PLEASE NOTE: At 5:00 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 the Preliminary 2024 Budget and a Facility Listening Exercise and ICS Update. If time permits, there will also be updates on various boards and commissions.

OWATONNA CITY COUNCIL MEETING

Tuesday, August 15, 2023 at 7:00 PM
Gainey Room at the Owatonna Public Library
105 N Elm Avenue
Roll Call: Council Members Raney, Svenby, Voss, Dotson, Burbank, Boeke & Schultz

1. **INTRODUCTORY ACTIONS:** Call to Order; Roll Call and Pledge of Allegiance
   - 1.1. Council Agenda
   - 1.2. Mayor Kuntz
2. **CONSENT AGENDA ITEMS**
   - 2.1. Minutes – City Council Meeting – August 2, 2023
   - 2.2. Minutes - Board/Commission Meetings
     - 2.2.1. Planning Commission Minutes - June 27, 2023
     - 2.2.2. Human Rights Commission Minutes - July 11, 2023
     - 2.2.3. HRA Board Minutes - July 24, 2023
     - 2.2.4. Planning Commission Minutes - July 25, 2023
     - 2.2.5. Planning Commission Minutes - August 8, 2023
   - 2.3. Department Reports:
     - 2.3.1. Building Inspections Monthly Report July
     - 2.3.2. Weed/Nuisance Inspection Report - August 9, 2023
     - 2.3.3. Fire - Monthly Dashboard and Activity Report - July 2023
   - 2.4. Licenses/Permits
     - 2.4.1. Tree Trimmers License - Tree Master, LLC - David Schroht
     - 2.4.2. Event Permits
       - 2.4.2.1. Downtown Thursday - MainStreet Owatonna - September 7, 2023
       - 2.4.2.2. Hunter A. Frank Memorial at the fairgrounds - September 16, 2023
       - 2.4.2.3. Half Marathon & 5K Run - From the Heart & Soul - October 14, 2023
   - 2.5. Miscellaneous
     - 2.5.1. Change Order #4 - Council Chambers Project - Ebert Construction
     - 2.5.2. Stormwater Facility Maintenance Easement Agreement - 208 Oak Avenue North - Block 300 Owatonna LLC
3. **ACTION ITEMS**
   - 3.1. Finance Report
   - 3.2. Ordinances
     - 3.2.1. Second/Final Reading Proposed Ordinance 23-13: Moratorium for Sale of Cannabis Products

3.2.2. Second/Final Reading Proposed Ordinance 23-14: Prohibit Use of Cannabis Products in Public Places

3.2.3. First Reading Proposed Ordinance 23-15: RZ-4 & Minor PUD at 130 Front Street E - Matt Olson

3.3. Resolutions:

3.3.1. Resolution 72-23: CUP-7 - 1220 Carpenter Place NE - Pirkl Garage

3.3.2. Resolution 73-23: VAR-5 & CUP-8 Kortz Multi Family Conversion - 331 Vine Street E

3.3.3. Resolution 74-23: Set Date of Public Hearing for TIF District 3-17 - FoamCraft

3.4. Miscellaneous

3.4.1. Lease Agreement - Mn State Public School Orphanage Museum, Inc. - Steele County Historical Society

3.4.2. Road Maintenance Agreement - Owatonna Township

4. STAFF REPORTS

5. PUBLIC COMMENTS: Please limit comments to 2 minutes. Please approach the microphone, sign-in and state your name and address for the record after being acknowledged by the Council President. Speakers will be limited to two minutes to deliver their comments. Those speaking are asked to conduct themselves in a respectful manner as they deliver their comments. Audience members are asked to refrain from reacting to comments. The City Council will not respond directly to comments in this venue or take immediate action in response to them.

6. COUNCIL COMMENT AND GENERAL INFORMATION

7. ADJOURN

Mayor Kuntz

Owatonna City Council Minutes
August 2, 2023 - DRAFT COPY

On Wednesday, August 2, 2023, at 7:00 p.m., City 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, Svenby, Boeke, and Schultz; Mayor Kuntz; Public Works Director Murphy; Community Development Manager Kruschke; Park and Recreation and Facility and Grounds Director Tuma; Police Chief Mundale; Human Resource Director Thamert; IT System Administrator Sticken; Kurt Stangler, Recreation Supervisor; City Attorney Walbran; City Administrator Busse and Administrative Specialist Clawson. Council Member Dotson was unable to attend.

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

Public Works Director Murphy advised fifteen invoices are outstanding for sidewalk snow removal costs incurred during the 2022-2023 winter. Property owners received statements, publication made, and notices sent advising assessments were proposed against their property for these unpaid services. Two invoices were recently paid, the current amount proposed for assessments is $2,926.00. At 7:03 p.m., a public hearing was opened for comments on these proposed assessments. With no comments heard, at 7:04 p.m., Council Member Raney made a motion to close the public hearing, Council Member Svenby seconded the motion; all members present voted aye in approval.

Public Works Director requested approval or Resolution 70-23 to adopt the proposed Assessments for the Delinquent Snow Removal Fees setting repayment over a one-year period with a four (4) percent interest fee added. Council Member Boeke made a motion to approve Resolution 70-23, Council Member Burbank seconded the motion; all members voted aye in approval.

Consent Agenda Items

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

- Minutes – Council Meeting – July 18, 2023
- Minutes – OPU Commission Meeting - June 27, 2023
- Weed/Nuisance Inspection Report – July 26, 2023
- Exempt Permit - Raffle - Owatonna Soccer Association - October 3, 2023
- Exempt Permit - Raffle - Open Arms Suicide Prevention - September 9, 2023
- Outdoor Public Fireworks Permit – Steele County Free Fair - August 17, 2023
- Event Permit - Governor's Pheasant Hunting Season Opener Celebration - October 13, 2023
- Event Permit – Churchill-Truman Block Party - September 9, 2023
- Accept Owatonna Foundation Grant - Owatonna Fire Department
  Grant of $8,115.00 to purchase a forcible entry training prop.
- Accept Donation from Sharon and Harvey West for Dam Preservation

Donation of $10,000 towards the City's dam preservation fund.

GIS Maintenance Service Agreement - Leica Geosystems

A one-year Zeno Basic maintenance contract covers software upgrades and support on a Leica Geolocator antenna used with ArcGIS and Cartegraph

Council Member Voss made a motion to approve these Consent Agenda items, Council Member Burbank Dotson seconded the motion, and all members present voted aye for approval. Council Member Boeke commented on the generous donations received from the Owatonna Foundation and Sharon and Harvey West.

Finance Report

Council Member Raney recapped payments made for amounts greater than $20,000 during this period. The total amount of bills presented was $3,205,714.48. Council Member Svenby made a motion to approve payment of all bills presented, Council Member Dotson seconded the motion, and all members present voted aye in approval.

First Reading Proposed Ordinance 23-13: Moratorium for Sale of Cannabis Products

City Attorney Walbran requested approval of the first reading of Proposed Ordinance 23-13, an interim ordinance imposing a moratorium on the operations of cannabis businesses within the City and authorizing a local legislative study relating to the operation of cannabis businesses, including the review and analysis of the state Office of Cannabis Management (OCM) model ordinances, when available, and to consider the adoption of reasonable restrictions on the time, place, and manner of the operation of a cannabis business. The interim ordinance pertains to cannabis businesses and does not affect the legislation permitting lawful possession of certain cannabis product which goes into effect on August 1, 2023.

Legislation approved this year legalized adult-use cannabis in Minnesota and created a regulatory framework for cannabis businesses. (Cannabis Laws). Possession, use, and the ability to grow cannabis at home will be legally effective August 1, 2023 subject, however, to the limitations as set forth in the statute itself and other state regulations. However, legal sales are not expected to begin until January of 2025 at which time the Office of Cannabis Management (OCM) will start issuing business licenses. At this time, there are "many unknowns" with the 2023 Cannabis Laws. The state statute on Cannabis expressly authorizes cities to adopt interim ordinances to regulate, restrict, or prohibit the operation of cannabis retail businesses until January, 2025.

Council Member Raney made a motion to approve the first reading of Proposed Ordinance 23-13 and Council Member Boeke seconded the motion. With a roll call vote, voting aye were Council Members Voss, Burbank, Boeke, Raney, Svenby, and Schultz; no nay votes were cast, and the motion carried. The second/final reading of this proposed ordinance will be heard during the next Council Meeting on August 15, 2023.

First Reading Proposed Ordinance 23-14: Prohibit Use of Cannabis Products in Public Places

City Attorney Walbran requested approval of the first reading of Proposed Ordinance 23-14 to prohibit use of cannabis products in public places. Public places include city parks, trails, streets and sidewalks, playgrounds, and other public places. Public places do not include:

(1) a private residence, including a person's yard;
(2) private property not generally accessible by the public unless the person is explicitly prohibited from consuming cannabis products on the property by the owner of the property; or
(3) on the premises of an establishment or event licensed to permit on-site consumption of cannabis products.

In 2023, the Legislature passed a group of laws legalizing adult-use cannabis in Minnesota. Among those laws is a provision which authorizes cities to adopt an ordinance establishing a petty misdemeanor offense for using cannabis products in a public place. The statute authorizes the city to designate a violation of the Ordinance as a petty misdemeanor. I recommend that any violation be regarded as an administrative offense under our Ordinance Code which provides for the position of a civil fine as we have done in the case of violations of the tobacco ordinance which provides for an administrative fine of $100 and where minors would be subject to the applicable juvenile law statutes.

City Attorney Walbran commented the proposed ordinance will be amended to include additional public places including the Steele County Fairgrounds, golf courses, the West Hills, the Owatonna Public Library, Owatonna Public Utility facilities, and the United States Posts Office.

Council Member Raney commented he spoke with Scott Kozelka, SCFF Manager, he commented he was contacted by City Attorney Walbran regarding this proposed ordinance to prohibit cannabis use in public places. This afternoon, during a SCFF Executive Board met they approved to support this proposed ordinance 100%.

Council Member Raney made a motion to approve the first reading of Proposed Ordinance 23-14 and Council Member Burbank seconded the motion. With a roll call vote, voting aye were Council Members Voss, Burbank, Boeke, Raney, Svenby, and Schultz; no nay votes were cast, and the motion carried. The second/final reading of this proposed ordinance will be heard during the next Council Meeting on August 15, 2023.

Resolution 71-23: VAR-4 Side Yard Setback Variance – 171 Park Drive

Community Development Manager Kruschke presented Resolution 71-23 for approval. This is a request by Robert Seykora of Rocon Inc. on behalf of Tyler Jay Company for a side yard setback variance of 20' where 30' is the requirement for the purpose of a primary structure addition at 171 Park Drive. The applicant is proposing to construct an addition on the west side of the principal structure that will allow protected forklift movement of materials from the building to the temporary storage units. The proposed addition is 20' by 24' and encroaches 10' into the 30' side setback. The addition includes a 10' by 10' roll-up door in the existing west wall of the principal structure that allows travel into the new cold building area.

The Planning Commission held a public hearing on this request and recommend approval with one condition:

1) The appearance of the addition shall be compatible with the principal building.

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

Personnel Policy Revisions

Human Resources Director Thamert requested Council adopt the following revised sections to the Personnel Policy and Procedures Manual:

1) Chapter 1.1 Mission Statement
   Update language to reflect the Organization's Purpose and Values drafted by the Cultural Team following a recent Employee Cultural Assessment. Our Organization Purpose is: We create a better tomorrow and Organization Values are: Better together, Community Stewardship and Pride in our Work.
2) Chapter 12 Non-DOT Drug and Alcohol Testing and Drug and Alcohol-Free Workplace
   Update language to align with the recently amended Drug and Alcohol Testing in the Workplace Act to include testing for cannabis usage.

Council Member Burbank made a motion to approve these changes to the Personnel Policy, Council Member Boek seconded the motion, and all members present voted aye in approval.

Independent Contractor Agreement - Food and Beverage Services - Lacey's at Brooktree LLC

Park and Recreation Director Tuma requested Council's approval of an Independent Contractor Agreement for food and beverage services at the Brooktree Golf Course. This is a 41-month food and beverage lease with Lacey's KC, LLC to do business as Lacey's at Brooktree. Owner, Steve Lacey, brings 30 years of experience, 16 of which were at high-end golf courses, currently operates Lacey's Kitchen & Cocktails in Kenyon, Minnesota.

We plan to temporarily close the Clubhouse at the end of the golf season and no food or beverage services will be available during that time. During this off-season period, clubhouse improvements and renovations will be undertaken to enhance the clubhouse's entryway, kitchen, and pro shop. These renovations will be completed before the start of the 2024 golf season. Staff will collaborate with Lacey's to explore the viability and logistics of extending their services throughout the year starting in 2024. Exploring the potential for year-long operations aligns with our dedication to meeting the community's needs and maximizing the facility. The lease is a 41-month lease, ending at the end of the 2026 golf season. The lease payments start March 1, 2024, allowing Mr. Lacey time to get established at Brooktree and finish the 2023 golf season.

Kurt Stangler, Recreation Supervisor as Operations Manager at the Brooktree Golf Course commented he previously hired Mr. Lacey to work for him at a golf course in Edina. Steve provided 10 years of excellent service; he knows golf, food and hospitality. I proposed this agreement with Steve as Kenyon is only 15 miles away and I believe this is a good fit for the City of Owatonna. Everyone has been very welcoming, and the transfer of service has been going well. Council Member Boeke made motion to approve this agreement, Council Member Svenby seconded the motion, all members present voted aye in approval.

STAFF REPORTS

Public Works Director Murphy commented Melisa Maxa will begin her duties on September 1st as a Forewoman at the Wastewater Treatment Plant. Melissa previously worked at MetCom which operates facilities in several metro areas. Interviews for two senior positions in the street department were completed this week and there were several good applicants; these are going to be some difficult decisions and we will have some good employees in these positions. Several street projects are in process, Wencl is doing a good

job on the Havana project and the final lift should be completed next week. The 15th Street NE Project has the first lift complete, and the final lift should also be done next week. Cedar Avenue was fully opened as of today. Construction continues at the Wastewater Treatment Plant; they are getting a lot of material delivered as this project is moving forward. This year the Street Department has used more than 10,000,000 pounds of asphalt hot mix for patching, skims and etc. This is the most pavement we have put down within a single year and this has been done when we have been very short staffed so a lot of credit to those getting this work done.

Council Member Raney asked for an update on the roundabout being built on the corner of 18th Street SE and Bixby Road. Director Murphy commented they are waiting for a third-party review of documents for the railroad prior to issuance of the building permits. When the permits are issued, installation of gas, water and electric service lines can begin.

Greg Kruschke, Community Development Manager commented there are currently a lot of development projects in process. Imagine Owatonna 2050, the city's proposed comprehensive plan is now in the community involvement phase. Stantec, the City's consultant for this project, will be present during the Downtown Thursday event tomorrow night. They want to hear what community members want to see in Owatonna 30-40 years from now. If you aren't able to attend the community events, there is a short survey available on the City's website. This project will evolve over the next 15-18 months. The Owatonna community is putting in a lot of energy into this and everyone is encouraged to participate.

Emily Thamert, Human Resources Director commented there is always something going on in Human Resources as they partner with every department for staffing concerns. The Finance Department will be fully staffed as of next week. They are working on policies and procedures to update and refine to be sure we are operating as efficiently and effectively as we can. This spring we worked with Park & Rec to on-board seasonal staff members and now will be working through the off-boarding process. Today, was our annual employee picnic which the Culture Team organized. The picnic was held at Brown's Park with Torey's serving close to 150 employees. All employees, full-time, part-time and seasonal were invited to attend.

Police Chief Mundale commented last night was Night to Unite and 39 parties were registered. Council Members Dotson and Voss and City Administrator Busse rode along with officers to attend several of these parties. Julia Hansen was just hired as a police officer; she began with the department as an Explorer when she was in the 8th Grade. She has also served as a Community Service Officer and completed her secondary education. We have one officer position left to fill; most law enforcements are struggling to fill their positions open. There are currently 170 openings in Minnesota, we want to be patient as we want a good worker and we may be one officer short but currently able to provide all services. In August, the 2022 state statics will be out; last year we were ranked #4 for departments of our size and Owatonna had the lowest crime rating within our region. Staff is looking at militaristic style vests, they offer some health and comfort benefits so you will see officers wearing this type of vest during an exploratory/evaluation period.

Park and Recreation, Buildings and Grounds Director Tuma commented construction of the Charles S Crandall Center is on schedule to be completed by the end of September. Park & Rec will have a booth at the Steele County Free Fair in the Real Outdoors Center. The season will end at River Springs Water Park on August 20th and Lake Kohlmier Beach and rental ends on September 4th. Planning to partner with the Fire Department for the annual Leo Rudolph Prairie Burn on October 9th. Brooktree Golf Course has been busy, we challenged Operations Manager Spangler to increase the

number of rounds of golf by 30,000 over last year and to also improve the overall golfing experience at our course. In 2021, there were 423,421 rounds of golf, last year 485,805 and this year-to-date there have been 555,925. Kurt has been instrumental in updating the golf carts, making some overall facility condition improvements and has helped improve customer relations. She thanked the Council for their support and trust in the staff. Mayor Kuntz commented the grounds crew is doing a great job keeping the grounds in good condition.

PUBLIC COMMENTS

Lance Perkins, owner of Southern SODA Wellness at 216 W Bridge Street commented they opened their business in Owatonna last year and would love the opportunity to continue operating in this community. He doesn't agree with a lot of the bill approved by the state legislators this spring and they are doing their best to stay within compliance regulations. He believes operating a licensed business keeps everyone inline and would like to work with the City to allow his company to be permitted to sell cannabis products in the City of Owatonna.

COUNCIL COMMENT AND GENERAL INFORMATION

Council Member Voss commented he attended the Employee Picnic today and thanked Human Resource Director Thamert, Human Resource Specialist Boss and the Culture Team for organizing the event. He sat with many employees during lunch and enjoyed their conversations. He thanked Chief Mundale for participating in the National Night to Unite; last night, he rode along with Sergeant Oltenjenbruns. He thought it was fun and encouraging to meet people at their neighborhood parties.

Council Member Raney commented he would echo Council Member Voss's statements and also thanked everyone who assisted with planning the Employee Picnic. It isn't often we as the Council get to see all staff members and it was fun to see, social, and visit with them. We wanted to be there; our employees are valuable to how the city operates. Also, we truly appreciate the Downtown Thursday Events. The July event was the largest one held and Main Street Director, Lisa Cochran said today that there are more vendors planning to attend the event tomorrow. Hopefully, everyone will get the chance to attend, it's supposed to be beautiful weather tomorrow.

City Administrator Busse commented she too would echo Council Member Voss's comments. She rode along with Police Chief Mundal during the Night To Unite event and stopped at several neighbor gatherings. She then thanked the Council Members and Mayor Kuntz for attending and assisting at the Employee Picnic today.

Council President Schultz commented he, Council Members Raney and Boeke, Mayor Kuntz and City Administrator Busse attended the CGMC Summer Conference last week. The CGMC, the Coalition of Greater Minnesota Cities, is the City's lobbying group and there was a lot of discussion on pending legislation they are following. Tomorrow night is the August Downtown Thursday and hope to see everyone there.

ADJOURN

At 7:5 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

OWATONNA PLANNING COMMISSION MINUTES FOR JUNE 27, 2023

The Owatonna Planning Commission met in regular session at 5:30 pm in the Gainey Room of the Owatonna Public Library with Chairperson Kelly Rooks conducting the meeting. Present at roll call were Commissioners David Effertz, John Eickhoff, Mark Meier, Nick Peake, Kelly Rooks, and Mark Wilson. Commissioner Rachel Springer-Gasner was absent. Community Development Manager Greg Kruschke, Planning Specialist Sydnee Stroeing, and Planning Technician Kristen Kopp were also present.

A motion was made by Meier and seconded by Eickhoff to approve the minutes of the regular meeting of June 13, 2023. All Commissioners voting Aye, the motion carried.

Application No. VAR-3, which is a request by Brycen Gregor for lot size and lot area variances on a 5,439 square foot lot where 13,000 square feet is required for a minimum lot size and where 1,700 square feet is required for minimum lot area per unit for a five unit building in the R-5, Medium Density Residential District, for the property located at 511 Elm Avenue South, was presented by Planning Specialist Sydnee Stroeing. (Refer to report on file.) Public hearing opened at 5:35 pm. Brycen Gregor, the applicant, said when he bought the property late last year, the rental license had been lapsed with the Rental Registration Program. A representative from the City reached out, and he went to renew it. Everything passed with the Fire Department, but was told to bring it up to the current (zoning) code and that's where some of the parking issues came in. He reached out to the church across the street about potentially leasing some spaces but hasn't heard back. The property was originally constructed by the church, and he thought that might be a good angle. The solutions that he and Sydnee have been going back on forth on potentially could work out. Wilson asked if the plan is to lose both trees and put a driveway in. Gregor said he'd like to keep the trees. There is a gas meter on the side with three parallel parking stalls, so he will implement concrete around the meter and pave right up to the tree roots. Eickhoff said he appreciated the applicant doing the right thing going through the process. He had some concerns about the site overall. He said as far as parking, he wasn't sure how someone would get out of the middle stall (Stall 4) with those trees there. He said there were a few things about the site that makes him curious how it's going to work in reality. He said he liked his approach on approaching the church across the street. He asked what the thoughts were on the middle stall and how that will work. Gregor said the tree sits to the left of the black line, and that represents the asphalt. There is a bit of a servicing aisle there. Of the nine that's required for the parking space, that would be six on the side of the building and 15 on the back part. Eickhoff said he's glad he's planning to keep the trees. Eickhoff asked if this were a high-density area, how close would this be to meeting the ordinance? Kruschke said that they're all 1,700 square feet per unit and a minimum of 13,000 square feet. Eickhoff asked if this property has been this way for 20 plus years. Stroeing said yes, it just came up because of the nonconforming use as it had lapsed for over 180 days. Kruschke said the 180 days falls in with the State Statute. He said that his guess is that this has been a five-unit building since it was built, probably in the 1940s. The parking never came up, but there have been some complaints and issues along that alley and this is a chance to remedy that. Meier said he likes the concept and that he's doing it. He asked if it had been sitting for a while and asked if it was rented. Gregor said that the previous owner had owned it for 10-15 years and just hadn't believed in keeping it current with the rental program. Peake asked if it's fully rented out. Gregor said it is—there are five families. He said he hasn't had any concerns about parking from the residents. Andrew McGuire, 503 Elm Avenue South, the property to the north. He said he's concerned about parking stall four. As far as zoning this for five units, the parking is a major concern. He respects that the owner wants to maximize his property to get as much out of it as he can. There are cars constantly in the alley, down on the curb. He has heard from other neighbors that it's difficult to see the sidewalk as they're exiting the alley. He said hopefully this remedies that concern. As far as those trees coming down or not coming down, he said it's

a cramped lot, and with the trees, parallel parking will be a concern. Public hearing closed at 5:42 pm. Effertz asked how long ago he's asked the church for the spaces. Gregor said he asked this week. Eickhoff asked if he'd be open to posting signage along the side of the building saying to not park in the alley. He said if he lived there, he could see himself parking in the alley because it's convenient. Wilson said if they requested that, they'd have to go all the way up the street because there are quite a few others parking parallel to alleys. Gregor said that the parcel cuts well into the alleyway, so half of that is his. Meier said he owns half the alley. Stroeing said that this would have to be officially surveyed as the lines on the aerial image could be shifted slightly. Meier asked if there was an easement. Kruschke said that there is a platted alley that is 16.5 feet wide through there. Based on the dimensions of the lot, with that egress well, and where the property lines are, the car is probably splitting whether it's in the alley or on the property. Wilson asked if the new proposal showing 27 feet was pretty accurate measurement on the north side. Kruschke said everything is subject to verification. We haven't required him to find any property irons. At the end of the day, the parking stall is required to be nine feet wide and we require a 12 foot minimum drive aisle. The applicant is stating that there is enough space to make that happen, and we will check it upon construction. Meier said that the people are already living there; adding a couple more parking spaces should free people up anyone having to parallel park in the alley. He said the problem is the alley, and we're adding spots on the other side. He said he didn't know that it's currently occupied, which makes a difference. Wilson said this property has been this way for years, and for him to make the adjustment, we should move on and approve it. A motion was made by Wilson and seconded by Meier to recommend City Council approval of the request for 5 units with variances on minimum lot size and lot area with the following conditions:

1) The units shall be registered with the Rental Registration program.
2) The property shall not contain more than 5 rental units at any one time.
3) All units shall be inspected and approved within the Rental Registration process.
4) The additional parking stalls shall meet all applicable City Code requirements and are subject to Erosion and Sediment Control Standards.
5) A Driveway Permit shall be applied for and approved of prior to any modification of the existing driveway, sidewalk, or curb located on Elm Avenue South.
6) The parking stalls shall be installed by October 31, 2023.

All Commissioners voting Aye, the motion carried.

Final Plat of Mineral Springs Estates, which is an 82.72± acre tract of land to be zoned PUD, Planned Unit Development, requested by Prairie LaSalle Partners, owned by Chad Lange, Festal Farms and located east of St. Paul Road and north of Lee Street NE, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) A motion was made by Meier and seconded by Peake to recommend City Council approval of the final plat of Mineral Springs Estates with the following conditions:

1) The final plat shall be recorded within 60 days of the date of approval of the final plat.
2) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
3) The final plat is contingent upon the approval of the PUD referred to as RZ-2.
4) A development agreement will need to be recorded along with the final plat.
5) The plans shall adhere to the approved wetland delineation and replacement plan as determined by the Soil & Water Conservation District.
6) Temporary turn arounds are required to be constructed at all dead-end streets that do not connect immediately as required per fire code.

7) All conditions included in the City Engineer's memo shall be met.

All Commissioners voting Aye, the motion carried.

Final Plat of Majestic Oaks No. 3, which is a 1.78± acre tract of land to be zoned R-3, Single & Two Family Residential District, owned by REO Development Group, and located at 1875-1905 White Oak Lane NE, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.)

A motion was made by Effertz and seconded by Meier to recommend City Council approval of the final plat of Majestic Oaks No. 3 with the following conditions:

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

All Commissioners voting Aye, the motion carried.

Kruschke said that City Council has approved all of the requests with Redline as well as the Majestic Oaks No. 3. They were very disappointed that the grading has not been done yet.

There being no further business to come before the Planning Commission at this time, a motion was made by Meier and seconded by Peake to adjourn the meeting at 5:55 pm. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

_____

Greg Kruschke
Community Development Manager

Owatonna Human Rights Commission
Minutes

The Owatonna Human Rights Commission (OHRC) met on Tuesday, July 11, 2023, in the Second Floor Conference Room at City Hall. Chairman Cords called the meeting to order at 5:34 p.m. Commissioner Vanoosbree took roll call with Commissioners Cords, Gunderson, Emanuelson and Vanoosbree; City Administrator Busse, and Administrative Specialist Clawson present. Commissioners Leon, Esquivel, and Ismael were unable to attend.

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

After reviewing the Minutes of the OHRC Meeting held on June 13, 2023, Commissioner Vanoosbree made a motion for approval; Commissioner Gunderson seconded the motion; all members present voted aye in approval.

COMMISSIONER COMMENTS

Commissioner Vanoosbree commented someone contacted her as a member of AGE and OHRC regarding the anti-Semitic/racist flyers distributed in residential areas on Juneteenth and the 4th of July Holidays. Flyers were tucked into baggies weighted with corn and left on driveways and sidewalks during the early morning hours. City Administrator Busse commented the City was contacted regarding this and working with Law Enforcement. Mayor Kuntz issued a comment about this, and staff believes another statement isn't needed as it would draw more attention to their actions.

Commissioner Cords commented he stopped at the Chamber of Commerce Office and told someone had stopped upset that the OHRC mural was done as it promotes diversity. OCC staff commented they told him that Owatonna is a welcoming community and thanked him for his comment.

Commissioner Vanoosbree commented eight protesters were present during the Pride in the Park Event in Morehouse Park on July 8th. Protesters were shouting profanities during the event and seemed upset they weren't able to disrupt the event. City Administrator Busse commented the City received a letter asking the event to be canceled and responded LBGQT is a federally protected class with rights too.

Commissioner Emanuelson asked about the Juneteenth Celebration hosted by AGE. Commissioner Vanoosbree estimated 300 people attended and she believes their event was better organized this year, the second year for this event. There was live music, face painting, a bounce house, family games and activities, free food and cotton candy. AGE was notified three days prior to the event that there was also a youth baseball tournament planned at Manthey Park on the same day. AGE had contacted the ball associations early this spring to confirm there were no baseball games planned at the park on June 17th. AGE filed for an Event Permit to use of the east portion of the parking lot and set cones to allow access to those attending the Juneteenth event. Several attending the baseball games were upset they had to walk from the west end of the parking lot, but several baseball fans also came over and participated in the Juneteenth activities. Anticipate that AGE will host another Juneteenth Event during 2024.

ITEMS OF DISCUSSION

2023 Welcome Week

Commissioner Cords and Gunderson commented they met with Silvan Durbin, Artistic Director at the Owatonna Arts Center about the proposed Peace Poles. They discussed having poles made by a fabricator to place in the Arts Center. City Administrator Busse commented if the poles were for permanent placement on the grounds near the Arts Center, the West Hills Commission would need to approve this and the City is working on a policy to address placement of items on City property. Commissioner Gunderson commented the fabricator would make a custom piece to display in the Art Center which will replace the previous proposal of the wooden poles outside. The Arts Center is planning for an artist to paint faces of different ethnic groups to display during Welcome Week.

General discussion on activities suggested for 2023 Welcome Week included:

1) Round Table at the History Center will not be part of this year's event.
2) Human Library – in the Gainey Room at the Library. Commissioner Emanuelson shared copy of a similar event done during 2020 as example of this type of event. He will contact Library Director Blando to finalize details for this event.
3) Celebrating Welcoming Week at the Library – Commissioner Emanuelson will verify if the Library plans any additional items during the 2023 Welcome Week.
4) Soccer Field at Grace Baptist – Saturday, September 9th – will contact United Way about the game they hosted last year.
5) Three-on-Three Basketball Tournament – Commissioner Cords and Gunderson are meeting with P&R Director Tuma on Friday to discuss options of participation. Suggestion was made to hold this tournament at the Manthey Park basketball courts so they wouldn't need portable hoops. Will need to identify process of tracking teams registering to participate.
6) Booth at Downtown Thursday on September 7th. Commissioner Gunderson commented the commission should invest into a professional display for this and similar events. Commissioner Vanoosbree commented attendees want an activity to do, not just pass by and receive literature. Commissioner Cords commented he will ask P&R Director Tuma if the city has corn hole boards to use.
7) Promoting Peace – Judge Karen Duncan and her team will host Promoting Peace 2023-Poverty & Public Safety on September 21st. The event will be at Trinity Lutheran Church from 9:00 am to 3:30 pm. This event will be included with our OHRC publicity of the 2023 Welcome Week.

The sub-committee will meet prior to the August OHRC Meeting to discuss and finalize event plans for 2023 Welcome Week.

2024 MLK Jr. Day Event

Everyone was asked to bring ideas to the August OHRC Meeting for the 2024 MLK Jr. Day Event. Discussion will include if the event be changed from a breakfast to a mid-day event. Will the site remain at the Plaza Morena Campestre Grill or change to Riverland Community College. What are the options for promotional posters. Will partners be sought to share expense of the speaker fee and suggestions for the featured speaker.

PUBLIC COMMENTS

None heard.

ADJOURNMENT

At 6:25 p.m., Commissioner Vanoosbree made a motion to adjourn, Commissioner Emanuelson seconded the motion, and the meeting was adjourned. The next meeting will be held on Tuesday, August 8, 2023, at 5:30 p.m.

Respectfully submitted,

Jeanette Clawson, Administrative Specialist

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

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:08 p.m. in the 2nd Floor Conference Room by Chairperson Olivo.

Members present were John Hole, Vicki Olivo, and Nathan Dotson. Also present were Housing Manager Ghassan Madkour and Administrative Technician Kristen Kopp.

Review 2022 Final Audit: Mary Reedy of CliftonLarsonAllen presented the 2022 Final Audit. She said overall it was a clean audit report with no findings. The main new Government Auditing Standards standard had no impact on the financial statements. She reviewed the General Fund, which is up from last year due to the sale of property. She said that they spent down some of the restricted money. There is nothing too concerning as there is a fund balance. She said that the financial information they're getting monthly is accurate. This was a clean overall audit. Ghassan asked her to clarify restricted and unrestricted. Reedy said that restricted is a category that money coming in is tied to. When they got Mainstream funds, that was restricted to Mainstream—it had to be spent on Mainstream. The unrestricted can pay day to day operations. A motion was made by Hole and seconded by Dotson to approve the 2022 Final Audit as presented. All Commissioners voting Aye, the motion carried.

Approval of the Minutes: Chairperson Olivo called for a motion to approve the minutes of the June 26, 2023 meeting. A motion was made by Dotson and seconded by Hole to approve the minutes. All Commissioners voting Aye, the motion carried.

Old Business: The Housing Choice Voucher program monthly report was presented by Madkour, including the City of Owatonna monthly balance sheet and revenue/expense report. Program utilization: The Housing Voucher program for June totaled 95. Total year to date assistance and administration costs were $409,995.22 and revenues were $439,814.46. The Housing Choice Voucher Program fund balance at June month end is $141,026.57. The HRA Revenues year to date total is $290,096.40 and the expenses total $270,694.39 The HRA General Fund balance is $595,292.23.

Madkour said we're doing fine. We're at 172 total clients with 31 Mainstream, 37 Bridges Regular, 9 Bridges Like, and the balance is HCV. There are 12 people shopping and with HCV, the eight he did orientation with today are shopping. No one right now qualifies for Mainstream. One client is porting out to Wabasha and they are absorbing her. There is a new staff on board, Sydnee Stroeing, under Community Development. He said he's teaching her the different programming for the HRA. He said he did an orientation with the South Central Human Relations Center caseworkers via Teams last week to refresh their knowledge of the Bridges program processes. Bridges is coming out with all new applications and paperwork on January 1, 2024. He said he's still waiting on Karina for the Housing Trust Fund updates. The new HUD programing for inspections will have a three-day training in October which Ghassan will attend. Olivo asked about the housing survey. Madkour said he hadn't heard anything about that. A motion was made by Hole and seconded by Dotson to approve the reports as presented. All Commissioners voting Aye, the motion carried.

Other: Madkour said that he met with Joy from Rice County on the Homeownership Program. She does a repair allowance. Instead of saying per usage, she builds it in as if it's an electrical or gas allowance. She uses 3%. They will always get the 3%, so it's up to them to build it up for an emergency. There is still no HUD regulation on this and this isn't something we have to do. It will come out of our HUD funds, though. Right now, we have two on the program. These vouchers do count as HCV or Mainstream vouchers, but they must be for people on the program. Rice County builds it in as a home repair allowance. The percentage stays the same, but the dollar amount changes. It will be up to them to save the allowance for the future. Joy has close to 15 or 16 on Homeownership. She also has 332 vouchers verses our 113. Olivo said she would love for him to jot down each proposal that's been discussed and set the vote for

next month. Madkour asked if they'd be okay if he emailed it a couple weeks in advance. They said yes, this would be helpful. Olivo asked if he would add difference scenarios. Madkour said yes. He said the goal is to get more people on the program. This is an avenue for them to not just pay rent to pay rent. Clients would have to pay for the Homeownership training put on by Three Rivers.

Adjournment: There being no further business, a motion to adjourn was made by Dotson and seconded by Hole. All Commissioners voting Aye, the motion carried. The meeting adjourned at 4:42 pm.

Respectfully Submitted,
Ghassan Madkour
Housing Manager

OWATONNA PLANNING COMMISSION MINUTES FOR JULY 25, 2023

The Owatonna Planning Commission met in regular session at 5:30 pm in the Gainey Room of the Owatonna Public Library with Chairperson Kelly Rooks conducting the meeting. Present at roll call were Commissioners John Eickhoff, Mark Meier, Nick Peake, Rachel Springer-Gasner, Kelly Rooks, and Mark Wilson. Commissioner David Effertz was absent. Community Development Manager Greg Kruschke and Planning Technician Kristen Kopp were also present.

A motion was made by Eickhoff and seconded by Peake to approve the minutes of the regular meeting of June 27, 2023. All Commissioners voting Aye, the motion carried.

Application No. VAR-4, which is a request by Robert Seykora of Rocon Inc. on behalf of Tyler Jay Company for a side setback variance of 20' where a 30' side setback is required from the west property line for a primary structure addition for the property located at 171 Park Drive NW, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing opened at 5:32 pm. Jay Clark, owner of Tyler Jay Company, was present. He said he grew up in Owatonna and has owned that building for years. It was his petroleum business when he was in town. Viracon leased it from him, and that was their trucking operation for years. The long-term lease was assigned to Schneider when Viracon got out of the trucking business. Schneider does all their movement of glass. Schneider has also been working more with Costco and they're stationing more employees and trucks here. They've hired 78 mechanics and just need storage. They have so much stuff now, and are parking in a lot up by Dean's Towing. They have 30 new drivers that are going to come and live in the community. He said he's happy to have Schneider as a tenant and it's good for the town. Public hearing closed at 5:34 pm. Peake asked if we've heard anything from the neighbors. Kruschke said they haven't heard from the neighboring properties, but we did receive a letter of support from Fleet Farm. A motion was made by Springer-Gasner and seconded by Wilson to recommend City Council approval of this 20' side setback variance request with the following provisions:

1) The appearance of the addition shall be compatible with the principal building.

All Commissioners voting Aye, the motion carried.

Community Development Manager Greg Kruschke presented the Vine Street Parking Lot Concept. He said essentially what it does is eliminate the curb cuts along Vine Street, so there is room for more parallel stalls. A trail will connect the area to the river. All of the stormwater will be underground. Short term parking will be on the east side with long term parking on the west side of the lot. Overall, we gain 25 parking stalls. There will be new lighting that will match the Cedar Avenue lights. There will be some ADA stalls. Truck traffic will enter on the east side. The courtyard by US Bank will be extended as well. Council wants this done this year, and we're trying. At some point there will be a public approval. We will have to accommodate the US Bank sign. Wilson asked about the plans for the green space. Kruschke said that is yet to be determined. Wilson asked about the curb and gutter on Vine Street and whether it will be in line. Kruschke said that will get moved out. That street is really wide, and they have some extra space. Rooks asked if they'd lose parallel parking on Vine Street. Kruschke said no, the street will just be narrower. He said it's also slowing people down, and as more pedestrians are on the street, we want to slow people down. Eickhoff asked if we're expecting pedestrians to use the alley. Kruschke said yes. He asked if they are drivable. Kruschke said that there are removable bollards on the ends of the alleys. Wilson said they made accommodations on the east side for truck traffic, but not on the west side. Rooks asked how many people might use that long term parking lot. Kruschke said we don't have numbers, but

we do issue tickets, so people are using it. He said they need to have it. Anything over four hours leads to heavy Federated parking. Wilson said there were some concerns about 9' width, but that's pretty standard. He said MainStreet met last night. Kruschke said our code requires them to be 9' wide. They would lose stalls if they went with diagonal parking.

