

PLEASE NOTE: At 5:30 p.m. Council will meet in a Study Session in the Gainey Room at the Owatonna Public Library, 105 N Elm Avenue. Items of discussion will include a moratorium on the operation of a cannabis business and a brief update on preparation of the 2024 Preliminary Budget. If time allows, there will be a general discussion/update on various boards and commissions.



OWATONNA CITY COUNCIL MEETING

Tuesday, July 18, 2023 at 7:00 PM

Gainey Room at the Library, 105 N Elm Avenue

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

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

1.1. Council Agenda

1.2. Public Hearing - Naming City Council Chambers and New Building

1.2.1. Resolution 67-23: Approve Name - Charles S. Crandall Center

1.3. Mayor Kuntz

1.3.1. Resignation of HRA Board Member - Shari Kropp

1.3.2. Proclamation - Night to Unite - August 1, 2023

2. CONSENT AGENDA ITEMS

2.1. Minutes – Council Meeting – July 5, 2023

2.2. Board/Commission Minutes

2.2.1. Airport Commission Meeting - June 8, 2023

2.3. Department Reports:

2.3.1. Building Inspections Monthly Report- June

2.3.2. Weed/Nuisance Inspection Report - July 12, 2023

2.4. Licenses/Permits

2.4.1. Temporary Liquor License - Juan Villarreal Jr Memorial - September 9, 2023

2.5. Event Permits

2.5.1. Downtown Thursday - MainStreet Owatonna - August 3, 2023

2.5.2. Fly In/Drive In Breakfast - Owatonna Civil Air Patrol - August 27, 2023

2.5.3. RetroFit Recycling Event - September 9, 2023

2.5.4. Oktoberfest Celebration - Mineral Springs Brewery - September 22-23, 2023

2.5.5. OHS Homecoming Parade - OHS National Honor Society - September 29, 2023

2.6. Miscellaneous

2.6.1. Havana Road State Aid Project Change Order #1

3. ACTION ITEMS

3.1. Finance Report

3.2. Resolutions:

3.2.1. Resolution 68-23: Declare Costs - Delinquent Snow Removal Fees

3.2.2. Resolution 69-23: Set Public Hearing Date - Delinquent Snow Removal Accounts

3.3. Miscellaneous

3.3.1. Wastewater Treatment Facility Expansion Change Order #3

3.3.2. Wastewater Treatment Facility Expansion Change Order #4

3.3.3. Wastewater Treatment Facility Expansion Change Order #5

3.3.4. Wastewater Treatment Facility Expansion Change Order #6

3.3.5. On-Sale Liquor License with Sunday Sales - Lacey's KC, LLC

4. **STAFF REPORTS**

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

6. **COUNCIL COMMENT AND GENERAL INFORMATION**

7. **ADJOURN**

NOTICE OF HEARING ON REQUEST TO NAME CITY FACILITY

NOTICE IS HEREBY GIVEN that the City Council of the City of Owatonna, MN, will hold a public hearing at the regular City Council meeting beginning at 7:00 p.m. on Tuesday, July 18, 2023, in the Gainey Room of the Owatonna Public Library, to pass upon the request to name the City Council Chambers and new building addition at City Hall, 540 West Hills Circle.

Anne Peterson and Nancy Vaillancourt, on behalf of the West Hills Commission, requested this project be named after Charles S. Crandall, who was instrumental in bringing the State School Orphanage to Owatonna. Opposition to naming this facility must be submitted via a written statement to the City Administrator/City Clerk prior to the hearing or the written objection must be presented to the presiding officer at the hearing identifying the reason for opposition. The naming will be delayed for at least one month to evaluate opposition per City policy.

By Order of the Owatonna City Council

Date: July 5, 2023



Kris M. Busse, City Administrator/City Clerk
City of Owatonna, Minnesota



Parks, Trails, Recreation & Facilities Department

DATE: July 18, 2023
TO: Mayor and City Council
FROM: Jenna Tuma, Parks, Trails, Recreation & Facilities Director
SUBJECT: Resolution 67-23: Approve Name - Charles S. Crandall Center

Purpose:

Request Council approval of Resolution 67-23 to approve and adopt Charles S. Crandall Center as the formal name of the Council Chambers and building addition.

Background:

At the June 6 City Council Study Session, West Hills Commissioners Anne Peterson and Nancy Vaillancourt provided background on the instrumental work of Charles S. Crandall and his influence in getting Minnesota's new State Public School located in Owatonna in 1885. In honor of his efforts, the West Hills Commission recommended the updated Council Chambers space be named after Crandall. A history of Charles S. Crandall is attached.

The recommendation follows the City's Policy For Naming City Facilities (October 1, 2019).

Budget Impact:

There is no current budget impact. The name change will be incorporated into the construction project and future exterior wayfinding signage projects.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Resolution 67-23 Name Council Chambers and Addition
2. Honorable Charles Crandall

RESOLUTION NO. 67-23

RESOLUTION NAMING CITY COUNCIL CHAMBERS AND ADDITION

WHEREAS, on June 7, 2022 the City of Owatonna entered into an agreement with CRW Architecture for Architectural and Engineering Services proposal for the Council Chambers remodeling project; and

WHEREAS, Resolution 91-22 approved by the Council on November 15, 2022 awarded contract to Ebert Construction for construction of the proposed Council Chamber Project; and

WHEREAS, at the June 6 City Council Study Session, West Hills Commissioners Anne Peterson and Nancy Vaillancourt provided background on the instrumental work of Charles S. Crandall and his influence in getting Minnesota's new State Public School located in Owatonna in 1885. In honor of his efforts, the West Hills Commission recommends the updated Council Chambers space be named after Mr. Crandall; and

WHEREAS, City Council held a public hearing during their meeting on July 18, 2023 as required by the City's Policy for Naming City Facilities.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Owatonna, Minnesota, that the City Council Chambers and addition at City Hall at 540 West Hills Circle be named the Charles S. Crandall Center.

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

West Hills Commission Recommends Naming the Renovated Council Chambers after State Senator Charles S. Crandall

On April 20, 2023, the West Hills Commission voted to recommend to the Owatonna City Council that the renovated Council Chambers be named in honor of Charles S. Crandall, known as “The Father of the State School.” This report shares documentation to support their recommendation on why Mr. Crandall deserves this recognition.

Made Owatonna His Home

Charles S. Crandall was born in Ohio in 1840 and came to Steele County in 1857 when he was just 17 years old. After three years, he gave up his farming career due to chronic asthma. He moved to Owatonna and pursued a successful career as a businessman and public servant. Crandall made Owatonna his home until he passed away in 1927 at age 87. He is buried in Forest Hills Cemetery.

Business Life

Below is a list of the many roles Mr. Crandall played during his long life.

- Farmer
- Postmaster
- Register of Deeds
- Journalist/Editor – Owatonna Journal
- Hardware Merchant – Crandall & Nelson
- Lawmaker – Minnesota State Representative (1874-75) and State Senator (1887–94)
View his legislative record: [Crandall, Charles Schretz "C.S., C.A." - Legislator Record - Minnesota Legislators Past & Present \(mn.gov\)](#)
- Chairman, State Board of Control (including State Public School and St. Cloud Reformatory) appointed by Governor Hubbard.
- Director of First National Bank

Community Supporter/Philanthropist

Mr. Crandall was a strong supporter of improving the cultural and recreational life of Owatonna. He was prominently involved in these major endeavors.

- Metropolitan Opera House
- First Baptist Church
- Incorporation of Mineral Springs Park

Connection to West Hills and the Minnesota State Public School

Without the actions of Charles S. Crandall, it's quite possible that Owatonna would not have been selected as the site for the State School. The State School was created by an act of the Minnesota legislature in 1885. Crandall had supported Governor Hubbard's efforts to pass the legislation and was rewarded by being named to the Commission to select the location, the architect, superintendent, and all things related to setting up the new school. Crandall also believed in the charity of the institution. He encouraged Owatonna leadership to compete for the school. While eight cities entered the contest, four had men on the selection committee, including Crandall of Owatonna. Five men were on the Commission; three votes were needed to win. After 16 votes, where four Commissioners voted for their hometown and the fifth floated his vote from one town to the next, the Commission adjourned for the evening and decided to return to vote the

next morning. Crandall suggested they list their first and second choice on the next ballot, with Owatonna coming in either first or second place. Finally, a consensus was reached and Owatonna was unanimously approved. Crandall sent the mayor a telegram proclaiming “Owatonna won the plum!” Newspaper accounts of the vote all mention the strategies of Commissioner Crandall to win the vote for his community. The delegation was met at the railroad station and paraded to Central Park, where congratulatory speeches were given. Owatonna had offered two locations in town for the site of the school, but it was soon decided that the farmland on the west hills of Owatonna would be the best choice. As Chairman of the Commission, Crandall was involved in every aspect of development and oversight of the State School for twelve years.

Three cottages were built and in December 1886 the first children entered the school. In 1887, Crandall and the Commission went back to the legislature to ask for funding for an Administration Building. Then in 1891 funding was given to add a north wing to the Administration Building, to be used as an “Amusement Hall & Chapel.” This room became home to the Owatonna City Council when they moved from the fire hall in 1977.

Déjà vu - Crandall Has Been Honored with Building in the Past

Sometime after the City purchased the West Hills property in 1974, the former 1898 School Building/Cottage 16 was renamed Crandall Hall in honor of Charles Crandall. The building was demolished in 1988 after a study determined it could not be converted as a senior citizens’ center for Owatonna. So, presently there is no formal recognition of his accomplishments. Two buildings on the West Hills campus are currently named after the men who served as Minnesota State Public School superintendents, Galen Merrill and Mendus Vevle.

Naming Policy

The City of Owatonna Policy for Naming City Facilities, adopted in 2019, states that a facility may be named after an individual “if that individual has made exceptional contributions to the City of Owatonna.” Mr. Crandall ensured the Minnesota State Public School for Dependent & Neglected Children would be located in Owatonna and changed the course of the city's history.

A Practical Reason

Crandall is easy to pronounce and spell. The story of his prominent place in the history of the State School and Owatonna will be displayed in the new Council Chambers.

Undying Concern for Owatonna Citizens

In 1927, the will of Charles S. Crandall included instructions to his daughters for an “old folks home” in Owatonna. While this didn’t happen, it’s an example of his progressive views and concern for the future of Owatonna citizens.

Item Six.

“I recommend to my daughters that they set aside and devote ten thousand dollars of my estate to the founding of an old folks home in Owatonna, Minnesota. This is to be contingent on the raising of twenty thousand dollars as a free gift by the citizens of Owatonna, to be devoted to the same purpose. This I wish done in the confident hope that many others will leave money for the aid and support of such a humane institution. Such home should be located on a plot of ground of sufficient size to give room for exercise and some gardening walks and ornamentation. The home is to be under the control of a Board of Control to be appointed by the Mayor and Council of the City of Owatonna, the members of such Board to consist of five persons, two of whom shall be women, and all shall be persons of good

moral character, but no clergyman, priest nor preacher shall be appointed on such board. This is stipulated only to avoid all sectarian favoritism. The Board of Control shall adopt such rules and regulations as have been most useful to this successful management of such homes and this City Council, Mayor, City Attorney shall make such rules for the financial management of the home as will secure successful, beneficial and gratifying results in making a home for old people who, while financially able to be self-supporting, at least in part, have no home.”

Exhibits

We are including three documents written over the years that were used when doing our research.

Prepared by Nancy Vaillancourt, West Hills Commission/ Steele County Historical Society Board Member; Anne Peterson, Orphanage Museum Manager/ Steele County Historical Society Staff.

Exhibit 1 – Crandall Retells State School Story

February 4, 1927 Journal Chronicle

BUGGY RIDE WINS SCHOOL FOR CITY

Crandall's Long Drive to Albert Lea Saved State Institution to Owatonna, Former Senator Says.

How a buggy ride of nearly 40 miles saved the State Public School to Owatonna was told in a recounting of some history of Owatonna's early days, as it was connected with the city's acquisition of the school, unfolded this week in a communication to the Journal Chronicle by C.S. Crandall, local planner and former state senator who is known as "the father of the State Public School." Mr. Crandall's statement was prompted by a story in last week's issue telling of the praise offered to Supt. Merrill, for 40 years as head of the school, by Mrs. Blanche La Due, member of the State Board of Control, in an address to the Owatonna Rotary club. It follows:

Hubbard Named Commission

"Having read your article, "Board Member Praises Merrill" I am prompted to write some history and Mr. Merrill will be able to confirm much that I shall say. The governor of the state at the time of which I write was General Lucius F. Hubbard, who was elected governor in 1881 and again in 1883. He was not a militia general, having won his spurs in the battle of Nashville and in other engagements. He was one of the board of editors of the history, "Minnesota in Three Centuries," embracing a period from 1655 to 1908, when it was published.

This was the man, who as governor, advised the making of the State Public School. He was a friend and acquaintance of mine and probably for that reason I gave him more attention to his recommendation. The result was that I went to St. Paul and urged our members of the legislature to interest themselves in the passage of an act to establish this school. The act was passed and provided for a commission with power to locate the school, making an appropriation for the erection of the first buildings. I was made a member of that commission. We were gone some weeks visiting towns which offered sites. I figured to have the commission visit all the other towns and hear their inducements before they came to Owatonna.

Drove Horse To Albert Lea.

Meanwhile I induced Mr. Dunnell to go to Chicago and get from the officials of the Chicago & Northwestern and the Chicago, Milwaukee & St. Paul roads an offer to lay down the freight for the first buildings, free of cost if the school was located here. About that time a party from Red Wing, which had been over to Albert Lea, came through here boasting that they had fixed matters so they were sure the vote of Mr. Morin of the commission of their town. I at once hitched up my team and drove to Albert Lea. Dr. Wedge, whose wife was an old schoolmate of mine in Ohio, was living together with Dr. Frank Blackmer, who was also a former schoolmate of mine. I ascertained that the Red Wing men had been there and had a consultation with Mr. Morin. As I wanted Morin's vote, I asked my friends to help me get it for Owatonna, as second choice, and I would vote for his town, Albert Lea, for my second choice. This was agreed upon.

One member of the board was Anthony Kelly, a Minneapolis merchant. He was an Irishman, a Catholic, a democrat and a gentleman. Of course, I wanted his vote. When we came to Owatonna, having learned that he did not want the institution located in Minneapolis, but favored Hastings, I planned to get by having him ride over to view our site on the west hill with Patrick Brennan, Michael J. Toher, and the Catholic priest. I did not know the priest, but I knew Brennan and Toher and I knew Brennan and Toher would fix Anthony Kelly, if fixing were possible—and they did.

Crandall Motion Brings School.

After we had spent a long, tiresome time voting, each commissioner voting for his own town and it had become apparent that no one of the commission would abandon his home town, I made a little talk and a motion that each member of the commission vote for his first choice and second choice, the town having the most second and first choice votes to be selected as the choice for the school. Owatonna was winner on the first ballot and that settled it.

“I had been dealing solely with the history of the creation and location of the State Public school. Of these things Mr. Merrill had no personal knowledge except as he may have heard it after he came here to Owatonna. Gov. Hubbard had told of the school in Michigan, which was the parent school. I was acquainted with the officer of the Milwaukee railroad who had the power of granting passes and from him I got a pass for the superintendent of the Michigan school who came here to advise the commission in the matter of organizing the local school. We copied the law of Michigan, making only such changes as were deemed necessary to suit our state.”

40 Years Work “Sacred History”

“The Michigan superintendent, being asked if knew of a man we could secure, who would be a good man to open and superintend this school, replied that one of the officers of the school, a young man of good qualifications, could come. That man was Galen A. Merrill, then a young man just married, who for over 40 years has filled the bill and justified my prediction made to Ignatius Donnelly, when he said “The senator from Steele county has laid an egg down in Owatonna and he never tires of cackling about it. He wants big appropriations for it, but opposes my meritorious bill. I replied that the school at Owatonna would be a blessing to Minnesota for generations to come, long after his efforts at legislation were forgotten. That remark was only a prediction. The work of Mr. and Mrs. Merrill for over 40 years, is sacred history.”

Exhibit 2 – Crandall Biographies from 1887 and 1910 Publications

HISTORY OF STEELE & WASECA COUNTIES, MN., PUBLISHED IN 1887 Honorable Charles S. Crandall. His infancy and early youth were spent amount the rugged hills of the Buckeye State, where he was born in 1840. He came to Steele County in 1857 and for three years was engaged in farming. In 1861 he was appointed deputy auditor and register of deeds. Later on, owing to the resignation of the incumbent, he was appointed to fill the position and was elected two successive terms. In 1874 he was elected to the Lower House of the Legislature, and in 1886 was elected to the Senate. As editor of the Owatonna Journal Mr. Crandall spent eight years of his life in journalism, and his career in newspaper work was ever characterized by fearlessness and unswerving devotion to party and principle. He was postmaster for eight years, and discharged the duties of that office faithfully and well. In 1882 he engaged in the hardware business, being the senior member of the firm of Crandall and Nelson. For a number of years he has been an Odd Fellow. In 1864 Mr. Crandall was united in matrimony with Miss Marietta E. Allen, a native of Oneida County, N.Y. Mary E. And Georgia C. are the names of their children.

HISTORY OF RICE & STEELE COUNTIES VOL I & II 1910 Charles S. Crandall. Few men have contributed so greatly to the prosperity of southern Minnesota as Charles Scheretz Crandall, the subject of this sketch. He was born in Erie county, Ohio, January 18, 1840, and came to Steele county in 1857. During the more than fifty years that he has resided here, he has taken an active part in county and state affairs, and for decades his counsel and advice have been sought by men of many walks in life. As journalist, lawmaker, committeeman, merchant, county officer and postmaster his conduct has fulfilled a high ideal of manhood, and his influence has been of great importance. In 1862, failing health and chronic asthma forced his retirement from farm life, and in that year he came to Owatonna and became a deputy in the offices of the register of deeds and the county auditor. Subsequently he was appointed register of deeds upon the resignation of that official. He held the office fourteen months under this appointment, and was after that elected to the office for two terms. He served with distinction in the house of representatives of the state legislature one term, and in the state senate two terms. He was eight years postmaster of Owatonna, and was eight years editor of the "Owatonna Journal." Having been instrumental in securing the location of the state public school at Owatonna, he was appointed by the governor a member of the board of control of that institution, and held the office twelve years, giving good service. He was also one of the board of managers of the State Reformatory at St. Cloud, Minn., for several years. He was removed from these boards upon the election of a Democratic governor, and his loss was keenly felt by those who had the interests of the institutions at heart. In addition to his other work, Mr. Crandall was one of the building committee of the Baptist Church building, though not a member of that organization. He was also one of the committee which constructed the Metropolitan opera house, to which he, as well as many other citizens, contributed. Mr. Crandall was married in February 1864, to Marietta E. Allen, a widow. To this union were born two children-Mary Elizabeth, February 22, 1865, and Georgiana Caroline, June 23, 1872. Marietta Crandall died in September 1892, and Mr. Crandall married Irene A. Luers, a widow, in October 1893. Charles Chapin Crandall, father of Charles S. Crandall, was born at Canadagua, Ontario county, New York, and died in Lorain county, Ohio, in 1850. The mother, Caroline Scheretz, was born in Erie county, Ohio, and died in Steele county, Minnesota. Her family was of German origin. Her parents came from Pennsylvania to Ohio, which was then a wilderness, in 1809, and settled in the Connecticut Western Reserve.

