



CITY COUNCIL MEETING

Tuesday, February 20, 2024 at 7:00 PM

Chambers in the Charles S. Crandall Center

540 West Hills Circle

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

PLEASE NOTE: At 5:30 p.m. Council will meet in a Study Session in Chambers of the Charles S. Crandall Center at 540 West Hills Circle. Items discussed will include residential development and an overview of the 2023 financial results. If time allows, there will be general updates on the City's various boards and commissions.

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

1.1. Council Agenda

1.2. Mayor Kuntz

1.2.1. Proclamation - World Understanding and Peace Month - February 2024

2. CONSENT AGENDA ITEMS

2.1. Minutes – Council Meeting – February 6, 2024

2.2. Minutes - Board/Commission Meetings

2.2.1. HRA Meeting - January 22, 2024

2.2.2. Airport Commission Meeting - January 11, 2024

2.2.3. Library Board Meeting - January 18, 2024

2.3. Licenses/Permits

2.3.1. Retail Fireworks License - Fleet Farm

2.4. Event Permits

2.4.1. 2nd Annual 0.5K Fun Run - OCC Young Professionals - June 22, 2024

2.4.2. National Day of Prayer - May 2, 2024

2.5. Miscellaneous

2.5.1. License and Service Agreement - Club Car Connect

2.5.2. Engagement Letter and Scope of Services - Baker Tilly

2.5.3. Liability Coverage Waiver - League of Minnesota Cities Insurance Trust (LMCIT)

2.5.4. Merrill Hall Asbestos Abatement Agreement - Environmental Plant Services (EPS)

2.5.5. Renew License Agreement - Bird Rides, Inc.

3. ACTION ITEMS

3.1. Finance Report

3.2. Ordinances

- 3.2.1. First Reading Proposed Ordinance 24-01: VACA-24-1 Vacating a Portion of a Drainage & Utility Easement - 1213 Elm Ave N

3.3. Resolutions

- 3.3.1. Resolution 11-24: Life Fitness Donation to Police Department
- 3.3.2. Resolution 12-24: Support Application - Regional Park Designation in Greater Minnesota
- 3.3.3. Resolution 13-24: VAR-16 Request for an Accessory Structure in a Side Yard at 609 Lincoln Ave S
- 3.3.4. Resolution 14-24: CUP-12 A Request to open an Adult Day Care at 120 Broadway Street W
- 3.3.5. Resolution 15-24 Pension Increase Request - Owatonna Fire Fighters Relief Association
- 3.3.6. Resolutions 16-24 and 17-24: Revoke Resolution 79-23 and Accept Land Donation for Dartt's Park

3.4. Miscellaneous

- 3.4.1. 5-Year Capital Improvement Plan 2024-2028
- 3.4.2. Authorize Purchase of Property - 1370 Cherry Street

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

Mayor Kuntz



Mayor's Proclamation

WHEREAS, Rotary International, founded on February 23, 1905, in Chicago, Illinois USA, is the world's first and one of the largest non-profit humanitarian service organizations; and

WHEREAS, there are over 1.4 million Rotary club members comprised of professional and business leaders in over 37,000 clubs in 200 countries and geographic areas; and

WHEREAS, the Rotary motto "Service Above Self" inspires members to provide humanitarian service, encourage high ethical standards, and promote good will and peace in the world; and

WHEREAS, Rotary funds club projects and sponsors volunteers with community expertise to provide medical supplies, health care, clean water, food production, job training, and education to millions in need, particularly in developing countries; and

WHEREAS, Rotary in 1985 launched PolioPlus and spearheaded efforts with the World Health Organization, U.S Centers for Disease Control and Prevention, and UNICEF to immunize the children of the world against polio; and

WHEREAS, polio cases have dropped by 99 percent since 1988 and the world stands on the threshold of eradicating the disease; and

WHEREAS, Rotary supports programs that strengthen the capacity of communities to provide basic education and literacy to all.

NOW THEREFORE, I, Thomas A. Kuntz, Mayor of the great City of Owatonna MN do hereby proclaim February, 2024 as

WORLD UNDERSTANDING AND PEACE MONTH

and encourage all citizens to join me in recognizing Rotary International for its 119 years of service to improving the human condition in local communities around the world, and recognize as well the District 5960 Rotary Clubs of Owatonna & Owatonna Early Edition for their continued support both locally, nationally and internationally.

Dated: February 19, 2024

By: _____

Thomas A. Kuntz, Mayor



Owatonna City Council Minutes - Draft
February 6, 2024

On Tuesday, February 6, 2024, 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, Svenby, Voss, Dotson, Burbank, Boeke, and Schultz; Mayor Kuntz; Public Works Director Murphy; Parks, Recreation & Facilities Director Tuma; Fire Chief Hoffman; Human Resource Director Thamert; IT System Administrator Sticken; City Attorney Walbran; City Administrator Busse and Administrative Coordinator Clawson.

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

Consent Agenda Items

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

- Minutes – Council Meeting – January 16, 2024
- Minutes – EDA Meeting - November 15, 2023
- Minutes - EDA Meeting – December 20, 2023
- Minutes – HRA Meeting – November 27, 2023
- Minutes – Planning Commission Meeting – November 14, 2023
- Minutes – Planning Commission Meeting – December 20, 2023
- Minutes – Planning Commission Meeting – January 9, 2024
- Fire - Monthly Dashboard and Activity Report - December 2023
- Building Inspections Monthly Report - January 2024
- Police - Monthly Crime Clock and Crime Statistics
- Exempt Permit - MN Pheasants Inc - March 9, 2024
- Event Permit – 2024 Pride in the Park – July 13, 2024
- Marketing Services Agreement - Golf Now

Golf Now is a software, marketing, and technology software company with a national database which offers tee-time bookings for 11,000+ courses worldwide. Golfers can search the Golf Now database and reserve tee times online, based on search criteria such as location, price, and availability. This agreement is effective for 1 year and auto-renews for 1 year, until written notice is provided at least 30 days before the agreement term.

Maintenance Agreement - Club Car

This is an annual maintenance service agreement for regular monthly cart service which includes maintaining proper: tire pressure, fluid levels, lubrication, batteries and inspection of brakes and drive systems. Service is performed monthly from May to the end of October with a per-cart cost of \$25 on gas carts and \$20 on electric carts for a total of \$975 per month. The initial term of

the maintenance agreement is for the 2024 Brooktree season and will automatically renew annually over the duration of the lease agreement unless the City provides a 30-day cancelation notice.

2024 Instrumentation and Control Support Services Agreement - AE2S

An agreement for Instrumentation and Control (I&C) Support Services at the Wastewater Treatment Facility. Cost will not exceed \$10,000 without prior authorization.

Renew HR/Payroll Software Contract – UKG

The current contract will expire in April 2024, this software has proven to be beneficial in the areas of time management, reporting, open enrollment, and benefit management. This renewal agreement is a three-year term with guaranteed increases of 11%, 0% and 0%.

Bonding Agreements – Minnesota Public Facilities Authority

The Minnesota Public Facilities Authority (PFA) approved project financing for the City of Owatonna on January 2, 2024. The Project consists of wastewater plant rehabilitation and treatment upgrades to reduce phosphorus discharge to the Cannon River Watershed. PFA's financing is SPAP 2023 Owatonna WW – General Fund \$11,000,000 and SPAP 2023 Owatonna Water Treatment – G.O. Bond Proceeds \$11,000,000. The City was previously awarded a \$7 million Point Source Implementation Grant (PSIG) and \$1 million Clean Water SRF Principal Forgiveness Grant. This brings total outside funding sources to \$30 million.

Set Date for 2024 Local Board of Appeal & Equalization Meeting – April 16, 2024

Statement of Work & Scope of Services – Gallagher

Gallagher will provide ongoing job evaluations and development of job descriptions in 2024. These ongoing services will be utilized in administering and maintaining employee compensation in alignment with the Compensation Plan.

Council Member Svenby made a motion to approve these Consent Agenda items, Council Member Dotson seconded the motion. Council Member Voss thanked City Administrator Busse, Mayor Kuntz, Public Works Director Murphy, and staff for lobbying to obtain MPCA Grants for the WWTP Project. The current cost estimate for the project is \$65 million with \$30 million received in grants. With no additional comments, all members voting 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 \$837,455.81, Council Member Svenby made a motion to approve payment of all bills presented, Council Member Voss seconded the motion, all members voted aye in approval.

Resolution 9-24 Approve Report and Set Public Hearing Date – 2024 Street & Utility Project

Public Works Director Murphy requested approval of Resolution 9-24 to accept the Feasibility Report and set a date for a public hearing to consider the 2024 Street and Utility Project. This project will involve various levels of needed reconstruction work on the following streets:

- McKinley Street SW - Linn Avenue SW to Lilac Avenue
- Anderson Place S

The public hearing will be held on Wednesday, March 6th at 7:00 p.m. in Chambers at the Charles S. Crandall Center. A neighborhood Meeting will be held on Tuesday, February 27th from 5:00-5:30 p.m. for an informal discussion about this proposed project. Council Member Raney made a motion for approval, Council Member Boeke seconded the motion, all members voted aye for approval.

Resolution 10-24: Appoint Election Judges – 2024 Presidential Nominating Primary Election – March 5, 2024

City Administrator Busse requested appointment of Election Judges for the 2024 Presidential Nominating Primary (PNP) Election. Election Day will be Tuesday, March 5th with the Polls open from 7:00 am to 8:00 pm. Judges appointed have attended training and are certified to serve as an Election Judge. They are paid \$13 per hour and Head Judges earn \$14 per hour. Election Judges are also paid to attend training and, when serving as Health Care Facility Judges to take requested ballots to residents in the healthcare facilities. City Administration staff may assign additional or substitute Election Judges as necessary for this Special PNP Election. Council Member Boeke made a motion to approve Resolution 10-24, Council Member Dotson seconded the motion, all members voted aye in approval.

Change Order #10 – Wastewater Treatment Facility Expansion Project

Public Works Director Murphy presented Change Order #10 from Rice Lake Construction for the Wastewater Treatment Facility (WWTF) Expansion Project. Work Change Order 10 consists of Work Change Directives (WCD) 61-64 & 66-69 and are as follows:

- 61 - Casework Material Change in the Admin Building
- 62 - Roof Drain Routing Insulation
- 63 - Private Hydrant Replacement
- 64 - MBR Lab Vacuum Pump
- 66 - MBR Masonry at Mech Room
- 67 - STB Roof Insulation DDepth Change
- 68 - Exterior Door Changes
- 69 - Additional Light Switched in MBR Cassette Room

Work Change Directives (WCDs) are created as a means to address construction issues, design clarifications, interdisciplinary coordination, or errors and/or omissions.

The project price increase is \$191,149.45; the adjusted contract total due to change orders 1 through 10 is \$56,686,268.09. Council Member Raney made a motion for approval, Council Member Boeke seconded the motion, all members voted aye in approval.

STAFF COMMENTS

Fire Chief Hoffman reviewed the Fire Department's December 2023 Monthly Dashboard and Activity Report in the Consent Agenda which compares the 2023 year-end-totals to those of 2022. Last year, there were more inspections completed for licensing requirements. The number of emergency calls was lower but has remained steady, we do not do medical first response as some cities do. More training hours were logged in 2023; full-time staff receive training weekly to confirm skills and certifications were completed for compliance rescues. Several firefighters are taking the certification test tonight for the Fire I Instructor Class; we should have eight new instructors on staff. During 2023, we completed confined space training and this year we plan to offer trench training, this will be an expensive training, so we have invited other entities to participate to reduce our costs. He has been involved with a group of Fire Chiefs regulating the new Fire Department course offered at the Owatonna High School. Most of the classes are offered on-line, students will receive college credit hours from Riverland Community College for completing these classes which is the same classes our new firefighters are required to take. Students completing the course are eligible at age 18 to take the state certification to become a Firefighter I.

Park and Recreation and Facilities Director Tuma commented four of six activities planned for the Annual Bold and Cold Event last weekend were canceled because of the weather, it has been warm and there is no snow- or ice-covered areas. The Luminary Walk and an Open Swim session with water swim and other activities were held. The Spring/Summer Activity Guide will be available within a few days for registration to begin on February 20th, volunteer coaches will be needed. In 2019, the City approved a resolution naming the city as a Pollinator City to support pollination best practices. Some of the good practice steps taken include placing pellets in swampy areas for mosquito control which reduced blanket spraying from three times a year to just one. Staff attended training to learn which herbicides are best to not hurt the pollinator plants, we are not mowing as much at the golf course and have expanded some rain gardens.

Public Works Director Murphy commented three positions have been filled: Aiden Stowe, Engineering Tech II will begin next week part-time until his college graduation in May; Reagan Anderson, Streets Senior Maintenance Worker and Aaron Boss, Equipment, Equipment Maintenance Technician Specialist began last week.

PUBLIC COMMENTS

Theresa Harsma, 619 Truman, member of Bee Friendly Alliance of Steele County commented their organization promotes planting pollinator friendly plants. She was glad to hear the city has taken steps to reduce the number of times spraying each year and

training staff to be pollinator friendly. On Saturday, they held a workshop with Master Gardener Dustin Zimmer presenting information on how to start a rain garden. Several participants submitted postcards with comments for City Council consideration:

Elaine Dornquist – Please stop spraying chemicals around our yards in Owatonna.

Theresa Harsma – Stop spraying mosquitos which are harmful to bees, butterflies, caterpillars, (which are eaten by birds), fish and people! Use pellets in our retention ponds instead. Thank you.

Kathy Grive – I would like to encourage the City of Owatonna to use an alternative to spraying for mosquito control.

Roger Wacek, 646 E Vine Street commented he was surprised the city sprayed for mosquitoes last year, he spent many evenings outdoors and observed very few mosquitoes. He attended the Bee Friendly meeting on Saturday and heard several concerns that unnecessary mosquito spraying was killing pollinators. He has made similar requests to the city over the last ten years. In 2018, costs incurred for herbicides, fertilizers and fungicides exceeded \$73,000; this type of expenditure should be eliminated. Suggestions for our Pollinator Friendly City include:

- 1) Rain Gardens and Storm Water Retention Ponds should be called Pollinator Rain Gardens.
- 2) Adopt an environmentally friendly vegetation management and pest control policy.
- 3) Offer a Community Education Class for Pollinator Rain Gardens.
- 4) Offer an annual Community Education Class for maintenance of Pollinator Rain Gardens.

With Stormwater Retention Pond(s) at the library, the schools, and all around the City, we have a lot of opportunities for Pollinator Rain Gardens. The biggest roadblock is many will view the departure from turfgrass lawns looks messy and you will get the calls about long grasses.

Matt Sennett, 2519 Stoney Creek Drive commented he and four hundred other residents have signed a petition opposing use of 29th Street as the east-side corridor. The proposed route is next to approximately 150 homes, and they believe use of 34th Street would be a better choice. The type of road proposed is similar to the road in front of Walmart, I met with the City Engineer in front of Walmart during rush hour and the noise was terrible and yet you are considering putting a similar road next to our homes. There is a road study in process to determine what the best route will be; the Lead Engineer on this project is saying the obvious choice is 29th Street. We believe there is a lot of bias in his choice and in this study with which we are not comfortable. The reason we are so adamantly opposed to this is the safety for the kids in our neighborhood; my swing set is within one hundred feet of the proposed road. My neighbor's homes are very close to the proposed road. The project plan is 30 years old, and I understand it might not be easy, but use of 34th Avenue, just half a mile down the road would be the

right thing to do, it is set up for this type of project. It is important for you to serve the citizens of this community, to do what is pleasing for our citizens and Owatonna.

Melissa Zimmerman, 225 Stoney Creek Drive commented that before deciding which projects to invest in, the city asked for citizen input. Citizen's responses indicated their top priority was to improve the condition of current roads and the lowest priority was to reduce congestion and improving power lines. The east side corridor aligns with the lowest priority and of the twenty-six responses for transportation concerns, only two expressed concerns for a north-south route on the east side of town. Elected officials have expressed residents support for this project but recent engagements do not, out of 141 called, only one favored 29th Avenue for this project. There might be isolated support for use of 29th Avenue but of those expressing preferred location, 99% preferred use of 34th Avenue for this project. The overwhelming concern is 29th Avenue is too close to current homes and does not make sense, especially with the intended one hundred' footprint. Many residents frequently expressed frustration from lack of effort from representatives, they felt there has been a lack of information from the city and county. Safety, accessibility, and quality of life are at stake here and demand a more attentive and responsive approach from city officials. It is time for a change, a shift to genuine listening and consideration of constituent desires. Relocating the east side corridor to 34th Avenue is a viable solution offering safety and opportunity for growth.

Gary Jones, 995 Ridge Road said he found six articles posted online by Mayo Clinic regarding deer tree stands. Every year 3,000-4,000 hunters are injured in deer tree stand falls. Eighty-two percent of hunters who fall from a tree stand are not wearing a full body harness. The average fall from a tree stand is fifteen feet and injuries suffered often include paralysis or death. There is a deer stand safety video prepared by Mayo Clinic which can be watched online, they are trying to say, these things are dangerous. We have tree stands in our parks, they are open 24-7 and kids pass by and see them as an adventure. A \$20 permit fee allows a tree stand to stay out there several weeks. You do not want to turn your backs on this potential danger, we should use drones as done in the metro areas cities to identify where the deer are and then limit it to a two-week period and only within the parks where the deer are. Close those parks to everyone with the exception of the bow hunters and then return the parks to the taxpayers after the two-week period. Tonight, your names are shown on a plaque for renovation to this chamber and you should be immensely proud of this, but you do not want to get your names on something because you sponsored a dangerous activity.

Susan Mullenbach, 2535 Mossy Creek, my husband and I have lived in our home for 18 years. Our property would abut up to 29th Avenue, the planned location for the east-

side corridor. We are firmly against this location as it would negatively impact our lives and our property.

MAYOR AND COUNCIL COMMENTS:

Council Member Raney commented that one thing asked of City Administrator Busse was that when Council Meetings returned to Council Chambers, there would be more of a Department Directors presence during our Council Meetings. Tonight, there are four Department Directors present; thank you for coming. It is important to give residents updates on what is happening in your departments so appreciate that you are here.

Council President Schultz commented it was nice to see the participation during tonight's meeting.

At 7:44 p.m., Council Member Boeke made a motion to adjourn, Council Member Dotson seconded the motion and with no objection heard, the meeting ended.

Respectfully submitted,

Jeanette Clawson, Administrative Coordinator



CITY OF
OWATONNA

Minutes

Boards

Commissions

MINUTES
OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY
REGULAR MEETING on JANUARY 22, 2024

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:01 p.m. in the Crandall Small Conference Room 120 by Chairperson Olivo.

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

Approval of the Minutes: A motion was made by Dotson and seconded by Hole to approve the minutes of the November 27, 2023 HRA Board meeting with revisions to the approval of minutes section. All Commissioners voting Aye, the motion carried.

Executive Director's Report: Troy Klecker said we are going through a Comprehensive Plan process that will probably be completed by the end of 2024. We'll end up with a document that is the community's vision on how we want the community to develop. There has already been community engagement and will be more community engagement. It addresses land use, housing, transportation, and infrastructure. When it's approved, we will put policies and ordinances in place to help us achieve the plan. There is a general sense from the housing side for higher density housing, mostly around commercial areas and schools. Projects are all moving along nicely. The apartment at Cedar and 26th Street is fully occupied with a temporary certificate of occupancy. Westlake Meadows will be completed at different points in time, with the first building planned to be done this spring. That project will bring new units online on a consistent basis. The first floor is going up on the Ascend project now. There will be three more floors above that, with 69 higher end units. They're aiming to be done by the end of this year. There are a number of other things the City is pursuing for housing, one of which is Eastgate 2. That was not funded in the last round, so they're looking at July for the next round. They're going to change the game plan. They had applied for workforce housing. In analyzing the criteria for funding, we have a better chance if we go with senior housing. He said that will be an affordable senior housing project. The design isn't put together yet. He said he likes that because no other projects are for seniors. No other developers are inquiring about it. They've consistently heard that we have single family houses occupied by seniors now, who raised their kids, but there are no affordable options for them. He said he's hoping that this would free up some single-family houses. Existing single-family houses are considered affordable. If we can encourage that movement and free up single-family houses at affordable pricing, we've accomplished two goals. He said he's pretty excited about that change. They're still working on the design. If it is funded or approved, which wouldn't be announced until December, it will probably be a 2026 start. The other one is the Hillcrest project—the old Modern Air apartments. They're working to get a grant and Tax Incremented Financing to demolish the existing structure and would probably put in a 60 unit apartment building, 12 of which would be affordable. There are a couple of lots that they are looking to do an affordable housing project on. One is on the northwest side of town and one lot near Fareway. He has to check on the status with the City Attorney. He said that he will be bringing something to Council at their next study session on how the City could facilitate single family development. He said he thinks there are some ways we can participate and put some criteria around it to help it happen quickly. There are two developers ready to develop and have run into the same thing. Interest rates aren't helping. When the City has wanted things to happen, they have incented things to happen, such as industrial and downtown development. Olivo asked about the old clinic that's going to be used for homeless. Klecker said the old clinic has been purchased by a group. Their plan is to have multiple non-profit organizations located there, as well as Rachel's Light and an additional space for homeless families. We have the Hospitality House for men and Rachel's Light for women. They have some zoning approvals and a nonprofit status to complete, as well as renovations. There would be a number of nonprofits, some of which would support the homeless who are there. Olivo asked about City-owned housing being rented currently. Klecker said that they're mainly transition areas that will be redeveloped. If the houses are rentable, we rent them out. We have five units right now. Hole asked how many stories the Hillcrest apartment would be. Klecker said possibly four. There will be zoning approvals needed.

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 December totaled 104. Total year to date assistance and administration costs were \$845,369.04 and revenues were \$898,059.81. The Housing Choice Voucher Program fund balance at December month end is \$168,752.28. The HRA Revenues year to date total is \$591,959.64 and the expenses total \$538,683.72. The HRA General Fund balance is \$561,982.74.

Madkour said that 13 left the HCV program, 8 Bridges, and 5 from Mainstream. He said there are two programs under Bridges: Bridges Regular (State Program) and Bridges Like (SCHRC). They operate similar, but the qualification is different. We are overbudget because a lot of clients have lost their jobs, and then our portion goes up. We are actually bigger than Rochester's Bridges program, but that's not their focus. We're at 101 HCV. We are allotted at 113. We are administering 4 vouchers. We're at 31 on Mainstream, out of 40. We're doing okay, with 178 vouchers total.

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

New Business: Klecker said there are main two things the HRA does: housing assistance and trying to get new housing and affordable housing projects. He said there are a lot of housing issues and a lot of agencies. We work with them to try to meet the needs of the community and try not to duplicate what each other is doing. He asked the Commissioners to let them know if they see things they could be doing. The City HRA isn't there to solve all housing issues. We fill a niche in the community and we all work together to address issues. He is a member of the Affordable Housing Committee. Fiske asked what he means by affordable housing. Klecker said it's a broad term, anything other than market rate. There is a tax credit workforce housing and deeply subsidized housing. When we work on tax credit projects, we try to get at less than market rate. There is a balancing act. He said that 30% or less of their income is affordable, so it's different for every individual. It's ever changing.

There was some discussion about payment standards.

Other: Madkour said to let him know if they need to use Teams, so that we're ready ahead of time.

Adjournment: There being no further business, a motion to adjourn was made by Hole and seconded by Fiske. All Commissioners voting Aye, the motion carried. The meeting adjourned at 5:11 pm.

Respectfully Submitted,
Ghassan Madkour
Housing Manager

Airport Commission Meeting Minutes
January 11, 2024 – Owatonna Degner Regional Airport
“DRAFT”

1. Call to Order

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

2. Roll Call

Attending

Madeleine Haberman	Commissioner
Anthony Louris	Commissioner
Tim McManimon	Commissioner
Daren Tarpenning	Commissioner
Matt Thurnau	Chair
Dave Beaver	Airport Manager

3. Approval of Agenda

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

4. Minutes

Commissioner McManimon made a motion to approve the minutes from the December 14, 2023 Airport Commission meeting and Commissioner Haberman seconded the motion. The motion was approved.

5. Action Items

Chair Reports

Chair Thurnau commented that it is nice to see the beginning phases of the airport security fencing being installed. There were no further chair reports.

Election of Officers

Chairman Thurnau then opened the floor for nominations for the Airport Commission election of officers. Commissioner Louris made a motion to re-appoint Matt Thurnau as Chairman and Commissioner McManimon seconded. The motion was approved.

After a brief discussion on candidates for the position of Vice Chair, Commissioner McManimon made a motion to appoint Tony Louris as Vice Chairman of the Airport Commission and Commissioner Tarpenning seconded the motion. The motion was approved.

Staff Reports

Airport Manager Beaver provided a brief report on airport activities, recent business arrivals, and activity at Accelerated Aviation flight school. Mr. Beaver presented the fuel

volumes dispensed for year end 2023 and explained that fuel volume dispensed in 2023 was higher than combined volumes for the previous year. There was a brief discussion regarding the new City of Owatonna community branding effort and new logo.

- *Consultant Selection*

Airport Manager Beaver explained that two written Statements of Qualifications were received for the airport engineering and consultant selection process. The selection committee has met to review the proposals and score each one. Commissioner Louris and Tarpenning reported that the information submitted provided a good overview of each firm. The committee is moving forward with in person interviews of each firm in February with the goal of making a selection recommendation by the February Airport Commission meeting.

- *2024 Discussion*

There was a brief discussion regarding work items and broad goals moving in to 2024. Commissioner Tarpenning explained that it would be good to better understand airport customer needs and provide opportunities for customer input and feedback. Commissioner McManimon added that this may include the use of on-line tools and other ways to gather input in order to ensure high customer satisfaction. There was also a discussion on building on the successes in the areas of business development, T-hangar completion, and budget efforts to continue to grow and provide increased opportunities for economic development.

Security Fencing Project Update

Airport Manager Beaver reported that the contractor has completed the south portion of the fence installation and has stopped work due to freezing weather. The north section of the fence and gates are to be installed weather permitting in the spring. Any remaining work items would then be completed at that time. There was a brief discussion regarding the security fencing project.

6. Adjournment

The Airport Commission meeting was adjourned at 5:56 PM.

Unapproved Minutes of Owatonna Public Library

Board of Trustees

Owatonna Public Library, Gainey Room

105 North Elm Avenue

Thursday, January 18th, 2024 at 4:30p.m.

The Owatonna Public Library Board of Trustees held the monthly meeting on Thursday, December 21st, 2023. The meeting was held in the Owatonna Public Library Gainey Room. In attendance were President Trudy Severson, Vice President Amy Tapp, Trustee Karen Malin, Trustee Quinn Meyer, Trustee Julianna Skulzacek, Library Director Mark Blando and Administrative Technician Robin Spande.

1. Call to Order

The meeting was called to order by President Severson at 4:30pm.

2. Reminder of Open Meeting Law

The open meeting law applies to board meetings.

3. Public Comments

No Public Comments

4. Approve Minutes

Trustee Karen Malin moved and Trustee Tapp seconded to approve the minutes of the December 2023 meeting. All aye and the motion approved.

5. Children's Services Report December 2023

See attached

6. Financial Report

Blando reported that there is not much to report on the budget as it is the beginning of the year. However, \$45,000 has been approved for the (CIP) Capital Improvement Plan. Plans to use the funds for the library include shelving, lighting, etc.

7. Library Use Report

CKI & CKO - physical items				Dec-23			CKI & CKO - physical items				Dec-22			
bp	Checkin	Normal CKI		952			bp	Checkin	Normal CKI		1,113			
bp	Checkin	Late Checkin		266			bp	Checkin	Late Checkin		272			
		BP TOTAL CKI		1,218					BP TOTAL CKI		1,385			
bp	Checkout	First Time CKO		1,039			bp	Checkout	First Time CKO		1,126			
bp	Checkout	Phone Renewal		103			bp	Checkout	Phone Renewal		110			
bp	Checkout	Other Renewal		39			bp	Checkout	Other Renewal		52			
bp	Checkout	Opac Renewal		104			bp	Checkout	Opac Renewal		155			
bp		BP TOTAL CKO		1,285			bp		BP TOTAL CKO		1,443			
CKI & CKO - physical items				Dec-23			CKI & CKO - physical items				Dec-22			
owat	Checkin	Normal CKI		8,743			owat	Checkin	Normal CKI		9,019			
owat	Checkin	Late Checkin		1,955			owat	Checkin	Late Checkin		2,129			
		OPL TOTAL CKI		10,698					OPL TOTAL CKI		11,148			
owat	Checkout	First Time CKO		9,253			owat	Checkout	First Time CKO		9,744			
owat	Checkout	Phone Renewal		226			owat	Checkout	Phone Renewal		214			
owat	Checkout	Other Renewal		286			owat	Checkout	Other Renewal		307			
owat	Checkout	Opac Renewal		1,047			owat	Checkout	Opac Renewal		948			
owat		OPL TOTAL CKO		10,812			owat		OPL TOTAL CKO		11,213			
New Borrowers Dec 2023				Library Visits Dec 2023										
bp	3			bp	605									
owat	167			owat	5,646									
ILL/Loaned Dec 2023				ILL/Borrowed Dec 2023				ILL/Loaned Dec 2022				ILL/Borrowed Dec 2022		
bp	388			bp	183			bp	365			bp	194	
owat	964			owat	855			owat	985			owat	1,018	

8. Upcoming Programs

We recently featured a Trivia night that was a big success! The contest was well received by the patrons. In addition we offered an evening of Nintendo Switch/ Smash Brothers event. It was attended by approximately 25 kids.

Adult puzzle night will be offered Thursday January 25th in the Reading Room from 6:00 – 8:00 pm. This program proved to be very popular with ten teams of four or less signing up in record time.

Joseph Mbele from Tanzania will be coming to visit next week on February 8th at 6:30 pm in the Gainey Room. His talk will be "Cultural Differences Between Africans and Americans." He will offer an engaging and entertaining talk about cultural differences which cause misunderstandings and conflicts between Africans and Americans.

Join us on Thursday, January 25th at 2:00 p.m. for a showing of the movie Selma in the Gainey Room.

We also will be featuring a “Blind date with a Book” event that will be coming up in February in conjunction with Valentines Day. In addition we will be featuring a “Anti Valentines Day” event that will showcase books that we do not love.

The Diane and Allan Page Collection has assembled banners that will demonstrate Black History month. These banners will be on display in our reading room.

Our first podcast will be coming up next week. Our first topic will be the Dewey Decimal system. It will be released next month. This promises to be a monthly event and will be featured on the city/government page.

9. SELCO Update

SELCO is working toward a new ILS program. This will be a huge undertaking for all SELCO Libraries. There was no December meeting.

10. Library Updates

The City held an “All Hands Meeting” on January 17th at the Owatonna Arts Center. Staff were issued a new shirt and a group picture was taken in the City Chambers.

The long awaited Makerspace will be up and running next month. We will begin advertising very soon. We will be able to print two colors at a time. This will be a staff involved process. At this point it is a free service that is provided by the Library. This is possible due to financial support from the Library Foundation.

Blando indicated that there have been incidents of callers that threaten

libraries so we need to be aware of this situation.

A new law has been put in place that designates that an employee will earn sick leave as long as 80 hours/year is satisfied.

The 125th Birthday of the Owatonna Public Library is coming up and we will be planning a birthday party in February 2025.

Adjourn

A motion to adjourn was made by Vice President Ann Tapp and seconded by Trustee Quinn Meyer. All aye. The meeting adjourned at 5:23 pm.

The next board meeting will be Thursday, February 15, 2024 at 4:30pm. President Severson and Trustee Malin indicated that they will not be able to attend this meeting.

Respectfully submitted by Robin Spande



CITY OF
OWATONNA

Licenses Permits



DATE: February 20, 2024
TO: Mayor and City Council
FROM: Ed Hoffman, Fire Chief
SUBJECT: Retail Fireworks License - Fleet Farm

Purpose:

Standard retail fireworks license for Fleet Farm for 2024.

Background:

This is a standard retail fireworks license application for Fleet Farm for 2024.

Section 111.03. License Required.

No person shall keep for retail sale or wholesale distribution, sell at retail or wholesale, or otherwise supply or furnish as part of a commercial transaction any permitted consumer fireworks without first having obtained a current license hereunder, paid the required license fee and conspicuously posted the license on the licensed premises.

Section 111.04. License Fee; Term of License.

(A) The annual license fee shall be in the amount duly established by the Council from time to time. The license fee shall cover the administrative and enforcement costs, including the conduct of unannounced compliance checks, inspections by the Fire Chief, inspections by the Police Department or other city department, as well as sampling and testing of the merchandise to ascertain chemical content. Full payment of the required license fee shall accompany the application.

(E) The annual license expires December 31 of each year.

Budget Impact:

Revenue generated for the license is \$100.00.

Staff Recommendation:

Recommend approval of the retail fireworks license.

Attachments:

1. Fleet Farm Fireworks Packet 2024

FW-24-1**Retail Fireworks License**

Status: Active

Submitted On: 2/1/2024

Primary Location

2121 BRIDGE ST W

Owatonna, 55060

Owner

Fleet Farm LLC

S Memorial Dr 2401 Appleton,
WI 54915**Applicant** Phantom Fireworks Store
Sales, LLC 234-251-3048 hford@fireworks.com 2445 Belmont Ave.
Youngstown, OH 44505

Applicant**First Name***

Helen

Last Name*

Ford

Applicant is:*

Corporation

Business Name

Fleet Farm LLC

Mailing Address*

2401 S Memorial Dr

City, State, Zip Code*

Appleton, WI 54915

Phone Number*

920-997-1403

E-Mail Address*

hford@fireworks.com

Location Information**Location Name***

Fleet Farm #3000

Street Address*

2121 Bridge St W

Phone Number*

507-455-1088

Hours of Operation*

M-F 8am-9pm Sat 8am-8pm Sun 9am-6pm

Zoning District

B-2

Property Taxes ?

Yes

Ownership ?

Yes

Description of On-Site Management and Parking Facilities

See site Plan

Display & Storage Information

Location of Sales*

In-Store Display

Amount on Display (in pounds)* ?

766

Location of Storage*

Stockroom

Amount of Storage (in pounds)* ?

0

Approximate Start Date of Sales*

05/01/2024

Location Management

Full Name* ?

Adam Thole

Position / Title*

Store Manager

Mailing Address ?

2121 Bridge St W

City, State, Zip Code

Owatonna MN 54915

Phone Number*

507-455-1088

E-Mail Address*

hford@fireworks.com

Workers' Compensation Insurance Information

Select ONE of the following:

I have a workers' compensation insurance policy.

☒

Insurance Company Name* ?

EMC Insurance

Policy Number*

6H14914

Effective Date*

01/01/2024

Expiration Date*

01/01/2025

I am self-insured for workers' compensation.

☐

I am not required to have workers' compensation insurance.

☐

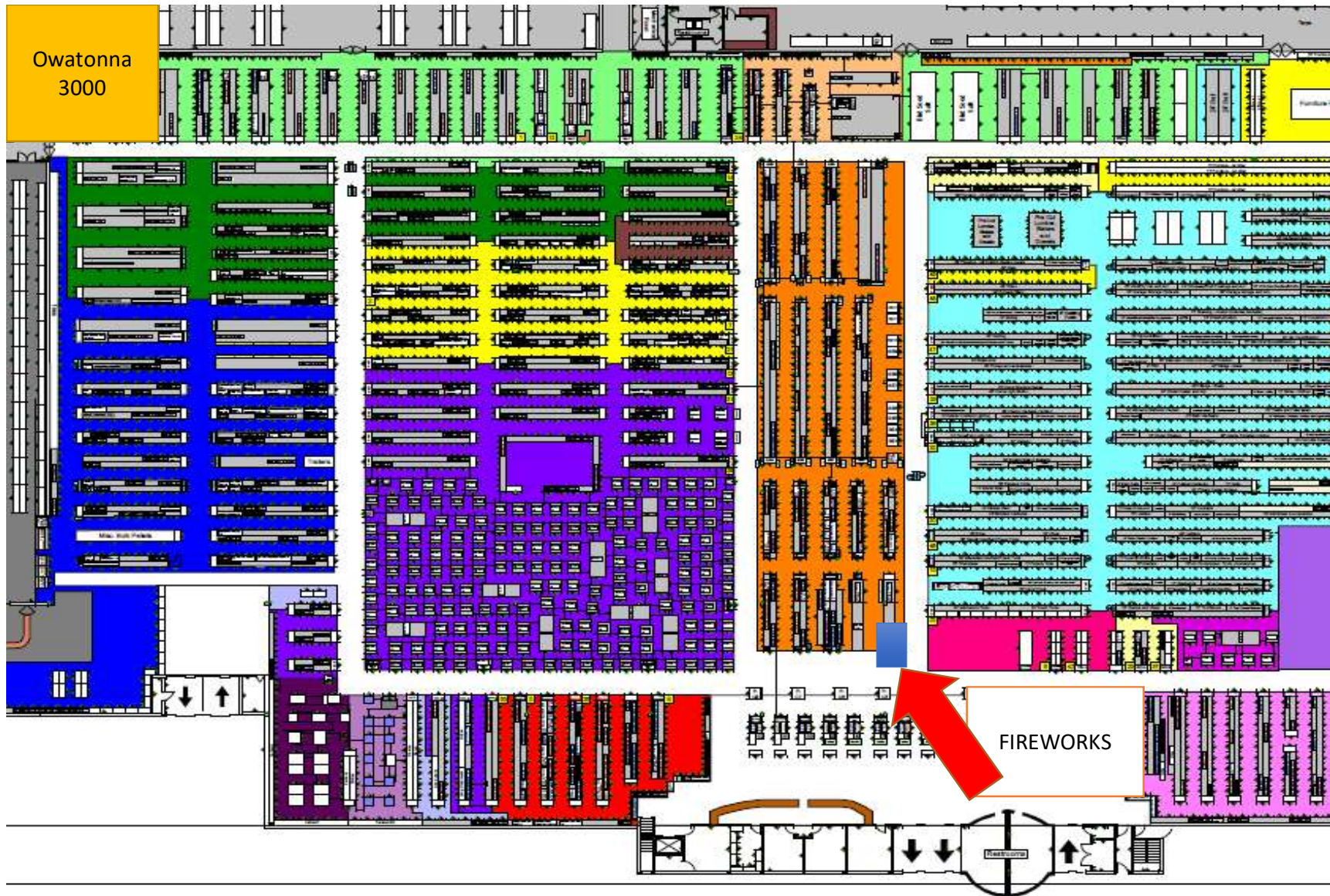
Acknowledgement

I hereby certify that the information provided in this application is true and accurate to the best of my knowledge.

I have reviewed and understand the provisions of the City of Owatonna Ordinance Chapter 111, and I agree to obey all the terms, provisions and requirements of said ordinance and all other ordinances of the City of Owatonna and the laws of the State of Minnesota.

Digital Signature*

✓ Helen Ford
Feb 1, 2024





CITY OF
OWATONNA

Event Permits



EP-24-3

Events Permit Application

Status: Active

Submitted On: 1/26/2024

Primary Location

No location

Applicant

 Derek Delaney

 507-215-0930

 derek@pharmdfp.com

 1540 8th Ave NE
Owatonna, MN 55060

Event Information

2nd Annual 0.5K Fun Run

June 22, 2024

11:00 am

Event Contact*

Derek Delaney

Location of Event*

Mineral Springs Brewery parking lot and adjacent city trail.

Description of Event* 

2nd Annual Young Professionals 0.5K Fun Run. This event is a fundraiser in coordination with Mineral Springs Brewery to raise money for the local Humane Society. Participants will sign-up and run the 0.5K race route and enjoy beverages and food trucks afterwards at MSB. Money earned from the event will be donated to the Humane Society.

