ribbon, plaza and fire pit - \$335,040
Entrance Parking lot and Road - \$215,000
Pickleball Facility - \$668,900
Relocate Maintenance Building and Access Road - \$549,900
South Entrance Road and Parking Lot - \$200,750
Contingency - \$196,959
Engineering - \$295,439

Justification

Essential portions of Morehouse development from 2023 Master Plan.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design			295,439			295,439
Construction/Maintenance			2,166,549			2,166,549
Total			2,461,988			2,461,988

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			2,461,988			2,461,988
Total			2,461,988			2,461,988

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project #

P&R-25-005

Project Name

Lake Kohlmier Park Development - Phase 1

Type

Improvement

Department

Parks and Recreation

Useful Life

20 years

Contact

Park & Rec Director

Category

Park Improvements

Priority

2 Very Important

Description

Lake Kohlmier development - Phase 1
Community Amphitheater and vehicle drop off area - \$331,470
Contingency - \$33,147
Engineering, Design, Admin, Testing, Staking - \$49,721

Justification

Essential portions of Kohlmier development from 2023 Master Plan.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design			49,721			49,721
Construction/Maintenance			364,617			364,617
Total			414,338			414,338

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			414,338			414,338
Total			414,338			414,338

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project #

P&R-25-006

Project Name

Kaplans Woods Park Development - Phase 1

Type

Improvement

Department

Parks and Recreation

Useful Life

20 years

Contact

Park & Rec Director

Category

Park Improvements

Priority

2 Very Important

Description

Kaplan's Woods Development - Phase 1:
Community Trail Loop (1/2 mile) - \$262,700
Trailhead Facility and Mountain Biking Improvements - \$130,400
Restroom/shower building, education pavilion and plaza - \$544,500
Contingency - \$93,760
Engineering, Design, Admin, Testing, Staking - \$140,640

Justification

Essential portions of Kaplan's development from 2023 Master Plan.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design			140,640			140,640
Construction/Maintenance			1,031,360			1,031,360
Total			1,172,000			1,172,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			1,172,000			1,172,000
Total			1,172,000			1,172,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #P&R-26-001

Project NameRiver Springs Roof

TypeImprovement

Useful Life15 years

CategoryBuildings

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Replace shingles at River Springs Water Park.

Justification

Shingles are original to the building completed in 2009.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance				40,000		40,000
Total				40,000		40,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy				40,000		40,000
Total				40,000		40,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #

P&R-26-003

Project Name

Downtown Furnishings

Type

Improvement

Department

Parks and Recreation

Useful Life

5 years

Contact

Park & Rec Director

Category

Equipment: Miscellaneous

Priority

3 Important

Description

Replacement of furnishings at downtown streetscape.

Justification

Replace old furnishings

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				15,000		15,000
Total				15,000		15,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy				15,000		15,000
Total				15,000		15,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-26-004
Project Name Cashman Property Development - Phase 2

Type Improvement Department Parks and Recreation
Useful Life 20 years Contact Park & Rec Director
Category Park Improvements Priority 2 Very Important

Description

Phase 2 Development:
North/South Trail - \$177,500
South Park Entrance Road/Parking & Sidewalks - \$67,540
South Park Shelter, Entrance Monuments and Natural Play Area - \$231,100
Primitive Camping Sites - \$34,260
Contingency - \$47,614
Engineering, Design, Admin, Testing & Staking - \$71,421

Justification

Additional features enhancing experience and connectivity at Cashman Park from 2023 Master Plan

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design				71,421		71,421
Construction/Maintenance				523,754		523,754
Total				595,175		595,175

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy				595,175		595,175
Total				595,175		595,175

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project #P&R-26-005

Project NameMorehouse Park Development - Phase 2

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Phase 2 - Morehouse development:
Pedestrian Bridge and West Side Trail Connection - \$440,200
Dog Park with Entrance Road/Parking Lot - \$151,850
Chalet Improvements, Plaza and site amenities - \$523,200
Contingency - \$111,525
Engineering, Design, Admin, Testing, Staking - \$167,288

Justification

Additional features enhancing experience and connectivity at Morehouse Park, from 2023 Master Plan.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design				167,288		167,288
Construction/Maintenance				1,226,775		1,226,775
Total				1,394,063		1,394,063

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy				1,394,063		1,394,063
Total				1,394,063		1,394,063

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #

P&R-26-006

Project Name

Lake Kohlmier Park Development - Phase 2

Type

Improvement

Department

Parks and Recreation

Useful Life

20 years

Contact

Park & Rec Director

Category

Park Improvements

Priority

2 Very Important

Description

Phase 2 - Kohlmier development
Terraced Lounging Area - \$423,400
Contingency - \$42,340
Engineering - \$63,510

Justification

Additional features enhancing experience and connectivity at Kohlmier from 2023 Master Plan.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design					63,510	63,510
Construction/Maintenance					465,740	465,740
Total					529,250	529,250

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					529,250	529,250
Total					529,250	529,250

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-26-007
Project Name Kaplans Woods Development - Phase 2

Type Improvement Department Parks and Recreation
Useful Life 20 years Contact Park & Rec Director
Category Park Improvements Priority 2 Very Important

Description

Kaplan's Phase 2 development:
Children's Nature Trail and Adventure Play Area - \$174,100
Entrance Monument and Pedestrian Entry Arch - \$80,000
RV/Parking and Sidewalks west of Railroad Tracks - \$64,500
Rustic Amphitheater and Classroom Building - \$188,.150
Contingency - \$50,675
Engineering, Design, Admin, Testing, Staking - \$76,013

Justification

Additional features enhancing experience and connectivity at Kaplan's from 2023 Master Plan.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design				76,013		76,013
Construction/Maintenance				557,425		557,425
Total				633,438		633,438

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy				633,438		633,438
Total				633,438		633,438

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # P&R-27-001
Project Name Cashman Crossing Bridge Replacement

Type Improvement Department Parks and Recreation
Useful Life 30 years Contact Park & Rec Director
Category Park Improvements Priority 3 Important



Description

Replacement of Cashman Crossing Bridge
Bridge is 12 feet wide and 200 feet long.

Justification

Bridge is showing wear and needs replacement. Safety concern, some cracks are quite deep. The bridge was built in 1997.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance					1,000,000	1,000,000
Total					1,000,000	1,000,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					1,000,000	1,000,000
Total					1,000,000	1,000,000

Budget Impact/Other

Other funding could be pursued from Owatonna Foundation.

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #P&R-27-002

Project NameCashman Property Development - Phase 3

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Phase 3 Cashman Park:
Panhandle entrance road, parking lot and sidewalks - \$95,100
Pickleball and fitness courts, shelter, games and screening - \$382,310
Contingency - \$47,741
Engineering, Design, Admin, Testing and Staking - \$71,612

Justification

Final improvements creating a quality park for residents and visitors from 2023 Master Plan

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design					71,612	71,612
Construction/Maintenance					525,151	525,151
Total					596,763	596,763

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					596,763	596,763
Total					596,763	596,763

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project #P&R-27-003

Project NameMorehouse Park Development - Phase 3

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Phase 3 development - Morehouse - Skate Park, Basketball Court, Shelter, Plaza and Parking Lot - \$638,500
Ice Rink Roof - \$350, 000
Park Entrance Monument and improvements - \$64,000
Bass Pond Dredging and Fishing Nodes - \$64,600
Contingency - \$111,690
Engineering, Design, Admin, Testing, Staking - \$167,535

Justification

Final improvements creating a quality park for residents and visitors, from 2023 Master Plan.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design					167,535	167,535
Construction/Maintenance					1,228,590	1,228,590
Total					1,396,125	1,396,125

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					1,396,125	1,396,125
Total					1,396,125	1,396,125

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #P&R-27-004

Project NameLake Kohlmier Development - Phase 3

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Lake Kohlmier development Phase 3:
Bath house renovation and overlook deck - \$210,000
Contingency - \$21,000
Engineering, Design, Admin, Testing, Staking - \$31,500

Justification

Final improvements creating a quality park for residents and visitors from 2023 Master Plan.

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design					31,500	31,500
Construction/Maintenance					231,000	231,000
Total					262,500	262,500

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					262,500	262,500
Total					262,500	262,500

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project #P&R-27-005

Project NameKaplans Woods Park Development - Phase 3

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Kaplan's Development - Phase 3
Regional Nature Center - \$8,000,000
Planning - \$1,000,000

Justification

Final improvements creating a quality nature center for residents and visitors. From 2023 Master Plan

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design					1,000,000	1,000,000
Total					1,000,000	1,000,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					1,000,000	1,000,000
Total					1,000,000	1,000,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Police								
Marked Patrol Fleet	POL-13-002	2		74,000	195,400	156,320	146,400	572,120
Unmarked Patrol Fleet	POL-13-004	2	46,000	16,000		42,000	21,000	125,000
Support Services/Parking Control	POL-18-001	2	15,000			30,000	25,000	70,000
LEC Roof Replacement	POL-21-003	1	320,000					320,000
RTU Replacement (LEC)	POL-21-004	1	125,000					125,000
Remodel Public Safety Facility	POL-22-001	3					2,500,000	2,500,000
Exterior Insulated Finish Systems - LEC	POL-22-003	1		200,000				200,000
Mini Split AC Units - LEC	POL-23-001	3			10,000			10,000
Building Repairs	POL-23-002	4			10,000			10,000
Window Replacement	POL-23-003	4			120,000			120,000
Generator Upgrade - LEC	POL-24-001	1	380,000					380,000
Hand Rail - LEC	POL-25-001	3			30,000			30,000
Elevator Upgrades - LEC	POL-26-001	1					100,000	100,000
LED Conversion @ LEC	POL-26-002	5				120,000		120,000
Police Total			886,000	290,000	365,400	348,320	2,792,400	4,682,120
Building Maintenance Fund			222,500	100,000	80,000			402,500
Capital Projects Fund Levy					5,000	60,000	50,000	115,000
Debt Levy for LT Facilities Needs							1,250,000	1,250,000
Other funding source			412,500	100,000	85,000	60,000	1,300,000	1,957,500
Residual funds from previous yr CIP			190,000					190,000
Vehicle Replacement Fund			61,000	90,000	195,400	228,320	192,400	767,120
Police Total			886,000	290,000	365,400	348,320	2,792,400	4,682,120
Grand Total			886,000	290,000	365,400	348,320	2,792,400	4,682,120

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # POL-13-002
Project Name Marked Patrol Fleet

Type Equipment
Useful Life 5 years
Category Vehicles

Department Police
Contact Police Chief
Priority 2 Very Important



Description

Ford Utility Police Interceptor AWD Road Ready PKG

2024 - replace units #1668, 2032
2025 - replace #2059, 2071, 2073, 2075, 2078
2026 - replace #1877 k9, 2119, 2170, 2179

Justification

The marked fleet requires routine maintenance and replacement about every 4-5 years to ensure public safety services. Mileage is monitored on a quarterly basis and scheduled replacement occurs about every 100,000 miles. The marked fleet experiences emergency driving conditions which can be hard on vehicles, especially the longevity of engines and transmissions. In addition, these vehicles have high engine rotations based on excessive idle times during extreme cold and warm temperatures.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		74,000	195,400	156,320	146,400	572,120
Total		74,000	195,400	156,320	146,400	572,120

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund		74,000	195,400	156,320	146,400	572,120
Total		74,000	195,400	156,320	146,400	572,120

Budget Impact/Other

No change.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # POL-13-004
Project Name Unmarked Patrol Fleet

Type Equipment
Useful Life 5 years
Category Vehicles

Department Police
Contact Police Chief
Priority 2 Very Important



Description

SUV or AWD Sedan

2023 - #1963 & 1967
2024 - #2121 & 2128
2025 - no replacements
2026 - #1523 & 1520
2027 - #1725

Justification

Replacement of unmarked squads that exceed the life expectancy.