Exhibit #3

CRANDALL, Charles Scheretz

B: 18 Jan 1840

D: 1927

Age: 87 years

Res: Owatonna, Steele, Minnesota

Spouse: CRANDALL, Marietta E (Allen)

CRANDALL, Irena A (Luers)



Pioneer Leader in City is Dead

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

Charles Scheretz Crandall, 87, than whom no resident of this county and section was more loved and respected passed on at 1:30 o'clock Tuesday morning at his home on South Cedar Street as the result of a cerebral hemorrhage which occurred a few hours before.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

11 Nov 1927 – unknown newspaper

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

**Note:*

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



Mayor Kuntz



Community Development Department

DATE: July 18, 2023
TO: Mayor and City Council
FROM: Ghassan Madkour
Housing Manager
SUBJECT: Resignation of HRA Board Member - Shari Kropp

Purpose:

Council to accept the Letter of Resignation received from current Housing Redevelopment Authority (HRA) Commissioner Shari Kropp. Shari was appointed to the HRA in May of 2019; her current term expires April 30, 2024.

Background:

Shari sent an e-mail advising of a change in her work schedule and she would not be able to attend the HRA Commission Meetings. Requested this resignation effective immediately.

A new candidate will be pursued to fulfill the remainder of this term. The HRA Commission meets on the fourth Monday of each month at 4:00 pm.

Budget Impact:

None

Staff Recommendation:

Staff recommends approval.

Attachments:

None



Proclamation

August 1, 2023 - Night to Unite

WHEREAS, the Minnesota Crime Prevention Association, along with AAA, and local law enforcement agencies are sponsoring a statewide program called Night to Unite on August 1, 2023; and

WHEREAS, Night to Unite is designed to get to know one another in your neighborhood, build neighborhood involvement by bringing police and communities together; and to bring an awareness to crime prevention and local law enforcement efforts; and

WHEREAS, Night to Unite supports the idea that crime prevention is an inexpensive, effective tool in strengthening police and community partnerships; and

WHEREAS, Night to Unite provides opportunities to celebrate the ongoing work of law enforcement and neighborhoods in Owatonna by working together to fight crime and victimization and increase public safety for all citizens; and

WHEREAS, the citizens of Owatonna play an important role in assisting the Owatonna Police Department through joint crime, drug and violence prevention efforts;

NOW, THEREFORE, I, THOMAS KUNTZ, Mayor of Owatonna, proclaim August 1, 2023 as

Night to Unite

in the City of Owatonna and call upon the people of Owatonna to observe and celebrate it as such.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Great Seal of the City of Owatonna to be affixed this 18th day of July, 2023.

Thomas A. Kuntz, Mayor

Owatonna City Council Minutes

July 5, 2023

Wednesday, July 5, 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, and Schultz; Community Development Director Klecker, IT System Administrator Sticken; City Attorney Walbran; City Administrator Busse and Administrative Specialist Clawson. Council Member Svenby and Mayor Kuntz were unable to attend.

Following the Pledge of Allegiance, Council President Schultz welcomed everyone to the meeting and advised Item 3.4.8, Resolution 64-23 to set a date for a public hearing to consider naming the new regional park has been removed from the agenda. Council Member Voss made a motion to approve the agenda with this item removed. Council Member Boeke seconded the motion, all members present 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 – June 20, 2023

Minutes – Shade Tree Commission Meeting - May 22, 2023

Minutes – OPU Meeting – May 23, 2023

Minutes – Planning Commission Meeting – June 13, 2023

Minutes – Owatonna Public Library Board Meeting - June 15, 2023

Minutes – Owatonna Human Rights Commission Meeting – June 13, 2023

Minutes – HRA Board Meeting - June 26, 2023

Weed/Nuisance Inspection Report - June 2023

Event Permit - Movie in Darts Park with Exception to City's Noise Ordinance - Owatonna Park & Rec - July 21, 2023

Exempt Permit - Pull-Tabs at 2023 Steele County Free Fair - Eagles Ladies Auxiliary #1791

Exempt Permit - Raffle at the VFW - American Cancer Society Inc - November 9, 2023

Exempt Permit - Raffle at 2023 Steele County Free Fair - MN Pheasants Permit

Change Order #5 - 2021 Bridge Street Project - BCM Construction, Inc.

The reconciliation of the final quantities of the West Bridge Street Reconstruction results in reduction of the total contract price by \$29,383.40.

Change Order #3 - Council Chambers Project – Ebert Construction

The Council Chambers project requires additional work discovered during the demo phase.

1. Replacing a sanitary sewer manhole structure in the north staff parking lot that connects to the new building. The structure is original, around 75+ years old. Additional cost of \$15,390.38.
2. With the stage floor removal, additional concrete was needed under the stage area, and a Concrete Masonry Unit (CMU) infill to support the existing wall and floor. Additional cost of \$7,152.76.
3. With the change to the weight-bearing wall, additional work is needed at the ceiling. The work includes new Gypsum board to replace the plaster and final finishing. Additional cost of \$7,687.40.

The total project budget with this change order is \$2,082,948.

Change Order #4 - 2022 Street & Utility Project - JJD Companies, LLC

Changes included are:

1. Addition of Pay Items: 8" Perforated HDPE Pipe Drain and 8" PVC Pipe Drain

Cleanout

2. Removal of Pay Item: 4" PVS Pipe Drain Cleanout
3. Adjustment of Item Price: Sump Pump Service Relocate.

This change order will increase the contract amount by \$12,697.50.

Council Member Burbank made a motion to approve these Consent Agenda items, Council Member Dotson seconded the motion, all members present 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 \$1,030,980.64. Council Member Boeke made a motion to approve payment of all bills presented, Council Member Voss seconded the motion, all members present voted aye in approval.

Resolution 56-23: Environmental Assessment Worksheet - Mineral Springs Estates

Community Development Director requested approval of Resolution 56-23 regarding the Environmental Assessment Worksheet (EAW) for Mineral Springs Estates. Stephen Wheeler, Prairie LaSalle Partners plans to develop Mineral Springs Estates. Minnesota State Rules 4410.4300 subpart 36 requires an EAW to be completed to permanently convert 80 acres of agricultural land. The worksheet, prepared by Widseth was out for public comment from November 16, 2020 – December 16, 2020. Widseth prepared the EAW and we are now in the final stage of completing this process. The City, as the Responsible Governmental Unit (RGU) for this request, must adopt a resolution confirming findings of no significant impact or require further environmental study through an Environmental Impact Statement (EIS). The required 30-day public comment period was held May 16th through June 15th. The Planning Commission held a public hearing during this time on June 13th and received no comments on this EAW. Also, there were no comments were received during the 30-day comment period. Council Member Raney made a motion for approval, Council Member Boeke seconded the motion, all members present voted aye in approval.

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

Community Development Director Klecker requested approval of Proposed Ordinance 23-10. Prairie LaSalle Partners and property owner Chad Lange, Festal Farms request to vacate all public rights of way and all utility easements within the plat of Good Samaritan Addition. The applicants plan to replat and develop this area as Mineral Springs Estate, an 82.72± acre tract of land located east of St. Paul Road and north of Lee Street NE. Clearing all current rights of way and easement will allow the developers to file a new plat and begin fresh. Council approved the first reading of this proposed ordinance during the May 16, 2023 Meeting and there have been no changes since.

Council Member Dotson made a motion for approval, Council Member Burbank seconded the motion. With a roll call vote, voting aye were Council Members Boeke, Raney, Voss, Dotson, Burbank, and Schultz; no nay votes cast, the motion carried. This will be known as Ordinance 1649 upon publication.

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

Community Development Director Klecker requested approval of Proposed Ordinance 23-11, a request received from Prairie LaSalle Partners and property owner Chad Lange, Festal Farms for a Planned Unit Development (PUD) of Mineral Springs Estates, a residential development to be constructed with a mix of housing types. The total development will consist of 328 units over the 82 acres located east of St. Paul Road and north of Lee Street NE. The

Council approved the first reading of this proposed ordinance during the May 16, 2023 Meeting and there have been no changes since. Council Member Raney made a motion for approval, Council Member Voss seconded the motion. With a roll call vote, voting aye were Council Members Boeke, Raney, Voss, Dotson, Burbank, and Schultz; no nay votes cast, the motion carried. This will be known as Ordinance 1650 upon publication.

Second/Final Reading Proposed Ordinance 23-12: RZ-3 Change R-1 to R-3 - Majestic Oaks

Community Development Director Klecker requested approval of Proposed Ordinance 23-12. Application No. RZ-3 is a request by REO Development Group to rezone property from R1, Single-Family Residential District to R-3, Single- & Two-Family District for the property located along the south side of White Oak Lane. The Council approved the first reading of this proposed ordinance during their June 20, 2023 Meeting and there have been no changes since. Council Member Voss made a motion for approval, Council Member Boeke seconded the motion. With a roll call vote, voting aye were Council Members Boeke, Raney, Voss, Dotson, Burbank, and Schultz; no nay votes cast, the motion carried. This will be known as Ordinance 1651 upon publication.

Resolution 57-23: Development Agreement - Redline Addition

Community Development Director Klecker presented Resolution 57-23, confirming approval of the Development Agreement with 300 Block Owatonna, LLC in regard to the Redline Addition. During the June 20, 2023 City Council Meeting, a Development Agreement was approved by motion and for internal process and future reference, City Attorney Walbran requests a resolution also be approved. Council Member Dotson made a motion for approval, Council Member Burbank seconded the motion, all members present voted aye in approval.

Resolution 58-23: Final Plat - Mineral Springs Estates

Community Development Director Klecker requested approval of Resolution 58-23 approving the Final Plat of Mineral Springs Estates. Stephen Wheeler, Prairie LaSalle Partners, and Chad Lange, Festal Farms are requesting preliminary plat approval of Mineral Springs Estates, a 13 lot and 12 outlot residential development of 82.72 acres east of River Springs Waterpark. The property is being replatted into a master planned neighborhood with a multitude of housing types. Since the Preliminary Plat review, the Final Plat document has been revised to add additional outlots to the plat. The additional outlots reflect the underlying fee title to the property and the different entities that own the property as well as what will be dedicated as future right of way and no other changes have been made. Conditions of the resolution include:

- a) The final plat shall be recorded within 60 days of the approval.
- b) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- c) The final plat is contingent upon the approval of the PUD referred to as RZ-2.
- d) A development agreement will need to be recorded along with the final plat.
- e) The plans shall adhere to the approved wetland delineation and replacement plan as determined by the Soil & Water Conservation District.
- f) Temporary turn arounds are required to be constructed at all dead-end streets that do not connect immediately as required per fire code.
- g) All conditions included in the City Engineer's memo shall be met.

Council Member Raney made a motion to approve this resolution, Council Member Boeke seconded the motion, all members present voted aye for approval.

Resolution 59-23: Development Agreement - Mineral Springs Estates

Community Development Director Klecker requested approval of Resolution 59-23 for approval of the Development Agreement regarding the public improvements within Mineral Springs Estates

Phase 1A. 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 this 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. Council Member Voss made a motion for approval, Council Member Boeke seconded the motions, and all members present voted aye in approval.

Resolution 61-23: VAR-3 Multi Family Lot Size Variance - 511 S Elm Avenue

Council President Schultz commented additional information was received this afternoon and staff requests this item be tabled. Council Member Raney made a motion to table this item, Council Member Burbank seconded the motion, all members present voted aye in approval.

Resolution 62-23: Airport Maintenance & Operations Grant - Minnesota Department of Transportation

Community Development Director Klecker requested approval of Resolution 62-23 authorizing the State of Minnesota Airport Maintenance and Operation Grant Contract for the state fiscal years 2024 and 2025 (July 1, 2023 through June 30, 2025). MnDOT Aeronautics provides grant funding to airports under the State Airport Maintenance and Operation agreements (M&O). The funding participation provides reimbursement for eligible expenses such as building repairs, mowing, equipment repair costs and utilities not to exceed an amount calculated by an airport infrastructure formula. The Minnesota Department of Transportation (MnDOT) Office of Aeronautics will reimburse the City of Owatonna 75% of direct, actual maintenance and operation costs of the airport, not to exceed \$69,017.00 per year. This is the same grant amount as the last M&O Agreement. Council Member Burbank made a motion for approval, Council Member Boeke seconded the motion, all members present voted aye in approval.

Resolution 63-23: Set Date for Public Hearing to Consider Naming City Council Chambers and New Building Addition

City Administrator Busse presented Resolution 63-23 to set a public hearing to consider the request received to name the Council Chambers and the new building addition. During the West Hills Commission Meeting in February, Anne Peterson and Nancy Vaillancourt, requested this project be named after Charles S. Crandall, who was instrumental in bringing the State School Orphanage to Owatonna. The West Hills Commission accepted their request and recommended Council approval. Historical information was presented to the City Council during their June 6, 2023, Study Session. The next step per City Policy for a naming request is to hold a public hearing. Council Member Raney made a motion for approval setting a public hearing on July 18, 2023, at 7:00 p.m. to consider the request to name this facility, the Charles S. Crandall Center. Council Member Voss seconded the motion, and all members present voted aye in approval.

Resolution 65-23: Supporting Workforce Housing and Application for Housing Tax Credits - LWO Development, LLC

Community Development Director Klecker commented the next three agenda items are in regard to workforce housing for the Eastgate Apartments 2 project of LWO Properties, LLC. Affordable housing has been identified as a need in the community as many groups and organizations have been working towards meeting this need. Eastgate Apartments and the proposed Eastgate 2 are workforce housing projects which are more affordable than market rate housing options. The City partnered with this developer for the first phase of Eastgate, which consisted of 36 units of workforce housing with four of those units designated to serve homeless households. The proposed Eastgate Apartments 2 would have 49 units with underground parking and 3 levels of apartments with balconies. Applications for tax credits through the Minnesota Housing Finance Agency are very competitive, this project is proposed to have Rise Modular provide units to construct the project offering some advantages in the competitive scoring system for the tax

credits. This year the criteria for awarding tax credits requires more financial participation from cities than in the past. In this application, we are proposing that the City financially participate by providing the land for the project, which is valued at approximately \$232,000, and contributing \$330,000 for site improvements to the project. The City would pursue Tax Increment Financing (TIF) funds for reimbursement of these \$562,000 costs should tax credits be awarded to the project. This is similar to the first phase of Eastgate where the City contributed \$450,000 towards the project that is being paid back by TIF funds. Council Member Raney made a motion to approve Resolution 65-23, Council Member Burbank seconded the motions, all members present voted aye in approval.

Resolution 66-23: Authorizing Property Purchase and Other Assistance for Workforce Housing – LWO Development LLC

Community Development Director Klecker requested approval of Resolution 66-23 for the property described by the following Parcel Identification Numbers: 17-389-0101 and 17-389-0106. The City desires to financially aid the development of Eastgate II through the sale of the property valued at \$231,745 for a purchase price of \$1 and the City commits to provide \$330,000 to assist with site improvements. Council Member Voss made a motion for approval, Council Member Boeke seconded the motion, all members present voted aye in approval.

Amend Purchase Agreement - LWO Properties, LLC

Community Development Director Klecker requested approval of amending the Purchase Agreement with LWO Properties, LLC. The City currently has a purchase agreement with LWO Properties, LLC for the property for this proposed project. We are proposing to amend the purchase agreement to align with the proposed application for tax credits totaling \$562,000. Council Member Raney made a motion for approval, Council Member Boeke seconded the motion and all members voted aye for approval.

Assignment of Development Agreement - KAMP Automation LLC

Community Development Director Klecker requested Council approval to assign the current development agreement with KAB Properties, LLC to KAMP Automation, LLC. When completing the financing of the KAMP Automation Project, the lender requests the current development agreement be assigned to KAMP Automation, LLC rather than keep it with KAB Properties, LLC. There is an Estoppel Certificate clarifying what both parties agree to, an Assignment of Development Agreement and TIF Note, and a Collateral Assignment of Development Agreement and TIF Note to complete their request. City Attorney Walbran has reviewed all three of these documents prior to this meeting and recommends approval. Council Member Boeke made a motion for approval, Council Member Burbank seconded the motion, and all members present voted aye in approval.

Application - On-Sale Liquor License w/Sunday Sales - Roma's

City Administrator Busse requested approval of application for a new liquor license received from Craig Korvela for Roma's Italian Eatery LLC to do business as Roma's. The renovation project of the former Jerry's Restaurant at 203 N Cedar Avenue is nearing completion. Roma's plans to open later this month or early in August and request this liquor license become effective as soon as they are eligible, so they may begin ordering their liquor stock. City Building Officials and the MN Department of Health have completed walk-through inspections; Ken Beck, City Building Official, requests this license be approved contingent on issuance of the Final Certificate of Occupancy (COI). This license, when approved, will be valid for the duration of the current licensing period, which ends June 30, 2024. Council Member Dotson made a motion for approval contingent on issuance of the Final COI, Council Member Voss seconded the motion, all members present voted aye for approval.

Staff Comments

Community Development Director Klecker commented his staff has been busy preparing for tonight's meeting, we have been on the phone with lawyers, bankers and the title company. City Attorney Walbran has also done a lot to help complete the paperwork needed for this meeting. Staff is preparing our department's 2024 Preliminary Budget. Also, the Building Report included in tonight's Consent Agenda Items shows the year-to-date valuation of the Building Permits issued at \$59,000,000; halfway through the year so hoping this continues as we are on track for \$100,000,000 this year.

Public Comments

None heard.

Mayor and Council Comments:

Council Member Burbank encouraged everyone to get outdoors and enjoy the weather.

Council President Schultz commented tomorrow night is the July Downtown Thursday even, last month this was a good event so hopefully many will come and enjoy this event. Tonight, we covered a lot of items fairly quickly and it may have seemed boring, but this is years of work and it is good to complete these final steps.

Adjournment

At 7:55 p.m., Council Member Raney made a motion to adjourn, Council Member Boeke seconded the motion, with no objection heard the meeting ended.

Respectfully submitted,

Jeanette Clawson, Administrative Specialist



Board - Commission Minutes

Airport Commission Meeting Minutes
June 8, 2023 – Owatonna Degner Regional Airport
“DRAFT”

1. Call to Order

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

2. Roll Call

Attending

Madeleine Haberman	Commissioner
Angela Lipelt	Vice Chair
Anthony Louris	Commissioner
Tim McManimon	Commissioner
Daren Tarpenning	Commissioner
Dave Beaver	Airport Manager

Visitors

Ron Roetzel	Bolton and Menk
Nick Grahek	Bolton and Menk
Jim Jacobson	Accelerated Aviation

3. Approval of Agenda

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

4. Minutes

Commissioner Haberman made a motion to approve the minutes from the May 11, 2023 Airport Commission meeting and Commissioner Tarpenning seconded the motion. The motion was approved.

5. 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 provided a brief report on administrative and operational activities at the airport.

Accelerated Aviation Update

Vice Chair Lipelt introduced Jim Jacobson with Accelerated Aviation to give an update on activities at the flight school. Mr. Jacobson briefly described his background and provided an overview of the flight school operations. The school is growing and has twelve flight

instructors and is in the process of hiring more. They also employ a full-time aircraft mechanic and are in the process of interviewing additional mechanics. Jim added that the school has acquired three new aircraft and now operates twelve aircraft. The school is looking at options to add hangar and instruction areas to accommodate growth. The flight school currently completes approximately 250-300 pilot ratings per year with students coming from all over the country. Commissioner Haberman asked where students stay while in town. Mr. Jacobson reported that Accelerated has worked out a rate with a couple of local hotels and also with a VRBO. There was a brief discussion regarding Accelerated Aviation activities.