Phil Carlson of Stantec gave a Background Information Presentation for the 2050 Comprehensive Plan. (Refer to presentation on file.) Kruschke said this is intended to be interactive. Phil said they've kicked off the Comp Plan and have put together a background report, but are still waiting for the Housing Study. He said they will be at the August 3 Downtown Thursday. Kruschke said they will have a tent at the Vine Street intersection. He encouraged the Commissioners to send people that way on Thursday night. There was some discussion on population and population growth. Carlson said the population projections are estimates only as we can't predict the future. They're not very good when you get out twenty or thirty years or more, but we know Owatonna is in a good position. Generally, the population is aging and there are fewer households with children. There are more immigrants as opposed to 50 to 100 years ago. Eickhoff said he heard a way to make single family lots more affordable is drivable curbs. Kruschke said that he knows that one of the City Council's concerns is surmountable verses insurmountable curbs. That's a very good discussion to continue as we get into subdivisions ordinances. Carlson said he'd want to consult the Public Works Director before making any policy changes. He spoke about lot costs and lot sizes. If the lots are smaller, they're less expensive and it can be easier to walk and support corner stores and restaurants. Kruschke asked the Springer-Gasner and Meier if they have buyers who would be interested in a 50 foot wide lot. Springer-Gasner said she doesn't think they'd like that. People like the space. They want to live in a small-town community for that reason. Meier said he agrees. Kruschke said this is going to be a challenge we will face. As we squeeze those lot sizes down, we will see if the market will bear it. There will be a big detached accessory dwelling unit group coming forward. Carlson said the Commissioners are the folks who live here, and they need to tell me what's going to work here. He spoke about the missing middle between single family housing and apartments. He said that accessory dwelling units are allowed where he lives in St. Paul and you don't see many as they are still costly to build. The style, density, and character of housing is important. Rooks said one thing Carlson mentions is walkable communities. She asked if sidewalks are an integral part of that. Carlson said in some areas you can walk in the street, but once you get a fair amount of traffic, you're going to want sidewalks. It's a safety thing to separate pedestrians from vehicle traffic. If you have a sidewalk, people will walk. It's a healthy, active living issue. If you live in a place with sidewalks and trails, people walk more and they're healthier. Studies have found that people who live half a mile from a park are healthier. He said he wants to know from the Commissioners, what is the state of Owatonna? What do you want to see more of and what do you want to see less of? What are the hidden gems of Owatonna? Eickhoff said he feels we should have a plan of what the land will look like around the high school. He'd like to see connecting trails through the area. Meier said he'd like to see houses. Eickhoff said a gas station and small retail area would be nice. It's an underutilized intersection. He said he'd think the city would want to develop that. Meier said he likes the concept of a pocket community. He's in the northeast and they're far from amenities. Peake said growth around the new high school will develop itself, but on the east side there isn't a hub or area with a corner store. Springer-Gasner said as a mother of small kids, they would love a splash pad and an indoor play area. Rooks said multi-purpose greenspace. Along with that, we need a sledding hill. West Hills is a common one and there is a tree at the bottom. A place where people can gather during sledding. Eickhoff agreed on the multi-purpose green space. It would be nice to have a community center. Meier said they were in some tiny town and they had a large greenspace. The only restaurant in town was the Legion, and that was connected to the ball diamond. Eickhoff said you'd want houses around that so they can walk to it. Carlson said ideally you'd have mix of uses that could serve needs. He can walk to the grocery store, the library, bank, coffee shop, hardware store, and more. Rooks said she loves the trails and she's on them

all the time. Springer-Gasner has heard compliments on our trail system from clients moving into town from out of state. Meier asked if we talked once about hooking Owatonna to Faribault. Kruschke said there are three connections: Faribault, Austin, and Rochester. Those take a lot of different things, but are the long term plan. Trail connectivity is huge, as well as trailhead facilities. Eickhoff said if we add more housing, another larger park would be a necessity. Rooks said the east side needs more of everything. Kruschke asked what they want less of, or what don't they like? Meier said he can tell what other people don't like. Not enough parking, but if we put up a parking lot, they'll say we don't need more parking. There was some discussion about roundabouts. The Commissioners agreed that they're good as long as people know how to use them. Meier said someone was complaining about the whistles on trains on Concerned Citizens. Kruschke said they've heard less apartments. But digging into that, it's more housing options that they want—people want choices. Meier said he likes the PUD north of 26th Street with the variety of lot sizes. Carlson asked what are the things they really like and what makes you proud and add value to Owatonna. Eickhoff said he likes all the trees. They just randomly put a tree in their front yard once. Carlson said trees have benefits beyond being nice to look at. They cool the ground and keep rainwater and can take up water after a rainfall. Trees can have a lot of benefits. Kruschke asked each one what their favorite spot or thing is. Meier said he likes the downtown corridor. For a while, no one was doing much downtown, but now you can hang out down there. Rooks said Central Park. It's multi-purpose, you have the Farmers Market, the stage, snow sculptures. It's a nice smaller multi-use space. Peake said the Farmers Market. Springer Gasner said she likes that the town supports small businesses like Old Town Bagels and little in-and-out shops. Kruschke said there's been a transformation downtown. Wilson said Kaplan's Woods and having big open spaces to walk around. With the two apartment complexes downtown, there are a lot more people moving around. It's good to see those people out and getting to enjoy it. Eickhoff said he likes the trail system and that you can bike all over town. Kruschke said for the high school students, Mineral Springs Park is a big one. Peake said they've talked about less office space downtown. Really the only big one is Federated. Eickhoff said what he really likes is that the industrial park is on the other side of the Interstate. Kruschke said that pedestrian / trail access to the industrial park was a big thing for people. We want better connectivity out there. Wilson said, with Costco out there, do we have a need for a truck-style gas station. Kruschke said a truck stop is a massive need.

There being no further business to come before the Planning Commission at this time, a motion was made by Meier and seconded by Springer-Gasner to adjourn the meeting at 6:54 pm. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

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Greg Kruschke
Community Development Manager

OWATONNA PLANNING COMMISSION MINUTES FOR AUGUST 8, 2023

The Owatonna Planning Commission met in regular session at 5:30 pm in the Gainey Room of the Owatonna Public Library with Chairperson Kelly Rooks conducting the meeting. Present at roll call were Commissioners David Effertz, John Eickhoff, Nick Peake, Rachel Springer-Gasner, Kelly Rooks, and Mark Wilson. Commissioner Mark Meier was absent. Community Development Manager Greg Kruschke and Planning Technician Kristen Kopp were also present.

A motion was made by Wilson and seconded by Springer-Gasner to approve the minutes of the regular meeting of July 25, 2023. All Commissioners voting Aye, the motion carried.

Conditional Use Permit No. CUP-7, which is a request by Greg Pirkl to construct a 37'-4" x 40', 1,493 square foot detached garage for the property located at 1220 Carpenter Place NE, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Kruschke said that there is an email from Cheryl Deason included in the packet. They have concerns about stormwater and he has spoken with them. He said that the applicant is trying to push the garage to the west. Kruschke said that this lot was designed for a single-family house. Either way, the overland drainage will have to be accounted for. He said they have been asked if the City has any plans to upgrade the stormwater in the area. In speaking with the City Engineer Sean Murphy, there are no plans in the immediate future. The issues come from the larger events. Public hearing opened at 5:39 pm. Tony Louris, 1200 Carpenter Place, said he doesn't have any problems with what the Pirkl's are planning for the garage. His concern is the drainage. There have been proposals floating around for a townhouse project to the north. He said that he believes that drainage problems will exacerbate themselves when that property is developed. He really thinks the City Engineer needs to look at how the drainage comes through this property and find another way for that water to be drained. He said otherwise, he thinks most of the residents are happy with the building the Pirkl's are proposing. Terry Lambaere, 1340 Ridge Road, which is right across the street from the empty lot, said that she's thought a lot about this and is really disappointed. When they bought the lot 27 years ago, there were covenants in place. They've since retired, but she believes that the spirit of the covenants should live on. They bought in a residential neighborhood, and on the zoning map, it says it is single-family residential district. She said she doesn't know how you can decide to put a garage there, because it's not a residence. She said she understands they own the property, but a garage shouldn't be in a residential neighborhood. She asked the Commissioners if they would want to live next to a three-car garage. She said they have to think about these things and how they change neighborhoods, not always for the better. Diane Louris, 1200 Carpenter Place NE, said she has a few concerns about how this changes the neighborhood. If you look around their community, there are a lot of vacant lots with adjoining owners. She said she would want the Commission to think about whether this will set a precedent for more people to do this. She said Greg has done a good job of designing it and it will fit well in the neighborhood, but she would hate to see more of these popping up. She is also concerned about the runoff. When they moved, that area to the west was practically all water. There was a fertilizer spill on Mineral Springs Road that flushed all of the nitrogen into the pond, and growth exploded. Now there is so much vegetation that the sediment is collecting in there. Deer can walk across that, it is so solid. The water that comes off the lot behind Greg's is part of that drainage area. Her understanding is that the catch basin that's on the northeast corner of Pirkls' property is not working to catch the runoff and the other drainage that's in there is undersized and not able to handle the capacity of the flow. She realizes this isn't the issue, but it was originally a wetland when Prairie Lane was built and the City filled in that portion of the pond. That pushed everything back. As that's filled in, even in a moderate rain, the water comes up quickly and it recedes, but there's no longer a storm pond retention. She said she's not a hydrologist but she believes that is part of what is causing the problem in the water runoff. That water is supposed to run

down to the wetland are behind her house, and she doesn't believe it does. She is concerned that it won't be addressed now when he's building. She said she's been working on that area for five years with the City and they said it's now up to the DNR. So that leaves her with a lack of confidence that it will be addressed correctly now, or addressed correctly in the future when there are more problems. Public Hearing closed at 5:47 pm. Kruschke said, in response to the townhouse development to the north, that with any development, we require a public hearing process and require a full design on engineering. Anything at this point is speculative. Nothing has been submitted to the City. He said he knows there were some plans on the land to the north before he started working with the City in 2012. It will have to fit in with zoning when it comes forward. Even since then, MPCA standards have changed. Development will help (the drainage in the area), but until we see those plans, we don't have anything. As far as this pond to the west, he will check on that. It's outside of this request, but they will look into that going forward. That is all stuff that we have to dig into. At the end of the day, the Pirkl's have to maintain drainage through here. This request is to build this garage. As far as people combining lots to build garages, people do that all the time. Garages are allowed in a single-family zone by right. This is very similar to a request they heard a few months ago. The City does not enforce private covenants. They are different in every development around town, and very rarely does the City even have a copy of the covenants. If the City gets into covenants, they're generally in the Planned Unit Developments that are zoned similar to Mineral Springs Estates. Eickhoff asked if there is an overflow. Kruschke said there is an overland flow that comes through as well as a pipe system. Eickhoff said if that gets too full, it flows down the street and not to the houses. Kruschke said that is correct—that is the design. Wilson asked about the ownership of the large lot to the north. Kruschke said that Greg Schultz is involved in it but was unsure of other partners. Springer-Gasner asked if the vacant lot is considered buildable. Kruschke said yes—it's a platted lot and set up for a single-family house.

A motion was made by Springer-Gasner and seconded by Peake. to recommend City Council approval of this conditional use permit request with the following conditions:

1) Both lots shall be combined prior to a building permit being issued.
2) The sewer and water services shall be used or removed at the main.
3) The accessory structures shall not be used for commercial purposes.
4) All grading, building, and utility permits shall be issued for the garage prior to commencing construction.

All Commissioners voting Aye, the motion carried.

Application No. VAR-5, which is a request by Tyler Kortz of MidWest Invest, LLC, for a lot size variance on a 12,623 square foot lot where 13,000 square feet is required for minimum lot size for a single-family converted to a multi-family in the R-3, Single- and Two-Family Residential District and Conditional Use Permit No. CUP-8 by Tyler Kortz of MidWest Invest, LLC, a request for a conditional use permit to allow the conversion of a single-family dwelling to a 3-unit multi-family dwelling in the R-3, Single- and Two-family Residential District, were presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing for both requests opened at 5:58 pm. No comments were made regarding this request. Public hearing closed at 5:59 pm. Eickhoff asked how long this has been a multi-family unit. Kruschke said that it has been as long as he can remember. This started happening in 2012 or 2014.
A motion was made by Eickhoff and seconded by Wilson to recommend City Council approval of Application VAR-5, by Tyler Kortz of MidWest Invest, LLC, a request for lot size variance on a 12,623 square foot lot where 13,000 square feet is required for minimum lot size for a single-family converted to

a multi-family in the R-3, Single- and Two-Family Residential District. All Commissioners voting Aye, the motion carried.

A motion was made by Eickhoff and seconded by Wilson to recommend City Council approval of CUP-8 by Tyler Kortz of MidWest Invest, LLC, a request for a conditional use permit to allow the conversion of a single-family dwelling to a 3-unit multi-family dwelling in the R-3, Single- and Two-family Residential District with the following conditions:

1) The applicant shall keep and maintain the Rental Registration on the property.
2) All inspections shall be completed and all repairs made as required.

All Commissioners voting Aye, the motion carried.

Application No. RZ-4, which is a request by John Schulte of Jones, Haugh, Smith, on behalf of Matt Olson to rezone property from I-1, Light Industrial District to B-3, Central Business District as well as a minor PUD for the purposes of providing a mixed-use facility of barbell warehousing and a golf simulator entertainment venue at 605 Cedar Avenue North was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing for both requests opened at 6:02 pm. No Comments were made regarding this request. Public hearing closed at 6:03 pm. Kruschke said that equipment has really come down in price to make them more feasible. Springer-Gasner asked about the parking. Kruschke said that they will be improving the parking. Eickhoff said that he likes this and we've been wanting the downtown to grow.

A motion was made by Effertz and seconded by Peake to recommend City Council approval of the rezoning property from I-1, Light Industrial District to B-3, Central Business District as well as a minor PUD for the purposes of providing a mixed-use facility of barbell warehousing and a golf simulator entertainment venue. All Commissioners voting Aye, the motion carried.

Kruschke gave an update on the Comprehensive Plan. He handed out cards with a QR code. The City did authorize three additional focus groups. He said he reached out to Brian Coleman and Becky Moore with the Alliance for Greater Equity. Using their resources and connections, we've been able to redirect. We'll be holding a focus group for the Hispanic group, one for Somali men, and one for Somali women. They will also be going to ESL classes. We'll also be holding a focus group of non-profit leaders. They've been eyeing August 31 and September 1. On August 14 they will be going to the Park and Rec Board. The end of September or early October will be a visioning and goals session. He told the Commissioners to feel free to hand out the cards and send them to the website. Rooks asked if there would be an employer push. Kruschke said they're not planning to at this point. Eickhoff asked how much they look at surrounding communities. Kruschke said at the end of the day, we need to be what we need to be. One of the things that will come with this plan as a whole will be an appendix with all of the comments. This is something future City Councils will be able to use as they start to direct funding requests.

Krushcke said that Westlake Meadows have come through for their fourth and fifth building permits.

There being no further business to come before the Planning Commission at this time, a motion was made by Peake and seconded by Eickhoff to adjourn the meeting at 6:13 pm. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

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Greg Kruschke
Community Development Manager

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	4	1,968,586	52	189,068.67	113	45,164,773.51		**see below	594	12,314,075.39	0	0	8		771	59,636,503.57
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	5	2,168,586	69	242,168.67	132	46,905,945.51			714	13,185,484.99	2	400,000	8		930	62,902,185.17
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 July, 2023

TYPE OF WORK	2022 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units	2023 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units
NEW DWELLINGS	10	3,631,925	0	5	2,168,586	0
ACCESSORY BUILDINGS	94	282,866		69	242,168.67	
(INCLUDES GARAGES, UTIL.						
BLDGS, SW. POOLS, ETC.)						
COMMERCIAL AND INDUSTRIAL PF	178	17,523,779		132	46,905,945.51	
RESIDENTIAL ADD. & ALT.	870	7,489,327		714	13,185,484.99	
DUPLEXES & APTS.	2	10,500	0	2	400,000	0
(INCLUDES ATTACHED SF)						
DEMOLITION PERMITS	3			8	0	
TOTAL PERMITS ISSUED	1,157	39,427,897	0	930	62,902,185	0

Weed/Nuisance Complaint Inspections

OWATONNA FIRE DEPARTMENT

July 27, 2023 to August 9, 2023

Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
El Dorado Street Southeast	Complaint: Developer has tall weeds/grass throughout the subdivision/block of development. Parcel #17-623-0109. See attached picture 8058 of the complaint location vacant lot as of 8/1/23. The vacant lot is next to 765 El Dorado Street SE. No change to Parcel 17-623-0109 status as of 8/2/23,8/3/23.	8/1/2023	8/2/2023	8/16/2023			0.5
1016 Elm Avenue South	Complaint: Tall grass in back yard.	8/8/2023				No violation found at time of inspection.	0.5
1039 Lincoln Avenue South	The complaint location living room chair on the front blvd has been remove as of 7/27/23.	7/27/2023			7/27/2023	Has been removed.	0.5
120 Chambers Avenue South	Check if tall weeds and thistles in alley have been cut. Complaint: Alleyway with tall weeds and thistles.	8/9/2023	7/27/2023	8/9/2023			0.5
127 17 Street Northeast	White wash machine on the front blvd area. See attached picture 8055 of the complaint location as of 8/1/23. No change in complaint status as of 8/2/23, 8/3/23.	8/1/2023	8/3/2023	8/13/2023			0.5
1715 Wood Duck Lane Northeast	Vacant lot with long grass and weeds.	8/2/2023	8/8/2023	8/23/2023			0.5
205 21 Street Northwest	Long grass/weeds in front, back, sides, and around house. See attached pictures 8040, 8043 of the complaint location as of 7/27/23. No change to the complaint location status as of 8/1/23, 8/2/23, 8/3/23.	7/27/2023	8/2/2023	8/12/2023			0.5
209 University Street East	Complaint: Tall weeds in back alley by garage.	8/8/2023	8/9/2023	8/19/2023			0.5
215 21 Street Northwest	Long grass/weeds in front, back, sides, and around house. See attached pictures 8041, 8042 of the complaint location as of 7/27/23. No change to the complaint location status as of 8/1/23, 8/2/23, 8/3/23.	7/27/2023	8/2/2023	8/12/2023			0.5
216 Phelps Street East	Complaint: Backyard completely overgrown with weeds.	8/7/2023	8/9/2023	8/19/2023			0.5
218 Rose Street East	Complaint: Tires and junk See attached picture 8052 of the complaint location tires in the alleyway as of 8/1/23. See attached picture 8060 front of complaint location as of 8/2/23. No change in the complaint location status as of 8/2/23, 8/3/23.	8/1/2023	8/2/2023	8/12/2023			0.5
221 Beech Avenue	Long grass & weeds in all yards. See attached picture 8005 as of the complaint location as of 7/19/23. No change to the complaint location status as of 7/25/23, 7/26/23, 7/27/23, 7/28/23, 8/1/23, 8/2/23, 8/3/23.	7/27/2023	7/28/2023	8/15/2023		8/4/23 - spoke with owner, he requested 1 week extension. Gave him until 8/15.	0.5
2210 Truman Avenue Southeast	Complaint: Noxious weeds.	8/8/2023				Weeds had been taken care of prior to inspection.	0.5

Weed/Nuisance Complaint Inspections

OWATONNA FIRE DEPARTMENT

July 27, 2023 to August 9, 2023

Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
230 Allan Avenue Southwest	Complaint: Tall weeds growing over sidewalk on Allan Avenue Southwest. See attached picture 8039 of the complaint location as of 7/27/23. Someone is cutting the tall grass and weeds with a weed whip on 7/27/23. Will check the results on Friday, 7/28/23. The complaint location tall weeds growing over the sidewalk and within the fence area were cut as of 7/28/23.	7/27/2023				In process of cutting weeds at time of inspection.	0.5
230 Rose Street East	Complaint: Tall weeds. Need to take new complaint pictures on 8/2/23. See attached pictures 8061 front yard, 8064 backyard of the complaint location as of 8/2/23.	8/1/2023				No violation found at time of inspection.	0.5
233 Fremont Street East	Complaint: Tall grass and weeds. Need to take complaint pictures on 8/2/23. See attached pictures 8062 front yard and 8065 backyard garage in the alley way as of 8/2/23. No change to the complaint location status as of 8/3/23.	8/1/2023	8/3/2023	8/13/2023			0.5
251 Fremont Street East	Complaint: Tall grass and weeds in the alleyway. See attached picture 8046 front yard, 8049 backyard in the alleyway of the complaint location as of 8/1/23 No change to the complaint location status as of 8/2/23, 8/3/23.	8/1/2023	8/2/2023	8/12/2023			0.5
303 State Avenue	Long grass/weeds in front, back, sides, and around house. See attached picture 8045 of the complaint location as of7/28/23. No change to the complaint location status as of 8/1/23, 8/2/23, 8/3/23.	7/28/2023	8/2/2023	8/12/2023			0.5
323 Allan Avenue Southwest	The complaint items on the front blvd area have been removed as of 7/27/23.	7/27/2023			7/27/2023	Have been removed.	0.5
415 Elm Avenue North	Sectional brown living room chair (on blvd) & desk chair (alley)	8/2/2023	8/8/2023	8/19/2023			0.5
435 & 435 1/2 Sylvan Street	Sectional 3 piece brown living room couch on the blvd. See attached picture 8054 of the complaint location as of 8/1/23.	8/1/2023	8/3/2023	8/13/2023	8/3/2023	The complaint location with three piece couch on the blvd area has been removed as of 8/3/23.	1
435 Fairview Street Northwest	The complaint location with long grass and weeds has been mowed as of 8/3/23.	8/3/2023			8/3/2023	Has been mowed.	0.5
439 Larch Avenue	Has been removed.	8/1/2023			8/1/2023	Has been removed.	0.5
513 15 Street Northeast	Has been mowed.	8/1/2023			8/1/2023	Has been mowed.	0.5
570 South Street East	The living room chair and foot stool on the front blvd has been removed as of 8/1/23.	8/1/2023			8/1/2023	Has been removed.	0.5
677 Glendale Street	The rear seat for van/pickup has been removed as of 7/28/23 No change to the complaint location status as of 7/27/23, 7/28/23.	7/28/2023			8/1/2023	The complaint items on the front blvd have been removed as of 8/1/23.	1

Weed/Nuisance Complaint Inspections

OWATONNA FIRE DEPARTMENT

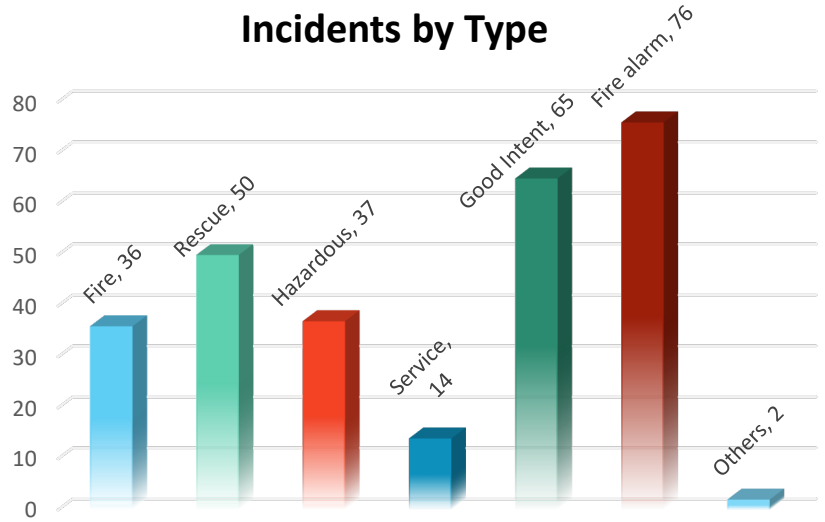
July 27, 2023 to August 9, 2023

Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
710 El Dorado Street Southeast	Complaint: Developer has tall weeds/grass throughout the subdivision/block of development. Both the south side and north side of streets. See attached complaint location vacant lot pictures 17-619-0101 as of 8/1/23. No change to the vacant lot 17-619-0101 as of 8/2/23.	8/1/2023	8/2/2023	8/16/2023			0.5
725 Escalade Lane Southeast	Complaint: Developer has tall weeds/grass throughout the subdivision/block of development. See attached picture 8059 of vacant lot 17-619-0126 as of 8/1/23. No change to the complaint vacant lot 17-619-0126 as of 8/2/23, 8/3/23.	8/1/2023	8/2/2023	8/16/2023			0.5
820 18 Street Northeast	The complaint location with tall grass and weeds has been mowed and cut as of 8/1/23.	8/1/2023			8/1/2023	Has been mowed.	0.5
831 Vine Street East	Long grass/weeds in front and the driveway area. See attached picture 8044 of the complaint location as of 7/28/23. No change to the complaint location status as of 8/1/23, 8/2/23, 8/3/23.	7/28/2023	8/10/2023	8/20/2023			0.5
883 Escalade Lane Southeast	Complaint: Developer has tall weeds/grass throughout the subdivision/block of development. Both the south side and north side of streets. The complaint vacant lots 17-619-0113 (see picture 8067 as of 8/3/23) to 0117 are close to the 18'' level as of 8/2/23 . Will continue to inspect the vacant lots on a daily bases as of8/2/23. No change to the vacant lots status as of 8/3/23.	8/1/2023	8/2/2023	8/16/2023			0.5
916 Grove Avenue South	Reinspection pictures 8037, 8038 of the complaint location as of 7/27/23. No change to the complaint location status as of 8/2/23, 8/3/23.	7/27/2023	7/29/2023	8/9/2023		§ 157.999 PENALTY. Any person who violates any of the provisions of this chapter shall, upon conviction thereof, be guilty of a misdemeanor. Each day that a violation is permitted to exist shall constitute a separate offense. You have the right to appeal this order. Contact the inspector named above for information.	0.5
970 11 Avenue Northeast	The complaint misc items on the front yard have been removed as of 8/1/23.	8/1/2023			8/1/2023	Have been removed.	0.5

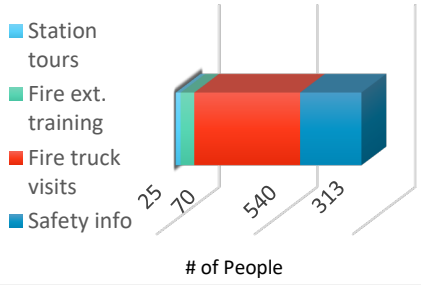
OWATONNA FIRE DEPARTMENT DASHBOARD

2023 STATISTICS

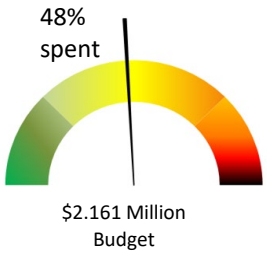
Incidents by Type



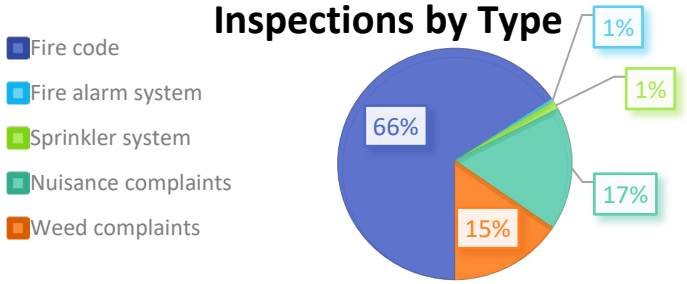
Public Education



Expenditures

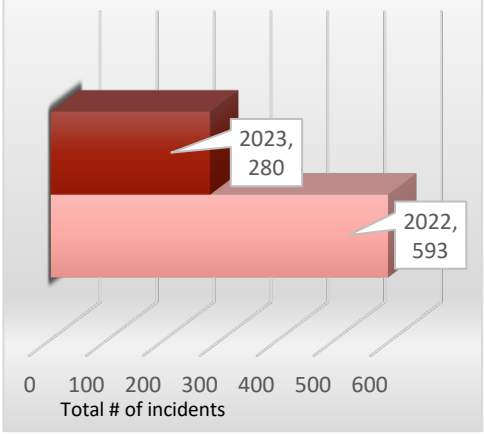


Inspections by Type

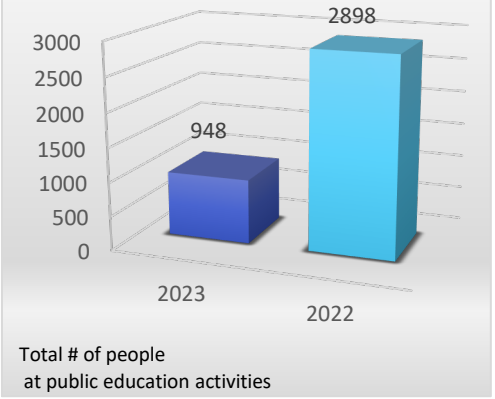


2023 VS 2022 STATISTICS

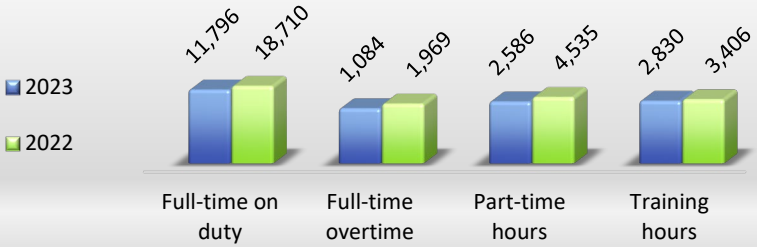
Incidents



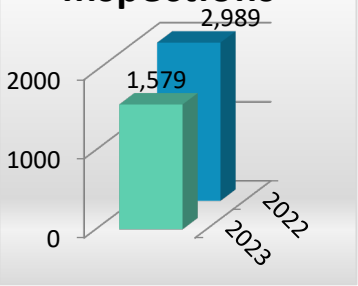
Public Education



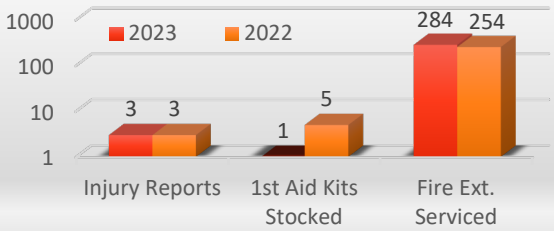
Staff Hours



Inspections



Safety Services



Updated through July 2023

2023 OWATONNA FIRE DEPARTMENT MONTHLY ACTIVITY REPORT

INSPECTION SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023	2022
Fire code inspections	134	153	201	112	189	75	175						1039	1988
Fire alarm inspections	2	1	1	1	1	0	2						8	20
Sprinkler system inspections	0	1	2	1	4	7	4						19	49
Nuisance inspections	3	3	6	12	106	78	63						271	382
Weed inspections	0	0	0	0	70	110	62						242	550
Sprinkler system permits issued	2	2	2	1	3	1	2						13	21
Fire alarm system permits issued	2	0	1	1	1	1	2						8	15
Hood/Suppression system permits issued	0	2	0	1	0	1	1						5	5
Plan reviews	4	7	7	6	9	12	10						55	65
Code reviews	6	1	8	6	2	2	2						27	38
# Knox boxes checked	1	0	0	2	1	1	0						5	14

PUBLIC EDUCATION SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023	2022
# people given tours	0	30	4	0	8	0	13						55	307
# people given extinguisher demos	0	0	0	0	0	70	0						70	100
# people at truck visits	0	0	0	200	340	0	0						540	738
# people fire safety information	0	72	0	0	0	241	0						313	1753
# people juvenile firesetters	0	0	0	0	0	0	0	2					2	0

EMERGENCY RESPONSE SERVICES		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023	2022
Incidents	City incidents	31	23	22	39	38	43	37						233	482
	Rural incidents	5	3	5	9	10	8	7						47	105
	Mutual aid given	0	0	0	0	0	0	0						0	6
Monthly Totals		36	26	27	48	48	51	44						280	593
Type of Incidents	Fire	4	7	2	5	8	4	6						36	67
	Rescue calls	5	4	3	10	9	10	9						50	119
	Hazardous conditions	3	7	2	7	4	4	10						37	77
	Service calls	1	0	2	2	3	3	3						14	31
	Good intent calls	14	3	12	10	8	12	6						65	113
	Fire alarms	8	5	6	14	15	18	10						76	179
	Others	1	0	0	0	1	0	0						2	7
Monthly Totals		36	26	27	48	48	51	44						280	593
Total training hours		146.00	273.29	338.35	491.00	501.25	741.08	338.57						2830	3406

SAFETY SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2023	2022
# injury reports	1	1	0	0	1	0	0						3	3
# lost work hours	0	0	0	0	0	0	0						0	0
# fire extinguishers serviced	201	34	0	37	12	0	0						284	254
1st aid supplies checked	0	0	0	1	0	0	0						1	5
Full-time shift hours worked	1724.25	1584.00	1743.50	1658.50	1736.00	1584.75	1764.50						11795.50	18709.75
Full-time overtime hours worked	129.49	159.80	116.81	237.91	96.61	253.91	88.97						1083.50	1969.09
Part-time hours worked	268.02	187.00	315.75	471.50	494.00	478.00	372.00						2586.27	4535.00
Monthly Hours Worked Total	2121.76	1930.80	2176.06	2367.91	2326.61	2316.66	2225.47						15465.27	25213.84

Licenses and Permits

Administration Department

DATE: August 15, 2023
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Specialist
SUBJECT: Tree Trimmers License - Tree Master, LLC - David Schroht

Purpose:
Request the council approve the application received from David Schroht for a Tree Trimmer's License.

Background:
The City's Tree Trimmer License is an annual license that expires March 31 each year. Mr. Schroht had previously held a similar license and filed for a current license.

We have received the application, Certificate of Insurance and License Fee.

Budget Impact:
Annual License Fee is $50.

Staff Recommendation:
Staff recommends approval.

Attachments:
None

Event Permits

Downtown Thursday

September 7, 2023

Event: 5-9 pm

Set Up: begins at 1:00 pm

Clean Up: completed shortly after 9:00 pm

City of Owatonna

EP-23-48

Events Permit Application

Status: Active

Date Created: Aug 7, 2023

Applicant

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

Request use of streets and public-right-of-way; 100 cones; 12 barricades; 150 "No Parking" signs along Cedar Ave, W Broadway, E Broadway, East Park Square & West Park Square; and Central Park. One vendor may have a horse and if so, will obtain a Hold Harmless Agreement; will be a bouncy house and additional trash cans will be provided by Skjeveland Enterprises.

Event Information

Event Contact

Lisa Cochran

Location of Event

Downtown Owatonna in the 100, 200 and 300 blocks of N. Cedar Ave, Central Park and around the park on E. Park Square and W. Park Square, E Broadway St up to Elm Ave and W. Broadway St down to Oak Ave.

Description of Event

Downtown Thursday

Event Set Up Date

09/07/2023

Event Set Up Time

1:00pm

Actual Event Date

09/07/2023

Actual Event Time

5pm-9pm

Clean Up Date

09/07/2023

Clean Up Time

9pm

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

MainStreet Owatonna

Mailing Address

120 S. Oak Ave

City
Owatonna

State
MN

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-10pm

Date
09/07/2023

Name of Requested Street(s)
N. Cedar Ave, E. Park Square, W. Park Square, E. Broadway and W. Broadway

Alleys
No

City Sidewalks or Trails
Yes

Start/End Time
1:30pm-10pm

Date
09/07/2023

Public Parking Lots or Spaces
Yes

Start/End Time
1:30pm-10pm

Date
09/07/2023

Parks
Yes

Start/End Time
1:30pm-9pm

Date
09/07/2023

Name of Requested Park(s)
Central Park

Will any signs/banners be put up?
Yes

Number and Size
Step in signs, about 30, flags, 3, banners for sponsors, various

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

Will sound amplification be used?
Yes

Type
regular band equipment

Hours
5:30pm-9pm

Will sound be amplified after 10:00pm?
No

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

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

Dimensions
vendors mostly have 10x10 or 10x20 tents

Fees may apply. No staking without approval.

Will there be temporary fencing?
No

Will merchandise/food items be sold?
Yes

How many vendors expected?
80

Will food be prepared on site?
Yes

Will alcohol be sold?
Yes

Who will be providing the liquor license?
Each business who is selling it provides their own 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

We use all the outlets in Central Park and many along Cedar Ave. We just need to have them checked before the event to make sure they are in working order

Describe level of advertisement

Newspaper, radio, social media, posters, word of mouth, local TV

Have adjacent property owners been notified of this event?

Yes

Signatures required.

Will the event need barricade(s)?

Yes

Number Needed

12

Size Needed

Large

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

Will the event need cones?

Yes

Number Needed

100

Size Needed

Large

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

Will Central Park Stage be used?

Yes

Number Needed

1

Will there be any horses?

Yes

Number Animals Anticipating

2

How will horses be used?

It's not for sure, but there may be a horse as a vendor for people to pet.

Pleaseprovide insurance information and complete
Hold Harmless Agreement

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

Monte Mowry
08/07/2023

Describe trash removal and cleanup plan during and after event

We have extra trash cans that are provided, for free, from Skjeveland Enterprises along with the trash cans that are already on the street and in the park. All vendors are responsible for their own trash.

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

I have a bull-horn and will yell at people. For our past events, people have behaved in a respectful and orderly fashion

Will "No Parking" signs be needed?
Yes

Number Needed
150

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?
Cancel the event if we know ahead of time, if it is a sudden bad weather occurence, make announcements to everyone and tell people to go either to their cars or into local businesses that are open.

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 are planning on holding a car show during this event. We would like to hold it on E. Broadway or W. Broadway, adjacent to Central Park. We are in the process of contacting the businesses that would be affected by this and discuss which option is best for all. I am asking for both sides of Broadway from the park be closed until I know for certain which it will be.
Please deliver 8 fold up picnic tables to each of the alleys in the 100, 200 and 300 blocks of Cedar
Please coordinate with Lisa Cochran, MainStreet Director regarding the No Parking signs. They need to be put up by 1pm on Wednesday, September 6th along with the information of the date, time and reason for closure, which I print off and adhere to signs. Please remember Broadway St with No Parking signs this month.
Thank you for the partnership that makes it possible to hold these community events - it is much appreciated!

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

---

Central Park Stage Usage Information

Time
7pm

Open
3pm

Close
9:30pm

Sound or Light Person Needed
No

Size of Group that will be on stage
2

Type of Group
Vocal Duo

Name of Person that will be Opening and Closing of Stage
Brad Meier - Chamber President

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

Applicant Signature

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

Signature of Applicant

Lisa M Cochran
08/07/2023

Internal Use

Special Provisions

--

Fire Department Approval / Comments / Notes

-- Approved with no comment.

Park & Rec. Department Approval / Comments / Notes

-- Approved, Costs incurred, waived - $630. Note: any horse's road apples must be cleaned up.