The integrity, surveillance needs, and repair costs of unmarked vehicles create a need for a rotation every 4-5 years depending on trade-in value.

Unit 33 is scheduled for replacement in 2021 but due to no available dealer fleet vehicles available for trade-in and replacement, it may arrive and invoiced in 2022.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	46,000	16,000		42,000	21,000	125,000
Total	46,000	16,000		42,000	21,000	125,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund	46,000	16,000		42,000	21,000	125,000
Total	46,000	16,000		42,000	21,000	125,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # POL-18-001
Project Name Support Services/Parking Control

Type Equipment Department Police
Useful Life 5 years Contact Police Chief
Category Equipment: Miscellaneous Priority 2 Very Important



Description

Support Service Vehicles are:

#1876 - The Animal Control vehicle
#10 - The 2017 GO-4 is a parking control vehicle
1 CSO vehicle (a retired marked patrol)
2 police reserve officer vehicles (retired marked patrol)

2023 - #1876
2026 - trade and replace animal control vehicle
2027 - replace parking control vehicle

Justification

The anticipated life a the Go-4 is about ten years with an anticipated replacement year of 2027.

Unit 1876 is a F150, Animal Control Vehicle, utilized to safety transport animals. It is also set up as an AWD police vehicle utilized during inclement weather, transporting large pieces of evidence, and hauling for firearms/range training. Based on a continuous need for a vehicle equipped to haul, and the high demand and the market value for used trucks, this administration will evaluate the ability to replace in 2023 if the supply is present and the trade in value is high.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	15,000			30,000	25,000	70,000
Total	15,000			30,000	25,000	70,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund	15,000			30,000	25,000	70,000
Total	15,000			30,000	25,000	70,000

Budget Impact/Other

Capital Improvement Plan

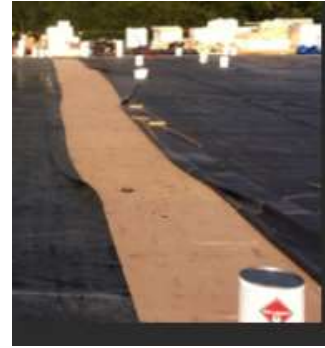
City of Owatonna, Minnesota

2023 *thru* 2027

Project # POL-21-003
Project Name LEC Roof Replacement

Type Unassigned
Useful Life 25 years
Category Buildings

Department Police
Contact Police Chief
Priority 1 Critical



Description

LEC roof repairs. Steele County Sheriff's Office pays for half.

Justification

Aging roof, leaking above garages

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	320,000					320,000
Total	320,000					320,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund	160,000					160,000
Other funding source	160,000					160,000
Total	320,000					320,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # POL-21-004
Project Name RTU Replacement (LEC)

Type Unassigned
Useful Life 25 years
Category Buildings

Department Police
Contact Police Chief
Priority 1 Critical



Description

2 roof top units/HVAC system. Steele Co Sherriff's Office pays for half.

Justification

The building is aging and requires periodic exterior maintenance repairs and replacement of critical equipment. Project was requested in 2022 but County Board denied project

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	125,000					125,000
Total	125,000					125,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund	62,500					62,500
Other funding source	62,500					62,500
Total	125,000					125,000

Budget Impact/Other

There may be an increase in property insurance

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #POL-22-001

Project NameRemodel Public Safety Facility

TypeImprovement

Useful Life25 years

CategoryBuildings

DepartmentPolice

ContactPolice Chief

Priority3 Important

Description

Remodel public safety building for the police department.

Justification

The police department needs additional space for records management, storage, evidence, vehicle and/or garage space, and miscellaneous equipment.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance					2,500,000	2,500,000
Total					2,500,000	2,500,000

Funding Sources	2023	2024	2025	2026	2027	Total
Debt Levy for LT Facilities					1,250,000	1,250,000
Needs						
Other funding source					1,250,000	1,250,000
Total					2,500,000	2,500,000

Budget Impact/Other

There will be an increase in property insurance.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # POL-22-003
Project Name Exterior Insulated Finish Systems - LEC

Type Improvement Department Police
Useful Life 25 years Contact Police Chief
Category Buildings Priority 1 Critical



Description

Exterior Insulated Finish Systems (EIFs) with steel panels

Justification

Stucco decaying @ LEC above garages as a result of leaking roof.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		200,000				200,000
Total		200,000				200,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund		100,000				100,000
Other funding source		100,000				100,000
Total		200,000				200,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # POL-23-001
Project Name Mini Split AC Units - LEC

Type Improvement Department Police
Useful Life 25 years Contact Police Chief
Category Buildings Priority 3 Important



Description

MiniSplit AC Units

Justification

Replace aging equipment. This unit will serve critical infrastructure for the IT room at the LEC.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance			10,000			10,000
Total			10,000			10,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy			5,000			5,000
Other funding source			5,000			5,000
Total			10,000			10,000

Budget Impact/Other

There will be an increase in property insurance.

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # POL-23-002
Project Name Building Repairs

Type Unassigned
Useful Life 15 years
Category Buildings

Department Police
Contact Police Chief
Priority 4 Less Important



Description

Fix and repair caulk as needed.

Justification

Monitor and caulk as necessary to prevent water damage.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance			10,000			10,000
Total			10,000			10,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund			5,000			5,000
Other funding source			5,000			5,000
Total			10,000			10,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # POL-23-003
Project Name Window Replacement

Type Unassigned
Useful Life 25 years
Category Buildings

Department Police
Contact Police Chief
Priority 4 Less Important



Description

New windows at LEC

Justification

Windows are not energy efficient
Monitor windows at the LEC
Staff need supplemental heaters in winter

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance			120,000			120,000
Total			120,000			120,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund			60,000			60,000
Other funding source			60,000			60,000
Total			120,000			120,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # POL-24-001
Project Name Generator Upgrade - LEC

Type Improvement Department Police
Useful Life 25 years Contact Police Chief
Category Buildings Priority 1 Critical



Description

New generator and electrical upgrade. Steel County Sheriff's Office will pay half.

Justification

Generator is near end of life.
Transfer switch has water damage.
This unit will run/sustain entire LEC
The LEC lacks full backup generation as a critical site.
2022 generator rental incurred costs due to parts supply

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	380,000					380,000
Total	380,000					380,000

Funding Sources	2023	2024	2025	2026	2027	Total
Other funding source	190,000					190,000
Residual funds from previous yr CIP	190,000					190,000
Total	380,000					380,000

Budget Impact/Other

There will be an increase in property insurance.

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #POL-25-001

Project NameHand Rail - LEC

TypeUnassigned

Useful Life25 years

CategoryBuildings

DepartmentPolice

ContactPolice Chief

Priority3 Important

Description

Exterior LEC handrail

Justification

Beginning to show aging/rust. Located at the front of LEC, staff and public access.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance			30,000			30,000
Total			30,000			30,000

Funding Sources	2023	2024	2025	2026	2027	Total
Building Maintenance Fund			15,000			15,000
Other funding source			15,000			15,000
Total			30,000			30,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #	POL-26-001
Project Name	Elevator Upgrades - LEC

Type	Equipment	Department	Police
Useful Life	10-15 years	Contact	Police Chief
Category	Buildings	Priority	1 Critical

Description
Elevator updates per new state code

Justification
State mandated upgrades to elevator may be required.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings					100,000	100,000
Total					100,000	100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy					50,000	50,000
Other funding source					50,000	50,000
Total					100,000	100,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #POL-26-002

Project NameLED Conversion @ LEC

TypeImprovement

Useful Life25 years

CategoryBuildings

DepartmentPolice

ContactPolice Chief

Priority5 Future Consideration

Description

LED lighting conversion or as-needed

Justification

Replace incandescent fixtures with LEC.
ROI is 18 years. Only recommended as needed.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance				120,000		120,000
Total				120,000		120,000

Funding Sources	2023	2024	2025	2026	2027	Total
Capital Projects Fund Levy				60,000		60,000
Other funding source				60,000		60,000
Total				120,000		120,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Storm Water								
Cardinal Drive rehab	STM-19-001	2	200,000					200,000
Vehicle	STM-23-001	3	12,000					12,000
Storm Water Total			212,000					212,000
Storm Fund				212,000				212,000
Storm Water Total			212,000					212,000
Grand Total			212,000					212,000

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project # STM-19-001

Project Name Cardinal Drive rehab

TypeImprovement

Useful Life

CategoryOther

DepartmentStorm Water

Contact

Priority2 Very Important

Description

Stormsewer improvements to Cardinal Drive Area

Phase I - Isaac Walton Creek to west ditch CSAH 48

Phase 2 - West Ditch to Cardinal Drive and Cardinal Drive inlet improvements

Justification

The area experiences flooding due to undersized storm sewer

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	200,000					200,000
Total	200,000					200,000

Funding Sources	2023	2024	2025	2026	2027	Total
Storm Fund	200,000					200,000
Total	200,000					200,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project # STM-23-001

Project Name Vehicle

Type Unassigned

Useful Life

Category Other

Department Storm Water

Contact

Priority 3 Important

Description

Replacement of Stormwater vehicle

Justification

Suggested 5 year replacement schedule

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	12,000					12,000
Total	12,000					12,000