10-Unit T-Hangar and Taxilane Project Update

Vice Chair Lipelt introduced Ron Roetzel with Bolton and Menk for an update on the T-Hangar project. Mr. Roetzel reported that work to complete the project is being coordinated with the contractor which includes establishing final grade, seeding, and removal of erosion control fencing. Other punch list items include replacing a number of inoperable door hardware sets and clean up. Regarding the floor cleaning and sealing, Nick Grahek with Bolton and Menk explained that the contractor proposes an up to five week schedule allowing for two to three units per week to be completed at no additional project cost.. Mr. Grahek explained that this is contingent on the acceptance of the final floor treatments for cleaning and sealing. Mr. Roetzel discussed 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 were received for this project. Mr. Beaver explained that the quotes were higher than the preliminary estimates and exceed the amount allowed before a competitive bid process is required. There was a discussion on the submitted pricing, project alternates, and budget. There was also a discussion regarding available FAA grant funding for the project. Mr. Beaver explained that a FAA grant at 90% funding participation is anticipated with the potential for an additional 5% of state funding participation. There was a discussion regarding the process to bid the project through a formal competitive bid process.

Commissioner McManimon made a motion to recommend that the quotes received on June 6, 2023 for the Phase 1 Security Fence Project be rejected due to the dollar amounts received on all quotes exceeding the regulatory statute requirement for awarding a project through a quote process. Commissioner Louris seconded the motion. The motion was approved. There was a discussion regarding the timing for re-bidding of the project through a formal sealed bid process.

6. Adjournment

The Airport Commission meeting was adjourned at 6:00 PM with a motion made by Commissioner Louris and seconded by Commissioner Haberman. The motion was approved.



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

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
June 28, 2023 to July 12, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
Country Creek Lane Northeast	Vacant lots with tall grass/weeds. 17-578-0311 to 0317, 0319. No change to the complaint vacant lots status as of 7/7/23, 7/10/23, 7/11/23.	7/6/2023	7/7/2023	7/21/2023			0.5
Glendale Street	The complaint location vacant lot has cut the tall weeds and grass as of 6/29/23.	6/29/2023			6/29/2023	Mowed.	1
Mineral Springs Parkway Northeast	Vacant lot 17-002-3105 with long grass and weeds. See attached picture 7907 of the complaint vacant lot as of 6/27/23. No change to the complaint location vacant lot /as of 6/29/23, 6/30/23, 7/3/23, 7/5/23, 7/6/23, 7/7/23, 7/10/23, 7/11/23.	6/27/2023	6/29/2023	7/13/2023			0.5
Mineral Springs Parkway Northeast	Vacant lot 17-198-0207 with long grass and weeds. See attached picture 7906 of the vacant lot as of 6/27/23. No change to the complaint location vacant lot as of 6/29/23, 6/30/23, 7/3/23, 7/5/23, 7/6/23, 7/7/23, 7/10/23, 7/11/23.	6/27/2023	6/29/2023	7/13/2023			0.5
Mineral Springs Parkway Northeast	Vacant lot 17-524-0102 with long grass and weeds. See attached picture 7903 of the complaint vacant lot as of 6/27/23. No change to the complaint location vacant lot status as of 6/29/23.	6/27/2023	6/29/2023	7/13/2023	6/30/2023	The complaint location vacant lot has been mowed as of 6/30/23.	1
Oak Avenue South	Reinspection pictures 7942, 7943 of the complaint location as of 7/7/23. Will continue to inspect this complaint vacant lot as needed on a daily bases - 7/11/23.	7/7/2023	6/23/2023	7/14/2023		7/10/23 - spoke with owner. He plans on mowing this week. I told him that he had until Friday.	0.5
Wildflower Drive Northeast	Vacant lots 17-498-0212, 0213 with long grass and weeds. See attached pictures 7904, 7905 of the complaint vacant lots as of 6/27/23. No change to the complaint location vacant lots as of 6/29/23, 6/30/23, 7/3/23, 7/5/23, 7/6/23, 7/7/23, 7/10/23, 7/11/23.	6/27/2023	6/29/2023	7/13/2023			0.5
1016 Elm Avenue South	Complaint: Haven't mowed the back yard all year - weeds 4-5' tall. See attached pictures 7935, 7936, 7937, 7938, 7939 of the complaint location as of 7/7/23. No change to the complaint location status as of 7/10/23, 7/11/23.	7/7/2023	7/8/2023	7/20/2023			0.5
1020 Frontage Road West	Complaint: Vacant lot 17-581-0102 by Lowe's hasn't been mowed yet this year. See attached picture 7918 of the vacant lot as of 7/3/23. No change to the vacant lot status as of 7/5/23, 7/6/23, 7/7/23, 7/10/23, 7/11/23.	7/5/2023	7/6/2023	7/20/2023		7/10/23 - spoke with owner. He plans on mowing this week. I told him that he had until Friday.	0.5
1036 Grove Avenue South	The complaint location black couch has been removed as of 6/27/23.	6/27/2023			6/27/2023	Removed.	1
104 18 Street Southwest	The complaint with long grass and weeds has been mowed as of 6/27/23.	6/27/2023			6/27/2023	Mowed.	1
1048 Oak Avenue South	The complaint location couch on the front sidewalk has been removed as of 6/30/23.	6/30/2023			6/30/2023	Removed.	1
1060 Lincoln Avenue South	Complaint: Thistles behind house in fenced in area.	7/11/2023				Need to send violation notice.	0.5

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
June 28, 2023 to July 12, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
1072 Oak Avenue South	The tall weeds only in the planting patches have been cut as of 7/5/23.	7/5/2023			7/5/2023	Weeds have been cut.	1
1120 Countryview Avenue Northeast	Vacant lot 17-594-0102 with long grass and weeds. See attached picture 7902 of the complaint location as of 6/26/23. No change in the complaint location vacant lot status as of 6/29/23, 6/30/23, 7/3/23, 7/5/23.	6/26/2023	6/29/2023	7/13/2023	7/6/2023	The vacant lot with long grass and weeds has been cut as of 7/6/23.	1
1145 16 Street Southwest	Refrigerator in front of garage. See attached picture 7974 of the complaint location as of 7/11/23.	7/7/2023	7/11/2023	7/21/2023			0.5
1145 16 Street Southwest	The complaint location of long grass and weeds in all yards has been mowed as of 6/28/23.	6/28/2023			6/28/2023	Mowed.	1
118 13 Street Northwest	Complaint: Delapidated landscape barrier/fence partially on my property, 2 year old tree stump grindings never cleaned up. Weeds. See attached pictures 7979, 7980 of the complaint location as of 7/11/23.	7/11/2023				Need to send violation notice.	0.5
1202 Elm Avenue North	Complaint: Junk against the fence. See pictures 7981, 7982, 7983 of the complaint location as of 7/11/23.	7/11/2023			7/11/2023	No violations found at the time of the inspection.	0.5
123 McKinley Street East	The complaint location long grass and weeds in all yards has been mowed as of 6/28/23.	6/28/2023			6/28/2023	Mowed.	0.5
1313 Leif Avenue	Complaint: Backyard is covered in waist-high thistles and other weeds; garbage all over as well. See attached pictures 7975, 7976, 7977 of the complaint location as of 7/11/23.	7/11/2023				Need to send violation notice.	0.5
1315 Bigelow Avenue	Misc items on blvd and in front of garage. see attached pictures 7916 as of 6/30/23 and 7926 as of 7/5/23. No change to the complaint location status as of 7/6/23. The misc complaint items on the blvd area have been removed as of 7/7/23. The complaint items in front of garage areas are still in place as of 7/7/23, 7/10/23, 7/11/23.	6/30/2023	7/7/2023	7/21/2023			0.5
1352 Linn Avenue	Complaint: Garbage everywhere, piling it on top of a tarp, garbage bags by front door. See attached pictures 7931 and 7932 of the complaint location as of 7/6/23. No change in the complaint location status as of 7/7/23, 7/10/23, 7/11/23.	7/6/2023	7/7/2023	7/21/2023			0.5
136 16 Street Northeast	Reinspection picture 7898 of the complaint location as of 6/26/23. Need to call lawn service as of 6/26/23. 6/28/23 - Contacted mower. The complaint location yards are not mowed as of 6/28/23, 6/29/23.	6/26/2023			6/30/2023	Mowed.	1

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
June 28, 2023 to July 12, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
139 15 Street Northeast	Reinspection picture 7897 of the complaint location long grass and weeds as of 6/26/23. Need to call the lawn service as of 6/26/23, 6/27/23. 6/28/23 - Contacted mower. Complaint location not mowed as of 6/28/23, 6/29/23.	6/26/2023			6/30/2023	Mowed.	1
1688 Wedgewood Drive Northeast	Two green living room chairs on the front driveway. See attached picture 7917 as of 7/3/23.	7/3/2023			7/5/2023	Have been removed.	1
1715 Denmark Place Northeast	Complaint: Garbage and recycling cans overflowing - trash going into neighbors' yards. garbage and recycling cans are late being picked up due to the July 4th holiday. Will continue to inspect this complaint location on July 13th and 20th-pickup days. Checked the yards for garbage and the yards were clear on 7/10/23, 7/11/23.	7/7/2023					0.5
1921 Bigelow Avenue	3 seat brown couch, interior wooden door on front blvd. See attached picture 7927 of the complaint as of 7/6/23. The complaint location with a couch and interior wooden door on the front blvd area has been removed as of 7/10/23.	7/6/2023			7/10/2023	Has been removed.	1
204 Fremont Street East	Long grass/weeds in all yards of the complaint location. See attached picture 7925 of the complaint location as of 7/5/23. No change to the complaint location status as of 7/10/23, 7/11/23.	7/5/2023				Need to send violation notice.	0.5
219 Linden Avenue	7 black garage bags in the front street for an extra-long time. See attached picture 7928 of the complaint location with garage bags in the street as of 7/6/23. No change to the complaint location status as of 7/10/23, 7/11/23.	7/6/2023	7/11/2023	7/21/2023			0.5
227 School Street East	Long grass/weeds in all yards of the complaint location. See complaint location picture 7909 as of 6/28/23. The complaint with long grass and weeds has been mowed as of 6/29/23.	6/28/2023			6/29/2023	Has been mowed.	1
234 Fremont Street East	The complaint location long grass and weed were mowed as pf 6/29/23.	6/29/2023			6/29/2023	Mowed.	1
240 Rice Street East	Long grass/weeds in all yards of the complaint location. See attached pictures 7914, 7915 as of 6/30/23. No change to the complaint location status as of 7/5/23, 7/6/23, 7/7/23, 7/10/23, 7/11/23.	6/30/2023	7/6/2023	7/16/2023			0.5
245 Locust Avenue	Complaint: Noxious weeds (creeping charlie) in front and back yards, have started to spread into complainant's yard (247 Locust). See attached picture 7973 of the complaint location's front yard as of 7/11/23. The front yard has been cut short as of 7/11/23.	7/11/2023					0.5

Weed/Nuisance Complaint Inspections					OWATONNA FIRE DEPARTMENT		
June 28, 2023 to July 12, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
246 Rice Street East	Long grass/weeds in all yards of the complaint location. See attached picture of the complaint location as of 6/28/23. No change to the complaint location status as of 7/5/23, 7/6/23, 7/7/23, 7/10/23, 7/11/23.	6/28/2023	7/6/2023	7/16/2023			0.5
303 State Avenue	Long grass in all yards of the complaint location. See attached picture of the complaint location as of 7/3/23. The complaint location's long grass/weeds has been mowed as of 7/5/23.	7/3/2023			7/5/2023	Has been mowed.	1
311 State Avenue	Long grass/weeds in all yards of the complaint location. See attached pictures 7920 and 7921 as of 7/3/23. No change to the complaint location status as of 7/5/23, 7/6/23.	7/3/2023	7/6/2023	7/16/2023	7/7/2023	The complaint location has mowed all the yards and around the house as of 7/7/23. A small area on the blvd has flower growing as of 7/7/23.	1
313 State Avenue Northwest	Long grass/weeds in all yards of the complaint location. See attached picture 7919 as of 7/3/23. No change to the complaint location status as of 7/5/23. Someone started to trim the tall weeds around the house as of 7/6/23.	7/3/2023	7/6/2023	7/16/2023	7/7/2023	The complaint location has mowed and cut all the weeds and grass in all yards and around the house as of 7/7/23.	1
315 Hazeltine Avenue Northeast	Long grass/weeds in all yards of the complaint location. See attached pictures 7929, 7930 of the complaint location as of 7/6/23.	7/6/2023			7/10/2023	The complaint location has mowed the yards as of 7/10/23.	1
333 State Avenue	Long grass/weeds in all yards of the complaint location. See attached picture 7923 of the complaint location as of 7/3/23. No change to the complaint location status as of 7/5/23, 7/6/23, 7/7/23, 7/10/23, 7/11/23.	7/3/2023	7/6/2023	7/16/2023			0.5
425 Oak Avenue North	2 couch parts on the front driveway next to the fence. See attached picture 7924 as of 7/3/23. No change to the complaint location status as of 7/5/23, 7/6/23, 7/7/23, 7/10/23, 7/11/23.	7/3/2023	7/7/2023	7/21/2023			0.5
450 Kriesel Place	Complaint: Tall weeds in backyard by property line. See attached picture 7978 of complaint location (front of home) as of 7/11/23.	7/11/2023					0.5
453 Mound Street	Complaint: Noxious weeds on west side of house under tree on Valley Avenue. See attached pictures 7499, 7945 of the complaint location as of 7/7/23. No change to the complaint location status as of 7/10/23, 7/11/23.	7/7/2023	7/10/2023	7/24/2023			0.5
512 Main Street East	Received complaint about owner dumping food scraps around their garden which is attracting rodents. Need updated pictures of nuisance items in backyard. See attached pictures 7963, 7964, 7965 of the complaint location's backyard as of 7/11/23.	7/11/2023				Need to review pictures - some items have been picked up.	0.5

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
June 28, 2023 to July 12, 2023							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
820 18 Street Northeast	Complaint: Tall grass. Tall grass and weeds in the front boulevard bushes. Tall weeds on the main driveway. Tall grass and weeds in the front flower garden area as of 7/6/23. See pictures 7933 and 7934 of the complaint location as of 7/6/23. No change to the complaint location status as of 7/7/23, 7/10/23, 7/11/23.	7/6/2023	7/7/2023	7/21/2023			0.5
916 Grove Avenue South	Complaint: Pile of junk by back door and garage. Yard needs to be mowed. Garage is falling apart. Roof of house has tarps on it. See attached pictures 7969, 7970, 7971 of the complaint location as of 7/11/23.	7/11/2023				Need to send violation notice.	0.5
934 Mineral Springs Road Northeast	1-3 seat blue, 1-2 seat brown couch on front blvd. See attached picture 7908 of the complaint location as of 6/27/23. No change in the complaint location status as of 6/29/23, 6/30/23, 7/3/23, 7/5/23, 7/6/23, 7/7/23.	6/27/2023	6/29/2023	7/9/2023	7/10/2023	The two couches on the front blvd area have been removed as of 7/10/23.	1



Licenses - Permits



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	
JUAN VILLARREAL JR. MEMORIAL		05/20/2016		81-2759547	
Organization Address (No PO Boxes)		City	State	Zip Code	
400 WILLOW CREEK DRIVE		OWATONNA	MN	55060	
Name of person making application		Business phone		Home phone	
JESSICA K. WALERIUS		5074561325		5074561325	
Date(s) of event		Type of organization ☐ Microdistillery ☐ Small Brewer			
09/09/2023		☐ Club ☒ Charitable ☐ Religious ☐ Other non-profit			
Organization officer's name		City	State	Zip Code	
AMY M. VILLARREAL		OWATONNA	MN	55060	
Organization officer's name		City	State	Zip Code	
MATTHEW J. WALERIUS		OWATONNA	MN	55060	
Organization officer's name		City	State	Zip Code	
			MN		

Location where permit will be used. If an outdoor area, describe.
STEELE COUNTY FAIRGROUNDS - BEER GARDENS. 1525 S. CEDAR AVE, OWATONNA, MN 55060

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
THE CINCINNATI SPECIALTY UNDERWRITERS INSURANCE COMPANY. POLICY # CSU0191831, LIQUOR LIABILITY LIMITS: \$1,000,000 PER OCCURRENCE/\$1,000,000 AGGREGATE

APPROVAL

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

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival ☐ Yes ☐ No	City or County E-mail Address
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**



Event Permits



City of Owatonna

07/05/2023

EP-23-43

Events Permit Application

August Downtown Thursday - August 3rd from 5-9
Set up begins at 1:00 with clean-up done by 10:00 pm.

Status: Active**Date Created:** Jul 3, 2023**Applicant**

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

Event Information**Event Contact**

Lisa Cochran

Location of Event

MainStreet District - Downtown Owatonna

Description of Event

Downtown Thursday - Owatonna MainStreet - Thursday, August 3rd from 5-9

Event Set Up Date

08/03/2023

Event Set Up Time

1:00pm

Actual Event Date

08/03/2023

Actual Event Time

5:00pm

Clean Up Date

08/03/2023

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

Mailing Address

120 S Oak Ave

City**State**

Owatonna

MIN

Zip
55060

Website Address
owatonna.org

Primary Contact

Name
Lisa Cochran

Phone Number
507-451-7970

Cell Phone
507-475-3451

Email Address
lcochran@owatonna.org

Primary On-site Contact

Name
Lisa Cochran

Cell Phone
507-475-3451

Alternate On-site Contact

Name
Brad Meier

Cell Phone
507-475-0687

Refer Media or Citizen Inquiries To:

Name
Lisa Cochran

Phone
507-475-3451

Event Features

City Streets or Right-of-Way
Yes

Start/End Time
1:30pm-9:30pm

Date
08/03/2023

Name of Requested Street(s)
Cedar Ave, Broadway St, E Park Square, West Park Square

Alleys
No

City Sidewalks or Trails
No

Public Parking Lots or Spaces
Yes

Start/End Time
1:30pm-9:30pm

Date
08/03/2023

Parks
Yes

Start/End Time
1:30pm-9:30pm

Date
08/03/2023

Name of Requested Park(s)

Will any signs/banners be put up?

Central Park

yes

Number and Size

10-30 signs, 2ft x 3ft and larger banners on the stages

Will there be any inflatables?

Yes

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

Yes

What Type

Bands, games, activities

Will sound amplification be used?

Yes

Type

amps and speakers for bands

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

*Fees may apply. No staking without approval.***Dimensions**

Vendors have 10x10 or 10x20 tents, Showmobile set up in 300 block of N Cedar

Will merchandise/food items be sold?

Yes

How many vendors expected?

50

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/catering 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

All power outlets in the park will be used as well as some on Cedar, especially the bigger ones. I am supposed to request a yellow box so the breakers don't trip. Please make sure all outlets are working prior the the event

Describe level of advertisement

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

Have adjacent property owners been notified of this event?

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 program will have a booth that they will show off their horse and give informaion on their program

Please provide insurance information and complete Hold Harmless Agreement

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

Monte Mowry
07/03/2023

Describe trash removal and cleanup plan during and after event

Extra trash cans are donated by Skjeveland Enterprises for the park and for the streets. Vendors are instructed to take care of their own trash.

Will event need traffic control?

No

Will the event need barricade(s)?

Yes

Size Needed

Large

Will the event need cones?

Yes

Number Needed

95

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 Needed

0

Number Animals Anticipating

1

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

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

The crwod is typically well-behaved. We have csidewalks and the streets for people to walk from activity to activity

Will "No Parking" signs be needed?