Police Department Approval / Comments / Notes

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

Public Works Department Approval / Comments / Notes

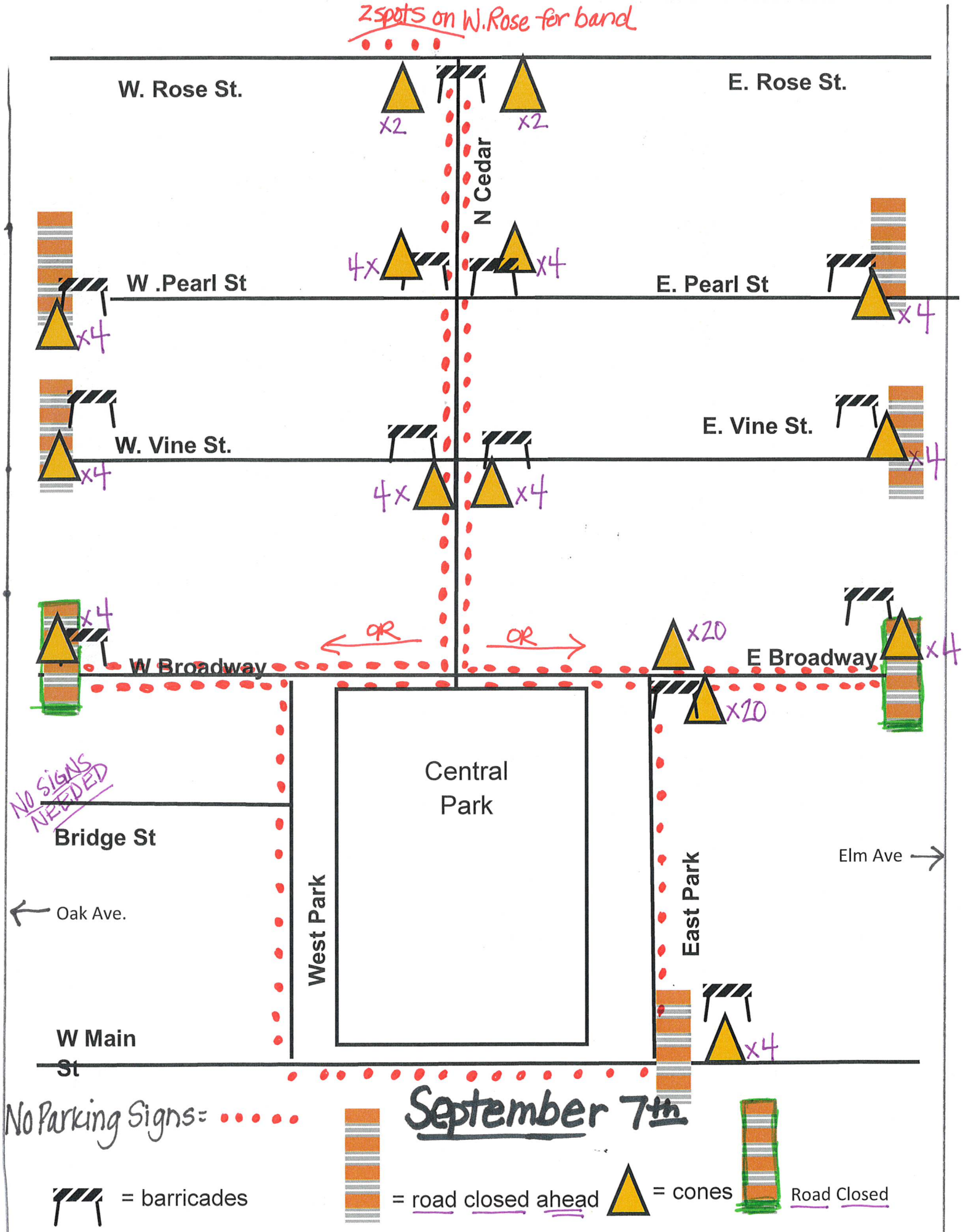
-- Approved, Applicant to drop additional information to tape on signs dropped at city shop by Sept.5th. Budget impact: 2guys @ 3hrs. = 6 man hrs. x $35.00 per hr.= $210.00 costs incurred, waived.

Building & Inspection

-- Approved, no comment.

Date to Council

-- City Council Consent Agenda - August 15, 2023.


2 spots on W. Rose for band
W. Rose St.
E. Rose St.
x2
x2
N Cedar
4x
x4
W .Pearl St
E. Pearl St
x4
x4
W. Vine St.
E. Vine St.
x4
x4
4x
x4
x4
OR
OR
x20
x20
x4
W Broadway
E Broadway
Central Park
NO SIGNS NEEDED
Bridge St
Elm Ave
Oak Ave.
West Park
East Park
x4
W Main St
No Parking Signs:
September 7th
= barricades
= road closed ahead
= cones
Road Closed

City of Owatonna

Hunter A. Frank Memorial
Saturday, September 16, 2023
9:00 am to 9:00 pm

EP-23-42

Events Permit Application

Status: Active

Date Created: Jun 29, 2023

Applicant

Brandon Flores
hafmemorial@outlook.com
1749 sw 48th st
Owatonna, MN 55060
5073631569

Request use of barricades and cones to block S Elm Avenue from grandstand south to 18th Street.

Event Information

Event Contact
Brandon Flores

Location of Event
Ye Olde Beer Garden

Description of Event
Fundraising Benefit

Event Set Up Date
09/16/2023

Event Set Up Time
7:00am

Actual Event Date
09/16/2023

Actual Event Time
9:00am

Clean Up Date
09/16/2023

Clean Up Time
9:00pm

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
Hunter Alexander Frank Memorial Foundation

Mailing Address
1749 sw 48th st

City
Owatonna

State
MN

Zip
55060

Website Address
www.givebutter.com/HAF2023

Name
Brandon Flores

Primary Contact

Phone Number
5073631569

Email Address
hafmemorial@outlook.com

Cell Phone
5073631569

Cell Phone
5073042213

Phone
5073631569

Cell Phone
5073631569

Primary On-site Contact

Name
Brandon Flores

Alternate On-site Contact

Name
Austin Bell

Refer Media or Citizen Inquiries To:

Name
Brandon Flores

Event Features

City Streets or Right-of-Way
Yes

Date
09/16/2023

Alleys
No

Public Parking Lots or Spaces
No

Will any signs/banners be put up?
Yes

Number and Size
1 3'x8" banner

Will there be any inflatables?
No

Will there be entertainment?
Yes

Will sound amplification be used?
Yes

Hours
4

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

Start/End Time
9:00am-9:00pm

Name of Requested Street(s)
S Elm Ave

City Sidewalks or Trails
No

Parks
No

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

What Type
Love Music

Type
Live music equipment

Will sound be amplified after 10:00pm?
No

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

Fees may apply. No staking without approval.

Will there be temporary fencing?
No

Will merchandise/food items be sold?
Yes

How many vendors expected?
5

Will food be prepared on site?
Yes

Will alcohol be sold?
Yes

Who will be providing the liquor license?
Owatonna Country Club - they hold a Cateerer's 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?
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
Beer Gardens

Describe level of advertisement
Radio, media, posters

Have adjacent property owners been notified of this event?
Yes

Signatures required.

Will the event need barricade(s)?
Yes

Number Needed
4

Size Needed
Medium

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
30

Size Needed
Medium

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

Pleaseprovide insurance information and complete Hold Harmless Agreement

Describe trash removal and cleanup plan during and after event

Dump Trailer on site, all garbage taken to landfill

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

Follow all Steele county fairground and beer Garden procedures

Will "No Parking" signs be needed?

No

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

Will event need security?

Yes

Will event need Emergency Medical Services?

No

Contact Gold Cross Ambulance" 507-451-6403

Describe the emergency action plan if severe weather should arise?

Beer garden severe weather action plan

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

Name

Brandon Flores

Phone Number

5073631569

Email

mc.repair11@gmail.com

List any other pertinent information

Memorial motorcycle ride, car n bike show, silent auction, live entertainment. Police escort through cedar ave would be greatly appreciated

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

---

Applicant Signature

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

Signature of Applicant

Brandon Paul Flores
06/29/2023

Internal Use

Special Provisions

--

Fire Department Approval / Comments / Notes

-- **Approve, no impact.**

Park & Rec. Department Approval / Comments / Notes

-- **Approve, no impact.**

Police Department Approval / Comments / Notes

-- **Approve, no staffing of budget impact.**

Public Works Department Approval / Comments / Notes

-- **Approve, contact City Shop two days prior to the event to arrange pick-up of barricades and cones.**

Building & Inspection

-- **Approve, no impact.**

Date to Council

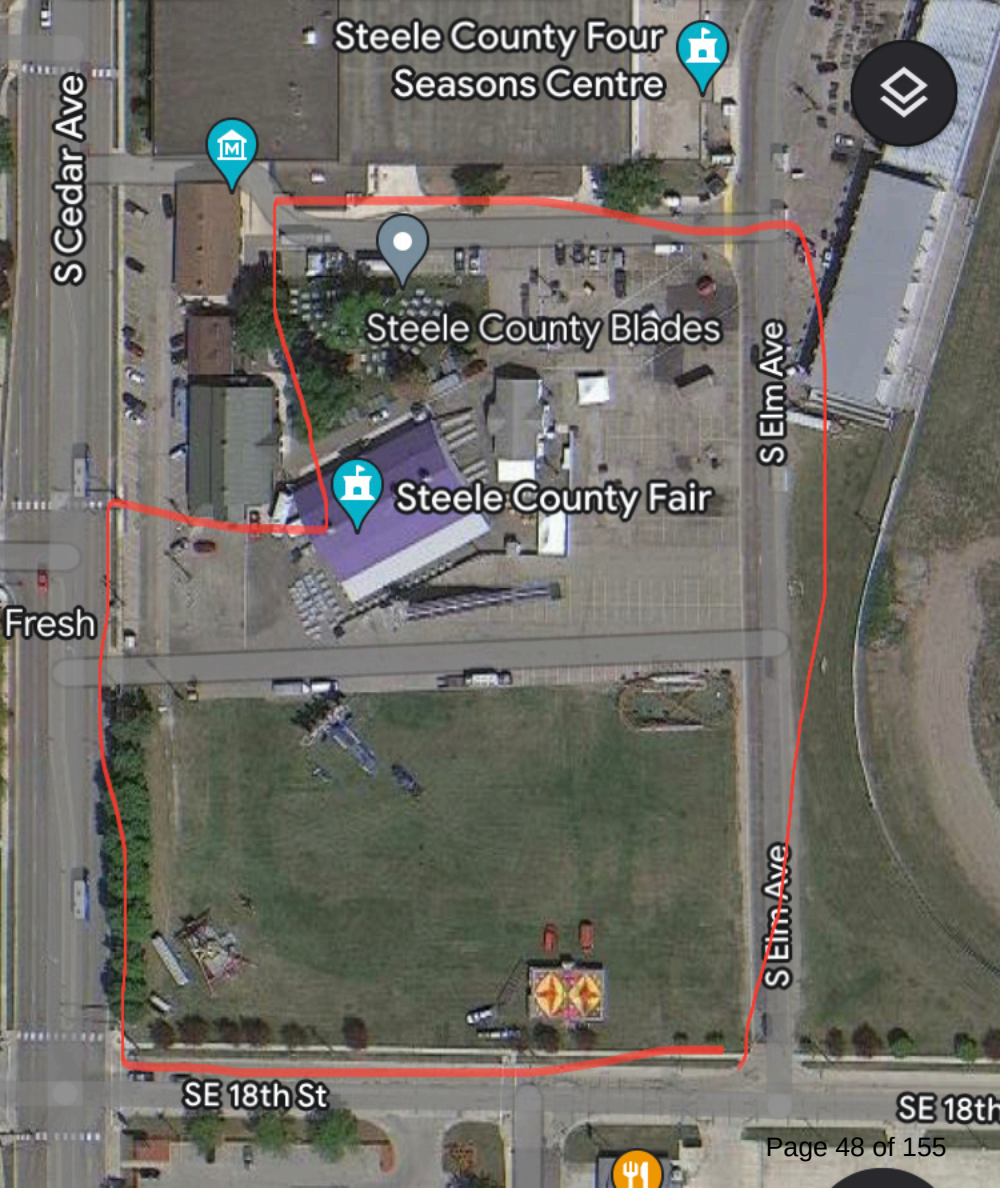
-- **Item on Council Consent Agenda during the August 15, 2023 City Council Meeting.**

Council Notes

--

Items Needed

--


Steele County Four Seasons Centre
S Cedar Ave
Steele County Blades
S Elm Ave
Steele County Fair
Fresh
S Elm Ave
SE 18th St
SE 18th

City of Owatonna

From the Heart & Soul October 14, 2023 5k & half marathon run

EP-23-47

Events Permit Application

Status: Active

Date Created: Jul 31, 2023

Event: 9:30 am
SetUp begins at 7:00 am
CleanUp compete by 2:00 pm

Event is similar to previous From the Heart events held first weekend of May for the 14 years. Request use of Lake Kohlmier Park, parking lot, and street entrance; beach house restrooms and electrical power for four food vendors; 5 medium-sized cones set on Mosher Avenue to block traffic from entering the park on Swimming Pool Road, and traffic control for runner's safety.

Applicant

Glenda Smith
gsmith@owatonna.org
120 South Oak Ave
Owatonna, MN 55060
6127207686

Event Information

Event Contact
Glenda Smith/Beth Svenby

Location of Event
Lake Kohlmier, city trail system, city streets

Description of Event
From the Heart & Sould Half Marathon and 5K run/walk

Event Set Up Date
10/14/2023

Event Set Up Time
7am

Actual Event Date
10/14/2023

Actual Event Time
9:30Am

Clean Up Date
10/14/2023

Clean Up Time
1pm-2pm

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

Reschedule Date
10/21/2023

Estimated Attendance
500

Is this event a dance?
No

Application Information

Sponsoring Organization Name

Mailing Address

From the Heart & Soul Half Marathon/ 5K run walk

City
Owatonna

Zip
55060

Primary Contact

Phone Number
507-456-8909/507-451-7970

Email Address
blsvenby@charter.net; gsmith@owatonna.org

Cell Phone
507-456-8909

Cell Phone
612-720-7686

Phone
507-456-8909/612-720-7686

120 South Oak Ave

State
MN

Website Address
www.fromtheheartandsoul.org

Name
Beth Svenby/Glenda Smith

Cell Phone
507-456-8909/612-720-7686

Primary On-site Contact

Name
Beth Svenby

Alternate On-site Contact

Name
Glenda Smith

Refer Media or Citizen Inquiries To:

Name
Beth Svenby/Glenda Smith

Event Features

City Streets or Right-of-Way
Yes

Date
10/14/2023

Alleys
No

Start/End Time
9am/11am

Public Parking Lots or Spaces
Yes

Date
10/14/2023

Start/End Time
9am/1pm

Name of Requested Street(s)
See site map

City Sidewalks or Trails
Yes

Date
10/14/2023

Start/End Time
9am/1pm

Parks
Yes

Start/End Time
9am/1pm

Date
10/14/2023

Name of Requested Park(s)
See Site Map for Route

Will any signs/banners be put up?
Yes

Number and Size
20, 2ftx3ft

Will there be any inflatables?
Yes

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

Will there be entertainment?
No

Will sound amplification be used?
Yes

Type
Portable PA System

Hours
9am-1pm

Will sound be amplified after 10:00pm?
No

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

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

Fees may apply. No staking without approval.

Will there be temporary fencing?
No

Will merchandise/food items be sold?
Yes

How many vendors expected?
4

Will food be prepared on site?
Yes

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
Will need power turned on at beach house

Describe level of advertisement
newspaper/social media/posters

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?

Yes

Number Needed

5

Size Needed

Medium

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

Pleaseprovide insurance information and complete Hold Harmless Agreement

Describe trash removal and cleanup plan during and after event

Any Trash on on ground will be picked up; will walk the course to pick up trash left behind by runners. Please add 2 trash recepticals to Lake Kolmier site. Current receptables will also be used

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

Committee Volunteers will help with direction of spectators and participants; busing will be from SCFF to Kohlmier.

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?

Yes

Contact Gold Cross Ambulance" 507-451-6403

Describe the emergency action plan if severe weather should arise?

Event will be postponed for the day and participants and spectators will be sent home

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

Name

Beth Svenby/Glenda Smith

Phone Number

507-456-8909/612-720-7686

Email
blsvenby@charter.net

List any other pertinent information

Would request the use of restroom facilities at Kohlmier beach house as well.
Anticipated traffic control would be for a short time for the 5K on the corner of Bridge Street and Lemond Road and possibly Selby and Lemond- but will look to the Police Dept. for recomendations
This will be the 15th year of the event (previously held in May). City and citizens have been very supporting of the event in the past.

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

Applicant Signature

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

Signature of Applicant
Glenda Smith
07/31/2023

Internal Use

On Council Consent Agenda - August 15, 2023.

Special Provisions

--

Fire Department Approval / Comments / Notes

-- Approved, no comment.

Park & Rec. Department Approval / Comments / Notes

-Approved, power on at beach house. no extra trash receptacles for event. Park staff will begin closing outdoor restrooms in October dependent on weather, may need to rent restrooms.

Police Department Approval / Comments / Notes

-- Approved. Budget impact will be updated once staffing minimums are determined.

Public Works Department Approval / Comments / Notes

-- Approved, call 2 days prior to arrange pickup of cones

1 inch = 0.6 kilometers

RACE ROUTES - 2023

City of Owatonna

0 0.5 1 Mi

0 0.5 1 Km

April 23, 2018

Miscellaneous

Parks, Trails, Recreation & Facilities Department

DATE: August 15, 2023
TO: Mayor and City Council
FROM: Jenna Tuma, Parks, Trails, Recreation & Facilities Director
SUBJECT: Change Order #4 - Council Chambers Project - Ebert Construction

Purpose:
Request City Council approval for the Ebert Construction Change Order 4 for the Council Chambers Project.

Background:
The Change Order 4 for $33,474.10 includes structural improvements and remediation at the stage removal. The stage floors, walls, and false ceiling, which appeared to be infill, were integrated into the bearing. This required careful shoring and additional reinforcement.

The Cast Stone staining is a site solution to bring the cast stone layer to a closer match with the existing structure.

Additional infrastructure was required in the coordination for the new AV system.

Supporting documentation with details is attached.

Budget Impact:
The change order will be paid for through the project's contingencies. This Change Order is $33,474.10.

Staff Recommendation:
Staff recommends approval.

Attachments:
1. Change Order 4 Doc G701-2017
2. Change Order 4 Backup documents
3. Change Proposal CP013R1 Cast Stone Staining
4. Change Proposal CP014 Added Conduit & Boxes

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Owatonna City Hall
Owatonna, Minnesota

CONTRACT INFORMATION:
Contract For: General Construction
Date: December 14, 2022

CHANGE ORDER INFORMATION:
Change Order Number: 004
Date:

OWNER: *(Name and address)*
City of Owatonna
540 West Hills Circle
Owatonna, MN 55060
Kris Busse, City Administrator

ARCHITECT: *(Name and address)*
CRW architecture + design group
211 11th Ave NW
Rochester, MN 55901
Teresa Thoreson McCormack, AIA

CONTRACTOR: *(Name and address)*
Ebert, Inc(DBA Ebert Construction)
233350 County Road 10
Corcoran, MN 55375
Josh Busse, Project Manager

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

ASI 3 and associated labor at Stage area-
Shoring and repair work at Stage removal -

12 days of additional work	$16,897.90	Additional Cost
Plumbing related to Stage Change	$ 1,949.86	Additional Cost
Core Drill for Mechanical	$ 2,420.00	Additional Cost
Ebert Staff- Management	$ 4,995.00	Additional Cost
Ebert OH&P - Insurance	$ 2,583.46	Additional Cost
Cast Stone Staining	$ 3,820.69	Additional Cost
Added Conduit at AV	$ 807.19	Addtitional Cosst

The original Contract Sum was	$	1,626,400.00
The net change by previously authorized Change Orders	$	21,075.00
The Contract Sum prior to this Change Order was	$	1,647,475.00
The Contract Sum will be increased by this Change Order in the amount of	$	33,474.10
The new Contract Sum including this Change Order will be	$	1,680,949.10

The Contract Time will be increased by Twelve (12) days.
The new date of Substantial Completion will be October 19, 2023

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

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

CRW architecture and design		
ARCHITECT (	**CONTRACTOR** *(Firm name)*	**OWNER** *(Firm name)*
SIGNATURE	**SIGNATURE**	**SIGNATURE**
Teresa Thoreson McCormack, AIA, Partner	Josy Busse, Project Manager	Kris Busse, City Administrator
PRINTED NAME AND TITLE	**PRINTED NAME AND TITLE**	**PRINTED NAME AND TITLE**
August 10, 2023		
DATE	**DATE**	**DATE**

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User Notes: (3B9ADA4F)

23350 County Road 10
Corcoran, MN 55357
Ph : 763-498-7844

Change Proposal

To: City of Owatonna
540 West Hill Circle
Owatonna, MN 55060
Ph: (507)444-4370 Fax: (507)444-4351

Number: CP016
Date: 8/8/23
Job: 6595 Owatonna City Hall Remodel
Phone:

Description: ASI 003 Components Approved at 8/7 Progress Meeting

Proposed are the following changes:

Approved components of the ASI 003 pricing as agreed upon by all parties at the 8/7/2023 on site progress meeting between Ebert, CRW, and the city of Owatonna. The remaining ASI 003 items require further discussion and will be decided upon/approved at a later date. Applicable backup from subcontractors is included for reference. No infillinf of exsiting floor penetrations is included in this proposal. Please note that pricing for contractor to provide and install the added standing desks was previously rejected and instruction was given these would be handled outside of the contract. Casework pricing changes for ASI 002 are to be icluded in the second part of the ASI 003 pricing and is not included in this proposal.

NOTE: Ebert is formally requesting a 12 work day extension be added to the current substantial completeion date. Backup documentation and reasoning for this extension request has also been provided for reference.

The total amount to provide this work is $28,846.22

(Please refer to attached sheet for details.)

If you have any questions, please contact me at 763-498-7844.

Pricing subject to review/change if not approved within 14 days of receipt.

Submitted by: Josh Busse
Ebert

Approved by: _____
Date: _____

23350 County Road 10
Corcoran, MN 55357
Ph : 763-498-7844

Change Proposal CP016 Price Breakdown
Continuation Sheet

Description: ASI 003 Components Approved at 8/7 Progress Meeting

Description	Labor	Material	Equipment	Subcontract	Other	Price
Coordination with shoring contractor, layout and demolition of needle pockets for installation of shoring.	$1,020.00					$1,020.00
Sawcut 6-each needle pockets through brick walls for install of shoring.				$1,500.00		$1,500.00
Shoring Rental			$1,250.00			$1,250.00
Installation and removal of shoring.				$4,080.00		$4,080.00
Delivery and pickup of shoring.				$750.00		$750.00
Coordination, layout, and removal of brick at notch for joist bearing at 4/S3.0.	$1,280.00					$1,280.00
Saw cut notch in floor and wall for joist bearing, through wall bolting for track required at brick wall 4/S3.0. Cut additional notch for 6"x4"x3/8" tube beam bearing at exisitng doorway 2/S3.1.				$3,000.00		$3,000.00
Grout bearing locations of (4) lintels.				$645.00		$645.00
Toothing in and cleaning salvaged brick at (6) total locations where shoring was poked through the veneer.				$1,744.90		$1,744.90
Added installation of tube lintel above exisitng doorway.				$184.00		$184.00
Credit back 30' of deck angle no longer required.				$-560.00		$-560.00
Fabricate and deliver lintels for (4) mechanical openings and one tube steel lintel above exisitng door. Includes crediting back deck angle that is no longer required.		$370.00				$370.00
Floor joist revisions for added length and new mechanical openings.				$850.00		$850.00
Plaster patching allowance at showring holes and block inills under bump outs between windows. (8 Hrs x $98/Hr)				$784.00		$784.00
Plumbing related to RFI 020. Rental for large lift to reach and cap exsiting roof vent. Remove horizontal section of vent pipe interfering with new support wall footing. Support abandoned vent pipe within wall column. ($1,145 + $83.60 sales tax + $644 labor + $177.26 10% sub M/U)				$1,949.86		$1,949.86
Set up and coredrill 7-each 9" holes for mech related changes through existing floor. Removal and cleanup included.	$2,420.00					$2,420.00
Ebert Project Supervision Time for Added Scope (12 Days x 3 Hours/Day x $93.75/Hour)	$3,375.00					$3,375.00
Ebert Project Management Time (12 Days x 3 Hours/Day x $45/Hour)	$1,620.00					$1,620.00

23350 County Road 10
Corcoran, MN 55357
Ph : 763-498-7844

Change Proposal

To: City of Owatonna
540 West Hill Circle
Owatonna, MN 55060
Ph: (507)444-4370 Fax: (507)444-4351

Number: CP016
Date: 8/8/23
Job: 6595 Owatonna City Hall Remodel
Phone:

		Subtotal:	**$26,262.76**
Self-Performed OH&P	$11,335.00	10.00%	$1,133.50
Sub-Performed OH&P	$14,927.76	5.00%	$746.39
Bond, Insurance	$28,142.65	2.50%	$703.57
		Total:	**$28,846.22**

EBERT CONSTRUCTION

COST ISSUE **DATE:** 6/20/2023

TO:	Josh Busse Ebert Construction 23350 County Road 10 Corcoran, MN 55357

PROJECT:	6595 Owatonna City Hall
RE:	PR # Structural Changes
DATE:	5-31 thru 6-2-2023
TIME EXTENSION REQUESTED:	

DESCRIPTON:

Structural Changes.

	MATERIAL/LABOR BREAK-DOWN							AMOUNT
Carpenter	Coordination with shoring contractor, layout and demolition of needle pockets for installation of shoring.	12	Hrs	@	$85.00	/Hr	=	$1,020.00
Sawcutting	Sawcut 6-each needle pockets thru brick wall for install of shoring.	1	L/S	@	$1,500.00	L/S	=	$1,500.00
Shoring	Shoring Rental	1	L/S	@	$1,250.00	L/S	=	$1,250.00
Carpenter	Installation and removal of shoring.	48	Hrs	@	$85.00	/Hr	=	$4,080.00
Delivery	Delivery and pickup of shoring	1	L/S	@	$750.00	L/S	=	$750.00

APPROVAL

SIGN:

DATE:

TOTAL ADDITIONAL COST:	**$8,600.00**

DISTRIBUTION

EBERT CONSTRUCTION

Prepared By: Kevin Roehl

EBERT CONSTRUCTION

COST ISSUE **DATE:** 6/21/2023

TO:	Josh Busse Ebert Construction 23350 County Road 10 Corcoran, MN 55357

PROJECT:	6595 Owatonna City Hall
RE:	PR # Structural Changes #2
DATE:	6/20/20323
TIME EXTENSION REQUESTED:	

DESCRIPTON:

Structural Changes per revised drawings.

	MATERIAL/LABOR BREAK-DOWN							AMOUNT
Laborer	Coordination, layout and removal of brick at notch for joist bearing at 4/S3.0.	16	Hrs	@	$80.00	/Hr	=	$1,280.00
Sawcutting	Saw cut notch in floor and wall for joist bearing, thru wall bolting for track required at brick wall 4/S3.0. Cut additional notch for 6"x4"x3/8" Tube beam bearing at existing doorway 2/S3.1	1	L/S	@	$3,000.00	L/S	=	$3,000.00

APPROVAL

SIGN:

DATE:

TOTAL ADDITIONAL COST:	**$4,280.00**

DISTRIBUTION

EBERT CONSTRUCTION

Prepared By: Kevin Roehl

DEL'S CONSTRUCTION
35832 Ottawa Rd. | Le Sueur, MN 56058
[O] (507) 665-6481 | [F] (507) 665-2591
WWW.DELSCONSTRUCTIONMN.COM

Josh Busse
Ebert
23350 County Road 10
Corcoran, MN 55357

Owatonna City Council Chambers - Concrete

COR #3 RFI 25
7/14/23

Included per instruction provided by structural engineer via RFI 025.

Grout bearing locations of (4) lintels.

6 bags, non-shrink grout:	$120.00
7.375% sales tax:	$9.00
10% mark-up on material:	$13.00
5 hr, labor	$503.00
Total:	$645.00

Net total of this change order request, add: $645.00

Proposal

J&K MASONRY
15760 Acorn Trail PO Box 156
Faribault, Minnesota 55021
Phone:(507) 332-6852
Fax:(507)334-3440

Proposed By: Ryan Jandro

PROPOSAL SUBMITTED TO	CONTACT	DATE
Ebert Construction	Josh Busse	6/1/23
STREET ADDRESS	PHONE	PAGE 1 OF 1 PAGES
23350 County Road 10		
CITY STATE ZIP	FAX	ARCHITECT
Corcoran, MN 55357		CRW
PROJECT TITLE	EMAIL	DATE OF PLANS
Owatonna Council Brick Toothing		10/6/22

We hereby submit specifications and estimates for:

Inclusions:
1. Toothing in & Cleaning Salvaged Brick at (6) Total locations where shoring was poked through the veneer.

Labor:
1 Bricklayer for 12 Hours @ $98.00 an hr - $1,176.00

Material:
Mortar, and Misc. Accessories - $275.00
Sales Tax - $20.28
Total - $295.28

Equipment:
Pickup, Gas Saw, Misc Tools - $115.00

Exclusions:
1. Waterproofing
2. Backup wall repair behind brick
3. New Brick
4. More than 6 locations

Subtotal - $1,586.28
OH & Profit (10%) - $158.62
Total - $ 1,744.90

We propose to furnish material and labor - complete in accordance with above specifications, for the sum of:
One Thousand Seven Hundred Forty-Four and 90/100's dollars (1,744.90)

Payment to be made as follows

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within _____ days

Acceptance of proposal The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance _____

Signature _____

Josh Busse

From: Keith Danielson Top Line Steel <keith@toplinesteelcorp.com>
Sent: Monday, July 10, 2023 6:23 AM
To: Josh Busse
Subject: Re: ASI 003 Pricing @ Owatonna Council Chamber

Follow Up Flag: Follow up
Flag Status: Flagged

Josh,

My bad on the tube interpretation. I see they are only adding 1 tube.

1 tube install add:	$184.00
Credit 30' deck angle:	$560.00
Total Credit:	$376.00

Thank you,

Keith Danielson
Owner/Estimator

TOP LINE STEEL CORP. - SINCE 1990

P.O. BOX 634
MOUND, MN 55364
0: 952-472-1100
C: 612-919-2282

Check us out on the web!
Steel Erection - Top Line Steel Corporation

From: Josh Busse <jbusse@ebertcompanies.com>
Sent: Thursday, July 6, 2023 4:42 PM
To: Keith Danielson Top Line Steel <keith@toplinesteelcorp.com>
Subject: RE: ASI 003 Pricing @ Owatonna Council Chamber

Keith,

Linco Fab. Inc.

12786 60th Street N.E.
St. Michael, MN 55376

Phone: (763) 497-2660
Fax: (763) 497-3986
E-mail: Brian@lincosteel.com

DATE: 07/11/23

TO: Ebert
ATTN: Josh Busse
RE: Owatonna Council Chambers

CITY: Owatonna
PLANS DATED: 6/22/23
PLANS: ASI #3

In accordance with plans and specifications of the referenced project, we propose to furnish and install the materials listed below based on the terms and conditions below.

Total Quotation (Tax Included):	**$**	**370**
Structural Steel (Approx):	**(2)** Lbs.	
Steel Joist (Approx):	**-** Ton	
Metal Deck Primed Gray (Approx):	**0** Sqs.	

Misc Metals Included (see attachment for details)

NOTE 1: This quote relates to ASI #3. It added (4) mechanical lintels and one tube steel lintel at a door. Also eliminated 40 feet of angle.

Pricing is valid for 15 days unless noted otherwise on this proposal.

Please sign and fax back to 763-497-3986, if Linco is to proceed.

Accepted:_____ DATE:_____

EXCLUSIONS: Bid bond, liquidation damages, testing, performance & payment bonds, field measurements, grout, shims, touch-up painting, cutting holes in deck, barricading of openings, installation of loose lintels (including lintels on bearing plates), embedded items, welding brick angle to metal studs, demolition, painting roof welds, shoring, installation of acoustical insulation, chipping slag off of welds, protection of existing glass, carpet, equipment, and other existing items near the work area, and cleaning of steel after delivery due to muddy job site conditions. Linco must have access to the job site in order to complete work, opening needs to be at least 12 feet wide by 14 feet tall for equipment and trucks when applicable.

Yours very truly
Linco Company

Brian Schmitz _____

Change Order Agreement

Date Issued: **07/13/2023 (Change Order #1)**
Project: **230015700 - Friedges - Owatonna Council Chamber Remodel**
Client: **Friedges Drywall, Inc.**
Address: **P.O. Box 37**
Elko New Market, MN 55020

C.O. #	Description	Amount
1.1	Revise shops for floor openings.	$850.00

This is the floor joist supplier for Friedges Drywall. This pricing included the added length of the floor joists required for new bearing point on top of wall.

Proposed Change	**$850.00**
Current Agreement Amount	**$2,500.00**
Revised Agreement Amount	**$3,350.00**

Revised construction document completion date: No Change

By signing this change order agreement, Client authorizes Excel Engineering to proceed with the design changes for the lump sum listed above.

Friedges Drywall, Inc.

X
Tammy Friedges

Excel Engineering, INC.

X
Greg Wilkum

100 Camelot Drive
Fond du Lac, WI 54935

920.926.9800
www.excelengineer.com

NEW LINE MECHANICAL

1527 Voll Drive NW
Byron, MN 55920
Phone: (507) 315-1995 Fax: (507) 315-1997

Change Order Request

Date	Request #
06/26/23	ASI 003

Project
Owatonna City Council

Project #

Name / Address
Ebert Construction

Description	Qty	Total
Pricing for RFI #15, RFI #20 and ASI 003		
Material:		
Material Cost		$ 5,028.93
Sales Tax 8%		$ 408.60
Total Material:		**$ 5,437.53**
Labor:		
Labor Cost Rate: $ 92.00	50	$ 4,600.00
Total Labor Cost:		**$ 4,600.00**
Insulation		
Material:		
Material Cost		$ 110.77
Sales Tax 8%		$ 9.00
Total Material:		**$ 119.77**
Labor:		
Labor Cost Rate: $ 100.00	4	$ 400.00
Total Labor Cost:		**$ 400.00**
Mark-up	**10%**	**$ 1,055.73**
Subcontractor		
Name		
Mark-up 5%		$ -
Total :		**$ -**
All quotes are subject to change after 30 days!		
Thank you for your business!	TOTAL	**$ 11,613.03**

Josh Busse

From:	Jeremy Bantley <jeremy@newlinemech.com>
Sent:	Tuesday, July 18, 2023 1:12 PM
To:	Josh Busse
Cc:	Brandon Ohm
Subject:	RE: RE: ASI 003 Pricing and Time Extension Backup - Owatonna Council Chambers Remodel
Attachments:	ASI 003 Pricing.pdf; RFI 15, RFI 20, and ASI 003 backup.pdf
Follow Up Flag:	Follow up
Flag Status:	Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Josh,

See attached. The first six pages are for the time and material to remove the hydronic lines in Lower level (RFI 15) that served the small air handling unit and a couple small units on second floor. All of these lines needed to be demo'd as they were to high for the new floor structure to be installed. The lines that served the second floor units were not shown on the drawings at all. The next couple pages are the material and labor breakdown to reinstall the AHU piping on the ASI 003 drawings, a new piping drawing was not shown so I did what I thought would work. The last page is the cost for RFI 20, we need to rent a larger lift to get to the roof to cap the vent. The insulation cost is for the piping (ASI 003) that would have needed to be replaced on the drawings, I left out the drops to the unit as they would still be the same as base bid. Hopefully this is the backup they are wanting.

Material costs for RFI #15- $1683.32
Labor costs for RFI #15- 28 hours
Material for ASI 003 piping changes- $2300.63
Labor for ASI 003 piping changes- 15 hours
Material for RFI #20- $1045.00
Labor for RFI #20- 7 hours

Approved components of the plumbing work applicable to CP016. Remaining cost to be included in later CO upon approval. Breakdown is as follows:

- Material: $1,045.00
- Sales Tax: $83.60
- Labor: $644.00
- Subcontractor M/U: $177.26
- **Total: $1,949.86**

Thanks,

Jeremy Bantley
NEW LINE MECHANICAL
Office: (507) 315-1995
Mobile: (507) 993-1525

Material Summary List

Company: New Line Mechanical Inc.
Site: FastEST-Server.site
Job: FastEST-Server>>OWATONNA CITY COUNCIL RFI 20 (Rfi 20 cap vent)
Discount Set: Factor 1
Type: All Sections
Report Includes: Pipe

Group Name	Code	Mfgr	List Date	Qty	Gross Wt	Net Total
Cast Iron Soil NH Ftgs Char	nhftch	Charlotte	04/01/22	1	2	$39.30
No-Hub Clamps Charlotte	nhcpch	Charlotte	06/01/22	1	1	$43.40
Job Items	job	JobItem	12/31/99	2	0	$962.30
					Totals:	$1,045.00

Does not include sales tax.

23350 County Road 10
Corcoran, MN 55357
Ph : 763-498-7844

Change Proposal

To: City of Owatonna
540 West Hill Circle
Owatonna, MN 55060
Ph: (507)444-4370 Fax: (507)444-4351

Number: CP014
Date: 7/28/23
Job: 6595 Owatonna City Hall Remodel
Phone:

Description: Added Conduit & Boxes From 7/17 Coordination Meeting

Proposed are the following changes:

Pricing for some additional sleeving and j-boxes requested by the A/V contractor following the 7/17/2023 low voltage coordination meeting. These boxes were requested for data/communications related work and differ from conduit locations that were previously added in CP006. Backup pricing from Four Seasons Electric is included for reference.

The total amount to provide this work is $807.19

(Please refer to attached sheet for details.)

If you have any questions, please contact me at 763-498-7844.

Pricing subject to review/change if not approved within 14 days of receipt.

Submitted by: Josh Busse
Ebert

Approved by: _____
Date: _____

23350 County Road 10
Corcoran, MN 55357
Ph : 763-498-7844

Change Proposal CP014 Price Breakdown
Continuation Sheet

Description: Added Conduit & Boxes From 7/17 Coordination Meeting

Description	Labor	Material	Equipment	Subcontract	Other	Price
Core drill sleeves and install j-boxes at AVL 202 & 203 locations in existing chamber room. Provide floor sleeve and j-box (in basement) on NW corner of seating area of exisitng chamber room.				$750.00		$750.00

		Subtotal:	**$750.00**
Self-Performed OH&P			$0.00
Sub-Performed OH&P	$750.00	5.00%	$37.50
Bond, Insurance	$787.50	2.50%	$19.69
		Total:	**$807.19**

Four Seasons Electric
3127 S County Rd 45
Owatonna, MN 55060

Change Order

Date	Estimate #
7/24/2023	5219

Name / Address
EBERT Construction 23350 Cty RD 10 Corcoran, MN 55357

Project
A/V Conduits/Boxes

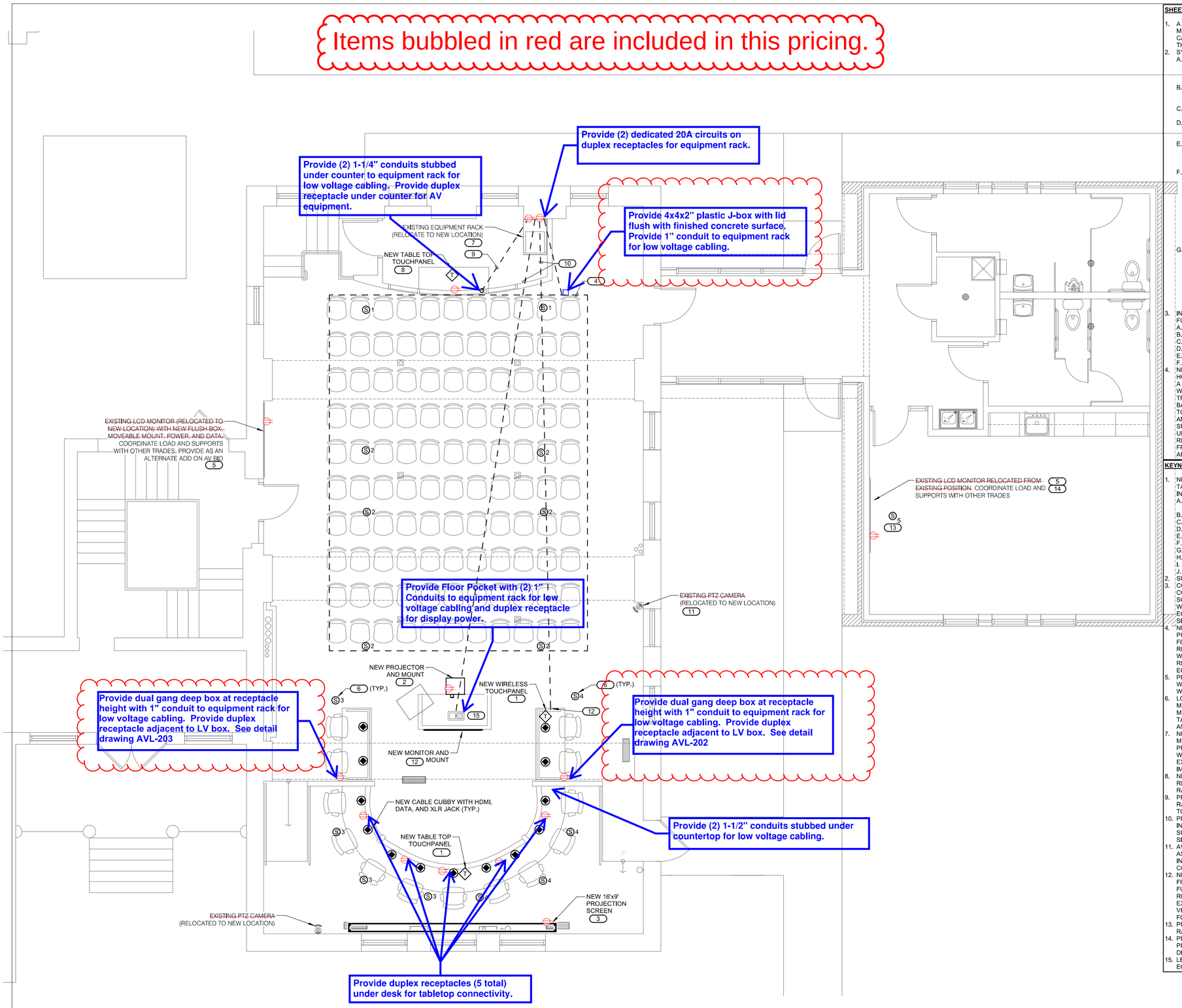
Description	Qty	Cost	Total
Core drill sleeves and install j-boxes at AVL 202 & 203 locations in existing Chamber room: Provide floor sleeve & j-box (in basement) on NW corner of seating area of existing Chamber room	1	750.00	750.00

THANK YOU!!

