



CITY COUNCIL MEETING
Tuesday, November 21, 2023 at 7:00 PM
Chambers at the Charles S. Crandall Center
540 West Hills Circle
Roll Call: Council Members Burbank, Boeke, Raney,
Svenby, Voss, Dotson and Schultz

PLEASE NOTE:

At 4:30 p.m. there will be a Ribbon Cutting Event in the Chambers commemorating the opening of the Charles S. Crandall Center.

At 5:30 p.m. the Council will meet in a study session in the Chambers. The topic of discussion will include storage containers within the city limits and, if time permits, there will be a general update on various boards and commissions.

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

- 1.1. National Anthem - Michaela Kruger
- 1.2. Council Agenda
- 1.3. Mayor Kuntz

2. CONSENT AGENDA ITEMS

- 2.1. Minutes – Council Meeting – November 7, 2023
- 2.2. Minutes - City Boards / Commissions
 - 2.2.1. EDA Meeting - September 20, 2023
 - 2.2.2. Planning Commission Meeting - October 10, 2023
 - 2.2.3. EDA Meeting - October 18, 2023
 - 2.2.4. HRA Board Meeting - October 23, 2023
 - 2.2.5. Planning Commission Meeting - October 24, 2023
- 2.3. Licenses/Permits
 - 2.3.1. Exempt Permit - Ducks Unlimited Steele County - Raffle at Torey's Restaurant - February 15, 2024
 - 2.3.2. Exempt Permit - Ducks Unlimited Steele County - Raffle at Owatonna Eagles - April 6, 2024
 - 2.3.3. Exempt Permit - Steele County Purple Ribbon Club - August 18, 2024
- 2.4. Miscellaneous
 - 2.4.1. Exclusive Beverage Agreement - Gillette Pepsi
 - 2.4.2. Coffee Service Agreement - SeniorPlace Inc

- 2.4.3. Statement of Work - Audit Services - CliftonLarsonAllen LLP
- 2.4.4. Statement of Work - HRA Audit Services - CliftonLarsonAllen LLP
- 2.4.5. Change Order 7 - Council Chamber Project - Ebert Construction
- 2.4.6. Change Order - City Hall Parking Lot Design - CRW Architecture

3. ACTION ITEMS

- 3.1. Finance Report
- 3.2. Ordinances
 - 3.2.1. First Reading Proposed Ordinance 23-20 - Adjust Sanitary Sewer Rates
- 3.3. Resolutions:
 - 3.3.1. Resolution 113-23: CUP-11 & VAR-10 - 301 Pine Ave N
 - 3.3.2. Resolution 114-23: VAR-12 Duplex Lot Size - 2041 Greenwood Dr NE
 - 3.3.3. Resolution 115-23: Final Plat - Cedar Mill Addition
 - 3.3.4. Resolution 116-23: SPLT-2 Formal Lot Split - Cedar Cove
 - 3.3.5. Resolution 117-23 - Amend Development Agreement - 134 Southview Street - Mayo Clinic Health System - Owatonna
- 3.4. Miscellaneous
 - 3.4.1. Purchase Tandem Axle Plow Truck - Truck Center Companies with Towmaster Truck Equipment
 - 3.4.2. Adopt 2023 Owatonna Wastewater Collection System Study

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



CITY OF
OWATONNA

Minutes

**Owatonna City Council Minutes – Draft Copy
November 7, 2023**

On Tuesday, November 7, 2023 at 7:00 p.m., Council President Schultz called the regular session of the Owatonna City Council to order in the Chambers of the Charles S. Crandall Center. Present were Council Members Raney, Voss, Burbank, Boeke, Dotson, Svenby and Schultz; Mayor Kuntz; Community Development Director Klecker; Public Works Director Murphy; Human Resource Director Thamert; Park & Rec and Facilities Director Tuma; Communications Manager Sheely; IT System Administrator Sticken; City Attorney Walbran; City Administrator Busse and Administrative Coordinator Clawson.

Following the Pledge of Allegiance, Council President Schultz welcomed everyone and thanked staff and contractors for making this the first meeting held in the new renovated council chambers. There are several punch list items to be addressed prior to the Ribbon Cutting Event planned in two weeks on November 21, 2023 but it is good to be back in the Chambers. Schultz also thanked the Library staff for hosting the City Council Meetings during the renovation process over the last eight months. He then commented Item 2.4.8, a Settlement and Release Agreement with David Gerhartz has been added to the agenda. Council Member Svenby made a motion to approve the agenda with this item added; Council Member Voss seconded the motion; all members voted aye in approval.

Council President Schultz explained the process for the public hearings planned during this meeting.

Public Hearing – Proposed Assessments – 2022 Street and Utility Project

Public Works Director Murphy advised the 2022 Street and Utility Project included improvements to 15th Street NE, Linn Avenue SW and Selby Avenue SW. The total cost of the project was \$2,402,651.97 of which \$363,616.76 has been proposed as assessments. At 7:04 p.m., a public hearing was opened for comments on these proposed assessments. With no comments heard, at 7:05 p.m., Council Member Raney made a motion to close the public hearing. Council Member Dotson seconded the motion, all members voted aye in approval.

Resolution 106-23: Adopt Proposed Assessments – 2022 Street and Utility Project

Public Work Director Murphy requested approval of Resolution 106-23 to adopt the assessments proposed for the 2022 Street and Utility Project. The assessments will be paid over a 10-year period with an interest rate of 6.0%. The interest rate is based on the 2023 bond issue true interest costs of 3.99%. Council Member Boeke made a motion for approval, Council Member Dotson seconded the motion, all members voted aye in approval.

Public Hearing – Proposed Assessments – 2023 Havana Road Project

Public Works Director Murphy commented that the 2023 Havana Road Project made improvements from Truman Avenue SE to Smith Avenue SE. The total cost of the project was \$1,17,57.04 of which \$99,638.76 has been proposed as assessments. At 7:07 p.m., a public hearing was opened for comments on these proposed assessments. With no comments heard, at 7:08 p.m., Council Member Raney made a motion to close the public hearing. Council Member Dotson seconded the motion, all members voted aye in approval.

Resolution 107-23: Adopt Proposed Assessments – 203 Havana Road Project

Public Work Director Murphy requested approval of Resolution 107-23 to adopt the assessments proposed for the 2023 Havana Road Project. The assessments will be paid over a 10-year period with an interest rate set at 6.0%. Council Member Svenby made a motion for approval, Council Member Boeke seconded the motion, all members voted aye in approval.

Proclamation – Dedication of the Owatonna Veteran's Memorial

Mayor Kuntz commented he will present a proclamation during a memorial dedication service this Saturday, November 11th proclaiming the day as the Owatonna Veteran's Memorial Day. The Moonlighter's Exchange Club has created a permanent memorial near the Steele County History Center dedicated to our community's veterans. Special thanks go to Mike and Trudie Pearce for their persistence towards this project over the several years. Unfortunately, Mike passed away this summer so he wasn't able to see the finished project and a marker will be placed at the site in his memory.

Recommendation to the Housing and Redevelopment Authority (HRA) – Julie Fiske

Mayor Kuntz recommended Julie Fiske be appointed to fill a current seat open on the Housing and Redevelopment Authority (HRA). Council Member Raney made a motion for approval, Council Member Svenby seconded the motion, all members voted aye in approval. Ms. Fiske was present to receive the Oath of Office from Mayor Kuntz. This appointment ends April 30, 2027. Mayor Kuntz commented that applications are currently being accepted to fill another opening on the HRA and an opening on the Park Board.

Consent Agenda Items

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

- Minutes – Council Meeting – October 17, 2023
- Minutes – Airport Commission Meeting – September 14, 2023
- Minutes - OPU Commission Meeting – September 26, 2023
- Minutes - Human Rights Commission Meeting – October 10, 2023

Minutes – Shade Tree Commission Meeting – October 16, 2023

Fire - Monthly Dashboard and Activity Report - September 2023 F

Building Inspections Monthly Report- October 2023

Police Dashboard Reports - September and October 2023

Event Permit - Owatonna Veteran's Memorial Dedication - November 11, 2023

Event Permit - Lighted Holiday Parade - December 1, 2023

Event Permit - Canadian Pacific Holiday Train - December 6, 2023

Engagement Letter for Actuarial Services - GASB 67/68 with Van Iwaarden Associates

GASB 67/68 requires the Volunteer Relief Association to have their plan valued by an actuary for purposes of the City's annual audit. This is a two-year contract for Fiscal Years 2022-2023 and 2023-2024. The annual fee will be either \$1,300 or \$2,900 depending on if it is an off-year or a full report year, these alternate each year.

Engagement Letter for Actuarial Services - GASB 75 Other Post-Employment Benefits with Van Iwaarden Associates

GASB 75 requires the City to have their Other Post-employment Benefits valued by an actuary for purposes of the City's annual audit. This is a two-year contract for Fiscal Years 2023 and 2024. The annual fee will be either \$1,800 or \$5,700 depending on if it is a roll-forward year or a full report year, these alternate each year.

Software Subscription Renewal – DebtBook

The City began utilizing DebtBook software in 2022 in order to comply with Governmental Accounting Standards Board (GASB) Statement 87, accounting for leases. GASB Statement 96, accounting for subscription-based information technology arrangements, will be implemented in 2023 and DebtBook software will also be utilized to comply with this standard. The annual costs will range between \$9,500 and \$12,500 over the three years of this agreement.

Service Fee Agreement - North Risk Partners

A contract for advisory services related to management of risk of loss generally covered by property and casualty insurance. The City has its insurance coverage for property and casualty insurance with the League of Minnesota Cities Insurance Trust as do most municipalities. Locally, the City has an insurance agent of record to assist and advise on the City's risk management activities. This agreement provides for an annual fixed fee, the annual fees for 2024 and 2025 are \$16,500 and \$17,000 respectively.

Proposal Land Survey & Civil Engineering Services - West Beltline Stormwater Pond - Jones, Haugh and Smith

An agreement to as-built and provide hydraulic analysis of the West Beltline Stormwater Pond. Jones, Hugh and Smith (JHS) previously provided a hydraulic review of the pond in 2016 for evaluation on drainage area extents and treatment capacity for 2010 rules and 2016 rules. Results were given based on an approximated full build out of the watershed. Since the study was completed,

several landowners within the drainage boundary of the pond have inquired about purchasing water quality treatment from the pond. This was the intended use of the pond, to provide regionalized treatment and assist in providing embankment for the CSAH 7 (39th Avenue) overpass of the railroad. In reviewing construction plans and comparing them to what exists today, staff believe the drainage area of the pond analyzed in the previous report may not be conveyed to the pond. The purpose of the as-built and further hydraulic analysis is to confirm what portion of the pond watershed is being conveyed to the pond. If conveyance improvements are required, the hydraulic analysis will outline the deficiencies and provide the option to prepare construction documents to resolve any conveyance issues. Cost will be \$13,080 with optional add-on services for an additional \$10,080.

Contract for Services - Speaker Fee - 2024 MLK Jr. Day Event - Humanize My Hoodie
The Owatonna Human Rights Commission (OHRC) is planning for the 2024 MLK Jr. Day Event on Monday, January 15, 2024. This event will be held at midday at the Steele County Historical Society. This agreement secures the event speaker, Seema Pothini, representing Humanize My Hoodie with payment of the \$2,000 fee.

Change Order 1 - Airport Fencing and Gates Project - Century Fencing Company
An agreement to change the type of gates. The automated barrier arm type gate that lifts an arm up and down in place of the slide type gate in an alley location that accesses the ramp may be more functional due to concerns regarding snow and ice that funnels through that area and may gather and drift on chain link mesh or prohibit a slide gate from opening and closing. The second automated gate at a secondary access location is in a clear area and would remain a chain link slide type automated gate per plan. Additionally, the contractor will install two additional lockable personnel gates in location between the commercial area hangars and associated hardware and posts. The construction contract will increase \$9,007.48; it is anticipated that the additional cost will be eligible for existing grant funding participation already in place for this project providing 95% FAA and state funding leaving an anticipated local share of approximately \$450.00.

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

Finance Report

Council Member Raney recapped payments made for amounts greater than \$20,000 during this period. The total amount of bills presented was \$2,676,348.22. Council Member Dotson made a motion to approve payment of all bills presented, Council Member Voss seconded the motion, all members present voted aye in approval.

Resolution 108-23: Accept RFP Proposals and Award Policy - 2024 Medical Insurance

Finance Director Thamert requested approval of Resolution No. 108-23 to accept the RFP

proposals and award a policy for 2024 medical insurance to Medica-Service Cooperative (MHC). National Insurance Services (NIS), the City's agent of record for medical insurance received three proposals and completed an analysis to present to the City's Insurance Committee. They recommend the City stay with their current medical insurance carrier, Medica - Service Cooperative (MHC) which is offering a 13.5% increase. This allows the City to continue its relationship with the Southeast Service Cooperative, which has helped minimize fluctuations in premiums. Council Member Boeke made a motion for approval, Council Member Dotson seconded the motion, all members voted aye in approval.

Resolution 109-23: VAR-8 Side Yard Accessory Building - 1815 Greenhaven Lane NE

Community Development Director Klecker requested approval of Resolution 109-23 for VAR-8. This is a request received from Gene Nelson to allow a 12' by 10' accessory building in the side yard where the City Code only permits an accessory building to be in the rear yard. The shed will be approximately 15' from the side property line and 1' from the existing garage. This property at 1815 Greenhaven Lane NE, backs to the golf course and if the shed is built in the rear yard, it would block the view and there is sufficient space in the side yard. The Planning Commission held a public hearing on this request with no objections heard and recommend approval provided the accessory building shall be compatible with the house. Council Member Dotson made a motion for approval, Council Member Svenby seconded the motion, all members voted aye in approval.

Resolution 110-23: VAR-9 Duplex Lot Size - 144 Selby Ave SW

Community Development Director Klecker presented Resolution 110-23 for approval. This will authorize VAR-9, a request by Troy & Lisa Johnson for a lot size variance on a 9,825 square foot lot where 10,000 square feet is required for the minimum lot size for a two-family dwelling in the R-3, Single- and Two-Family Residential District. The property at 144 Selby Avenue SW is a duplex, the rental license lapsed and renewal requires complying with current zoning requirements. The Planning Commission held a public hearing on this request with no objections heard and recommend approval with these provisions:

- 1) The units shall be registered with the Rental Registration program.
- 2) The property shall not contain more than 2 units at any one time.
- 3) All units shall be inspected and approved within the Rental Registration process. If any repairs are needed, they shall be completed to be in full compliance with the Rental Registration License.

Council Member Boeke made a motion for approval, Council Member Burbank seconded the motion, all members voted aye in approval.

Resolution 111-23: Award 2023 Fall Demo Contract - JJD Companies

Community Development Director Klecker requested approval of Resolution 111-23 to accept the quotes received and award the 2023 Fall Demo Contract to JJD Companies. The City purchased 126 Fremont Street E earlier this year which has been used for

numerous Police and Fire training exercises. Last month, the final exercise was held by performing live burn training. The house ash and foundation need to be removed, services disconnected at the mains, and the rear fencing and landscaping will also be removed. Last year, the City obtained the former Monson Eye Clinic building which has also been used for police and fire training. This property will be demolished as a whole and brought back to grade with a gravel finish to be reconstructed with the Vine Street parking lot construction. Utilities will be capped on the property at this time and will be disconnected by the future contractor with the Vine Street Parking Lot Project. Two quotes were received with the low quote from JJD Companies at \$50,000 for the demolition and restoration of both properties. Council Member Raney made a motion for approval, Council Member Voss seconded the motion, all members voted aye in approval.

Resolution 112-23: Name 2024 Polling Sites

Administrative Coordinator Clawson requested approval of Resolution 112-23 designating polling sites for public elections held during 2024. Three elections planned next year are:

- 1) Presidential Nominating Primary (PNP) Election - March 5, 2024
- 2) Primary Election - August 13, 2024
- 3) General Election - November 5, 2024

The city does have the ability to change a polling location mid-year for an emergency or if the polling place becomes unavailable. The 2024 Polling Site locations will be:

Ward1/Precinct 1 Trinity Lutheran Church, 609 Lincoln Avenue
Ward 1/Precinct 2 Associated Church, 800 Havana Road
Ward 2/Precinct 1 Owatonna Public Library, 105 N Elm Avenue
Ward 2/Precinct 2 Bethel Church, 1611 Hemlock Ave
Ward 3/Precinct 1 Charles S. Crandall Center, 540 West Hills Circle
Ward 3/Precinct 2 Emmanuel Lutheran Church, 750 Jeffrey Street
Ward 4 /Precinct 1 Sacred Heart Parish Center, 739 S Cedar Avenue
Ward 4/Precinct 2 Christ Community Covenant Church, 540 SE 18th St
Ward 5/Precinct 1 Grace Baptist Church, 265 26th St NE
Ward 5 /Precinct 2 Our Savior's Lutheran Church, 1909 St Paul Road

Two of these sites will be new next year:

W3/P1 previously in the Owatonna Arts Center will now be in the newly renovated Chambers at the Charles S. Crandall Center. This site is more accessible for voters with ground-level entry and no stairs.

W4/P2 previously in the Steele County History Center will now be at Christ Community Covenant Church. The History Center was unavailable for the August Primary Election because of Steele County Free Fair activities.

Council Member Dotson made a motion for approval, Council Member Boeke seconded the motion, all members voted aye in approval.

Change Order #8 - Wastewater Treatment Facility Expansion - Rice Lake

Construction Group

Public Works Director Murphy requested approval of Change Order #8 for the Wastewater Treatment Facility Expansion Project. Certain sections of piping need to be ordered after equipment is set and field measurements can be obtained. All the piping and fittings that could be ordered without field measurement were done as soon as possible after the project bid. Since then, there has been price escalation for ductile iron spools (DIP) and this work change directive (WCD) is for the spools in the MBR building that require field measurement. This will increase the contract with Rice Lake Construction Group by \$25,919.20. Council Member Raney made a motion for approval, Council Member Svenby seconded the motion, all members voted aye in approval.

Change Order #9 - Wastewater Treatment Facility Expansion - Rice Lake

Construction Group

Public Works Director Murphy requested approval of Change Order #9 for the Wastewater Treatment Facility Expansion Project. The order is Work Change Directives (WCD) No. 23, 38, 39, 40, 42, 43, 44, 45, 49, 50, 52, 53, 54, 56, 57, 60. WCDs are created as a means to address construction issues, design clarifications, and interdisciplinary coordination, etc. Due to the nature of the project and the current shipping and manufacturing climate, administrative approval is required to reduce delays and lock in shipping dates and prices. Administrative approval follows all requirements outlined by City audit procedures and required for the contractor to stay ahead of the critical path and limit the length of time a component of our WWTF process was/will be offline. This change order increases the contract \$85,144.89 which is only half a percent of the project's contingency. Most projects use 5-10% for contingency and 5% was used on the City's PPFA application. The price escalation allowed in the bidding process has mitigated \$3.6 million of the \$6 million included in the contract and we now anticipate only 1.5% of the contact contingency will be used. Council Member Raney made a motion for approval, Council Member Svenby seconded the motion, all members voted aye in approval.

Traffic Engineering Services Proposal - Short Elliott Hendrickson Inc.

Public Works Director Murphy requested approval of a Traffic Engineering Services agreement on an as-needed basis with Short Elliott Hendrickson Inc. (SEH). SEH will aid staff in the analysis and operational review of the City's traffic signal system. This proposal aims at expediting review time and the resulting solution to traffic signal issues. SEH has been working with the City on our traffic signal system for over 30 years and has intimate knowledge of our traffic operations and has been a part of nearly every signal system design. The Steele County Highway is supportive of this agreement as many of our signals are on the County Highway System. This is an agreement for a maximum expenditure of \$10,000. The County participates in signal maintenance on any signal they have a cost share responsibility on. Discussions regarding this professional service

and all other maintenance conducted on any shared signal are to be split between the City and County based on the agreed upon cost share. The overall system has a rough cost split of 60% City and 40% County. Staff anticipate the breakdown of this contract to be close to the same split; but may vary depending on what signals the work is performed on. Council Member Raney made a motion for approval, Council Member Boeke seconded the motion, all members voted aye in approval.

On-Sale Liquor License - Inside Swing LLC - 685 W Bridge St #5

City Administrator Busse presented application for an On-Sale Liquor License with Sunday Sales for Inside Swing, LLC. This new establishment at 685 W Bridge Street #5 plans to open later this month offering an indoor golf experience and a full-service bar and also featuring food from Basilleos. They hoped to open during August, but renovations took longer and the Certificate of Occupancy was just issued; a \$500 refund, an overpayment of the liquor license fee will be processed. Council Member Dotson made a motion for approval, Council Member Burbank seconded the motion, all members voted aye in approval.

STAFF COMMENTS

Human Resources Director Thamert commented enrollment begins this week for 2024 benefits. There will be staff meetings on Thursday to begin the Open Enrollment Period which ends next Thursday. Ten employees completed Mental Health First Aide Training at Riverland Community College, this will be a good resource for staff and the community. Currently several staff members are participating in the Riverland Training Cohort which was approved during the last City Council Meeting. This week, Katie Ritter and Sid Conway began as Library Assistants.

Community Development Director Klecker commented that the year-to-date Building Permit Valuation at the end of October is \$103 million, he anticipates the annual record of \$104 million will be broken. This year permits for fourteen single-family homes have been issued and seven are currently pending; last year sixteen permits were issued. He then gave a brief recap of the development projects in process.

Public Works Director Murphy commented the 2023 Steet and Utility Project is underway, all three streets involved have their first asphalt lift on and anticipating this project will be completed this year. The CIPPS Project should start lining sewer lines later this week. The WWTP Project is well underway and all buildings are now enclosed, Rice Lake Construction has been doing a good job to keep this project moving forward.

Park & Recreation and Facilities Director Tuma commented exterior lights at the Library, City Hall and the Carpenter Shop are currently green to honor Veterans. Today's meeting is the kickoff for use of this space. The team worked together to pull this off, this is a good display of pride in their work and their stewardship involved. She asked Facilities Manager Fitzloff to join her and thanked him for his dedication to this project.

PUBLIC COMMENTS

Melissa Zimmerman, 2525 Stoney Creek Dr commented City Council Members are elected to make decisions. She and her neighbors agree that an east side corridor is needed but believe another road should be considered. They are disappointed they haven't been able to participate in an open discussion to state what they want. She asked Council Members to represent their neighborhood and participate in a meeting with an open conversation.

Matt Sennott, 2519 Stoney Creek Dr thanked Council Members for representing their constituents in other matters. Twenty plus years ago, a route was proposed as the east side corridor. In a 1995 study includes comments that the route should allow growth and not affect current residents. They ask the plan prepared in 2004 be abandoned as it is not feasible, some of the Right-of-way has been sold for residential planning and growth.

Seth Ayers, 2551 Mossy Creek Drive thanked council members for serving and then thanked Melissa and Matt for representing their neighborhood in regard to the proposed east side corridor project. He agrees the east side corridor is needed but he doesn't believe 29th Avenue is the best road for this use.

Andrew Adams, 2543 Stoney Creek Drive, commented he purchased his property and built a new home. The use of 29th Avenue as the east side corridor will make a big impact on his property. He has been disappointed with the lack of communication from the county and city about this proposed project.

MAYOR AND COUNCIL COMMENTS:

Council Member Burbank commented it was good to be back in the Chambers for meetings.

Council Member Boeke thanked staff for the work done on the chamber renovation project, this was a large project and done well. .

Council Member Raney commented he didn't believe Director Tuma's when she committed to hold tonight's meeting here in chambers. There was a lot of work completed within the last two weeks and he thanked Tuma and Fitzloff for pushing the project along. He then congratulated first-time grandma, City Administrator Busse, on the birth of her grandson Finch.

Council Member Svenby also thanked Tuma and Fitzloff for their work on the renovation project and then encouraged everyone to attend the memorial dedication this Saturday morning, November 11th which is also Veteran's Day.

Council Member Voss commented Fitzloff did a good job and put forth an extra effort to get the job done. He then thanked everyone for all the support he received for the recent loss of his sister-in-law.

Council Member Dotson commented he saw a lot of work done today to prepare the Chambers for this meeting. He was glad to see there were members of the public attending tonight's meeting and hopes good attendance will continue.

City Administrator Busse commented she agrees with the Council Member's comments that Director Tuma and Facilities Manager Fitzloff really pushed hard to get things completed on the Council Chamber Renovation Project and she also thanked them for their efforts. There has been a lot of discussion about the anticipated east-side corridor and if you want information or have questions, the county has a great website will all sorts of information about this proposed project. The website address is "www.eastsidecorridor.com".

Council President Schultz commented it is nice to be back in the Council Chambers and reminded everyone the official Ribbon Cutting Event will be held at 4:30 pm prior to the next Council Meeting on November 21st.

Adjournment

At 8:07 p.m., Council Member Boeke made a motion to adjourn, Council Member Raney seconded the motion and with no objection, the meeting ended.

Respectfully submitted,

Jeanette Clawson, Administrative Coordinator



CITY OF
OWATONNA

Board Commisison

**EDA
Minutes
September 20, 2023**

The Owatonna Economic Development Authority met in regular session at 4:00 PM in the second floor conference room at the City Administration Building with President Raney presiding. Commissioners present: Dan Boeke, Andrew Cowell, Brenda DeVinny (4:04 pm), Corey Mensink, Tom Peterson, Kevin Raney and Doug Voss. Also present were Troy Klecker, Greg Kruschke, Brad Meier, Lisa Cochran, Bill Owens, Sean Williams and Kristen Kopp.

Approval of Minutes. Commissioner Peterson moved approval of the minutes of the August 23, 2023 meeting with second by Commissioner Cowell. All Commissioners voting Aye, the motion passed.

Treasurer's Report. Troy Klecker presented the revenue and expense reports for August. He said we still owe the OABDC \$20,000. Klecker introduced Sean Williams, the new OABDC Director. There will be consulting fees for the FoamCraft TIF yet to come. Kruschke said this will be a 2024 project. Klecker said otherwise we're on par with our budget for this year. The proposed budget for next year is almost identical, with a \$5,000 increase for cost of living for staff. Most of the budget numbers are the same. Council approved a preliminary budget number that included that \$5,000 increase.

Brenda DeVinny arrived at 4:04 pm.

Loan Report. Bill Owens presented the Loan Report for August. He said all loans are being paid as agreed. There is not much demand for Tier 1 and Tier 2 loans. Klecker said on the third page of the loan report, the MIF Flood Recovery Loans were loan dollars from the State for the 2010 flood. The State came in with some assistance to help businesses get back up and going. The parameters around that is that they only have to repay half of that loan amount if they stayed in that location for 10 years. If they had closed, they would have had to pay the whole loan amount. Four businesses took loans through that fund and we just finished with Cars N Credit making their last payment this month.

OACCT / OPED Report. Chamber Director Brad Meier presented the OACCT Report for August. Made in Owatonna Day is back through a Bosch Community Fund. This next event on October 18 will focus on Arts, Audio/Visual, Tech, and Communications. Missy Koch is working with 29 students and 39 businesses so far this year. He said the news about the furloughs at Rise Modular is unfortunate. They have a gap in business that is causing them to close for a period of time. They will finish Home 2 Suites. The work is basically done, but they just need to get it to the site. Peterson is selling his existing CDI building as they're getting ready to move into the new one. Communitywide Branding is moving forward and the rollout is the biggest piece. Council has initially seen it and it will go through Chamber Board and OPED. Ultimately the Council with review and approve it on October 17. They stopped out at Cargill. They have added two shifts and are running 24/7. Quality Inn is under new ownership. The former Holiday Inn / Motel 6 will become a Doubletree that will be renovated. They plan to keep the waterpark and conference space. He said that's about the best case scenario we could have

seen out there. Kruschke said we likely won't see anything before the first of the year. Meier said they have done this in other communities. They will use local subs, but are the general contractor.

OABDC Report. Bill Owens presented the OABDC Report for August. He said that consulting hours fell off. A lot of people he talks to are not qualified to count as consulting hours. Space remains the same and they are above budget. CDI, one of the largest tenants, will be vacating the space at the end of the year. Owens said he's turning the reins over on October 17 to Sean Williams. Williams said that they're partnering with Community Ed and teaching a class – Small Business Academy for 10 students, which is a 12-week course. It's free to participants with SMIF providing a grant.

EDA Projects. Community Development Director Troy Klecker presented the EDA Projects for August. Cemstone is nearing finishing up their new plant and have a ribbon cutting on October 5. The plant at their current site will stay up for the rest of this year. They have plans to put up a new building at their new site next year, but they want to get this plant up and going first. Oscar has plans drawn up for the former Bubba's and they have been discussing timelines—probably later this fall or early winter. They want to have it done by spring next year. It will be a little more food-focused than originally planned, but he will still have wine. They're working with a group right now that's possibly interested in 117 Bridge Street West. They're working on TIF details to assist with that, and the interested person is doing homework to figure out if it will work out. Al Martin is interested and putting numbers together for 148 Main Street West. He has a number of other projects he's working on first. 202 W Bridge has vacant space upstairs. CDI is nearing the end of construction. Kamp Automation is moving along well. The Riverfront project is humming along and on time. Scooter's will probably be constructed next spring. The Fremont Street house has been cleared out and Fire Department will do a burn on October 22. City Council just approved TIF for a 15,000 square foot addition to FoamCraft.

Old Business. Klecker gave an update on 151 Bridge Street West, on the corner of Main and Oak. He said that's probably the one building he gets the most comments on. The owner is not interested in redeveloping it and is willing to sell it to the City. We did a Phase 1 and that indicated that we should do some more testing as there used to be an old gas station there. Vapor testing is about \$12,000 and he talked to the owner about cost-sharing. They're willing to take \$6,000 off the price of the building if we went ahead with that. It's a property that someone will have to step up to do something about it as there isn't a market to redevelop that building. It's an opportunity for us. It produces an income. We're probably the only ones that will be able to do anything about it. Everything we're doing downtown is to beautify and fix it up. He sees that it's worthwhile to take care of. It will be \$12,000 for that Phase 2 to see if there are any additional issues. This would all be done before we would decide to acquire it. Voss said if everything went exactly as we envision—we buy it, fix it up, and someone buys it? Klecker said our job is the middleman to get it to what we want it to be. Developers look at the obstacles, and if there are too many, they won't look at it. The Arnold House was a quick turnaround and the State Theater took 10 years, but in both those cases we ended up with something great. Boeke asked how could Redline have purchased that and not have known about any EPA issues. Klecker said it was a package deal with the Graif building. Kruschke said if you pay cash there are no requirements. Mensink said it's still a good idea to do. Klecker said by doing the testing, we can get liability

insurance from MPCA. We'll have access to some DEED cleanup funds. Because we can sit on the property and have access to those dollars, we're in the best position. Mensink said he couldn't agree more. It's high visibility and high profile, but limited. Klecker said the purchase price is \$325,000 and is income producing. Most of the first floor is not occupied. It was an old auto repair and gas station. It has high visibility. Voss asked if that value is reasonable. Klecker said it is. Kruschke said that it cashflows and someone will just buy it and leave it as is. Klecker said there is no interest in doing anything. It has money coming in through rents. We'll have access to grant money and TIF. We don't intend to lose money; we never have before. The liability insurance protects you from neighboring properties that might have had issues from this property in the past. It relieves our responsibility on neighboring properties. Raney said he's struggling with this one. Average house sale in Owatonna is \$250,000. The people who own it are developers, and they don't see the potential. There is less parking on this property. If someone else buys it, it's also on the tax rolls. There is a lack of parking in that area. He's struggling with spending \$350,000, if a developer doesn't see the potential. They took it because they had to. Klecker said the developer did not want this property and have a lot on their plate. They have a number of other properties that have fewer obstacles. If anything is going to happen, those obstacles will have to be removed. Otherwise, if we accept that, it is what it is and it will never change. What we've done downtown is just the opposite. This is probably the most visible property downtown. In almost every case—the theater, the Arnold house, the Bubba's building, Centro Campesino – all of those you can say the owner should have done more. Raney said that those buildings were closed and not making money. Kruschke said that we have landlords downtown that don't do anything to their building that we chase 10 years down the road. Klecker said he guarantees that we will be dealing with this property down the road and he would rather be proactive. Raney said if we aren't a successful buyer, will the current owner reimburse us the costs of investigating this property. Klecker said he could say, if they want a copy of the report, they can pay \$6,000. They're not against paying for it. They're willing to pay half. Raney said he's not arguing the price. He thinks it's cheap and that scares him. He said he does have reservations on it. Klecker said the next step is the Phase 2. Voss asked if the cashflow from the tenants will pay for these costs. Klecker said yes. The revenue we get from this he anticipates will be put back into the building. Kruschke said the biggest two things are asbestos and the first floor is very cut up. We should try to open that building up and make it accessible and usable. The developer would rather take that cash and put it into another project in Owatonna. Klecker said the developer is doing three major projects downtown. We take the first year's rent from the tenants and put a sprinkler system in. You're increasing the value of it and we work to get a developer. It could be an office use that doesn't need a lot of parking. Kruschke said just because the City owns it, it doesn't mean we don't pay the taxes. If we lease the building we pay the taxes. Raney said when we bought the Centro Campesino building we had to replace the roof. How structurally sound is this roof? Klecker said according to the developer, there are no big issues. A motion was made by Boeke and seconded by DeVinnny to recommend we take the next step and move forward. Mensink added that we control that and pay for it rather than the developer. Peterson suggested if we find something in the Phase 2, that doesn't mean we shouldn't do it. Voss said then Klecker has a better bargaining chip. Peterson said that you have access to funds that no one else has access to. Mensink said over the last decade it's the property he's received the most comments on. Klecker said that people were demanding that we get involved downtown. Meier said 15 or 20 years ago, MainStreet Owatonna identified that building as a key property as an entry point to the community. Kruschke asked if Meier could

provide those sketches for the next meeting. Raney asked if we know the assessed value. Klecker said it was high \$200,000s. Mensink asked what the income is. Klecker said around \$50,000 a year. Kruschke said there are some long-term renters that are in there. All Commissioners voting Aye, the motion carried.

New Business. Owens said they have a forgivable loan for exterior work at former Dow Chiropractic. The new owners are talking about shingles and vinyl siding. Klecker said this one is interesting as it's not the typical downtown building. Klecker said we have to determine if we have enough money to do another loan and whether this fits the intent. The vinyl siding does not. The new shingled roof? Possibly. We were going to calculate what we have left of all the unused funds. Cochran said she's contacted people who are waiting. Raney said when we've done roofs in the past, that was a low-interest loan. Putting new shingles on is maintenance. Klecker said it's exterior improvements that are going to maintain the life of the building, and roofing qualifies. Cochran said it's a tough one. The owners want to make the building look like it fits into the block, particularly The Pearl Apartments. Klecker said we need more details on what they're doing. What is it going to look like in the end? Cochran said that they're waiting to hear. They're in the building and have taken possession. A motion was made by Voss and seconded by DeVinny to table this request for more information. All Commissioners voting Aye, the motion carried. Klecker said we need to have details and determine if we have funds available. Cowell asked if they did the work, could they apply the year after the work is approved. Klecker said the way it's set up, we have to approve it before they do the work.

Klecker said he looked at 139 Pearl Street East, directly behind the parking lot of the Marriott. It will be coming up for sale and the realtor wanted to know if the City would be interested. He looked at it this afternoon and it needs a lot of work to be rentable. They would probably have to put \$40,000 into it just to rent it out. It would be good to acquire and demo and look at acquiring the other houses on that block as they become available. We can acquire it without EDA funds, but he wanted to let them know that if the City Council approves it, this will probably become another long term project. There are five more houses, so it's a long-term strategy. Raney said this property makes a lot of sense. The hotel is extremely busy and this is a blighted property.

Schedule Next Meeting. The next EDA meeting is scheduled for **October 18, 2023** at 4:00 PM in the 2nd Floor Conference Room at City Hall.

Adjournment. There being no further business, a motion was made by Commissioner Boeke and seconded by Commissioner DeVinny to adjourn the meeting at 5:16 pm. All Commissioners voting Aye, the motion passed.

OWATONNA PLANNING COMMISSION MINUTES FOR OCTOBER 10, 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, Nick Peake, Kelly Rooks, Rachel Springer-Gasner, and Mark Wilson. Commissioner David Effertz and Mark Meier were absent. Community Development Manager Greg Kruschke and Planning Specialist Sydnee Stroeing were also present.

A motion was made by Wilson and seconded by Eickhoff to approve the minutes of the regular meeting of September 12, 2023. All Commissioners voting Aye, the motion carried.

VAR-7, which is a request by Malaika Barlow, for a lot size variance on a 7,536 square foot lot where 10,000 square feet is required for minimum lot size for a two-family dwelling in the R-5, Medium Density Residential District for the property located at 218 Phelps Street East, was presented by Planning Specialist Sydnee Stroeing (Refer to report on file.). Public hearing opened at 5:31 pm. Malaika Barlow, the applicant, said the property has been operating as rental dwelling with two units since she has owned the property since last year. When she bought it, she applied for a rental license and was notified of needing a variance. A resident who lives in the one-bedroom, one-bathroom unit in the dwelling has lived there for nine years, her name is Regina Marshall. The resident said that Barlow could put in a word for her as she couldn't make it to the public hearing. The resident said that if this doesn't get approved, she doesn't know what she will do because everywhere else is too expensive and that the unit is good. Barlow said this resident does not have a vehicle and has the single parking spot on the gravel parking pad if she needs it. The front unit is a three-bedroom, two-bathroom unit and has the garage and any street parking that is available. Public hearing closed at 5:34 pm. Eickhoff said it sounds like this has been a rental for a long time. A motion was made by Eickhoff and seconded by Wilson to recommend City Council approval of this variance of a reduction of the minimum lot size with the following conditions:

- 1) The units shall be registered with the Rental Registration program.
- 2) The property shall not contain more than 2 units at any one time.
- 3) All units shall be inspected and approved within the Rental Registration program. If any repairs are needed, they shall be completed to be in full compliance with the Rental Registration License.

All Commissioners voting Aye, the motion carried.

Lauren Walburg of Stantec gave a Draft Vision presentation for the 2050 Comprehensive Plan with updates from the engagement efforts that were conducted throughout the summer and early fall. (Refer to presentation on file.) Walburg said that she wants to have some discussion as part of the presentation. She began with a recap of where the Comp Plan process is at. She said Stantec wants to have more discussion with the Planning Commission, City Council, and City Staff on the Vision and Goals of the Comp Plan, and that today will be about issues and opportunities found from the engagement efforts. Walburg gave a brief overview of where the project is at. She said that a Background Report and Market Analysis were completed in Phase 1. Now in Phase 2, it is about refining Vision and Goals, and begin preparing the Plan chapters. Stantec is looking at a Final Plan adaptation in Mid-2024 with a possibility of shifting that further. Walburg gave an overview of engagement efforts. There was a Downtown Thursday event, High School Focus Group, Business Focus Group, Parks Commission, Seniors Focus Group, Somali Focus Group, Hispanic Focus Group, Alternative Learning Center Focus Group, Nonprofit Focus Group, an Online Story Map and Survey. Kruschke said the Business Focus Group was the Chamber Board and Ambassadors and

business owners from all sectors, the Parks Commission included the Park Board and the Associations, 75 seniors were invited the Senior Focus Group, the Alliance for Greater Equity helped recruit participants for the Somali and Hispanic Focus Group, the Alternative Learning Focus Group was more of an open group to anyone and included classes from the ALC, and the Nonprofit Focus Group included all nonprofits but did not include clubs like the Rotary. He said there are a couple focus groups that did not happen that they wanted. Walburg said they have been doing online engagement through the Story Map, survey, and through Engage Owatonna. She went over the themes that were heard throughout the engagement efforts and the Draft Vision. Kruschke said the one theme that is not included in the presentation is a north-south connection on the east side of the City. Walburg that could fit into the mobility section. She said the purpose of the Draft Vision is a guide for the rest of the Plan. Rooks asked where the Better Together Mentality came from. Wahlberg said it was from the City's Strategic Plan and City Website, as well as something that has been heard throughout engagement. Eickhoff said it feels generic. Walburg said it is supposed to be an all-encompassing statement that the goals will feed into. She asked what would make it more Owatonna specific? Peake said he could see all the engagement themes in the Draft Vision. Springer-Gasner asked if something could be added about the location of Owatonna in relation to other cities in the area. Eickhoff said something could be added about being a transportation and business hub. Kruschke said that parks and trails have always been a big identifier and would like to see more of that in the Vision. He said we are probably a week or two away from the City Branding coming out. He said he would like some of the branding to be included in Vision and Plan. Walburg said the City Branding and Comp Plan should work together. She went over the opportunities and issues that were heard during the engagement efforts. The themes heard for opportunities and issues were housing, parks and trails, economic development, mobility, land use, and leadership and city services. She said ideally these will become part of the goals section of the Plan. She asked if there was anything that anyone wanted to go over about the opportunities and issues? Kruschke asked if there was a number of engagement counts across all the engagement efforts? Walburg said she does not have an exact count tonight but can get a better estimate for the City Council meeting. She said she would estimate it is in the high hundreds. She said they will be at the City Council meeting on October 17th. After that Stantec will revise the Draft Vision and draft the goals. They will begin planning the chapters of the Plan. She said there will be a community meeting in January or February, but it could be pushed back. Kruschke said he could see that getting pushed back a month or two. He said we are not in a hurry for this and that he would like to have it done by the end of 2025.

Kruschke said he wanted thoughts from the Commissioners on shipping containers. He asked what they think about them being in residential, commercial, and industrial districts? He said we are looking to draft an ordinance soon. Rooks asked if he is looking for size restrictions, permanent or temporary? Springer-Gasner asked if we could permit them temporarily for when people move into homes or are doing construction? Stroeing said she has been doing research and some cities do allow them temporarily without permits and require a permit for extensions. Rooks asked if it matters where they are stored? Stroeing said some cities have storage requirements like placing them on a paved surface or in the rear yard. She said that other cities do not allow them in residential districts at all. Springer-Gasner asked about a timeline for temporary allowance? Kruschke said around 30 days. He asked about commercial and industrial districts. Rooks said a longer temporary allowance for commercial districts. Springer-Gasner said she thinks shipping containers could be allowed permanently in industrial districts if they are stored in the correct areas. Kruschke said he wanted to see what the Commissioners thought about shipping containers before presenting an ordinance.

Kruschke presented the September building reports. He said we are going to see an increase in single-family home building permits with the end of the year. He said we at about \$96 million in permits and believes we should be over \$100 million by the end of the year.

Kruschke said the variance request from Brycen Gregor with the rental property at 511 Elm S was approved by the City Council at the October 3rd meeting. He said the lot was surveyed and a new parking plan was created. The parking stalls are set to be installed by next spring.

There being no further business to come before the Planning Commission at this time, a motion was made by Springer-Gasner and seconded by Eickhoff to adjourn the meeting at 6:38 pm. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

Greg Kruschke
Community Development Manager

**EDA
Minutes
October 18, 2023**

The Owatonna Economic Development Authority met in regular session at 4:00 PM in the second floor conference room at the City Administration Building with President Raney presiding. Commissioners present: Dan Boeke, Andrew Cowell, Brenda DeVinny, Tom Peterson, and Kevin Raney. Commissioners Corey Mensink and Doug Voss were absent. Also present were Troy Klecker, Sean Williams, Brad Meier, Lisa Cochran and Kristen Kopp.

Approval of Minutes. Commissioner Cowell moved approval of the minutes of the September 20, 2023 meeting with second by Commissioner DeVinny. All Commissioners voting Aye, the motion passed.

Treasurer's Report. Troy Klecker presented the revenue and expense reports for September. He said there's not much to report. The \$20,000 for loan services will be processed with a check going out in a week or two. More consulting fees will be coming in for the FoamCraft TIF project.

Loan Report. OABDC Director Sean Williams presented the Loan Report for September. Klecker said they haven't connected about the report yet. He said there aren't a ton of loans out there. There are a lot of forgivable loans out for downtown. Wagner's is still making on-time payments for their loan. There are a handful of low-doc notes. There are also TIF projects, a lot of which are for 25 years. Sean said there was one forgivable loan they were working on with Lisa, and it sounds like it no longer qualifies. Lisa said that they are now selling the former Dow building.

OACCT / OPED Report. Chamber Director Brad Meier presented the OACCT / OPED Report for September. He said today was the fall Made in Owatonna Day with 60 students and 12 businesses and organizations presenting. Bosch Community Fund has approved another year of supporting that grant. Missy Koch is working with 23 direct contacts at OHS. 110 students have completed surveys for career interest. She's working with one ALC student and 10 at Blooming Prairie High School. The Chamber is working with the DQ corporate franchise on new ownership in Owatonna. He did connect with the new owners of the former Motel 6, who are continuing to move forward. Owatonna was selected as the Retail Community of the Year by MN Retailers Association last Wednesday.

Meier handed out a memo from OPED about the feedback from the survey. Peterson asked if there were any aha moments. Meier said most of it was in line with what they knew to be key issues. Boeke said that they received feedback that we're too modest here. We need to tell our own story better. Kruschke said they've been working on that subject. Meier said that this is the thought behind the branding, as well. We couldn't have a better time to tell our story.

MainStreet Report. MainStreet Director Lisa Cochran presented the quarterly MainStreet Report. She gave highlights from the stats. Downtown Thursdays continue to be well attended and well received. They held a fourth event and got great feedback. A couple things to note,

there was a car show this year. That was a fundraiser for Relay for Life and they raised \$2,000. There were some great bands this summer. Little Chicago was available, and that was exiting. MainStreet district is busy with events. She tries to track all events that happen downtown, even if it's not MainStreet sponsored. A couple new businesses opened and some got new owners. They did lose Pets and Fish, but they relocated, not closed. They lost five buildings for the Ascend project. The EDA forgivable loan continues to have traction. The upcoming lighted parade has been changed to a Friday – December 1. The buzzword right now is entrepreneurial eco systems. They were nominated for Minnesota MainStreet award for innovative building use. They are one of four, nominated for alleyways as gathering spots. Kudos to whoever decided that. Raney said one challenge he has is that people don't know when Downtown Thursdays are. MainStreet uses Facebook and Twitter. What are we missing that we're not reaching them? Lisa asked her committee where they would look to find information. One of the answers was word of mouth from friends. She said she's on the radio, they get newspaper articles, posters, social media, Owatonna Live.

Tourism Report. OACCT Director Brad Meier presented the quarterly Tourism Report. He said Glenda just got done with the Governor's Pheasant Opener. A lot of people were involved and everyone was happy with how it went. She's doing an amazing job. She just booked the Model T Convention for 2025. The United Way booked a state convention here next June. She's been instrumental in the branding initiative. She's jumped in with both feet and we're really happy with the work she's been doing. We're generating activity and bringing groups and events. She's doing an amazing job. Klecker said just looking at lodging tax revenues, 2023 is on pace to beat last year and 2019.

OABDC Report. OABDC Director Sean Williams presented the OABDC Report for September. He said Bill's last day was yesterday. The SBDC consulting numbers, year to date is up from last year's. He's expecting a big uptick in consulting hours because he's full time. They're doing a planning session in December and they're waiting to hear back on the grant. He said they applied for a grant to DEED that would fund half of a maker space. The idea behind it is to basically create a connection between the maker spaces at the library and high school and Riverland. The Center would be the commercial side. They are waiting to hear back, hopefully the end of October. He has a number of meetings lined up at the high school and met with Riverland to see what everyone's abilities are so they aren't overlapping services. Peterson asked what gaps they have in the community. He said he was contemplating doing a makers fair and wondered where that would fit in the Owatonna calendar. He said they can be really awesome. Williams said the idea behind it would be a prototyping space and engineering a product. Raney said that, apparently people are not aware that we have an incubator, but the sample size was small. Williams said that marketing is a big component of what he's planning for next year. We'll be reevaluating branding, too.

Airport Report. Klecker presented the quarterly Airport Report. The main tenant Accelerated Aviation is doing very well. They have all of the office space occupied and are spilling into the common space. They would like to get another private hangar. That's more on the forefront. They'd like to own it and they'd like to get another mechanic. Another mechanic would allow for some capacity to offer services on site. This is the first year that we're budgeting no tax subsidy for operations. It doesn't cover capital expenditures, but it covers operational. 2024 will

be the first year we'll be able to say that. Fuel sales are up and there is a lot of activity. We're going to put security fencing up yet this year. A new T-Hangar was finished earlier this year. Raney said that it's saving the taxpayers a lot of money. Peterson asked if they've considered doing airshows again. Klecker said they did one in 2004. It was a very labor-intensive event. In order to do that, there would have to be a pretty large supporting cast. Typically there would be a private sponsor that drives it. John Klatt talked about it.

EDA Projects. Community Development Director Troy Klecker presented the EDA Projects for September. Cemstone had their ribbon cutting. Oscar is still getting numbers and final details for the former Bubba's building. 117 West Bridge has had a lot of interest in the last month or so. A lot of parties are looking at it and are putting ideas and numbers together. CDI will be opening December 5. Kamp Automation is rolling along. They're working on the inside and looking at December 18. Riverfront is backfilling. Those dirt piles are coming down. There will be a house burn on Fremont. FoamCraft has plans in and they want to get a permit as soon as possible. The City closed on 139 E Pearl today. They will move quickly and try to demo it.

Old Business. Lisa said that because we had some outstanding forgivable loans, she tried to track down those people. Chris Prohaski, is waiting on 303 Cedar Avenue N. He's having trouble getting the materials he wants. Heinz Insurance will get back to her by the end of this month. Costa's can come off the list; they will do something in the future. Nick Lewis' building is done. John Havelka should be starting next week. Sara Schmidt at Family first has plans, but is working on the lower level before she can do upstairs. Nick's Pizza started because they were approved. Owatonna Fitness is still going, and she's picking out her awning and lighting. There were people measuring at Torey's the other day. Vehne Investments is going to try to sell their building. Stadheim, 321 Cedar Avenue N, has been completed. The Dress Shop at 315 N Cedar is very interested. Kruschke asked if they are eligible since they were a retail challenge winner. Hot Works is coming in where Pets & Fish was. They would like an interior and exterior loan. The Fore & Pour on North Cedar will also be applying. Klecker said it sounds like we have more interest than we have dollars. Some of these won't start until 2024 anyway. Before the end of the year, we'll have some discussion. Because Costas is waiting on their project, they could do one more this year. Cowell said it would be a good idea to have them sign something to say they're not going to move forward. Raney said an email or a letter or some sort of documentation. Lisa said she really enjoyed working with Bill. She's so glad that the position is now full time and is really enjoying working with Sean.

New Business. Raney said that they received an email from Tom and said this will be his last meeting. He thanked Tom for his years of dedicated service on the board. He was very much an active member on the board. He thanked Tom for his service.

Schedule Next Meeting. The next EDA meeting is scheduled for **November 15, 2023** at 4:00 PM in the Council Chambers.

Adjournment. There being no further business, a motion was made by Commissioner Peterson and seconded by Commissioner Cowell to adjourn the meeting at 5:04 pm. All Commissioners voting Aye, the motion passed.

MINUTES
OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY
REGULAR MEETING on OCTOBER 23, 2023

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:07 p.m. in the 2nd Floor Conference Room by Chairperson Olivo.

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

Approval of the Minutes: Chairperson Olivo called for a motion to approve the minutes of the August 28, 2023 meeting. A motion was made by Dotson and seconded by Hole to approve the minutes. All Commissioners voting Aye, the motion carried.

Executive Director's Report: Troy Klecker gave an update on housing projects. The apartment on 26th Street and Cedar Avenue North is partially open. They have a Temporary Certificate Occupancy for some of the units and need to work on the rest of the units. There are 30-40 units full and there are 75 total. They will hopefully have the rest finished soon and shouldn't have a problem filling them up. Westlake Meadows is proceeding. One building is just about done. Some of the units may be available in January. The Riverfront project should be done about this time next year. There are 69 units. We're working with another project. We did get the final version of the Housing Study and it will be posted on the website soon. The single family development up by the waterpark is a little slow going. They're probably not going to start this fall yet as they work on the financing this winter to get them at a better cost point for the spring. Unfortunately, it's going to be an ongoing issue with single family—the cost of development. There was some discussion about the cost of single family lots. Higher density would help, such as a townhome development. At some point we will use up our inventory and we won't have any options. There is a lot on the corner of 22nd Street NW and we might also do a request for proposal on the lot behind Fareway Foods.

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 July totaled 94. Total year to date assistance and administration costs were \$482,937.04 and revenues were \$509,242.39. The Housing Choice Voucher Program fund balance at July month end is \$139,245.74. The HRA Revenues year to date total is \$342,337.62 and the expenses total \$331,380.33. The HRA General Fund balance is \$607,278.07.

Madkour said that we've reached 181 total vouchers. We were on the 170 last time. 102 on HCV, 30 Mainstream, 41 Bridges State, and 8 on Bridges Like. One voucher is in limbo. He said that they are working on the Homeownership program, and he wants to offer this to her. She's doing everything right and working hard—everything you want out of a good client. Our portion is only \$24. Klecker said we don't typically encourage anyone to stay on, but we've been encouraged to start the homeownership program. Good candidates for that are those who have been a client and worked their way off the system. She would be a good candidate. Everything is still flowing. There is another orientation this week with seven people. Last time seven of eight people showed up. He didn't receive my mail. Those are all HUD. He's getting ready for the audit. Vicki asked if there was a worry that we won't have housing stock for the Homeownership program. Madkour said yes. You don't know what's going to be available. Klecker said it's very frustrating because you're encouraged to get this program up and going, but we have a way bigger problem—we need housing. Dotson asked about the Housing Study. Klecker said he was disappointed because the study didn't create urgency. Olivo asked if they've seen landlords buying up single family homes to rent. Klecker said that is the trend. They're creating a bigger divide between homeowners and renters. The reality of making new construction affordable is some sort of subsidy. Dotson said the way development done is a big part of the problem. (30 minutes) Klecker said the City used to subsidize development, but we got out of that a while ago because taxpayers were on the hook

for lots. We've had to take back a couple of subdivisions and sell them ourselves. Klecker said we do have a Housing Trust Fund now.

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

New Business: Klecker said that right now, Modern Aire Apartments has about 12 units. Darrin Stadheim has purchased it and has an option on the foot clinic. We've been discussing a redevelopment project. There are a number of things coming into play. We will need a Redevelopment TIF District. We have an old building and not a lot you can do with it. You can get more density on that corner. He's proposing a 60 unit apartment building. Access would come off Hillcrest. He would have to demo everything. We're looking at applying for a Deed grant to help with this as well. It's a grant to encourage more market rate apartments—only market rate housing in outstate Minnesota. We are losing 12 units of affordable housing, and he said he'd like to see more than 12 units with this project if we are using TIF and applying for a grant. You can use the grant for a project that has some affordable housing in it. They have agreed upon a 60 unit apartment: 40 would be market rate and 20 would be affordable. The rents would be more than what they have. We agreed upon the rates, which is the same chart we used for Eastgate and Northgate. Klecker said if there were 20 affordable units, the HRA could possibly help with the consulting. He is working with a consultant who is very good. We'd hire her to write the application for the Deed grant. You have to have at least 50% market rate to be eligible for the grant. He said he is requesting to go ahead and authorize the consultant to write the housing grant. The application is due in December or February and would be awarded in May. There would be time to start in the spring. He said the consultant would be between \$5,000 and \$10,000. A motion was made by Hole and seconded by Dotson to approve using HRA dollars for a consultant for a housing grant. All Commissioners voting Aye, the motion carried. Olivo said she's glad he's pushing the affordable housing.

Other: Madkour presented the Maintenance repair resolution for the homeownership program. He said there was a second landlord summit through United Way last Thursday. There was a great turnout, and nine new landlords that showed up.

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 5:06 pm.

Respectfully Submitted,
Ghassan Madkour
Housing Manager

OWATONNA PLANNING COMMISSION MINUTES FOR OCTOBER 24, 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, Nick Peake, Kelly Rooks, Rachel Springer-Gasner, Mark Wilson, and David Effertz. Commissioner Mark Meier Mark Wilson was absent. Community Development Direct Troy Klecker, Planning Specialist Sydnee Stroeing, and Administrative Technician Kristen Kopp were also present.

A motion was made by Peake and seconded by Springer-Gasner to approve the minutes of the regular meeting of October 10, 2023. All Commissioners voting Aye, the motion carried.

VAR-8, which is a request by Gene Nelson, to allow for a 12' x 10' accessory building located in the side yard where code only permits accessory buildings to be in the rear yard for the property located at 1815 Greenhaven Lane NE, was presented by Planning Specialist Sydnee Stroeing. (Refer to report on file.) Public hearing opened at 5:31 pm. No comments were made regarding this request. Public hearing closed at 5:32 pm. Eickhoff said the justification makes sense. A motion was made by Eickhoff and seconded by Effertz to recommend City Council approval of this variance for a 12' x 10' accessory building located in the side yard where code only permits accessory buildings to be in the rear yard for the property located at 1815 Greenhaven Lane NE with the following provision:

- 1) The accessory building shall be compatible with the house.

All Commissioners voting Aye, the motion carried.

VAR-9, which is a request by Troy & Lisa Johnson for a lot size variance on a 9,825 square foot lot where 10,000 square feet is required for a minimum lot size for a two-family dwelling in the R-3, Single- and Two-Family Residential District for the property located at 144 Selby Avenue SW was presented by Planning Specialist Sydnee Stroeing. (Refer to report on file.) Public hearing opened at 5:34 pm. No comments were made regarding this request. Public hearing closed at 5:35 pm. Peake said that they're within 175 square feet of the minimum. A motion was made by Peake and seconded by Effertz to recommend City Council approval of this variance request with the following provisions:

- 1) The units shall be registered with the Rental Registration program.
- 2) The property shall not contain more than two units at any one time.
- 3) All units shall be inspected and approved within the Rental Registration process. If any repairs are needed, they shall be completed to be in full compliance with the Rental Registration License.

All Commissioners voting Aye, the motion carried.

There being no further business to come before the Planning Commission at this time, a motion was made by Springer-Gasner and seconded by Effertz to adjourn the meeting at 5:35 pm. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

Sydnee Stroeing
Planning Specialist



CITY OF
OWATONNA

Licenses Permits

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Ducks Unlimited Steele County Previous Gambling Permit Number: X- 74003-23-025
 Minnesota Tax ID Number, if any: ES-37964 Federal Employer ID Number (FEIN), if any: _____
 Mailing Address: PO Box 226
 City: Owatonna State: MN Zip: 55060 County: Steele
 Name of Chief Executive Officer (CEO): Bob Hoen
 CEO Daytime Phone: 507-456-5046 CEO Email: bhoen@charter.net
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

- ☐ **A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767
- ☐ **IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
 (for raffles, list the site where the drawing will take place): Torey's Restaurant

Physical Address (do not use P.O. box): 208 North Cedar, Owatonna, MN 55060

Check one:

☒ City: Owatonna Zip: MN County: Steele

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): ~~2/15/2024~~ 2/15/2024

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

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

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

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

**CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: Owatonna

Signature of City Personnel:

Jeanette Clauson

Title: Admin Coordinator Date: 11/15/2023

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Robert Hoen Date: 11/15/2023
(Signature must be CEO's signature; designee may not sign)

Print Name: Bob Hoen

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- ☒ a copy of your proof of nonprofit status; and
- ☒ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

An equal opportunity employer

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

4/23
Page 1 of 3

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Ducks Unlimited Steele County Previous Gambling Permit Number: X- 74003-23-025

Minnesota Tax ID Number, if any: ES-37964 Federal Employer ID Number (FEIN), if any: _____

Mailing Address: PO Box 226

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

Name of Chief Executive Officer (CEO): Bob Hoen

CEO Daytime Phone: 507-456-5046 CEO Email: bhoen@charter.net
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

- ☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- ☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Owatonna Eagles Club

Physical Address (do not use P.O. box): 141 East Rose St, Owatonna, MN 55060

Check one:
☒ City: Owatonna Zip: MN County: Steele
☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 4/6/2024

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

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

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

LG220 Application for Exempt Permit**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: Owatonna

Signature of City Personnel:

Janetta ClawsonTitle: Admin Coordinator Date: 11/15/2023

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Robert L Hoen Date: 11/15/2023
(Signature must be CEO's signature; designee may not sign)

Print Name: Bob Hoen**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

- ☒ a copy of your proof of nonprofit status; and
- ☒ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

An equal opportunity employer

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Steele County Purple Ribbon Club

Previous Gambling Permit Number: X-X-93108-23-016

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: _____

Mailing Address: 635 Florence Avenue

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

Name of Chief Executive Officer (CEO): Daniel Buck

CEO Daytime Phone: 507-456-5463 CEO Email: dan@kidskornor.org

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

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

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

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

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

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

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

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Steele County Fairgrounds Show Arena

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

Check one:

☒ City: Owatonna Zip: 55060 County: Steele

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): August 18, 2024

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

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

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

LG220 Application for Exempt Permit

4/23
Page 2 of 3

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

CITY APPROVAL for a gambling premises located within city limits

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

Print City Name: Owatonna

Signature of City Personnel:

Heather Clauson

Title: Admin Coordinator Date: 11/7/2023

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Daniel Buck Date: 11/7/23
(Signature must be CEO's signature; designee may not sign)

Print Name: Daniel Buck

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

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

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

An equal opportunity employer



CITY OF
OWATONNA

Miscellaneous



DATE: November 21, 2023
TO: Mayor and City Council
FROM: Eric Anderson, Recreation Manager
Jenna Tuma, Parks, Trails, Recreation & Facilities Director
SUBJECT: Exclusive Beverage Agreement - Gillette Pepsi

Purpose:

Request City Council approval of the Exclusive Beverage Provider Agreement with Pepsi-Cola Bottling Company.

Background:

The current Beverage Provider Agreement with Gillette Pepsi expires on December 31, 2023. Proposals were requested from Gillette Pepsi Bottling Company of Rochester and Reyes Coca-Cola Bottling of Owatonna. Both companies provided proposals that included comparable pricing, annual rebate payments, free use of equipment and equipment maintenance service. The Gillette Pepsi proposal provided the greater overall value to the City. This is a 3-year agreement, from January 2024 through December 2026. This agreement would extend to any contractor, vendor, and user group who sells beverages on City properties.

Budget Impact:

Based on current sales volume, the City will receive \$3,000 annually in funding from Pepsi-Cola and up to 5 printed banners annually to promote events. All equipment and maintenance services on the equipment are provided as part of the agreement. Expenses and revenue from purchased/sold products are included in the annual general operating budgets of each program area.

Staff Recommendation:

Staff recommends approval of the agreement with Pepsi-Cola Bottling Company.

Attachments:

1. 2024-2026 Exclusive Beverage Agreement - Gillette Pepsi (Signed by Pepsi)



PEPSI-COLA BOTTLING OF ROCHESTER, INC.

3393 Commercial Drive SW • Rochester, MN 55902 • (507)288-3772
pepsirochester.com

EXCLUSIVE BEVERAGE AGREEMENT

This **Exclusive Beverage Agreement** is between: **Pepsi-Cola Bottling Company of Rochester, MN**, and **The City of Owatonna, MN**.

“Customer premises” shall be defined to include the following facilities and premises: The City of Owatonna, Owatonna Parks & Recreation, River Springs Water Park, West Hills Tennis Center, Brooktree Golf Course, Lake Kohlmier Beach House, and any future facilities through the City of Owatonna.

Term

The term of this Agreement is for (3) years, starting on 01/01/2024. When fully executed, this agreement will constitute a binding obligation of both parties until such time as the foregoing commitment of the Customer has been fulfilled 12/31/2026. For purposes of this agreement, the term “year” will mean a 12-month period during the term beginning on the first day of the term or anniversary thereof.

Scope

During the term, the Customer shall purchase Pepsi-Cola branded products from the Bottler and its delivery system. These products include, but are not limited to, Carbonated Soft Drinks, Teas, Waters, Energy Drinks, Sparkling Waters, Isotonic Drinks, Juices, Coffee based drinks and other Soft Drink Beverages distributed by the Bottler.

Exclusivity

Bottler will be the exclusive non-alcoholic beverage supplier to the Customer during the term.

Equipment

Bottler will provide dispensing equipment, coolers, and vending Machines as mutually agreed upon. Equipment is the property of the Bottler and is to be used only to dispense Pepsi-Cola products.

Termination

Either party may terminate this Agreement if the other commits a material breach of this Agreement, provided that the terminating party has given the other party written notice of the breach and the other party has failed to remedy or cure the breach within ninety (90) days of such notice. Any upfront payments will be prorated based on time left on the contract up to the termination date. Payment is due back from the Customer within 30 days of termination date.

Right of First Refusal

Upon expiration or termination of this Agreement, Customer grants Bottler the right of first refusal to match any offer made to Customer by any other party with respect to the supply of product to Customer.

Prices

Bottler reserves the right to make wholesale pricing adjustments warranted by economic conditions in the local marketplace.

Promotions and Benefits:

Pepsi Cola of Rochester will provide annually \$3,000.00 in funding. Funding is based on current sales volume. We reserve the right to review our funding if sales volume is substantially reduced.

Pepsi will print up to 5 banners per year to promote events for the City of Owatonna. Total value of \$1,500.00.

Bottler Commitment

The Bottler agrees that it and each subcontractor shall to the extent applicable by law comply with (1) the terms of the Equal Opportunity and Affirmative Action clauses, which are incorporated herein by this reference, and program requirements contained in 41 CFR §§ 60-1.4(a), 250.5(a) and 741.5(a), or their successors, concerning women, minorities, eligible veterans and individuals with a disability, (2) the Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (41 CFR § 60-4.2(d)), or its successor, (3) the EEO-1 and VETS-100 form filing requirements contained in 41 CFR §§ 60-1.7 and 61-250.5(a), or their successors, and (4) all applicable Executive Orders, laws and regulations relating to any of the above

Force Majeure

No party will be responsible to the other for any failure, in whole or in part, to perform any of its respective obligations hereunder, to the extent and for the length of time that performance is rendered impossible or commercially impracticable resulting directly or indirectly from any foreign or domestic embargo, product detention, seizure, act of God pandemic, epidemic, insurrection, war and/or continuance of war, the passage or enactment of any law ordinance, regulation, ruling, or order interfering directly or indirectly with the rendering more burdensome the purchase, production, delivery or payment hereunder, including the lack of the usual means of transportation due to fire, flood explosion, riot strike or other acts of nature or man that are beyond the control of the parties unless such contingency is specifically excluded in another part of this Agreement ("Force Majeure Event"). Any Party(s) so affected, will (i) use all reasonable effort to minimize the effects thereof and (ii) promptly notify the other party(s) in writing of the Force Majeure and the effect of the Force Majeure on such party's ability to perform its obligations hereunder. The affected party(s) will promptly resume performance after it is no longer subject to Force Majeure. If the Force Majeure period continues beyond 90 days, the parties agree to discuss in good faith potential modifications to this Agreement and in the event an agreement cannot be reached, any party may terminate the agreement.

Government Actions

If the action of any local, state or federal government entity (including, but not limited to; the imposition of sales taxes, fees, deposit requirements, or other government-imposed fees) increases the cost of, or the fees associated with, selling any or all of the Beverage, such increases shall be paid by the Customer, and shall not be used in the calculation under a price provision, if any, contained in this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, effective as of the date first above written.

Customer:
City of Owatonna

Thomas A. Kuntz
(Name)

Mayor
(Title)

(Signature)

(Date)

Kris M. Busse
(Name)

City Administrator
(Title)

(Signature)

(Date)

Bottler:
Pepsi-Cola Bottling Company of Rochester

Sarah Kvanli
(Name)

Business Development Representative
(Title)

Sarah Kvanli
(Signature)

11/06/2023
(Date)



DATE: November 21, 2023
TO: Mayor and City Council
FROM: Eric Anderson, Recreation Manager
Jenna Tuma, Parks, Trails, Recreation & Facilities Director
SUBJECT: Coffee Service Agreement - SeniorPlace Inc

Purpose:

Request City Council approval of the Coffee Service Agreement with SeniorPlace Inc.

Background:

SeniorPlace Inc, a 501c Non-Profit organization with the purpose of supporting programming and activities for Seniors, has an interest in providing Coffee Service at West Hills Social Commons to the members of the City's Adult Leisure Pursuits senior programming program, to add to the social ambience of the programming space. This service was provided by SeniorPlace Inc for many years in the past; however, the program has been discontinued since the Covid 19 Pandemic. Reimplementing this program is in response to member's requests. It is the responsibility of the SeniorPlace Inc Board of Directors to fully manage the program and maintain liability insurance during the term of this agreement.

Budget Impact:

The City will provide the plumbed-in water source and connection to the Coffee Machine. SeniorPlace Inc will be responsible for all operations and expenses associated with the Coffee Service program.

Staff Recommendation:

Staff Recommends approval of the agreement.

Attachments:

1. 2023 SeniorPlace Inc - Coffee Agreement (signed by SPI)

**CITY OF OWATONNA
AND
SENIORPLACE, INC.
COFFEE SERVICE AGREEMENT**

THIS AGREEMENT, made and entered into this 17 day of October, 2023, by and between the City of Owatonna, a municipal corporation, hereinafter referred to as the “City”, and SeniorPlace, Inc., a Minnesota non-profit organization, hereinafter referred to as “SPI”.

WITNESSETH:

WHEREAS, City provides senior programming and social networking opportunities to its Adult Leisure Pursuits (“ALP”) members at West Hills Social Commons and desires the support of SPI; and

WHEREAS, SPI desires to provide a Coffee Service Program (herein “Program”) to the ALP members; and

WHEREAS, SPI agrees to perform the services for the City under the terms and conditions set forth in this agreement;

NOW THEREFORE, in consideration of the foregoing and in consideration of the promises hereinafter set forth, City and SPI mutually agree as follows:

SPI’S RESPONSIBILITIES:

1. **Communication.** SPI shall work directly with the CITY Recreation Manager, or his/her appointed designee, on the Program.
2. **Program Coordinator.** SPI shall provide a designated Program Coordinator, with phone and email contact information, to administer the Program. The Coordinator’s contact information shall be listed on all publications associated with the Program.
3. **Volunteers.** SPI shall be responsible for recruiting and training of its volunteers associated with the Program. SPI volunteers are separate and distinct from City Volunteers.
4. **Equipment and Supplies.** SPI shall be responsible for ordering the coffee machine and all other equipment and supplies for the Program.
5. **Equipment Maintenance and Cleaning.** SPI shall be responsible for cleaning and maintaining all equipment associated with the Program and shall be responsible for cleaning the City provided counter space and storage area
6. **Program Policy and Procedures.** SPI has adopted written policy and procedures for the Program to be followed by all SPI volunteers and ALP members.

7. **Revenue and Expenses.** SPI shall collect, retain and be responsible for all revenue generated from the Program and shall be responsible for all expenses associated with the Program, with the exception of those identified in "City's Responsibilities" of this agreement.
8. **Vendors and Suppliers.** SPI shall have an independent account with and will work directly with any Vendors and Suppliers. Vendors must be approved by the City. SPI shall be responsible for any fees charged for the use of equipment or service, including maintenance and termination fees.
9. **Vendor Services Calls.** SPI's Program Coordinator shall be responsible for all services calls and communication with the Vendor.
10. **Unauthorized Use.** SPI shall be responsible for managing unauthorized use of the Program equipment and supplies.

CITY'S RESPONSIBILITIES:

1. **Communication.** The City shall work directly with the Program Coordinator, on all aspects of the program.
2. **Water Source.** The City shall provide a plumbed in water source and connection to the Coffee Machine.
3. **Counter Space.** The City shall provide a counter space for the Coffee Machine.
4. **Equipment and Supplies Storage.** The City shall provide a lockable storage location for Program supplies and equipment.
5. **City Retains Authority.** The City retains authority over the premises.

GENERAL CONDITIONS:

1. **Relationship.** It is understood that the Program is SPI's Program and SPI will have full responsibility for the Program.
2. **Access to Storage Spaces.** The City shall provide access to necessary storage areas to SPI's designated representatives during normal business hours.
3. **Assignment.** SPI may not assign this Agreement to any other person or entity unless the City consents in writing to the assignment.
4. **Liability Insurance.** SPI shall take out and maintain during the term of this agreement Commercial General Liability insurance coverage to protect SPI, its officers, employees, agents, members and anyone directly or indirectly engaged or employed by it from any and all claims for damage to property or for personal injury, including death, made by anyone, arising under this Agreement with the following limits of coverage:

- Commercial General Liability coverage with limits of not less than \$1 Million per occurrence and \$2 Million annual aggregate.

Said policy to be issued by a company authorized to do business in the State of Minnesota and, if mutual, shall be non-assessable. SPI shall provide the City with a Certificate of Insurance naming the City as an additional insured.

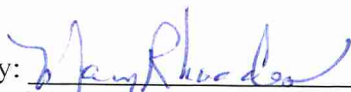
SPI agrees to provide Workers Compensation insurance for any employees in accordance with the statutory requirements of the State of Minnesota. Prior to providing services to the City pursuant to this Agreement or assigning an official to any City events, SPI shall deliver to the City evidence that the above coverage is in full force and effect.

5. **Indemnification.** SPI agrees to perform and comply with all the conditions, regulations, and provisions herein, and to defend, indemnify, and hold harmless the City, its officers, agents, or employees of and from all liability, liens, judgments, costs, damages and expenses of whatsoever kind which may in any way be suffered by the City or its officers, agents, or employees by reason of or in consequence of the operation of the Program or on account of any act or thing done or suffered or omitted to be done under the authority or supposed authority of this agreement. SPI's indemnification obligation shall also apply to any subcontractor of SPI, or anyone directly or indirectly employed or hired by SPI, or anyone for whose acts the Partner may be liable.
6. **Subrogation.** In accordance with the subrogation provisions of the standard property insurance contract, it is hereby understood and agreed by and between the undersigned parties that they do jointly and separately waive any or all right of recovery against the other insured loss occurring to the real property owned by City and personal property owned by SPI all while located at the West Hills Social Commons facility.
7. **Force Majeure.** Except for payment of sums due, neither Party shall be liable to the other or deemed in default under this Agreement, if and to the extent that Party's performance is prevented by reason of force majeure. "Force majeure" includes war, an act of terrorism, a pandemic or epidemic, fire, earthquake, flood or other circumstances which are beyond the control and without the fault or negligence of the Party affected and which by the exercise of reasonable diligence the Party affected was unable to prevent.
8. **Cancellation.** This agreement shall be subject to cancellation by the City in the event of the happening of any one or more of the following:
 - a. Failure of SPI to perform, keep, and observe any of the conditions of the agreement, and the failure of SPI to correct the default or breach within the times specified by the Recreation Manager.
 - b. Upon mutual consent of the City and SPI.

- c. When either party decides to discontinue the Program. In that event, the withdrawing part will give the other party 30 days written notice of discontinuance.
 - d. The City retains the right to cancel the Coffee Service program at any time in its sole discretion.
9. **Termination.** Upon termination of this agreement SPI shall remove all Program equipment from the premises. In the event said equipment is not removed within thirty (30) days from expiration of this agreement it shall be deemed to have been abandoned to the City.
10. **No Waiver Clause.** No waiver of any breach of any provision of this agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing and signed by an authorized representative of the waiving party.
11. **Term.** The term of this agreement will begin October 18, 2023 and will renew annually automatically unless and until cancellation occurs as provided in Section 8.

IN WITNESS THEREOF, the parties have hereunto set their hands the day and year first above written.

SPI Representative

By: 
Mary Rhoades, President

City of Owatonna

By: _____
Tom Kuntz, Mayor

By: _____
Kris Busse, City Administrator



DATE: November 21, 2023
TO: Mayor and City Council
FROM: Rhonda Moen, Finance Director
SUBJECT: Statement of Work - Audit Services - CliftonLarsonAllen LLP

Purpose:

Approve engagement with CliftonLarsonAllen, LLP for audit services for 2023.

Background:

All Minnesota cities with populations of at least 2500 must submit to the state auditor's office audited financial statements that have been attested to by a certified public accountant, public accountant, or the state auditor within 180 days after the close of the fiscal year. This agreement will allow the City to comply with this requirement.

Budget Impact:

Funds have been included in the 2024 operating budget to pay for the audit of the 2023 financial statements. The base fee from the prior year was \$33,750 compared to \$34,350 for the upcoming 2023 financial statement audit. The new GASB pronouncements have resulted in slightly higher audit fees.

Staff Recommendation:

Staff recommends approval of this agreement.

Attachments:

1. City of Owatonna Statement of Work - Audit Services



Statement of Work - Audit Services

November 4, 2023

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 23, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and City of Owatonna ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2023.

Mary Reedy is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of City of Owatonna, and the related notes to the financial statements as of and for the year ended December 31, 2023.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of schedule of federal awards.
- Preparation of the data collection form

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the

United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will perform procedures on the financial information of Owatonna Public Utilities (or request other auditors to perform procedures on the financial information of Owatonna Public Utilities) to enable us to express our opinions.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over

compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs.

We will make reference to Abdo's audit of Owatonna Public Utilities in our report on your financial statements.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or compliance are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of the financial statements and that your annual report will be issued by June 30, 2024. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, and the Uniform Guidance.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Improper revenue recognition

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with

governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether

the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of

fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for providing us with, or making arrangements to facilitate (1) unrestricted communication between us and the component auditor(s) to the extent permitted by law or regulation; (2) communications between the component auditor(s), those charged with governance of the component(s), and component management, including communications of significant deficiencies and material weaknesses in internal control; (3) communications between regulatory authorities and the component(s) related to financial reporting matters; (4) access to component information, those charged with governance of the component(s), component management, and the component auditor(s) (including relevant audit documentation requested by us); and (5) permission to perform work, or request a component auditor to

perform work, on the financial information of the component(s).

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go

undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not

performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Office of the State Auditor. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our professional fees are outlined in the table below:

Service	Fee
Financial Statement Audit	\$34,350
Implementation of the New Risk Auditing Standards which includes an increase in information technology testing	SAS 143-145 \$1,500 - \$3,000
Additional audit testing for GASB 96 SBITAs (1-25 agreements)	\$275 per hour

We will also bill for a technology and client support fee of five (5%) of all professional fees billed. Our fee is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher.

Professional fees will be billed as follows:

Progress bill to be mailed on	Amount to be billed
Upon execution of the SOW	One-third of our professional fees
Upon the commencement of substantive procedures	One-third of our professional fees
Issuance of draft report(s)	One-third of our professional fees

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of City of Owatonna.

CLA

ORG: _____

NAME: Mary Reedy

TITLE: Principal

SIGN: Mary Reedy

DATE: November 6, 2023

Client

ORG: City of Owatonna

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

ORG: City of Owatonna

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____



DATE: November 21, 2023
TO: Mayor and City Council
FROM: Rhonda Moen, Finance Director
SUBJECT: Statement of Work - HRA Audit Services - CliftonLarsonAllen LLP

Purpose:

Approve engagement with CliftonLarsonAllen, LLP for HRA audit services for 2023.