Yes

Number Needed

80

*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 would hear of a threat over the sound system and direct people where to go and to leave. It will also be on all media outlets we have access to

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 delivery of extra picnic tables to N Cedar Ave. Please deliver 8 to each block and leave in the alleyways. We are requesting an increase since the event's attendance is increasing. We are blocking part of Broadway off again for the train, only to the drive-thru at US Bank, like last month. I also request that I be notified when the No Parking signs go up. I still would like to figure out something with these signs so I don't have to go around and tape an extra sign on the signs. Even though the vendor list says July, it will be very similar in August.

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

Central Park Stage Usage Information**Time**

5:00pm

Open

3:00pm

Close

9:30pm

Sound or Light Person Needed

No

Size of Group that will be on stage

3

Type of Group

Vocal Group-Geoff Elvee Trio

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 needea 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
07/03/2023

Internal Use

Special Provisions

--

Fire Department Approval / Comments / Notes

-- Approved with no comment

Park & Rec. Department Approval / Comments / Notes

-- Requests approved. Costs incurred, waived = \$630

Police Department Approval / Comments / Notes

-- Approved. Budget impact of \$630 to cover OT for two licensed officers from 5-9pm using an avg rate of \$42.00/hr.

Public Works Department Approval / Comments / Notes

-- Approved, this event takes 6 man hours (set up/take down)

Building & Inspection

-- Approved with no comment

Date to Council

-- July 18th Council Consent Agenda Item

Council Notes

--

Owatonna Downtown Thursday - July 6

Street Vendors & Retail

1	2U Entertainment Game Trailer
2	2U Entertainment FURever Friends
3	Alzheimer's Association
4	Ava Dee's Bakery
5	Barefooted Bobbin
6	Bartels Leather Co
7	BBPCOM
8	Beautifully Seen Boutique
9	Betsy & Ava's Creations
10	Blooming Prairie Youth Club
11	Breka's Desserts
12	Cabela's
13	Candullo's Coffee
14	Cedar Floral
15	Central Park Framing & Finds
16	Chana's Pinatas
17	City of Owatonna
18	Color Street
19	Community Pathways
20	Costas
21	Crocheted for Chloe
22	Dazed Bat Artistry
23	Dot Dot Smile
24	Epicure
25	ERA Gillespie Real Estate
26	First Footprint
27	Guaranteed Rate
28	HACER
29	Healthnutz
30	Hen House & Co LLC
31	Hidden Rose Boutique
32	Home Solutions Midwest
33	Inside Swing
34	J & A Products
35	Knot Knit
36	Kottke Jewelers
37	KOWZ & KRUE Radio
38	Krazy Bling
39	Lilly & Rose Boutique
40	Little Professor Bookstore
41	Little Theatre of Owatonna
42	McKenzie's Mugs and More
43	Metronet
44	Minnesota Secured Title
45	No Tummies Left Behind
46	Northstar Recreation
47	Owatonna Chamber of Commerce
48	Owatonna Foundation
49	Owatonna Shoe
50	Pruvit
51	Rae-Rae-J Designs
52	REM Woodvale
53	RE/MAX Venture
54	Renovo Financial Partners
55	Ride for the Brand
56	Skalicky's Crafty Creations
57	Southern MN Infusion & Injection Bar
58	Southern Sota Wellness
59	Straight River Rug Hooking & Fiber Arts
60	Steele County Historical Society
61	Steele County Humane Society
62	Steele County Relay for Life
63	Steele County Transitional Housing
64	Steele Threads & Spotted Sunflower
65	Steve's Woodworking
66	Straight River Coffee
67	Sweet Petunia
68	Sweet Specialties
69	T-Mobile
70	Top Dog K-9 Grooming
71	Urban Loft

Food Vendors

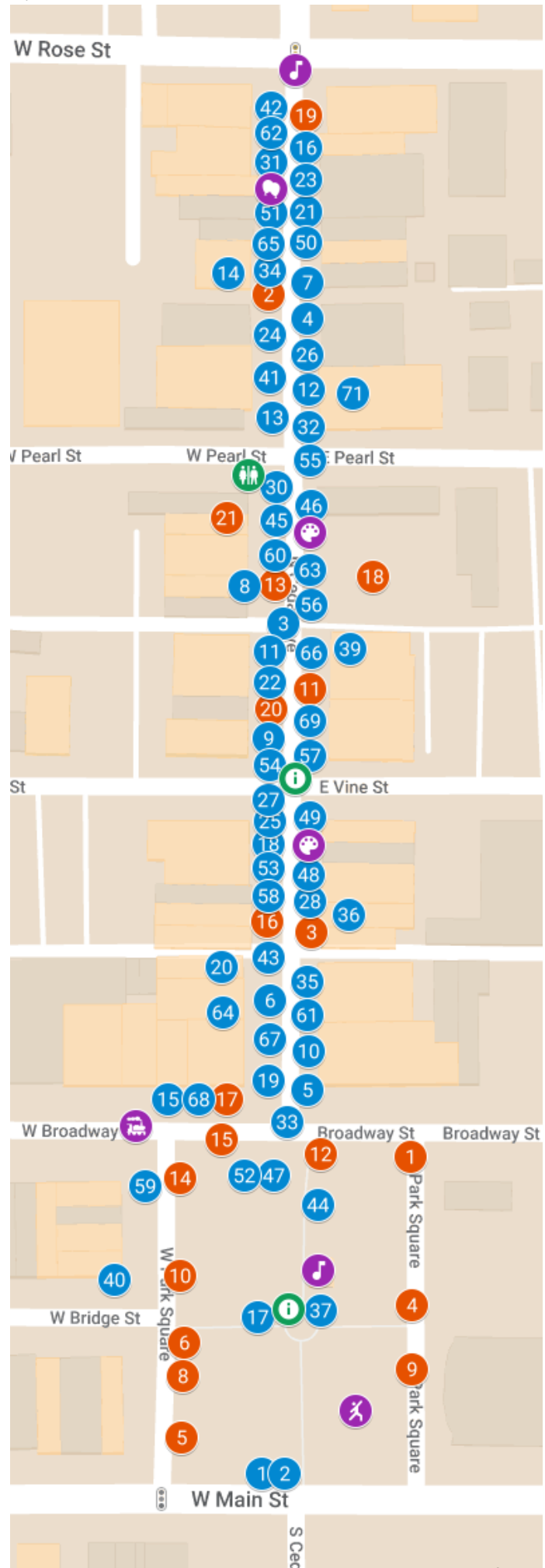
1	B&D Foods
2	B-Lo Zero Sno Cones & Mini Donuts
3	Central Park Coffee
4	Delicious Potato Skins
5	El Rey Del Taco
6	Foremost Brewing Coop
7	Fresh Café
8	Jersey Joe's
9	Kona Ice
10	Marie's Sunshine Smiles
11	Old Town Bagels
12	Ozzie's Cotton Candy
13	Samurai Teppanyaki
14	Schem's Kettle Corn
15	Spare Time
16	Taco Lab
17	Taste of the Big Apple
18	The Bistro at Courtyard
19	The Kitchen
20	Torey's
21	Wagners

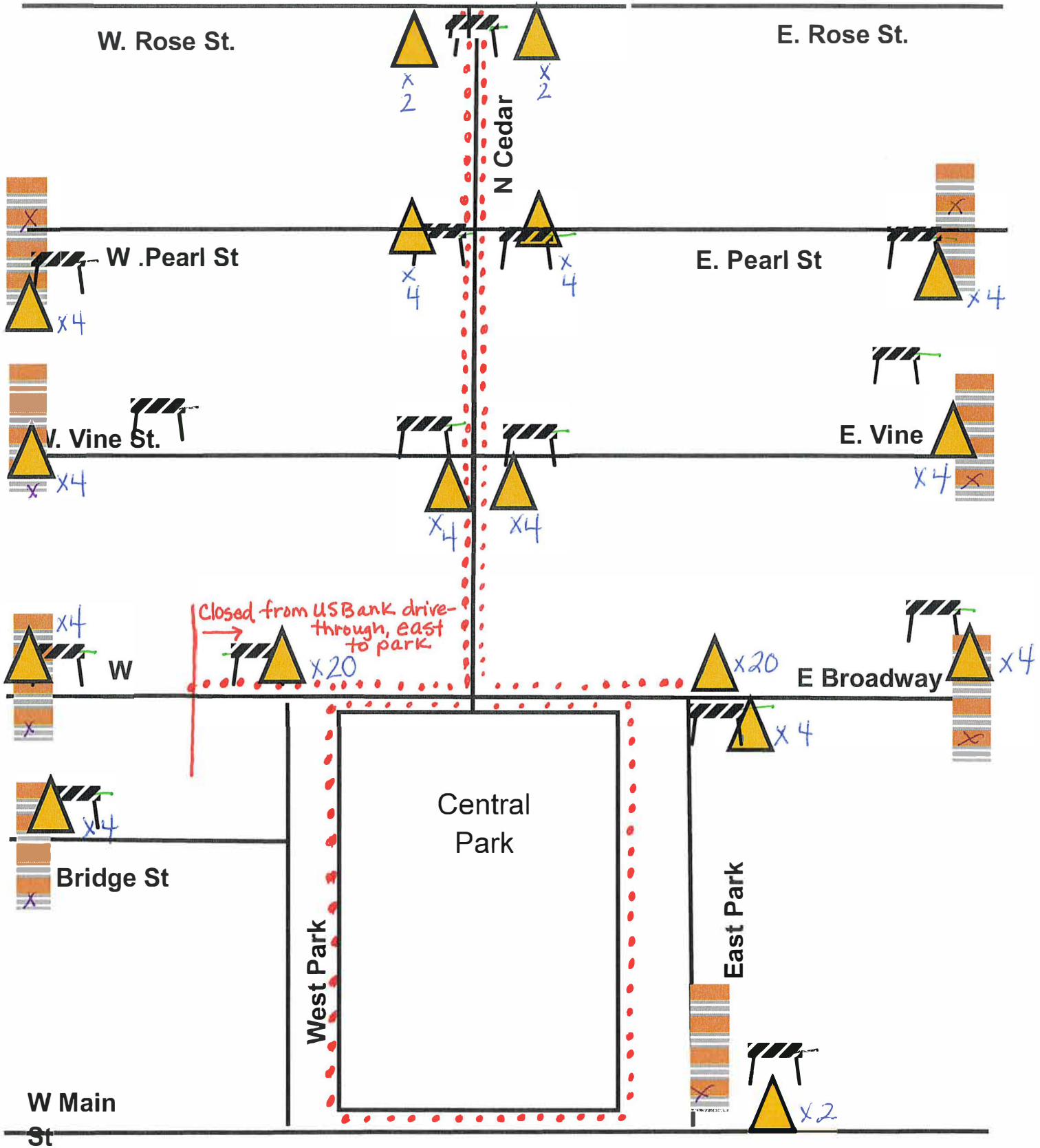
Entertainment & More

Music: The Shifties @ 5:30 PM
North Stage (Rose St.)
 Music: Dee Miller Band @ 7 PM
Central Park Bandshell
 Balloon Artist (FREE)
300 block North Cedar
 Bounce House (FREE)
Central Park
 Caricatures by Casey (FREE)
200 block North Cedar
 Face Painting (FREE)
100 block North Cedar
 Teo's Train (FREE)
West Broadway



View the Map Online:





= barricades or road
16

= road closed ahead
8

= cones
94

No Parking Signs



EP-23-41

Events Permit Application

Status: Active

Date Created: Jun 24, 2023

Owatonna Civil Air Patrol

Fly In/Drive In Breakfast

August 27 from 7am-12 noon

06/29/2023

Applicant

Alec Newbowers
newbowers@gmail.com
504 E Academy St
Owatonna, MN 55060
507-676-3943

Event Information**Event Contact**

James Stanoch

They plan to set up the day prior.
Only item requested is use of the airport as in previous years

Location of Event

Owatonna Airport

Description of Event

Fly-In / Drive-In Breakfast

Event Set Up Date

08/26/2023

Event Set Up Time

8-5

Actual Event Date

08/27/2023

Actual Event Time

7-12

Clean Up Date

08/27/2023

Clean Up Time

12-4

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

Canceled

Estimated Attendance

500

Is this event a dance?

No

Application Information**Sponsoring Organization Name**

Owatonna Civil Air Patrol

Mailing Address

3400 West Frontage Road

City

Owatonna

State

MN

Zip

55060

Website Address

Owatonna.cap.gov

Primary Contact**Name**

James Stanoch

Phone Number

507.676.6150

Email Address

jpstanoch@gmail.com

Cell Phone

507.676.6150

Cell Phone

507-676-3943

Phone

507.676.6150

Cell Phone

507.676.6150

Primary On-site Contact**Name**

jpstanoch@gmail.com

Alternate On-site Contact**Name**

Alec Newbowers

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

James Stanoch

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

No

City Sidewalks or Trails

No

Start/End Time

6am/4pm

Parks

No

Number and Size

2x 8ft*2ft

Will there be any inflatables?

No

Will there be entertainment?

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 there be temporary fencing?

No

How many vendors expected?

1

Will alcohol be sold?**Alleys**

No

Public Parking Lots or Spaces

Yes

Date

08/27/2023

Will any signs/banners be put up?

Yes

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

Will sound amplification be used?

No

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

No

Fees may apply. No staking without approval.

Will merchandise/food items be sold?

Yes

Will food be prepared on site?

Yes

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

Yes

No

50amp, hangar

Radio, flyer, online

Yes

No

No

Medium

No

No

55gallon drums for trash, coordinate with airport dumpster.

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

Parking crew coordinating traffic

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

No

No

<https://owatonnamn.viewpointcloud.io/#explore/records/81470/printable?act=true&app=true&att=true&emp=true&int=true&loc=true&sec=1010958%2035>

Describe the emergency action plan if severe weather should arise:

Staff coordinates orderly evacuation of airport.

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

Name

Alec Newbowers

Phone Number

506-676-3943

Email

Newbowers@gmail.com

List any other pertinent information

--

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

Applicant Signature

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

Signature of Applicant

Alec Joseph Newbowers
06/24/2023

Date to Council

Will be on Airport Commission Agenda on July 13th and then on Council Consent Agenda on July 18th City Council Meeting.

--

Fire Department Approval / Comments / Notes

-- Approved. No additional comment.

Park & Rec. Department Approval / Comments / Notes

-- Approved, no impact

Police Department Approval / Comments / Notes

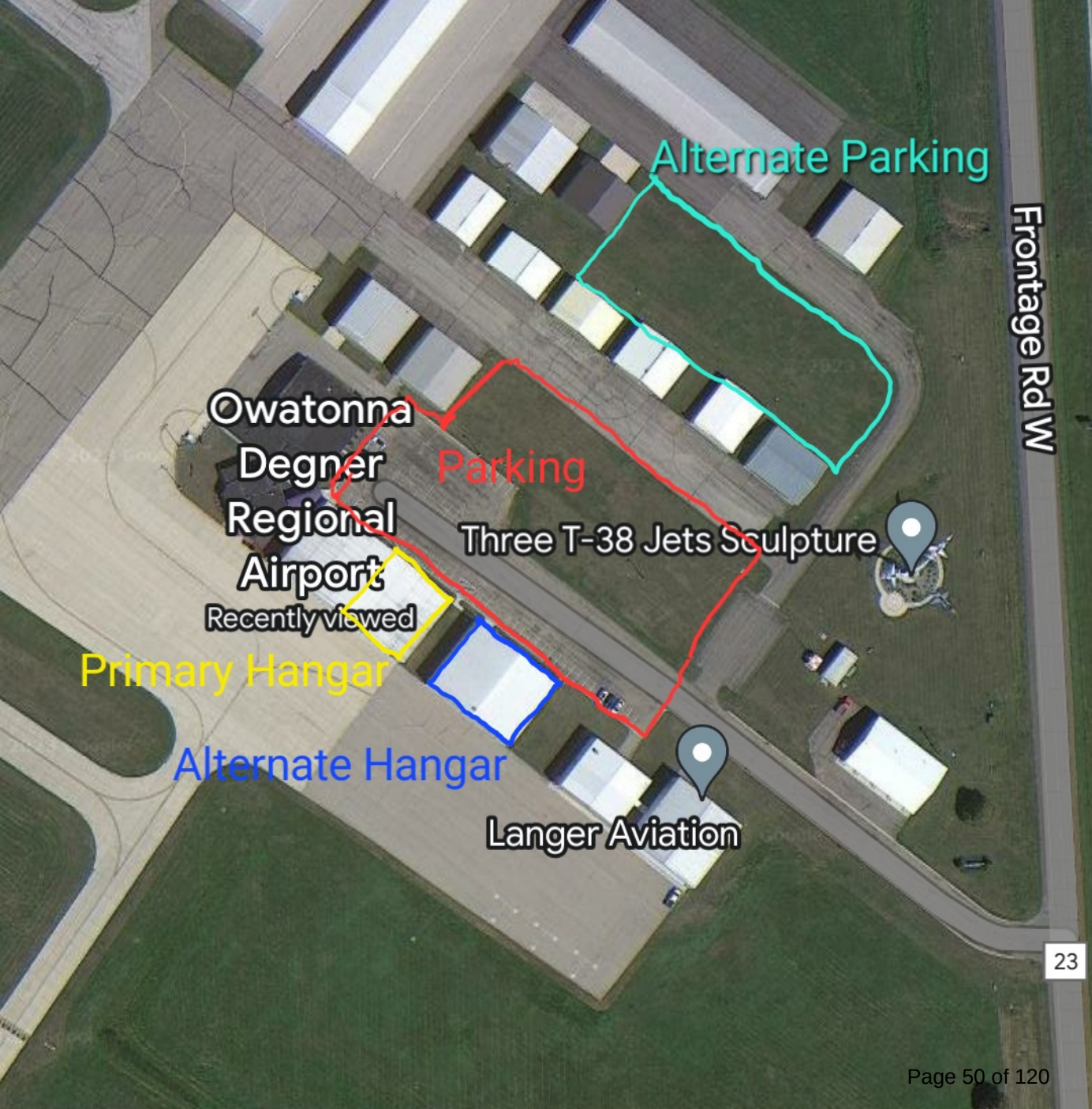
-- Approved. No staffing or budget impact.

Public Works Department Approval / Comments / Notes

-- Approved. No additional comment.

Building & Inspection

-- Approved. No additional comment.



Alternate Parking

Frontage Rd W

Owatonna
Degner
Regional
Airport

Recently viewed

Parking

Three T-38 Jets Sculpture

Primary Hangar

Alternate Hangar

Langer Aviation



City of Owatonna

Retrofit Companies - Fall Collection

06/26/2023

EP-23-40

Events Permit Application

Status: Active

Date Created: Jun 21, 2023

Applicant

Dan Harrington
 dharrington@retrofitcompanies.com
 1010 Hoffman Drive Suite A
 Owatonna, MN 55060
 715-307-2640

Event Information

Event Contact

Marie Magadan

Location of Event

The Retrofit Companies, Inc
 1010 Hoffman Drive
 Owatonna, MN 55060

September 9, 2023 from 9 am to 1 pm
 Setup begins at 7 am and cleanup done by 3 pm.

Description of Event

We will be collecting old appliances, televisions, electronics, batteries, computers, mercury waste and lighting products for recycling.

Event Set Up Date

09/09/2023

Event Set Up Time

7am

Actual Event Date

09/09/2023

Actual Event Time

9am to 1pm

Clean Up Date

09/09/2023

Clean Up Time

3pm

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

Canceled

Estimated Attendance

150

Is this event a dance?

No

Application Information

Sponsoring Organization Name

The Retrofit Companies, Inc.