Event Set Up Date

06/22/2024

Event Set Up Time* 

9:30am

Actual Event Date*

06/22/2024

Actual Event Time* 

11:00am

Clean Up Date*

06/22/2024

Clean Up Time ⓘ

12:00pm

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

Canceled

Estimated Attendance* ⓘ

150

Is this event a dance?*

No

Application Information

Sponsoring Organization Name*

Owatonna Chamber Young Professionals

Mailing Address*

120 S. Oak Ave

City*

Owatonna

State*

Minnesota

Zip*

55060

Website Address*

<https://owatonna.org/young-professionals/>

Primary Contact

Name*

Derek Delaney

Phone Number*

507-215-0930

Cell Phone

507-215-0930

Email Address*

derek@pharmdfp.com

Primary On-site Contact

Name*

Derek Delaney

Cell Phone*

507-215-0930

Alternate On-site Contact

Name*

Jason Van Houdt

Cell Phone*

507-461-1897

Refer Media or Citizen Inquiries To:

Name*

Derek Delaney

Phone*

507-215-0930

Event Features

City Streets or Right-of-Way*

Yes

Start/End Time*

11:00am - 12:00pm

Date*

06/22/2024

Name of Requested Street(s)*

W Vine St & N Walnut Ave

Alleys*

No

City Sidewalks or Trails*

Yes

Start/End Time*

11:00am - 12:00pm

Date*

06/22/2024

Public Parking Lots or Spaces*

No

Parks*

No

Will any signs/banners be put up?*

Yes

Number and Size*

1 sign. 3ft x 3ft. It's the Young Professionals Sign that we bring to all of our events.

Will there be any inflatables?*

No

Will there be entertainment?*

No

Will sound amplification be used?*

No

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

No

Will there be temporary fencing?*

No

Will merchandise/food items be sold?*

No

Will food be prepared on site?*

No

Will alcohol be sold?*

No

Is this a request for a temporary permit?*

Yes

Will there be a fireworks display?*

No

Describe power needs and location of power source*

No power needed

Describe level of advertisement* ?

Radio, ads, flyers, social media.

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

No

Will the event need cones?*

No

Size Needed*

Small

Will Central Park Stage be used?*

No

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

The Young Professionals volunteers will do all of this. We will have our own garbage bags/trash clean up if there is any left over.

Will event need traffic control?*

No

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

Taylor Herman might have a mega phone.

Will "No Parking" signs be needed?*

No

Will event need security?*

No

Will event need Emergency Medical Services?*

No

Describe the emergency action plan if severe weather should arise?*

Participants will go inside of MSB.

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

Name*

Phone Number*

Derek Delaney

507-215*0930

Email*

derek@pharmdfp.com

List any other pertinent information

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

Applicant Signature

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

Signature of Applicant*

✓ Derek J Delaney
Jan 26, 2024

Internal Use

🔒 Special Provisions

OCC Young Professionals host a 0.5k run in the street/trail on N Walnut between W Vine and W Broadway is in front of/near Mineral Springs Brewery. The street would be blocked for use for 1 hour, 11 am -12 noon. Request use of small cones.

🔒 Fire Department Approval / Comments / Notes

Approved with no comment

🔒 Park & Rec. Department Approval / Comments / Notes

Approved, no impact.

 Police Department Approval / Comments / Notes

Approved, no budget or staff impact.

 Public Works Department Approval / Comments / Notes

Approved, will need to call to arrange pick up of the cones requested.

 Building & Inspection

Approved, no comment,

 Date to Council

— Council Consent Agenda - February 20, 2024

 Council Notes

 Items Needed

Attachments

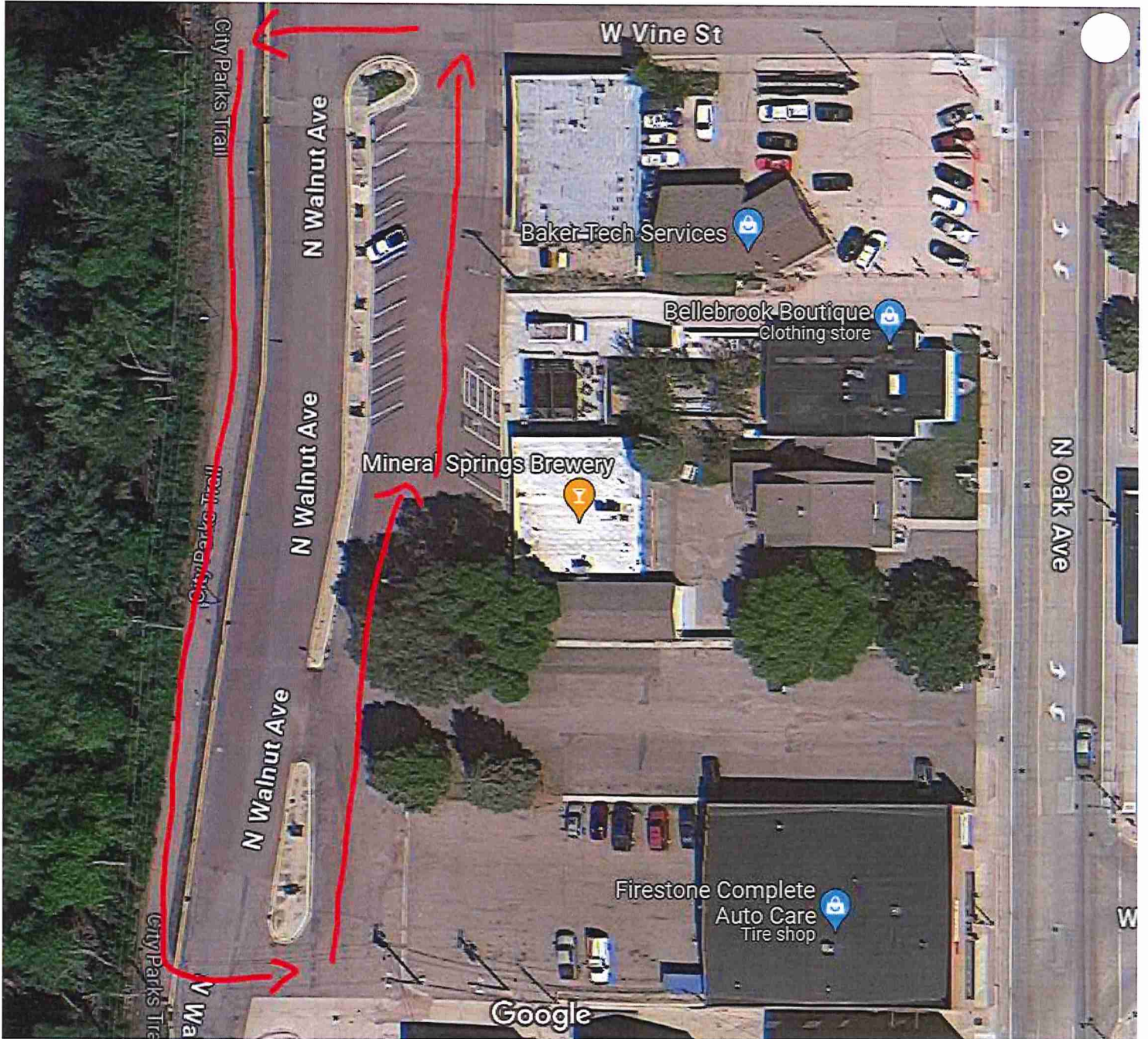


Site Plan

Screenshot 2024-01-26 130947.png

Uploaded by Derek Delaney on Jan 26, 2024 at 1:26 PM

REQUIRED





EP-24-5

Events Permit Application

Status: Active

Submitted On: 2/8/2024

Primary Location

No location

Applicant

 Brent Carlson

 507-451-1032

ccc@owatonnacovenantchurch.org

 540 18th Street SE

Owatonna, MN 55060

Event Information

National Day of Prayer Service

Event Contact*

Rev. Brent Carlson

May 2, 2024

5:30 pm - 6:45 pm

Location of Event*

West Hills by the flag pole

Description of Event* 

National Day of Prayer inviting the community to attend while members of the clergy and others lead in prayer for the nation, state, county and the city of Owatonna

Event Set Up Date

05/02/2024

Event Set Up Time* 

4:30 p.m.

Actual Event Date*

05/02/2024

Actual Event Time* 

5:30 p.m.

Clean Up Date*

05/02/2024

Clean Up Time 

6:45 p.m.

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

Canceled

Estimated Attendance* 

100

Is this event a dance?*

No

Application Information

Sponsoring Organization Name*

Christ Community Covenant Church

Mailing Address*

540 18th Street SE

City*

Owatonna

State*

MN

Zip*

55060

Website Address*

www.owatonnacovenantchurch.org

Primary Contact

Name*

Rev. Brent Carlson

Phone Number*

(507) 451-1032

Cell Phone

(507) 363-1060

Email Address*

ccc@owatonnacovenantchurch.org

Primary On-site Contact

Name*

Rev. Brent Carlson

Cell Phone*

(507) 363-1060

Alternate On-site Contact

Name*

Rev. Nathan Palmer

Cell Phone*

(808) 487-5190

Refer Media or Citizen Inquiries To:

Name*

Rev. Brent Carlson

Phone*

(507) 363-1060

Event Features

City Streets or Right-of-Way*

Yes

Start/End Time*

4:30 p.m. - 6:30 p.m.

Date*

05/02/2024

Name of Requested Street(s)*

Circle Drive - West Hills

Alleys*

No

City Sidewalks or Trails*

No

Public Parking Lots or Spaces*

Yes

Start/End Time*

4:00 p.m. - 6:30 p.m.

Date*

05/02/2024

Parks*

No

Will any signs/banners be put up?*

Yes

Number and Size*

1 Banner 2' x 6'

Will there be any inflatables?*

No

Will there be entertainment?*

Yes

What Type*

small band

Will sound amplification be used?*

Yes

Type*

small p.a. system

Hours*

5:00 p.m. - 6:30 p.m.

Will sound be amplified after 10:00pm?*

No

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

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

No

Will there be temporary fencing?*

No

Will merchandise/food items be sold?*

No

Will food be prepared on site?*

No

Will alcohol be sold?*

No

Is this a request for a temporary permit?*

Yes

Will there be a fireworks display?*

No

Describe power needs and location of power source*

Electricity at the bottom of the flag pole in West Hills

Describe level of advertisement* ②

By word of mouth through the church community and a news realease in the news paper

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

No

Will the event need cones?*

Yes

Number Needed*

6

Size Needed*

Medium

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

Will Central Park Stage be used?*

No

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

It will be picked up and thrown away

Will event need traffic control?*

No

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

Members of Owatonna Police Department will be present

Will "No Parking" signs be needed?*

No

Will event need security?*

No

Will event need Emergency Medical Services?*

No

Describe the emergency action plan if severe weather should arise?*

Everyone will leave

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

Name*

Rev. Brent Carlson

Phone Number*

(507) 363-1060

Email*

ccc@owatonnacovenantchurch.org

List any other pertinent information

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

Applicant Signature

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

Signature of Applicant*

✓ V, Brent Carlson
Feb 6, 2024

Internal Use

🔒 Special Provisions

🔒 Fire Department Approval / Comments / Notes

Approved, no impact.

🔒 Park & Rec. Department Approval / Comments / Notes

Approved, please call if staking the banner.

🔒 Police Department Approval / Comments / Notes

Approved, no budget impact.

Public Works Department Approval / Comments / Notes

Approved, no impact.

Building & Inspection

Approved with no comment.

Date to Council

- February 20, 2024 - request use of area in front of City Hall, rack of chairs and 6 medium cones.

Council Notes

Items Needed

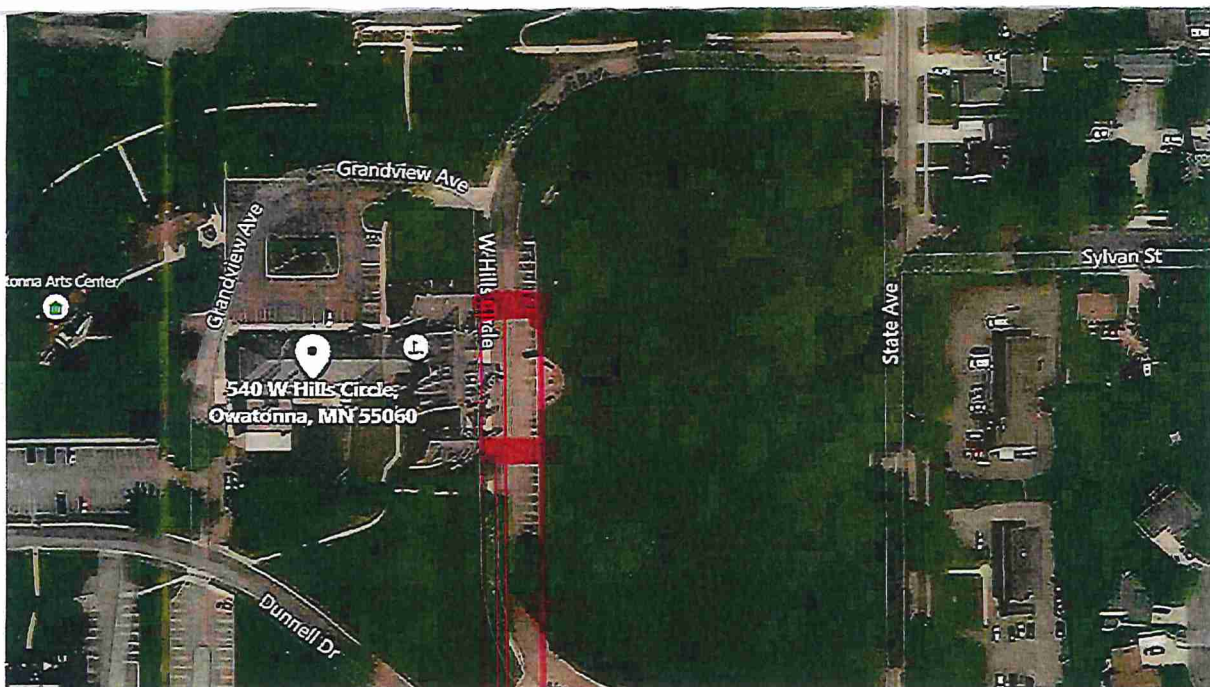
Attachments



Site Plan - National Day of Prayer at City Hall.pdf

Site Plan - National Day of Prayer at City Hall.pdf

Uploaded by Jeanette Clawson on Feb 9, 2024 at 3:57 PM





CITY OF
OWATONNA

Miscellaneous



DATE: February 20, 2024
TO: Mayor and City Council
FROM: Eric Anderson, Recreation Manager
Jenna Tuma, Parks, Trails, Recreation & Facilities Director
SUBJECT: License and Service Agreement - Club Car Connect

Purpose:

Approval of the Club Car Connect Software License and Service Agreement.

Background:

On June 6, 2023, the City Council approved a 42-month lease agreement with Club Car LLC for a fleet of 40 Golf Carts for the Brooktree Golf Course operating season. Included with the fleet lease agreement is the use of the Club Car Connect 10 inch LCD Touchscreen, GPS, Connectivity Module, and Golfer Experience Module. This Connect Software License and Service Agreement is to accept the terms for the use of the Visage operating software. It is a 4-year agreement, mirroring the timeline of the fleet lease agreement. This agreement will complete the Club Car Lease agreement process.

Budget Impact:

There are no additional fees. The Club Car Connect software subscription is included in the Club Car Lease Agreement approved by the City Council in June of 2023.

Staff Recommendation:

Staff recommends approval of this agreement.

Attachments:

1. Revised Brooktree_Connect Agreement_021424
2. 2024 Brooktree Agreements



Date: February 14, 2024

Dear Customer:

To process your Club Car Connect order, please observe the following items and return the documents as indicated below:

1. Ensure that your company's legal name, billing address (including county) and Tax ID appear correctly.
2. Invoices will be sent to the billing email listed, please ensure that the appropriate billing contact name and billing email address are listed correctly.
3. Electronic Payments. For your convenience, we have included an automatic bank draft enrollment form. To enroll, please return the completed form according to the directions provided on the form.
4. Tax Exemption. If applicable, please provide your resale or tax exemption certificate.
5. For each signature block provided, please have an "authorized" party sign and date.

Electronic copies are sufficient and may be sent to either our fax at (480) 383-6799 or through email to sar-pmg@clubcar.com. We will process your order when all documents are received.

Thank you,

Club Car, LLC



CLUB CAR CONNECT™ License and Service Agreement

Issued Date: February 14, 2024

Customer Information				
Full Legal Name ("Customer") City of Owatonna		Course Name (the "Golf Course") Brooktree Golf Course		
Equipment Location/ City/ County/ State/ Zip 1369 Cherry Street, Owatonna, MN 55060			Type of Organization Municipality	
Billing Address/ City/ County/ State/ Zip (if different) 540 West Hills Circle, Owatonna, MN 55060			Organization Jurisdiction Minnesota	
Billing Contact Name Joann Matejcek		Title Account Analyst	Billing Email: finddept@ci.owatonna.mn.us Phone: (507) 774-7353	Tax Identification Number 41-6005444
Course/Golf Car Information				
# Holes 18	Golf Car Make/Model (35) Club Car Tempo – gas (5) Club Car Tempo - electric	Total Number Vehicles Installed: 40	Installation Type: Factory Golf Car Lease Term: 54 months	
Visage Software "Modules:"				
Selections	Module Descriptions	Number of Units	Price/Unit	Total/Month
Connect Bundle	10" LCD Touchscreen with Baskets and Standard Connectivity Module (included with purchase or lease of Club Car Connect golf cars)	40	--	--
Selected for Connect Bundle	Golfer Experience Module	40	\$0.00	\$0.00
Total Monthly Payment USD (plus tax):				\$0.00
☒ Indicates additional Modules selected for subscription.				
ALL SUBSCRIPTION PAYMENTS ARE PAID SEPARATELY TO CCL AND ARE NOT PART OF THE GOLF CAR PAYMENT.				
TERMS AND CONDITIONS				
1. <u>Visage Software</u>. Customer shall license the Visage Software (defined below), specifically the Modules(s) selected above, for the Minimum License Term (defined below). The Club Car Connect golf cars listed above ("the Golf Cars") come standard with the Visage GPS units (the "System"), the Standard Connectivity Module and one Module of Customer's choice ("the Connect Bundle"); additional Modules are available for subscription. 2. <u>Term</u>. The term of this Agreement shall commence on the Effective Date and run for a term of fifty-four (54) months (the "Minimum License Term") from the "Date of Delivery" (the date Customer's Golf Cars are delivered to its golf course facility, or, in the event that the System is delivered after delivery of the Golf Cars, the date Customer accepts delivery of the System) and at the conclusion of the Minimum License Term will continue for additional one month terms unless terminated by either party (the Minimum License Term together with any extensions hereto shall be referred to as the "Term"). For the avoidance of doubt, at the conclusion of the Minimum License Term: (a) the license to the Modules including the Standard Connectivity Module and Connect Bundle shall terminate and Customer shall have no rights to any of the Visage Software or the Modules; and (b) the Service Terms and Conditions will expire. Notwithstanding the foregoing, in the event Customer elects to license additional Module(s) beyond the Minimum License Term, the Standard Connectivity Module and the Service Terms and Conditions will remain in full force and effect at no additional charge for so long as Customer is licensed under such additional Module(s).				
SEE THE FOLLOWING PAGES FOR ADDITIONAL TERMS AND CONDITIONS				
THIS AGREEMENT, EFFECTIVE AS OF THE DATE BELOW, IS BY AND BETWEEN CCL AND CUSTOMER AND IS SUBJECT TO THE TERMS AND CONDITIONS PRINTED ON THIS AND THE FOLLOWING PAGES, WHICH PERTAIN TO THIS AGREEMENT AND WHICH CUSTOMER ACKNOWLEDGES HAVING READ. THIS AGREEMENT IS NON-BINDING UNTIL ACCEPTED BY CCL. CUSTOMER CERTIFIES ALL ACTIONS REQUIRED TO AUTHORIZE THE EXECUTION OF THIS AGREEMENT, INCLUDING CUSTOMER'S AUTHORITY HAVE BEEN FULFILLED. ACCEPTANCE OF THIS AGREEMENT IS SUBJECT TO FINANCIAL QUALIFICATION AND CREDITWORTHINESS OF CUSTOMER. CUSTOMER SHALL PROVIDE A CREDIT APPLICATION AND FINANCIAL STATEMENTS AS REQUESTED BY CCL. THIS AGREEMENT SHALL EXPIRE AND BE OF NO FORCE AND EFFECT IF NOT EXECUTED BY BOTH PARTIES WITHIN 30 DAYS AFTER THE ISSUED DATE ABOVE.				
Club Car, LLC ("CCL") 1074 N. Orange Ave., Sarasota, Florida, 34236		CUSTOMER City of Owatonna		
Authorized Signatory X		Authorized Signatory X		
Print Name and Title Robert McElreath VP-Connected Technologies		Effective Date Date		

(Cub Car Connect License and Service Agreement Terms and Conditions continued)

3. Payments. Customer shall make all Payments stated in this Agreement according to the payment terms above beginning on the Date of Delivery. If the Date of Delivery is between the 1st and 15th day of the month, all Payments will be due on the 15th day of each month. If the Date of Delivery is between the 16th and the last day of the month, all Payments will be due on the 1st day of each month. All amounts payable under this Agreement are payable at CCL's address above or at such other address as CCL may specify in writing from time to time. Time is of the essence for all obligations arising hereunder.
4. Taxes. All Payments made under this Agreement shall be net to CCL. Customer shall pay all taxes, tax pass along, assessments, and any sales, use, personal property, privilege, value-added taxes, import duties, excise taxes and import brokerage fees incurred in connection with the Visage Software, the Golf Cars or otherwise with respect to this Agreement. If tax-exempt, Customer agrees to provide satisfactory evidence of exemption.
5. Maintenance Service. CCL shall provide service based on the Service Terms and Conditions, set forth in Exhibit B, for a period beginning with the Date of Delivery and ending at the conclusion of the Minimum License Term or the Term, as the case may be.
6. Software License. Customer understands that CCL does not sell the Visage Software. For the Term, CCL grants Customer a nontransferable, non-exclusive license to use the Visage Software only in conjunction with the System and only as expressly authorized in this Agreement. "Visage Software" means system software included with the System provided to Customer and the Modules selected by or provided to Customer hereunder. Customer shall (i) hold Visage Software in confidence and not disclose it to anyone other than its employees and consultants who require disclosure in connection with Customer's use of the Visage Software and who are subject to confidentiality obligations in substance at least as strict as these, (ii) not print, copy, modify, translate, alter, reverse compile, decompile or reverse engineer Visage Software, (iii) not remove any CCL copyright, trademark or other proprietary notice from Visage Software and shall reproduce all such notices on copies made by Customer, and (iv) not transfer Visage Software or assign any license or rights regarding the Visage Software.
7. Default/Delinquency Charges. Payments not paid by 5 days after the Payment due date are subject to a late payment fee of five percent (5%) of the Payment amount, or the maximum percentage allowed under applicable laws, whichever is less. Should any fee paid by Customer under this Agreement result in interest in excess of the maximum lawful rate, then such excess shall be automatically credited to Customer.
8. Assignment. Customer acknowledges that CCL may assign to a successor all or any part of its right, title and interest in this Agreement and hereby consents to such assignments. In case of such assignment, Customer agrees to continue to perform all of its obligations under this Agreement.
9. Notice. All notices required, permitted or given in accordance with the provisions of this Agreement shall be in writing, and either hand-delivered or delivered by recognized overnight courier to the offices listed in the first paragraph of this Agreement or such other address as either party may designate by notice as specified in this section.
10. General. This Agreement, together with the exhibits and schedules referred to in it, constitutes the entire agreement between the parties pertaining to the within subject matter and supersedes any prior understandings oral or written. This Agreement may not be varied, modified, or amended except in writing signed by the parties. Waiver by either party of any breach or violation or default of any provision of this Agreement will not operate as a waiver of such provision or of any subsequent breach or violation or any default. The failure or refusal of any party to exercise any right or remedy shall not be deemed to be a waiver or abandonment of any right or remedy. If any term of this Agreement is for any reason invalid or unenforceable, the rest of the Agreement remains fully valid and enforceable. The headings in the Agreement are for convenience of reference only and do not constitute a part of it. The headings do not affect its interpretation. This Agreement shall be governed by and construed in accordance with the procedural and substantive laws of the State of Minnesota. This Agreement may be executed by facsimile and/or electronic signature. The parties agree that this Agreement was fully negotiated by the parties; therefore, no provision of this Agreement shall be interpreted against any party because such party or its legal representative drafted such provision. Customer shall allow CCL to reference Customer in various marketing material or corporate literature, and to the use of approved photos of the Customer's facility for various marketing materials or media. Customer further agrees to allow CCL to reference it in a press release or other media announcing it as a new location for its System. Any information and data arising out of or in connection with Customer's use of the System shall be owned jointly by CCL and Customer. All work performed by CCL in connection with the services to be performed under this Agreement shall be performed by CCL as an independent contractor and not as the agent of Customer. CCL may subcontract any or all of the work to be performed under this Agreement but shall retain full responsibility for the work so subcontracted.

EXHIBIT A

Visage Software Modules

The Club Car Connect golf car comes standard with the Visage System, the Standard Connectivity Module and one Module of Customer's choice as selection indicates on page one of this Agreement; additional modules are available for subscription.

Standard Connectivity Module:

- Battery status indicator and vehicle "on charge" display, - Vehicle status – on-charge, - Service notifications – battery levels and faults, - Odometer (miles, hours & amp hours), - Serial number and model year,	- Overview display of each hole, - Broadcast messaging such as promotions, weather alerts, - Sponsorship and advertising display slots, - Electronic info holder with players' names and messaging,	- Electronic scorecard: Request email or print at end-of-round, - Email address report.
---	--	--

Connected Car Tracking Module:

- Real-time position of vehicles and equipment, - Find car – current or last known location (worldwide), - Vehicle drive history, - Pace-of-play tracking,	- Pace notifications, - Pace-of-play reporting, - Marshal car mode to include messaging to marshal, - Rounds played reporting.	- Pop-up notifications- pace-of-play, - Real-time messaging to and from clubhouse, - Message logs.
---	---	--

Connected Car Control Module:

- Fleet lockdown, - Vehicle staging, - Max speed setting (Electric car only), - Action zone control: - Gas cars – stop/reverse, - Electric cars - stop/reverse and variable speed control,	- Action zone messaging, - Geofence, - Anti-tamper, - Vehicle grouping by department, vehicle type, membership, marshal, etc.,	- Pop-up notifications – action zone violation, - Car path only, - Visual notification – vehicle speed change or action zone violations.
---	---	--

Golfer Experience Module:

- Dynamic distances to pins and points of interest, - Touch screen for distance,	- Tee shot distance, - Food and beverage ordering, - Blind tee shot,	- Pin placement manager, - Food and beverage reports.
---	--	--

Tournament Connect: Interface to leading Tournament Management providers for access to: - Leaderboard, - Tournament Manager.	Ad Event: (Included with purchase of Tournament Connect) Publish ads for multiple tournaments simultaneously.	3D Flyovers: - Audio description of hole, 3D flyover graphics.
---	---	---

VISAGE Ad Manager:

AdMan: <i>Included with the VCC</i> - Image Gallery, - Scheduled & automatically published ads, - Green to Tee spots, - Fairway - Full and Insert spots.	AdMan Pro: Enables access to all display opportunities.	
---	---	--

EXHIBIT B

Service Terms and Conditions

1. Scope of Service.

- 1.1. Defective Components. CCL shall provide maintenance service as provided for in paragraph 2.3 and 2.4, at its expense, to repair, modify or replace the Visage GPS system (inclusive of the Software, the "System") components, as necessary that are defective in workmanship ("Service"). CCL does not warrant that the operation of the System shall be uninterrupted or completely error-free.
- 1.2. Exclusions. Service shall not include, and CCL shall not be liable for any interruption in service, delay in the delivery, or disruption of performance of the System resulting from: (1) maintenance, repair or replacement of parts damaged or failing to operate due to acts of God, including without limit storms, atmospheric disturbances, lightning, fire, hail, and flood; acts of government, including war; catastrophes, accident, neglect, misuse, failure of satellites, failure of electrical power, fault or negligence of Customer, causes external to the System or from any other cause beyond the control of CCL; (2) service and repair of accessories, attachments, or any other devices that are not part of the System; (3) changes, modifications or alterations in or to the System required due to new construction or changes to the golf course or facilities; (4) graphical changes after acceptance of the System, (5) software damage caused by unauthorized use.

2. Customer Responsibilities

- 2.1. Problem Notification. Customer agrees to promptly notify Customer Support in the event of any System or component failure and provide diagnostic assistance to support CCL's service efforts.
- 2.2. To Contact Customer Support. Customer shall have reasonable access to Customer Support during business hours. Customer Support provides user support, troubleshooting, and diagnostic assistance and is Customer's point of contact for reporting system problems or requesting service.
- a. For all routine requests and status inquiries, contact Customer Support via email to sar-cams@clubcar.com.
- b. To report emergency or critical system issues, contact Customer Support by calling the toll free Customer Support line at 888-575-2901.
- 2.3. Component Replacement. Customer agrees to perform the task of changing out replacement components provided by CCL. Customer will be billed for repair or replacement of returned components that have been damaged.
- 2.4. RMA request for defective components. A Return Materials Authorization number (RMA) is required for the return of any defective component. To obtain an RMA, Customer must contact the Customer Support center at 888-575-2901. If Customer Support determines that the component must be returned for repair, Customer Support will issue an RMA. Customer is then responsible for properly following procedures for returning components as instructed by Customer Support. Any request for special handling such as expedited repair, overnight return delivery, or non-business day delivery may be subject to additional charges billable to Customer. Customer agrees to pay for shipment of components returned to CCL. CCL agrees to pay for return shipment to Customer.
- 2.5. An **unrestricted broadband Internet connection at each location on the Golf Course that needs access to the Visage System (including F&B order fulfillment)** for the duration of this Agreement for System installation, monitoring and maintenance service. The internet connection must provide the following minimum speeds:

	Minimum	120 carts or more	160 carts or more
Download speed (Mbit/sec):	1.5	2.25	3.0
Upload speed (Mbit/sec):	0.5	0.75	1.0

- 2.6. Battery power to the Golf Car-mounted units at all times, and Customer agrees to allow power to be drawn for wi-fi access points and other System equipment as needed.

3. Definition of Service Elements

- 3.1. Remote Diagnostics. CCL accesses the course System via the Internet to perform system diagnostics, remote health monitoring or specific troubleshooting procedures to detect, identify or correct failures.
- 3.2. Software Updates and Enhancements. CCL shall provide software maintenance for the System Software. Software maintenance provides for bug fixes, patches, corrections, updates and enhancements as available. Software updates do not include new software features or hardware product offerings that are sold separately.
- 3.3. On-site Service. If a problem cannot be resolved through telephone support or by shipping a replacement component, CCL may dispatch a technician to Customer's site to address the problem. On-site services including labor, materials, and reasonable travel expenses are chargeable for site visits that result from problems excluded from service (defined in section 1.2 above).
4. Force Majeure. CCL shall not be liable for any interruption in service, delay in the delivery, or disruption of performance of the System resulting from any cause beyond its reasonable control or caused by acts of God, acts of Customer, acts of civil or military authorities, fires, strikes, floods, epidemics, governmental rules or regulations, war, riot, delays in transportation, or shortages.
5. Pricing of Additional Services. Services not covered under Service Terms and Conditions (Exhibit B) or that may be requested from time to time are available according to the prices and terms below. All prices and terms for additional services are subject to change. For orders up to US\$1,500, CCL will provide services upon receipt and confirmation of the order. Payment will be due upon delivery of services. For orders of US\$1,500 or more, CCL requires a signed purchase order or a deposit payment equal to 50% of the order price with the final payment due upon delivery of services. CCL at its sole discretion reserves the right to hold orders for accounts that have outstanding payables beyond terms. Scheduling of services depends on material lead-times and the backlog of service orders at the time of order confirmation.

Description	Prices (USD)
Graphical Changes	\$65 / half hour
Mapping Changes	\$65 / half hour plus travel and expenses at reasonable cost
Graphics Media (Raw data files for Customer's use)	3D Video Flyovers: \$1,000/14 hole set; \$500/ additional 7 hole set 2D Hole Images: \$500/18 hole set; \$250/ additional 9 hole set 2D VCC Course Map: \$200
On-site service for items not covered under Service (due to external causes or at customer's request for additional services)	\$400 per half day on site plus \$40 per hour travel time to and from site plus travel and expenses at reasonable cost; plus any applicable material charges.
Repair of GPS unit for damage not covered under Service	Level 1: \$100 - Damage to exterior plastic housing. Does not include damage to the touch screen or LCD display, Level 2: \$200 - Broken or cracked touch screen or LCD display, Level 3: Complete loss including water damage or damage to internal components. Replace with refurbished VDU \$600 Replace with new VDU \$800
Fleet Replacement Like-to-Like car changeover; (i.e. Club Car Tempo electric to Club Car Tempo electric which requires no additional or replacement mounting hardware), Customer may select option a or b (90 days advance notice required):	
a- By Customer (2-3 people) + 1 CCL employee	\$20/unit plus travel and expenses at reasonable cost
b- By CCL (2-3 people) on-site	\$42/unit plus travel and expenses at reasonable cost
Fleet Replacement different type cars (90 days advance notice required):	Quoted on case by case basis

ADVERTISING AGREEMENT

This Advertising Agreement is attached to and incorporated into the terms of that certain License and Service Agreement ("Agreement") between Club Car, LLC ("CCL") and City of Owatonna dba Brooktree Golf Course ("Customer").

Capitalized terms appearing herein shall have the same meaning ascribed to them herein as in the Agreement unless otherwise noted.

Feature Description
AdMan: Provides Fairway and Green-to-Tee spots. <i>Price: Included with the Visage Control Center (VCC)</i> CCL hereby grants Customer graphical exposure opportunities on the System that shall consist of Fairway (full page and insert spots) and available "Green to Tee" full screen graphics to be used for local advertising and promotions or for tournament sponsorships but not for national advertising campaigns which are administered by CCL exclusively. Fairway spots are available on par 4 and par 5 holes (fairway spots are not available for par 3 holes.) Fairway spots include a full page "touch-to-make-go-away" and the quarter page insert. "Green to Tee" is defined as the area just after a green and prior to the next tee (a 200-yd distance between the green and next tee is required for a Green to Tee spot to work.) CCL retains exclusive rights to all other advertising on the System and may sell ads for placement on the System. Customer retains right of approval, which shall not be unreasonably withheld, for such CCL sold ads and where approved will receive revenues, if any, on a campaign-by-campaign basis. Customer agrees that it will allow no third party to place advertising on the System.

Club Car, LLC

Authorized Signatory

Name

Title

Date

City of Owatonna dba Brooktree Golf Course

Authorized Signatory

Name

Title

Date

AUTOMATIC PAYMENT PLAN

Electronic Funds Transfer (EFT) Enrollment

Thank you for requesting automatic withdrawal of payments for your Agreement. To commence this service, please complete this form and include a copy of a voided check to us at (480) 383-6799 (Fax) or send via email to sar-pmg@clubcar.com.

Authorization:

Customer hereby authorizes Club Car, LLC ("CCL") to deduct all payments when due under this Agreement, according to the terms and conditions of the Agreement from the account listed below by electronic funds transfer for the Term of the Agreement.

Authorized Signer's Name																																				
Name on Bank Account																																				
Transaction Date	1 st Day of Month																																			
Payment Amount	\$ _____ (Applicable tax will be added to this amount)																																			
Bank Account Number																																				
Routing Number (ABA)																																				
Account Type	☐ Checking												☐ Savings												☐ Other:											
Complete Name of Bank																																				
Mailing Address of Bank																																				
SWIFT Code (Non-US)																																				
Date and Signature																																				
	Date																		Bank Signature of Depositor																	

2024 Brooktree Agreements

	Agreement Type	General Purpose Overview	Term
Club Car	Golf Cart Lease Agreement	Accepting the Terms to Lease Carts from Club Car (lease length, number of carts, cost/fees, types of carts, additional options, etc).	4 Year
	DDL Finance Agreement	Payment Terms with the financing agency that Club Car is affiliated with.	4 Year (Follows Golf Cart Lease)
	Service Maintenance Agreement	Accepting the Terms for the Maintenance Service being provided on the Leased Golf Carts	1 Year - Auto Renewal
	Connect License & Service Agreement	Accepting the Terms to the Software License Agreement used on Touchscreen and GPS tracking Customer Experience Module included in the Cart Lease agreement	4 Year (Follows Golf Cart Lease)
Golf Now	Marketing Services Agreement	Accepting the Terms to utilize the Golf Now Platform as a supplemental marketing option for Brooktree	1 Year - Auto Renewal
Club Caddie	Subscription Services Agreement	Golf Operations Management Software (Point of Sale, Tee Times, Pass Holder Management, etc). Replacing Club Prophet	1 Year - Auto Renewal



DATE: February 20, 2024
TO: Mayor and City Council
FROM: Rhonda Moen, Finance Director
SUBJECT: Engagement Letter and Scope of Services - Baker Tilly

Purpose:

Approve Engagement Letter and Scope of Services with Baker Tilly.

Background:

Updated agreement to reflect new regulatory disclosure requirements and to disclose updated fee structure. The overall agreement is divided into three sections: engagement letter, scope of work, and compensation and invoicing.

Baker Tilly has worked as the City's municipal advisor for several years. This agreement defines the expectations for both parties. The City has the option to utilize any municipal advisor at any point in time. City staff continually monitors pricing and services provided.

Budget Impact:

Charges incurred with Baker Tilly are primarily all connected to the City's debt issues and are paid as part of the debt service obligations. Any cost increases would impact future debt service obligations.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Owatonna MN - BTMA Engagement Letter and Scope of Services

January 25, 2024

City of Owatonna, Minnesota
Attn: Ms. Rhonda Moen, Finance Director
540 West Hills Circle
Owatonna, MN 55060

RE: Engagement Letter Agreement Related to Services

This letter agreement (the Engagement Letter) is to confirm our understanding of the basis upon which Baker Tilly US, LLP (Baker Tilly) and its affiliates are being engaged by City of Owatonna, Minnesota (the Client) to assist the Client with advisory services.

Scope, Objectives and Approach

It is anticipated that projects undertaken in accordance with this Engagement Letter will be at the request of the Client. The scope of services, additional terms and associated fee for individual engagements will be contained in a Scope Appendix or Appendices to this Engagement Letter. Authorization to provide services will commence upon execution and return of this Engagement Letter and one or more Appendices.

Management's Responsibilities

It is understood that Baker Tilly will serve in an advisory capacity with the Client. The Client is responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge or experience to oversee the services we provide. The Client is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The Client is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

The procedures we perform in our engagement will be heavily influenced by the representations that we receive from Client personnel. Accordingly, false representations could cause material errors to go undetected. The Client, therefore, agrees that Baker Tilly will have no liability in connection with claims based upon our failure to detect material errors resulting from false representations made to us by any Client personnel and our failure to provide an acceptable level of service due to those false representations.

The ability to provide service according to timelines established and at fees indicated will rely in part on receiving timely responses from the Client. The Client will provide information and responses to deliverables within the timeframes established in a Scope Appendix unless subsequently agreed otherwise in writing.

The responsibility for auditing the records of the Client rests with the Client's separately retained auditor and the work performed by Baker Tilly shall not include an audit or review of the records or the expression of an opinion on financial data.

Ownership of Intellectual Property

Unless otherwise stated in a specific Scope Appendix, subject to Baker Tilly's rights in Baker Tilly's Knowledge (as defined below), Client shall own all intellectual property rights in the deliverables developed under the applicable Scope Appendix or Appendices ("Deliverables"). Notwithstanding the foregoing, Baker Tilly will maintain all ownership right, title and interest to all Baker Tilly's Knowledge. For purposes of this Agreement "Baker Tilly's Knowledge" means Baker Tilly's proprietary programs, modules, products, inventions, designs, data, or other information, including all copyright, patent, trademark and other intellectual property rights related thereto, that are (1) owned or developed by Baker Tilly prior to the Effective Date of this Agreement or the applicable Scope Appendix or Appendices ("Baker Tilly's Preexisting Knowledge") (2) developed or obtained by Baker Tilly after the Effective Date, that are reusable from client to client and project to project, where Client has not paid for such development; and (3) extensions, enhancements, or modifications of Baker Tilly's Preexisting Knowledge which do not include or incorporate Client's confidential information. To the extent that any Baker Tilly Knowledge is incorporated into the Deliverables, Baker Tilly grants to Client a non-exclusive, paid up, perpetual royalty-free worldwide license to use such Baker Tilly Knowledge in connection with the Deliverables, and for no other purpose without the prior written consent of Baker Tilly. Additionally, Baker Tilly may maintain copies of its work papers for a period of time and for use in a manner sufficient to satisfy any applicable legal or regulatory requirements for records retention.