Total $750.00

Customer Signature _____

Items bubbled in red are included in this pricing.



NORTH

1 **LEVEL 01 PLAN - TECHNOLOGY**
1/4" = 1'-0"

SHEET NOTES:

1. A COMPLETE SYSTEM IS REQUIRED THAT UPDATES AND IMPROVES PRESENT CAPABILITY. INCLUDE ALL MINOR INTERFACES, ACCESSORIES, ROBUST CABLE MANAGEMENT, LOW VOLTAGE REMOTES, AND ALL NEW CABLING FOR A COMPLETE AND REPROGRAMMED SYSTEM, ADJUST REUSED ITEMS AS REQUIRED TO MEET THIS REQUIREMENT.
2. SYSTEM SHALL INCLUDE ALL ITEMS NOTED ON PLANS AND ALSO INCLUDE:
   A. NEW RACK WIRING CORRECTED FROM EXISTING CONDITIONS. INCLUDE SHRINK WRAP, CABLE LABELS, AND NEW TIE DOWNS FOR ALL INPUTS AND OUTPUTS. NEW SEQUENTIAL AC POWER "AS REQUIRED" FOR DUAL 20-AMP CIRCUITS WITH STEP FOR NEW PROJECTOR IN CEILING. PROVIDE NEW AV REMOTE CONTROL SYSTEM WITH UP TO (3 QTY) TOUCHPANEL POSITIONS.
   B. AV DISTRIBUTION MAY BE REUSED AND RELOCATED TO NEW COUNCIL FURNITURE WITH NEW PATHS, CONDUIT, AND SURFACE MOUNTED AV PLATES AS REQUIRED. VERIFY ON SITE AND ADD ADDITIONAL INTERFACES AND MISC. AV PARTS AS REQUIRED FOR NEW FEEDS.
   C. NEW AUDIO "LOCAL" REINFORCEMENT SYSTEM IS AN UPGRADE AND ZONED IN SOFTWARE FOR A 2-ZONE "MIX-MINUS" SYSTEM PLUS NEW FEEDS FOR GREEN ROOM, LOOP, RECORDING, ETC.
   D. NEW VIDEO PRESENTATION (CEILING PROJECTOR AND MOTORIZED SCREEN WITH AV TOUCHPANEL REMOTE) INCLUDES A NEW SUPPLEMENTAL VIDEO DISPLAY FOR COUNCIL VIEW AT MOVING PODIUM WITH APPROPRIATE MOUNT OR CART. REUSED VIDEO DISPLAYS ARE ALSO NOTED.
   E. NEW ADA HEARING INDUCTION LOOP SYSTEM IS COORDINATED IN ADVANCE WITH A REQUIRED FLOOR CUT IN EXISTING POST TENSION SLAB FOR A NEW INDUCTION LOOP. PROVIDE OPTION FOR CARPET TAPE LOOP WHEN CARPET MAY BE USED. PROVIDE CABLE TO RACK IN A FIGURE-8 PATTERN WITH UP TO TWO LOOPS. PROVIDE LOOP AS AN ALTERNATE PRICE. AN RF SYSTEM OPTION IS NOT DESIRED.
   F. PROVIDE RECORDING, STREAMING, LOCAL AV PRESENTATION, AND REMOTE CONTROL LAYOUT THAT IS APPROVED IN ADVANCE AS CRESTRON, EXTRON, OR EQUAL BY QSC. PROVIDE ONLY USER FRIENDLY NOMENCLATURE FOR ALL OPERATION AND TOUCH PANEL FUNCTIONS. REMOTES INCLUDE LOW VOLTAGE REMOTE FOR LIGHTS AND SHADES COORDINATED IN ADVANCE WITH ARCHITECT AND EC ON SITE. EACH COUNCIL MEETING TYPE OR "MODE" IS IDENTIFIED WITH SEPARATE INTRO PAGE, THEN SELECTIONS PERTAINING TO THAT PRESET ARE PROVIDED FOR A NON-TECHNICAL USER. VIDEO IS AN ADDED PAGE WITH REUSED OF EXISTING VADDIO PTZ CONTROLS FOR RECORDING/STREAMING. MASTER VOLUME FOR AUDIO ARE GAIN STAGED, PRESET, AND ADJUSTED DURING A LIVE EVENT WITH DSP ACTIVE FOR FINAL BALANCE. SUBMIT TOUCHPANEL LAYOUT AS A PDF FOR REVIEW BEFORE INSTALLATION AND INCLUDE ADJUSTMENTS IN BID. ERGONOMICS, LABELS, COLOR, AND SPACING/BORDERS WILL BE EVALUATED FOR LAYOUTS.
   G. ALL PROJECT MANAGEMENT, ALL SITE SUPPORT, AND SITE COORDINATION SHALL BE INCLUDED WITH GC FOR ROUGH-IN AND GC SCHEDULES. PROVIDE ALL PROGRAMMING, TRAINING, OPTIMIZATIONS, AND A FINAL SITE TEST WITH COMMISSIONING AS DIRECTED BY OWNER AND ENGINEER. TRAINING SHALL BE INCLUDED FOR UP TO (3 QTY) SEPARATE EVENTS WITH THE AVC ATTENDING THE INITIAL PUBLIC MEETING TO OPERATE, SUPPORT, AND PROOF HIS SYSTEMS. PROVIDE ADDED ADJUSTMENT AND OPTIMIZATION AFTER THE SYSTEM HAS BEEN INSTALLED FOR UP TO 45 DAYS FOR MINOR ADJUSTMENTS. INCLUDE A 2ND TRAINING DATE AFTER INITIAL SITE MEETING AND INCLUDE SUPPORT IN BASE BID PRICE. INCLUDE A 1-YEAR WARRANTY ON NEW PRODUCTS AND ALL NEW INSTALLATION AND AV PROGRAMMING FUNCTIONS.
3. INTEGRATE THE FOLLOWING NEW EQUIPMENT AS REQUIRED INTO THE SYSTEM FOR ADDITIONAL FUNCTIONALITY:
   A. PANASONIC (OR EQUAL) 4K PROJECTOR AND MOUNT
   B. 9'x16' (220" DIAGONAL) MOTORIZED PROJECTION SCREEN (DRAPER ACCESS V, TYPICAL)
   C. (2 QTY) EXTRON TABLE-TOP TOUCH PANELS TO MATCH EXISTING
   D. ADA HEARING LOOP AMPLIFIER (LISTEN, TYPICAL)
   E. (18 QTY) 6" FULL-RANGE CEILING LOUDSPEAKER (ATLAS, TYPICAL)
   F. (13 QTY) EXTRON CABLE CUBBY 100 SERIES FOR XLR, HDMI, AND POWER CONNECTIONS.
4. NEW CEILING LOUDSPEAKERS SHALL BE A FLUSH MOUNT, SHALLOW BACKBOX LOUDSPEAKER WITH CABLE HOMERUNS PER SYMBOL SUFFIX TO RELOCATED AV RACK. NEW SPACE AVAILABLE ABOVE LOUDSPEAKER IS A MAXIMUM OF 7-8" DEEP FOR NEW BACKBOX. EXTEND DISCRETE HOMERUN SPEAKER CABLE (PLENUM WHEN REQUIRED), AS A HOMERUN OVER CEILING OR UNDER FLOOR TO AV RACK PULLBOX. ADJUST 70V TRANSFORMERS FOR APPROXIMATELY 2-4 WATTS PER DEVICE AND MAINTAIN ZONES AS SHOWN FOR BALANCE. ADJUST FINAL COMMISSIONING FOR SPEECH BANDWIDTH, 125HZ HIGH PASS FILTER. ADJUST TOUCHPANEL FOR UNITY GAIN PRESET MASTER VOLUME CONTROL WITH DSP AND MULTICHANNEL AMPLIFIER USING MINIMUM OF 12dB HEADROOM BEFORE FEEDBACK SUPPRESSION IS ATTEMPTED. PROVIDE SPEAKER RUNS DOWN COLUMN AS REQUIRED TO BASEMENT, OR OVER CEILINGS IN PLENUM CABLE AND UNDER NEW CONTROL ROOM REAR FLOOR TO AV RACK. REFER TO ARCHITECTURAL SHEET A2.0 FOR REFLECTED CEILING PLAN. SPEAKERS FOR COUNCIL AREA SHALL NOT BE ADJUSTED MORE THAN 1 FOOT FROM LOCATIONS SHOWN AND COORDINATED WITH CHAIR SEATING AS SHOWN ON THIS PAGE. GRILLES ARE WHITE.

KEYNOTES: (#)

1. NEW TABLE-TOP TOUCH PANELS LOCATED AT THE PRESIDENT'S POSITION AND CLERK AND REAR CONTROL TABLE POSITION. MIRROR FUNCTIONALITY OF TOUCH PANEL AT EACH LOCATION. FUNCTIONALITY TO INCLUDE:
   A. WINDOW SHADE CONTROL (LOW VOLTAGE) WITH MULTIPLE PRESETS, COMMISSIONED WITH E.C. AND CRESTRON DIMMING, PER ELECTRICAL SHEETS.
   B. LIGHTING CONTROL (LOW VOLTAGE)
   C. MASTER VOLUME - TALKER
   D. VOLUME - MEDIA
   E. SYSTEM POWER
   F. CAMERA SOURCE SELECTION - AUDIENCE AND DAIS
   G. INDIVIDUAL MICROPHONE VOLUME/MUTE AT UNITY GAIN
   H. INDIVIDUAL WIRELESS MICROPHONE VOLUME/MUTE
   I. PROJECTOR AND SCREEN CONTROL
   J. VIDEO SOURCE SELECTION
2. SUSPEND PROJECTOR NEXT TO CEILING CLOUD AND COORDINATE WITH PROJECTION SCREEN LOCATION.
3. COORDINATE LOW VOLTAGE CABLE ROUTE TO RELOCATED EXISTING EQUIPMENT RACK FOR POWER AND CONTROL. ADJUST SUSPENSION AND MOTOR STOP POINTS AS REQUIRED TO ALIGN WITH PROJECTOR FULL SCREEN VIEW AND FOR CLEAR SIGHT LINES OVER THE HEADS OF PEOPLE AT DAIS. COORDINATE WITH WINDOW SHADE REMOTE CONTROLS, SHOWN ON ARCHITECTURAL PLANS WITH MOTOR AND BACKBOX FOR EC WORK DURING ROUGH-IN DATES. PROVIDE AV TOUCHPANEL TO DROP SCREEN AND LOWER SHADES SIMULTANEOUSLY AS ONE PRESET CONDITION.
4. NEW ADA LOOP LOCATION IN EXISTING CONDITIONS, APPROXIMATELY 1/2" WIDE AND UP TO 3/4" DEEP WITH PULLBOX FOR HOMERUN 2C CABLE TO AV RACK JUNCTION BOX WITH TAILS FOR NEW AMPLIFIER. PROVIDE FIELD STRENGTH TEST PRIOR TO INSTALLATION FOR POST TENSION CONCRETE FLOOR WITH EMBEDDED RE-BAR. PROVIDE TEST REPORT PRIOR TO GC CUTTING FLOOR FOR LOOP CABLE AND PROVIDE ON SITE WITH EC AND GC IN ADVANCE. PROVIDE SMALL CUTOUT FOR NEW ROUND PULLBOX, WITH REFERENCE/BASIS OF DESIGN AS LOVELL #MO SERIES WITH BRASS COVER AND NO PLATE INSIDE, OR EQUAL BY AVC. DO NOT COMBINE LOOP CABLE WITH ANY OTHER CABLING AT ANY TIME.
5. PROVIDE MOUNTS FOR LCD MONITORS AND COORDINATE ADA CLEARANCE FOR HEIGHTS. COORDINATE WITH ARCHITECTURAL DETAILS FOR MOVING PODIUM VIDEO DISPLAY AND MANAGED CABLE TO FLOORBOX WITH BOTH POWER AND SIGNAL.
6. LOUDSPEAKERS IN ZONES 3 AND 4 ARE TO BE PROGRAMMED IN A "MIX-MINUS" SYSTEM. WHEN A MICROPHONE IS ACTIVATED UNDERNEATH A ZONE, THAT ZONE WILL ATTENUATE THAT LOCAL MIC ZONE BY MINIMUM OF 6dB, MEASURED BY A CALIBRATED SOUND LEVEL METER. BANDPASS FOR ALL SPEECH AND TALKER MICS AND SPEAKER ZONES IS ALWAYS 125HZ TO 10,000HZ, WITH HIGH PASS FILTER IN DSP AT 160HZ AND RATED FOR A 12dB HIGH PASS ROLLOFF AS BASE SETTING.
7. NEW LOCATION FOR EXISTING EQUIPMENT RACK WITH NEW PULLBOXES AND WORKSPACE BEHIND. NEVER MIX POWER AND SPEAKER IN CONDUIT. ALWAYS SEPARATE ALL MIC CABLE FROM ALL OTHER CABLE. PROVIDE SEPARATE RACK ENTRANCES FOR ALL MIC CABLE OPPOSITE ALL POWER AND SPEAKER CABLE, WITH LACED BUNDLE FOR SERVICE LOOPS. CONTRACTOR TO TEST AND REPORT ALL EQUIPMENT IN THE EXISTING EQUIPMENT RACK BEFORE REUSE. LET OWNER KNOW OF ANY DEFECTIVE EQUIPMENT IMMEDIATELY.
8. NEW WIRED TOUCH PANEL ON NEW TABLE WITH REUSED MULTIVIEW VIDEO SCREENS. COORDINATE WITH REAR SLOT ON TABLE BY OTHERS FOR CABLING THAT IS MANAGED AND SEPARATED IN GROUPS TO AV RACK.
9. PROVIDE AND COORDINATE FOR UP TO (2 QTY) 1-1/4" CONDUITS FROM RACK TO COUNTER UNDER NEW RAISED FLOOR FOR AV CABLING IN BOOTH. FLOOR IS OVER OLD STAGE WITH WORK ACCESS BELOW. REFER TO ARCHITECTURAL PLANS AND COORDINATE ON SITE WITH EC PLANS.
10. PROVIDE AV AND CABLE TV EXTENSION FEEDS FOR OWNER CABLE SERVICE FROM EXISTING LOCATION, INCLUDE DATA CABLE AS REQUIRED. COORDINATE IN ADVANCE AS REQUIRED FOR EC NEEDS VIA SHOP SUBMITTAL DRAWINGS. REFER TO EXISTING RACK AND PHOTOS ON T1.1. VERIFY EXISTING CONDITIONS ON SITE BEFORE GC DEMO DATE BEGINS.
11. AVC SHALL PROVIDE NEW WIREMOLD IN EXISTING WALL PILASTER/SEAM, PAINTED TO MATCH NEW COLORS AS DIRECTED BY THE ARCHITECT. EXTEND CABLE UNDER FLOOR TO BASEMENT OR OVERHEAD TO AV RACK IN CONTROL ROOM. PROVIDE MINOR FIELD ADJUSTMENTS AS REQUIRED FOR HEIGHT, VIEW, AND CONNECTIVITY IN AV BID.
12. NEW CONDUIT STUBS FROM AV RACK. COORDINATE WITH EC SCOPE OF WORK ON SITE FOR PULL BOXES FROM AV RACK FOR AV PATHS IN A TIMELY FASHION, IMMEDIATELY AFTER AWARD. PROVIDE AT RELOCATED FURNITURE WITH NEW AV DEVICES, INTERFACES, AND WITH MANAGED AND SECURED CABLING AS REQUIRED. USE A DEDICATED, SEPARATE AV SUBPLATE TO SECURE ALL CABLES TO FURNITURE. VERIFY EXISTING AV INTERFACES ON SITE. UPGRADE AS REQUIRED FOR NEW AV BID PROPOSALS. IDENTIFY AND VERIFY EACH DEVICE SUPPLIED OR REINSTALLED ON SHOP SUBMITTAL DRAWINGS BEFORE INSTALLATION FOR APPROVAL.
13. PROVIDE AN AUDIO CUE LOUDSPEAKER AS WALL OR CEILING MOUNTED LOUDSPEAKER WITH FEED TO AV RACK.
14. PROVIDE 2-GANG PLATE FOR DATA AND SIGNAL AS REQUIRED BEHIND UNIT AT POWER LOCATIONS. PROVIDE 2-GANG PLATE APPROXIMATELY 18" AFF FOR LOCAL INPUT AS FUTURE CAPABILITY. REFER TO DIVISION 26 SHEET E2.1B AND COORDINATE ON SITE.
15. LEGRAND EVOLUTION FLOORBOX WITH POWER, DATA, AND AV PROVIDED BY EC. COORDINATE PLATES FOR EC BOX.

IMEG
63 FRANKLIN STREETEET NE, SUITE 601
BOSTON, MA 0211055413
617.542.0810
www.imegcorp.com
PROJECT # 21008595.00

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REFERENCE SCALE IN INCHES
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CRW architecture + design group
211 eleventh avenue nw
rochester, mn 55901
p. 507.206.6201
f. 507.206.4621
www.crwarchitecture.com

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

SIGNATURE
JAMES C. BRADBURN/ALEXANDER S. QUAST
PRINTED NAME
52632/53095 — 11.01.2022
REGISTRATION # — DATE

Project Status

OWATONNA CITY HALL COUNCIL CHAMBERS REMODEL
540 W HILLS CIR.
OWATONNA, MN 55060

OWATONNA

PROJECT NUMBER	21008595.00
DATE	11.01.2022
DRAWN BY	IMEG
CHECKED BY	IMEG

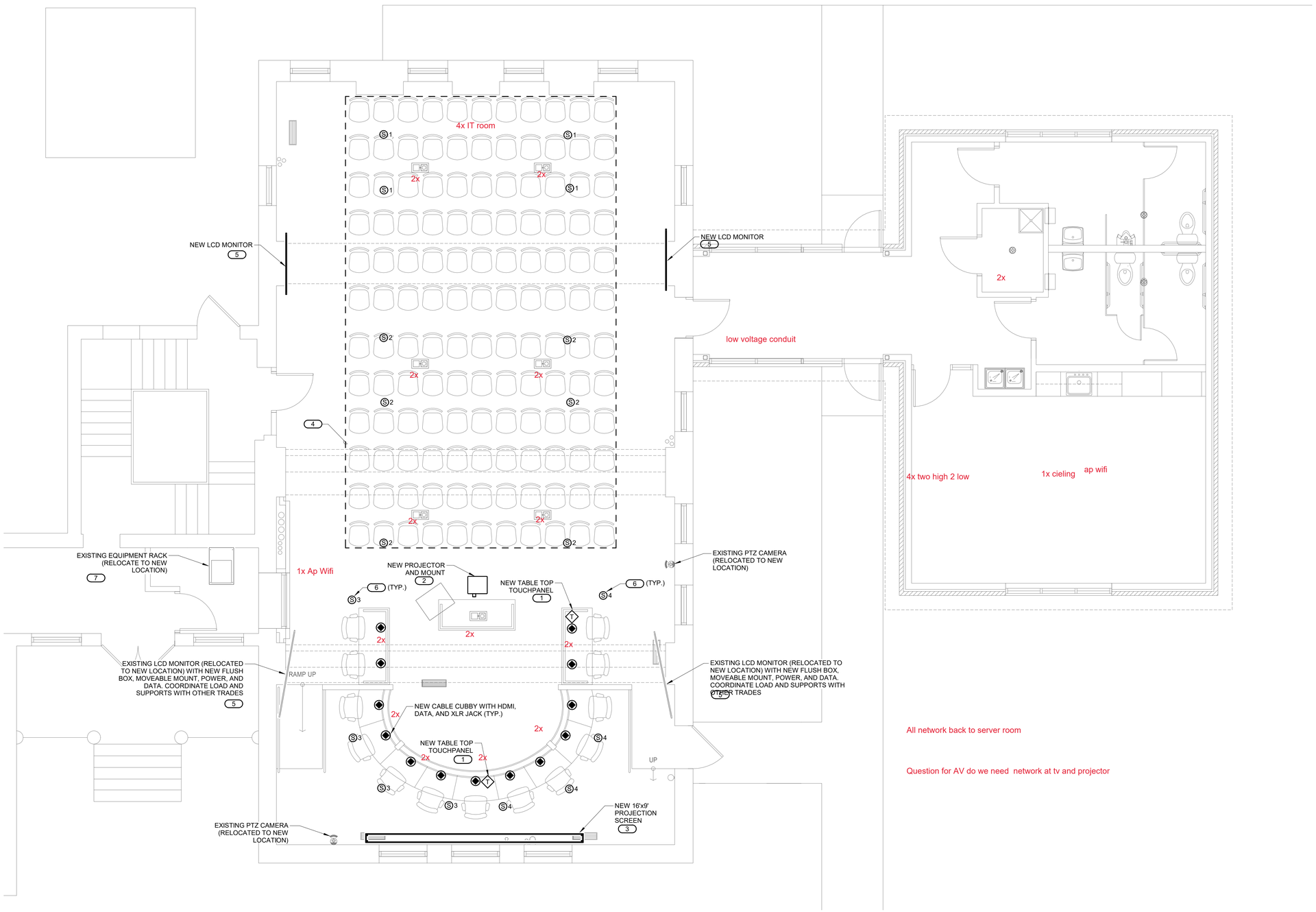
ISSUE / REVISION HISTORY

MAIN LEVEL PLAN - AV TECHNOLOGY

SHEET NUMBER
T2.1
OF SHEETS

21008595.00 11/1/2022 7:11:43 PM OWATONNA CITY HALL COUNCIL CHAMBERS REMODEL

These conduit locations were previously added in CP006.



All network back to server room

Question for AV do we need network at tv and projector

NORTH

1 **LEVEL 01 PLAN - TECHNOLOGY**

1/4" = 1'-0"

SHEET NOTES:

1. EQUIPMENT TO BE REUSED, AFTER SITE VERIFICATION AND REPORT:
   A. EQUIPMENT RACK
      a. POWER BACKUP UPS
      b. BLACKMAGIC 12x12 VIDEO SWITCHER
      c. CABLECAST LIVE VIDEO SERVER
      d. CABLECAST VODLITE VIDEO SERVER
      e. CABLECAST CBL-CG330 CAROUSEL PLAYER FOR BROADCAST
      f. CABLECAST CBL-FLEXLITE VIDEO SERVER.
      g. EXTRON DTP HD DA8 DISTRIBUTION AMPLIFIER
      h. EXTRON DTP2 VIDEO TRANSMITTER
      i. EXTRON DTP CROSSPOINT 4K SERIES MATRIX SWITCHER
      j. LUXUL NETWORK SWITCH
      k. MATROX AUDIO RECORDER
      l. QSC CORE 510i AUDIO PROCESSOR
      m. QSC MP-A40V AUDIO AMPLIFIER
      n. RADIANT COMMUNICATIONS VIVIDEDGE MULTICHANNEL ENCODER
   B. EXTRON TOUCH PANEL
   C. CABLECAST CONTROL PC WITH MONITOR
   D. 16x2 PREVIEW MONITORS (2 QTY)
   E. CONTROL ROOM MONITORS (2 QTY)
   F. AUDIO TECHNICA GOOSENECK TABLETOP MICROPHONES (12 QTY)
   G. SHURE WIRELESS HANDHELD MICROPHONE
   H. (2 QTY) VADDIO PTZ CAMERAS
2. INTEGRATE THE FOLLOWING NEW EQUIPMENT AS REQUIRED INTO THE SYSTEM FOR ADDITIONAL FUNCTIONALITY:
   A. PANASONIC (OR EQUAL) 4K PROJECTOR AND MOUNT
   B. 9'x16' (220" DIAGONAL) MOTORIZED PROJECTION SCREEN (DRAPER ACCESS V, TYPICAL)
   C. (2 QTY) EXTRON TABLE-TOP TOUCH PANELS TO MATCH EXISTING
   D. ADA HEARING LOOP AMPLIFIER (LISTEN, TYPICAL)
   E. (18 QTY) 6" FULL-RANGE CEILING LOUDSPEAKER (ATLAS, TYPICAL)
   F. (13 QTY) EXTRON CABLE CUBBY 100 SERIES FOR XLR, HDMI, AND POWER CONNECTIONS.
   G. (2 QTY) LED DISPLAY MONITORS

KEYNOTES: (#)

1. NEW TABLE-TOP TOUCH PANELS LOCATED AT THE PRESIDENT'S POSITION AND CLERK POSITION. MIRROR FUNCTIONALITY OF TOUCH PANEL AT EACH LOCATION. FUNCTIONALITY TO INCLUDE:
   A. WINDOW SHADE CONTROL (LOW VOLTAGE) WITH MULTIPLE PRESETS, COMMISSIONED WITH E.C. AND CRESTRON DIMMING, PER ELECTRICAL SHEETS.
   B. LIGHTING CONTROL (LOW VOLTAGE)
   C. MASTER VOLUME - TALKER
   D. VOLUME - MEDIA
   E. SYSTEM POWER
   F. CAMERA SOURCE SELECTION - AUDIENCE AND DIAS
   G. INDIVIDUAL MICROPHONE VOLUME/MUTE AT UNITY GAIN
   H. INDIVIDUAL WIRELESS MICROPHONE VOLUME/MUTE
   I. PROJECTOR AND SCREEN CONTROL
   J. VIDEO SOURCE SELECTION
2. SUSPEND PROJECTOR NEXT TO CEILING CLOUD AND COORDINATE WITH PROJECTION SCREEN LOCATION.
3. COORDINATE LOW VOLTAGE CABLE ROUTE TO RELOCATED EXISTING EQUIPMENT RACK FOR POWER AND CONTROL. ADJUST SUSPENSION AND MOTOR STOP POINTS AS REQUIRED TO ALIGN WITH PROJECTOR FULL SCREEN VIEW AND FOR CLEAR SIGHT LINES OVER THE HEADS OF PEOPLE AT DIAS. COORDINATE WITH WINDOW SHADES.
4. NEW ADA LOOP LOCATION.
5. PROVIDE ARTICULATING MOUNTS FOR LCD MONITORS.
6. LOUDSPEAKERS IN ZONES 3 AND 4 ARE TO BE PROGRAMMED IN A "MIX-MINUS" SYSTEM. WHEN A MICROPHONE IS ACTIVATED UNDERNEATH A ZONE, THAT ZONE WILL MUTE ITSELF.
7. EXISTING EQUIPMENT RACK. CONTRACTOR TO TEST AND REPORT ALL EQUIPMENT IN THE EXISTING EQUIPMENT RACK BEFORE REUSE. LET OWNER KNOW OF ANY DEFECTIVE EQUIPMENT IMMEDIATELY.

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+ design group

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SIGNATURE

PRINTED NAME

REGISTRATION # DATE

Project Status

OWATONNA CITY HALL COUNCIL CHAMBERS REMODEL
540 W HILLS CIR.
OWATONNA, MN 55060

OWATONNA

PROJECT NUMBER	21008595.00
DATE	06.17.2022
DRAWN BY	IMEG
CHECKED BY	IMEG

ISSUE / REVISION HISTORY

MAIN LEVEL PLAN - TECHNOLOGY

SHEET NUMBER

T2.1

OF SHEETS

21008595.00 6/17/2022 4:01:56 PM OWATONNA CITY HALL COUNCIL CHAMBERS REMODEL

EBERT CONSTRUCTION

COST ISSUE **DATE:** 7/21/2023

TO: Josh Busse
Ebert Construction
23350 County Road 10
Corcoran, MN 55357

PROJECT: 6595 Owatonna City Hall
RE: ASI #3
DATE: 6/22/2023
TIME EXTENSION REQUESTED:

DESCRIPTON:

Coredrilling related to changes.

	MATERIAL/LABOR BREAK-DOWN							AMOUNT
Laborer	Removal and clean up.	4	Hrs	@	$80.00	/Hr	=	$320.00
Sawcutting	Set up and coredrill 7-each 9" holes for mech related changes thru existing floor.	1	L/S	@	$2,100.00	L/S	=	$2,100.00

APPROVAL

SIGN:

DATE:

TOTAL ADDITIONAL COST:	**$2,420.00**

DISTRIBUTION

EBERT CONSTRUCTION

Prepared By: Kevin Roehl

23350 County Road 10
Corcoran, MN 55357
Ph : 763-498-7844

Change Proposal

To: City of Owatonna
540 West Hill Circle
Owatonna, MN 55060
Ph: (507)444-4370 Fax: (507)444-4351

Number: CP013R1
Date: 7/14/23
Job: 6595 Owatonna City Hall Remodel
Phone:

Description: Cast Stone Staining at All Locations Rev. 1

Proposed are the following changes:

Cost for cleaning of all new Marcstone cast stone with Sherwin Williams prep cleaning procedure followed by application of Sherwin Williams Loxon Vertical Concrete stain in owners preferred color. This price includes one coat of tan staining to be applied after the stone is installed. A mockup was completed on site and reviewed by the owner.

The total amount to provide this work is $3,820.69

(Please refer to attached sheet for details.)

If you have any questions, please contact me at 763-498-7844.

Pricing subject to review/change if not approved within 14 days of receipt.

Submitted by: Josh Busse
Ebert

Approved by: _____
Date: _____

23350 County Road 10
Corcoran, MN 55357
Ph : 763-498-7844

Change Proposal CP013R1 Price Breakdown
Continuation Sheet

Description: Cast Stone Staining at All Locations Rev. 1

Description	Labor	Material	Equipment	Subcontract	Other	Price
Cleaning of cast stone with Sherwin Williams prep cleaning procedure. Application of single coat Sherwin Williams Loxon Vertical Concrete stain in tan color provided by Sherwin-Williams.				$3,550.00		$3,550.00

		Subtotal:	**$3,550.00**
Self-Performed OH&P			$0.00
Sub-Performed OH&P	$3,550.00	5.00%	$177.50
Bond, Insurance	$3,727.50	2.50%	$93.19
		Total:	**$3,820.69**

High Performance Coatings, Inc.
568 50th Street NE
Buffalo, MN 55313
+1 3208152141
highperformancecoatingsmn@hotmail.com
http://highperformancecoatingsinc.com

Estimate

ADDRESS
Owatonna City Hall
Attn: Josh Busse
RE: Cast stone staining

ESTIMATE # 5760
DATE 06/01/2023

ACTIVITY	QTY	RATE	AMOUNT
ADD ADDITIONAL WORK- Cleaning of bottom two courses/middle single course of cast stone with Sherwin Williams prep cleaning procedure. Application of Sherwin Williams Loxon Vertical Concrete stain in tan color option chosen after mock-up.	1	3,550.00	3,550.00

Thank you for giving us the opportunity to look at your upcoming project. We look forward to working with you. Please do not hesitate to reach out with any questions.

Mike Wheeler - 320-815-2141
Sam Adams - 763-204-5889

TOTAL **$3,550.00**

Accepted By

Accepted Date

23350 County Road 10
Corcoran, MN 55357
Ph : 763-498-7844

Change Proposal

To: City of Owatonna
540 West Hill Circle
Owatonna, MN 55060
Ph: (507)444-4370 Fax: (507)444-4351

Number: CP013R1
Date: 7/14/23
Job: 6595 Owatonna City Hall Remodel
Phone:

Description: Cast Stone Staining at All Locations Rev. 1

Proposed are the following changes:

Cost for cleaning of all new Marcstone cast stone with Sherwin Williams prep cleaning procedure followed by application of Sherwin Williams Loxon Vertical Concrete stain in owners preferred color. This price includes one coat of tan staining to be applied after the stone is installed. A mockup was completed on site and reviewed by the owner.

The total amount to provide this work is $3,820.69

(Please refer to attached sheet for details.)

If you have any questions, please contact me at 763-498-7844.

Pricing subject to review/change if not approved within 14 days of receipt.

Submitted by: Josh Busse
Ebert

Approved by: _____
Date: _____

23350 County Road 10
Corcoran, MN 55357
Ph : 763-498-7844

Change Proposal CP013R1 Price Breakdown
Continuation Sheet

Description: Cast Stone Staining at All Locations Rev. 1

Description	Labor	Material	Equipment	Subcontract	Other	Price
Cleaning of cast stone with Sherwin Williams prep cleaning procedure. Application of single coat Sherwin Williams Loxon Vertical Concrete stain in tan color provided by Sherwin-Williams.				$3,550.00		$3,550.00

		Subtotal:	**$3,550.00**
Self-Performed OH&P			$0.00
Sub-Performed OH&P	$3,550.00	5.00%	$177.50
Bond, Insurance	$3,727.50	2.50%	$93.19
		Total:	**$3,820.69**

High Performance Coatings, Inc.
568 50th Street NE
Buffalo, MN 55313
+1 3208152141
highperformancecoatingsmn@hotmail.com
http://highperformancecoatingsinc.com

Estimate

ADDRESS
Owatonna City Hall
Attn: Josh Busse
RE: Cast stone staining

ESTIMATE # 5760
DATE 06/01/2023

ACTIVITY	QTY	RATE	AMOUNT
ADD ADDITIONAL WORK- Cleaning of bottom two courses/middle single course of cast stone with Sherwin Williams prep cleaning procedure. Application of Sherwin Williams Loxon Vertical Concrete stain in tan color option chosen after mock-up.	1	3,550.00	3,550.00

Thank you for giving us the opportunity to look at your upcoming project. We look forward to working with you. Please do not hesitate to reach out with any questions.

Mike Wheeler - 320-815-2141
Sam Adams - 763-204-5889

TOTAL **$3,550.00**

Accepted By

Accepted Date

Please Remit Payment to P.O Box 295, Buffalo, MN 55313

23350 County Road 10
Corcoran, MN 55357
Ph : 763-498-7844

Change Proposal

To: City of Owatonna
540 West Hill Circle
Owatonna, MN 55060
Ph: (507)444-4370 Fax: (507)444-4351

Number: CP014
Date: 7/28/23
Job: 6595 Owatonna City Hall Remodel
Phone:

Description: Added Conduit & Boxes From 7/17 Coordination Meeting

Proposed are the following changes:

Pricing for some additional sleeving and j-boxes requested by the A/V contractor following the 7/17/2023 low voltage coordination meeting. These boxes were requested for data/communications related work and differ from conduit locations that were previously added in CP006. Backup pricing from Four Seasons Electric is included for reference.

The total amount to provide this work is $807.19

(Please refer to attached sheet for details.)

If you have any questions, please contact me at 763-498-7844.

Pricing subject to review/change if not approved within 14 days of receipt.

Submitted by: Josh Busse
Ebert

Approved by: _____
Date: _____

23350 County Road 10
Corcoran, MN 55357
Ph : 763-498-7844

Change Proposal CP014 Price Breakdown
Continuation Sheet

Description: Added Conduit & Boxes From 7/17 Coordination Meeting

Description	Labor	Material	Equipment	Subcontract	Other	Price
Core drill sleeves and install j-boxes at AVL 202 & 203 locations in existing chamber room. Provide floor sleeve and j-box (in basement) on NW corner of seating area of exisitng chamber room.				$750.00		$750.00

		Subtotal:	**$750.00**
Self-Performed OH&P			$0.00
Sub-Performed OH&P	$750.00	5.00%	$37.50
Bond, Insurance	$787.50	2.50%	$19.69
		Total:	**$807.19**

Four Seasons Electric
3127 S County Rd 45
Owatonna, MN 55060

Change Order

Date	Estimate #
7/24/2023	5219

Name / Address
EBERT Construction 23350 Cty RD 10 Corcoran, MN 55357

Project
A/V Conduits/Boxes

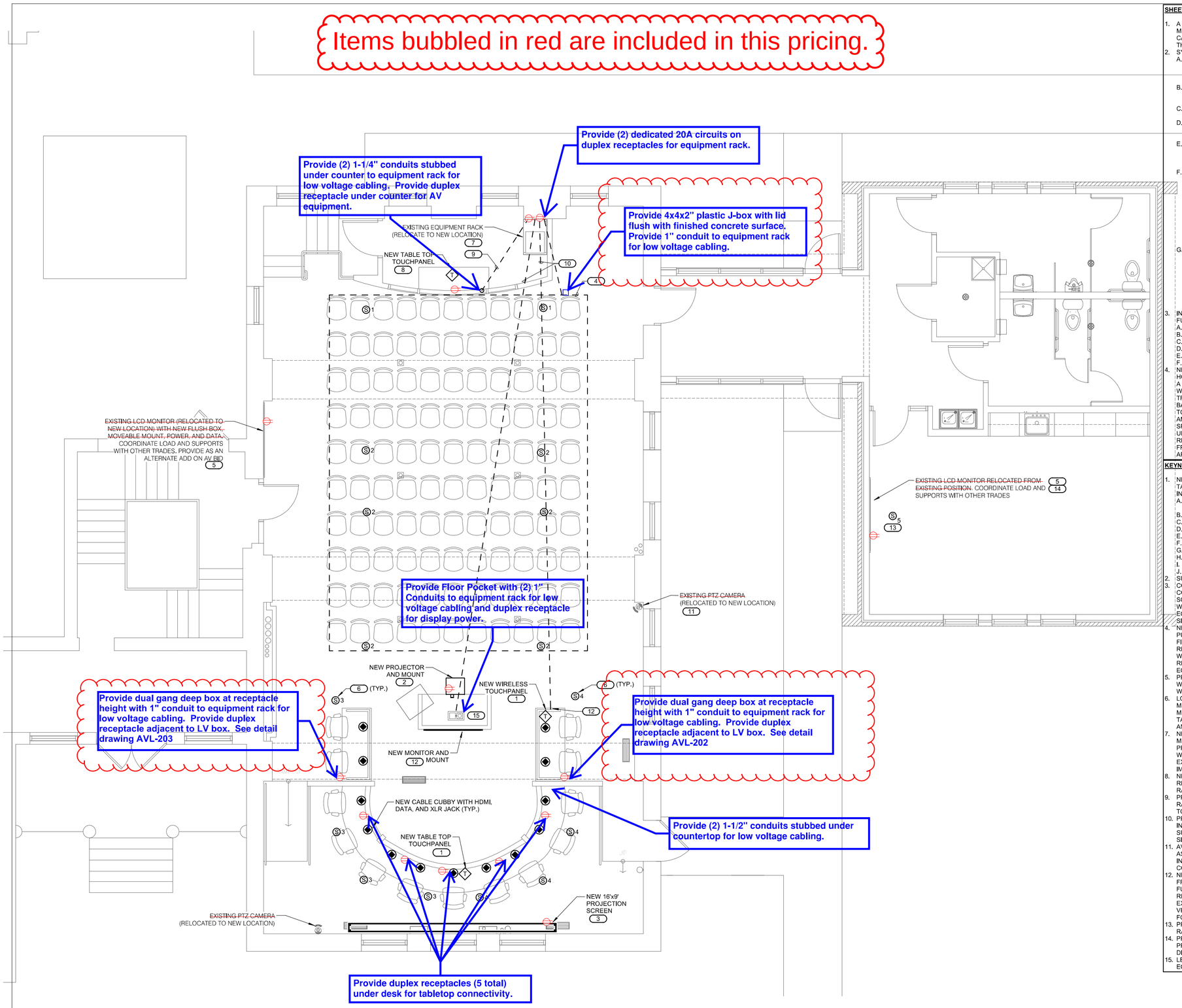
Description	Qty	Cost	Total
Core drill sleeves and install j-boxes at AVL 202 & 203 locations in existing Chamber room: Provide floor sleeve & j-box (in basement) on NW corner of seating area of existing Chamber room	1	750.00	750.00

THANK YOU!!