Funding Sources	2023	2024	2025	2026	2027	Total
Storm Fund	12,000					12,000
Total	12,000					12,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Street Construction								
Bituminous Overlays	STR-14-001	3	245,000	225,000	225,000	225,000	225,000	1,145,000
Annual Street and Utility	STR-16-001	2	1,750,000	1,500,000	1,500,000	1,500,000	1,500,000	7,750,000
State Aid Streets	STR-17-002	2	925,000	1,200,000	2,150,000	1,400,000	1,400,000	7,075,000
Parking lots	STR-18-001	2		300,000	300,000	300,000	300,000	1,200,000
Traffic Signal	STR-19-001	3	100,000		100,000			200,000
Roundabout 18th Street SE and CSAH 48	STR-22-001	2	1,200,000					1,200,000
Vine Street Parking Lot	STR-23-001	2	1,200,000					1,200,000
Main Street Reconstruction	STR-24-002	2		700,000				700,000
18th Street South Trail Austin to Linn	STR-24-003	3		785,000				785,000
20th Street NE Completion	STR-24-004	2		400,000				400,000
18th Street South Trail Hayes to Austin Rd	STR-24-005	n/a	615,000					615,000
Park Drive NW 32nd to 39th	STR-26-001	3				1,000,000		1,000,000
18th Street SE Trail and Street	STR-26-002	2				2,350,000		2,350,000
Kenyon Road	STR-30-001	2		85,000	600,000			685,000
Street Construction Total			6,035,000	5,195,000	4,875,000	6,775,000	3,425,000	26,305,000
<i>Debt to be repaid with assessments</i>			460,000	750,000	850,000	1,435,000	500,000	3,995,000
<i>Debt to be repaid with levy</i>			1,340,000	1,450,000	1,300,000	1,800,000	1,300,000	7,190,000
<i>Federal Highway Funds</i>				1,072,000		1,880,000		2,952,000
<i>General Fund</i>			245,000	225,000	225,000	225,000	225,000	1,145,000
<i>Other funding source</i>			1,200,000					1,200,000
<i>Sewer Fund</i>			175,000					175,000
<i>State Aid</i>			2,000,000	1,985,000	2,500,000	1,400,000	1,400,000	9,285,000
<i>Unfunded - Plan TBD</i>				328,000		35,000		363,000
Street Construction Total			5,420,000	5,810,000	4,875,000	6,775,000	3,425,000	26,305,000
Grand Total			6,035,000	5,195,000	4,875,000	6,775,000	3,425,000	26,305,000

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project #STR-14-001

Project NameBituminous Overlays

TypeImprovement

Useful Life15 years

CategoryOther

DepartmentStreet Construction

ContactPublic Works Director

Priority3 Important

Description

Overlays of the following streets:

Justification

The streets are due for maintenance

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	245,000	225,000	225,000	225,000	225,000	1,145,000
Total	245,000	225,000	225,000	225,000	225,000	1,145,000

Funding Sources	2023	2024	2025	2026	2027	Total
General Fund	245,000	225,000	225,000	225,000	225,000	1,145,000
Total	245,000	225,000	225,000	225,000	225,000	1,145,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # STR-16-001
Project Name Annual Street and Utility

Type Improvement
Useful Life
Category Other

Department Street Construction
Contact Public Works Director
Priority 2 Very Important



Description

2023

School Street (40-45) Shady Avenue to Partridge \$377,200
Riverview Pl SW (40) Butternut Ave SW to Circle \$88,800
Butternut Ave SW (40) Riverview Pl SW to McKinley \$110,200
McKinley St SW (40-45) Mosher Ave SW to Oak Ave S \$1,158,000

2024 Considerations

Anderson Pl SW (40) McKinley St SW to Circle \$130,700
Redwood Pl SW (40) Southview St SW to South End \$313,900

Justification

Necessary Improvements to deteriorated streets

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	1,750,000	1,500,000	1,500,000	1,500,000	1,500,000	7,750,000
Total	1,750,000	1,500,000	1,500,000	1,500,000	1,500,000	7,750,000

Funding Sources	2023	2024	2025	2026	2027	Total
Debt to be repaid with assessments	410,000	500,000	500,000	500,000	500,000	2,410,000
Debt to be repaid with levy	1,340,000	1,000,000	1,000,000	1,000,000	1,000,000	5,340,000
Total	1,750,000	1,500,000	1,500,000	1,500,000	1,500,000	7,750,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # STR-17-002
Project Name State Aid Streets

Type Improvement Department Street Construction
Useful Life Contact
Category Other Priority 2 Very Important

Description

Bituminous Work on State aid Streets

Justification

2023 Havana Road - Truman to Smith
2024 18th Street SE Austin Road to LaCasa 1,200,000 Road work in coordination with trail improvements
2024 CSAH 45 - North to Rose \$500,000
2025 North Cedar Avenue \$2,400,000
2026 South Cedar Avenue Holly to TH14

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	925,000	1,200,000	2,150,000	1,400,000	1,400,000	7,075,000
Total	925,000	1,200,000	2,150,000	1,400,000	1,400,000	7,075,000

Funding Sources	2023	2024	2025	2026	2027	Total
Debt to be repaid with assessments	50,000		350,000			400,000
Sewer Fund	175,000					175,000
State Aid	700,000	1,200,000	1,800,000	1,400,000	1,400,000	6,500,000
Total	925,000	1,200,000	2,150,000	1,400,000	1,400,000	7,075,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #

STR-18-001

Project Name

Parking lots

Type

Improvement

Department

Street Construction

Useful Life

20 years

Contact

Category

Other

Priority

2 Very Important

Description

Current preliminary estimated replacement cost of all city parking lots is \$6,100,000. Assuming all lots will need replacement within the next 20 years results in a \$300,000 annual cost for replacement

Justification

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		300,000	300,000	300,000	300,000	1,200,000
Total		300,000	300,000	300,000	300,000	1,200,000

Funding Sources	2023	2024	2025	2026	2027	Total
Debt to be repaid with levy		300,000	300,000	300,000	300,000	1,200,000
Total		300,000	300,000	300,000	300,000	1,200,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project #STR-19-001

Project NameTraffic Signal

TypeImprovement

Useful Life20 years

CategoryOther

DepartmentStreet Construction

ContactPublic Works Director

Priority3 Important

Description

Traffic Signals

Improvements to aging signals

Justification

Implementation of items highlighted by traffic signal report

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	100,000		100,000			200,000
Total	100,000		100,000			200,000

Funding Sources	2023	2024	2025	2026	2027	Total
State Aid	100,000		100,000			200,000
Total	100,000		100,000			200,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project #STR-22-001

Project NameRoundabout 18th Street SE and CSAH 48

TypeImprovement

Useful Life30 years

CategoryOther

DepartmentStreet Construction

Contact

Priority2 Very Important

Description

Cooperative project with Steele County and ISD 761 for the construction of a roundabout at the intersection of CSAH 48 and 18th Street SE

Justification

Construction of the new high school creates the need for intersection improvements at 18th Street SE and CSAH 48. Due to the public nature of the improvements necessary, the county, city and district are working together to build the roundabout

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	1,200,000					1,200,000
Total	1,200,000					1,200,000

Funding Sources	2023	2024	2025	2026	2027	Total
State Aid	1,200,000					1,200,000
Total	1,200,000					1,200,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #STR-23-001

Project NameVine Street Parking Lot

TypeUnassigned

Useful Life20 years

CategoryOther

DepartmentStreet Construction

Contact

Priority2 Very Important

Description

Construction of Vine Street Parking Lot

Justification

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	1,200,000					1,200,000
Total	1,200,000					1,200,000

Funding Sources	2023	2024	2025	2026	2027	Total
Other funding source	1,200,000					1,200,000
Total	1,200,000					1,200,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #STR-24-002

Project NameMain Street Reconstruction

TypeImprovement

Useful Life20 years

CategoryOther

DepartmentStreet Construction

Contact

Priority2 Very Important

Description

Cooperative project with Steele County to improve roadway surface on Main Street from Oak Avenue to Lincoln Avenue. Project involves pavement improvements, Streetscape/ADA improvements and traffic signal removal.

Project includes work on East Park Square and West Park Square, with connection of Broadway.

Justification

The roadway is in tough shape and is in need of ADA upgrades. The 4 traffic signals are at the end of the useful life and do not meet current warrants.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		700,000				700,000
Total		700,000				700,000

Funding Sources	2023	2024	2025	2026	2027	Total
State Aid		700,000				700,000
Total		700,000				700,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #STR-24-003

Project Name18th Street South Trail Austin to Linn

TypeUnassigned

DepartmentStreet Construction

Useful Life

Contact

CategoryOther

Priority3 Important

Description

2024 Construction of shared user path from Austin Road to Linn Avenue

Justification

Construction of shared user path along 18th Street South from Linn Avenue to Austin Road. Received TAP grant for \$405,000 for 2024 construction.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		785,000				785,000
Total		785,000				785,000

Funding Sources	2023	2024	2025	2026	2027	Total
Federal Highway Funds		580,000				580,000
Unfunded - Plan TBD		205,000				205,000
Total		785,000				785,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #STR-24-004

Project Name20th Street NE Completion

TypeUnassigned

Useful Life25 years

CategoryOther

DepartmentStreet Construction

Contact

Priority2 Very Important

Description

Completion of approximately 615 feet of 20th Street NE

Justification

Significant gap in system identified by transportation plan

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance		400,000				400,000
Total		400,000				400,000

Funding Sources	2023	2024	2025	2026	2027	Total
Debt to be repaid with assessments		250,000				250,000
Debt to be repaid with levy		150,000				150,000
Total		400,000				400,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #STR-24-005

Project Name18th Street South Trail Hayes to Austin Rd

TypeUnassigned

DepartmentStreet Construction

Useful Life

Contact

CategoryOther

Priorityn/a

Description

2024 Construction of shared user path from Austin Road to Hayes Avenue

Justification

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	615,000					615,000
Total	615,000					615,000

Funding Sources	2023	2024	2025	2026	2027	Total
Federal Highway Funds		492,000				492,000
Unfunded - Plan TBD		123,000				123,000
Total		615,000				615,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #STR-26-001

Project NamePark Drive NW 32nd to 39th

TypeImprovement

Useful Life20 years

CategoryOther

DepartmentStreet Construction

ContactPublic Works Director

Priority3 Important

Description

Concrete Paving of Park Drive from 32nd to 39th

Justification

portion is currently not paved

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance				1,000,000		1,000,000
Total				1,000,000		1,000,000

Funding Sources	2023	2024	2025	2026	2027	Total
Debt to be repaid with assessments				500,000		500,000
Debt to be repaid with levy				500,000		500,000
Total				1,000,000		1,000,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #STR-26-002

Project Name18th Street SE Trail and Street

TypeImprovement

Useful Life20 years

CategoryOther

DepartmentStreet Construction

Contact

Priority2 Very Important

Description

Reconstruction of 18th Street SE from Austin Road to Cornerstone with addition of trail on north side.