The supporting documentation for this engagement, including, but not limited to work papers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. If we are required by law, regulation or professional standards to make certain documentation available to required third parties, the Client hereby authorizes us to do so.

Timing and Fees

Specific services will commence upon execution and return of a Scope Appendix to this Engagement Letter and our professional fees will be based on the rates outlined in such Scope Appendix.

Payment of professional fees is not contingent upon project completion by Client nor material timing changes in project completion. Professional fees provided according to the Scope Appendix are due within 30 days of being invoiced, regardless of project status. If necessary, monthly payment plan arrangements may be negotiated upon request.

Unless otherwise stated, in addition to the fees described in a Scope Appendix the Client will pay all of Baker Tilly's reasonable out-of-pocket expenses incurred in connection with the engagement. All out of pocket costs will be passed through at cost and will be in addition to the professional fee.

Dispute Resolution

Except for disputes related to confidentiality or intellectual property rights, all disputes and controversies between the parties hereto of every kind and nature arising out of or in connection with this Engagement Letter or the applicable Scope Appendix or Appendices as to the existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuation, or termination of this Agreement or the applicable Scope Appendix or Appendices as shall be resolved as set forth in this section using the following procedure: In the unlikely event that differences concerning the services or fees provided by Baker Tilly should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by engaging in mediation administered by the American Arbitration Association under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute resolution procedure. Each party shall bear their own expenses from mediation and the fees and expenses of the mediator shall be shared equally by the parties. If the dispute is not resolved by mediation, then the parties agree to expressly waive trial by jury in any judicial proceeding involving directly or indirectly, any matter (whether sounding in tort, contract, or otherwise) in any way

arising out of, related to, or connected with this Agreement or the applicable Scope Appendix or Appendices as or the relationship of the parties established hereunder.

Because a breach of any the provisions of this Engagement Letter or the applicable Scope Appendix or Appendices as concerning confidentiality or intellectual property rights will irreparably harm the non-breaching party, Client and Baker Tilly agree that if a party breaches any of its obligations thereunder, the non-breaching party shall, without limiting its other rights or remedies, be entitled to seek equitable relief (including, but not limited to, injunctive relief) to enforce its rights thereunder, including without limitation protection of its proprietary rights. The parties agree that the parties need not invoke the mediation procedures set forth in this section in order to seek injunctive or declaratory relief.

Limitation on Damages

To the extent allowed under applicable law, the aggregate liability (including attorney's fees and all other costs) of either party and its present or former partners, principals, agents or employees to the other party related to the services performed under an applicable Scope Appendix or Appendices shall not exceed the fees paid to Baker Tilly under the applicable Scope Appendix or Appendices to which the claim relates, except to the extent finally determined to have resulted from the gross negligence, willful misconduct or fraudulent behavior of the at-fault party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter or the applicable Scope Appendix or Appendices as even if the other party has been advised of the possibility of such damages.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim.

Other Matters

E-Verify Program

Baker Tilly participates in the E-Verify program. For the purpose of this paragraph, the E-Verify program means the electronic verification of the work authorization program of the Illegal

Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.401(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603). Baker Tilly does not employ any "unauthorized aliens" as that term is defined in 8 U.S.C. 1324a(h)(3).

Investments

Baker Tilly certifies that pursuant to I.C. 5-22-16.5 *et seq.* Baker Tilly is not now engaged in investment activities in Iran. Baker Tilly understands that providing a false certification could result in the fines, penalties, and civil action listed in I.C. 5-22-16.5-14.

Non-Discrimination

Pursuant to I.C. §22-9-1-10, Baker Tilly and its subcontractors, if any, shall not discriminate against any employee or applicant for employment to be employed in the performance of this Engagement Letter, with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, religion, color, sex, disability, national origin, ancestry, or veteran status. Breach of this covenant may be regarded as a material breach of this Engagement Letter.

Baker Tilly certifies that, except for de minimis and non-systematic violations, it has not violated the terms of I.C. 24-4.7, I.C. 24-5-12, or I.C. 24-5-14 in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law, and that Baker Tilly will not violate the terms of I.C. 24-4.7 for the duration of the Engagement Letter, even if I.C. 24-4.7 is preempted by federal law. Baker Tilly further certifies that any affiliate or principal of Baker Tilly and any agent acting on behalf of Baker Tilly or on behalf of any affiliate or principal of Baker Tilly, except for de minimis and non-systematic violations, has not violated the terms of I.C. 24-4.7 in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law, and will not violate the terms of I.C. 24-4.7 for the duration of the Engagement Letter, even if I.C. 24-4.7 is preempted by federal law.

Anti-Nepotism

The Firm is aware of the provisions under I.C. 36-1-21 et seq. with respect to anti-nepotism in contractual relationships with governmental entities. The Firm is not aware of any relative (as defined in I.C. 36-1-21-3) of any elected official (as defined in I.C. 36-1-21-2) of the Client who is an owner or an employee of the Firm.

In the event Baker Tilly is requested by the Client; or required by government regulation, subpoena, or other legal process to produce our engagement working papers or its personnel as witnesses with respect to its Services rendered for the Client, so long as Baker Tilly is not a party to the proceeding in which the information is sought, Client will reimburse Baker Tilly for its professional time and expenses, as well as the fees and legal expenses incurred in responding to such a request.

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated, or subcontracted by either party without the 'written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization, or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

In the event that any provision of this Engagement Letter or statement of work contained in a Scope Appendix hereto is held by a court of competent jurisdiction to be unenforceable because it is invalid or in conflict with any law of any relevant jurisdiction, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Engagement Letter or statement of work did not contain the particular provisions held to be unenforceable. The unenforceable provisions shall be replaced by mutually acceptable provisions which, being valid, legal and enforceable, come closest to the intention of the parties underlying the invalid or unenforceable provision. If the Services should become subject to the independence rules of the U.S. Securities and Exchange Commission with respect to Client, such that any provision of this Engagement Letter would impair Baker Tilly's independence under its rules, such provision(s) shall be of no effect.

All non-municipal advisory services provided hereunder shall be performed in accordance with the professional standards of the Baker Tilly affiliate that performs the services and may not create a fiduciary relationship between the Baker Tilly affiliate and the Client.

Termination

Both the Client and Baker Tilly have the right to terminate this Engagement Letter, or any work being done under an individual Scope Appendix at any time after reasonable advance written notice. On termination, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Client and Baker Tilly, the scope of services provided in a Scope Appendix will terminate 60 days after completion of the services in such Appendix.

Important Disclosures

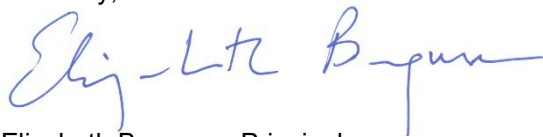
Incorporated as Attachment A and part of this Engagement Letter are important disclosures. These include disclosures that apply generally and those that are applicable in the event Baker Tilly is engaged to provide municipal advisory services.

This Engagement Letter, including the attached Disclosures as updated from time to time, comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals, oral or written, and all other communications between the parties. Both parties acknowledge that work performed pursuant to the Engagement Letter will be done through Scope Appendices executed and made a part of this document.

Any rights and duties of the parties that by their nature extend beyond the expiration or termination of this Engagement Letter shall survive the expiration or termination of this Engagement Letter or any statement of work contained in a Scope Appendix hereto.

If this Engagement Letter is acceptable, please sign below and return one copy to us for our files.

Sincerely,



Elizabeth Bergman, Principal

Signature Section:

The terms as set forth in this Engagement Letter are agreed to on behalf of the Client by:

Name: _____

Title: _____

Date: _____

Attachment A

Important Disclosures

Non-Exclusive Services

Client acknowledges and agrees that Baker Tilly and its affiliates, including but not limited to Baker Tilly US, LLP, Baker Tilly Municipal Advisors, LLC, Baker Tilly Capital, LLC, and Baker Tilly Wealth Management, LLC, is free to render municipal advisory and other services to the Client or others and that Baker Tilly does not make its services available exclusively to the Client.

Affiliated Entities

Baker Tilly US, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

Baker Tilly Wealth Management, LLC ("BTWM"), a U.S. Securities and Exchange Commission ("SEC") registered investment adviser, may provide services to the Client in connection with the investment of proceeds from an issuance of securities. In such instances, services will be provided under a separate engagement, for an additional fee. Notwithstanding the foregoing, Baker Tilly may act as solicitor for and recommend the use of BTWM, but the Client shall be under no obligation to retain BTWM or to otherwise utilize BTWM relative to Client's investments. The fees paid with respect to investment services are typically based in part on the size of the issuance proceeds and Baker Tilly may have incentive to recommend larger financings than would be in the Client's best interest. Baker Tilly will manage and mitigate this potential conflict of interest by this disclosure of the affiliated entity's relationship, a Solicitation Disclosure Statement when Client retains BTWM's services.

Baker Tilly Capital, LLC ("BTC") is a limited service broker-dealer specializing in merger and acquisition, capital sourcing, project finance and corporate finance advisory services. BTC does not participate in any municipal offerings advised on by its affiliate Baker Tilly Municipal Advisors. Any services provided to Client by BTC would be done so under a separate engagement for an additional fee.

Baker Tilly Municipal Advisors ("BTMA") is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the Municipal Securities Rulemaking Board ("MSRB"). As such, BTMA may provide certain specific municipal advisory services to the Client. BTMA is neither a placement agent to the Client nor a broker/dealer. The offer and sale of any bonds is made by the Client, in the sole discretion of the Client, and under its control and supervision. The Client acknowledges that BTMA does not undertake to sell or attempt to sell bonds or other debt obligations and will not take part in the offer or sale thereof.

Baker Tilly, may provide services to the Client in connection with human resources consulting, including, but not limited to, executive recruitment, talent management and community survey services. In such instances, services will be provided under a separate scope of work for an additional fee. Certain executives of the Client may have been hired after the services of Baker Tilly were utilized and may make decisions about whether to engage other services of Baker Tilly or its affiliates. Notwithstanding the foregoing, Baker Tilly may recommend the use of Baker Tilly or a subsidiary, but the Client shall be under no obligation to retain Baker Tilly or an affiliate or to otherwise utilize either relative to the Client's activities.

Conflict Disclosure Applicable to Municipal Advisory Services Provided by BTMA

Legal or Disciplinary Disclosure. BTMA is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving BTMA. Pursuant to MSRB Rule G-42, BTMA is required to disclose any legal or disciplinary event that is material to the Client's evaluation of BTMA or the integrity of its management or advisory personnel.

There are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving BTMA. Copies of BTMA filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Baker Tilly Municipal Advisors, LLC or for our CIK number which is 0001616995. The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

Contingent Fee. The fees to be paid by the Client to BTMA are or may be based on the size of the transaction and partially contingent on the successful closing of the transaction. Although this form of compensation may be customary in the municipal securities market, it presents a conflict because BTMA may have an incentive to recommend unnecessary financings, larger financings or financings that are disadvantageous to the Client. For example, when facts or circumstances arise that could cause a financing or other transaction to be delayed or fail to close, BTMA may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Hourly Fee Arrangements. Under an hourly fee form of compensation, BTMA will be paid an amount equal to the number of hours worked multiplied by an agreed upon billing rate. This form of compensation presents a potential conflict of interest if BTMA and the Client do not agree on a maximum fee under the applicable Appendix to this Engagement Letter because BTMA will not have a financial incentive to recommend alternatives that would result in fewer hours worked. In addition, hourly fees are typically payable by the Client whether or not the financing transaction closes.

Fixed Fee Arrangements. The fees to be paid by the Client to BTMA may be in a fixed amount established at the outset of the service. The amount is usually based upon an analysis by the Client and BTMA of, among other things, the expected duration and complexity of the transaction and the work documented in the Scope Appendix to be performed by Baker Tilly. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, Baker Tilly may suffer a loss. Thus, Baker Tilly may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives.

BTMA manages and mitigates conflicts related to fees and/or other services provided primarily through clarity in the fee to be charged and scope of work to be undertaken and by adherence to MSRB Rules including, but not limited to, the fiduciary duty which it owes to the Client requiring BTMA to put the interests of the Client ahead of its own and BTMA's duty to deal fairly with all persons in its municipal advisory activities.

To the extent any additional material conflicts of interest have been identified specific to a scope of work the conflict will be identified in the respective Scope Appendix. Material conflicts of interest that arise after the date of a Scope Appendix will be provide to the Client in writing at that time.

RE: Municipal Advisory Services - Debt Issuance, Arbitrage, Continuing Disclosure

DATE: January 25, 2024

This Scope Appendix is attached by reference to the above-named engagement letter (the Engagement Letter) between the City of Owatonna, Minnesota (the Client) and Baker Tilly US, LLP and relates to services to be provided by Baker Tilly Municipal Advisors, LLC.

SCOPE OF WORK

Baker Tilly Municipal Advisors, LLC (BTMA) will perform the following services:

A. General Municipal Advisory Services

Unless otherwise agreed to by the parties, in connection with any request for services relative to any financial topic, new project concept planning or other financially related topic or project (each referred to herein as a Project), BTMA shall perform the following services, as applicable:

1. Provide general financial advice relative to a Project.
2. Survey the resources available to determine the financial feasibility of a Project.
3. Assist in the development of a plan including alternative approaches for a particular Project that may be available and appropriate for such Project.
4. Assist the Client in selecting an approach for a Project.
5. Advise the Client generally on current market conditions, financial impacts of federal, state or other laws, and other general information and economic data that might be relevant to a Project.
6. Assist Client, as requested, in identifying other professional services that may be necessary to a Project.
7. Assist Client in coordinating the activities of the working group for a Project as needed.
8. Assist with the review of documents provided that are relevant to the development of a plan and alternative approaches for a Project.
9. Assist the Client with other components of a Project as requested and agreed upon.

B. Securities Issuance

Unless otherwise agreed to by the parties, in connection with any request for services relative to any debt issuance including modifying or refunding of a prior issuance or other financings (each referred to herein as a "Transaction"), BTMA shall perform the following services, as applicable:

1. Develop a preliminary estimate of project costs and provide a financial feasibility to assist the Client in its determination of what type of financing is most suitable to meet the needs of the Client for the particular issuance ("Debt Obligation").
2. Assist the Client in determination of an appropriate method of sale for the Debt Obligation (e.g. competitive, negotiated, private placement.)
3. Provide for the Client's consideration an amount, the security, maturity structure, call provisions, estimated pricing, and other terms and conditions of the Debt Obligation.
4. Advise the Client on current market conditions, financial impacts of federal, state or other laws, and other general information and economic data that might normally be expected to influence the ability to borrow or interest rates of the Debt Obligation.

**SCOPE APPENDIX to
Engagement Letter dated: January 25, 2024
Between City of Owatonna, Minnesota and
Baker Tilly US, LLP**

5. Assist the Client in the analysis of advisability of securing a credit rating, and the selection of a credit rating firm or firms for the Debt Obligation and further assist in the development and presentation of information to obtain a credit rating or credit ratings for the Debt Obligation.
6. Assist the Client in the analysis of utilizing credit enhancement and provide assistance in seeking such credit enhancement if such credit enhancements would be advantageous to the Client.
7. Assist Client in coordinating the financing activities between various parties to any Transaction as needed.
8. Assist Client in identifying other professional services that may be necessary for the issuance or post-issuance requirements of the Debt Obligation.
9. Assist the Client in connection with the preparation, composition, review and distribution of an offering document (e.g. Preliminary and Final Official Statement, Offering Circular, Term Sheet, or Private Placement Memorandum, as applicable) of the type and nature generally prepared in connection with the sale of municipal securities, which will disclose technical data, information and schedules relating to the Client, the project and the Debt Obligation.
10. Provide relevant information for and assist with the review of other primary financing documents, including but not limited to the relevant governing body issuance resolutions/ordinances, bond purchase agreement, closing documents, and official notice of sale.
11. Communicate with potential underwriters or investors, as appropriate to any Transaction, to ensure that each is furnished with information the Client has deemed to be material in order to render an independent, informed purchase or investment decision concerning the Client's proposed financing.
12. Facilitate the sale of Debt Obligations through receipt and analysis of bids in a competitive sale or analysis of pricing and terms offered by an underwriter or purchaser in a negotiated or private placement sale.
13. Coordinate with the proper parties to ensure the efficient delivery of the Debt Obligations to the applicable purchaser and receipt of proceeds.

C. Arbitrage Monitoring Services

BTMA shall, based on information supplied by Client, make arbitrage calculations (to include for purposes of this document, rebate and yield reduction calculations) required by Section 148 of the Internal Revenue Service (IRS) Code and related U.S. Treasury regulations with respect to specified Debt Obligations for the reporting period designated for any such Debt Obligation. Annually, BTMA will provide the Client with a listing of the specified Debt Obligations and the reporting period designated for any such Debt Obligation (an Authorization Listing) to confirm the scope of the ongoing arbitrage monitoring services. Exhibit A reflects the Authorization Listing as of the date of this Scope Appendix.

In carrying out its duties, BTMA shall periodically, for each specified Debt Obligation:

1. Determine the arbitrage yield limit on the applicable Debt Obligation;
2. Determine the amount of any arbitrage payment due the IRS while taking into consideration applicable exceptions;
3. Notify Client and/or its designee of any liability amount;
4. Prepare for submission by Client the form(s) with which to submit any payment amount due to the IRS at the appropriate intervals throughout the term of the engagement relative to each specified Debt Obligation.

**SCOPE APPENDIX to
Engagement Letter dated: January 25, 2024
Between City of Owatonna, Minnesota and
Baker Tilly US, LLP**

Client agrees to timely provide BTMA with accurate information concerning cash and investment activity within all funds relative to the subject Debt Obligations. The information to be provided shall include:

1. Deposits and withdrawals of proceeds or money from other sources within any funds subject to the IRS arbitrage rules;
2. Payments of principal and interest on the Debt Obligations; and
3. All investment activity including:
 - a. Date of purchase or acquisition;
 - b. Purchase price of investments including any accrued interest;
 - c. Face amount and maturity date;
 - d. Stated rate of interest;
 - e. Interest payment dates;
 - f. Date of sale, transfer, or other disposition;
 - g. Sale or disposition price; and
 - h. Accrued interest due on the date of sale or disposition.
4. The Client will provide copies of Debt Obligation offering or legal documents, including, but not limited to, the official statement, the information return filed upon issuance (Form 8038 or 8038-G), the arbitrage certificate, verification report and the bond ordinance/trust indenture.
5. Any other information necessary for BTMA to make the calculations required for the specified Debt Obligation.

The Client is responsible for annually confirming the Authorization Listing and for notifying BTMA of any of the following:

- > additional or subsequent Debt Obligations that would require arbitrage monitoring services;
- > redemptions/refundings of Debt Obligations that would affect the reporting period designated in the most recent Authorization Listing.

Our engagement will not include verifying that: proceeds were used for purpose expenditures; investments were purchased at market price; no amounts were paid to any party in order to reduce the yield on any investment; the Debt Obligation was appropriately structured or qualified as a tax-exempt offering; or information provided to us is complete and accurate.

During the performance of these procedures, it may become necessary for us to consult with your bond counsel and/or obtain information from them concerning interpretations of the above information as affected by applicable sections of the Internal Revenue Code. We will consult with you before any such action is initiated.

Subsequent changes in official interpretations of the tax law may require or permit revision of calculations by requiring or permitting a different methodology for the calculation of arbitrage rebate and yield reduction. We will be under no obligation to update our report for any events occurring, or data or information coming to our attention, subsequent to the issuance of our report.

Calculation and payment of any arbitrage rebate liability and yield reduction payment due is the responsibility of the Client. As such, management has the primary responsibility for the arbitrage rebate and/or yield reduction payment return which the Client may be required to file. You should review the report and calculations carefully upon receipt.

D. Continuing Disclosure Services

BTMA will commence continuing disclosure services for debt obligations as set forth in any continuing disclosure undertaking for the debt obligations that the Client will execute upon settlement. Annually, BTMA will check in with the Client to confirm the engagement for the next annual reporting period.

In carrying out its duties, BTMA shall do the following:

1. Preparation and filing of annual reporting.

The Client will provide BTMA with a copy of each executed Continuing Disclosure Undertaking (CDU) including master and supplemental CDUs if any.

BTMA will:

- a. Identify the Client's reporting obligations, compile and prepare, as needed, any necessary operating data, and file any required annual report and financial statements, including the audit as provided for in each CDU for the reporting period;
- b. Provide to the Municipal Securities Rulemaking Board ("MSRB") through its Electronic Municipal Market Access System ("EMMA"), the annual information required under each respective CDU; and
- c. Provide additional reporting to purchasers, as set forth in Debt Obligation documents or private agreements:

2. Assistance filing reportable events on EMMA

Upon notification of one of the events listed as set forth in each CDU (collectively, Reportable Events), BTMA will assist the Client with filing any Reportable Events. Most Reportable Events are required by the Rule to be filed within ten business days of the occurrence of such event. Client will notify BTMA as soon as possible when they believe a reportable event has or may have occurred to enable BTMA to file a timely notice on EMMA. It is the Client's sole responsibility to notify BTMA of the potential occurrence of a Reportable Event.

3. Five-year Compliance Check

At the time any Debt Obligations subject to the Rule are issued, the Client must disclose in its official statement any instances in the past five years it failed to comply, in all material respects, with any previous undertakings for Debt Obligations which were subject to the Rule. BTMA will:

- a. Compile reporting requirements for any Debt Obligations that were outstanding during the five-year period and assess all financial data, operating data, and reportable event filings made for each applicable debt obligation. If necessary, at the time that BTMA conducts services annually under Item 1, BTMA will update the five-year compliance check.
- b. If a deficiency is found and the debt obligation(s) remain outstanding at the time of BTMA's compliance check, BTMA will prepare any necessary reporting or notices to meet the CDU obligations. BTMA will provide the Client with documentation that the EMMA filing has been completed.

Client agrees to provide BTMA with the audit and accurate information with respect to compiling the annual report in a timely manner and to fully disclose to BTMA any Reportable Events as they occur.

4. EMMA Issuer Homepage (Upon request. Hourly rates will apply.)

BTMA will assist the Client on the creation of an Issuer Homepage on EMMA where Client and related entity filings may be shown. The Client will have the option to review the Homepage and provide additional information related to the Client.

5. Other post issuance services (Upon Request. Hourly rates will apply.)

If requested, BTMA will provide to the Client other post issuance services including, but not limited to, consultation related to disclosure operating procedures, post issuance policies and procedures, and debt management.

E. Housing and Economic Development Services

1. Preparation of preliminary tax increment or tax abatement revenues projections for proposed new project. Estimation of future values and tax increments for a targeted area. Forecast the projected tax increment revenues to be generated over the life of the district based on those assumptions. Estimated range of available revenues based on valuations.
2. Assist Client with establishment of tax increment financing (TIF) district including drafting of TIF Plan and required notifications, presentations and attendance at workshops and/or public hearings, etc.
3. Assist Client with the creation of tax abatement, identification of tax abatement properties, drafting of required notice(s) and supporting documentation, presentations and attendance at workshops and/or public hearings, etc.
4. Assist Client with incentive portfolio development and potential for availability of financing tools including review of federal, state, and local tax credits and incentives available.
5. Assist Client with financial needs (But-For) analysis through review of developer information and determination on the reasonableness of assumptions. In certain cases, suggest alternative assumptions and provide sensitivity analysis, as necessary.
6. Assist Client with completion of rate of return calculation including Cash-on-Cash Return and Internal Rate of Return. Assist Client with defining appropriate level of assistance based on developer's rates of return comparing developer rate of return to the "market" return for similar projects, commenting on reasonableness of return considering type of project, current market and developer at risk equity.
7. Assist Client with negotiating public assistance agreements with developers.
8. Provide financial feasibility review to assist Client with assessment of the sufficiency of tax increment/tax abatement and other available revenues to support total project costs based on developer-provided total development costs and project assumptions. As necessary, suggest alternative assumptions and provide sensitivity analysis to assess sufficiency of tax increment or tax abatement revenues to support costs with considerations for timing of financing needs to provide financial support. Prepare cash flow analysis based on sensitivity analysis.
9. Provide background developer reviews to assist Client with learning more about prospective developers by performing in-depth business credit analyses, evaluating market conditions, assessing proposed business plans, and checking credentials and references.
10. Preparation of tax increment financing (TIF) management program to assist Client with analysis of existing TIF districts that includes an overview of current district status, preparation of cash flow analysis, suggestions for ongoing administrative goals, and recommendations for future opportunities or required compliance items.

**SCOPE APPENDIX to
Engagement Letter dated: January 25, 2024
Between City of Owatonna, Minnesota and
Baker Tilly US, LLP**

11. Preparation of annual reports to assist Client with meeting annual compliance requirements and filing submission deadlines.
12. Assist Client with estimation of economic impacts of proposed developments including cost-benefit and/or net benefit analysis.
13. Assist Client with other components of a housing and economic development project as requested and agreed upon.

SCOPE APPENDIX to
Engagement Letter dated: January 25, 2024
Between City of Owatonna, Minnesota and
Baker Tilly US, LLP

COMPENSATION AND INVOICING

A. Compensation for services relating to debt obligations

1. Fees for Services

a) General obligation debt:

	<u>Par Amount</u>		<u>Base Fee</u>	<u>Additional</u>		<u>Total Par</u>	<u>Total Fee</u>
				<u>Purposes Fee</u>			
Tier 1	-	to 2,999,999.99	\$ 18,000	\$ 5,000	Total Par of all purposes		Base Fee + \$5,000 for each add'l purpose
Tier 2	3,000,000.00	to 4,999,999.99	\$ 25,000	\$ 5,000	Total Par of all purposes		Base Fee + \$5,000 for each add'l purpose
Tier 3	5,000,000.00	to 9,999,999.99	\$ 30,000	\$ 7,500	Total Par of all purposes		Base Fee + \$7,500 for each add'l purpose
Tier 4	10,000,000.00	to 24,999,999.99	\$ 45,000	\$ 7,500	Total Par of all purposes		Base Fee + \$7,500 for each add'l purpose
Tier 5	25,000,000.00	to 49,999,999.99	\$ 65,000	\$ 10,000	Total Par of all purposes		Base Fee + \$10,000 for each add'l purpose
Tier 6	50,000,000.00	to 74,999,999.99	\$ 75,000	\$ 10,000	Total Par of all purposes		Base Fee + \$10,000 for each add'l purpose
Tier 7	75,000,000.00	to 99,999,999.99	\$ 100,000	\$ 10,000	Total Par of all purposes		Base Fee + \$10,000 for each add'l purpose

- b) The foregoing schedule shall apply to the total Par amount as indicated in the Preliminary Official Statement or Terms of Offering.
- c) The foregoing schedule shall include BTMA's services through closing of a Debt Obligation. If BTMA performs post-closing services relative to a Debt Obligation, it shall be compensated for such services at the hourly rates set out in Section B herein.
- d) Non ad valorem supported debt and advance refundings, shall be compensated at 1.35 times the fee set out in paragraph 1.a. above.
- e) Debt Obligations dependent on successful referenda, including GO sales tax revenue, shall be compensated at 1.25 times the fee set out in paragraph 1.a. above.
- f) In the event it is necessary for BTMA to repeat Debt Obligation services because of events beyond BTMA's control, BTMA shall be compensated for such repetitive services at the hourly rates set in paragraph B herein. BTMA shall not be entitled to compensation under this section for failed referenda unless otherwise provided by agreement between the Client and BTMA.
- g) Fee schedule and billing rates are subject to change periodically due to changing requirements and economic conditions. Baker Tilly will notify Client thirty (30) days in advance of any change to fees. If Client does not dispute such change in fees within that thirty (30) day period, Client will be deemed to have accepted such change. The fees billed will be the fees in place at the time services are provided. Actual fees will be based upon experience of the staff assigned and the complexity of the engagement.
- h) BTMA's fees shall be payable as follows:
 - (1) Except as specified elsewhere in this section, for a Debt Obligation, fees are due upon closing of the Debt Obligation, except that if the Debt Obligation is awarded but cannot be closed by reason of an error, act or omission of the Client, BTMA shall be paid the amount which it would have been due upon closing.
 - (2) If an issuance is awarded and does not close for a reason that is beyond the control of the Client and without fault of the Client, then BTMA shall be compensated at one-half the amount which would have been due upon closing.
 - (3) If a Client Debt Obligation is abandoned for any reason and BTMA is without fault for such abandonment, BTMA shall be paid a fee in the amount that would have been due if BTMA's services to the point of abandonment had been charged at the hourly rate set out in paragraph B herein however not more than the fee had the Debt Obligation been issued. A Debt Obligation shall be deemed abandoned upon notice by the Client to BTMA of abandonment or whenever the Client has taken no action with respect to the Debt Obligation for one year, whichever occurs first. Delay in the issuance of Debt Obligations resulting from failed authorization referenda shall not constitute abandonment unless otherwise provided by agreement between the Client and BTMA.
 - (4) Fees for services provided in connection with a private placement are not contingent on the successful placement of the Debt Obligation.

**SCOPE APPENDIX to
Engagement Letter dated: January 25, 2024
Between City of Owatonna, Minnesota and
Baker Tilly US, LLP**

The Client shall be responsible for issuance expenses including, without exclusion of other expenses: (i) posting and distributing the Official Statement, (ii) legal fees, (iii) printing, (iv) delivery and settlement, (v) travel, (vi) rating fees, (vii) out-of-pocket Debt Obligation related expenses, and (viii) governmental and governmental agency fees and charges.

2. Compensation and invoicing for arbitrage services

Fees for services set forth in the Scope Appendix will be applied as follows per determination for each Debt Obligation:

- a) Initial determination for a Debt Obligation: \$2,500 for the first year, plus \$500 for each additional year up to a five-year period when such determinations are made for periods in excess of one year.
- b) Subsequent determination for a Debt Obligation: \$1,750 for one year, plus \$500 for each additional year when such determinations are made for periods in excess of one year.
- c) Preparation of Form 8038-T: \$500
- d) If BTMA is required to perform allocations of investments among funds and/or Debt Obligations, additional compensation will be charged at the standard hourly rates in place at the time services are provided.

3. Hourly rates for housing/economic development and other pre-debt or non-debt issuance related services

Standard Hourly Rates by Job Classification
2024

Principal	\$330
Director	\$300
Manager	\$260
Consultant	\$200
Support, municipal bond disclosure specialist	\$150
Intern	\$110

Billing rates are subject to change periodically due to changing requirements and economic conditions. Baker Tilly will notify Client thirty (30) days in advance of any change to fees. If Client does not dispute such change in fees within that thirty (30) day period, Client will be deemed to have accepted such change. The fees billed will be the fees in place at the time services are provided. Actual fees will be based upon experience of the staff assigned and the complexity of the engagement.

The above hourly fees shall include all expenses incurred by BTMA with the exception of expenses incurred for mileage which will be billed on a separate line item. No such expenses will be incurred without the prior authorization of the Client. Hourly projects that are active as of the date of this contract, will transition to the new hourly rates herein on March 1, 2024.

4. Compensation for continuing disclosure services

Fees for continuing disclosure services include the following:

- a) Full Disclosure - An annual report is required to be prepared by BTMA:
 - (i) A fee of \$1,300.00 will be applied to each separate type of debt report required (i.e., general obligation, revenue, etc.); plus
 - (ii) A fee of \$200.00 per debt obligation.
- b) Full Disclosure – The Client’s audited financial statements contain some or all of the required financial and operating data:
 - (i) A fee of \$600.00; plus
 - (ii) A fee of \$200.00 per debt obligation.
- c) Full Disclosure – A Final Official Statement previously filed on EMMA can be referenced as containing all the required financial and operating data:
 - (i) A fee of \$200.00 per debt obligation.
- d) Limited Disclosure
 - (i) A fee of \$600.00; plus
 - (ii) A fee of \$200.00 per debt obligation.

In addition to the above, Client shall be responsible for any county auditor certificate fees incurred for the preparation of an annual report.

5. Expenses and Hourly Fees

Amounts due BTMA for expenses and services charged at hourly rates shall not be contingent.

BILLING PROCEDURES

Normally, you will receive a monthly statement showing fees and costs incurred in the prior month. Occasionally, we may bill on a less frequent basis if the time involved in the prior month was minimal or if arrangements are made for the payment of fees from bond proceeds. The account balance is due and payable on receipt of the statement.

Nonattest Services

As part of this engagement, we will perform certain nonattest services. For purposes of the Engagement Letter and this Scope Appendix, nonattest services include services that the *Government Auditing Standards* refers to as nonaudit services.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

**SCOPE APPENDIX to
Engagement Letter dated: January 25, 2024
Between City of Owatonna, Minnesota and
Baker Tilly US, LLP**

Conflicts of Interest

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix.

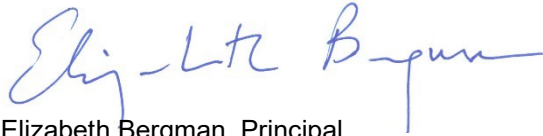
We are unaware of any additional conflicts of interest related to this Scope Appendix that exist at this time.

Termination

Notwithstanding termination provisions contained in the Engagement Letter, this Scope Appendix is intended to be ongoing and applicable individually to specific services including financings, arbitrage computations, and/or continuing disclosure engagement, (Sub-engagements) as if they are the sole subject of the Scope Appendix. As such, termination may occur for a specific Sub-engagement without terminating the Scope Appendix itself. On termination of a Sub-engagement or the Scope Appendix, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Client and Baker Tilly, the scope of services provided in a Sub-engagement performed under this Scope Appendix will terminate 60 days after completion of the services for such Sub-engagement.

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,



Elizabeth Bergman, Principal

Signature Section:

The terms as set forth in this Engagement Letter are agreed to on behalf of the Client by:

Name: _____

Title: _____

Date: _____

**SCOPE APPENDIX to
Engagement Letter dated: January 25, 2024
Between City of Owatonna, Minnesota and
Baker Tilly US, LLP**

Exhibit A

Arbitrage Monitoring Services

Authorization to Engage Services (Authorization Listing)

This Authorization Listing is pursuant to the Arbitrage Monitoring Services Scope Appendix (Scope Appendix) dated January 25, 2024 by and between the City of Owatonna, Minnesota (Client) and Baker Tilly Municipal Advisors (BTMA). BTMA will provide the services outlined in the Scope Appendix with respect to the following Debt Obligation(s) unless written notification is provided to BTMA that the Client will not require these services within 30 days of receipt of this Authorization Listing:

Bond Issue	Closing Date	Frequency
\$3,845,000 General Obligation Bonds, Series 2013A	8/15/2013	5th Year
\$1,685,000 General Obligation Bonds, Series 2015A	9/3/2015	5th Year
\$5,660,000 General Obligation Bonds, Series 2016A	8/25/2016	5th Year
\$2,015,000 General Obligation Bonds, Series 2017A	8/30/2017	5th Year
\$4,825,000 General Obligation Street Reconstruction Bonds, Series 2018A	7/19/2018	5th Year
\$1,860,000 General Obligation Improvement Bonds, Series 2019A	9/19/2019	5th Year
\$1,545,000 General Obligation Street Reconstruction Bonds, Series 2020A	8/6/2020	5th Year
\$3,250,000 General Obligation Street Reconstruction Bonds, Series 2021A	9/2/2021	5th Year
\$2,440,000 General Obligation Street Reconstruction Bonds, Series 2023B	10/26/2023	5th Year



DATE: February 20, 2024
TO: Mayor and City Council
FROM: Jeffrey Mundale, Police Chief
SUBJECT: Liability Coverage Waiver - League of Minnesota Cities Insurance Trust (LMCIT)

Purpose:

The City of Owatonna serves as the fiscal agent for the South Central Drug Investigative Unit (SCDIU). Each year when SCDIU renews its property and liability insurance policy with the League of Minnesota Cities Insurance Trust (LMCIT), it must decide to waive or not to waive the statutory tort liability limits to the extent of the coverage purchased.

Background:

The South Central Drug Investigative Unit (SCDIU), and its participating law enforcement agencies do not waive the monetary limits on municipal tort liability established by Minnesota Stat. §466.04.

Budget Impact:

No budget impact.

Staff Recommendation:

Staff recommendation to approve that member agencies do not waive monetary limits on municipal tort liability.

Attachments:

1. LMCIT Liability Waiver Form - SCDIU

LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Email completed form to your city's underwriter, to pstech@lmc.org, or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: South Central Drug Investigation Unit

Check one:

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____

Position: City Administrator, City of Owatonna



DATE: February 20, 2024
TO: Mayor and City Council
FROM: Jenna Tuma, Parks, Trails, Recreation & Facilities Director
Aaron Fitzloff, Facilities Manager
SUBJECT: Merrill Hall Asbestos Abatement Agreement - Environmental Plant Services (EPS)

Purpose:

Approve a contract for asbestos abatement services by Environmental Plant Services (EPS) at Merrill Hall.

Background:

The removal of hazardous materials, specifically asbestos, is a required component of the renovation plan for Merrill Hall. This step was anticipated due to the building's age and involves certified consultants in hazardous material abatement. ICS does not hold the required certifications or insurance to conduct this work.

The Institute for Environmental Assessment Inc. (IEA), based in Mankato and certified by the Minnesota Department of Health as an Asbestos Project Designer, was contracted by the City to outline the project specifications, including testing for asbestos, identifying its presence, drafting abatement specifications, and bidding. ICS will coordinate with IEA to align the abatement efforts with the project's timeline.

The list below is the current abatement of asbestos-containing materials in specific areas undergoing construction changes. This includes the demolition of existing structures and modifications necessary for new installations. The project does not entail completely removing all asbestos from Merrill Hall but focuses on the affected zones. Future phases will address the remaining areas.

The specified work areas include:

- **Boiler Room:** Removal of all asbestos-containing materials found in pipes, insulation, boiler interiors, and related components within boiler units, additionally, floor tiles and adhesive materials in the boiler room, adjacent areas, and hallways will be abated. This also involves the disposal of the boiler units themselves.
- **Basement Level:** The plan calls for removing asbestos-containing insulation on the heating system pipes across the basement, particularly on steam and condensate lines.
- **First Level:** Similar to the basement, the first level will see asbestos removal from thermal system pipe insulation, focusing on steam and condensate lines as per the

demolition plan.

- **Second Level:** The procedure mirrors the basement and first level, targeting asbestos-containing insulation on the heating system pipes
-

IEA, as part of the contract, managed the bidding process. After receiving bids from three qualified contractors, Environmental Plant Services (EPS) had the lowest bid of \$53,833.

Envirobate	\$87,700
Mavo Systems	\$78,500
EPS	\$53,833

Budget Impact:

This work was planned for and budgeted within the Merrill Hall project. The ACM Removal budget line item is \$253,262; this bid is well within the budget.

The onsite observation is still outstanding for the abatement process, which is billed on a time and material basis, as well as any additional unidentified items that would require evaluation and abatement.

Staff Recommendation:

Staff recommends approval of the EPS agreement.

Attachments:

1. IEA Letter of Recommendation
2. EPS Agreement - Merrill Hall

January 23, 2024



Aaron Fitzloff
Facility Manager
Government Buildings & Grounds
City of Owatonna
540 West Hills Circle Drive
Owatonna, MN 55060

**RE: Merrill Building – Asbestos Abatement
Letter of Recommendation
IEA Project #202410004**

Dear Mr. Fitzloff:

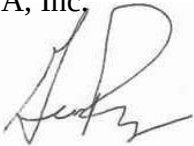
The Institute for Environmental Assessment, Inc. (IEA) has reviewed the bids submitted for the above-reference project. A bid summary sheet is attached.