Total $750.00

Customer Signature _____

Items bubbled in red are included in this pricing.



1 LEVEL 01 PLAN - TECHNOLOGY
1/4" = 1'-0"

SHEET NOTES:

1. A COMPLETE SYSTEM IS REQUIRED THAT UPDATES AND IMPROVES PRESENT CAPABILITY. INCLUDE ALL MINOR INTERFACES, ACCESSORIES, ROBUST CABLE MANAGEMENT, LOW VOLTAGE REMOTES, AND ALL NEW CABLING FOR A COMPLETE AND REPROGRAMMED SYSTEM, ADJUST REUSED ITEMS AS REQUIRED TO MEET THIS REQUIREMENT.
2. SYSTEM SHALL INCLUDE ALL ITEMS NOTED ON PLANS AND ALSO INCLUDE:
   A. NEW RACK WIRING CORRECTED FROM EXISTING CONDITIONS. INCLUDE SHRINK WRAP, CABLE LABELS, AND NEW TIE DOWNS FOR ALL INPUTS AND OUTPUTS. NEW SEQUENTIAL AC POWER "AS REQUIRED" FOR DUAL 20-AMP CIRCUITS WITH STEP FOR NEW PROJECTOR IN CEILING. PROVIDE NEW AV REMOTE CONTROL SYSTEM WITH UP TO (3 QTY) TOUCHPANEL POSITIONS.
   B. AV DISTRIBUTION MAY BE REUSED AND RELOCATED TO NEW COUNCIL FURNITURE WITH NEW PATHS, CONDUIT, AND SURFACE MOUNTED AV PLATES AS REQUIRED. VERIFY ON SITE AND ADD ADDITIONAL INTERFACES AND MISC. AV PARTS AS REQUIRED FOR NEW FEEDS.
   C. NEW AUDIO "LOCAL" REINFORCEMENT SYSTEM IS AN UPGRADE AND ZONED IN SOFTWARE FOR A 2-ZONE "MIX-MINUS" SYSTEM PLUS NEW FEEDS FOR GREEN ROOM, LOOP, RECORDING, ETC.
   D. NEW VIDEO PRESENTATION (CEILING PROJECTOR AND MOTORIZED SCREEN WITH AV TOUCHPANEL REMOTE) INCLUDES A NEW SUPPLEMENTAL VIDEO DISPLAY FOR COUNCIL VIEW AT MOVING PODIUM WITH APPROPRIATE MOUNT OR CART. REUSED VIDEO DISPLAYS ARE ALSO NOTED.
   E. NEW ADA HEARING INDUCTION LOOP SYSTEM IS COORDINATED IN ADVANCE WITH A REQUIRED FLOOR CUT IN EXISTING POST TENSION SLAB FOR A NEW INDUCTION LOOP. PROVIDE OPTION FOR CARPET TAPE LOOP WHEN CARPET MAY BE USED. PROVIDE CABLE TO RACK IN A FIGURE-8 PATTERN WITH UP TO TWO LOOPS. PROVIDE LOOP AS AN ALTERNATE PRICE. AN RF SYSTEM OPTION IS NOT DESIRED.
   F. PROVIDE RECORDING, STREAMING, LOCAL AV PRESENTATION, AND REMOTE CONTROL LAYOUT THAT IS APPROVED IN ADVANCE AS CRESTRON, EXTRON, OR EQUAL BY QSC. PROVIDE ONLY USER FRIENDLY NOMENCLATURE FOR ALL OPERATION AND TOUCH PANEL FUNCTIONS. REMOTES INCLUDE LOW VOLTAGE REMOTE FOR LIGHTS AND SHADES COORDINATED IN ADVANCE WITH ARCHITECT AND EC ON SITE. EACH COUNCIL MEETING TYPE OR "MODE" IS IDENTIFIED WITH SEPARATE INTRO PAGE, THEN SELECTIONS PERTAINING TO THAT PRESET ARE PROVIDED FOR A NON-TECHNICAL USER. VIDEO IS AN ADDED PAGE WITH REUSED OF EXISTING VADDIO PTZ CONTROLS FOR RECORDING/STREAMING. MASTER VOLUME FOR AUDIO ARE GAIN STAGED, PRESET, AND ADJUSTED DURING A LIVE EVENT WITH DSP ACTIVE FOR FINAL BALANCE. SUBMIT TOUCHPANEL LAYOUT AS A PDF FOR REVIEW BEFORE INSTALLATION AND INCLUDE ADJUSTMENTS IN BID. ERGONOMICS, LABELS, COLOR, AND SPACING/BORDERS WILL BE EVALUATED FOR LAYOUTS.
   G. ALL PROJECT MANAGEMENT, ALL SITE SUPPORT, AND SITE COORDINATION SHALL BE INCLUDED WITH GC FOR ROUGH-IN AND GC SCHEDULES. PROVIDE ALL PROGRAMMING, TRAINING, OPTIMIZATIONS, AND A FINAL SITE TEST WITH COMMISSIONING AS DIRECTED BY OWNER AND ENGINEER. TRAINING SHALL BE INCLUDED FOR UP TO (3 QTY) SEPARATE EVENTS WITH THE AVC ATTENDING THE INITIAL PUBLIC MEETING TO OPERATE, SUPPORT, AND PROOF HIS SYSTEMS. PROVIDE ADDED ADJUSTMENT AND OPTIMIZATION AFTER THE SYSTEM HAS BEEN INSTALLED FOR UP TO 45 DAYS FOR MINOR ADJUSTMENTS. INCLUDE A 2ND TRAINING DATE AFTER INITIAL SITE MEETING AND INCLUDE SUPPORT IN BASE BID PRICE. INCLUDE A 1-YEAR WARRANTY ON NEW PRODUCTS AND ALL NEW INSTALLATION AND AV PROGRAMMING FUNCTIONS.
3. INTEGRATE THE FOLLOWING NEW EQUIPMENT AS REQUIRED INTO THE SYSTEM FOR ADDITIONAL FUNCTIONALITY:
   A. PANASONIC (OR EQUAL) 4K PROJECTOR AND MOUNT
   B. 9'x16' (220" DIAGONAL) MOTORIZED PROJECTION SCREEN (DRAPER ACCESS V, TYPICAL)
   C. (2 QTY) EXTRON TABLE-TOP TOUCH PANELS TO MATCH EXISTING
   D. ADA HEARING LOOP AMPLIFIER (LISTEN, TYPICAL)
   E. (18 QTY) 6" FULL-RANGE CEILING LOUDSPEAKER (ATLAS, TYPICAL)
   F. (13 QTY) EXTRON CABLE CUBBY 100 SERIES FOR XLR, HDMI, AND POWER CONNECTIONS.
4. NEW CEILING LOUDSPEAKERS SHALL BE A FLUSH MOUNT, SHALLOW BACKBOX LOUDSPEAKER WITH CABLE HOMERUNS PER SYMBOL SUFFIX TO RELOCATED AV RACK. NEW SPACE AVAILABLE ABOVE LOUDSPEAKER IS A MAXIMUM OF 7-8" DEEP FOR NEW BACKBOX. EXTEND DISCRETE HOMERUN SPEAKER CABLE (PLENUM WHEN REQUIRED), AS A HOMERUN OVER CEILING OR UNDER FLOOR TO AV RACK PULLBOX. ADJUST 70V TRANSFORMERS FOR APPROXIMATELY 2-4 WATTS PER DEVICE AND MAINTAIN ZONES AS SHOWN FOR BALANCE. ADJUST FINAL COMMISSIONING FOR SPEECH BANDWIDTH, 125HZ HIGH PASS FILTER. ADJUST TOUCHPANEL FOR UNITY GAIN PRESET MASTER VOLUME CONTROL WITH DSP AND MULTICHANNEL AMPLIFIER USING MINIMUM OF 12dB HEADROOM BEFORE FEEDBACK SUPPRESSION IS ATTEMPTED. PROVIDE SPEAKER RUNS DOWN COLUMN AS REQUIRED TO BASEMENT, OR OVER CEILINGS IN PLENUM CABLE AND UNDER NEW CONTROL ROOM REAR FLOOR TO AV RACK. REFER TO ARCHITECTURAL SHEET A2.0 FOR REFLECTED CEILING PLAN. SPEAKERS FOR COUNCIL AREA SHALL NOT BE ADJUSTED MORE THAN 1 FOOT FROM LOCATIONS SHOWN AND COORDINATED WITH CHAIR SEATING AS SHOWN ON THIS PAGE. GRILLES ARE WHITE.

KEYNOTES: (#)

1. NEW TABLE-TOP TOUCH PANELS LOCATED AT THE PRESIDENT'S POSITION AND CLERK AND REAR CONTROL TABLE POSITION. MIRROR FUNCTIONALITY OF TOUCH PANEL AT EACH LOCATION. FUNCTIONALITY TO INCLUDE:
   A. WINDOW SHADE CONTROL (LOW VOLTAGE) WITH MULTIPLE PRESETS, COMMISSIONED WITH E.C. AND CRESTRON DIMMING, PER ELECTRICAL SHEETS.
   B. LIGHTING CONTROL (LOW VOLTAGE)
   C. MASTER VOLUME - TALKER
   D. VOLUME - MEDIA
   E. SYSTEM POWER
   F. CAMERA SOURCE SELECTION - AUDIENCE AND DAIS
   G. INDIVIDUAL MICROPHONE VOLUME/MUTE AT UNITY GAIN
   H. INDIVIDUAL WIRELESS MICROPHONE VOLUME/MUTE
   I. PROJECTOR AND SCREEN CONTROL
   J. VIDEO SOURCE SELECTION
2. SUSPEND PROJECTOR NEXT TO CEILING CLOUD AND COORDINATE WITH PROJECTION SCREEN LOCATION.
3. COORDINATE LOW VOLTAGE CABLE ROUTE TO RELOCATED EXISTING EQUIPMENT RACK FOR POWER AND CONTROL. ADJUST SUSPENSION AND MOTOR STOP POINTS AS REQUIRED TO ALIGN WITH PROJECTOR FULL SCREEN VIEW AND FOR CLEAR SIGHT LINES OVER THE HEADS OF PEOPLE AT DAIS. COORDINATE WITH WINDOW SHADE REMOTE CONTROLS, SHOWN ON ARCHITECTURAL PLANS WITH MOTOR AND BACKBOX FOR EC WORK DURING ROUGH-IN DATES. PROVIDE AV TOUCHPANEL TO DROP SCREEN AND LOWER SHADES SIMULTANEOUSLY AS ONE PRESET CONDITION.
4. NEW ADA LOOP LOCATION IN EXISTING CONDITIONS, APPROXIMATELY 1/2" WIDE AND UP TO 3/4" DEEP WITH PULLBOX FOR HOMERUN 2C CABLE TO AV RACK JUNCTION BOX WITH TAILS FOR NEW AMPLIFIER. PROVIDE FIELD STRENGTH TEST PRIOR TO INSTALLATION FOR POST TENSION CONCRETE FLOOR WITH EMBEDDED RE-BAR. PROVIDE TEST REPORT PRIOR TO GC CUTTING FLOOR FOR LOOP CABLE AND PROVIDE ON SITE WITH EC AND GC IN ADVANCE. PROVIDE SMALL CUTOUT FOR NEW ROUND PULLBOX, WITH REFERENCE/BASIS OF DESIGN AS LOVELL #MO SERIES WITH BRASS COVER AND NO PLATE INSIDE, OR EQUAL BY AVC. DO NOT COMBINE LOOP CABLE WITH ANY OTHER CABLING AT ANY TIME.
5. PROVIDE MOUNTS FOR LCD MONITORS AND COORDINATE ADA CLEARANCE FOR HEIGHTS. COORDINATE WITH ARCHITECTURAL DETAILS FOR MOVING PODIUM VIDEO DISPLAY AND MANAGED CABLE TO FLOORBOX WITH BOTH POWER AND SIGNAL.
6. LOUDSPEAKERS IN ZONES 3 AND 4 ARE TO BE PROGRAMMED IN A "MIX-MINUS" SYSTEM. WHEN A MICROPHONE IS ACTIVATED UNDERNEATH A ZONE, THAT ZONE WILL ATTENUATE THAT LOCAL MIC ZONE BY MINIMUM OF 6dB, MEASURED BY A CALIBRATED SOUND LEVEL METER. BANDPASS FOR ALL SPEECH AND TALKER MICS AND SPEAKER ZONES IS ALWAYS 125HZ TO 10,000HZ, WITH HIGH PASS FILTER IN DSP AT 160HZ AND RATED FOR A 12dB HIGH PASS ROLLOFF AS BASE SETTING.
7. NEW LOCATION FOR EXISTING EQUIPMENT RACK WITH NEW PULLBOXES AND WORKSPACE BEHIND. NEVER MIX POWER AND SPEAKER IN CONDUIT. ALWAYS SEPARATE ALL MIC CABLE FROM ALL OTHER CABLE. PROVIDE SEPARATE RACK ENTRANCES FOR ALL MIC CABLE OPPOSITE ALL POWER AND SPEAKER CABLE, WITH LACED BUNDLE FOR SERVICE LOOPS. CONTRACTOR TO TEST AND REPORT ALL EQUIPMENT IN THE EXISTING EQUIPMENT RACK BEFORE REUSE. LET OWNER KNOW OF ANY DEFECTIVE EQUIPMENT IMMEDIATELY.
8. NEW WIRED TOUCH PANEL ON NEW TABLE WITH REUSED MULTIVIEW VIDEO SCREENS. COORDINATE WITH REAR SLOT ON TABLE BY OTHERS FOR CABLING THAT IS MANAGED AND SEPARATED IN GROUPS TO AV RACK.
9. PROVIDE AND COORDINATE FOR UP TO (2 QTY) 1-1/4" CONDUITS FROM RACK TO COUNTER UNDER NEW RAISED FLOOR FOR AV CABLING IN BOOTH. FLOOR IS OVER OLD STAGE WITH WORK ACCESS BELOW. REFER TO ARCHITECTURAL PLANS AND COORDINATE ON SITE WITH EC PLANS.
10. PROVIDE AV AND CABLE TV EXTENSION FEEDS FOR OWNER CABLE SERVICE FROM EXISTING LOCATION, INCLUDE DATA CABLE AS REQUIRED. COORDINATE IN ADVANCE AS REQUIRED FOR EC NEEDS VIA SHOP SUBMITTAL DRAWINGS. REFER TO EXISTING RACK AND PHOTOS ON T1.1. VERIFY EXISTING CONDITIONS ON SITE BEFORE GC DEMO DATE BEGINS.
11. AVC SHALL PROVIDE NEW WIREMOLD IN EXISTING WALL PILASTER/SEAM, PAINTED TO MATCH NEW COLORS AS DIRECTED BY THE ARCHITECT. EXTEND CABLE UNDER FLOOR TO BASEMENT OR OVERHEAD TO AV RACK IN CONTROL ROOM. PROVIDE MINOR FIELD ADJUSTMENTS AS REQUIRED FOR HEIGHT, VIEW, AND CONNECTIVITY IN AV BID.
12. NEW CONDUIT STUBS FROM AV RACK. COORDINATE WITH EC SCOPE OF WORK ON SITE FOR PULL BOXES FROM AV RACK FOR AV PATHS IN A TIMELY FASHION, IMMEDIATELY AFTER AWARD. PROVIDE AT RELOCATED FURNITURE WITH NEW AV DEVICES, INTERFACES, AND WITH MANAGED AND SECURED CABLING AS REQUIRED. USE A DEDICATED, SEPARATE AV SUBPLATE TO SECURE ALL CABLES TO FURNITURE. VERIFY EXISTING AV INTERFACES ON SITE. UPGRADE AS REQUIRED FOR NEW AV BID PROPOSALS. IDENTIFY AND VERIFY EACH DEVICE SUPPLIED OR REINSTALLED ON SHOP SUBMITTAL DRAWINGS BEFORE INSTALLATION FOR APPROVAL.
13. PROVIDE AN AUDIO CUE LOUDSPEAKER AS WALL OR CEILING MOUNTED LOUDSPEAKER WITH FEED TO AV RACK.
14. PROVIDE 2-GANG PLATE FOR DATA AND SIGNAL AS REQUIRED BEHIND UNIT AT POWER LOCATIONS. PROVIDE 2-GANG PLATE APPROXIMATELY 18" AFF FOR LOCAL INPUT AS FUTURE CAPABILITY. REFER TO DIVISION 26 SHEET E2.1B AND COORDINATE ON SITE.
15. LEGRAND EVOLUTION FLOORBOX WITH POWER, DATA, AND AV PROVIDED BY EC. COORDINATE PLATES FOR EC BOX.

IMEG
63 FRANKLIN STREETEET NE, SUITE 601
BOSTON, MA 0211055413
617.542.0810
www.imegcorp.com
PROJECT # 21008595.00

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REFERENCE SCALE IN INCHES
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CRW architecture + design group
211 eleventh avenue nw
rochester, mn 55901
p. 507.206.6201
f. 507.206.4621
www.crwarchitecture.com

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

SIGNATURE
JAMES C. BRADBURN/ALEXANDER S. QUAST
PRINTED NAME
52632/53095 — 11.01.2022
REGISTRATION # — DATE

Project Status

OWATONNA CITY HALL COUNCIL CHAMBERS REMODEL
540 W HILLS CIR.
OWATONNA, MN 55060

OWATONNA

PROJECT NUMBER	21008595.00
DATE	11.01.2022
DRAWN BY	IMEG
CHECKED BY	IMEG

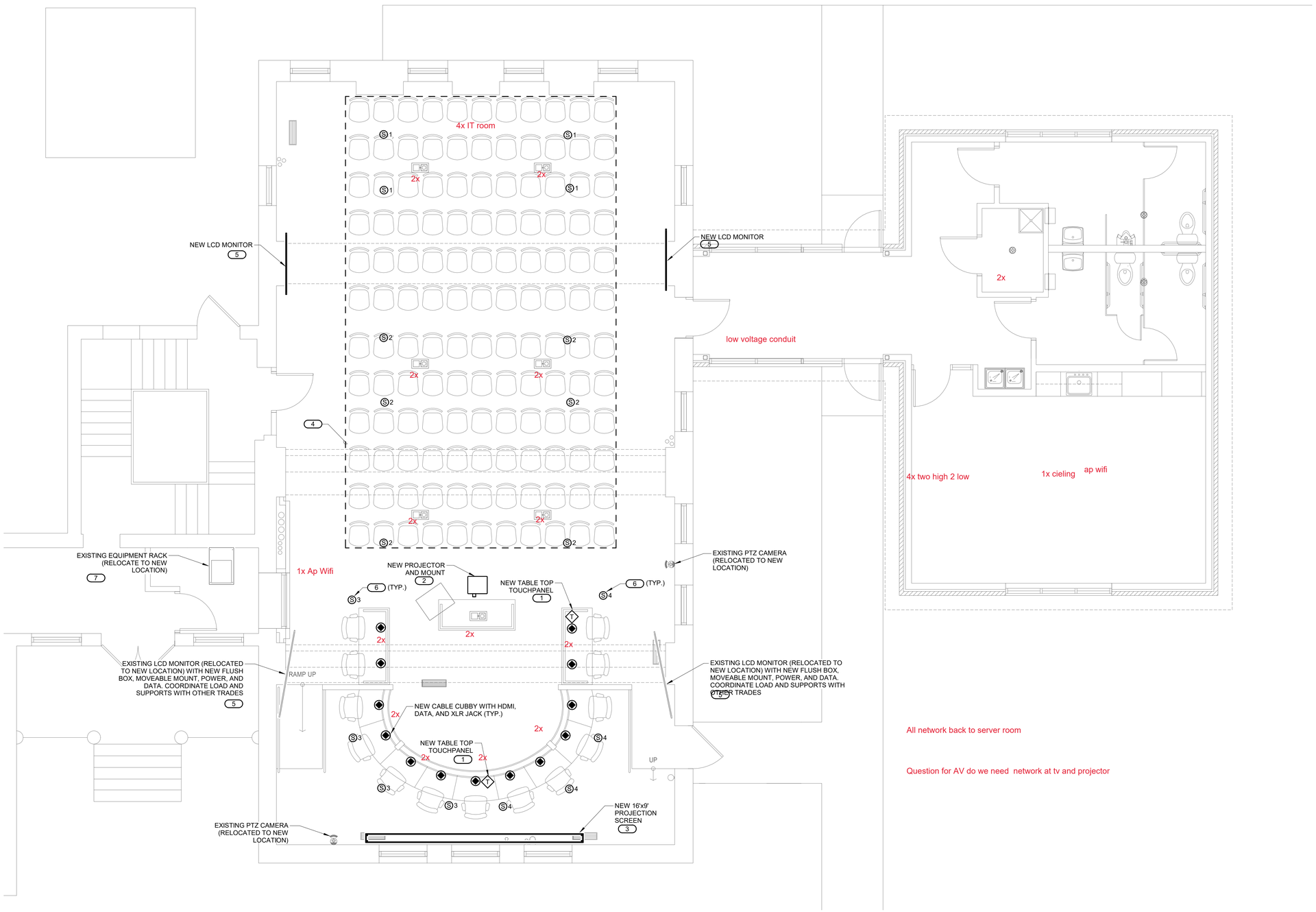
ISSUE / REVISION HISTORY

MAIN LEVEL PLAN - AV TECHNOLOGY

SHEET NUMBER
T2.1
OF SHEETS

21008595.00 11/1/2022 7:11:43 PM OWATONNA CITY HALL COUNCIL CHAMBERS REMODEL

These conduit locations were previously added in CP006.



All network back to server room

Question for AV do we need network at tv and projector

NORTH

1 LEVEL 01 PLAN - TECHNOLOGY

1/4" = 1'-0"

SHEET NOTES:

1. EQUIPMENT TO BE REUSED, AFTER SITE VERIFICATION AND REPORT:
   A. EQUIPMENT RACK
      a. POWER BACKUP UPS
      b. BLACKMAGIC 12x12 VIDEO SWITCHER
      c. CABLECAST LIVE VIDEO SERVER
      d. CABLECAST VODLITE VIDEO SERVER
      e. CABLECAST CBL-CG330 CAROUSEL PLAYER FOR BROADCAST
      f. CABLECAST CBL-FLEXLITE VIDEO SERVER.
      g. EXTRON DTP HD DA8 DISTRIBUTION AMPLIFIER
      h. EXTRON DTP2 VIDEO TRANSMITTER
      i. EXTRON DTP CROSSPOINT 4K SERIES MATRIX SWITCHER
      j. LUXUL NETWORK SWITCH
      k. MATROX AUDIO RECORDER
      l. QSC CORE 510i AUDIO PROCESSOR
      m. QSC MP-A40V AUDIO AMPLIFIER
      n. RADIANT COMMUNICATIONS VIVIDEDGE MULTICHANNEL ENCODER
   B. EXTRON TOUCH PANEL
   C. CABLECAST CONTROL PC WITH MONITOR
   D. 16x2 PREVIEW MONITORS (2 QTY)
   E. CONTROL ROOM MONITORS (2 QTY)
   F. AUDIO TECHNICA GOOSENECK TABLETOP MICROPHONES (12 QTY)
   G. SHURE WIRELESS HANDHELD MICROPHONE
   H. (2 QTY) VADDIO PTZ CAMERAS
2. INTEGRATE THE FOLLOWING NEW EQUIPMENT AS REQUIRED INTO THE SYSTEM FOR ADDITIONAL FUNCTIONALITY:
   A. PANASONIC (OR EQUAL) 4K PROJECTOR AND MOUNT
   B. 9'x16' (220" DIAGONAL) MOTORIZED PROJECTION SCREEN (DRAPER ACCESS V, TYPICAL)
   C. (2 QTY) EXTRON TABLE-TOP TOUCH PANELS TO MATCH EXISTING
   D. ADA HEARING LOOP AMPLIFIER (LISTEN, TYPICAL)
   E. (18 QTY) 6" FULL-RANGE CEILING LOUDSPEAKER (ATLAS, TYPICAL)
   F. (13 QTY) EXTRON CABLE CUBBY 100 SERIES FOR XLR, HDMI, AND POWER CONNECTIONS.
   G. (2 QTY) LED DISPLAY MONITORS

KEYNOTES: (#)

1. NEW TABLE-TOP TOUCH PANELS LOCATED AT THE PRESIDENT'S POSITION AND CLERK POSITION. MIRROR FUNCTIONALITY OF TOUCH PANEL AT EACH LOCATION. FUNCTIONALITY TO INCLUDE:
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   E. SYSTEM POWER
   F. CAMERA SOURCE SELECTION - AUDIENCE AND DIAS
   G. INDIVIDUAL MICROPHONE VOLUME/MUTE AT UNITY GAIN
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4. NEW ADA LOOP LOCATION.
5. PROVIDE ARTICULATING MOUNTS FOR LCD MONITORS.
6. LOUDSPEAKERS IN ZONES 3 AND 4 ARE TO BE PROGRAMMED IN A "MIX-MINUS" SYSTEM. WHEN A MICROPHONE IS ACTIVATED UNDERNEATH A ZONE, THAT ZONE WILL MUTE ITSELF.
7. EXISTING EQUIPMENT RACK. CONTRACTOR TO TEST AND REPORT ALL EQUIPMENT IN THE EXISTING EQUIPMENT RACK BEFORE REUSE. LET OWNER KNOW OF ANY DEFECTIVE EQUIPMENT IMMEDIATELY.

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SIGNATURE

PRINTED NAME

REGISTRATION # DATE

Project Status

OWATONNA CITY HALL COUNCIL CHAMBERS REMODEL
540 W HILLS CIR.
OWATONNA, MN 55060

OWATONNA

PROJECT NUMBER	21008595.00
DATE	06.17.2022
DRAWN BY	IMEG
CHECKED BY	IMEG

ISSUE / REVISION HISTORY

MAIN LEVEL PLAN - TECHNOLOGY

SHEET NUMBER

T2.1

OF SHEETS

21008595.00 6/17/2022 4:01:56 PM OWATONNA CITY HALL COUNCIL CHAMBERS REMODEL

Public Works Department

DATE: August 15, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Stormwater Facility Maintenance Easement Agreement - 208 Oak Avenue North - Block 300 Owatonna LLC

Purpose:
Approve the Stormwater Facility Maintenance Agreement with Block 300 Owatonna LLC for the ASCEND Development located at 208 Oak Avenue North.

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

Budget Impact:
No budget impact.

Staff Recommendation:
Staff recommends approval.

Attachments:
1. Stormwater Facility Maintenance Easement - Block 300 Owatonna LLC

City of Owatonna Stormwater Facility Maintenance Easement

THIS AGREEMENT, made and entered into this 31st day of July, 2023, by Block 300 Owatonna LLC hereinafter called the "Property Owner" and the City of Owatonna, MN hereinafter called "City".

WHEREAS, the Property Owner is the owner of certain property described as Lot 1 and Lot 2, Block 1, REDLINE ADDITION Exhibit **A: (ATTACH LEGAL DESCRIPTION)**

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

WHEREAS, the site plan known as ASCEND, prepared by Jones Haugh & Smith, dated June 7, 2023, hereinafter called the "plan", which is expressly made a part hereof, as approved or to be approved by the City, provides for management of stormwater within the confines of the property; and

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

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

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

1. The facilities shall be constructed and maintained by the Property Owner, its successors, and assigns in accordance with the plans and specifications identified at time of submittal as well as in the As-built with Engineer's Certificate of Stormwater Compliance submitted at time of permit close-out.
2. The facilities shall be constructed and maintained by the Property Owner, its successors, and assigns, in compliance with the most recent requirements of the City's Stormwater Management Ordinance 52.00, Minnesota Permit No. MNR040000 and Minnesota Permit No. MNR100001 under the National Pollutant Discharge Elimination System/State Disposal System Permit Program.
3. The Property Owner, its successors, and assigns, shall at all time, adequately maintain the facilities. Such maintenance obligations shall include the obligation to properly maintain all pipes, channels, or other conveyances built to convey stormwater, as well as, all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater.
4. Adequate maintenance is herein defined as keeping the facilities and all components in good working condition so that these facilities continue to perform their design functions.
5. The Property Owner, its successors, and assigns, shall inspect the stormwater management facility on a routine basis, at a minimum annually, to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities including embankments, berms, inlet and outlet structures, pond areas, access roads, etc.
6. The Property Owner, its successors, and assigns shall be responsible for improving, modifying, installing new/existing structural stormwater best management practices in the event the

practice is found to no longer be effective in meeting treatment requirements of MN Permit No. MNR040000 and MN Permit No. MNR100001.

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

Property Owner: Block 300 Owatonna LLC

By: Darrin Stadheim

Its: Chief Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF STEELE)

The foregoing instrument was acknowledged before me this 31 day of JULY, 202X, by DARRIN STADHEIM, the CHIEF MANAGER of BLOCK 300, a limited liability company under the laws of the State of Minnesota on behalf of the company.

Notary Public

MARLAINA E. KLINE
Notary Public-Minnesota
My Commission Expires Jan 31, 2024

City: City of Owatonna

By: Thomas A. Kuntz, Mayor

By: Kris M. Busse, City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF STEELE)

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

Notary Public

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

RECAP:

$	49,101.96	Crane Creek Asphalt - Tack and hotmix for street repairs
	159,813.82	Ebert Companies - Council Chambers Renovation Est 6
	111,235.14	Nero Engineering - July WWTF Upgrade Professional Services
	3,031,829.32	Rice Lake Const - WWTF Expansion Est 14
	113,055.80	Steele County Auditor - 2nd Qtr LEC costs
	211,642.56	OTHER EXPENDITURES
$	3,676,678.60	TOTAL EXPENDITURES PRESENTED FOR APPROVAL

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

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
Checks for Cash Account: 999-19100-000-000-000000						
374377	100086	A H HERMEL CANDY & TOBACCO CO	2,666.46	08/15/23		ACH
374378	100436	A TASTE OF THE BIG APPLE	285.60	08/15/23		
374379	34	ALEXANDER LUMBER COMPANY	3,815.25	08/15/23		
374380	3410	AMERICAN RED CROSS	145.00	08/15/23		
374381	5727	ANHORN'S GAS & TIRE	1,079.92	08/15/23		
374382	3881	APG MEDIA OF SO MINNESOTA LLC	3,726.27	08/15/23		
374383	61	ARAMARK UNIFORM SERVICES INC	328.47	08/15/23		
374384	68	ARROW ACE HARDWARE	118.37	08/15/23		
374385	100442	ASHLEY AZAR DSAMN	50.00	08/15/23		
374386	89	BACHMAN'S CREDIT DEPT	3,578.92	08/15/23		ACH
374387	91	BAKER & TAYLOR BOOKS	991.16	08/15/23		ACH
374388	7082	BENJAMIN HAMMER	2,861.00	08/15/23		
374389	6851	BEVERLY CASHMAN	50.00	08/15/23		
374390	128	BOUND TREE MEDICAL LLC	337.00	08/15/23		
374391	7171	BRIAN FALLINE	2,337.71	08/15/23		
374392	4548	C&D OIL SERVICES OF WASECA LLC	120.00	08/15/23		
374393	156	CARQUEST	799.97	08/15/23		
374394	146	CDW GOVERNMENT INC	1,267.90	08/15/23		
374395	161	CEDAR VALLEY SERVICES INC	721.08	08/15/23		
374396	163	CEMSTONE PRODUCTS CO	844.38	08/15/23		
374397	349	CENGAGE LEARNING INC/GALE	136.76	08/15/23		ACH
374398	164	CENTER POINT PUBLISHING	81.43	08/15/23		
374399	4425	CENTRAL FARM SERVICE	5,618.45	08/15/23		
374400	5443	CINTAS	101.52	08/15/23		
374401	3049	CLIFTONLARSONALLEN LLP	2,100.00	08/15/23		
374402	5348	CLUB PROPHET SYSTEMS	571.00	08/15/23		
374403	100103	COLLEEN SLETTEN	50.00	08/15/23		
374404	202	CONTINENTAL RESEARCH CORP	1,001.43	08/15/23		ACH
374405	5512	COVERALL OF THE TWIN CITIES	2,455.00	08/15/23		
374406	207	CRANE CREEK ASPHALT	49,101.96	08/15/23		ACH
374407	7150	CRW ARCHITECTURE + DESIGN INC	16,915.00	08/15/23		
374408	212	CULLIGAN OF OWATONNA	34.00	08/15/23		
374409	215	CURT'S TRUCK & DIESEL SERVICE	951.45	08/15/23		ACH
374410	222	D & M CONSTRUCTION LLC	5,536.51	08/15/23		
374411	100432	DEB GOETTE	50.00	08/15/23		
374412	100438	DUANE SCHROEDER	50.00	08/15/23		
374413	100343	EBERT COMPANIES	159,813.82	08/15/23		
374414	100428	ELWOOD STAR CLEANERS	41.60	08/15/23		
374415	100076	EMPLOYEE STRATEGIES INC	3,962.50	08/15/23		
374416	3074	EXPRESS PRESSURE WASHERS INC	45.20	08/15/23		ACH
374417	305	FARMERS FEED AND PET SUPPLY	69.99	08/15/23		
374418	307	FASTENAL COMPANY	448.97	08/15/23		
374419	323	FIRST SUPPLY OWATONNA	279.04	08/15/23		
374420	325	FLAHERTY & HOOD PA	1,625.00	08/15/23		ACH
374421	333	FORCE AMERICA	38.87	08/15/23		ACH

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
374422	3806	FOUR SEASONS ELECTRIC	914.59	08/15/23		ACH
374423	412	HEIMAN INC	3,120.85	08/15/23		
374424	421	HILLYARD INC	1,463.46	08/15/23		
374425	7182	HORNUNG'S GOLF PRODUCTS INC	20.75	08/15/23		
374426	430	HUBER SUPPLY CO INC	17.05	08/15/23		
374427	446	IFACS	221.80	08/15/23		ACH
374428	446	IFACS	67.42	08/15/23		
374429	454	INNOVATIVE OFFICE SOLUTIONS	783.52	08/15/23		
374430	100439	JAMILET SANDOVAL GUTIERREZ	200.00	08/15/23		
374431	482	JOHN DEERE CREDIT	499.00	08/15/23		
374432	100443	JOHN MCDERMOTT	50.00	08/15/23		
374433	485	JOHN'S APPLIANCE & A/C SERVICE	310.00	08/15/23		ACH
374434	3997	JONES HAUGH & SMITH INC	150.00	08/15/23		
374435	100441	KAPLAN LAW OFFICE	956.00	08/15/23		
374436	100431	KATHY JACOBSON	50.00	08/15/23		
374437	115	KEEKER INC	122.50	08/15/23		ACH
374438	100445	KELLY JOHNSON	200.00	08/15/23		
374439	3465	KENDELL DOORS & HARDWARE INC	219.00	08/15/23		ACH
374440	495	KOWZ-FM	417.00	08/15/23		
374441	525	KWIK TRIP INC	76.90	08/15/23		
374442	2999	LARRY THORNHILL	240.00	08/15/23		
374443	100084	LAWSON AUTOMOTIVE LLC	839.05	08/15/23		
374444	4457	LAWSON PRODUCTS	780.09	08/15/23		
374445	542	LEAGUE OF MN CITIES INS TRUST	5,741.25	08/15/23		
374446	545	LEGACY SIGNS INC	3,580.00	08/15/23		
374447	100314	LINDER DIGITAL	1,000.00	08/15/23		
374448	100444	LISA KERN	50.00	08/15/23		
374449	100355	LJM REAL ESTATE LLC	5,000.00	08/15/23		
374450	587	MARCO TECHNOLOGIES LLC	365.12	08/15/23		
374451	6037	MARIE RIDGEWAY LICSW LLC	2,194.00	08/15/23		
374452	7004	MATTHEW R HOKANSON	2,415.41	08/15/23		ACH
374453	1619	MCMASTER-CARR SUPPLY CO	63.99	08/15/23		
374454	4383	MEI TOTAL ELEVATOR	881.07	08/15/23		
374455	100430	MELANIE KNUTSON	50.00	08/15/23		
374456	4122	MESERB	9,512.00	08/15/23		
374457	612	METRO SALES INC	87.96	08/15/23		
374458	7028	METRONET	216.11	08/15/23		
374459	2151	MICHAEL A. OLDENBURG	408.00	08/15/23		
374460	5190	MIDWEST TAPE LLC	1,792.94	08/15/23		
374461	1946	MINER'S OUTDOOR & RECREATION	140.00	08/15/23		
374462	4322	MINNESOTA PUMP WORKS	1,716.50	08/15/23		
374463	646	MN FIRE SERVICE CERT BOARD	1,008.00	08/15/23		
374464	647	MN GOLF ASSOCIATION	330.00	08/15/23		
374465	680	MN VALLEY TESTING LABS INC	1,105.50	08/15/23		
374466	5894	MRI SOFTWARE LLC	125.00	08/15/23		ACH
374467	577	MTI DISTRIBUTING INC	157.48	08/15/23		ACH

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
374468	4928	NAPA AUTO PARTS	1,023.13	08/15/23		ACH
374469	4928	NAPA AUTO PARTS	18.13	08/15/23		
374470	705	NARDINI FIRE EQUIPMENT CO INC	887.00	08/15/23		
374471	4963	NERO ENGINEERING	111,235.14	08/15/23		
374472	100429	NEW PIG CORPORATION	1,923.73	08/15/23		
374473	732	NORTHLAND FARM SYSTEMS	551.79	08/15/23		
374474	735	OAK GLENN	387.50	08/15/23		
374475	741	OLYMPIC FIRE PROTECTION CORP	994.90	08/15/23		
374476	749	OWATONNA AREA CHAMBER FOUNDATN	1,195.00	08/15/23		
374477	759	OWATONNA MOTOR COMPANY	411.98	08/15/23		
374478	436	OWATONNA PUB SCHOOLS ISD 761	420.00	08/15/23		
374479	1309	OWATONNA PUBLIC UTILITIES	10,681.63	08/15/23		ACH
374480	772	OWATONNA SOFTBALL ASSN	4,830.00	08/15/23		
374481	780	PAAPE COMPANIES INC	225.06	08/15/23		
374482	783	PAL'S MACHINING INC	301.00	08/15/23		
374483	6986	PDI	45.30	08/15/23		
374484	4397	PEPSI COLA OF ROCHESTER	511.60	08/15/23		
374485	100433	PHIL PENA	50.00	08/15/23		
374486	100336	PHONE STATION INC	1,587.00	08/15/23		
374487	815	PLUNKETT'S PEST CONTROL INC	160.00	08/15/23		ACH
374488	5536	PRESENCE TELEHEALTH PLLC	212.00	08/15/23		
374489	5719	QUALITY EQUIP SALES & SERVICE	140.78	08/15/23		
374490	1828	QUALITY FLOW SYSTEMS INC	2,600.00	08/15/23		
374491	1458	REINDERS INC	66.39	08/15/23		ACH
374492	876	RENT N SAVE	4,886.25	08/15/23		
374493	100063	RICE LAKE CONSTRUCTION GROUP	3,031,829.32	08/15/23		ACH
374494	928	SCHOLASTIC INC	7,299.82	08/15/23		
374495	4912	SCOTT F LIMBERG	600.00	08/15/23		ACH
374496	941	SELCO	1,892.56	08/15/23		ACH
374497	100446	SERVPRO OF MANKATO/OWATONNA	11,728.50	08/15/23		
374498	952	SHERWIN WILLIAMS COMPANY	47.36	08/15/23		
374499	1809	SHI CORP	52.47	08/15/23		
374500	2790	SHRED RIGHT	40.00	08/15/23		
374501	3349	SPARETIME ENTERTAINMENT	3,549.00	08/15/23		
374502	100447	SPARTAN ATHLETIC CO	284.85	08/15/23		
374503	5504	SPLIT ROCK MANAGEMENT INC	3,860.00	08/15/23		
374504	5440	SPS COMPANIES INC	972.50	08/15/23		
374505	913	ST CROIX RECREATION CO	681.00	08/15/23		ACH
374506	997	STEELE COUNTY AUDITOR	113,055.80	08/15/23		
374507	1000	STEELE COUNTY FREE FAIR	330.00	08/15/23		
374508	1005	STEELE COUNTY RECORDER	46.00	08/15/23		
374509	1009	STEELE COUNTY TREASURER	5,979.77	08/15/23		
374510	1014	STEWART COMPANIES INC	65.71	08/15/23		
374511	5887	TAMMY R INGVALDSON	10.00	08/15/23		
374512	1877	THE LIFEGUARD STORE INC	680.81	08/15/23		
374513	100308	TJD REPAIR & SERVICE	207.90	08/15/23		

Check Register

Check Number	Vendor Number	Vendor Name	Check Amount	Check Date	BW	Check Type
374514	3188	TOREY'S RESTAURANT & BAR	2,037.44	08/15/23		
374515	1097	TURTLE CREEK NURSERY & LNDSCP	450.00	08/15/23		
374516	2344	UTILITY CONSULTANTS INC	1,921.25	08/15/23		ACH
374517	100227	VEGA AMERICAS INC	1,284.23	08/15/23		
374518	1133	VENTURE HYDRAULICS INC	360.00	08/15/23		ACH
374519	2121	VERIZON WIRELESS	333.13	08/15/23		
374520	2697	VESSCO INC	3,270.75	08/15/23		ACH
374521	5724	WALBRAN & FURNESS CHARTERED	5,182.36	08/15/23		ACH
374522	5415	WASECA HARDWARE	32.99	08/15/23		
374523	1150	WASTE MANAGEMENT OF WI-MN	143.18	08/15/23		
374524	100437	WENDY LARSON	50.00	08/15/23		
374525	4852	WHKS & CO	1,238.00	08/15/23		ACH
374526	4852	WHKS & CO	3,407.83	08/15/23		ACH
374527	2383	WOLFF AND SONS INC	207.50	08/15/23		ACH
374528	1168	XCEL ENERGY	338.70	08/15/23		
374529	2605	YOUTH 1ST INC	425.00	08/15/23		
374530	1179	ZEP MANUFACTURING CO	574.29	08/15/23		ACH

Check totals:	548,959.60
ACH totals:	3,127,719.00
EFTPS totals:	
Wire transfer totals:	
Payment Manager totals:	
GRAND TOTALS	3,676,678.60

Check totals:	548,959.60
ACH totals:	3,127,719.00
EFTPS totals:	
Wire transfer totals:	
Payment Manager totals:	
GRAND TOTALS	3,676,678.60

Ordinances

City Attorney

PURPOSE MEMO

TO: Mayor, City Council, City Administrator, Chief of Police
FROM: Mark M. Walbran
DATE: August 4, 2023
RE: Cannabis Business Moratorium Ordinance

Purpose:

To adopt the Proposed Ordinance 23-13, an interim ordinance, imposing a moratorium on the operations of cannabis businesses within the City and authorizing a local legislative study relating to the operation of cannabis businesses, including the review and analysis of the state Office of Cannabis Management (OCM) model ordinances, when available, and to consider the adoption of reasonable restrictions on the time, place, and manner of the operation of a cannabis business. The interim ordinance pertains to cannabis businesses and does not affect the legislation permitting lawful possession of certain cannabis product which goes into effect on August 1, 2023.