Justification

Street is deteriorating and trail is necessary on north side

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance				2,350,000		2,350,000
Total				2,350,000		2,350,000

Funding Sources	2023	2024	2025	2026	2027	Total
Debt to be repaid with assessments				435,000		435,000
Federal Highway Funds				1,880,000		1,880,000
Unfunded - Plan TBD				35,000		35,000
Total				2,350,000		2,350,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #STR-30-001

Project NameKenyon Road

TypeImprovement

Useful Life25 years

CategoryOther

DepartmentStreet Construction

Contact

Priority2 Very Important

Description

Reconstruction of Kenyon Rd from 26th to Mineral Springs

Justification

Expenditures	2023	2024	2025	2026	2027	Total
Planning/Design		85,000				85,000
Construction/Maintenance			600,000			600,000
Total		85,000	600,000			685,000

Funding Sources	2023	2024	2025	2026	2027	Total
State Aid		85,000	600,000			685,000
Total		85,000	600,000			685,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Street Maintenance								
Street Sweeper	ST-13-003	1	175,000		150,000			325,000
2 Ton Trucks with Plow and Wings	ST-14-001	1		350,000			350,000	700,000
Pickup Truck	ST-14-002	2	20,000	20,000	20,000	110,000	20,000	190,000
1 Ton Truck with Plow	ST-15-007	2				40,000		40,000
Skid Steer Loader	ST-16-001	2	15,000	15,000	15,000	15,000	15,000	75,000
Hydraulic Arm Mower	ST-16-003	2			6,000			6,000
Tandem Axle Truck	ST-16-004	2	240,000		200,000		210,000	650,000
Asphalt Roller	ST-17-002	3					50,000	50,000
Asphalt Zipper	ST-20-002	2		150,000				150,000
Asphalt Paver	ST-21-001	2			210,000			210,000
Forestry Boom Truck	ST-26-001	3				140,000		140,000
Street Maintenance Total			450,000	535,000	601,000	305,000	645,000	2,536,000
Vehicle Replacement Fund			450,000	535,000	601,000	305,000	645,000	2,536,000
Street Maintenance Total			450,000	535,000	601,000	305,000	645,000	2,536,000
Grand Total			450,000	535,000	601,000	305,000	645,000	2,536,000

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ST-13-003
Project Name Street Sweeper

Type Equipment
Useful Life 5 years
Category Vehicles

Department Street Maintenance
Contact Public Works Director
Priority 1 Critical



Description

Sweeper replacement at optimal time

Justification

Currently replacing street sweepers on a five year rotation. Five years seems to be a good balance of high trade in value and avoiding high maintenance costs.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	175,000		150,000			325,000
Total	175,000		150,000			325,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund	175,000		150,000			325,000
Total	175,000		150,000			325,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ST-14-001
Project Name 2 Ton Trucks with Plow and Wings

Type Equipment
Useful Life 10 years
Category Vehicles
Department Street Maintenance
Contact Public Works Director
Priority 1 Critical



Description

Replacement of 2 ton trucks used in plowing operations

Justification

Single Axle Plow Trucks are used extensively in our plowing operations and are a key piece of equipment to remove snow in an efficient manner. There are currently 5 single axle plow trucks used during a snow event. Trucks should be replaced at approximately 10 years of age.

226 - 2005 Sterling - replace 2017 - assumed value of \$15,000

232 - 2005 Sterling - replace 2017 - assumed value of \$15,000

235 - 2007 Sterling - replace 2019 - assumed value of \$15,000

TBD - 2014 Freightliner - replace 2024

TBD - 2014 Freightliner - replace 2026

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		350,000			350,000	700,000
Total		350,000			350,000	700,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund		350,000			350,000	700,000
Total		350,000			350,000	700,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ST-14-002
Project Name Pickup Truck

Type Equipment
Useful Life
Category Other

Department Street Maintenance
Contact Public Works Director
Priority 2 Very Important



Description

Replacement of light pickup trucks.

Justification

Routine replacement of pickup trucks, taking advantage of desirable pricing on State Contract and high resale prices we are able to keep cost of ownership low

238 - 2015 F250 Replace on vrf in 2021
286 - 2015 F350 (Forestry) replace in 2022
0179 2001 F250 Replace in 2023

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	20,000	20,000	20,000	110,000	20,000	190,000
Total	20,000	20,000	20,000	110,000	20,000	190,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund	20,000	20,000	20,000	110,000	20,000	190,000
Total	20,000	20,000	20,000	110,000	20,000	190,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ST-15-007
Project Name 1 Ton Truck with Plow

Type Equipment
Useful Life 10 years
Category Vehicles
Department Street Maintenance
Contact Public Works Director
Priority 2 Very Important



Description

Replacement of a 1 ton truck with plow

Justification

Trucks used for plowing need to be updated as they wear out.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				40,000		40,000
Total				40,000		40,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund				40,000		40,000
Total				40,000		40,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ST-16-001
Project Name Skid Steer Loader

Type Equipment
Useful Life 1 year
Category Vehicles

Department Street Maintenance
Contact Public Works Director
Priority 2 Very Important



Description

Purchase a new skid steer loader.

Justification

Government pricing for skid steers loaders is very advantageous. The skid steer can be replaced bi-annually for minimal cost. Additionally, warranties on equipment are 1 year. This will allow us to always be in warranty. Cost represent cost to trade. There are two skid loaders, so a new one would be purchased every year

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	15,000	15,000	15,000	15,000	15,000	75,000
Total	15,000	15,000	15,000	15,000	15,000	75,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund	15,000	15,000	15,000	15,000	15,000	75,000
Total	15,000	15,000	15,000	15,000	15,000	75,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #ST-16-003

Project NameHydraulic Arm Mower

TypeEquipment

Useful Life

CategoryOther

DepartmentStreet Maintenance

ContactPublic Works Director

Priority2 Very Important

Description

Replacement of mowers

Justification

Mowers are a high wear item and require frequent update. The mower is used for all rough cut areas in town, including roadside ditches and stormwater ponds.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			6,000			6,000
Total			6,000			6,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund			6,000			6,000
Total			6,000			6,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ST-16-004
Project Name Tandem Axle Truck

Type Unassigned
Useful Life
Category Other

Department Street Maintenance
Contact Public Works Director
Priority 2 Very Important



Description

Replacement of Tandem Axle dump truck.

Justification

Tandem axle trucks are used extensively in the plowing operation and in roadway maintenance during the year. The trucks should be replaced at 10 years old. The following 4 tandem axle trucks are currently being used by the City. The trucks will be purchased without the tri-axle. Heavy hauling of materials will be contracted out.

252 - 2013 International - Replace 2023

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	240,000		200,000		210,000	650,000
Total	240,000		200,000		210,000	650,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund	240,000		200,000		210,000	650,000
Total	240,000		200,000		210,000	650,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ST-17-002
Project Name Asphalt Roller

Type Equipment
Useful Life 20 years
Category Equipment: Miscellaneous
Department Street Maintenance
Contact Public Works Director
Priority 3 Important



Description

Purchase of a new asphalt roller.

Justification

Replacement of unit 264 a 1998 asphalt roller. The asphalt roller has reached the end of it serviceable life. The roller is used in conjunction with the paver to patch streets and repair parking lots.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings					50,000	50,000
Total					50,000	50,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund					50,000	50,000
Total					50,000	50,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ST-20-002
Project Name Asphalt Zipper

Type Equipment
Useful Life 5 years
Category Other
Department Street Maintenance
Contact
Priority 2 Very Important



Description

Replacement of 2015 Asphalt zipper

Justification

Asphalt zipper is used for street repair. This is a high wear piece of equipment and should be replaced on a frequent basis in order to avoid high repair costs.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		150,000				150,000
Total		150,000				150,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund		150,000				150,000
Total		150,000				150,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # ST-21-001
Project Name Asphalt Paver

Type Unassigned
Useful Life 15 years
Category Other
Department Street Maintenance
Contact
Priority 2 Very Important



Description

Replacement of 2006 Blaw Knox paver

Justification

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings			210,000			210,000
Total			210,000			210,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund			210,000			210,000
Total			210,000			210,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project #ST-26-001

Project NameForestry Boom Truck

TypeUnassigned

Useful Life20 years

CategoryOther

DepartmentStreet Maintenance

Contact

Priority3 Important

Description

Replacement of 2007 High Ranger Boom Truck

Justification

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings				140,000		140,000
Total				140,000		140,000

Funding Sources	2023	2024	2025	2026	2027	Total
Vehicle Replacement Fund				140,000		140,000
Total				140,000		140,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Wastewater Treatment Plant								
Sanitary Sewer Replacement	WTP-13-001	2	350,000	350,000	350,000	350,000	350,000	1,750,000
Lift Station Pump Replacement	WTP-13-006	2	50,000	50,000	50,000	50,000	50,000	250,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000	100,000	500,000
Utility/Shop Truck	WTP-16-002	3		12,000		45,000		57,000
Plant Expansion	WTP-20-001	2	28,000,000	18,000,000	2,000,000			48,000,000
WWTP Admin vehicle	WTP-23-001	2	36,000					36,000
Skid Loader	WTP-23-002	2	75,000					75,000
Semi Tractor Replacement	WTP-24-001	3		100,000				100,000
Biosolids Truck	WTP-24-002	3		200,000				200,000
Wastewater Treatment Plant Total			28,611,000	18,812,000	2,500,000	545,000	500,000	50,968,000
Sewer Fund			28,611,000	18,812,000	2,500,000	545,000	500,000	50,968,000
Wastewater Treatment Plant Total			28,611,000	18,812,000	2,500,000	545,000	500,000	50,968,000
Grand Total			28,611,000	18,812,000	2,500,000	545,000	500,000	50,968,000

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # WTP-13-001
Project Name Sanitary Sewer Replacement

Type Improvement Department Wastewater Treatment Plant
Useful Life 40 years Contact Public Works Director
Category Wastewater Priority 2 Very Important

Description

Annual repair and replacement to sanitary sewers in conjunction with street improvements

Justification

As streets are repaired, sanitary sewers are evaluated for repair or replacement prior to construction of new streets. The funds shown here are for necessary repair/replacement associated with street improvement projects or with sanitary sewer repairs outside of streets. Nationally, infrastructure is deteriorating at a rate faster than improvements are being implemented. In order to maintain the level of service we currently have, investment in our existing system is necessary.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	350,000	350,000	350,000	350,000	350,000	1,750,000
Total	350,000	350,000	350,000	350,000	350,000	1,750,000

Funding Sources	2023	2024	2025	2026	2027	Total
Sewer Fund	350,000	350,000	350,000	350,000	350,000	1,750,000
Total	350,000	350,000	350,000	350,000	350,000	1,750,000

Budget Impact/Other

None.

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #WTP-13-006

Project NameLift Station Pump Replacement

TypeEquipment

Useful Life15 years

CategoryOther

DepartmentWastewater Treatment Plant

ContactPublic Works Director

Priority2 Very Important

Description

The city has over 16 sanitary lift stations throughout town. Annually one lift station is rebuilt in order to keep current.

Justification

Annual replacement of sanitary sewer lift station pumps is planned for.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Funding Sources	2023	2024	2025	2026	2027	Total
Sewer Fund	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 *thru* 2027

Project #WTP-14-003

Project NameEquipment replacement

TypeImprovement

Useful Life25 years

CategoryWastewater

DepartmentWastewater Treatment Plant

ContactPublic Works Director

Priority2 Very Important

Description

Planned annual replacement of aging equipment.

Justification

The plant is 25 years old and needs updating to stay current and replacement of worn and broken equipment.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

Funding Sources	2023	2024	2025	2026	2027	Total
Sewer Fund	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # WTP-16-002
Project Name Utility/Shop Truck

Type Improvement
Useful Life 25 years
Category Other

Department Wastewater Treatment Plant
Contact Public Works Director
Priority 3 Important



Description

The trucks are replaced on a five year schedule

Justification

The truck is a critical piece of equipment for operation of the collection system. The 5 year old truck is used for the repair shop and the 10 year old one is sold or repurposed to another department.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		12,000		45,000		57,000
Total		12,000		45,000		57,000

Funding Sources	2023	2024	2025	2026	2027	Total
Sewer Fund		12,000		45,000		57,000
Total		12,000		45,000		57,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2023 *thru* 2027

Project # WTP-20-001
Project Name Plant Expansion

Type Improvement Department Wastewater Treatment Plant
Useful Life 25 years Contact
Category Other Priority 2 Very Important

Description

The Wastewater treatment plant was completed in 1987. The facility is currently at 80% capacity and a capacity expansion is currently included in the 5 year capital improvement plan. Current estimates are the cost to expand the facility from the existing 5 million gallons per day (MGD) to 9.1 MGD is \$48,000,000 to \$54,000,000. The Sanitary Sewer Enterprise fund will be responsible for paying for the expansion. The City received \$22 million in state funding in addition to \$8 million in grants.