Background:

We must submit to the state auditor's office audited financial statements that have been attested to by a certified public accountant, public accountant, or the state auditor within 180 days after the close of the fiscal year. This agreement will allow the HRA to comply with this requirement.

Budget Impact:

Funds have been included in the 2024 HRA budget to pay for the audit of the 2023 financial statements.

Staff Recommendation:

Staff recommends approval of this agreement.

Attachments:

1. Owatonna HRA Statement of Work - Audit Services
2. Owatonna HRA Statement of Work - Agreed-upon Procedures



Statement of Work - Audit Services

November 4, 2023

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 26, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Housing and Redevelopment Authority of Owatonna ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2023.

Mary Reedy is responsible for the performance of the audit engagement.

Scope of audit services

We will audit the financial statements of the governmental activities, the business-type activities, and each major fund, which collectively comprise the basic financial statements of Housing and Redevelopment Authority of Owatonna, and the related notes to the financial statements as of and for the year ended December 31, 2023.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

Nonaudit services

We will also provide the following nonaudit services:

- Preparation of lease tools, if necessary

Audit objectives

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute

assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will issue a written report upon completion of our audit of your financial statements.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming opinions on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue a report, or withdrawing from the engagement.

We will also provide a report (which does not include an opinion) on internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements, as required by *Government Auditing Standards*. The report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the entity is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit conducted in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the

relevant legal, regulatory, or contractual requirements.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of the financial statements and that your annual report will be issued by June 30, 2024. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Auditor responsibilities, procedures, and limitations

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Management override of controls
- Improper revenue recognition

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected

noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Management responsibilities

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements and RSI in accordance with U.S. GAAP.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

You are responsible for the design, implementation, and maintenance of effective internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met. You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered. You are responsible for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we may report.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and

disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers); (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

Management is responsible for the preparation of the supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those

audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Responsibilities and limitations related to nonaudit services

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

Use of financial statements

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved with the contents of such documents. Such disclosure should read as follows:

CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

Engagement administration and other matters

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Office of the State Auditor. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our professional fees are outlined in the table below:

Service	Fee
Financial Statement Audit	\$12,150
Implementation of the New Risk Auditing Standards which includes an increase in information technology testing	SAS 143-145 \$1,000- \$2,500
SBITAs audit resource fee	\$1,000
Additional audit testing for GASB 96 SBITAs (1-25 agreements)	\$275 per hour

We will also bill for expenses including a technology and client support fee of five (5%) of all professional fees billed. Our fee is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher.

Professional fees will be billed as follows:

Progress bill to be mailed on	Amount to be billed
Upon execution of the SOW	One-third of our professional fees
Upon the commencement of substantive procedures	One-third of our professional fees
Issuance of draft report(s)	One-third of our professional fees

This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation.

Unexpected circumstances

We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

Changes in accounting and audit standards

Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such circumstances with you prior to performing the additional work.

Agreement

We appreciate the opportunity to provide to you the services described in this SOW under the MSA and believe this SOW accurately summarizes the significant terms of our audit engagement. This SOW and the MSA constitute the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA related to audit services. If you have any questions, please let us know. Please sign, date, and return this SOW to us to indicate your acknowledgment and understanding of, and agreement with, the arrangements for our audit of your financial statements including the terms of our engagement and the parties' respective responsibilities.

Sincerely,

CliftonLarsonAllen LLP

Response:

This letter correctly sets forth the understanding of Housing and Redevelopment Authority of Owatonna.

CLA

ORG: _____

NAME: **Mary Reedy** _____

TITLE: **Principal** _____

SIGN: *Mary Reedy* _____

DATE: **November 6, 2023** _____

Client

ORG: **Housing and Redevelopment Authority
of Owatonna** _____

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

ORG: **Housing and Redevelopment Authority
of Owatonna** _____

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____



Statement of Work - Agreed-upon Procedures

November 4, 2023

This document constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 26, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and Housing and Redevelopment Authority of Owatonna ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2023.

Mary Reedy is responsible for the performance of the agreed-upon procedures engagement.

Scope, objective, and responsibilities

We will apply the agreed-upon procedure which Housing and Redevelopment Authority of Owatonna has specified and agreed to, listed in the attached schedule, to the electronic submission and related hard copy documents listed in the attached schedule and the related hard copy documents included within the OMB Uniform Administrative Requirements reporting package of Housing and Redevelopment Authority of Owatonna as of and for the year ended December 31, 2023. Housing and Redevelopment Authority of Owatonna is responsible for the electronic submission and related hard copy documents listed in the attached schedule and the related hard copy documents included within the reporting package of Housing and Redevelopment Authority of Owatonna.

Our engagement to apply the agreed-upon procedure will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards for attestation engagements contained in Government Auditing Standards issued by the Comptroller General of the United States. Those standards require us to be independent of the entity or responsible party, as applicable, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our engagement. Housing and Redevelopment Authority of Owatonna agrees to and acknowledges the procedure performed or to be performed is appropriate for the intended purpose of applying the procedure and reporting associated findings related to the electronic submission of the items listed in the "UFRS Rule Information" column. The intended users of the agreed-upon procedure report are Housing and Redevelopment Authority of Owatonna and the U.S. Department of Housing and Urban Development, Office of Public and Indian Housing - Real Estate Assessment Center (PIH-REAC). Intended users in addition to Housing and Redevelopment Authority of Owatonna may be requested to agree to the procedure and acknowledge that the procedure performed is appropriate for the intended purpose. Consequently, we make no representation regarding the appropriateness of the procedure described in the

attached schedule either for the purpose for which this report has been requested or for any other purpose. The intended users assume the risk that such procedure might be inappropriate for the intended purpose and the risk that they might misunderstand or otherwise inappropriately use findings properly reported by CLA.

Our responsibility is to perform the specified procedure and report the findings in accordance with the attestation standards. Because the agreed-upon procedure listed in the attached schedule does not constitute an examination or review, we will not express an opinion or conclusion on whether the electronic submission of the items listed in the “UFRS Rule Information” column agrees with the related hard copy documents within the audit reporting package. In addition, we have no obligation to perform any procedure beyond that listed in the attached schedule.

At the conclusion of the engagement, you agree to provide a written representation letter that includes your agreement and acknowledgement that the procedure performed is appropriate for the intended purpose of the engagement and, if applicable, that you have obtained from necessary other parties their agreement to the procedure and acknowledgement that the procedure performed is appropriate for their purposes.

We will issue a written report upon completion of our engagement that lists the procedure performed and our findings. If, for any reason, we are unable to complete the procedure, we will describe any restrictions on the performance of the procedure in our report, or will not issue a report and withdraw from this engagement. You understand that the purpose of the report on applying the agreed-upon procedure is solely to describe the procedure performed on the electronic submission of the items listed in the “UFRS Rule Information” column and the associated findings, and not to provide an opinion or conclusion. Accordingly, the report is not suitable for any other purpose.

Our report will include a statement indicating that we have not performed any additional auditing procedures after the date of our reports on the audited financial statements and supplemental information. Our report will also include a statement indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. Further, we take no responsibility for the security of the information transmitted electronically to the U.S. Department of Housing and Urban Development, PIH-REAC.

You are responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; complying with laws and regulations; and ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with provisions of laws, regulations, contracts, and grant agreements; however, we will communicate to you any known and suspected fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements affecting the electronic submission and related hard copy documents listed in the attached schedule that come to our attention, unless they are clearly inconsequential. In addition, if, in connection with this engagement, matters come to our attention that contradict the electronic submission and related hard copy documents listed in the attached schedule,

we will disclose those matters in our report. Such disclosures, if any, may not necessarily include all matters that might have come to our attention had we performed additional procedures or an examination or review.

Management is responsible for providing us with (1) access to all information of which you are aware that is relevant to the performance of the agreed-upon procedure, such as records, documentation, and other matters, and for the accuracy and completeness of that information; (2) additional information that we may request for the purpose of performing the agreed-upon procedure; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence relating to performing the procedure. You agree to inform us of events occurring or facts discovered subsequent to the date of the electronic submission that may affect the electronic submission or related hard copy documents.

Engagement administration and other matters

A list of information we expect to need for the engagement and the dates required will be provided in a separate communication.

We will provide copies of our report to the entity; however, management is responsible for distribution of the report and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our report are to be made available for public inspection.

The workpapers supporting the services we perform are the sole and exclusive property of CLA and constitute confidential and proprietary information. We do not provide access to our workpapers to you or anyone else in the normal course of business. Unless required by law or regulation to the contrary, we retain our workpapers in accordance with our record retention policy that typically provides for a retention period of seven years.

Pursuant to authority given by law or regulation, we may be requested to make certain workpapers (hardcopy or electronic) available to the Secretary of Housing and Urban Development or designee, the HUD Inspector General, and the U.S. Government Accountability Office or their representatives for their regulatory oversight purposes. We will notify you of any such request. Access to the requested workpapers will be provided to the regulators under the supervision of CLA personnel and at a location designated by our firm. Furthermore, upon request, we may provide copies of selected workpapers (hardcopy or electronic) to such regulators. The regulators may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

CLA will not disclose any of your confidential, proprietary, or privileged information to any persons without the authorization of your management or unless required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

Our engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

Government Auditing Standards require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

Fees

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including travel, internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Based on our preliminary estimates, the total fees and expenses for the engagement should approximate \$12,150 per the statement of work - audit services. This estimate is based on anticipated cooperation from your personnel and their assistance with locating requested documents and preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the fees and expenses will likely be higher. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation.

Agreement

We appreciate the opportunity to be of service to you and believe this SOW accurately summarizes the significant terms of our engagement. This SOW constitutes the entire agreement regarding these services and supersedes all prior agreements (whether oral or written), understandings, negotiations, and discussions between you and CLA. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this SOW, please sign, date, and return the enclosed copy to us.

Sincerely,

CliftonLarsonAllen LLP

CLA

ORG: _____

NAME: **Mary Reedy** _____TITLE: **Principal** _____SIGN: *Mary Reedy* _____DATE: **November 6, 2023** _____**Client**ORG: **Housing and Redevelopment Authority
of Owatonna** _____

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

ORG: **Housing and Redevelopment Authority
of Owatonna** _____

NAME: _____

TITLE: _____

SIGN: _____

DATE: _____

Agreed ☒ Upon Procedure

Compare the electronic submission of the items listed in the "UFRS Rule Information" column with the corresponding printed documents listed in the "Hard Copy Documents" column as shown in the schedule below.

UFRS RULE INFORMATIONBalance Sheet and Revenue and Expense (data line
items 111 to 13901) _____**HARD COPY DOCUMENTS**

Financial Data Schedule, all ALN's, if applicable _____

Footnotes (data element G5000-010)	Footnotes to audited basic financial statements
Type of opinion on FDS (data element G3100- 040)	Auditor's supplemental report on FDS
Audit findings narrative (data element G5200- 010)	Schedule of Findings and Questioned costs
General information (data element series G2000, G2100, G2200, G9000, G9100)	OMB Data Collection Form
Financial statement report information (data element G3000-010 to G3000-050)	Schedule of Findings and Questioned costs, Part 1 and OMB Data Collection Form
Federal program report information (data element G4000-020 to G4000-040)	Schedule of Findings and Questioned costs, Part 1 and OMB Data Collection Form
Type of Compliance Requirement (G4200-020 & G4000-030)	OMB Data Collection Form
Basic financial statements and audit reports required to be submitted electronically	Basic financial statements (inclusive of auditor reports)



DATE: November 21, 2023
TO: Mayor and City Council
FROM: Jenna Tuma, Parks, Trails, Recreation & Facilities Director
SUBJECT: Change Order 7 - Council Chamber Project - Ebert Construction

Purpose:

Request City Council approval for Ebert Construction's Change Order #7 for the Council Chambers Project.

Background:

Change Order 7 supports a combination of project adjustments resulting in cost savings credits and additional work for fire sprinkler pipe adjustment, wall tile, and electrical gear equipment. A detailed report is attached with itemized changes.

Budget Impact:

Net financial change of \$1,466.22 for this change order will be paid through residual capital project funds.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Ebert Construction Change Order 7
2. Change Order 7 details

**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: 007
Date: November 1, 2023**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.)*

Added Cost for Bullnose size change at Restroom	\$ 672.66 Additional Cost
Credit for omitting Large Grilles	(\$ 503.00) Credit
Electrical Gear Material Changes	\$ 4,776.88 Additional Cost
Credit for Wast Parking Lot Asphalt Paving	(\$ 7,555.00) Credit
West Chamber Sprinkler Pipe Changes	\$3,661.40 Additional Cost
Added Curb Section Removal /Replacement West Entrance	\$413.28 Additional Cost

The original Contract Sum was	\$ 1,626,400.00
The net change by previously authorized Change Orders	\$ 129,388.25
The Contract Sum prior to this Change Order was	\$ 1,755,788.25
The Contract Sum will be increased by this Change Order in the amount of	\$ 1,466.22
The new Contract Sum including this Change Order will be	\$ 1,757,254.47

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be November 9, 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 *(Firm name)***SIGNATURE**Teresa Thoreson McCormack, AIA,
Partner**PRINTED NAME AND TITLE**

November 1, 2023

DATE

Ebert Construction

CONTRACTOR *(Firm name)***SIGNATURE**

Josh Busse, Project Manager

PRINTED NAME AND TITLE

11/1/2023

DATE

City of Owatonna

OWNER *(Firm name)***SIGNATURE**

Kris Busse, City Administrator

PRINTED NAME AND TITLE**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: CP026
Date: 10/6/23
Job: 6595 Owatonna City Hall Remodel
Phone:

Description: Added Tile Cost for Bullnose Size Change

Proposed are the following changes:

Cost for field direction provided by owner to change to top row of bullnose wall tile from the submitted 2"x8" to the requested 3"x6".
This cost includes freight of new material to the jobsite and the freight of returned material back to supplier.

The total amount to provide this work is \$672.66
(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 CP026 Price Breakdown Continuation Sheet

Description: Added Tile Cost for Bullnose Size Change

Description	Labor	Material	Equipment	Subcontract	Other	Price
Bullnose tile size changes per owner's request.				\$625.00		\$625.00

Subtotal: **\$625.00**

Self-Performed OH&P \$0.00

Sub-Performed OH&P \$625.00 5.00% \$31.25

Bond, Insurance \$656.25 2.50% \$16.41

Total: **\$672.66**

q

Brooklyn Park, MN 55428

Request For Change Number (2)

Page 82 of 344



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: CP028
Date: 10/6/23
Job: 6595 Owatonna City Hall Remodel
Phone:

Description: Credit for Omitting Reinstall of Large Grilles

Proposed are the following changes:

The total amount to provide this work is \$-503.00
(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 CP028 Price Breakdown Continuation Sheet

Description: Credit for Omitting Reinstall of Large Grilles

Description	Labor	Material	Equipment	Subcontract	Other	Price
Remove install of grilles up on the wall & material/labor for the frames at said grilles.				\$-503.00		\$-503.00

Subtotal: **\$-503.00**

Self-Performed OH&P \$0.00

Sub-Performed OH&P \$0.00

Bond, Insurance \$0.00

Total: **\$-503.00**



CHANGE REQUEST

DATE: 10/06/23

CR #: 5

SUB CONTRACTOR	
DISTINCTIVE CABINET DESIGN 30 2ND AVENUE WEST FOLEY, MN 56329 PHONE: (320) 968-4351 FAX: (320) 968-4352 EMAIL: mikel@distinctivecabinet.com	

FOLEY, MN 56329

FAX: (320) 968-4352

EMAIL: mikel@distinctivecabinet.com

CONTRACTOR/PROJECT NAME & ADDRESS	
Ebert Construction	
2942 - Owatonna City Council Renov	
540 West Hills Circle	
Owatonna, MN 55060	
Attn: Josh Busse	

Owatonna, MN 55060

Attn: Josh Busse

DESCRIPTION AND PRICING OF PROPOSED WORK ADD OR (DEDUCT)
NO MATERIAL, PRODUCT OR HARDWARE WILL BE ORDERED UNTIL A SIGNED CHANGE ORDER IS RECEIVED

NO MATERIAL, PRODUCT OR HARDWARE WILL BE ORDERED UNTIL A SIGNED CHANGE ORDER IS RECEIVED

ITEM #	REFERENCE:	TOTAL
	Remove install of grilles up on the wall & material/labor for the frames at said grilles	(\$503.00)
THIS CONTRACT AMOUNT WILL BE ADJUSTED BY THIS AMOUNT		(\$503.00)

**RETURN THIS REQUEST TO DISTINCTIVE CABINET DESIGN IMMEDIATELY. NONE OF THE ABOVE
WORK WILL BE MANUFACTURED UNTIL THIS APPROVED CHANGE REQUEST OR AN OFFICIAL CHANGE
ORDER HAS BEEN RETURNED TO DISTINCTIVE CABINET DESIGN**

DISTINCTIVE CABINET DESIGN

PRINTED NAME:



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: CP029R1
Date: 10/31/23
Job: 6595 Owatonna City Hall Remodel
Phone:

Description: Electrical Gear Material Changes Rev. 1

Proposed are the following changes:

Cost for required changes to electrical gear and attachment to existing MDP buss bars. Per the project electrician, this change is required because attaching to the MDP buss bar (drilling new holes) is not an approved way of attachment and violates any warranties. The buss bar is used to attach more sections of gear to it only, not drilling and attaching our own mechanical lugs for attachment. The original riser diagram shows direct attachment to the buss which is why the change is required. A credit is included for use of the existing disconnect and fuses. Please see included backup quote and email chain for reference.

****PLEASE NOTE:** The cost for any required temporary wiring has been removed from the first version of this change proposal until Ebert can confirm if it was required. At the time of the original quote, the new breaker had a lead time of late November. As a result, pricing to temporarily wire circuits into the existing panel in the basement until the new breaker and mounting kit arrive was provided. The goal being to open up the space for council use ahead of time. No extension to substantial completion date is being requested as it would be understood this electrical swap out would need to be scheduled at a date past the contractual substantial completion date. It is understood that this temporary wiring cost will be added in at a later date via change order if it is determined to be required.

The total amount to provide this work is

\$4,776.88

(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 CP029R1 Price Breakdown Continuation Sheet

Description: Electrical Gear Material Changes Rev. 1

Description	Labor	Material	Equipment	Subcontract	Other	Price
Supply 200 amp, 3 phase breaker and mounting hardware for existing MDP switch board in place of drilling into existing MDP buss bars.				\$5,205.00		\$5,205.00
Deduct of existing disconnect & fuses.				\$-825.00		\$-825.00
Subtotal:						\$4,380.00
Self-Performed OH&P						\$0.00
Sub-Performed OH&P				\$5,205.00	5.00%	\$260.25
Bond, Insurance				\$5,465.25	2.50%	\$136.63
Total:						\$4,776.88

Four Seasons Electric

3127 S County Rd 45
Owatonna, MN 55060

Change Order

Date	Estimate #
10/5/2023	5315

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

Project			
MDP Breaker			
Description	Qty	Cost	Total
Supply 200 amp, 3 phase breaker and mounting hardware for existing MDP switch board in place of drilling into existing MDP buss bars:	1	5,205.00	5,205.00
-			
Deduct of existing disconnect & fuses	-1	825.00	-825.00
Temporarily wire circuits into basement panel if breaker / mounting kit arrive past completion	1	3,860.00	3,860.00
To be added in via change order at a later date if deemed required by electrician.			
THANK YOU!!		Total	\$8,240.00

Customer Signature _____

Josh Busse

From: Josh Busse
Sent: Wednesday, October 4, 2023 3:26 PM
To: Thomas J. Heinz; Donovan D. Geske
Cc: Teresa McCormack; Aaron J. Fitzloff
Subject: FW: City chambers

Tom/Donovan

I know you guys have been involved in this whole thread so I will include you on the pricing I receive from these equipment changes when I receive them.

Thanks,



Josh Busse | Project Manager

23350 County Road 10, Corcoran, MN 55357 | 📞 Cell: 612-263-3632 | 📞 Phone: 763-498-7844 | 🌐 Web www.ebertcompanies.com

From: Ryan Spindler <ryan@fourseasonselectric.com>
Sent: Wednesday, October 4, 2023 3:16 PM
To: Josh Busse <jbusse@ebertcompanies.com>
Subject: Re: City chambers

Josh I will get a price on this equipment and deduct the disconnect from the original

Thanks!

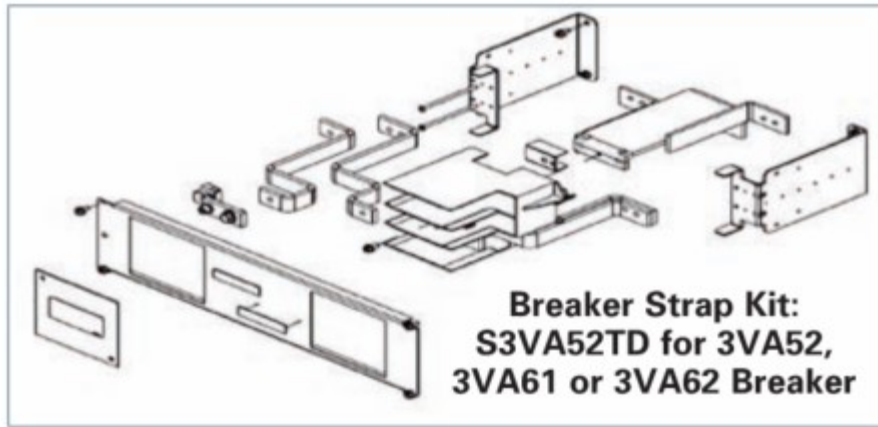
Ryan

Four Seasons Electric

On Oct 4, 2023, at 3:10 PM, Gustafson, Jeremy <jeremy.gustafson@siemens.com> wrote:

Per my factory contact, we can pull out the twin 30A fused switch (labeled spare) and replace with twin 250A 3VA frame strap kit. We can furnish a 200A 3VA breaker and have a future 250A 3VA provision available. In the future, we could provide down to 70A with a Thermal Mag or 40A with a Solid State breaker.

1. Strap Kit part number is S3VA52TD; it is 5"H and requires 32" Min. Section Width.
2. 200A Breaker part number is 3VA5220-5EC32-0AA0; it is rated for 85kA for <=240V and Instantaneous is adjustable from 1000A to 2000A.



Let me know if you have any questions. Thanks!

Jeremy Gustafson, PE
Business Development Manager

Siemens Industry, Inc.
Smart Infrastructure Division
Electrical Products

10900 Wayzata Blvd
Minnetonka, MN 55305
Mobile: (612)787-8429
Siemens Technical Support: 1-800-333-7421
Customer Service: 1-866-663-7324



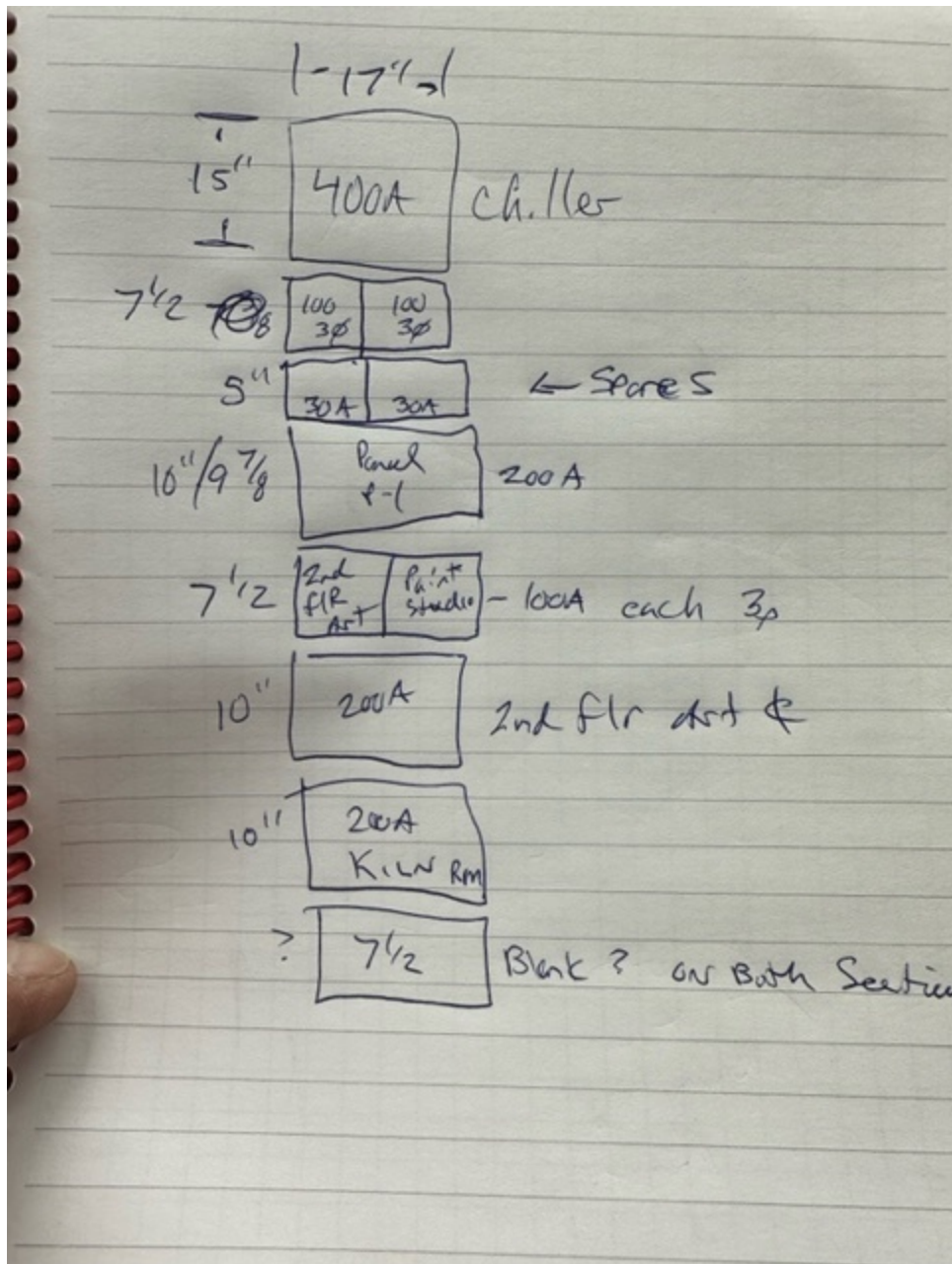
- [SpeedFax Power Distribution Product Catalog](#)
- **Consultant Website Link:** <https://new.siemens.com/us/en/products/energy/low-voltage/consulting-engineers/resources.html>
- **Try our new SpecWriter Tool.** Go to the following link and REGISTER– www.siemens-specwriter.com
The new TOOL allows you to answer questions about a Product Spec and it's automatically generated for your project. It can be edited in WORD if additional changes are required.
- Technical Support questions: <http://www.usa.siemens.com/supportrequest> or call 800-333-7421
- After hours Support (Emergency Only): 800-241-4453

Important notice: This e-mail and any attachment thereof contain corporate proprietary information. If you have received it by mistake, please notify us immediately by reply e-mail and delete this e-mail and its attachments from your system.

From: Ryan Spindler <ryan@fourseasonselectric.com>
Sent: Wednesday, October 4, 2023 2:21 PM
To: Gustafson, Jeremy (RC-US SI EP CRM-SYS BDM BD-2) <jeremy.gustafson@siemens.com>
Cc: Tom Heinz <Thomas.J.Heinz@imegcorp.com>; Donovan D. Geske

<Donovan.D.Geske@imegcorp.com>; Josh Busse <jbusse@ebertcompanies.com>

Subject: Re: City chambers

















Thanks!
Ryan
Four Seasons Electric

On Oct 4, 2023, at 11:02 AM, Gustafson, Jeremy <jeremy.gustafson@siemens.com> wrote:

Ryan, it looks like I don't need pictures of the inside, but if you can get me more detailed pictures and measurements of the deadfront with the switches, that would be great. I will also need the sizes (amperages) of the switches and fuses so that I can determine which will be best to pull out to replace with breakers to make room for the new 200A breaker.

Thanks!

Jeremy Gustafson, PE
Business Development Manager

Siemens Industry, Inc.
Smart Infrastructure Division
Electrical Products

10900 Wayzata Blvd
Minnetonka, MN 55305
Mobile: (612)787-8429
Siemens Technical Support: 1-800-333-7421
Customer Service: 1-866-663-7324

<image001.png>

➤ [SpeedFax Power Distribution Product Catalog](#)

➤ **Consultant Website Link:** <https://new.siemens.com/us/en/products/energy/low-voltage/consulting-engineers/resources.html>

➤ **Try our new SpecWriter Tool.** Go to the following link and REGISTER– www.siemens-specwriter.com

The new TOOL allows you to answer questions about a Product Spec and it's automatically generated for your project. It can be edited in WORD if additional changes are required.

➤ Technical Support questions: <http://www.usa.siemens.com/supportrequest> or call 800-333-7421

➤ After hours Support (Emergency Only): 800-241-4453

Important notice: This e-mail and any attachment thereof contain corporate proprietary information. If you have received it by mistake, please notify us immediately by reply e-mail and delete this e-mail and its attachments from your system.

From: Ryan Spindler <ryan@fourseasonselectric.com>

Sent: Wednesday, October 4, 2023 7:30 AM

To: Gustafson, Jeremy (RC-US SI EP CRM-SYS BDM BD-2)

<jeremy.gustafson@siemens.com>; Tom Heinz <Thomas.J.Heinz@imegcorp.com>

Cc: Donovan D. Geske <Donovan.D.Geske@imegcorp.com>; Josh Busse <jbusse@ebertcompanies.com>

Subject: RE: City chambers

I have guys onsite today that can measure and take pics

Thanks!!

Ryan

From: Gustafson, Jeremy <jeremy.gustafson@siemens.com>
Sent: Wednesday, October 4, 2023 7:15 AM
To: Ryan Spindler <ryan@fourseasonselectric.com>; Tom Heinz <Thomas.J.Heinz@imegcorp.com>
Cc: Donovan D. Geske <Donovan.D.Geske@imegcorp.com>; Josh Busse <jbusse@ebertcompanies.com>
Subject: RE: City chambers

The project is too old for us to have drawings. I will find out exactly what they want for pictures and possibly measurements before they go out there.

Thanks!

Jeremy Gustafson, PE
Business Development Manager

Siemens Industry, Inc.
Smart Infrastructure Division
Electrical Products

10900 Wayzata Blvd
Minnetonka, MN 55305
Mobile: (612)787-8429
Siemens Technical Support: 1-800-333-7421
Customer Service: 1-866-663-7324

<image001.png>

- [SpeedFax Power Distribution Product Catalog](#)
- **Consultant Website Link:** <https://new.siemens.com/us/en/products/energy/low-voltage/consulting-engineers/resources.html>
- **Try our new SpecWriter Tool.** Go to the following link and REGISTER– www.siemens-specwriter.com
The new TOOL allows you to answer questions about a Product Spec and it's automatically generated for your project. It can be edited in WORD if additional changes are required.
- Technical Support questions: <http://www.usa.siemens.com/supportrequest> or call 800-333-7421
- After hours Support (Emergency Only): 800-241-4453

Important notice: This e-mail and any attachment thereof contain corporate proprietary information. If you have received it by mistake, please notify us immediately by reply e-mail and delete this e-mail and its attachments from your system.

From: Ryan Spindler <ryan@fourseasonselectric.com>
Sent: Wednesday, October 4, 2023 6:06 AM
To: Gustafson, Jeremy (RC-US SI EP CRM-SYS BDM BD-2) <jeremy.gustafson@siemens.com>; Tom Heinz <Thomas.J.Heinz@imegcorp.com>

Cc: Donovan D. Geske <Donovan.D.Geske@imegcorp.com>; Josh Busse <jbusse@ebertcompanies.com>

Subject: RE: City chambers

No I don't,

Can you bring up the drawings from the serial number when it was made?

If not then I need to go onsite and try and get pictures....

Thanks!!

Ryan

FOUR SEASONS ELECTRIC

From: Gustafson, Jeremy <jeremy.gustafson@siemens.com>

Sent: Tuesday, October 3, 2023 5:04 PM

To: Tom Heinz <Thomas.J.Heinz@imegcorp.com>

Cc: Ryan Spindler <ryan@fourseasonselectric.com>; Donovan D. Geske <Donovan.D.Geske@imegcorp.com>

Subject: RE: City chambers

Tom, sorry for the delay on this, it's been a bit crazy!

Ryan, do you have any pictures of the inside bussing? I saw a picture of the neutral bus, but that doesn't help a whole lot.

Thanks!

Jeremy Gustafson, PE
Business Development Manager

Siemens Industry, Inc.
Smart Infrastructure Division
Electrical Products

10900 Wayzata Blvd
Minnetonka, MN 55305
Mobile: (612)787-8429
Siemens Technical Support: 1-800-333-7421
Customer Service: 1-866-663-7324

<image001.png>

➤ [SpeedFax Power Distribution Product Catalog](#)

➤ **Consultant Website Link:** <https://new.siemens.com/us/en/products/energy/low-voltage/consulting-engineers/resources.html>

➤ **Try our new SpecWriter Tool.** Go to the following link and REGISTER– www.siemens-specwriter.com

The new TOOL allows you to answer questions about a Product Spec and it's automatically generated for your project. It can be edited in WORD if additional changes are required.

➤ Technical Support questions: <http://www.usa.siemens.com/supportrequest> or call 800-333-7421

➤ After hours Support (Emergency Only): 800-241-4453

Important notice: This e-mail and any attachment thereof contain corporate proprietary information. If you have received it by mistake, please notify us immediately by reply e-mail and delete this e-mail and its attachments from your system.

From: Tom Heinz <Thomas.J.Heinz@imegcorp.com>
Sent: Tuesday, October 3, 2023 8:42 AM
To: Gustafson, Jeremy (RC-US SI EP CRM-SYS BDM BD-2) <jeremy.gustafson@siemens.com>
Cc: ryan@fourseasonselectric.com; Donovan D. Geske <Donovan.D.Geske@imegcorp.com>
Subject: FW: City chambers
Importance: High

Jeremy, where are we at on this panel? you mentioned that we might be able to change one of the switches with circuit breakers so we do not have to tap the bus.

I have copied the electrician, Ryan below and need you to ask what you need to move this forward.

Thanks

Ryan

Four Seasons Electric
3127 S. Cty Rd 45
Owatonna, MN 55060
ryan@fourseasonselectric.com
507-446-8415 – Office
507-455-1305 - Fax
507-456-1613 - Cell

Tom Heinz, AET
IMEG | Associate/Senior Electrical Designer

<[image002.jpg](#)>

3001 Broadway Street NE | Suite 601 | Minneapolis, MN 55413
(612) 540-5016 | phone
(651) 491-8055 | mobile
Thomas.J.Heinz@imegcorp.com

[website](#) | [vCard](#) | [map](#) | [regional news](#)

[Learn more](#) about us and the IMEG story!

This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

From: Josh Busse <jbusse@ebertcompanies.com>
Sent: Tuesday, October 3, 2023 8:27 AM
To: Ryan Spindler <ryan@fourseasonselectric.com>; Tom Heinz <Thomas.J.Heinz@imegcorp.com>; Brian P. Koen <Brian.P.Koen@imegcorp.com>
Cc: Drew D. Corneil <Drew.D.Corneil@imegcorp.com>; Donovan D. Geske <Donovan.D.Geske@imegcorp.com>
Subject: RE: City chambers

External Email: Treat links and attachments with caution.

IMEG Team,

It sounds like we need an answer on this ASAP. Please make this a priority so we can keep the electrician moving forward with the information they need.

Thanks,

<image007.png>

Josh Busse | Project Manager

23350 County Road 10, Corcoran, MN 55357 | 📞 Cell: 612-263-3632 | 📞 Phone: 763-498-7844 |

🌐 Web www.ebertcompanies.com

From: Ryan Spindler <ryan@fourseasonselectric.com>
Sent: Tuesday, October 3, 2023 8:23 AM
To: Tom Heinz <Thomas.J.Heinz@imegcorp.com>; Brian P. Koen <Brian.P.Koen@imegcorp.com>
Cc: Josh Busse <jbusse@ebertcompanies.com>; Drew D. Corneil <Drew.D.Corneil@imegcorp.com>
Subject: RE: City chambers

Hi Tom,

Where are we at on this?

Thanks!!

Ryan
FOUR SEASONS ELECTRIC

From: Tom Heinz <Thomas.J.Heinz@imegcorp.com>
Sent: Friday, September 22, 2023 1:39 PM
To: Ryan Spindler <ryan@fourseasonselectric.com>; Brian P. Koen <Brian.P.Koen@imegcorp.com>
Cc: Josh Busse <jbusse@ebertcompanies.com>; Drew D. Corneil <Drew.D.Corneil@imegcorp.com>
Subject: RE: City chambers

Yes – good on that.

Tom Heinz, AET
IMEG | Associate/Senior Electrical Designer

<image002.jpg>

3001 Broadway Street NE | Suite 601 | Minneapolis, MN 55413

(612) 540-5016 | phone
(651) 491-8055 | mobile

Thomas.J.Heinz@imegcorp.com

[website](#) | [vCard](#) | [map](#) | [regional news](#)

[Learn more](#) about us and the IMEG story!

This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

From: Ryan Spindler <ryan@fourseasonselectric.com>
Sent: Friday, September 22, 2023 1:37 PM
To: Tom Heinz <Thomas.J.Heinz@imegcorp.com>; Brian P. Koen <Brian.P.Koen@imegcorp.com>
Cc: Josh Busse <jbusse@ebertcompanies.com>; Drew D. Corneil <Drew.D.Corneil@imegcorp.com>
Subject: RE: City chambers

External Email: Treat links and attachments with caution.

I assume so? I didn't want to stick my head in too far!

You have the part number of the gear correct? I thought I sent that?

Thanks!!

Ryan
FOUR SEASONS ELECTRIC

From: Tom Heinz <Thomas.J.Heinz@imegcorp.com>
Sent: Friday, September 22, 2023 1:35 PM
To: Ryan Spindler <ryan@fourseasonselectric.com>; Brian P. Koen <Brian.P.Koen@imegcorp.com>
Cc: Josh Busse <jbusse@ebertcompanies.com>; Drew D. Corneil <Drew.D.Corneil@imegcorp.com>
Subject: RE: City chambers

Ryan,
We have the Siemens representative looking at this existing MDP and determining what options there might be other options than tapping the bus.
We will get back to you next week on this.

Does the bussing run the entire vertical length of the distribution section?

Thanks

Tom Heinz, AET
IMEG | Associate/Senior Electrical Designer

<image002.jpg>

3001 Broadway Street NE | Suite 601 | Minneapolis, MN 55413

(612) 540-5016 | phone

(651) 491-8055 | mobile

Thomas.J.Heinz@imegcorp.com

[website](#) | [vCard](#) | [map](#) | [regional news](#)

[Learn more](#) about us and the IMEG story!

This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

From: Ryan Spindler <ryan@fourseasonselectric.com>
Sent: Thursday, September 14, 2023 9:27 PM
To: Brian P. Koen <Brian.P.Koen@imegcorp.com>
Cc: Tom Heinz <Thomas.J.Heinz@imegcorp.com>; Josh Busse <jbusse@ebertcompanies.com>
Subject: RE: City chambers
Importance: High

External Email: Treat links and attachments with caution.

Hi Brian

Checking back on this one again, I haven't heard back

Thanks!!

Ryan
FOUR SEASONS ELECTRIC

From: Brian P. Koen <Brian.P.Koen@imegcorp.com>
Sent: Friday, September 1, 2023 3:17 PM
To: Ryan Spindler <ryan@fourseasonselectric.com>
Subject: RE: City chambers

Sorry it's been a crazy week with Tom gone. What is the amperage of the main in the MDP?

Brian P Koen
IMEG | Senior Electrical Designer

<image002.jpg>

3001 Broadway Street NE | Suite 601 | Minneapolis, MN 55413

(612) 540-5000 x 5021 | phone

(612) 481-5796 | mobile

Brian.P.Koen@imegcorp.com

[website](#) | [vCard](#) | [map](#) | [regional news](#)

[Learn more](#) about us and the IMEG story!

This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

From: Ryan Spindler <ryan@fourseasonselectric.com>

Sent: Friday, September 1, 2023 3:14 PM

To: Brian P. Koen <Brian.P.Koen@imegcorp.com>

Subject: RE: City chambers

External Email: Treat links and attachments with caution.

Hi Brian,

Did anything get figured out on this?

Thanks!!

Ryan
FOUR SEASONS ELECTRIC

From: Brian P. Koen <Brian.P.Koen@imegcorp.com>

Sent: Friday, August 25, 2023 10:42 AM

To: Ryan Spindler <ryan@fourseasonselectric.com>

Subject: RE: City chambers

Is the MDP an 800A Board?

Brian P Koen
IMEG | Senior Electrical Designer

<image008.jpg>

3001 Broadway Street NE | Suite 601 | Minneapolis, MN 55413

(612) 540-5000 x 5021 | phone

(612) 481-5796 | mobile

Brian.P.Koen@imegcorp.com

[website](#) | [vCard](#) | [map](#) | [regional news](#)

[Learn more](#) about us and the IMEG story!

This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

From: Ryan Spindler <ryan@fourseasonselectric.com>

Sent: Friday, August 25, 2023 10:35 AM

To: Brian P. Koen <Brian.P.Koen@imegcorp.com>

Subject: RE: City chambers

External Email: Treat links and attachments with caution.

<image009.jpg>

<image010.jpg>

Thanks!!

Ryan

FOUR SEASONS ELECTRIC

From: Brian P. Koen <Brian.P.Koen@imegcorp.com>

Sent: Friday, August 25, 2023 10:28 AM

To: Ryan Spindler <ryan@fourseasonselectric.com>

Subject: RE: City chambers

Ryan,

Can you send the pictures of the MDP as an attachment? We are trying to zoom in on the Main and the manufacturer but it's not letting us.

Thanks.

Brian P Koen

IMEG | Senior Electrical Designer

<[image008.jpg](#)>

3001 Broadway Street NE | Suite 601 | Minneapolis, MN 55413

(612) 540-5000 x 5021 | phone

(612) 481-5796 | mobile

Brian.P.Koen@imegcorp.com

[website](#) | [vCard](#) | [map](#) | [regional news](#)



[Learn more](#) about us and the IMEG story!

This email may contain confidential and/or private information. If you received this email in error please delete and notify sender.

From: Ryan Spindler <ryan@fourseasonselectric.com>

Sent: Friday, August 25, 2023 9:29 AM

To: Brian P. Koen <Brian.P.Koen@imegcorp.com>

Subject: FW: City chambers

External Email: Treat links and attachments with caution.

Thanks!!

Ryan

FOUR SEASONS ELECTRIC

From: Ryan Spindler <ryanspindler77@icloud.com>

Sent: Friday, August 25, 2023 9:28 AM

To: Ryan Spindler <ryan@fourseasonselectric.com>

Subject: City chambers

<image011.jpg>

<image012.jpg>

<image013.jpg>

Thanks!

Ryan

Four Seasons Electric



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: CP030
Date: 10/27/23
Job: 6595 Owatonna City Hall Remodel
Phone:

Description: West Parking Lot Asphalt Paving Credit

Proposed are the following changes:

Credit for omitting any asphalt paving in the West side parking lot. This paving work is to be completed by owner at a later date. See attached pricing and drawing markup for reference.

The total amount to provide this work is \$-7,555.00
(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 CP030 Price Breakdown Continuation Sheet

Description: West Parking Lot Asphalt Paving Credit

Description	Labor	Material	Equipment	Subcontract	Other	Price
Credit back shaping/compacting aggregate base for paving finish (188 sq. yds. x \$4.00/yd).				\$-752.00		\$-752.00
Credit back tack coating material (Approx. 10 gallons x \$3.50/gallon for 188 sq. yds.).				\$-35.00		\$-35.00
Credit back wearing course at 2" compacted thickness (188 sq. yds. x \$18/sq. yd.).				\$-3,384.00		\$-3,384.00
Credit back base course (non-wearing) at 2" compacted thickness (188 sq. yds. x \$18/sq. yd.).				\$-3,384.00		\$-3,384.00
Subtotal:						\$-7,555.00
Self-Performed OH&P						\$0.00
Sub-Performed OH&P						\$0.00
Bond, Insurance						\$0.00
Total:						\$-7,555.00

Base Bid for Paving

BITUMINOUS MATERIALS, LLC

680 NW 24TH STREET
PO BOX 246
FARIBAULT, MN 55021
507-334-5155 OFFICE
507-334-0114 FAX



ESTIMATE & AGREEMENT

TO: BIDDING CONTRACTOR

DATE: 10/27/2022

BID: We hereby propose to furnish material and labor to complete the work outlined herein for the sum of:

As Stated Below Dollars

\$ 12,032.50 Payment to be made as follows:

Net 30 from Billing Date

We hereby submit specifications and bid for:

OWATONNA: CITY HALL REMODEL 2023

PROJECT LOCATION: WILLOW STREET, FARIBAULT, MN

ITEM	DESCRIPTION	UNITS	U/M	UNIT PRICE	EXTENDED
MOBILIZATION	PEOPLE AND EQUIP MOVES	1.00	LS	\$ 1,500.00	\$ 1,500.00
PEOPLE AND EQUIPMENT LOGISTICS NECESSARY TO COMPLET QUOTED SCOPE OF WORK.					
FINAL GRADING	SHAPE AND COMPACT FOR BIT.	262.00	SY	\$ 4.00	\$ 1,048.00
SHAPE EXISTING AGGREGATE BASE FOR PROPER DRAINAGE AND COMPACT FOR PAVING.					
TACK COATING	BIT. MAT FOR TACK COATING	15.00	GAL	\$ 3.50	\$ 52.50
BITUMINOUS MATERIAL FOR TACK COATING.					
WEAR LIFT	SPWEA240B, 2.0" THICK	262.00	SY	\$ 18.00	\$ 4,716.00
TYPE SP 9.5 WEARING COURSE MIXTURE (2,B), 2.0" COMPACTED THICKNESS.					
BASE LIFT	SPNWB230B, 2.0" THICK	262.00	SY	\$ 18.00	\$ 4,716.00
TYPE SP 12.5 NON-WEARING COURSE MIXTURE (2,B), 2.0" COMPACTED THICKNESS.					
LOT STRIPING	STRIPE PARKING LOT PER PLAN	-	LS	\$ -	\$ -
STRIPING BY SEYKORA STRIPING.					
CURB PATCHING	SPWEA240B, 4.0" THICK	-	SY	\$ -	\$ -
TYPE SP 9.5 WEARING COURSE MIXTURE (2,B), 4.0" COMPACTED THICKNESS.					
TOTAL					\$ 12,032.50

PRICE INCLUDES: MOBILIZATIONS, GRADING, ASPHALT SUPPLY, ASPHALT PAVING, TACK COATING, APPLICABLE WORK CLEAN UP, AND LOT STRIPING.

EXCLUSIONS: BONDING, STAKING, EXCAVATION, REMOVALS, AGGREGATE BASE SUPPLY, ROUGH GRADE, SOIL CORRECTIONS, CASTING ASSEMBLY ADJUSTS, TRAFFIC CONTROL, AND SIGNAGE.

188 square yard surface area credit to be deducted from this total contract amount.

CONTRACTOR'S GUARANTEE

We guarantee all material used in this contract to be specified above and the entire job to be done in a neat, workmanlike manner. Any variations from the plan or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum covered by this contract. Agreements made with our workmen are not recognized.

DATE

10/27/2022

SIGNED

P. Hessa

ACCEPTANCE OF BID

The above specifications, terms and contract are satisfactory, and (I/We) hereby authorize the performance of this work.

DATE

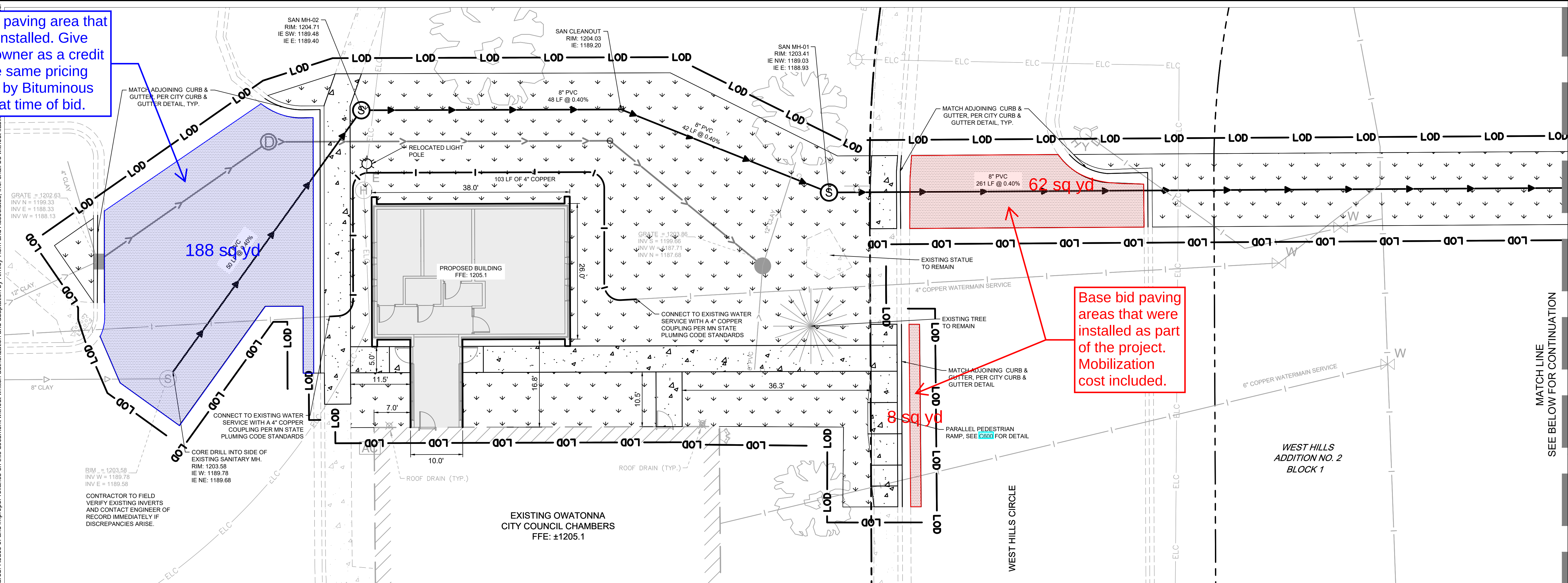
SIGNED

THIS CONTRACT IS VOID 30 DAYS FROM DATE UNLESS ORIGINAL IS SIGNED AND RETURNED TO BIDDER

WE COMPLY WILL ALL WORKMAN'S COMPENSATION & PROPERTY DAMAGE LIABILITY INSURANCE LAWS

www.bituminousmaterials.com
An Equal Opportunity Employer

Base bid paving area that was not installed. Give back to owner as a credit using the same pricing provided by Bituminous Material at time of bid.



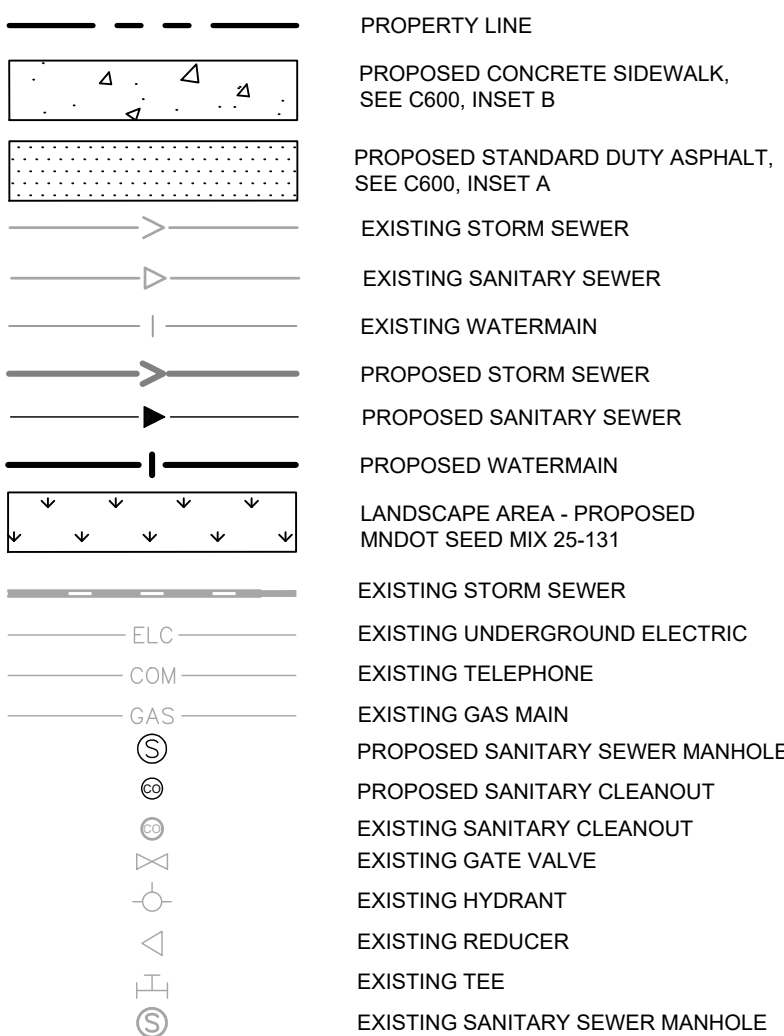
SITE PLAN NOTES

1. ALL WORK AND MATERIALS SHALL COMPLY WITH ALL CITY/COUNTY REGULATIONS AND CODES AND O.S.H.A. STANDARDS.
2. CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF VESTIBULES, SLOPE PAVING, SIDEWALKS, EXIT PORCHES, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.
3. ALL DIMENSIONS AND RADII ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
4. EXISTING STRUCTURES WITHIN CONSTRUCTION LIMITS ARE TO BE ABANDONED, REMOVED OR RELOCATED AS NECESSARY. ALL COST SHALL BE INCLUDED IN BASE BID.
5. CONTRACTOR SHALL BE RESPONSIBLE FOR ALL RELOCATIONS, (UNLESS OTHERWISE NOTED ON PLANS) INCLUDING BUT NOT LIMITED TO, ALL UTILITIES, STORM DRAINAGE SIGNS, TRAFFIC SIGNALS & POLES, ETC. AS REQUIRED. ALL WORK SHALL BE IN ACCORDANCE WITH GOVERNING AUTHORITIES REQUIREMENTS AND PROJECT SITE WORK SPECIFICATIONS AND SHALL BE APPROVED BY SUCH. ALL COST SHALL BE INCLUDED IN BASE BID.
6. SITE BOUNDARY, TOPOGRAPHY, UTILITY AND ROAD INFORMATION TAKEN FROM A SURVEY BY WIDSETH, DATED 06/15/2022.
7. KIMLEY-HORN ASSUMES NO LIABILITY FOR ANY ERRORS, INACCURACIES, OR OMISSIONS CONTAINED THEREIN.
8. PYLON / MONUMENT SIGNS SHALL BE CONSTRUCTED BY OTHERS. SIGNS ARE SHOWN FOR GRAPHICAL & INFORMATIONAL PURPOSES ONLY. CONTRACTOR TO VERIFY SIZE, LOCATION AND ANY REQUIRED PERMITS NECESSARY FOR THE CONSTRUCTION OF THE PYLON / MONUMENT SIGN.
9. CONTRACTOR SHALL REFERENCE ARCH / MEP PLANS FOR SITE LIGHTING AND ELECTRICAL PLAN.
10. NO PROPOSED LANDSCAPING SUCH AS TREES OR SHRUBS, ABOVE AND UNDERGROUND STRUCTURES, OR OTHER OBSTRUCTIONS SHALL BE LOCATED WITHIN EXISTING OR PROPOSED UTILITY EASEMENTS AND RIGHTS OF WAY UNLESS SPECIFICALLY NOTED ON PLANS OTHERWISE.
11. REFER TO FINAL PLAT OR ALTA SURVEY FOR EXACT LOT AND PROPERTY BOUNDARY DIMENSIONS.
12. ALL AREAS ARE ROUNDED TO THE NEAREST SQUARE FOOT.
13. ALL DIMENSIONS ARE ROUNDED TO THE NEAREST TENTH FOOT.
14. THERE ARE 0.00 ACRES OF WETLAND IMPACTS.

UTILITY PLAN NOTES

1. ALL FILL MATERIAL IS TO BE IN PLACE, AND COMPACTED BEFORE INSTALLATION OF PROPOSED UTILITIES.
2. SANITARY SEWER PIPE SHALL BE AS FOLLOWS:
8" PVC SD35 PER ASTM D-3034, FOR PIPES LESS THAN 12" DEEP
8" PVC SD26 PER ASTM D-3034, FOR PIPES MORE THAN 12" DEEP
6" PVC SCHEDULE 40 PER ASTM D-1785
DUCTILE IRON PIPE PER AWWA C150
3. WATER LINES SHALL BE AS FOLLOWS:
6" AND LARGER, PVC C-900 PER ASTM D 2241
CLASS 200 UNDER COUNTY ROADS, OTHERWISE CLASS 150
4" AND LARGER DUCTILE IRON PIPE PER AWWA C150
SMALLER THAN 3" PIPING SHALL BE COPPER TUBE TYPE "K" PER
ANSI B16.22 OR PVC, 200 P.S.I., PER ASTM D1784 AND D2241.
4. MINIMUM TRENCH WIDTH SHALL BE 2 FEET.
5. ALL WATER JOINTS ARE TO BE MECHANICAL JOINTS WITH RESTRAINTS SUCH AS THRUST BLOCKING, WITH STAINLESS STEEL OR COBALT BLUE BOLTS, OR AS INDICATED IN THE CITY SPECIFICATIONS AND PROJECT DOCUMENTS.
6. ALL UTILITIES SHOULD BE KEPT TEN (10') APART (PARALLEL) OR WHEN CROSSING 18" VERTICAL CLEARANCE (OUTSIDE EDGE OF PIPE TO OUTSIDE EDGE OF PIPE OR STRUCTURE).
7. CONTRACTOR SHALL MAINTAIN A MINIMUM OF 7'-5" COVER ON ALL WATERLINES.
8. IN THE EVENT OF A VERTICAL CONFLICT BETWEEN WATER LINES, SANITARY LINES, STORM LINES AND GAS LINES, OR ANY OBSTRUCTION (EXISTING AND PROPOSED), THE SANITARY LINE SHALL BE SCH. 40 OR C900 WITH MECHANICAL JOINTS AT LEAST 10 FEET ON EITHER SIDE OF THE CENTER LINE OF THE CROSSING. THE WATER LINE SHALL HAVE MECHANICAL JOINTS WITH APPROPRIATE FASTENERS AS REQUIRED TO PROVIDE A MINIMUM OF 18" VERTICAL SEPARATION. MEETING REQUIREMENTS OF ANSI A21.10 OR ANSI 21.11 (AWWA C-151) (CLASS 50).
9. LINES UNDERGROUND SHALL BE INSTALLED, INSPECTED AND APPROVED BEFORE BACKFILLING.
10. TOPS OF MANHOLES SHALL BE RAISED AS NECESSARY TO BE FLUSH WITH PROPOSED PAVEMENT ELEVATIONS, AND TO BE ONE FOOT ABOVE FINISHED GROUND ELEVATIONS, IN GREEN AREAS, WITH WATERIGHT LIDS.
11. ALL CONCRETE FOR ENCASEMENTS SHALL HAVE A MINIMUM 28 DAY COMPRESSION STRENGTH AT 3000 P.S.I.
12. EXISTING UTILITIES SHALL BE VERIFIED IN FIELD PRIOR TO INSTALLATION OF ANY NEW LINES.
13. CONTRACTOR IS RESPONSIBLE FOR COMPLYING TO THE SPECIFICATIONS OF THE CITY OF OWATONNA AND/OR STATE OF MN WITH REGARDS TO MATERIALS AND INSTALLATION OF THE WATER AND SEWER LINES.
14. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANIES AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE ALL EXISTING UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.
15. CONTRACTOR IS RESPONSIBLE FOR ALL NECESSARY INSPECTIONS AND/OR CERTIFICATIONS REQUIRED BY CODES AND/OR UTILITY SERVICE COMPANIES.
16. CONTRACTOR SHALL COORDINATE WITH ALL UTILITY COMPANIES FOR INSTALLATION REQUIREMENTS AND SPECIFICATIONS.
17. CONTRACTOR SHALL REFERENCE ARCH / MEP PLANS FOR SITE LIGHTING AND ELECTRICAL PLAN.
18. ALL WATERMAIN SUBTOUBS SHALL BE MECHANICALLY RESTRAINED WITH REACTION BLOCKING.

LEGEND

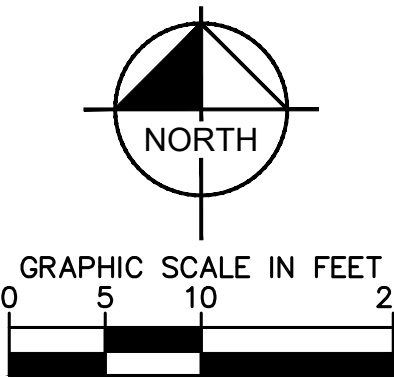


SITE SUMMARY	
SITE ADDRESS	540 WEST HILLS CIRCLE NW OWATONNA, MN 55060
PARCEL ID	17-302-0201
ZONE	R-1
BASE AREA	214,751 SF (4.93 AC)

BUILDING SETBACKS	
FRONT YARD	30 FT
SIDE YARD	10 FT
REAR YARD	30 FT



Know what's **below**.
Call before you dig.



ISSUED FOR BID - NOT FOR CONSTRUCTION

SITE AND UTILITY PLAN

**OWATONNA CITY
COUNCIL CHAMBERS**

**PREPARED FOR
CRW**

SHEET NUMBER
C400

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.


KATELYN J. OLSON

Kimley»Horn

© 2022 KIMLEY-HORN AND ASSOCIATES, INC.
323 SOUTH BROADWAY, ROCHESTER, MN 55904
PHONE: 651-645-4197

[illegible]



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: CP031
Date: 10/27/23
Job: 6595 Owatonna City Hall Remodel
Phone:

Description: West Chamber Sprinkler Pipe Related Changes

Proposed are the following changes:

Costs related to raising the elevation of the existing sprinkler pipe on the West side of the existing chamber space in order to raise it above the new ceiling clouds and IT room ceiling. Per submitted fire suppression shop drawings (reviewed by design team), the existing pipe in the chamber space running North-to-South was intended to remain. Cost for IT room ceiling rework and drywall patching is also included.

The total amount to provide this work is \$3,661.40
(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: _____



Change Proposal CP031 Price Breakdown Continuation Sheet

Description: West Chamber Sprinkler Pipe Related Changes

Description	Labor	Material	Equipment	Subcontract	Other	Price
Patching two pairs of holes in IT room walls where sprinkler pipe was moved (6 Hrs x \$98/hr includes trip charge figured as 2 hours drive time).				\$588.00		\$588.00
Rework ceiling to accomodate sprinkler pipe being moved above grid line.				\$364.00		\$364.00
Relocate some existing sprinkler piping that is below the new clouded ceiling to above the new clouded ceilings.				\$2,450.00		\$2,450.00
Subtotal:						\$3,402.00
Self-Performed OH&P						\$0.00
Sub-Performed OH&P				\$3,402.00	5.00%	\$170.10
Bond, Insurance				\$3,572.10	2.50%	\$89.30
Total:						\$3,661.40

CONTRACTORS PROPOSAL

Contractor Proposal No. Extra Work

Date : October 27, 2023

Project : Owatonna Council Chambers (Owatonna,MN)

A change in scope of the work is requested as indicated below :

1. It is requested the completion date be () extended, () decreased, () unchanged by _____ calendar days
2. Description of the change : (Refer to drawings, specifications, addenda, if applicable).

Rework acoustical ceiling in IT Room.

3. Basis of payment : (Check one)

(x) Firm price for performing this change is
Adequate supporting details and information
must be attached to allow owner to evaluate

\$ 364.00 ADD

() Time and material per contract, but not to exceed \$

() Actual cost at completion of work \$

3. Submitted by : Dan Plaisance

Contractor : Palmer Soderberg, Inc.

Contractor Signature : 

BREAKDOWN SHEET

LABOR, MATERIAL & EQUIPMENT CONTRACTOR'S PROPOSAL

DIRECT EMPLOYEE LABOR	4 HRS	\$ 331.00	
MATERIALS & EQUIPMENT INCORPORATED		\$ NA	
TOTAL LABOR, MATERIAL & EQUIPMENT		\$ 331.00	
10 % FEE		\$ 33.00	
TOTAL LABOR, MATERIAL, EQUIPMENT & FEE			\$ 364.00
SUBCONTRACTORS		\$	
5% FEE		\$	
TOTAL SUBCONTRACTORS & FEE			\$ NA
OTHER COSTS			
TRAVEL & SUBSISTENCE		\$	
MATERIALS AND EQUIPMENT NOT INCORPORATED		\$	
RENTALS		\$	
TAXES		\$	
PERMITS AND LICENSE FEES		\$	
UTILITIES, FUEL AND FACILITIES AT SITE		\$	
INCIDENTAL EXPENSES		\$	
BOND AND INSURANCE PROVISIONS		\$	
TOTAL OTHER COSTS			\$ NA
TOTAL CHANGE OF PROPOSAL			\$ 364.00

1355 State Ave NW
Owatonna, MN 55060
Phone: (507) 455-1150
Fax: (507) 455-1651
Email: Jolson@olyfire.com

Olympic Fire Protection
Corp.

Change Order

To:	General Contractor	Re:	Clouded Ceiling Elevation
Att:		From:	Justin Olson
Fax:		Date:	10/25/2023
Phone:		Pages:	1

☐ Urgent ☒ For Review ☐ Please Comment ☐ Please Reply ☐ Hard Copy to Follow

CHANGE ORDER

We would like to submit the following change order for relocating some of the existing sprinkler piping that is below the new clouded ceiling. Relocating it so that it is above the new clouded ceilings. Please note: ACT ceiling tiles will need to be removed in the IT room prior to the work being done.

Change Order Price: **\$2,450.00**

Exclusions: Any additional work other than what is noted above should be considered outside of this change.

Thank you,

Justin Olson

Justin Olson
Olympic Fire Protection

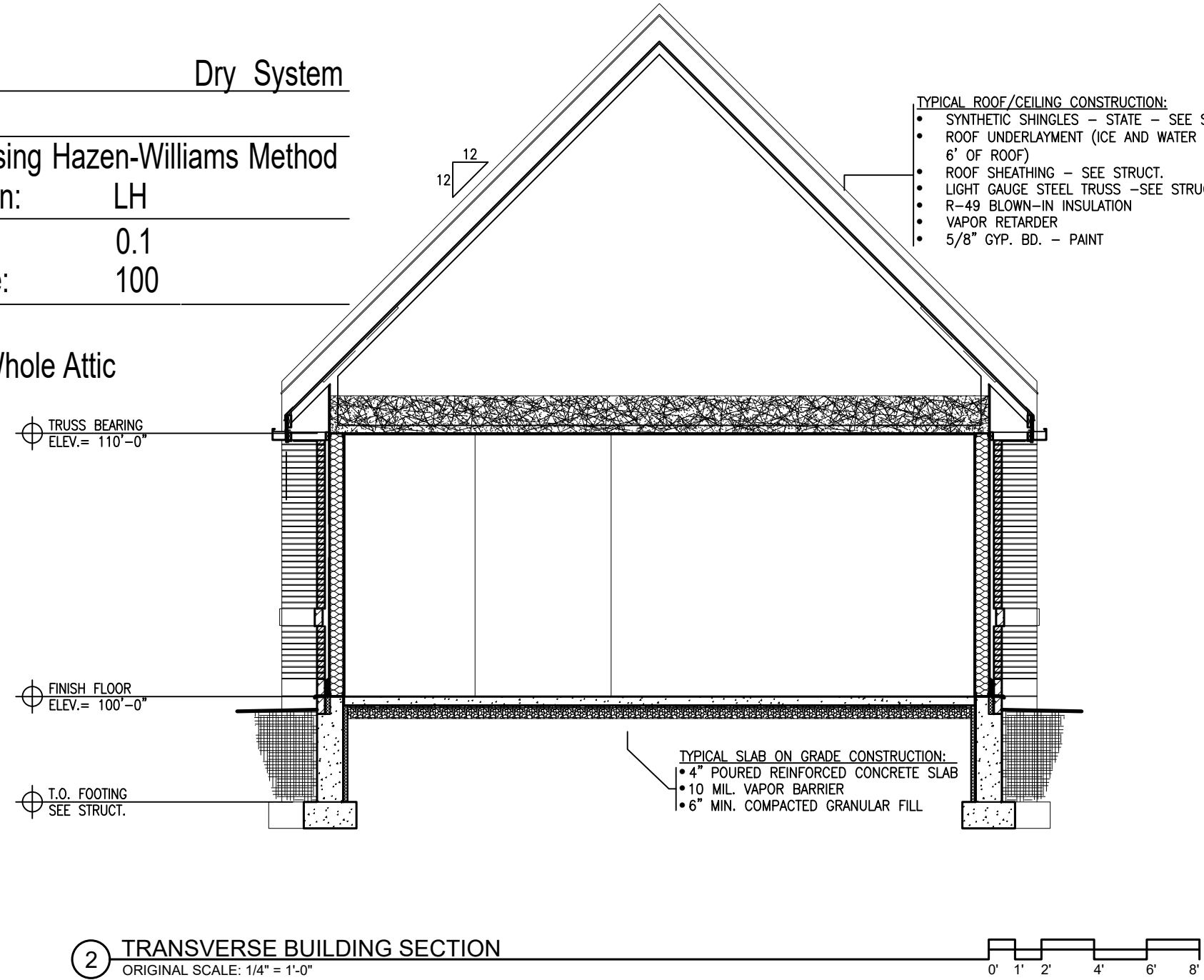
Line requested to be raised up higher.
Shown dashed on shop drawings to
represent existing pipe to remain.

Design Area 1 Dry System
Addition
Demand Calculations using Hazen-Williams Method
Occupancy Classification: LH
Design Area Density: 0.1
Additional Outside Hose: 100
Design Area Size: 900
Notes: Design Area Reduction

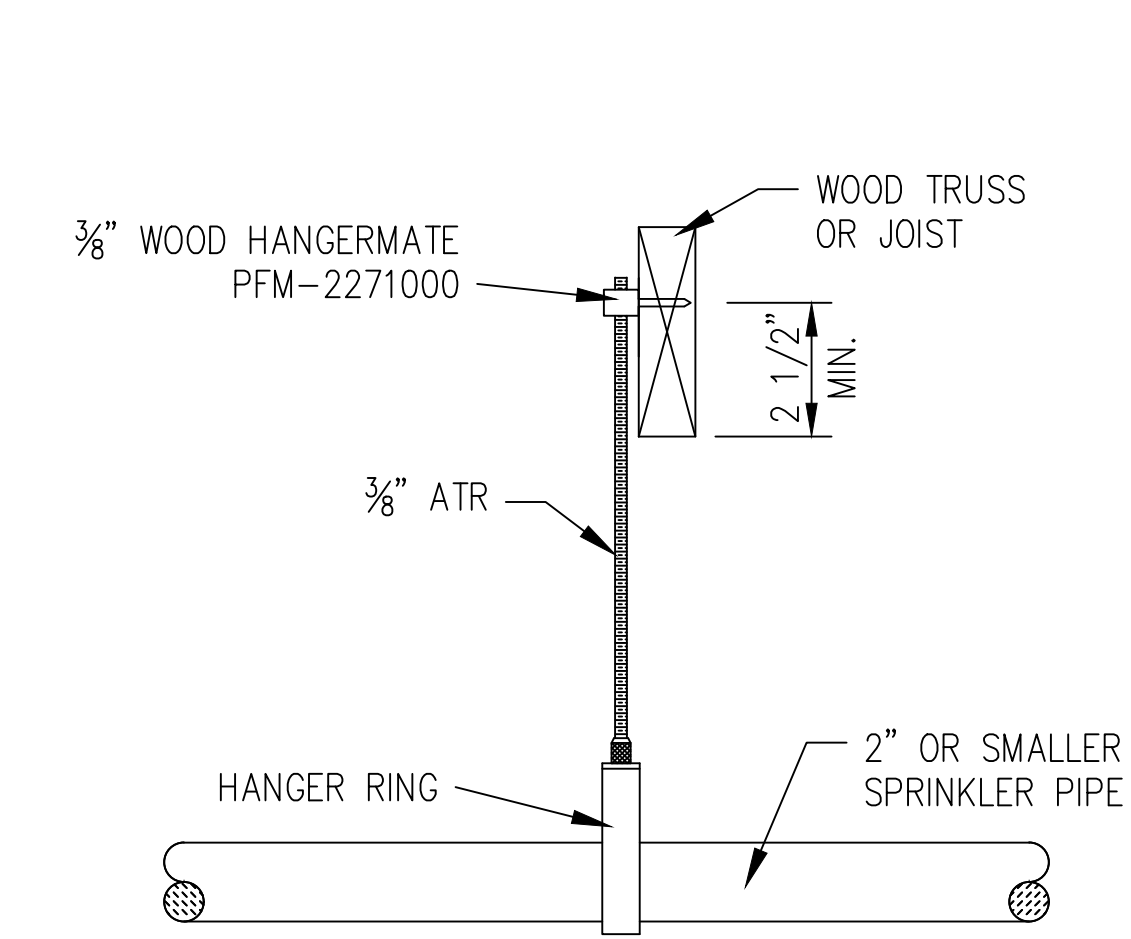
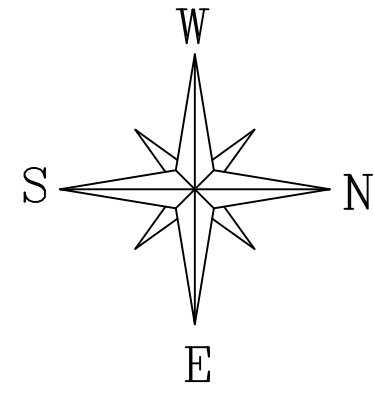
~GENERAL SPRINKLER NOTES~

1. AUX. DRAINS TO BE INSTALLED PER NFPA #13 (2016 EDITION) SECTION 8.15.2)
 2. ANY DROPS TO PENDENT HEADS IN A FINISHED CEILING ARE TO BE 1" THREADABLE THINWALL
 3. ANY SPRIGS TO HEADS IN ARE TO BE 1" THREADABLE THINWALL
 4. SPRINKLER HEADS IN A.C.T. AREA ARE TO BE A MINIMUM 4" OFF GRID
 5. SPARE SPRINKLERS AND SPECIAL WRENCH(ES) WILL BE PROVIDED AS REQ'D BY NFPA #13 (2016 EDITION) SECTION 6.2.9)
 6. NO STORAGE SHALL BE WITHIN 18" FROM ANY SSU OR SSP SPRINKLER HEADS
 7. ALL A.C.T. ARE FLAT UNLESS OTHERWISE NOTED
 8. STATE BUILDING CODES CLASSIFICATION: CONSTRUCTION TYPE: III-A
 9. OCCUPANCY: B
 10. MISC. STORAGE TO BE 12 FT. OR LESS IN HEIGHT, COMMODITIES AND STORAGE METHOD TO CONFORM WITH NFPA#13 (2016 EDITION) TABLE 13.2.1, FOR (OH-2)
- ⊗ DENOTES CEILING HEIGHT
⊗ DENOTES RECESSED LIGHT
⊗ DENOTES APPROX. HANGER LOCATION
⊗ DENOTES HYDRAULIC NODE POINT
⊗ CAN LIGHT
--- EXISTING SPRINKLER PIPE
--- NEW SPRINKLER PIPE
OH-1 ORDINARY HAZARD GROUP 1
OH-2 ORDINARY HAZARD GROUP 2
AD AUXILIARY DRAIN
HG HEAD GUARD

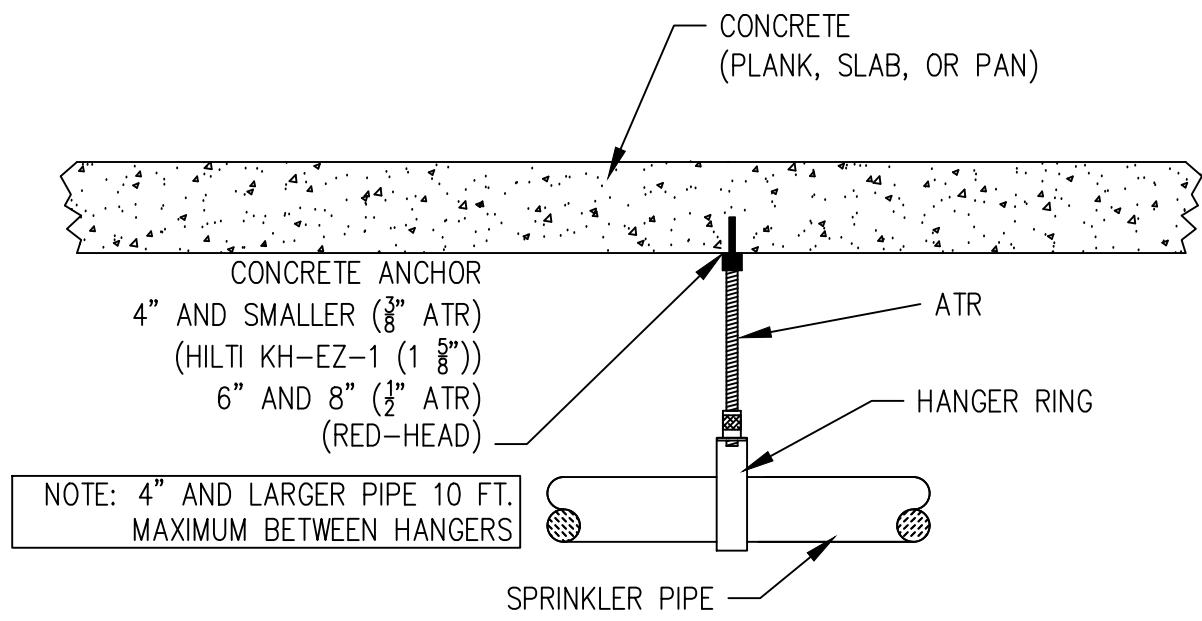
Design Area 2 Dry System
Attic of Addition
Demand Calculations using Hazen-Williams Method
Occupancy Classification: LH
Design Area Density: 0.1
Additional Outside Hose: 100
Design Area Size:
Notes: Design Area = Whole Attic



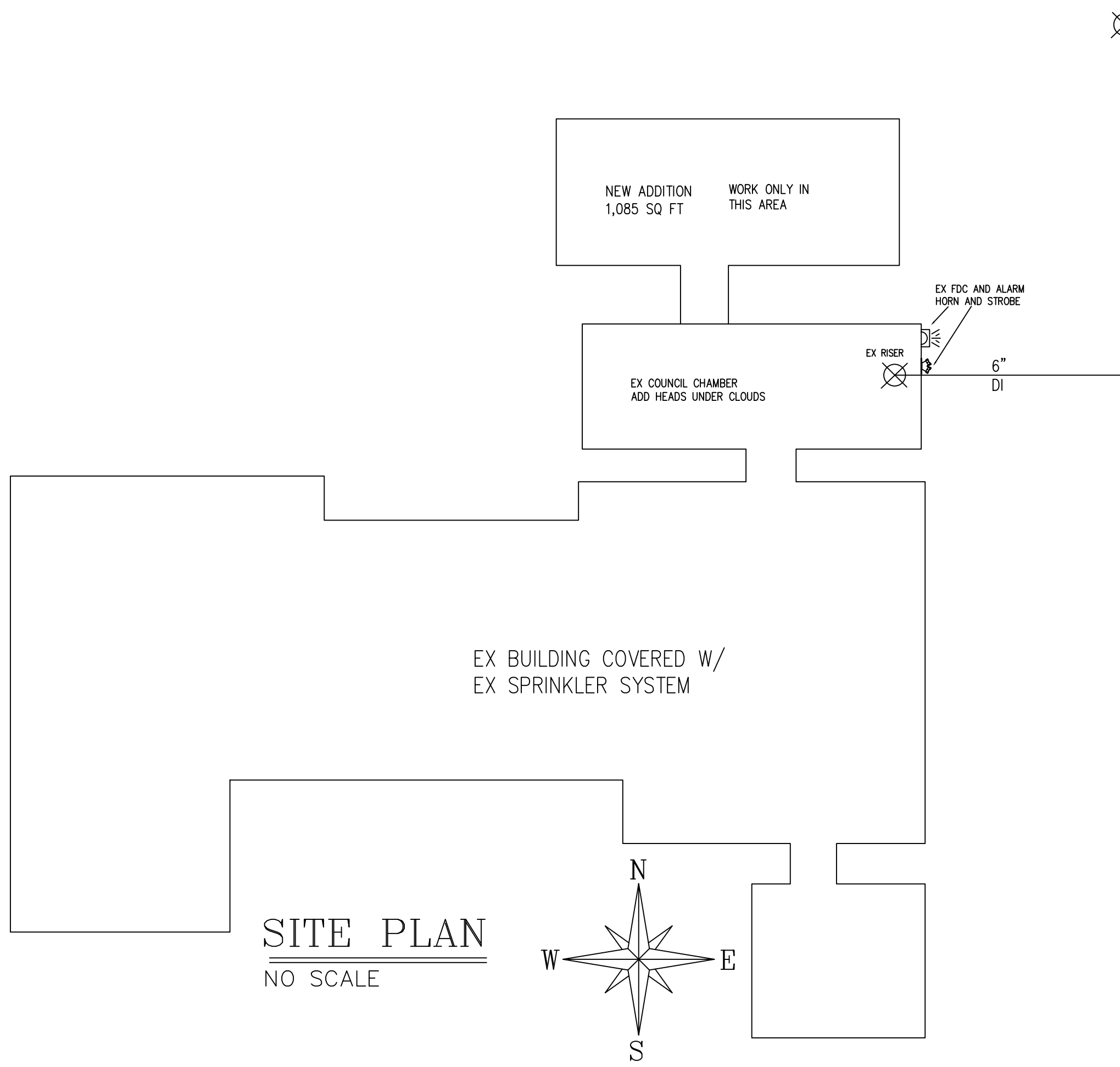
ADDITION SPRINKLER PLAN
1/4" = 1'-0"



HANGER DETAIL (WOOD TRUSS/ JOIST)
NO SCALE



HANGER DETAIL (CONCRETE)
NO SCALE
(HANGER DETAIL C1.DWG) UPDATED 5-26-16



SITE PLAN
NO SCALE

SPRINKLER SYMBOLS

SYM	CNT	POSITION	FINISH	TEMP	K	NPT	SIN	MFG.	MODEL#	EUCH.
●	23	Pendent	Chrome	200	5.6	1/2"	VK302	Viking	M-QR	Semi-Recessed
○	EX	Upright	Brass	200	5.6	1/2"	EX	EX	EX	None
⊗	6	Upright	Brass	200	5.6	1/2"	TY3182	Tyco	BB3	None

NOTES

1. SPRINKLER SYSTEM DESIGN TO BE PER N.F.P.A. #13 (2016 EDITION)
2. ALL NEW SPRINKLER PIPE TIES INTO EXISTING WATER SUPPLY VALVE ASSEMBLY AND SPR. MAINS.
3. ALL NEW THREADED SPRINKLER PIPE 2" AND SMALLER TO BE THREADABLE THINWALL WITH DUCTILE IRON FITTINGS.
4. ALL NEW GROOVED SPRINKLER PIPE 1 1/4" TO 6" TO BE SCHEDULE #10 PIPE WITH GROOVED FITTINGS AND WELDED OUTLETS.
5. ALL NEW HANGERS TO BE INSTALLED PER N.F.P.A. #13
6. ALL ELECTRICAL WIRING OF ALARMS, TAMPER SWITCHES, ETC. TO BE BY OTHERS.
7. SPRINKLER SYSTEM TO BE TESTED FOR NFPA #13 (2016 EDITION)
8. THE OCCUPANCY CLASS OF EACH AREA IS LISTED HAZARD
9. (UNLESS NOTED OTHERWISE ON THE SPRINKLER PLANS)
10. ALL SPRINKLER CONTROL VALVES TO HAVE TAMPER SWITCHES (SUPERVISION).