Mailing Address

1010 Hoffman Drive Suite A

City

Owatonna

State

MN

Zip

55060

Website Address

www.retrofitcompanies.com

Primary Contact

Phone Number
612-756-0290

Email Address
mmagadan@retrofitcompanies.com

Cell Phone
507-461-6907

Cell Phone
612-756-0196

Phone
320-241-8931

name
Marie Magadan

Cell Phone
612-756-0290

Primary On-site Contact

Name
Michelle Gwin

Alternate On-site Contact

Name
Jeff Glynn

Refer Media or Citizen Inquiries To:

Name
Madison Anonick

Event Features

City Streets or Right-of-Way
Yes

Date
09/09/2023

Alleys
No

Public Parking Lots or Spaces
No

Will any signs/banners be put up?
No

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

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

Will there be temporary fencing?
No

Will food be prepared on site?
No

Start/End Time
7am-1pm

Name of Requested Street(s)
Brady and Killworth Drive NW

City Sidewalks or Trails
No

Parks
No

Will there be any inflatables?
No

Will there be entertainment?
No

Will sound amplification be used?
No

Will a stage or tent(s) be set up?
No

Fees may apply. No staking without approval.

Will merchandise/food items be sold?
No

Will alcohol be sold?
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

None

Describe level of advertisement

Social Media and paper

Have adjacent property owners been notified of this event?

No

Signatures required.

Will the event need barricade(s)?

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.*

Will the event need cones?

No

Size Needed

Small

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

Will Central Park Stage be used?

No

Will there be any horses?

No

Please provide insurance information and complete Hold Harmless Agreement

Describe trash removal and cleanup plan during and after event

The Retrofit Companies, Inc will take care of all of this.

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

We will have personal to direct traffic and employees to coordinate safety procedures.

Will "No Parking" signs be needed?

No

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

Will event need security?

No

Will event need Emergency Medical Services?

No

Contact Gold Cross Ambulance" 507-451-6403

Describe the emergency action plan if severe weather should arise:

We will take shelter in building (Old Walmart Building).

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

Name

Marie Magadan

Phone Number

612-756-0290

Email

mmagadan@retrofitcompanies.com

List any other pertinent information

📎 TRC 2020 Fall Collection Event Map.pdf

📎 cli.pdf

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

Dan Harrington

06/21/2023

Internal Use**Special Provisions**

--

Fire Department Approval / Comments / Notes

-- Approved, no comment made.

Park & Rec. Department Approval / Comments / Notes

-- Approved. No impact.

Police Department Approval / Comments / Notes

-- Approved. No staffing or budget impact.

Public Works Department Approval / Comments / Notes

-- Approved, no cones or barricades needed. no cost will be incurred

Building & Inspection

Approved, no comment made.

--

Date to Council

-- July 18th - Council Consent Agenda Item

Council Notes

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Items Needed

--

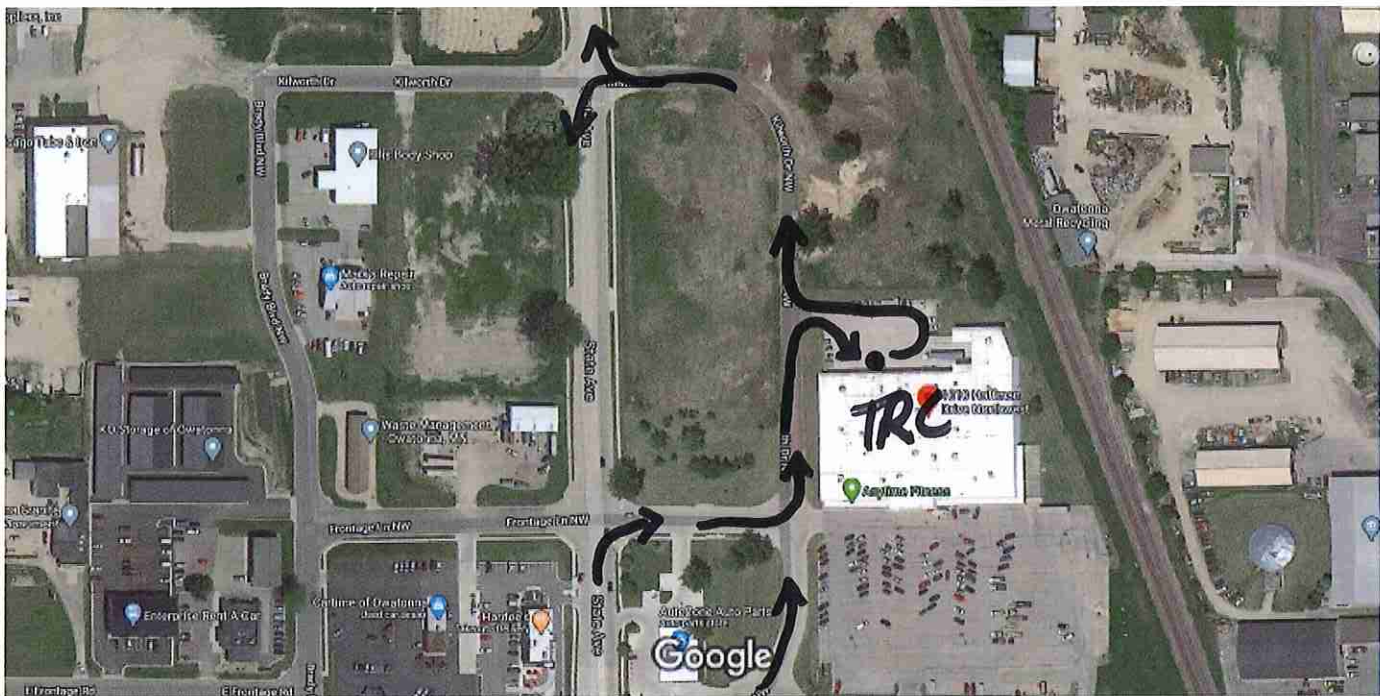
Attachments

-  cli.pdf
Uploaded by Dan Harrington on Jun 21, 2023 at 12:07 pm
 -  TRC 2023 Fall Collection Event Map.pdf
Uploaded by Dan Harrington on Jun 21, 2023 at 12:07 pm
-



1010 Hoffman Dr NW

2020 Community Electronics and other Waste Recycling Event Plan - The Retrofit Companies, Inc. dba Retrofit Recycling



Imagery ©2020 Maxar Technologies, Map data ©2020 100 ft



City of Owatonna

Mineral Spring's Oktoberfest 2023.
2-day event - Friday -Saturday, September 22 & 23
Noon to 10 pm each day.

07/13/2023

EP-23-44

Events Permit Application

Rain Date requested will be the following weekend, September 29 & 30.**Status:** Active**Date Created:** Jul 7, 2023**Applicant**

Mark Sebring
 mark@mineralspringsbrewery.com
 111 N Walnut
 Owatonna, Minnesota 55060
 5073631380

Event Information**Event Contact**

Mark Sebring

Location of Event

Mineral Springs Brewery
 111 N Walnut
 Owatonna, MN 55060

Description of Event

Oktoberfest celebration

Set up begins on Thursday at 9:00 am to place a tent (40' x 80') on the street east of the street divide on N Walnut near the brewery. The tent company will remove the tent Monday morning (could be Sunday). Ask to block the street on the east side of the street divide on N Walnut (site plan attached) beginning at W Vine Street and south to just past MSB, request use of 4 large barricades and 15 cones. MSB previously applied for, and Council approved a Temporary Liquor License for this event which allows the extension of their license premise. Rain Date requested will be the following weekend, September 29 & 30.

Event Set Up Date

09/21/2023

Event Set Up Time

9 AM

Actual Event Date

09/22/2023

Actual Event Time

12 noon - 10 PM

Clean Up Date

09/25/2023

Clean Up Time

9 AM to 3 PM

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

Postponed

Reschedule Date

09/29/2023

Estimated Attendance

500

Is this event a dance?

No

Application Information**Sponsoring Organization Name**

Mineral Springs Brewery

Mailing Address

111 N Walnut

City

Owatonna

State

MN

7/13/23, 4:17 PM		OpenGov	
Zip 55060		Website Address mineralspringsbrewery.com	
Primary Contact		Name Mark Sebring	
Phone Number 507-363-1380		Cell Phone 507-363-1380	
Email Address mark@mineralspringsbrewery.com		Primary On-site Contact	
		Name Mark Sebring	
Cell Phone 507-363-1380		Alternate On-site Contact	
		Name Bill Cronin	
Cell Phone 507-213-9295		Refer Media or Citizen Inquiries To:	
		Name Bill Cronin	
Phone 507-213-9295			

Event Features			
City Streets or Right-of-Way Yes		Start/End Time 9 AM	
Date 09/21/2023		Name of Requested Street(s) N Walnut	
Alleys No		City Sidewalks or Trails No	
Public Parking Lots or Spaces No		Parks No	
Will any signs/banners be put up? No		Will there be any inflatables? No	
Insurance certificate from rental vendor is required. <i>No staking without approval</i>		Will there be entertainment? Yes	
Will sound amplification be used? Yes		What Type Polka music	
Hours 12 noon to 10 PM		Type speakers for the polka band	
		Will sound be amplified after 10:00pm? No	
		Will a stage or tent(s) be set up?	

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

Yes

Dimensions

40' X 80'

Will there be temporary fencing?

No

How many vendors expected?

3

Will alcohol be sold?

Yes

Will merchandise/food items be sold?

Yes

Will food be prepared on site?

Yes

Who will be providing the liquor license?

Mineral Springs Brewery

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

No power needs requested

Describe level of advertisement

Mineral Springs Brewery, the website and social media, and local newspapers

Have adjacent property owners been notified of this event?

No

Signatures required.

Will the event need barricade(s)?

Yes

Number Needed

4

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

15

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?**Will there be any horses?**

No

No

Please provide insurance information and complete Hold Harmless Agreement

Describe trash removal and cleanup plan during and after event

Extra trash pickup will be arranged by Mineral Springs Brewery

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

All three owners of MSB will be onsite during the event to monitor and interact with attendees.

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?

Attendees can take cover in Mineral Springs Brewery and adjacent leased building space.

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

Name

Mark Sebring

Phone Number

507-363-1380

Email

mark@mineralspringsbrewery.com

List any other pertinent information

If Majestic Tent can retrieve their tent on Sunday, all cleanup activity will be completed by the end of day and there will be no need for Monday street closure.

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

Signature of Applicant

Mark Sebring
07/07/2023

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, please be sure to follow MN Fire Code Chapter 31 and the requirements outlined in this document on the Cities website: Temporary Use of Tents (owatonna.gov)

Park & Rec. Department Approval / Comments / Notes

-- Approved. No impact.

Police Department Approval / Comments / Notes

-- Approved. No budget impact. Not being staffed by OPD as a "street dance" under Ord. 116.08

Public Works Department Approval / Comments / Notes

-- Approved, please contact 507-456-5028. 2 days prior to event.

Building & Inspection

-- Approved, no comment made.

Date to Council

-- July 18 Council Consent Agenda Item.

Council Notes

--

Items Needed

--

Attachments

 Oktoberfest Sitemap.pdf
Uploaded by Mark Sebring on Jul 7, 2023 at 1:02 pm





City of Owatonna

OHS Homecoming Parade

Friday, Sept 29th

06/15/2023

EP-23-39

Events Permit Application

Parade begins at 1:30 pm at the corner of Broadway & Grove

Status: Active**Date Created:** Jun 15, 2023

Applicant

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

Event Information

Event Contact

Casie DeVos

Location of Event

Downtown Owatonna--Cedar Ave

Description of Event

Homecoming Parade

Parade begins at the corner of Broadway & Grove going west to Central Park and turning north on N Cedar Ave.

Requested items: 25 barricades, 30 "No Parking" Signs, temporary fencing, traffic assistance. moving/loading floats before and after parade to Radel Pavilion at the SCFF.

Event Set Up Date

09/29/2023

Event Set Up Time

11:00 am

Actual Event Date

09/29/2023

Actual Event Time

1:30 pm

Clean Up Date

09/29/2023

Clean Up Time

3:00 pm

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

Canceled

Estimated Attendance

3,000

Is this event a dance?

No

Application Information

Sponsoring Organization Name

OHS Student Council

Mailing Address

1455 SE 18th St

City**State**

Owatonna

MIN

Zip

55060

Website Address

www.isd761.org

Primary Contact**Name**

Casie DeVos

Phone Number

507-363-1287

Cell Phone

507-363-1287

Email Address

cdevos@isd761.org

Primary On-site Contact**Name**

Casie DeVos

Cell Phone

507-363-1287

Alternate On-site Contact**Name**

Cora Hess

Cell Phone

507-676-7707

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

Casie DeVos

Phone

507-363-1287

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

Yes

Start/End Time

1:00 pm

Date

09/30/2023

Name of Requested Street(s)

N Cedar Ave, Broadway--I can send the map.

Alleys

Yes

Start/End Time

1:00-3:00 pm

Date

09/29/2023

Name of Requested Alley(s)

Any along the parade route. I can send the map.

City Sidewalks or Trails

No

Public Parking Lots or Spaces

Yes

Start/End Time

12:00 pm-3:00 pm, with no parking signs

Date

09/29/2023

Parks

No

Will any signs/banners be put up?

No

Will there be any initiations?

No

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

Will there be entertainment?

No

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

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

No

Fees may apply. No staking without approval.

Will there be temporary fencing?

Yes

Dimensions

The corner of Wells Far corner (24 feet?)

Will merchandise/food items be sold?

No

Will food be prepared on site?

No

Will alcohol be sold?

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

Not applicable

Describe level of advertisement

Emails, radio, newspaper, website, social media

Have adjacent property owners been notified of this event?

No

Signatures required.

Will the event need barricade(s)?

Yes

Number Needed

25

Size Needed

Small

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

Will the event need cones?

No

Size Needed

Small

Event organizer is responsible for pickup and return of cones at the City Shop, 1100 Industrial Blvd., Monday-

Will Central Park Stage be used?

No

Friday 7 AM to 3 PM. Please call 507-774-7050 to make arrangements". *Fees may apply.*

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

Parade Crew will do pick up along the route, the best they can.

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

The parade crew and Owatonna Business Community, along with ISD 761 staff with all out with parade crew shirts to ensure safety of all.

Will "No Parking" signs be needed?

Yes

Number Needed

30

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?

Parade will be canceled.

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

Name

Casie DeVos

Phone Number

507-363-1287

Email

cdevos@isd761.org

List any other pertinent information

This is my first time advising student council and so if there is any additional information needed please let me know. We are hoping to have no parking signs for sure downtown to keep that area free of vehicles and better spacing for the large amount of people.

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

Applicant Signature

Signature of Applicant

I 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.**

Casie Devos
06/15/2023

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.

Internal Use

Special Provisions

--

Fire Department Approval / Comments / Notes

-- Approved, no comment

Park & Rec. Department Approval / Comments / Notes

-- Approved. No impact P&R.

Police Department Approval / Comments / Notes

-- Approved. No budget impact. Utilize all on-duty staff and volunteers.

Public Works Department Approval / Comments / Notes

-- Approved, cost impact - after 3pm, 2 guys will be at time and a half.

Building & Inspection

-- Approved, no comment

Date to Council

-- July 18 Council Consent Agenda Item

Council Notes

--

Items Needed

--

Attachments

 2023 Parade Route Final For City Permit.pdf
Uploaded by Casie DeVos on Jun 15, 2023 at 11:23 am



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

Graphic 2: Barriers Noted:

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

Main Street assistance needed to cross

Barricades on

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

Crowd barrier for:

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





Miscellaneous



Public Works Department

DATE: July 18, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Havana Road State Aid Project Change Order #1

Purpose:

Requesting City Council approval of Change Order #1 for the 2023 Havana Road Project.

Background:

Item number 2211.509 Aggregate Base CI 5 - 6220 Ton at \$26.00/ton will be replaced with 2211.507 Aggregate Base (CV) CI. 5 (B) - 1940 Cubic Yards at \$67.06/cy.

Budget Impact:

The contract price will be decreased by \$31,634.81, bringing the contract total to \$1,011,501.40.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. SAP 153-113-007 Havana Rd - 23006 - Change Order #1



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. February 2018

SP/SAP(s)	153-113-007	MN Project No.:	N/A	Change Order No.	1
-----------	-------------	-----------------	-----	------------------	---

Project Location	Havana Rd. SE – from Truman Ave to Cardinal Dr.		
Local Agency	City of Owatonna	Local Project No.	23006
Contractor	Wencl Construction	Contract No.	
Address/City/State/Zip			
Total Change Order Amount \$		-\$31,634.81	

(Describe work and justification for change order.)

A recalculation of the project's total Class 5 is needed due to a miscalculation in the original quantity. Also, a change in the street section, changing the class 5 from 6" of depth to 9" of depth. This shortens the overall section and was due to the discovery of a very shallow gas main. The street section change helped avoid the gas main from entering into the section.