Design and construction of filter expansion, replacement of chlorine disinfection system with Ultraviolet light, installation of maintenance tunnel, installation of vac truck and sweeper cleanout area. Installation of clarifiers and aeration basin for capacity increase

Justification

Currently the wastewater treatment facility is designed to handle 5 million gallons of wastewater per day. The current flow to the facility averages between 3.5 and 4.0 million gallons per day during dry weather. The plant capacity will become a limiting factor in the growth of the City of Owatonna at some point in the future. During the original construction of the plant, completed in 1989, allowances were made to add a third treatment train to the facility, increasing the capacity to 7.5 million gallons per day.

The design and approval process is expected to take 18 to 24 months with construction taking approximately 24 months, resulting in an estimated time of completion of almost 4 years. Because of the lead time, the project should be initiated before the time the capacity is actually needed.

Sewer rates will be evaluated annually to fund the construction and upcoming capital needs.

Expenditures	2023	2024	2025	2026	2027	Total
Construction/Maintenance	28,000,000	18,000,000	2,000,000			48,000,000
Total	28,000,000	18,000,000	2,000,000			48,000,000

Funding Sources	2023	2024	2025	2026	2027	Total
Sewer Fund	28,000,000	18,000,000	2,000,000			48,000,000
Total	28,000,000	18,000,000	2,000,000			48,000,000

Budget Impact/Other

The sewer fund has some funds available to cover the earlier costs related to the expansion. The debt that is issued to fund the expansion will be repaid through sewer user fees. An estimation of the impact to the average homeowner will be provided.

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #

WTP-23-001

Project Name

WWTP Admin vehicle

Type

Equipment

Useful Life

5 years

Category

Other

Department

Wastewater Treatment Plant

Contact

Priority

2 Very Important

Description

Admin vehicle for WWTP

Justification

With increased staffing there is a vehicle shortage

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	36,000					36,000
Total	36,000					36,000

Funding Sources	2023	2024	2025	2026	2027	Total
Sewer Fund	36,000					36,000
Total	36,000					36,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #WTP-23-002

Project NameSkid Loader

TypeEquipment

Useful Life

CategoryOther

DepartmentWastewater Treatment Plant

Contact

Priority2 Very Important

Description

Purchase of new skid loader to allow for material handling capabilities.

Justification

Plant upgrades will require more totes of chemicals to be delivered. Current skid loader is not large enough to handle the 250 gallon totes.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings	75,000					75,000
Total	75,000					75,000

Funding Sources	2023	2024	2025	2026	2027	Total
Sewer Fund	75,000					75,000
Total	75,000					75,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #WTP-24-001

Project NameSemi Tractor Replacement

TypeUnassigned

Useful Life15 years

CategoryOther

DepartmentWastewater Treatment Plant

Contact

Priority3 Important

Description

Replace unit 294, 2002 Sterling semi tractor

Justification

The tractor will be 18 years old and its time to update

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		100,000				100,000
Total		100,000				100,000

Funding Sources	2023	2024	2025	2026	2027	Total
Sewer Fund		100,000				100,000
Total		100,000				100,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2023 thru 2027

Project #WTP-24-002

Project NameBiosolids Truck

TypeUnassigned

DepartmentWastewater Treatment Plant

Useful Life

Contact

CategoryOther

Priority3 Important

Description

Replace 2009 Biosolids Truck

Justification

Current truck is a 6 wheel drive. Replace with normal dump truck and use manure spreader in field to dispose of biosolids. Estimated replacement cost of \$160,000 with a residual value of \$20,000 for the existing truck.

Expenditures	2023	2024	2025	2026	2027	Total
Equip/Vehicles/Furnishings		200,000				200,000
Total		200,000				200,000

Funding Sources	2023	2024	2025	2026	2027	Total
Sewer Fund		200,000				200,000
Total		200,000				200,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2023	2024	2025	2026	2027	Total
Building Maintenance Fund								
Terminal Bldg AC/Furnace Replacement	AP-23-001	2	10,000	10,000				20,000
Main Hangar Complex Roof Replacement	AP-23-003	2	60,000					60,000
Flooring Replacement	F-13-003	4		22,000				22,000
Fire Station Decontamination Area	F-19-005	3		80,000				80,000
HVAC Air Handler Replacement	F-22-004	2	25,000					25,000
Fire Hall Roof	F-23-010	1	65,000					65,000
Carpenter Shop Roof - B	GB-13-002	2		80,000				80,000
Fitness Center Track & 3rd Floor Flooring - B	GB-13-014	4					10,000	10,000
Fitness Center Restroom - C	GB-16-009	4					100,000	100,000
Retaining Wall - Pool Handicap Entrance - B	GB-21-004	2		20,000				20,000
Flooring	GB-22-006	2		10,000	5,000			15,000
Building Card Access - B	GB-22-007	3		15,000	15,000	15,000	15,000	60,000
City Hall Stairwell Flooring - B	GB-22-008	3			20,000			20,000
LED Lighting - B	GB-22-013	2		15,000	15,000	15,000	15,000	60,000
Garage Door Replacement - B	GB-24-001	1		100,000	100,000	100,000	100,000	400,000
Library Clay Tile Roof	LIB-17-002	3		30,000				30,000
LED Lighting	LIB-22-002	3		20,000				20,000
LEC Roof Replacement	POL-21-003	1	160,000					160,000
RTU Replacement (LEC)	POL-21-004	1	62,500					62,500
Exterior Insulated Finish Systems - LEC	POL-22-003	1		100,000				100,000
Building Repairs	POL-23-002	4			5,000			5,000
Window Replacement	POL-23-003	4			60,000			60,000
Hand Rail - LEC	POL-25-001	3			15,000			15,000
Building Maintenance Fund Total			382,500	502,000	235,000	130,000	240,000	1,489,500

Capital Projects Fund Levy

Server Replacements	ADM-13-002	1	16,000					16,000
Annual Copier Replacement	ADM-13-010	3	20,000	20,000	20,000	20,000	20,000	100,000
Networking Infrastructure Replacement	ADM-13-012	2		30,000	30,000	30,000	30,000	120,000
Cablecast Server	ADM-23-001	2	30,000					30,000
Bituminous Apron Rehabilitation	AP-14-003	2				248,540		248,540
Airport Maint Bldg Extension Design-Build	AP-16-002	3		120,000				120,000
Runway 12/30 Length Justification Study	AP-18-004	3					15,000	15,000
Automated Weather System Replacement	AP-23-004	2		18,000				18,000
Airport Zoning Update	AP-24-003	3		12,000				12,000
Airport Automated Fuel Card Reader System	AP-24-004	2		6,900				6,900
Land Acq/Easement (Phase I)-1,500 Runway Extension	AP-24-005	3		90,000				90,000
Land Acq/Easement (Phase II)-1500 Runway Extension	AP-25-001	3			90,000			90,000
Runway 5/23 Crack Seal and Sealcoat	AP-27-001	2					90,000	90,000
Runway 12/30 Concrete Pavement Maintenance	AP-27-002	3		30,000				30,000
Replace GPS	ENG-18-001	2		18,000			18,000	36,000
Emergency Warning Sirens	F-13-008	3		20,000		20,000		40,000
Upgrade AV System on 1st and 3rd Floor	F-22-003	3			60,000			60,000

Source	Project #	Priority	2023	2024	2025	2026	2027	Total
Emergency Warning Siren Controller	F-23-003	2		30,000				30,000
SCBA Replacements	F-27-001	2					200,000	200,000
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2			35,000			35,000
Tennis & Fitness Center Pool Hallway Flooring - C	GB-18-002	4					6,000	6,000
Social Commons Rooftop Heat & A/C Replacement	GB-21-002	2		25,000	27,200			52,200
West Hills Social Commons Pavement	GB-22-005	4					150,000	150,000
GPS Asset Management Collector Package	GB-22-014	1					6,000	6,000
River Springs Mechanical Updates	GB-22-015	2	170,000					170,000
Merrill Hall Interior Painting	GB-23-002	4			25,000			25,000
Carpenter Shop Parking Pavement	GB-23-004	3		100,000				100,000
City Hall Landscaping Update	GB-23-009	2		45,000				45,000
Brooktree Clubhouse Improvements - B	GB-23-010	2		40,000	55,000	55,000		150,000
Tennis and Fitness Center Court Resurfacing - C	GB-27-001	3					45,000	45,000
Library Renovations	LIB-19-001	2		35,000				35,000
Dart's Park Baseball Irrigation - C O	P&R-13-026	3				40,000		40,000
Play Equipment - C - G	P&R-13-034	2		200,000	94,000	113,000		407,000
Park Restroom Rehab - C	P&R-13-040	3		20,000	20,000			40,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	2		35,000	41,000	21,000	35,000	132,000
River Springs Water Park Slide, Feature Repairs- C	P&R-18-001	3				100,000		100,000
River Springs Water Park Slide, Feature Adds - C	P&R-18-006	5				65,000	175,000	240,000
Dart's Park West Parking Lot - C	P&R-19-002	2			12,000	15,000		27,000
River Springs Water Park Structure & Concrete - C	P&R-20-003	3			250,000			250,000
Skate Park Overlay - C	P&R-20-004	2		300,000				300,000
Countryview Park Development - C	P&R-20-007	2		257,500				257,500
Raising of Muckle Trail at Hoffman Drive - C	P&R-20-009	1			120,000			120,000
Trail Connection NSRP to Buxton - C	P&R-20-017	1		478,521	3,509,154			3,987,675
Trail Lighting - C	P&R-20-020	2		324,000				324,000
Permanent Bathroom Construction - C	P&R-20-024	2		45,000	45,000	70,000	45,000	205,000
Daikin Soccer Improvements	P&R-21-002	3					50,000	50,000
Tennis and Fitness Center Court Sweeper - C	P&R-22-001	3			15,500			15,500
Rose Street Trail	P&R-22-006	1		550,000				550,000
River Springs Deck Furnishings	P&R-22-007	2		30,000				30,000
River Springs Interior Pool Surface	P&R-22-009	2		25,000	25,000	25,000	15,000	90,000
Trail Replacement	P&R-22-010	1		50,000				50,000
Manthey Park Lighting Upgrade	P&R-22-011	2				200,000		200,000
Lake Chase/NSRP Connection - C - G	P&R-23-001	3				15,000	100,000	115,000
River Springs South Parking Lot	P&R-23-003	3		175,000				175,000
Park Maintenance Shop Security	P&R-23-005	2			100,000			100,000
Park Maintenance Shop Lighting	P&R-23-006	2				56,000		56,000
River Springs Funbrella Frames	P&R-23-010	2		30,000				30,000
Pavement Rehabilitation & Replacement Plan	P&R-23-012	2		100,000	100,000	100,000	100,000	400,000
System Trail Plan - Connectivity & Additions	P&R-23-013	2			500,000			500,000
River Springs Boilers & Exchange	P&R-23-015	2				80,000		80,000
Central Park Bandshell Remodel	P&R-23-017	1		27,000				27,000
Park Shop Computer Access	P&R-23-019	1		12,000				12,000
Automatic Park Gates	P&R-23-020	2		60,000	60,000	60,000		180,000
Park Security Cameras	P&R-23-021	1		25,000	25,000	25,000		75,000
Walk-In Cooler River Springs Water Park	P&R-23-022	3		22,000				22,000
Golf Course Cart Paths	P&R-24-002	3		35,000	35,000	35,000	35,000	140,000
Trail Activity Counter	P&R-24-003	3		5,400				5,400
Dart's Baseball Field Lights	P&R-25-001	2			300,000			300,000
Cashman Property Development - Phase 1	P&R-25-003	2			1,074,625			1,074,625
Morehouse Park Development - Phase 1	P&R-25-004	2			2,461,988			2,461,988
Lake Kohlmer Park Development - Phase 1	P&R-25-005	2			414,338			414,338
Kaplans Woods Park Development - Phase 1	P&R-25-006	2			1,172,000			1,172,000