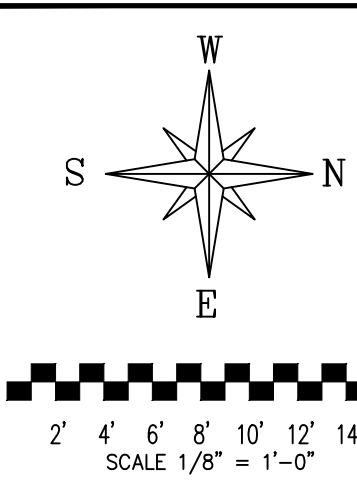
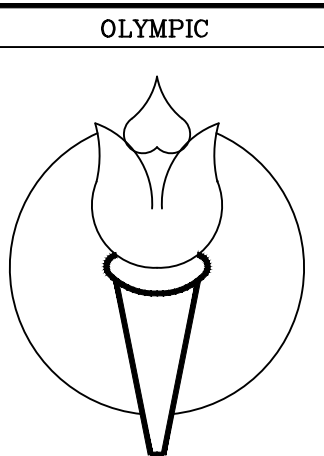
DATE	REVISIONS	DESCRIPTION	BY

JOB : OWATONNA COUNCIL CHAMBERS ADD.
540 WEST HILLS CIRCLE
OWATONNA, MN 55060

CONTRACTOR : OLYMPIC FIRE PROTECTION CORP.
1355 STATE AVE. NW
OWATONNA, MN 55060

FIRE PROTECTION WORKING PLAN
TOTAL HEADS: 29 New Heads
CONTRACT NO.: 202303
APPROVAL: CITY
DRAWN BY: CASEY JOHNSON
SCALE: AS NOTED
DATE: _____
SHEET 1 OF 1

OLYMPIC FIRE PROTECTION CORP.
1355 STATE AVE. NW
OWATONNA, MN 55060
PH. 507-455-1150 / FAX 507-455-1651
MN. LIC. C009 / IA. LIC. FP-023





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: CP032
Date: 10/31/23
Job: 6595 Owatonna City Hall Remodel
Phone:

Description: Added Curb Section Removal and Replacement

Proposed are the following changes:

Cost for removing and replacing an added section of curb and gutter on the West side parking lot per owner's provided direction. Only six feet was replaced. The hourly rate from Del's Construction is included as backup.

The total amount to provide this work is \$413.28
(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: _____



Change Proposal CP032 Price Breakdown
Continuation Sheet

Description: Added Curb Section Removal and Replacement

Description	Labor	Material	Equipment	Subcontract	Other	Price
Remove and replace 6' of curb and gutter (\$64/LF).				\$384.00		\$384.00
Subtotal:						\$384.00
		Self-Performed OH&P				\$0.00
		Sub-Performed OH&P		\$384.00	5.00%	\$19.20
		Bond, Insurance		\$403.20	2.50%	\$10.08
Total:						\$413.28

Josh Busse

From: Ben Hutton <benh@delsconstructionmn.com>
Sent: Tuesday, September 19, 2023 8:11 AM
To: Josh Busse
Cc: Nick Taylor
Subject: RE: Owatonna City Hall Additional Concrete Work

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,
I had \$9.70/sf for sidewalk and \$64.00/lf for curb in my original bid.



BEN HUTTON
507-291-1902
benh@delsconstructionmn.com
35832 Ottawa Rd. Le Sueur, MN 56058
[O] (507) 665-6481 [F] (507) 665-2591

6 feet removed and
replaced (denoted in green
on attached plan markup).

(6) x \$64.00 = \$384.00

From: Josh Busse <jbusse@ebertcompanies.com>
Sent: Monday, September 18, 2023 3:04 PM
To: Ben Hutton <benh@delsconstructionmn.com>
Cc: Nick Taylor <ntaylor@ebertcompanies.com>
Subject: Re: Owatonna City Hall Additional Concrete Work

Ben,

It's really minimal. I measured on 10' section of straight curb and one 8' section curved curb. Then just one 4'x5' panel of sidewalk. Can you provide unit pricing for both just in case they want to add more?

Thanks,

Josh Busse
Ebert Construction - Project Manager
Cell: 612-263-3632
Office: 763-498-7844
Fax: 763-498-9951

On Sep 18, 2023, at 2:19 PM, Ben Hutton <benh@delsconstructionmn.com> wrote:

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.

I have not. Could you get me the quantities?



- | | | | |
|----|---|-----|---|
| 3. | ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THE CITY OF OWATONNA, SPECIFICATIONS AND BUILDING PERMIT REQUIREMENTS. | 19. | CONTRACTOR TO PROVIDE 3" INSULATION CENTERED ON STORM PIPE IF LESS THAN 3" OF PAVEMENT AREAS AND LESS THAN 3" OF LANDSCAPE AREAS. |
| 2. | CONTRACTOR TO CALL GOPHER STATE CALL ONE @ 1-800-252-1166 AT LEAST TWO WORKING DAYS PRIOR TO EXCAVATION/CONSTRUCTION FOR UTILITY LOCATIONS. | 20. | ALL STORM SEWER CONNECTIONS SHALL BE WATER TIGHT INCLUDING MANHOLE CONNECTIONS. |
| 3. | STORM SEWER PIPE SHALL BE AS FOLLOWS:
PVC SCH. 40 PER ASTM D-1785, D2665, OR F794
RCP PER ASTM C-76 | 21. | ALL STORM SEWER PIPE SHALL BE AIR TIGHT IN ACCORDANCE WITH THE CURRENT PLUMBING CODE. |
| | STORM SEWER FITTINGS SHALL BE AS FOLLOWS:
PVC PER ASTM D-3034, JOINTS PER ASTM D-3212
RCP PER ASTM C-76, JOINTS PER ASTM C-361, C-990, AND C-443 | 22. | MAINTAIN A MINIMUM OF 1.25% SLOPE IN CONCRETE PAVEMENT AREAS, 0.5% SLOPE IN CONCRETE AREAS. |
| 4. | AT LOCATIONS OF WATER AND SEWER CROSSINGS WHERE SEWER CROSSES ABOVE THE WATER SERVICE OR WITHIN 12 INCHES BELOW THE WATER SERVICE, ALL SEWER LINES SHALL BE CONSTRUCTED OF MATERIALS APPROVED FOR USE WITHIN THE BUILDING PER MN PLUMBING CODE SECTIONS 609.2, 720.1, AND TABLE 701.2. | 23. | CONTRACTOR SHALL REVIEW PAVEMENT TO BE CONSTRUCTED "INFALL CURB" WHERE PAVED TOWARD GUTTER AND "OUTFALL" CURB WHERE DRAINS AWAY FROM GUTTER. |
| 5. | ALL UTILITIES SHOULD BE KEPT TEN (10') APART (PARALLEL) OR WHEN CROSSING 18" VERTICAL CLEARANCE (OUTSIDE EDGE OF PIPE TO OUTSIDE EDGE OF PIPE OR STRUCTURE). IN THE EVENT THE HORIZONTAL SEPARATION OF TEN FEET CANNOT BE MET BETWEEN A WATER SERVICE AND A SEWER LINE, THE SEWER SHALL BE PVC SH. 40 (ASTM D1785, D2665, F891, OR F1488) OR WHEN THE SEWER MATERIAL IS NOT APPROVED FOR USE WITHIN A BUILDING, THE BOTTOM OF THE WATER PIPE MUST BE AT LEAST 12 INCHES ABOVE THE TOP OF THE SEWER LINE AND THE WATER PIPE MUST BE ON A SOLID SHELF AT LEAST 12 INCHES HORIZONTALLY FROM THE SEWER. | 24. | INSTALL A MINIMUM OF 4" CLASS 5 AGGREGATE BASE UNDER CURB AND GUTTER AND CONCRETE SIDEWALKS. |
| 6. | CONTRACTOR TO FIELD VERIFY THE LOCATIONS AND ELEVATIONS OR EXISTING UTILITIES AND TOPOGRAPHIC FEATURES IN PROXIMITY TO THE SITE GRADING. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE PROJECT ENGINEER OF ANY DISCREPANCIES OR VARIATIONS. | 25. | UPON COMPLETION OF EXCAVATION AND FILLING, CONTRACTOR SHALL RESTORE ALL STREETS AND DISTURBED AREAS ON SITE. ALL DISTURBED AREAS SHALL BE RE-VEGETATED WITH A MINIMUM OF 4" OF TOPSOIL. |
| 7. | SUBGRADE EXCAVATION SHALL BE BACKFILLED IMMEDIATELY AFTER EXCAVATION TO HELP OFFSET ANY STABILITY PROBLEMS DUE TO WATER SEEPAGE OR STEEP SLOPES. WHEN PLACING NEW SURFACE MATERIAL ADJACENT TO EXISTING PAVEMENT, THE EXCAVATION SHALL BE BACKFILLED PROMPTLY TO AVOID UNDERMINING OF EXISTING PAVEMENT. | 26. | ALL SPOT ELEVATIONS/CONTOURS ARE TO GUTTER / FLOW LINE UNLESS OTHERWISE NOTED. |
| 8. | CONTRACTOR SHALL BE RESPONSIBLE FOR ALL HORIZONTAL AND VERTICAL CONTROL. | 27. | GRADING FOR ALL SIDEWALKS AND ACCESSIBLE ROUTES INCLUDING CROSSING DRIVEWAYS SHALL CONFORM TO CURRENT ADA STATE/NATIONAL STANDARDS. IN NO CASE SHALL ACCESSIBLE RAMP SLOPES EXCEED 1 VERTICAL TO 12 HORIZONTAL. IN NO CASE SHALL SIDEWALK CROSS SLOPES EXCEED 2%. IN NO CASE SHALL LONGITUDINAL SIDEWALK SLOPES EXCEED 5%. IN NO CASE SHALL ACCESSIBLE PARKING STALLS OR AISLES EXCEED 2% (1.5% TARGET) IN ALL DIRECTIONS. SIDEWALK ACCESS TO EXTERNAL BUILDING DOORS AND GATES SHALL BE ADA COMPLIANT. CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY IF ADA CRITERIA CANNOT BE MET IN ANY LOCATION PRIOR TO PAVING. NO CONTRACTOR CHANGE ORDERS WILL BE ACCEPTED FOR A.D.A COMPLIANCE ISSUES. |
| | | 28. | MAINTAIN A MINIMUM OF 0.5% GUTTER SLOPE TOWARDS LOW POINTS. |



MATCH EXISTING ELEVATION
PROPOSED EMERGENCY OVERFLOW
PROPOSED DRAINAGE DIRECTION
PROPOSED ADA SLOPE
EXISTING DRAINAGE DIRECTION

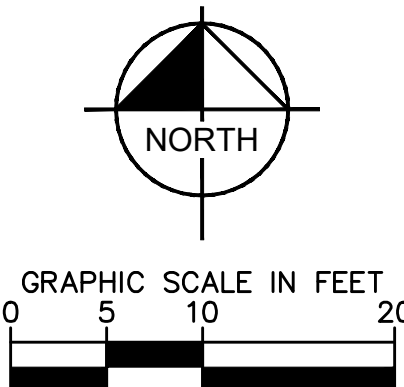
NEW PANEL AND CURB TRANSITION TO EXISTING

EXISTING TO REMAIN

Cut and remove existing curb back flush with existing concrete panel that remains.



Know what's **below**.
Call before you dig.



ISSUED FOR CONSTRUCTION

OWATONNA CITY
COUNCIL CHAMBERS

**PARÉ FOR
CRW**

OWATONNA
ANCILOUTON

GRADING AND DRAINAGE PLAN

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.

KATELYN J. OLSON

DATE: 04/07/2023 MN 60107
LIC. NO.

No.	REVISIONS	DATE	BY
1	DLI RESUBMITTAL	03/06/23	KJO
2	REVISION 2 - SANITARY SEWER	04/13/23	KJO
3	REVISION 3 - PED RAMP RFI	06/28/23	KJO
4	REVISION 4 - ADA IMPROVEMENTS	10/02/23	AMW

Kimley»Horn

© 2023 KIMLEY-HORN AND ASSOCIATES, INC.
323 SOUTH BROADWAY, ROCHESTER, MN 55904



DATE: November 21, 2023
TO: Mayor and City Council
FROM: Jenna Tuma, Parks, Trails, Recreation & Facilities Director
SUBJECT: Change Order - City Hall Parking Lot Design - CRW Architecture

Purpose:

Request City Council approval for the CRW architecture + design group change order for the City Hall parking lot design.

Background:

To improve the accessibility at the City Hall and the Charles S. Crandall Center, the northwest parking lot is identified as an opportunity. This ADA update will improve access to the Crandall Center and the City Hall staff entrance. The project is proposed to be completed in 2024. Design work is the first step in completing the project.

Budget Impact:

The change order of \$2,750 will be paid through the residual capital projects funds.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. CRW Civil Engineering at Northwest Lot

October 9, 2023

Chris Busse,



**RE: Proposal for Additional Professional Design Services
Owatonna City Hall Council Chambers
Owatonna, Minnesota**

Dear Chris:

On behalf of CRW architecture + design group, I would like to thank you for the continued opportunity to provide professional design services for the Owatonna City Council Chamber. Based on a request from Owatonna City Staff, Kimley Horn was engaged in additional services for to design an accessible access from the west parking lot to the new entrance and the existing employee entrance.

PROJECT UNDERSTANDING

As we understand it, the project will consist of planning to remove an existing access, and replace an underground structure. It is understood that the purpose of the council chamber remodel is to accommodate a city to provide additional parking accommodations. The additional accessible entrance will accommodate clear access, allow the Council Chamber accessed directly from the employee lot, and further support grounds activities when scheduled. .

SCOPE OF SERVICES

CRW architecture + design group is prepared to provide the following professional design services necessary to complete the project. Within this proposal for Additional Professional Fees:

- Complete engineering plans and specifications necessary for permitting and construction.

PROPOSED ADDITIONAL FEES

CRW architecture + design group proposes to perform the work described under the project description on a lump sum basis as follows:

ADDITIONAL SCOPE	Fee
CIVIL ENGINEERING	\$ 2,750
CONTRACTED FEE: (including \$1,000 expenses)	\$116,450
ADJUSTED TOTAL:	\$119,200

ACCEPTANCE

The attached Terms and Conditions shall be considered a part of this proposal. This proposal is being submitted electronically. If you accept this proposal and would like us to proceed with the work, please sign the Authorization block of the proposal, retain a copy for your records and return an authorized proposal to CRW architecture + design group. Your signed authorization will initiate the described services .

Please do not hesitate to contact me at 507.206.6201 if you have any questions.

Sincerely,

CRW architecture + design group, Inc.



Teresa McCormack, AIA
Partner

Attachments: CRW Terms and Conditions

AUTHORIZATION

I have reviewed the proposal and agree with its terms. I hereby authorize CRW architecture + design group to proceed with the work described.

Authorized Signature

Date

RECAP:

\$	143,035.73	Advanced Audio & Lighting System - Council Chamber Renov Est 2
	55,631.00	Crysteel Truck Equipment - Airport plow truck dump box/blade/sander
	343,096.95	Ebert Inc - Council Chambers Renovation Est 9
	32,857.00	League of MN Cities Ins Trust - Workers Comp Audit Prem \$7,857 - Redeemer Lutheran Church claim \$25,000
	137,200.65	Nero Engineering - WWTF Expansion Services - October 2023
	26,930.95	Owatonna Area Chamber of Commerce - Lodging Tax Aug-Sept
	2,840,713.86	Rice Lake Construction Group - WWTP Expansion Est 17
	134,411.29	Southeast Service Cooperative - Nov 2023 health ins premiums
	<u>266,311.34</u>	OTHER EXPENDITURES
\$	<u><u>3,980,188.77</u></u>	TOTAL EXPENDITURES PRESENTED FOR APPROVAL

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

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
Cash Account: 999-19100-000-000-000000					
375658	11/20/23	FULLSTEAM	567.10	R	Wire Transfer
375659	11/20/23	GLOBAL PAYMENTS INTEGRATED	1,437.92	R	Wire Transfer
375660	11/20/23	MN DEPT OF LABOR AND INDUSTRY	3,509.36	R	Wire Transfer
375661	11/20/23	MN DEPT OF REVENUE	3,350.36	R	Wire Transfer
375662	11/20/23	PAYMENTECH	91.55	R	Wire Transfer
375663	11/20/23	SOUTHEAST SERVICE COOPERATIVE	134,411.29	R	Wire Transfer
375664	11/20/23	US BANK	15,862.47	R	Wire Transfer
375665	11/20/23	WEX BANK	976.04	R	Wire Transfer
375666	11/20/23	WEX HEALTH INC	357.50	R	Wire Transfer
375667	11/21/23	ADOLFO VARGAS	200.00	0	Regular
375668	11/21/23	ADVANCED AUDIO & LIGHTING SYST	143,035.73	0	Regular
375669	11/21/23	ADVANCED ENGINEERING & ENVIRON	264.75	0	Regular
375670	11/21/23	ALEXANDER LUMBER COMPANY	3,516.83	0	Regular
375671	11/21/23	ALL AMERICAN ARENA PRODUCTS	343.00	0	Regular
375672	11/21/23	APG MEDIA OF SO MINNESOTA LLC	304.04	0	Regular
375673	11/21/23	ARAMARK UNIFORM SERVICES INC	382.65	0	Regular
375674	11/21/23	ARROW ACE HARDWARE	724.70	R	ACH
375675	11/21/23	ASPEN MILLS INCORPORATED	335.92	0	Regular
375676	11/21/23	BAKER & TAYLOR BOOKS	1,365.56	R	ACH
375677	11/21/23	BLACKSTONE PUBLISHING	292.35	R	ACH
375678	11/21/23	BRIAN FALLINE	4,040.67	R	ACH
375679	11/21/23	BRODART CO	173.48	0	Regular
375680	11/21/23	CARQUEST	1,019.13	0	Regular
375681	11/21/23	CCP INDUSTRIES INC	457.31	R	ACH
375682	11/21/23	CEDAR VALLEY SERVICES INC	203.41	R	ACH
375683	11/21/23	CEMSTONE CONCRETE MATERIAL LLC	2,441.00	0	Regular
375684	11/21/23	CEMSTONE PRODUCTS CO	43.61	0	Regular
375685	11/21/23	CENGAGE LEARNING INC/GALE	92.77	R	ACH
375686	11/21/23	CENTRAL FARM SERVICE	6,993.50	0	Regular
375687	11/21/23	CINTAS	73.07	0	Regular
375688	11/21/23	CORPORATE RECOGNITION	500.00	R	ACH
375689	11/21/23	COURT SPORTS & MORE	1,196.00	R	ACH
375690	11/21/23	CRYSTEEL TRUCK EQUIP	55,631.00	R	ACH
375691	11/21/23	CULLIGAN OF OWATONNA	102.83	R	ACH
375692	11/21/23	CUMMINS INC	4,858.66	R	ACH
375693	11/21/23	DAVIS MECHANICAL SYSTEMS INC	2,740.00	R	ACH
375694	11/21/23	DK ENTERPRISES OF AUSTIN INC	1,386.00	0	Regular
375695	11/21/23	EBERT INC	343,096.95	R	ACH
375696	11/21/23	EBSCO INFORMATION SERVICES	1,705.95	R	ACH
375697	11/21/23	ENVIRONMENTAL EQUIP & SERV INC	760.00	0	Regular
375698	11/21/23	EVERSTRONG CONSTRUCTION INC	5,000.00	0	Regular
375699	11/21/23	FARMERS FEED AND PET SUPPLY	84.00	0	Regular
375700	11/21/23	FIRST SUPPLY OWATONNA	238.45	0	Regular
375701	11/21/23	FLEMMING SIDING & WINDOW INC	1,978.00	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
375702	11/21/23	FLEXIBLE PIPE TOOLS & EQUIP	1,377.90	R	ACH
375703	11/21/23	FOUR SEASONS ELECTRIC	115.00	R	ACH
375704	11/21/23	FULLSTEAM HOLDINGS LLC	571.00	R	ACH
375705	11/21/23	GALLS	54.94	R	ACH
375706	11/21/23	GRAINGER	376.12	R	ACH
375707	11/21/23	HAWKINS INC	2,059.00	R	ACH
375708	11/21/23	HDS LLC	240.00	R	ACH
375709	11/21/23	HELEN M NAGEL INC	620.00	0	Regular
375710	11/21/23	HILLYARD INC	310.28	0	Regular
375711	11/21/23	HUBER SUPPLY CO INC	17.05	0	Regular
375712	11/21/23	IFACS	183.05	R	ACH
375713	11/21/23	INNOVATIVE OFFICE SOLUTIONS	3,756.18	0	Regular
375714	11/21/23	INSIDE SWING LLC	500.00	0	Regular
375715	11/21/23	JASON MARSHALL STAYTON	2,159.00	R	ACH
375716	11/21/23	JOHN DEERE CREDIT	55.46	0	Regular
375717	11/21/23	JONES HAUGH & SMITH INC	2,678.78	0	Regular
375718	11/21/23	JTH GARAGE DOOR LLC	1,730.00	0	Regular
375719	11/21/23	KENDELL DOORS & HARDWARE INC	77.00	R	ACH
375720	11/21/23	KWIK TRIP INC	310.25	0	Regular
375721	11/21/23	LAWSON AUTOMOTIVE LLC	443.01	0	Regular
375722	11/21/23	LAWSON PRODUCTS	266.00	0	Regular
375723	11/21/23	LEAGUE OF MN CITIES	30.00	0	Regular
375724	11/21/23	LEAGUE OF MN CITIES INS TRUST	32,857.00	0	Regular
375725	11/21/23	LEGACY SIGNS INC	1,867.00	R	ACH
375726	11/21/23	MACQUEEN EQUIPMENT CO	472.13	R	ACH
375727	11/21/23	MANUFACTURERS NEWS INC	162.85	0	Regular
375728	11/21/23	MARCO TECHNOLOGIES LLC	398.49	R	ACH
375729	11/21/23	MARTIN FAMILY LLC	16.50	R	ACH
375730	11/21/23	MATTHEW R HOKANSON	4,488.72	R	ACH
375731	11/21/23	MCNEILUS STEEL INC	400.34	0	Regular
375732	11/21/23	METRO SALES INC	505.54	0	Regular
375733	11/21/23	METRONET SYSTEMS HOLDINGS LLC	216.56	R	ACH
375734	11/21/23	MIDWEST TAPE LLC	1,773.71	0	Regular
375735	11/21/23	MIKE'S REPAIR	3,909.40	R	ACH
375736	11/21/23	MINA ADSIT ARCHITECTURE & PLAN	2,617.50	0	Regular
375737	11/21/23	MINER'S OUTDOOR & RECREATION	281.91	0	Regular
375738	11/21/23	MN DEPT OF LABOR AND INDUSTRY	10.00	0	Regular
375739	11/21/23	MN VALLEY TESTING LABS INC	513.15	R	ACH
375740	11/21/23	MOBOTREX INC	586.43	R	ACH
375741	11/21/23	MTI DISTRIBUTING INC	2,647.29	R	ACH
375742	11/21/23	NAPA AUTO PARTS	176.35	R	ACH
375743	11/21/23	NARDINI FIRE EQUIPMENT CO INC	575.00	0	Regular
375744	11/21/23	NERO ENGINEERING	137,200.65	R	ACH
375745	11/21/23	OFFICE OF MNIT SERVICES	420.00	0	Regular
375746	11/21/23	OPG-3 INC	10,443.00	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
375747	11/21/23	OWATONNA AREA CHAMBER OF COMM	26,930.95	0	Regular
375748	11/21/23	OWATONNA HEATING & COOLING INC	227.60	0	Regular
375749	11/21/23	OWATONNA MOTOR COMPANY	155.00	0	Regular
375750	11/21/23	PAAPE COMPANIES INC	1,189.00	R	ACH
375751	11/21/23	PDI	45.30	0	Regular
375752	11/21/23	PHONE STATION INC	16,640.00	0	Regular
375753	11/21/23	POLYDYNE INC	9,016.00	R	ACH
375754	11/21/23	QUADIENT FINANCE USA INC	506.25	0	Regular
375755	11/21/23	RAINBOW ECOSCIENCE	14,313.21	R	ACH
375756	11/21/23	RCM SPECIALTIES	1,036.32	0	Regular
375757	11/21/23	RENT N SAVE PORTABLE SERVICES	779.55	R	ACH
375758	11/21/23	RICE LAKE CONSTRUCTION GROUP	2,840,713.86	R	ACH
375759	11/21/23	SAFE-FAST INC	57.95	0	Regular
375760	11/21/23	SCOTT F LIMBERG	600.00	R	ACH
375761	11/21/23	SEAL KING	4,000.00	0	Regular
375762	11/21/23	SELCO	2,587.43	R	ACH
375763	11/21/23	SHI CORP	5,171.49	0	Regular
375764	11/21/23	SHRED RIGHT	40.00	0	Regular
375765	11/21/23	SIGN PRO OF OWATONNA	60.00	0	Regular
375766	11/21/23	SPHERION STAFFING LLC	1,065.75	0	Regular
375767	11/21/23	SPS COMPANIES INC	322.44	R	ACH
375768	11/21/23	STEELE COUNTY TREASURER	11,941.82	0	Regular
375769	11/21/23	STEWART COMPANIES INC	65.71	0	Regular
375770	11/21/23	STEWART SANITATION	1,723.89	0	Regular
375771	11/21/23	SUR TEC INC	4,613.00	0	Regular
375772	11/21/23	SYNCHRONY BANK - LOWE'S	5,182.60	0	Regular
375773	11/21/23	TASTE OF HOME BOOKS	41.85	0	Regular
375774	11/21/23	TERRACON CONSULTANTS INC	3,385.00	R	ACH
375775	11/21/23	TOR SPERLING	31.34	R	ACH
375776	11/21/23	TURFWERKS	3,048.00	R	ACH
375777	11/21/23	UKG INC	1,660.14	R	ACH
375778	11/21/23	UNITED RENTALS INC	895.04	0	Regular
375779	11/21/23	US BANK	275.00	0	Regular
375780	11/21/23	UTILITY CONSULTANTS INC	5,581.74	R	ACH
375781	11/21/23	VENTURE HYDRAULICS INC	31.38	R	ACH
375782	11/21/23	VERIZON	3,200.06	0	Regular
375783	11/21/23	VERIZON WIRELESS	276.16	0	Regular
375784	11/21/23	WALBRAN & FURNESS CHARTERED	9,447.50	R	ACH
375785	11/21/23	WASECA COUNTY HWY DEPT	152.14	0	Regular
375786	11/21/23	WASECA POLICE DEPARTMENT	8,660.89	0	Regular
375787	11/21/23	WASTE MANAGEMENT OF WI-MN	662.20	0	Regular
375788	11/21/23	WATERLOO TENT & TARP CO INC	5,460.72	0	Regular
375789	11/21/23	WHEELER LUMBER LLC	2,210.00	0	Regular
375790	11/21/23	ZEP MANUFACTURING CO	801.23	R	ACH
375791	11/21/23	ZIEGLER INC	18,768.81	R	ACH

71	Checks total:	330,634.71
54	ACH total:	3,488,990.47
0	EFTPS total:	
9	Wire transfer total:	160,563.59
0	Payment Manager total:	
134	GRAND TOTALS	3,980,188.77



CITY OF
OWATONNA

Ordinances



DATE: November 21, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: First Reading Proposed Ordinance 23-20 - Adjust Sanitary Sewer Rates

Purpose:

City Council approval of the first reading of this proposed ordinance with recommendations to rate changes for sanitary sewer related to Chapter 35 of the 2015 Ordinance Code of the City of Owatonna related to Appendix A Fee Schedule, (C) Sewer Rates, charges and fees, (2) Industrial sewer rates and charges established, (3) Domestic sewer rates and charges established.

Background:

Annual adjustments of the sanitary sewer rates are necessary to maintain adequate funding for future operations and to fund the costs of the wastewater treatment facility expansion.

Budget Impact:

The rate increase will result in increased revenue for the sanitary sewer fund.

Staff Recommendation:

Staff recommends approval. Planning for the second/final reading will be held during the next City Council Meeting.

Attachments:

1. Proposed Ordinance 23-20 Amend Sewer Rates - Redline Copy

PROPOSED ORDINANCE 23-20

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 35 OF THE 2015 ORDINANCE CODE OF THE CITY OF OWATONNA, ENTITLED "SEWER, RATES, CHARGES AND FEES" BY AMENDING CHAPTER 35, APPENDIX A FEE SCHEDULE (C) SEWER RATES CHARGES AND FEES (2) INDUSTRIAL SEWER RATES AND CHARGES ESTABLISHED AND (3) DOMESTIC SEWER RATES AND CHARGES ESTABLISHED AND (5) SEWER HOOK-UP CHARGES AND(6) INDUSTRIAL WASTE WATER DISCHARGE PERMIT FEE"

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

Section 1. Chapter 35 of the 2015 Ordinance Code of the City of Owatonna, entitled "Sewer, Rates, Charges and Fees", Chapter 35, Appendix A Fee Schedule, (C) Sewer Rates Charges and Fees (3) Domestic Sewer Rates and Charges Established:

(2) *Industrial sewer rates and charges established.*

4. Initial unit cost figures shall be:

- a. f = \$~~0.370.39~~ /100 CCF;
- b. b = \$481.95/1,000 pounds of BOD; and
- c. ss = \$~~294.84339.07~~/1,000 pounds of suspended solids.

(3) *Domestic sewer rates and charges established.*

(a) Rates and charges for domestic wastewater disposal service shall be \$~~2.723.13~~ per 100 cubic feet of the average amount of water billed in the months of December, January, and February and billed starting in March and each subsequent month of the year at that calculated amount for residential customers. Commercial, Light SIU, and Heavy SIU shall be billed on actual water use monthly. To each such statement, each month shall be added a service charge based on the meter size as shown in the following table (effective 01/01/~~2324~~).

Customer Class	Monthly
Residential	\$ 16.2017.50
Commercial	\$ 19.9123.10
Light SIU	\$ 63.4476.13
Heavy SIU	\$ 730.08788.49

1. Vacant rental units with individual meters shall be charged only the monthly service charge (effective 1/1/2016).
2. Single-family residential units that are not being serviced by the city water system shall be charged the equivalent of 7 CCF of wastewater, equaling ~~nineteen-twenty-one~~ dollars and ~~four-ninety-one~~ cents (~~\$19.0421.91~~) per month, plus service charge for residential meter (effective 01/01/20~~23~~24).
3. A charge of ~~sixteen-eighteen~~ dollars and ~~thirty-twoseventy-eight~~ cents (~~\$16.3218.78~~) per month shall be made to new customers and to new residential construction based on 6 CCF commencing on the date of installation of the water meter and continuing until an average can be struck, from use in December, January and February in addition to the service charge based on the meter size. Customers moving within the city will be charged at the rate established at their previous residence until an average can be struck from use in December, January and February for the new residence (effective 01/01/20~~23~~24).

(5) *Sewer hook-up charges.*

Residential	Fee
All Connections	\$1,669.00
Multi-Family*	\$/Unit
All Connections	\$1,335.00
Commercial	Fee
1" or Smaller	\$3,186.00
1-1/2"	\$6,373
2"	\$10,197.00
3"	\$19,119.00
4"	\$31,866.00
6"	\$63,725
Industrial	\$/100 gallons per day
All connections	\$801.00

* Three or more units in one building. Multi-Family users may be considered Residential or Commercial for regular sewer usage billings depending on how the property is connected and metered. For example, a multi-unit apartment that receives one utility bill should be considered Commercial and a multi-unit condo complex where each unit received a utility bill should be considered Residential. Both situations would be treated as Multi-Family for SACs

(1992 Code, § 540:15)

(6) *Industrial waste water discharge permit fee.* A fee for waste water discharge permit, as authorized in § [51.07](#) of this code of ordinances, shall be \$1,000.00.

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

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

Aye __; No __; Absent __.

Approved and signed this ____ day of _____, 2023.

ATTEST:

Thomas A. Kuntz, Mayor

Kris M. Busse, City Administrator/City Clerk



CITY OF
OWATONNA

Resolutions



DATE: November 21, 2023
TO: Mayor and City Council
FROM: Sydnee Stroeing, Planning Specialist
SUBJECT: Resolution 113-23: CUP-11 & VAR-10 - 301 Pine Ave N

Purpose:

Council to approve Resolution 113-23 for CUP-11 & VAR-10. This is a conditional use permit request received by Jeff Bogut for the conversion of a single-family dwelling to a 3-unit, multi-family dwelling, as well as a lot size variance request on a 8,580 square foot lot where 13,000 square feet is the minimum lot size for a single-family to multi-family conversion in the R-3, Single- and Two-Family Residential District.

Background:

Staff Report attached. The Planning Commission recommends approval of this conditional use permit and variance.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval of Resolution 113-23.

Attachments:

1. Resolution 113-23 CUP-11 & VAR-10 - 301 Pine Ave N
2. Staff Report - VAR-10 & CUP-11

RESOLUTION NO. 113-23

A RESOLUTION APPROVING CUP-11 & VAR-10

WHEREAS, Application CUP-11, by Jeff Bogut, 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 VAR-10, by Jeff Bogut, a request for lot size variance on a 8,580 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 is legally described as follows:

Lot 6, Block 3, Dartt's Addition, Steele County, Minnesota

; and

WHEREAS, The Planning Commission held a public hearing on November 14, 2023 and recommended approval of CUP-11 & VAR-10 and

WHEREAS, on November 21, 2023, the City Council accepted and approved CUP-11 & VAR-10, 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-11 & VAR-10 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 units shall be registered with the Rental Registration program.
 - B) The property shall not contain more than 3 units at any one time.
 - C) All units shall be inspected and approved within the Rental Registration process. If any repairs are needed, they shall be completed to be in full compliance with the Rental Registration License.
 - D) Building permits shall be applied for before any alterations are made.

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

November 14, 2023

To: Planning Commission

From: Community Development Department

RE: Application CUP-11 by Jeff Bogut, 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 VAR-10, by Jeff Bogut, a request for lot size variance on a 8,580 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.

Application Review:

Applicant/Owner: Jeff Bogut

Location of Property: 301 Pine Avenue N

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. Section 157.028 (A) states the minimum lot size requirements for the residential zoning districts.

Report Attachments:

1. Location Map
2. Aerial Photo
3. Site Plans
4. Project Narrative

Proposed Development:

- ◆ Application CUP-11 by Jeff Bogut, 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 VAR-10, by Jeff Bogut, a request for lot size variance on an 8,580 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.
- ◆ 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.
- ◆ According to the Fire Department, who administers the Rental Registration Program, the property was last registered in 2017 with 3 units. The license expired in 2019 and has not been renewed since.
- ◆ The applicant has enough parking to accommodate all the units with 3 stalls in a detached garage and 3 off-street stalls located outside of the garage.
- ◆ As of the time of this report staff has not heard any comments regarding these requests.

- ◆ 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:

Staff is recommending approval of Application CUP-11 and VAR-10 with the following conditions:

- 1) The units shall be registered with the Rental Registration program.
- 2) The property shall not contain more than 3 units at any one time.
- 3) All units shall be inspected and approved within the Rental Registration process. If any repairs are needed, they shall be completed to be in full compliance with the Rental Registration License.
- 4) Building permits shall be applied for before any alterations are made.

Planning Commission:

Application CUP-11, which is a request by Jeff Bogut 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 Application VAR-10, which is a request by Jeff Bogut for a lot size variance on an 8,580 square foot lot where 13,000 square feet is required for a minimum lot size for a single-family converted to a multi-family in the R-3, Single- and Two-Family Residential District for the property at 301 Pine Avenue N was presented by Planning Specialist Sydnee Stroeing. (Refer to report on file.) Public hearing opened at 5:32 pm. No comments were made regarding this request. Public hearing closed at 5:33 pm. A motion was made by Effertz and seconded by Meier to recommend approval of Application CUP-11 and VAR-10 with the following conditions:

- 1) The units shall be registered with the Rental Registration program.
- 2) The property shall not contain more than 3 units at any one time.
- 3) All units shall be inspected and approved within the Rental Registration process. If any repairs are needed, they shall be completed to be in full compliance with the Rental Registration License.
- 4) Building permits shall be applied for before any alterations are made.

All Commissioners voting Aye, the motion carried.

301 Pine Ave N
City of Owatonna



October 26, 2023

Site 

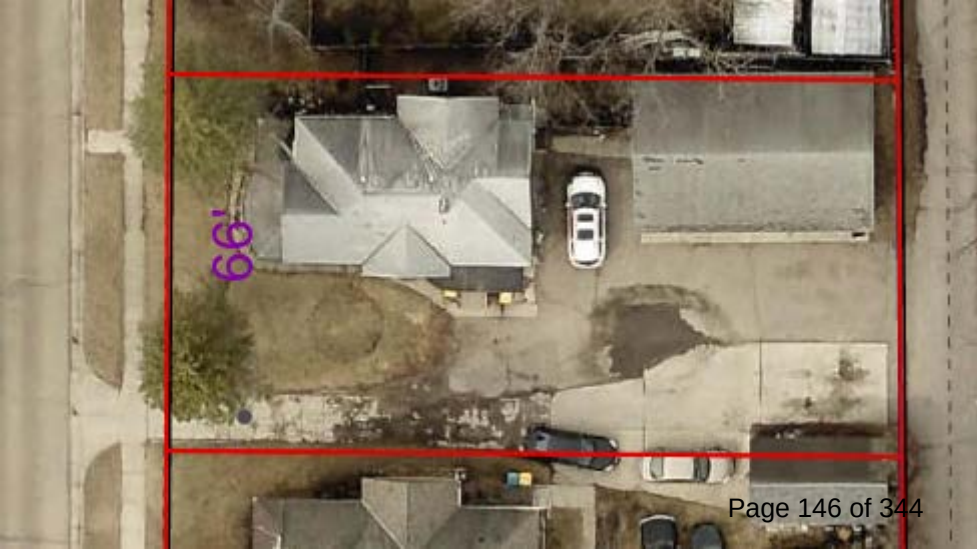


1:3,000
1 in = 250 ft

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.

301 Pine Ave N
City of Owatonna





66'

An aerial photograph of a residential property. A red line outlines a specific area. Inside this area, there is a house with a grey roof, a white car parked in the driveway, and a large concrete slab. To the left of the house, there is a purple label '66' and a blue dot. The surrounding area includes other houses, trees, and a road.

This letter is to inform you that I own the property at 301 North Pine Ave Owatonna, MN.as a three unit apartment.

There are two one bedroom apartment on the second floor and a one bedroom apartment on the main floor.

Property is used to provide affordable housing in Owatonna, MN.

Used as a rental

Thank You,
Jeff Bogut



DATE: November 21, 2023
TO: Mayor and City Council
FROM: Sydnee Stroeing, Planning Specialist
SUBJECT: Resolution 114-23: VAR-12 Duplex Lot Size - 2041 Greenwood Dr NE

Purpose:

Council approval of Resolution 114-23 for VAR-12. This is a request received by Kent Kleeberger for a lot size variance on a 9,600 square foot lot where 10,000 square feet is the required minimum lot size for a two-family dwelling in the R-3, Single- and Two-Family Residential District.

Background:

See Staff Report. The Planning Commission recommends approval of this variance.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval of Resolution 114-23.

Attachments:

1. Resolution 114-23 VAR-12 - 2041 Greenwood Dr NE
2. Staff Report - VAR-12

RESOLUTION NO. 114-23
A RESOLUTION APPROVING VARIANCE VAR-12

WHEREAS, Application VAR-12, by Kent Kleeberger, a request for a lot size variance on a 9,600 square foot lot where 10,000 square feet is required for minimum lot size for a two-family dwelling on the R-3, Single- and Two-Family Residential District and legally described as follows:

Lot 2, Block 3, Schultz Addition No. 2, Steele County, Minnesota
; and

WHEREAS, The Planning Commission held a public hearing on November 14, 2023 and recommended approval of VAR-12; and

WHEREAS, on November 21, 2023, the City Council accepted and approved Variance VAR-12, 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-12 Staff Report.

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

1. That said variance 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 variance be and the same hereby is approved with the following provisions:
 - A) The units shall be registered with the Rental Registration program.
 - B) The property shall not contain more than 2 units at any one time.
 - C) All units shall be inspected and approved within the Rental Registration process. If any repairs are needed, they shall be completed to be in full compliance with the Rental Registration License.
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

November 14, 2023

To: Planning Commission

From: Community Development Department

RE: Application VAR-12, by Kent Kleeberger, a request for a lot size variance on a 9,600 square foot lot where 10,000 square feet is required for minimum lot size for a two-family dwelling in the R-3, Single- and Two-Family Residential District.

Application Review:

Applicant/Owner: Kent Kleeberger

Location of Property: 2041 Greenwood Dr NE

Zoning Map: R-3, Medium Density Residential District

Zoning Ordinance: Section 157.028 (A) states the minimum lot size requirements for the residential zoning districts.

Report Attachments:

1. Location Map
2. Aerial Photo
3. Site Plan
4. Project Narrative

Proposed Development:

- ◆ Application VAR-12, by Kent Kleeberger, a request for a lot size variance on a 9,600 square foot lot where 10,000 square feet is required for minimum lot size for a two-family dwelling in the R-3, Single- and Two-Family Residential District for the property located at 2041 Greenwood Dr NE.
- ◆ The zoning ordinance defines a two-family dwelling as a dwelling designated exclusively for occupancy by two families living independently of each other.
- ◆ A two-family dwelling in the R-3, Single- and Two-Family Residential District must have a minimum lot size of 10,000 square feet and a minimum lot area of 5,000 square feet per unit.
- ◆ Zoning ordinance requires that a use that has not been there for more than 180 days be brought into full compliance with the ordinance.
- ◆ According to the Fire Department, who administers the Rental Registration Program, the property was last registered in 2015 with 2 units. The license expired in 2017 and has not been renewed since.
- ◆ There is a two-car, attached garage and two parking spots outside of the garage on the property.
- ◆ Staff has not heard from any neighbors regarding this request as of the date of this report.
- ◆ 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, 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.

Staff Review:

Based on the information provided Staff is recommending approval of the VAR-12 with the following provisions:

- 1) The units shall be registered with the Rental Registration program.
- 2) The property shall not contain more than 2 units at any one time.
- 3) All units shall be inspected and approved within the Rental Registration process. If any repairs are needed, they shall be completed to be in full compliance with the Rental Registration License.

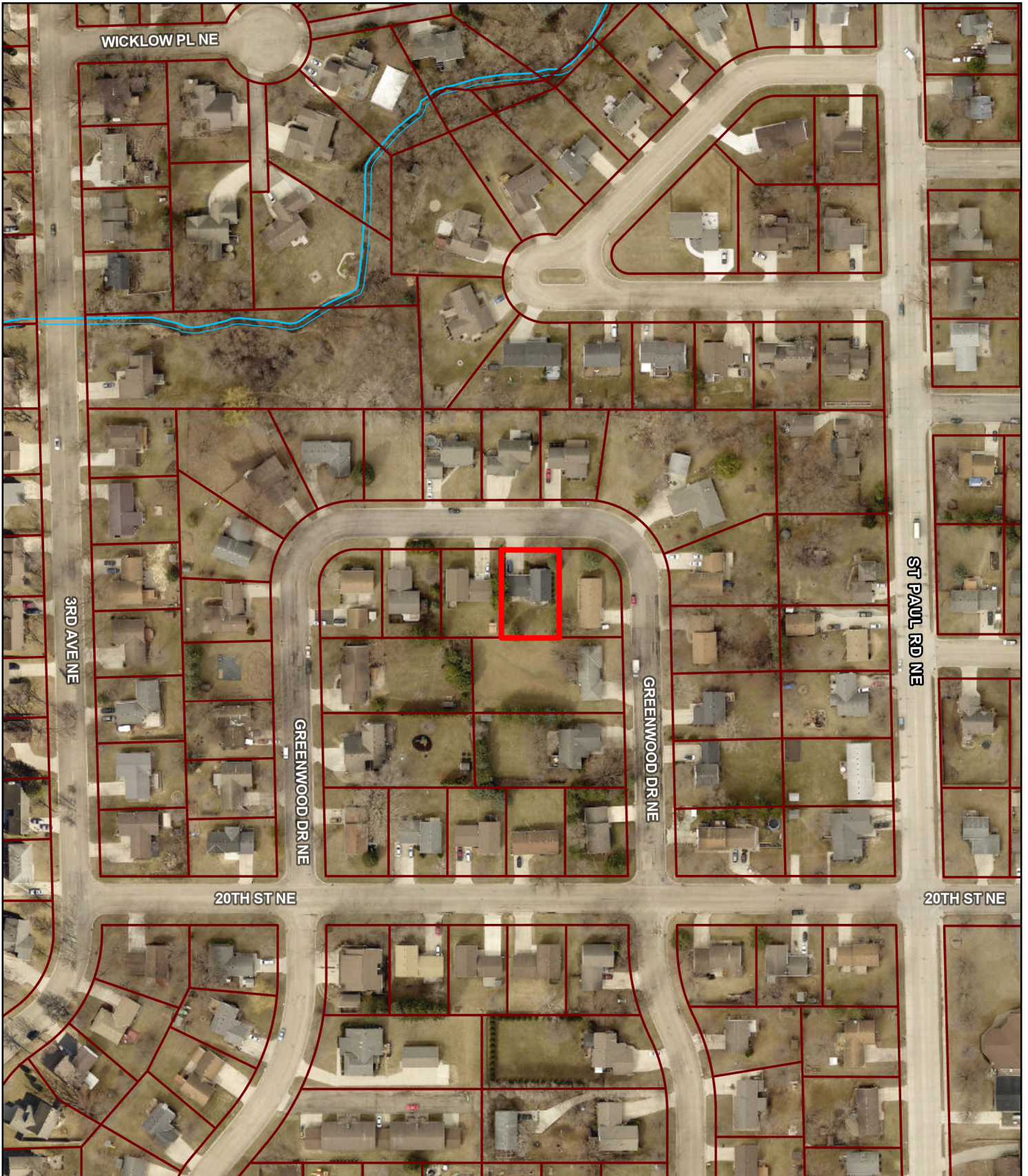
Planning Commission:

VAR-12, which is a request by Kent Kleeberger for a lot size variance on a 9,600 square foot lot where 10,000 square feet is required for a minimum lot size for a two-family dwelling in the R-3, Single- and Two-Family Residential District for the property located at 2041 Greenwood Drive NE was presented by Planning Specialist Sydnee Stroeing. (Refer to report on file.) Public hearing opened at 5:34 pm. No comments were made regarding this request. Public hearing closed at 5:35 pm. A motion was made by Peake and seconded by Wilson to recommend City Council approval of this variance request with the following provisions:

- 1) The units shall be registered with the Rental Registration program.
- 2) The property shall not contain more than two units at any one time.
- 3) All units shall be inspected and approved within the Rental Registration process. If any repairs are needed, they shall be completed to be in full compliance with the Rental Registration License.

All Commissioners voting Aye, the motion carried.

2041 Greenwood Dr NE
City of Owatonna



October 26, 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.

2041 Greenwood Dr NE
City of Owatonna



October 26, 2023

Site 



1:900
1 in = 75 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.



7 Kent Kleeberger

is requesting my lot size

2041 Greenwood Dr be granted

Kent Kleeberger



DATE: November 21, 2023
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 115-23: Final Plat - Cedar Mill Addition

Purpose:

Council to approve Resolution 115-23 to approve the Final plat of Cedar Mill Addition.

Background:

Staff Report attached. The Planning Commission is recommending approval of this final plat.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval of this Final Plat of Cedar Mill Addition.

Attachments:

1. Resolution 115-23 Final Plat - Cedar Mill Addition
2. Cedar Mill Addition FP Staff Report

RESOLUTION NO. 115-23

A RESOLUTION APPROVING FINAL PLAT OF
CEDAR MILL ADDITION

WHEREAS, on November 21, 2023, the City Council accepted and approved the final plat of Cedar Mill Addition to the City of Owatonna, as the same was approved and recommended by the Planning Commission of the City.

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

1. That said plat is in accordance with and conformity to the plans and regulations established by the City for a comprehensive plan for the development of the City.
2. That said plat be and the same hereby is approved with the following conditions:
 - a) The final plat shall be recorded within 60 days of the approval.
 - b) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
 - c) All unused water and sewer services shall be disconnected at the main.
 - d) All comments of the City Engineer's memo shall be adhered to.
3. That the Clerk cause a certified copy of this resolution to be filed in the office of the County Recorder of Steele County, Minnesota, and to be given to the applicants of said plat.

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

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of _____, 2023.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk

September 8, 2023

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

Background

Steele County is requesting approval of the final plat of Cedar Mill Addition, a two lot commercial plat. The County is proposing to construct a new office building on the eastern lot. The west lot is currently occupied by the County Attorney's office. The garage on the east lot will be demolished with this project.

These two lots will share parking and access. A parking, access, and maintenance agreement will be required to be recorded prior to a Certificate of Occupancy being issued on the new office building.

When the previous structures were demolished on the eastern property the County did not remove the water and sewer services associated with these structures. Code requires them to be disconnected at the main once it is determined that they will no longer be used. With the construction of the new building these unused services need to be removed as part of this project. The Civil drawing shows at least two services to the west of the proposed street opening that will need to be removed.

Application Review:

Applicant/Owner:	Steele County
Location of Property:	121 Mill Street East
Existing Zoning:	Requested to be rezoned to B-3, Community Business District
Existing Land Use:	The lots are currently occupied by the County Attorney's office and a detached garage. Houses were torn down a few years ago on the eastern portion.
Report Attachments:	1. Location Maps 2. Final Plat 3. Civil Drawings 4. Project Narrative 5. City Engineer's Memo

Proposed Development:

Size of Subdivision:	0.84± acres
Number of Lots:	To be platted into two lots
Lot Configuration:	The lots are generally rectangular in shape.
Street Pattern:	No Changes
Services:	Services are currently stubbed into both lots.
Timing/Financing of Development:	The applicant will record the plat this soon in order to start construction.
Outstanding Assessments:	None.
Floodplain:	None
Wetlands:	The property does not have any wetlands.
Storm Water Drainage:	No changes. Will be reviewed specifically with a grading permit for any new construction
Easements:	None proposed
County/MNDOT Review:	Not adjacent to a ROW.

Staff Review:

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

- 1) The final plat shall be recorded within 60 days of approval.
- 2) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 3) All unused water and sewer services shall be disconnected at the main.
- 4) All comments of the City Engineers Memo shall be adhered to.

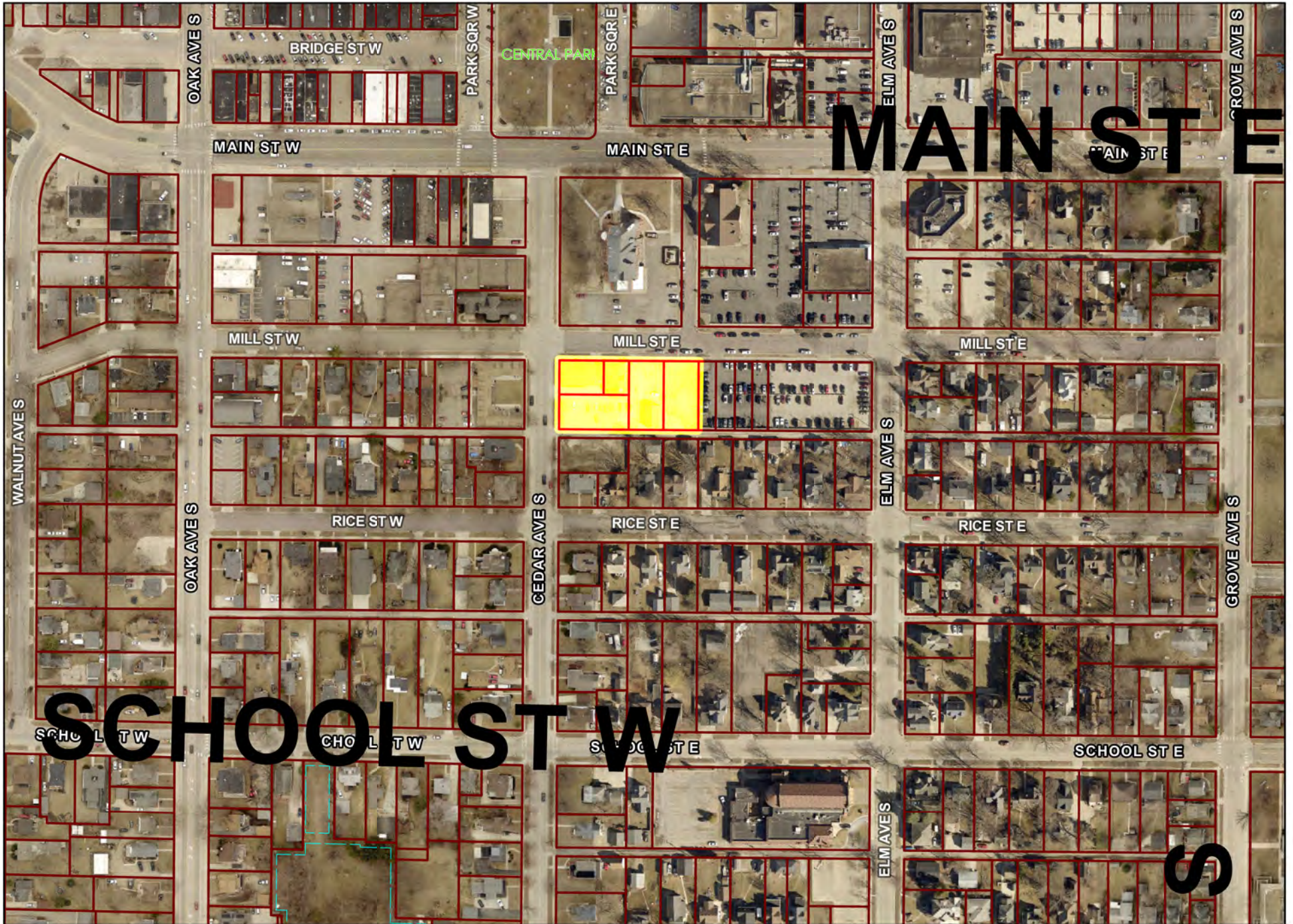
Planning Commission:

Final Plat of Cedar Mill Addition, which is an 0.84± acre tract of land to be rezoned B-3, Central Business District, owned by Steele County and located at 121 Mill Street East, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) He said there haven't been any changes since the preliminary plat.

A motion was made by Meier and seconded by Peake to recommend approval of the final plat of Cedar Mill Addition with the following conditions:

- 1) The final plat shall be recorded within 60 days of approval.
- 2) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 3) All unused water and sewer services shall be disconnected at the main.
- 4) All comments of the City Engineers Memo shall be adhered to.

All Commissioners voting Aye, the motion carried.



Cedar Mill Addition



1:2,926

Date: 8/29/2023
Page 162 of 344

CEDAR MILL ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That Steele County, a Governmental Subdivision under the laws of Minnesota, owner of the following described property situated in the County of Steele, State of Minnesota, to wit:

Lots 1, 2, and 3, Block 16, in the Town (now City) of Owatonna, Steele County, Minnesota.

And

Lot 4, Block 16, in the Town (now City) of Owatonna, Steele County, Minnesota.

Has caused the same to be surveyed and platted as CEDAR MILL ADDITION.

In witness whereof said Steele County, a Governmental Subdivision under the laws of Minnesota, has caused these presents to be signed by its proper officer this ____ day of _____, 20__.

Steele County

By: _____, its _____

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____ its _____ of Steele County, a Governmental Subdivision under the laws of Minnesota, on behalf of said County.

Notary Public, _____

My Commission Expires _____

SURVEYOR'S CERTIFICATE

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

Dated this ____ day of _____, 20__.

Arlee J. Carlson, Licensed Land Surveyor
Minnesota License No. 44900

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by Arlee J. Carlson, Licensed Land Surveyor.

Notary Public, _____

My Commission Expires _____

CITY COUNCIL, OF THE CITY OF OWATONNA

This plat of CEDAR MILL ADDITION was approved and accepted by the City Council of the City of Owatonna, Minnesota on this ____ day of _____, 20__, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03. Subd. 2.

Kris M. Busse, City Administrator

COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this ____ day of _____, 20__.

Scott A. Tuchtenhagen, County Surveyor, Steele County, Minnesota

COUNTY AUDITOR/TREASURER, Steele County, Minnesota

No delinquent taxes and transfer entered this ____ day of _____ 20__.

Laura Ihrke, County Auditor, Steele County, Minnesota

I hereby certify that the taxes due and payable for the year 2023 on the land described herein are paid.

Catherine Piepho, County Treasurer, Steele County, Minnesota

COUNTY RECORDER

Filed in the office of the County Recorder, this ____ day of _____ 20__ at ____ o'clock ____M. in Book ____ of Plats, Page ____ as Document Number _____

Rick G. Kvien, County Recorder, Steele County, Minnesota

66

MILL STREET E.

66

COURT
AVE.
SE

S89°37'08"E
32.46

S89°37'08"E 264.82

132.41

132.41

LOT 2

BLOCK 16

LOT

2

1

LOT 3

LOT 4

LOT

BLOCK 1

1

LOT 1

TOWN OF OWATONNA

132.43

132.43

N89°35'46"W 264.86

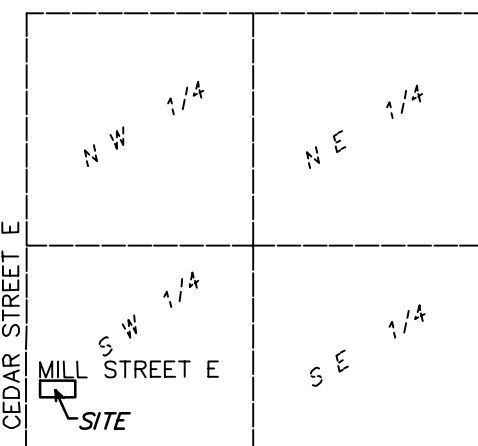
ALLEY

16.5

16.5

BLOCK 16

VICINITY MAP



SEC. 10, TWP. 107, RGE. 20

NO SCALE

PRELIMINARY
SUBJECT TO REVISION

• Denotes found iron monument, as shown.

The north line of Block 6, Town of Owatonna is assumed to bear S89°37'08"E.

N

20 0 20 40
SCALE IN FEET

SUNDE
LAND SURVEYING



Project Narrative:

This project is a new Community Corrections Facility for Steele County. It is a one-story, 6,800 square foot pre-engineered metal office building. The property is currently zoned B-2 Community Business but is going through the re-platting process to be rezoned as B-3 to achieve 0'-0" setbacks to the north and east. Additionally, there are three other adjacent lots that we are proposing get replated with this lot into one.



DATE: November 21, 2023
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 116-23: SPLT-2 Formal Lot Split - Cedar Cove

Purpose:

Request Council approval of Resolution 116-23 to approve Application SPLT-2. This is a request for a lot split by Bryan Tucker, SummerGate Development for the property located at 162 Cedar Cove Lane NW. The proposed split will split and recombine the four current units into three units.

Background:

Staff Report attached. The Planning Commission recommends approval of this lot split.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval of Resolution 116-23.

Attachments:

1. Resolution 116-23 SPLT 2 - Cedar Cove
2. SPLT-2 Staff Report

RESOLUTION NO. 116-23

A RESOLUTION APPROVING CEDAR COVE LOT SPLIT

WHEREAS, Bryan Tucker, SummerGate Development has requested a lot split on this property at the subject property and is legally described as follows; and

Lots 13-16, Block 1, Cedar Cove Townhomes 3rd Addition, Steele County, Minnesota

WHEREAS, The Planning Commission held a public hearing on November 14, 2023 and recommended approval of the lot split; and

WHEREAS, on November 21, 2023, the City Council accepted and approved the lot split, 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 lot split Staff Report.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Owatonna, Minnesota that said lot split is approved subject to the following conditions:

- 1) Any covenants or declarations shall be amended to recognize the changes in lots and legal descriptions.

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

November 9, 2023

To: Planning Commission

From: Community Development Department

RE: Application SPLT-2, a request for a lot split by Bryan Tucker, SummerGate Development for the property located at 162 Cedar Cove Lane NW. The proposed split will split and recombine the 4 current units into 3 units.

Application Review:

Applicant: Bryan Tucker, Summergate Development

Owner: Summergate Development

Legal Description: Lots 13-16, Block 1, Cedar Cove Townhomes 3rd Addition, Steele County, Minnesota

Zoning Map: R-5, Medium Density Residential

Zoning Ordinance: Section 315:06 Subd 1.a. permits the splitting of one lot into two through the formal lot split process.

Existing Land Uses: The property is currently vacant with a 4 plex and a twinhome on either side.

Report Attachments:

1. Location Maps
2. Survey and Legal Descriptions

Proposed Development:

- ◆ Application SPLT-2, a request for a lot split by Bryan Tucker, SummerGate Development for the property located at 162 Cedar Cove Lane NW. The proposed split will split and recombine the 4 current units into 3 units.
- ◆ The applicant plans on constructing a 3 unit building on this property.
- ◆ The proposed use will transition from the two unit buildings to the 4 unit buildings.
- ◆ The proposed building will be architecturally compatible with what is existing there.
- ◆ This development has private streets and utilities. All are existing to this site.
- ◆ It is recommended that any water or sewer services that are not going to be used be disconnected at the main.

Staff Review:

Staff is recommending approval of the formal lot split with the following conditions:

- 1) Any covenants or declarations shall be amended to recognize the changes in lots and legal descriptions.

Planning Commission:

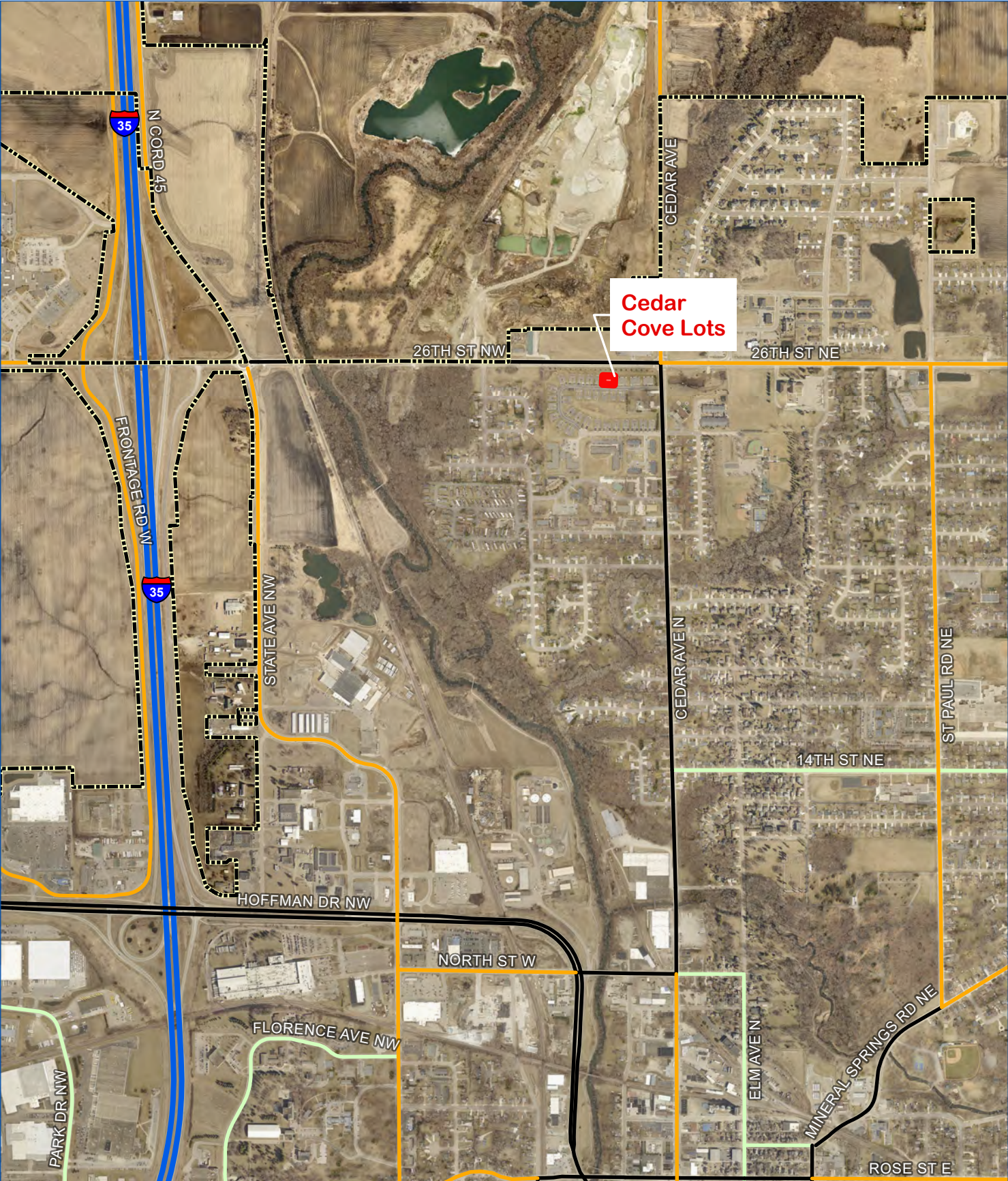
Application SPLT-2, which is a request by Bryan Tucker, Summergate Development, for a lot split for the property located at 162 Cedar Cove Lane NW, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) The proposed split will split and recombine the 4 current units into 3 units. Public hearing opened at 5:38 pm. Applicant Bryan Tucker with Summergate Development was present and said that this is a property that was developed in 2006. This lot was approved for four units and has been vacant for a long time. After analysis of the current market, they feel that three units would be a good transition. Their intent is to match the existing structures as identically as possible with white cream siding and brick. They don't have design finalized, but it does fit this footprint. They've had some conversation with the property manager. Once they have an elevation, they will run that by him. He said he's happy to answer any questions. Carrie Urberg, 196 Cedar Cove Lane NW, said she's concerned about proposed Unit B complying with emergency fire code because they only have two-way windows. She said that Mr. Tucker did answer the question she had about complying with the existing surroundings. She was wondering about the size of the units and whether they were similar to the size of the units that were already there. Mr. Tucker said they'd need building permits and would meet constriction codes. There will be access off the front and back. The units are a little larger than the twin homes, certainly not smaller. They're probably a couple hundred feet bigger. Jeff Cole, 150 Cedar Cove Lane NW, said he had a question about the siding and wondered if there would be any sort of color difference since theirs was done 20 years ago. He wondered about the spacing of the units and if it would be even. Kruschke said the outside boundaries of the plat, whether this was four or two units, at no point could any wall go within 10 feet of the exterior boundary. Everything in the middle is delineated as the common area. There could be more space. They will need to fix Lot 17 in the declarations. As far as the siding, that's a fairly common occurrence throughout any neighborhood and is not something the City regulates or gets into. "Similar" or "compatible" is the language the City uses. The covenants and declarations are private documents that the City doesn't approve as part of the common interest community. The City really has no jurisdiction over the finality of that side of things, and is pretty general when it comes to the color. They don't take weathering into account. Public hearing closed at 5:44 pm. Eickhoff said he appreciates everyone's concern and involvement about where they live. He said this is a fairly straightforward request. A motion was made by Eickhoff and seconded by Effertz to recommend City Council approval of the formal lot split with the following conditions:

- 1) Any covenants or declarations shall be amended to recognize the changes in lots and legal descriptions.

All Commissioners voting Aye, the motion carried.

Cedar Cove Location

City of Owatonna



Site



Municipal Limits



Principal Arterial, Interstate

Minor Arterial

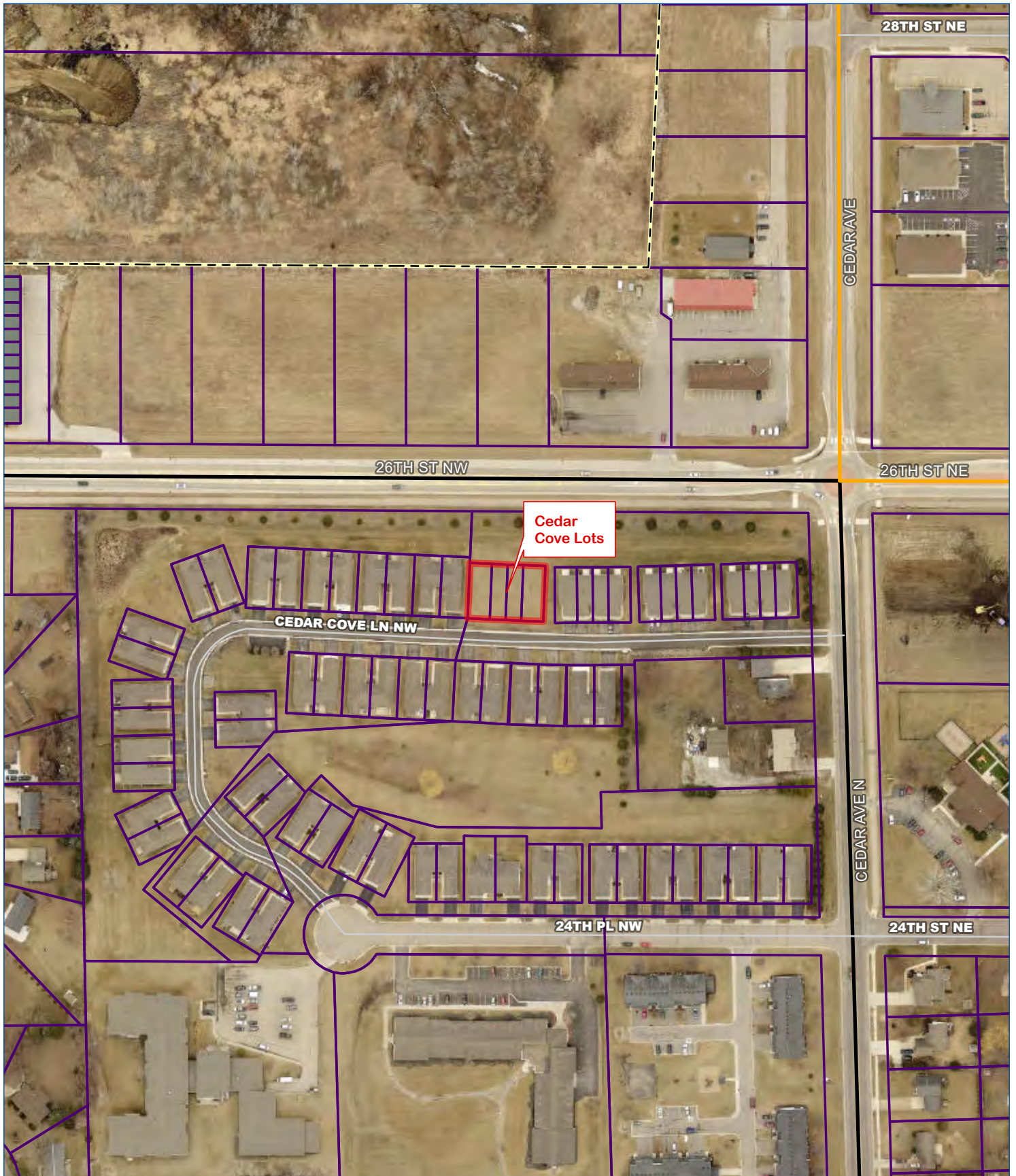
Major Collector

Minor Collector

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.