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)

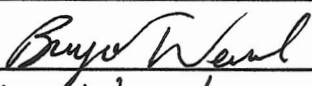
**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
	2211.509	AGGREGATE BASE CL. 5	TON	\$26.00	-6220	-\$161,731.21
	2211.507	AGGREGATE BASE (CV) CL. 5 (B)	CU YD	\$67.06	+1940	\$130,096.40
Net Change this Change Order						-\$31,634.81

****Group/funding category is required for federal aid projects**

Due to this change, the contract time: (check one)

(X) Is NOT changed	() May be revised as provided in MnDOT Specification 1806
() Is Increased by _____ Working Days	() Is Increased by _____ Calendar Days
() Is Decreased by _____ Working Days	() Is Decreased by _____ Calendar Days

Approved by Project Engineer:  Date: 7/13/2023
Print Name: Sean Murphy Phone: 507.774.7306

Approved by Contractor:  Wencl Con. Date: 7-13-2023
Print Name: Bryant Wencl Phone: 507-676-1318

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding ___ Local funds

District State Aid Engineer: _____ Date: _____

RECAP:

\$	28,113.95	Advanced Audio & Lighting - Council Chambers Est 1
	27,531.19	Central Farm Service - Fuel
	27,237.18	Crane Creek Asphalt - Tack and hotmix for street repairs
	29,619.50	Crane Creek Asphalt - Tack and hotmix for street repairs
	51,232.10	Doma Insurance - Purchase of 126 E Fremont St
	94,614.00	L & S Truck Center of Appleton - Replace F550 Chipper Truck
	91,889.00	OpenGov Inc - 3rd Installment Implementation
	99,765.00	P & R Construction - Kaplan's Woods Est 1
	4,896,690.93	Rice Lake Const - WWTF Expansion Est 13
	<u>240,105.61</u>	OTHER EXPENDITURES
\$	<u>5,586,798.46</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					
373986	07/11/23	DOMA INSURANCE AGENCY OF MN	51,232.10	0	Regular
373987	07/11/23	L & S TRUCK CENTER OF APPLETON	94,614.00	R	ACH
373988	07/11/23	VERIZON WIRELESS	334.55	0	Regular
373989	07/18/23	A H HERMEL CANDY & TOBACCO CO	14,933.28	0	Regular
373990	07/18/23	ADVANCED AUDIO & LIGHTING SYST	28,113.95	0	Regular
373991	07/18/23	ALEXANDER LUMBER COMPANY	258.82	0	Regular
373992	07/18/23	AMERICAN ENGINEERING TESTING	8,989.00	0	Regular
373993	07/18/23	AMERICAN RED CROSS	210.00	0	Regular
373994	07/18/23	ARAMARK UNIFORM SERVICES INC	466.08	0	Regular
373995	07/18/23	ARROW ACE HARDWARE	109.79	0	Regular
373996	07/18/23	ASBESTROL INC	15,392.10	0	Regular
373997	07/18/23	ASPEN MILLS INCORPORATED	173.65	0	Regular
373998	07/18/23	AVFUEL CORPORATION	18,254.17	0	Regular
373999	07/18/23	BAKER & TAYLOR BOOKS	1,133.08	0	Regular
374000	07/18/23	BGMN, INC	181.71	0	Regular
374001	07/18/23	BLACKSTONE PUBLISHING	411.74	0	Regular
374002	07/18/23	BOUND TREE MEDICAL LLC	935.84	0	Regular
374003	07/18/23	BRANDON D FANDEL	100.00	0	Regular
374004	07/18/23	CANADIAN PACIFIC RAILWAY CO	240.00	0	Regular
374005	07/18/23	CARQUEST	1,135.91	0	Regular
374006	07/18/23	CAVALIER COACHES INC	650.00	0	Regular
374007	07/18/23	CEDAR VALLEY SERVICES INC	670.32	0	Regular
374008	07/18/23	CEMSTONE CONCRETE MATERIAL LLC	1,186.75	0	Regular
374009	07/18/23	CEMSTONE PRODUCTS CO	12.80	0	Regular
374010	07/18/23	CENGAGE LEARNING INC/GALE	91.19	R	ACH
374011	07/18/23	CENTRAL FARM SERVICE	27,531.19	0	Regular
374012	07/18/23	CHOSEN VALLEY TESTING	1,082.00	0	Regular
374013	07/18/23	CINTAS	50.79	0	Regular
374014	07/18/23	CITY OF OWATONNA	62.14	0	Regular
374015	07/18/23	CITY OF SAINT PAUL	3,296.33	0	Regular
374016	07/18/23	CLUB PROPHET SYSTEMS	571.00	0	Regular
374017	07/18/23	COVERALL OF THE TWIN CITIES	2,455.00	0	Regular
374018	07/18/23	CRANE CREEK ASPHALT	27,237.18	R	ACH
374019	07/18/23	CRANE CREEK ASPHALT	29,619.50	0	Regular
374020	07/18/23	CRYSTEEL TRUCK EQUIP	1,571.00	0	Regular
374021	07/18/23	CULLIGAN OF OWATONNA	31.08	0	Regular
374022	07/18/23	CURT'S TRUCK & DIESEL SERVICE	473.36	R	ACH
374023	07/18/23	CUSTOM COMMUNICATIONS INC	3,228.08	0	Regular
374024	07/18/23	D & M CONSTRUCTION LLC	336.05	0	Regular
374025	07/18/23	DAKOTA COUNTY TECHNICAL COLLEG	750.00	0	Regular
374026	07/18/23	DANAE ANDREWS	50.00	0	Regular
374027	07/18/23	DEANS WESTSIDE TOWING	896.00	0	Regular
374028	07/18/23	EARL F ANDERSEN & ASSOC	4,945.50	0	Regular
374029	07/18/23	EMILIA FLEMMING	130.00	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
374030	07/18/23	EMPLOYEE STRATEGIES INC	2,787.59	0	Regular
374031	07/18/23	ENVIRONMENTAL EQUIP & SERV INC	3,300.00	0	Regular
374032	07/18/23	ERIN MENZIES-ERROUNDA	80.00	0	Regular
374033	07/18/23	FASTENAL COMPANY	200.42	0	Regular
374034	07/18/23	FIRST SUPPLY OWATONNA	206.24	0	Regular
374035	07/18/23	FOUR SEASONS ELECTRIC	2,746.54	R	ACH
374036	07/18/23	GOPHER/PLAY WITH A PURPOSE	1,525.50	0	Regular
374037	07/18/23	GRAINGER	237.58	0	Regular
374038	07/18/23	HEALTHPARTNERS INC	4,536.67	0	Regular
374039	07/18/23	HELEN WESTPHAL	67.50	0	Regular
374040	07/18/23	HILLYARD INC	459.02	0	Regular
374041	07/18/23	HORIZON COMMERCIAL POOL SUPPLY	4,020.50	0	Regular
374042	07/18/23	HUBER SUPPLY CO INC	16.50	0	Regular
374043	07/18/23	IFACS	515.50	0	Regular
374044	07/18/23	INNOVATIVE OFFICE SOLUTIONS	497.21	0	Regular
374045	07/18/23	INTERNAL REVENUE SERVICE	731.00	0	Regular
374046	07/18/23	JACOB HOLMAN	7,842.50	0	Regular
374047	07/18/23	JAMES WENCL	1,000.00	0	Regular
374048	07/18/23	JOHN DEERE CREDIT	147.14	0	Regular
374049	07/18/23	KAYLA LINDER	50.00	0	Regular
374050	07/18/23	KNECHT'S NURSERIES & LANDSCAPI	734.00	0	Regular
374051	07/18/23	KOWZ-FM	417.00	0	Regular
374052	07/18/23	KRFO-FM	628.92	0	Regular
374053	07/18/23	LAWSON AUTOMOTIVE LLC	183.39	0	Regular
374054	07/18/23	LINDER DIGITAL	1,000.00	0	Regular
374055	07/18/23	MARCO TECHNOLOGIES LLC	898.79	0	Regular
374056	07/18/23	MARIE RIDGEWAY LICSW LLC	1,716.00	0	Regular
374057	07/18/23	MATTHEW R HOKANSON	729.32	R	ACH
374058	07/18/23	MEI TOTAL ELEVATOR	881.07	0	Regular
374059	07/18/23	METRO SALES INC	99.93	0	Regular
374060	07/18/23	MIDWEST TAPE LLC	1,658.30	0	Regular
374061	07/18/23	MIKE'S REPAIR	2,044.00	0	Regular
374062	07/18/23	MN DEPT OF TRANSPORTATION	3,197.54	0	Regular
374063	07/18/23	MN POST BOARD	90.00	0	Regular
374064	07/18/23	MN TRANSPORTATION ALLIANCE	770.00	0	Regular
374065	07/18/23	MN VALLEY TESTING LABS INC	222.20	0	Regular
374066	07/18/23	MOTOROLA SOLUTIONS INC	1,800.00	R	ACH
374067	07/18/23	MRI SOFTWARE LLC	50.00	R	ACH
374068	07/18/23	MTI DISTRIBUTING INC	369.86	0	Regular
374069	07/18/23	NAPA AUTO PARTS	1,467.52	0	Regular
374070	07/18/23	NORTHLAND FARM SYSTEMS	215.22	0	Regular
374071	07/18/23	NUSS TRUCK & EQUIPMENT	851.22	0	Regular
374072	07/18/23	O'REILLY AUTOMOTIVE INC	320.83	0	Regular
374073	07/18/23	OPENGOV INC	91,889.00	R	ACH
374074	07/18/23	OWATONNA METAL RECYCLING	35.70	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
374075	07/18/23	OWATONNA MOTOR COMPANY	548.54	0	Regular
374076	07/18/23	OWATONNA PUBLIC UTILITIES	2,551.39	R	ACH
374077	07/18/23	P&R CONSTRUCTION LLC	99,765.00	0	Regular
374078	07/18/23	PENGUIN MANAGEMENT, INC	3,840.00	0	Regular
374079	07/18/23	PEPSI COLA OF ROCHESTER	9,072.50	0	Regular
374080	07/18/23	QUALITY EQUIP SALES & SERVICE	148.46	0	Regular
374081	07/18/23	RAEDI	1,250.00	0	Regular
374082	07/18/23	RAINBOW ECOSCIENCE	8,695.60	R	ACH
374083	07/18/23	RAMY TURF PRODUCTS	4,255.06	0	Regular
374084	07/18/23	RDO EQUIPMENT CO	486.85	0	Regular
374085	07/18/23	RENT N SAVE	2,208.00	0	Regular
374086	07/18/23	RICE LAKE CONSTRUCTION GROUP	4,896,690.93	R	ACH
374087	07/18/23	SCHILLING SUPPLY CO	120.39	0	Regular
374088	07/18/23	SCHULTZY'S RESTAURANT GRP LLC	162.00	0	Regular
374089	07/18/23	SCOTT F LIMBERG	200.00	R	ACH
374090	07/18/23	SELCO	3,533.77	R	ACH
374091	07/18/23	SENIORPLACE INC	183.00	0	Regular
374092	07/18/23	SHARE CORPORATION	2,307.36	0	Regular
374093	07/18/23	SHERWIN WILLIAMS COMPANY	222.51	0	Regular
374094	07/18/23	SHI CORP	136.00	0	Regular
374095	07/18/23	SHRED RIGHT	40.00	0	Regular
374096	07/18/23	SIGN PRO OF OWATONNA	50.00	0	Regular
374097	07/18/23	SPLIT ROCK MANAGEMENT INC	3,860.00	0	Regular
374098	07/18/23	STEELE COUNTY TREASURER	6,038.97	0	Regular
374099	07/18/23	STEWART COMPANIES INC	65.71	0	Regular
374100	07/18/23	STEWART DENISE	541.73	0	Regular
374101	07/18/23	STEWART SANITATION	1,909.43	0	Regular
374102	07/18/23	STREICHER'S INC	2,304.00	0	Regular
374103	07/18/23	TAMMY R INGVALDSON	19.00	0	Regular
374104	07/18/23	TERRACON CONSULTANTS INC	10,232.00	0	Regular
374105	07/18/23	TERRACON CONSULTANTS INC	5,673.75	0	Regular
374106	07/18/23	THE PENWORTHY COMPANY	421.28	0	Regular
374107	07/18/23	TOM SCHMOLL	50.00	0	Regular
374108	07/18/23	TOR SPERLING	24.70	0	Regular
374109	07/18/23	TWIN CITIES ANIMAL REHABILITAT	244.00	0	Regular
374110	07/18/23	UKG INC	19,674.00	R	ACH
374111	07/18/23	UNITED WAY	107.00	0	Regular
374112	07/18/23	VALENCIA LUHDA	171.80	0	Regular
374113	07/18/23	VAULT HEALTH	501.64	0	Regular
374114	07/18/23	VENTURE HYDRAULICS INC	581.24	0	Regular
374115	07/18/23	WALBRAN & FURNESS CHARTERED	456.61	R	ACH
374116	07/18/23	WASTE MANAGEMENT OF WI-MN	465.86	0	Regular
374117	07/18/23	WEST PUBLISHING CORPORATION	581.43	R	ACH
374118	07/18/23	WHKS & CO	7,036.83	R	ACH
374119	07/18/23	WOLFF AND SONS INC	568.50	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
374120	07/18/23	WSB & ASSOCIATES INC	267.00	0	Regular
374121	07/18/23	YOUTH 1ST INC	875.00	0	Regular
374122	07/18/23	ZEP MANUFACTURING CO	275.37	R	ACH

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A/P Check Register
Checks from

to

07/13/2023 13:05

Page 4

118	Checks total:	427,471.94
19	ACH total:	5,159,326.52
0	EFTPS total:	
0	Wire transfer total:	
0	Payment Manager total:	
137	GRAND TOTALS	5,586,798.46



Resolutions



Public Works Department

DATE: July 18, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Resolution 68-23: Declare Costs - Delinquent Snow Removal Fees

Purpose:

Council to approve Resolution 68-23 to declare costs of the Delinquent Snow Removal Account and propose assessments for unpaid sidewalk snow clearing fees incurred during the 2022-2023 Winter Season.

Background:

Pursuant to City Ordinance 94.005, property owners or occupants are responsible for removing snow and ice from sidewalks adjacent to their property within 24 hours of accumulation. Inspections are completed on a complaint received basis. Written notices are provided for those found to be non-compliant, additional inspections are completed and properties that have not been cleared are subject to snow removal under the direction of the City Engineer. Contractor and administrative fees are billed to the property owner.

Budget Impact:

The City of Owatonna will collect assessments in the amount of \$3,212.00 as reimbursement for expenses incurred as provided by our policies and state statute.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Resolution 68-23 Declare Cost to Assess Sidewalk Snow 2022-2023
2. 2023 Unpaid Snow Removal Invoices

RESOLUTION NO. 68-23

A RESOLUTION DECLARING COST TO BE ASSESSED AND
ORDERING PREPARATION OF PROPOSED ASSESSMENT

WHEREAS, the City has conducted the winter of 2022-2023 Sidewalk Snow Removal on various lots in the City, and the cost of such service is \$3,212.00 so that the total cost of the improvement will be \$3,212.00, and of this cost the City will pay an estimated \$0 as its share of the cost,

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

1. The estimated cost of such service to be specially assessed is hereby declared to be \$3,212.00.

2. The City Clerk, with the assistance of the Public Works Director, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.

3. The Clerk shall, upon the completion of such proposed assessment, notify the Council thereof.

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

Record #	PIN	Address	Owner Name	Admin Charge	Contractor Charge	Invoice Total
SNOW-23-77	17-109-0401	134 ROSE ST W, Owatonna, 55060	D&ML PROPERTIES LLC	\$ 40.00	\$ 572.00	\$ 612.00
SNOW-23-61	17-127-0118	526 MOUND ST SW, Owatonna, 55060	JUSTIN & CORRINNE KORTKAMP	\$ 40.00	\$ 145.00	\$ 185.00
SNOW-23-58	17-127-0121	508 MOUND ST SW, Owatonna, 55060	PENCE PROPERTIES LLC	\$ 40.00	\$ 145.00	\$ 185.00
SNOW-23-56	17-119-0905	417 GLENDALE ST NW, Owatonna, 55060	ANDREW SIMON & SHARON GUIENDSON-SIMON	\$ 40.00	\$ 137.00	\$ 177.00
SNOW-23-54	17-119-0907	427 GLENDALE ST NW, Owatonna, 55060	ERIC & KEITH MARTIN	\$ 40.00	\$ 137.00	\$ 177.00
SNOW-23-45	17-119-0307	455 FAIRVIEW AVE NW, Owatonna, 55060	RYAN & ELISABETH I ZIMMERMAN	\$ 40.00	\$ 137.00	\$ 177.00
SNOW-23-44	17-119-0207	430 FAIRVIEW AVE NW, Owatonna, 55060	HANNAH BUSCHO	\$ 60.00	\$ 99.00	\$ 159.00
SNOW-23-41	17-016-2054	222 McKinley Street West, Owatonna, MN 55060	OCCUPANT	\$ 40.00	\$ 145.00	\$ 185.00
SNOW-23-31	17-119-1114	303 STATE AVE NW, Owatonna, MN 55060	SHERRIE JUST	\$ 40.00	\$ 79.00	\$ 119.00
SNOW-23-29	17-119-0207	430 FAIRVIEW AVE NW, Owatonna, MN 55060	HANNAH BUSCHO	\$ 40.00	\$ 87.00	\$ 127.00
SNOW-23-26	17-123-0101	440 ROSE ST E, Owatonna, MN 55060	TROY NECHKASH	\$ 40.00	\$ 83.00	\$ 123.00
SNOW-23-24	17-119-1112	313 STATE AVE NW, Owatonna, MN 55060	LEWIS HERNANDEZ	\$ 40.00	\$ 83.00	\$ 123.00
SNOW-23-23	17-119-1113	311 STATE AVE NW, Owatonna, MN 55060	SMITH VENTURES LLC	\$ 40.00	\$ 83.00	\$ 123.00
SNOW-23-13	17-108-0315	357 ROSE ST E, Owatonna, MN 55060	SETH HOTTMAN	\$ 40.00	\$ 83.00	\$ 123.00
SNOW-23-12	17-108-0202	310 VINE ST E, Owatonna, MN 55060	WADE STANLEY	\$ 40.00	\$ 83.00	\$ 123.00
SNOW-23-1	17-100-1108	240 VINE ST E, Owatonna, MN 55060	KNR CAPITAL MANAGEMENT LLC	\$ 40.00	\$ 189.00	\$ 229.00
SNOW-22-28	17-583-0104	230 ALLAN AVE SW, Owatonna, MN 55060	OWATONNA HOTEL ASSOCIATES LLC	\$ 40.00	\$ 225.00	\$ 265.00
				\$ 700.00	\$ 2,512.00	\$ 3,212.00



Public Works Department

DATE: July 18, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Resolution 69-23: Set Public Hearing Date - Delinquent Snow Removal Accounts

Purpose:

Council to approve Resolution 69-23 to set a Public Hearing Date for the Delinquent Snow Removal Account proposed assessments for unpaid sidewalk snow clearing fees incurred during the 2022-2023 Winter Season.

Background:

Costs declared were for the Delinquent Snow Removal Accounts by Resolution 68-23. A Public Hearing Date will be held August 2, 2023. This is the next step in the process of approving costs for assessments as outlined in the Special Assessment Guide based on Minnesota State Statute 429.061, Subd 1. Since this is a 2023 fee, the recommended interest rate is 4%. The assessment will be repaid over a 1-year period of time.

Budget Impact:

The City of Owatonna will collect assessments in the amount of \$3,212.00 as reimbursement for expenses incurred as provided by our policies and state statute.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Resolution 69-23 - Set Date for Public Hearing - Proposed Assessments 2022-2023 Sidewalk Snow Accounts
2. 2023 Unpaid Snow Removal Invoices

RESOLUTION NO. 69-23

A RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT

WHEREAS, by Resolution No. 68-23, passed by the Council on July 18, 2023, the City Clerk was directed to prepare a proposed assessment of the cost of the Winter 2022-2023 Sidewalk Snow Removals on various lots in the City; and

WHEREAS, the Clerk has notified the Council that such proposed assessment has been completed and filed in his office for public inspection,

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

1. A hearing shall be held at a regular City Council meeting to be held on the 2nd day of August 2023, in the Gainey Meeting Room at the Owatonna Public Library at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearings.

3. No appeal as to the amount of an assessment to a specific parcel of land may be made unless the owner has either filed a signed written objection to that assessment with the City Clerk prior to the hearing or has presented the written objection to the presiding officer at the hearing.