Environmental Plant Services submitted the low bid of **\$53,833.00**, and IEA has confirmed that Environmental Plant Services will honor their bid. Therefore, IEA recommends accepting the low bid.

If you have questions, please do not hesitate to contact me at 507-345-8818.

Sincerely,

IEA, Inc.



George Rosburg
Mankato Regional Manager

GR/wb 012324

Enc.

INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC.
www.ieasafety.com

BROOKLYN PARK
9201 West Broadway, #600
Brooklyn Park, MN 55445
763-315-7900 / FAX 763-315-7920
800-233-9513

MANKATO
610 North Riverfront Drive
Mankato, MN 56001
507-345-8818 / FAX 507-345-5301
800-233-9513

ROCHESTER
210 Woodlake Drive SE
Rochester, MN 55904
507-281-6664 / FAX 507-281-6695
800-233-9513

BRAINERD
601 NW 5th Street, Ste. #4
Brainerd, MN 56401
218-454-0703 / FAX 218-454-0703
800-233-9513

MARSHALL
1420 East College Drive
Marshall, MN 56258
507-476-3599 / FAX 507-537-6985
800-233-9513

VIRGINIA
5525 Emerald Avenue
Mountain Iron, MN 55768
218-410-9521
800-233-9513



BID RESULTS

Project Name: Merrill Building Asbestos Removal

IEA Project #: 202410004

Date: 1-23-2024

Contractor	Lump Sum Base Bid	Construction Schedule	Responsible Contractor Documents
Envirobate	\$87,700	X	X
Mavo Systems	\$78,500	X	X
Environmental Plant Services	\$53,833	X	X

Comments:



AIA® Document A101® – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the Twenty-fourth day of January in the year Two Thousand Twenty-Four
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

City of Owatonna
540 West Hills Circle
Owatonna, MN 55060

and the Contractor:
(Name, legal status, address and other information)

Environmental Plant Services, Inc.
2315 Hampden Avenue
St. Paul, MN 55114

for the following Project:
(Name, location and detailed description)

Merrill Building
Asbestos Abatement
560 Dunnel Drive
Owatonna, MN 55060

The Architect:
(Name, legal status, address and other information)

Institute for Environmental Assessment
610 North Riverfront Drive
Mankato, MN 56001

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101®–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201®–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

TABLE OF ARTICLES

1	THE CONTRACT DOCUMENTS
2	THE WORK OF THIS CONTRACT
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	CONTRACT SUM
5	PAYMENTS
6	DISPUTE RESOLUTION
7	TERMINATION OR SUSPENSION
8	MISCELLANEOUS PROVISIONS
9	ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

(Paragraph deleted)

☒ Established as follows:

(Insert a date or a means to determine the date of commencement of the Work.)

April 1, 2024

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

☒ By the following date: April 25, 2024.

Init.

/

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
Not Applicable	

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor’s performance of the Contract. The Contract Sum shall be Fifty-Three Thousand Eight Hundred Thirty-Three Dollars and Zero Cents (\$ 53,833.00), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
Not Applicable	

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement. *(Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)*

Item	Price	Conditions for Acceptance
Not Applicable		

§ 4.3 Allowances, if any, included in the Contract Sum: *(Identify each allowance.)*

Item	Price
Not Applicable	

§ 4.4 Unit prices, if any: *(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)*

Item	Units and Limitations	Price per Unit (\$0.00)
Unit Price #1: Glovebag Procedure	Procedure	\$135.00
Unit Price #2: Friable Removal of Vinyl Floor Tile & Mastic	Square Foot	\$8.00
Unit Price #3: Friable Removal of Carpet, Vinyl Floor Tile & Mastic	Square Foot	\$8.50
Unit Price #4: Asbestos Supervisor (Foreman)	Hour	\$135.00
Unit Price #5: Asbestos Worker	Hour	\$130.00
Unit Price #6: Additional Mobilizations	Round Trip	\$750.00

§ 4.5 Liquidated damages, if any: *(Insert terms and conditions for liquidated damages, if any.)*

Assessed in Accordance with AIA Document A201 and Modifications (Section 00810, Article 2)

§ 4.6 Other: *(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)*

Not Applicable

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

As Specified

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the first day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the last day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than sixty (60) days after the Architect receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™–2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201–2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201–2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

Five Percent (5%)

§ 5.1.7.1.1 The following items are not subject to retainage:

(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

Not Applicable

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:

(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

Not Applicable

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

(Insert any other conditions for release of retainage upon Substantial Completion.)

Not Applicable

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

Not Applicable

§ 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

N/A % Not Applicable

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.
(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

Not Applicable

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:
(Check the appropriate box.)

☒ [X] Arbitration pursuant to Section 15.4 of AIA Document A201–2017
(Paragraphs deleted)

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner’s convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:
(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner’s convenience.)

Not Applicable

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner’s representative:
(Name, address, email address, and other information)

George Rosburg
Institute for Environmental Assessment
610 North Riverfront Drive
Mankato, MN 56001

§ 8.3 The Contractor’s representative:
(Name, address, email address, and other information)

Shane Dahlgren
Environmental Plant Services, Inc.
2315 Hampden Avenue
St. Paul, MN 55114

Init.

§ 8.4 Neither the Owner’s nor the Contractor’s representative shall be changed without ten days’ prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™–2017 and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201–2017, may be given in accordance with AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203–2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

Not Applicable

§ 8.7 Other provisions:

Not Applicable

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™–2017, Standard Form of Agreement Between Owner and Contractor
- .2 Not Applicable
- .3 AIA Document A201™–2017, General Conditions of the Contract for Construction
- .4 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203-2013 incorporated into this Agreement.)

Not Applicable

- .5 Drawings

Number	Title	Date
1	M1 – Basement Level HVAC Demo	1/10/2024
2	M2 – First Level HVAC Demo	1/10/2024
3	M3 – Second Level HVAC Demo	1/10/2024

- .6 Specifications

Section	Title	Date	Pages
Table of Contents (Exhibit A)			

- .7 Addenda, if any:

Number	Date	Pages
Not Applicable		

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:
(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

[N/A] AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

Not Applicable

[N/A] The Sustainability Plan:

Title	Date	Pages
Not Applicable		

[X] Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
Performance and Labor & Payment Bonds	Section 00610 – Performance and Labor & Payment Bonds	1/10/24	00610-1
Supplementary Conditions	Section 00800 – Supplementary Conditions	1/10/24	00800-1 through 00800-6
Modifications to General Conditions	Section 00810 – Modifications to General Conditions	1/10/24	00810-1 through 00810-8
Additional Articles	Section 00820 – Additional Articles	1/10/24	00820-1

.9 Other documents, if any, listed below:
(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™–2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

Construction Schedule (Exhibit B)

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Kris Busse, City Administrator
(Printed name and title)

Shane Dahlgren 2-7-2024
14:19
CONTRACTOR (Signature)

Shane Dahlgren, Project Manager
(Printed name and title)

SECTION 00010

Table of Contents

Introductory Information

00001	Project Title Page
00005	Certifications Page
00010	Table of Contents
00015	List of Drawings

Bidding Requirements

00100	Invitation for Quotes
00200	Instructions to Bidders (AIA A701)
00205	Modifications to Instructions to Bidders
00210	Supplementary Instructions to Bidders

Bid Forms and Supplements

00410	Quote Form
00430	Construction Schedule

Contracting Requirements

00610	Performance and Labor and Material Payment Bonds (AIA A312)
00700	General Conditions (AIA A201)
00800	Supplementary Conditions
00810	Modifications to General Conditions
00820	Additional Articles

Division 1 - General Requirements

01013	Summary of Work – Asbestos Abatement
01028	Applications for Payment – Asbestos Abatement
01043	Coordination – Asbestos Abatement
01097	Reference Standards & Definitions – Asbestos Abatement
01098	Codes, Regulations and Standards – Asbestos Abatement
01301	Submittals – Asbestos Abatement
01503	Temporary Facilities – Asbestos Abatement
01513	Temporary Pressure Differential and Air Circulation System
01526	Temporary Enclosures
01527	Regulated Areas
01529	Mini Enclosures and Glovebags
01560	Worker Protection – Asbestos Abatement
01562	Respiratory Protection
01563	Decontamination Units
01701	Contract Closeout – Asbestos Abatement
01711	Project Decontamination

Exhibit A

Division 2 - Site Work

02061 Building Component Demolition – Asbestos Abatement
02081 Removal of Asbestos-Containing Materials
02084 Disposal of Asbestos-Containing Material
02087 Resilient Flooring Removal

Division 9 - Finishes

09805 Encapsulation of Asbestos-Containing Materials

Appendix A Responsible Contractor Documents
Appendix B Drawings

Exhibit B

SECTION 00430 Construction Schedule

Project: Merrill Building – Asbestos Abatement

Area/Phase/Location: All Phases

Contractor: ENVIRONMENTAL PLANT SERVICES

Name: 2315 Hampden Ave

Address: ST. PAUL, MN, 55114

City/State/Zip: ST. PAUL, MN, 55114

Contract Start Date: MID APRIL (ESTIMATED)

Contract Completion Date: 2.5 - 3 WEEKS (ESTIMATED)

	Phase 1 Work Dates	# of Workers per Shift	Phase 2 Work Dates	# of Workers per Shift
Preparation of Work Area	From: To: 5 shifts	4 men	From: To: 5 shifts	4 men
Removal and Decontamination	From: To: 1	1	From: To: 1	1
Clearance Air Testing	From: To: 1	1	From: To: 1	1
Removal of Isolation	From: To: 1	1	From: To: 1	1

	Phase 3 Work Dates	# of Workers per Shift	Phase 4 Work Dates	# of Workers per Shift
Preparation of Work Area	From: To: 1 shift	4 men	From: To: 1 shift	2 men
Removal and Decontamination	From: To: 1	1	From: To: 1	1
Clearance Air Testing	From: To: 1	1	From: To: 1	1
Removal of Isolation	From: To: 1	1	From: To: 1	1

Comments: WORK ESTIMATED TO START MID APRIL PENDING
Boiler Shutdown. EPS WILL WORK ALL PHASES
CONSECUTIVELY UNTIL FINISHED.
ESTIMATED 2.5 - 3 WEEKS FOR COMPLETION.



DATE: February 20, 2024
TO: Mayor and City Council
FROM: Troy Klecker, Community Development Director
SUBJECT: Renew License Agreement - Bird Rides, Inc.

Purpose:

Approve renewing the license agreement with Bird Rides, Inc. for electronic scooters.

Background:

The City has a current license agreement with Bird Rides, Inc. That agreement is allowed to be extended to December 31, 2024 upon renewal. They plan to have 100 scooters like last year. Staff is not aware of any problems with the scooters last year.

Budget Impact:

The City receives a fee of \$3,000 based on 100 scooters. This is a private business and therefore there are no expenses for the City.

Staff Recommendation:

Staff recommends approval of renewal of the license agreement with Bird Rides, Inc.

Attachments:

1. Micromobility Vehicle Sharing Agreement - Bird Rides, Inc.

LICENSE AGREEMENT MICROMOBILITY VEHICLE SHARING OPERATIONS

THIS AGREEMENT, made as of the 2nd day of May, 2023 by and between the City of Owatonna, Minnesota, a Minnesota municipal corporation (the "City") and Bird Rides, Inc. (herein called "Licensee") (collectively, the "Parties").

RECITALS:

A. The City has adopted an ordinance to facilitate and regulate Micromobility Vehicle Sharing Operations from the City's Right-of-Way (the "Ordinance"); and

B. The City controls certain public rights of way and recreational trails located within its municipal boundaries (the "City Right-of-Way"); and

C. The City Right-of-Way contemplated by this Agreement does not cover areas that are not controlled by the City, including but not limited to, all streets, roads, trails, or parkways owned by the State of Minnesota, and private property owners; and

D. Licensee owns a fleet of commercial, Micromobility Vehicles intended or equipped for shared use by paying consumers from right-of-way locations in the City; and

E. Licensee's vehicles are Micromobility Vehicles as defined by the Ordinance; and

F. Licensee's operation requires use of City Right-of-Way to facilitate the stationing and parking of Licensee's Fleet within the City, and it is considered a Micromobility Vehicle Sharing Operation under the Ordinance ("Licensee's Operation"); and

G. Licensee has submitted a written application to the City for a license to implement Licensee's Operation under the provisions of the Ordinance;

H. Licensee's license application is incorporated and incorporated herein by reference ("Licensee's Application"); and

I. Allowing Micromobility Vehicle sharing operations provides an alternative mode of transportation which may encourage efficient use of traditional motor vehicles, thereby reducing traffic volumes, noise, and air pollution; and

J. The City must balance the benefits of Micromobility Vehicle sharing operations with its duty to keep streets and sidewalks safe, orderly, and free of unregulated obstructions and encumbrances; and

K. This Agreement states the terms and conditions under which Licensee will be allowed to utilize the City Right-of-Way during the term of this Agreement.

NOW, THEREFORE, for and in consideration of the following terms and conditions, the parties hereto agree as follows:

The following definitions shall apply to this Agreement unless the context clearly indicates or requires a different meaning.

1. DEFINITIONS

- a. **Fleet Vehicle** means a Micromobility Vehicle that is used by Licensee as part of Licensee's Micromobility Sharing Operation.
- b. **Furnishing Zone** means the section of the sidewalk between the curb and the Sidewalk Clear Zone in which street furnishings and amenities, such as lighting, benches, newspaper kiosks, utility poles, tree pits, and bicycle parking are provided.
- c. **Licensee's Fleet** means all Micromobility Vehicles under Licensee's control that are intended or equipped for shared use by paying consumers from the City's Right-of-Way.
- d. **Micromobility Vehicle** has the meaning given to it in Owatonna City Code, § 121.01.
- e. **Micromobility Sharing Operation** has the meaning given to it in Owatonna City Code, § 121.01.
- f. **Right-of-Way** for purposes of this Agreement, means a public street, alley, or highway, bicycle lanes of the Owatonna City Code, the Furnishing Zone, and such City-owned bicycle paths or recreational trails as the City specifically designates. It does not include sidewalks.
- g. **Sidewalk Clear Zone** means the accessible, primary pedestrian thoroughfare that runs parallel to the street. The clear zone ensures that pedestrians have a safe, obstruction-free thoroughfare.

2. USE OF CITY RIGHT-OF-WAY

- a. Authorization. In accordance with Owatonna City Code, § 121.02, the City hereby grants a revocable, non-exclusive license to Licensee to authorize Licensee's Operation within the City Right-of-Way during the term of this Agreement, subject to all of the terms and conditions set forth herein and in Code §§ 121.01-121.09.

This authorization is not a lease or an easement, and shall not be construed to transfer any real property interest in the City Right-of-Way or other City property.

- b. Additional Uses. Licensee expressly understands and agrees that this Agreement does not grant Licensee or its contactors the ability to exclude, or prohibit others from using, the City Right-of-Way. Licensee further understands and agrees that the City holds its interest in the City Right-of-Way in trust for the public, and that the City's uses, needs, and obligations shall at all times supersede Licensee's privileges under this Agreement.
- c. Hours of Operation. Stand-up electric scooters will be available to rent from 4:00 a.m. to midnight (C.S.T.).

3. TERM

The term of this Agreement shall be for the period commencing on from the date of approval (on May 2, 2023 and expiring on December 31, 2023, unless terminated earlier as provided herein. Thereafter, if renewed to term shall be one (1) year from January 1, 2024 to December 31, 2024. The License set forth in this Agreement may be revoked or terminated at any time, for any reason, in the sole discretion of the City upon twenty-four (24) hours written notice by the City to Licensee. In the event of early termination or revocation, Licensee will be granted a reasonable period of time in which to collect and remove Licensee's Micromobility Vehicles, and any other facilities owned by Licensee, and to restore the City Right-of-Way in accordance with Section 6.d. below. The provisions of Section 6.i. herein shall survive revocation or termination of this Agreement.

4. TERMS AND CONDITIONS FOR USE OF CITY RIGHT-OF-WAY

Licensee agrees that it will implement the Licensee's Operation according to the following terms and conditions:

- a. Authorized Representative. Licensee will appoint a local Authorized Representative to oversee the Licensee's business and discharge the duties and responsibilities of the Licensee required under the License Agreement and City Ordinance §§ 121.01-121.09. Licensee will provide City the Authorized Representative's name, cell phone number, landline number, email address, and mailing address for the Licensee's operations and also emergency after hours contact information.
- b. Fleet size and type
 1. Licensee shall provide a minimum of 50 vehicles at the commencement of operations and deploy and maintain in service a level of Micromobility Vehicles sufficient to satisfy the demand of the City's residents and visitors. The City may require Licensee to decrease the number of Micromobility Vehicles in its Fleet at any time.
 2. A maximum total of 200 Micromobility Vehicles will be authorized by the City under the Ordinance among all licensees. If more than one license is issued by the City, then each permitted licensee shall be limited to an equal number of Micromobility Vehicles to achieve the maximum total number allowed.
 3. Notwithstanding subparagraph a.1. and a.2. above, the City reserves the right to unilaterally limit or reduce the maximum number of Micromobility Vehicles in Licensee's Fleet allowed under the Ordinance and this Agreement. If such reduction is related to noncompliance issues governed by this Agreement, then an equivalent reduction may not be applied to separately licensed third parties.
 4. The City will notify Licensee of any increases or decreases applicable to Licensee's Fleet under this section by sending written or emailed notice under Section 6.0. herein. Such increases or decreases shall not require an amendment to this Agreement.
 5. Licensee shall distribute its Fleet throughout the City in a manner that accounts for citizen demand and is consistent with the parking requirements of Section 4.c. herein. Licensee shall not deploy Micromobility Vehicles at inappropriate densities and shall monitor its Fleet density at least once every day and relocate vehicles as needed to comply with these density requirements.

c. Fleet Scooter equipment, maintenance, and safety requirements

1. A Micromobility Operator shall not lease, rent, or otherwise make available a micromobility to any person who is (a) under 18 years of age or (b) who does not have a valid Driver's License.
2. Licensee agrees that it will either require or recommend the use of helmets to all users of Licensee's Fleet.
3. Licensee's Fleet shall be equipped with equipment meeting all specifications, including but not limited to brakes, reflectors, and lighting as set forth in Minnesota State Statute 169.225.
4. Licensee's Fleet must be certified as safe to operate under any applicable standard by Underwriters Laboratories, or an equivalent safety rating. Licensee will provide the City with a copy of such certification before commencement of operations.
5. Licensee's Fleet shall have a unique identifier clearly displayed on each device in the form of numbers or letters for the purposes of conveying or documenting parking or safety complaints, and for auditing the quantity and type of devices in Licensee's Fleet.
6. Licensee shall provide a comprehensive inventory of Licensee's Fleet, including model, type, and unique identifier to the City. Such inventory shall be proactively updated by the Licensee within five (5) business days, if or when vehicles are added or removed from Licensee's Fleet.
7. All vehicles in Licensee's Fleet shall be equipped with both: a) a locking mechanism to prevent theft; and b) an operable mechanism to provide real-time location when a device is parked.
8. Licensee shall remain responsible for the maintenance of each vehicle in Licensee's Fleet, including but not limited to technology mechanisms, and locking systems.
9. Each vehicle in Licensee's Fleet must visibly display Licensee's logo or business name on both sides of the vehicle, together with a customer service phone number staffed from at least 7am-10pm on days Licensee's Fleet is in service on City Right-of-Way. Licensee's customer service line shall accept voicemail at all other times to report parking or operational complaints, and safety or maintenance concerns.
10. Licensee shall proactively remove any and all inoperable or unsafe vehicles from Licensee's Fleet within 12 hours of the initial onset of such condition.
11. Licensee agrees that it will maintain a multilingual website and mobile application which shall be available to the general public 24 hours per day, 7 days per week, including certain languages as specified by the City.
12. Licensee's website and mobile application must be fully accessible to persons with disabilities and accessible to screen readers, and all aspects of Licensee's Operation must comply with Section 508 of the United States Workforce Rehabilitation Act of 1973.
13. Licensee agrees that it will provide all users of Licensee's Fleet with a summary of instructions and laws regarding motorized foot scooter riding, parking, and operations including those set forth in Minnesota State Statute 169.225 entitled MOTORIZED FOOT SCOOTER, and any other law or regulatory provision applicable to the operation or parking of Micromobility Vehicles.
14. Licensee will keep and maintain a comprehensive and complete record of all Micromobility

Vehicle collision reports received by Licensee or its contractor(s) during the term of this Agreement. The record shall include day, time and location. A copy of such record shall be provided to the City within two (2) business days of a written or emailed request.

15. If the City determines, in its sole discretion, that any of Licensee's users have failed to comply with applicable laws governing the safe operation or parking of Licensee's vehicles, including but not limited to, breach of any current or future laws governing driver's license requirements, the use of helmets, operation on sidewalks, or parking requirements, or have otherwise demonstrated a threat to public health, safety, or welfare, such determination shall be grounds for termination of this Agreement.
- d. Fleet Scooter Parking. All devices in Licensee's Fleet shall comply with the following parking rules and restrictions when located in the City Right-of-Way:
1. Fleet Vehicles must be parked upright and stabilized when not in use.
 2. Sidewalk parking shall be limited to areas within the Furnishing Zone, outside the pedestrian path of travel.
 3. Fleet Vehicles must not be parked in any location or manner that will impede normal and reasonable pedestrian traffic or access to:
 - A. Pedestrian ramps
 - B. Building/property entrances
 - C. Driveways
 - D. Loading zones
 - E. Disability parking and transfer zones
 - F. Transit stops
 - G. Crosswalks
 - H. Parklets
 - I. Street/sidewalk cafes
 - J. Other street furnishings (benches, parking meters, etc.)
 - K. Underground utility, sewer, or water facilities
 - L. Sidewalk Clear Zones
 4. Fleet Vehicles shall not be parked in landscaped areas, traffic islands, in the street, in a manner that obstructs the sightlines of any intersection, or in any place where they could pose a safety hazard.
 5. The City reserves the right to mandate geofencing specifications to Licensee's Fleet in order to prohibit parking/locking Fleet Vehicles in specified areas, or to direct users to specified designated parking areas. Licensee shall comply with any and all geofencing requirements within 5 business days of a written or emailed request made by the City. The cost of installing and maintaining geofencing equipment or facilities shall be borne by Licensee.
 6. Licensee will be solely responsible for informing its customers as to parking a Fleet Vehicle properly.
 7. Licensee will undertake proactive, reasonable measures to prevent and deter improper parking or dumping of Fleet Vehicles on private property or other public property not owned or controlled by the City.
 8. The City in, its sole discretion, may require Licensee to rebalance the distribution of Fleet Vehicles in specified areas of the city if deemed too dense or too sparse. Licensee will comply with all such requests within 24 hours of receiving notice from the City.

e. Fleet Vehicle Parking Complaints/Enforcement

1. Licensee must provide the City with an up-to-date, direct, local contact person including the person's name, cell phone number, landline number, email, and mailing address for Licensee's Operation, as well as an emergency, after-hours contact information.
2. Except where the public's safety and welfare will be unduly compromised, Fleet Vehicle complaints received by the City shall be referred to Licensee, and Licensee or Licensee's Authorized Representative shall address/respond to all complaints within 24 hours by re-parking or relocating its noncompliant Fleet Vehicles. Licensee alone will be fully responsible for re-parking or relocating Fleet Scooters where a complaint has been received by the City or Licensee, or where Fleet Scooters are otherwise found to be in violation of parking rules stated herein.
1. Licensee shall be solely responsible for monitoring Fleet Vehicle parking or dumping on private property, or other public property not owned or controlled by the City, but the City may impound illegally parked Fleet Vehicles in accordance with City ordinances. When doing so will not unduly burden the complaining third party, the City will refer such complaints to Licensee, and Licensee or Licensee's Authorized Representative will be provided a limited opportunity to remedy the complaint without further City involvement.
2. Licensee will be solely responsible to third parties for addressing unauthorized Fleet Vehicles dumped or left unattended on private property, or on other public property not owned or controlled by the City.
3. Licensee will promptly respond to complaints of unauthorized Fleet Vehicles dumped or left unattended on private property or public property not authorized by the City.
4. Notwithstanding anything to the contrary herein, if the City determines, in its sole discretion, that the public's safety and welfare will be unduly compromised by delay in responding to any complaint, the City may take action to remedy any violation or respond to any complaint at Licensee's expense. If the City incurs any costs or damages arising out of Licensee's complaints or violations, or other related costs that are not otherwise recovered with the City's collection of an impoundment release charge, Licensee shall reimburse the City for such costs within 30 days of receiving written or emailed notice.
5. The City may impound any Fleet Vehicle parked in the same location without movement for more than 48 hours or sooner if parked in violation of this agreement or of the City Ordinance Code.
6. A per occurrence impoundment fee will be applied to any and all vehicles owned or controlled by Licensee as follows:
 - A. Initial impoundment fee of \$56.00 per vehicle
 - B. If not paid for and retrieved by Licensee within 24 hours of impoundment, an \$18.00 storage fee per vehicle, per day shall be added to the initial impoundment fee.
7. The City may limit the number of Fleet Vehicles allowed under this Agreement if it determines that the number of Fleet Vehicle parking violations, third party complaints, or Licensee's response to such violations or complaints are unacceptable or detrimental to public safety, or otherwise create or contribute to a nuisance condition.
8. Licensee expressly understands that the City may impound any and all Fleet Vehicles found by the City to be in violation of applicable laws or the terms of this License Agreement. Seizure and impoundment of Fleet Vehicles may be exercised by the City with or without prior notice to the Licensee.

11. Any failure by the City to act on the provisions of this section shall not relieve Licensee of any other duty or penalty at equity or law.

f. Data Privacy and Protection

1. Licensee's Operation shall employ an electronic payment system that is compliant with the Payment Card Industry Data Security Standards (PCI DSS).
2. Before starting operations with the City, Licensee shall submit a privacy policy to the City with and as part of Licensee's Application ("Licensee's Privacy Policy"). Licensee's Privacy Policy shall continue to expressly limit the collection, storage, or usage of all personally identifiable information.
3. Licensee may not make the personal data of customers available to any third-party advertiser or other private entity. This provision includes but is not limited to any of Licensee's affiliates, owners, or subsidiaries.
4. Licensee shall not institute retroactive changes to customer conditions, terms of use or Privacy Policy.
5. Licensee's Privacy Policy must operate to safeguard Licensee's customers' personal, financial, and travel information and usage including, but not limited to, trip origination and destination data. Licensee agrees to make all policies, procedures and practices regarding Licensee's data security practices available to the City, upon request.
6. Licensee must provide its customers with an opportunity to expressly assent to Licensee's Privacy Policy, terms of service, and user agreements when renting or transacting for use of any or all of Licensee's Fleet. Licensee agrees to provide its customers with the ability or option to decline the sharing of any data that is not otherwise required to complete the payment transaction. Customer rights with regard to these requirements and options shall be clearly stated and easily accessed by the customer during each transaction.
7. Licensee agrees that it will not collect or sort personal or individual data related to race, gender, religion, national origin, age, or sexual orientation.
8. Any and all current or future customer data sharing agreements must be disclosed and provided to the City. Licensee must further notify the City in advance of any prospective partnership, acquisition or other data sharing agreement. Licensee may not engage in or facilitate any inter-app operability or other form of private partnership that includes data acquisition or other data sharing model with any entity if the entity does not meet the standards set forth herein.

g. Data Collection/Sharing

1. Licensee shall keep a record of maintenance activities, including but not limited to Fleet Vehicle identification number and maintenance performed. Licensee will provide a complete copy of the same to the City upon request.
2. Licensee shall provide reports to the City containing, at a minimum, the performance, utilization and service metrics indicated in Exhibit A. Licensee shall provide such reports at least quarterly and shall cooperate with the City in the collection and analysis of aggregated data concerning its operations.
3. Licensee shall keep a complete record of all calls and emails received through its customer

service hotline and contact email including telephone wait times, email response times, and the nature of each customer inquiry. Licensee will provide a complete copy of the same to the City upon request.

4. Licensee agrees that it will provide any and all user or customer data in Licensee's possession that is directly or indirectly related to active investigations into third party criminal behavior or claims of civil liability against the City by persons using or riding a Fleet Vehicle. Notwithstanding any other provision to the contrary, this section (e) shall be deemed to include personally identifiable customer data.

5. PAYMENT TERMS AND CONDITIONS

Licensee shall receive no compensation from the City under this Agreement. Licensee shall pay the City an annual flat charge of \$500 + \$25 per vehicle to offset the City's administrative costs related to implementation and oversight of this License Agreement. The license fee for the initial year may be paid on a pro rata basis to December 31, 2022.

6. REPRESENTATIONS AND GENERAL CONDITIONS

- a. Ownership and Condition of Right-of-Way. This Agreement shall not be construed to transfer ownership or control of the City's Right-of-Way to Licensee, or to any other party. The City makes no representations or warranties concerning the condition of the City Right-of-Way, or its suitability for use by Licensee, its contractors or customers.
- b. Delegation of Police Power. This Agreement does not delegate or otherwise transfer the City's police power to regulate Micromobility Vehicles, Licensee's Operation, or to enforce City ordinances or other laws, to Licensee, or to any other party. Licensee understands and agrees that ultimate decisions related to City enforcement against third parties and public compliance issues, shall remain within the City's sole discretion.
- c. Compliance with Laws. Licensee agrees to comply with all applicable Federal, State, and local laws as they may be adopted or amended from time to time. Licensee further acknowledges that its rights hereunder are subject to the lawful exercise of the police power of the City to adopt, amend, and enforce ordinances, resolutions, and policies designed to promote the safety and welfare of the public.
- d. Removal upon order. Licensee shall remove at once any or all Fleet Vehicles or other property owned or controlled by Licensee upon being ordered to do so by the City. Licensee shall be responsible for restoring the City Right-of-Way to its original condition, and the City shall not be liable for any damages resulting to Licensee by reason of such an order. Such removal and restoration of the City Right-of-Way will be at the sole expense of Licensee. Upon failure of Licensee to remove Fleet Vehicles or other property as ordered within a reasonable time period, the City may perform the removal or work at Licensee's cost and initiate a claim against Licensee.

e. Non-Discriminaiton. Licensee shall not:

1. In the hiring of labor or employees for the performance of any work under this Agreement, by reason of any race, creed, color, national origin, sex, gender identity, sexual orientation, or disability discriminate against any person who is qualified and available to perform the work;
 2. In any manner, discriminate against, intimidate, or prevent the employment of any person identified in clause (a) of this section, or on being hired, prevent or conspire to prevent, the person from the performance of any work under this Agreement on account of any race, creed, color, national origin, sex, gender identity, sexual orientation, or disability; or
 3. Intentionally refuse to do business with, refuse to contract with, or discriminate in the basic terms, conditions, or performance of any agreement related to the work to be performed under this Agreement because of a person's race, creed, color, national origin, sex, gender identity, sexual orientation, or disability, unless the alleged refusal is because of a legitimate business purpose.
- f. **Insurance.** Before commencement of business, Licensee shall provide the City with certifications of insurance evidencing the coverages required in this section naming the City as an Additional Insured on both the CGL and Auto Liability Coverages. Licensee shall secure and maintain insurance issued by insurance companies licensed to do business in Minnesota with an A.M. Best financial rating of A or better. The insurance specified may be in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the Agreement and shall remain continuously in force for the duration of this Agreement. Licensee and any sub-contractors carrying out work related to this Agreement shall secure and maintain the following insurance:
1. Workers Compensation insurance that meets the statutory obligations with Coverage B-Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
 2. Commercial General Liability insurance with limits of at least \$2,000,000 per occurrence, \$2,000,000 products-completed operations, \$2,000,000 personal and advertising injury; \$4,000,000 annual aggregate; \$100,000 each occurrence fire damage and \$10,000 medical expense any one person. The policy shall be on an occurrence basis and shall include contractual liability coverage.
 3. Commercial Automobile Liability insurance covering all owned, non-owned and hired automobiles with full automobile coverage including damages, contents and vandalism and limits of at least \$2,000,000 per occurrence.
 4. Computer Security and Privacy Liability for the duration of this agreement providing coverage for, but not limited to, Technology and Internet Errors & Omissions, Security and Privacy Liability, and Media Liability. Insurance will provide coverage against claims that arise from the disclosure of private information from files including but not limited to: 1) intentional, fraudulent or criminal acts of the Contractor, its agents or employees; and 2) breach of the City's private data, whether electronic or otherwise. The insurance policy should provide minimum coverage in the amount of \$1,000,000 per occurrence and \$2,000,000 annual aggregate. If written on a claims-made basis, the policy must remain in continuous effect for at least 3 years after the service is provided or include a 3 year extended reporting period.

The City shall be named as an "Additional Insured" under both the CGL and Auto Liability Coverages.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of Licensee. Any policy deductibles or retention shall be the responsibility of Licensee. Licensee shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect Licensee's interest or provide adequate coverage. Each policy shall be endorsed to state that coverage shall not be suspended, voided, or cancelled by either party, or reduced in coverage or in limits unless 30 days written notice has been given to the City. Each policy shall be endorsed with a waiver of subrogation in favor of the City and shall be primary, non-contributory to any insurance available to the City. Any insurance available in excess of the minimum limits required herein shall be available to the City.

- g. Hold Harmless. Licensee agrees to defend, indemnify and hold harmless the City, its officers, employees, and agents from and against all claims, actions, damages, losses, costs, judgments, and expenses, including attorneys' fees, resulting directly or indirectly from any intentional or negligent acts errors or omission or willful conduct of Licensee, its officers, employees, agents, or employees of Licensee's subcontractors, in the performance of the operation, work, or services provided by or under this License Agreement, or by reason of the failure of Licensee to fully perform, in any respect, any of its obligations under this License Agreement.
- h. Limitation of Liability. The City assumes no liability for loss or damage to Licensee's Fleet Vehicles or other property or for damages to any third-party or the property of another arising out of or in any way relating to or resulting from Licensee's operations. The City shall not be responsible for providing security for Licensee's Fleet Vehicles and Licensee hereby waives any claim against the City in the event Licensee's Fleet Vehicles or other property are lost or damaged.
- i. Maintenance and Care of Property. Licensee expressly agrees to repair, replace or otherwise restore any part or item of real or personal property that is damaged, lost, or destroyed as a result of Licensee's Operation. Should Licensee fail to repair, replace, or otherwise restore such real or personal property, Licensee shall pay the City's reasonable costs in making such repairs, replacements or restorations.
- j. Assignment or Transfer of Interest. Licensee shall not assign any obligation or interest in this Agreement, and shall not transfer any obligation or interest in the same either by assignment or novation without the prior written approval of the City, provided, however, that claims for money due or to income due to the Licensee may be assigned to a bank, trust company or other financial institution, or to a Trustee in Bankruptcy without such approval. Notice of any such assignment or transfer shall be furnished to the City. Except as provided herein, Licensee shall not subcontract any services under this Agreement without prior written approval of the City.
- k. Independent Contractor. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. Licensee shall at all times remain an independent contractor with respect to the work and/or services to be performed under this Agreement. Any and all employees of Licensee or other persons engaged in the performance of any work or services required by Licensee under this Agreement shall be considered employees or sub-contractors of the Licensee only and not of the

City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services to be rendered or provided herein, shall be the sole obligation and responsibility of Licensee.

- l. Data Practices. Licensee agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. Licensee must immediately report to the City any requests from third parties for information relating to this License Agreement. The City agrees to promptly respond to inquiries from Licensee concerning data requests. Licensee agrees to hold the City, its officers, and employees harmless from any claims resulting from Licensee's unlawful disclosure or use of data protected under state and federal laws.
- m. Inspection of Records. All Licensee records with respect to Licensee's obligations under this License Agreement shall be made available to the City or its designees, at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.
- n. Ownership of Materials/Intellectual Property. All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials furnished by the City in connection with this Agreement shall be the property of the City. The City may use, extend, or enlarge any document produced by the City under this Agreement without the consent, permission of, or further compensation to Licensee.

Each party acknowledges and agrees that each party is the sole and exclusive owner of all right, title, and interest in and to its services, products, software, source and object code, specifications, designs, techniques, concepts, improvements, discoveries and inventions including all intellectual property rights thereto, including without limitations any modifications, improvements, or derivative works thereof, created prior to, or independently, during the term of this Contract. This Agreement does not affect the ownership of each party's pre-existing, intellectual property. Each party further acknowledges that it acquires no rights under this Agreement to the other party's pre-existing intellectual property, other than any limited right explicitly granted in this Agreement.

- o. Contacts. All Notices and other communications required or provided for in this Agreement for purposes of delivering or receiving notice, contract management, official requests, and all other communication contemplated under this License Agreement shall be in writing and delivered by U.S. mail, facsimilia transmission or e-mail:

For the City: Kris Busse
City Administrator
540 West Hills Circle
Owatonna, MN 55060
507-774-7340
Email: Kris.Busse@ci.owatonna.mn.us

For Licensee: Bird Rides, Inc.

By: _____

Address: _____

Phone: _____

Email: _____

- m. Entire Agreement. This License Agreement and attachments and other documents named, is the entire agreement between the parties. No modification of this Agreement shall be valid or effective unless made in writing and signed by the parties hereto.
- n. Interpretation of Agreement. In interpretation of this Agreement, the language of the Agreement and City Ordinance Code Ch. 121 shall prevail, followed by the language of Licensee's Application.
- o. Venue and Forum. The laws of the State of Minnesota shall govern the interpretation and enforcement of this Agreement and any actions arising out of or relating to this Agreement shall be brought in Steele County District Court in the State of Minnesota
- p. No Joint Venture. Nothing herein shall be in any way construed as expressing or implying that Licensee and the City have joined together in any joint venture or are in any manner agreeing to or contemplating the sharing of profits and losses among themselves in relation to any matter relating to this Agreement.

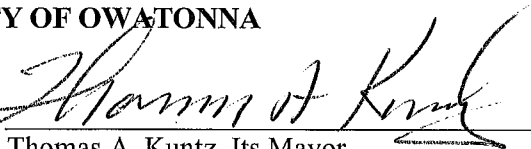
IN TESTIMONY WHEREOF, the said parties have signed and executed this instrument the day and year first above written.

BIRD RIDES, INC.

By: _____

Its: _____

CITY OF OWATONNA

By: 
Thomas A. Kuntz, Its Mayor

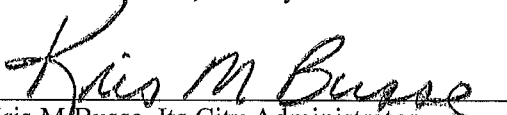
By: 
Kris M. Busse, Its City Administrator

Exhibit A: Reporting Requirements

The following performance indicators shall be reported to the City at the indicated frequency.

Performance Indicator	Description	Measurement Tool	Reporting Frequency
App & customer service support portal	Reservation system fully operational	Uptime reporting	quarterly
Vehicle distribution	Maps identifying trends in peak vehicle distribution	Maps showing aggregate usage patterns	quarterly
Vehicles in service	Vehicles in service	Daily uptime reports	quarterly
Report-responsive	Response time to incident reports	Log showing length of time between reported incident and Licensee response	quarterly



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/01/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MARSH RISK & INSURANCE SERVICES FOUR EMBARCADERO CENTER, SUITE 1100 CALIFORNIA LICENSE NO. 0437153 SAN FRANCISCO, CA 94111	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
CN120046401-NO MA-GAWUE-22-	INSURER(S) AFFORDING COVERAGE	
INSURED Bird Rides, Inc. 406 Broadway #369 Santa Monica, CA 90401-2314	INSURER A : Apollo Syndicate Management Ltd.	NAIC # 00000
	INSURER B : Scottsdale Indemnity Ins Co	15580
	INSURER C : Syndicate 2623/623 at Lloyds	00000
	INSURER D : National Casualty Company	11991
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:**

SEA-003822690-18

REVISION NUMBER: 5

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			BOWCN2350710 SIR: \$1,000,000 (8/1/2023-7/1/2024)	08/01/2023	07/01/2024	EACH OCCURRENCE \$ 5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ N/A PERSONAL & ADV INJURY \$ 5,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 5,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			NGI0000068	09/01/2022	09/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$			BOWCN2350711	08/01/2023	07/01/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WCC600025A	09/01/2022	09/01/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Technology Errors & Omissions			W31A39230101	06/01/2023	06/01/2024	SIR: \$150,000, Limit: 5,000,000
C	Cyber Liability			W31A39230101	06/01/2023	06/01/2024	SIR: \$150,000, Limit: 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of Owatonna is included as additional insured where required by written contract with respect to general liability and auto liability.