Source	Project #	Priority	2023	2024	2025	2026	2027	Total
River Springs Roof	P&R-26-001	2				40,000		40,000
Downtown Furnishings	P&R-26-003	3				15,000		15,000
Cashman Property Development - Phase 2	P&R-26-004	2				595,175		595,175
Morehouse Park Development - Phase 2	P&R-26-005	2				1,394,063		1,394,063
Lake Kohlmier Park Development - Phase 2	P&R-26-006	2					529,250	529,250
Kaplans Woods Development - Phase 2	P&R-26-007	2				633,438		633,438
Cashman Crossing Bridge Replacement	P&R-27-001	3					1,000,000	1,000,000
Cashman Property Development - Phase 3	P&R-27-002	2					596,763	596,763
Morehouse Park Development - Phase 3	P&R-27-003	2					1,396,125	1,396,125
Lake Kohlmier Development - Phase 3	P&R-27-004	2					262,500	262,500
Kaplans Woods Park Development - Phase 3	P&R-27-005	2					1,000,000	1,000,000
Mini Split AC Units - LEC	POL-23-001	3			5,000			5,000
Elevator Upgrades - LEC	POL-26-001	1					50,000	50,000
LED Conversion @ LEC	POL-26-002	5				60,000		60,000

Capital Projects Fund Levy Total

236,000	3,446,321	10,721,805	4,131,216	5,969,638	24,504,980
---------	-----------	------------	-----------	-----------	------------

Capital Projects Fund Reserves

Council Chamber Renovations	ADM-16-002	2	900,000					900,000
-----------------------------	------------	---	---------	--	--	--	--	---------

Capital Projects Fund Reserves Total

900,000					900,000
---------	--	--	--	--	---------

Debt Levy for LT Facilities Needs

2nd Fire Station	F-16-002	3					10,000,000	10,000,000
Remodel Public Safety Facility	POL-22-001	3					1,250,000	1,250,000

Debt Levy for LT Facilities Needs Total

11,250,000	11,250,000
------------	------------

Debt to be repaid with assessments

Annual Street and Utility	STR-16-001	2	410,000	500,000	500,000	500,000	500,000	2,410,000
State Aid Streets	STR-17-002	2	50,000		350,000			400,000
20th Street NE Completion	STR-24-004	2		250,000				250,000
Park Drive NW 32nd to 39th	STR-26-001	3				500,000		500,000
18th Street SE Trail and Street	STR-26-002	2				435,000		435,000

Debt to be repaid with assessments Total

460,000	750,000	850,000	1,435,000	500,000	3,995,000
---------	---------	---------	-----------	---------	-----------

Debt to be repaid with levy

Dart's Park West Parking Lot - C	P&R-19-002	2				200,000		200,000
Annual Street and Utility	STR-16-001	2	1,340,000	1,000,000	1,000,000	1,000,000	1,000,000	5,340,000
Parking lots	STR-18-001	2		300,000	300,000	300,000	300,000	1,200,000
20th Street NE Completion	STR-24-004	2		150,000				150,000
Park Drive NW 32nd to 39th	STR-26-001	3				500,000		500,000

Debt to be repaid with levy Total

1,340,000	1,450,000	1,300,000	2,000,000	1,300,000	7,390,000
-----------	-----------	-----------	-----------	-----------	-----------

FAA - other

Security Fence Phase I	AP-23-002	3	158,400					158,400
------------------------	-----------	---	---------	--	--	--	--	---------

FAA - other Total

158,400					158,400
---------	--	--	--	--	---------

Federal - BIL

Source	Project #	Priority	2023	2024	2025	2026	2027	Total
Bituminous Apron Rehabilitation	AP-14-003	2				366,570		366,570
Runway 12/30 Concrete Pavement Maintenance	AP-27-002	3		270,000				270,000
Federal - BIL Total				270,000		366,570		636,570
Federal Highway Funds								
18th Street South Trail Austin to Linn	STR-24-003	3		580,000				580,000
18th Street South Trail Hayes to Austin Rd	STR-24-005	n/a		492,000				492,000
18th Street SE Trail and Street	STR-26-002	2				1,880,000		1,880,000
Federal Highway Funds Total				1,072,000		1,880,000		2,952,000
General Fund								
Bituminous Overlays	STR-14-001	3	245,000	225,000	225,000	225,000	225,000	1,145,000
General Fund Total			245,000	225,000	225,000	225,000	225,000	1,145,000
Matching Grant Funds								
Security Fence Phase I	AP-23-002	3	17,600					17,600
Matching Grant Funds Total			17,600					17,600
MNDOT Aeronautics								
Bituminous Apron Rehabilitation	AP-14-003	2				484,890		484,890
Airport Maint Bldg Extension Design-Build	AP-16-002	3		280,000				280,000
Power Broom	AP-19-002	4			29,400			29,400
Road Grader w/ wing	AP-20-001	2	210,000					210,000
Tandem Plow Truck w/wing	AP-22-001	3				201,600		201,600
Main Hangar Complex Roof Replacement	AP-23-003	2	140,000					140,000
Automated Weather System Replacement	AP-23-004	2		42,000				42,000
Flexwing Rotary Cutter	AP-24-002	3			37,800			37,800
Airport Zoning Update	AP-24-003	3		28,000				28,000
Airport Automated Fuel Card Reader System	AP-24-004	2		16,100				16,100
Land Acq/Easement (Phase I)-1,500 Runway Extension	AP-24-005	3		210,000				210,000
Land Acq/Easement (Phase II)-1500 Runway Extension	AP-25-001	3			210,000			210,000
Runway 5/23 Crack Seal and Sealcoat	AP-27-001	2					210,000	210,000
Gator Utility Vehicle	AP-27-003	3					15,120	15,120
MNDOT Aeronautics Total			350,000	576,100	277,200	686,490	225,120	2,114,910
Other funding source								
Council Chamber Renovations	ADM-16-002	2	900,000					900,000
Library Renovations	LIB-19-001	2		30,000				30,000
Dart's Park Baseball Irrigation - C O	P&R-13-026	3				40,000		40,000
LEC Roof Replacement	POL-21-003	1	160,000					160,000
RTU Replacement (LEC)	POL-21-004	1	62,500					62,500
Remodel Public Safety Facility	POL-22-001	3					1,250,000	1,250,000
Exterior Insulated Finish Systems - LEC	POL-22-003	1		100,000				100,000
Mini Split AC Units - LEC	POL-23-001	3			5,000			5,000
Building Repairs	POL-23-002	4			5,000			5,000
Window Replacement	POL-23-003	4			60,000			60,000
Generator Upgrade - LEC	POL-24-001	1	190,000					190,000
Hand Rail - LEC	POL-25-001	3			15,000			15,000

Source	Project #	Priority	2023	2024	2025	2026	2027	Total
Elevator Upgrades - LEC	POL-26-001	1					50,000	50,000
LED Conversion @ LEC	POL-26-002	5				60,000		60,000
Vine Street Parking Lot	STR-23-001	2	1,200,000					1,200,000
Other funding source Total			2,512,500	130,000	85,000	100,000	1,300,000	4,127,500

Other Grant Funds

Replace unsupported portable radios	F-22-006	1	395,000					395,000
Lake Chase/NSRP Connection - C - G	P&R-23-001	3					50,000	50,000
Other Grant Funds Total			395,000				50,000	445,000

Residual funds from previous yr CIP

Boat Landing Parking Lot - C - G	P&R-20-018	2		60,000				60,000
Generator Upgrade - LEC	POL-24-001	1	190,000					190,000
Residual funds from previous yr CIP Total			190,000	60,000				250,000

Sewer Fund

State Aid Streets	STR-17-002	2	175,000					175,000
Sanitary Sewer Replacement	WTP-13-001	2	350,000	350,000	350,000	350,000	350,000	1,750,000
Lift Station Pump Replacement	WTP-13-006	2	50,000	50,000	50,000	50,000	50,000	250,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000	100,000	500,000
Utility/Shop Truck	WTP-16-002	3		12,000		45,000		57,000
Plant Expansion	WTP-20-001	2	28,000,000	18,000,000	2,000,000			48,000,000
WWTP Admin vehicle	WTP-23-001	2	36,000					36,000
Skid Loader	WTP-23-002	2	75,000					75,000
Semi Tractor Replacement	WTP-24-001	3		100,000				100,000
Biosolids Truck	WTP-24-002	3		200,000				200,000
Sewer Fund Total			28,786,000	18,812,000	2,500,000	545,000	500,000	51,143,000

State Aid

State Aid Streets	STR-17-002	2	700,000	1,200,000	1,800,000	1,400,000	1,400,000	6,500,000
Traffic Signal	STR-19-001	3	100,000		100,000			200,000
Roundabout 18th Street SE and CSAH 48	STR-22-001	2	1,200,000					1,200,000
Main Street Reconstruction	STR-24-002	2		700,000				700,000
Kenyon Road	STR-30-001	2		85,000	600,000			685,000
State Aid Total			2,000,000	1,985,000	2,500,000	1,400,000	1,400,000	9,285,000

Storm Fund

Cardinal Drive rehab	STM-19-001	2	200,000					200,000
Vehicle	STM-23-001	3	12,000					12,000
Storm Fund Total			212,000					212,000

Unfunded - Bldg Financing Plan TBD

Fire Station Building Tuck Pointing	F-18-006	2		60,000	60,000	60,000	60,000	240,000
Merrill Hall Windows - B	GB-13-001	4		30,000	30,000	30,000	30,000	120,000
Tuck Pointing West Hills Campus Buildings - C	GB-13-007	2		150,000	100,000	100,000		350,000
Merrill Hall Restrooms - ADA Compliance - B	GB-20-001	3			80,000			80,000