October 31, 2023

Cedar Cove 3rd Add. - Block 1 Lots 13-16 City of Owatonna



Cedar
Cove Lots

CEDAR COVE LN NW

24TH PL NW

28TH ST NE

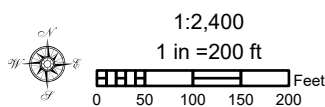
26TH ST NE

CEDAR AVE N

24TH ST NE

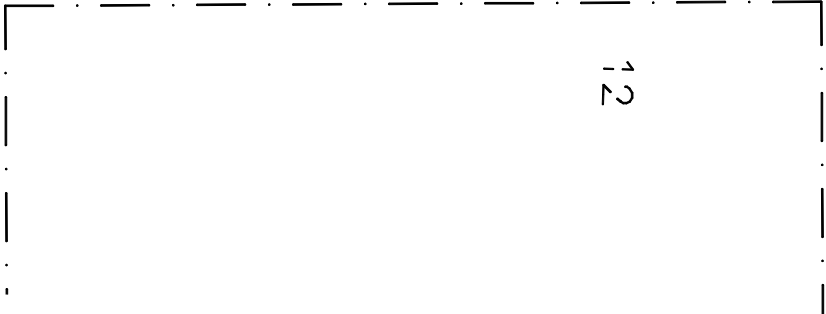
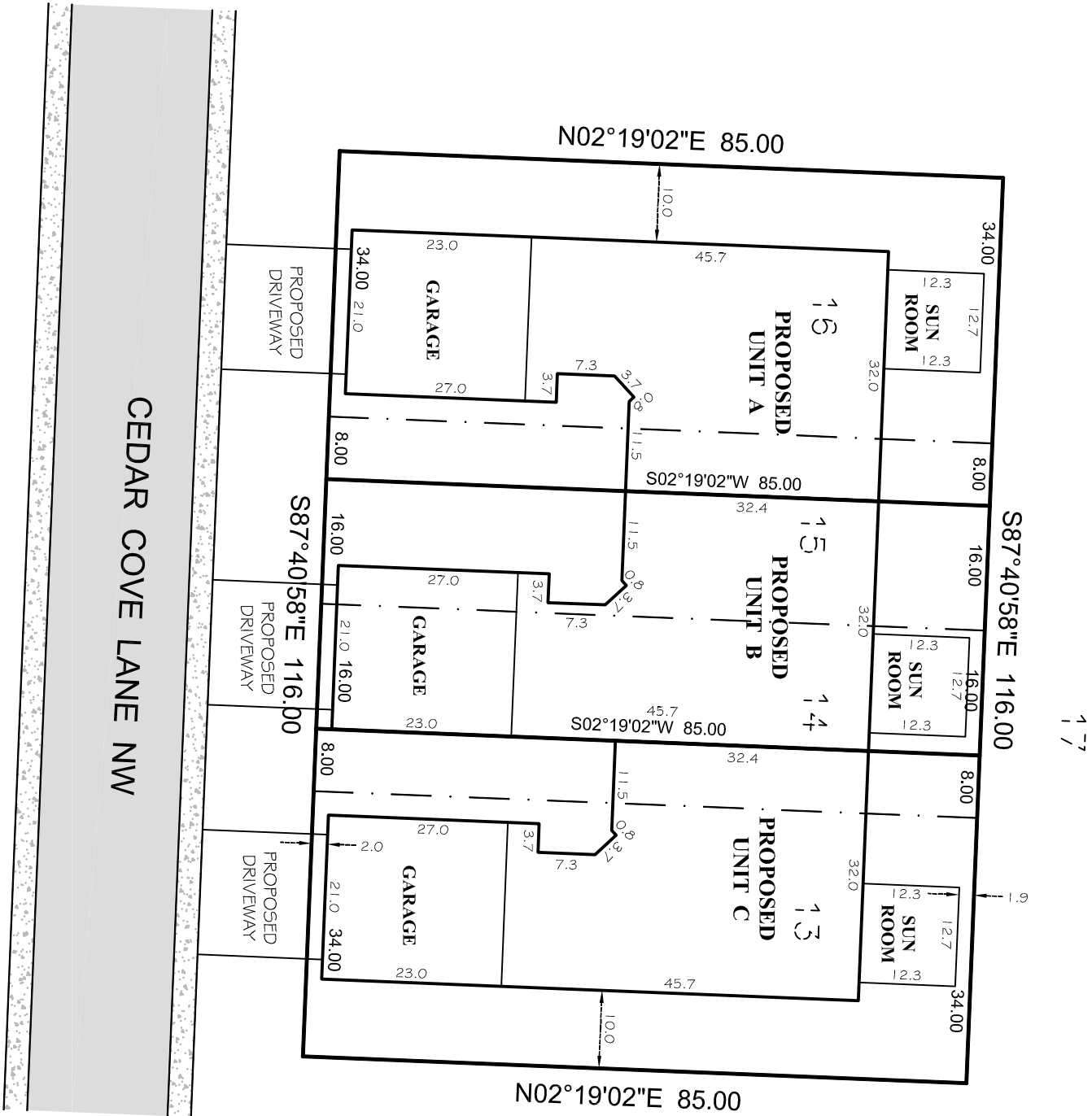


- Site
- Parcels
- Municipal Boundary



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. The property dimensions are based on the parcel gis data. The Water, Gas, and Electric Systems were provided by Owatonna Public Utilities.

CERTIFICATE OF SURVEY
FOR
SUMMERGATE DEVELOPMENT, LLC



- DENOTES IRON PIPE MONUMENT SET
- DENOTES FOUND IRON PIPE MONUMENT
- DENOTES PROPOSED DRAINAGE DIRECTION
- DENOTES SERVICE LOCATION
- DENOTES WOOD HUB
- DENOTES EXISTING ELEVATION
- DENOTES PROPOSED ELEVATION
- DENOTES PROPOSED CONTOUR
- DENOTES DECIDUOUS TREE
- DENOTES EVERGREEN TREE
- DENOTES BITUMINOUS SURFACE
- DENOTES CONCRETE SURFACE

UNIT "A" PROPERTY DESCRIPTION

LOT 16 AND THE WESTERLY 8.00 FEET OF LOT 15, ALL IN BLOCK 1, CEDAR COVE TOWNHOMES 3RD ADDITION, CITY OF OWATONNA, STEELE COUNTY, MINNESOTA.

UNIT "B" PROPERTY DESCRIPTION

THE WESTERLY 16.00 FEET OF LOT 14 AND LOT 15 EXCEPT THE WESTERLY 8.00 FEET OF SAID LOT 15, ALL IN BLOCK 1, CEDAR COVE TOWNHOMES 3RD ADDITION, CITY OF OWATONNA, STEELE COUNTY, MINNESOTA.

UNIT "C" PROPERTY DESCRIPTION

LOT 13 AND LOT 14, EXCEPT THE WESTERLY 16.00 FEET OF SAID LOT 14, ALL IN BLOCK 1, CEDAR COVE TOWNHOMES 3RD ADDITION, CITY OF OWATONNA, STEELE COUNTY, MINNESOTA.

Bohlen
Surveying & Associates

31432 Foliage Avenue
Northfield, MN 55057
Phone: (507) 645-7768
Email: info@bohlersurveying.com



1682 Cliff Road E.
Burnsville, MN 55337
Phone: (952) 895-9212
Fax: (952) 895-9259

S:\Projects\Owatonna\Cedar-Cove-townhomes.dwg\13-16B1-cert-10-18-23.dwg 10/18/2023 3:02:31 PM CDT

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE: 10-18-2023

Thomas J. O'Meara
THOMAS J. O'MEARA, LAND SURVEYOR
MINNESOTA LICENSE NO. 46167



October 20, 2023

**Administrative Subdivision Approval Request
Cedar Cove Townhomes 3rd Addition**

Summergeate Development is the owner of 4 vacant parcels with the Cedar Cove Townhomes 3rd Addition (Lots 13-16, Block 1). The parcels have been vacant since 2001 and we are requesting administrative approval to modify the existing 4 lot into 3, to accommodate a three-unit building we'd like to construct. Our intent is for the unit to be architecturally compatible with the surrounding units, which include a 4-unit building to the east and twinhome to the west.

We have initiated discussions with the Homeowners Association and don't anticipate any issues.

Thank you for your consideration and let me know if there's anything else needed to process this request.

Bryan Tucker
Senior Project Manager
bryant@summer-gate.com
612-490-0982



DATE: November 21, 2023
TO: Mayor and City Council
FROM: Troy Klecker, Community Development Director
SUBJECT: Resolution 117-23 - Amend Development Agreement - 134 Southview Street - Mayo Clinic Health System - Owatonna

Purpose:

City Council approval of proposed Resolution 117-23 authorizing execution of the First Amendment to the Development Agreement.

Background:

Back in 2012, the City entered into a development agreement with Fareway Foods, Sacred Heart Church, and Mayo Clinic on the redevelopment of the old hospital site. Under that agreement, Mayo Clinic would take over a portion of the old hospital building and renovate it into part of the clinic property. Under the agreement, Mayo Clinic would receive \$200,000 in tax increment financing (TIF) over a 25-year period provided the clinic building remains medical offices during that timeframe. Mayo Clinic has since consolidated all of its medical operations into its main clinic building on 26th Street NW and has this Southview building for sale. There is a pending sale of the property to a non-profit and, therefore, the building will no longer be used for medical offices. Mayo Clinic has agreed to forgo any additional TIF dollars under the agreement to accommodate the sale of the property. Attached is an amendment to the development agreement removing Mayo from the development agreement. The amendment has been reviewed by the City's TIF attorney.

Budget Impact:

There is no immediate budget impact on the City. Eliminating the TIF obligation to Mayo could potentially allow the TIF District to end early.

Staff Recommendation:

Staff recommends approval of Resolution 117-23.

Attachments:

1. Resolution 117-23 Amendment to Development Agreement - Mayo Clinic Health System - Owatonna
2. First Amendment to Development Agreement

RESOLUTION NO. _____

RESOLUTION AUTHORIZING EXECUTION OF FIRST AMENDMENT TO
DEVELOPMENT AGREEMENT

A. WHEREAS, the City of Owatonna, Minnesota (the "City"), Fareway Stores, Inc. ("Fareway"), Mayo Clinic Health System – Owatonna ("Mayo Clinic Health System – Owatonna"), and The Sacred Heart Church of Owatonna, Minnesota (the "Church") are parties to a Development Agreement, dated September 18, 2012 (the "Agreement"); and

B. WHEREAS, Mayo Clinic Health System-Southeast Minnesota Region ("Mayo") is the successor to Mayo Clinic Health System – Owatonna pursuant to a merger of Mayo Clinic Health System-Owatonna into Mayo effective January 1, 2018; and

C. WHEREAS, Mayo has met its obligations under the Development Agreement and has requested an amendment (the "First Amendment") to the Development Agreement to remove Mayo as a party to the Agreement, remove the restrictions on the Mayo Development Property (as defined in the Agreement), and discontinue the Mayo Reimbursement Amount (as defined in the Agreement); and

D. Whereas, the City, Fareway, the Church, and Mayo have agreed to the First Amendment.

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

1. The Council hereby approves the First Amendment in substantially the form submitted, and the Mayor and the City Administrator are hereby authorized and directed to execute the First Amendment on behalf of the Council.

2. The approval hereby given to the First Amendment includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by the City officials authorized by this resolution to execute the First Amendment. The execution of the First Amendment by the appropriate officer or officers of the City shall be conclusive evidence of the approval of the First Amendment in accordance with the terms hereof.

The motion for adoption of the foregoing resolution was duly seconded by member _____ and, after full discussion thereof, and upon a vote being taken thereof, the following voted in favor thereof:

and the following voted against same:

Adopted this __ day of November, 2023.

Mayor

Attest: _____
City Administrator

STATE OF MINNESOTA
COUNTY OF STEELE
CITY OF OWATONNA

I, the undersigned, being the duly qualified and acting City Administrator of the City of Owatonna, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the authorization of the execution of a first amendment to development agreement.

WITNESS my hand as such City Administrator of the City Council of the City of Owatonna, Minnesota this ___ day of November, 2023.

City Administrator

FIRST AMENDMENT TO DEVELOPMENT AGREEMENT

THIS FIRST AMENDMENT TO DEVELOPMENT AGREEMENT (the “Amendment”) is executed as of December 1, 2023, by and between the **City of Owatonna, Minnesota** (“City”), a municipal corporation organized and existing under the laws of the State of Minnesota, **Fareway Stores, Inc.** (“Fareway”), an Iowa Corporation, **Mayo Clinic Health System-Southeast Minnesota Region** (“Mayo”), a Minnesota nonprofit corporation as successor by merger of Mayo Clinic Health System-Owatonna, and **The Sacred Heart Church of Owatonna, Minnesota** (the “Church”), a Minnesota nonprofit Corporation.

RECITALS

A. City, Fareway, Mayo, and the Church are parties to that certain Development Agreement dated September 18, 2012 (the “Agreement”).

B. Mayo is the successor to Mayo Clinic Health System-Owatonna pursuant to merger of Mayo Clinic Health System-Owatonna into Mayo Clinic Health System-Southeast Minnesota Region effective January 1, 2018.

C. Mayo has met all of its obligations under the Agreement and requests to discontinue receiving the Mayo Reimbursement Amount (as defined in the Agreement) from the City.

D. The parties now wish to amend the Agreement to remove Mayo as a party and remove the restrictions on use on the Mayo Development Property (as defined in the Agreement).

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Parties. The parties agree to remove Mayo as a party to the Agreement effective December 1, 2023, and Mayo shall have no further obligations under the Agreement.

2. Mayo Project. The parties agree Mayo and the City have met all of their obligations set forth in the Agreement, including, but not limited to, the undertakings in Article VI of the Agreement.

3. Mayo Reimbursement Amount. Mayo agrees that the City shall discontinue providing the Mayo Reimbursement Amount to Mayo effective December 1, 2023, and Mayo hereby waives any remaining balance of the Mayo Reimbursement Amount owed to Mayo as of December 1, 2023.

4. Satisfaction of Tax Increment Revenue Note (Mayo Project). Mayo agrees to execute a Satisfaction of Tax Increment Revenue Note (Mayo Project) in the form set forth on Attachment A which shall effectively discontinue the Mayo Reimbursement Amount to Mayo and terminate the Tax Increment Revenue Note (Mayo Project) set forth on Attachment B herein.

5. Exhibit “E”. The parties agree Exhibit “E” to the Agreement is hereby deleted in its entirety.

6. Restrictions on Use as to Mayo Project. The parties agree Section 8.2 (Restrictions on Use as to Mayo Project) in the Agreement is hereby deleted in its entirety which effectively removes the restrictions on use on the Mayo Development Property.

7. Defined Terms. Except as otherwise provided herein, the defined terms shall have the meanings set forth in the Agreement.

8. Full Force and Effect. Except as amended hereby, the Agreement shall remain in full force and effect.

9. Counterparts. This Amendment may be executed in any number of counterparts, each of which shall be an original, but all of which shall constitute one and the same Amendment, and photocopy, facsimile, electronic or other copies shall have the same effect for all purposes as ink-signed original.

IN WITNESS WHEREOF this First Amendment has been executed as of the date set forth above in the first paragraph hereof.

CITY OF OWATONNA

By: _____
Its Mayor, Thomas A. Kuntz

And By: _____
Its City Administrator-Clerk, Kris M. Busse

Date: _____

FAREWAY STORES, INC.

By: _____

Date: _____

**MAYO CLINIC HEALTH SYSTEM-SOUTHEAST
MINNESOTA REGION**

By: _____
Eric D. Crockett, Secretary

Date: _____

CHURCH OF SACRED HEART

By: _____

Date: _____

ATTACHMENT A

SATISFACTION OF TAX INCREMENT REVENUE NOTE (MAYO PROJECT)

The undersigned hereby acknowledges that the Tax Increment Revenue Note (Mayo Project) attached as Exhibit 1 shall be terminated and fully satisfied. No further payments are expected or required.

MAYO CLINIC HEALTH SYSTEM-SOUTHEAST
MINNESOTA REGION, as successor by merger of Mayo
Clinic Health System-Owatonna into Mayo Clinic Health
System-Southeast Minnesota Region

By: _____

Robert C. Albright, Jr., D.O., Chair

Date: _____

By: _____

Eric D. Crockett, Secretary

Date: _____

ATTACHMENT B
TAX INCREMENT REVENUE NOTE (MAYO PROJECT)



CITY OF
OWATONNA

Miscellaneous



DATE: November 21, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Purchase Tandem Axle Plow Truck - Truck Center Companies with Towmaster Truck Equipment

Purpose:

Requesting City Council approval to purchase a 2024 Western Star tandem axle truck chassis and Towmaster Truck Equipment outfitting for plowing and dumping.

Background:

This purchase was previously approved by Council on April 19th, 2022 and the original quote was dated February 2nd, 2022. Since being quoted, inflation has continued to rise. Due to increased costs in material and labor, the Towmaster Truck Equipment outfitting package cost has risen. We have been seeing this in heavy equipment across the board. Our Maintenance Manager has attributed most of the cost increase to the hydraulic components of the buildout.

Budget Impact:

The Towmaster Truck Equipment Package increased from \$146,558 to \$186,488, a change totaling \$39,930. The all-in cost of the outfitted tandem axle truck is \$328,241 with an expected trade-in of our 2013 International tandem axle truck of \$45,000.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Equipment Requisition Form



City of Owatonna
Equipment Requisition Form
(Purchases over \$5K)

Department: Street Request Date: 4/5/2022
Phone Number: 774-7051
Type of purchase: Tandem axle plow truck

Vendor Truck Center Companies & Towmaster Truck Equipment

QTY	Item #	Detailed Description	Price
1		2024 Western Star tandem axle truck chassis	\$141,753
1	#252	2013 International tandem axle plow truck (trade value)	-\$45,000
1		Towmaster Truck Equipment build includes	
		dumpbody, underbody, wing, front plow, sander, lights, hydraulics & controls	\$146,558
		ST-16-004	
		Shipping	
		Total	\$243,311

Requestor signature: Scott Overland

Printed Name: Scott Overland Date: 4-5-22

Department Head signature: [Signature] Date: 4/5/22

City Administrator: Kristin Busse Date: 4-19-22

Attach proposed costs. Detail trade in items & value

All purchases over \$5,000 must receive City Administrator approval before order is placed, All purchases over \$100,000.00 must receive council approval before order is placed.

Cannot be reduced by trade-in

Include description of trade-ins

Prepared for:
Luke Jannett
MINNESOTA STATE OF
50 Sherburne Ave
St Paul, MN 55155

OWATONNA MN
SUMMER 2023

Prepared by:
Jer Javens
Phone: 507-929-0660

Q U O T A T I O N

WESTERN STAR 47X

SET FORWARD AXLE - TRUCK
DETROIT DD13 GEN 5 12.8L 470 HP @ 1625 RPM, 1900
GOV RPM, 1650 LB-FT @ 975 RPM
ALLISON 4500 RDS AUTOMATIC TRANSMISSION WITH
PTO PROVISION
MT-40-14X 40,000# R-SERIES TANDEM REAR AXLE
TUFTRAC GEN2 40,000# REAR SPRING SUSPENSION
DETROIT DA-F-18.0-5 18,000# FL1 71.0 KPI/3.74 DROP
SINGLE FRONT AXLE

18,000# TAPERLEAF FRONT SUSPENSION
111 INCH BBC CONVENTIONAL ALUMINUM CAB
5390MM (212 INCH) WHEELBASE, SFA ONLY
11.0MM X 85.0MM X 287.0MM STEEL FRAME
(0.43X3.35X11.30 INCH) 120 KSI
2025MM (80 INCH) REAR FRAME OVERHANG
TEM TO EVALUATE AND INSTALL FRAME RAIL
REINFORCEMENT AS NEEDED FOR FRONT
FRAME MOUNTED EQUIPMENT

		PER UNIT	TOTAL
VEHICLE PRICE	TOTAL # OF UNITS (1)	\$ 136,585	\$ 136,585
EXTENDED WARRANTY		\$ 5,425	\$ 5,425
DEALER INSTALLED OPTIONS		\$ 0	\$ 0
CUSTOMER PRICE BEFORE TAX		\$ 142,010	\$ 142,010

TAXES AND FEES

FEDERAL EXCISE TAX (FET)	\$ (257)	\$ (257)
TAXES AND FEES	\$ 0	\$ 0
OTHER CHARGES	\$ 0	\$ 0

TRADE-IN

TRADE-IN ALLOWANCE	\$ (45,000)	\$ (45,000)
--------------------	-------------	-------------

BALANCE DUE	(LOCAL CURRENCY) \$ 96,753	\$ 96,753
-------------	----------------------------	-----------

City of Owatonna Street Department
Customer: X Scott A. Daulton Date: 4/20/22
Dealer: X [Signature] Date: 4 / 5 / 22

Daimler Truck Financial

Financing that works for you.

See your local dealer for a competitive quote from Daimler Truck Financial, or
contact us at Information@dtfoffers.com.

Daimler Truck Financial offers a variety of finance, lease and insurance solutions to
fit your business needs. For more information about our products and services, visit
our website at www.daimler-truckfinancial.com.



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
 PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
 TOWMASTERTRUCK.COM

Reference No.
 QT 71513

**** QUOTATION ****

Ship To:	Cust:	3718	Phone:	Bill To:	Phone:
OWATONNA, CITY OF				OWATONNA, CITY OF	
1140 INDUSTRIAL RD				540 WEST HILLS CIRCLE	
OWATONNA		MN 55060	USA	OWATONNA	
					MN 55060 USA

ATTN: SCOTT OVERLAND

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
	JOSH PAULSON	NET 30 DAYS	2/07/22	2/11/22	0/00/00

Serial No.		
1 9900851 - Valve System, Force Add-A-Fold MCV-ISO Valve 9 Functions, INSTALLED	\$11,903.00	\$11,903.00
HOIST, PLOW, PLOW STEER, WING TOE, WING HEEL, WING PUSHBAR, SCRAPER, SANDER SPINNER, SANDER AUGER		
1 9902497 - Control System Force ULTRA-4-6100 Commander control, Installed	\$11,903.00	\$11,903.00
1 9900882 - Reservoir TMTE 31 Gal Cabshield mt (stainless steel) w/intank filter for system, installed	\$2,841.00	\$2,841.00
1 9900891 - Pump Force TXV92 (5.6 ci) Pump, 280 HOT SHIFT PTO for Allison Trans, w/Elec shut down installed	\$5,758.00	\$5,758.00
1 9900893 - Valve Force Cable pull-off (for use w/telescopic hoist) installed	\$557.00	\$557.00
1 9900871 - Switch TMTE BODY UP Installed (electric controls only)	\$211.00	\$211.00
1 9900884 - Sensor Force Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab, installed	\$243.00	\$243.00
1 9905014 - Hydraulic Valve Hose Guard installed	\$180.00	\$180.00
1 WARRANTY - TOWMASTER EXCLUSIVE WARRANTY: 5 yr Steel/Stainless Steel Body Structure; 5 yr Whelen LED Light Systems; 3 yr Palfinger Hoists; 4 yr SwapLoader Hoists; 1 year Swenson Spreaders, 2 yr Hyd, FALLS Snow Equip, Tele Hoists, and all other items.		

City of Owatonna
 Street Department

Accepted by

Date

Scott A. Overland 4-20-22

Price: \$146,558.00

Total Discounts:

Net Cost: \$146,558.00

Freight

Total: \$146,558.00



TOWMASTER, 61381 US HWY 12, LITCHFIELD, MN 55355
 PH: 320-693-7900 FX: 320-693-7921 TF: 800-462-4517
 TOWMASTERTRUCK.COM

"Revised"

Reference No.
 CO 285891

**** SALES ORDER ****

Ship To:	Cust:	3718	Phone:	Bill To:	Phone:
OWATONNA, CITY OF				OWATONNA, CITY OF	
1140 INDUSTRIAL RD				540 WEST HILLS CIRCLE	
OWATONNA		MN 55060	USA	OWATONNA	MN 55060

ATTN: SCOTT OVERLAND

PO#	Salesman	Terms	Created	Last Revised	Appx Comp
SIGNED QUOTE	JOSH PAULSON	NET 30 DAYS	4/20/22	10/10/23	0/00/00

Serial No.		
1 9900851 - Valve System, Force Add-A-Fold MCV-ISO Valve 9 Functions, INSTALLED	\$16,586.00	\$16,586.00
HOIST, PLOW, PLOW STEER, WING TOE, WING HEEL, WING PUSHBAR, SCRAPER, SANDER SPINNER, SANDER AUGER		
1 9902497 - Control System Force ULTRA-4-6100 Commander control, Installed	\$14,720.00	\$14,720.00
1 9900882 - Reservoir TMTE 31 Gal Cabshield mt (stainless steel) w/intank filter for system, installed	\$4,641.00	\$4,641.00
1 9900891 - Pump Force TXV92 (5.6 ci) Pump, 280 HOT SHIFT PTO for Allison Trans, w/Elec shut down installed	\$7,896.00	\$7,896.00
1 9900893 - Valve Force Cable pull-off (for use w/telescopic hoist) installed	\$715.00	\$715.00
1 9900871 - Switch TMTE BODY UP Installed (electric controls only)	\$258.00	\$258.00
1 9900884 - Sensor Force Low oil indicator system, SLIM-LINE AND CABSHIELD MOUNTED w/light mounted in cab, installed	\$317.00	\$317.00
1 9905014 - Hydraulic Valve Hose Guard installed	\$389.00	\$389.00
1 WARRANTY - TOWMASTER EXCLUSIVE WARRANTY: 5 yr Steel/Stainless Steel Body Structure; 5 yr Whelen LED Light Systems; 3 yr Palfinger Hoists; 4 yr SwapLoader Hoists; 1 year Swenson Spreaders, 2 yr Hyd, FALLS Snow Equip, Tele Hoists, and all other items.		

Accepted by

Date

Price: \$186,488.00

Total Discounts:

Net Cost: \$186,488.00

Freight

Total: \$186,488.00



DATE: November 21, 2023
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Adopt 2023 Owatonna Wastewater Collection System Study

Purpose:

Requesting City Council adoption of the 2023 Owatonna Wastewater Collection System Study by Nero Engineering and AE2S.

Background:

The City went through an extensive planning process and facility plan with our WWTF that ultimately led to our Expansion Project. Our treatment facility is one major component of the treatment system, the other is our collection system. Identifying and planning for future needs in our collection system is crucial to our City's growth and viability to welcome new businesses. The plan set and achieved a multitude of goals including:

- Providing an updated planning and service area map for the City's future wastewater collection system
- Built out a comprehensive wastewater collection system hydraulic model that's integrated with our GIS system that characterizes current flow patterns and helps project future flow patterns
- Identified the City's existing collections system capacity and required improvement areas
- Identified wastewater collection system improvements required for projected new service and population growth
- Providing a recommended CIP for a 30 year growth period detailing the projects, schedule, and estimated cost

The study is comprehensive in all aspects, from existing system evaluation to future planning. It will provide a great roadmap for the City moving forward that can be updated at any time. If variables change in large contrast to what assumptions and projections were based off of, our hydraulic model can easily be updated to shift to the trends at the time.

The study was presented to Council at a Study Session on May 16th and no significant changes have occurred since then.

Budget Impact:

There is no budget impact with the adoption of the Wastewater Collection System Study . But the study does outline a 30 year CIP plan with recommendations that carry costs. The planning/design and construction costs of upsizing infrastructure and adding in expanded service areas via lift stations and force mains would be paid by the Sewer Fund and accounted for in annual sewer rates.

Staff Recommendation:

Staff recommends adoption of the 2023 Owatonna Wastewater Collection System Study.

Attachments:

1. Wastewater Collection System Study

WASTEWATER COLLECTION SYSTEM STUDY FOR CITY OF OWATONNA

Study Report

November 2023

Presented to:

**City of Owatonna
Owatonna, MN**

Prepared By:

**Advanced Engineering and
Environmental Services, LLC,
and Nero Engineering, LLC**

*AE2S Project Number
P14367-2021-002*

OWATONNA WASTEWATER COLLECTION SYSTEM STUDY

FOR
CITY OF OWATONNA

PROFESSIONAL CERTIFICATION

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

Name: Donovan L. Voeller
Donovan L. Voeller

Company: Advanced Engineering and Environmental Services, LLC (AE2S)

Date: 11/18/23 Registration Number: 55329

Name: Eric Meester
Eric Meester

Company: Nero Engineering, LLC (Nero)

Date: 11/18/23 Registration Number: 40697

Prepared By:

Advanced Engineering and Environmental Services, LLC (AE2S)

4050 Garden View Drive, Suite 200

Grand Forks, ND 58201

and

Nero Engineering, LLC (Nero)

7135 Madison Ave. W

Minneapolis, MN 55427



TABLE OF CONTENTS

Professional Certification	i
Table of Contents.....	i
List of Tables.....	iv
List of Figures	vi
List of Appendices	vii
Glossary of Terms and Abbreviations	viii
Chapter 1 Introduction.....	10
1.1 Adopting the Facility Planning Process.....	10
1.2 Project Objectives and Deliverables.....	11
1.3 Previous Studies	11
Chapter 2 Existing System.....	12
2.1 Overview of Existing Sewer Collection and Conveyance Facilities	12
2.1.1 Municipal Sewer Gravity Collection.....	12
2.1.2 Force Main Conveyance System.....	17
2.1.3 Municipal Lift Stations	19
2.2 Overview of Existing Wastewater Treatment Facility	20
Chapter 3 Basis of Planning	21
3.1 Planning Periods	21
3.2 Study Service Area	21
3.2.1 Population and Growth Rates	23
3.2.2 Land Use Plan and Growth Projections.....	24
Chapter 4 Wastewater Characterization.....	27
4.1 Existing Wastewater Flow Analysis	28
4.1.1 Average Annual Flow.....	29

4.1.2 Maximum Monthly Flow	29
4.1.3 Maximum Daily Flow.....	29
4.1.4 Peak Hourly Flow and Peaking Factor Evaluation	30
4.1.5 Rainfall and Seasonal Wastewater Variations.....	32
4.1.6 Summary of Existing System Model Loading	33
4.1.7 Comparison of WWTF and WWCS Planning	34
4.2 Future Wastewater Flow Projections.....	34
4.3 Summary of Existing System Model Loading.....	39
4.4 Wastewater Flow Monitoring.....	39
4.4.1 2022 Flow Monitoring.....	39
4.4.2 Wastewater Treatment Facility Influent Data.....	41
Chapter 5 Wastewater Collection System Model Update	43
5.1 Model Development.....	43
5.2 Hydraulic Model Calibration	44
5.2.1 Dry Weather Flow Calibration.....	44
5.2.2 Wet Weather Flow Calibration	45
5.3 Future System Model Development	46
5.3.1 Future System Flows	46
Chapter 6 Design Parameters and Evaluation Criteria	48
6.1 Force Main Design Parameters.....	48
6.1.1 Force Main Velocity and Diameter.....	49
6.2 Gravity Main Design Parameters	50
6.2.1 Gravity Main Velocity and Depth of Flow	50
6.2.2 Gravity Main Diameter and Minimum Slope	50
6.2.3 Gravity Main Friction Loss	51
6.3 Lift Station Design Parameters.....	52
6.4 Peak Hour Design Factors.....	52
6.5 Design Parameter and Evaluation Criteria Summary.....	53
Chapter 7 Existing System Evaluation.....	54

7.1 Model Analysis	54
7.1.1 Gravity Main Analysis.....	54
7.1.2 Lift Station and Force Main Analysis.....	56
7.1.3 I/I Analysis and Considerations	57
Chapter 8 Future System Evaluation	58
8.1 Future Sewer Basin Descriptions.....	58
8.2 Future Collection System Pipeline Evaluation.....	62
8.3 Future Lift Station Evaluation	63
Chapter 9 Recommended Improvements.....	68
9.1 30-Year CIP Project List.....	68
9.1.1 Additional Buildout Project Considerations	69
9.2 Opinion of Probable Project Cost for CIP Development	70
9.2.1 Opinion of Probable Project Costs Basis	70
9.2.2 Estimate Classification	71
9.2.3 Estimating Exclusions.....	71
9.2.4 Total Estimated Project Cost	71
9.2.5 Opinion of Probable Project Cost (OPPC) Sheets.....	78
9.3 CIP Timing, Prioritization, and Implementation	78

LIST OF TABLES

Table 2-1: Existing System Sewer Gravity Main Information.....	16
Table 2-2: Wastewater Trunk Line Summary	17
Table 2-3: Force Main Information.....	19
Table 2-4: Municipal Sewer Lift Station Summary (Location and Arrangement).....	19
Table 3-1: Owatonna Population Trends	23
Table 3-2: Owatonna Projected Population	23
Table 3-3: Future Buildout Area	25
Table 3-4: Anticipated Service Area Growth for the 30-year Planning Period	26
Table 4-1: Wastewater Treatment Facility Daily Inflow Summary (MGD).....	28
Table 4-2: Wastewater Treatment Peak Day Inflow Summary (MGD).....	29
Table 4-3: MCES Flow Variation Factors for Sewer Design (Smaller Peaking Factors)	31
Table 4-4: MCES Flow Variation Factors for Sewer Design (Larger Peaking Factors)	31
Table 4-5: PHF and Peaking Factor Evaluation Summary	32
Table 4-6: Existing System Model Flow Summary	34
Table 4-7: WWTF Planning vs Sewer Study Plan	34
Table 4-8: Land Use Duty Factor Summary	35
Table 4-9: 30-Year Growth Projected Loading	37
Table 4-10: Buildout Growth Projected Loading	38
Table 4-11: Model Flow Summary.....	39
Table 4-12: Flow Monitoring Results	42
Table 5-1: Metered vs Modeled Flows	45

Table 7-1: Force Main Evaluation Summary 56

Table 7-2: Lift Station Summary 57

Table 8-1: Future Lift Station Summary 64

Table 9-1: Unpaved Gravity Main Cost per Linear Foot..... 72

Table 9-2: Paved Gravity Main Cost per Linear Foot 73

Table 9-3: Paved and Unpaved Sewer Force Main Cost per Linear Foot 74

Table 9-4: Sewer Main Connection Costs 74

Table 9-5: Sewer Main Crossing Costs..... 75

Table 9-6: Sewer Lift Station Facility Costs..... 75

Table 9-7: Total Estimate Project Markup Summary..... 78

Table 9-8: 30-Year CIP OPPC..... 79

Table 9-9: Future Lift Station and Force Main Costs..... 79

LIST OF FIGURES

Figure 2.1:	Existing Wastewater Collection System Service Area	13
Figure 2.2:	Existing Wastewater Collection System by Diameter	14
Figure 2.3:	Existing Wastewater Collection System by Material.....	15
Figure 2.4	Existing Wastewater Collection Trunk System	18
Figure 3.1	Wastewater Collection System Future Service Area	22
Figure 4.1	Wastewater Treatment Facility Daily Inflow (MGD) and Precipitation (in).....	27
Figure 4.2	Wastewater Flow Monitoring Locations	40
Figure 4.3	WWTF Daily Inflow During Flow Monitoring	41
Figure 5.1	Future Sewer Basins.....	47
Figure 7.1	Existing Trunk System Remaining Capacity.....	55
Figure 8.1	Conceptual Buildout System	59
Figure 8.2	Remaining Capacity of Buildout System Improvements	65
Figure 8.3	30-Year Improvements Projects	66
Figure 8.4	Remaining Capacity of 30-Year Improvements	67
Figure 9.1	30-Year Improvements Project Prioritization	80

LIST OF APPENDICES

Appendix A: Flow Monitoring Locations

Appendix B: Flow Monitoring Charts for Base Flow

Appendix C: Flow Monitoring Charts for Rain Event on May 11th, 2022

Appendix D: Flow Monitoring Charts for Rain Event on June 13th, 2022

Appendix E: Opinion of Probable Project Costs

GLOSSARY OF TERMS AND ABBREVIATIONS

<u>A</u>	
AACE	American Association of Cost Engineers
AAF	Average Annual Flow
ACP	Asbestos Cement Pipe
AC-FT	Acre-Feet
ADD	Average Daily Demand
AE2S	Advanced Engineering and Environmental Services, Inc.
<u>BC</u>	
C-Factor	Hazen-Williams Roughness Coefficient
CCTV	Closed-Circuit Television Inspection
CFS	Cubic Feet per Second
CIP	Capital Improvements Plan
CI	Cast Iron
<u>D</u>	
DI	Ductile Iron
DIP	Ductile Iron Pipe
DIPRA	Ductile Iron Pipe Research Association
<u>EF</u>	
EPA	Environmental Protection Agency
FBO	Full Buildout
FPS	Feet per Second
FT	Feet
FT/1,000 FT	Feet per 1,000 Feet
<u>G</u>	
GIS	Geographical Information System
GPCD	Gallons Per Capita Per Day
GPD	Gallons Per Day
GPM	Gallons Per Minute
<u>H</u>	
HDPE	High Density Polyethylene
HGL	Hydraulic Grade Line
HP	Horsepower
HVAC	Heating, Ventilation, and Air Conditioning

I

IITRI	Illinois Institute of Technology Research Institute
I&C	Instrumentation and Controls

JKLMN

kPa	Kilopascal
LiDAR	Light Detection and Ranging
MDD	Maximum Daily Demand
MG	Million Gallon
MGD	Million Gallons per Day
MMD	Maximum Month Demand
NAVD 88	North American Vertical Datum 1988
NFPA	National Fire Protection Association

OPQ

O&M	Operation and Maintenance
OPPC	Opinion of Probable Project Costs
OWCSS	Owatonna Wastewater Collection System Study
PACP	Pipeline Assessment Certification Program
PE	Polyethylene
PHF	Peak Hour Flow
PSI	Pounds per Square Inch
PVC	Polyvinyl Chloride

RSTUV

RCP	Reinforced Concrete Pipe
RDII	Rainfall-Derived Inflow and Infiltration
SCADA	Supervisory Control and Data Acquisition
STL	Steel
SWMM	Stormwater Management Model
TDH	Total Dynamic Head
US	United States
USGS	United States Geological Survey
VFD	Variable Frequency Drive

WXYZ

WWF	Wet Weather Flow
WWDF	Wastewater Duty Factor

CHAPTER 1 INTRODUCTION

1.1 Adopting the Facility Planning Process

Municipal wastewater utilities must continuously plan to identify system challenges. Wastewater collection system challenges come in many forms, such as population growth, increasing wastewater flows, aging infrastructure, increased regulatory standards and requirements, emerging technological trends and technological advancements, and effective capital improvements planning.

Facility planning provides policymakers and the public with a detailed report on infrastructure needs and the recommended actions to accommodate those needs. Facility planning helps establish priorities for the construction and implementation of necessary improvements. Lastly, a facility plan can be used as a tool to pursue and support requests for capital improvement funding. For these reasons and many others, the City has endeavored to study its wastewater collection system. The City recognizes that prudent management of annual operation and maintenance budgets, optimizing short-term capital improvement expenditures, and maximizing the benefits of long-term capital improvements requires a consistent direction for the utility, which can be attained through a robust planning process.

As the City adopts and cycles through the planning process, some uncertainties and changes can be expected. The impact of these changes can be best managed through a continued proactive planning approach. Responding to future challenges will be most appropriately accomplished through a fluid planning process that enables the City to maintain a clear vision and consistent direction for the Owatonna wastewater collection system.

The Owatonna Wastewater Collection System Study (OWCSS) will provide a guide for short-term and long-term capital improvements to Owatonna's wastewater collection system. The recommended improvements included in the Capital Improvements Plan (CIP) will be the basis for planning, financing, designing, constructing, and implementation of solutions to meet Owatonna's wastewater collection system needs for years to come.

1.2 Project Objectives and Deliverables

Key objectives of the OWCSS are as follows:

- 1) Provide an updated planning and service area map for the City's future wastewater collection system.
- 2) Characterize current wastewater flow patterns.
- 3) Project future wastewater flow.
- 4) Provide a comprehensive, calibrated, up-to-date wastewater collection system hydraulic model utilizing InfoSewer by Innovyze[®] that is integrated with the City's Geographic Information System (GIS), and facilitates continuous updates as the collection system is replaced, improved, and expanded.
- 5) Evaluate the City's existing wastewater collection system in terms of overall capacity and identify areas requiring improvements.
- 6) Provide a review of existing sewershed basins and delineate sewershed basins within the growth area.
- 7) Identify and describe wastewater collection system infrastructure improvements required to meet new service and population growth over identified planning horizons: A 30-year period was identified as the primary capital improvements planning horizon as well as assessment of building out in identified growth areas.
- 8) Provide a recommended CIP packet that includes detailed descriptions of recommended CIP projects, maps of the project, a proposed schedule, and engineer's opinion of probable project cost (OPPC).

1.3 Previous Studies

The following reports were utilized in preparation of the OWCSS:

- Owatonna WWTF Facility Plan- 2019 (Nero)
- Owatonna Inflow/Infiltration (I/I) Study- 2011 (Foth)
- Sanitary Sewer System Study, 2004 (Bonestroo)

CHAPTER 2 EXISTING SYSTEM

The existing wastewater collection and treatment system for the City's sewer service area includes the following components:

- Approximately 148 miles of sewer gravity main.
- Approximately 5.6 miles of sewer force main.
- Approximately 3,000 sewer manholes.
- 18 sewer lift stations.
- One municipal wastewater treatment facility (WWTF).

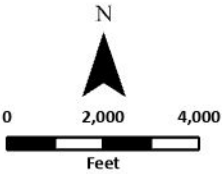
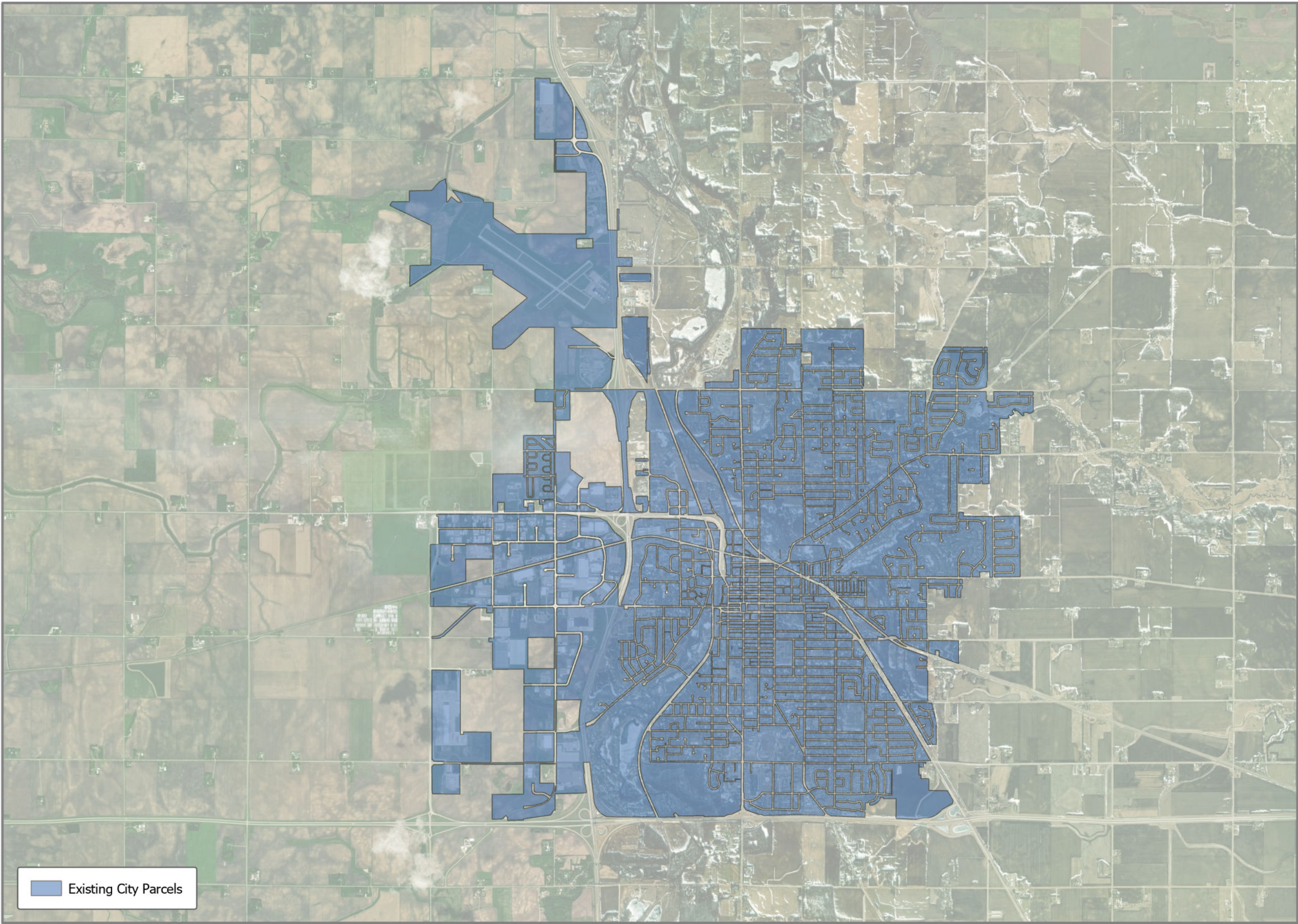
A map showing the existing wastewater collection system service area is shown in **Figure 2.1**. The components identified above provide sewer service to the City's existing population of approximately 26,400 people, which includes a combination of residential, commercial, and industrial service connections. The following sections provide an overview of the existing major components of the City's sewer collection, conveyance, and treatment system.

2.1 Overview of Existing Sewer Collection and Conveyance Facilities

The City sewer collection and conveyance facilities include manholes, gravity mains, force mains, and lift stations. These facilities collect sewer flows from residential, commercial, and industrial users and convey them to the City's WWTF. The collection system facilities are described in the following sections. **Figure 2.2** and **Figure 2.3** provide overviews of the existing sewer collection system by sewer main sizes and materials, respectively.

2.1.1 Municipal Sewer Gravity Collection

The wastewater collection system consists of approximately 148 miles of sewer gravity main varying in size from four inches up to 30 inches in diameter, with around 75 percent of the system consisting of 8-inch pipe. The sewer gravity main in the collection system consists primarily of vitrified clay (VCP) pipe (69 miles) and polyvinyl chloride (PVC) pipe (66 miles). The remaining pipe within the collection system consists of approximately 13 miles total of transite (TRS), reinforced concrete pipe (RCP), cast iron pipe (CIP), ductile iron pipe (DIP), high-density polyethylene (HDPE), and some small sections of undefined pipe material. Sewer gravity main information, including size and material, is included in **Table 2-1**, which is based on the City's GIS database.



1 inch equals 4,000 feet



Locator Map Not to Scale

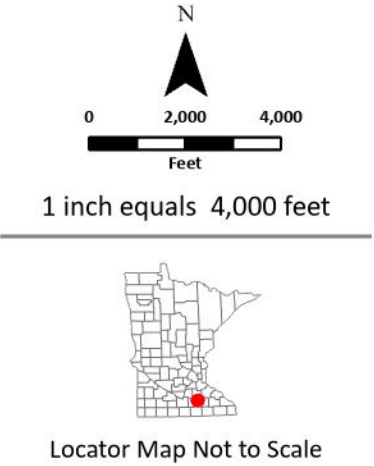
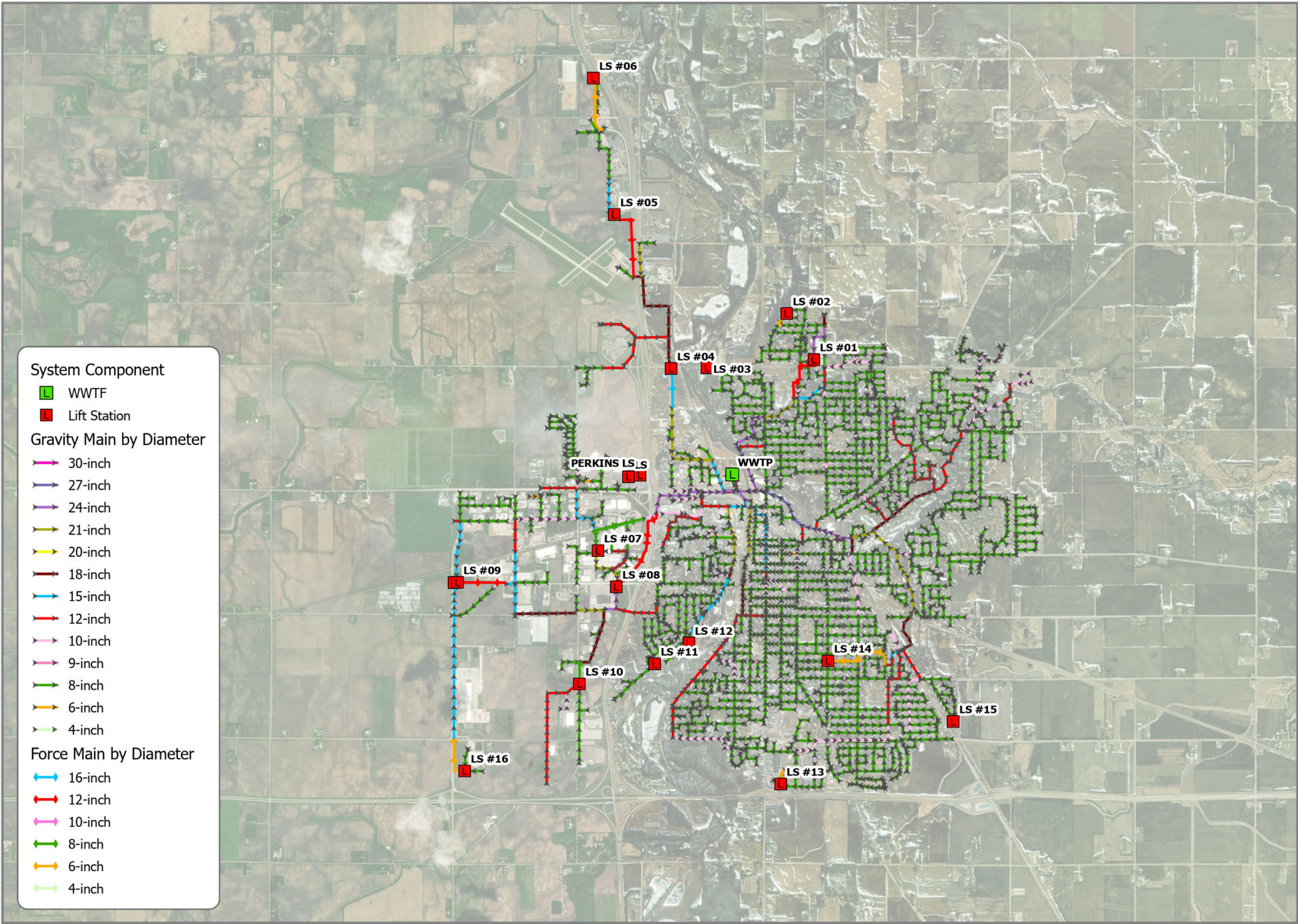
Owatonna
Steele County, MN

FIGURE 2.1
**EXISTING
WASTEWATER
COLLECTION SYSTEM
SERVICE AREA**

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023





Owatonna
Steele County, MN

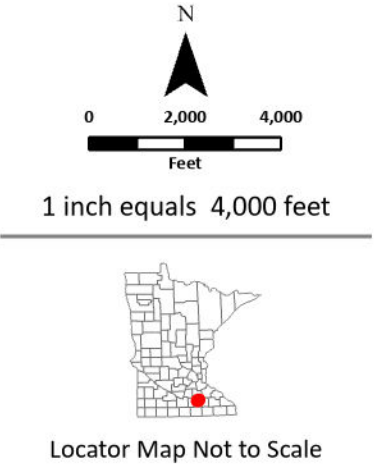
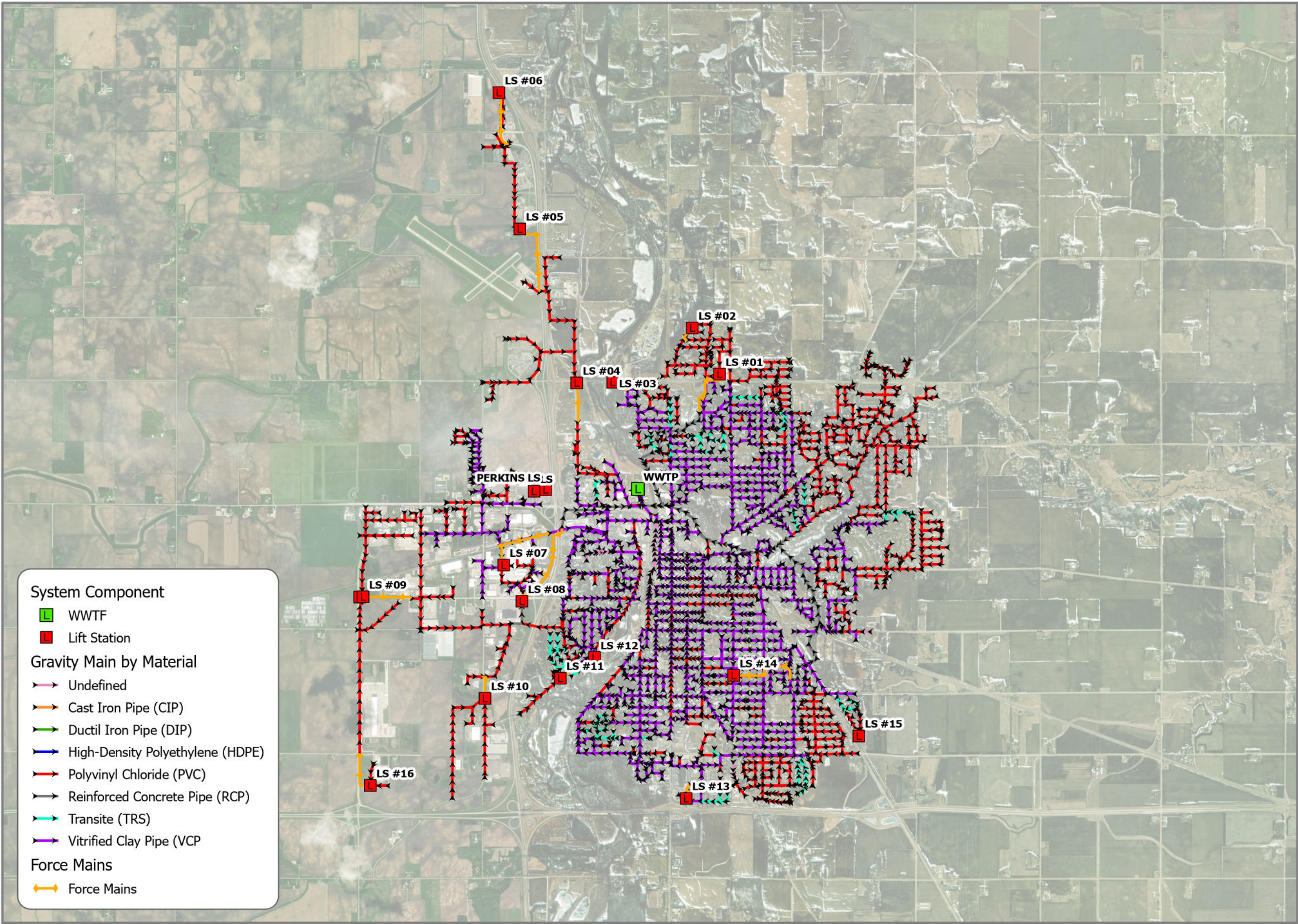
FIGURE 2.2

**EXISTING
WASTEWATER
COLLECTION SYSTEM
BY
DIAMETER**

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023





Owatonna
Steele County, MN

FIGURE 2.3
EXISTING
WASTEWATER
COLLECTION SYSTEM
BY
MATERIAL

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023



Table 2-1: Existing System Sewer Gravity Main Information

Pipe Diameter (inches)	Length of Pipe by Material (feet)							Total Length (ft)	Total Length (mi)
	VCP	PVC	TRS	RCP	Undefined	CIP	DIP		
4		208						208	0.04
6	426	1,052						1,478	0.28
8	298,802	251,171	36,315	51	4,257	467	92	591,155	111.96
9	230							230	0.04
10	30,049	15,774	52		350			46,430	8.79
12	19,890	31,462		542			94	51,988	9.85
15	10,552	16,740		676			27	27,995	5.30
18	2,713	16,213		2,662				21,589	4.09
20							51	51	0.01
21	1,965	11,346		7,316				20,627	3.91
24	629	2,602		12,095		624		15,950	3.02
27				2,798				2,798	0.53
30	685							685	0.13
Total (feet)	365,941	346,569	36,368	26,139	4,607	1,091	263	781,183	
Total (miles)	69.31	65.64	6.89	4.95	0.87	0.21	0.05	0.04	147.95

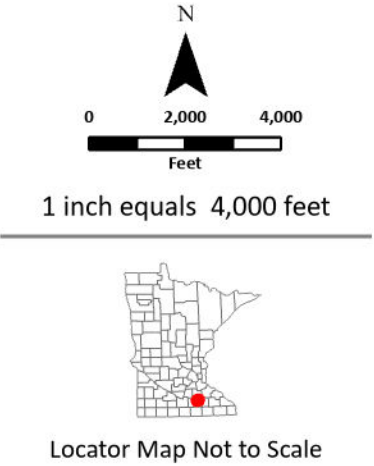
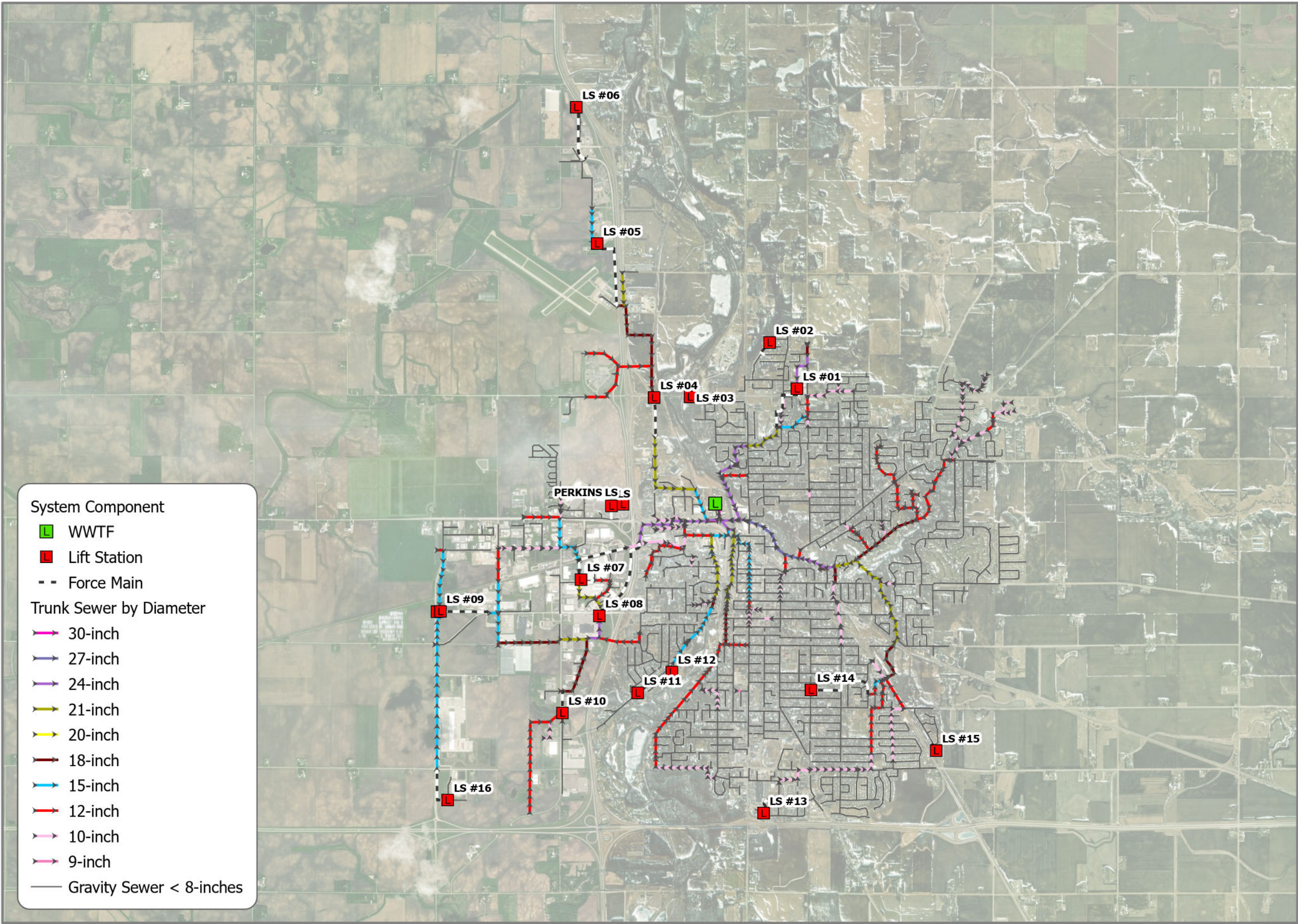
The large diameter gravity sewer main that serves large areas is classified as trunk sewer. There are several trunk sewers within the collection system and can range in size from 15-inches to 30-inches. Generally, the major trunk sewers (greater than 18-inches) were separated into nine segments and given a general identifier as “A-I”. These major trunk lines are summarized in **Table 2-2** and are shown in **Figure 2.4**.

Table 2-2: Wastewater Trunk Line Summary

Trunk Line	Location
A	Gravity main ranging in size from 18-inch to 30-inch mainly along the east side of the Straight River from School Street to the WWTF.
B	Gravity main ranging in size from 21-inch to 30-inch along Maple Creek from Industrial Road approximately to Maple Drive.
C	18-inch and 21-inch gravity main along Izaak Walton Creek between Cherry Street and Bixby Road.
D	18-inch gravity main along Cherry Street from approximately Maple Drive to east of Spring Place.
E	Gravity main ranging in size from 18-inch to 24-inch along Hoffman Drive between Industrial Road and I-35.
F	21-inch and 24-inch gravity main along the east side of the railroad east of the Straight River between approximately Maple Creek and 3 rd Avenue NE
G	Gravity main ranging in size from 15-inch to 21-inch along the east side of County Road 45 approximately to Hoffman Drive.
H	Gravity main ranging in size from 15-inch to 21-inch along Riverside Avenue between W Bridge Street and North Street.
I	18-inch and 21-inch gravity mains along Alexander Street from 24 th Avenue to Lift Station 8, and from 32 nd Avenue to Lift Station 8.

2.1.2 Force Main Conveyance System

The sewer force main conveyance system network consists of approximately 5.6 miles of pipe varying in size from four inches up to 16 inches in diameter. The sewer force main in the conveyance system consists primarily of PVC pipe (4.0 miles). CIP is the second most common force main material in the system (1.4 miles). The remaining force main consists of approximately 0.3 miles total of VCP and undefined pipe material. Sewer force main information, including size and material, is included in **Table 2-3**, which is based on the City’s GIS database.



Owatonna
Steele County, MN

FIGURE 2.4
EXISTING
WASTEWATER
COLLECTION
TRUNK SYSTEM

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023



Table 2-3: Force Main Information

Pipe Diameter (inches)	Length of Pipe by Material (feet)				Total Length (ft)	Total Length (mi)
	PVC	CIP	Undefined	VCP		
4	803	231	914		1,948	0.37
6	4,935	3,949			8,884	1.68
8	1,280	2,961		570	4,811	0.91
12	11,939				11,939	2.26
16	2,090				2,090	0.4
Total (feet)	21,047	7,141	28,188	570	29,672	
Total (miles)	3.99	1.35	5.34	0.11		5.62

2.1.3 Municipal Lift Stations

The 18 municipal sewer lift stations transfer wastewater from one location to another within the sewer collection and conveyance system. **Table 2-4** summarizes each lift station's number, location, number of pumps, and general facility age. **Figure 2.4** shows the locations of each lift station within the sewer system.

Table 2-4: Municipal Sewer Lift Station Summary (Location and Arrangement)

Lift Station	Location	Number of Pumps	Lift Station Age
1	380 Autumn Hills Place NE	2	2006
2	3036 Northridge Lane NE	2	2003
3	475 26 th Street NW	2	2005
4	657 26 th Street NW	3	1997
5	2331 Heritage Place NW	2	1997
6	4900 Frontage Road W	2	1997
7	2310 4 th Street NW	2	1967
8	2015 Bridge Street W	3	1989
9	3950 Bridge Street W	2	2008
10	1155 24 th Street SW	2	1996
11	1002 Lemond Road SW	2	1990
12	600 Riverwood Drive SW	2	1979
13	222 Cedardale Drive SE	2	1976
14	925 Lincoln Avenue S	1	1965
15	1550 Greenleaf Road SE	2	2001
16	3705 18 th Street SW	2	
LS	475 26 th Street NW		1975
Perkins	Perkins Lift Station		

2.2 Overview of Existing Wastewater Treatment Facility

The existing Owatonna WWTF was commissioned in 1989. It was designed to treat 5 million gallons per day (MGD), as average wet weather flow (AWWF) and implemented the following liquid train treatment processes:

1. Raw wastewater screening
2. Raw wastewater pumping
3. Influent flow monitoring (flume)
4. Grit removal
5. Primary clarification with scum removal
6. Activated sludge (aeration basins)
7. Final Clarification with scum removal
8. Tertiary sand filtration
9. Chlorine disinfection

Biosolids are processed through anaerobic digestion, dissolved air floatation (DAF) thickening, sludge storage, dewatering, biosolids cake storage and land application equipment.

The WWTF is currently undergoing a plant expansion and upgrade. The 5 MGD facility will be expanded to treat 9.1 MGD AWWF. The process will also change slightly to incorporate membrane bioreactors (MBR), which replaced expanding the final clarifiers and tertiary filters. Additionally, DAF thickening of the waste activated sludge (WAS) will be replaced with drum thickeners. Most of the original 1989 equipment in the retained treatment processes will be upgraded.

The hydraulic capacity of the WWTF expansion is limited to the capacity of the raw wastewater pumping and the MBR permeate pumping. The peak hourly flow (also peak instantaneous) of the WWTF is 18.2 MGD (12,610 gpm).

CHAPTER 3 BASIS OF PLANNING

To plan for future growth of the existing sewer collection system, an evaluation needs to occur to quantify how much growth can be expected during planning periods. This is accomplished by evaluating future growth in specific planning periods, which helps guide the timing of capital improvement projects required to meet future growth conditions.

3.1 Planning Periods

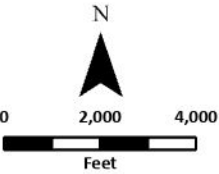
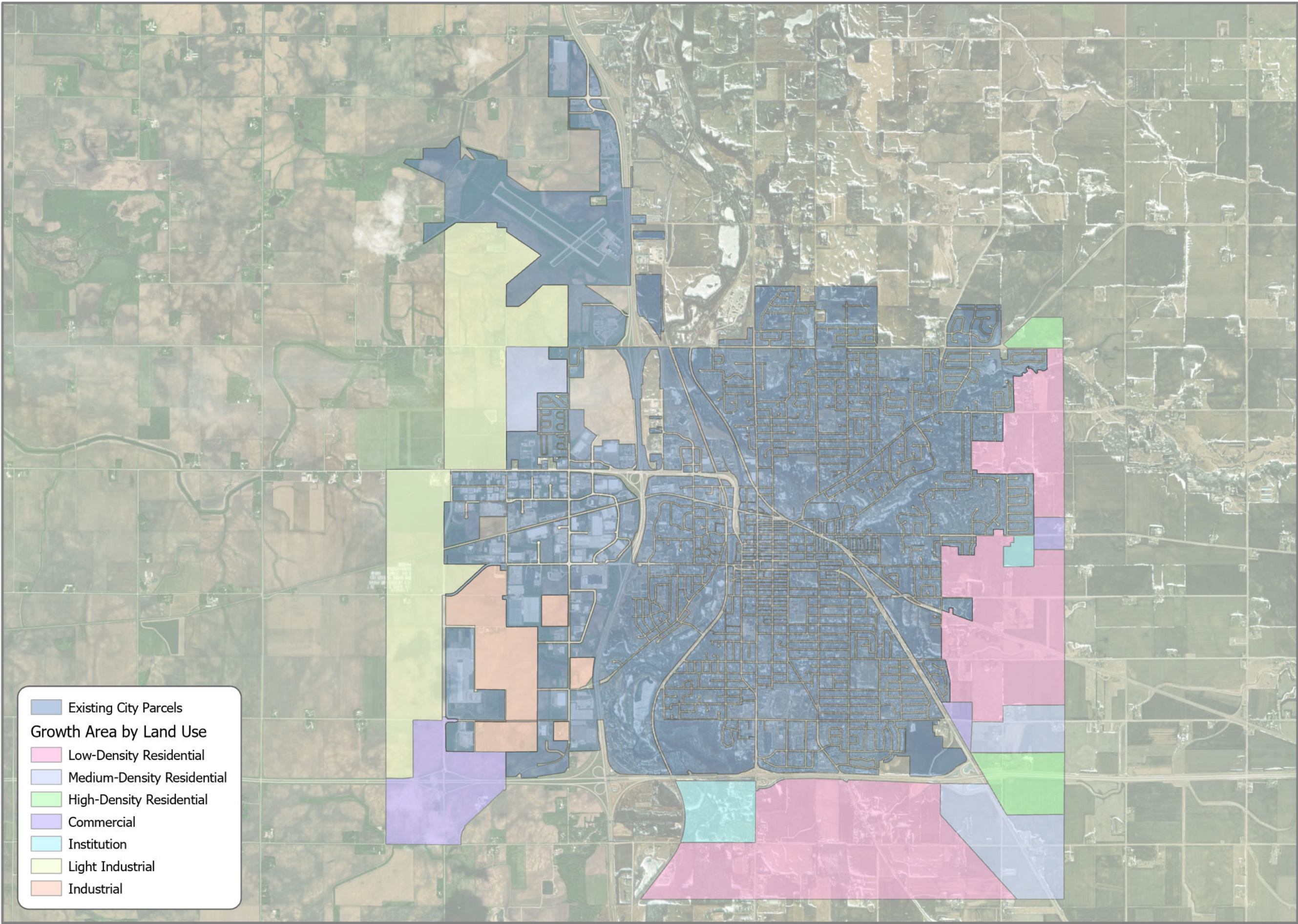
The establishment of planning periods is an important component in the development of the collection system plan. Two planning periods were established, including a 30-year period and a buildout scenario. The 30-year planning period was established to coincide with the planning period of the wastewater treatment facility and comprehensive planning horizons. The buildout scenario was established to define the wastewater collection needs for complete infill of the growth area discussed in the following paragraphs.

Capital improvement projects determined in this planning effort were placed into the two planning periods based on infrastructure capacity, assumed growth rates, and discussions with City staff. This process is further discussed in **Chapter 9**.

3.2 Study Service Area

For systems experiencing growth, such as Owatonna, defining the study service area is necessary to provide a framework to: 1) define system capacity milestones, 2) develop appropriate phasing of capital improvements, and 3) strategically integrate improvements with existing infrastructure. The ultimate goal of this approach is to maximize the economic benefit of the improvements.

The City's study service area was evaluated for future growth trends. The study service area was developed by reviewing current planning documentation, considering previously completed planning documents, evaluating geographical boundaries, and discussions with City staff. These boundaries establish the future growth areas. The study service area boundary used for the collection system evaluation is shown in **Figure 3.1**.



1 inch equals 4,000 feet



Locator Map Not to Scale

Owatonna
Steele County, MN

FIGURE 3.1
**WASTEWATER
COLLECTION SYSTEM
FUTURE SERVICE
AREA**

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023



3.2.1 Population and Growth Rates

For predicting growth trends of Owatonna's study service area, an estimated annual population growth rate was evaluated based on historic U.S. Census Bureau population trends, recent growth patterns and trends, and Owatonna planning estimates. The past trend of population growth in Owatonna is presented in the table below and is based on U.S. Census Bureau data since 1990. Over the years, the growth rate has experienced some variations from a very slow 0.3 percent per year to a relatively fast growth rate of 1.4 percent per year. The average annual growth rate for the past 30 years is 1.1 percent per year, as shown in **Table 3-1**. Historically (since 1960), the population growth has been fairly consistent with an average increase of about 230 people per year.

Table 3-1: Owatonna Population Trends

Year	Population	Percent Population Growth for the Period	Average Population Growth per Year
1960	13,409		
1970	15,341	1.4%	193
1980	18,632	2.0%	329
1990	19,766	0.6%	113
2000	22,608	1.4%	284
2010	25,560	1.2%	295
2020	26,402	0.3%	84
30-Year Historical Average Growth Rate = 1.1%			

The 30-year population established for the WWTF was estimated to be 34,700 people. The future population for this study was estimated to follow a similar planning population. A 30-year population of 34,700 people approximates to 0.9 percent annual growth rate which nearly matches the historic annual growth rate of 1.1 percent. The growth estimated for this study is shown **Table 3-2**.

Table 3-2: Owatonna Projected Population

Year	Population	Average Population Growth per Year
2020 (current)	26,402	
2030	28,920	252
2040	31,679	276
2050 (30-year)	34,700	302
30-Year Projected Average Growth Rate = ~0.9%		

Per U.S. Census Bureau's 2020 population data for Owatonna, the average household size of owner-occupied housing units is 2.4 persons. The City of Owatonna has historically used 2.50 persons per dwelling unit as an average, and this number will continue to be used for this evaluation as it is a conservative estimate for residential housing units. Multi-family units will be estimated at the same rate.

3.2.2 Land Use Plan and Growth Projections

The information associated with each planning horizon is based on data provided by the City of Owatonna. For each planning horizon, the City identified areas of Owatonna expected to experience growth within current City limits or expected to be annexed into the City based on development trends. The seven (7) land use designations were identified by the City for future growth areas are as follows:

- Residential – Low Density
- Residential – Medium Density
- Residential – High Density
- Commercial
- Institution
- Light Industrial
- Industrial

Land use designations serve as a guide for development in the future. Wastewater originating from a parcel of land will depend on the development type. For the purposes of this study the land use categories are summarized as follows:

- Low-density residential development can occur at a density of up to 5 dwelling units per acre. For wastewater loading this was reduced by 30 percent to account for right of way. The effective dwelling units are calculated at 3.5 units per acre.
- Medium-density residential development can have densities of up to 12 dwelling units per acre calculated. For wastewater loading this was reduced by 30 percent to account for right of way. The effective dwelling units are calculated at 8.4 units per acre.
- High-density residential development can have densities up to 20 dwelling units per acre calculated. For wastewater loading this was reduced by 30 percent to account for right of way. The effective dwelling units are calculated at 14 units per acre.
- Commercial development can have a range of properties from office, food services, and general service businesses.

- Institutional land use was identified for two areas that may develop into future education facilities. Each institutional area was assumed to have approximately 500 students and 75 teachers. The south institutional area was identified as having potential for more wastewater generation due to being a high school with showering facilities.
- Light Industrial development was generally categorized as warehouse type facilities.
- Industrial development was generally categorized as having the potential for higher wastewater generation when compared to light industrial land use.

The City provided GIS shapefiles for each land area planned for development. A map summarizing the growth areas was previously provided as **Figure 3.1**. For each growth area, the future total buildout acreage was calculated and presented in **Table 3-3**. **Table 3-3** also calculates the effective buildout acreage assuming a 30 percent reduction for right of way.

As discussed in the previous section, the 30-year planning horizon is included for the study. Approximately 13 percent of the buildout acreage is required to be filled in to meet the planning population of 34,700 people. **Table 3-4** shows the approximate acreage (gross and effective acreage) required to meet the 30-year growth period.

Table 3-3: Future Buildout Area

Future Land Use	Buildout Gross ¹ Acreage	Buildout Effective ² Acreage
Residential – Low Density	2,405	1,683
Residential – Medium Density	737	516
Residential – High Density	257	180
Commercial	489	342
Institutional	244	156
Light Industrial	1,517	1,062
Industrial	479	335
Total	6,106	4,274

¹Gross acreage including right of way.

²Effective acreage assumes 30% for right of way

Table 3-4: Anticipated Service Area Growth for the 30-year Planning Period

Future Land Use	30-yr Growth Gross ¹ Acreage	30-yr Growth Effective ² Acreage*
Residential – Low Density	2,405	309
Residential – Medium Density	737	95
Residential – High Density	257	33
Commercial	489	63
Institutional	244	29
Light Industrial	1,517	195
Industrial	479	62
Total	6,106	785

¹Gross acreage including right of way.²Effective acreage assumes 30% for right of way

CHAPTER 4 WASTEWATER CHARACTERIZATION

Wastewater characterization involves the analysis of measured wastewater flows to better understand the City's wastewater generation trends. Wastewater characterization is necessary to assess the capabilities of the City's existing facilities to adequately address current wastewater needs and ensure the design and functionality of proposed wastewater system components can sufficiently accommodate future wastewater needs.

This chapter provides an overview of the City's historical wastewater generation trends and defines recent wastewater generation and wastewater forecasting trends. Additionally, this chapter presents the City's projected future wastewater needs for the different planning periods identified in **Chapter 3**. The City's average total wastewater flow trends are shown in **Figure 4.1** and precipitation events which represents the City's daily wastewater treatment facility (WWTF) influent flow from November 2018 through August 2022.

Figure 4.1 Wastewater Treatment Facility Daily Inflow (MGD) and Precipitation (in)

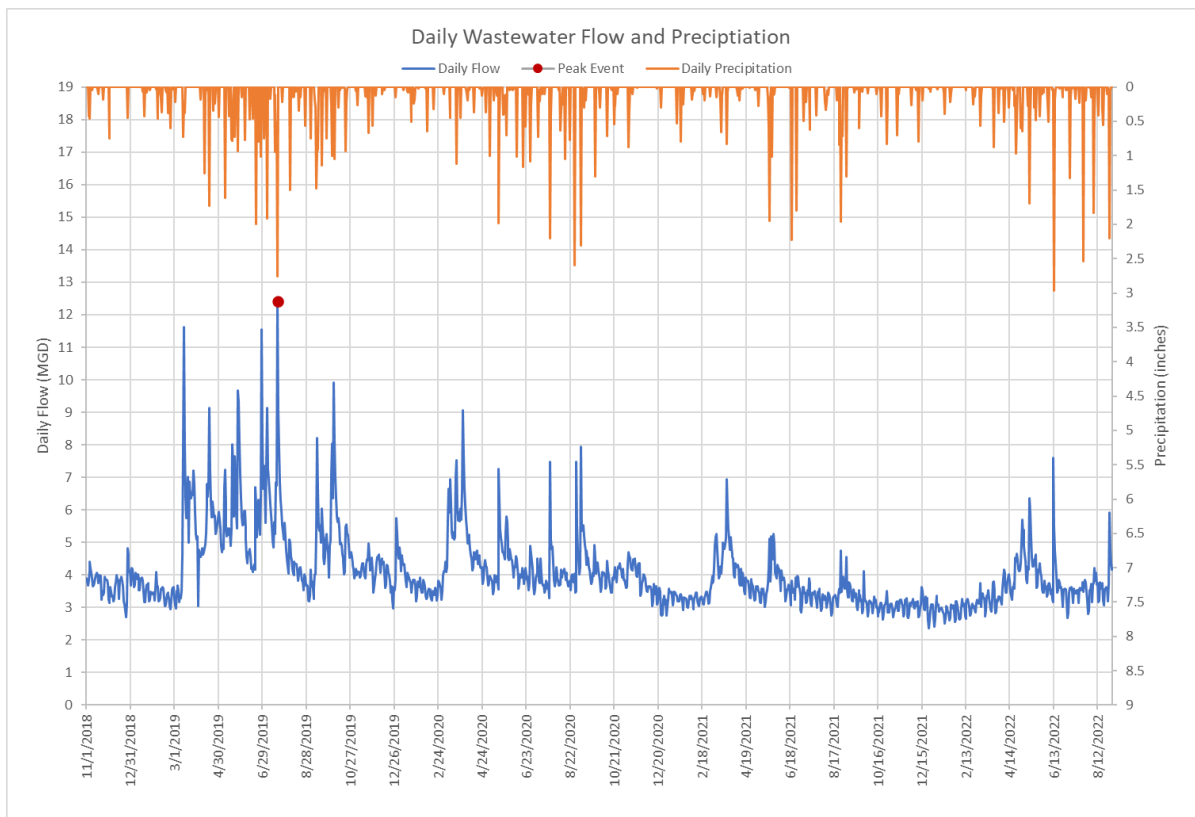


Figure 4.1 will be reviewed in detail in the following sections to determine the City's past wastewater trends as well as anticipated future wastewater flows. Results from the wastewater

analysis were incorporated into the hydraulic collection system model to evaluate both existing and future collection system performance. The model was also used to determine future recommended collection system capital improvements.