CERTIFICATE HOLDER

City of Owatonna 540 West Hills Circle Owatonna, MN 55060	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh Risk & Insurance Services <i>Charity O'Sullivan</i>
---	---

© 1988-2016 ACORD CORPORATION. All rights reserved.



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY MARSH RISK & INSURANCE SERVICES		NAMED INSURED Bird Rides, Inc. 406 Broadway #369 Santa Monica, CA 90401-2314
POLICY NUMBER		
CARRIER	NAIC CODE	
EFFECTIVE DATE:		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

The General Liability, Umbrella Liability, and Cyber Liability policies evidenced above are subject to self-insured retentions for various perils insured.



THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Named Insured:

Endorsement Effective Date:

SCHEDULE

Name Of Person(s) Or Organization(s):

AS REQUIRED BY WRITTEN CONTRACT.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

**BLANKET ADDITIONAL INSURED WITH PRIMARY
AND NON-CONTRIBUTORY WORDING**

This endorsement modifies insurance under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SECTION II - WHO IS AN INSURED is amended to include as an Insured any person or organization described in paragraphs A. through K. below whom a Named Insured is required to add as an additional insured on this Coverage Part under a written contract or written agreement, provided such contract or agreement:

- (1) is currently in effect or becomes effective during the term of this Coverage Part; and
- (2) was executed prior to:

- (a) the "bodily injury" or "property damage"; or
- (b) the offense that caused the "personal and advertising injury",

for which such additional insured seeks coverage.

However, subject always to the terms and conditions of this policy, including the limits of insurance, the Insurer will not provide such additional insured with:

- (1) a higher limit of insurance than required by such contract or agreement; or
- (2) coverage broader than required by such contract or agreement, and in no event broader than that described by the applicable paragraph A. through K. below.

Any coverage granted by this endorsement shall apply only to the extent permissible by law.

A. Controlling Interest

Any person or organization with a controlling interest in a Named Insured, but only with respect to such person or organization's liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of:

- 1. such person or organization's financial control of a Named Insured; or
- 2. premises such person or organization owns, maintains or controls while a Named Insured leases or occupies such premises;

provided that the coverage granted by this paragraph does not apply to structural alterations, new construction or demolition operations performed by, on behalf of, or for such additional insured.

B. Co-owner of Insured Premises

A co-owner of a premises co-owned by a Named Insured and covered under this insurance but only with respect to such co-owner's liability for "bodily injury", "property damage" or "personal and advertising injury" as co-owner of such premises.

6402/6419/6401/80509BOWCN2350710

Marsh Limited

6401



A business of Marsh McLennan



C. Grantor of Franchise

Any person or organization that has granted a franchise to a Named Insured, but only with respect to such person or organization's liability for "bodily injury", "property damage" or "personal and advertising injury" as grantor of a franchise to the Named Insured.

D. Lessor of Equipment

Any person or organization from whom a Named Insured leases equipment, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the Named Insured's maintenance, operation or use of such equipment, provided that the "occurrence" giving rise to such "bodily injury", "property damage" or the offense giving rise to such "personal and advertising injury" takes place prior to the termination of such lease.

E. Lessor of Land

Any person or organization from whom a Named Insured leases land but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of the ownership, maintenance or use of such land, provided that the "occurrence" giving rise to such "bodily injury", "property damage" or the offense giving rise to such "personal and advertising injury" takes place prior to the termination of such lease. The coverage granted by this paragraph does not apply to structural alterations, new construction or demolition operations performed by, on behalf of, or for such additional insured.

F. Lessor of Premises

An owner or lessor of premises leased to the Named Insured, or such owner or lessor's real estate manager, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of the ownership, maintenance or use of such part of the premises leased to the Named Insured, and provided that the "occurrence" giving rise to such "bodily injury" or "property damage", or the offense giving rise to such "personal and advertising injury", takes place prior to the termination of such lease. The coverage granted by this paragraph does not apply to structural alterations, new construction or demolition operations performed by, on behalf of, or for such additional insured.

G. Mortgagee, Assignee or Receiver

A mortgagee, assignee or receiver of premises but only with respect to such mortgagee, assignee or receiver's liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of the Named Insured's ownership, maintenance, or use of a premises by a Named Insured.

The coverage granted by this paragraph does not apply to structural alterations, new construction or demolition operations performed by, on behalf of, or for such additional insured.

6402/6419/6401/B0509BOWCN2350710

Marsh Limited

6401



A business of Marsh McLennan

H. State or Governmental Agency or Subdivision or Political Subdivisions – Permits

A state or governmental agency or subdivision or political subdivision that has issued a permit or authorization but only with respect to such state or governmental agency or subdivision or political subdivision's liability for "bodily injury", "property damage" or "personal and advertising injury" arising out of:

1. the following hazards in connection with premises a Named Insured owns, rents, or controls and to which this insurance applies:
 - a. the existence, maintenance, repair, construction, erection, or removal of advertising signs, awnings, canopies, cellar entrances, coal holes, driveways, manholes, marquees, hoist away openings, sidewalk vaults, street banners, or decorations and similar exposures; or
 - b. the construction, erection, or removal of elevators; or
 - c. the ownership, maintenance or use of any elevators covered by this insurance; or
2. the permitted or authorized operations performed by a Named Insured or on a Named Insured's behalf.

The coverage granted by this paragraph does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or governmental agency or subdivision or political subdivision; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".

With respect to this provision's requirement that additional insured status must be requested under a written contract or agreement, the Insurer will treat as a written contract any governmental permit that requires the Named Insured to add the governmental entity as an additional insured.

I. Trade Show Event Lessor

1. With respect to a Named Insured's participation in a trade show event as an exhibitor, presenter or displayer, any person or organization whom the Named Insured is required to include as an additional insured, but only with respect to such person or organization's liability for "bodily injury", "property damage" or "personal and advertising injury" caused by:
 - a. the Named Insured's acts or omissions; or
 - b. the acts or omissions of those acting on the Named Insured's behalf,in the performance of the Named Insured's ongoing operations at the trade show event premises during the trade show event.
2. The coverage granted by this paragraph does not apply to "bodily injury" or "property damage" included within the "products-completed operations hazard".

6402/6419/6401/B0509BOWCN2350710

Marsh Limited

6401



A business of Marsh McLennan



J. Vendor

Any person or organization but only with respect to such person or organization's liability for "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of such person or organization's business, provided that:

1. The coverage granted by this paragraph does not apply to:
 - a. "bodily injury" or "property damage" for which such person or organization is obligated to pay damages by reason of the assumption of liability in a contract or agreement unless such liability exists in the absence of the contract or agreement;
 - b. any express warranty unauthorized by the Named Insured;
 - c. any physical or chemical change in any product made intentionally by such person or organization;
 - d. repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
 - e. any failure to make any inspections, adjustments, tests or servicing that such person or organization has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
 - f. demonstration, installation, servicing or repair operations, except such operations performed at such person or organization's premises in connection with the sale of a product;
 - g. products which, after distribution or sale by the Named Insured, have been labelled or relabelled or used as a container, part or ingredient of any other thing or substance by or for such person or organization; or
 - h. "bodily injury" or "property damage" arising out of the sole negligence of such person or organization for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
 - (1) the exceptions contained in Subparagraphs d. or f. above; or
 - (2) such inspections, adjustments, tests or servicing as such person or organization has agreed with the Named Insured to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
2. This Paragraph J. does not apply to any insured person or organization, from whom the Named Insured has acquired such products, nor to any ingredient, part or container, entering into, accompanying or containing such products.
3. This Paragraph J. also does not apply:
 - a. to any vendor specifically scheduled as an additional insured by endorsement to this Coverage Part;
 - b. to any of "your products" for which coverage is excluded by endorsement to this Coverage Part; nor

640264196401B0509BOWCN2350710

Marsh Limited

6401



A business of Marsh McLennan



Dear Certificate Holder:

To streamline certificate delivery for our clients and in an effort to support our firm's commitment to sustainability, going forward, we will only be providing renewal certificates of insurance electronically.

If you need to continue receiving a copy of the attached certificate, please send an email to USOperations.email@marsh.com and include the following:

- Certificate # (Shown below Insured Name -- e.g., ABC-123456789-01)
- E-Mail for future delivery

For your convenience, If we do not receive your response, we will conclude that you no longer require proof of insurance from the named insured and will remove you from our records.

Thank you,

US Operations, Marsh USA, LLC

A business of Marsh McLennan

- c. if "bodily injury" or "property damage" included within the "products-completed operations hazard" is excluded by endorsement to this Coverage Part.

K. Other Person Or Organization / Your Work

Any person or organization who is not an additional insured under Paragraphs A. through J. above. Such additional insured is an Insured solely for "bodily injury", "property damage" or "personal and advertising injury" for which such additional insured is liable because of the Named Insured's acts or omissions.

The coverage granted by this paragraph does not apply to any person or organization:

1. who is specifically scheduled as an additional insured on another endorsement to this Coverage Part; nor
2. for "bodily injury" or "property damage" included within the "products-completed operations hazard" except to the extent all of the following apply:
 - a. this Coverage Part provides such coverage;
 - b. the written contract or agreement described in the opening paragraph of this Additional Insureds Endorsement requires the Named Insured to provide the additional insured such coverage; and
 - c. the "bodily injury" or "property damage" results from "your work" that is the subject of the written contract or agreement, and such work has not been excluded by endorsement to this Coverage Part.

ADDITIONAL INSURED — PRIMARY AND NON-CONTRIBUTORY TO ADDITIONAL INSURED'S INSURANCE

- A. The following paragraph is added to SECTION IV, COMMERCIAL GENERAL LIABILITY CONDITIONS, item 4 Other Insurance:

If the Named Insured has agreed in writing in a contract or agreement that this insurance is primary and non-contributory relative to an additional insured's own insurance, then this insurance is primary, and the Insurer will not seek contribution from that other insurance. For the purpose of this provision, the additional insured's own insurance means insurance on which the additional insured is a Named Insured.

- B. With respect to persons or organizations that qualify as additional insureds pursuant to paragraph 1.K of this endorsement, the following sentence is added to the paragraph above:

Otherwise, and notwithstanding anything to the contrary elsewhere in this Condition, the insurance provided to such person or organization is excess of any other insurance available to such person or organization.

All other terms and conditions of this policy remain unchanged.

6402/6419/6401/B0509BOWCN2350710

Marsh Limited

6401



A business of Marsh McLennan



RECAP:

20,855.76	Central Farm Service - fleet fuel
34,085.00	General Traffic Controls - replace Main St/Oak Ave 12/13/23 accident replacement
502,550.00	Legence Subsidiary Holdings LLC - Energy Infrastructure upgrade-Merrill Hall thru Jan 2024
139,504.18	Nero Engineering - WWTF Upgrade & Expansion - January 2024 - \$108,640.18
	Nero Engineering - WWTF Expansion / Sewer study April - December 2023 - \$30,864.00
150,048.38	Open Gov - 2024 Subscription
1,488,941.55	Rice Lake Construction Group - WWTP Expansion Est 20
65,847.10	Steele County Auditor - 4th qtr LEC expenditures
<u>243,204.85</u>	OTHER EXPENDITURES
\$ 2,645,036.82	<i>SUBTOTAL</i>
<u>100,735.56</u>	HRA HOUSING ASSISTANCE PAYMENTS
\$ <u><u>2,745,772.38</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					
376661	02/01/24	A & K LLC	302.00	R	ACH
376662	02/01/24	A&H PROPERTIES	451.00	R	ACH
376663	02/01/24	ACADEMY APARTMENTS OF OWA LLC	1,786.00	R	ACH
376664	02/01/24	ADAMS REVOCABLE LIVING TRUST	613.00	R	ACH
376665	02/01/24	ALL AREA MANAGEMENT LLC	833.00	R	ACH
376666	02/01/24	APACHE APARTMENTS	947.00	R	ACH
376667	02/01/24	ATM PROPERTIES LLC	1,036.00	R	ACH
376668	02/01/24	AUSTIN HRA	1,839.00	O	Regular
376669	02/01/24	BARRY GILLESPIE	223.00	R	ACH
376670	02/01/24	BB BROTHERS HOLDINGS LLC	329.00	R	ACH
376671	02/01/24	BROWN CYNTHIA	552.00	R	ACH
376672	02/01/24	BRYCEN GREGOR	1,040.00	R	ACH
376673	02/01/24	CAPELLE COMPANIES LLC	1,117.00	R	ACH
376674	02/01/24	CEDAR HILLS ESTATES	546.00	R	ACH
376675	02/01/24	CEDAR RIDGE APARTMENTS	817.00	R	ACH
376676	02/01/24	CEDAR ROSE ASSOCIATES LLC	800.00	R	ACH
376677	02/01/24	CEDAR RUN TOWN HOMES MDI #41	3,834.00	R	ACH
376678	02/01/24	CEDARDALE NORTH APARTMENTS	326.00	R	ACH
376679	02/01/24	CEDARDALE SOUTH APARTMENTS	516.00	R	ACH
376680	02/01/24	CEDARDALE WEST APARTMENTS	559.00	R	ACH
376681	02/01/24	CHRIS PROHASKI	1,148.00	R	ACH
376682	02/01/24	COMMON CENTS PROPERTIES LLC	328.00	R	ACH
376683	02/01/24	COOPERS COURT LLC	913.00	R	ACH
376684	02/01/24	DAN NECHVILLE	706.00	R	ACH
376685	02/01/24	DANIEL SCHLEGEL	477.00	R	ACH
376686	02/01/24	DONALD RIPPLE	617.00	R	ACH
376687	02/01/24	DSBMT, LLC	591.00	R	ACH
376688	02/01/24	EEK LLC	600.00	R	ACH
376689	02/01/24	ELM STREET PROPERTIES	497.00	R	ACH
376690	02/01/24	G & H MANAGEMENT CO LLC	1,078.00	R	ACH
376691	02/01/24	IMAGE APARTMENT	2,426.00	R	ACH
376692	02/01/24	JASON HINNA	895.00	R	ACH
376693	02/01/24	JBLL EQUITIES LLC	1,860.00	R	ACH
376694	02/01/24	JOHN & DENISE SCHROEDER	505.00	R	ACH
376695	02/01/24	JOHNSON WINDOW & SIDING INC	3,966.00	R	ACH
376696	02/01/24	JPF PROPERTIES	1,071.00	R	ACH
376697	02/01/24	JULIE WERSAL	583.00	R	ACH
376698	02/01/24	KEG INVESTMENTS LLC	2,176.00	R	ACH
376699	02/01/24	KEITH MARTIN	1,292.00	R	ACH
376700	02/01/24	KERR MCCAULEY INVESTMENT II	413.00	R	ACH
376701	02/01/24	KLEVOS GREG	235.00	R	ACH
376702	02/01/24	L&L LEGACY PROPERTIES	124.00	R	ACH
376703	02/01/24	LAXMAN S SUNDAE	775.00	R	ACH
376704	02/01/24	LEE ANNA	1,397.00	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
376705	02/01/24	LINCOLN SQUARE APARTMENTS	8,993.00	R	ACH
376706	02/01/24	LWO LIMITED PARTNERSHIP #116	4,231.00	R	ACH
376707	02/01/24	MANCINI NICHOLAS	819.00	R	ACH
376708	02/01/24	MARQUARDT DENNIS	898.00	R	ACH
376709	02/01/24	MARTIN ALLAN	3,102.00	R	ACH
376710	02/01/24	MARTIN FAMILY LLC	436.00	R	ACH
376711	02/01/24	MCCAULEY PATRICK	741.00	R	ACH
376712	02/01/24	MIDWEST INVEST LLC	534.00	R	ACH
376713	02/01/24	MINNEAPOLIS PHA	874.89	R	ACH
376714	02/01/24	NECHVILLE SUSAN	1,293.00	R	ACH
376715	02/01/24	NORTHCOURT APARTMENTS	964.00	R	ACH
376716	02/01/24	NORTHGATE	1,545.00	R	ACH
376717	02/01/24	NORTHSTAR HOLDINGS LLC	668.00	R	ACH
376718	02/01/24	NORTHWEST MANOR	2,365.00	R	ACH
376719	02/01/24	OWATONNA PUBLIC UTILITIES	315.00	R	ACH
376720	02/01/24	PARKVIEW OWATONNA LLC	1,102.00	R	ACH
376721	02/01/24	PETER BIEL	1,700.00	R	ACH
376722	02/01/24	POSITIVE SHARE LLC	806.00	R	ACH
376723	02/01/24	PROHASKI PROPERTIES	1,806.00	R	ACH
376724	02/01/24	QUALITY RENTALS OF OWATONNA LL	830.00	R	ACH
376725	02/01/24	RAYMOND WILLMOTT	518.00	R	ACH
376726	02/01/24	RWB PROPERTIES	600.00	R	ACH
376727	02/01/24	SCOTT COUNTY CDA	3,307.67	R	ACH
376728	02/01/24	SIXSPARKS LLC	737.00	R	ACH
376729	02/01/24	SMITH REAL ESTATE LLC	464.00	R	ACH
376730	02/01/24	SOUTH CENTRAL HUMAN RELATIONS	3,149.00	R	ACH
376731	02/01/24	STADHEIM PROPERTIES	830.00	R	ACH
376732	02/01/24	SUBLAND INVESTMNTS & LIFESTYLE	226.00	R	ACH
376733	02/01/24	SUMMIT MANOR	370.00	R	ACH
376734	02/01/24	TM RENTALS II LLC	461.00	R	ACH
376735	02/01/24	USDA RURAL DEVELOPMENT	474.00	0	Regular
376736	02/01/24	USDA RURAL DEVELOPMENT	401.00	0	Regular
376737	02/01/24	WILLOW RUN I MDI #58	4,350.00	R	ACH
376738	02/01/24	WILLOW RUN II MDI #85	3,697.00	R	ACH
376739	02/01/24	YOUNGDAHL DEVELOPMENT LLC	2,259.00	R	ACH
376740	02/01/24	ZK INVESTORS LLC	1,730.00	R	ACH
376741	02/13/24	88 TACTICAL	795.00	0	Regular
376742	02/13/24	ACME TUCKPOINTING & RESTORATIO	5,047.50	0	Regular
376743	02/13/24	ALEX AIR APPARATUS, INC	796.76	0	Regular
376744	02/13/24	ALEXANDER LUMBER COMPANY	1,322.70	0	Regular
376745	02/13/24	AMERICAN ENGINEERING TESTING	4,452.75	R	ACH
376746	02/13/24	AMERICAN RED CROSS	834.00	0	Regular
376747	02/13/24	ARAMARK UNIFORM SERVICES INC	276.73	0	Regular
376748	02/13/24	ASPEN EQUIPMENT	1,034.38	0	Regular
376749	02/13/24	ASPEN MILLS INCORPORATED	167.00	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
376750	02/13/24	ASSN OF MINNESOTA COUNTIES	350.00	0	Regular
376751	02/13/24	BAKER & TAYLOR BOOKS	1,390.03	R	ACH
376752	02/13/24	BOLTON & MENK INC	3,025.00	R	ACH
376753	02/13/24	CARQUEST	717.79	0	Regular
376754	02/13/24	CEMSTONE CONCRETE MATERIAL LLC	2,380.50	0	Regular
376755	02/13/24	CEMSTONE PRODUCTS CO	357.29	0	Regular
376756	02/13/24	CENTRAL FARM SERVICE	20,855.76	0	Regular
376757	02/13/24	CITY OF ALBERT LEA	1,704.43	0	Regular
376758	02/13/24	CONTINENTAL RESEARCH CORP	2,290.52	R	ACH
376759	02/13/24	COVERTTRACK GROUP, INC.	1,774.20	0	Regular
376760	02/13/24	CULLIGAN OF OWATONNA	87.30	R	ACH
376761	02/13/24	CURT'S TRUCK & DIESEL SERVICE	8,285.43	R	ACH
376762	02/13/24	DAGRY TOOLING INC	442.54	0	Regular
376763	02/13/24	DELL MARKETING LP	141.43	R	ACH
376764	02/13/24	DEMCO	36.73	0	Regular
376765	02/13/24	DEZURIK INC	193.86	0	Regular
376766	02/13/24	EARL F ANDERSEN & ASSOC	1,875.00	0	Regular
376767	02/13/24	FASTENAL COMPANY	688.53	R	ACH
376768	02/13/24	FIRST HOSPITAL LABORATORIES IN	671.46	0	Regular
376769	02/13/24	FIRST SUPPLY OWATONNA	299.20	R	ACH
376770	02/13/24	FOUR SEASONS ELECTRIC	4,369.98	R	ACH
376771	02/13/24	FROM THE GROUND UP LLC	754.80	0	Regular
376772	02/13/24	FULLSTEAM HOLDINGS LLC	571.00	R	ACH
376773	02/13/24	GENERAL TRAFFIC CONTROLS INC	34,085.00	R	ACH
376774	02/13/24	GEORGE MARAZES	10,000.00	0	Regular
376775	02/13/24	GILLUND ENTERPRISE	540.00	0	Regular
376776	02/13/24	GRAINGER	846.58	R	ACH
376777	02/13/24	HEIMAN INC	1,160.64	R	ACH
376778	02/13/24	HILLYARD INC	94.37	0	Regular
376779	02/13/24	HOUSE OWATONNA	135.12	0	Regular
376780	02/13/24	HUBER SUPPLY CO INC	93.05	0	Regular
376781	02/13/24	IFACS	435.75	R	ACH
376782	02/13/24	INNOVATIVE OFFICE SOLUTIONS	1,383.58	0	Regular
376783	02/13/24	INSTY PRINTS	200.68	R	ACH
376784	02/13/24	JONES HAUGH & SMITH INC	750.00	0	Regular
376785	02/13/24	KEEKER INC	389.79	R	ACH
376786	02/13/24	KOWZ-FM	1,100.00	R	ACH
376787	02/13/24	L&L LEGACY PROPERTIES	124.00	R	ACH
376788	02/13/24	LARRY THORNHILL	192.00	0	Regular
376789	02/13/24	LAWSON AUTOMOTIVE LLC	1,368.14	R	ACH
376790	02/13/24	LAWSON PRODUCTS	822.50	0	Regular
376791	02/13/24	LEARNING OPPORTUNITIES INC	2,058.41	0	Regular
376792	02/13/24	LEGENCE SUBSIDIARY HOLDINGS LL	502,550.00	R	ACH
376793	02/13/24	LINDER DIGITAL	1,180.00	0	Regular
376794	02/13/24	LITTLE FALLS MACHINE INC	1,519.28	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
376795	02/13/24	MACQUEEN EQUIPMENT CO	3,719.03	R	ACH
376796	02/13/24	MARCO TECHNOLOGIES LLC	291.23	R	ACH
376797	02/13/24	MATTHEW LOEFFLER	99.99	0	Regular
376798	02/13/24	MATTHEW R HOKANSON	5,354.54	R	ACH
376799	02/13/24	MCMASTER-CARR SUPPLY CO	86.50	R	ACH
376800	02/13/24	METRO SALES INC	101.79	0	Regular
376801	02/13/24	METRONET SYSTEMS HOLDINGS LLC	501.16	R	ACH
376802	02/13/24	MICHAEL BEACH COACHING & CONSU	400.00	R	ACH
376803	02/13/24	MID-STATES ORGANIZED CRIME	100.00	R	ACH
376804	02/13/24	MIDWEST TAPE LLC	1,956.99	0	Regular
376805	02/13/24	MIKE JOHNSON	25.25	0	Regular
376806	02/13/24	MIKE'S REPAIR	98.00	R	ACH
376807	02/13/24	MINNESOTA SECURITY CONSORTIUM	1,955.00	R	ACH
376808	02/13/24	MN DEPT OF LABOR AND INDUSTRY	100.00	0	Regular
376809	02/13/24	MN DRIVER & VEHICLE SERVICES	15.25	0	Regular
376810	02/13/24	MN LAW ENFORCE EXPLORER ASSN	150.00	0	Regular
376811	02/13/24	MN SECRETARY OF STATE - NOTARY	120.00	0	Regular
376812	02/13/24	MOHS CONTRACTING INC	601.02	0	Regular
376813	02/13/24	MRI SOFTWARE LLC	125.00	R	ACH
376814	02/13/24	MTI DISTRIBUTING INC	53.27	R	ACH
376815	02/13/24	NAPA AUTO PARTS	682.65	R	ACH
376816	02/13/24	NERO ENGINEERING	139,504.18	R	ACH
376817	02/13/24	NORTHLAND FARM SYSTEMS	4,792.06	0	Regular
376818	02/13/24	OMNI DISTRIBUTION INC	2,195.00	0	Regular
376819	02/13/24	OPENGOV INC	150,048.38	R	ACH
376820	02/13/24	OPUS HOLDINGS LLC	5,000.00	0	Regular
376821	02/13/24	OWATONNA GROUNDMASTERS INC	432.00	0	Regular
376822	02/13/24	OWATONNA HEATING & COOLING INC	5,146.00	0	Regular
376823	02/13/24	OWATONNA MOTOR COMPANY	189.96	0	Regular
376824	02/13/24	OWATONNA PUBLIC UTILITIES	3,283.23	R	ACH
376825	02/13/24	P&R CONSTRUCTION LLC	594.00	0	Regular
376826	02/13/24	PAAPE COMPANIES INC	50.00	R	ACH
376827	02/13/24	PDI	45.30	0	Regular
376828	02/13/24	PICKLEBALL INC	1,713.33	0	Regular
376829	02/13/24	PLUNKETT'S PEST CONTROL INC	1,033.97	R	ACH
376830	02/13/24	PRESENCE TELEHEALTH PLLC	424.00	R	ACH
376831	02/13/24	PVS TECHNOLOGIES INC	10,592.50	0	Regular
376832	02/13/24	QUALITY EQUIP SALES & SERVICE	4,548.46	0	Regular
376833	02/13/24	REINDERS INC	3,906.77	R	ACH
376834	02/13/24	RICE LAKE CONSTRUCTION GROUP	1,488,941.55	R	ACH
376835	02/13/24	RICE STEELE 911 CENTER	1,248.75	0	Regular
376836	02/13/24	RIDDELL/ALL AMERICAN SPORTS CO	11,758.10	0	Regular
376837	02/13/24	ROCON INCORPORATED	594.00	0	Regular
376838	02/13/24	ROOT RIVER HARDWOODS INC	2,923.65	0	Regular
376839	02/13/24	SCHWAAB INC	123.45	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
376840	02/13/24	SELCO	2,323.78	R	ACH
376841	02/13/24	SHERWIN WILLIAMS COMPANY	21.57	0	Regular
376842	02/13/24	SHI CORP	359.00	0	Regular
376843	02/13/24	SHI INTERNATIONAL CORP	1,397.82	0	Regular
376844	02/13/24	SHORT ELLIOTT HENDRICKSON INC	746.46	0	Regular
376845	02/13/24	SHRED RIGHT	40.00	R	ACH
376846	02/13/24	SIGN PRO OF OWATONNA	30.00	0	Regular
376847	02/13/24	SOUTHERN MN INSPECTION CO	2,902.10	0	Regular
376848	02/13/24	SPLIT ROCK MANAGEMENT INC	7,720.00	R	ACH
376849	02/13/24	STANTEC CONSULTING SERVICE INC	18,832.75	R	ACH
376850	02/13/24	STEELE COUNTY AUDITOR	65,847.10	0	Regular
376851	02/13/24	STEELE COUNTY RECORDER	92.00	0	Regular
376852	02/13/24	STEELE COUNTY TREASURER	6,105.85	0	Regular
376853	02/13/24	STEWART COMPANIES INC	65.71	0	Regular
376854	02/13/24	STEWART SANITATION	1,626.56	0	Regular
376855	02/13/24	SWEET TOWING	135.00	0	Regular
376856	02/13/24	TAFT STETTINIUS & HOLLISTER LL	8,000.00	R	ACH
376857	02/13/24	TENNIS WEST	1,000.00	0	Regular
376858	02/13/24	TERRACON CONSULTANTS INC	5,510.00	R	ACH
376859	02/13/24	THE LIFEGUARD STORE INC	1,518.83	R	ACH
376860	02/13/24	TOWMASTER	4,360.00	R	ACH
376861	02/13/24	TRUCK CENTER COMPANIES LLC	2,694.24	0	Regular
376862	02/13/24	TYLER COCHRAN	132.00	0	Regular
376863	02/13/24	UNITED WAY	100.00	0	Regular
376864	02/13/24	UTILITY CONSULTANTS INC	2,296.53	R	ACH
376865	02/13/24	VAN METER INC	55.53	0	Regular
376866	02/13/24	VEGA AMERICAS INC	1,979.82	R	ACH
376867	02/13/24	VERIZON WIRELESS	322.45	0	Regular
376868	02/13/24	VISUAL LABS INC	200.00	0	Regular
376869	02/13/24	WALBRAN & FURNESS CHARTERED	4,879.25	R	ACH
376870	02/13/24	WASECA POLICE DEPARTMENT	8,794.81	0	Regular
376871	02/13/24	WATERLOO TENT & TARP CO INC	4,620.00	0	Regular
376872	02/13/24	WEST PUBLISHING CORPORATION	581.43	R	ACH
376873	02/13/24	WESTMOR FLUID SOLUTIONS LLC	23.63	0	Regular
376874	02/13/24	WHKS & CO	1,146.00	R	ACH
376875	02/13/24	XCEL ENERGY	260.14	0	Regular
376876	02/13/24	ZIEGLER INC	2,300.16	R	ACH
376877	02/13/24	RANDALL'S LICENSE BUREAU	16.25	0	Regular
376878	02/13/24	RANDALL'S LICENSE BUREAU	16.25	0	Regular
376879	02/13/24	TRI M GRAPHICS	1,340.00	R	ACH

85	Checks total:	214,982.78
134	ACH total:	2,530,789.60
0	EFTPS total:	
0	Wire transfer total:	
0	Payment Manager total:	
219	GRAND TOTALS	2,745,772.38



CITY OF
OWATONNA

Ordinances



DATE: February 20, 2024
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: First Reading Proposed Ordinance 24-01: VACA-24-1 Vacating a Portion of a Drainage & Utility Easement - 1213 Elm Ave N

Purpose:

Hold the first reading of Proposed Ordinance 24*-01 to vacate a portion of a drainage and utility easement at 1213 Elm Avenue N.

Background:

See attached staff report, the Planning Commission recommends approval of vacating a portion of the drainage and utility easement at 1213 Elm Ave N.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval of this first reading of this proposed ordinance and schedule the second reading during the next City Council Meeting on March 6, 2024.

Attachments:

1. Ord 24-01 Vacate Portion of a Utility Easement -1213 N Elm Easement
2. PC Staff Report -Sherwin Easement Vacation

Proposed Ordinance No. 24-01

ORDINANCE NO. ____

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

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

WHEREAS, a public hearing was held on February 13, 2024, on the said petition and after public notice was given, pursuant to Section 6.2 of the Home Rule Charter; and

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

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

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

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

All that part the existing drainage and utility easement on the north side of Lot 1, Block 1, HABERMAN ADDITION, as the same is platted and recorded in the Office of the Steele County Recorder, Steele County, Minnesota; described as follows:

Commencing at the northwest corner of said Lot 1; thence South 01°46'35" East a distance of 6.00, on the west line of said Lot 1 to the south line of said drainage and utility easement; thence North 89°48'52" East a distance of 74.26 feet, on said south line to a point on the exterior face of the existing building wall, said point being the point of beginning;

thence North 01°47'58" West a distance of 2.99 feet, to the northwest corner of said exterior wall;

thence North 88°08'58" East a distance of 28.28 feet, to the northeast corner of said exterior wall;

thence South 01°28'46" East a distance of 3.81 feet, on said exterior building wall to the south line of said easement;

thence South 89°48'52" West a distance of 28.27 feet, to the point of beginning.

may be and hereby is vacated.

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

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

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

Passed and adopted this _____ day of _____, 2024, with the following vote:

Aye _____; No _____; Absent _____.

Approved and signed this _____ day of _____, 2024.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk

February 9, 2024

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

Application Review:

Applicant: Brent Sherwin
Location of Property: 1213 Elm Avenue N
Legal Description: See Attached Survey
Report Attachments:
1. Location Map
2. Vacation Sketch & Description

Proposed Development:

- ◆ Petition by Brent Sherwin to vacate a portion of a drainage and utility easement along the north property line of 1213 Elm Avenue N.
- ◆ In closing on the property it was discovered that the existing garage encroaches on an easement. The title company is requiring the situation to be resolved.
- ◆ In researching the property it appears that the garage was built prior to the easement being platted.
- ◆ OPU has an underground electric line just to the north of the garage. Work was completed on this a few years ago.
- ◆ There is also an underground communications line within this easement area.
- ◆ There are no utilities under the garage. The easement vacation will just be around the foundation of the garage. The remainder of the easement will remain.
- ◆ No other changes are proposed at this time.

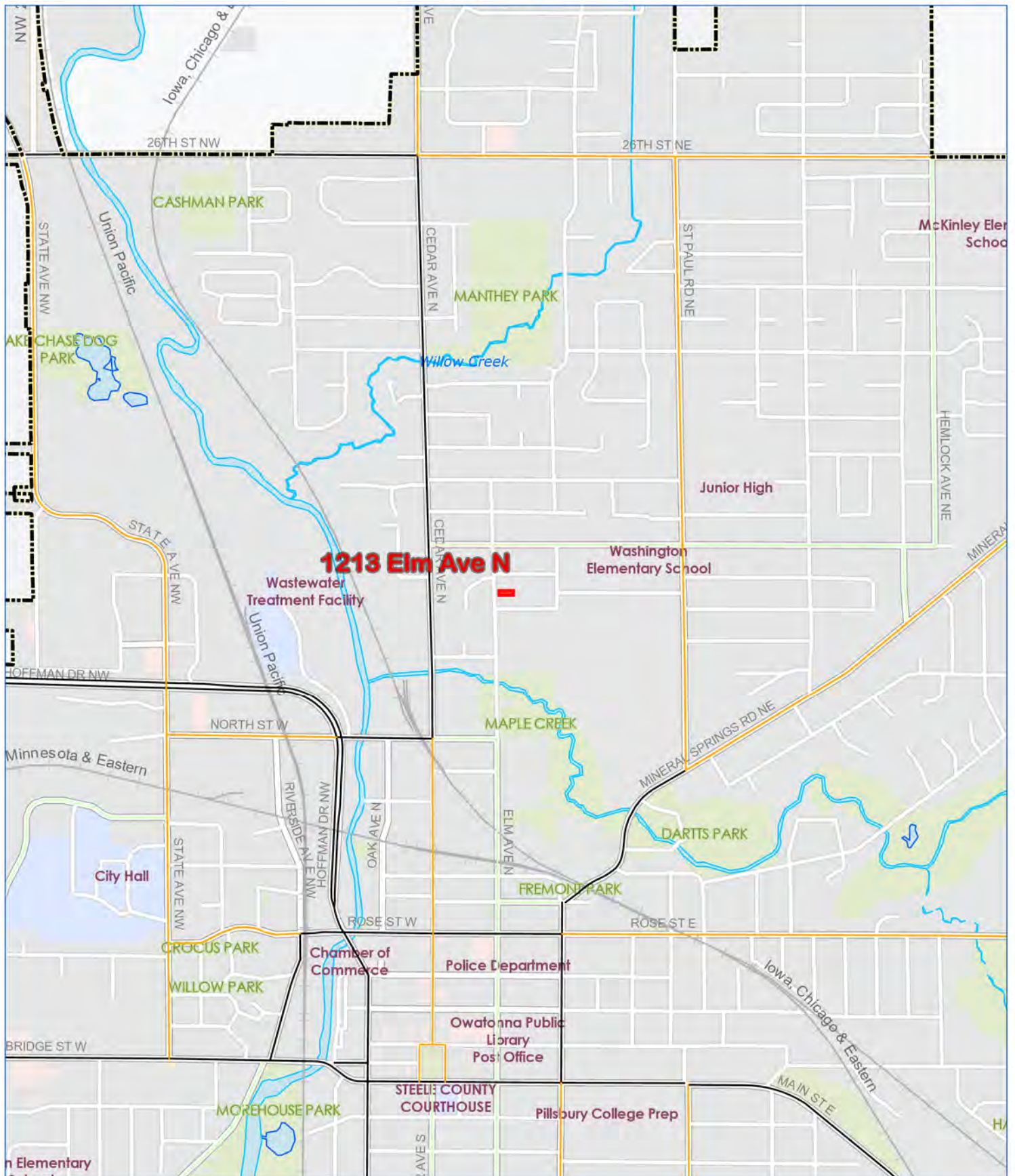
Staff Recommendation:

Staff recommends approval of this vacation of a portion of a utility easement as described above.

Planning Commission:

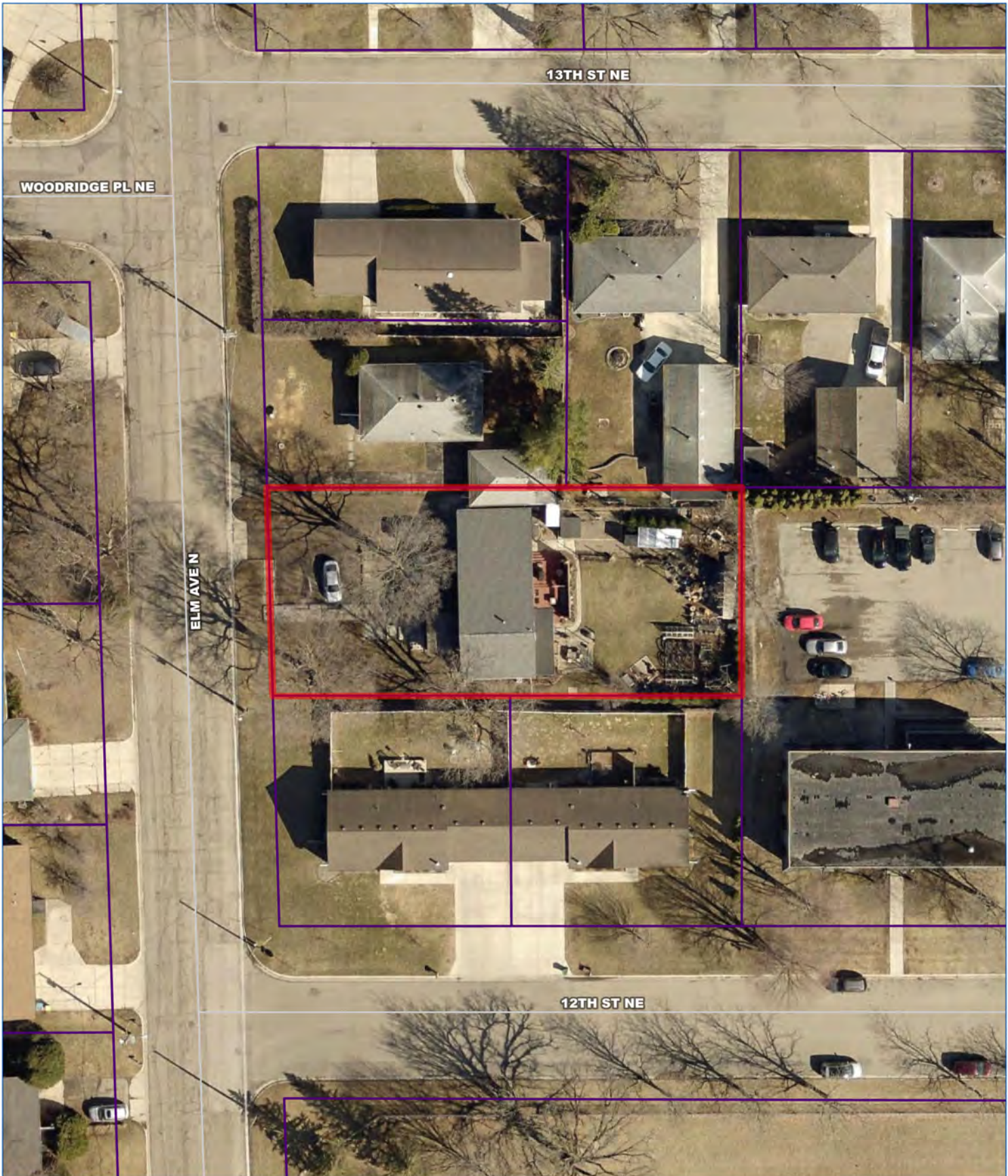
A Request by Brent Sherwin to Vacate a Portion of a Utility Easement at 1213 Elm Avenue North was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) He said he's had a number of comments from neighbors asking for clarifying information. They haven't heard any concerns with what is being requested. Public hearing opened at 5:39 p.m. No comments were made regarding this request. Public hearing closed at 5:40 p.m. A motion was made by Eickhoff and seconded by Wilson to recommend City Council approval of this vacation of a portion of a utility easement as described in the staff report. All Commissioners voting Aye, the motion carried.