Source	Project #	Priority	2023	2024	2025	2026	2027	Total
City Hall Electrical Distribution Panel	GB-22-009	2		600,000				600,000
City Hall Mechanical Systems	GB-22-010	2		1,500,000				1,500,000
Velve Hall Elevator	GB-23-003	4				250,000		250,000
Merrill Hall Elevator	GB-23-006	3			300,000			300,000
Tennis Center Restroom	GB-23-007	2		12,000	100,000			112,000
Back-Up Generator Replacement	GB-23-008	2		125,000	90,000	90,000		305,000
Tennis Center Ceiling Repair, HVAC, Insulation	GB-23-011	2		850,000				850,000
City Hall Boiler Replacement	GB-23-012	1		90,000				90,000
Maintenance Facility Ventilation	P&R-23-008	2		75,000				75,000
Darts Park Shelter Design, Demo, Construction	P&R-23-014	3		50,000	380,000			430,000
Unfunded - Bldg Financing Plan TBD Total				3,542,000	1,140,000	530,000	90,000	5,302,000

Unfunded - Plan TBD

Bridge Installation - C	P&R-20-015	2		1,700,000				1,700,000
Boat Landing Parking Lot - C - G	P&R-20-018	2		60,000				60,000
18th Street South Trail Austin to Linn	STR-24-003	3		205,000				205,000
18th Street South Trail Hayes to Austin Rd	STR-24-005	n/a		123,000				123,000
18th Street SE Trail and Street	STR-26-002	2				35,000		35,000
Unfunded - Plan TBD Total				2,088,000		35,000		2,123,000

Vehicle Replacement Fund

Power Broom	AP-19-002	4			12,600			12,600
Road Grader w/ wing	AP-20-001	2	90,000					90,000
Tandem Plow Truck w/wing	AP-22-001	3				86,400		86,400
Flexwing Rotary Cutter	AP-24-002	3			16,200			16,200
Gator Utility Vehicle	AP-27-003	3					6,480	6,480
Engineering Vehicles	ENG-15-002	2	15,000	15,000	15,000	15,000	15,000	75,000
Engine 9702 Replacement	F-21-001	2					750,000	750,000
9712 Chiefs Vehicle	F-23-002	2					57,000	57,000
9709 Pickup	F-23-009	2	50,000					50,000
9704 Aerial Truck	F-31-001	1		100,000				100,000
Boom Truck - V	GB-21-001	3				138,000		138,000
Pick-Up Trucks - V	GB-23-001	2	66,500	66,500	66,500		37,000	236,500
Specialty Use Vehicles - V	GB-25-001	2			23,000		78,600	101,600
Parks Mowers & Attachments - V	P&R-20-026	1		111,700	47,000	44,600	65,000	268,300
Parks Tractors & Attachments - V	P&R-20-028	2	43,500	132,900	26,000			202,400
Parks Pick-Ups - V	P&R-20-029	2	151,000	124,000	76,000	86,000	67,000	504,000
Golf Mowers - V	P&R-21-003	2		79,000			103,000	182,000
Golf Utility Vehicles - V	P&R-22-002	2	18,000	18,000				36,000
Park Specialty Vehicles & Attachments - V	P&R-23-002	2	35,500		68,600			104,100
Parks Grounds Maintenance Tractors - V	P&R-24-001	2		41,500	41,500			83,000
Marked Patrol Fleet	POL-13-002	2		74,000	195,400	156,320	146,400	572,120
Unmarked Patrol Fleet	POL-13-004	2	46,000	16,000		42,000	21,000	125,000
Support Services/Parking Control	POL-18-001	2	15,000			30,000	25,000	70,000
Street Sweeper	ST-13-003	1	175,000		150,000			325,000
2 Ton Trucks with Plow and Wings	ST-14-001	1		350,000			350,000	700,000
Pickup Truck	ST-14-002	2	20,000	20,000	20,000	110,000	20,000	190,000
1 Ton Truck with Plow	ST-15-007	2				40,000		40,000
Skid Steer Loader	ST-16-001	2	15,000	15,000	15,000	15,000	15,000	75,000
Hydraulic Arm Mower	ST-16-003	2			6,000			6,000
Tandem Axle Truck	ST-16-004	2	240,000		200,000		210,000	650,000
Asphalt Roller	ST-17-002	3					50,000	50,000

Source	Project #	Priority	2023	2024	2025	2026	2027	Total
Asphalt Zipper	ST-20-002	2		150,000				150,000
Asphalt Paver	ST-21-001	2			210,000			210,000
Forestry Boom Truck	ST-26-001	3				140,000		140,000
Vehicle Replacement Fund Total			980,500	1,313,600	1,188,800	903,320	2,016,480	6,402,700
GRAND TOTAL			39,165,500	36,222,021	21,022,805	14,367,596	25,066,238	135,844,160

City of Owatonna, Minnesota

Capital Improvement Plan

2023 thru 2027

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Administration								
Council Chamber Renovations	ADM-16-002	2	1,800,000					1,800,000
Annual Copier Replacement	ADM-13-010	3	20,000	20,000	20,000	20,000	20,000	100,000
Cablecast Server	ADM-23-001	2	30,000					30,000
Networking Infrastructure Replacement	ADM-13-012	2		30,000	30,000	30,000	30,000	120,000
Server Replacements	ADM-13-002	1	16,000					16,000
Administration Total			1,866,000	50,000	50,000	50,000	50,000	2,066,000
Airport								
Main Hangar Complex Roof Replacement	AP-23-003	2	200,000					200,000
Airport Maint Bldg Extension Design-Build	AP-16-002	3		400,000				400,000
Bituminous Apron Rehabilitation	AP-14-003	2				1,100,000		1,100,000
Power Broom	AP-19-002	4			42,000			42,000
Flexwing Rotary Cutter	AP-24-002	3			54,000			54,000
Automated Weather System Replacement	AP-23-004	2		60,000				60,000
Runway 12/30 Length Justification Study	AP-18-004	3					15,000	15,000
Road Grader w/ wing	AP-20-001	2	300,000					300,000
Tandem Plow Truck w/wing	AP-22-001	3				288,000		288,000
Terminal Bldg AC/Furnace Replacement	AP-23-001	2	10,000	10,000				20,000
Security Fence Phase I	AP-23-002	3	176,000					176,000
Gator Utility Vehicle	AP-27-003	3					21,600	21,600
Runway 5/23 Crack Seal and Sealcoat	AP-27-001	2					300,000	300,000
Runway 12/30 Concrete Pavement Maintenance	AP-27-002	3		300,000				300,000
Airport Zoning Update	AP-24-003	3		40,000				40,000
Airport Automated Fuel Card Reader System	AP-24-004	2		23,000				23,000
Land Acq/Easement (Phase I)-1,500 Runway Extension	AP-24-005	3		300,000				300,000
Land Acq/Easement (Phase II)-1500 Runway Extension	AP-25-001	3			300,000			300,000
Airport Total			686,000	1,133,000	396,000	1,388,000	336,600	3,939,600
Engineering								
Engineering Vehicles	ENG-15-002	2	15,000	15,000	15,000	15,000	15,000	75,000
Replace GPS	ENG-18-001	2		18,000			18,000	36,000
Engineering Total			15,000	33,000	15,000	15,000	33,000	111,000
Fire								
HVAC Air Handler Replacement	F-22-004	2	25,000					25,000
Fire Station Decontamination Area	F-19-005	3		80,000				80,000
Fire Hall Roof	F-23-010	1	65,000					65,000
Fire Station Building Tuck Pointing	F-18-006	2		60,000	60,000	60,000	60,000	240,000
9712 Chief's Vehicle	F-23-002	2					57,000	57,000
Emergency Warning Siren Controller	F-23-003	2		30,000				30,000
9709 Pickup	F-23-009	2	50,000					50,000
Replace unsupported portable radios	F-22-006	1	395,000					395,000
Engine 9702 Replacement	F-21-001	2					750,000	750,000

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
SCBA Replacements	F-27-001	2					200,000	200,000
Upgrade AV System on 1st and 3rd Floor	F-22-003	3			60,000			60,000
Flooring Replacement	F-13-003	4		22,000				22,000
2nd Fire Station	F-16-002	3					10,000,000	10,000,000
Emergency Warning Sirens	F-13-008	3		20,000		20,000		40,000
9704 Aerial Truck	F-31-001	1		100,000				100,000
Fire Total			535,000	312,000	120,000	80,000	11,067,000	12,114,000

Government Buildings

River Springs Mechanical Updates	GB-22-015	2	170,000					170,000
City Hall Stairwell Flooring - B	GB-22-008	3			20,000			20,000
Building Card Access - B	GB-22-007	3		15,000	15,000	15,000	15,000	60,000
Flooring	GB-22-006	2		10,000	5,000			15,000
West Hills Social Commons Pavement	GB-22-005	4					150,000	150,000
Velve Hall Elevator	GB-23-003	4				250,000		250,000
Merrill Hall Interior Painting	GB-23-002	4			25,000			25,000
Merrill Hall Elevator	GB-23-006	3			300,000			300,000
City Hall Mechanical Systems	GB-22-010	2		1,500,000				1,500,000
City Hall Electrical Distribution Panel	GB-22-009	2		600,000				600,000
GPS Asset Management Collector Package	GB-22-014	1					6,000	6,000
LED Lighting - B	GB-22-013	2		15,000	15,000	15,000	15,000	60,000
Tennis & Fitness Center Pool Hallway Flooring - C	GB-18-002	4					6,000	6,000
Merrill Hall Restrooms - ADA Compliance - B	GB-20-001	3			80,000			80,000
Garage Door Replacement - B	GB-24-001	1		100,000	100,000	100,000	100,000	400,000
Merrill Hall Windows - B	GB-13-001	4		30,000	30,000	30,000	30,000	120,000
Carpenter Shop Parking Pavement	GB-23-004	3		100,000				100,000
Carpenter Shop Roof - B	GB-13-002	2		80,000				80,000
Fitness Center Track & 3rd Floor Flooring - B	GB-13-014	4					10,000	10,000
City Hall Boiler Replacement	GB-23-012	1		90,000				90,000
Tennis Center Ceiling Repair, HVAC, Insulation	GB-23-011	2		850,000				850,000
Retaining Wall - Pool Handicap Entrance - B	GB-21-004	2		20,000				20,000
Tuck Pointing West Hills Campus Buildings - C	GB-13-007	2		150,000	100,000	100,000		350,000
Fitness Center Restroom - C	GB-16-009	4					100,000	100,000
Brooktree Clubhouse Improvements - B	GB-23-010	2		40,000	55,000	55,000		150,000
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2			35,000			35,000
City Hall Landscaping Update	GB-23-009	2		45,000				45,000
Tennis and Fitness Center Court Resurfacing - C	GB-27-001	3					45,000	45,000
Specialty Use Vehicles - V	GB-25-001	2			23,000		78,600	101,600
Boom Truck - V	GB-21-001	3				138,000		138,000
Pick-Up Trucks - V	GB-23-001	2	66,500	66,500	66,500		37,000	236,500
Social Commons Rooftop Heat & A/C Replacement	GB-21-002	2		25,000	27,200			52,200
Tennis Center Restroom	GB-23-007	2		12,000	100,000			112,000
Back-Up Generator Replacement	GB-23-008	2		125,000	90,000	90,000		305,000
Government Buildings Total			236,500	3,873,500	1,086,700	793,000	592,600	6,582,300