4.1 Existing Wastewater Flow Analysis

The following paragraphs outline various wastewater flow terms. Each of the flow terms are used for a specific purpose in wastewater system planning. Additionally, all flow terms presented hereafter in this chapter are represented in terms of million gallons per day (MGD) unless otherwise stated. Wastewater treatment facility daily inflow was provided for November 2018 through August 2022. The daily WWTF inflow data is summarized in **Table 4-1** and was the data used to calculate the flow parameters.

Table 4-1: Wastewater Treatment Facility Daily Inflow Summary (MGD)

	2018	2019	2020	2021	2022
January		3.68	3.93	3.25	2.89
February		3.41	3.63	3.26	2.98
March		5.43	5.73	4.65	3.24
April		5.57	4.62	3.88	3.87
May		6.23	4.49	3.85	4.41
June		5.54	4.13	3.70	3.80
July		6.52	4.08	3.34	3.41
August		4.12	3.98	3.36	3.75
September		4.73	4.61	3.40	
October		5.58	3.95	3.03	
November	3.85	4.17	4.09	3.02	
December	3.61	4.14	3.43	3.05	
Minimum Month	3.61*	3.41	3.43	3.02	2.89*
Average Month	3.73*	4.93	4.22	3.48	3.54*
Maximum Month	3.85*	6.52	5.73	4.65	4.41*
Wet Weather					
Average Annual	4.21	(2019-2021)			
Wet Weather	2.31	(Peak Month less Average Annual)			
Total Model Allocation	6.52	(Average Annual + Wet Weather)			
*Incomplete data set year.					

4.1.1 Average Annual Flow

Average Annual Flow (AAF) is calculated by taking the annual wastewater influent flow volume divided by the number of days in a given year. The AAF calculated for the years with complete data sets (2019-2021) is 4.21 MGD. The AAF ranged from 3.48 MGD in 2021 to 4.93 MGD in 2019, which was a wet year marked with high snowfall, large rain events, and high groundwater.

4.1.2 Maximum Monthly Flow

Maximum Monthly Flow (MMF) is defined by taking an average of the daily flows for each month and selecting the month when the maximum flows occurred during each calendar year. This is commonly referred to as Average Wet Weather Flow (AWWF) for regulatory purposes. The MMF for 2019 to 2021 is 6.52 MGD, which occurred in July 2019. The MMF ranged from 4.65 MGD in 2021 to 6.52 MGD in 2019.

4.1.3 Maximum Daily Flow

Maximum Daily Flow (MDF) is defined as the largest amount of wastewater generated in a given day over a one-year timespan. The largest MDF occurred in July 2019 at 12.42 MGD. The MDF is dependent on groundwater, snowmelt, and rainfall events as evident by the range of dates and flows. MDF ranges from 6.94 MGD in 2021 to 12.42 MGD in 2019. Historical MDFs is summarized in **Table 4-2**.

Table 4-2: Wastewater Treatment Peak Day Inflow Summary (MGD)

	2018	2019	2020	2021	2022
January		4.21	4.85	3.57	3.36
February		4.08	3.85	3.49	3.27
March		11.61	9.07	6.94	3.79
April		9.14	6.13	4.56	5.00
May		9.67	7.26	5.27	6.35
June		11.55	4.90	4.32	7.60
July		12.42	7.47	3.89	3.84
August		5.10	7.47	4.75	5.91
September		8.22	7.95	4.55	
October		9.92	4.44	3.51	
November	4.40	4.98	4.71	3.29	
December	4.83	5.76	4.00	3.62	
Maximum Day	4.83	12.42	9.07	6.94	7.60
Date	12/27/18	7/20/19	7/21/19	7/8/19	6/13/22

4.1.4 Peak Hourly Flow and Peaking Factor Evaluation

Peak Hourly Flow (PHF) is the largest volume of wastewater flow to be received during a one-hour period expressed as a volume per unit of time. The WWTF should be sized to accommodate the PHF. Three methods were explored for evaluating PHF for the City, which are provided below.

4.1.4.1 Ratio of Peak Hourly Flow to Design Average Flow

Great Lakes Upper Mississippi River Board (10-States Standards) design guidelines for public sewage systems which contains an equation to calculate peak hourly flow. The equation¹ is as follows, where the variable “P” is population in thousands.

$$\text{Design Peak Hourly Flow} = \left(\frac{18 + \sqrt{P}}{4 + \sqrt{P}} \right) * \text{Design Average Flow}$$

The equation allows a peaking factor to be calculated based on population. Once the peaking factor is calculated, it is multiplied by the design average flow, or in this case the AAF, to calculate a design PHF. In 2020, the US Census population estimate for the City was 26,402. Using the 2020 US Census Estimate, the peaking factor is calculated as 2.53. Note the peaking factor formula is stated to assume 100 gallons per capacity per day and includes normal inflow and infiltration for modern construction techniques.

4.1.4.2 Metropolitan Council Flow Variation Factors for Sewer Design

The Metropolitan Council is the regional policy-making body, planning agency, and provider of essential services for the Minneapolis-St. Paul metropolitan region in Minnesota. The Metropolitan Council Environmental Services (MCES) division provides water and wastewater services to the Minneapolis-St. Paul metropolitan area.²

The Council developed a 2040 Water Resources Policy Plan in partnership with local communities, watershed management organizations, and other stakeholders.³ Included in this plan were PHF factors for sewer design with different degrees of expected I/I, which are provided as **Table 4-3**⁴ and **Table 4-4**⁵. These tables were both considered for the OWCSS and compared to the other peaking factor methods.

¹ Fair, G.M. and Geyer, J.C. “Water Supply and Waste-water Disposal” 1st Ed. John Wiley & Sons, Inc. New York, (1954), P. 136

² Metropolitan Council. *Who We Are*. <https://metro council.org/About-Us/The-Council-Who-We-Are.aspx>.

³ Metropolitan Council. *2040 Water Resources Policy Plan*. <https://metro council.org/Wastewater-Water/Planning/2040-Water-Resources-Policy-Plan.aspx>.

⁴ Metropolitan Council. *2040 Water Resources Policy Plan, Table A1*. Page 61. May 20, 2015.

⁵ Metropolitan Council. *2040 Water Resources Policy Plan, Table A2*. Page 62. May 20, 2015.

Table 4-3: MCES Flow Variation Factors for Sewer Design (Smaller Peaking Factors)

AAF	PHF Factor	AAF	PHF Factor
0.00 – 0.11	4.0	1.90 – 2.29	2.8
0.12 – 0.18	3.9	2.30 – 2.89	2.7
0.19 – 0.23	3.8	2.90 – 3.49	2.6
0.24 – 0.29	3.7	3.50 – 4.19	2.5
0.30 – 0.39	3.6	4.20 – 5.09	2.4
0.40 – 0.49	3.5	5.10 – 6.39	2.3
0.50 – 0.64	3.4	6.40 – 7.99	2.2
0.65 – 0.79	3.3	8.00 – 10.39	2.1
0.80 – 0.99	3.2	10.40 – 13.49	2.0
1.00 – 1.19	3.1	13.50 – 17.99	1.9
1.20 – 1.49	3.0	18.00 – 29.99	1.8
1.50 – 1.89	2.9	Over 30.00	1.7

Table 4-4: MCES Flow Variation Factors for Sewer Design (Larger Peaking Factors)

AAF	PHF Factor	AAF	PHF Factor
<0.10	4.5	2.51 – 3.00	3.2
0.11 – 0.20	4.4	3.01 – 3.50	3.1
0.21 – 0.30	4.3	3.51 – 4.00	3.0
0.31 – 0.40	4.2	4.01 – 4.50	2.9
0.41 – 0.50	4.1	4.51 – 5.00	2.8
0.51 – 0.60	4.0	5.01 – 6.00	2.7
0.61 – 0.70	3.9	6.01 – 8.00	2.6
0.71 – 0.80	3.8	8.01 – 10.00	2.5
0.81 – 1.00	3.7	10.01 – 12.00	2.4
1.01 – 1.20	3.6	12.01 – 16.00	2.3
1.21 – 1.50	3.5	16.01 – 20.00	2.2
1.51 – 2.00	3.4	20.01 – 30.00	2.1
2.01 – 2.50	3.3	> 30.00	2.0

As previously mentioned, the AAF for Owatonna was calculated at 4.21 MGD. Using this value in **Table 4-3** and **Table 4-4**, peaking factors of 2.4 and 2.9 were determined. Ultimately, a peaking factor of 3.5 is required due to high inflow and infiltration experienced through past rain events and observed during field testing. A peaking factor of 3.5 provides a more conservative value for planning and provides considerations for I/I susceptibility. Peaking is discussed further in the flow monitoring and calibration sections of the report.

4.1.4.3 Observed Hourly Wastewater Flow Records

The WWTF does not track hourly wastewater flow records and therefore, could not be used as reference for this study.

4.1.4.4 Peak Hourly Flow Summary

A summary of the PHF evaluation is provided below in **Table 4-5**.

Table 4-5: PHF and Peaking Factor Evaluation Summary

Source	Parameter	Peaking Factor	Peak Hourly Flow
10-States	Population: 26,402	2.53	10.65 MGD
MCES	4.21 MGD	2.4-2.9	10.10 – 12.21 MGD
Recommended Peaking Factor		3.5	14.73 MGD

The City should use a peaking factor of 3.5 for planning purposes. This is considered a city-wide peaking factor for planning purposes. The 3.5 peaking factor will be used to plan for future PHF rates.

4.1.5 Rainfall and Seasonal Wastewater Variations

The daily WWTF inflow data was used to analyze the three main components that comprise wastewater flow at the WWTF. The three components to wastewater flow are generally described as follows and discussed in more detail in the following sections:

- **Domestic Flow:** The portion of wastewater flow originates from domestic water use including residential, commercial, and industrial activities. This flow is considered to be relatively steady throughout the year and can be estimated from indoor metered water use.
- **Base Infiltration (BI):** The portion of wastewater flow that originates from ground water and can vary by season and depth of the ground water table.
- **Rainfall Derived Inflow and Infiltration (RDII):** The portion of wastewater flow that originates from rainfall events as inflow and infiltration into the collection system.

4.1.5.1 Domestic Flow based on Metered Customer Water Usage

Water meter records are used to estimate the domestic flow portion of wastewater flow which originates from domestic, commercial, and industrial water use. The City measures water consumption through customer water meters.

- **Domestic Flow:** the Non-Irrigation Demand of **3.5 MGD** from March 2021 was used as the base domestic flow allocated within the hydraulic model. Flow metering identified areas that required additional flow so the total domestic flow was increased to 4.21 MGD as the AAF within the hydraulic model.

4.1.5.2 Ground Water Infiltration

Inflow and Infiltration (I&I) is a critical consideration when evaluating collection system capacity. With the presence of groundwater, infiltration can influence the system during dry weather. This is referred to as base groundwater infiltration (BI), which is included in DWF and AAF at the WWTF. During and after rain events, flows within the collection system increase in response to the rainfall. This increase in wastewater flow is known as rainfall derived inflow and infiltration (RDII). The BI and RDII flow components are combined with diurnal peak domestic flows to define the total wastewater flow conveyed by the wastewater collection system and treated at the WWTF. This peak wet weather flow condition is a worst-case scenario and used in evaluating a collection system.

The daily WWTF historic wastewater flow summary (**Figure 4.1**) shows the range of flows and trends that the WWTF experiences over the course of winter, spring runoff, and wet weather seasons. BI varies throughout the year and is influenced seasonally by spring runoff/snowmelt and by dry or winter conditions. The difference between the maximum monthly flow (6.52 MGD) and the average annual flow (4.21 MGD) is the representation of groundwater within the system. Therefore 2.31 MGD was added to the model as the BI as groundwater infiltration. The method used to allocate the groundwater was gallons per foot of pipe or 3.0 gal/day/ft. The following observations are made from the analysis:

- The peak months for WWTF I&I vary from March to July depending on the timing of snow melt, high ground water, and rain events. The maximum month flow of BI occurred during July of 2019.
- **2.31 MGD** of BI will be allocated into the model as non-peakable flow during the wet weather scenario.

4.1.6 Summary of Existing System Model Loading

Table 4-6 provides an overview of the loads allocated within the model to establish the existing system scenarios.

Table 4-6: Existing System Model Flow Summary

Flow Condition	Existing
Model Average Annual Flow	4.21
Model Base Infiltration	2.31
Model Wet Weather Average	6.52
Modeled Peak ¹	17.04

¹AAF is peaked BI is not peaked

4.1.7 Comparison of WWTF and WWCS Planning

Ideally a comprehensive sewer plan would be completed ahead of facility planning for a WWTF since the flows coming from the system predicate the capacity needed at the WWTF. During the facility planning phase, finished in 2019, Nero did a higher-level evaluation of the collection system and growth planning to establish the design flows for the WWTF. The following table summarizes the flow comparisons developed by this sewer study and the facility plan (and ultimately final design).

Table 4-7: WWTF Planning vs Sewer Study Plan

Evaluation Component	2019 WWTF Facility Plan Value	2022 Sewer Study Value
30-year Population Growth (2050)	34,710	34,700
30-year Population Growth Flows (mgd)	0.686	0.540
Average Wet Weather Flow (mgd)	9.1	7.1
Peak Hourly Flow (mgd)	18.2	18.5

As shown, fortunately the two studies performed three years apart generally come to very similar conclusions and the flow projections between the two systems align very well. This indicates that the 30-year plan for both systems should be fairly representative of the 2050 projections.

4.2 Future Wastewater Flow Projections

Historical wastewater trends and data are frequently used to project future wastewater flows. Wastewater flow projections are crucial when sizing future infrastructure and developing capital improvement plans. For this facility plan, future wastewater flow projections were estimated using a land use projection method, where anticipated land use type and either associated number of dwelling units or area (acres) is multiplied by a wastewater duty factor (WWDF).

The first component of the land use projection method was to analyze water usage by land use class and land use area (in acres) to determine how much water the various land use classes use per acre. The planning areas provided by the City contained projections within the broad land use categories of residential, commercial, and industrial. **Table 4-8** provides a summary of the duty factors.

Table 4-8: Land Use Duty Factor Summary

Land Use	Dwellings per Acre	Effective Dwellings per Acre ¹	Duty Factor (gpad) ^{1,2}
Low Density Residential	5	3.5	570
Medium Density Residential	12	8.4	1,365
High Density Residential	20	14	2,275
Commercial			750
Institutional ³			45-200
Light Industrial			250
Industrial			1000

¹Accounts for 30% right of way.

²Based on 2.5 people per dwelling unit and 65 gpcd.

The following is summary of how the duty factors were estimated:

- Residential wastewater duty factors were calculated based on 2.5 people per dwelling unit and an wastewater generation of 65 gpcd.
- Commercial wastewater duty factor was estimated based on review of winter water usage of existing commercial accounts and acreage.
- Institutional wastewater duty factors were based on each parcel accomodating 500 students at 75 staff. The northeast (smaller parcel) was based on 12 gpcd and the southwest (larger parcel) was based on 15 gpcd to accommodate shower facilities.
- Light industrial wastewater duty factor was estimated based on storage type facilities with minimal office or personnel space.
- Industrial wastewater duty factors was estimated based on medium water usage duty factor.

Table 4-9 shows a summary of the system to meet the 30-year population. The table provides an overview of the land use, total acreage, developed acreage, wastewater duty factors and projected increase in average annual flow and population. The following provides a summary of the 30-year growth:

- Develop Acres: 785 acres are assumed to be developed (excluded right of way).
- Additional Dwellings: 2,339 dwelling units are assumed to contribute wastewater flow.
- Population: The population is estimated to increase by 8,300 people for a total population of 34,700.
- Average Annual Flow Increase: The AAF is expected to increase by 0.54 MGD due to the population growth.

Table 4-10 shows a summary of the system should the identified growth areas completely fill in as a buildout scenario. The table provides an overview of the land use, total acreage, developed acreage, wastewater duty factors and projected increase in average annual flow and population. The following provides a summary of the buildout growth:

- Develop Acres: 4,274 acres are assumed to be developed (excluded right of way).
- Additional Dwellings: 18,201 dwelling units are assumed to contribute wastewater flow.
- Population: The population is estimated to increase by 64,578 people for a total population of 90,980.
- Average Annual Flow Increase: The AAF is expected to increase by 4.2 MGD due to the population growth.

Table 4-9: 30-Year Growth Projected Loading

	Total Acreage	Effective Acreage*	30-Yr Developed Effective Acres	Effective Dwellings per Acre or GPAD	30-Yr Dwellings	30-Yr Population Growth	Average Annual Flow from Growth (gpd)
Residential - Low Density	2,405	1,683	309	3.5	1,082	2,705	175,797
Residential - Medium Density	737	516	95	8.4	795	1,988	129,246
Residential - High Density	257	180	33	14.0	462	1,155	75,088
Commercial	489	342	63	750 gpad		724	47,089
Institutional - NE	35	25	5	197 gpad		14	894
Institutional - SW	188	132	24	45 gpad		17	1,098
Light Industrial	1,517	1,062	195	250 gpad		750	48,737
Industrial	479	335	62	1,000 gpad		947	61,551
Total	6,106	4,274	785		2,339	8,300	539,500

Table 4-10: Buildout Growth Projected Loading

	Total Acreage	Buildout Developed Effective Acres	Effective Dwellings per Acre or GPAD	Buildout Dwellings	Population Growth	Average Annual Flow from Growth
Residential - Low Density	2,405	1,683	3.5	8,417	21,043	1,367,787
Residential - Medium Density	737	516	8.4	6,188	15,471	1,005,596
Residential - High Density	257	180	14.0	3,595	8,988	584,220
Commercial	489	342	750 gpad		5,637	366,375
Institutional - NE	35	25	197 gpad		107	6,959
Institutional - SW	188	132	45 gpad		131	8,543
Light Industrial	1,517	1,062	250 gpad		5,834	379,200
Industrial	479	335	1,000 gpad		7,368	478,900
Total	6,106	4,274		18,201	64,578	4,197,580

4.3 Summary of Existing System Model Loading

Table 4-11 provides an overview of the loads allocated within the model to establish the future system scenarios.

Table 4-11: Model Flow Summary

Flow Condition	Existing	30-Year	Buildout
Model Average Annual Flow	4.21	4.75	8.41
Model Base Infiltration	2.31	2.31	2.31
Model Wet Weather Average	6.52	7.06	10.72
Modeled Peak ¹	17.04	18.59	28.30

¹AAF is peaked BI is not peaked

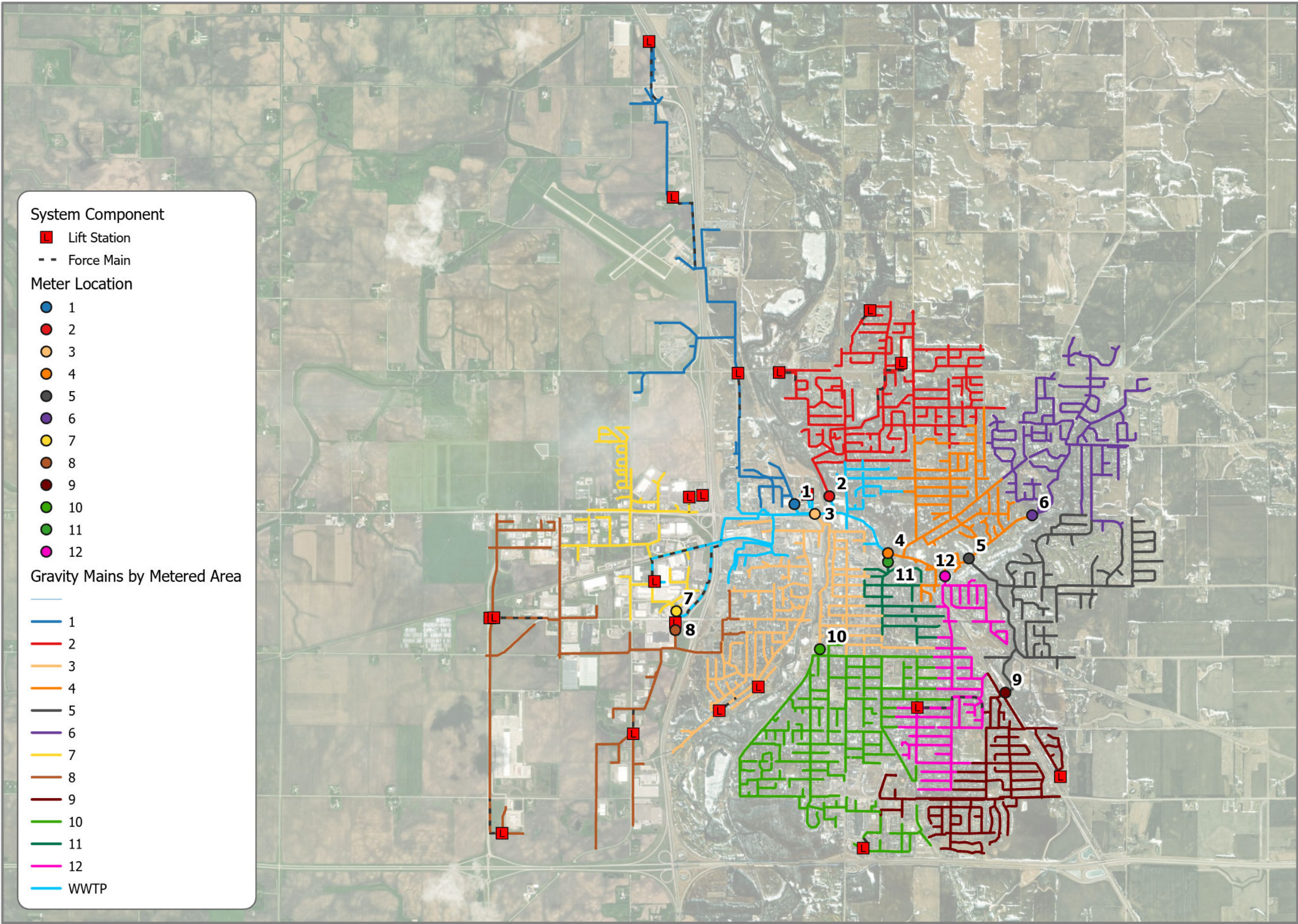
4.4 Wastewater Flow Monitoring

Wastewater flow was monitored at twelve (12) locations from April 9, 2022 to June 25, 2022. The purpose of this monitoring effort was to collect data to assist with calibration of the hydraulic model and determine areas of potential deficiencies. **Figure 4.2** shows the 12 monitoring locations. Detailed site location maps are provided in **Appendix A**.

4.4.1 2022 Flow Monitoring

As previously mentioned, flow monitors were in place between April 9, 2022 and June 25, 2022. The flow monitors assist both with calibration of the model during wet weather events and dry weather. Graphs of representative flow data for the first week of flow monitoring period at each flow meter location are provided in **Appendix B**.

Two large rain events were captured during the monitoring period: May 11 and June 13. The larger of these rain events (June 13) produced over 3 inches of precipitation with a noticeable response in the collection system. The June 13 event assisted in determining a proper peaking factor for the collection system. Graphs of the flow data during the May 11 and June 13 rain events at each flow meter location are provided in **Appendix C** and **Appendix D**, respectively.



1 inch equals 3,500 feet



Locator Map Not to Scale

Owatonna
Steele County, MN

FIGURE 4.2
WASTEWATER
COLLECTION SYSTEM
FLOW MONITORING
LOCATIONS
AND
METERED AREAS

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023



For estimation of domestic (dry weather) flow, base infiltration, and rainfall derived inflow and infiltration an analysis was completed on the flow data. The monitoring period of the second week of July 2022 was utilized to estimate the base dry weather flow. This period showed low ground water impact at the WWTF with inflow at the plant around 3.5 MGD. The dry weather flow was then compared to first week of flow monitoring in April and the difference is estimated to be the increase in I&I during the spring runoff experienced in 2022. Graphs of the flow data for this time period at each flow meter location are provided in **Appendix B**. A summary of the flow monitoring analysis is provided in **Table 4-12**. Notably, metered areas 3, 4, 8, and 10 showed the highest amounts of infiltration. Additionally, metered areas, 3,4,6, 8 and 10 showed the highest impact from the June 13th rain event as a result of high inflow from the rain event as well as increase infiltration following the event.

4.4.2 Wastewater Treatment Facility Influent Data

In addition to monitoring flows at the 12 locations showing in **Figure 4.2**, flow data into the WWTF during the same monitoring period was evaluated. The peak flow into the WWTF during the monitoring period occurred on June 13, 2022, with a peak flow of approximately 7.6 MGD, as shown in **Figure 4.3**.

Figure 4.3 WWTF Daily Inflow During Flow Monitoring

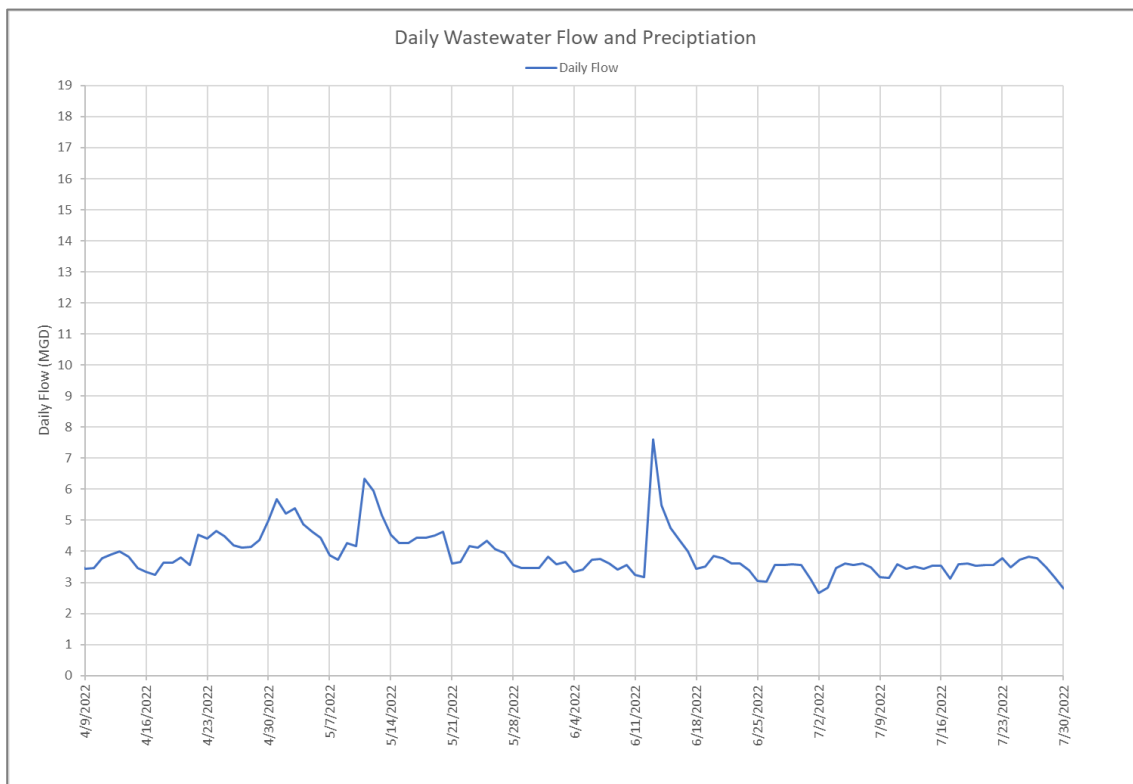


Table 4-12: Flow Monitoring Results

Meter Location	Upstream Meters	Avg Base Flow (gpm)	Avg Dry Weather Flow (gpm)	Avg I&I (gpm)	Peak Dry Weather Flow (gpm)	5-11-22 Rain Event - Peak Flow (gpm)	6-13-22 Rain Event - Peak Flow (gpm)
1		50.0	50.7	-0.7	110	103	330
2		231.5	229.7	1.8	375	810	1,600
3	10	771.0	606.8	164.2	1,167	2,348	3,648
4	5, 6, 11, 12	426.1	322.5	103.6	668	1,802	2,139
5	9	382.2	348.8	33.3	578	905	983
6		26.1	26.1	0.0	70	577	394
7		272.3	266.3	6.0	396	499	830
8		264.1	210.4	53.7	385	458	1,187
9		356.2	341.7	14.5	545	659	873
10		486.7	351.6	135.1	645	1,294	1,924
11		35.6	35.6	0.0	57	69	*
12		196.7	196.7	0.0	250	575	*

*No flow meter results during this event at this location.

CHAPTER 5 WASTEWATER COLLECTION SYSTEM MODEL UPDATE

Hydraulic capacity is a key performance metric for collection systems. The pipes and various other structures in the collection system should be engineered for design flows without causing surcharging, incurring damage through scour, requiring unintended flushing, creating excessive operation and maintenance activities, or otherwise negatively impacting the level of service.

Hydraulic modeling is an efficient tool for evaluating the capacity of a collection system under a broad range of conditions. The following chapter provides an overview of the data sources used to develop the hydraulic model of the City's wastewater collection system.

5.1 Model Development

InfoSewer® hydraulic modeling software was used for analysis of the collection system. InfoSewer is a fully GIS integrated collection system modeling and management software application. InfoSewer, which runs a hydraulic engine and integrates wastewater network modeling with ArcGIS.

The following information was provided by the City and incorporated into the hydraulic model:

- City GIS data was used to develop the collection system pipe network. GIS information included gravity sewers, force mains, manholes, and lift stations.
- There were a number of sources used to determine elevations within the hydraulic model:
 1. Invert elevation from the City's GIS.
 2. Invert elevation obtained from invert surveys.
 3. Invert elevation interpolated between known invert elevations.
 4. Invert elevation based on a known invert elevation and extrapolated using Ten State Standards recommended minimum slope.

A comprehensive "all-pipes" hydraulic model was developed for the City. The model excludes service connections.

5.2 Hydraulic Model Calibration

Wastewater flow consists of dry and wet weather flow components. The dry weather flow (DWF) component is classified into groundwater base infiltration (BI) and base domestic sanitary wastewater flow (BSWF). BI represents the groundwater that infiltrates into the collection system through defective pipes, pipe joints, and leaking manhole walls regardless of rainfall. BSWF represents sewage from residential, commercial, and industrial areas conveyed to the sanitary sewer system. The wet weather flow (WWF) consists of rainfall derived inflow and infiltration (RDII), which is flow that makes its way into the collection system as a result of rainfall. Isolating each of these components of wastewater flow can be used to understand the sources of flow and the relative quantities of each flow component within the sewer system. Additionally, it determines if RDII and groundwater flow components are excessive enough to cause capacity issues and other operational problems.

Model calibration is a process used to adjust the modeled physical system or the flow representations to closely match observed measurements and ultimately enables the model to predict the wastewater flow components and system performance. Examples of adjusting the flow representation include changing the base flow volume or the peaking factor.

5.2.1 Dry Weather Flow Calibration

DWF is the average flow that occurs on a day not influenced by rainfall. Selection of the dry days to develop the DWF is important since this typical day becomes the basis of wet weather flow (WWF) calculations. Wet weather responses are the deviations from the DWFs. DWF is determined by selecting days on which several conditions are met including the following:

- No rainfall occurred on that day.
- No rainfall occurred on the preceding days.
- Flow volumes were within a specified range (not less than 85 percent of the average or more than 115 percent of the average).

For determining DWF flow for the City, observed flows during dry weather days in April and July were utilized.

The DWF is composed of BSWF and BI, and their relationship is represented by the following formula:

$$DWF = BSWF + BI$$

BSWF represents sewage from residential, commercial, and industrial areas conveyed to the sanitary sewer system. The volume of BSWF produced is generally a function of the population and land use category in the area. It is also strongly related to the actual water consumption in the area. To determine the BSWF, customer water meter data was geo-referenced and allocated

throughout the system. Water consumption data was obtained during winter months when no outside irrigation typically occurs, however, it is still not a direct relationship between water usage and wastewater flows. As a result, the DWF was scaled to match average day flows more closely into the WWTP and at twelve (12) flow meter sites throughout the City.

5.2.2 Wet Weather Flow Calibration

Following dry weather calibration, the hydraulic model was calibrated for wet weather conditions. The Ten States Standards peaking factor formula was the starting point to estimate peak hour flows. As discussed in **Section 4.1**, the peak hour factor was determined to be approximate 50 percent higher than the Ten States Standards peaking formula. This peaking factor was adjusted until the peak flows in the model more accurately represented those experienced by the WWTP and at the 12 flow meter sites. A comparison of metered and modeled flows at each of the flow monitoring sites is provided in **Table 5-1**. It should be noted that the rain events that occurred during the monitoring period do not represent design peak flows.

Table 5-1: Metered vs Modeled Flows

Meter Location	Avg Base Flow (gpm)	Peak Dry Weather Flow (gpm)	5-11-22 Rain Event - Peak Flow (gpm)	6-13-22 Rain Event - Peak Flow (gpm)	Model Base Flow (gpm)	Model Peak Flow (gpm)
1	50	110	103	330	49	361
2	232	375	810	1,600	229	1,369
3	771	1,167	2,348	3,648	861	4,096
4	426	668	1,802	2,139	735	3,886
5	382	578	905	983	427	2,311
6	26	70	577	394	76	567
7	272	396	499	830	323	1,635
8	264	385	458	1,187	535	2,569
9	356	545	659	873	355	1,900
10	487	645	1,294	1,924	485	2,462
11	36	57	69	*	37	250
12	197	250	575	*	83	546

*No flow meter results during this event at this location.

5.3 Future System Model Development

5.3.1 Future System Flows

Boundaries for future growth were established and provided by the City. These boundaries, along with elevation data, were used as the basis for laying out future pipelines to service new developments. After the general layout of the future pipelines was established, future flows were allocated to the system.

Future system wastewater flows were estimated for two planning periods: 1) 30-year growth, and 2) Buildout. Wastewater loading data sets were developed within the hydraulic model for each of these timelines. The buildout flows were established first by utilizing the City's future growth boundary and assigning flows based on land use. The average daily loadings for buildout were spatially distributed using InfoSewer Load Allocator®. The InfoSewer Load Allocator® module uses GIS technology to assign land use flow data (gpd/ac) to a designated junction within the wastewater collection system network. For each junction in the buildout area, algorithms in the software determine the area of influence, or area served by each node and adjacent pipe segments. The allocation tool then superimposes projected flow data over the area of influence to determine the total demand at each node.

Once the buildout flows were established, it was determined that the 30-year growth flows would be estimated by assuming 13% of the future growth areas would be developed. A summary of the future system flows was presented in **Table 4-11**.

While determining the future collection system layout and preliminary lift station locations, the sewershed for each lift station (future and existing) was established by reviewing topography and preliminary layout of sewer main at minimum grade. The basin boundaries are shown in **Figure 5.1**.

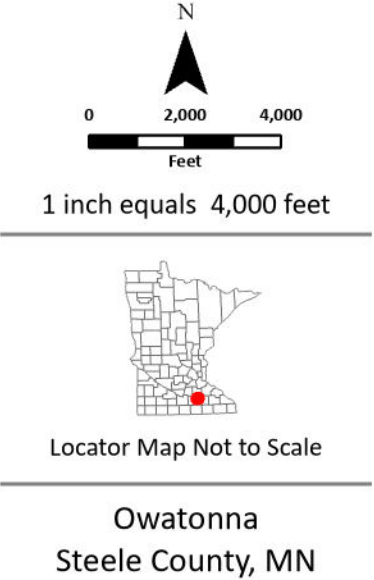
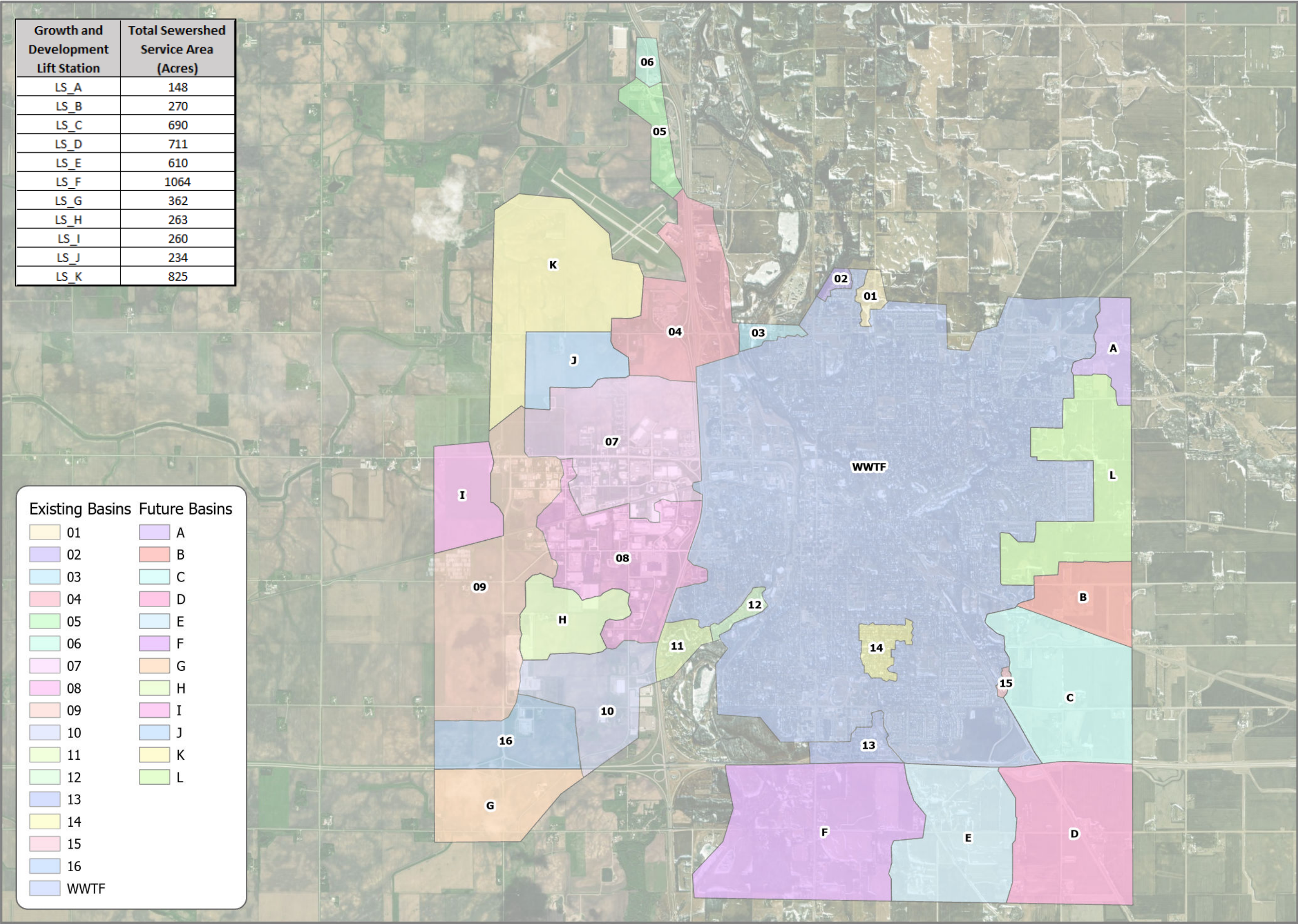


FIGURE 5.1

**WASTEWATER
COLLECTION SYSTEM
FUTURE SEWER
BASINS**

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023



CHAPTER 6 DESIGN PARAMETERS AND EVALUATION **CRITERIA**

Design parameters identify the features and performance requirements of wastewater collection system infrastructure and provide the standard against which system performance is assessed. The design parameters and criteria presented within this chapter were used to evaluate the performance of the existing Owatonna wastewater collection system, and to conceptualize system improvements (gravity mains, force mains, and pumping facilities) necessary to maintain system reliability and accommodate future growth and development of the system.

Design parameters and evaluation criteria are established herein for sizing gravity mains, force mains, and pumping facilities. The criteria were established based on industry standards, existing City codes, and engineering judgment. Generally, the design parameters that govern system capacity and should be defined by each utility, include:

1. Force Main Design Parameters: velocity, diameter, and friction factor;
2. Gravity Main Design Parameters: velocity, depth of flow, diameter, minimum slope, friction factor;
3. Lift Station Design Parameters: firm capacity and peak hour flow;
4. Peak Hour Design Factors;
5. Dry Weather Parameters; and
6. Wet Weather Storm Event Parameters.

6.1 Force Main Design Parameters

Force mains are sized to meet maximum flow conditions, which for the purposes of this report is defined as:

- **Design Peak Hourly Flow:** The largest volume of flow to be received during a one-hour period expressed as a volume per unit time (i.e. gallons per minute).

Force mains are designed to carry wastewater from lift stations to the wastewater treatment facility or to other gravity mains or sewer interceptors without excessive pressure loss. The following subsections establish the parameters used for evaluating and estimating the size and capacity of force mains.

6.1.1 Force Main Velocity and Diameter

Minimum and Maximum velocity guidelines for the analysis of the force mains will be discussed in the following section. Existing force mains that exceed these criteria will not necessarily be identified for replacement unless there are known existing problems within the collection system. However, if new pipelines are planned to replace old, deteriorated pipelines, then the new pipelines should be sized appropriately to meet these guidelines.

The force main cleaning velocity refers to the minimum velocity (or flowrate) required to keep solids suspended within a pipe. Operations below this velocity will allow for solids to build up within the force main and potentially lead to excess formation of hydrogen sulfide (H₂S) gas. Velocity is also recommended to remain below a maximum to reduce overall system headloss, reduce system pressures, and reduce the occurrence of pressure transients within the force main. This reduces the frequency of force main breaks and the amount of leakage from the pressure system.

Ten States Standards and other publications recommend a cleaning velocity of 2 ft/s to keep solids suspended while pumping. When no wastewater is flowing through the force main solids may settle. A minimum velocity of 3 ft/s is recommended based on the desire to resuspend settled solids.

Ten States Standards states that the maximum velocity shall not exceed 8 ft/s. Based on this design parameter, it is recommended that existing force mains be considered for replacement with larger diameter pipes if the velocity exceeds 8 ft/s. Note, higher velocities will be accepted to avoid upsizing pipe diameters for a minor violation of this velocity criterion.

Ten States Standards states that the minimum diameter for raw wastewater force mains is 4 inches. Larger diameter force mains shall be assessed or designed based on the minimum and maximum velocity criteria. **Table 6-1** summarizes the recommended force main evaluation criteria.

Table 6-1: Force Main Hydraulic Criteria Recommendations

Force Main Parameter	Criteria
Minimum Velocity	2 ft/s
Maximum Velocity	8 ft/s
Minimum Diameter	4 inches

6.2 Gravity Main Design Parameters

Gravity mains are designed to carry wastewater from service connections to lift stations or the treatment facility. The following subsections establish the parameters used for evaluating and estimating the size and capacity of gravity mains and provide support for the development of improvement concepts.

1. Velocity and Flow Depth;
2. Diameter and Minimum Slope;
3. Gravity Main Friction Losses.

6.2.1 Gravity Main Velocity and Depth of Flow

Gravity mains must be designed to prevent deposition of solids within the main. Ten States Standards suggests a minimum velocity of 3.0 ft/s when flowing full based on Manning's formula "n" value of 0.013 and a maximum sewer velocity of 15 ft/s.

The capacity of a gravity main is measured ratio of depth of flow to diameter of the pipe. For the purposes of this analysis, the maximum design flow depth is 75%. A summary of the maximum design flow depths and gravity main velocity requirements are as follows:

- Minimum Velocity = 3 ft/s
- Maximum Velocity = 15 ft/s
- Maximum Design Depth (depth / diameter) = 75%

6.2.2 Gravity Main Diameter and Minimum Slope

Ten States Standards require gravity mains to have a minimum diameter of 8 inches. In order to maintain the minimum velocity of 3.0 ft/s, minimum sewer slopes are defined by Ten States Standards and presented in **Table 6-4**.

Table 6-4: Gravity Main Diameter and Minimum Slope

Diameter of Gravity Main	Minimum Slope in Feet per 100 Feet
8-inch	0.40
10-inch	0.28
12-inch	0.22
15-inch	0.15
18-inch	0.12
21-inch	0.10
24-inch	0.08
27-inch	0.067
30-inch	0.058
33-inch	0.052
36-inch	0.046
39-inch	0.041
42-inch	0.037
Minimum Diameter	8 inches

6.2.3 Gravity Main Friction Loss

Friction loss is an important design parameter for determining gravity main sizing requirements. As stated in **Section 6.2.2**, Ten States Standards suggests designing for minimum velocity of 3.0 ft/s when flowing full based on a Manning's formula "n" value of 0.013. Manning's "n" is known as the friction factor for calculating flow in open channel conduits such as gravity main. Lower Manning's "n" values are applied to smooth-walled conduits and correlate to higher flow. Larger Manning's "n" values are applied to rough-walled conduits and correlate to lower flow due to higher friction losses. The value of 0.013 is recommended by numerous publications and agencies and is generally applied to all pipe materials as the design-life friction factor. This application is widely practiced within the industry for evaluation of existing system capacity and design of future gravity mains. Following this, a Manning's "n" value of 0.013 was applied to all gravity mains in the model (**Table 6-5**).

Table 6-5: Gravity Main Friction Loss

Gravity Main Parameter	Criteria
Design Manning's-n friction factor	0.013

6.3 Lift Station Design Parameters

Appropriate lift station capacity should be provided to meet the following conditions within the wastewater collection system:

- **Design Peak Hourly Flow:** the largest volume of flow to be received during a one-hour period expressed as a volume per unit time (i.e. gallons per minute).

Pump station capacity guidelines are based on firm capacity, which is defined as the capacity of the system with the largest pump out of service. Ten States Standards states that when only two pumps are provided for a lift station, they must be the same size with firm capacity to handle peak hour flow. They should be sized to maintain the established minimum force main velocity and to deliver uniform flow to minimize hydraulic surges. The effective volume of the wet well should be sized based on design peak hourly flow with a filling time not to exceed 30 minutes unless the facility is designed to provide flow equalization.

6.4 Peak Hour Design Factors

Ten States Standards has design standards for public sewage systems which contains an equation to calculate peak hourly flow. The equation is as follows, where the variable “P” is population in thousands.

$$\text{Design Peak Hourly Flow} = \left(\frac{18 + \sqrt{P}}{4 + \sqrt{P}} \right) * \text{Design Average Flow}$$

The equation allows a peaking factor to be calculated based on population. This results in a declining peaking factor as the flows move downstream through the system within the hydraulic model. The peaking factor is applied to the allocated average daily flow at each model node. However, based on flow monitoring data, the City of Owatonna has seen higher peak flows than the Ten States Standards peaking formula would calculate. As a result, this formula within the model was increased by 50 percent to match existing peak flows experienced at the WWTF. The InfoSewer model was used for evaluation of the existing system and future development under future flow conditions and is discussed in further detail in **Chapter 7** and **Chapter 8**. The overall peaking factor for the system is calculated as 3.5.

6.5 Design Parameter and Evaluation Criteria Summary

Table 6-7 summarizes the wastewater collection system design parameters and evaluation criteria presented in the previous subsections. This includes recommendations for sizing gravity mains, force mains, and pumping facilities.

Table 6-7: Summary of Design Parameter and Evaluation Criteria

System Component	Criteria
Force Main Parameter	Recommendation
Minimum Velocity	2 ft/s
Maximum Velocity	8 ft/s
Minimum Diameter	4 inches
Design C-factor for smooth pipe (PVC, HDPE, lined ductile iron pipe, etc.)	120
Design C-factor for other pipe (unlined iron or steel pipe, etc.)	100
Gravity Main Parameter	Recommendation
Minimum Velocity	3 ft/s
Maximum Velocity	15 ft/s
Minimum Diameter	8 inches
Minimum Slope	Per Ten States Standards recommendations
Design Capacity (depth of flow / diameter as % Capacity)	75%
Design Manning's-n friction factor	0.013
Peaking Factor	3.5
Lift Station Parameter	Recommendation
Minimum Number of Pumps	2
Firm Capacity	Peak Hour Flow (at buildout) (each pump in a 2-pump system)

CHAPTER 7 EXISTING SYSTEM EVALUATION

This chapter presents the evaluation of the City’s existing wastewater collection system and its ability to accommodate peak flows and meet performance criteria under various flow conditions. Evaluations, findings, and recommendations for addressing any deficiencies identified in the City’s existing wastewater collection system are summarized in this chapter. These recommendations are used, in part, for the development of the CIP.

7.1 Model Analysis

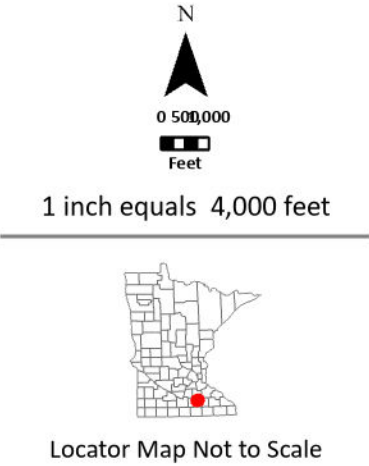
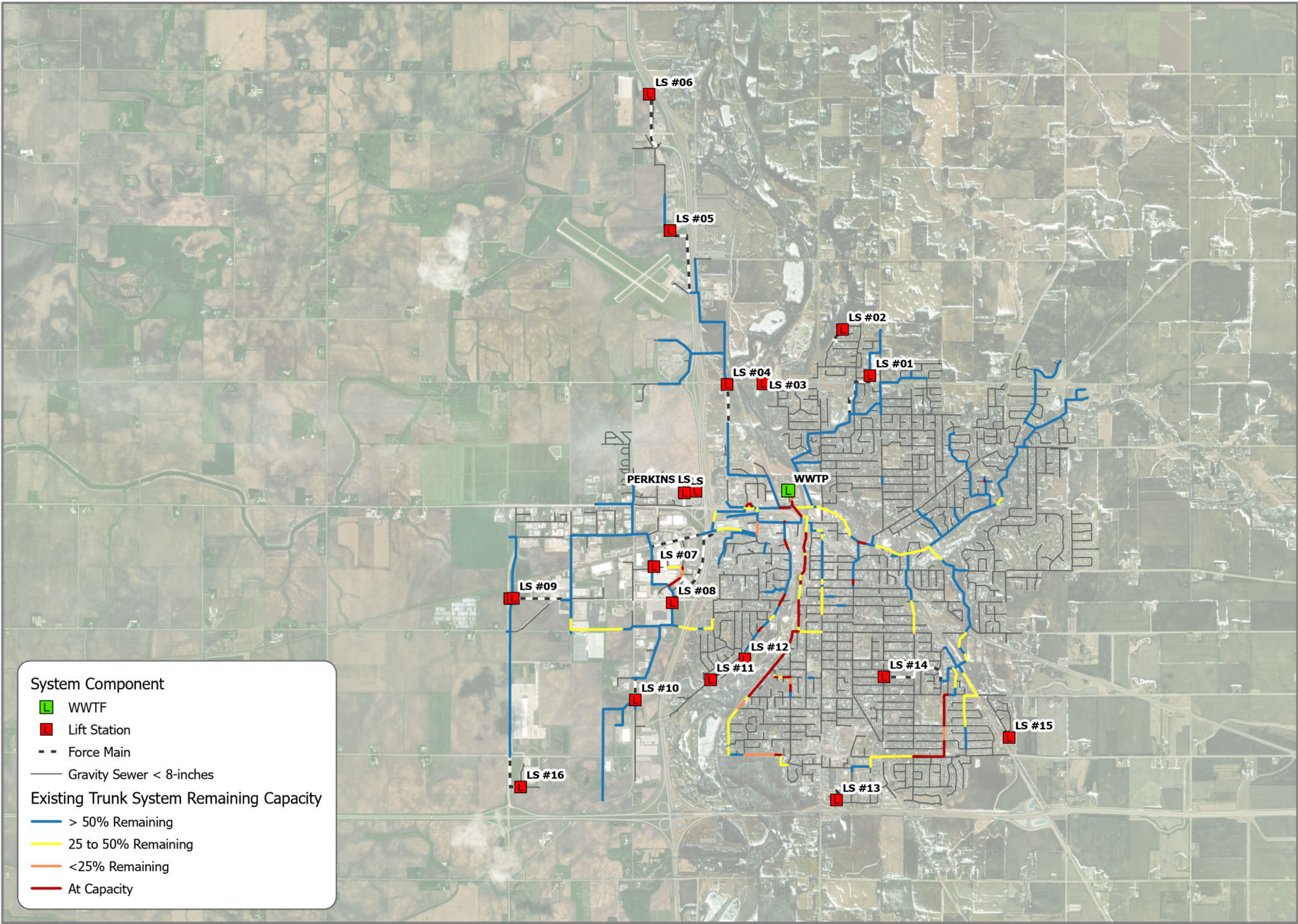
The InfoSewer model was utilized to simulate average annual flow and peak wet weather flows. Dry weather flows used in model calibration were scaled up to reflect an annual average flow of 4.21 MGD based on the analysis discussed in **Chapter 4**. Additionally, 2.3 MGD of BI was added to the model to represent high ground water conditions as experienced in 2019. The model then peaked the average annual flow according to the modified Ten States Peaking factor (50 percent higher) as discussed in **Chapter 4**.

7.1.1 Gravity Main Analysis

Depths of flow in the gravity mains were evaluated with the modified peaking factor. Within the hydraulic model, a depth/Diameter (d/D) was calculated for each pipe segment. As discussed in **Chapter 6**, a pipeline segment is considered to be over capacity if its d/D is greater than 75%. Excessive d/D can be caused by excessive flows or flatter than recommended pipe slopes. As shown in **Figure 7.1**, there are several areas with d/Ds greater than 75%. The main areas of concern are the following:

- The trunk sewer along Straight River from Plainview Street to the Wastewater Treatment Plant.
- 18th Street SE from Truman Avenue to Smith Avenue.
- Smith Avenue from 18th Street SE to Havana Road.

There are other areas that are shown as being at or near capacity; however, these are mainly isolated areas of insufficient pipe slopes. These are also generally in areas not anticipated to see development in the near term and areas that have not been reported as experiencing significant surcharging.



Owatonna
Steele County, MN

FIGURE 7.1

EXISTING
WASTEWATER
COLLECTION
TRUNK SYSTEM

REMAINING
CAPACITY

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023



7.1.2 Lift Station and Force Main Analysis

Lift stations and force mains were also evaluated under a peak hourly flow based on the criteria discussed in **Chapter 6**. For the purposes of this report and based on the information available, all pumps were assumed to operate at the capacity provided by the City.

A summary of the lift station force main velocities is provided in **Table 7-1**. A summary of lift station capacities and the stations firm pump capacity as presented in **Table 7-2**. Location of lift stations can be found in **Figure 2.4**.

Table 7-1: Force Main Evaluation Summary

Lift Station	Location	Force Main Diameter (in)	Velocity (ft/s)
LS1	380 Autumn Hills Pl. NE	12	5.2
LS2	3036 Northridge Lane NE	6	9.1
LS3	475 26th St NW	4	4.1
LS4	657 26th St. NW	16	3.8
LS5	2331 Heritage Pl. NW	12	3.9
LS6	4900 West Frontage Rd	6	4.7
LS7	2310 4th Street NW	8	5.1
LS8	2015 W. Bridge St.	12	7.9
LS9	3950 W. Bridge St.	12	4.9
LS10	1155 24th Ave. SW	8	6.0
LS11	1002 Lemond Rd	4	11.5
LS12	600 Riverwood Dr.	4	6.4
LS13	222 Cedardale Dr	6	5.1
LS14	925 Lincoln Ave	6	9.6
LS15	1550 Greenleaf Rd SE	8	1.9
LS16	3705 18TH St. SW	6	5.7
Perkins	1200 Interstate Hwy 35	*	*
LS	475 26TH ST NW	*	*

*Excluded from analysis due to small size and limited service area.

Pump curves were not included for this analysis, so design and calculated pumping rates provided by the City were used. Actual pumping rates may differ from the estimated values, which would affect the velocities shown above.

A majority of the lift station force mains operate within the recommended velocity of 2 to 8 ft/s. Lift stations 2, 11, and 14 show velocities in excess of 8 ft/s. While these force mains exceed the recommended range of velocity, force main up-sizing is not recommended at this time. The force main segments are relatively short so additional headloss due to higher velocities is not

excessive. It is recommended that the City review force main size when lift station upgrades are complete or the useful life of the force mains is reached.

Table 7-2: Lift Station Summary

Lift Station	Firm Capacity (gpm)	Modeled Avg Flow (gpm)	Modeled Peak Hour Flow (gpm)
LS1	1,850 ^a	14	40
LS2	800 ^a	11	40
LS3	160 ^a	5	5
LS4	2,400 ^b	98	330
LS5	1,360 ^b	40	155
LS6	410 ^b	8	30
LS7	800 ^a	89	360
LS8	2,800 ^c	1,024	3,850
LS9	1,740 ^b	52	105
LS10	940 ^b	30	80
LS11	450 ^d	13	45
LS12	250 ^d	8	25
LS13	450 ^d	69	330
LS14	850 ^d	43	145
LS15	300 ^a	7	40
LS16	500 ^a	4	10

^a Pump rated capacity. Not calculated or estimated.

^b Capacity calculated from lift station hydraulics.

^c Estimated firm pumping capacity. Two pumps running with second pump contributing 40% more than one pump.

^d Capacity based on best efficiency of pump curve.

Note that most lift stations are modeled to have a peak flow less than the firm capacity of the pumps with the exception of lift station 8. The modeled peak flow indicates that the lift station may need to rely on all three pumps within the station to convey peak hour and I/I flows during wet weather conditions. The city should consider long-term monitoring of flows into this station to determine if upsizing is required.

7.1.3 I/I Analysis and Considerations

One of the primary reasons for hydraulic modeling and flow monitoring was to identify areas of the collection system that contributed significant I/I, as well as provide the City with a working tool that could be further refined as additional data is collected.

Results from the wet weather hydraulic analysis and flow monitoring showed significant I/I enters the system which eventually impacts the WWTP, confirming the results and recommendations presented in **Chapter 4**.

CHAPTER 8 FUTURE SYSTEM EVALUATION

This chapter presents the recommended improvements and expansions necessary to meet the City's future wastewater collection system needs as well as satisfy the performance requirements outlined in **Chapter 6**.

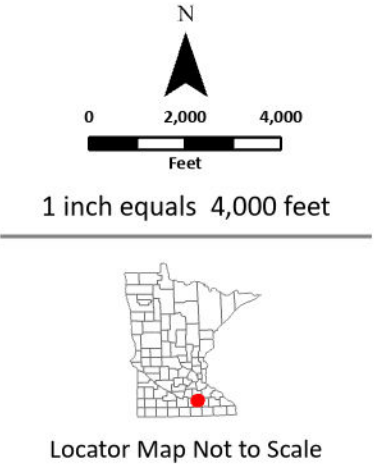
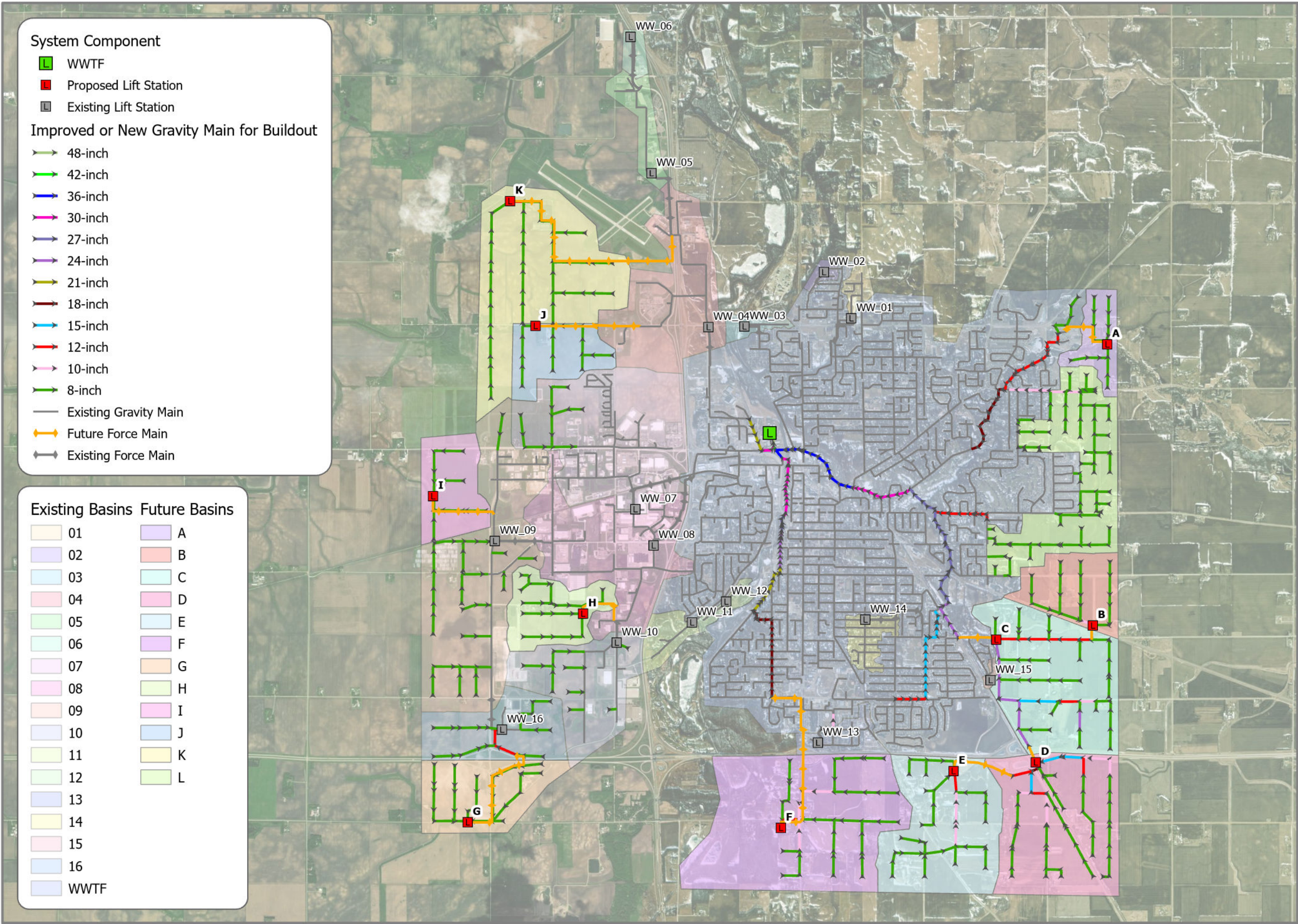
The following process was used to expand the wastewater collection system network:

- Extend existing gravity main into the growth areas where sewer depth and topography allowed.
- Review topography and delineate new sewersheds within the growth areas.
- Identify new lift station locations near the low point of the new sewer basins.
- Develop a sewer network within the new sewer basins using 8-inch main at minimum grade as a starting point.
- Identify routes for force main to tie into the existing collection system.
- Run Buildout allocation through the system to size the future system network and increase existing sewer main with larger sewer as required.
- Run the 30-year allocation through the system to identify sewer(s) that require improvements to meet the planning period.

8.1 Future Sewer Basin Descriptions

The growth area sewer basins are presented in **Figure 5.1** as well as **Figure 8.1**. Each growth area is summarized below in terms of the general location and relative size of sewer required within.

Growth Area A is located at the northeast corner of the City's growth limits, roughly including the area north of Dane Road and east of Hill Drive. In order to provide sewer service to this area, 8-inch gravity mains and a lift station will be required. The lift station is proposed to be located near the center of the eastern edge with the force main pumping to an existing gravity main located between Majestic Lane NE and NE 26th Street.



Owatonna
Steele County, MN

FIGURE 8.1

**WASTEWATER
COLLECTION SYSTEM**

**BUILDOUT SYSTEM
IMPROVEMENTS**

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023



Growth Area B is located at the east edge of the City's growth limits, starting roughly ¼ mile north of School Street and moving south to the railroad, and approximately ¼ mile east of Partridge Avenue. The gravity portion of this service area can be served by mainly 8-inch gravity mains with the exception of a small portion of 10-inch gravity main. However, a lift station will be required, with the proposed location being near the southeast corner on the north side of the railroad. The proposed location for the force main will pump across the railroad and into a new 12-inch gravity main on the south side of Havana Road in Growth Area C. The following are two alternate force main routing options:

1. Directly to Growth Area C lift station.
 - a. This may allow the trunk sewer along Havana Road in Growth Area C to be reduced in size to an 8-inch pipeline.
2. To the existing gravity main along Bixby Road.
 - a. This will allow the lift station in Growth Area C to be downsized.

Growth Area C is located in the east edge of the City's growth limits, with the northern and southern limits being the railroad and Highway 14, respectively. The current layout is proposed to receive wastewater flows from Growth Areas D and E. As a result of these combined flows, the sizes of the gravity mains will range from 8-inch to 24-inch diameter. A lift station located in the northwest corner along Havana Road is proposed, with the force main conveying wastewater to the west across the railroad and into an existing gravity main along Bixby Road. The City may want to consider moving the proposed location of this lift station further south. This may allow the Lift Station 15 service area to be redirected into the proposed new lift station.

Growth Area D is located at the southeast corner of the City's growth limits. The current layout is proposed to receive wastewater flows from Growth Area E. As a result of these combined flows, the sizes of the gravity mains will range from 8-inch to 18-inch diameter. A lift station located near the corner of Highways 14 and 218 is proposed, with the force main conveying wastewater to the north across Highway 14 and into a proposed gravity main in Growth Area C. The following are two alternate force main routing options:

1. Directly to the lift station in Growth Area C.
 - a. This may allow the trunk sewers in Growth Area C to be downsized.
2. Directly to the gravity main near the intersection of Bixby Road and Havana Road.
 - a. This will allow the lift station in Growth Area C to be downsized and may allow the trunk sewers in Growth Area C to be downsized as well.

Growth Area E is located at the south edge of the City's growth limits. The gravity portion of this service area can be served by mainly 8-inch gravity mains with the exception of small portions of 10-inch and 12-inch gravity mains. A lift station will also be required, with the proposed location being near the north end of the service area. The proposed routing for the

force main will be to pump to the east and into a new 12-inch gravity main in Growth Area D. The following are two alternate force main routing options:

1. Directly to the lift station in Growth Area C.
 - a. This will allow the lift station in Growth Area D to be downsized and may allow the trunk sewers in Growth Areas C and D to be reduced in size.
2. Directly to the gravity main near the intersection of Bixby Road and Havana Road.
 - a. This will allow the lift stations in Growth Areas C and D to be downsized and may allow the trunk sewers in Growth Areas C and D to be downsized as well.

Growth Area F is located at the south edge of the City's growth limits. The gravity portion of this service area is proposed to be served by gravity mains ranging in size from 8-inch to 15-inch in diameter. A lift station will also be required, with the proposed location being west of County Road 45 and south of SW 28th Street. The force main is proposed to terminate at the intersection of Linn Avenue and 18th Street SW into an existing gravity main on Linn Avenue. There are several other locations for the force main to be directed; however, each location will require upsizing of downstream pipelines.

Growth Area G is located in the southwest corner of the City's growth limits south of Highway 14. The gravity portion of this service area is capable of being served by 8-inch gravity mains. A lift station will also be required and is proposed to be located near the south edge of the service area. The force main is proposed pump northward across Highway 14 and into a proposed new gravity main, eventually flowing to Lift Station 16.

Growth Area H is located on the west side of the City's growth limits, generally located west of 24th Avenue SW, east of 39th Avenue SW, south of 8th Street SW, and north of Lemond Street SW. The gravity portion of this service area is capable of being served mainly by 8-inch gravity mains with a small portion of 10-inch gravity main. A lift station will be required and is proposed to be located near the east edge of the service area. The force main is proposed pump eastward into an existing gravity main near the intersection of 24th Avenue SW and Alexander Street.

Growth Area I is located on the west edge of the City's growth limits, generally located west 39th Avenue NW and north of the railroad. The gravity portion of this service area is capable of being served by 8-inch gravity mains. A lift station will be required and is proposed to be located near the west edge of the service area. The force main is proposed pump eastward into an existing gravity main along 39th Avenue NW.

Growth Area J is located on the west side of the City's growth limits, generally located west 24th Avenue NW, south of 26th Street NW, and north of 18th Street NW. The gravity portion of this service area is capable of being served by 8-inch gravity mains. A lift station will be required and is proposed to be located on the north side of the service area. The force main is

proposed pump eastward into an existing gravity main along 26th Street NW and east of 24th Avenue NW.

- Alternatively, Growth Area J could gravity into K; however, this requires upsizing downstream sewer and may not be optimal for phasing of growth.

Growth Area K is located in the northwest corner of the City's growth limits. This growth area is capable of being served mainly by 8-inch gravity mains with the exception of a small portion of 12-inch and 15-inch pipelines. A lift station will be required to serve this area and is proposed to be located near the northwest corner of the service area. The force main is proposed to pump eastward into an existing gravity main along the west side of I-35 near the airport.

Growth Area L is located on the east side of the City's growth limits between Growth Areas A and B. This growth area is capable of being served by gravity mains being routed to various existing gravity mains, without the need for a lift station. The additional flows from this growth area will lead to a need for upsizing downstream sewers in some locations. These improvements can be seen in **Figure 8.1** and are discussed in further detail in the following sections.

8.2 Future Collection System Pipeline Evaluation

As discussed in **Chapter 3**, two future planning scenarios were established and evaluated: 1) 30-Year Period; and 2) Buildout. The buildout scenario was evaluated first in order to determine pipeline sizes if improvements would be recommended in the future. Similar to the existing system analysis, the gravity mains were evaluated based on d/D.

Each area with higher than recommended d/D was evaluated to determine if it is being caused by pipeline sizes, insufficient slopes, or a combination of both. In areas being restricted by pipeline sizes, the pipelines would be recommended for improvement. If these areas also have insufficient slopes, the area would be regraded during replacement of the pipeline. Areas with only insufficient slopes are not proposed to be replaced as part of this evaluation. A map showing the proposed improvements is shown in **Figure 8.1**. Additionally, a future system capacity map with the proposed improvements is shown in **Figure 8.2** for buildout conditions.

Following the buildout evaluation, the 30-year planning horizon was evaluated with the flows discussed in **Chapter 4**. Similar to the buildout analysis, areas shown to be over capacity were looked at individually to determine if pipe sizes or slopes were causing excessive d/D. The areas that were determined to be limited by pipe sizes were identified to be replaced (**Figure 8.3**). These pipelines were sized to be capable of handling buildout flows.

The 30-year planning horizon was evaluated with the proposed improvements. Capacities of the collection system with the proposed improvements are shown in **Figure 8.4**. As shown on

the map, there are still areas that are shown to be over capacity; however, these areas are caused by insufficient pipe slopes, and the pipe sizes do not appear to be restricting flow.

8.3 Future Lift Station Evaluation

Existing and future lift station flows are provided in **Table 8-1**. The force main and lift station sizes recommended in this study are sized on buildout conditions. Through facility planning, the lift station capacity and force mains for growth areas may be phased appropriately as development occurs. A majority of existing lift stations are not expected to increase in flow as they do not experience growth in service area.

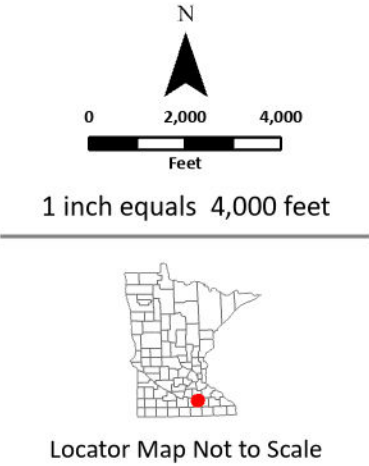
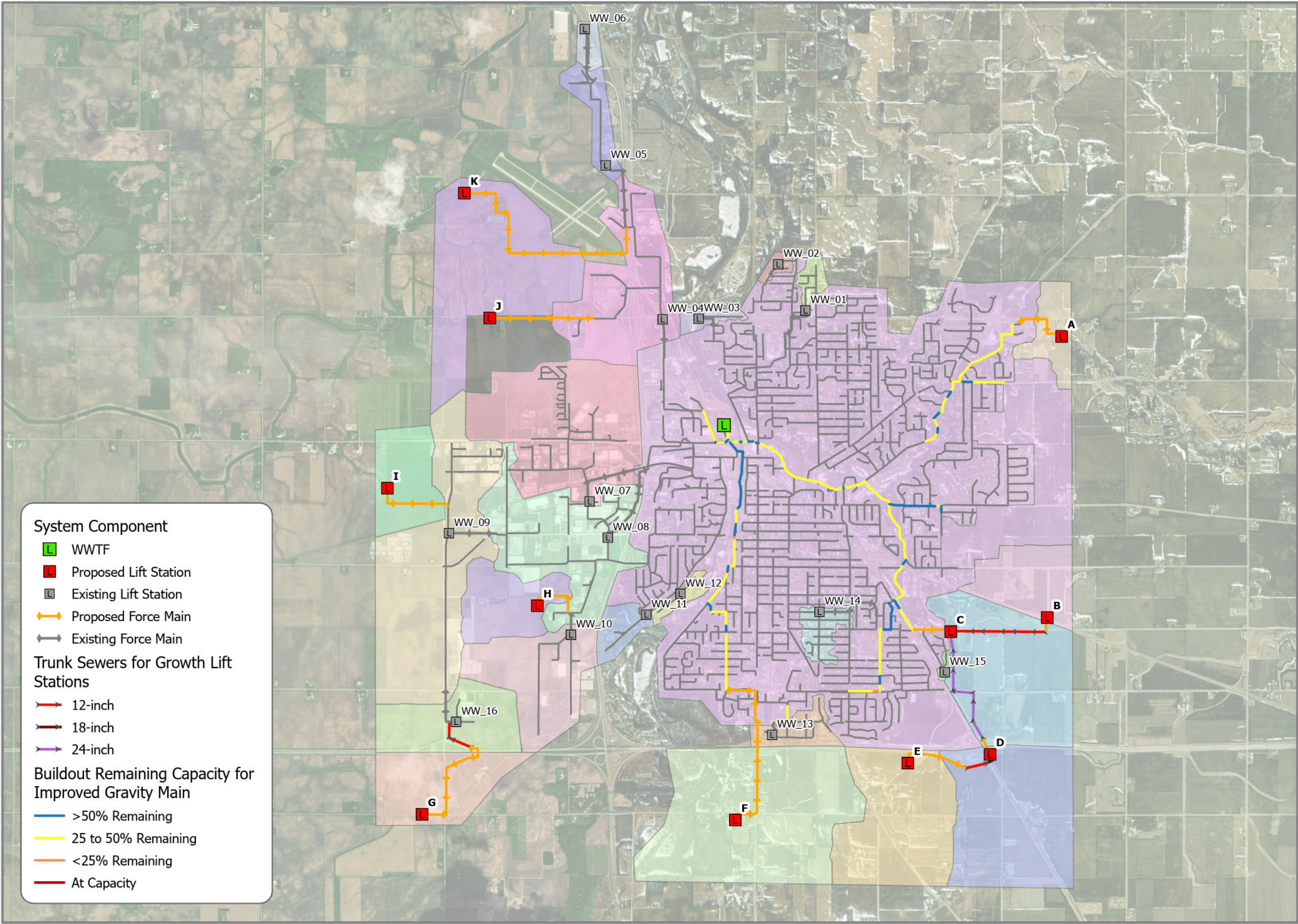
Several future lift stations, particularly in the southeastern growth area, may pump into one another. As discussed in **Section 8.1**, alternate force main routing may allow for smaller lift stations at the expense of additional length or multiple force mains routing to larger trunk sewers. Additional feasibility studies for these lift stations are recommended.

Existing lift stations were reviewed for 30-year growth and buildout conditions. As discussed in **Section 7.1.2**, lift station 8 was modeled to be near capacity. The 30-year growth is modeled to increase flows to lift station 8 minimally (less than 10-percent). It is recommended that the City monitor flows and likelihood of growth in the sewershed to determine whether the station needs to be upgraded. Lift stations 9 and 16 may require upsize to meet buildout conditions, depending on how dense the growth area develops.

Table 8-1: Future Lift Station Summary

Lift Station	Firm Capacity (gpm)	Exist Avg Inflow (gpm)	Exist Peak Inflow (gpm)	30-Yr Avg Inflow (gpm)	30-Yr Peak Inflow (gpm)	Buildout Avg Flow (gpm)	Buildout Peak Flow (gpm)	Force Main Diameter (inches)	Force Main Velocity ¹ (ft/s)
LS1	1,850	14	40	14	40	14	40	12	5.2
LS2	800	11	40	11	40	11	40	6	9.1
LS3	160	5	5	5	5	5	5	4	4.1
LS4	2,400	98	330	127	485	326	1,425	16	3.8
LS5	1,360	40	155	40	155	40	155	12	3.9
LS6	410	8	30	8	30	8	30	6	4.7
LS7	800	89	360	92	380	112	490	8	5.1
LS8	2,800	1,024	3,850	1,115	4,180	1,735	6,285	12	7.9
LS9	1,740	52	105	106	410	468	2,060	12	4.9
LS10	940	30	80	45	170	144	690	8	6.0
LS11	450	13	45	13	45	13	45	4	11.5
LS12	250	8	25	8	25	8	25	4	6.4
LS13	450	69	330	69	330	69	330	6	5.1
LS14	850	43	145	43	145	43	145	6	9.6
LS15	300	7	40	7	40	8	40	8	1.9
LS16	500	4	10	37	205	255	1,280	6	5.7
LS-A				10	65	76	435	6	4.9
LS-B				12	80	95	530	8	3.4
LS-C				174	915	1,347	5,380	24	3.8
LS-D				100	555	772	3,370	21	3.1
LS-E				28	170	214	1,105	12	3.1
LS-F				35	210	271	1,360	12	3.9
LS-G				17	105	129	700	8	4.5
LS-H				17	105	132	715	8	4.6
LS-I				4	30	32	195	4	5.0
LS-J				18	115	140	750	10	3.1
LS-K				11	70	83	470	8	3.0

¹Velocity for existing stations 1-16 is based on firm capacity. Velocity for future stations A-K is based on buildout peak flow.