1213 Elm Ave N City of Owatonna

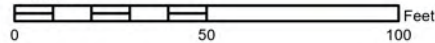


1213 Elm Ave N
City of Owatonna

PIN: 17-235-0101
Acres: 0.332 ac.



1:600



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.

January 31, 2024

PROPOSED EASEMENT VACATION

PART OF LOT 1, BLOCK 1, HABERMAN ADDITION OWATONNA, STEELE COUNTY, MINNESOTA

PREPARED EASEMENT VACATION DESCRIPTION

All that part the existing drainage and utility easement on the north side of Lot 1, Block 1, HABERMAN ADDITION, as the same is platted and recorded in the Office of the Steele County Recorder, Steele County, Minnesota, described as follows:

Commencing at the northwest corner of said Lot 1; thence South 01°46'35" East a distance of 6.00, on the west line of said Lot 1 to the south line of said drainage and utility easement; thence North 89°48'52" East a distance of 74.26 feet, on said south line to a point on the exterior face of the existing building wall, said point being the point of beginning;

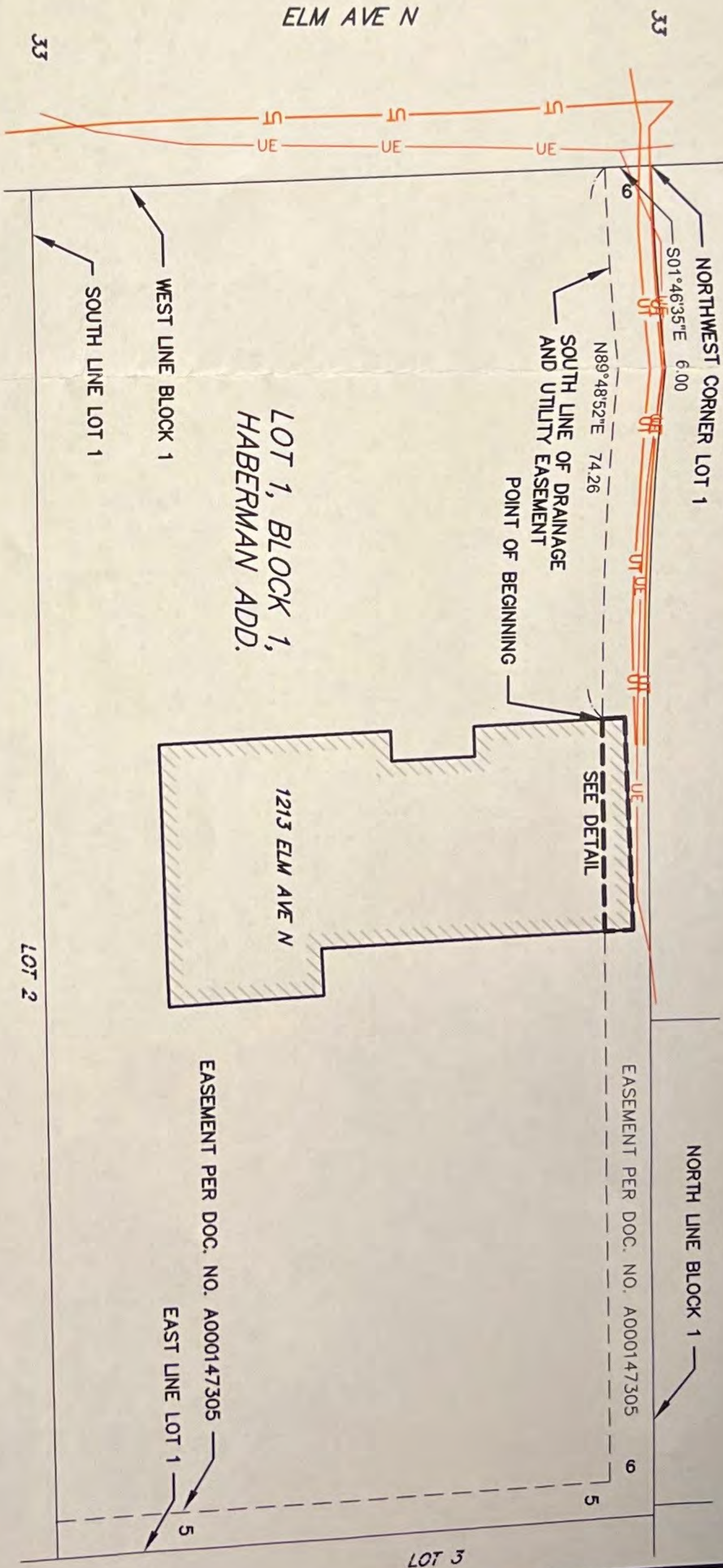
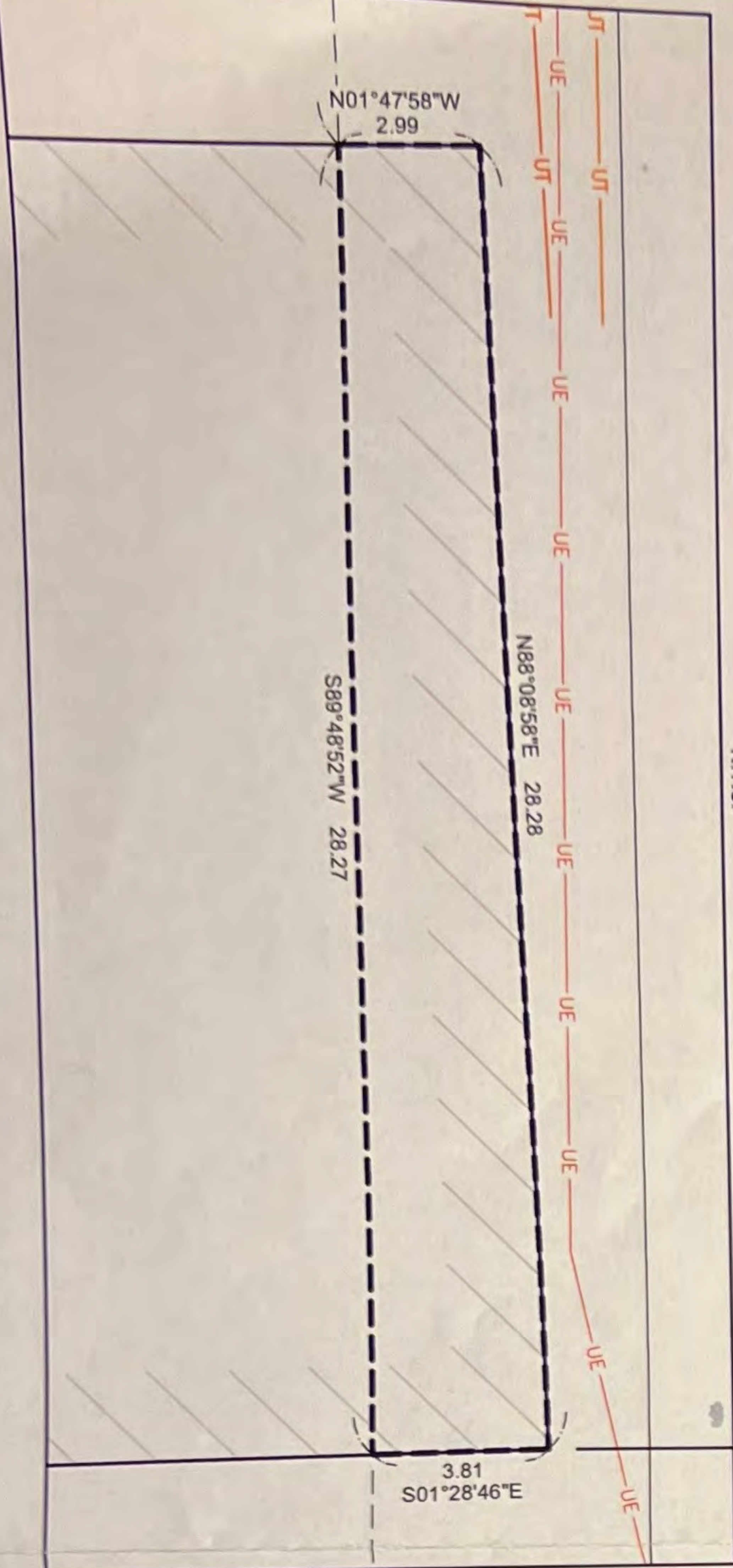
thence North 01°47'58" West a distance of 2.99 feet, to the northwest corner of said exterior wall;

thence North 88°08'58" East a distance of 28.28 feet, to the northeast corner of said exterior wall;

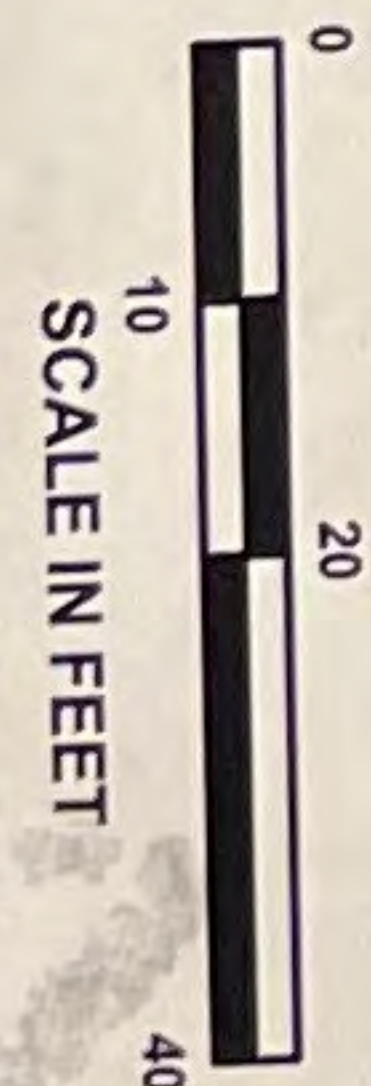
thence South 01°28'46" East a distance of 3.81 feet, on said exterior building wall to the south line of said easement;

thence South 89°48'52" West a distance of 28.27 feet, to the point of beginning.

DETAIL N.T.S.



LEGEND:
— UT — = Underground Telephone
— UE — = Underground Electric



LEGAL DESCRIPTION OF RECORD

Lot 1, Block 1, HABERMAN ADDITION,
OWATONNA, MINNESOTA

FOR: BRENT SHERWIN

Date: 01/11/2024
Drawn by: SAT
Field Book: -
Coord-System: MNDOT CO. NAD83 (11)
Job No: 23-1239
File: -

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

Date: 1/12/24
Scott A. Tuchenhagen
L.S. No. 52646

COPYRIGHT
by JONES, HAUGH & SMITH INC.
This drawing and format are protected by Copyright and all rights are reserved. The use of this drawing and format is strictly prohibited without the written consent and permission of Jones, Haugh & Smith Inc.



**JONES
HAUGH
SMITH**
Engineers + Surveyors
515 South Washington Ave.
Albert Lea, MN 56007
507-373-4876
415 West North Street
Owatonna, MN 55060
507-451-4588

1-22-2024

TO: City of Owatonna

I am requesting an easement vacation for the Northside of my Home at 2012 N Elm Ave.

The existing Garage encroaches on the existing easement. The Garage was pre-existing to my purchase of the home and prior to the seller of the home to me. I have now sold the home but to close the deal I must have the Easement vacated to allow the home to be sold and title insurance issued.

I am working with the new owners Elizabeth A. Mettillie and Nickolas R. Johnson to get this done.

Per our agreement I am initiating this action as guided by the city officials.

Please contact me with any concerns or additional needs to move this forward.

Brent Sherwin

bsherwin@northpointfresh.com

651-605-5736



CITY OF
OWATONNA

Resolutions



DATE: February 20, 2024
TO: Mayor and City Council
FROM: Jeffrey Mundale, Police Chief
SUBJECT: Resolution 11-24: Life Fitness Donation to Police Department

Purpose:

Requesting Council approval of Resolution 11-24 to accept a donation of property from Life Fitness - Owatonna Division.

Background:

The Police Department has received an offer of a generous gift from Life Fitness in the form of strength equipment to be exclusively used for the police department fitness room. The gift includes the following:

- Hammer Dumbbell Set 5-50 LB
- Hammer Dumbbell Set 55-75 LB
- Optima Three Tier Dumbbell Rack
- Cybex Adjustable Bench

The total value of this donation is \$6,681

Before accepting such gifts, Minnesota Statute §465.03 and §465.04 govern gifts to municipalities and require a Council Resolution.

Budget Impact:

None

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Resolution 11-24 Life Fitness Donation
2. Items Received - Owatonna Police Department

RESOLUTION NO. 11-24
RESOLUTION TO ACCEPT A DONATION TO THE CITY

WHEREAS, the City of Owatonna is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section §465.03 for the benefit of its citizens and under §465.04 for the use and benefit of the city and its inhabitants upon terms and conditions approved by City Council; and

WHEREAS, the following persons and entities have offered to contribute real property set forth below to the city:

<u>Name of Donor</u>	<u>Amount/Value</u>
Life Fitness Strength Equipment	\$6,681

; and

WHEREAS, the terms or conditions of the donation are for the police department's specific use; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

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

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

Passed and adopted this ____ day of _____, 2024, with the following vote:

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of _____, 2024.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk



Owatonna Police Department

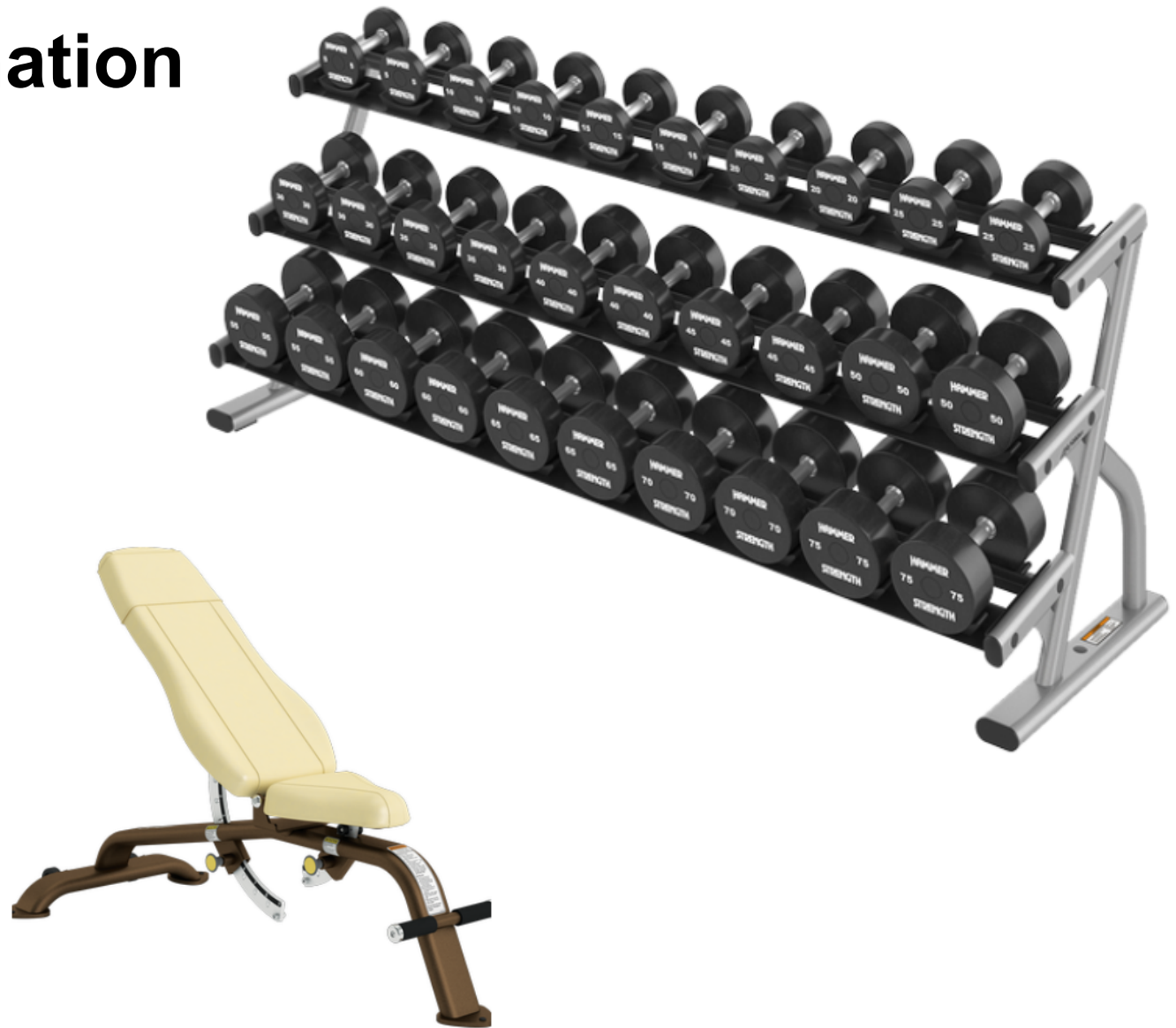
Life Fitness Donation

February 1st, 2024

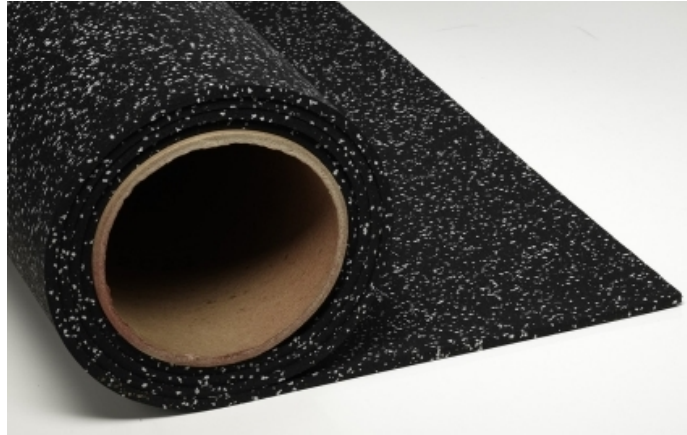
Owatonna Police Dept Donation

- Hammer Dumbbell Set 5-50 LB
 - P/N: HS-DB-2000-02
 - MSRP = \$2,350
- Hammer Dumbbell Set 55-75 LB
 - P/N: HS-DB-2000-03
 - MSRP = \$1,965
- Optima 3 Tier Dumbbell Rack
 - P/N: OP-DB3LS
 - MSRP = \$1,616
- Cybex Adjustable Bench
 - P/N: 16001
 - MSRP = \$750

• **Total Donation = \$6,681**



Rolled Rubber Flooring





DATE: February 20, 2024
TO: Mayor and City Council
FROM: Jenna Tuma, Parks, Trails, Recreation & Facilities Director
Mary Knudson, Administrative Coordinator
SUBJECT: Resolution 12-24: Support Application - Regional Park Designation in Greater Minnesota

Purpose:

Council to approve Resolution 12-24 to support an application to the Greater Minnesota Regional Park and Trail Commission for Regional Significance for the current Kaplan's Woods, Kaplan's Woods Parkway, Lake Kohlmier and Morehouse Parks/areas.

Background:

Over the last several years, the Parks & Recreation Department has laid the groundwork for designation, specifically the City of Owatonna Parks & Trails System Master Plan (adopted in 2020) and the Parks Master Plans (2022) for this area. This application is the first step in the designation process. There are several layers of review before receiving designation. With successful application and planning, once designated as a Regional Park, the opportunity to access Legacy funding becomes available.

In District 6, there are just five parks designated as *regionally significant*. Owatonna's regional park area provides many unique opportunities not available in District 6, including Mountain Bike Trails, access to the Straight River and other recreational and nature opportunities.

Budget Impact:

There is no budget impact for application.

Staff Recommendation:

Staff recommends approval of this resolution to support this application for regional designation.

Attachments:

1. Resolution 12-24 Support Application - Regional Park Designation

RESOLUTION NO. 12-24

RESOLUTION SUPPORTING REGIONAL PARK OR TRAIL DESIGNATION
APPLICATION IN GREATER MINNESOTA

BE IT RESOLVED that the City of Owatonna, as lead applicant, has the authority to act as legal public sponsor for the application described in the *Request for Designation as a Regional Park or Trail in Greater Minnesota* by the Greater Minnesota Regional Park and Trail Commission.

BE IT FURTHER RESOLVED that as lead applicant we are fully aware of the information provided in the application and associated responsibilities, including long-term commitments as defined in the application and related master plan and supporting information as submitted.

BE IT FURTHER RESOLVED that, should *Owatonna Regional Park* receive formal designation as a Regional Park or Trail in Greater Minnesota by the Commission, that as the lead applicant or joint applicant(s)/partner(s) we have the legal authority to enter into formal designation and funding agreements with the Commission for the referenced park or trail.

BE IT FURTHER RESOLVED that listed applicant certify they will comply with all applicable laws and regulations associated with regional designation and any future grant funding for their respective portions of any project.

Passed and adopted this _____ day of _____, 2024, with the following vote:

Aye _____; No _____; Absent _____.

Approved and signed this _____ day of _____, 2024.

Thomas A. Kuntz, Mayor

ATTEST:

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



DATE: February 20, 2024
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 13-24: VAR-16 Request for an Accessory Structure in a Side Yard at 609 Lincoln Ave S

Purpose:

Approve Resolution 13-24 to approve VAR-16 for an accessory structure in a side yard at 609 Lincoln Ave S.

Background:

See attached staff report. The Planning Commission recommends approval of VAR-16 for an accessory structure in a side yard at 609 Lincoln Ave S.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval of Resolution 13-24.

Attachments:

1. Resolution 13-24 - VAR-16 Accessory Structure in Side Yard - 609 Lincoln Ave S
2. Staff Report - VAR-16

RESOLUTION NO. 13-24
A RESOLUTION APPROVING VARIANCE VAR-16

WHEREAS, Application VAR-16, a request by Trinity Lutheran Church to allow an accessory structure to be constructed in a side yard where code only permits accessory buildings to be in the rear yard and legally described as follows:

Lots 1 and 2, Block 1, Trinity Lutheran Church Addition, Steele County, Minnesota
; and

WHEREAS, The Planning Commission held a public hearing on February 13, 2024 and recommended approval of VAR-16; and

WHEREAS, on February 20, 2024, the City Council accepted and approved Variance VAR-16, 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-16 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) A building permit will be needed for the pavilion building.
 - B) Separate events by different entities shall not be held at the same times for the building and the pavilion.
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 _____, 2024, with the following vote:

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of _____, February, 2024.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk

February 9, 2024

To: Planning Commission

From: Community Development Department

RE: Application VAR-16, a request by Trinity Lutheran Church to allow an accessory structure to be constructed in a side yard. The applicant is proposing a 780 square foot outdoor pavilion structure. The proposed structure will be part of a larger outdoor courtyard in the Southwest corner of the property.

Application Review:

Applicant/Owner: Trinity Lutheran Church

Location of Property: 609 Lincoln Avenue South

Zoning Map: R-1, Single Family Residential District

Zoning Ordinance: Section 157.040 (A)(1) states that no accessory building or structure shall be erected or located in any required yard other than the rear yard.

Report Attachments:

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

Proposed Development:

- ◆ Application VAR-16, a request by Trinity Lutheran Church to allow an accessory structure to be constructed in a side yard.
- ◆ The proposed structure will be part of a larger outdoor courtyard in the Southwest corner of the property. This courtyard area will contain gardens, fountains, sidewalks and paths as well as the pavilion structure.
- ◆ The applicant is proposing a 780 square foot outdoor pavilion structure.
- ◆ The proposed pavilion will be constructed with a 30' west setback. This will match the existing west line of the primary church building.
- ◆ The pavilion will be open air on 3 sides and will have a back storage room on the north end.
- ◆ The outdoor area will be used for Summer services and other events as described in the applicant's letter.
- ◆ No additional parking is required for this accessory building as it will not be additional occupants.
- ◆ The monument sign will be removed in this area. The sign would be permitted to be relocated within the ordinance if desired.

- ◆ 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 base 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:

Staff is recommending approval of the Application VAR-16, a request by Trinity Lutheran Church to allow an accessory structure to be constructed in a side yard for the property located at 609 Lincoln Avenue S with the following provisions.

- 1) A building permit will be needed for the pavilion building.
- 2) Separate events shall not be held at the same times for the building and the pavilion.

Planning Commission:

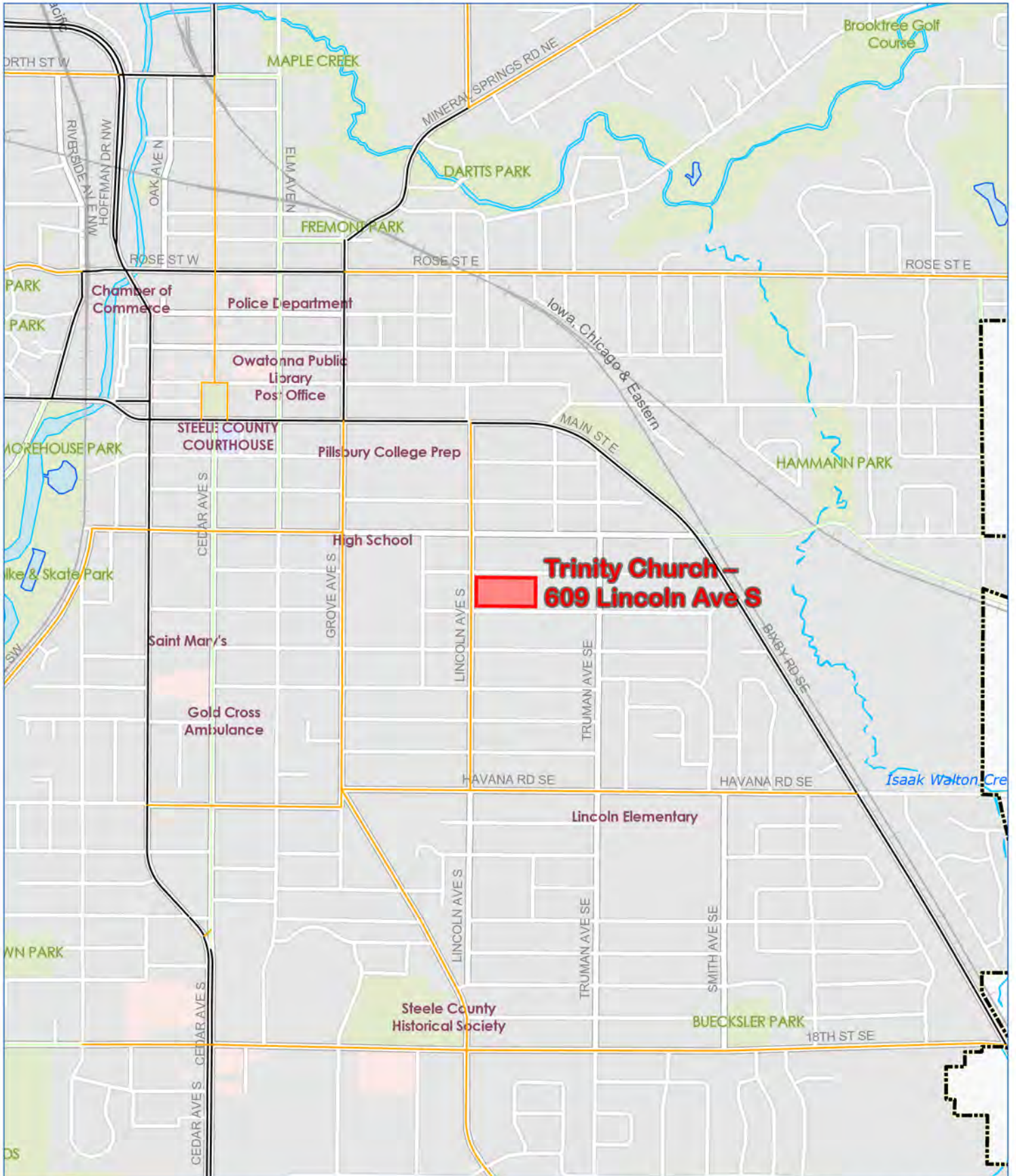
VAR -16, which is a request by Trinity Lutheran Church to allow an accessory structure to be constructed in a side yard at 609 Lincoln Avenue South, was presented by Community Development Manager Greg Kruschke. The applicant is proposing a 780 square foot outdoor pavilion structure. The proposed structure will be part of a larger outdoor courtyard in the Southwest corner of the property. (Refer to report on file.) John Eickhoff abstained from this request due to a potential conflict of interest. Kruschke said that they haven't heard anything from neighbors about this request. Public hearing opened at 5:43 p.m. No comments were made regarding this request. Public hearing closed 5:44 p.m. Kruschke said we haven't had any calls on this request. A motion was made by Meier and seconded by Wilson to recommend City Council approval of Application No. VAR-16 with the following conditions:

- 1) A building permit will be needed for the pavilion building.
- 2) Separate events shall not be held at the same times for the building and the pavilion.

All Commissioners voting Aye, the motion carried.

Trinity Church – 609 Lincoln Ave S

City of Owatonna



Site



Municipal Limits

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.

January 31, 2024

Trinity Church – 609 Lincoln Ave S
City of Owatonna

PIN: 17-625-0101
Acres: 4.877 ac.



VAR-16**Variance Application**

Status: Active

Submitted On: 12/22/2023

Primary Location

609 LINCOLN AVE S

Owatonna, 55060

Owner

Trinity Lutheran Church of Owatonna

LINCOLN AVE S 609 Owatonna, MN 55060

Property Use**Applicant Is..**

Owner

Property Use

Other Uses

Legal Description*PART OF BLK 3 & 4 HEGER ADDITION
TORRENS PROPERTY**Is the work already completed or in progress?***

No

What are you applying for?*

Due to the location of the proposed pavilion structure, Trinity Lutheran Church is applying for a variance to allow the accessory structure in the side yard of the property

Why do you feel your request should be granted?*

Why do you feel your request should be granted:

The construction of the pavilion would create new options for programs during the warmer weather months.

- We would move our Sunday, 10:45am worship service outdoors during the summer. (We currently do this occasionally outdoors, but the set up and lack of protection from the sun makes it complicated and difficult)
- The space would be available for use by Trinity's Vacation Bible School.
- The space would be available for use by the Trinity Preschool.
- The space could be the site of outdoor family events.
- The space could be the site of small music or drama performances.
- The space could be available for use by other community groups or organizations.

While the structure would be wired for electricity and sound, it would not have a permanent sound system. We would roll a portable system out for usage when needed.

Comments

 **Planning Comments**

 **Engineering Comments**

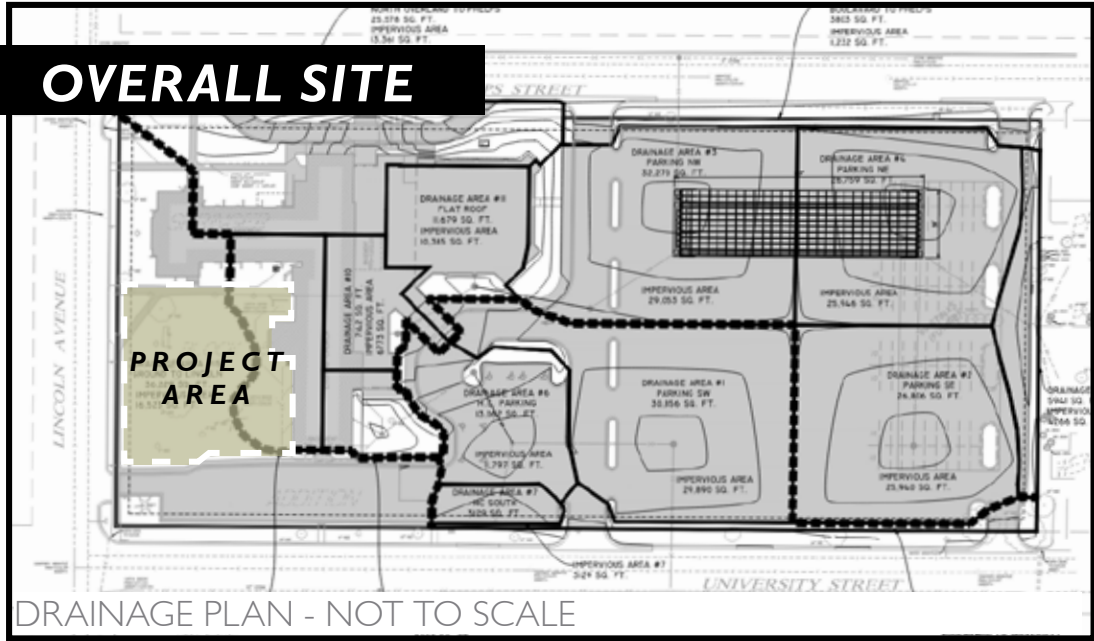
 **Stormwater Comments**

 **OPU Comments**

TRINITY LUTHERAN CHURCH COURTYARD

609 LINCOLN AVE S, OWATONNA, MN 55060

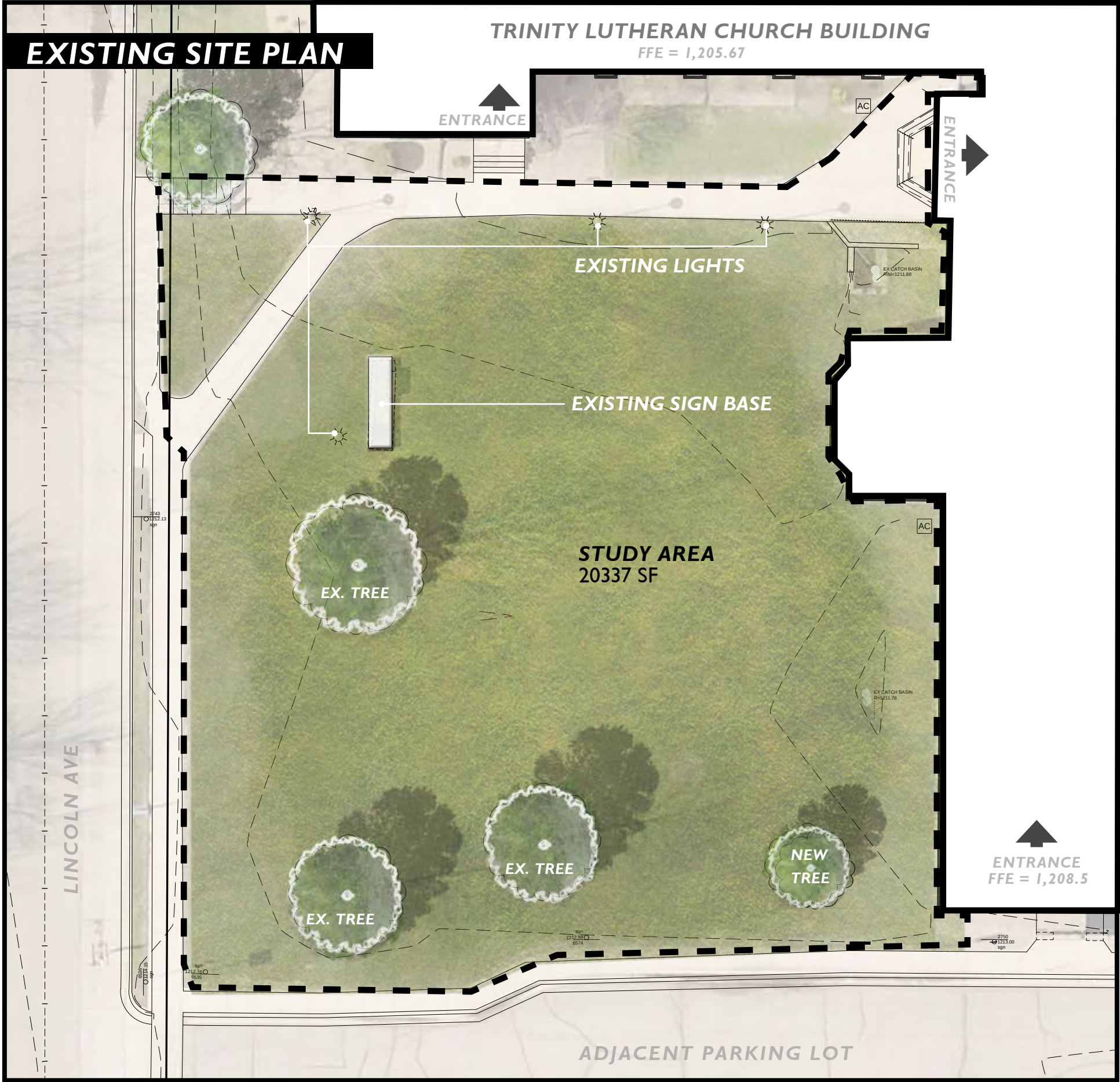
OVERALL SITE



PROJECT AREA



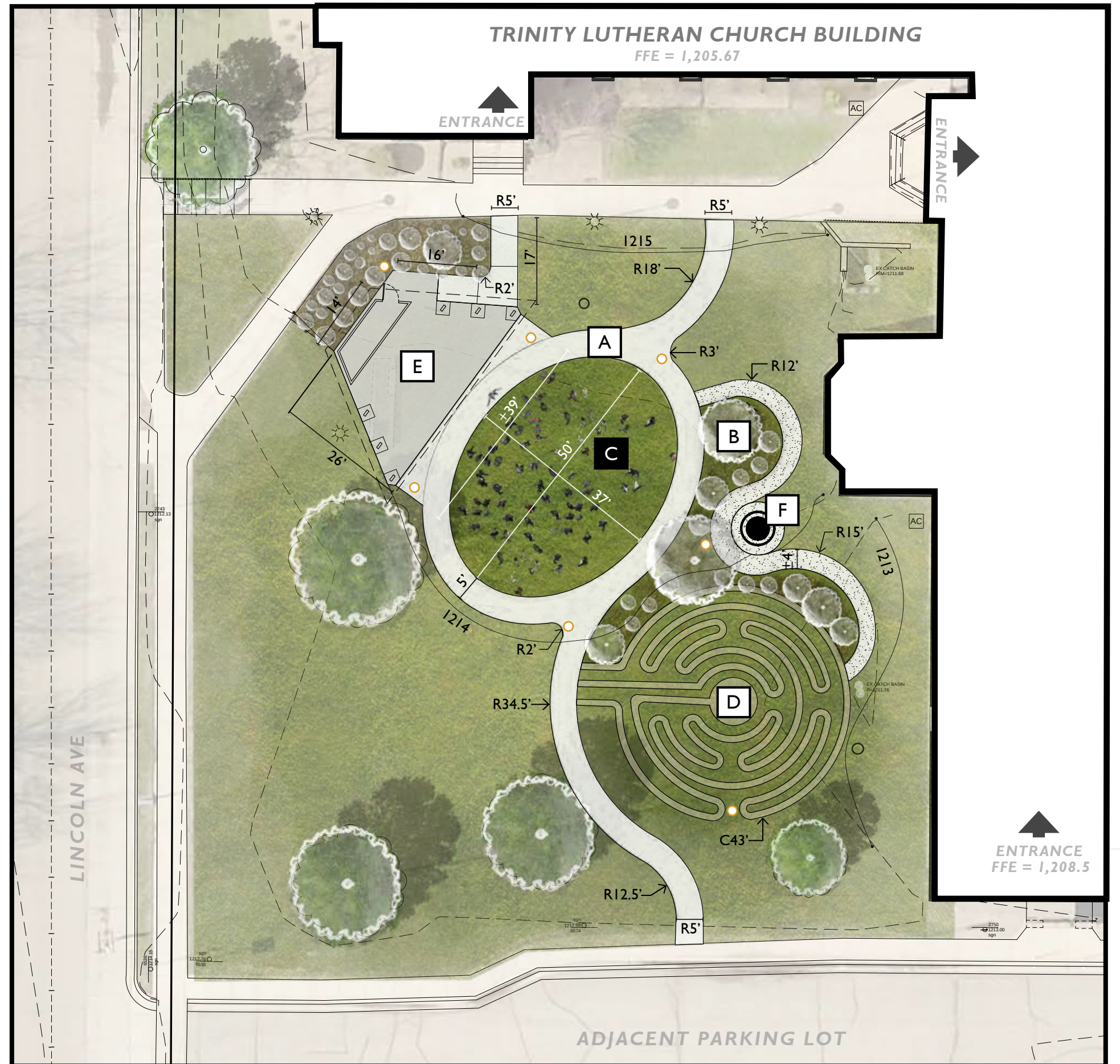
EXISTING SITE PLAN



PREFERRED CONCEPT

LEGEND

- 0 10 20
SCALE IN FEET
SCALE 1" = 10' - 0"