Library

LED Lighting	LIB-22-002	3		20,000				20,000
Library Clay Tile Roof	LIB-17-002	3		30,000				30,000
Library Renovations	LIB-19-001	2		65,000				65,000
Library Total				115,000				115,000

Parks and Recreation

Boat Landing Parking Lot - C - G	P&R-20-018	2		120,000				120,000
Daikin Soccer Improvements	P&R-21-002	3					50,000	50,000

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Parks Mowers & Attachments - V	P&R-20-026	1		111,700	47,000	44,600	65,000	268,300
Trail Connection NSRP to Buxton - C	P&R-20-017	1		478,521	3,509,154			3,987,675
Bridge Installation - C	P&R-20-015	2		1,700,000				1,700,000
Trail Lighting - C	P&R-20-020	2		324,000				324,000
Permanent Bathroom Construction - C	P&R-20-024	2		45,000	45,000	70,000	45,000	205,000
Lake Chase/NSRP Connection - C - G	P&R-23-001	3				15,000	150,000	165,000
Raising of Muckle Trail at Hoffman Drive - C	P&R-20-009	1			150,000			150,000
Countryview Park Development - C	P&R-20-007	2		257,500				257,500
Tennis and Fitness Center Court Sweeper - C	P&R-22-001	3			15,500			15,500
Skate Park Overlay - C	P&R-20-004	2		300,000				300,000
River Springs Water Park Structure & Concrete - C	P&R-20-003	3			250,000			250,000
Golf Utility Vehicles - V	P&R-22-002	2	18,000	18,000				36,000
Dart's Park West Parking Lot - C	P&R-19-002	2			12,000	215,000		227,000
Park Specialty Vehicles & Attachments - V	P&R-23-002	2	35,500		68,600			104,100
River Springs Water Park Slide, Feature Repairs- C	P&R-18-001	3				100,000		100,000
River Springs Water Park Slide, Feature Adds - C	P&R-18-006	5				65,000	175,000	240,000
Park Restroom Rehab - C	P&R-13-040	3		20,000	20,000			40,000
Play Equipment - C - G	P&R-13-034	2		200,000	94,000	113,000		407,000
Dart's Park Baseball Irrigation - C O	P&R-13-026	3				80,000		80,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	2		35,000	41,000	21,000	35,000	132,000
Downtown Furnishings	P&R-26-003	3				15,000		15,000
Manthey Park Lighting Upgrade	P&R-22-011	2				200,000		200,000
River Springs Funbrella Frames	P&R-23-010	2		30,000				30,000
Pavement Rehabilitation & Replacement Plan	P&R-23-012	2		100,000	100,000	100,000	100,000	400,000
Golf Course Cart Paths	P&R-24-002	3		35,000	35,000	35,000	35,000	140,000
Trail Activity Counter	P&R-24-003	3		5,400				5,400
River Springs Boilers & Exchange	P&R-23-015	2				80,000		80,000
Cashman Crossing Bridge Replacement	P&R-27-001	3					1,000,000	1,000,000
Kaplans Woods Development - Phase 2	P&R-26-007	2				633,438		633,438
Lake Kohlmier Park Development - Phase 2	P&R-26-006	2					529,250	529,250
Central Park Bandshell Remodel	P&R-23-017	1		27,000				27,000
Trail Replacement	P&R-22-010	1		50,000				50,000
Cashman Property Development - Phase 2	P&R-26-004	2				595,175		595,175
System Trail Plan - Connectivity & Additions	P&R-23-013	2			500,000			500,000
Kaplans Woods Park Development - Phase 1	P&R-25-006	2			1,172,000			1,172,000
Golf Mowers - V	P&R-21-003	2		79,000			103,000	182,000
Lake Kohlmier Park Development - Phase 1	P&R-25-005	2			414,338			414,338
Morehouse Park Development - Phase 1	P&R-25-004	2			2,461,988			2,461,988
Park Shop Computer Access	P&R-23-019	1		12,000				12,000
Cashman Property Development - Phase 1	P&R-25-003	2			1,074,625			1,074,625
Dart's Baseball Field Lights	P&R-25-001	2			300,000			300,000
Automatic Park Gates	P&R-23-020	2		60,000	60,000	60,000		180,000
Park Security Cameras	P&R-23-021	1		25,000	25,000	25,000		75,000
Walk-In Cooler River Springs Water Park	P&R-23-022	3		22,000				22,000
Morehouse Park Development - Phase 2	P&R-26-005	2				1,394,063		1,394,063
River Springs Roof	P&R-26-001	2				40,000		40,000
Dart's Park Shelter Design, Demo, Construction	P&R-23-014	3		50,000	380,000			430,000
River Springs Deck Furnishings	P&R-22-007	2		30,000				30,000
Kaplans Woods Park Development - Phase 3	P&R-27-005	2					1,000,000	1,000,000
Parks Grounds Maintenance Tractors - V	P&R-24-001	2		41,500	41,500			83,000
Lake Kohlmier Development - Phase 3	P&R-27-004	2					262,500	262,500
Morehouse Park Development - Phase 3	P&R-27-003	2					1,396,125	1,396,125
Parks Pick-Ups - V	P&R-20-029	2	151,000	124,000	76,000	86,000	67,000	504,000
River Springs South Parking Lot	P&R-23-003	3		175,000				175,000
Park Maintenance Shop Security	P&R-23-005	2			100,000			100,000
Park Maintenance Shop Lighting	P&R-23-006	2				56,000		56,000
Cashman Property Development - Phase 3	P&R-27-002	2					596,763	596,763

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Maintenance Facility Ventilation	P&R-23-008	2		75,000				75,000
Parks Tractors & Attachments - V	P&R-20-028	2	43,500	132,900	26,000			202,400
Rose Street Trail	P&R-22-006	1		550,000				550,000
River Springs Interior Pool Surface	P&R-22-009	2		25,000	25,000	25,000	15,000	90,000
Parks and Recreation Total			248,000	5,258,521	11,043,705	4,068,276	5,624,638	26,243,140

Police

RTU Replacement (LEC)	POL-21-004	1	125,000					125,000
Hand Rail - LEC	POL-25-001	3			30,000			30,000
Unmarked Patrol Fleet	POL-13-004	2	46,000	16,000		42,000	21,000	125,000
Mini Split AC Units - LEC	POL-23-001	3			10,000			10,000
Remodel Public Safety Facility	POL-22-001	3					2,500,000	2,500,000
Building Repairs	POL-23-002	4			10,000			10,000
Generator Upgrade - LEC	POL-24-001	1	380,000					380,000
Window Replacement	POL-23-003	4			120,000			120,000
Exterior Insulated Finish Systems - LEC	POL-22-003	1		200,000				200,000
LED Conversion @ LEC	POL-26-002	5				120,000		120,000
Elevator Upgrades - LEC	POL-26-001	1					100,000	100,000
Support Services/Parking Control	POL-18-001	2	15,000			30,000	25,000	70,000
Marked Patrol Fleet	POL-13-002	2		74,000	195,400	156,320	146,400	572,120
LEC Roof Replacement	POL-21-003	1	320,000					320,000
Police Total			886,000	290,000	365,400	348,320	2,792,400	4,682,120

Storm Water

Vehicle	STM-23-001	3	12,000					12,000
Cardinal Drive rehab	STM-19-001	2	200,000					200,000
Storm Water Total			212,000					212,000

Street Construction

18th Street South Trail Hayes to Austin Rd	STR-24-005	n/a	615,000					615,000
Vine Street Parking Lot	STR-23-001	2	1,200,000					1,200,000
Traffic Signal	STR-19-001	3	100,000		100,000			200,000
Bituminous Overlays	STR-14-001	3	245,000	225,000	225,000	225,000	225,000	1,145,000
20th Street NE Completion	STR-24-004	2		400,000				400,000
Parking lots	STR-18-001	2		300,000	300,000	300,000	300,000	1,200,000
Annual Street and Utility	STR-16-001	2	1,750,000	1,500,000	1,500,000	1,500,000	1,500,000	7,750,000
State Aid Streets	STR-17-002	2	925,000	1,200,000	2,150,000	1,400,000	1,400,000	7,075,000
Park Drive NW 32nd to 39th	STR-26-001	3				1,000,000		1,000,000
18th Street South Trail Austin to Linn	STR-24-003	3		785,000				785,000
Main Street Reconstruction	STR-24-002	2		700,000				700,000
18th Street SE Trail and Street	STR-26-002	2				2,350,000		2,350,000
Kenyon Road	STR-30-001	2		85,000	600,000			685,000
Roundabout 18th Street SE and CSAH 48	STR-22-001	2	1,200,000					1,200,000
Street Construction Total			6,035,000	5,195,000	4,875,000	6,775,000	3,425,000	26,305,000

Street Maintenance

2 Ton Trucks with Plow and Wings	ST-14-001	1		350,000			350,000	700,000
Asphalt Zipper	ST-20-002	2		150,000				150,000
Asphalt Roller	ST-17-002	3					50,000	50,000
Skid Steer Loader	ST-16-001	2	15,000	15,000	15,000	15,000	15,000	75,000
Tandem Axle Truck	ST-16-004	2	240,000		200,000		210,000	650,000
Street Sweeper	ST-13-003	1	175,000		150,000			325,000
Asphalt Paver	ST-21-001	2			210,000			210,000

Department	Project #	Priority	2023	2024	2025	2026	2027	Total
Forestry Boom Truck	ST-26-001	3				140,000		140,000
Hydraulic Arm Mower	ST-16-003	2			6,000			6,000
Pickup Truck	ST-14-002	2	20,000	20,000	20,000	110,000	20,000	190,000
1 Ton Truck with Plow	ST-15-007	2				40,000		40,000
Street Maintenance Total			450,000	535,000	601,000	305,000	645,000	2,536,000
Wastewater Treatment Plant								
Semi Tractor Replacement	WTP-24-001	3		100,000				100,000
Utility/Shop Truck	WTP-16-002	3		12,000		45,000		57,000
Biosolids Truck	WTP-24-002	3		200,000				200,000
Lift Station Pump Replacement	WTP-13-006	2	50,000	50,000	50,000	50,000	50,000	250,000
Sanitary Sewer Replacement	WTP-13-001	2	350,000	350,000	350,000	350,000	350,000	1,750,000
Skid Loader	WTP-23-002	2	75,000					75,000
Plant Expansion	WTP-20-001	2	28,000,000	18,000,000	2,000,000			48,000,000
WWTP Admin vehicle	WTP-23-001	2	36,000					36,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000	100,000	500,000
Wastewater Treatment Plant Total			28,611,000	18,812,000	2,500,000	545,000	500,000	50,968,000
GRAND TOTAL			39,780,500	35,607,021	21,052,805	14,367,596	25,066,238	135,874,160