Owatonna
Steele County, MN

FIGURE 8.2

**WASTEWATER
COLLECTION SYSTEM**

**REMAINING
CAPACITY OF
BUILDOUT SYSTEM
IMPROVEMENTS**

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023



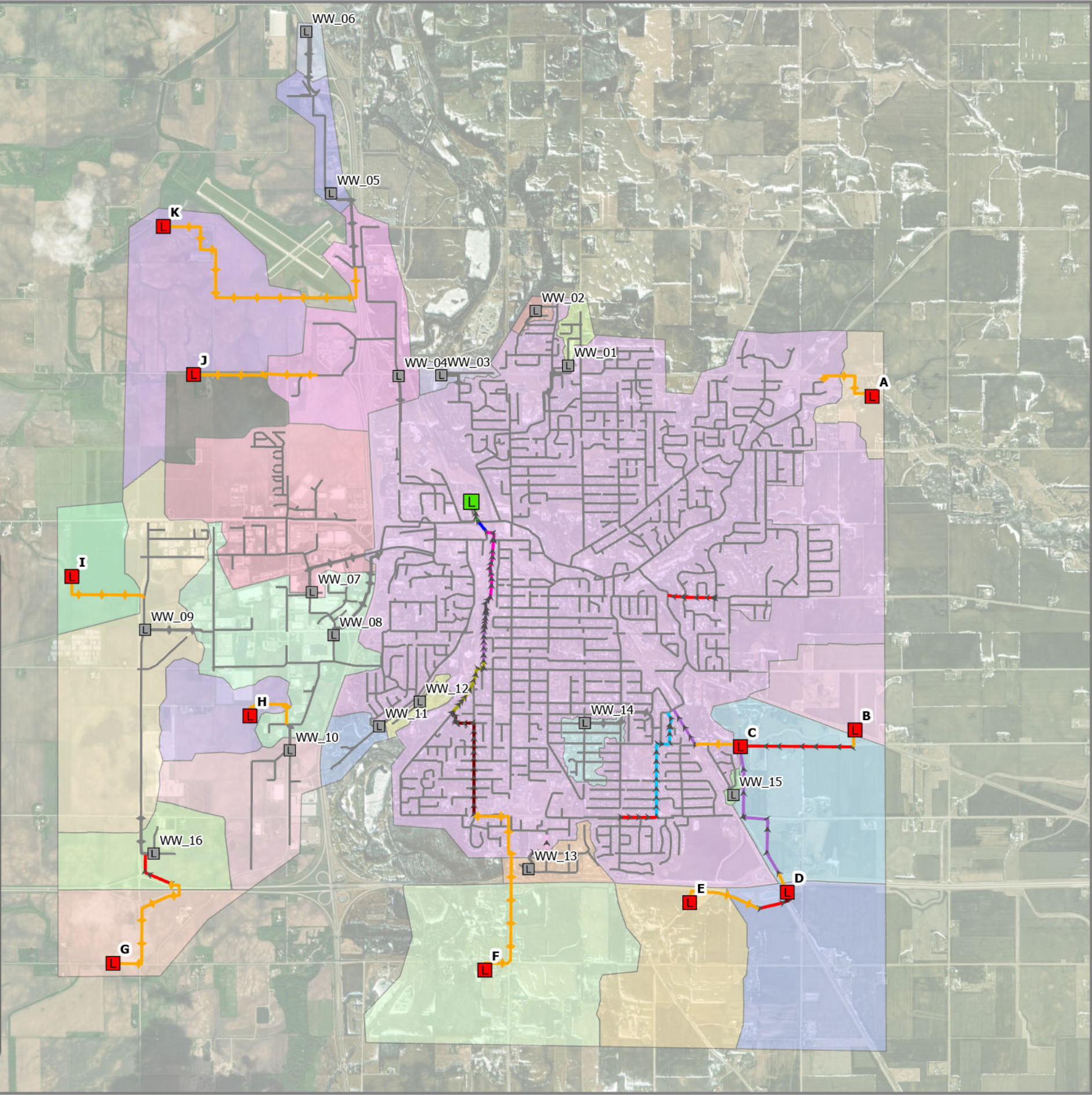
Growth and Development Lift Station	Total Sewershed Service Area (Acres)
LS_A	148
LS_B	270
LS_C	690
LS_D	711
LS_E	610
LS_F	1064
LS_G	362
LS_H	263
LS_I	260
LS_J	234
LS_K	825

System Component

- WWTF
- Proposed Lift Station
- Existing Lift Station
- Existing Force Main
- Existing Gravity Main

Improved or New Gravity Main for 30-yr Growth

- 48-inch
- 42-inch
- 36-inch
- 30-inch
- 27-inch
- 24-inch
- 21-inch
- 18-inch
- 15-inch
- 12-inch
- 10-inch
- Future Force Main



N

0 500,000 Feet

1 inch equals 4,000 feet

Locator Map Not to Scale

Owatonna
Steele County, MN

FIGURE 8.3

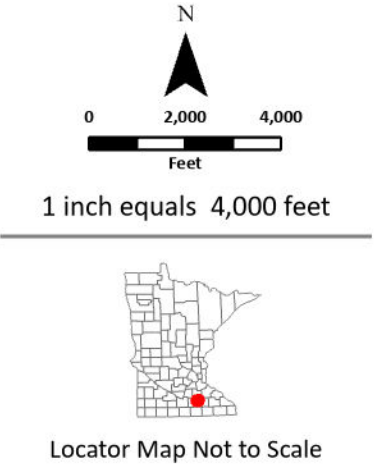
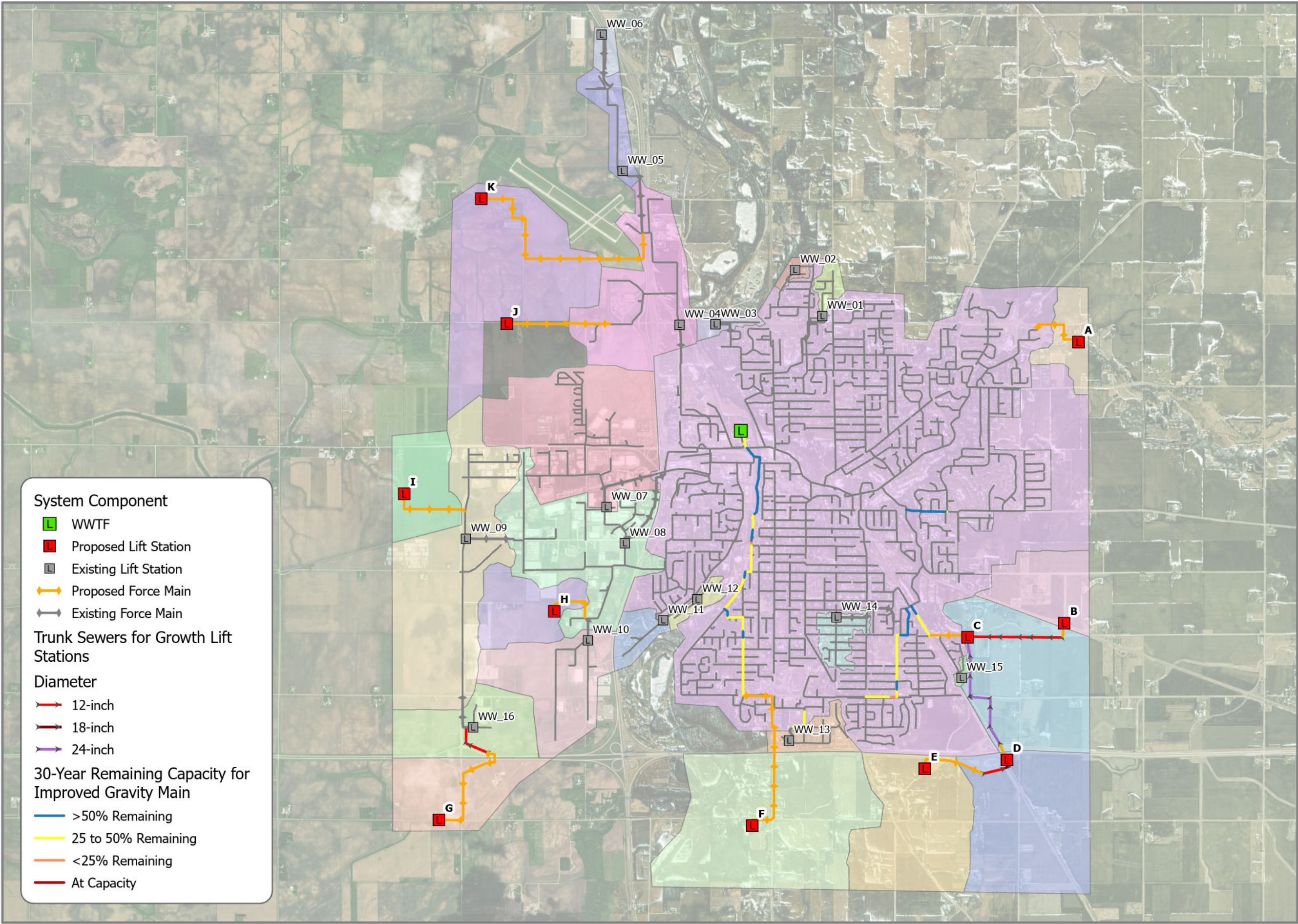
**WASTEWATER
COLLECTION SYSTEM**

**30-YEAR
IMPROVEMENTS
PROJECTS**

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023





Owatonna
Steele County, MN

FIGURE 8.4

**WASTEWATER
COLLECTION SYSTEM**

**REMAINING
CAPACITY OF
30-YEAR
IMPROVEMENTS**

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023



CHAPTER 9 RECOMMENDED IMPROVEMENTS

This chapter presents recommended CIP projects identified in the course of assessing the current wastewater collection system and evaluating the 30-year growth period and buildout. The recommended wastewater collection system improvement projects represent the results of:

- The existing system evaluation.
- The future system evaluation.
- Multiple meetings with City staff.

This chapter includes descriptions of the CIP projects, cost estimate methodology, and project implementation considerations.

9.1 30-Year CIP Project List

Several improvement projects were identified to correct existing system deficiencies and additional flow from the 30-year planning horizon. A map showing the proposed improvements was previously shown in **Figure 8.3**. The 30-year improvements are proposed to be broken into six main improvement projects with a summary of each provided below:

1. Replace the main trunk sewer from the WWTF to the south along the Straight River to approximately Rose Street. This project would consist of replacing the existing gravity main with gravity mains ranging in size from 30-inch to 48-inch at the WWTF. The project would also revise the grading of the gravity sewer to eliminate improper slopes. If construction access is difficult in the pipeline replacement location, it may be possible for this pipeline to cross the Straight River approximately at Rose Street and continue along the west side of the river to the WWTF.
2. Continue replacement of the main trunk sewer from Rose Street to School Street along Walnut Avenue. This project would consist of replacing the existing trunk sewer with gravity mains ranging in size from 21-inch and 30-inch.
3. Replace the gravity mains along 18th Street SE, Smith Avenue, Havana Road, and Cardinal Drive starting at Truman Avenue and ending at approximately Bixby Road, and along Bixby Road between Havana Road and approximately Johnson Place SE.
4. Connect the existing 8-inch gravity mains between Carriage Lane and Pebble Beach Drive and replace the existing 8-inch and 10-inch gravity mains along Rose Street from Pebble Beach Drive to Izaak Walton Creek. An alternative to this could be to replace the existing 8-inch gravity main along Oakwood Lane between Crestview Lane and Rose Street with a 12-inch gravity main.

5. Continue replacement of the main trunk sewer along the east side of the Straight River by replacing the existing 12-inch pipeline along Mosher Avenue from School Street to approximately Plainview Street.
6. Replace the existing 8-inch and 10-inch gravity mains along Linn Avenue between 18th Street and Southview Street, and west to Mosher Avenue with an 18-inch pipeline.

9.1.1 Additional Buildout Project Considerations

In addition to the improvements that were identified in the 30-year system analysis, there were several other improvements that were identified with the addition of buildout flows into the collection system. A map showing the proposed buildout improvements was previously shown in **Figure 8.1**. The following is a summary of the three potential trunk sewer improvement projects beyond those discussed in the 30-year improvements. It should be noted that the timing of these improvements depends greatly on the timing, locations, and density of development throughout growth areas:

1. Additional Trunk Sewer Improvements:

- a. Replace the existing 24-inch and 27-inch gravity main along Maple Creek from Industrial Road approximately to Maple Drive with 30-inch and 36-inch pipelines.
- b. Replace the existing 18-inch and 21-inch gravity main along Izaak Walton Creek between Cherry Street and Bixby Road with 24-inch and 27-inch pipelines.
- c. Replace the existing 10-inch and 12-inch gravity main along Maple Creek between approximately Mineral Springs Parkway to Majestic Lane NE with 12-inch and 18-inch pipelines.

2. Future Lift Stations:

- a. Future lift stations were not included in the recommended CIP list as the timing of the lift stations are dependent on development timing in the areas experiencing growth. It is recommended that the City use the station sizing outlined within this report as a preliminary plan for lift station sizing and budgeting. Each lift station should be further studied as the project enters planning phases. Future studies should consider alternate force main routing, lift stations pumping to downstream lift stations, and potential land use changes.

3. Wastewater Flow Monitoring:

- a. It is recommended that the City monitor wastewater flow rate along major trunk lines as well as flows into lift station 8. Long-term monitoring will allow the City to measure I/I changes over time, determine benefit of lining programs, determine replacement areas, and plan for lift station sizing.

9.2 Opinion of Probable Project Cost for CIP Development

This section describes the methodology used to develop the Opinion of Probable Project Cost (OPPC) for the various types of projects outlined in the OWCSS and contains the following information:

- Opinion of Probable Project Cost Basis
- Estimate Classification
- Estimating Exclusions
- Total Estimated Project Cost
- Total Opinion of Probable Project Cost

9.2.1 Opinion of Probable Project Costs Basis

The OPPC values were based on the total capital investment necessary to complete a project from engineering design through construction. All estimates are based on engineering experience and judgment, recent bid tabulations for projects of similar scope, and input from area contractors and material suppliers. All costs are presented in 2023 dollars and inflated for each CIP project based on the estimated year it will be bid or constructed.

Total estimated project costs were divided into five main components, as follows:

- Hard Costs – The actual physical construction of the project (i.e., excavation, materials, labor, restoration).
- Soft Costs – Fees not directly related to labor and building materials (i.e., architecture and engineering fees, permitting/environmental, contract administration, legal).
- Property Acquisition Costs – The cost to obtain property, right-of-way, and easements.
- Contingency – Amount added to the estimated cost to cover both identified and unidentified risk events that occur on the project.
- Inflation – The application of the average annual inflation rate anticipated between the time an estimate is prepared and when the project is bid or projected for construction.

The sum of these five components is the total OPPC. The OPPC values are based on the preliminary concepts and layouts of the wastewater system components developed as a result of the hydraulic modeling of the system and corresponding recommendations. The estimate is to be an indication of fair market value and is not necessarily a reflection of the lowest bid. Fair market value is assumed to be mid-range tender considering four or more competitive bids.

9.2.2 Estimate Classification

The Association for the Advancement of Cost Engineering (AACE) provides guidelines for applying the general principles of estimate classification to project cost estimates (i.e., cost estimates that are used to evaluate, approve, and/or fund projects). The purpose for following a classification process is to align the level of estimating with the use of the information. The estimates provided in the OWCSS are classified in accordance with the criteria established by AACE cost estimating classification system referred to as Standard Practice 18R-97.

In accordance with AACE criteria, the OPPC values are representative of Class 4 estimates. A Class 4 estimate is defined as a study or feasibility estimate. Typically, the engineering effort is from 1 to 15 percent complete. Class 4 estimates are used to prepare planning-level effort cost scopes or complete an evaluation of alternative schemes, technical feasibility, and preliminary budget approval or approval to proceed to the next stage of implementation.

Expected accuracy for Class 4 estimates typically range from -30 to +50 percent, depending on the technical complexity of the project, appropriate reference information, and the inclusion of an appropriate contingency determination. Ranges could exceed those shown in unusual circumstances.

9.2.3 Estimating Exclusions

Unless specifically identified, the following estimating exclusions were assumed in the development of the cost estimates:

- Environmental mitigation of hazardous materials and/or disposal.
- O&M costs for the project components.

9.2.4 Total Estimated Project Cost

The following sections provide a breakdown of each of the different items included in each cost component associated with developing the total OPPC for each project.

9.2.4.1 Hard Costs

Hard costs, sometimes referred to as contractor construction costs, represent the actual physical construction of a project. This section was divided into component unit costs and hard cost markups. The following sources of information were used to compile the hard cost estimates:

- Review of past construction bid tabs for similar projects.
- Review of current city estimates of construction costs.

- Review of recently bid projects for city replacement projects.
- Vendor, supplier, and contractor estimates for specific equipment and materials.

9.2.4.1.1 Component Unit Costs

All estimates are based on engineering experience and judgment, recent bid tabulations for projects of similar scope, cost indexing, and input from area contractors and material suppliers. For specific equipment and materials, information was requested from vendors and suppliers and the costs were increased by applying a multiplication factor to include the related costs and expenses (such as labor, connections, and miscellaneous materials) required to complete the installation.

9.2.4.1.2 Unpaved Gravity Sewer Main

The pipe material assumed for new, unpaved, gravity sewer mains located outside public right-of-way in an easement was ASTM D3034 SDR35 PVC for pipes ranging from 8 inches to 15 inches in diameter. Pipe material for pipe sizes between 18 inches and 36 inches was assumed to be ASTM F679 PS46 PVC. **Table 9-1** presents the unpaved gravity main construction costs. The cost is based on the following assumptions:

- Earthwork
 - Trench depth of 8 feet to 20 feet to the top of pipe.
 - Utility bedding for pipe and compaction of bedding in the trench.
 - Full depth import backfill and compaction.
- 48-inch diameter sewer manhole every 200 ft. (on average) for 8- to 18-inch pipe sizes.
- 60-inch diameter sewer manhole every 200 ft. (on average) for 36-inch pipe size.
- Includes hydroseeding surface restoration of unpaved areas.

Table 9-1: Unpaved Gravity Main Cost per Linear Foot

Pipe Diameter (inches)	C900 PVC Pipe (\$/linear foot)
8	\$165
10	\$170
12	\$180
15	\$185
18	\$190
36	\$275

9.2.4.1.3 Paved Gravity Sewer Mains

The pipe material assumed for new gravity sewer mains located within paved public right-of-way was ASTM D3034 SDR35 PVC for pipes ranging from 8 inches to 15 inches in diameter, while pipe sizes between 18-inches and 36-inches were assumed to be ASTM F679 PS46 PVC. **Table 9-2** presents the paved gravity main construction costs. The cost is based on the following assumptions:

- Earthwork
 - Trench depth of 8 feet to 12 feet to the top of pipe.
 - Utility bedding for pipe and compaction of bedding in the trench.
 - Full depth import backfill and compaction.
- 48-inch diameter sewer manhole every 200 ft. (on average) for 8- to 18-inch pipe sizes.
- 60-inch diameter sewer manhole every 200 ft. (on average) for 30- to 36-inch pipe sizes.
- Includes asphalt pavement removal and replacement of existing paved areas.

Table 9-2: Paved Gravity Main Cost per Linear Foot

Pipe Diameter (inches)	C900 PVC Pipe (\$/linear foot)
8	\$250
10	\$255
12	\$260
15	\$270
18	\$275
21	\$290
24	\$305
27	\$320
30	\$330
36	\$360
42	\$390
48	\$425

Please note that the costs of curb and gutter or sidewalk removal and replacement are not included.

9.2.4.1.4 Paved and Unpaved Sewer Force Mains

The pipe material assumed for new paved and unpaved sewer force mains located within public right-of-way was DR18 C900 PVC for pipes ranging from 4 inches to 12 inches in diameter. **Table 9-3** presents the paved and unpaved sewer force main construction costs. The cost is based on the following assumptions:

- Earthwork
 - Trench depth of 6 feet to 8 feet to the top of pipe.
 - Utility bedding for pipe and compaction of bedding in the trench.
 - Full depth import backfill and compaction.
- Includes a plug valve every 1,000 feet (on average).
- Includes hydroseeding surface restoration of unpaved areas.
- Includes asphalt pavement removal and replacement of existing paved areas.

Table 9-3: Paved and Unpaved Sewer Force Main Cost per Linear Foot

Pipe Diameter (inches)	C900 PVC Pipe (\$/linear foot)
4 (Unpaved)	\$115
8 (Unpaved)	\$125
10 (Unpaved)	\$135
4 (Paved)	\$195
10 (Paved)	\$215

9.2.4.1.5 Other Sewer Main Items

Additional items included in the sewer main cost estimates are presented below:

- Sewer Main Connections of proposed mains to other mains in the system (**Table 9-4**).
- Sewer Main Crossings (**Table 9-5**).

Table 9-4: Sewer Main Connection Costs

Connecting Pipe Diameter (inches)	Cost per Connection (\$/each)
Existing Sewer Service Connection	\$2,200
Existing Sewer Main Connection	\$6,400
Lift Station Connection	\$6,400

Table 9-5: Sewer Main Crossing Costs

Pipe Diameter (inches)	Crossing Type	Cost (\$/linear foot)
18 - 24	Road Crossing/Bore	\$1,000
<18	Road Crossing/Bore	\$500

9.2.4.1.6 Sewer Lift Station Facilities

Project costs for proposed lift station facilities were prepared for several different sizes. Costs were based on information obtained from package lift station vendors, previous construction experience, and recently bid projects for similar lift station projects. The cost is based on the following assumptions:

- Wet well structures vary depending on associated capacity requirements.
- Includes major components (i.e. pumps, fittings, valves, electrical, emergency generator, odor control, and communications).
- Includes site access, grading, fencing, and landscaping.

Project cost estimates for construction of sewer lift stations were based on planning level costs depending on overall capacity and whether it was for a retrofit of an existing lift station or construction of a new lift station facility, as shown in **Table 9-6**. Costs assigned to lift stations were general in definition and items such as vault assemblies associated with force mains were not included but would likely be covered as part of project contingencies if needed.

Table 9-6: Sewer Lift Station Facility Costs

Lift Station Size and Type	Cost (\$)
New Lift Station (small pumps less than 150 gpm)	\$500,000
New Lift Station (medium pumps 150 gpm to 500 gpm)	\$750,000
New Lift Station (large pumps 500 gpm to 1,000 gpm)	\$950,000
New Lift Station (very large pumps 1,000 gpm to 2,500 gpm)	\$1,500,000

9.2.4.2 Hard Cost Markups

Hard costs markups are applied to the hard costs and construction costs to calculate total construction costs. The hard cost markups are reflected in the individual capital improvement project cost estimates. Markups vary depending on the size and type of the project.

- Mobilization/demobilization/insurance/permits/bonds – 0-8 percent
 - Mobilization costs include the administrative costs and expenses to mobilize materials, equipment, and labor to the jobsite and demobilize upon project completion. Costs associated with contractor insurance, permits, and bonding are also included.
- Traffic Control – 0-5 percent
 - Traffic control was assigned to projects that occur in the public right-of-way, primarily gravity main replacement or force main projects.
- Erosion Control – 0-1 percent
 - Erosion control is required for all construction projects to ensure compliance with Storm Water Pollution Prevention Plans.
- Testing and Construction Surveying – 0-3 percent
 - Costs associated with materials testing during construction in addition to construction surveying and staking.

9.2.4.3 Soft Costs

To adequately complete the planning, design, and construction of projects listed in this OWCSS, there are significant soft costs that will be required. Soft costs are non-construction labor costs consisting of architecture and engineering fees, permitting and environmental compliance, contract administration, legal fees, etc. Soft costs are applied to the hard costs plus the hard cost markups. A breakdown and summary of the soft costs that were included in the cost estimates are provided below.

- Engineering Design – 0-20 percent
 - Costs include preliminary engineering through final design, which involves the development of final project plans and specifications that will be stamped by a professional consulting engineer. Engineering costs include disciplines such as process, civil, electrical, mechanical, architectural, and structural. Costs also include surveying, testing, investigations, and inspections during the design phase. Examples include surveys of pipeline alignments and facility parcels,

security and safety inspections, material and geological testing, and inspection services.

- Construction Administration and Management – 0-10 percent
 - Costs include services to provide quality control, quality assurance, and construction management during the construction phase and services associated with the initial operation including training of operational, maintenance, and supervisory staff.
- Legal and Administrative – 0-5 percent
 - Costs associated with the local and State project approval process, and any legal costs, are included in this category. Responsible tasks may include road crossing permits, construction permits, county building permits, inter-disciplinary team meetings, NEPA compliance, expenses incurred by the City, etc.

9.2.4.3.1 Contingency

A contingency is an amount added to the base cost to cover both identified and unidentified risk events that occur on the project. A contingency value of 25 percent was assumed for the proposed projects. The contingency values were added to the overall project base cost (i.e. hard and soft costs) in anticipation of uncertainties inherent to the planning-level analysis completed for the OWCSS.

9.2.4.3.2 Inflation

Projects intended for construction several years in the future include a factor for inflationary impacts to address the general trend of cost indices, which accounts for future labor, material, and equipment cost increases beyond values at the time the estimate is prepared. For this planning-level analysis, the 2023 project costs were inflated to the construction year anticipated for each CIP project. An annual average inflation rate was generated based on historic inflation data to estimate inflation trends into the future.

9.2.4.4 Summary of Estimate Markups

Table 9-7 provides a summary of suggested hard costs markups, soft costs, and contingency rate percentages.

Table 9-7: Total Estimate Project Markup Summary

Item	Rate Range (%)
Hard Cost Markups	
Mobilization/Demobilization/Insurance/Permits/Bonds	0-8
Traffic Control	0-5
Erosion Control	0-1
Testing and Construction Surveying	0-3
Soft Costs	
Engineering Design	0-20
Construction Administration and Management	0-10
Legal and Administrative	0-5
Other	
Contingency	25
Estimated Annual Inflation	5

9.2.5 Opinion of Probable Project Cost (OPPC) Sheets

Appendix E provides the OPPC cost sheets used to generate estimated cost information for each proposed 30-year capital improvement project identified in this chapter. **Appendix F** provides the OPPC cost sheets used to generate estimated cost information for each proposed future lift station based on 30-year flow rates.

9.3 CIP Timing, Prioritization, and Implementation

Following the basis of planning detailed in **Chapter 3**, CIPs identified within this OWCSS were prioritized primarily based on existing system deficiencies. The prioritization of the projects is shown in **Figure 9.1**. For the purposes of this report, it was assumed that one of these capital improvements projects would be completed each year beginning in 2024. The estimated project costs for the proposed 30-year capital improvement projects, as well as the proposed year of construction, are summarized in **Table 9-8**. Cost estimates were also developed for each proposed future lift station. A summary of the costs for each lift station is provided in **Table 9-9**. Due to unknown timing of development, the lift station costs were not indexed and are shown in 2023 dollars.

Table 9-8: 30-Year CIP OPPC

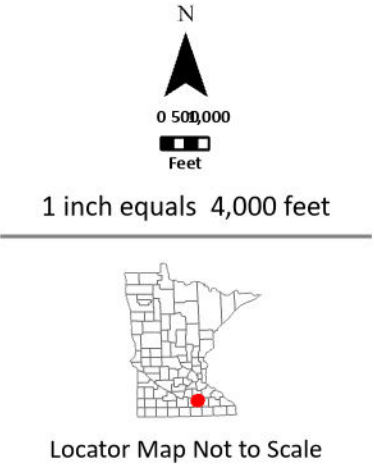
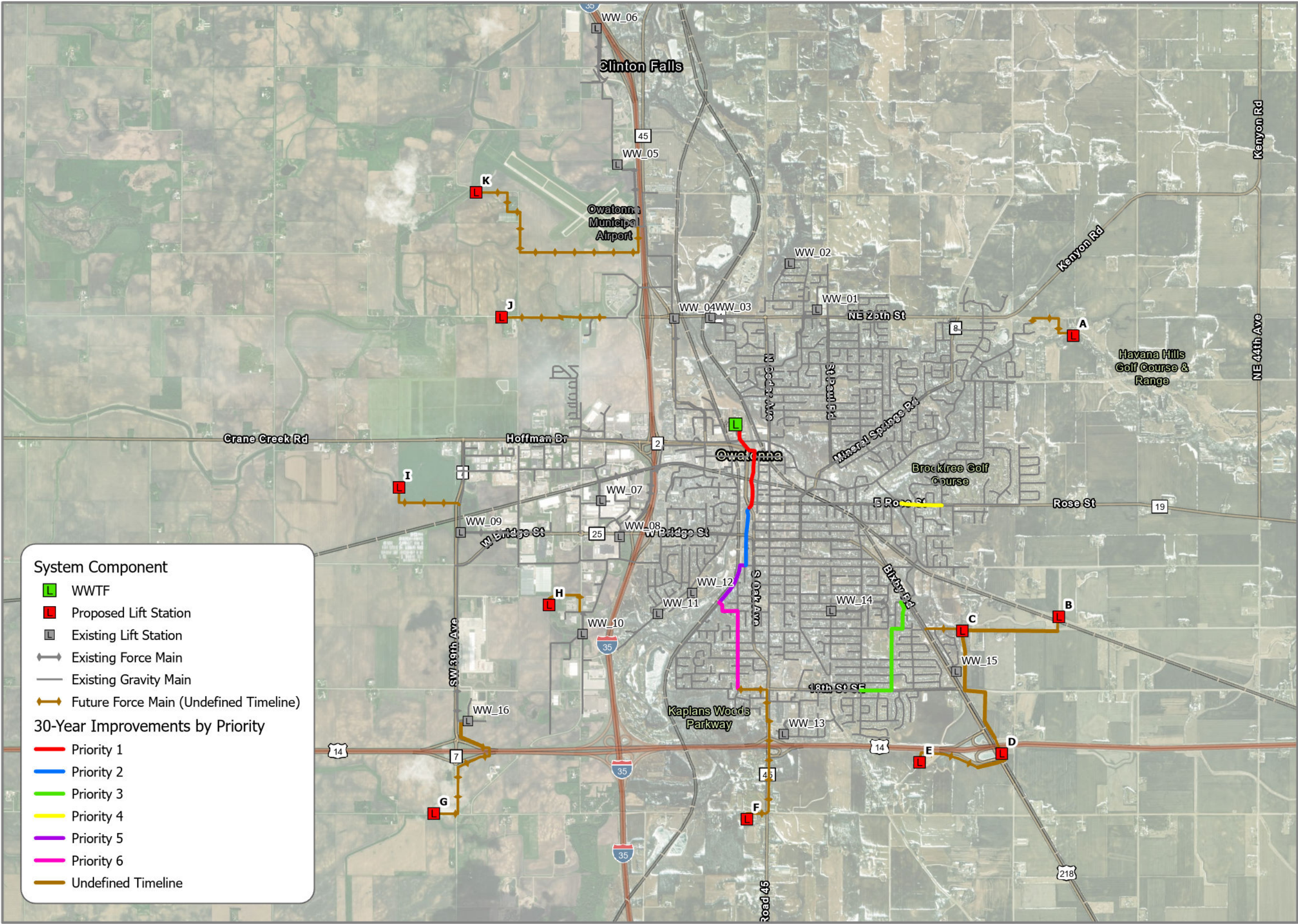
Project Number	Capital Improvement Project	Anticipated CIP Year	Estimated CIP Cost ¹
WW-01	Straight River Trunk Sewer #1	2024	\$2,759,619
WW-02	Straight River Trunk Sewer #2	2025	\$1,523,750
WW-03	18 th St and Smith Ave Trunk Sewer	2026	\$3,142,929
WW-04	Oakwood Lane Sewer Replacement	2027	\$999,442
WW-05	Straight River Trunk Sewer #3	2028	\$1,412,103
WW-06	Linn Ave Trunk Sewer	2029	\$2,936,955
TOTAL			\$12,774,798

¹Costs are indexed to the year of construction.

Table 9-9: Future Lift Station and Force Main Costs

Project No.	Peak Flow – 30-yr (gpm)	Force Main Diam (in)	Force Main Length (ft)	Anticipated CIP Cost ¹
LS_A	65	4	2,640	\$1,468,541
LS_B	80	4	620	\$1,186,288
LS_C	915	10	1,680	\$3,783,528
LS_D	555	8	750	\$2,601,329
LS_E	170	4	3,000	\$1,892,782
LS_F	210	4	8,200	\$3,848,490
LS_G	105	4	5,100	\$2,623,708
LS_H	105	4	2,400	\$1,759,714
LS_I	30	4	3,300	\$1,614,916
LS_J	115	4	4,500	\$2,225,452
LS_K	70	4	10,600	\$3,233,910
TOTAL				\$26,238,655

¹Costs are in 2023 dollars.



Owatonna
Steele County, MN

FIGURE 9.1

**WASTEWATER
COLLECTION SYSTEM**

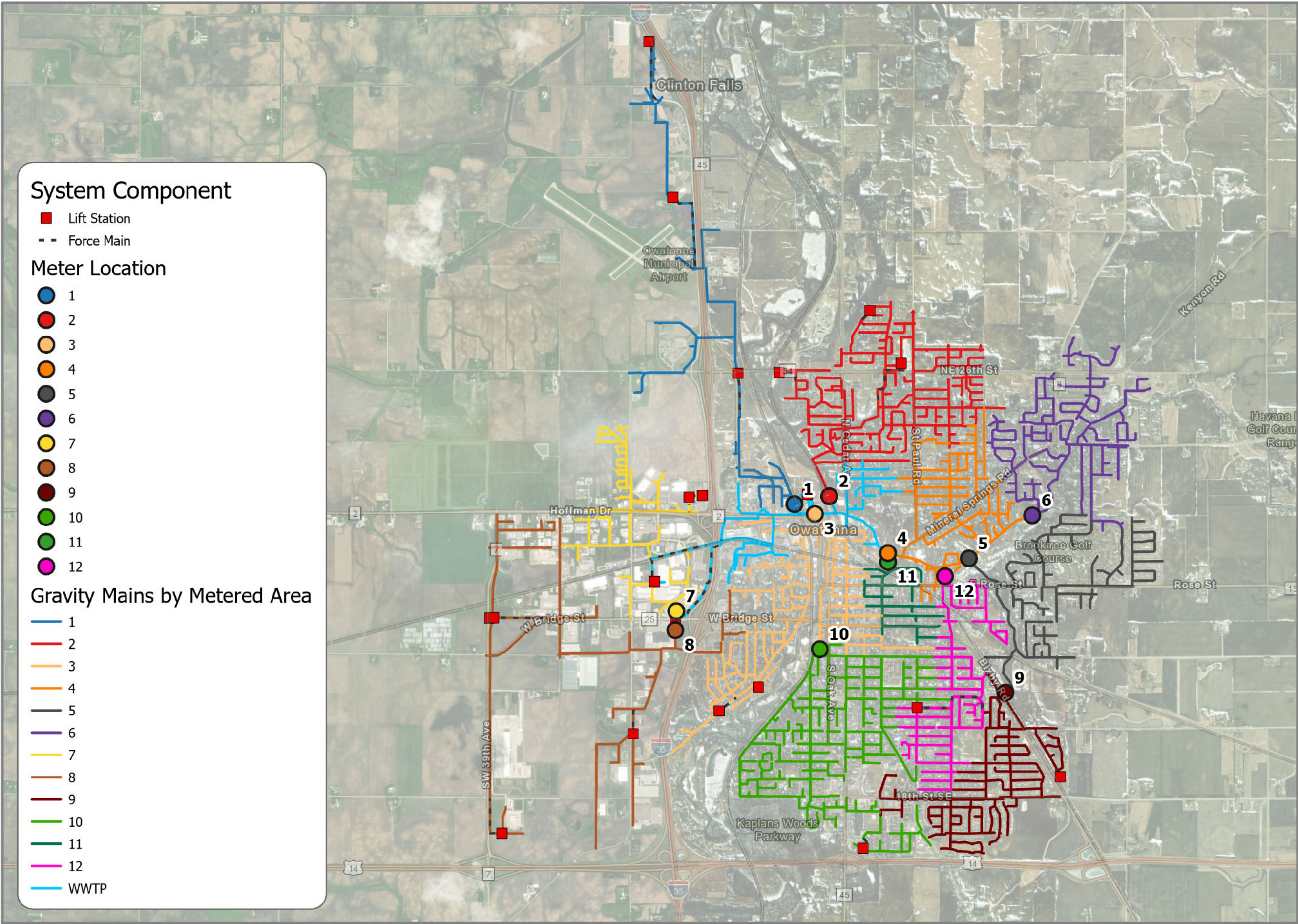
**30-YEAR
IMPROVEMENTS
PRIORITIZATION**

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023



Appendix A – Flow Monitoring Locations



1 inch equals 3,500 feet



Locator Map Not to Scale

Owatonna
Steele County, MN

**WASTEWATER
COLLECTION SYSTEM**

**FLOW MONITORING
LOCATIONS
AND
METERED AREAS**

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023





N
0 50 100
Feet
1 inch equals 200 feet

Locator Map Not to Scale

Owatonna
Steele County, MN

**WASTEWATER
COLLECTION SYSTEM**

**FLOW MONITORING
LOCATIONS
AND
METERED AREAS**

Meter Location
1 (15" VCP)

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023





N

0 50 100

Feet

1 inch equals 200 feet

Locator Map Not to Scale

Owatonna

Steele County, MN

**WASTEWATER
COLLECTION SYSTEM**

**FLOW MONITORING
LOCATIONS
AND
METERED AREAS**

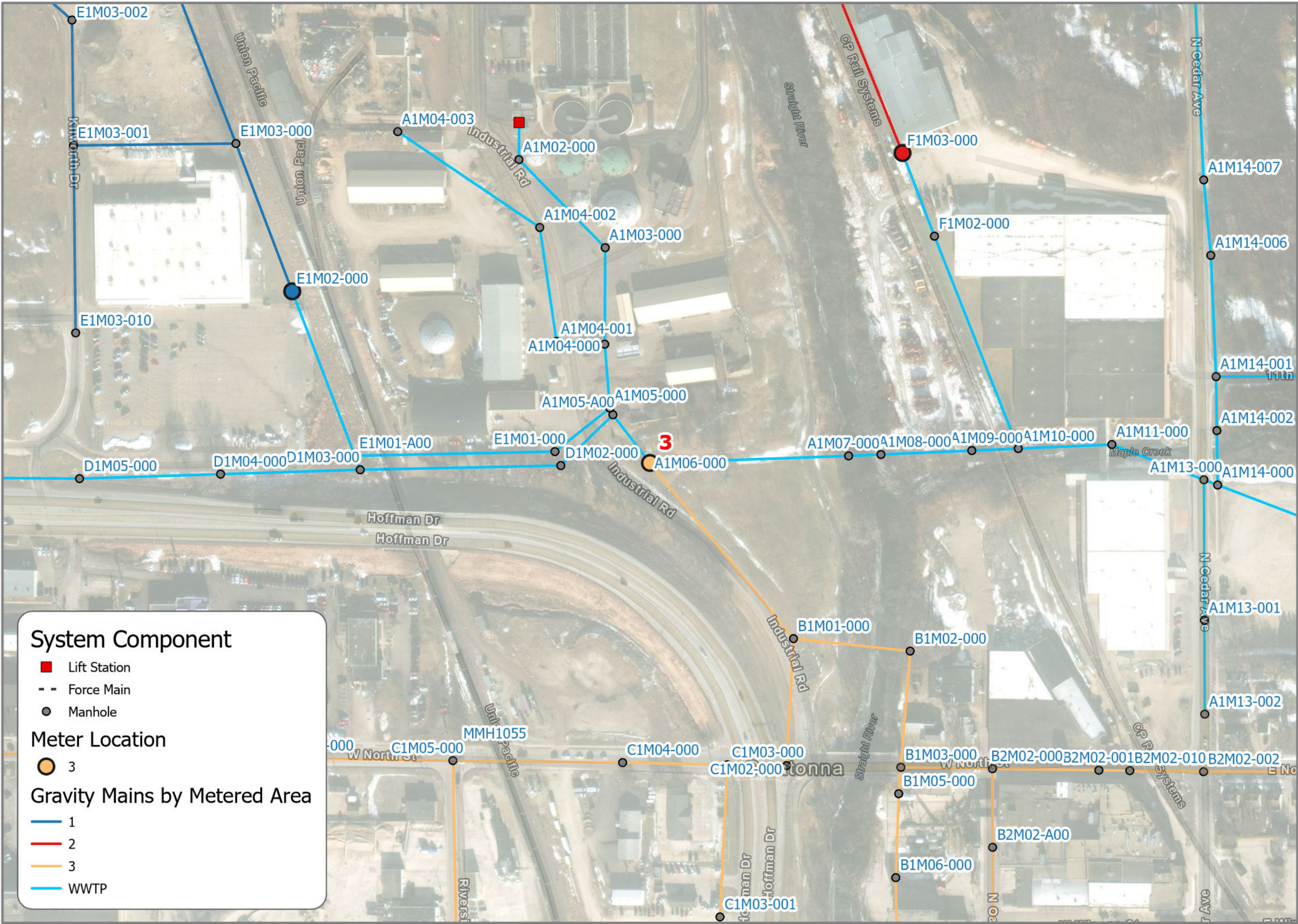
Meter Location

2 (24" RCP)

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023





N

0 50 100

Feet

1 inch equals 200 feet

Locator Map Not to Scale

Owatonna
Steele County, MN

**WASTEWATER
COLLECTION SYSTEM**

**FLOW MONITORING
LOCATIONS
AND
METERED AREAS**

Meter Location

3 (24" VCP)

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023





System Component

- -

 Force Main

●

 Manhole

Meter Location

● 4

Gravity Mains by Metered Area

— 3

— 4

— 11

— WWTTP

N

0 50 100

Feet

1 inch equals 200 feet

Locator Map Not to Scale

Owatonna
Steele County, MN

WASTEWATER
COLLECTION SYSTEM

FLOW MONITORING
LOCATIONS
AND
METERED AREAS

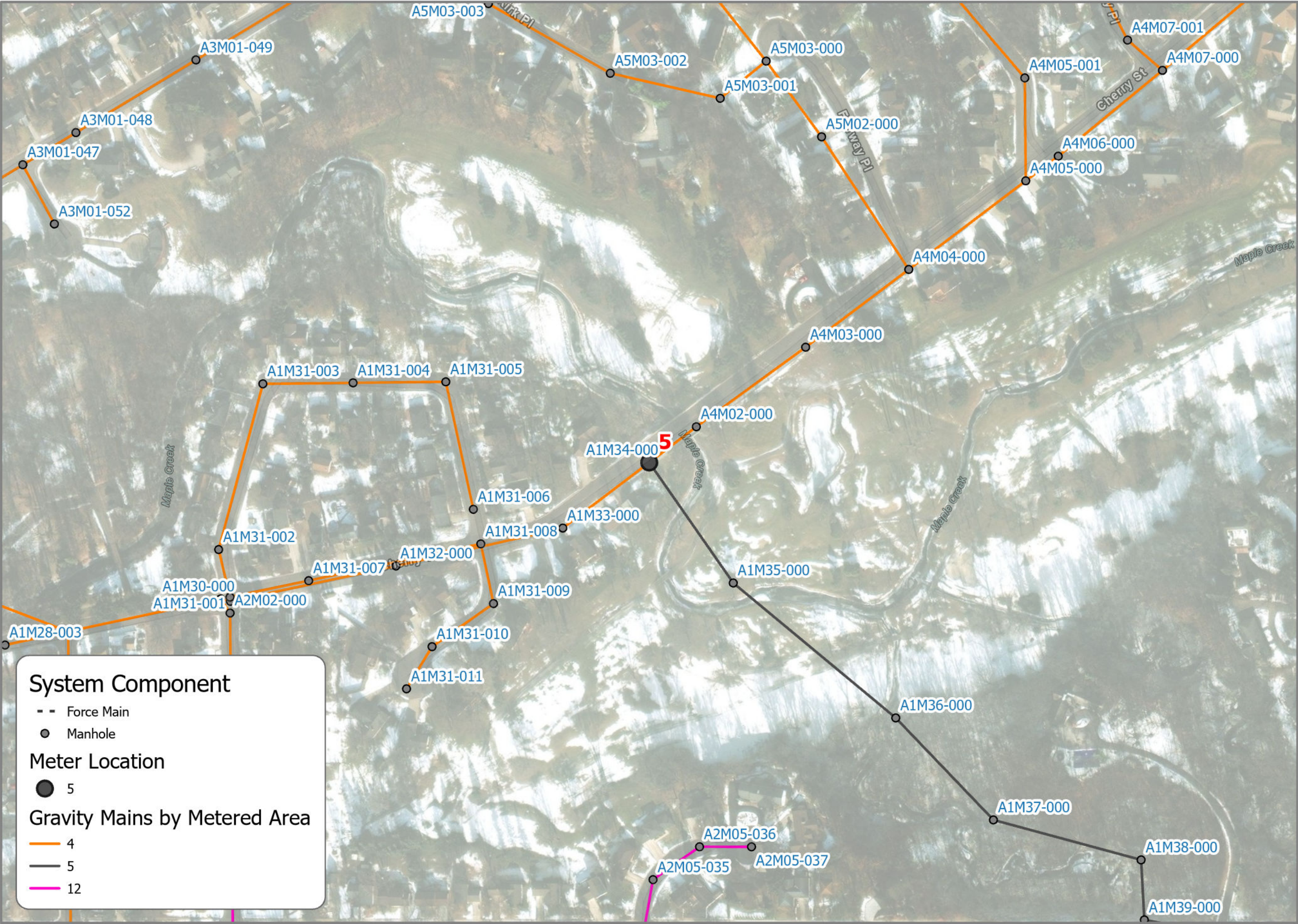
Meter Location

4 (27" RCP)

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023





N

0

50

100

Feet

1 inch equals 200 feet

Locator Map Not to Scale

Owatonna
Steele County, MN

WASTEWATER
COLLECTION SYSTEM

FLOW MONITORING
LOCATIONS
AND
METERED AREAS

Meter Location

5 (21" RCP)

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023

Information depicted may include data unverified by AE2S. Any reliance upon such data is at the user's own risk. AE2S does not warrant this map or its features are either spatially or temporally accurate.
Coordinate System: NAD 1983 HARN Adj MN Steele Feet | Edited by: DVoeller | E:\Data\Projects\O\Owatonna\Wastewater Collection System\Hydraulic Model\Owatonna Mapping\Owatonna Maps.aprx | 03 - Meter Location Map Book

Page 277 of 344



N

0 50 100
Feet

1 inch equals 200 feet

Locator Map Not to Scale

Owatonna
Steele County, MN

**WASTEWATER
COLLECTION SYSTEM**

**FLOW MONITORING
LOCATIONS
AND
METERED AREAS**

Meter Location

6 (18" PVC)

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023





System Component

- Lift Station
- Force Main
- Manhole

Meter Location

- 7

Gravity Mains by Metered Area

- 7
- 8
- WWTP

N

0

50

100

Feet

1 inch equals 200 feet

Locator Map Not to Scale

Owatonna
Steele County, MN

WASTEWATER
COLLECTION SYSTEM

FLOW MONITORING
LOCATIONS
AND
METERED AREAS

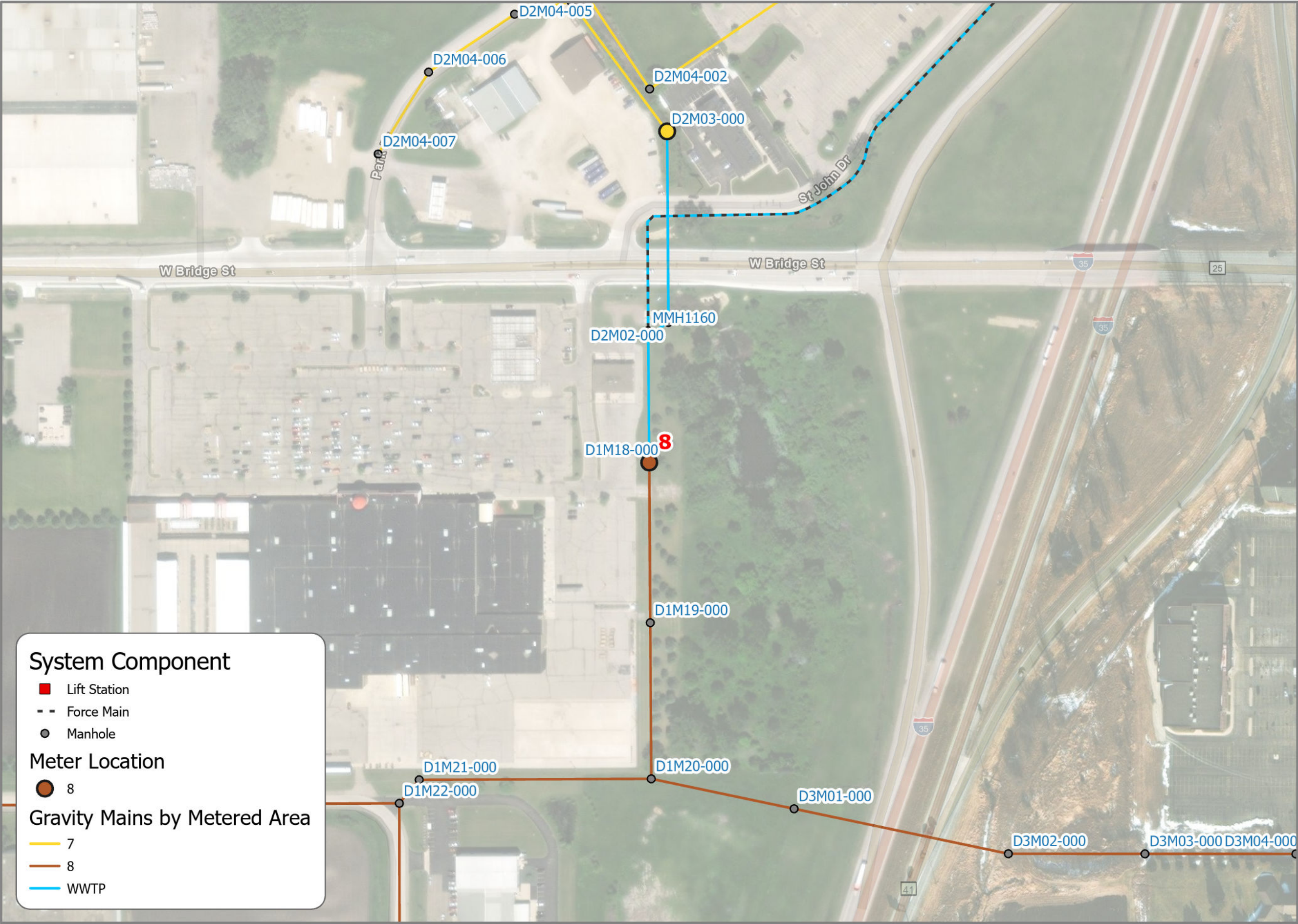
Meter Location

7 (21" PVC)

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023





N

0 50 100

Feet

1 inch equals 200 feet

Locator Map Not to Scale

Owatonna
Steele County, MN

**WASTEWATER
COLLECTION SYSTEM**

**FLOW MONITORING
LOCATIONS
AND
METERED AREAS**

Meter Location

8 (24" RCP)

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023





N

0 50 100
Feet

1 inch equals 200 feet

Locator Map Not to Scale

Owatonna
Steele County, MN

**WASTEWATER
COLLECTION SYSTEM**

**FLOW MONITORING
LOCATIONS
AND
METERED AREAS**

Meter Location

9 (21" RCP)

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023

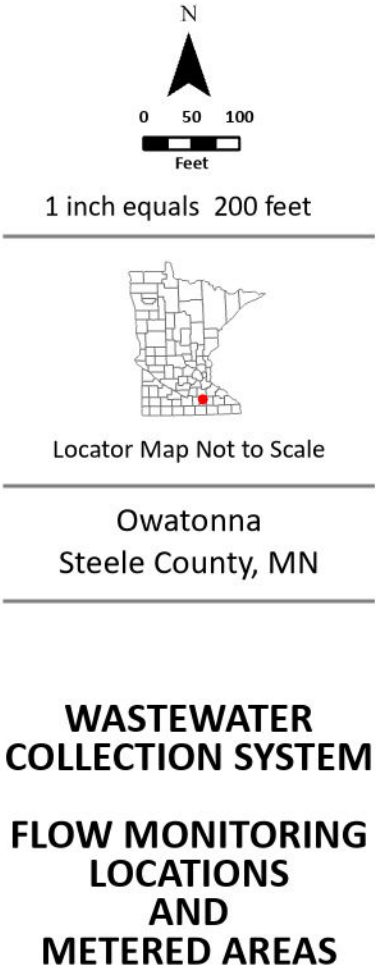
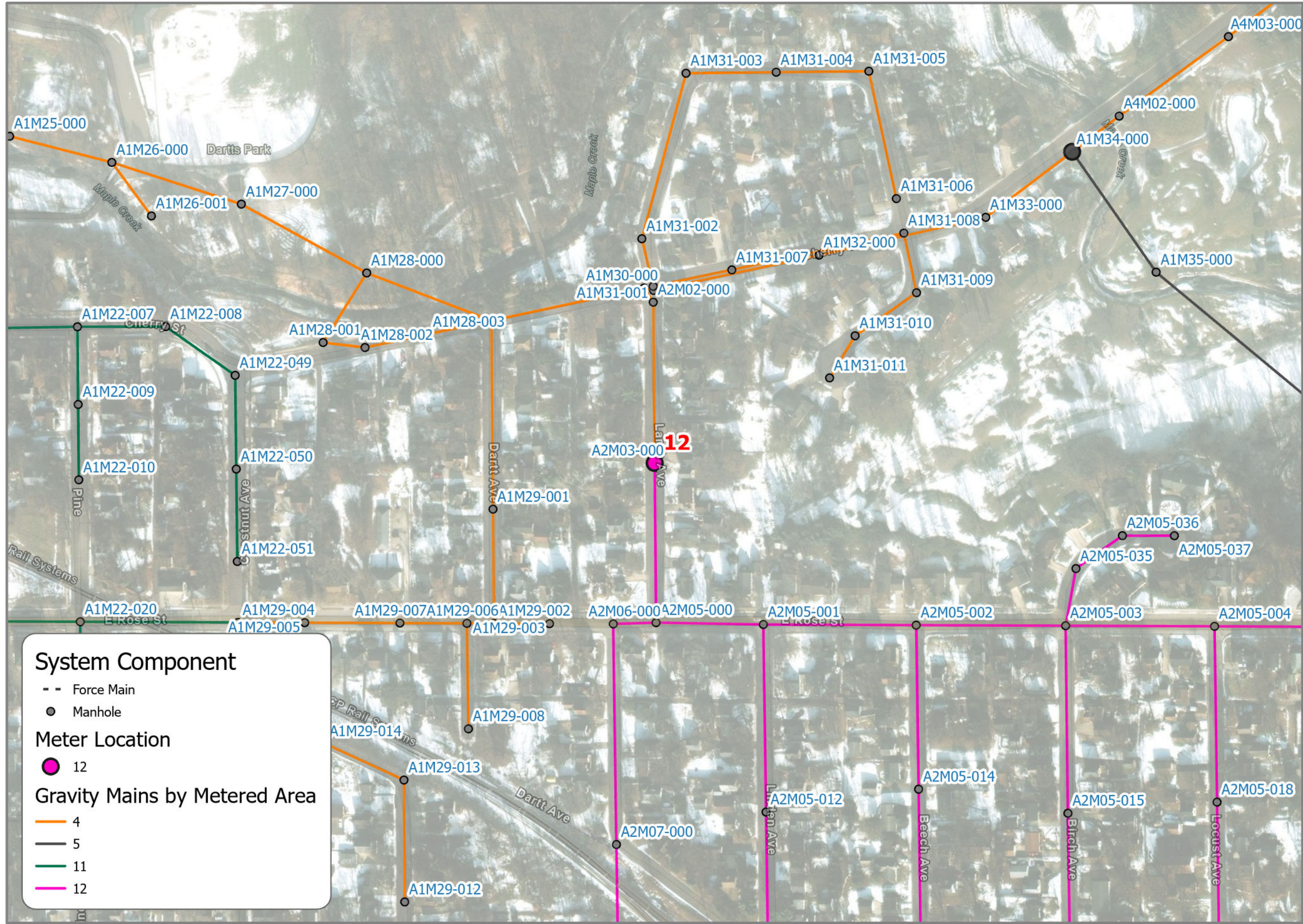




2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023





Meter Location

12 (18" PVC)

2022 SANITARY SEWER
SYSTEM STUDY

Date: 11/18/2023



Appendix B – Flow Monitoring Charts for Base Flow

Owatonna site 1

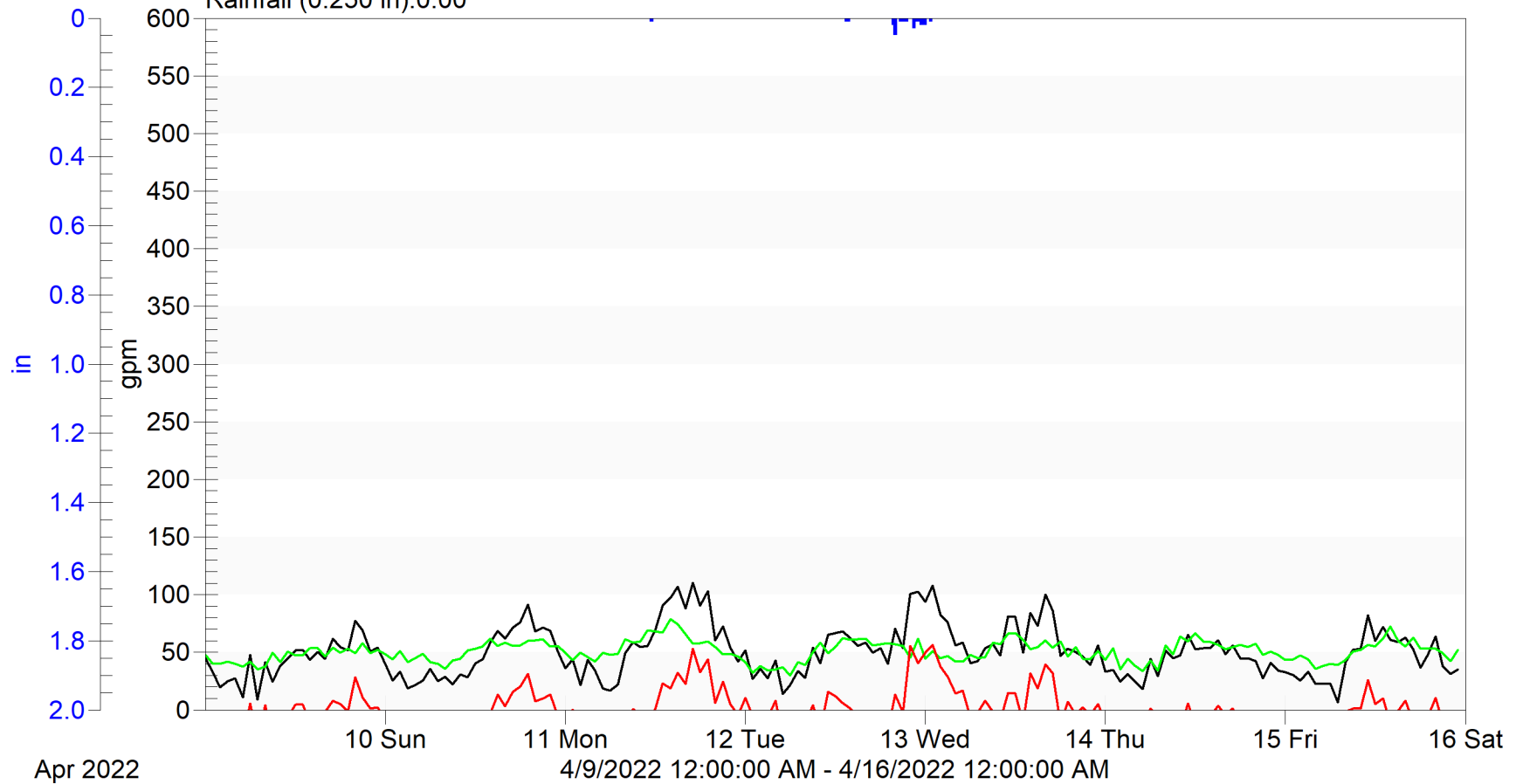
Flowlink 5

Flow Rate (50.04 gpm);Total (0.504 mgal):44.68

RC_Dry_7_9_22 (50.74 gpm);Total (0.511 mgal):47.69

Site 1 - I&I (-0.701 gpm);Total (-0.00706 mgal):-3.01

Rainfall (0.250 in):0.00



Owatonna Site 2

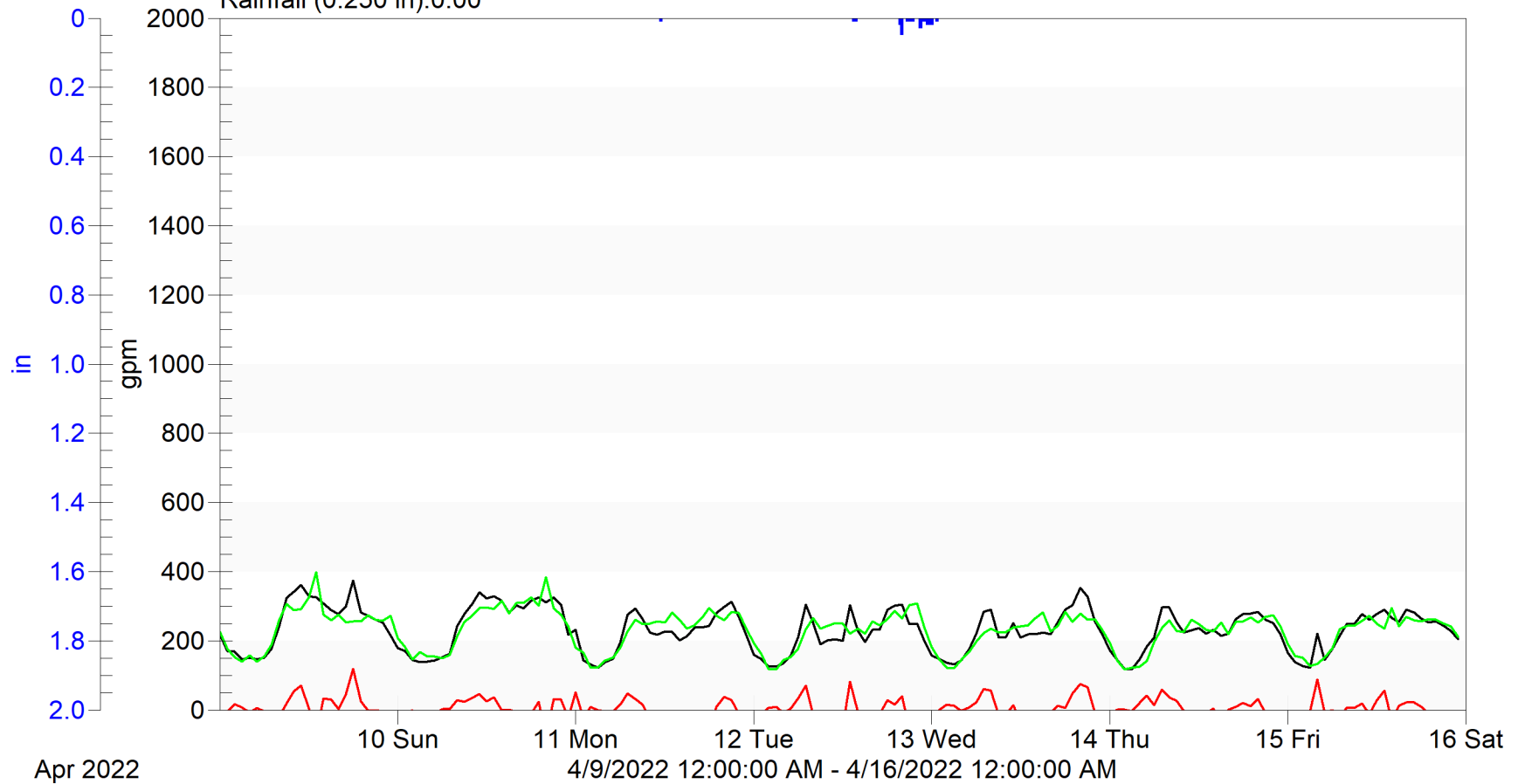
Flowlink 5

Flow Rate (231.51 gpm);Total (2.33 mgal):217.78

RC_Dry_7_9_22 (229.68 gpm);Total (2.32 mgal):225.53

Site 2 - I&I (1.83 gpm);Total (0.0185 mgal):-7.75

Rainfall (0.250 in):0.00



Owatonna Site 3

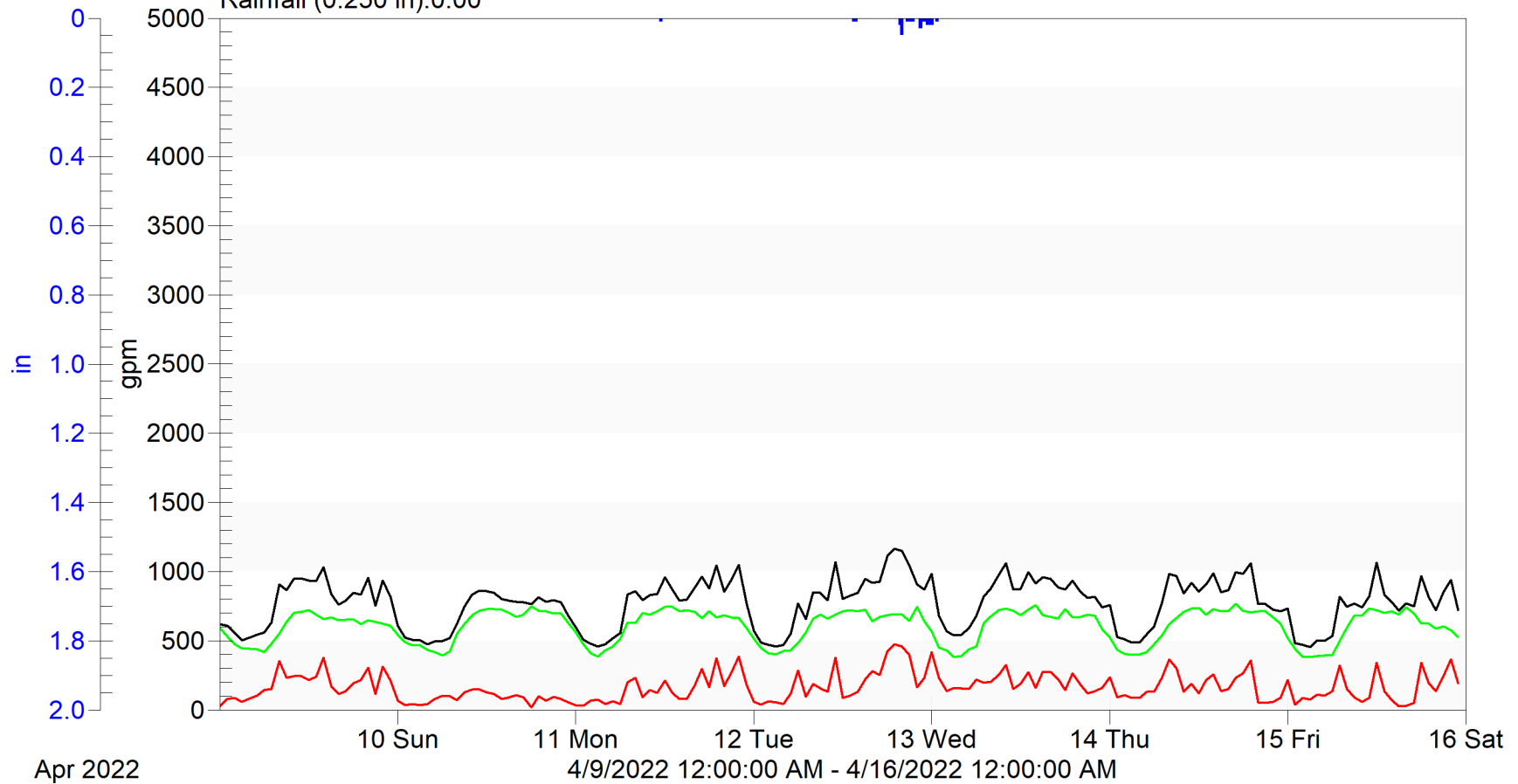
Flowlink 5

Flow Rate (770.99 gpm);Total (7.77 mgal):618.56

RC_DRY_7_9_22 (606.76 gpm);Total (6.12 mgal):591.26

Site 3 - I&I (164.23 gpm);Total (1.66 mgal):27.30

Rainfall (0.250 in):0.00



Owatonna Site 4

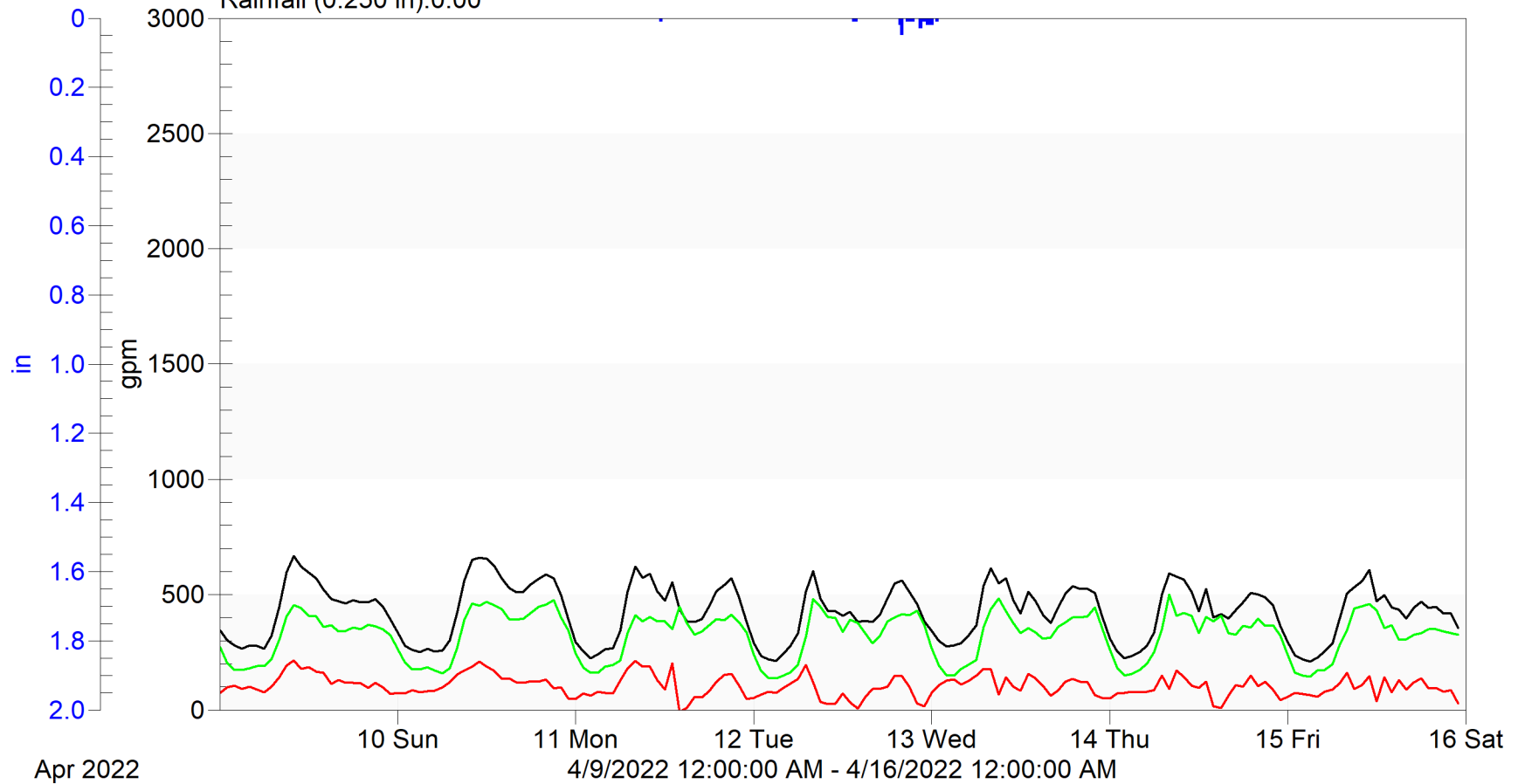
Flowlink 5

Flow Rate (426.14 gpm);Total (4.30 mgal):346.49

RC_Dry_7_9_22 (322.51 gpm);Total (3.25 mgal):273.63

Site 4 - I&I (103.64 gpm);Total (1.04 mgal):72.87

Rainfall (0.250 in):0.00



Owatonna Site 5

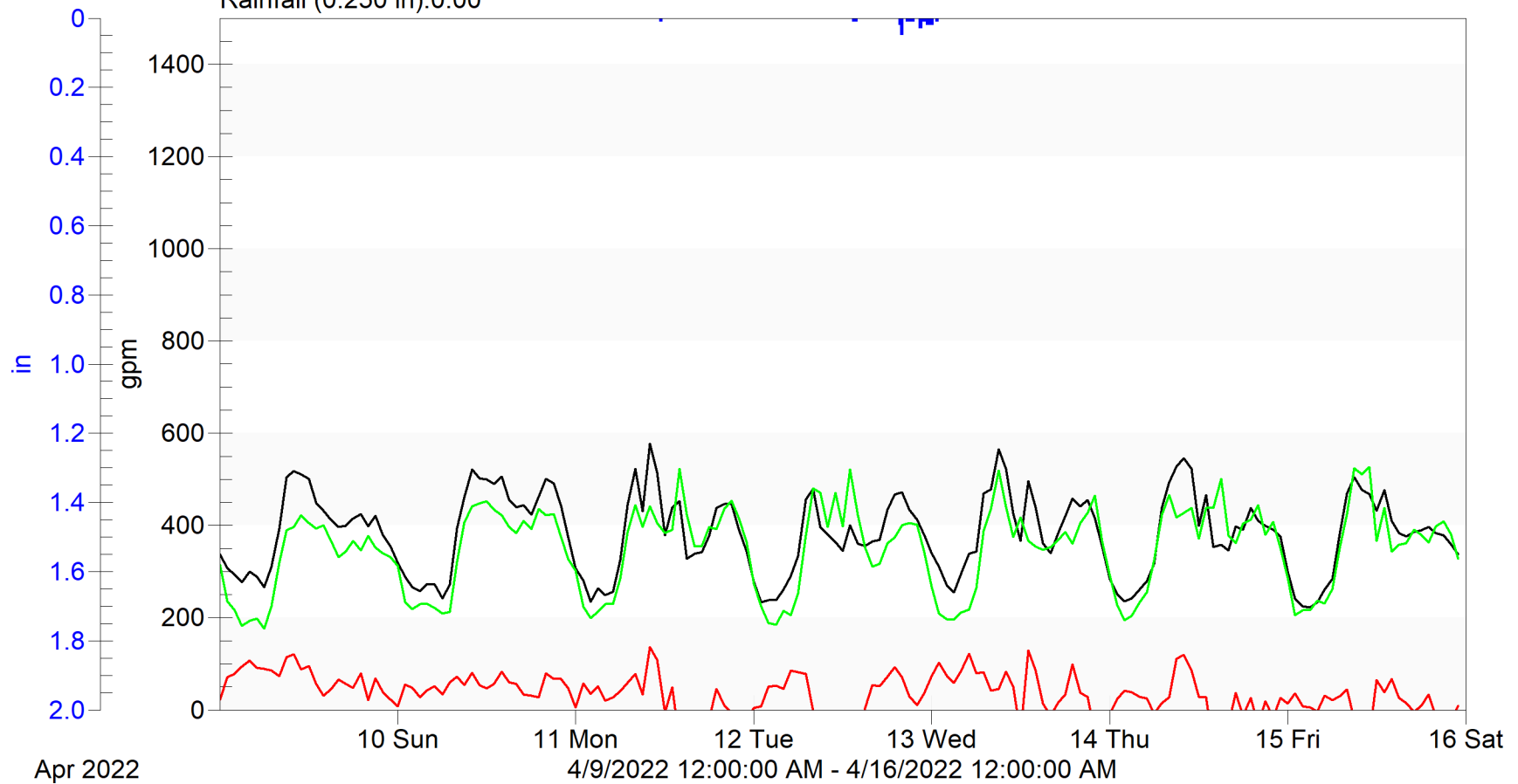
Flowlink 5

Flow Rate (382.15 gpm);Total (3.85 mgal):336.84

RC_Dry_7_9_22 (348.82 gpm);Total (3.52 mgal):314.33

Site 5 - I&I (33.33 gpm);Total (0.336 mgal):22.51

Rainfall (0.250 in):0.00



Owatonna Site 6

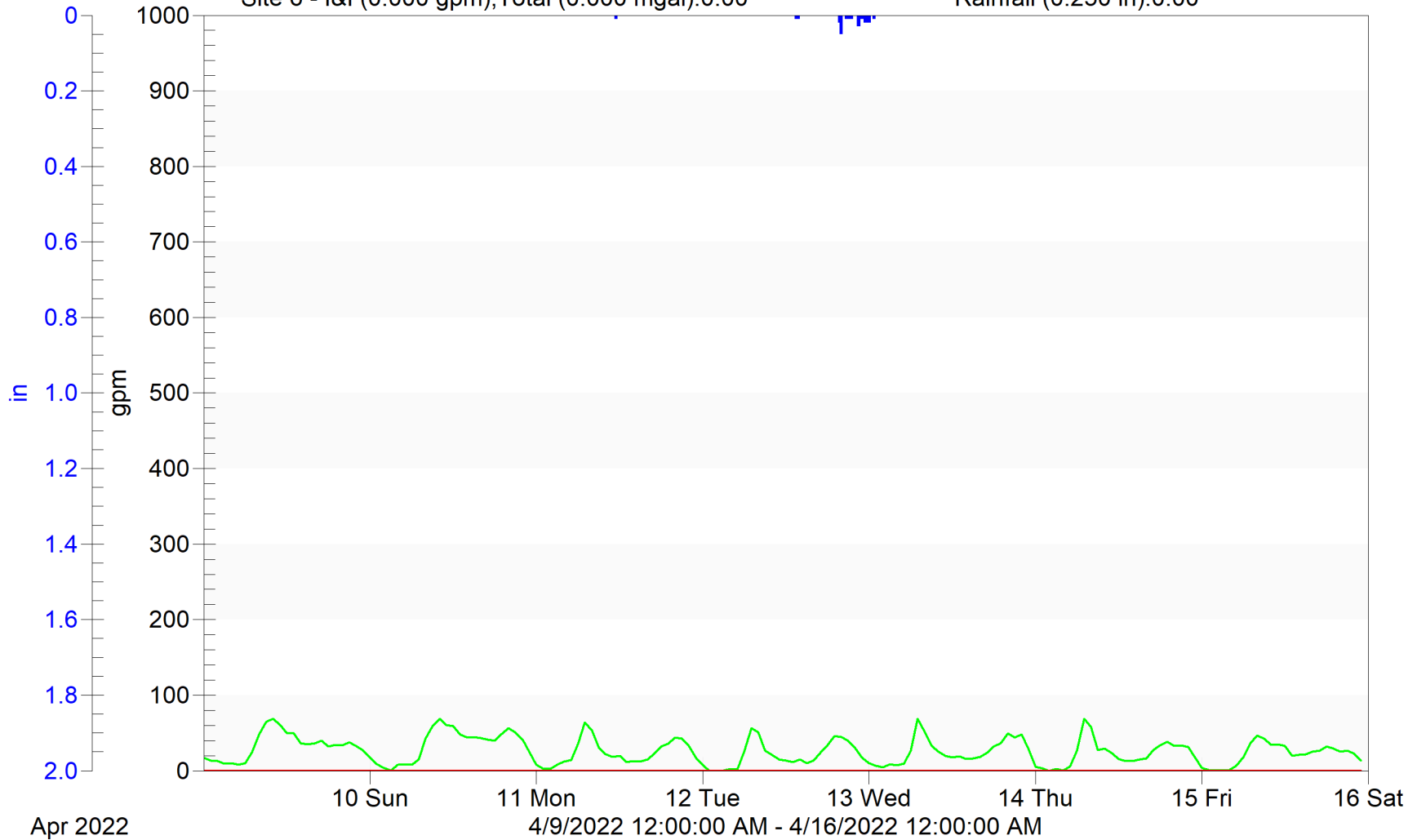
Flowlink 5

Flow Rate (26.13 gpm);Total (0.263 mgal):17.14

RC_Dry_4_9_22 (0.263 mgal):17.14

Site 6 - I&I (0.000 gpm);Total (0.000 mgal):0.00

Rainfall (0.250 in):0.00



Owatonna Site 7

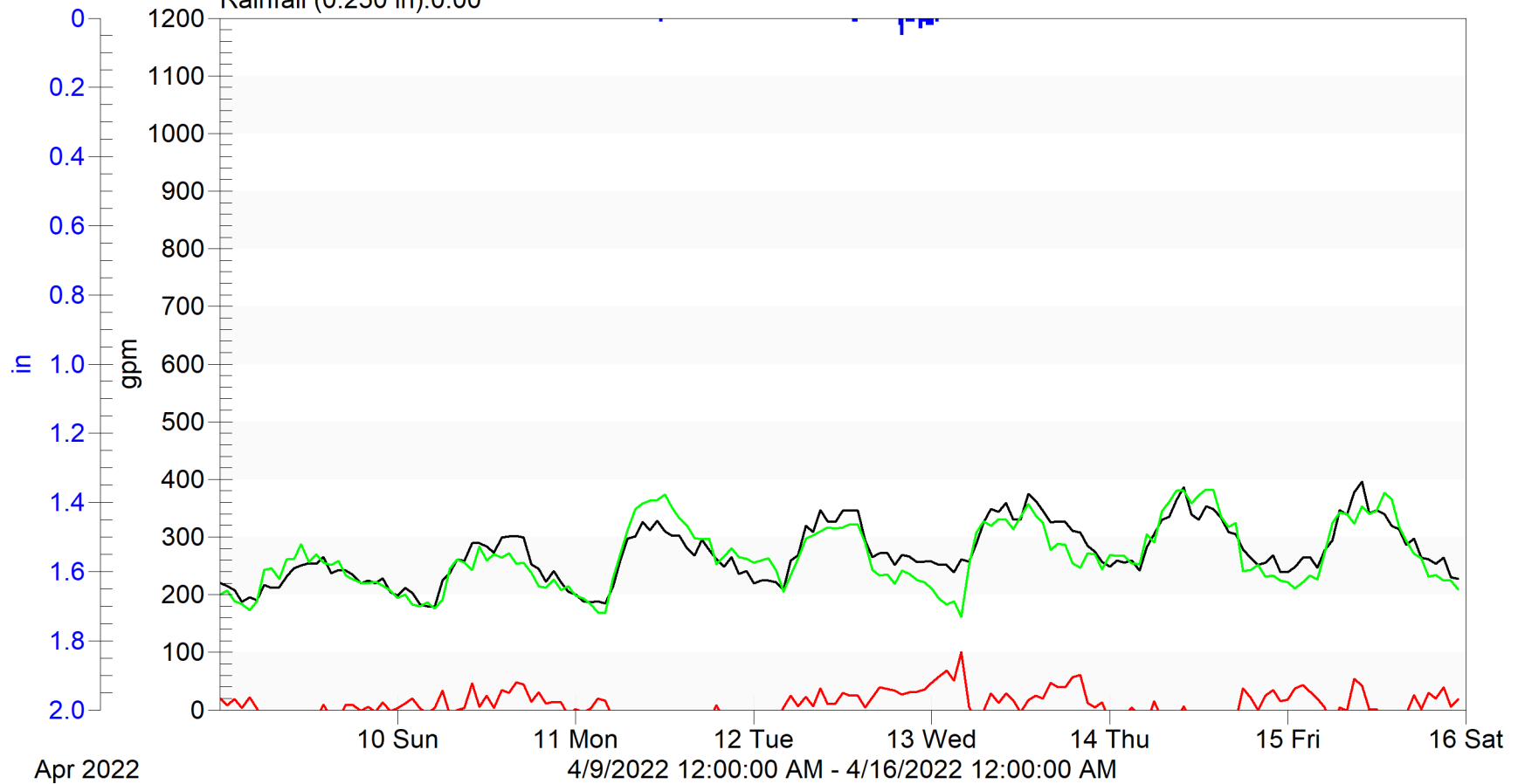
Flowlink 5

Flow Rate (272.28 gpm);Total (2.74 mgal):220.17

RC_Dry_7_7_22 (266.33 gpm);Total (2.68 mgal):200.13

Site 7 - I&I (5.96 gpm);Total (0.0600 mgal):20.03

Rainfall (0.250 in):0.00



Owatonna Site 8

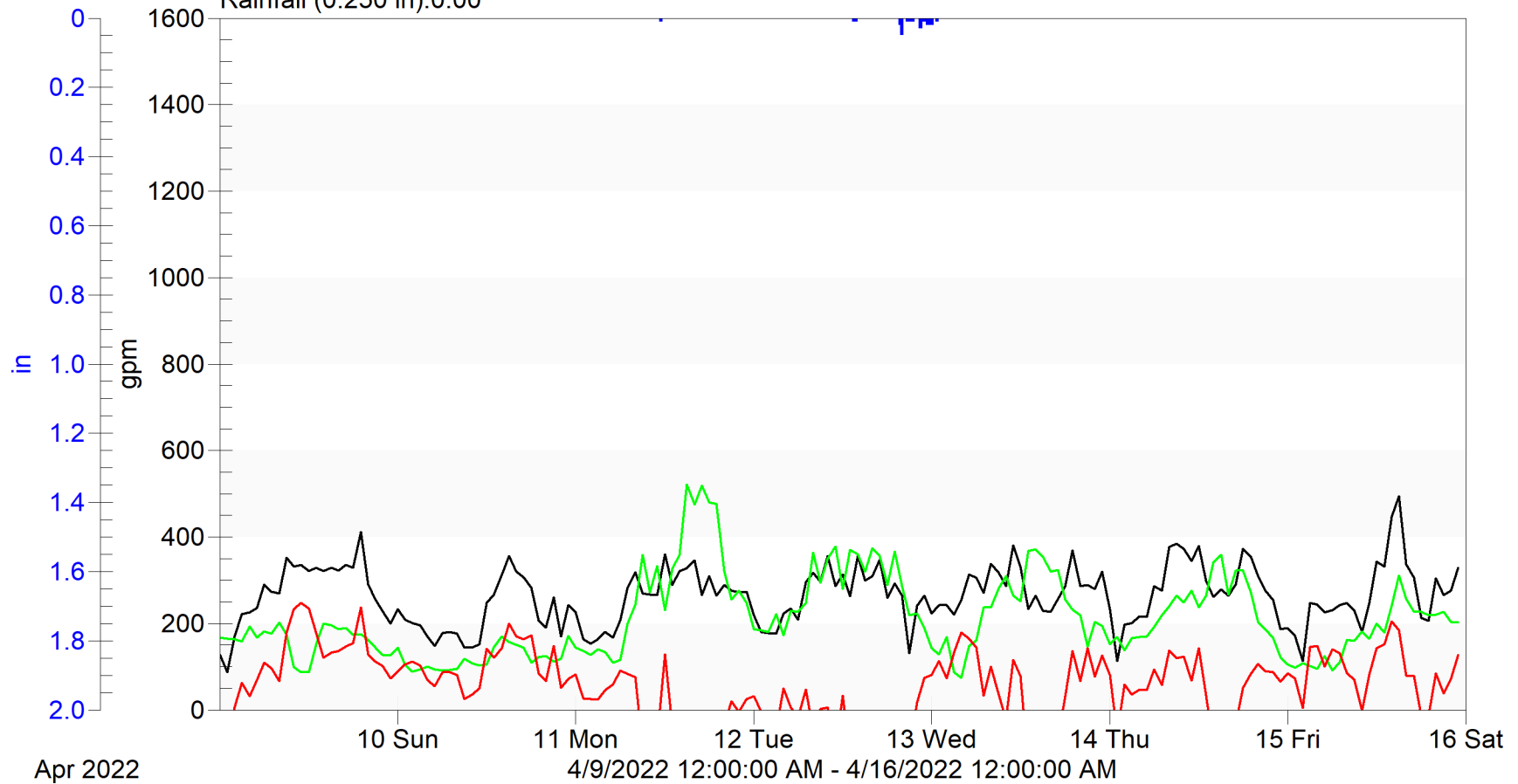
Flowlink 5

Flow Rate (264.12 gpm);Total (2.66 mgal):127.29

RC_Dry_7_7_22 (210.41 gpm);Total (2.12 mgal):166.92

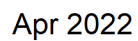
Site 8 - I&I (53.71 gpm);Total (0.541 mgal):-39.64