Background:

The Council approved the first reading of this proposed ordinance during their last meeting on August 2, 2023. Clarification of products included in this moratorium was discussed during the first reading of this proposed ordinance and Item H has been added to Section 122.01 Findings of City Council. Cannabinoid products allowed by Minn. Stat. 151.72 will not be included in this interim ordinance. Current state legislation allows sale of products with no more than 0.3 percent of THC derived from hemp is allowed. They may not contain more than five milligrams of THC per serving, and no more than 50 milligrams per package.

Budget Impact:

None.

City Staff Recommendation:

Staff recommends the City Council adopt Proposed Ordinance 23-13 to become effective upon passage and publication.

Proposed Ordinance No.: 23-13

ORDINANCE NO. _____

AN INTERIM ORDINANCE AMENDING TITLE XI: BUSINESS REGULATIONS OF THE 2015 ORDINANCE CODE OF THE CITY OF OWATONNA, AS AMENDED, BY ADDING THERETO CHAPTER 122 ESTABLISHING AN INTERIM CANNABIS BUSINESS MORATORIUM PROHIBITING THE ESTABLISHMENT OF NEW USES OR THE EXPANSION OF EXISTING USES RELATED TO CANNABIS BUSINESSES PURSUANT TO MINN. STAT. § 342.13(e).

THE CITY COUNCIL OF THE CITY OF OWATONNA DO ORDAIN:

Section 1. Title XI of the 2015 Ordinance Code of the City of Owatonna, as amended, is hereby amended by adding Chapter 122, to read as follows:

CHAPTER 122: INTERIM CANNABIS BUSINESS MORATORIUM

§ 122.01 FINDINGS OF CITY COUNCIL

A. The Minnesota Legislature passed a package of laws, Chapter 63—H.F.No.100 of the Minnesota 2023 Regular Session, that legalize adult-use cannabis in Minnesota and establish a regulatory framework for the cannabis industry (collectively "2023 Cannabis Laws"); and

B. As a part of the 2023 Cannabis Laws, the Office of Cannabis Management ("OCM") was created with responsibilities that include issuing licenses for cannabis businesses and drafting and approving the related rules and procedures; and

C. Part of the 2023 Cannabis Laws, lists 16 different types of cannabis business licenses, including licenses for the growing, manufacturing, selling, testing, transporting of cannabis and cannabis events ("Cannabis Business Licenses"); and

D. According to information from the League of Minnesota Cities, the OCM will not be prepared to issue Cannabis Business Licenses until January 2025 and many details related to the Cannabis Business Licenses are yet to be determined; and

E. The OCM has also been tasked with developing model ordinances for local governments for reasonable restrictions on time, place and manner of the operation of a cannabis business, the forms and procedures for the retail registration required by local governments, and the model policies and procedures for cannabis business compliance checks; it is unclear when those documents can be expected; and

F. Cannabis Laws includes a provision, Minn. Stat. 342.13(e), that authorizes the City to adopt an interim ordinance to regulate, restrict, or prohibit the operation of a cannabis business within the City until January 1, 2025, for the purpose of conducting studies or holding a hearing to consider adoption of reasonable restrictions on the time, place and manner of the operation of a cannabis business to protect the planning process and the health, safety and welfare of its citizens; and

G. The City Council has determined that an interim ordinance to prohibit the operation of a cannabis business is necessary and appropriate to give City Staff the time to study reasonable restrictions on the time, place and manner of the operation of cannabis retail businesses to protect the planning process and the health, safety and welfare of its citizens.

H. This moratorium will not include cannabinoid products allowed by Minn. Stat. 151.72 which allows sale of products with no more than 0.3 percent of THC derived from hemp is allowed. They may not contain more than five milligrams of THD per serving, and no more than 50 milligrams per package.

NOW, THEREFORE, pursuant to Minnesota Statutes, Section 342.13(e) the City Council of the City of Owatonna do ordain:

§ 122.02 MORATORIUM

No business, person or entity may operate a cannabis business that would require a Cannabis Business License under the 2023 Cannabis Laws until January 1, 2025, or until ordinances regulating such uses become effective, or until the Council rescinds this Interim Ordinance, whichever occurs first.

§ 122.03. CITY LEGISLATIVE STUDY

The City Council hereby authorizes and directs City staff to conduct a study regarding the adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of Cannabis Businesses, as well as other potential local regulations allowed under the Act, and report to the City Council on the potential regulation of the Cannabis Businesses. The study may include a review of any model ordinances that OCM is directed to draft under Minnesota Statutes, section 342.13(d), an analysis of potential setback regulations allowed under Minnesota Statutes section 342.13(c), and such other matters as staff may determine are relevant to the City Council's consideration of this matter. The report may also include City staff's recommendations on whether the City Council should adopt regulations and, if so, the recommended types of regulations.

§ 122.04 SUMMARY PUBLICATION

Pursuant to Minnesota Statutes Section 412.191, in the case of a lengthy ordinance, a summary may be published. While a copy of the entire ordinance is available without cost at the office of the City Clerk, the following summary is approved by the City Council and shall be published in lieu of publishing the entire ordinance:

> The City will be undergoing a study regarding cannabis businesses to determine if regulations are appropriate. No cannabis business may operate until the City adopts regulations regarding these uses, or determines no regulations are necessary and rescinds the interim ordinance or until January 1, 2025, whichever occurs first.

Section 2. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication according to law and shall expire upon adoption of ordinances regulating

such uses, until the Council rescinds or terminates the Interim Ordinance, or January 1, 2025, whichever occurs first.

Passed and adopted this _____ day of _____, 2023, with the following roll call vote:

AYE:
NO:
ABSENT:

Approved and signed this _____ day of _____, 2023.

_____
Thomas A. Kuntz, Mayor

ATTEST:

_____
Kris M. Busse, City Administrator/City Clerk/Treasurer

City Attorney

PURPOSE MEMO

TO:	Mayor, City Council, City Administrator, Chief of Police
FROM:	Mark M. Walbran
DATE:	August 4, 2023
RE:	Prohibit Use of Cannabis Products in Public Places

Purpose:

Request the Council adopt Proposed Ordinance 23-14, to prohibit use of cannabis products in public spaces within the City of Owatonna.

Background:

The Council approved the first reading of this proposed ordinance during their last meeting on August 2, 2023. Additional "public places" were added to Section 93.033 Definition of Public Places as discussed during the first reading of this proposed ordinance.

Budget Impact:

None.

City Staff Recommendation:

Staff recommends the City Council adopt Proposed Ordinance 23-14 to become effective upon passage and publication.

Proposed Ordinance No. 23-14

ORDINANCE NO. _____

AN ORDINANCE AMENDING TITLE IX, CHAPTER 93: HEALTH AND SANITATION; NUISANCES, BY ADDING THERETO NEW SECTION 93.030 PROHIBITING THE USE OF CANNABIS IN PUBLIC PLACES

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

Section 1. Title IX of the 2015 Ordinance Code of the City of Owatonna, as amended, is hereby amended by adding Chapter 93.030, to read as follows:

CHAPTER 93.030: USE OF CANNABIS IN PUBLIC

§ 93.031 FINDINGS OF CITY COUNCIL.

A. In 2023, the Minnesota Legislature passed a package of laws, Chapter 63—H.F. No. 100 of the Minnesota 2023 Regular Session, that legalizes adult-use cannabis in Minnesota, (collectively, "2023 Cannabis Laws"); and

B. Among those laws, the Legislature enacted Minn. Stat. § 152.0263, subd. 5 pursuant to which the city is authorized to adopt an ordinance establishing a petty misdemeanor offense for a person who unlawfully uses cannabis flour, cannabis products, lower-potency edibles, or hemp-derived consumer products in a public place.

C. According to the Federal Centers for Disease Control and Prevention, (CDC) second-hand marijuana smoke contains tetrahydrocannabinois (THC), the compound responsible for most of marijuana's psychoactive effects or the "high". THC can be passed to infants and children through second-hand smoke, and people exposed to second-hand marijuana smoke can experience psychoactive effects, such as feeling high. Children exposed to THC are potentially at risk for negative health effects. Further, research shows that marijuana use during adolescents can impact the developing teenage brain and cause problems with attention, motivation, and memory.

NOW, THEREFORE, pursuant to Minnesota Statutes, Section 152.0263, subd. 5, the City Council of the City of Owatonna do ordain:

§ 93.032 UNLAWFUL USE

It is unlawful to use cannabis flour, cannabis products, lower-potency hemp edibles and hemp-derived consumer products, as defined in Minn. Stat. § 342.01, in public places anywhere in the city.

§ 93.033 DEFINITION OF PUBLIC PLACE

As used in this section "public place" includes, but is not limited to, public parks, county fairgrounds, ballparks, trails, streets, or rights-of-way, alleys, sidewalks, boulevards, school

property, parking lots, beach, pier, golf courses, Owatonna Public Library, the West Hills, Owatonna Public Utilities facilities, United States Post Office, and any other developed or undeveloped city owned property.

§ 93.034 DEFINITION OF NON-PUBLIC PLACES

Non-public places include the following:

a. Private residence, including the curtilage and yard; and

b. Private property not generally accessible by the public, unless a person is explicitly prohibited from consuming cannabis flour, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products on the property by the owner of the property; and

c. The premises of an establishment or event licensed to permit on-site consumption of cannabis flour, cannabis products, lower-potency hemp edibles or hemp-derived consumer products;

§ 93.035 VIOLATION

A violation of this section is a petty misdemeanor as defined in Ordinance § 10.99(A)(b). This section may be enforced by the City as an administrative offense pursuant to City Ordinance § 10.99(B) subject to the civil penalty provided in the City's Fee Schedule. An administrative offense is not a crime.

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

Passed and adopted this _____ day of _____, 2023, with the following roll call vote:

AYE:
NO:
ABSENT:

Approved and signed this _____ day of _____, 2023.

_____
Thomas A. Kuntz, Mayor

ATTEST:

_____
Kris M. Busse, City Administrator/City Clerk/Treasurer

Community Development Department

DATE: August 15, 2023
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: First Reading Proposed Ordinance 23-15: RZ-4 & Minor PUD at 130 Front Street E - Matt Olson

Purpose:
Hold the first reading of the proposed ordinance for Application No. RZ-4, received from John Schulte of Jones, Haugh, Smith, on behalf of Matt Olson. This is a request to rezone property at 130 Front Street E from I-1, Light Industrial District to B-3, Central Business District as well as a minor PUD for the purposes of providing a mixed-use facility of barbell warehousing and a golf simulator entertainment venue.

Background:
See Attached.

Budget Impact:
None.

Staff Recommendation:
Staff recommends approval of the first reading of this proposed ordinance as recommended by the Planning Commission. The second/final reading will be held during the next City Council Meeting on September 5, 2023.

Attachments:
1. Ordinance 23-15; RZ-4 Olson Rezoning & Minor PUD
2. RZ-4 Olson Staff Report

Proposed Ordinance No. 23-15
ORDINANCE NO. ____

AN ORDINANCE AMENDING ORDINANCE NO. 157,
OWATONNA ZONING ORDINANCE

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

THE CITY COUNCIL OF THE CITY OF OWATONNA DO ORDAIN:

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

1. Pursuant to Application No. RZ-4 filed with the City of Owatonna, Minnesota, to change the zone classification, and after public hearing, held August 8, 2023, said application is hereby approved and the zone classification is hereby changed from I-1, Light Industrial District to B-3, Central Business District for the following described property:

The West 110.64 feet of Block 3, Jolly Addition, Owatonna, Minnesota, as the same is platted and recorded in the office of the Steele County Recorder, Steele County, Minnesota, as measured at a right angle to the west line of said Block 3 and its southerly prolongation.

SECTION 2. Minor PUD. A minor PUD is hereby approved for the above-described property to allow a warehousing use and a golf simulator entertainment venue within the primary building.

SECTION 3. Effective Date. This ordinance shall be in full force and effect from and after its passage and publication.

Passed and adopted this _____ day of _____, 2023, with the following roll call vote:
Aye:
No:
Absent:

Approved and signed this _____ day of _____, 2023.

_____
Thomas A. Kuntz, Mayor

ATTEST

_____
Kris M. Busse, City Administrator/City Clerk

August 4, 2023

To: Planning Commission
From: Community Development Department
RE: Application No. RZ-4, by John Schulte of Jones, Haugh, Smith, on behalf of Matt Olson, a request to rezone property from I-1, Light Industrial District to B-3, Central Business District as well as a minor PUD for the purposes of providing a mixed-use facility of barbell warehousing and a golf simulator entertainment venue.

Application Review:

Applicant:	John Schulte, Jones Haugh & Smith
Owner:	Matt Olson
Legal Description:	Part of Block 3, Jolly Addition
Existing Zoning:	I-1, Light Industrial District
Existing Land Use:	The property was most recently occupied by CFS as an office / warehouse space.
Adjacent Zoning & Land Uses:	North: Industrial Use zoned I-1 South: Commercial Use zoned B-3 East: Industrial Use zoned I-1 West: Industrial Use zoned I-2
Report Attachments:	1. Application Materials 2. Location Maps

Proposed Development:

- Application No. RZ-4, by John Schulte of Jones, Haugh, Smith, on behalf of Matt Olson, a request to rezone property from I-1, Light Industrial District to B-3, Central Business District as well as a minor PUD for the purposes of providing a mixed-use facility of barbell warehousing and a golf simulator entertainment venue.
- The applicant purchased the former office building from CFS to use for a mixed use facility. The office area will be converted into a retail golf simulator business. The bask warehouse area will be used for warehousing for the owner's industrial business.
- The building meets the setbacks and regulations of the B-3 zoning district. No standards of the industrial district are met with respect to setbacks.
- The building does have loading docks currently located along the east side.

- A minor PUD has also been requested to allow for the warehousing to occur in a B-3 district.
- This building really falls in a blended area of uses. Most are zoned industrial however the Cedar Avenue fronting buildings have the setbacks and characteristics of the B-3 district.

Staff Review:

Staff feels that the proposed overlay rezoning would fit in with the surroundings and the desired use of this property as designated within the Owatonna Development Plan. Staff is recommending approval of the rezoning property from I-1, Light Industrial District to B-3, Central Business District as well as a minor PUD for the purposes of providing a mixed-use facility of barbell warehousing and a golf simulator entertainment venue.

Planning Commission:

Application No. RZ-4, which is a request by John Schulte of Jones, Haugh, Smith, on behalf of Matt Olson to rezone property from I-1, Light Industrial District to B-3, Central Business District as well as a minor PUD for the purposes of providing a mixed-use facility of barbell warehousing and a golf simulator entertainment venue at 605 Cedar Avenue North was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing for both requests opened at 6:02 pm. No Comments were made regarding this request. Public hearing closed at 6:03 pm. Kruschke said that equipment has really come down in price to make them more feasible. Springer-Gasner asked about the parking. Kruschke said that they will be improving the parking. Eickhoff said that he likes this and we've been wanting the downtown to grow.

A motion was made by Effertz and seconded by Peake to recommend City Council approval of the rezoning property from I-1, Light Industrial District to B-3, Central Business District as well as a minor PUD for the purposes of providing a mixed-use facility of barbell warehousing and a golf simulator entertainment venue. All Commissioners voting Aye, the motion carried.

605 Cedar Avenue N
City of Owatonna

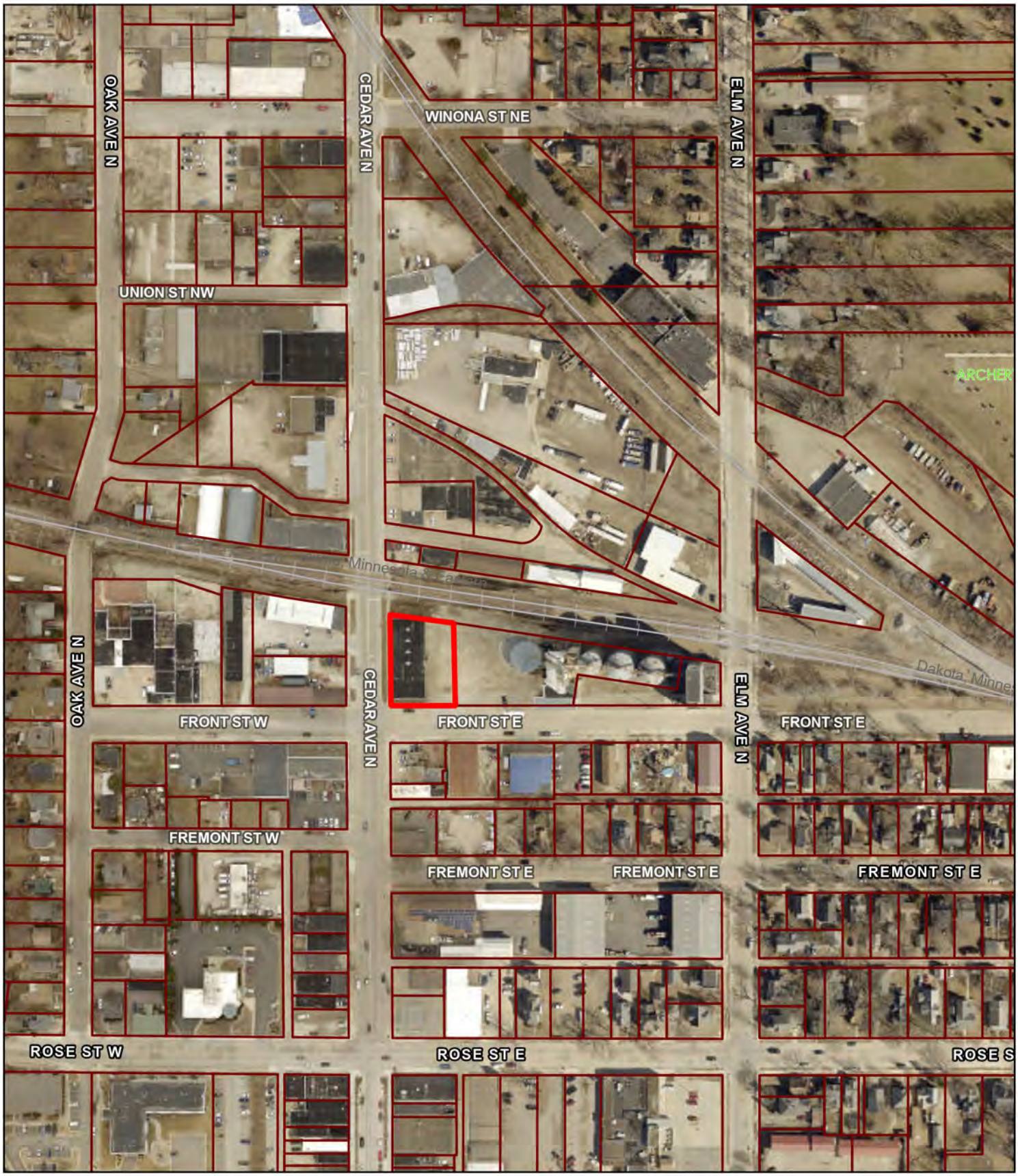
July 24, 2023

Site

1:1,500
1 in = 125 ft

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

605 Cedar Avenue N
City of Owatonna

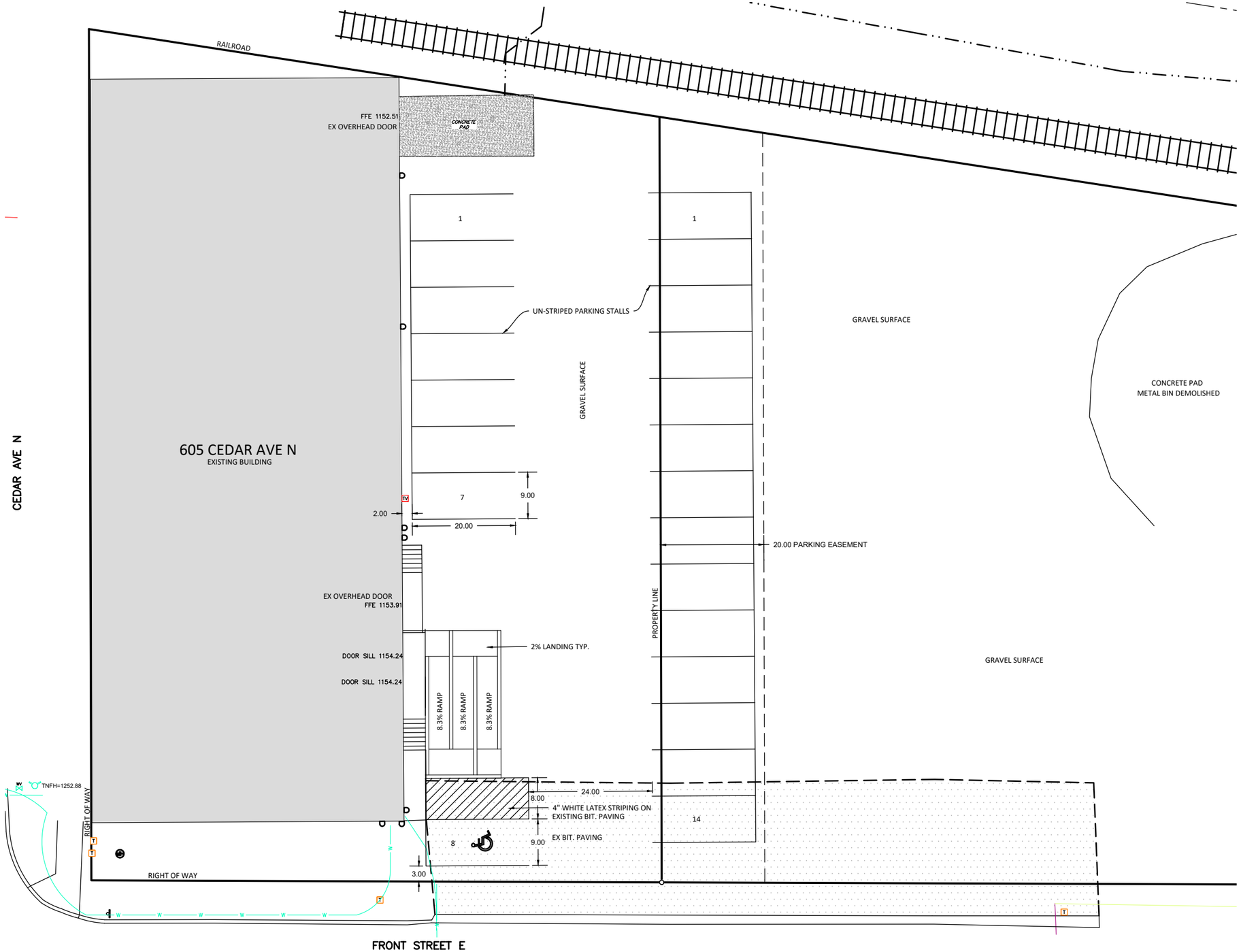


July 24, 2023

Site

1:3,900
1 in = 325 ft

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



10 0 10
HORIZ. SCALE FEET
DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

REV.	BY	DATE	REVISION DESCRIPTION
-	-	-	-

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

DESIGNED: JHS5
DRAWN: JHS5
CHECKED: BJJ
Date: 7/18/23
DWG: 23-1125

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

John H. Schulte V
License No. 44639 Date: 7/18/23

HEAVY METAL BARBELL
MATT OLSON
2023 CONSTRUCTION
SITE PLAN

SHEET 11 OF 14

1500 Highway 52 North
Rochester, MN 55901
Phone: 507-288-8155
www.teamtsp.com

MEMORANDUM

To:	City of Owatonna – Planning and Zoning
Prepared by:	Von Petersen, AIA – Principal / Architect | MN License: 50687
Date:	July 21, 2023
RE:	605 North Cedar Avenue – Re-Zoning Request on behalf of Matt Olson
Proj. No.:	01231069

Re-Zoning Request Narrative

At the property located at 605 North Cedar Avenue, the Owner (Matt Olson) is requesting to rezone an existing I-1(light industrial) property to B-3 (Central Business District). The building had been occupied and operated as a warehouse with offices. The new owner is looking to provide a mixed use facility where the warehouse remains a warehouse for his families barbell business (Heavy Metal Barbell) and the former office area becomes a golf simulator entertainment venue. The golf simulators are not permitted use in an I-1 zoning district and would require this requested change to be a permitted use on this property.

For context, this property is adjacent to the B-3 business district directly to the south.

Resolutions

Community Development Department

DATE: August 15, 2023
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 72-23: CUP-7 - 1220 Carpenter Place NE - Pirkl Garage

Purpose:
Approve Resolution 72-23 approving Conditional CUP-7 requested by Greg Pirkl to construct a 37'-4" x 40' (1,493 square foot) detached garage at 1220 Carpenter Place NE.

Background:
See Staff Report attached.

Budget Impact:
None.

Staff Recommendation:
Staff recommends approval of Resolution 72-23 as recommended by the Planning Commission.

Attachments:
1. CUP-7 PirklGarage CUP Staff Report
2. Resolution 72-23 CUP-7 Pirkl Garage at 1220 Carpenter Place N

August 4, 2023

To: Mayor & City Council
From: Community Development Department
RE: Conditional CUP-7 by Greg Pirkl to construct a 37'-4" x 40', 1,493 square foot detached garage.

Application Review:

Applicant/Owner:	Greg Pirkl
Location of Property:	1220 Carpenter Place
Zoning Map:	R-1, Single Family Residential District
Zoning Ordinance:	Section 157.040 (A)(2)(c)(2)(a) states that lots over 30,000 square feet may have two accessory structures up to 1,500 square feet with a conditional use permit.
Report Attachments:	1. Location Map 2. Aerial Photo 3. Site Plan 4. Construction Information 5. Application Letter

Proposed Development:

- Conditional CUP-7 by Greg Pirkl to construct a 37'-4" x 40', 1,493 square foot detached garage on his properties located at 1220 & 1230 Carpenter Place NE.
- The applicant plans on combining his lots (provided this is approved) to construct a detached garage on the vacant lot to the east. The applicant will either need to use the sewer and water service on the lot or they will need to be removed at the main.
- The parcel will be 0.69 acres once combined and code would allow a 1500 square foot garage through the conditional use permit process.
- The applicant does not have any detached accessory structures currently.
- Access to the garage will come from a new curb cut on Carpenter Place NE. Since the combined lots will be over 100' in width a second driveway would be permitted.
- The proposed garage will be constructed to look similar to the house using a combination of rock faced block and LP Siding and Trim.
- The garage will have a 6/12 pitch with asphalt shingles.
- The applicant has spoken with Eric Gulbransen with the Soil & Water Conservation District regarding the proposed garage with regards to any wetlands. The proposed location of the garage does not have any wetland impacts. The overflow water way will need to be maintained with this project and will not be allowed to be closed.
- The applicant has not submitted any lighting plans as of this time however the lighting requirements of the ordinance will need to be met at all property lines.

- As with all detached structures, City Code does not permit the garage to be used for commercial purposes.
- According to the ordinance, a conditional use permit may be granted if the following findings are met:

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

Staff Review:

Conditional CUP-7 by Greg Pirkl to construct a 37’-4” x 40’, 1,493 square foot detached garage. It appears that all of the requirements have been met for this conditional use request. Absent any new information presented at the meeting, staff would recommend approval of this conditional use permit request with the following conditions.

1) Both lots shall be combined prior to a building permit being issued.
2) The sewer and water services shall be used or removed at the main.
3) The accessory structures shall not be used for commercial purposes.
4) All grading, building, and utility permits shall be issued for the garage prior to commencing construction.

Planning Commission:

Conditional Use Permit No. CUP-7, which is a request by Greg Pirkl to construct a 37'-4" x 40', 1,493 square foot detached garage for the property located at 1220 Carpenter Place NE, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Kruschke said that there is an email from Cheryl Deason included in the packet. They have concerns about stormwater and he has spoken with them. He said that the applicant is trying to push the garage to the west. Kruschke said that this lot was designed for a single-family house. Either way, the overland drainage will have to be accounted for. He said they have been asked if the City has any plans to upgrade the stormwater in the area. In speaking with the City Engineer Sean Murphy, there are no plans in the immediate future. The issues come from the larger events. Public hearing opened at 5:39 pm. Tony Louris, 1200 Carpenter Place, said he doesn't have any problems with what the Pirkl's are planning for the garage. His concern is the drainage. There have been proposals floating around for a townhouse project to the north. He said that he believes that drainage problems will exacerbate themselves when that property is developed. He really thinks the City Engineer needs to look at how the drainage comes through this property and find another way for that water to be drained. He said otherwise, he thinks most of the residents are happy with the building the Pirkl's are proposing. Terry Lambaere, 1340 Ridge Road, which is right across the street from the empty lot, said that she's thought a lot about this and is really disappointed. When they bought the lot 27 years ago, there were covenants in place. They've since retired, but she believes that the spirit of the covenants should live on. They bought in a residential neighborhood, and on the zoning map, it says it is single-family residential district. She said she doesn't know how you can decide to put a garage there, because it's not a residence. She said she understands they own the property, but a garage shouldn't be in a residential neighborhood. She asked the Commissioners if they would want to live next to a three-car garage. She said they have to think about these things and how they change neighborhoods, not always for the better. Diane Louris, 1200 Carpenter Place NE, said she has a few concerns about how this changes the neighborhood. If you look around their community, there are a lot of vacant lots with adjoining owners. She said she would want the Commission to think about whether this will set a precedent for more people to do this. She said Greg has done a good job of designing it and it will fit well in the neighborhood, but she would hate to see more of these popping up. She is also concerned about the runoff. When they moved, that area to the west was practically all water. There was a fertilizer spill on Mineral Springs Road that flushed all of the nitrogen into the pond, and growth exploded. Now there is so much vegetation that the sediment is collecting in there. Deer can walk across that, it is so solid. The water that comes off the lot behind Greg's is part of that drainage area. Her understanding is that the catch basin that's on the northeast corner of Pirkls' property is not working to catch the runoff and the other drainage that's in there is undersized and not able to handle the capacity of the flow. She realizes this isn't the issue, but it was originally a wetland when Prairie Lane was built and the City filled in that portion of the pond. That pushed everything back. As that's filled in, even in a moderate rain, the water comes up quickly and it recedes, but there's no longer a storm pond retention. She said she's not a hydrologist but she believes that is part of what is causing the problem in the water runoff. That water is supposed to run down to the wetland are behind her house, and she doesn't believe it does. She is concerned that it won't be addressed now when he's building. She said she's been working on that area for five years with the City and they said it's now up to the DNR. So that leaves her with a lack of confidence that it will be addressed correctly now, or

addressed correctly in the future when there are more problems. Public Hearing closed at 5:47 pm. Kruschke said, in response to the townhouse development to the north, that with any development, we require a public hearing process and require a full design on engineering. Anything at this point is speculative. Nothing has been submitted to the City. He said he knows there were some plans on the land to the north before he started working with the City in 2012. It will have to fit in with zoning when it comes forward. Even since then, MPCA standards have changed. Development will help (the drainage in the area), but until we see those plans, we don't have anything. As far as this pond to the west, he will check on that. It's outside of this request, but they will look into that going forward. That is all stuff that we have to dig into. At the end of the day, the Pirkl's have to maintain drainage through here. This request is to build this garage. As far as people combining lots to build garages, people do that all the time. Garages are allowed in a single-family zone by right. This is very similar to a request they heard a few months ago. The City does not enforce private covenants. They are different in every development around town, and very rarely does the City even have a copy of the covenants. If the City gets into covenants, they're generally in the Planned Unit Developments that are zoned similar to Mineral Springs Estates. Eickhoff asked if there is an overflow. Kruschke said there is an overland flow that comes through as well as a pipe system. Eickhoff said if that gets too full, it flows down the street and not to the houses. Kruschke said that is correct—that is the design. Wilson asked about the ownership of the large lot to the north. Kruschke said that Greg Schultz is involved in it but was unsure of other partners. Springer-Gasner asked if the vacant lot is considered buildable. Kruschke said yes—it's a platted lot and set up for a single-family house.

A motion was made by Springer-Gasner and seconded by Peake. to recommend City Council approval of this conditional use permit request with the following conditions:

1) Both lots shall be combined prior to a building permit being issued.
2) The sewer and water services shall be used or removed at the main.
3) The accessory structures shall not be used for commercial purposes.
4) All grading, building, and utility permits shall be issued for the garage prior to commencing construction.

All Commissioners voting Aye, the motion carried.