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

Record #	PIN	Address	Owner Name	Admin Charge	Contractor Charge	Invoice Total
SNOW-23-77	17-109-0401	134 ROSE ST W, Owatonna, 55060	D&ML PROPERTIES LLC	\$ 40.00	\$ 572.00	\$ 612.00
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SNOW-23-58	17-127-0121	508 MOUND ST SW, Owatonna, 55060	PENCE PROPERTIES LLC	\$ 40.00	\$ 145.00	\$ 185.00
SNOW-23-56	17-119-0905	417 GLENDALE ST NW, Owatonna, 55060	ANDREW SIMON & SHARON GUIENDSON-SIMON	\$ 40.00	\$ 137.00	\$ 177.00
SNOW-23-54	17-119-0907	427 GLENDALE ST NW, Owatonna, 55060	ERIC & KEITH MARTIN	\$ 40.00	\$ 137.00	\$ 177.00
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SNOW-23-44	17-119-0207	430 FAIRVIEW AVE NW, Owatonna, 55060	HANNAH BUSCHO	\$ 60.00	\$ 99.00	\$ 159.00
SNOW-23-41	17-016-2054	222 McKinley Street West, Owatonna, MN 55060	OCCUPANT	\$ 40.00	\$ 145.00	\$ 185.00
SNOW-23-31	17-119-1114	303 STATE AVE NW, Owatonna, MN 55060	SHERRIE JUST	\$ 40.00	\$ 79.00	\$ 119.00
SNOW-23-29	17-119-0207	430 FAIRVIEW AVE NW, Owatonna, MN 55060	HANNAH BUSCHO	\$ 40.00	\$ 87.00	\$ 127.00
SNOW-23-26	17-123-0101	440 ROSE ST E, Owatonna, MN 55060	TROY NECHKASH	\$ 40.00	\$ 83.00	\$ 123.00
SNOW-23-24	17-119-1112	313 STATE AVE NW, Owatonna, MN 55060	LEWIS HERNANDEZ	\$ 40.00	\$ 83.00	\$ 123.00
SNOW-23-23	17-119-1113	311 STATE AVE NW, Owatonna, MN 55060	SMITH VENTURES LLC	\$ 40.00	\$ 83.00	\$ 123.00
SNOW-23-13	17-108-0315	357 ROSE ST E, Owatonna, MN 55060	SETH HOTTMAN	\$ 40.00	\$ 83.00	\$ 123.00
SNOW-23-12	17-108-0202	310 VINE ST E, Owatonna, MN 55060	WADE STANLEY	\$ 40.00	\$ 83.00	\$ 123.00
SNOW-23-1	17-100-1108	240 VINE ST E, Owatonna, MN 55060	KNR CAPITAL MANAGEMENT LLC	\$ 40.00	\$ 189.00	\$ 229.00
SNOW-22-28	17-583-0104	230 ALLAN AVE SW, Owatonna, MN 55060	OWATONNA HOTEL ASSOCIATES LLC	\$ 40.00	\$ 225.00	\$ 265.00
				\$ 700.00	\$ 2,512.00	\$ 3,212.00



Miscellaneous



Public Works Department

DATE: July 18, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Wastewater Treatment Facility Expansion Change Order #3

Purpose:

Requesting City Council approval of Change Order #3 for the Wastewater Treatment Facility Expansion Project.

Background:

State of Minnesota law requires that wages conform to the applicable minimum wage rate. Change Order #3 modifies existing contract language to conform to the latest wage adjustments.

Budget Impact:

There are no changes to the applicable wage rates for the WWTF Expansion. Therefore, the update will not result in a price change. The current contract price is \$55,883,200.86.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Owatonna WWTF - Change Order No. 3

CHANGE ORDER NO.: 3

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
 Date Issued: Effective Date of Change Order: 5/18/2023

The Contract is modified as follows upon execution of this Change Order:

Description:

Replace Exhibit 2: Wage Rates of Division 00 of the Specifications with the attached schedule.

Attachments:

"General Decision Number: MN20220096 04/01/2022"

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 55,720,600.00	Original Contract Times: Substantial Completion: 03/31/2025 Ready for final payment: 06/30/2025
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 2: \$ 162,600.86	[Increase] [Decrease] from previously approved Change Orders No.1 to No. 2 Substantial Completion: _____ Ready for final payment: _____
Contract Price prior to this Change Order: \$ 55,883,200.86	Contract Times prior to this Change Order: Substantial Completion: 03/31/2025 Ready for final payment: 06/30/2025
[Increase] [Decrease] this Change Order: \$ 0	[Increase] [Decrease] this Change Order: Substantial Completion: _____ Ready for final payment: _____
Contract Price incorporating this Change Order: \$ 55,883,200.86	Contract Times with all approved Change Orders: Substantial Completion: 03/31/2025 Ready for final payment: 06/30/2025

Recommended by Engineer (if required)

By: Eric Meester 
 Title: President, Nero Engineering
 Date: 6/27/2023

Authorized by Owner
 Approved by Funding Agency (if applicable)

By: _____
 Title: _____
 Date: _____

Superseded General Decision Number: MN20210096

State: Minnesota

Construction Type: Building

County: Steele County in Minnesota.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Contracts subject to the Davis-Bacon Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658. Please note that these Executive Orders apply to covered contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but do not apply to contracts subject only to the Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60).

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	. Executive Order 14026 generally applies to the contract. . The contractor must pay all covered workers at least \$15.00 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2022.
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	. Executive Order 13658 generally applies to the contract. . The contractor must pay all covered workers at least \$11.25 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on that contract in 2022.

The applicable Executive Order minimum wage rate will be adjusted annually. If this contract is covered by one of the Executive Orders and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must still submit a conformance request.

Additional information on contractor requirements and worker protections under the Executive Orders is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Modification Number	Publication Date
0	01/07/2022
1	02/18/2022

2 02/25/2022
3 04/01/2022

ASBE0034-001 06/01/2021

	Rates	Fringes
ASBESTOS WORKER/HEAT & FROST INSULATOR.....	\$ 40.25	35.90

BOIL0647-008 04/01/2021

	Rates	Fringes
BOILERMAKER.....	\$ 40.94	28.44

BRMN0001-013 05/03/2021

	Rates	Fringes
BRICKLAYER.....	\$ 42.13	23.40

CARP0464-005 04/29/2019

	Rates	Fringes
CARPENTER (Includes Drywall Hanging and Excludes Acoustical Ceiling Installation, Form Work, and Soft Floor Layer).....	\$ 30.57	20.86

CARP1382-015 05/03/2021

	Rates	Fringes
CARPENTER (Acoustical Ceiling Installation Only).....	\$ 31.75	24.77

ELEC0343-013 07/01/2021

	Rates	Fringes
ELECTRICIAN Excludes Low Voltage Wiring.....	\$ 40.20	20.26
Low Voltage Wiring Only.....	\$ 36.90	10.51

ENGI0049-011 05/01/2020

	Rates	Fringes
POWER EQUIPMENT OPERATOR Bulldozer.....	\$ 40.93	21.70
Crane, Excludes Truck Mounted.....	\$ 42.35	21.70
Crane, Truck Mounted Only...	\$ 44.10	21.70
Forklift.....	\$ 40.93	21.70
Loader.....	\$ 40.93	21.70
Oiler.....	\$ 38.30	21.70
Tractor.....	\$ 42.35	21.70

IRON0512-029 05/03/2021

	Rates	Fringes
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IRONWORKER (Reinforcing and Structural).....	\$ 39.35	31.80
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LAB00405-008 05/01/2021

	Rates	Fringes
LABORER (Mason Tender - Brick)....	\$ 30.15	18.87

LAB00405-014 05/01/2021

	Rates	Fringes
LABORER (Common or General).....	\$ 30.15	18.87

LAB00563-053 01/01/2021

	Rates	Fringes
LABORER (ASBESTOS ABATEMENT (Removal from Ceilings, Floors, and Walls)).....	\$ 37.40	19.09

PAIN0681-005 05/01/2021

	Rates	Fringes
DRYWALL FINISHER/TAPER.....	\$ 31.00	21.23

PAIN0681-007 05/01/2021

	Rates	Fringes
PAINTER		
Brush and Roller.....	\$ 31.26	20.98
Spray.....	\$ 31.26	20.98

PAIN1324-001 03/01/2021

	Rates	Fringes
GLAZIER.....	\$ 34.50	19.63

PLUM0006-003 05/01/2021

	Rates	Fringes
PLUMBER (Excludes HVAC Pipe Installation).....	\$ 44.31	24.03

* SFMN0669-004 04/01/2022

	Rates	Fringes
SPRINKLER FITTER (Fire Sprinklers).....	\$ 39.18	25.53

* UAVG-MN-0003 01/01/2019

	Rates	Fringes
LABORER: Pipelayer.....	\$ 31.45	16.32

* UAVG-MN-0011 01/01/2019

	Rates	Fringes
CARPENTER (Form Work Only).....	\$ 28.97	19.34
CARPENTER (Soft Floor Layer Only).....	\$ 31.80	17.38

SUMN2015-031 06/22/2018

	Rates	Fringes
CEMENT MASON/CONCRETE FINISHER...	\$ 31.06	13.42
HVAC MECHANIC: HVAC DUCT INSTALLATION.....	\$ 25.72	13.06
HVAC MECHANIC: HVAC PIPE INSTALLATION.....	\$ 28.30	17.32
OPERATOR: Backhoe/Excavator/Trackhoe.....	\$ 29.49	17.20
PIPEFITTER (Excludes HVAC Pipe Installation).....	\$ 29.37	19.99
ROOFER.....	\$ 23.73	5.43
SHEET METAL WORKER (Excludes HVAC Duct Installation).....	\$ 32.31	15.26
TILE SETTER.....	\$ 25.66	11.35

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

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Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is a victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at <https://www.dol.gov/agencies/whd/government-contracts>.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of ""identifiers"" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than ""SU"" or ""UAVG"" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number, 005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

Survey Rate Identifiers

Classifications listed under the ""SU"" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

- * an existing published wage determination
- * a survey underlying a wage determination
- * a Wage and Hour Division letter setting forth a position on a wage determination matter
- * a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour National Office because National Office has responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

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END OF GENERAL DECISIO"



Public Works Department

DATE: July 18, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Wastewater Treatment Facility Expansion Change Order #4

Purpose:

Requesting City Council approval of Change Order #4 for the Wastewater Treatment Facility Expansion Project.

Background:

Original quantities estimated for contaminated soil were based on soil borings performed as part of the project. Borings can only provide so much data and extrapolation of estimated contaminated soil is based on the number of borings included and the individual results of each boring. Unfortunately, the extent of contamination was larger than estimated and resulted in additional costs.

Budget Impact:

The additional cost for contaminated soil removal and additional granular fill is \$265,957.79.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Owatonna WWTF - Change Order No. 4

CHANGE ORDER NO.: 4

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
 Date Issued: Effective Date of Change Order: 6/23/2023

The Contract is modified as follows upon execution of this Change Order:

Description:

Adjustment of contaminated soil unit price from \$2 per ton to \$7.86 per ton for quantities above the estimated quantity of 10,500 tons. \$2 per ton will be honored up to 10,500 tons. Additional replacement granular material required due to the site having more contaminated soil than anticipated.

Attachments:

WCD No. 1 and WCD No. 6.

Change in Contract Price	Change in Contract Times
Original Contract Price:	Original Contract Times:
\$ 55,720,600.00	Substantial Completion: 03/31/2025
	Ready for final payment: 06/30/2025
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 3:	[Increase] [Decrease] from previously approved Change Orders No.1 to No. 3:
\$ 162,600.86	Substantial Completion:
	Ready for final payment:
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ 55,883,200.86	Substantial Completion: 03/31/2025
	Ready for final payment: 06/30/2025
[Increase] [Decrease] this Change Order:	[Increase] [Decrease] this Change Order:
\$ 265,957.79	Substantial Completion:
	Ready for final payment:
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ 56,149,158.65	Substantial Completion: 03/31/2025
	Ready for final payment: 06/30/2025

Recommended by Engineer (if required)

Authorized by Owner

By: Eric Meester 

Title: President, Nero Engineering

Date: 7/12/2023

Authorized by Owner

Approved by Funding Agency (if applicable)

By:

Title:

Date:

EJCDC® C-941, Change Order.

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Owatonna WWTF Upgrade and Expansion

Change Order Log

Printed: 7/12/2023

Original Contract Cost

\$55,720,600.00

Net Change in Project

\$548,338.09

0.98%

CO #	WCD No.	Date	Description	WCD Cost	Approved	CO Cost	Revised Contract Cost
1	15	5/30/2022	SUEZ Price Escalation	\$252,500.00	Yes	\$252,500.00	\$55,973,100.00
2	2	8/19/2022	Field Order No.1	\$581.15	Yes	-\$89,899.14	\$55,883,200.86
	3	8/22/2022	Field Order No.3	-\$12,511.72			
	4	8/19/2022	Field Order No.4	\$53,409.75			
	5	8/25/2022	Field Order No.2	\$3,329.18			
	7	8/25/2022	RFI #29	-\$11,092.99			
	8	9/30/2022	MBR Tank Drain Valves	\$16,853.62			
	9	9/30/2022	Field Order No.9	\$9,613.92			
	10	9/30/2022	Grating Width Changes and Perm Wall Pipe	-\$6,944.33			
	12	10/25/2022	Backwash Tank and Chemical Storage Building - Opt. 1&2	\$75,579.50			
	13	10/25/2022	RFI #25	\$13,737.58			
	14	10/16/2022	Additional Window in Admin Building	\$21,862.56			
	16	11/28/2022	Directionally Drill 10" MBR Drain Line	-\$17,903.83			
	17	11/28/2022	Increase Size of Tunnel Opening at RWC	\$3,835.98			
	19	12/22/2022	RFI No. 45 - Hardware Material Change	-\$240,249.52			
3		6/22/2023	Wage Rate Update	\$0.00	No	\$0.00	\$55,883,200.86
4	1	6/23/2023	Contaminated Soil Removal	\$193,738.62	No	\$265,957.79	\$56,149,158.65
	6	6/23/2023	Additional Granular Fill	\$72,219.17			
5	32	6/23/2023	Vaughan Price Escalation	\$3,535.00	No	\$3,535.00	\$56,152,693.65
6	18	4/3/2023	Field Order No. 8	\$60,677.57	No	\$116,244.44	\$56,268,938.09
	21	12/22/2022	Additional Pipe Support for Increased Size of Tunnel Opening at RV	\$3,786.97			
	22	2/17/2023	FO #12 - Omit Ductwork in Tunnel between RWC and DTC	-\$12,442.85			
	24	2/17/2023	Add MBR Blower Inlet Dampers	\$2,042.52			
	26	3/7/2023	AB Blower Piping Expansion Joints	\$34,243.47			
	27	4/3/2023	MLS Bonnetless Knife Gate Valves	-\$49,439.50			
	29	4/12/2023	FSB Roof Drain Piping	\$7,125.53			
	33	6/23/2023	RFI #117 - Weirs and Anchors	\$13,435.27			
	34	6/23/2023	Field Order Directive #14	\$3,659.69			
	35	6/23/2023	Field Order Directive #13	\$33,902.50			
	36	6/23/2023	MBR Influent Channel additional grout	\$16,029.48			
	37	6/23/2023	FSB Flexible Chutes	\$3,223.79			

WORK CHANGE DIRECTIVE NO.: 1

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		
Date Issued:		Effective Date of Work Change Directive:	6/26/2023

Contractor is directed to proceed promptly with the following change(s):

Description:

Adjustment of contaminated soil unit price from \$2 per ton to \$7.86 per ton for quantities above the estimated quantity of 10,500 tons. \$2 per ton will be honored up to 10,500 tons.

Attachments:

WCD Proposal from RLCG.

Purpose for the Work Change Directive:

Per the contract, RLCG is entitled to an adjustment of unit price if the quantity of the item differs from the estimated quantity. The MBR structure excavation exceeded the estimated quantity of 10,500 tons. A majority of the contaminated material has been removed from the site. The additional removed tons currently totals 21,018.68 tons which equates to \$165,206.82. The estimated remaining contaminated material needing to be removed is 3,630 tons which equates to \$28,531.80. The total amount for this WCD is \$193,738.62. The Contractor will be paid for the exact quantity that is removed.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price:	\$5.86 + \$2 (original price) =	[increase] [decrease] [not yet estimated]
	\$7.86 per ton above 10,500 tons	
	\$193,738.62	
Contract Time:	0 days	[increase] [decrease] [not yet estimated]

Basis of estimated change in Contract Price:

☐ Lump Sum ☒ Unit Price ☐ Cost of the Work ☐ Other

	Recommended by Engineer	Authorized by Owner
By:	Jennifer Svennes 	
Title:	Lead Process Engineer	
Date:	6/26/2023	

WORK CHANGE DIRECTIVE NO.: 6

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
Date Issued: Effective Date of Work Change Directive: 6/26/2023

Contractor is directed to proceed promptly with the following change(s):

Description:

Additional replacement granular material required due to the site having more contaminated soil than anticipated during design and bidding.

Attachments:

WCD Proposal No. 6 from RLCG.

Purpose for the Work Change Directive:

RLCG included the granular import needed to replace contaminated soil up to 10,500 tons in their lump sum. The MBR structure excavation exceeded the estimated quantity of 10,500 tons. This WCD covers the additional granular import that is anticipated for the project because the two largest structures affected (MBR and STB) are backfilled. The Contractor will only be paid for the exact quantity of granular material that is imported.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$72,219.17 [increase] ~~[decrease]~~ ~~[not yet estimated]~~

Contract Time: 0 days [increase] ~~[decrease]~~ ~~[not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer Svennes 

Title: Lead Process Engineer

Date: 6/26/2023

EJCDC® C-940, Work Change Directive.

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Public Works Department

DATE: July 18, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Wastewater Treatment Facility Expansion Change Order #5

Purpose:

Requesting City Council approval of Change Order #5 for the Wastewater Treatment Facility Expansion Project.

Background:

The Sludge Mixing system has increased in cost since the bid date. The team was alerted on 3/20 by the vendor of the system that the system would be subject to a \$15,000+ price escalation. RLCG worked to limit the increase as much as possible and was able to negotiate term dates for monetary increases to the system. If the order was released by 6/30/23, the resulting increase would be reduced by over 75%. RLCG approached this the same way they have for any other potential increases over the past year. They are ahead of any possible increases and work to order and store materials on site to avoid any cost increases.

Budget Impact:

The price escalation for the Sludge Mixing system is \$3,535.00.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Owatonna WWTF - Change Order No. 5

CHANGE ORDER NO. 5

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
Date Issued: Effective Date of Change Order: 6/2/2023

The Contract is modified as follows upon execution of this Change Order:

Description:

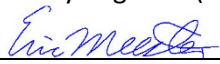
Vaughan price escalation for the sludge storage tank mixing system.

Attachments:

WCD No. 32.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 55,720,600.00	Original Contract Times: Substantial Completion: 03/31/2025 Ready for final payment: 06/30/2025
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 4 \$ 428,558.65	[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 4: Substantial Completion: _____ Ready for final payment: _____
Contract Price prior to this Change Order: \$ 56,149,158.65	Contract Times prior to this Change Order: Substantial Completion: 03/31/2025 Ready for final payment: 06/30/2025
[Increase] [Decrease] this Change Order: \$ \$3,535.00	[Increase] [Decrease] this Change Order: Substantial Completion: _____ Ready for final payment: _____
Contract Price incorporating this Change Order: \$ 56,152,693.65	Contract Times with all approved Change Orders: Substantial Completion: 03/31/2025 Ready for final payment: 06/30/2025

Recommended by Engineer (if required)

By: Eric Meester 

Title: President, Nero Engineering

Date: 7/12/2023

Authorized by Owner

Approved by Funding Agency (if applicable)

By: _____

Title: _____

Date: _____

EJCDC® C-941, Change Order.