TRINITY LUTHERAN CHURCH COURTYARD

PRECEDENTS + MATERIALS



PAVILION

CEDAR FOREST PRODUCTS



LABYRINTH

MOUNT TABOR PRESBYTERIAN CHURCH, IN



WATER FEATURE

FOUNTIAN POOL OR BASALT COLUMNS



BOLLARD

PATHWAY BOLLARD BEGA 82 218



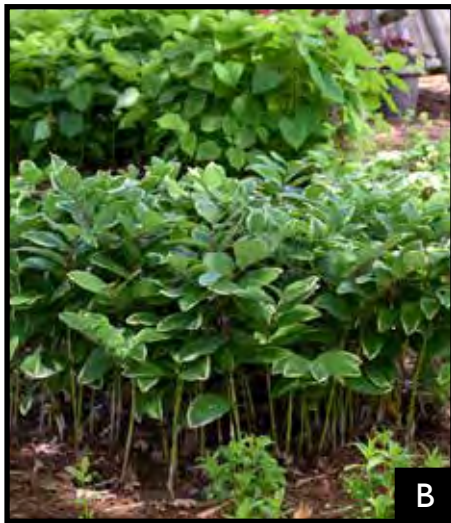
PAVERS

BLUESTONE SLABS (LABYRINTH PATH)



PLANTING

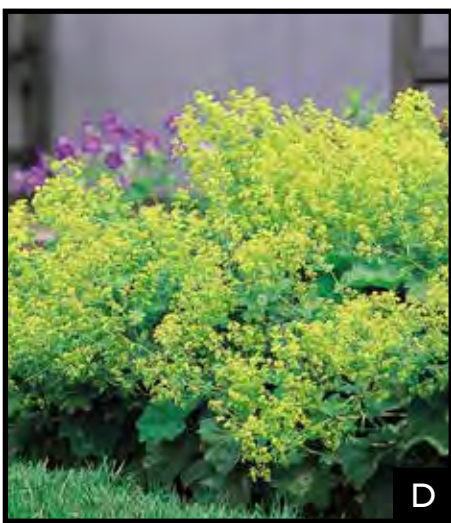
SPRING SNOW CRAB
APPLE



JACOBS LADDER



COMMON YARROW



LADY'S MANTLE



CORSICAN MINT



BLACK-EYED SUSAN

TRINITY LUTHERAN CHURCH COURTYARD

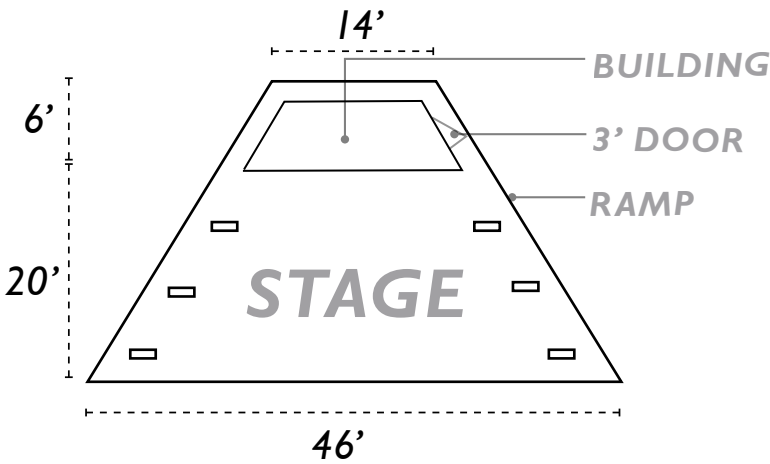
PREFERRED PAVILION:

REQUIREMENTS:

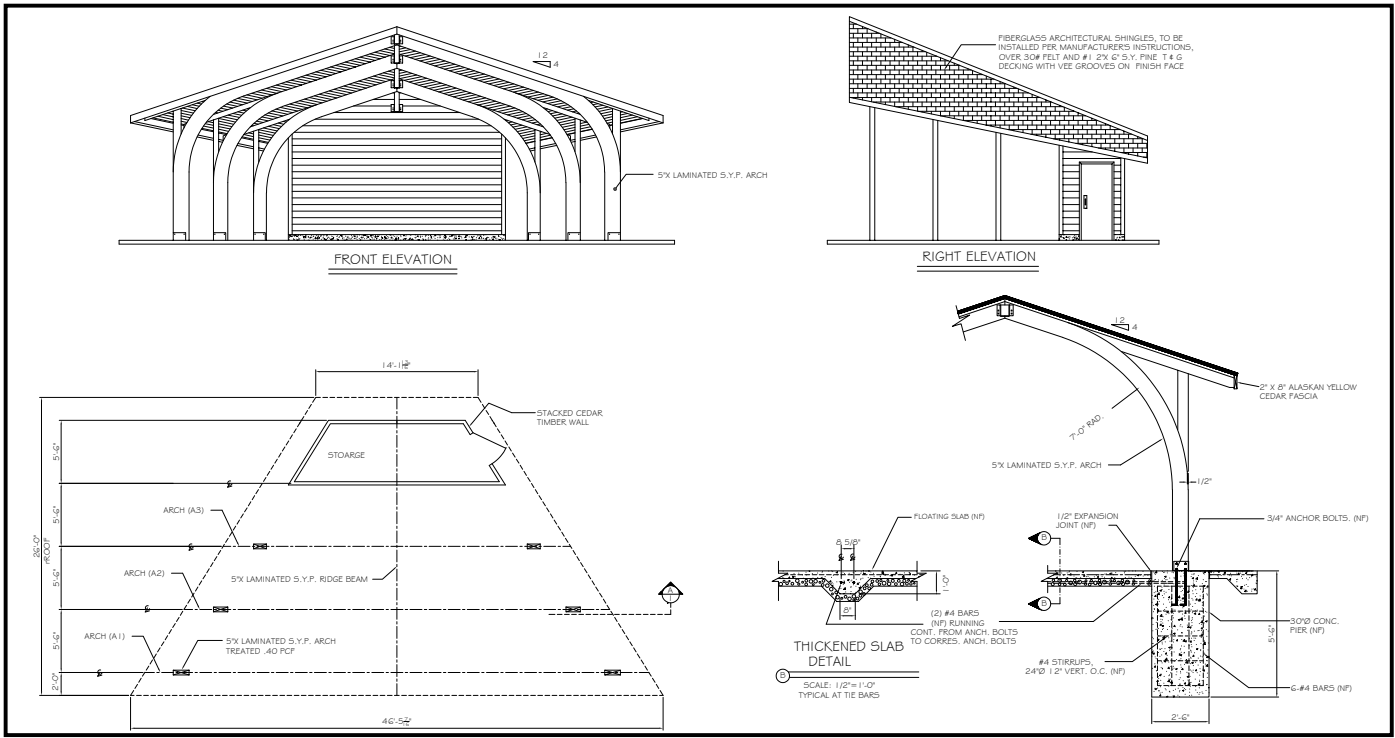
- COVERED STAGE AREA
- ACCOMMODATES 8 PEOPLE AND INSTRUMENTS
- ATTACHED/ENCLOSED SPACE FOR ELECTRICAL
- MINIMAL PERFORMANCE LIGHTING

PRODUCT COMPARISONS:

IDEAL PRODUCT SIZE:



LARGER PAVILION

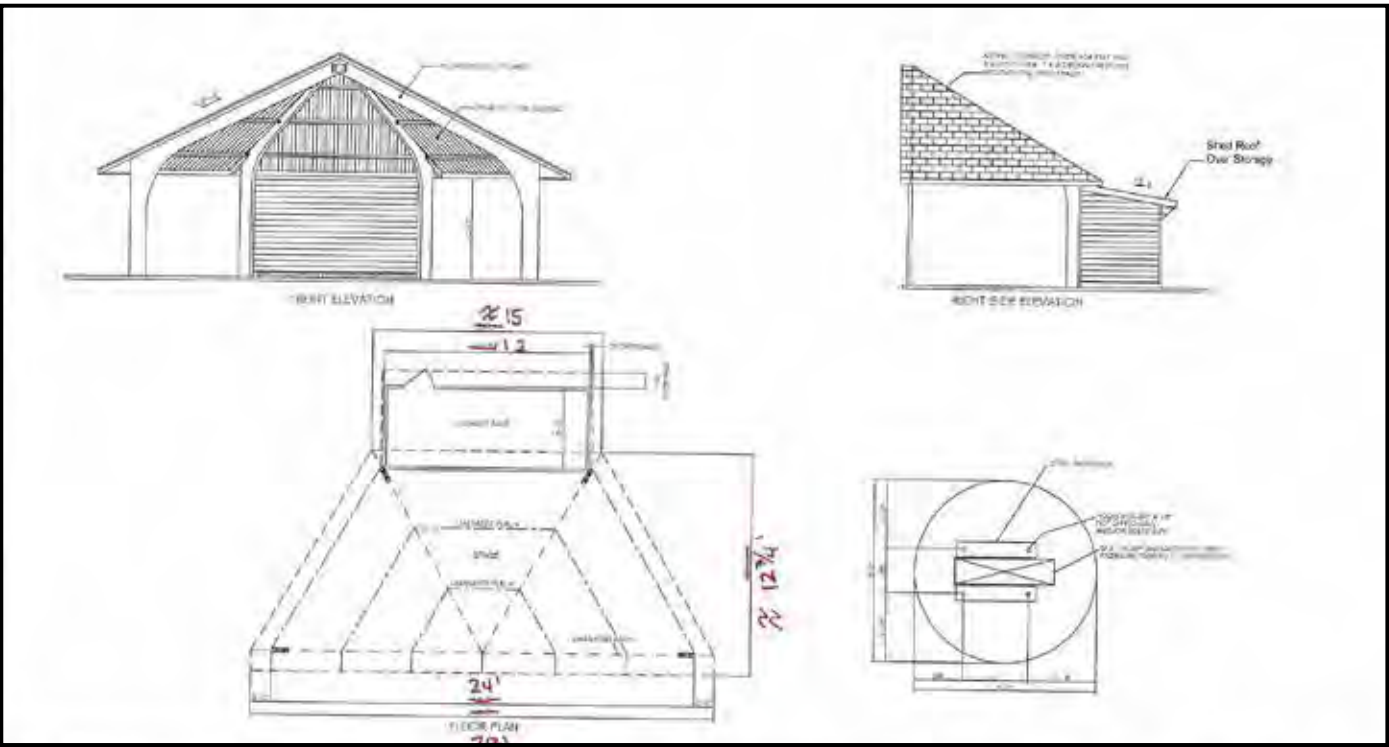


- MANUFACTURER: CEDAR FOREST PRODUCTS
- PRODUCT MODEL: CUSTOM BAND-4
- CUSTOM STAGE SIZE: 46' X 26'
- CUSTOM BUILDING SIZE: 15' X 6'
- MATERIALS: CEDAR, STEEL, GLULAM, METAL
- COST +/- : \$105,980 (MATERIALS)

PRODUCT PHOTO:



SMALLER PAVILION



- MANUFACTURER: CEDAR FOREST PRODUCTS
- PRODUCT MODEL: CUSTOM BAND-3
- CUSTOM STAGE SIZE: 28' X 12'
- CUSTOM BUILDING SIZE: 12' X 6'
- MATERIALS: CEDAR, STEEL, GLULAM, METAL
- COST +/- : \$64,050 (MATERIALS)

This project features a pavilion, a garden, large open lawn, prayer labyrinth and water feature.

The construction of the pavilion, garden and the large open lawn space would create new options for programs during the warmer weather months.

- We would move our Sunday, 10:45am worship service outdoors during the summer. (We currently do this occasionally outdoors, but the set up and lack of protection from the sun makes it complicated and difficult)
- The space would be available for use by Trinity's Vacation Bible School.
- The space would be available for use by the Trinity Preschool.
- The space could be the site of outdoor family events.
- The space could be the site of small music or drama performances.
- The space could be available for use by other community groups or organizations.

While the structure would be wired for electricity and sound, it would not have a permanent sound system. We would roll a portable system out for usage when needed.

The garden, water feature and prayer labyrinth area would offer the community a space for prayer and meditation.



DATE: February 20, 2024
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 14-24: CUP-12 A Request to open an Adult Day Care at 120 Broadway Street W

Purpose:

Approve Resolution 14-24 to approve CUP -12 for an Adult Day Care at 120 Broadway Street W.

Background:

See Attached. The Planning Commission is recommending approval of CUP-12 to allow an adult day care at 120 Broadway Street W.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval of Resolution 14-24.

Attachments:

1. CUP-12 Hussein Adult Day Care CUP
2. Resolution 14-24 CUP-12 Hussein Adult Day Care - 120 Broadway St W

February 8, 2024

To: Planning Commission

From: Community Development Department

RE: CUP-12 by Ibrahim Hussein, a request to open an Adult Day Care facility on the subject property.

Application Review:

Applicant/Owner: Ibrahim Hussein

Location of Property: 120 Broadway Street W

Zoning Map: B-3, Central Business District

Zoning Ordinance: Ordinance 157.021 States that an Adult Day Care is only permitted as a Conditional Use Permit within the B-3 District.

Report Attachments:

1. Location Map
2. Aerial Photo
3. Building Plans
4. Application Letter

Proposed Development:

- CUP-12 by Ibrahim Hussein, a request to open an Adult Day Care facility on the subject property.
- All Day care centers (Child & Adult) are a conditional use permit in all commercial zoning districts.
- The applicant will be dedicating approximately 1200 square feet in the existing building to the Adult Day care use.
- Adult day care is a type of care service designed to meet the health, social, and therapeutic needs of adults in a professionally staffed and structured community setting. The primary purpose of adult day care is to provide care and supervision to adults during the day while allowing them to return to their homes in the evenings.
- The day care may service up to 26 clients. The applicant is stating the that Adult Day Care will be open from 9am – 3pm.
- No additional parking is required for this building as it is an existing building within the B-3 District. Public Parking is available around this use.
- Clients are typically dropped off at the facility.
- This type of use is licensed by the State of MN which is administered by Steele County.
- As of the time of this report staff has heard from 2 neighbors, both asking clarifying questions. The email I received has been attached.

Findings

- ◆ 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 this conditional use permit to allow an adult day care facility at 120 Broadway Street W.

- 1) The use shall not exceed 26 clients without amending this conditional use permit.
- 2) All signs shall have sign permits and meet the requirements of the B-3 District.
- 3) All building code requirements shall be met.

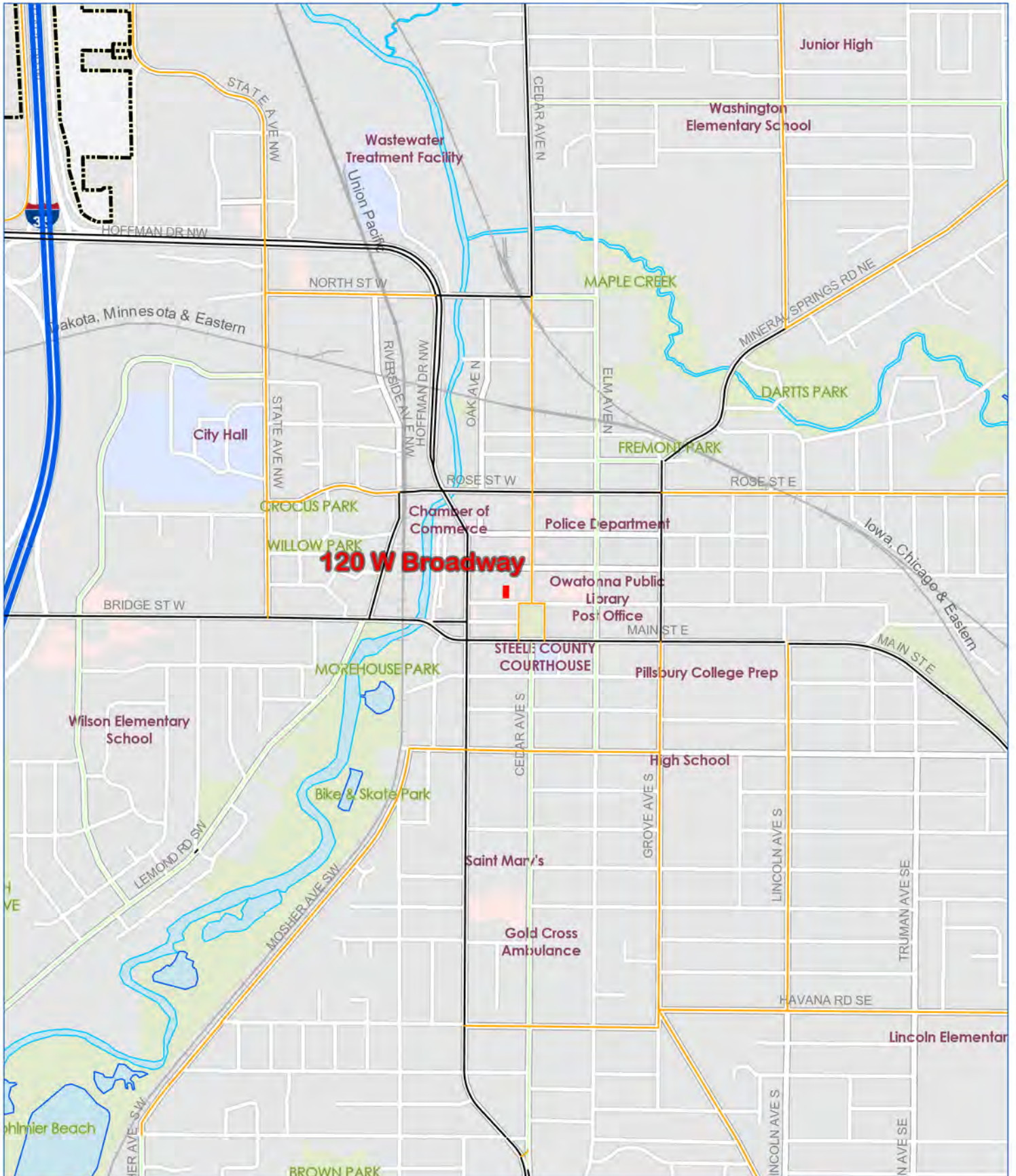
Planning Commission:

Application CUP-12, which is a request by Ibrahim Hussein to open an Adult Day Care facility on the subject property located at 120 Broadway Street West, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) As of the time of the report, staff had heard from two neighbors, both asking clarifying questions. One requested her email be included in the packet. He's spoken with two people since who were just wondering what an adult daycare is. Public hearing opened at 5:34 p.m. Jerry Besser, property owner of 114 Cedar Avenue North, said he's all for an adult daycare. His concern is that they've invested a lot of money in the streetscape and encourage people to stroll, shop, and eat downtown. This area is more retail space and he said he just questioned having an adult daycare in the downtown area. He said it would be better located outside of the downtown area. He said he's at the age where he might not be too far from needing that kind of service. He said he's also concerned about traffic on Broadway and asked if they'd be coming and going all day. Kruschke said they'd be coming and going during the hours of operation from 9 a.m. to 3 p.m. Public hearing closed at 5:36 p.m. Springer-Gasner asked if drop offs would just be on Broadway or would they have access off the back alley. Kruschke said they could use both doors. Meier said he thinks 26 cars hit and miss over a certain timeframe probably wouldn't be noticed too much with the existing traffic down there. He said it would be one thing if there were 26 cars parked all day, but cars just coming and going isn't a whole lot more added to morning traffic. Eickhoff said he thinks there is definitely a need in the community for this. A motion was made by Eickhoff and seconded by Springer-Gasner to recommend City Council approval of this Conditional Use Permit to allow an Adult Day Care facility at 120 Broadway Street West with the following provisions:

- 1) The use shall not exceed 26 clients without amending this Conditional Use Permit.
- 2) All signs shall have sign permits and meet the requirements of the B-3 District.
- 3) All building code requirements shall be met.

All Commissioners voting Aye, the motion carried.

120 W Broadway City of Owatonna



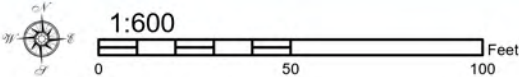
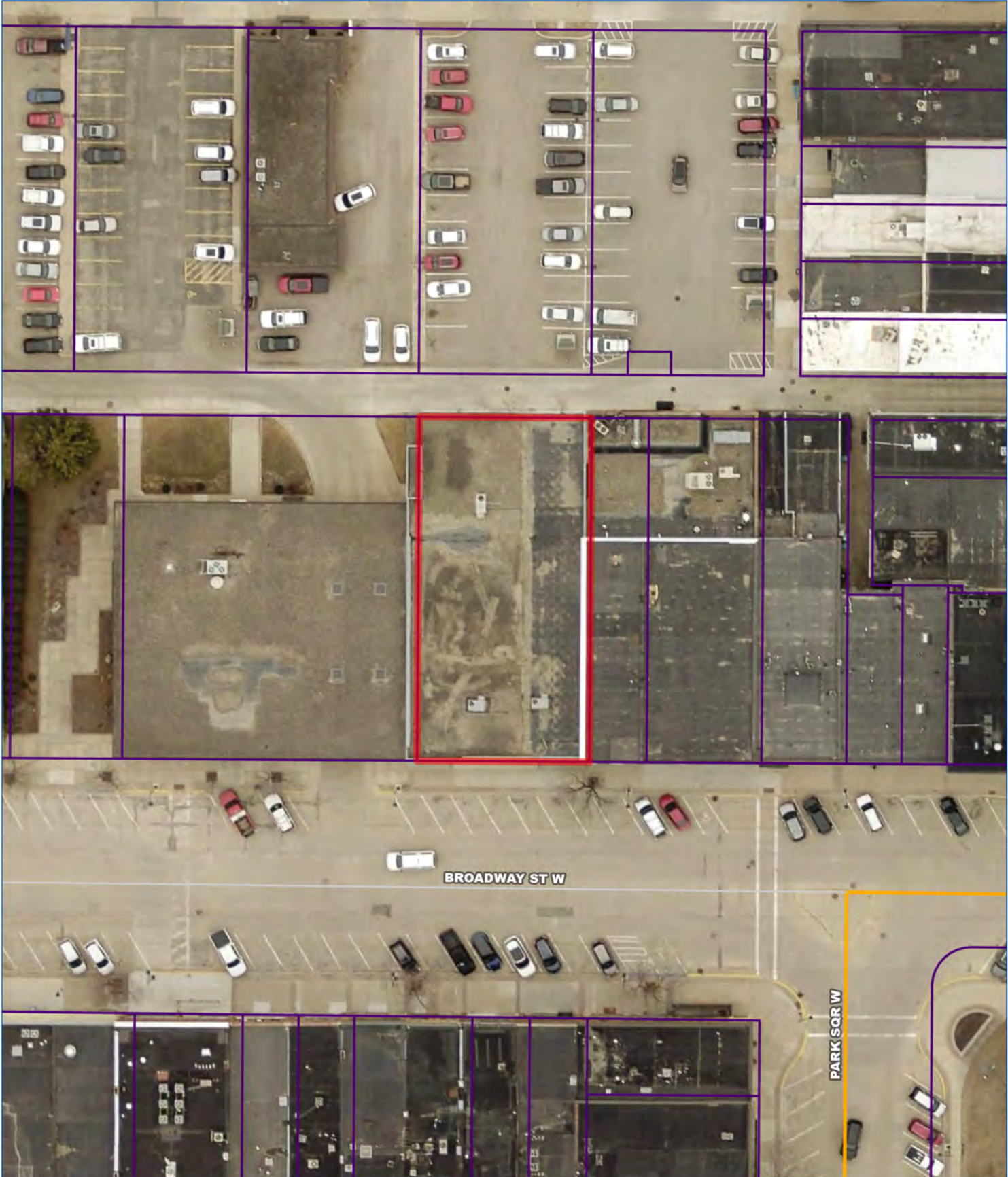
Site
Municipal Limits

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.

January 31, 2024

120 W Broadway
City of Owatonna

PIN: 17-100-0309
Acres: 0.2 ac.



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.

January 31, 2024

120 W.
BROADWAY

OWATONNA, MN

CODE REVIEW:

BUILDING CODE: 2020 MN STATE BUILDING
2020 MN ACCESSIBILITY CODE
2020 MINNESOTA CONSERVATION CODE
FOR EXISTING BUILDINGS
2020 MINNESOTA STATE FIRE CODE
2020 MINNESOTA MECHANICAL AND FUEL
GAS CODE
2020 NEC
2020 MINNESOTA PLUMBING CODE
CITY OF OWATONNA ZONING ORDINANCES

PROJECT SUMMARY: OFFICE BUILD-OUT
PROPERTY ADDRESS: 120 W. BROADWAY
OWATONNA, MN

ALLOWABLE AREA: 36,000 SQ. FT. (B - MOST
RESTRICTIVE) (TABLE 506.2)
ACTUAL AREA:
(FOOTPRINT)
8,598 SQ. FT.

FIRE AREA: 8,261 SQ. FT. (MAIN LEVEL)
5,280 SQ. FT. (LOWER LEVEL)
13,541 SQ. FT. TOTAL

ALLOWABLE STORIES: 2 STORIES (E- MOST
RESTRICTIVE) (TABLE 504.4)

ACTUAL STORIES: ONE + BASEMENT
FIRE ALARM: REQUIRED THROUGHOUT BUILDING
(907.2.3)
* PROVIDE SMOKE DETECTION
IN CORRIDORS
* PROVIDE MANUAL FIRE
ALARM BOXES IN ROOMS
102B, 108 + 116

OCCUPANCY: MIXED USE - NONSEPARATED
CLASSIFICATION: S-1 (STORAGE)
CLASSIFICATION: B (OFFICE AREA)
CLASSIFICATION: E (EDUCATIONAL)
(BASEMENT UNOCCUPIED: DIRT FLR)

CONSTRUCTION TYPE: TYPE V-B (COMBUSTIBLE)
AUTOMATIC SPRINKLER
SYSTEM: SPRINKLERS ARE PROVIDED
THROUGHOUT THE BUILDING
CALCULATED
OCCUPANT LOAD:
OCCUPANT LOAD PER
TABLE 1004.5

S-1 (STORAGE) = 928/300 = 4 OCC
B (OFFICE) = 6325/150 = 42 OCC
E (EDUCATION) = 910/35 = 26 OCC
TOTAL = 71 OCCUPANTS

CARE FACILITY
TYPE: * ADULT DAYCARE CENTER
< 24 HOURS PER DAY
* 6 OR MORE CARE
RECIPIENTS, AGE 13 AND
OLDER, ALL CAPABLE OF
SELF-PRESERVATION
WITHOUT ASSISTANCE
* E OCCUPANCY

COMMON PATH OF
EGRESS TRAVEL
(TABLE 1006.2.1): B & S OCCUPANCY WITH
SPRINKLER SYSTEM: 100 FEET

EXIT ACCESS TRAVEL
DISTANCE (TABLE
1017.2): S-1 OCCUPANCY WITH SPRINKLER
SYSTEM: 250 FEET
B OCCUPANCY WITH SPRINKLER
SYSTEM: 300 FEET

PLUMBING FIXTURES
(TABLE 2902.1): B (OFFICE) = 1 WC PER 25 FOR THE
FIRST 50 OCC. & 1 WC PER 50
ABOVE 50 OCC., 1 LAV PER 40 FOR
THE FIRST 80 OCC. & 1 LAV PER 80
ABOVE 80 OCC.; 1 PER 100 DRINKING
FOUNTAIN

E (EDUCATION) = 1 WC PER 50 OCC.,
1 LAV PER 50 OCC.; 1 PER 100
DRINKING FOUNTAIN

S-1 (EQUIPMENT STORAGE) = 1 WC
PER 100 OCC., 1 LAV PER 100 OCC.; 1
PER 1000 DRINKING FOUNTAIN

B OCCUPANTS = 42 (21 MEN, 21
WOMEN) = 0.84 WC EACH; 0.53 LAV
EACH; 0.42 D.F.

E OCCUPANTS = 26 (13 MEN, 13
WOMEN) = 0.26 WC EACH; 0.26 LAV
EACH; 0.26 D.F.

EXIST. S-1 OCCUPANTS = 4 (2 MEN,
2 WOMEN) = 0.02 WC EACH; 0.02 LAV
EACH; 0.01 D.F.

REQUIRED:
MEN: 2 WC, 1 LAV
WOMEN: 2 WC, 1 LAV
1 DRINKING FOUNTAIN

PROVIDED:
EXIST. MEN: 1 WC, 1 LAV
EXIST. WOMEN: 1 WC, 1 LAV
EXIST. 2 DRINKING FOUNTAINS
FUTURE:
UNISEX: 1 WC
1 LAV

PROJECT DIRECTORY:

ARCHITECT
DJ MEDIN architects, inc.
203 n.w. first ave.
faribault, minn. 55021
507-334-2252

CONTACT: DAVID MEDIN
dmedin@djmedinarchitects.com

OWNER

IBRAHIM HUSSEIN
201 E. FRONT ST.
OWATONNA, MN 55060

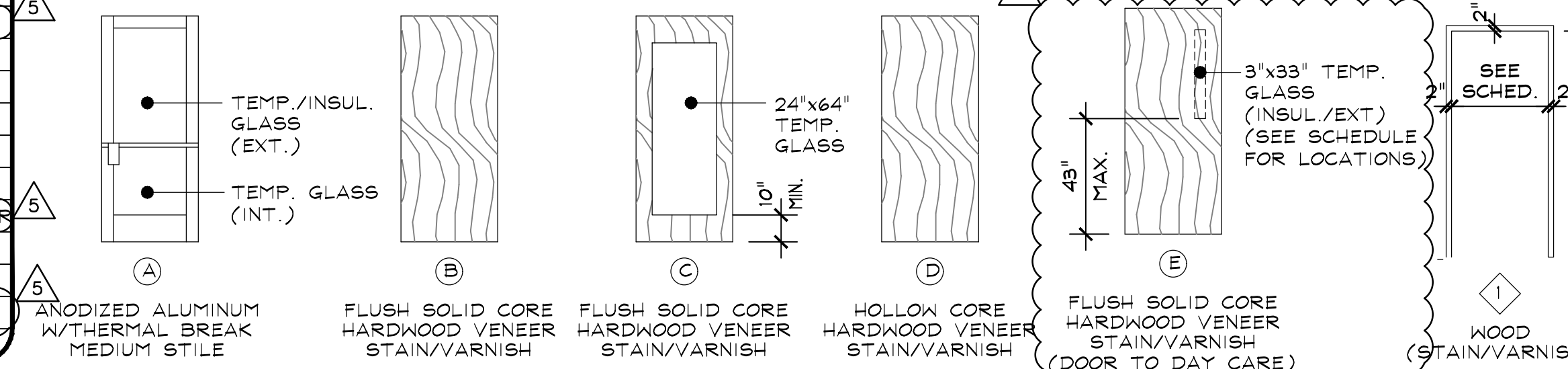
DOOR SCHEDULE

DOOR NO.	DOOR SIZE	DOOR TYPE	DOOR FINISH	FRAME TYPE	HDWE.	JAMB	RAT'G.	REMARKS
100A	3'-0"x7'-0"x1 3/4"	A	EXISTING	-	----	----	----	EXISTING/MODIFY PADDLE RELEASE TO PANIC BAR
100B	3'-0"x7'-0"x1 3/4"	A	EXISTING	-	----	----	----	EXISTING/MODIFY PADDLE RELEASE TO PANIC BAR
100C	3'-0"x7'-0"x1 3/4"	A	EXISTING	-	----	----	----	EXISTING/MODIFY TO PANIC BAR
100D	3'-0"x7'-0"x1 3/4"	A	EXISTING	-	----	----	----	EXISTING/REMOVE DEADBOLT
101	3'-0"x7'-0"x1 3/4"	B	EXISTING	1	----	----	----	LEVER LATCHSET
102A	3'-0"x7'-0"x1 3/4"	B	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
102B	3'-0"x6'-8"x1 3/4"	D	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
103	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
104	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
106A	3'-0"x6'-8"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
106B	3'-0"x6'-8"x1 3/4"	D	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
107	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
108	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
110	3'-0"x7'-0"x1 3/4"	(E)	STAIN/VARNISH	1	----	----	----	CLASSROOM LEVER LOCKSET
111	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
112	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
113	3'-0"x7'-0"x1 3/4"	B	EXISTING	-	----	----	----	EXISTING
114	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
114B	3'-0"x6'-8"x1 3/4"	D	EXISTING	-	----	----	----	CLASSROOM LEVER LOCKSET
115	3'-0"x7'-0"x1 3/4"	A	EXISTING	-	----	----	----	EXISTING/MODIFY PADDLE RELEASE TO PANIC BAR
116A	3'-0"x7'-0"x1 3/4"	B	EXISTING	-	----	----	----	EXISTING
116B	EXISTING O.H.	-	EXISTING	-	----	----	----	EXISTING
116C	3'-0"x7'-0"x1 3/4"	(A)	-	1	----	----	----	PRIVACY LEVER LOCKSET

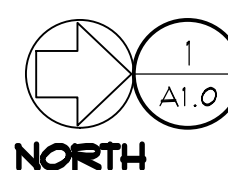
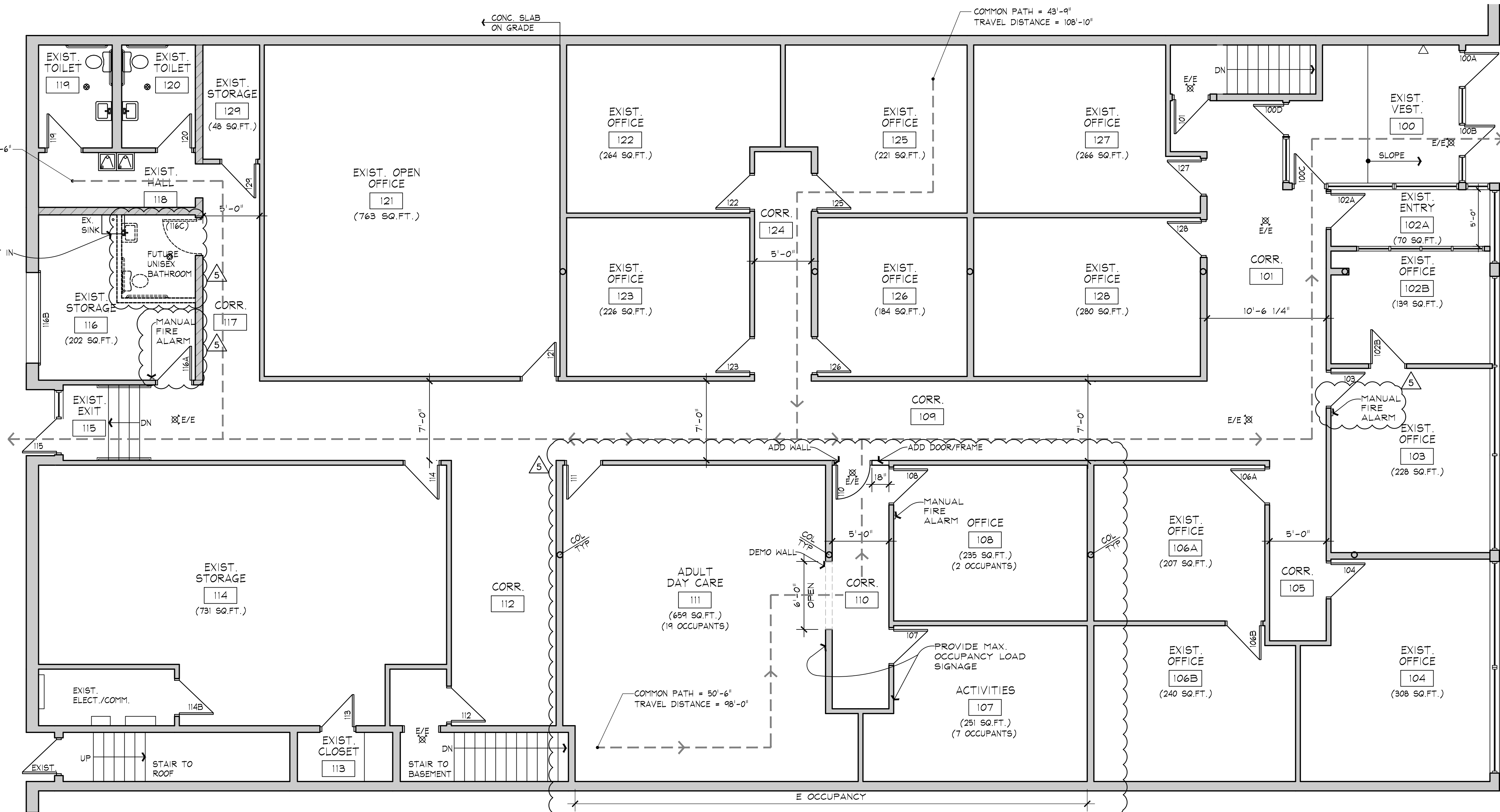
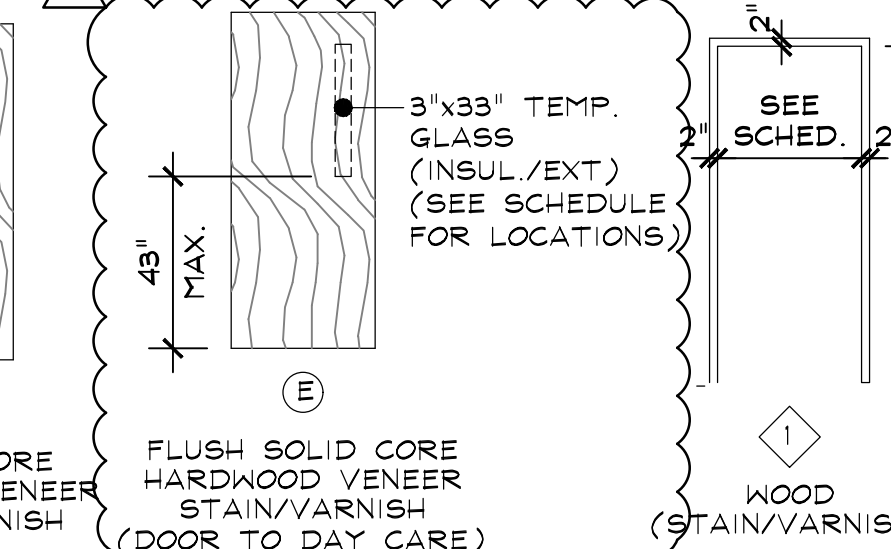
DOOR SCHEDULE CONT.