1220 & 1230 Carpenter Pl NE
City of Owatonna

July 17, 2023

Site

1:3,000
1 in = 250 ft

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

1220 & 1230 Carpenter Pl NE
City of Owatonna

July 17, 2023

Site

1:900

1 in = 75 ft

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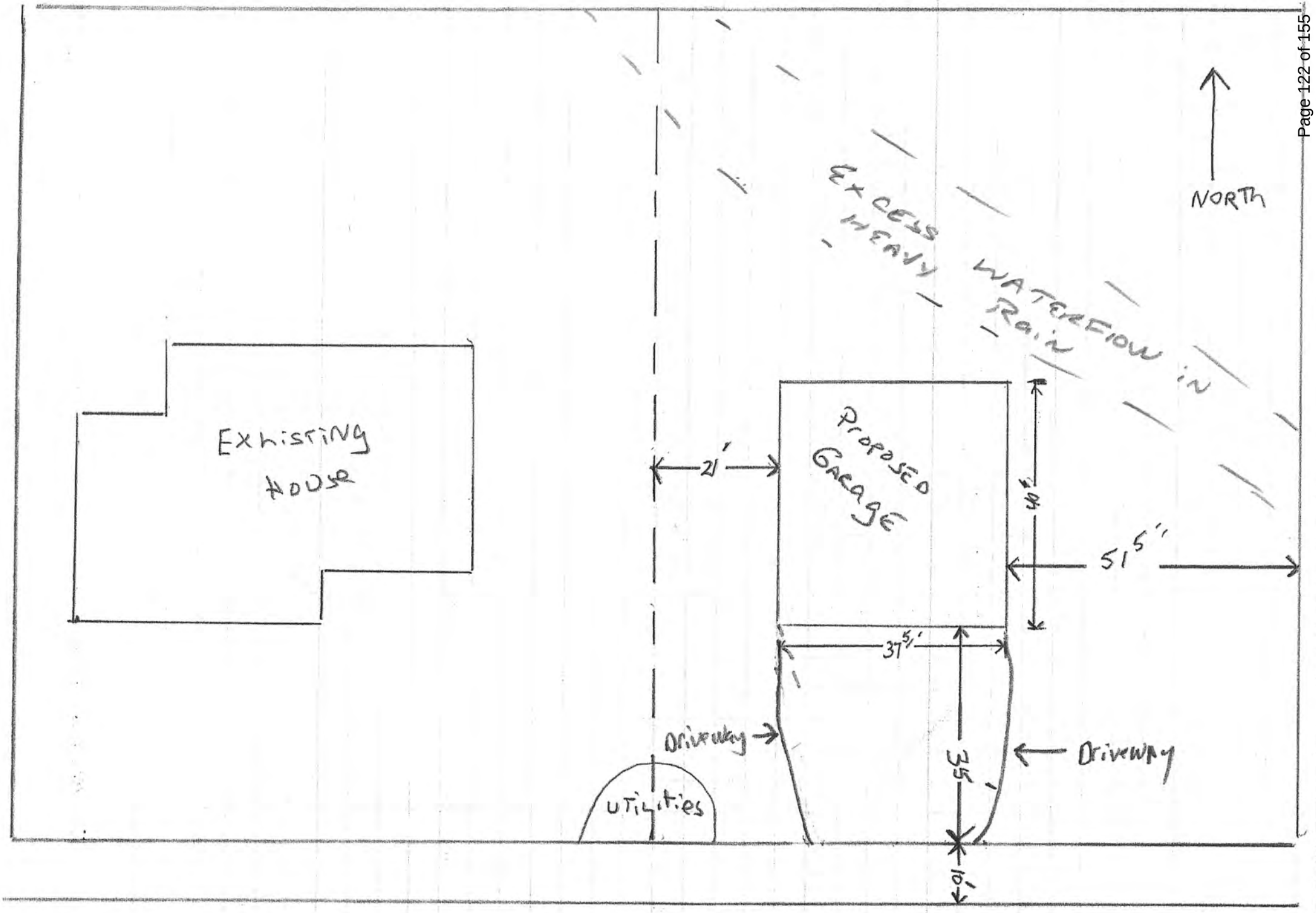
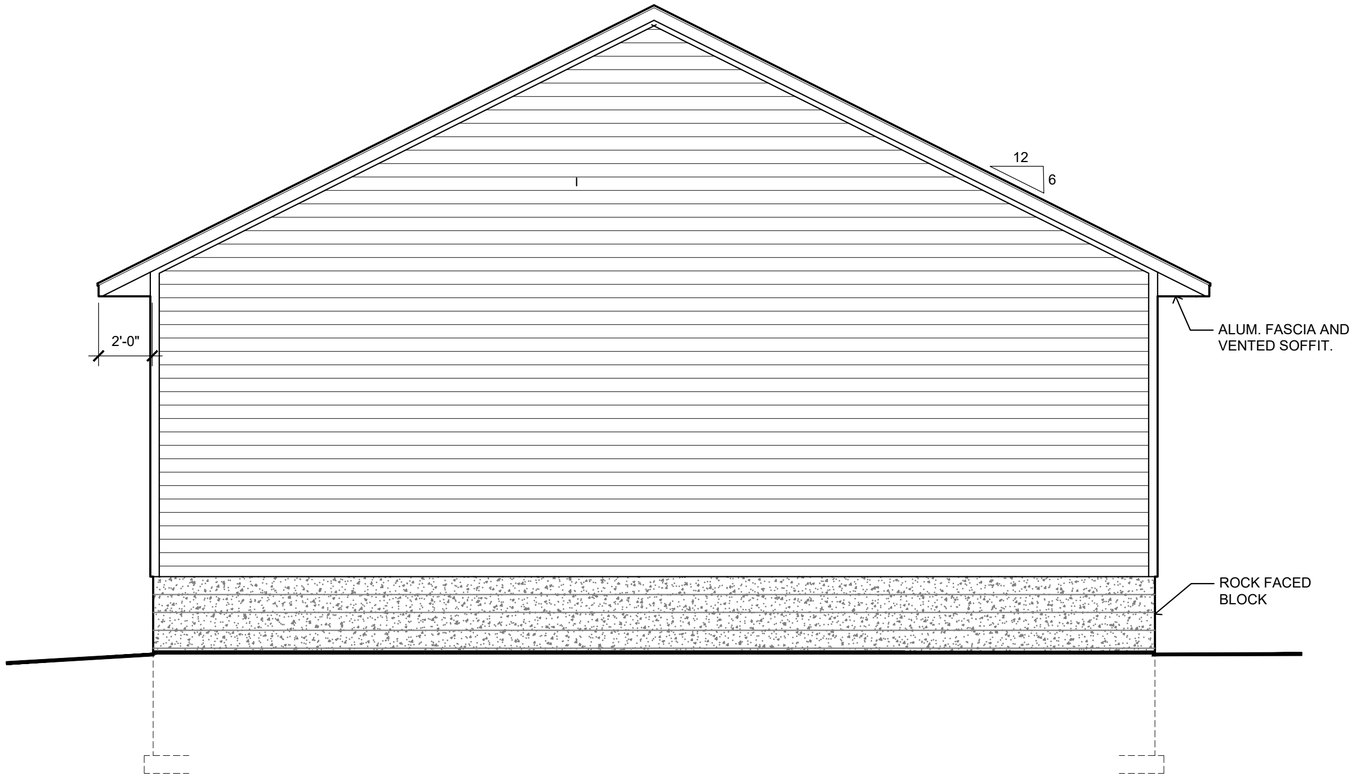
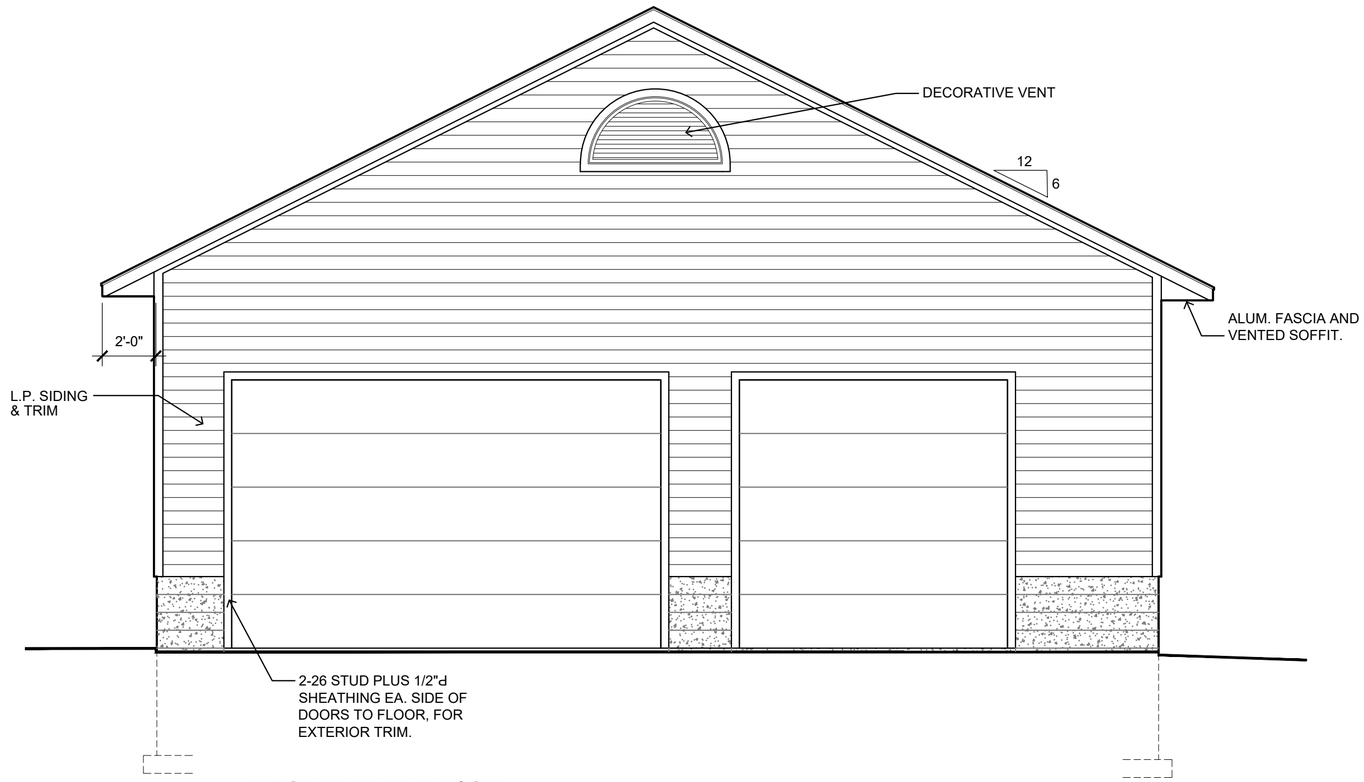


1220 CARPENTAR PLACE 1230



BACK ELEVATION

SCALE: 1/4"=1'-0"



FRONT ELEVATION

SCALE: 1/4"=1'-0"

WHEELER DESIGN

OWATONNA, MN
PHONE (507) 649-0441

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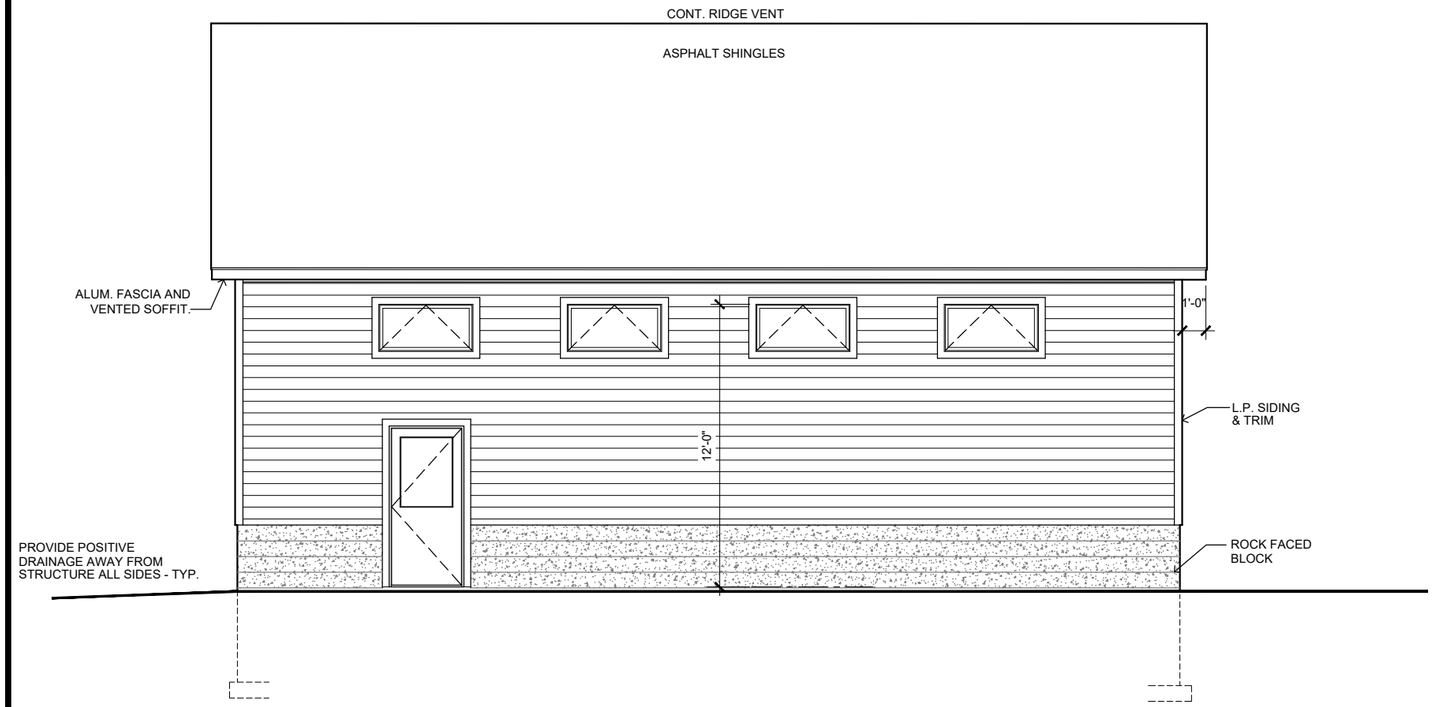
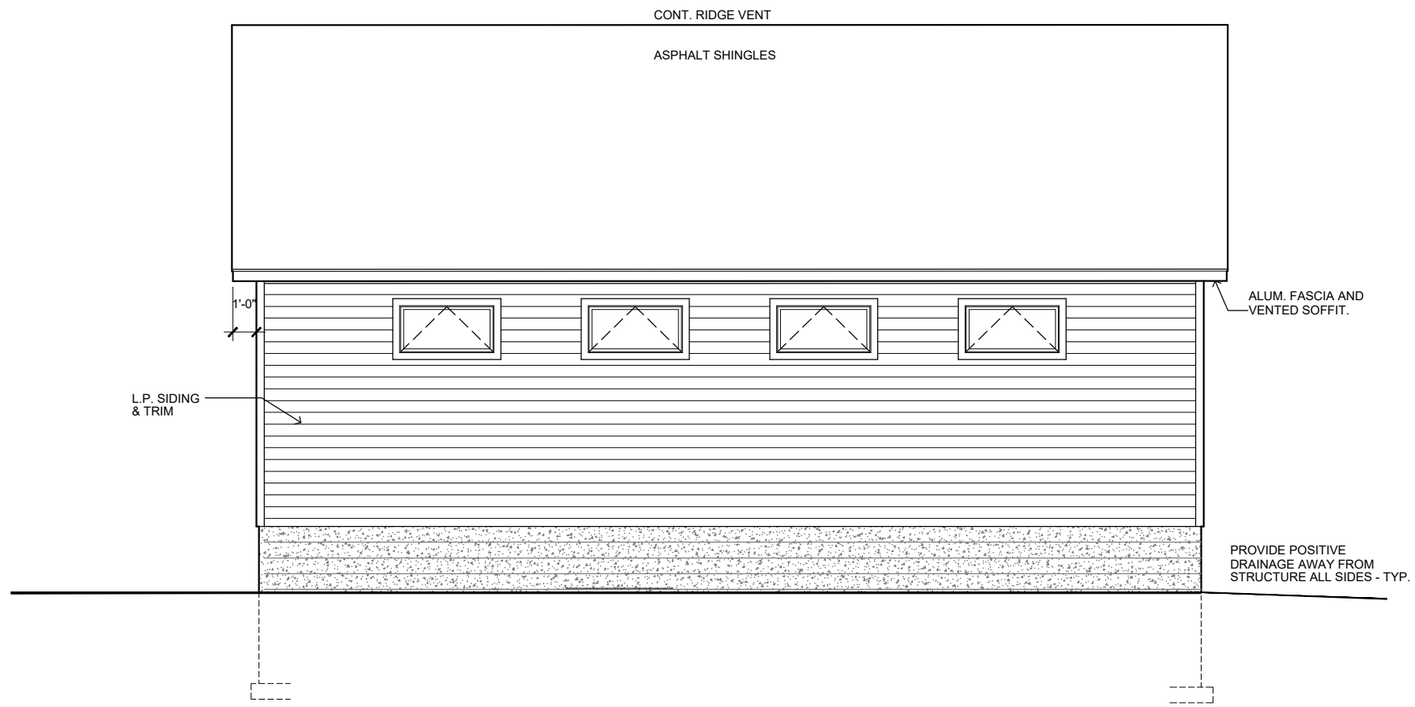
RESIDENCE: PIRKL GARAGE
ADDRESS: 1230 CARPENTAR PL.
OWATONNA, MN. 55060

6/27/2023
7/8/2023
REV.7/29/2023



SIDE ELEVATION

SCALE: 1/4"=1'-0"



SIDE ELEVATION

SCALE: 1/4"=1'-0"

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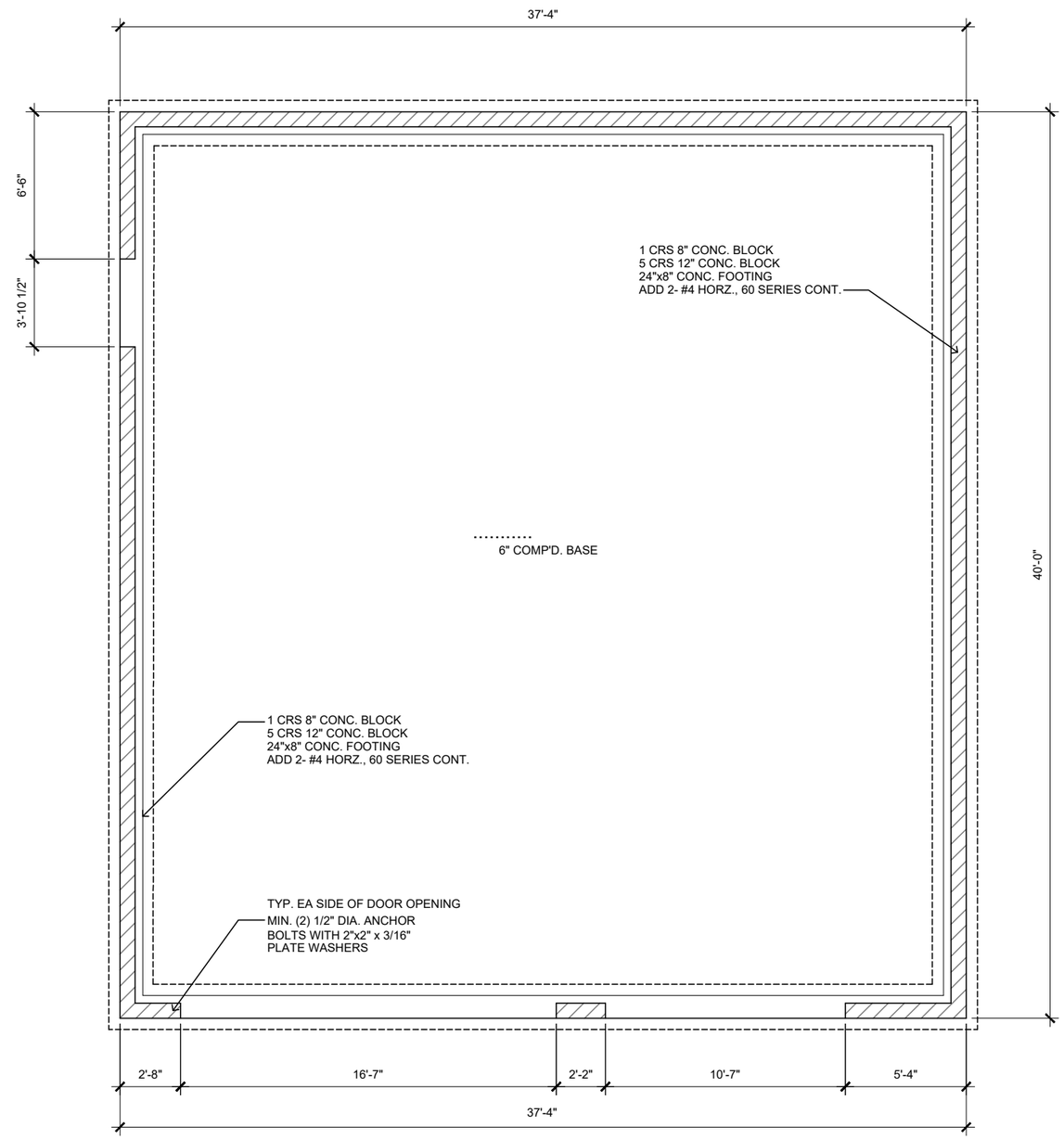

FOUNDATION PLAN

SCALE: 1/4"=1'-0"

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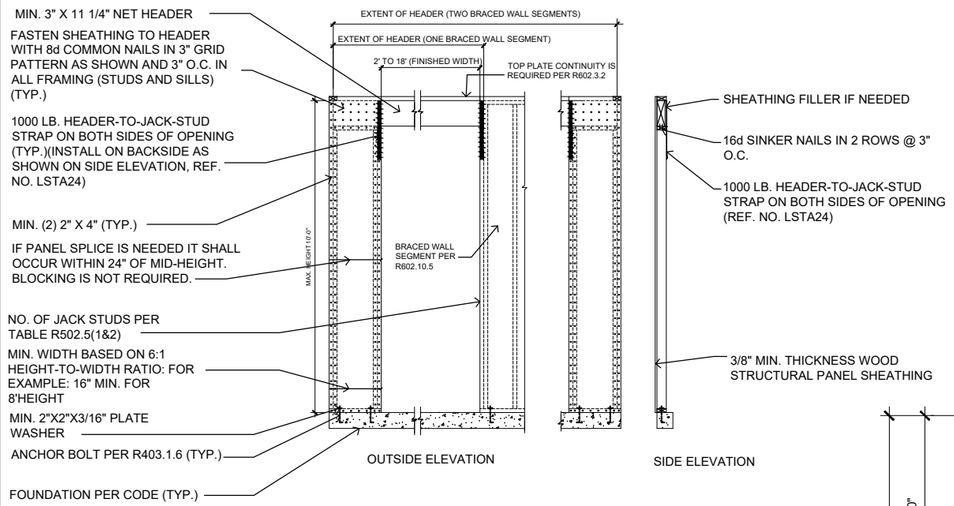
6/27/2023



APA DETAIL OF NARROW WALL BRACING METHOD WITHOUT HOLD-DOWNS (DETAIL)

IMPORTANT CODE REUIREMENT:A

ONLY FOR USE ON HOMES WITH FULLY SHEATHED PLYWOOD OR OSB EXTERIOR WALLS, PER IRC R602.10.5.

NOTES:

OWNER TO VERIFY WINDOW SIZE AND ROUGH OPENINGS AND LOCATION.

FIELD VERIFY ALL DIMENSIONS ON SITE.

USE TREATED WOOD IN CONTACT WITH MASONRY AREAS.

PROVIDE SOLID BRG. UNDER ALL POINT LOADS.

2-2X10 WINDOW AND DOOR HEADERS #2 AND BETTER D.F. OR H.F. PROVIDE 1 KING AND 1 TRIMMER STUD @ EA. END OF HEADER UNLESS NOTED OTHERWISE.

ENGINEERED WOOD PRODUCES SEE MANUFACTURES SPEC'S ON INSTALLATION.

ALL WALL PENETRATIONS THROUGH THE EXTERIOR WALL ENVELOPE MUST BE PROPERLY FLASHED AND SEALED USE STEP FLASHING PROCEDURE AND ALONG WITH MANUFACTER SPEC'S.

R403.5.14 LABELING

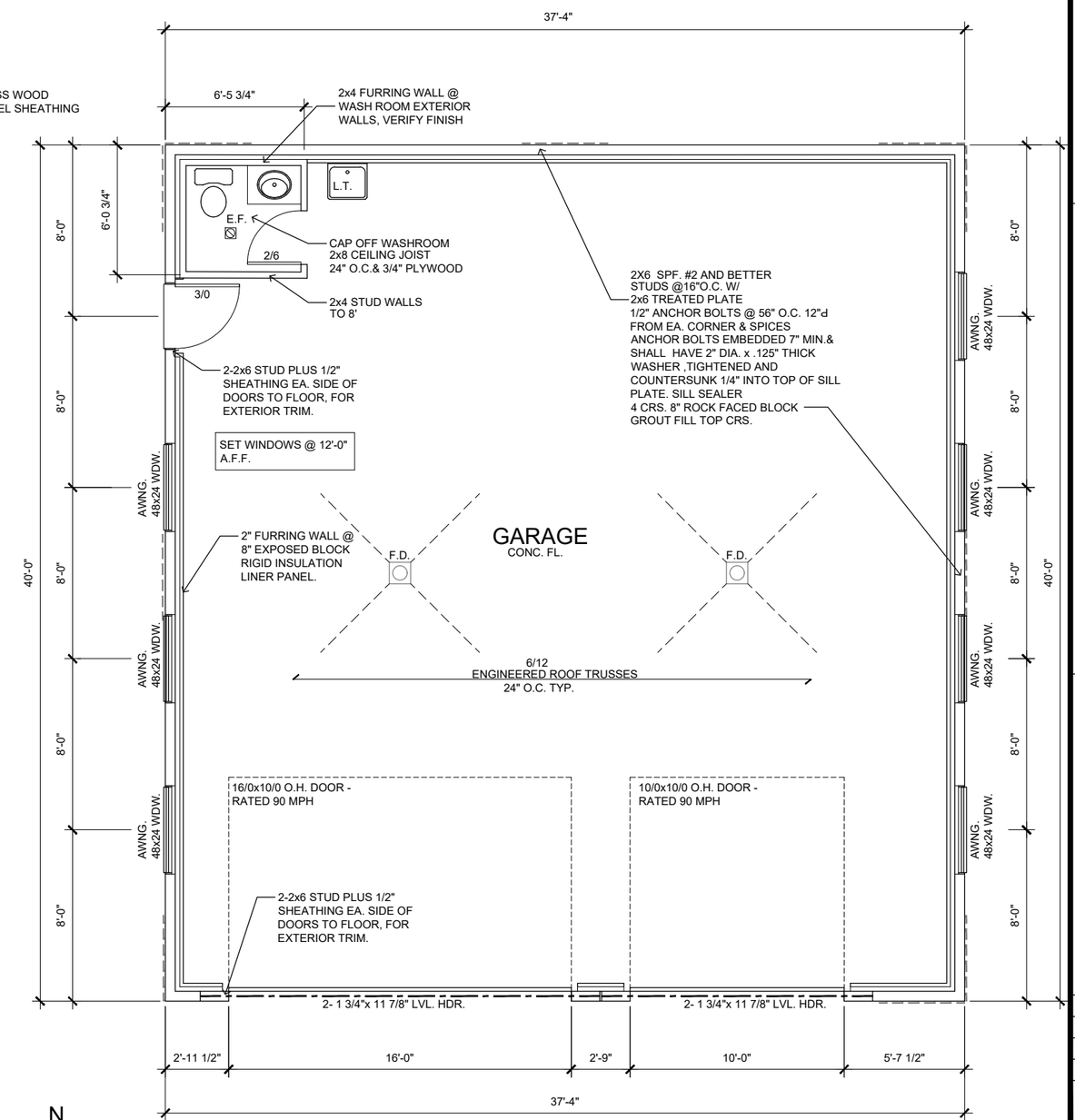
ALL VENTILATION INTAKE AND EXHAUST OUTLETS SHALL INCLUDE PERMANENT, WEATHER RESISTANT INDENTIFICATION LABELS ON THE BUILDING EXTERIOR.

BRACING METHOD #3 R602.10.3
CONTINUOUSLY SHEATHED
WOOD STRUCTUAL WALL PANEL

48" x 8'-12' U.N.O.

5/16"-1/2" SHEATHING
FASTENER SPACING
EDGE 8d NAIL 6" O.C.
FIELD 8d NAIL 12" O.C

PROVIDE BLOCKING AT ALL WOOD STRUCT. EDGES.



FLOOR PLAN

SCALE: 1/4"=1'-0"

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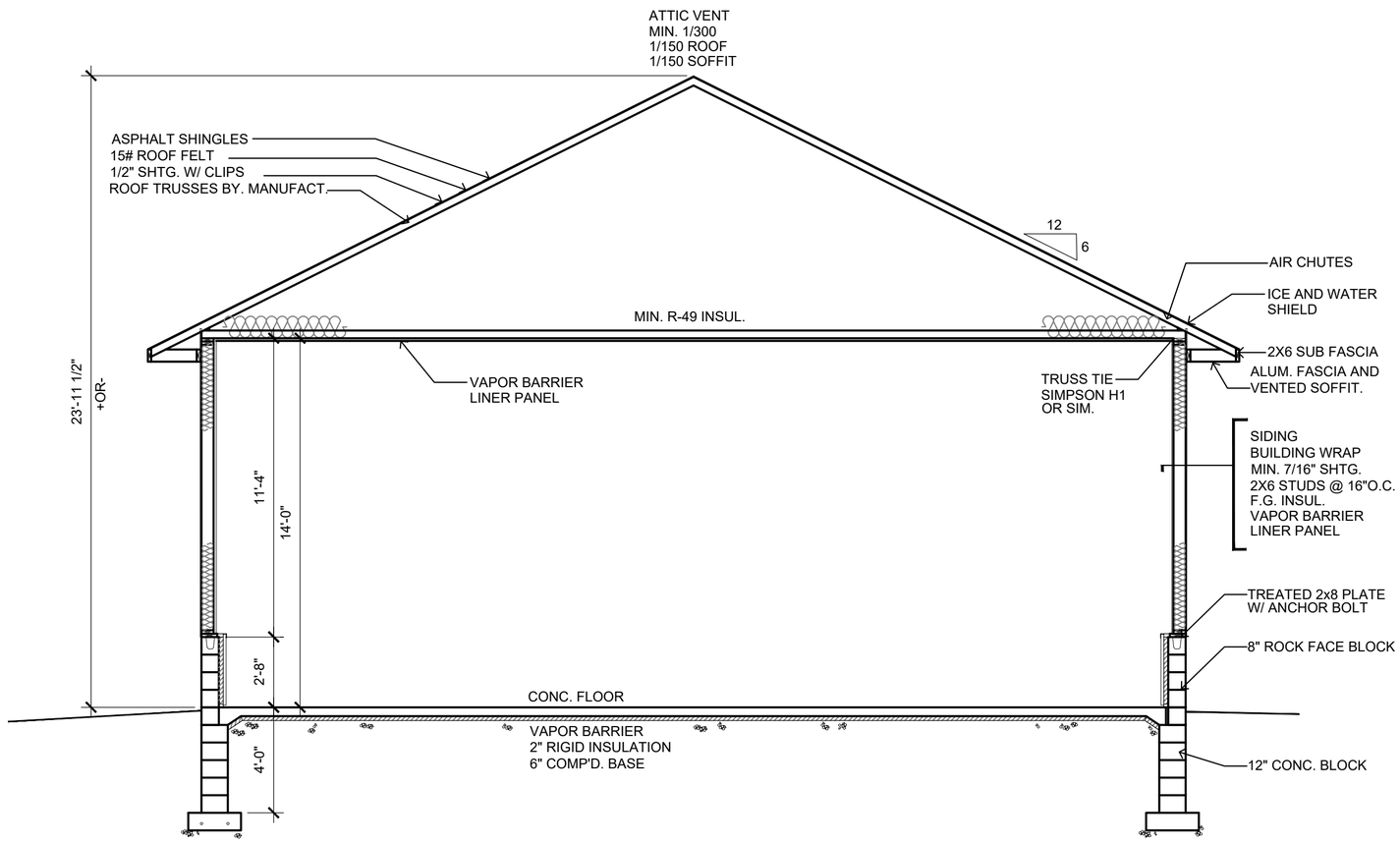

SECTION

SCALE: 1/4"=1'-0"

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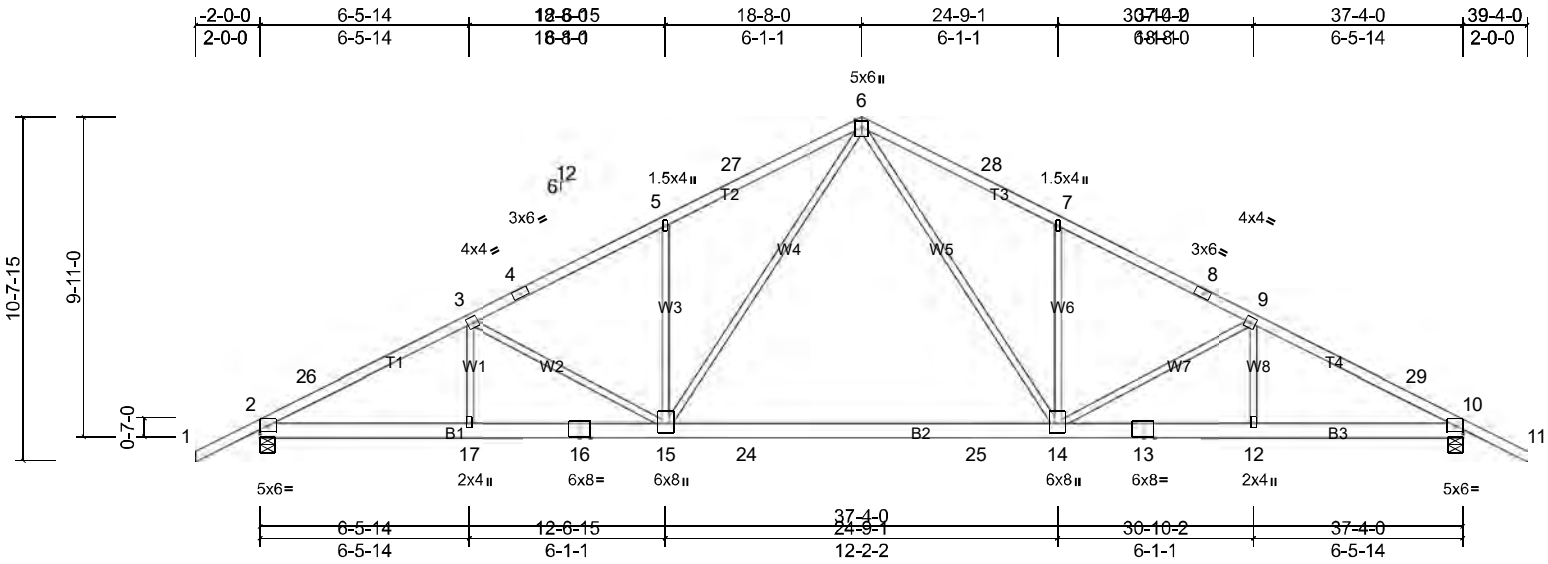
RESIDENCE: PIRKL GARAGE
ADDRESS: 1230 CARPENTAR PL.
OWATONNA, MN. 55060

6/27/2023

REV.7/29/2023

Job	Truss	Truss Type	Qty	Ply	Lumber Specialties, Dyersville, Iowa
Frank	T37	COMMON	19	1	Job Reference (optional)



Scale = 1:71.5

Loading	(psf)	Spacing	2-0-0	CSI		DEFL	in	(loc)	l/defl	L/d	PLATES	GRIP
TCLL (roof)	35.0	Plate Grip DOL	1.15	TC	0.89	Vert(LL)	-0.61	14-15	>735	240	MT20	220/190
TCDL	10.0	Lumber DOL	1.15	BC	0.63	Vert(CT)	-0.81	14-15	>551	180		
BCLL	0.0*	Rep Stress Incr	NO	WB	0.61	Horz(CT)	0.08	10	n/a	n/a		
BCDL	10.0	Code	IRC2018/TPI2014	Matrix-MS							Weight: 200 lb	FT = 12%

LUMBER
TOP CHORD 2x4 DF-N 1800F 1.6E or 2x4 SP 1650F 1.5E
BOT CHORD 2x6 SP 2400F 2.0E
WEBS 2x3 SPF No.2

BRACING
TOP CHORD Structural wood sheathing directly applied.
BOT CHORD Rigid ceiling directly applied or 10-0-0 oc bracing.

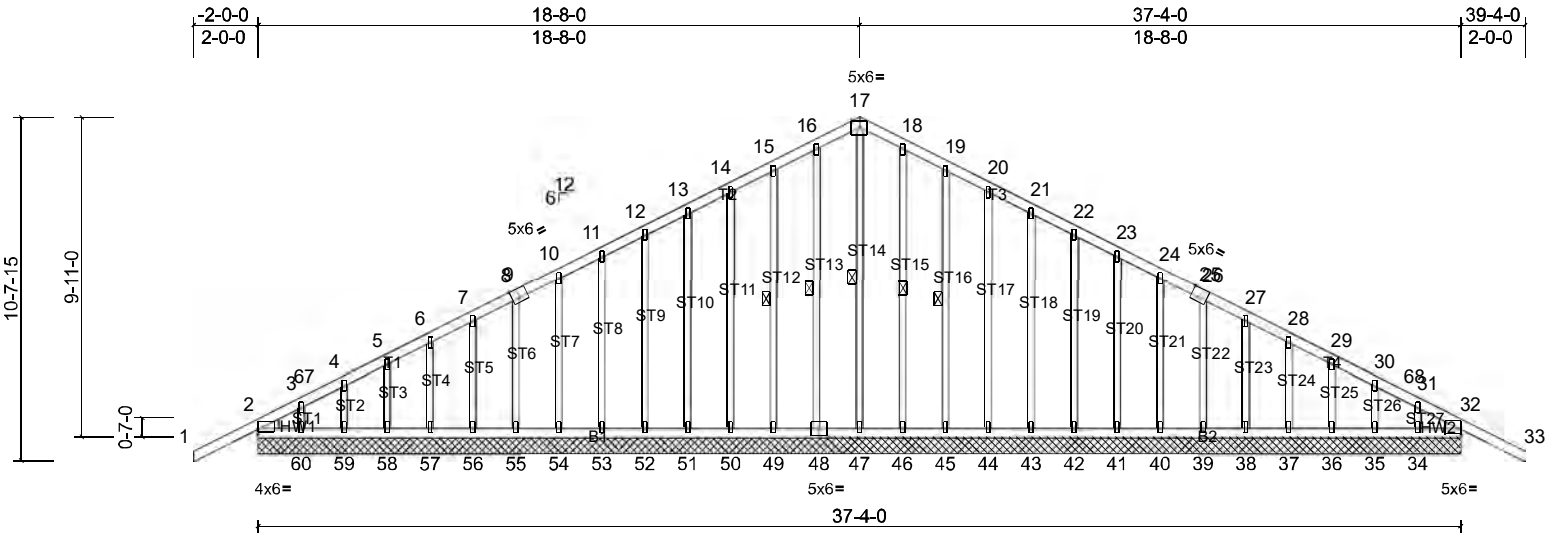
REACTIONS (lb/size) 2=2599/0-5-8, (min. 0-4-1), 10=2599/0-5-8, (min. 0-4-1)
Max Horiz 2=150 (LC 11)

FORCES (lb) - Max. Comp./Max. Ten. - All forces 250 (lb) or less except when shown.
TOP CHORD 2-26=-4385/0, 3-26=-4257/0, 3-4=-4015/0, 4-5=-3896/0, 5-27=-4026/53, 6-27=-3896/73, 6-28=-3896/73, 7-28=-4026/53, 7-8=-3896/0, 8-9=-4015/0, 9-29=-4257/0, 10-29=-4385/0
BOT CHORD 2-17=0/3818, 16-17=0/3818, 15-16=0/3818, 15-24=0/2534, 24-25=0/2534, 14-25=0/2534, 13-14=0/3807, 12-13=0/3807, 10-12=0/3807
WEBS 5-15=-589/109, 7-14=-589/109, 6-15=0/1834, 6-14=0/1834, 3-15=-407/38, 9-14=-407/38

NOTES
1) Unbalanced roof live loads have been considered for this design.
2) Wind: ASCE 7-16; Vult=115mph (3-second gust) Vasd=91mph; TCDL=6.0psf; BCDL=6.0psf; h=20ft; B=45ft; L=37ft; eave=5ft; Cat. II; Exp B; Enclosed; MWFRS (directional) and C-C Exterior(2E) -2-0-0 to 1-8-13, Interior (1) 1-8-13 to 18-8-0, Exterior(2R) 18-8-0 to 22-4-13, Interior (1) 22-4-13 to 39-4-0 zone; cantilever left and right exposed ; end vertical left and right exposed;C-C for members and forces & MWFRS for reactions shown; Lumber DOL=1.60 plate grip DOL=1.60
3) Plates checked for a plus or minus 5 degree rotation about its center.
4) This truss has been designed for a 10.0 psf bottom chord live load nonconcurrent with any other live loads.
5) * This truss has been designed for a live load of 20.0psf on the bottom chord in all areas where a rectangle 3-06-00 tall by 2-00-00 wide will fit between the bottom chord and any other members, with BCDL = 10.0psf.
6) All bearings are assumed to be SPF No.2 crushing capacity of 425 psi.
7) This truss is designed in accordance with the 2018 International Residential Code sections R502.11.1 and R802.10.2 and referenced standard ANSI/TPI 1.
8) Load case(s) 1 has/have been modified. Building designer must review loads to verify that they are correct for the intended use of this truss.