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Owatonna WWTF Upgrade and Expansion

Change Order Log

Printed: 7/12/2023

Original Contract Cost

\$55,720,600.00

Net Change in Project

\$548,338.09

0.98%

CO #	WCD No.	Date	Description	WCD Cost	Approved	CO Cost	Revised Contract Cost
1	15	5/30/2022	SUEZ Price Escalation	\$252,500.00	Yes	\$252,500.00	\$55,973,100.00
2	2	8/19/2022	Field Order No.1	\$581.15	Yes	-\$89,899.14	\$55,883,200.86
	3	8/22/2022	Field Order No.3	-\$12,511.72			
	4	8/19/2022	Field Order No.4	\$53,409.75			
	5	8/25/2022	Field Order No.2	\$3,329.18			
	7	8/25/2022	RFI #29	-\$11,092.99			
	8	9/30/2022	MBR Tank Drain Valves	\$16,853.62			
	9	9/30/2022	Field Order No.9	\$9,613.92			
	10	9/30/2022	Grating Width Changes and Perm Wall Pipe	-\$6,944.33			
	12	10/25/2022	Backwash Tank and Chemical Storage Building - Opt. 1&2	\$75,579.50			
	13	10/25/2022	RFI #25	\$13,737.58			
	14	10/16/2022	Additional Window in Admin Building	\$21,862.56			
	16	11/28/2022	Directionally Drill 10" MBR Drain Line	-\$17,903.83			
	17	11/28/2022	Increase Size of Tunnel Opening at RWC	\$3,835.98			
	19	12/22/2022	RFI No. 45 - Hardware Material Change	-\$240,249.52			
3		6/22/2023	Wage Rate Update	\$0.00	No	\$0.00	\$55,883,200.86
4	1	6/23/2023	Contaminated Soil Removal	\$193,738.62	No	\$265,957.79	\$56,149,158.65
	6	6/23/2023	Additional Granular Fill	\$72,219.17			
5	32	6/23/2023	Vaughan Price Escalation	\$3,535.00	No	\$3,535.00	\$56,152,693.65
6	18	4/3/2023	Field Order No. 8	\$60,677.57	No	\$116,244.44	\$56,268,938.09
	21	12/22/2022	Additional Pipe Support for Increased Size of Tunnel Opening at RV	\$3,786.97			
	22	2/17/2023	FO #12 - Omit Ductwork in Tunnel between RWC and DTC	-\$12,442.85			
	24	2/17/2023	Add MBR Blower Inlet Dampers	\$2,042.52			
	26	3/7/2023	AB Blower Piping Expansion Joints	\$34,243.47			
	27	4/3/2023	MLS Bonnetless Knife Gate Valves	-\$49,439.50			
	29	4/12/2023	FSB Roof Drain Piping	\$7,125.53			
	33	6/23/2023	RFI #117 - Weirs and Anchors	\$13,435.27			
	34	6/23/2023	Field Order Directive #14	\$3,659.69			
	35	6/23/2023	Field Order Directive #13	\$33,902.50			
	36	6/23/2023	MBR Influent Channel additional grout	\$16,029.48			
	37	6/23/2023	FSB Flexible Chutes	\$3,223.79			

WORK CHANGE DIRECTIVE NO.: 32

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
Date Issued: Effective Date of Work Change Directive: 6/2/2023

Contractor is directed to proceed promptly with the following change(s):

Description:

Sludge Mixing System has increased in cost since the bid date.

Attachments:

WCD #032 Proposal from Rice Lake.

Purpose for the Work Change Directive:

To lock in pricing and prevent further increases the team will release this mixing system prior to the June 30th date provided by the vendor.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☒ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$3,535.00 ~~[increase] [decrease] [not yet estimated]~~
Contract Time: 0 days ~~[increase] [decrease] [not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

	Recommended by Engineer	Authorized by Owner
By:	Jennifer Svennes 	
Title:	Lead Process Engineer	
Date:	6/2/2023	



Public Works Department

DATE: July 18, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Wastewater Treatment Facility Expansion Change Order #6

Purpose:

Requesting City Council approval of Change Order #6 for the Wastewater Treatment Facility Expansion Project.

Background:

Work Change Directives (WCDs) are created as a means to address construction issues, design clarifications, and interdisciplinary coordination, just to name a few. WCDs, which are approved administratively, serve as changes to the contract. Due to the nature of the project and the current shipping and manufacturing climate, administrative approval is required to reduce delays and lock in shipping dates and prices. Administrative approval follows all requirements outlined by City audit procedures. WCDs in Change Order 2 are outlined in the WCD Log and supplemental attachments.

For additional information regarding any of the work change directives, please contact the Engineering Department.

Budget Impact:

The price increase is \$116,244.44. The adjusted contract total due to change orders 1 through 6 is \$56,268,938.09.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Owatonna WWTF - Change Order No. 6

CHANGE ORDER NO. 6

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
Date Issued: Effective Date of Change Order: 6/23/2023

The Contract is modified as follows upon execution of this Change Order:

Description:

Work Change Directives No. 18, 21, 22, 24, 26, 27, 29, 33, 34, 35, 36, 37.

Attachments:

Work Change Directive Log – 6-26-2023. Change Order Log – 7-12-2023.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 55,720,600.00	Original Contract Times: Substantial Completion: 03/31/2025 Ready for final payment: 06/30/2025
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 5 \$ 432,093.65	[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 5: Substantial Completion: _____ Ready for final payment: _____
Contract Price prior to this Change Order: \$ 56,152,693.65	Contract Times prior to this Change Order: Substantial Completion: 03/31/2025 Ready for final payment: 06/30/2025
[Increase] [Decrease] this Change Order: \$ \$116,244.44	[Increase] [Decrease] this Change Order: Substantial Completion: _____ Ready for final payment: _____
Contract Price incorporating this Change Order: \$ 56,268,938.09	Contract Times with all approved Change Orders: Substantial Completion: 03/31/2025 Ready for final payment: 06/30/2025

Recommended by Engineer (if required)

By: Eric Meester 
Title: President, Nero Engineering
Date: 7/12/2023

Authorized by Owner	Approved by Funding Agency (if applicable)
By: _____	_____
Title: _____	_____
Date: _____	_____

EJCDC® C-941, Change Order.

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Owatonna WWTF Upgrade and Expansion

Change Order Log

Printed: 7/12/2023

Original Contract Cost

\$55,720,600.00

Net Change in Project

\$548,338.09

0.98%

CO #	WCD No.	Date	Description	WCD Cost	Approved	CO Cost	Revised Contract Cost
1	15	5/30/2022	SUEZ Price Escalation	\$252,500.00	Yes	\$252,500.00	\$55,973,100.00
2	2	8/19/2022	Field Order No.1	\$581.15	Yes	-\$89,899.14	\$55,883,200.86
	3	8/22/2022	Field Order No.3	-\$12,511.72			
	4	8/19/2022	Field Order No.4	\$53,409.75			
	5	8/25/2022	Field Order No.2	\$3,329.18			
	7	8/25/2022	RFI #29	-\$11,092.99			
	8	9/30/2022	MBR Tank Drain Valves	\$16,853.62			
	9	9/30/2022	Field Order No.9	\$9,613.92			
	10	9/30/2022	Grating Width Changes and Perm Wall Pipe	-\$6,944.33			
	12	10/25/2022	Backwash Tank and Chemical Storage Building - Opt. 1&2	\$75,579.50			
	13	10/25/2022	RFI #25	\$13,737.58			
	14	10/16/2022	Additional Window in Admin Building	\$21,862.56			
	16	11/28/2022	Directionally Drill 10" MBR Drain Line	-\$17,903.83			
	17	11/28/2022	Increase Size of Tunnel Opening at RWC	\$3,835.98			
	19	12/22/2022	RFI No. 45 - Hardware Material Change	-\$240,249.52			
3		6/22/2023	Wage Rate Update	\$0.00	No	\$0.00	\$55,883,200.86
4	1	6/23/2023	Contaminated Soil Removal	\$193,738.62	No	\$265,957.79	\$56,149,158.65
	6	6/23/2023	Additional Granular Fill	\$72,219.17			
5	32	6/23/2023	Vaughan Price Escalation	\$3,535.00	No	\$3,535.00	\$56,152,693.65
6	18	4/3/2023	Field Order No. 8	\$60,677.57	No	\$116,244.44	\$56,268,938.09
	21	12/22/2022	Additional Pipe Support for Increased Size of Tunnel Opening at RV	\$3,786.97			
	22	2/17/2023	FO #12 - Omit Ductwork in Tunnel between RWC and DTC	-\$12,442.85			
	24	2/17/2023	Add MBR Blower Inlet Dampers	\$2,042.52			
	26	3/7/2023	AB Blower Piping Expansion Joints	\$34,243.47			
	27	4/3/2023	MLS Bonnetless Knife Gate Valves	-\$49,439.50			
	29	4/12/2023	FSB Roof Drain Piping	\$7,125.53			
	33	6/23/2023	RFI #117 - Weirs and Anchors	\$13,435.27			
	34	6/23/2023	Field Order Directive #14	\$3,659.69			
	35	6/23/2023	Field Order Directive #13	\$33,902.50			
	36	6/23/2023	MBR Influent Channel additional grout	\$16,029.48			
	37	6/23/2023	FSB Flexible Chutes	\$3,223.79			

WORK CHANGE DIRECTIVE NO.: 18

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		
Date Issued:		Effective Date of Work Change Directive:	4/3/2023

Contractor is directed to proceed promptly with the following change(s):

Description:

Several plumbing changes, hydrant additions, and removal of storm sewer as detailed in Field Order No. 8.

Attachments:

WCD #018 Proposal from Rice Lake dated 3/21/2023. Field Order No. 8.

Purpose for the Work Change Directive:

See description on page 1 of Field Order No. 8.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price:	\$60,677.57	[increase] [decrease] [not yet estimated]
Contract Time:	0 days	[increase] [decrease] [not yet estimated]

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer R. Shermes

Title: Lead Process Engineer

Date: 4/3/2023

WORK CHANGE DIRECTIVE NO.: 21

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
Date Issued: Effective Date of Work Change Directive: 12/22/2022

Contractor is directed to proceed promptly with the following change(s):

Description:

Additional pipe support for the increased MBR Tunnel Opening in the RWC.

Attachments:

WCD 021 Proposal from Rice Lake.

Purpose for the Work Change Directive:

Existing pipe support needed to be modified for the new tunnel opening in the RWC.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$3,786.97 [increase] [decrease] [not yet estimated].
Contract Time: 0 days [increase] [decrease] [not yet estimated].

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer R. Shennes

Title: Lead Process Engineer

Date: 1/12/2023

WORK CHANGE DIRECTIVE NO.: 22

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		
Date Issued:		Effective Date of Work Change Directive:	2/17/2023

Contractor is directed to proceed promptly with the following change(s):

Description:

Changes detailed in Field Order No. 12 including:

- Omit the supply duct and associated registers running through the tunnel from the RWC to the DTC – See Drawings RWC-M108 and DTC-M111. Three (3) of the registers will be repurposed as return grilles in the MBR, see note below.
- Add three supply registers to the ductwork in the RWC – see Drawings RWC-M107 for register size and location.
- Extend exhaust ductwork from EF-18 and EF-19 to the vestibules in the DTC – See Drawing DTC-M111. 12x8 supply register in each vestibule can be repurposed as an exhaust register.
- Add return grilles on the Lab/Office, MRB Control Room, and Storage Rooms in the MBR – See Drawing MBR-M104. The return grilles in these three rooms can be the supply registers that were originally shown in the RWC-DTC tunnel. Provide ductwork as shown on MBR-M104 connecting registers to return air inlet of FCU-1. Provide 12x12 fire damper at Lab/Mechanical Room wall penetration.
- Revise air balance according to the drawings issued in this Field Order.

Attachments:

WCD #022 Proposal from Rice Lake. Field Order No. 12.

Purpose for the Work Change Directive:

Space in the tunnel is limited and eliminating the ductwork allows more space for process pipes, conduits and access throughout.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price:	\$12,442.85	[increase] [decrease] [not yet estimated]
Contract Time:	0 days	[increase] [decrease] [not yet estimated]

EJCDC® C-940, Work Change Directive.

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Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By:

Jennifer R. Stennes

Title:

Lead Process Engineer

Date:

2/17/2023

WORK CHANGE DIRECTIVE NO.: 24

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
Date Issued: Effective Date of Work Change Directive: 2/17/2023

Contractor is directed to proceed promptly with the following change(s):

Description:

Add six dampers to the MBR Blower Inlet Ducts to each blower.

Attachments:

WCD #024 Proposal from Rice Lake dated 2/2/2023.

Purpose for the Work Change Directive:

The dampers are necessary because the blowers are tied into a common duct. Isolation of the duct will be needed if a blower is ever disconnected.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$2,042.52 ~~[increase] [decrease] [not yet estimated]~~

Contract Time: 0 days ~~[increase] [decrease] [not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer R. Shennes
Title: Lead Process Engineer
Date: 4/3/2023

WORK CHANGE DIRECTIVE NO.: 26

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		
Date Issued:		Effective Date of Work Change Directive:	4/3/2023

Contractor is directed to proceed promptly with the following change(s):

Description:

Add piping expansion joints in the aeration basin low pressure air (blower) piping.

Attachments:

WCD #026 Proposal from Rice Lake.

Purpose for the Work Change Directive:

The expansion joints are necessary because temperature variations that happen in the air system could cause expansion and contraction within the piping system. The effects of this are expected to be small but they do compound over the length of the system. The expansion joints will ensure no deformation or twisting of the piping which is recommended for the longevity of the system.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☒ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price:	\$34,234.47	[increase] [decrease] [not yet estimated]
Contract Time:	0 days	[increase] [decrease] [not yet estimated]

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer R. Shermes
Title: Lead Process Engineer
Date: 4/3/2023

WORK CHANGE DIRECTIVE NO.: 27

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
Date Issued: Effective Date of Work Change Directive: 4/3/2023

Contractor is directed to proceed promptly with the following change(s):

Description:

Revise two 24" knife gate valves in the MLS (RWP-KGV2, RWP, KGV3) from bonneted to bonnetless style.

Attachments:

WCD #027 Proposal from Rice Lake.

Purpose for the Work Change Directive:

The specified bonneted valves failed final shop inspection testing. Bonnetless knife gate valves were proposed as a substitute along with a deducted price due to the urgency of installing the valves.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☒ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$49,439.50 ~~[increase] [decrease] [not yet estimated]~~
Contract Time: 0 days ~~[increase] [decrease] [not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer R. Shennes

Title: Lead Process Engineer

Date: 4/3/2023

WORK CHANGE DIRECTIVE NO.: 29

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
Date Issued: Effective Date of Work Change Directive: 4/12/2023

Contractor is directed to proceed promptly with the following change(s):

Description:

During the April monthly progress meeting, it was collectively decided to route the roof drains to discharge at the northeast corner of the building as opposed to the northwest.

Attachments:

WCD #029 Proposal from Rice Lake.

Purpose for the Work Change Directive:

Install the necessary piping modifications in the FSB building.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$7,125.53 ~~[increase] [decrease] [not yet estimated]~~
Contract Time: 0 days ~~[increase] [decrease] [not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

	Recommended by Engineer	Authorized by Owner
By:	Jennifer Svennes 	
Title:	Lead Process Engineer	
Date:	4/12/2023	

WORK CHANGE DIRECTIVE NO.: 33

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
Date Issued: Effective Date of Work Change Directive: 6/23/2023

Contractor is directed to proceed promptly with the following change(s):

Description:

Add FRP weirs at the end of the aeration basins.

Attachments:

WCD Proposal #33 from RLCG.

Purpose for the Work Change Directive:

The design documents did not specify weirs at the end of the aeration basins. Weirs are important for ensuring the flow is balanced evenly across all four basins since concrete may not be installed perfectly level.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$13,435.27 [increase] ~~[decrease]~~ ~~[not yet estimated]~~

Contract Time: 0 days ~~[increase]~~ ~~[decrease]~~ ~~[not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer Svennes 

Title: Lead Process Engineer

Date: 6/23/2023

WORK CHANGE DIRECTIVE NO.: 34

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
Date Issued: Effective Date of Work Change Directive: 6/23/2023

Contractor is directed to proceed promptly with the following change(s):

Description:

Relocation of sampler from FSB to FS Effluent Piping. Relocation of sampler in the MBR to Control Room on upper level. Revision of piping around sampling equipment and in FSB.

Attachments:

WCD #034 Proposal from Rice Lake.

Purpose for the Work Change Directive:

Furnish labor, material and equipment to install the scope of work associated with Field Order Directive #14.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☒ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$3,659.69 ~~[increase] [decrease] [not yet estimated]~~
Contract Time: 0 days ~~[increase] [decrease] [not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

	Recommended by Engineer	Authorized by Owner
By:	Jennifer Svenes 	
Title:	Lead Process Engineer	
Date:	6/23/2023	

WORK CHANGE DIRECTIVE NO.: 35

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
Date Issued: Effective Date of Work Change Directive: 6/23/2023

Contractor is directed to proceed promptly with the following change(s):

Description:

WCD #35 includes updates to the Electrical and Panel, HVAC Controls and Control Valves, Balancing Kits. Price also includes piping labor and materials.

Attachments:

WCD #035 Proposal from Rice Lake.

Purpose for the Work Change Directive:

Furnish labor, material and equipment to install the scope of work associated with Field Order Directive #13.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☒ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$33,902.50 ~~[increase] [decrease] [not yet estimated]~~
Contract Time: 0 days ~~[increase] [decrease] [not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

	Recommended by Engineer	Authorized by Owner
By:	Jennifer Svenes 	
Title:	Lead Process Engineer	
Date:	6/23/2023	

WORK CHANGE DIRECTIVE NO.: 36

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		
Date Issued:		Effective Date of Work Change Directive:	6/23/2023

Contractor is directed to proceed promptly with the following change(s):

Description:

WCD #36 includes all labor and materials needed to complete the additional grout in the MBR Influent Channel. Detail of the changed is detailed in the plan sheet MBR-S102.

Attachments:

WCD #036 Proposal from Rice Lake which includes the plan sheet MBR-S102.

Purpose for the Work Change Directive:

Furnish labor, material and equipment to install the scope of work associated with the adjustments to MBR Influent Channel described in WCD #36.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price:	\$16,029.48	[increase] [decrease] [not yet estimated]
Contract Time:	0 days	[increase] [decrease] [not yet estimated]

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer	Authorized by Owner
By: Jennifer Svenes 	
Title: Lead Process Engineer	
Date: 6/23/2023	

WORK CHANGE DIRECTIVE NO.: 37

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		
Date Issued:	Effective Date of Work Change Directive: 6/23/2023		

Contractor is directed to proceed promptly with the following change(s):

Description:

WCD #37 includes the furnishing and installation of 3 flexible joints for the fine screen discharge chutes. There is also a credit included for chute equipment provided by JWCE which was not needed.

Attachments:

WCD #037 Proposal from Rice Lake.

Purpose for the Work Change Directive:

The screen discharge chutes are routed from the upper level to the lower level of the FSB through the precast hollow core floor. The equipment chutes and openings in the floor did not line up perfectly due to very slight fabrication variations that compounded (screen construction, floor construction, piping installation). Flexible joints at this location will allow installation with a slight offset as well as provide a long-term benefit of an access point for future maintenance since the flexible joint will be easy to remove and reinstall.

Directive to proceed promptly with the Work described herein, prior to agreeing to change in Contract Price and Contract Time, is issued due to:

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$3,223.79 ~~[increase] [decrease] [not yet estimated]~~

Contract Time: 0 days ~~[increase] [decrease] [not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer Svennes 

Title: Lead Process Engineer

Date: 6/23/2023

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Parks, Trails, Recreation & Facilities Department

DATE: July 18, 2023
TO: Mayor and City Council
FROM: Jenna Tuma, Parks, Trails, Recreation & Facilities Director
SUBJECT: On-Sale Liquor License with Sunday Sales - Lacey's KC, LLC

Purpose:

Request Council approval of the application for an On-Sale Liquor License with Sunday Sales received from Steve Lacey for Lacey's KC, LLC to do business as Lacey's at Brooktree.

Background:

We have made a transition to the restaurant lease for food and beverage services at Brooktree Golf Course. Tavern Nine will no longer be providing the food and beverages at our municipally-owned golf course. We are preparing a contract for these services to be provided by Lacey's KC, LLC and request Council approve the application for an On-Sale Liquor License with Sunday Sales contingent on receipt of all items.

Budget Impact:

\$150 for the Application Fee and Background Verification and an Annual On-Sale Liquor License with Sunday Sales Fee is \$3,200.

Staff Recommendation:

Staff recommends approval of this liquor license application to be effective on receipt of all items required to complete this transition of service.

Attachments:

None