Rainfall (0.250 in):0.00



Flowlink 5

Rainfall (0.250 in):0.00



Owatonna Site 10

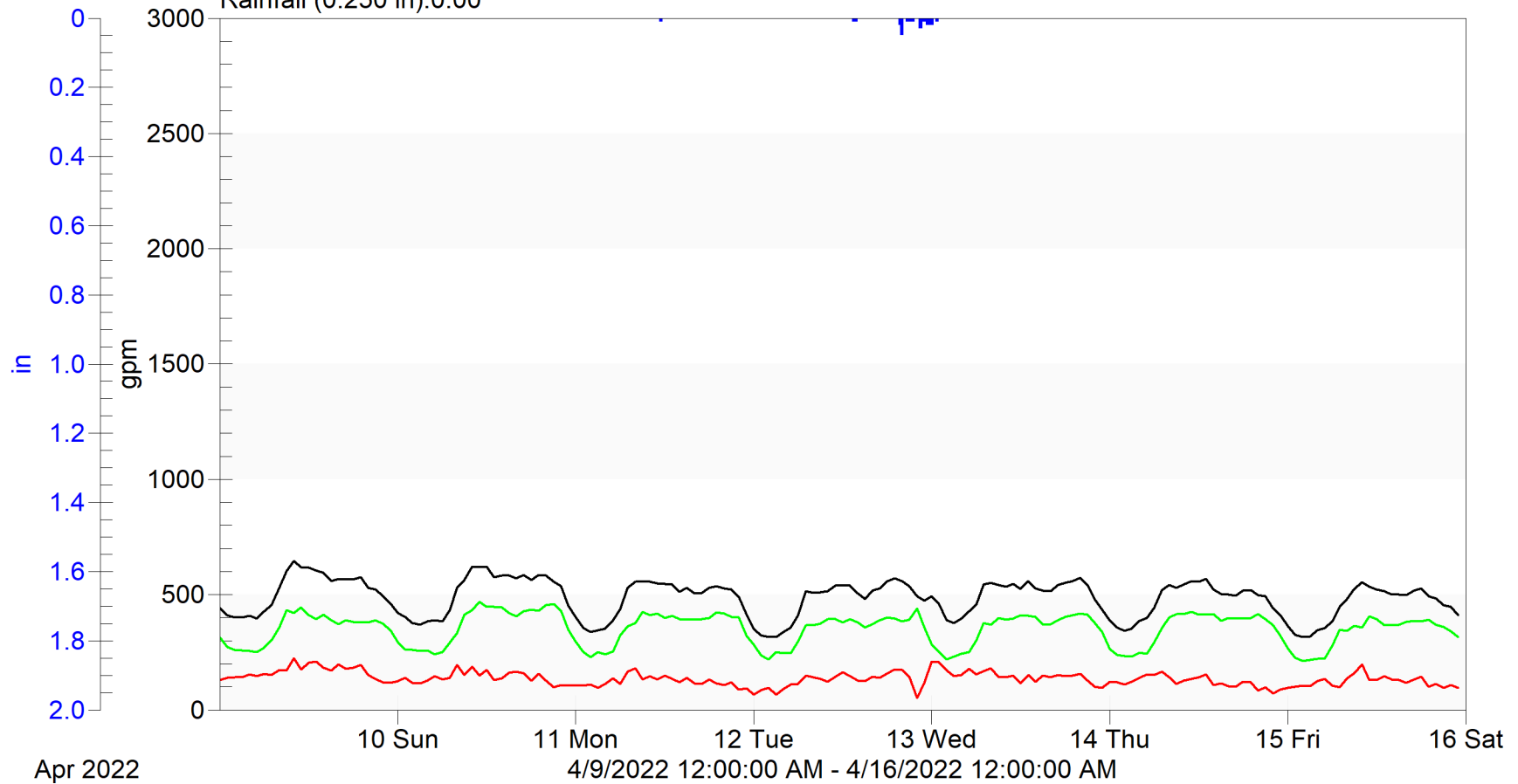
Flowlink 5

Flow Rate (486.70 gpm);Total (4.91 mgal):441.68

RC_Dry_7_9_22 (351.57 gpm);Total (3.54 mgal):312.87

Site 9 - I&I (135.13 gpm);Total (1.36 mgal):128.81

Rainfall (0.250 in):0.00



Owatonna Site 11(old)

Flowlink 5



Flow Rate (35.62 gpm);Total (0.359 mgal):27.25



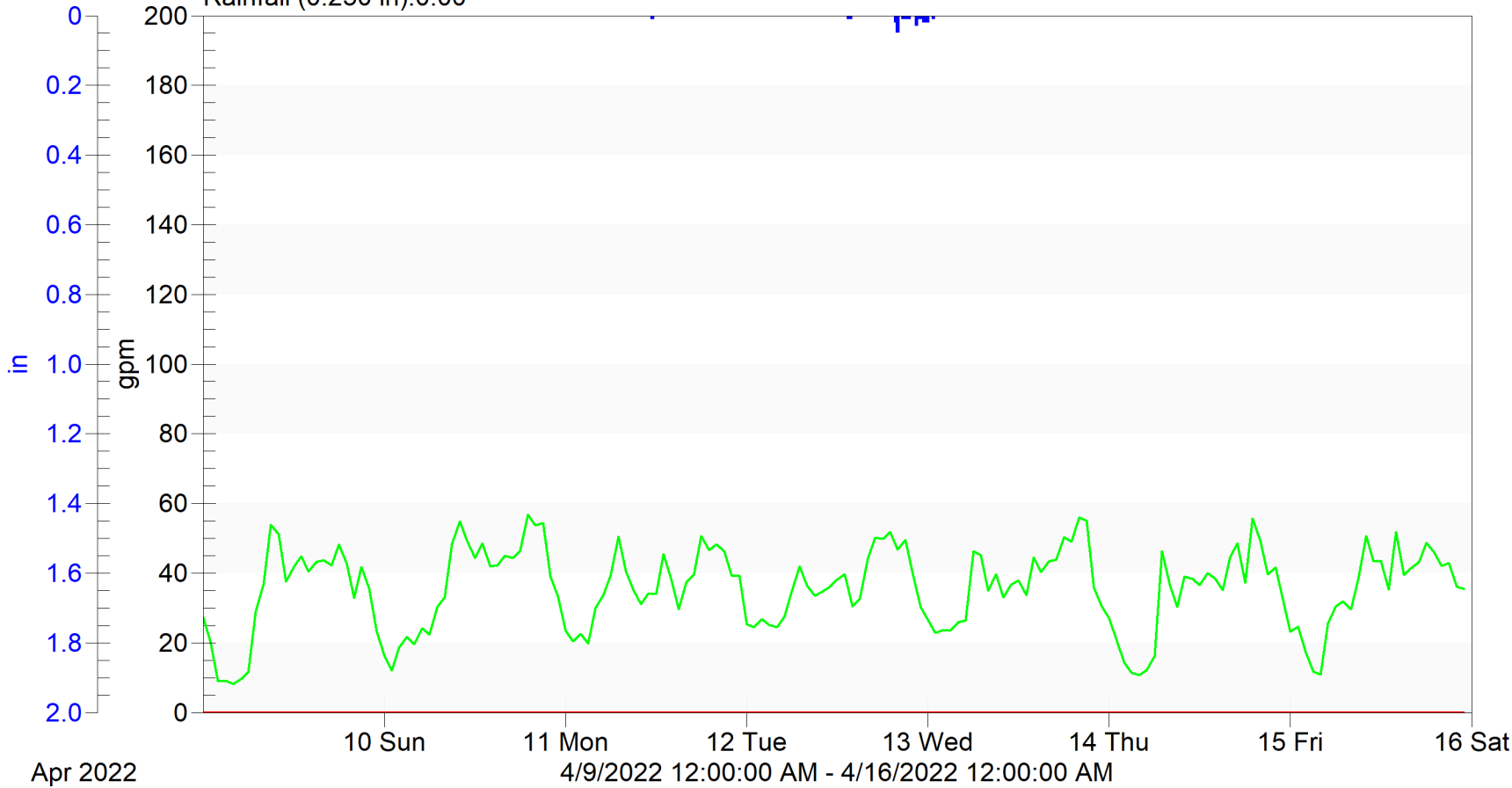
RC_Dry_4_9_22 (35.62 gpm);Total (0.359 mgal):27.25



Site 11 - I&I (0.000 gpm);Total (0.000 mgal):0.00



Rainfall (0.250 in):0.00



Owatonna Site 12

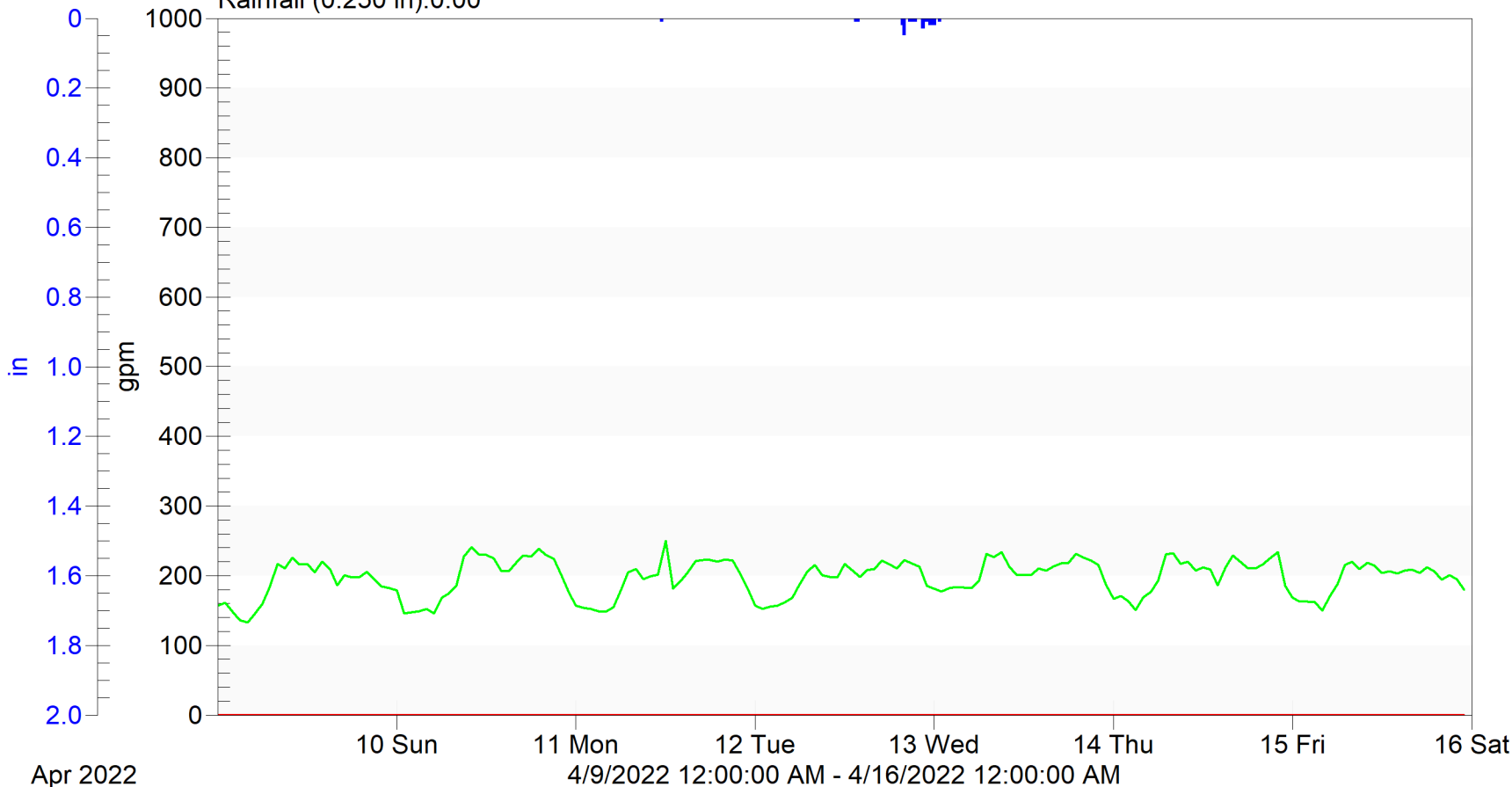
Flowlink 5

Flow Rate (196.67 gpm);Total (1.98 mgal):156.95

RC_Dry_4_9_22 (196.67 gpm);Total (1.98 mgal):156.95

Site 12 - I&I (0.000 gpm);Total (0.000 mgal):0.00

Rainfall (0.250 in):0.00



Appendix C – Flow Monitoring Charts for Rain Event on May 11th, 2022

Owatonna site 1

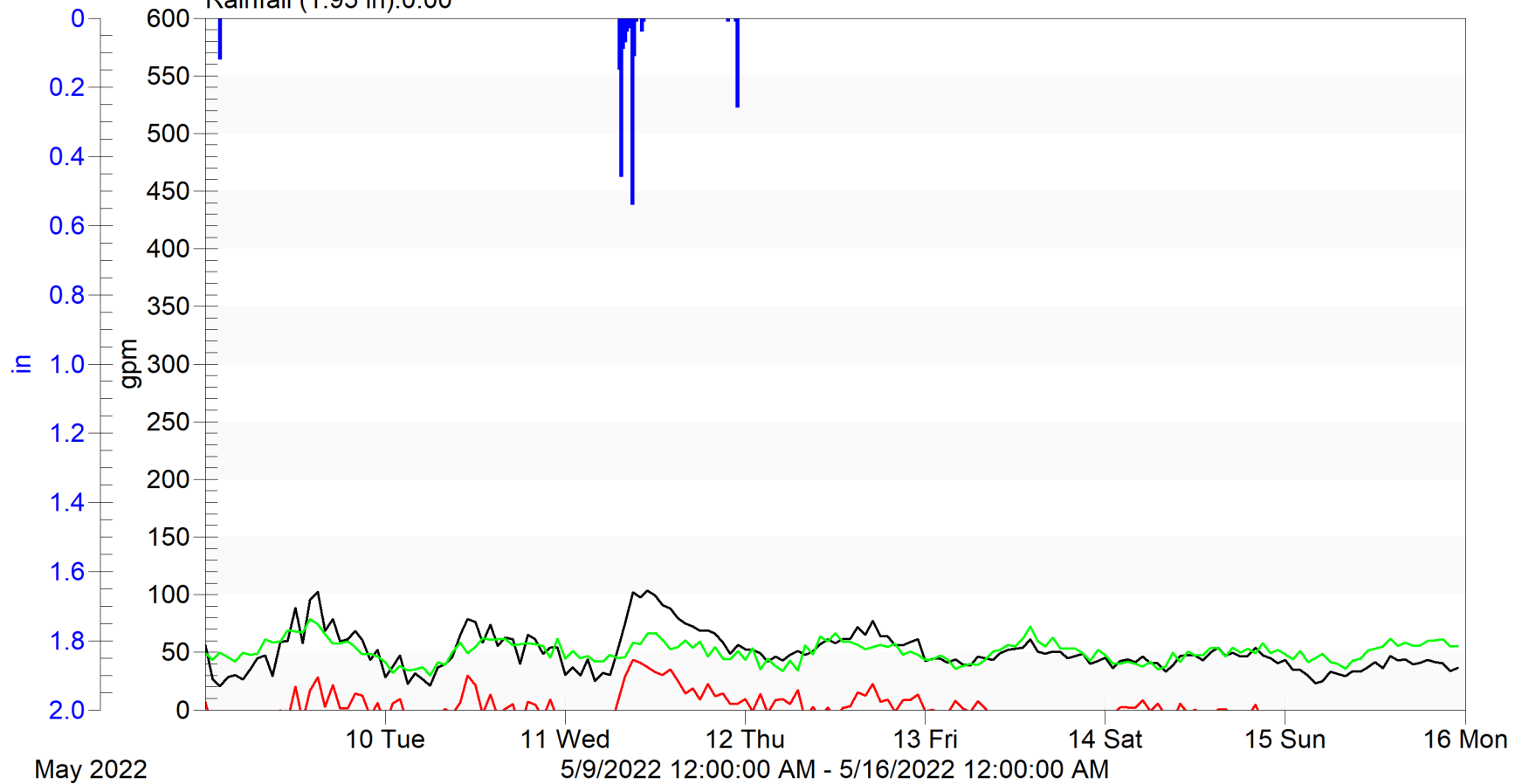
Flowlink 5

Flow Rate (50.29 gpm);Total (0.507 mgal):56.12

RC_Dry_7_9_22 (50.74 gpm);Total (0.511 mgal):49.56

Site 1 - I&I (-0.443 gpm);Total (-0.00447 mgal):6.55

Rainfall (1.95 in):0.00



Owatonna Site 2

Flowlink 5



Owatonna Site 3

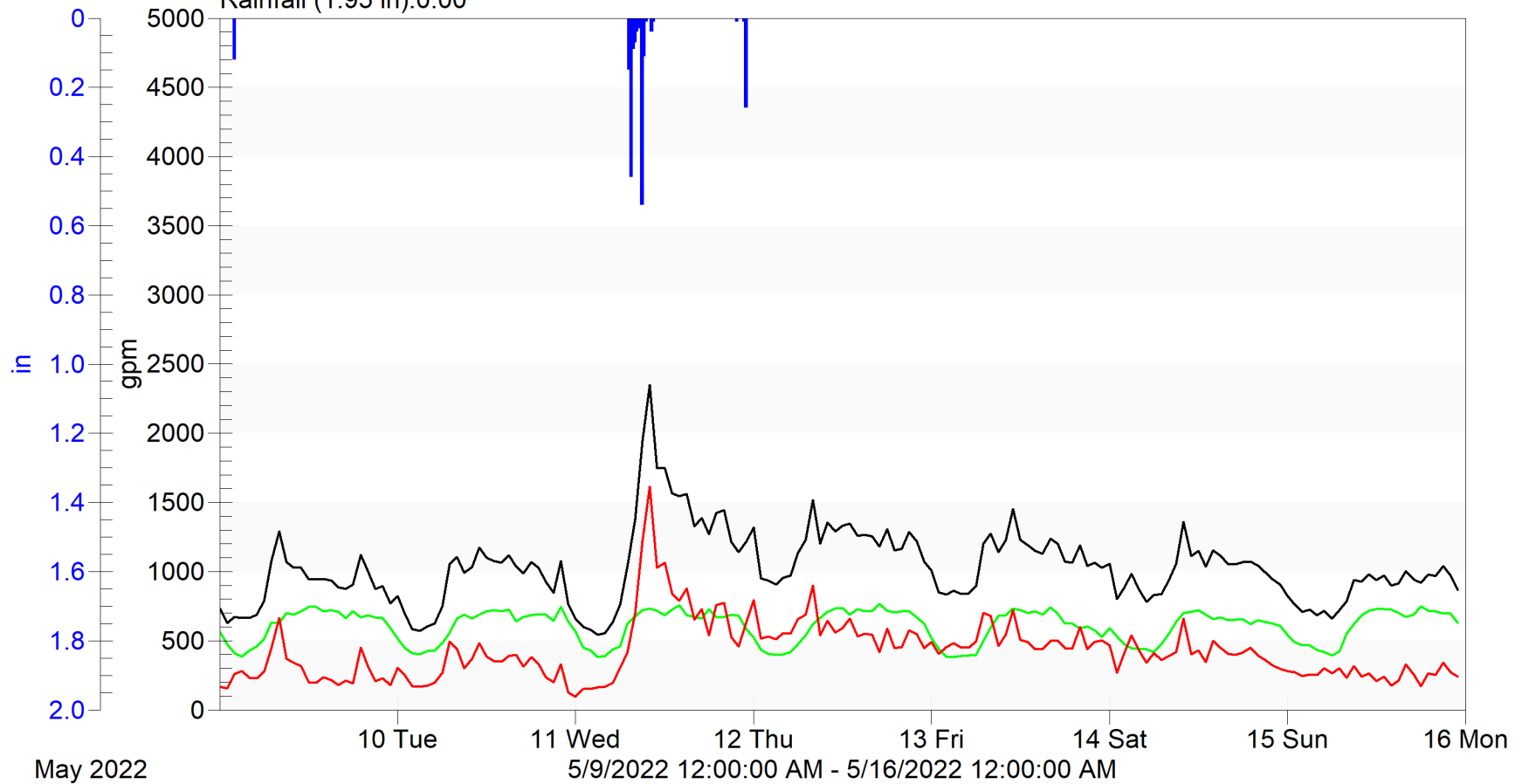
Flowlink 5

Flow Rate (1028.17 gpm);Total (10.36 mgal):732.99

RC_DRY_7_9_22 (606.76 gpm);Total (6.12 mgal):564.85

Site 3 - I&I (421.41 gpm);Total (4.25 mgal):168.15

Rainfall (1.95 in):0.00



Owatonna Site 4

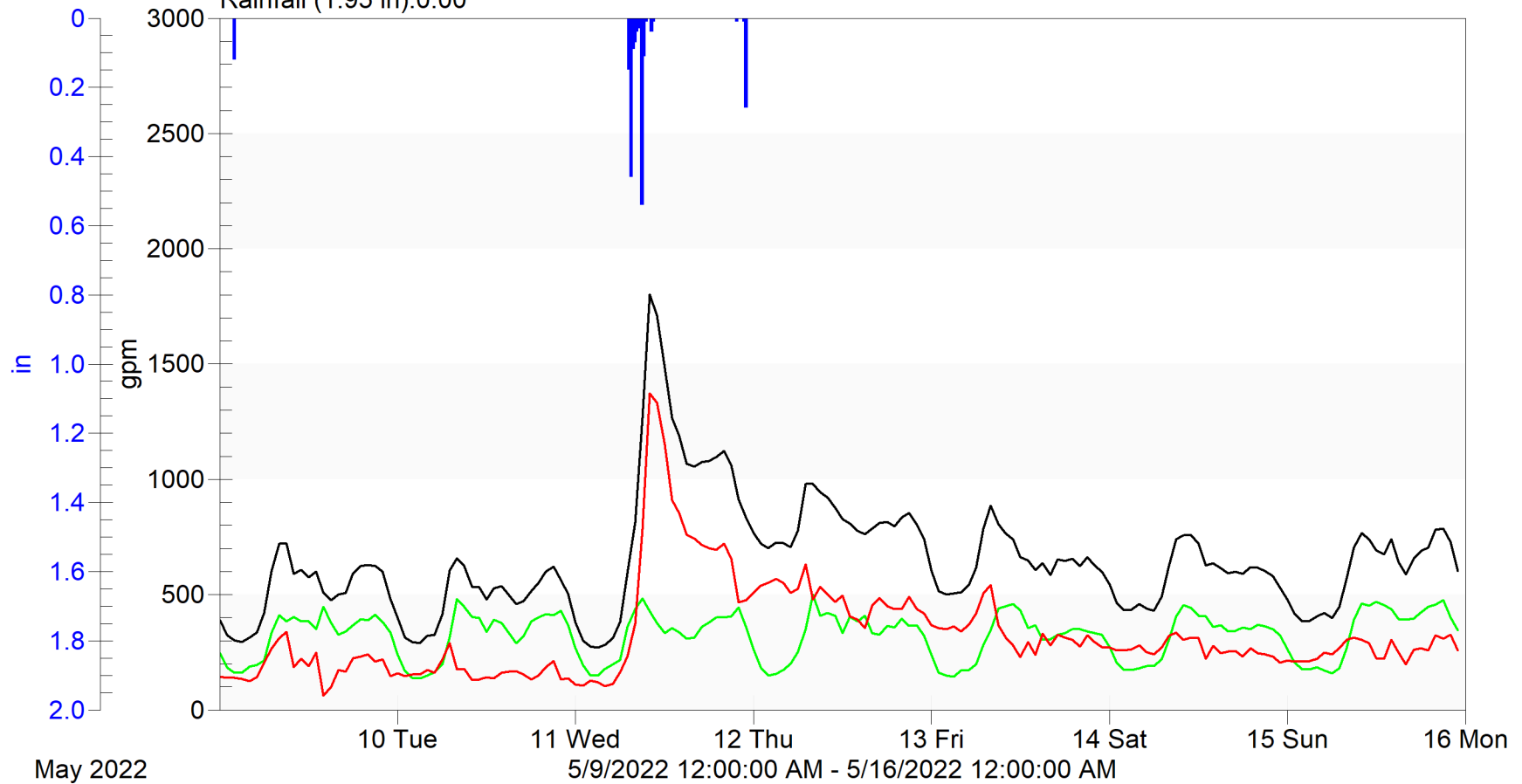
Flowlink 5

Flow Rate (647.18 gpm);Total (6.52 mgal):388.90

RC_Dry_7_9_22 (322.51 gpm);Total (3.25 mgal):245.88

Site 4 - I&I (324.67 gpm);Total (3.27 mgal):143.02

Rainfall (1.95 in):0.00



Owatonna Site 5

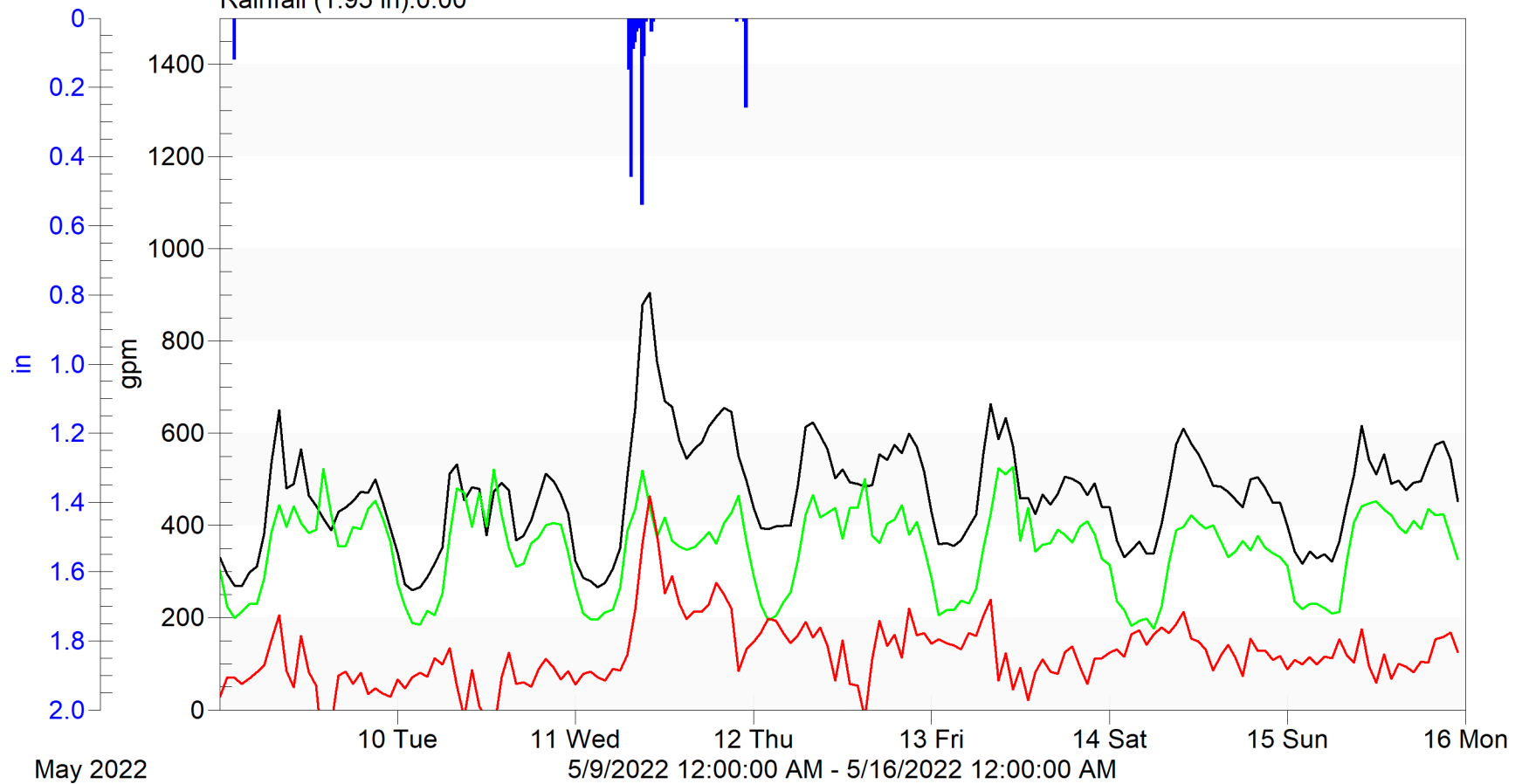
Flowlink 5

Flow Rate (468.20 gpm);Total (4.72 mgal):330.08

RC_Dry_7_9_22 (348.82 gpm);Total (3.52 mgal):301.93

Site 5 - I&I (119.38 gpm);Total (1.20 mgal):28.15

Rainfall (1.95 in):0.00



Owatonna Site 6

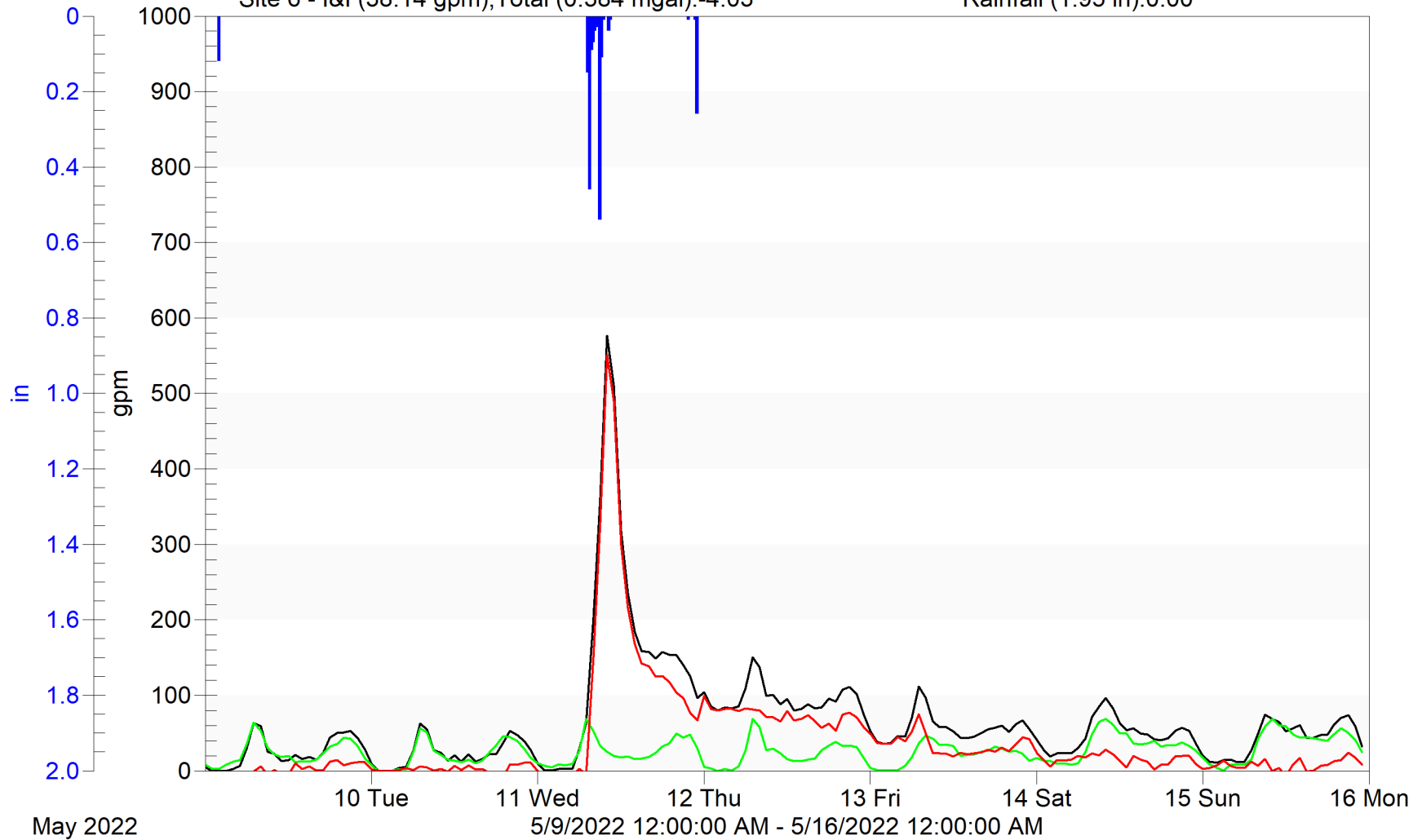
Flowlink 5

Flow Rate (64.26 gpm);Total (0.648 mgal):4.25

RC_Dry_4_9_22 (0.263 mgal):8.27

Site 6 - I&I (38.14 gpm);Total (0.384 mgal):-4.03

Rainfall (1.95 in):0.00



Owatonna Site 7

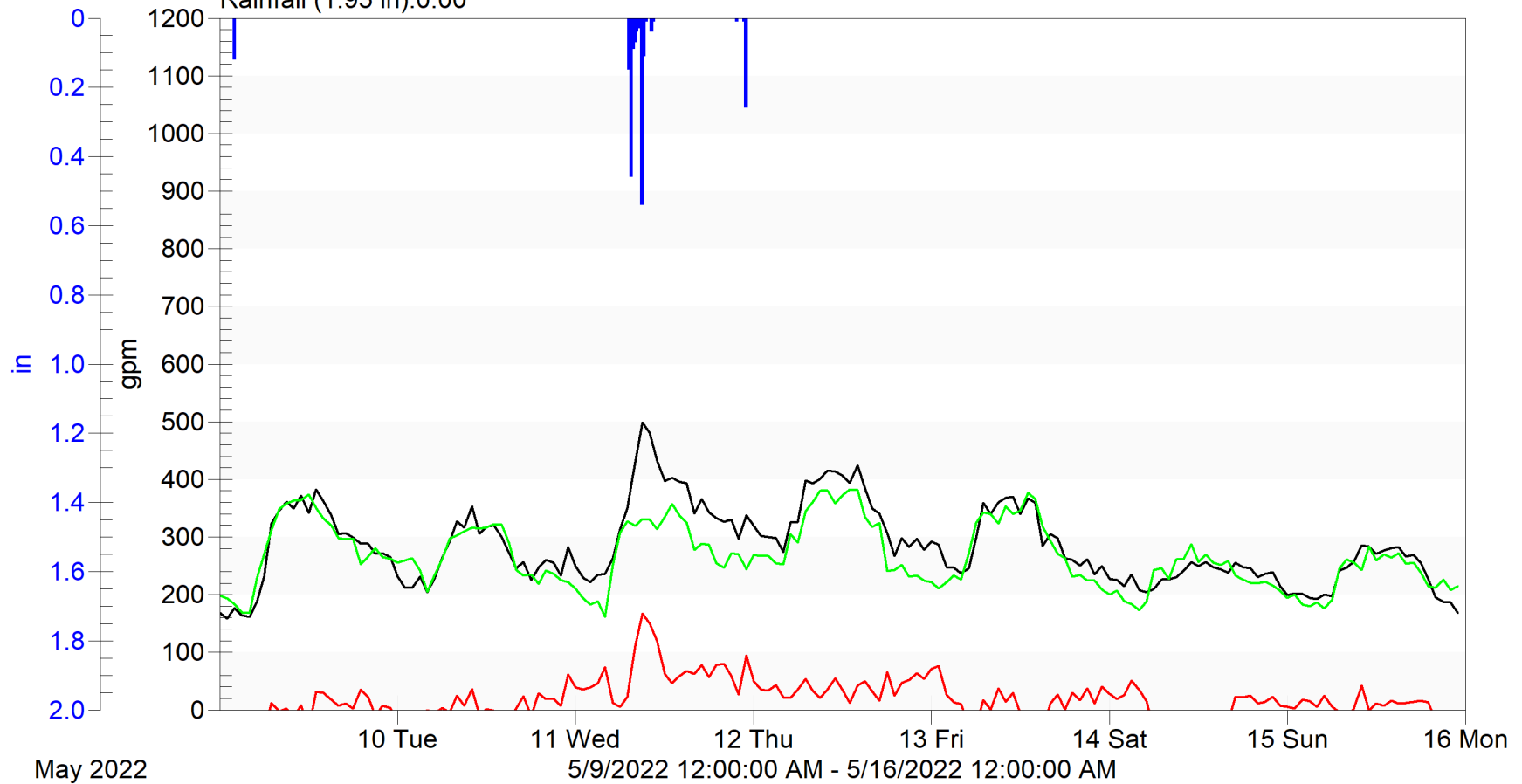
Flowlink 5

Flow Rate (284.59 gpm);Total (2.87 mgal):168.22

RC_Dry_7_7_22 (266.33 gpm);Total (2.68 mgal):198.41

Site 7 - I&I (18.26 gpm);Total (0.184 mgal):-30.19

Rainfall (1.95 in):0.00



Owatonna Site 8

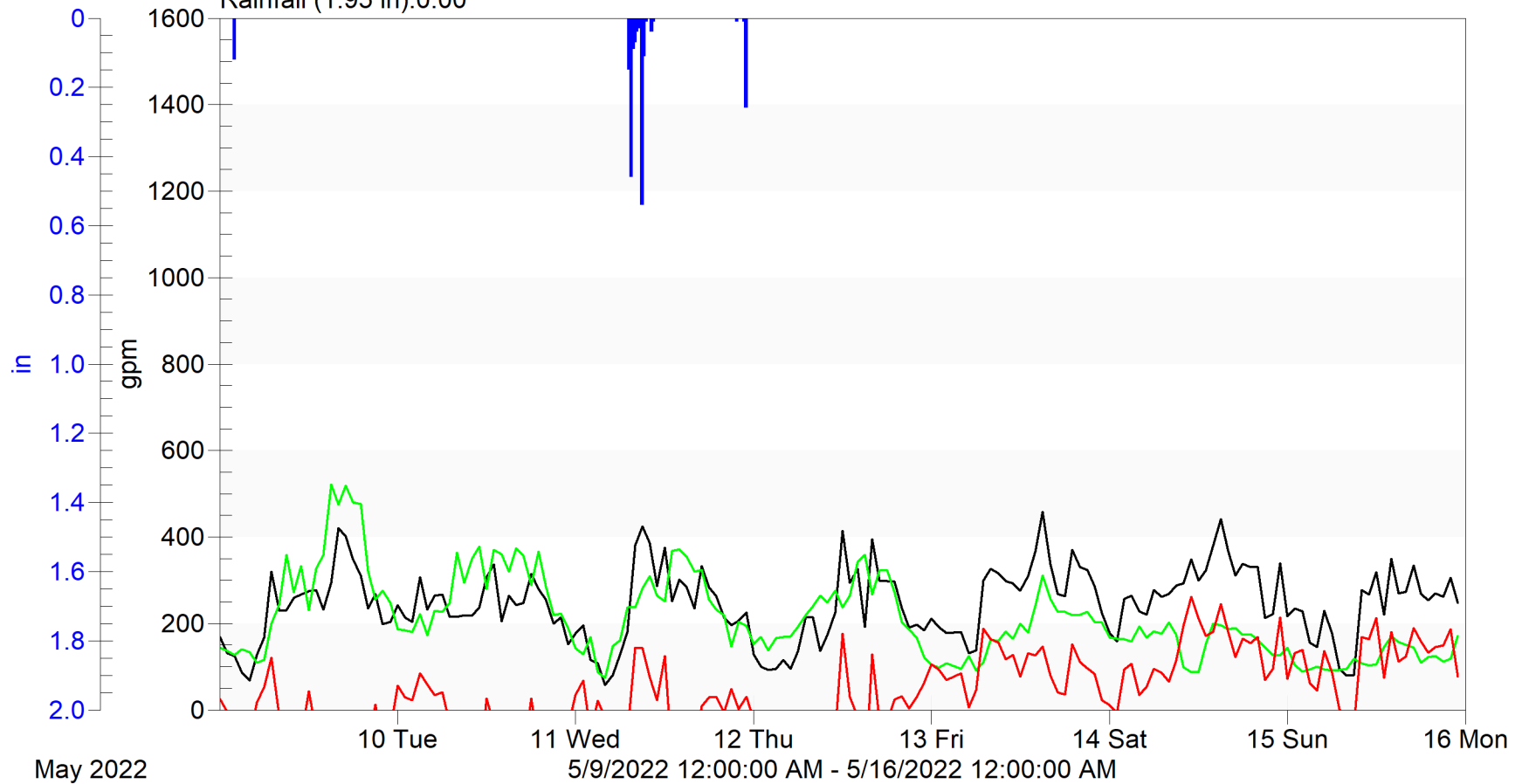
Flowlink 5

Flow Rate (245.69 gpm);Total (2.48 mgal):168.98

RC_Dry_7_7_22 (210.41 gpm);Total (2.12 mgal):144.38

Site 8 - I&I (35.28 gpm);Total (0.356 mgal):24.60

Rainfall (1.95 in):0.00



Owatonna Site 9

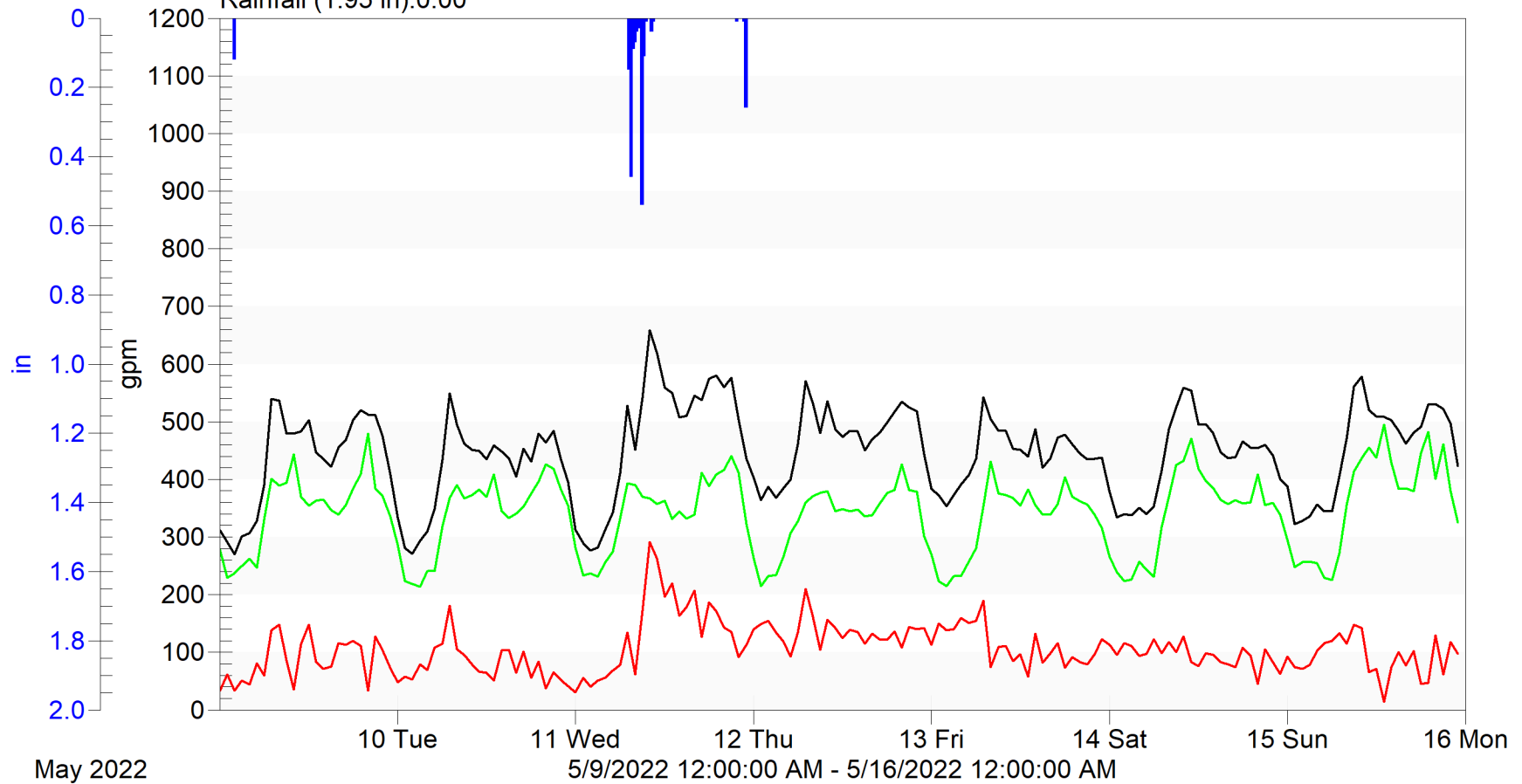
Flowlink 5

Flow Rate (446.48 gpm);Total (4.50 mgal):311.81

RC_Dry_7_9_22 (341.69 gpm);Total (3.44 mgal):278.08

Site 9 - I&I (104.79 gpm);Total (1.06 mgal):33.73

Rainfall (1.95 in):0.00



Owatonna Site 10

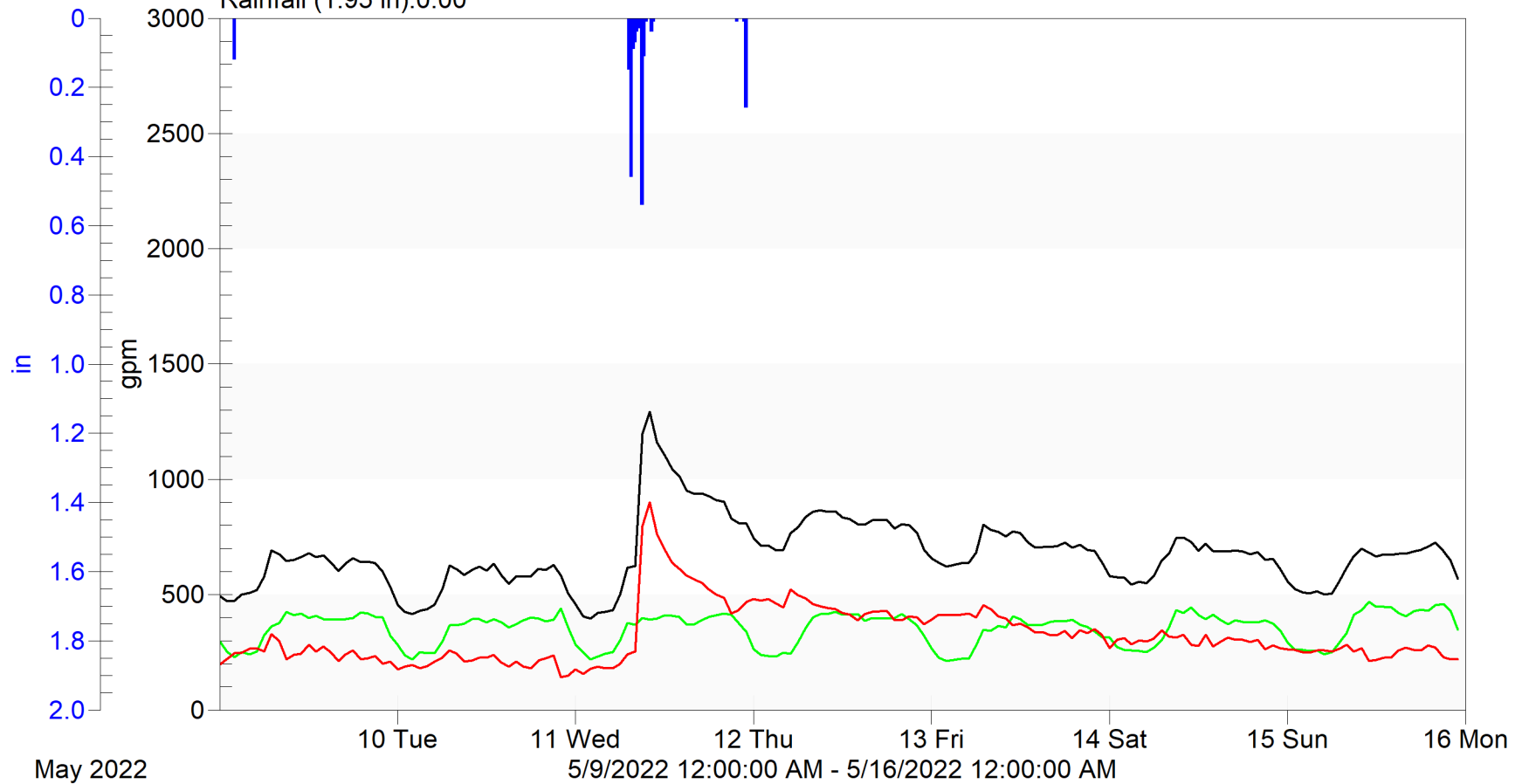
Flowlink 5

Flow Rate (674.04 gpm);Total (6.79 mgal):494.06

RC_Dry_7_9_22 (351.57 gpm);Total (3.54 mgal):296.00

Site 9 - I&I (322.47 gpm);Total (3.25 mgal):198.06

Rainfall (1.95 in):0.00



Owatonna Site 11(old)