LOAD CASE(S) Standard
1) Dead + Roof Live (balanced): Lumber Increase=1.15, Plate Increase=1.15
Uniform Loads (lb/ft)
Vert: 15-18=-20, 14-15=-80, 14-21=-20, 1-6=-90, 6-11=-90

Job	Truss	Truss Type	Qty	Ply	Lumber Specialties, Dyersville, Iowa
Frank	T37GE	COMMON	19	1	Job Reference (optional)



Scale = 1:71.5

Plate Offsets (X, Y): [2:Edge,0-1-9], [9:0-3-0,Edge], [25:0-3-0,Edge], [48:0-3-0,0-3-0]

Loading	(psf)	Spacing	2-0-0	CSI		DEFL	in	(loc)	l/defl	L/d	PLATES	GRIP
TCLL (roof)	35.0	Plate Grip DOL	1.15	TC	0.33	Vert(LL)	n/a	-	n/a	999	MT20	220/190
TCDL	10.0	Lumber DOL	1.15	BC	0.12	Vert(CT)	n/a	-	n/a	999		
BCLL	0.0*	Rep Stress Incr	NO	WB	0.17	Horz(CT)	0.01	64	n/a	n/a		
BCDL	10.0	Code	IRC2018/TPI2014	Matrix-MS							Weight: 233 lb	FT = 12%

LUMBER

TOP CHORD	2x4 DF-N 1800F 1.6E or 2x4 SP 1650F 1.5E
BOT CHORD	2x4 DF-N 1800F 1.6E or 2x4 SP 1650F 1.5E
OTHERS	2x3 SPF No.2
WEDGE	Left: 2x4 DF-N No.1/No.2 Right: 2x3 SPF No.2

BRACING

TOP CHORD	Structural wood sheathing directly applied or 6-0-0 oc purlins.
BOT CHORD	Rigid ceiling directly applied or 6-0-0 oc bracing.
WEBS	1 Row at midpt 17-47, 16-48, 15-49, 18-46, 19-45

REACTIONS All bearings 37-4-0.
(lb) - Max Horiz 2=-150 (LC 10), 61=-150 (LC 10)
Max Uplift All uplift 100 (lb) or less at joint(s) 2, 32, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 64
Max Grav All reactions 250 (lb) or less at joint(s) 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60 except 2=408 (LC 1), 32=403 (LC 24), 61=408 (LC 1), 64=403 (LC 24)

FORCES (lb) - Max. Comp./Max. Ten. - All forces 250 (lb) or less except when shown.
TOP CHORD 2-3=-124/253

NOTES
1) Unbalanced roof live loads have been considered for this design.
2) Wind: ASCE 7-16; Vult=115mph (3-second gust) Vasd=91mph; TCDL=6.0psf; BCDL=6.0psf; h=20ft; B=45ft; L=37ft; eave=5ft; Cat. II; Exp B; Enclosed; MWFRS (directional) and C-C Exterior(2E) -2-0-0 to 1-8-13, Interior (1) 1-8-13 to 18-8-0, Exterior(2R) 18-8-0 to 22-8-0, Interior (1) 22-8-0 to 39-4-0 zone; cantilever left and right exposed ; end vertical left and right exposed;C-C for members and forces & MWFRS for reactions shown; Lumber DOL=1.60 plate grip DOL=1.60
3) Truss designed for wind loads in the plane of the truss only. For studs exposed to wind (normal to the face), see Standard Industry Gable End Details as applicable, or consult qualified building designer as per ANSI/TPI 1.
4) All plates are 1.5x4 MT20 unless otherwise indicated.
5) Plates checked for a plus or minus 5 degree rotation about its center.
6) Gable requires continuous bottom chord bearing.
7) Gable studs spaced at 1-4-0 oc.
8) This truss has been designed for a 10.0 psf bottom chord live load nonconcurrent with any other live loads.
9) * This truss has been designed for a live load of 20.0psf on the bottom chord in all areas where a rectangle 3-06-00 tall by 2-00-00 wide will fit between the bottom chord and any other members.
10) All bearings are assumed to be SPF No.2 crushing capacity of 425 psi.
11) Provide mechanical connection (by others) of truss to bearing plate capable of withstanding 100 lb uplift at joint(s) 2, 32, 49, 50, 51, 52, 53, 54, 55, 56, 57, 59, 60, 45, 44, 43, 42, 41, 40, 39, 38, 37, 35, 34, 2, 32.
12) This truss is designed in accordance with the 2018 International Residential Code sections R502.11.1 and R802.10.2 and referenced standard ANSI/TPI 1.

LOAD CASE(S) Standard

RESOLUTION NO. 72-23
A RESOLUTION APPROVING CONDITIONAL USE CUP-7

WHEREAS, Conditional Use CUP-7 by Greg Pirkl to construct a 37'4" x 40', 1493 square foot detached garage on the property located at 1220 Carpenter Place NE and legally described as follows; and

Lots 18 & 19, Block 2, Spring Park Addition No. 2, Steele County, Minnesota

WHEREAS, The Planning Commission held a public hearing on August 8, 2023 and recommended approval of CUP-7; and

WHEREAS, on August 15, 2023, the City Council accepted and approved CUP-7, as the same was approved and recommended by the Planning Commission of the City; and

WHEREAS, the City Council concurs with all of the findings of the Planning Commission and hereby makes the identical findings as referenced in the CUP-7 Staff Report.

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

1. That said conditional use permit is in accordance with and conformity to the plans and regulations established by the City and the comprehensive plan for the development of the City.
2. That said conditional use permit be and the same hereby is approved with the following conditions:
   a) Both lots shall be combined prior to a building permit being issued.
   b) The sewer and water services shall be used or removed at the main.
   c) The accessory structures shall not be used for commercial purposes.
   d) The overflow drainage area shall be accommodated on the east side of the lot.
   e) All grading, building, and utility permits shall be issued for the garage prior to commencing construction.
3. That the Clerk cause a certified copy of this resolution to be filed in the office of the County Recorder of Steele County, Minnesota.

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

Aye _____; No _____; Absent _____.

Approved and signed this _____ day of _____, 2023.

_____
Thomas A. Kuntz, Mayor

ATTEST:

_____
Kris M. Busse, City Administrator/City Clerk

Community Development Department

DATE: August 15, 2023
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 73-23: VAR-5 & CUP-8 Kortz Multi Family Conversion - 331 Vine Street E

Purpose:
Approve Resolution 73-23 to approve Application VAR-5 and CUP-8 received from Tyler Kortz of MidWest Invest, LLC for the property at 331 Vine Street E. This is a request for a lot size variance on a 12,623 square foot lot where 13,000 square feet is required for minimum lot size for a single-family converted to a multi-family in the R-3, Single- and Two-Family Residential District and a request for a conditional use permit to allow the conversion of a single-family dwelling to a 3-unit multi-family dwelling in the R-3, Single- and Two-family Residential District.

Background:
Staff Report Attached.

Budget Impact:
None.

Staff Recommendation:
Staff recommends approval of Resolution 73-23 as recommended by the Planning Commission.

Attachments:
1. Resolution 73-23 VAR 5 & CUP-8 - 331 Vine St E
2. VAR -5 CUP-8 Kortz CUP and variance - 331 Vine Street E w PC

RESOLUTION NO. 73-23

A RESOLUTION APPROVING VAR-5 & CUP-8

WHEREAS, Application VAR-5, by Tyler Kortz of MidWest Invest, LLC, a request for lot size variance on a 12,623 square foot lot where 13,000 square feet is required for minimum lot size for a single-family converted to a multi-family in the R-3, Single- and Two-Family Residential District and CUP-8 by Tyler Kortz of MidWest Invest, LLC, a request for a conditional use permit to allow the conversion of a single-family dwelling to a 3-unit multi-family dwelling in the R-3, Single- and Two-family Residential District and is legally described as Exhibit A; and

WHEREAS, The Planning Commission held a public hearing on August 8, 2023 and recommended approval of VAR-5 & CUP-8 and

WHEREAS, on August 15, 2023, the City Council accepted and approved VAR-5 & CUP-8, as the same was approved and recommended by the Planning Commission of the City; and

WHEREAS, the City Council concurs with all of the findings of the Planning Commission and hereby makes the identical findings as referenced in the VAR-5 & CUP-8 Staff Report.

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

1. That said conditional use permit and variance are in accordance with and conformity to the plans and regulations established by the City and the comprehensive plan for the development of the City.
2. That said conditional use permit and variance be and the same hereby is approved with the following conditions:
   a) The applicant shall keep and maintain the Rental Registration on the property.
   b) All inspections shall be completed and all repairs made as required.
3. That the Clerk cause a certified copy of this resolution to be filed in the office of the County Recorder of Steele County, Minnesota.

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

Aye _____; No _____; Absent _____.

Approved and signed this _____ day of _____, 2023.

_____
Thomas A. Kuntz, Mayor

ATTEST:

_____
Kris M. Busse, City Administrator/City Clerk

EXHIBIT A

Lot 4 and the West ½ of Lot 5 Except the East 9' of the West ½ of Lot 5, Abbott's Second Addition, Steele County, Minnesota

August 4, 2023

To: Mayor & City Council
From: Community Development Department
RE: Application VAR-5, by Tyler Kortz of MidWest Invest, LLC, a request for lot size variance on a 12,623 square foot lot where 13,000 square feet is required for minimum lot size for a single-family converted to a multi-family in the R-3, Single- and Two-Family Residential District and CUP-8 by Tyler Kortz of MidWest Invest, LLC, a request for a conditional use permit to allow the conversion of a single-family dwelling to a 3-unit multi-family dwelling in the R-3, Single- and Two-family Residential District.

Application Review:

Applicant/Owner:	Tyler Kortz / MidWest Invest, LLC
Location of Property:	331 Vine Street East
Zoning Map:	R-3, Single and Two Family Residential District
Zoning Ordinance:	Section 157.020 states that the conversion of single family dwelling to no more than 4 units is a CUP
Report Attachments:	1. Location Map 2. Aerial Photo 3. Site Plan 4. Construction Information 5. Application Letter

Proposed Development:

- Application VAR-5, by Tyler Kortz of MidWest Invest, LLC, a request for lot size variance on a 12,623 square foot lot where 13,000 square feet is required for minimum lot size for a single-family converted to a multi-family in the R-3, Single- and Two-Family Residential District.
- CUP-8 by Tyler Kortz of MidWest Invest, LLC, a request for a conditional use permit to allow the conversion of a single-family dwelling to a 3-unit multi-family dwelling in the R-3, Single- and Two-family Residential District.
- The rental registration for this property has ceased for longer than 180 days and therefore all requirements are to be met in order to approve the rental registration for this property.
- This property has not been through the registration process since 2012.
- The applicant has enough parking to accommodate all of the units as well as a trash area adjacent to the parking lot.
- As of the time of this report staff has not heard any comments regarding these requests.
- The applicant is a approximately 400 square feet shy of what is required for a SF conversion property.

- State Statute requires that the applicant show a practical difficulty in order to be granted a variance. You also need to show that the variance requested is the minimum amount necessary to accomplish what is needed.
- A variance must stand on its own merits and may not be compared to other situations in which variances were granted.
- According to the ordinance regarding granting of a variance, the Planning Commission shall make findings of fact based on the following.
    - That particular physical surroundings, shape, or topographical conditions of the specified parcel of land involved.
    - That the condition involved is unique to the particular parcel of land involved.
    - That the alleged difficulty or hardship is caused by this Ordinance and has not been created by any persons presently having an interest in the parcel.
    - That the granting of the variation will not be detrimental to the public welfare or injurious to other land or improvements to the neighborhood.
    - That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets, or interfere with the function of the Police and Fire Departments of the City.
- According to the ordinance, a conditional use permit may be granted if the following findings are met:

    a) The establishment or operation of the proposed conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.

    b) The architectural appearance and functional plan of the building and site reflects the building character of the area and will not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence within a reasonable distance of the lot. The proposed development will be compatible with existing and planned use of the area and conflicts will not be created between the proposed use and existing and intended future uses of the surrounding area.

    c) The traffic generated by this use shall be channelized and controlled in a manner that will avoid congestion on public streets, safety hazards or excessive traffic through residential areas. The traffic generated will not raise traffic volumes beyond the capacity of the surrounding streets. Vehicular access points will be limited, and will create a minimum amount of conflict with through traffic movements and will be subject to the approval of the City Engineer. Vehicular drive up ingress lanes will be large enough to accommodate peak auto use on the same lot without requiring the stopping or waiting of vehicles on public right-of-way. Ingress lanes will be from the least heavily traveled street wherever possible.

    d) Public services, including but not limited to sewer, water, gas, police, and fire protection, are available at an adequate level and capable of servicing the proposed land use. In addition, adequate access, drainage, and any other necessary support facilities shall be provided.

e) All such other or further factors as the City shall deem a requisite or consideration in determining the effect of such use on the general welfare, public health and safety.

Staff Review:

Barring any new information presented at the meeting, Staff is recommending approval of Application VAR-5, by Tyler Kortz of MidWest Invest, LLC, a request for lot size variance on a 12,623 square foot lot where 13,000 square feet is required for minimum lot size for a single-family converted to a multi-family in the R-3, Single- and Two-Family Residential District and CUP-8 by Tyler Kortz of MidWest Invest, LLC, a request for a conditional use permit to allow the conversion of a single-family dwelling to a 3-unit multi-family dwelling in the R-3, Single- and Two-family Residential District with the following conditions:

1) The applicant shall keep and maintain the Rental Registration on the property.
2) All inspections shall be completed and all repairs made as required.

Planning Commission:

Application No. VAR-5, which is a request by Tyler Kortz of MidWest Invest, LLC, for a lot size variance on a 12,623 square foot lot where 13,000 square feet is required for minimum lot size for a single-family converted to a multi-family in the R-3, Single- and Two-Family Residential District and Conditional Use Permit No. CUP-8 by Tyler Kortz of MidWest Invest, LLC, a request for a conditional use permit to allow the conversion of a single-family dwelling to a 3-unit multi-family dwelling in the R-3, Single- and Two-family Residential District, were presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing for both requests opened at 5:58 pm. No comments were made regarding this request. Public hearing closed at 5:59 pm. Eickhoff asked how long this has been a multi-family unit. Kruschke said that it has been as long as he can remember. This started happening in 2012 or 2014.

A motion was made by Eickhoff and seconded by Wilson to recommend City Council approval of Application VAR-5, by Tyler Kortz of MidWest Invest, LLC, a request for lot size variance on a 12,623 square foot lot where 13,000 square feet is required for minimum lot size for a single-family converted to a multi-family in the R-3, Single- and Two-Family Residential District. All Commissioners voting Aye, the motion carried.

A motion was made by Eickhoff and seconded by Wilson to recommend City Council approval of CUP-8 by Tyler Kortz of MidWest Invest, LLC, a request for a conditional use permit to allow the conversion of a single-family dwelling to a 3-unit multi-family dwelling in the R-3, Single- and Two-family Residential District with the following conditions:

1) The applicant shall keep and maintain the Rental Registration on the property.
2) All inspections shall be completed and all repairs made as required.

All Commissioners voting Aye, the motion carried.

Community Development Department

DATE: August 15, 2023
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 74-23: Set Date of Public Hearing for TIF District 3-17 - FoamCraft

Purpose:
Request Council approval of Resolution 74-23 to set a public hearing for TIF District 3-17 on September 19, 2023, at the regular City Council meeting.

Background:
See Attached Memo.

Budget Impact:
The City will need to pay for the cost of publication of the notice for the public hearing.

Staff Recommendation:
Staff recommends approval of Resolution 74-23.

Attachments:
1. Res 74-23 Set Public Heairng Date - TIF District 3-17
2. Northland Memo - July 28, 2023

RESOLUTION NO. 74-23

RESOLUTION CALLING PUBLIC HEARING ON THE PROPOSED MODIFICATION OF MUNICIPAL DEVELOPMENT DISTRICT NO. 3; THE ADOPTION OF A MODIFICATION TO THE DEVELOPMENT PROGRAM FOR MUNICIPAL DEVELOPMENT DISTRICT NO. 3; THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT (ECONOMIC DEVELOPMENT) NO. 3-17 (FOAMCRAFT) WITHIN DEVELOPMENT DISTRICT NO. 3; AND THE PROPOSED ADOPTION OF A TAX INCREMENT FINANCING PLAN RELATING THERETO

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

1. Public Hearing. This Council shall meet on September 19, 2023, at approximately 7:00 p.m., to hold a public hearing on the following matters: (a) the proposed modification of Development District No. 3; (b) the proposed adoption of a modification to the Development Program for Development District No. 3; (c) the proposed establishment of Tax Increment Financing District (Economic Development) No. 3-17 (FoamCraft) within Development District No. 3; and (d) the proposed adoption of a Tax Increment Financing Plan relating thereto, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.133, both inclusive, as amended, and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended (collectively, the "Act").

2. Notice of Hearing; Filing of Program and Plan. The City Administrator is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the proposed Development Program and the proposed Tax Increment Financing Plan on file in the City Administrator's Office at City Hall and to make such copies available for inspection by the public.

3. Consultation with Other Taxing Jurisdictions. The City Administrator is hereby directed to mail a notice of the public hearing and a copy of the proposed Development Program and the proposed Tax Increment Financing Plan to Steele County and Owatonna Public Schools, Independent School District No. 761 informing those taxing jurisdictions of the estimated fiscal and economic impact of the establishment of the proposed tax increment financing district.

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

Exhibit A

CITY OF OWATONNA
STEELE COUNTY
STATE OF MINNESOTA

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of Owatonna, Steele County, Minnesota, will hold a public hearing on September 19, 2023, at 7:00 p.m., at the City Hall, 540 West Hills Circle in the City of Owatonna, Minnesota (the "City"), relating to the proposed modification of Development District No. 3, the proposed modification of the Development Program for Development District No. 3, the proposed establishment of Tax Increment Financing District (Economic Development) No. 3-17 (FoamCraft) within Development District No. 3, and the proposed adoption of a Tax Increment Financing Plan therefor, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.133 and Sections 469.174 through 469.1794. Copies of the Development Program, as modified, the proposed Tax Increment Financing Plan are on file and available for public inspection at the office of the City Administrator at City Hall.

The property included in Development District No. 3 is described in the Development Program, as amended, on file in the office of the City Administrator. The property proposed to be included in Tax Increment Financing District (Economic Development) No. 3-17 (FoamCraft) is described in the Tax Increment Financing Plan on file in the office of the City Administrator.

A map of Development District No. 3 and Tax Increment Financing District (Economic Development) No. 3-17 (FoamCraft) is the form attached hereto as Exhibit 1.

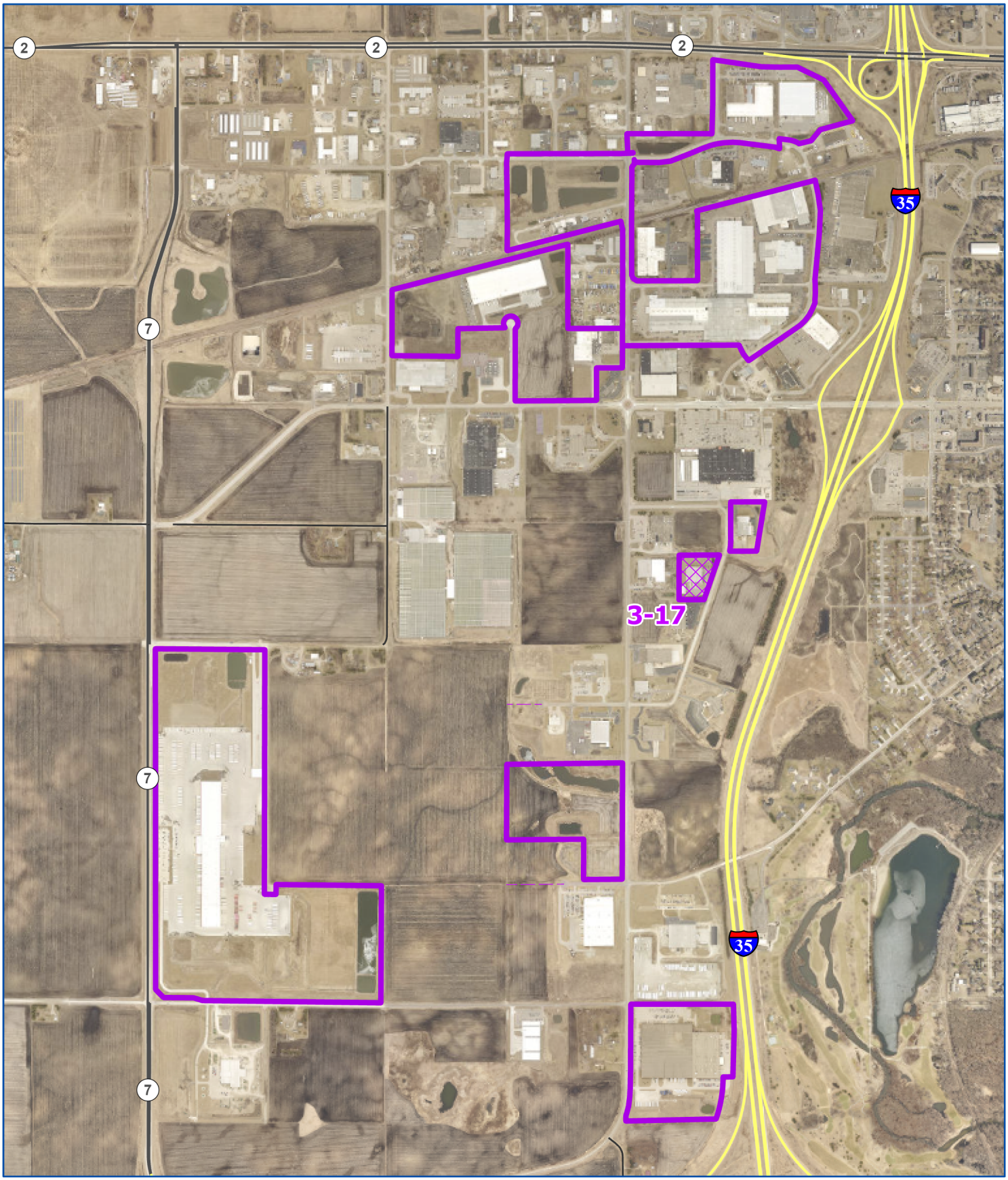
All interested persons may appear at the hearing and present their views orally or in writing prior to the hearing.

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

BY: _____
Kris M. Busse, City Administrator

Exhibit 1

City of Owatonna Map of Boundaries of Development District No. 3 and Tax Increment Financing Districts within Development District No. 3



July 26, 2023

Tax Increment Financing District No. 3-17

Tax Increment Financing Districts within Development District No. 3

0 0.25 0.5 Miles

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

MEMORANDUM

To: Greg Kruschke, City of Owatonna

From: Tammy Omdal

Date: July 28,2023

Re: Proposed Tax Increment Financing District No. 3-17

The City of Owatonna (the "City") received a request for financial assistance from FoamCraft Packaging, Inc. (the "Developer") for the construction of an approximately 15,625 square foot expansion to an existing 30,625 square foot building to provide additional space for warehousing and distribution (the "Project)". The site for the Project is located on a single parcel (PID 17-479-0105) at 400 Alexander Drive Southwest in the City (the "Property").

The City plans to hold a public hearing on September 19, 2023 to consider the establishment of Tax Increment Financing (Economic Development) District No. 3-17 (the "TIF District") within Development District No. 3. Following the public hearing the City Council may consider adoption of a resolution to establish the TIF District. The establishment of the TIF District by the City provides the authority to consider approval of financial assistance to the Developer for the Project at a future date.

The purpose of this memorandum is to provide information on tax increment financing authority and process followed for establishing the TIF District, along with a summary of the plan for the TIF District.

Background on TIF Authority

The establishment of tax increment financing (TIF) economic development district is a statutory financing tool that can be used to promote economic development in areas where it would otherwise not occur. The establishment of the TIF district will allow the City to "capture" the revenues generated by the increase in net tax capacity resulting from the expansion within the TIF District. The revenue comes from the increase in property taxes, with some limited exceptions to the taxes that may be captured within a TIF district. For example, referendum taxes and state property taxes cannot be captured with the TIF district.

The maximum duration to capture the tax increments from an economic development district is 8 years after the first year of tax increment collections for a total of 9 years.

The City may use tax increments to assist the developer with financing of site improvement costs related to the expansion. Certain findings must be made by the City when approving the TIF district, including a finding that the project, as proposed, is feasible only through assistance, in part, from tax increment financing. This is commonly referred to as the "but for" finding.

DRAFT

The Project qualifies as an economic development TIF district. The Project is for warehousing and distribution, and 100% of the planned building expansion will be used for this purpose. The Project will meet the following conditions:

(1) it will discourage commerce, industry, or manufacturing from moving their operations to another state or municipality; or

(2) it will result in increased employment in the state; and

(3) it will result in preservation and enhancement of the tax base of the state.

Process for Approval

The first step in creating the TIF District is the adoption of a Tax Increment Financing Plan for the TIF District (the "TIF Plan"). The TIF Plan provides information about the Project to be funded with tax increment from the TIF district and authorizes the use of tax increment from the district to pay TIF-eligible project costs, among other items.

A tax increment financing district must be located within the boundaries of a specified development project area. The City has previously established Development District No. 3 (the "Project Area"), as modified over time, and set the boundaries of the Project Area as shown in the map included in Exhibit V of the TIF Plan. It is proposed that the City modify the boundaries of the Project Area, and the related Development Plan, to include the addition of the Property.

After the TIF District is established by the City, the City may consider its actions, including a contract for private development with the Developer for tax increment financing assistance.

Notice to County and School District

Before the public hearing and the establishment of the TIF District, the City must provide certain notices to the county and the school district, including providing a copy of a draft tax increment financing plan. The county and school district may comment on the proposed plan and TIF district but cannot prevent the creation of the district. On behalf of the City, Northland will submit a letter and a draft copy of the plan for the TIF District to Steele County and Owatonna Public Schools (District No. 761) on no later than August 18, 2023 asking to receive comments.

Adoption of TIF Plan

Following the public hearing, the City Council may adopt the resolution approving modification to Development District No. 3 and adopting the modified Development Plan for Development District No. 3 relating thereto, and the establishment of the TIF District and the adoption of the Tax Increment Financing Plan (the "TIF Plan") relating thereto, among other actions.

TIF Plan Summary and Terms for Assistance

The summary that follows highlights the key elements of the draft TIF Plan. The TIF Plan provides for the City to capture 100% of the tax increments collected from the Property within the TIF District to reimburse City administrative costs for the TIF District and site improvement/preparation costs to be incurred by the Developer within the TIF District in an amount not to exceed $138,459, payable with simple non-compounded interest at rate of 5.0%.

DRAFT

The Developer will receive 90% of the tax increment derived from the Property until the Developer is reimbursed $138,549 plus interest, or until the maximum duration of the TIF District is reached, whichever occurs first.

Item	Plan Section	Highlights from TIF Plan
City Plans and Development Program	3.02	Section 2.02 of the TIF Plan summarizes the proposed development and explains how this development is consistent with local plans and policies of the City.
Boundaries of TIF District	3.03.2	The TIF District includes one parcel. The parcel is owned by the Developer.
Type of District	3.03.3	The TIF District is an economic development district. The district will meet the statutory criteria for this type of district as a warehousing and distribution facility.
Estimated Tax Increment	3.04.1	The Project is estimated to create annual tax increment revenue of $20,341 in the first year of the TIF District or upon completion of development. This amount is based on the following factors: • Total estimated taxable market value of the Property of $2,213,750 after completion to be classified as commercial-industrial. • The original net tax capacity value of the TIF District is estimated based on the current market value of the Property for taxes payable in 2023. A property's net tax capacity is determined by multiplying the property's taxable market value by the relevant class rate or rates. Class rates are set by statute, vary by property type, and are uniform statewide. For purpose of calculating tax increments, the county auditor will set the original net tax capacity value of the TIF District based on the future use (commercial-industrial). • The estimated combined local tax rate is 137.24% based on Pay 2023 tax rates. This rate is used to estimate tax increments. Upon request to the county auditor to certify the TIF District, and the anticipated timing of the request, it is anticipated the final certified tax rate for the TIF District will be based on the local tax rate for taxes payable in 2024. The actual estimated market value of the property will be set by the Assessor. Changes in property values and tax rates will alter the amount of tax increment revenue from year-to-year. The TIF Plan

DRAFT

Item	Plan Section	Highlights from TIF Plan
		includes estimates for planning purposes only and the actual amounts will vary.
Project Costs, Estimated Source and Uses of Funds, Administrative Expense	3.04.2 3.04.3 3.04.4	Tax increment revenue will be used to pay Project Costs related to development of the Property. The TIF Plan provides for the reimbursement of up to $205,382 of total estimated Project costs. The Project Costs include $138,459 for site improvement/preparation costs to be incurred by the Developer and $20,538 for City administrative costs. Reimbursement of Project Costs will be on a pay-go basis. As tax increment is collected by the City upon distribution of taxes from the county, the City will use the available tax increments to reimburse the Developer and itself for actual costs incurred. The terms for payment to the Developer will be detailed in a written contract between the City and the Developer.
Bonded Indebtedness	3.04.6	All payments made by the City will be on a "pay-go" basis payable solely from available tax increments and will not be a general obligation of the City.
Duration	3.04.7	The TIF Plan elects a duration of nine (9) years which is the maximum duration allowed for an economic development district. The estimated month and year of first receipt of tax increment is July 2025. The estimated required decertification date based on year 2025 as the first year of tax increment collection is December 31, 2033.

DRAFT

Miscellaneous

Administration Department

DATE: August 15, 2023
TO: Mayor and City Council
FROM: Kris Busse, City Administrator
SUBJECT: Lease Agreement - Mn State Public School Orphanage Museum, Inc. - Steele County Historical Society

Purpose:
Request Council approval of an Agreement with the Steele County Historical Society for the Minnesota State Public School Orphanage Museum, Inc. (Museum) at the West Hills.

Background:
The Museum is located within City Hall and Cottage No. 11 at the West Hills. This property is owned by the City. In 2021, the Museum's Board and the Steele County Historical Society Board jointly agreed that it was in the best interest of the Museum for the SCHS to assume the ownership of the Museum and the responsibility to preserve, maintain, and improve the Museum for future generations. This agreement will memorialize the mutual understanding of the terms and conditions for the continuation of the Museum at West Hills.

This is a three-year agreement prepared by City Attorney Walbran.

Budget Impact:
None.

Staff Recommendation:
Staff recommends approval.

Attachments:
1. Agreement - Museum - SCHS

AGREEMENT

THIS AGREEMENT made and entered this _____ day of _____, 2023 by and between the City of Owatonna, Minnesota, a Minnesota municipal corporation, (herein "City") and the Steele County Historical Society, a non-profit corporation organized and existing under the laws of the State of Minnesota, (herein "SCHS").

RECITALS

1. City is owner of the buildings and grounds previously the site of the Minnesota State Public School for Dependent and Neglected Children now designated as the "West Hills".
2. In 1992, the Orphanage Museum, herein the "Museum", was established at West Hills and in 1999 it was formally organized as a non-profit corporation and named the Minnesota State Public School Orphanage Museum, Inc. The Museum is located within the City Administration Building and includes Cottage No. 11, a former dormitory, and together are referred to herein as the "Premises".
3. In 2021 the Museum's Board and the SCHS Board jointly agreed that it was in the best interest of the Museum for the SCHS to assume the ownership of the Museum and the responsibility to preserve, maintain, and improve the Museum for future generations.
4. Accordingly, it is the intent of the City and the SCHS to enter into this AGREEMENT to memorialize the mutual understanding of the terms and conditions for the continuation of the Museum on the Premises.

COVENANTS

IN CONSIDERATION OF THE FOREGOING, and in consideration of the mutual promises hereinafter set forth, the parties due mutually agree as follows:

1. PREMISES. The City hereby grants to SCHS the right to use the following Premises:

   a. The use of that portion of the main hallways and wall space on the first floor of the Administration Building as shown in Exhibit A which is attached hereto and incorporated herein by reference;

   b. The use of Cottage No. 11;

   c. Office space in the Administration Building, currently located in the lower level, or other suitable location as agreed upon by the parties;

   d. Signage, statuary, and audio facilities on the West Hills Grounds;

   e. Steele County Historical Society requests continued access and usage of the following properties to help preserve the legacy of the Minnesota State Public School and to maintain the integrity of the museum as a whole:

      a. Minnesota State Public School Cemetery

      b. Root Cellars

      c. Maxine's Ronglien Memorial Garden

      d. Rock Garden

      e. "State School Kids" Sculpture Garden in front of the Main Building

      f. Flagpole Plaza

f. With permission from Owatonna Arts Center, occasional use of meeting space within the Arts Center for Museum purposes.

2. PURPOSE. The Premises are to be used for the operation of the Orphanage Museum. SCHS recognizes that the Administration Building also serves as the City Hall.

3. TERM. The initial term of this Agreement shall be 3 years commencing on the 1st day of August , 2023 and expiring on July 31, 2026. Upon expiration of this Agreement, the parties may enter into a new Agreement upon mutually agreeable terms and conditions, provided the City determines in its sole discretion that the Premises are not needed for other municipal purposes.

4. RENT. During the term of this Agreement no cash rent shall be required.

In lieu of rent, SCHS offers the City of Owatonna three (3) free room rentals at the SCHS History Center. Advance notice of at least 30 days is necessary prior to the date of event. Advance notice does not guarantee availability.

5. MAINTENANCE AND REPAIRS. (a) SCHS agrees to keep, maintain and repair all the contents of the Museum, including by way of illustration and not by limitation, all artifacts, photographs, pictures, picture frames, memorabilia, documents, books, furniture, statuary, display cases, fixtures, and other property of every kind and description, and to keep the same in a safe, clean and presentable condition.

(b) The City will continue to maintain the hallways and dust the outside of the display cases in the Administration Building and maintain the exterior of Cottage 11 and clean the restrooms in Cottage No. 11.

(c) SCHS will provide all other necessary cleaning, maintenance, and repairs to the Premises or occupants.

6. CODE COMPLIANCE. With respect to its use of the Premises SCHS agrees to comply with the State of Minnesota Building Code and Fire Code, ADA, and other federal, state, and land ordinances.

7. DISASTER PREPAREDNESS. In accordance with the American Alliance of Museums, SCHS requests immediate notification in the event of an emergency or disaster at the West Hills Complex that may jeopardize the safety and security of the Orphanage Museum artifacts, collections, and records. Immediate notifications allows SCHS staff the opportunity to mitigate potential damage and quickly take steps towards recovery.

   a. Emergency Contacts:

      i. Anne Peterson, Orphanage Museum Manager, Cell phone: (507) 475-2546

      ii. Jennifer Thiele, SCHS Executive Director SCHS, cell phone (541) 206-1067

      iii. Amy Lowery, SCHS Archives and Collections Manager, cell phone (563) 380-9873

8. UTILITIES. In the event the City incurs any expense for utility services, upon written notice to SCHS, SCHS will thereupon assume and pay such share of the cost proportionate to the Premises.

9. SIGNS. SCHS agrees not to erect or permit to be erected on said Premises or on the exterior of any buildings any signs of any type without the written consent of the City.

10. TAXES. So long as the property is exempt from payment of the State real estate tax, SCHS will have no obligation to pay such taxes. Should this tax-exempt status change resulting in the obligation to pay real estate taxes, SCHS agrees to pay its proportionate share of any such tax

11. ALTERATIONS AND IMPROVEMENTS. SCHS may not undertake any alterations or improvements, (herein "Improvements"), to the Premises without first obtaining approval of the City. Any Improvements shall be in keeping with the historical character of the Premises. Improvements are subject to the Minnesota Buildings Fire Code and the Americans with Disabilities Act (ADA), now in effect or as may be hereafter amended. If the Improvement is approved, then the City and SCHS shall agree to confer and negotiate the manner of financing the Project, including ADA requirements.

12. INSURANCE. SCHS shall at all times during the term of this Agreement and any extensions thereof, carry commercial general liability insurance (CGL) covering the leased Premises, which insurance shall insure against liability for personal injury or death and property damage with limits not less than of $1 Million per occurrence, and $2 Million annual aggregate together with umbrella coverage of $1 Million. All such insurance policies shall be with a company and in a form acceptable to the City. SCHS agrees to provide with a certificate of insurance certifying to the existence of such policies naming the City as an "additional insured".

13. PEACEFUL SURRENDER. During the term of this Agreement, SCHS shall keep and maintain the Premises as provided herein and at termination of the agreement

vacate and deliver up the same Premises to the City in as good order, condition, and state of repair as the Premises are at the date hereof, reasonable use and wear and tear excepted. At its sole expense, SCHS will remove from the Premises upon termination of this Agreement all its property. Any fixtures, the removal of which would damage the building, will not be removed without first obtaining the City's written approval.

14. CITY'S REMEDIES. If SCHS fails to perform any term, condition, or covenant of this Agreement and fails to cure such violation within thirty (30) days after written notice from City, then in such case, City may cancel and annul this Agreement.

15. NOTICES. Whenever under this Agreement any demand, notice, or declaration of any kind is required or desirable, it shall be in writing, served or sent by mail with postage prepaid; if to City, addressed to following:

City of Owatonna	Steele County Historical Society
Attention: City Administrator	Attention: Executive Director
540 West Hills Circle	1700 Austin Rd.
Owatonna, Minnesota 55060;	Owatonna, Minnesota 55060

Either party may, by like notice at any time and from time to time, designate a different address to which notices shall be sent. Such notices, demands, or declarations shall be deemed sufficiently served or given for all purposes hereunder when personally served such notice by one party upon the other party, or three (3) days after served notice by U.S. mail, first class, by one party or the other.

16. JOINT OR MUTUAL WAIVER OF SUBROGATION. It is hereby understood and agreed by and between the undersigned parties that they do jointly and separately waive any and all right of recovery against the other for insured loss occurring at the property described herein.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

CITY OF OWATONNA,

By: _____
Thomas A. Kuntz, Mayor

By: _____
Kris M. Busse, City Administrator

STEELE COUNTY HISTORICAL SOCIETY

By: _____ 7-31-23
Jennifer C. Thiele, Executive Director

By: _____
Deb Lustig, Board President

Community Development Department

DATE: August 15, 2023
TO: Mayor and City Council
FROM: Troy Klecker, Community Development Director
SUBJECT: Road Maintenance Agreement - Owatonna Township

Purpose:
Approve Road Maintenance Agreement with Owatonna Township

Background:
As the City annexes property under the terms of our annexation agreement with Owatonna Township, it leaves roadways that are partially within the city limits and partially within Owatonna Township. Up to this point, there hadn't been any formal agreement on how to handle these situations. The jurisdictions have generally maintained the assigned roadways but there have been questions and discussions about certain situations regarding maintenance.

Staff feels this agreement should clear up any questions about who is responsible for what. There is also a statement in the agreement that any expenses for maintaining the roadways would be split equally between the 2 jurisdictions. Owatonna Township approved this agreement at their meeting on August 9th.

Budget Impact:
There should not be any impact on the budget. The two jurisdictions are doing what they have done in the past. This agreement just formalizes it.

Staff Recommendation:
Staff recommends approval of this road maintenance agreement with Owatonna Township.

Attachments:
1. Road Maintenance Agreement with Owatonna Township

Road Maintenance Agreement between the City of Owatonna and Owatonna Township

In the interest of saving taxpayer dollars on the maintenance expenses for roads that have portions of their right-of-way within both the City of Owatonna and Owatonna Township, the following has been agreed upon:

The City of Owatonna shall maintain the following roads:

SW 24th Avenue, north of Highway 14;

SW 10th Street, east of SW 39th Avenue; and

SW 32nd Avenue, north of SW 10th Street.

Owatonna Township shall maintain the following roads:

School Street, east of Partridge Avenue to east property line of 1675 East School Street.

Each jurisdiction shall maintain the assigned roadways in this agreement at their discretion to ensure the safety of the traveling public and to minimize damage to private property and the roadways themselves. Maintenance activities shall include but not be limited to snow removal, road blading, providing additional gravel as necessary, ditch cleaning, etc. Any product costs associated with maintaining the above-mentioned roadways shall be shared equally between the City of Owatonna and Owatonna Township. Labor and equipment costs are the responsibility of the jurisdiction of the assigned roadway.

Owatonna Township

City of Owatonna