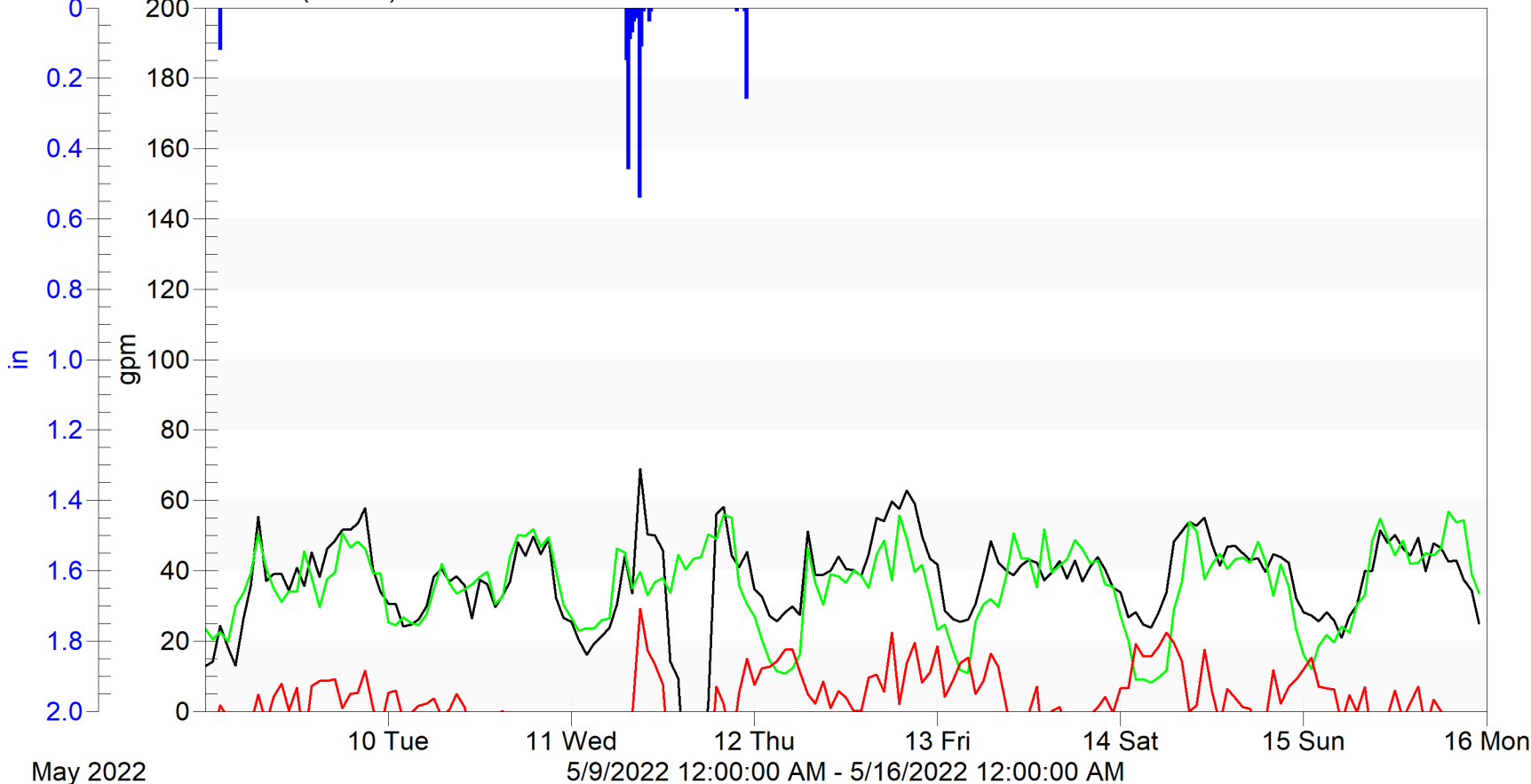
Flowlink 5

Flow Rate (36.75 gpm);Total (0.370 mgal):12.81

RC_Dry_4_9_22 (35.62 gpm);Total (0.359 mgal):23.53

Site 11 - I&I (1.13 gpm);Total (0.0113 mgal):-10.71

Rainfall (1.95 in):0.00



Owatonna Site 12

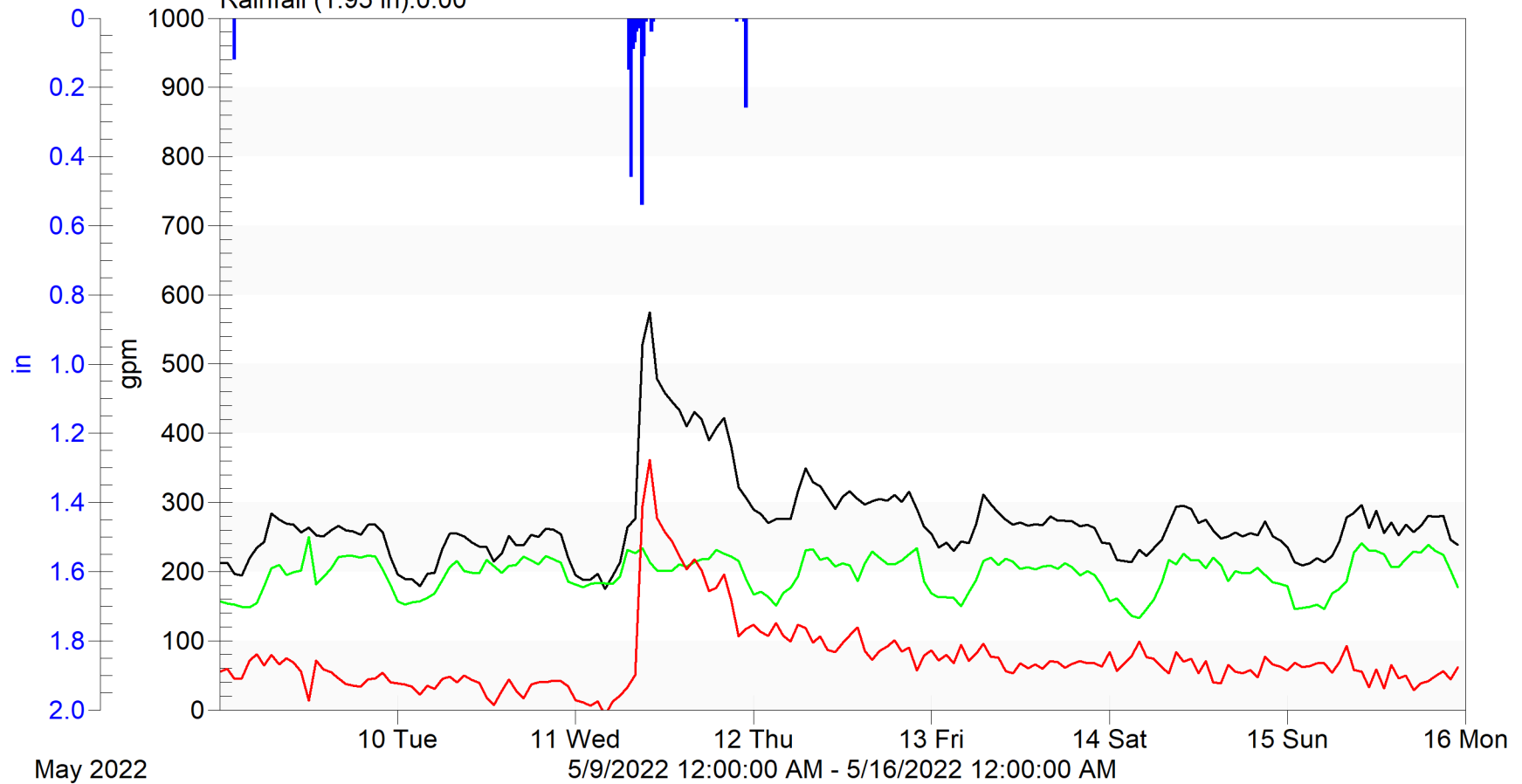
Flowlink 5

Flow Rate (270.59 gpm);Total (2.73 mgal):211.95

RC_Dry_4_9_22 (196.67 gpm);Total (1.98 mgal):156.99

Site 12 - I&I (73.92 gpm);Total (0.745 mgal):54.96

Rainfall (1.95 in):0.00



Appendix D – Flow Monitoring Charts for Rain Event on June 13th, 2022

Owatonna site 1

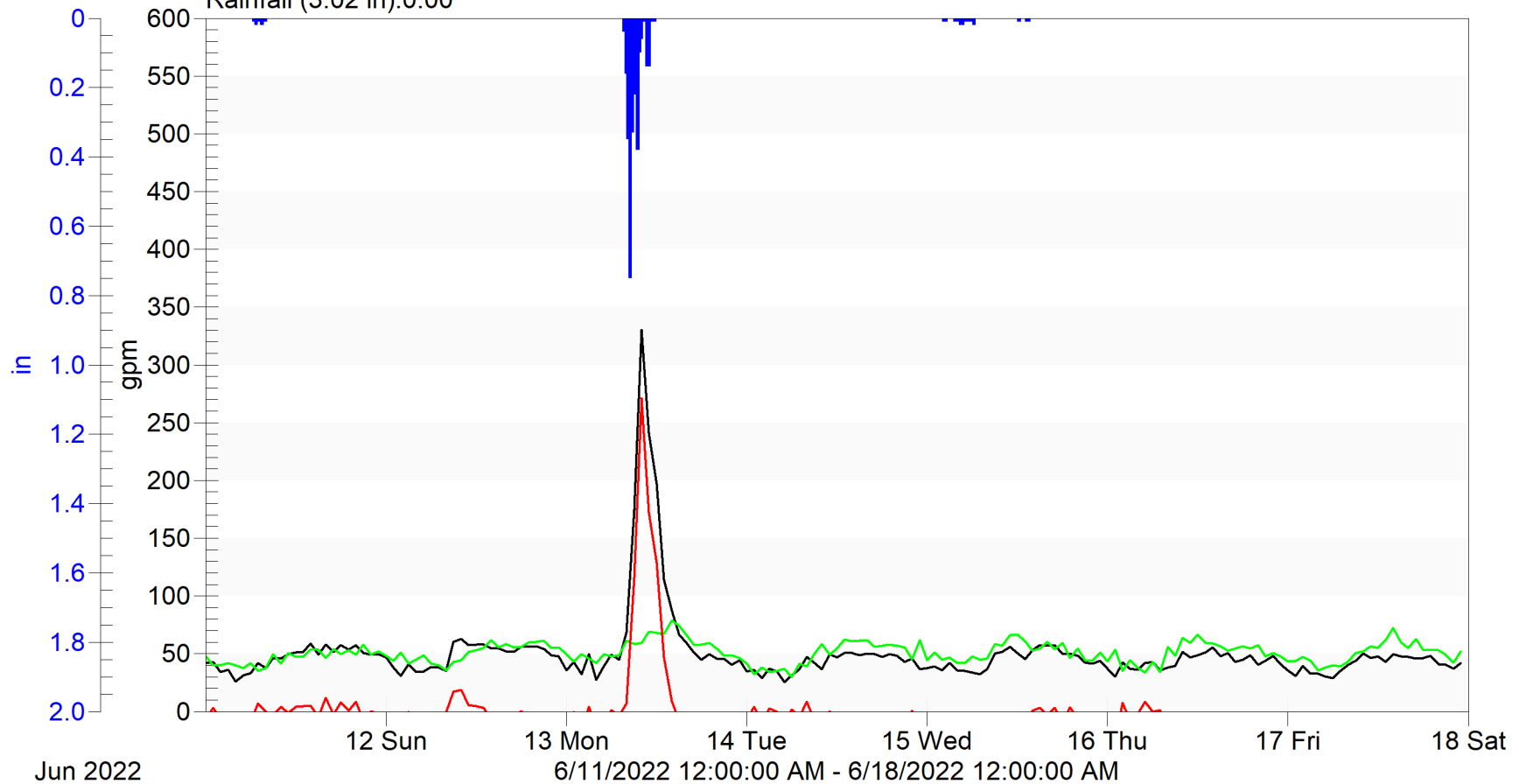
Flowlink 5

Flow Rate (49.79 gpm);Total (0.502 mgal):41.83

RC_Dry_7_9_22 (50.74 gpm);Total (0.511 mgal):47.69

Site 1 - I&I (-0.942 gpm);Total (-0.00949 mgal):-5.86

Rainfall (3.02 in):0.00



Owatonna Site 2

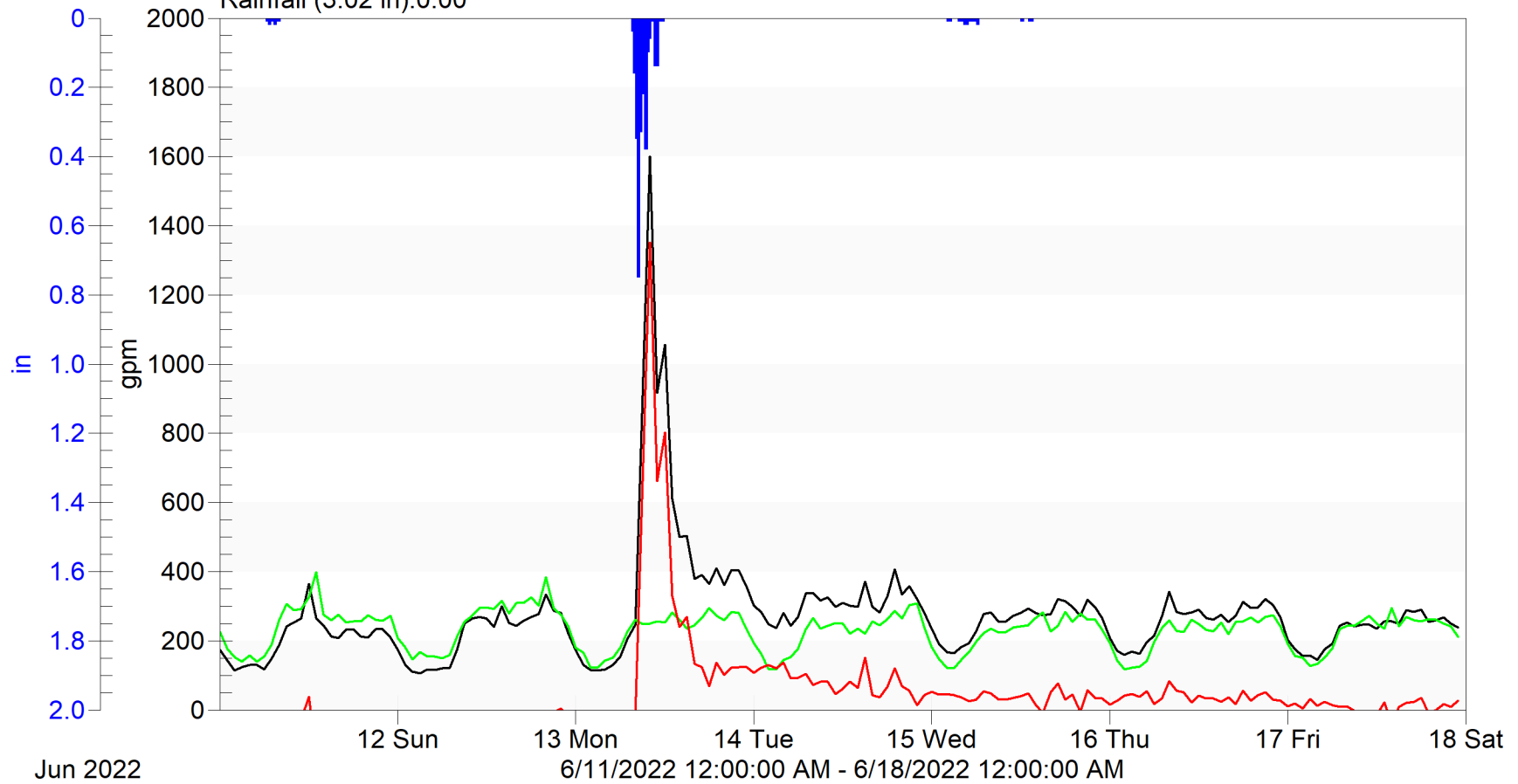
Flowlink 5

Flow Rate (273.03 gpm);Total (2.75 mgal):173.72

RC_Dry_7_9_22 (229.68 gpm);Total (2.32 mgal):225.53

Site 2 - I&I (43.35 gpm);Total (0.437 mgal):-51.81

Rainfall (3.02 in):0.00



Owatonna Site 3

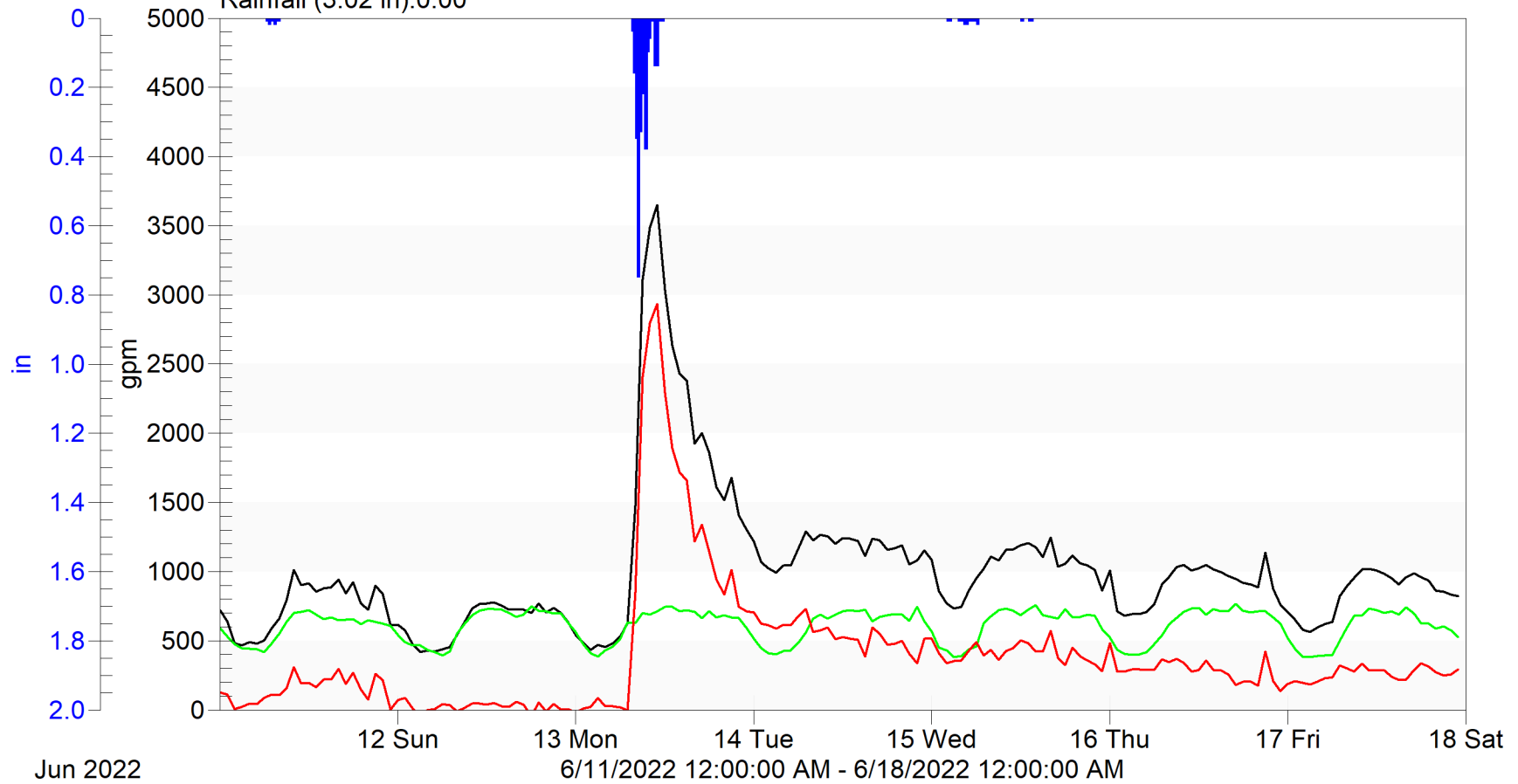
Flowlink 5

Flow Rate (993.64 gpm);Total (10.02 mgal):720.49

RC_DRY_7_9_22 (606.76 gpm);Total (6.12 mgal):591.26

Site 3 - I&I (386.88 gpm);Total (3.90 mgal):129.23

Rainfall (3.02 in):0.00



Owatonna Site 4

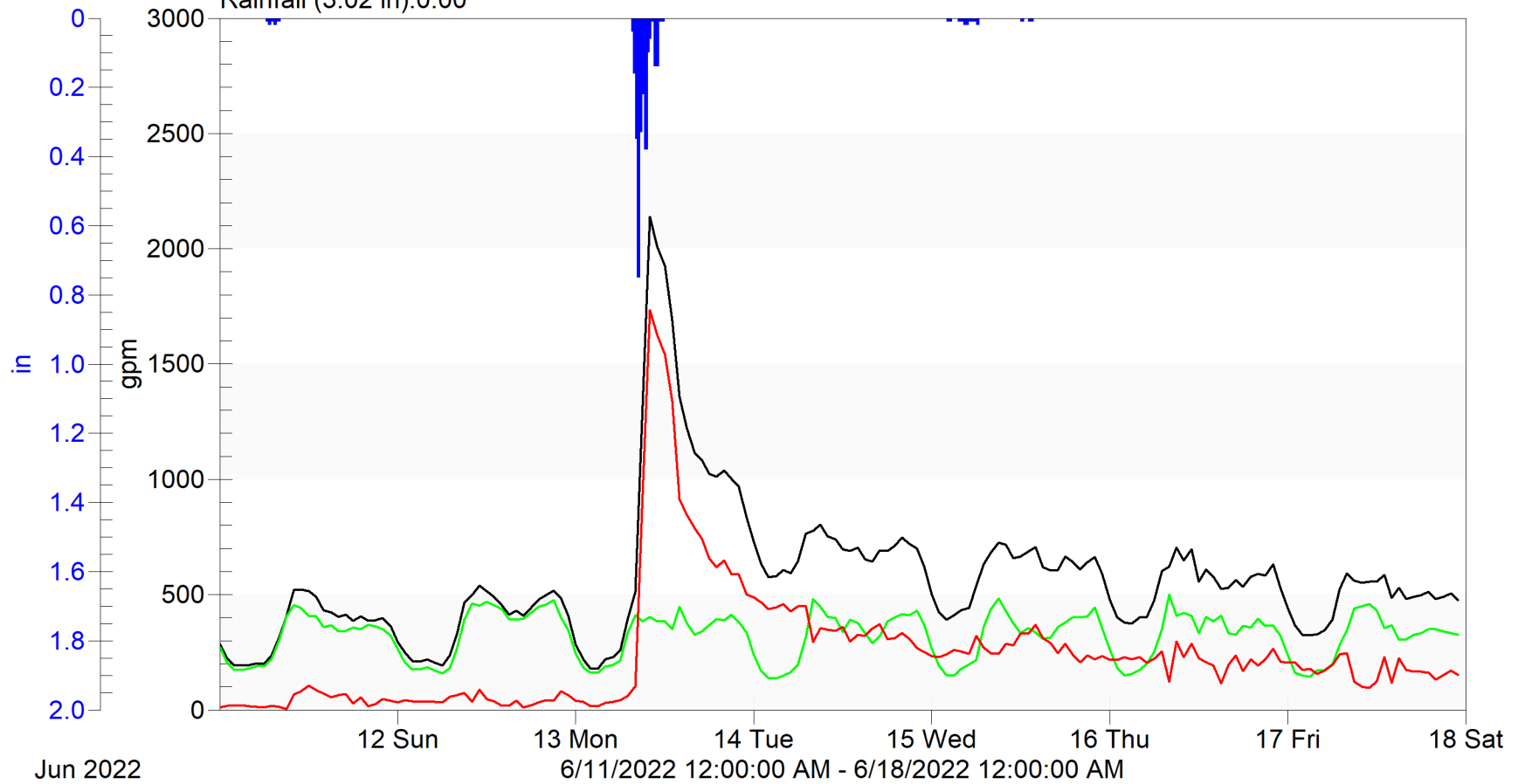
Flowlink 5

Flow Rate (565.61 gpm);Total (5.70 mgal):284.26

RC_Dry_7_9_22 (322.51 gpm);Total (3.25 mgal):273.63

Site 4 - I&I (243.10 gpm);Total (2.45 mgal):10.63

Rainfall (3.02 in):0.00



Owatonna Site 5

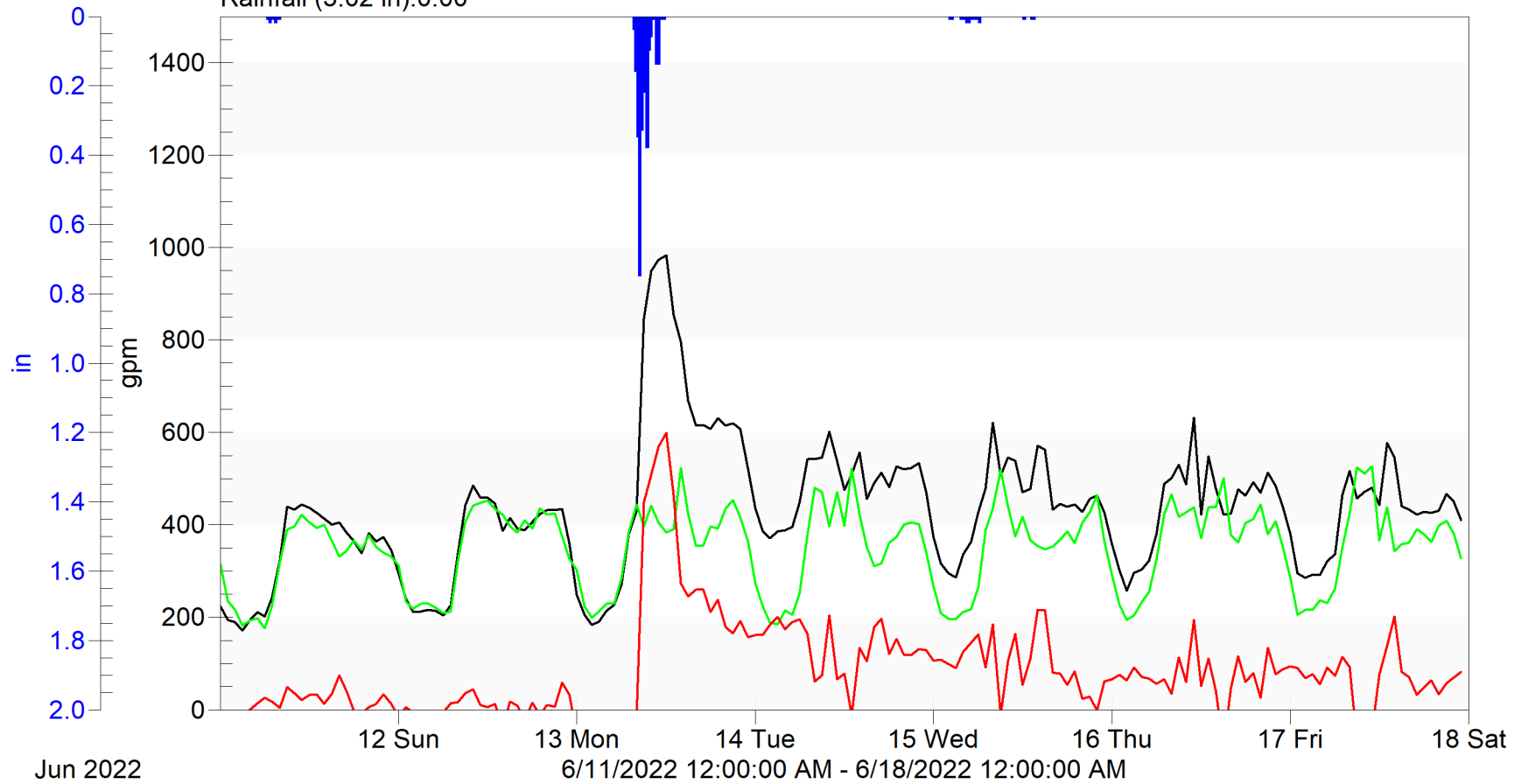
Flowlink 5

Flow Rate (432.07 gpm);Total (4.36 mgal):223.12

RC_Dry_7_9_22 (348.82 gpm);Total (3.52 mgal):314.33

Site 5 - I&I (83.25 gpm);Total (0.839 mgal):-91.21

Rainfall (3.02 in):0.00



Owatonna Site 6

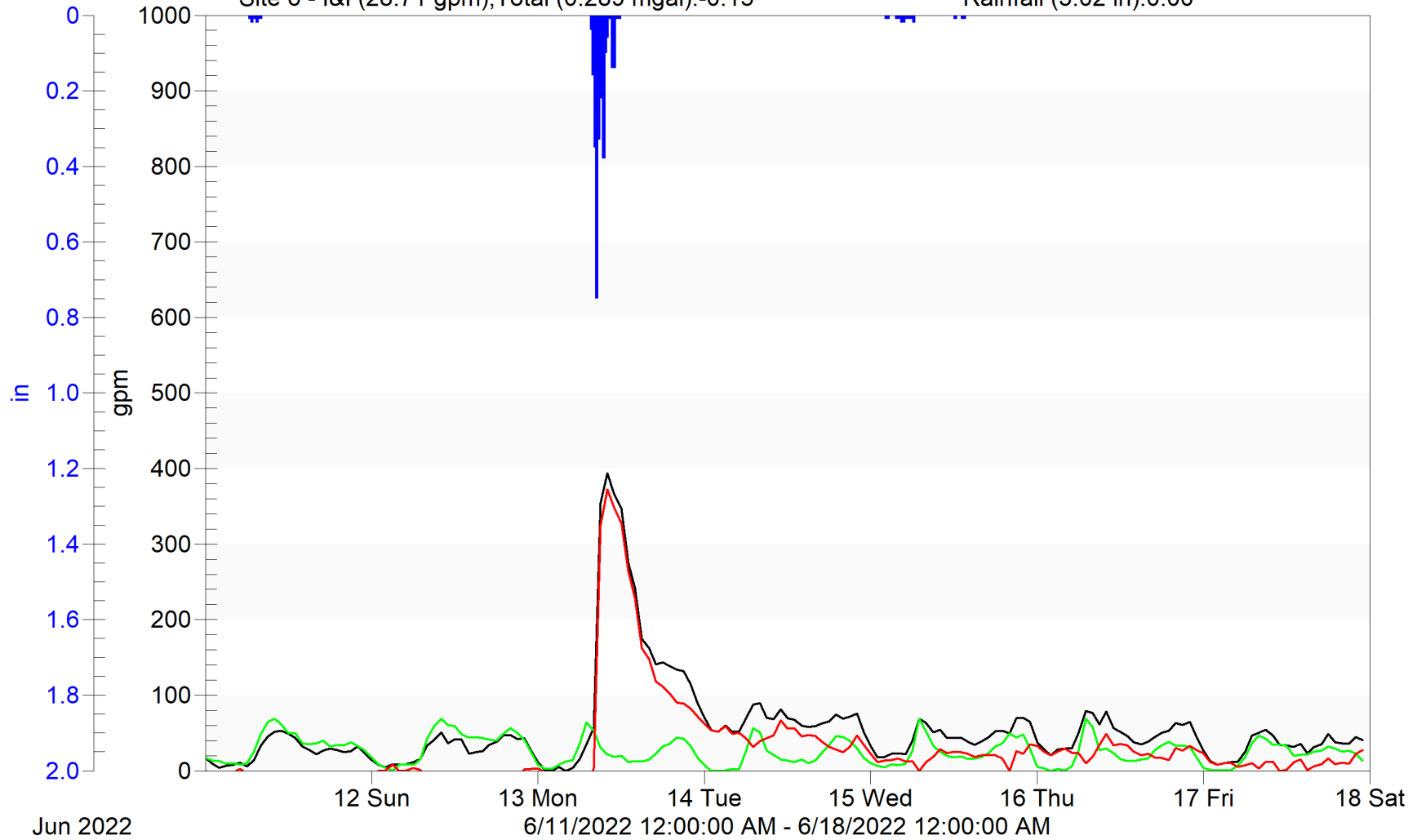
Flowlink 5

Flow Rate (54.84 gpm);Total (0.553 mgal):16.99

RC_Dry_4_9_22 (0.263 mgal):17.14

Site 6 - I&I (28.71 gpm);Total (0.289 mgal):-0.15

Rainfall (3.02 in):0.00



Owatonna Site 7

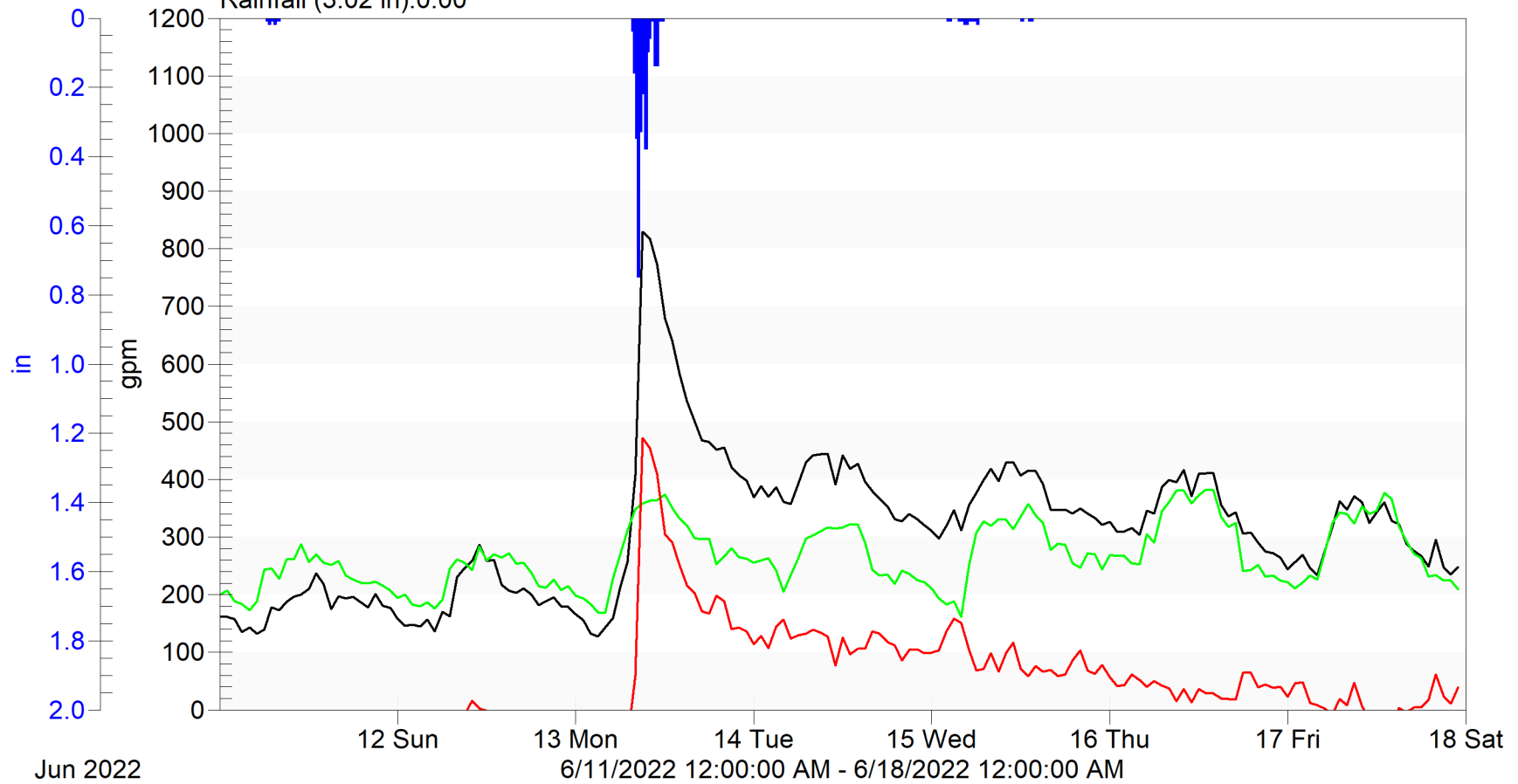
Flowlink 5

Flow Rate (312.11 gpm);Total (3.15 mgal):161.26

RC_Dry_7_7_22 (266.33 gpm);Total (2.68 mgal):200.13

Site 7 - I&I (45.78 gpm);Total (0.461 mgal):-38.87

Rainfall (3.02 in):0.00



Owatonna Site 8

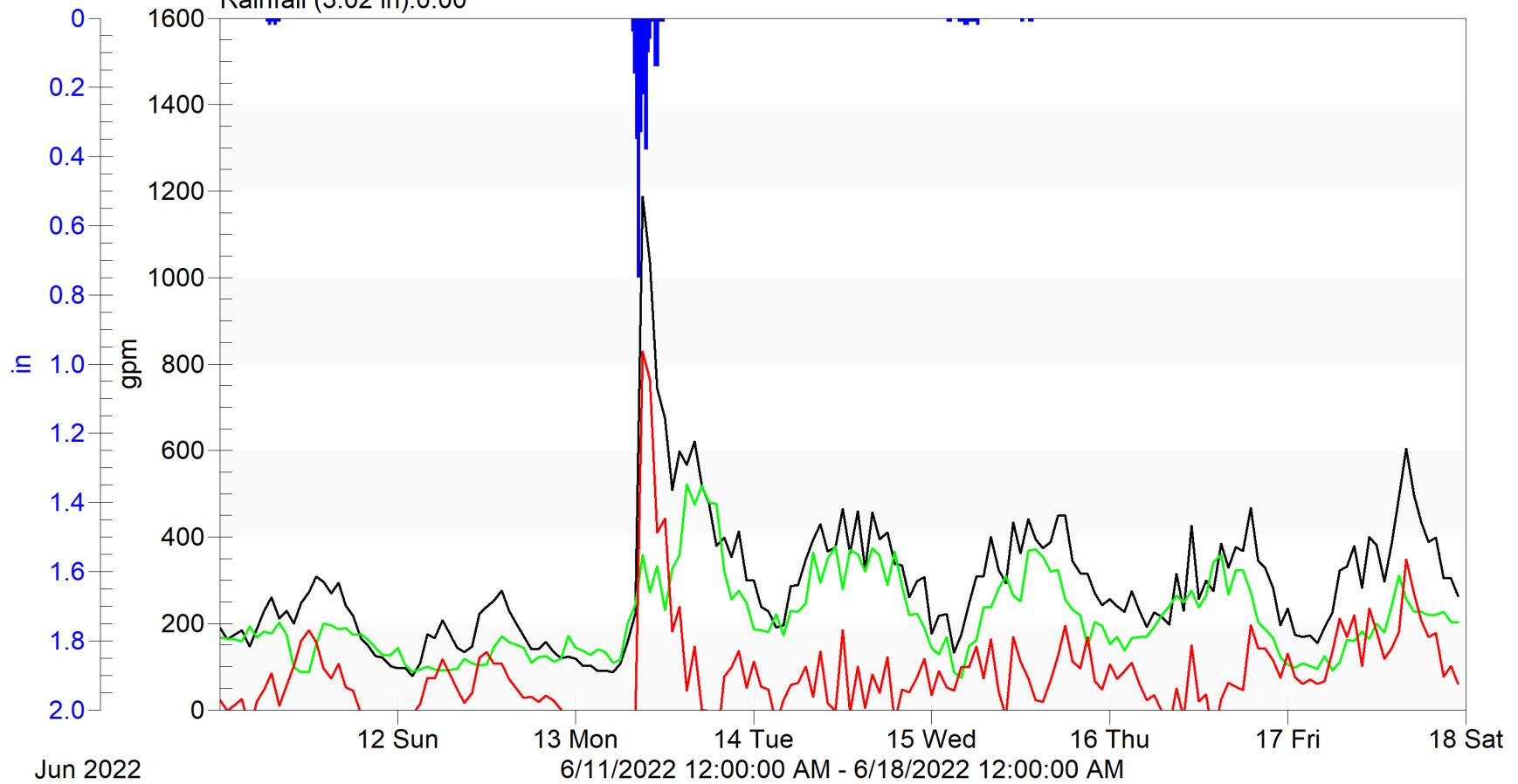
Flowlink 5

Flow Rate (292.39 gpm);Total (2.95 mgal):188.91

RC_Dry_7_7_22 (210.41 gpm);Total (2.12 mgal):166.92

Site 8 - I&I (81.98 gpm);Total (0.826 mgal):21.99

Rainfall (3.02 in):0.00



Owatonna Site 9

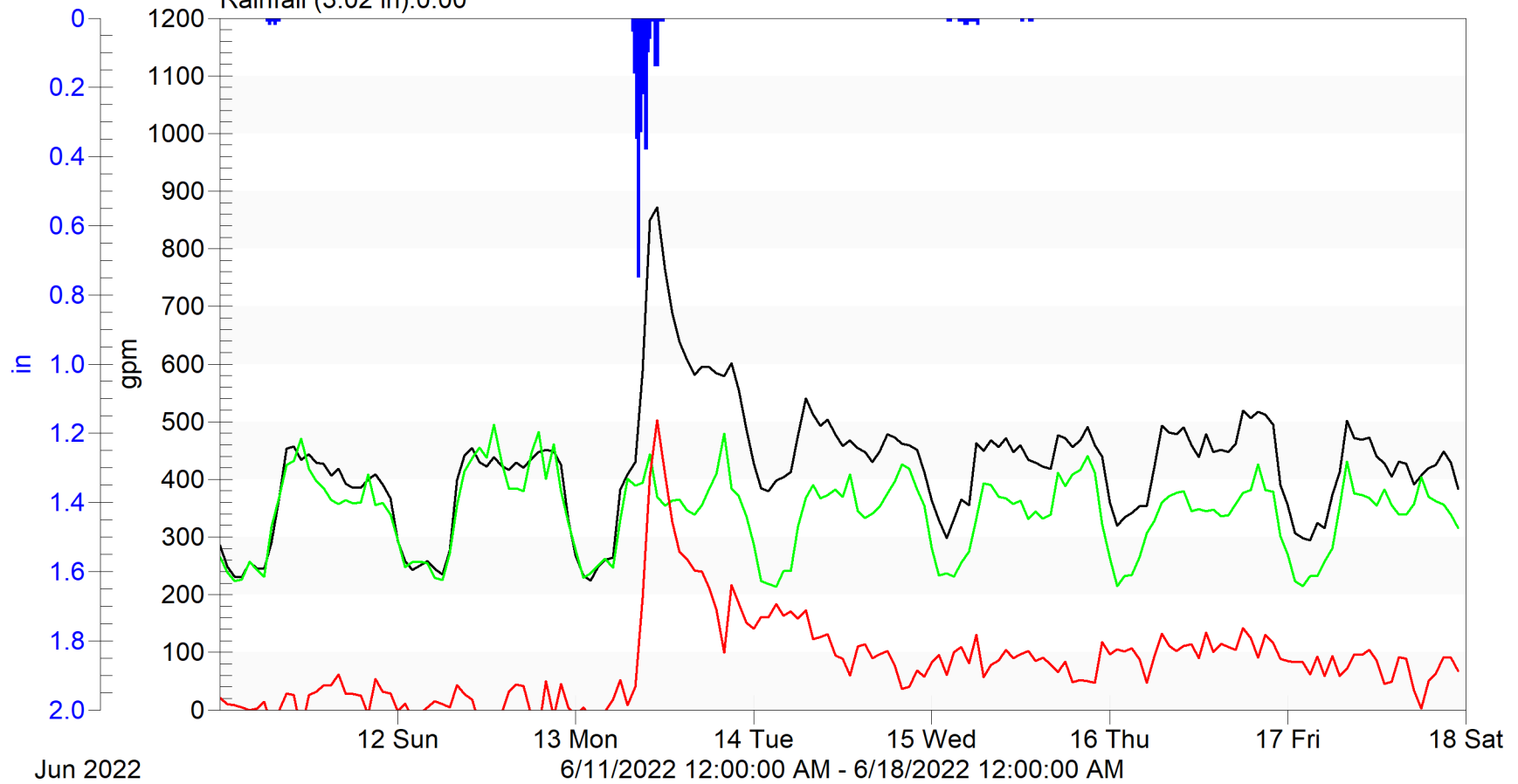
Flowlink 5

Flow Rate (422.68 gpm);Total (4.26 mgal):285.84

RC_Dry_7_9_22 (341.69 gpm);Total (3.44 mgal):264.83

Site 9 - I&I (80.99 gpm);Total (0.816 mgal):21.02

Rainfall (3.02 in):0.00



Owatonna Site 10

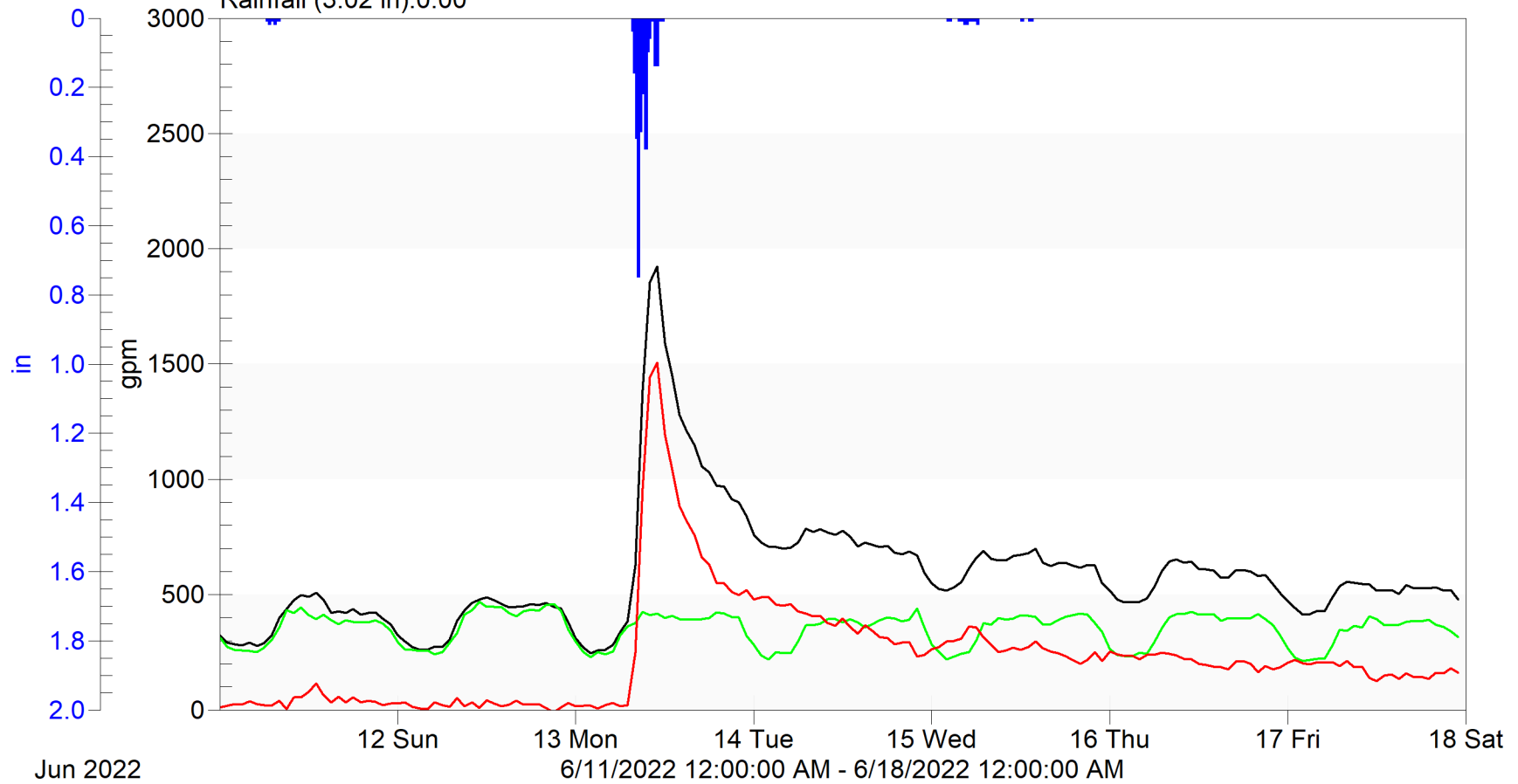
Flowlink 5

Flow Rate (584.23 gpm);Total (5.89 mgal):324.48

RC_Dry_7_9_22 (351.57 gpm);Total (3.54 mgal):312.87

Site 9 - I&I (232.66 gpm);Total (2.35 mgal):11.61

Rainfall (3.02 in):0.00



Appendix E – Opinion of Probable Project Costs for CIP Projects

Owatonna Wastewater Collection System Study
Capital Improvement Program (CIP) Projects
Opinion of Probable Project Cost (OPPC) Summary
February 2023

**Estimate Classification Note: OPPC values are representative of a Class 4 estimate (Advancement of Cost Engineering), which are used to prepare planning-level effort cost scopes or complete an evaluation of alternative schemes, technical feasibility, and preliminary budget approval or approval to proceed to the next stage of implementation. Expected accuracy for Class 4 estimates typically range from -30 to +50 percent.*

Project Number	Capital Improvement Project	Anticipated CIP Year	Estiatmed CIP Cost (2023 Dollars)	Estimated CIP Cost (Indexed) ¹	Planning Level* Cost Estimates for Anticipated Fiscal Year					
					FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
WW-01 ²	Straight River Trunk Sewer #1	2024	\$ 2,628,209	\$ 2,759,619	\$ 2,759,619					
WW-02	Straight River Trunk Sewer #2	2025	\$ 1,382,086	\$ 1,523,750		\$ 1,523,750				
WW-03	18th St and Smith Ave Trunk Sewer	2026	\$ 2,714,980	\$ 3,142,929			\$ 3,142,929			
WW-04	Oakwood Lane Sewer Replacement	2027	\$ 822,244	\$ 999,442				\$ 999,442		
WW-05	Straight River Trunk Sewer #3	2028	\$ 1,106,420	\$ 1,412,103					\$ 1,412,103	
WW-06	Linn Ave Trunk Sewer	2029	\$ 2,191,601	\$ 2,936,955						\$ 2,936,955
	Total Project Costs			\$ 12,774,798	\$ 2,759,619	\$ 1,523,750	\$ 3,142,929	\$ 999,442	\$ 1,412,103	\$ 2,936,955

¹ Anticipated CIP costs are indexed at 5% for each project to the anticipated year of construction.
² Costs for this project follow the existing trunk sewer alignment. Note Alternate WW-01-A costs are included in the following pages

Owatonna Wastewater Collection System Study

Capital Improvement Program (CIP) Projects

Planning Level Unit Prices

February 2023

	DESCRIPTION	UNIT	AVG. 2023 COSTS	NOTES
Unpaved Gravity Sewer Main:	8" SDR35 PVC Gravity Sewer Main (Unpaved)	LF	\$165	Unpaved Gravity Main per foot cost includes the following items and assumptions: - Pipe Size with full depth import backfill (8' to 12' assumed depth) - Manhole every 200 ft. plus extra vertical depth - Hydroseed at 20 sq. ft. per foot
	10" SDR35 PVC Gravity Sewer Main (Unpaved)	LF	\$170	
	12" SDR35 PVC Gravity Sewer Main (Unpaved)	LF	\$180	
	15" SDR35 PVC Gravity Sewer Main (Unpaved)	LF	\$185	
	18" PS46 ASTM F679 PVC Gravity Sewer Main (Unpaved)	LF	\$190	
	30" PS46 ASTM F679 PVC Gravity Sewer Main (Unpaved)	LF	\$250	
	30" PS46 ASTM F679 PVC Gravity Sewer Main (Unpaved-Difficult Access)	LF	\$300	
	36" PS46 ASTM F679 PVC Gravity Sewer Main (Unpaved)	LF	\$275	
	42" PS46 ASTM F679 PVC Gravity Sewer Main (Unpaved)	LF	\$310	
Paved Gravity Sewer Main:	8" SDR35 PVC Gravity Sewer Main (Paved)	LF	\$250	Paved Gravity Main per foot cost includes the following items and assumptions: - Pipe Size with full depth import backfill (8' to 12' assumed depth) - Manhole every 200 ft. plus extra vertical depth - Pavement sawcut and removal - 4" asphalt paving at 14 sq. ft. per foot
	10" SDR35 PVC Gravity Sewer Main (Paved)	LF	\$255	
	12" SDR35 PVC Gravity Sewer Main (Paved)	LF	\$260	
	15" SDR35 PVC Gravity Sewer Main (Paved)	LF	\$270	
	18" PS46 ASTM F679 PVC Gravity Sewer Main (Paved)	LF	\$275	
	21" PS46 ASTM F679 PVC Gravity Sewer Main (Paved)	LF	\$290	
	24" PS46 ASTM F679 PVC Gravity Sewer Main (Paved)	LF	\$305	
	27" PS46 ASTM F679 PVC Gravity Sewer Main (Paved)	LF	\$320	
	30" PS46 ASTM F679 PVC Gravity Sewer Main (Paved)	LF	\$330	
	36" PS46 ASTM F679 PVC Gravity Sewer Main (Paved)	LF	\$360	
	42" PS46 ASTM F679 PVC Gravity Sewer Main (Paved)	LF	\$390	
Unpaved Sewer Force Main:	4" DR18 C900 PVC Sewer Force Main (Unpaved)	LF	\$115	Unpaved Force Main per foot cost includes the following items and assumptions: Includes a plug valve every 1,000 ft.
	8" DR18 C900 PVC Sewer Force Main (Unpaved)	LF	\$125	
	10" DR18 C900 PVC Sewer Force Main (Unpaved)	LF	\$135	
Paved Sewer Force Main:	4" DR18 C900 PVC Sewer Force Main (Paved)	LF	\$195	Paved Force Main per foot cost includes the following items and assumptions: Includes a plug valve every 1,000 ft.
	10" DR18 C900 PVC Sewer Force Main (Paved)	LF	\$215	
Other:	Existing Sewer Service Connection	EA	\$2,200	
	Existing Sewer Main Connection	EA	\$6,400	
	Lift Station Connection	EA	\$6,400	
	30" River Crossing	LF	\$750	
	18" - 24" Road Crossing/Bore	LF	\$1,000	
Lift Stations:	< 18" Road Crossing/Bore	LF	\$500	Includes outer casing, carrier pipe, casing spacers every 6 ft., end seals, trench boxes and space constraints in tight urban areas.
	New Lift Station (Small Pumps, <100 gpm)	LS	\$500,000	
	New Lift Station (Medium Pumps, 100-250 gpm)	LS	\$700,000	
	New Lift Station (Large Pumps, 250-750 gpm)	LS	\$1,300,000	
	New Lift Station (Very Large Pumps, 750-1000 gpm)	LS	\$1,800,000	

Inflation: *Inflation rate is estimated based on historic data from www.usinflationcalculator.com/inflation/historical-inflation-rates/.

5%

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: Replace the main trunk sewer from the WWTF to the south along the Straight River to approximately Rose Street. This project would consist of replacing the existing gravity main with gravity mains ranging in size from 30-inch to 48-inch at the WWTF. The project would also revise the grading of the gravity sewer to eliminate improper slopes. If construction access is difficult in the pipeline replacement location, it may be possible for this pipeline to cross the Straight River approximately at Rose Street and continue along the west side of the river to the WWTF (See Project Costs for WW-01-A).

CIP ID:

WW-01

CIP Name:

Straight River Trunk Sewer #1

Estimated CIP Year:

2024

Estimated CIP Cost:

\$2,759,619

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL
Hard Cost	1.0	Sewer System					
	a.	<u>Sewer Main</u>					
		1. 30" PS46 ASTM F679 PVC Gravity Sewer Main (Unpaved-Difficult Access)	2,736	LF	\$300	\$820,800	
		2. 36" PS46 ASTM F679 PVC Gravity Sewer Main (Unpaved)	484	LF	\$275	\$133,100	
		3. 42" PS46 ASTM F679 PVC Gravity Sewer Main (Unpaved)	130	LF	\$310	\$40,300	
		4. 48" PS46 ASTM F679 PVC Gravity Sewer Main (Paved)	702	LF	\$425	\$298,350	
		5. 30" River Crossing	250	LF	\$750	\$187,500	
		Subtotal				\$1,480,050	
Hard Cost - Markups	2.0						
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$88,803	
	b.	Traffic Control	1	LS	2%	\$29,601	
	c.	Erosion Control	1	LS	1%	\$14,801	
	d.	Testing and Construction Surveying	1	LS	3%	\$44,402	
		Subtotal				\$177,606.00	
							\$1,657,656 Estimated Hard/Construction Costs
Soft Costs	3.0						
	a.	Engineering Design	1	LS	10%	\$165,766	
	b.	Construction Administration and Management	1	LS	8%	\$132,612	
	c.	Legal and Administrative	1	LS	5%	\$82,883	
		Subtotal				\$381,261	
							\$381,261 Estimated Soft Costs
Property Acquisition	4.0						
	a.	<u>Right-of-way</u>	3,350	LF	\$19.00	\$63,650	
		Subtotal				\$63,650	
							\$63,650 Estimated Property Acquisition Costs
Project Contingency	5.0						
	a.	<u>Total Project Contingency</u>	1	LS	25%	\$525,642	
		Subtotal				\$525,642	
							\$525,642 Project Contingency
Inflation	6.0						
	a.	<u>Inflation</u>	1	LS		\$131,410	
		Subtotal				\$131,410	
							\$131,410 Inflation
		Average annual inflation rate	5%				
		Year of original CIP cost estimate	2023				
		Year of anticipated construction	2024				
		Number of years of inflation	1				
		Additional cost of inflation	\$131,410				
							\$2,759,619 Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: Alternate route for Project WW-01. Replace the main trunk sewer from the WWTF to the south along the Straight River to approximately Rose Street. This project would consist of replacing the existing gravity main with gravity mains ranging in size from 30-inch to 48-inch at the WWTF. The project includes crossing the Straight River approximately at Rose Street and continuing along the west side of the river to the WWTF. The existing gravity main on the east side of the river would be abandoned.

CIP ID:

WW-01-A

CIP Name:

Straight River Trunk Sewer #1-A

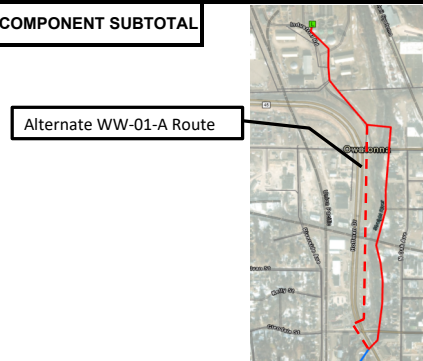
Estimated CIP Year:

2024

Estimated CIP Cost:

\$2,715,682

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL	
Hard Cost	1.0	Sewer System						
	a.	<u>Sewer Main</u>						
		1. 30" PS46 ASTM F679 PVC Gravity Sewer Main (Unpaved)	2,736	LF	\$250	\$684,000		
		2. 36" PS46 ASTM F679 PVC Gravity Sewer Main (Unpaved)	484	LF	\$275	\$133,100		
		3. 42" PS46 ASTM F679 PVC Gravity Sewer Main (Unpaved)	130	LF	\$310	\$40,300		
		4. 48" PS46 ASTM F679 PVC Gravity Sewer Main (Paved)	702	LF	\$425	\$298,350		
		5. 30" River Crossing	400	LF	\$750	\$300,000		
		Subtotal				\$1,455,750		
Hard Cost - Markups	2.0							
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$87,345		
	b.	Traffic Control	1	LS	2%	\$29,115		
	c.	Erosion Control	1	LS	1%	\$14,558		
	d.	Testing and Construction Surveying	1	LS	3%	\$43,673		
		Subtotal				\$174,690.00		
							\$1,630,440	Estimated Hard/Construction Costs
Soft Costs	3.0							
	a.	Engineering Design	1	LS	10%	\$163,044		
	b.	Construction Administration and Management	1	LS	8%	\$130,435		
	c.	Legal and Administrative	1	LS	5%	\$81,522		
		Subtotal				\$375,001		
							\$375,001	Estimated Soft Costs
Property Acquisition	4.0							
	a.	<u>Right-of-way</u>	3,350	LF	\$19.00	\$63,650		
		Subtotal				\$63,650		
							\$63,650	Estimated Property Acquisition Costs
Project Contingency	5.0							
	a.	<u>Total Project Contingency</u>	1	LS	25%	\$517,273		
		Subtotal				\$517,273		
							\$517,273	Project Contingency
Inflation	6.0							
	a.	<u>Inflation</u>	1	LS		\$129,318		
		Subtotal				\$129,318		
							\$129,318	Inflation
		Average annual inflation rate	5%					
		Year of original CIP cost estimate	2023					
		Year of anticipated construction	2024					
		Number of years of inflation	1					
		Additional cost of inflation	\$129,318					
							\$2,715,682	Total Probable Project Cost



Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: Continue replacement of the main trunk sewer from Rose Street to School Street along Walnut Avenue. This project would consist of replacing the existing trunk sewer with gravity mains ranging in size from 21-inch and 30-inch.

CIP ID:

WW-02

CIP Name:

Straight River Trunk Sewer #2

Estimated CIP Year:

2025

Estimated CIP Cost:

\$1,523,750

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL
Hard Cost	1.0	Sewer System					
	a.	<u>Sewer Main</u>					
		1. 21" PS46 ASTM F679 PVC Gravity Sewer Main (Paved)	236	LF	\$290.00	\$68,440	
		2. 24" PS46 ASTM F679 PVC Gravity Sewer Main (Paved)	1,564	LF	\$305.00	\$477,020	
		3. 27" PS46 ASTM F679 PVC Gravity Sewer Main (Paved)	696	LF	\$320.00	\$222,720	
		Subtotal				\$768,180	
Hard Cost - Markups	2.0						
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$46,091	
	b.	Traffic Control	1	LS	2%	\$15,364	
	c.	Erosion Control	1	LS	1%	\$7,682	
	d.	Testing and Construction Surveying	1	LS	3%	\$23,045	
		Subtotal				\$92,181.60	
							\$860,362 Estimated Hard/Construction Costs
Soft Costs	3.0						
	a.	Engineering Design	1	LS	10%	\$86,036	
	b.	Construction Administration and Management	1	LS	8%	\$68,829	
	c.	Legal and Administrative	1	LS	5%	\$43,018	
		Subtotal				\$197,883	
							\$197,883 Estimated Soft Costs
Property Acquisition	4.0						
	a.	Right-of-way	2,496	LF	\$19.00	\$47,424	
		Subtotal				\$47,424	
							\$47,424 Estimated Property Acquisition Costs
Project Contingency	5.0						
	a.	Total Project Contingency	1	LS	25%	\$276,417	
		Subtotal				\$276,417	
							\$276,417 Project Contingency
Inflation	6.0						
	a.	Inflation	1	LS		\$141,664	
		Subtotal				\$141,664	
							\$141,664 Inflation
		Average annual inflation rate	5%				
		Year of original CIP cost estimate	2023				
		Year of anticipated construction	2025				
		Number of years of inflation	2				
		Additional cost of inflation	\$141,664				
							\$1,523,750 Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: Replace the gravity mains along 18th Street SE between Truman Avenue and Smith Avenue, along Smith Avenue between 18th Street SE and Havana Road, along Havana Road between Smith Avenue and Cardinal Drive, along Cardinal Drive between Havana Road and approximately Bixby Road, and along Bixby Road between Havana Road and approximately Johnson Place SE.

CIP ID:

WW-03

CIP Name:

18th St and Smith Ave Trunk Sewer

Estimated CIP Year:

2026

Estimated CIP Cost:

\$3,142,929

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL
Hard Cost	1.0	Sewer System					
	a.	<u>Sewer Main</u>					
	1.	12" SDR35 PVC Gravity Sewer Main (Paved)	1,316	LF	\$260.00	\$342,160	
	2.	15" SDR35 PVC Gravity Sewer Main (Paved)	4,286	LF	\$270.00	\$1,157,220	
		Subtotal				\$1,499,380	
Hard Cost - Markups	2.0						
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$89,963	
	b.	Traffic Control	1	LS	2%	\$29,988	
	c.	Erosion Control	1	LS	1%	\$14,994	
	d.	Testing and Construction Surveying	1	LS	3%	\$44,981	
		Subtotal				\$179,926	
							\$1,679,306 Estimated Hard/Construction Costs
Soft Costs	3.0						
	a.	Engineering Design	1	LS	10%	\$167,931	
	b.	Construction Administration and Management	1	LS	8%	\$134,344	
	c.	Legal and Administrative	1	LS	5%	\$83,965	
		Subtotal				\$386,240	
							\$386,240 Estimated Soft Costs
Property Acquisition	4.0						
	a.	<u>Right-of-way</u>	5,602	LF	\$19.00	\$106,438	
		Subtotal				\$106,438	
							\$106,438 Estimated Property Acquisition Costs
Project Contingency	5.0						
	a.	<u>Total Project Contingency</u>	1	LS	25%	\$542,996	
		Subtotal				\$542,996	
							\$542,996 Project Contingency
Inflation	6.0						
	a.	<u>Inflation</u>	1	LS		\$427,949	
		Subtotal				\$427,949	
							\$427,949 Inflation
		Average annual inflation rate	5%				
		Year of original CIP cost estimate	2023				
		Year of anticipated construction	2026				
		Number of years of inflation	3				
		Additional cost of inflation	\$427,949				
							\$3,142,929 Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: connect the existing 8-inch gravity mains between Carriage Lane and Pebble Beach Drive, and replace the existing gravity main along Rost Street between Carriage Lane to Izaak Walton Creek with a 12-inch gravity main. An alternative to this project could be to replace the existing 8-inch gravity main along Oakwood Lane between Crestview Lane and Rose Street with a 12-inch gravity main.

CIP ID:

WW-04

CIP Name:

Oakwood Lane Sewer Replacement

Estimated CIP Year:

2027

Estimated CIP Cost:

\$999,442

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL	
Hard Cost	1.0	Sewer System						
	a.	<u>Sewer Main</u>						
	1.	12" SDR35 PVC Gravity Sewer Main (Paved)	1,744	LF	\$260.00	\$453,440		
		Subtotal				\$453,440		
Hard Cost - Markups	2.0							
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$27,206		
	b.	Traffic Control	1	LS	2%	\$9,069		
	c.	Erosion Control	1	LS	1%	\$4,534		
	d.	Testing and Construction Surveying	1	LS	3%	\$13,603		
		Subtotal				\$54,413		
							\$507,853	Estimated Hard/Construction Costs
Soft Costs	3.0							
	a.	Engineering Design	1	LS	10%	\$50,785		
	b.	Construction Administration and Management	1	LS	8%	\$40,628		
	c.	Legal and Administrative	1	LS	5%	\$25,393		
		Subtotal				\$116,806		
							\$116,806	Estimated Soft Costs
Property Acquisition	4.0							
	a.	Right-of-way	1,744	LF	\$19.00	\$33,136		
		Subtotal				\$33,136		
							\$33,136	Estimated Property Acquisition Costs
Project Contingency	5.0							
	a.	Total Project Contingency	1	LS	25%	\$164,449		
		Subtotal				\$164,449		
							\$164,449	Project Contingency
Inflation	6.0							
	a.	Inflation	1	LS		\$177,199		
		Subtotal				\$177,199		
							\$177,199	Inflation
		Average annual inflation rate	5%					
		Year of original CIP cost estimate	2023					
		Year of anticipated construction	2027					
		Number of years of inflation	4					
		Additional cost of inflation	\$177,199					
							\$999,442	Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: Continue replacement of the main trunk sewer along the east side of the Straight River by replacing the existing 12-inch pipeline along Mosher Avenue from School Street to approximately Plainview Street.

CIP ID:

WW-05

CIP Name:

Straight River Trunk Sewer #3

Estimated CIP Year:

2028

Estimated CIP Cost:

\$1,412,103

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL	
Hard Cost	1.0	Sewer System						
	a.	<u>Sewer Main</u>						
	1.	21" PS46 ASTM F679 PVC Gravity Sewer Main (Paved)	2,115	LF	\$290.00	\$613,350		
		Subtotal				\$613,350		
Hard Cost - Markups	2.0							
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$36,801		
	b.	Traffic Control	1	LS	2%	\$12,267		
	c.	Erosion Control	1	LS	1%	\$6,134		
	d.	Testing and Construction Surveying	1	LS	3%	\$18,401		
		Subtotal				\$73,602		
							\$686,952	Estimated Hard/Construction Costs
Soft Costs	3.0							
	a.	Engineering Design	1	LS	10%	\$68,695		
	b.	Construction Administration and Management	1	LS	8%	\$54,956		
	c.	Legal and Administrative	1	LS	5%	\$34,348		
		Subtotal				\$157,999		
							\$157,999	Estimated Soft Costs
Property Acquisition	4.0							
	a.	Right-of-way	2,115	LF	\$19.00	\$40,185		
		Subtotal				\$40,185		
							\$40,185	Estimated Property Acquisition Costs
Project Contingency	5.0							
	a.	Total Project Contingency	1	LS	25%	\$221,284		
		Subtotal				\$221,284		
							\$221,284	Project Contingency
Inflation	6.0							
	a.	Inflation	1	LS		\$305,683		
		Subtotal				\$305,683		
							\$305,683	Inflation
		Average annual inflation rate	5%					
		Year of original CIP cost estimate	2023					
		Year of anticipated construction	2028					
		Number of years of inflation	5					
		Additional cost of inflation	\$305,683					
							\$1,412,103	Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: Replace the existing 8-inch and 10-inch gravity mains along Linn Avenue between 18th Street and Southview Street, and west to Mosher Avenue with an 18-inch pipeline.

CIP ID:

WW-06

CIP Name:

Linn Ave Trunk Sewer

Estimated CIP Year:

2029

Estimated CIP Cost:

\$2,936,955

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL	
Hard Cost	1.0	Sewer System						
	a.	<u>Sewer Main</u>						
	1.	18" PS46 ASTM F679 PVC Gravity Sewer Main (Paved)	4,407	LF	\$275.00	\$1,211,925		
		Subtotal				\$1,211,925		
Hard Cost - Markups	2.0							
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$72,716		
	b.	Traffic Control	1	LS	2%	\$24,239		
	c.	Erosion Control	1	LS	1%	\$12,119		
	d.	Testing and Construction Surveying	1	LS	3%	\$36,358		
		Subtotal				\$145,431		
							\$1,357,356	Estimated Hard/Construction Costs
Soft Costs	3.0							
	a.	Engineering Design	1	LS	10%	\$135,736		
	b.	Construction Administration and Management	1	LS	8%	\$108,588		
	c.	Legal and Administrative	1	LS	5%	\$67,868		
		Subtotal				\$312,192		
							\$312,192	Estimated Soft Costs
Property Acquisition	4.0							
	a.	Right-of-way	4,407	LF	\$19.00	\$83,733		
		Subtotal				\$83,733		
							\$83,733	Estimated Property Acquisition Costs
Project Contingency	5.0							
	a.	Total Project Contingency	1	LS	25%	\$438,320		
		Subtotal				\$438,320		
							\$438,320	Project Contingency
Inflation	6.0							
	a.	Inflation	1	LS		\$745,354		
		Subtotal				\$745,354		
							\$745,354	Inflation
		Average annual inflation rate	5%					
		Year of original CIP cost estimate	2023					
		Year of anticipated construction	2029					
		Number of years of inflation	6					
		Additional cost of inflation	\$745,354					
							\$2,936,955	Total Probable Project Cost

Appendix F – Opinion of Probable Project Costs for Future Lift Stations

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
Lift Station and Force Main Projects
February 2023

Growth and Development Lift Station¹	Peak Flow – 30-yr (gpm)	30-yr Sewershed Service Area (Acres)²	30-yr Force Main Diameter (in.)	Force Main Length (LF)	Estimated Lift Station and Force Main Costs³
LS_A	62	19	4	2,640	\$ 1,468,541
LS_B	77	35	4	620	\$ 1,186,288
LS_C	914	90	10	1,680	\$ 3,783,528
LS_D	551	92	8	750	\$ 2,601,329
LS_E	167	79	4	3,000	\$ 1,892,782
LS_F	208	138	4	8,200	\$ 3,848,490
LS_G	103	47	4	5,100	\$ 2,623,708
LS_H	105	34	4	2,400	\$ 1,759,714
LS_I	27	34	4	3,300	\$ 1,614,916
LS_J	112	30	4	4,500	\$ 2,225,452
LS_K	67	107	4	10,600	\$ 3,233,910
TOTALS					\$ 26,238,655

¹ Refer to sewershed maps for future lift station locations.

² 30-yr sewershed area is based on 13% of total buildout as discussed in the report

³ 2023 Total Project Costs Include Lift Stations and Force Mains for 30-yr Capacity

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: 65 gpm lift station and 4-inch force main from future Lift Station A to the northwest to the existing gravity main on Haddonstone Lane NE

CIP ID:

LS_A

CIP Name:

Lift Station A

Estimated CIP Year:

2023

Estimated CIP Cost:

\$1,468,541

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL
Hard Cost							
	1.0	Sewer System					
	a.	<u>Sewer Main</u>					
		1. 4" DR18 C900 PVC Sewer Force Main (Unpaved)	2,640	LF	\$115	\$303,600	
		2. Lift Station Connection	1	EA	\$6,400	\$6,400	
		3. Existing Sewer Main Connection	1	EA	\$6,400	\$6,400	
		4. New Lift Station (Small Pumps, <100 gpm)	1	LS	\$500,000	\$500,000	
		Subtotal				\$816,400	
Hard Cost - Markups							
	2.0						
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$48,984	
	b.	Traffic Control	1	LS	2%	\$16,328	
	c.	Erosion Control	1	LS	1%	\$8,164	
	d.	Testing and Construction Surveying	1	LS	3%	\$24,492	
		Subtotal				\$97,968.00	
							\$914,368 Estimated Hard/Construction Costs
Soft Costs							
	3.0						
	a.	Engineering Design	1	LS	10%	\$91,437	
	b.	Construction Administration and Management	1	LS	8%	\$73,149	
	c.	Legal and Administrative	1	LS	5%	\$45,718	
		Subtotal				\$210,305	
							\$210,305 Estimated Soft Costs
Property Acquisition							
	4.0						
	a.	Right-of-way	2,640	LF	\$19.00	\$50,160	
		Subtotal				\$50,160	
							\$50,160 Estimated Property Acquisition Costs
Project Contingency							
	5.0						
	a.	Total Project Contingency	1	LS	25%	\$293,708	
		Subtotal				\$293,708	
							\$293,708 Project Contingency
Inflation							
	6.0						
	a.	Inflation	1	LS		\$0	
		Subtotal				\$0	
							\$0 Inflation
		Average annual inflation rate	5%				
		Year of original CIP cost estimate	2023				
		Year of anticipated construction	2023				
		Number of years of inflation	0				
		Additional cost of inflation	\$0				
							\$1,468,541 Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: 80 gpm lift station and 4-inch force main from future Lift Station B to the south across County Road 180 and the railroad to a proposed gravity main along Havana Road

CIP ID:

LS_B

CIP Name:

Lift Station B

Estimated CIP Year:

2023

Estimated CIP Cost:

\$1,186,288

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL	
Hard Cost								
	1.0	Sewer System						
	a.	<u>Sewer Main</u>						
		1. 4" DR18 C900 PVC Sewer Force Main (Unpaved)	370	LF	\$115	\$42,550		
		2. Lift Station Connection	1	EA	\$6,400	\$6,400		
		3. Existing Sewer Main Connection	1	EA	\$6,400	\$6,400		
		4. New Lift Station (Small Pumps, <100 gpm)	1	LS	\$500,000	\$500,000		
		5. < 18" Road Crossing/Bore	250	LF	\$500	\$125,000		
		Subtotal				\$680,350		
Hard Cost - Markups								
	2.0							
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$40,821		
	b.	Traffic Control	1	LS	2%	\$13,607		
	c.	Erosion Control	1	LS	1%	\$6,804		
	d.	Testing and Construction Surveying	1	LS	3%	\$20,411		
		Subtotal				\$81,642.00		
							\$761,992	Estimated Hard/Construction Costs
Soft Costs								
	3.0							
	a.	Engineering Design	1	LS	10%	\$76,199		
	b.	Construction Administration and Management	1	LS	8%	\$60,959		
	c.	Legal and Administrative	1	LS	5%	\$38,100		
		Subtotal				\$175,258		
							\$175,258	Estimated Soft Costs
Property Acquisition								
	4.0							
	a.	Right-of-way	620	LF	\$19.00	\$11,780		
		Subtotal				\$11,780		
							\$11,780	Estimated Property Acquisition Costs
Project Contingency								
	5.0							
	a.	Total Project Contingency	1	LS	25%	\$237,258		
		Subtotal				\$237,258		
							\$237,258	Project Contingency
Inflation								
	6.0							
	a.	Inflation	1	LS		\$0		
		Subtotal				\$0		
							\$0	Inflation
		Average annual inflation rate	5%					
		Year of original CIP cost estimate	2023					
		Year of anticipated construction	2023					
		Number of years of inflation	0					
		Additional cost of inflation	\$0					
							\$1,186,288	Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: 915 gpm lift station and 10-inch force main from future Lift Station C to the west along Havana Road to the existing gravity main near the intersection of Bixby Road and Havana Road

CIP ID:

LS_C

CIP Name:

Lift Station C

Estimated CIP Year:

2023

Estimated CIP Cost:

\$3,783,528

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL
Hard Cost							
	1.0	Sewer System					
	a.	<u>Sewer Main</u>					
		1. 10" DR18 C900 PVC Sewer Force Main (Paved)	1,680	LF	\$215	\$361,200	
		2. Lift Station Connection	1	EA	\$6,400	\$6,400	
		3. Existing Sewer Main Connection	1	EA	\$6,400	\$6,400	
		4. <u>New Lift Station (Very Large Pumps, 750-1000 gpm)</u>	1	LS	\$1,800,000	\$1,800,000	
		Subtotal				\$2,174,000	
Hard Cost - Markups							
	2.0						
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$130,440	
	b.	Traffic Control	1	LS	2%	\$43,480	
	c.	Erosion Control	1	LS	1%	\$21,740	
	d.	<u>Testing and Construction Surveying</u>	1	LS	3%	\$65,220	
		Subtotal				\$260,880.00	
							\$2,434,880 Estimated Hard/Construction Costs
Soft Costs							
	3.0						
	a.	Engineering Design	1	LS	10%	\$243,488	
	b.	Construction Administration and Management	1	LS	8%	\$194,790	
	c.	<u>Legal and Administrative</u>	1	LS	5%	\$121,744	
		Subtotal				\$560,022	
							\$560,022 Estimated Soft Costs
Property Acquisition							
	4.0						
	a.	<u>Right-of-way</u>	1,680	LF	\$19.00	\$31,920	
		Subtotal				\$31,920	
							\$31,920 Estimated Property Acquisition Costs
Project Contingency							
	5.0						
	a.	<u>Total Project Contingency</u>	1	LS	25%	\$756,706	
		Subtotal				\$756,706	
							\$756,706 Project Contingency
Inflation							
	6.0						
	a.	<u>Inflation</u>	1	LS		\$0	
		Subtotal				\$0	
							\$0 Inflation
		Average annual inflation rate	5%				
		Year of original CIP cost estimate	2023				
		Year of anticipated construction	2023				
		Number of years of inflation	0				
		Additional cost of inflation	\$0				
							\$3,783,528 Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: 555 gpm lift station and 8-inch force main from future Lift Station D to the north across I-14 along the east side of County Road 48-S to a proposed gravity main

CIP ID:

LS_D

CIP Name:

Lift Station D

Estimated CIP Year:

2023

Estimated CIP Cost:

\$2,601,329

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL	
Hard Cost								
	1.0	Sewer System						
	a.	<u>Sewer Main</u>						
		1. 8" DR18 C900 PVC Sewer Force Main (Unpaved)	500	LF	\$125	\$62,500		
		2. Lift Station Connection	1	EA	\$6,400	\$6,400		
		3. Existing Sewer Main Connection	1	EA	\$6,400	\$6,400		
		4. New Lift Station (Large Pumps, 250-750 gpm)	1	LS	\$1,300,000	\$1,300,000		
		5. < 18" Road Crossing/Bore	250	LF	\$500	\$125,000		
		Subtotal				\$1,500,300		
Hard Cost - Markups								
	2.0							
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$90,018		
	b.	Traffic Control	1	LS	2%	\$30,006		
	c.	Erosion Control	1	LS	1%	\$15,003		
	d.	Testing and Construction Surveying	1	LS	3%	\$45,009		
		Subtotal				\$180,036.00		
							\$1,680,336	Estimated Hard/Construction Costs
Soft Costs								
	3.0							
	a.	Engineering Design	1	LS	10%	\$168,034		
	b.	Construction Administration and Management	1	LS	8%	\$134,427		
	c.	Legal and Administrative	1	LS	5%	\$84,017		
		Subtotal				\$386,477		
							\$386,477	Estimated Soft Costs
Property Acquisition								
	4.0							
	a.	<u>Right-of-way</u>	750	LF	\$19.00	\$14,250		
		Subtotal				\$14,250		
							\$14,250	Estimated Property Acquisition Costs
Project Contingency								
	5.0							
	a.	<u>Total Project Contingency</u>	1	LS	25%	\$520,266		
		Subtotal				\$520,266		
							\$520,266	Project Contingency
Inflation								
	6.0							
	a.	<u>Inflation</u>	1	LS		\$0		
		Subtotal				\$0		
							\$0	Inflation
		Average annual inflation rate	5%					
		Year of original CIP cost estimate	2023					
		Year of anticipated construction	2023					
		Number of years of inflation	0					
		Additional cost of inflation	\$0					
							\$2,601,329	Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: 170 gpm lift station and 4-inch force main from future Lift Station E to the east to a proposed gravity main along the south side of I-14

CIP ID:

LS_E

CIP Name:

Lift Station E

Estimated CIP Year:

2023

Estimated CIP Cost:

\$1,892,782

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL	
Hard Cost								
	1.0	Sewer System						
	a.	<u>Sewer Main</u>						
		1. 4" DR18 C900 PVC Sewer Force Main (Unpaved)	3,000	LF	\$115	\$345,000		
		2. Lift Station Connection	1	EA	\$6,400	\$6,400		
		3. Existing Sewer Main Connection	1	EA	\$6,400	\$6,400		
		4. New Lift Station (Medium Pumps, 100-250 gpm)	1	LS	\$700,000	\$700,000		
		Subtotal				\$1,057,800		
Hard Cost - Markups								
	2.0							
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$63,468		
	b.	Traffic Control	1	LS	2%	\$21,156		
	c.	Erosion Control	1	LS	1%	\$10,578		
	d.	Testing and Construction Surveying	1	LS	3%	\$31,734		
		Subtotal				\$126,936.00		
							\$1,184,736	Estimated Hard/Construction Costs
Soft Costs								
	3.0							
	a.	Engineering Design	1	LS	10%	\$118,474		
	b.	Construction Administration and Management	1	LS	8%	\$94,779		
	c.	Legal and Administrative	1	LS	5%	\$59,237		
		Subtotal				\$272,489		
							\$272,489	Estimated Soft Costs
Property Acquisition								
	4.0							
	a.	Right-of-way	3,000	LF	\$19.00	\$57,000		
		Subtotal				\$57,000		
							\$57,000	Estimated Property Acquisition Costs
Project Contingency								
	5.0							
	a.	Total Project Contingency	1	LS	25%	\$378,556		
		Subtotal				\$378,556		
							\$378,556	Project Contingency
Inflation								
	6.0							
	a.	Inflation	1	LS		\$0		
		Subtotal				\$0		
							\$0	Inflation
		Average annual inflation rate	5%					
		Year of original CIP cost estimate	2023					
		Year of anticipated construction	2023					
		Number of years of inflation	0					
		Additional cost of inflation	\$0					
							\$1,892,782	Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: 210 gpm lift station and 4-inch force main from future Lift Station F to the north along South Cedar Avenue to 18th Street S, and west to Linn Avenue to an existing gravity main.

CIP ID:

LS_F

CIP Name:

Lift Station F

Estimated CIP Year:

2023

Estimated CIP Cost:

\$3,848,490

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL
Hard Cost							
	1.0	Sewer System					
	a.	<u>Sewer Main</u>					
		1. 4" DR18 C900 PVC Sewer Force Main (Unpaved)	3,900	LF	\$115	\$448,500	
		2. 4" DR18 C900 PVC Sewer Force Main (Paved)	3,900	LF	\$195	\$760,500	
		3. Lift Station Connection	1	EA	\$6,400	\$6,400	
		4. Existing Sewer Main Connection	1	EA	\$6,400	\$6,400	
		5. New Lift Station (Medium Pumps, 100-250 gpm)	1	LS	\$700,000	\$700,000	
		6. < 18" Road Crossing/Bore	400	LF	\$500	\$200,000	
		Subtotal				\$2,121,800	
Hard Cost - Markups							
	2.0						
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$127,308	
	b.	Traffic Control	1	LS	2%	\$42,436	
	c.	Erosion Control	1	LS	1%	\$21,218	
	d.	Testing and Construction Surveying	1	LS	3%	\$63,654	
		Subtotal				\$254,616.00	
							\$2,376,416 Estimated Hard/Construction Costs
Soft Costs							
	3.0						
	a.	Engineering Design	1	LS	10%	\$237,642	
	b.	Construction Administration and Management	1	LS	8%	\$190,113	
	c.	Legal and Administrative	1	LS	5%	\$118,821	
		Subtotal				\$546,576	
							\$546,576 Estimated Soft Costs
Property Acquisition							
	4.0						
	a.	<u>Right-of-way</u>	8,200	LF	\$19.00	\$155,800	
		Subtotal				\$155,800	
							\$155,800 Estimated Property Acquisition Costs
Project Contingency							
	5.0						
	a.	<u>Total Project Contingency</u>	1	LS	25%	\$769,698	
		Subtotal				\$769,698	
							\$769,698 Project Contingency
Inflation							
	6.0						
	a.	<u>Inflation</u>	1	LS		\$0	
		Subtotal				\$0	
							\$0 Inflation
		Average annual inflation rate	5%				
		Year of original CIP cost estimate	2023				
		Year of anticipated construction	2023				
		Number of years of inflation	0				
		Additional cost of inflation	\$0				
							\$3,848,490 Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: 105 gpm lift station and 4-inch force main from future Lift Station G to the northeast to a proposed gravity main on the north side of I-14

CIP ID:

LS_G

CIP Name:

Lift Station G

Estimated CIP Year:

2023

Estimated CIP Cost:

\$2,623,708

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL
Hard Cost							
	1.0	Sewer System					
	a.	<u>Sewer Main</u>					
		1. 4" DR18 C900 PVC Sewer Force Main (Unpaved)	4,700	LF	\$115	\$540,500	
		2. Lift Station Connection	1	EA	\$6,400	\$6,400	
		3. Existing Sewer Main Connection	1	EA	\$6,400	\$6,400	
		4. New Lift Station (Medium Pumps, 100-250 gpm)	1	LS	\$700,000	\$700,000	
		5. < 18" Road Crossing/Bore	400	LF	\$500	\$200,000	
		Subtotal				\$1,453,300	
Hard Cost - Markups							
	2.0						
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$87,198	
	b.	Traffic Control	1	LS	2%	\$29,066	
	c.	Erosion Control	1	LS	1%	\$14,533	
	d.	Testing and Construction Surveying	1	LS	3%	\$43,599	
		Subtotal				\$174,396.00	
							\$1,627,696 Estimated Hard/Construction Costs
Soft Costs							
	3.0						
	a.	Engineering Design	1	LS	10%	\$162,770	
	b.	Construction Administration and Management	1	LS	8%	\$130,216	
	c.	Legal and Administrative	1	LS	5%	\$81,385	
		Subtotal				\$374,370	
							\$374,370 Estimated Soft Costs
Property Acquisition							
	4.0						
	a.	<u>Right-of-way</u>	5,100	LF	\$19.00	\$96,900	
		Subtotal				\$96,900	
							\$96,900 Estimated Property Acquisition Costs
Project Contingency							
	5.0						
	a.	<u>Total Project Contingency</u>	1	LS	25%	\$524,742	
		Subtotal				\$524,742	
							\$524,742 Project Contingency
Inflation							
	6.0						
	a.	<u>Inflation</u>	1	LS		\$0	
		Subtotal				\$0	
							\$0 Inflation
		Average annual inflation rate	5%				
		Year of original CIP cost estimate	2023				
		Year of anticipated construction	2023				
		Number of years of inflation	0				
		Additional cost of inflation	\$0				
							\$2,623,708 Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: 105 gpm lift station and 4-inch force main from future Lift Station H to the east to and existing gravity main near the intersection of 24th Avenue and Alexander Street SW

CIP ID:

LS_H

CIP Name:

Lift Station H

Estimated CIP Year:

2023

Estimated CIP Cost:

\$1,759,714

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL
Hard Cost							
	1.0	Sewer System					
	a.	<u>Sewer Main</u>					
		1. 4" DR18 C900 PVC Sewer Force Main (Unpaved)	2,400	LF	\$115	\$276,000	
		2. Lift Station Connection	1	EA	\$6,400	\$6,400	
		3. Existing Sewer Main Connection	1	EA	\$6,400	\$6,400	
		4. New Lift Station (Medium Pumps, 100-250 gpm)	1	LS	\$700,000	\$700,000	
		Subtotal				\$988,800	
Hard Cost - Markups							
	2.0						
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$59,328	
	b.	Traffic Control	1	LS	2%	\$19,776	
	c.	Erosion Control	1	LS	1%	\$9,888	
	d.	Testing and Construction Surveying	1	LS	3%	\$29,664	
		Subtotal				\$118,656.00	
							\$1,107,456 Estimated Hard/Construction Costs
Soft Costs							
	3.0						
	a.	Engineering Design	1	LS	10%	\$110,746	
	b.	Construction Administration and Management	1	LS	8%	\$88,596	
	c.	Legal and Administrative	1	LS	5%	\$55,373	
		Subtotal				\$254,715	
							\$254,715 Estimated Soft Costs
Property Acquisition							
	4.0						
	a.	Right-of-way	2,400	LF	\$19.00	\$45,600	
		Subtotal				\$45,600	
							\$45,600 Estimated Property Acquisition Costs
Project Contingency							
	5.0						
	a.	Total Project Contingency	1	LS	25%	\$351,943	
		Subtotal				\$351,943	
							\$351,943 Project Contingency
Inflation							
	6.0						
	a.	Inflation	1	LS		\$0	
		Subtotal				\$0	
							\$0 Inflation
		Average annual inflation rate	5%				
		Year of original CIP cost estimate	2023				
		Year of anticipated construction	2023				
		Number of years of inflation	0				
		Additional cost of inflation	\$0				
							\$1,759,714 Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: 30 gpm lift station and 4-inch force main from future Lift Station I to the east to an existing gravity main on the east side of 39th Avenue NW north of the railroad

CIP ID:

LS_I

CIP Name:

Lift Station I

Estimated CIP Year:

2023

Estimated CIP Cost:

\$1,614,916

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL
Hard Cost							
	1.0	Sewer System					
	a.	<u>Sewer Main</u>					
		1. 4" DR18 C900 PVC Sewer Force Main (Unpaved)	3,300	LF	\$115	\$379,500	
		2. Lift Station Connection	1	EA	\$6,400	\$6,400	
		3. Existing Sewer Main Connection	1	EA	\$6,400	\$6,400	
		4. New Lift Station (Small Pumps, <100 gpm)	1	LS	\$500,000	\$500,000	
		Subtotal				\$892,300	
Hard Cost - Markups							
	2.0						
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$53,538	
	b.	Traffic Control	1	LS	2%	\$17,846	
	c.	Erosion Control	1	LS	1%	\$8,923	
	d.	Testing and Construction Surveying	1	LS	3%	\$26,769	
		Subtotal				\$107,076.00	
							\$999,376 Estimated Hard/Construction Costs
Soft Costs							
	3.0						
	a.	Engineering Design	1	LS	10%	\$99,938	
	b.	Construction Administration and Management	1	LS	8%	\$79,950	
	c.	Legal and Administrative	1	LS	5%	\$49,969	
		Subtotal				\$229,856	
							\$229,856 Estimated Soft Costs
Property Acquisition							
	4.0						
	a.	Right-of-way	3,300	LF	\$19.00	\$62,700	
		Subtotal				\$62,700	
							\$62,700 Estimated Property Acquisition Costs
Project Contingency							
	5.0						
	a.	Total Project Contingency	1	LS	25%	\$322,983	
		Subtotal				\$322,983	
							\$322,983 Project Contingency
Inflation							
	6.0						
	a.	Inflation	1	LS		\$0	
		Subtotal				\$0	
							\$0 Inflation
		Average annual inflation rate	5%				
		Year of original CIP cost estimate	2023				
		Year of anticipated construction	2023				
		Number of years of inflation	0				
		Additional cost of inflation	\$0				
							\$1,614,916 Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: 115 gpm lift station and 4-inch force main from future Lift Station J to the east to an existing gravity main along 26th Street NW east of Harvest Lane

CIP ID:

LS_J

CIP Name:

Lift Station J

Estimated CIP Year:

2023

Estimated CIP Cost:

\$2,225,452

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL
Hard Cost							
	1.0	Sewer System					
	a.	<u>Sewer Main</u>					
		1. 4" DR18 C900 PVC Sewer Force Main (Unpaved)	4,500	LF	\$115	\$517,500	
		2. Lift Station Connection	1	EA	\$6,400	\$6,400	
		3. Existing Sewer Main Connection	1	EA	\$6,400	\$6,400	
		4. New Lift Station (Medium Pumps, 100-250 gpm)	1	LS	\$700,000	\$700,000	
		Subtotal				\$1,230,300	
Hard Cost - Markups							
	2.0						
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$73,818	
	b.	Traffic Control	1	LS	2%	\$24,606	
	c.	Erosion Control	1	LS	1%	\$12,303	
	d.	Testing and Construction Surveying	1	LS	3%	\$36,909	
		Subtotal				\$147,636.00	
							\$1,377,936 Estimated Hard/Construction Costs
Soft Costs							
	3.0						
	a.	Engineering Design	1	LS	10%	\$137,794	
	b.	Construction Administration and Management	1	LS	8%	\$110,235	
	c.	Legal and Administrative	1	LS	5%	\$68,897	
		Subtotal				\$316,925	
							\$316,925 Estimated Soft Costs
Property Acquisition							
	4.0						
	a.	Right-of-way	4,500	LF	\$19.00	\$85,500	
		Subtotal				\$85,500	
							\$85,500 Estimated Property Acquisition Costs
Project Contingency							
	5.0						
	a.	Total Project Contingency	1	LS	25%	\$445,090	
		Subtotal				\$445,090	
							\$445,090 Project Contingency
Inflation							
	6.0						
	a.	Inflation	1	LS		\$0	
		Subtotal				\$0	
							\$0 Inflation
		Average annual inflation rate	5%				
		Year of original CIP cost estimate	2023				
		Year of anticipated construction	2023				
		Number of years of inflation	0				
		Additional cost of inflation	\$0				
							\$2,225,452 Total Probable Project Cost

Owatonna Wastewater Collection System Study
OPINION OF TOTAL PROBABLE PROJECT COST
February 2023

Project Description: 70 gpm lift station and 4-inch force main from future Lift Station K to the east to and existing gravity main on the west side of County Road 45 near the airport

CIP ID:

LS_K

CIP Name:

Lift Station K

Estimated CIP Year:

2023

Estimated CIP Cost:

\$3,233,910

COST COMPONENT	ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT	UNIT COST	TOTAL COST	COMPONENT SUBTOTAL
Hard Cost							
	1.0	Sewer System					
	a.	<u>Sewer Main</u>					
		1. 4" DR18 C900 PVC Sewer Force Main (Unpaved)	10,600	LF	\$115	\$1,219,000	
		2. Lift Station Connection	1	EA	\$6,400	\$6,400	
		3. Existing Sewer Main Connection	1	EA	\$6,400	\$6,400	
		4. New Lift Station (Small Pumps, <100 gpm)	1	LS	\$500,000	\$500,000	
		Subtotal				\$1,731,800	
Hard Cost - Markups							
	2.0						
	a.	Mobilization/Demobilization/Insurance/Permits/Bonds	1	LS	6%	\$103,908	
	b.	Traffic Control	1	LS	2%	\$34,636	
	c.	Erosion Control	1	LS	1%	\$17,318	
	d.	Testing and Construction Surveying	1	LS	3%	\$51,954	
		Subtotal				\$207,816.00	
							\$1,939,616 Estimated Hard/Construction Costs
Soft Costs							
	3.0						
	a.	Engineering Design	1	LS	10%	\$193,962	
	b.	Construction Administration and Management	1	LS	8%	\$155,169	
	c.	Legal and Administrative	1	LS	5%	\$96,981	
		Subtotal				\$446,112	
							\$446,112 Estimated Soft Costs
Property Acquisition							
	4.0						
	a.	Right-of-way	10,600	LF	\$19.00	\$201,400	
		Subtotal				\$201,400	
							\$201,400 Estimated Property Acquisition Costs
Project Contingency							
	5.0						
	a.	Total Project Contingency	1	LS	25%	\$646,782	
		Subtotal				\$646,782	
							\$646,782 Project Contingency
Inflation							
	6.0						
	a.	Inflation	1	LS		\$0	
		Subtotal				\$0	
							\$0 Inflation
		Average annual inflation rate	5%				
		Year of original CIP cost estimate	2023				
		Year of anticipated construction	2023				
		Number of years of inflation	0				
		Additional cost of inflation	\$0				
							\$3,233,910 Total Probable Project Cost