DOOR NO.	DOOR SIZE	DOOR TYPE	DOOR FINISH	FRAME TYPE	HDWE.	JAMB	RAT'G.	REMARKS
119	3'-0"x7'-0"x1 3/4"	A	EXISTING	-	----	----	----	REMOVE EXISTING HANDLES & ADD PRIVACY LEVER LOCKSET/REVERSE SWING
120	3'-0"x7'-0"x1 3/4"	A	EXISTING	-	----	----	----	REMOVE EXISTING HANDLES & ADD PRIVACY LEVER LOCKSET/REVERSE SWING
121	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
122	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
123	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
125	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
126	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
127	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
128	3'-0"x7'-0"x1 3/4"	C	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET
129	3'-0"x7'-0"x1 3/4"	B	EXISTING	1	----	----	----	CLASSROOM LEVER LOCKSET

DOOR TYPES



FRAME TYPES



FLOOR PLAN

SCALE: 3/16" = 1'-0"

- * OCCUPANTS: 31 < 49.0
- * 1 EXIT
- * E 'OCCUPANCY' W/ OCCUPANTS CAPABLE OF SELF-PRESERVATION
- * VERIFY ALARM UPDATES W/ CUSTOM ALARM
- EST. COST: \$4,700.00 (x20% = \$940.00)

DESIGNED	DJM
DRAWN	LMM
CHECKED	DJM
PROJECT	23-039
REVISIONS	
1	REVISION FEB. 18, 2022
2	REVISION MAR. 29, 2022
3	REVISION MAY. 3, 2022
4	REVISION MAY. 25, 2022
5	REVISION DEC. 18, 2023

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 architect under the laws of the state of Minnesota. (architectural only)

DAVID J. MEDIN
DAVID J. MEDIN

License No. 9896
Date Dec 18, 2023

120 W. BROADWAY
(ADULT DAY CARE)

OWATONNA, MINNESOTA

DJ MEDIN
architects, inc.
203 n.w. First Ave.
Faribault, MN 55021
507/334-2252

DOOR SCHEDULE &
FLOOR PLAN

A1.0

Adult day care Overview:

The Adult day care center is a community-based project aimed at establishing a safe, supportive, and engaging environment for older adults and individuals with disabilities during daytime hours. The center will provide a range of services, activities, and socialization opportunities to enhance the well-being of participants and offer respite for family caregivers.

Community Impact:

The Enriching Lives Adult Day Care Center aims to positively impact the community by:

- Improving the overall well-being of participants and enhancing their quality of life.
- Providing support to family caregivers, allowing them to maintain a balance between caregiving responsibilities and personal/work commitments.
- Fostering community engagement and reducing social isolation among older adults and individuals with disabilities.

Evaluation:

Regular evaluations will be conducted to assess participant satisfaction, program effectiveness, and overall impact on the community. Adjustments to the program and services will be made based on feedback and changing community needs.

Greg W. Kruschke

From: Anne Lamb <alamb@intouchpt.com>
Sent: Wednesday, February 7, 2024 7:02 PM
To: Greg W. Kruschke
Subject: PUBLIC HEARING ON ZONING ORDINANCE-120 Broadway St West

Dear Greg;

As, a neighboring business owner, I have received a notice of public hearing for a Zoning Ordinance at 120 Broadway St West on 2/13, but was only given 5 business days prior notice. . Unfortunately, I will be out of town all next week and unable to attend the hearing. I am hoping that I can be heard by sending this email or that the hearing can be postponed

I have many questions and concerns about placing an "Adult Daycare" in the middle of an already congested business area.

QUESTIONS/CONCERNS

- 1) What will the hours of operation be?
- 2) What sort of clients will be there, is this medical Daycare, a drug rehab, etc?
- 3) Will there be clients there each day with criminal backgrounds?
- 4) What are the qualifications of the people managing this daycare?
- 5) If I had 26 patients parking all day long there would be not parking left for anyone else. Where will clients be parking or how will they be transported? Parking is at a premium in the area and many of my patients are in the middle of rehabbing and/or convalescing.
- 6) Ten years ago I received a partial grant for signage and took the time and money to make my building blend into a historic area. Overall, I do not see that trend continuing, what type of facade/ signage will this business have?
- 7) I have mentioned parking, I also have concerns about clients loitering on the sidewalks.

I must say that without having the answers to the above questions my gut reaction is that downtown is not the area best suited for such a facility. I believe it would be better suited on the outskirts of downtown.

Respectfully yours,

Dr. Anne Lamb

DPT MSHCA PT

Founder/President

In Touch Physical Therapy

123 W Broadway

Owatonna MN 55060

P: (507)451-7888

F: (507)451-3322

www.intouchpt.com



Like Us On
facebook **f**

RESOLUTION NO. 14-24
A RESOLUTION APPROVING CONDITIONAL USE CUP-12

WHEREAS, Conditional Use No. CUP-12 by Ibrahim Hussein, a request to open an Adult Day Care facility on the subject property and is legally described as follows; and

Lot Five (5) and the East 11'20" of Lot Six (6) and the West 21'2" of Lot Six (6) Block Three (3) Original Town, Now City of Owatonna, Steele County, Minnesota

WHEREAS, The Planning Commission held a public hearing on February 13, 2024 and recommended approval of CUP-12 and

WHEREAS, on February 20, 2024, the City Council accepted and approved Conditional Use CUP-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 CUP-12 Staff Report.

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

1. That said conditional use permit is in accordance with and conformity to the plans and regulations established by the City and the comprehensive plan for the development of the City.
2. That said conditional use permit be and the same hereby is approved with the following conditions:
 - a. The use shall not exceed 26 clients without amending this conditional use permit.
 - b. All signs shall have sign permits and meet the requirements of the B-3 District.
 - c. All building code requirements shall be met.
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 _____, 2024, with the following vote:

Aye __; No __; Absent __.

Approved and signed this ____ day of _____, February, 2024.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk



Owatonna Fire Fighters Relief Association

107 West Main Street
Owatonna, Minnesota 55060-2913

Nic Thamert
Treasurer
Phone (507)676-1448

DATE: February, 9th 2024
TO: Mayor and City Council, City Administrator
FROM: Nic Thamert, Treasurer
SUBJECT: Pension Increase

Purpose:

Approval Resolution 15-24 approving an increase of \$1,000.00 in retirement pension.

Background:

Annually, the Relief Association reviews the percent funded of the account. Guidelines previously approved by council are as follows. Currently fund requirements are a minimum of 120% funded with additional fund percentages to increase the pension lump sum. After the proposed increase of \$1,000, the fund will be over 148% funded.

Budget Impact:

This Increase should not affect nor impact city budget unless fund becomes underfunded which is in the 85% funded range. Revenue for the increase is funded by receiving 2% insurance premium, and supplemental government aid from the State of Minnesota, and investments within the association.

Staff Recommendation:

Staff recommends approval of Resolution 15-24.

If you have any questions or concerns regarding this issue, please contact me. Sincerely,

Nic Thamert

Nic Thamert, Treasurer

Attachment: Resolution 15-24: Request Pension Increase

RESOLUTION NO. 15-24

A RESOLUTION APPROVING AN INCREASE
FOR FIRE FIGHTERS PENSION

WHEREAS, the Owatonna Firefighters Relief Association has served as a collective arm of the Owatonna Fire Department since 1895; and

WHEREAS, the Owatonna Firefighters Relief Association manages the pension account for the Owatonna Fire Fighters; and

WHEREAS, the City of Owatonna has set guidelines for management of the fire fighters pension account which requires a minimum of 120% funded, and

WHEREAS, the Owatonna Firefighters Relief Association has reviewed the current fund balance and request a pension increase of \$1,000 per year to \$11,500 as a level of benefit.

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

The Owatonna Firefighters Pension amount will receive an increase by \$1,000 to \$11,500 benefit level for 2024.

Passed and adopted this ____ day of _____, 2024, with the following vote:

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of _____, 2024.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk



DATE: February 20, 2024
TO: Mayor and City Council
FROM: Troy Klecker, Community Development Director
SUBJECT: Resolutions 16-24 and 17-24: Revoke Resolution 79-23 and Accept Land Donation for Dartt's Park

Purpose:

Approve Resolution 16-24 to revoke Resolution 79-23 accepting a land donation for Dartt's Park and approve Resolution 17-24 to accept the land donation.

Background:

Last fall, City Council approved Resolution 79-23 to accept the donation of property from Maureen Henderson adjacent to Dartt's Park. Our staff has expressed concerns about the maintenance requirements within the resolution and felt expectations may not be the same for all parties. Staff expressed a need to modify the resolution before accepting the property. Therefore, after discussion with the donor, the resolution has been modified to allow normal parkland maintenance of this property without expressly noting specific maintenance requirements in the resolution. The donated property will remain a wooded area, which is the main concern of this donor. The wording in this resolution clarifies the property will be used as normal parkland and maintained like the rest of the park.

Budget Impact:

The City will be maintaining this property as park land. There are currently no immediate maintenance needs for this property.

Staff Recommendation:

Staff recommends approval of both resolutions.

Attachments:

1. Resolution 16-24 Revoke Res 79-23
2. Resolution 17-24 Accept Land Donation - Dartt's Park
3. Parcel Map

RESOLUTION NO. 16-24
A RESOLUTION REVOKING RESOLUTION 79-23
ACCEPTING PARKLAND DONATION FOR DARTT'S PARK

WHEREAS, on September 5, 2023 City adopted Resolution No. 79-23 accepting a donation of land from Maureen H. Henderson (Donor) for park and trail purposes; and

WHEREAS, the land donated to the City by Donor is legally described as:

Outlot 1, Block 2, Luedtke Addition, Owatonna, Minnesota

WHEREAS, subsequent to the adoption of said Resolution City and Donor revised the conditions to be observed for use and maintenance of the donated parkland; and

WHEREAS, the City finds and determines that it is necessary to revoke Resolution No. 79-23 and substitute in its place Resolution No. 12-24;

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

1. That Resolution No. 79-23 be revoked, and that Resolution No. 17-24 be adopted in substitution.
2. The Mayor and City Administrator are hereby authorized to execute any necessary agreements and accept delivery of the Quit Claim Deed and record the same in the office of the Steele County Recorder and to do all other acts and things necessary and advisable for the acquisition of the Premises.

Passed and adopted this _____ day of _____, 2024, with the following vote:

Aye _____; No _____; Absent _____.

Approved and signed this _____ day of _____, 2024.

Thomas A. Kuntz, Mayor

ATTEST:

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

RESOLUTION 17-24
RESOLUTION ACCEPTING LAND DONATION

WHEREAS, the City of Owatonna is authorized to accept donations of real and personal property pursuant to Minnesota Statute Section 465.03 for the benefit of its citizens; and

WHEREAS, Maureen H. Henderson has offered to donate to the City the following described real estate:

Outlot 1, Block 2, Luedtke Addition, Owatonna, Minnesota

(herein the "Premises") to be used for park and trail purposes in perpetuity; and

WHEREAS, the City Council finds and determines that the acceptance of the premises is in the public interest and promotes the general welfare of the City;

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

1. The City of Owatonna does hereby accept the proposed gift of the Premises described above to be used for park and trail purposes in perpetuity.
2. The Premises shall be kept in their natural state to the extent practicable consistent with best practices for a natural park area.
3. To make certain that the donated parkland is maintained in its natural state, demarcation signs designating the park boundary with private property will be placed, maintained, and enforced, so that there is no confusion in the future as to what constitutes the park.
4. In the interim period of time while this transaction is being finalized, the City will take responsibility for any and all trees or tree limbs that may fall or interfere with the property of others or the flow of Maple Creek.
5. The Mayor and City Administrator are hereby authorized to execute any necessary agreements and accept delivery of the Quit Claim Deed and other documents on behalf of the City and to do all other acts and things necessary and advisable for the acquisition of the Premises.

Passed and adopted this ___ day of _____, 2024 with the following vote:

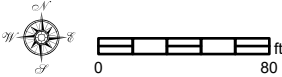
Aye _____; No _____; Absent _____

Approved and signed this _____ day of _____, 2023.

ATTEST:

Thomas A. Kuntz, Mayor

Kris M. Busse, City Administrator/City Clerk



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.



CITY OF
OWATONNA

Miscellaneous



DATE: February 20, 2024
TO: Mayor and City Council
FROM: Rhonda Moen, Finance Director
SUBJECT: 5-Year Capital Improvement Plan 2024-2028

Purpose:

Request City Council approval of the 5-year capital improvement plan 2024-2028.

Background:

The City expends a great deal of effort reviewing and updating this plan to ensure that critical needs are being met, and also that the cost, scope and timing of projects are coordinated. Effective use of the CIP process provides for project identification, planning, evaluation, scope definition, design, public discussion, cost estimating, and financial planning. The CIP projects are designed to prevent the deterioration of the City's existing infrastructure and prepare for anticipated future growth.

The City has taken several steps to ensure it has properly identified the City's upcoming needs. In 2022, a facilities task force completed a review of all City buildings and evaluated their current uses and future needs. Three park master plans were completed in 2023 to identify and prioritize needs. The City is completing studies of its sanitary sewer collection system and surface water system to identify constraints in the existing system and plan for future development. The City is currently in the process of completing a comprehensive plan. All of these items combined will aid in the development of a capital improvement plan that meets the city's needs today and many years into the future.

The first year of the plan is the only year appropriated by the City Council. The 2024 projects were approved as part of the budget adoption on December 19, 2023. The remaining four years serve as a guide for planning purposes and are subject to review on an annual basis. Funding is not guaranteed to occur in the year planned. The final decision to fund a project is made by the City Council.

Budget Impact:

Current year's budget impact was reviewed and has no immediate impact on future years.

Staff Recommendation:

Staff recommends approval of the 5-year capital improvement plan 2024-2028.

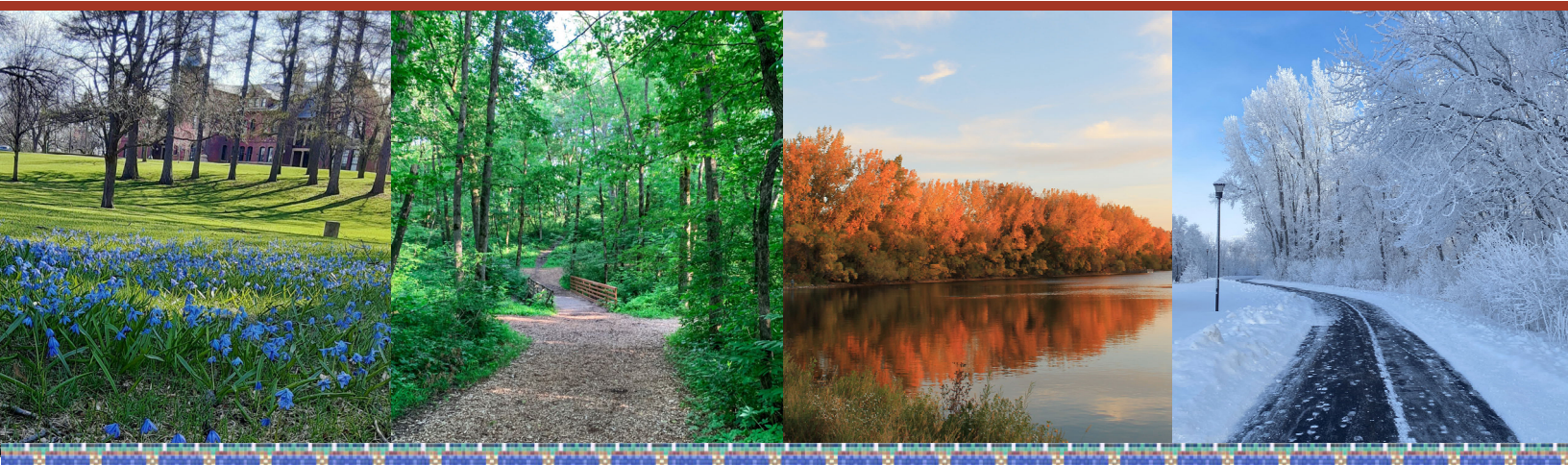
Attachments:

1. 2024-2028 CIP



CITY OF
OWATONNA

Five-Year
Capital Improvement Plan
2024-2028



**The City of Owatonna
2024-2028 Five Year Capital Improvement Plan
Table of Contents**

	PAGE
INTRODUCTION	
Capital Improvement Plan	1-3
Expenditures & Sources Summary	4
Administration Projects & Funding Sources Summary	5
ADM-13-001 Network Attached Storage (NAS)	6
ADM-13-010 Annual Copier Replacement	7
ADM-13-012 Networking Infrastructure Replacement	8
ADM-24-001 IT Vehicle	9
Airport Projects & Funding Sources Summary	10
AP-14-003 Bituminous Apron Rehabilitation	11
AP-16-002 Airport Maint Bldg Extension Design-Build	12
AP-19-002 Power Broom	13
AP-22-001 Tandem Plow Truck w/wing	14
AP-22-002 Non-aeronautical Land Release	15
AP-23-001 Terminal Bldg AC/Furnace Replacement	16
AP-23-003 Main Hangar Complex Roof Replacement	17
AP-23-004 Automated Weather System Replacement	18
AP-24-002 Flexwing Rotary Cutter	19
AP-24-003 Airport Zoning Update	20
AP-24-004 Airport Automated Fuel Card Reader System	21
AP-24-005 Land Acq/Easement (Phase I) – 1,500 Runway Extension	22
AP-25-001 Land Acq/Easement (Phase II) – 1,500 Runway Extension	23
AP-26-001 Environmental Assessment Runway Extension	24
AP-27-001 Runway 5/23 Crack Seal and Sealcoat	25
AP-27-002 Runway 12/30 Concrete Pavement Maintenance	26
AP-27-003 Gator Utility Vehicle	27
Community Development Projects & Funding Sources Summary	28
CD-19-001 2019 Ford Edge	29
Engineering Projects & Funding Sources Summary	30
ENG-15-002 Engineering Vehicles	31
ENG-18-001 Replace GPS	32
Fire Projects & Funding Sources Summary	33
F-13-008 Emergency Warning Sirens	34
F-21-001 Engine 9702 Replacement	35
F-22-003 Upgrade AV System on 1 st and 3 rd Floor	36
F-22-004 HVAC Air Handler Replacement	37
F-22-006 Replace unsupported Portable Radios	38

The City of Owatonna
2024-2028 Five Year Capital Improvement Plan
Table of Contents

F-23-002 9712 Chief's Vehicle	39
F-23-003 Emergency Warning Siren Controller	40
F-23-009 9709 Pickup	41
F-23-010 Fire Hall Roof	42
F-27-001 SCBA Replacements	43
F-28-001 SCVA Air Compressor	44
F-31-001 9704 Aerial Truck	45
Government Buildings Projects & Funding Sources Summary	46
GB-13-002 Carpenter Shop Roof - B	47
GB-13-006 West Hills Sidewalk Additions & Repairs - C	48
GB-13-007 Tuck Pointing City Buildings - C	49
GB-13-014 Fitness Center Track & 3 rd Floor Flooring - B	50
GB-16-009 Fitness Center Restroom - C	51
GB-18-002 Tennis & Fitness Center Pool Hallway Flooring - C	52
GB-21-001 Boom Truck	53
GB-21-002 Social Commons Rooftop Heat & A/C Replacement	54
GB-21-004 Retaining Wall – Pool Handicap Entrance - B	55
GB-22-009 City Hall Electrical Distribution Panel	56
GB-22-013 LED Lighting - B	57
GB-22-014 GPS Asset Management Collector Package	58
GB-23-001 Pick-Up Trucks - V	59
GB-23-003 Velve Hall Elevator	60
GB-23-007 Tennis Center Restroom	61
GB-23-008 Back-Up Generator Replacement	62
GB-23-009 City Hall Landscaping Update	63
GB-23-010 Brooktree Clubhouse Improvements - B	64
GB-23-011 Tennis Center Ceiling Repair, HVAC, Insulation	65
GB-22-015 River Springs Mechanical Updates	66
GB-24-002 Merrill Hall – Phase 1 – Mechanical & Electrical	67
GB-24-003 Building Management Systems	68
GB-25-001 Specialty Use Vehicles - V	69
GB-25-002 Merrill Hall – Phase 2-Envelope & Interior Upgrades	70
GB-25-003 Chalet Siding	71
GB-27-001 Tennis and Fitness Center Court Resurfacing-C	72
GB-28-001 Brooktree Cart Shed	73
Library Projects & Funding Sources Summary	74
LIB-17-002 Library Clay Tile Roof	75
LIB-19-001 Library Renovations	76
LIB-22-002 LED Lighting	77
Parks & Recreation Projects & Funding Sources Summary	78-79
GB-24-004 Maintenance Facility Ventilation	80
P&R-13-026 Dartt's Park Baseball Irrigation - C	81
P&R-13-034 Play Equipment – C - G	82

The City of Owatonna
2024-2028 Five Year Capital Improvement Plan
Table of Contents

P&R-13-040 Park Restroom Rehab - C	83
P&R-17-004 Outdoor Sports Court Resurfacing - C	84
P&R-18-001 River Springs Water Park Slide, Feature Repairs - C	85
P&R-18-006 River Springs Water Park Slide, Feature Adds - C	86
P&R-19-002 Dartt's Park West Parking Lot New Construction - C	87
P&R-20-003 River Springs Water Park Structure & Concrete - C	88
P&R-20-007 Countryview Park Development - C	89
P&R-20-009 Raising of Muckle Trail at Hoffman Drive - C	90
P&R-20-015 Vine St Bridge Installation - C	91
P&R-20-017 Trail Connection NSRP to Buxton - C	92
P&R-20-020 Safety Lighting - C	93
P&R-20-024 Permanent Bathroom Construction - C	94
P&R-20-026 Parks Mowers & Attachments - V	95
P&R-20-028 Parks Tractors & Attachments - V	96
P&R-20-029 Parks Pick-ups - V	97
P&R-21-002 Daikin Soccer Improvements	98
P&R-21-003 Golf Mowers - V	99
P&R-22-001 Tennis & Fitness Center Court Sweeper - C	100
P&R-22-003 Parks Utility Vehicles - V	101
P&R-22-006 Rose Street Trail	102
P&R-22-009 River Springs Interior Pool Surface	103
P&R-23-001 Lake Chase/NSRP Connection – C - G	104
P&R-23-002 Park Specialty Vehicles & Attachments - V	105
P&R-23-005 Park Maintenance Shop Security	106
P&R-23-006 Park Maintenance Shop Lighting	107
P&R-23-012 Pavement Rehabilitation & Replacement Plan	108
P&R-23-013 System Trail Plan – Connectivity & Additions	109
P&R-23-014 Dartt's Park Shelter Design, Demo, Construction	110
P&R-23-015 River Springs Boilers & Exchange	111
P&R-23-017 Central Park Bandshell Remodel	112
P&R-23-020 Automatic Park Gates	113
P&R-23-021 Park Security Cameras	114
P&R-23-022 Walk-in Cooler River Springs Water Park	115
P&R-24-001 Parks Grounds Maintenance Tractors - V	116
P&R-24-002 Golf Course Carts Paths	117
P&R-24-005 Splash Pads	118
P&R-24-006 Neighborhood Ice Rinks	119
P&R-24-007 Brooktree Maintenance Shop – Phase 1	120
P&R-25-001 Dartt's Baseball Field Lights	121
P&R-25-002 Brooktree Maintenance Shop – Phase 2	122
P&R-25-003 Cashman Property Development – Phase 1	123
P&R-25-004 Morehouse Park Development – Phase 1	124
P&R-25-005 Lake Kohlmier Park Development – Phase 1	125
P&R-25-006 Kaplans Woods Park Development – Phase 1	126
P&R-25-007 Brooktree Pergolas	127
P&R-26-001 River Springs Roof	128
P&R-26-003 Downtown Furnishings	129
P&R-26-004 Cashman Property Development – Phase 2	130

**The City of Owatonna
2024-2028 Five Year Capital Improvement Plan
Table of Contents**

P&R-26-005 Morehouse Park Development – Phase 2	131
P&R-26-006 Lake Kohlmier Park Development – Phase 2	132
P&R-26-007 Kaplans Woods Development – Phase 2	133
P&R-27-001 Cashman Crossing Bridge Replacement	134
P&R-27-002 Cashman Property Development – Phase 3	135
P&R-27-003 Morehouse Park Development - Phase 3	136
P&R-27-004 Lake Kohlmier Development – Phase 3	137
P&R-27-005 Kaplans Woods Development – Phase 3	138
P&R-28-001 Golf Pick-Up - V	139
P&R-34-001 Golf Tractors & Attachments - V	140
Police Projects & Funding Sources Summary	141
POL-13-002 Marked Patrol Fleet	142
POL-13-004 Unmarked Patrol Fleet	143
POL-18-001 Support Services / Parking Control	144
POL-22-001 Remodel Public Safety Facility	145
Storm Water Projects & Funding Sources Summary	146
STM-19-001 Cardinal Drive Rehab	147
STM-23-001 Vehicle	148
STM-24-001 Miscellaneous Stormwater Project	149
Street Construction Projects & Funding Sources Summary	150
STR-14-001 Bituminous Overlays	151
STR-16-001 Annual Street and Utility	152
STR-17-002 State Aid Streets	153
STR-18-001 Parking Lots	154
STR-19-001 Traffic Signal	155
STR-24-002 Main Street Reconstruction	156
STR-24-003 18 th Street South Trail Austin to Linn	157
STR-24-004 20 th Street NE Completion	158
STR-24-005 18 th Street South Trail Hayes to Austin Rd	159
STR-26-001 Park Drive NW 32 nd to 39 th	160
STR-26-002 18 th Street SE Trail and Street	161
STR-30-001 Kenyon Rad	162
Street Maintenance Projects & Funding Sources Summary	163
ST-13-003 Street Sweeper	164
ST-14-001 2 Ton Trucks with Play and Wings	165
ST-14-002 Pickup Truck	166
ST-15-007 1 Ton Truck with Plow	167
ST-16-001 Skid Steer Loader	168
ST-16-003 Hydraulic Arm Mower	169
ST-16-004 Tandem Axle Truck	170
ST-17-002 Asphalt Roller	171
ST-18-001 Tree Chipper	172
ST-20-002 Asphalt Zipper	173
ST-21-001 Asphalt Paver	174

The City of Owatonna
2024-2028 Five Year Capital Improvement Plan
Table of Contents

ST-24-001 Forestry Dump Truck	175
ST-24-002 Leaf Vac	176
ST-24-003 Trailer	177
ST-26-001 Forestry Boom Truck	178
 Wastewater Treatment Plant Projects & Funding Sources Summary	 179
WTP-13-001 Sanitary Sewer Replacement	180
WTP-14-003 Equipment Replacement	181
WTP-16-002 Utility / Shop Truck	182
WTP-20-001 Plant Expansion	183
WTP-22-004 4 inch Trash Pump	184
WTP-24-001 Semi Tractor replacement	185
WTP-24-002 Biosolids Truck	186
WTP-24-003 Laboratory Microscope	187
WTP-24-004 Biosolids Attachment for Skid Loader	188
WTP-24-005 Admin Building Remodel – Misc.	189
WTP-24-006 WWTP Truck	190
WTP-24-007 Lift Station Rehabilitation	191
WTP-25-001 Televising Camera w/Lateral Launcher	192
WTP-26-001 John Deere Mower	193
WTP-27-001 Jetter / Vac Truck	194
 Project Listing by Funding Source	 195-200
Project Listing by Department	201-205

This page left intentionally blank

What is a Capital Improvement Plan

The Capital Improvement Plan (CIP) is a five-year financial plan designed to create, support, maintain and finance Owatonna's present and future infrastructure needs. The CIP outlines project costs, funding sources and estimated future operating costs associated with each project. The plan is designed to ensure that improvements will be made when and where they are needed and that the City will have the funds to pay for and maintain them. A well-planned CIP is integral to the City's long-term financial sustainability.

Capital projects are defined as: (1) one-time projects; (2) non-routine maintenance related; (3) having assets of significant value; (4) costs over \$5,000; (5) with an expected useful life of at least two years. The CIP is updated annually to ensure that it addresses new and changing priorities with the City. The CIP is a plan. As such, projects are subject to change based on new or shifting service needs, special financing opportunities, emergency needs or other directives established by the Mayor and Council. Because priorities can change, projects included in outward planning years are reviewed and updated annually during the budget process. Capital improvement projects may consist of street projects, fire and police facilities and equipment, wastewater infrastructure, storm water systems, parks and recreation facilities and equipment, government facilities and major system enhancements.

The City expends a great deal of effort reviewing and updating this plan to ensure not only that critical needs are being met, but also that the cost, scope and timing of projects are coordinated. The effective use of the CIP process provides for project identification, planning, evaluation, scope definition, design, public discussion, cost estimating, and financial planning. CIP projects are designed to prevent the deterioration of the City's existing infrastructure and to prepare for anticipated future growth.

The City has taken several steps to ensure it has properly identified the City's upcoming needs. In 2022, a facilities task force completed a review of all City buildings and evaluated their current uses and future needs. Three park master plans were completed in 2023 to identify and prioritize needs. The City is completing studies of its sanitary sewer collection system and surface water system to identify constraints in the existing system and plan for future development. The City is currently in the process of completing a comprehensive plan. All of these items combined will aid in the development of a capital improvement plan that meets the city's needs today and many years into the future.

Financing the Capital Improvement Plan

In preparing the 2024-2028 CIP, projects in the five-year plan have been prioritized based on an analysis of our existing infrastructure inventory, forecast for future service demand, and availability of funding. Projects are prioritized in accordance with evaluation criteria including, but are not limited to, the following:

- Public health and safety
- Protection of infrastructure
- Economic development
- Impact on operating budget
- Population served
- Cost/benefit
- Availability of financing
- Relationship to adopted plans (i.e. Strategic Plan)

The first year of the plan is the only year appropriated by the City Council. The remaining four years serve as a guide for planning purposes and are subject to review on an annual basis. Funding is not guaranteed to occur in the year planned. The final decision to fund a project is made by the City Council.

Financing the Capital Improvement Plan (Continued)

How to finance capital projects is always a challenge. The various options that the City has to choose from for funding projects are:

- Issuing debt with the intent of have a stable debt service levy for future years
- Using the City's operating levy, capital projects levy, and building maintenance fund levy
- Pursuing outside funding (i.e. grants, FAA, State Aid funds)

In order to issue debt, the City needs to be mindful of the State's requirements for issuing debt. To issue improvement bonds under state statute Chapter 429, the projects included in the bond issue must be at least 20% assessable. Most of our street improvement projects meet this requirement. Although this is becoming more of a challenge. Our debt for street projects is generally repaid over 10-year periods to coincide with the terms of the assessments related to each debt issue. Equipment certificates may be issued for the purchase of equipment. They are repaid over a shorter period of time. Equipment certificates may not be issued for longer than the useful life of the equipment being purchased. With the establishment of the vehicle replacement fund, the utilization of equipment certificates has decreased. Beginning in 2018, the City adopted a street reconstruction plan with a plan to issue street reconstruction bonds under state statute Chapter 475.58, subdivision 3b. This statute is now regularly utilized. The City will be issuing bonds in 2024 to fund some significant facility needs. These bonds will be repaid over a twenty year period of time to coincide with the life of the improvements.

If the city consistently issues debt each year, as the oldest debt issue is retired in full, the new debt issue will take its place. In this manner, the city can maintain a stable debt service levy. As the debt service levy changes, the city adjusts their capital projects levy by the same amount to maintain a consistent total levy devoted to capital projects. As a result of the City's annual strategic planning session in 2018, it was decided to make an extra infusion in the funding of capital projects for the next ten years. An additional five percent levy increase provided the funds to establish a building maintenance fund in 2018. In the years subsequent to 2018, this increase will be applied to the debt service for bonds that were issued in 2018 to catch up on the many city street reconstruction projects. Based on this plan, the City will have a higher level of funding for the City's CIP for a period of 11 years. This decision was once again made in 2021 to fund the downtown streetscape project. The levy was increased by an additional 1.25%. It will aid in making up for the many years that City delayed completing capital projects due to the economic downturn. 2024 will be the first year in many years that the City will be issuing debt for its facility needs. The City Council has made the commitment to address the large unfunded projects identified in the City's facilities. It will take several years and gradual levy increases to fully address the current unfunded needs.

For projects with longer useful lives, it is more equitable to finance these projects by issuing long-term debt to be repaid with a debt service levy. In this manner, the taxpayers paying for the improvement are also benefitting from the improvement over the same period of time.

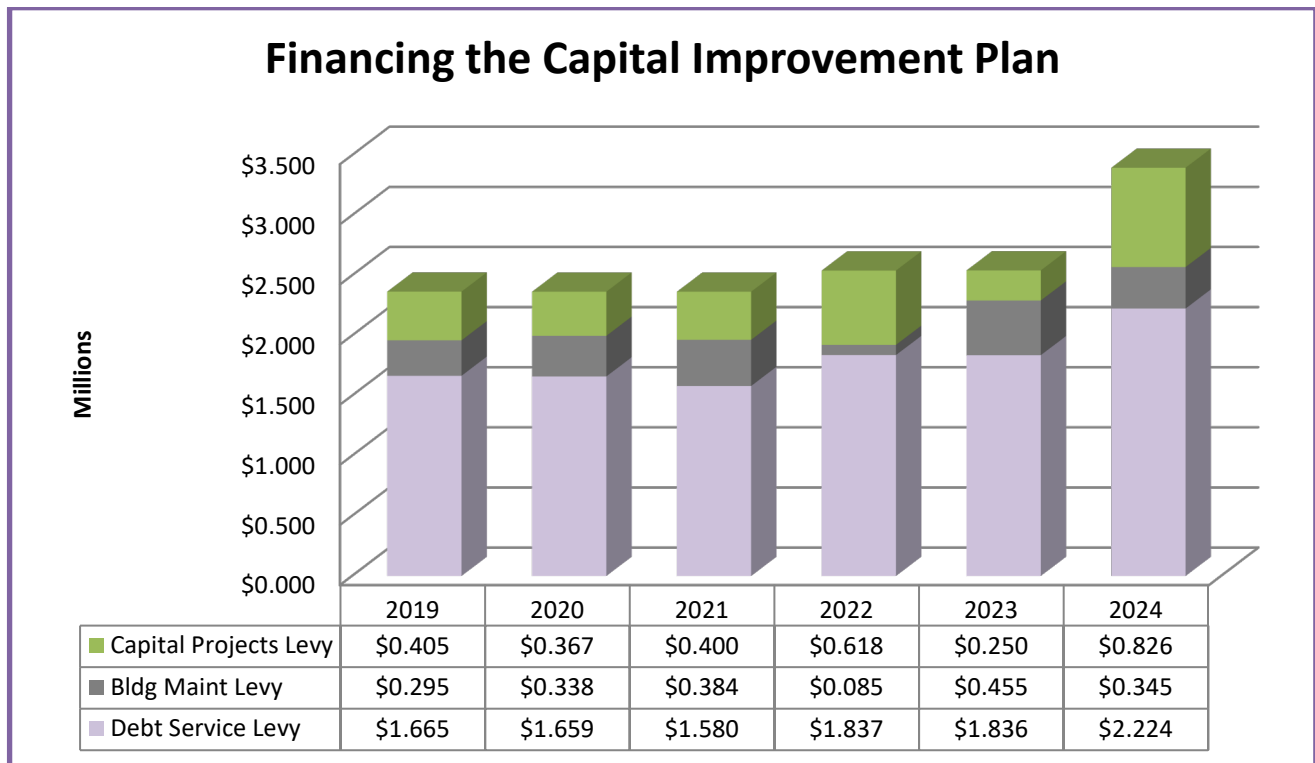
In order to create a stable funding source for vehicles, the City implemented an internal service fund for the City's vehicles. This Vehicle Replacement Fund (VRF) makes monthly charges to the general fund for vehicle use. It provides a level funding source for vehicle replacement. It will also more accurately reflect in the department budgets what the true total costs of their operations are.

In a similar fashion, the building maintenance fund created a stable funding source for maintaining the many historic buildings the City's owns. These projects were previously included in the capital projects levy. This levy has not been adequate to meet the many demands on it. By creating the building maintenance fund, the City is addressing one of the concerns regarding the City's long-term financial sustainability. The City has reviewed its long-term financial plan and determined that the current list of building maintenance projects for the next ten years cannot be funded at the current level of funding.

The City wishes to take advantage of its current period of growth to catch up on the delayed infrastructure projects. As costs continue to climb, holding this portion of the City's levy level is putting the City behind on funding its capital needs. It is obvious the maintenance of the City's assets have not been fully planned or funded. The City also made the decision to direct the additional LGA funds received for 2024 to completing capital projects.

The City will be implementing effective capital planning policies. This will allow the City to manage both the sustainability of its current assets by establishing a process for addressing maintenance, replacement, and management, but also provide options for new investment, innovation, and ensuring that systems, facilities, equipment and other infrastructure can provide necessary services in the future. Capital planning policies establish a framework in which all members of the organization understand their roles, responsibilities, and expectations for the process of creating and implementing a capital plan.

A recent history of infrastructure funding is shown below:



City of Owatonna, Minnesota
Capital Improvement Plan
2024 thru 2028

EXPENDITURES AND SOURCES SUMMARY

Department	2024	2025	2026	2027	2028	Total
Administration	115,000	50,000	50,000	50,000	200,000	465,000
Airport	1,173,000	696,000	1,510,000	336,600	150,000	3,865,600
Community Development	9,000					9,000
Engineering	24,000	44,000	13,000	22,000	35,000	138,000
Fire	322,000	95,500	330,000	900,000	80,000	1,727,500
Government Buildings	5,861,500	721,500	3,682,200	3,806,500	317,000	14,388,700
Library	90,000	45,000				135,000
Parks and Recreation	1,001,100	4,339,371	12,231,455	5,810,176	4,595,738	27,977,840
Police	1,413,000	5,211,400	228,320	192,400	36,600	7,081,720
Storm Water	474,000	250,000	250,000	250,000	250,000	1,474,000
Street Construction	3,030,000	4,630,000	8,610,000	4,945,000	3,945,000	25,160,000
Street Maintenance	587,000	791,000	305,000	675,000	490,000	2,848,000
Wastewater Treatment Plant	19,380,089	3,345,230	960,210	1,671,536	856,950	26,214,015
EXPENDITURE TOTAL	33,479,689	20,219,001	28,170,185	18,659,212	10,956,288	111,484,375

Source	2024	2025	2026	2027	2028	Total
Building Maintenance Fund	345,000	462,000	2,640,700	225,000	15,000	3,687,700
Capital Projects Fund Levy	896,000	4,541,771	13,490,355	5,955,176	4,869,138	29,752,440
Debt Levy for LT Facilities Needs	6,570,000	5,000,000		3,000,000		14,570,000
Debt to be repaid with assessments	200,000	550,000	785,000	700,000	200,000	2,435,000
Debt to be repaid with levy	1,550,000	1,850,000	2,550,000	2,600,000	2,100,000	10,650,000
FAA		241,500			112,500	354,000
Federal - BIL	270,000		413,500			683,500
Federal Highway Funds	549,900		2,372,000			2,921,900
General Fund	245,000	245,000	245,000	245,000	245,000	1,225,000
Matching Grant Funds	18,900					18,900
MNDOT Aeronautics	634,100	277,200	707,000	225,120		1,843,420
Other funding source	537,100	45,500	198,000			780,600
Other Grant Funds				50,000		50,000
Residual funds from previous yr CIP	120,000					120,000
Sewer Fund	19,380,089	3,345,230	960,210	1,671,536	856,950	26,214,015
State Aid	250,000	1,985,000	2,700,000	1,400,000	1,400,000	7,735,000
Storm Fund	474,000	250,000	250,000	250,000	250,000	1,474,000
Vehicle Replacement Fund	1,439,600	1,425,800	858,420	2,337,380	907,700	6,968,900
SOURCE TOTAL	33,479,689	20,219,001	28,170,185	18,659,212	10,956,288	111,484,375

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Administration								
Network Attached Storage (NAS)	ADM-13-001	3					150,000	150,000
Annual Copier Replacement	ADM-13-010	3	5,000	20,000	20,000	20,000	20,000	85,000
Networking Infrastructure Replacement	ADM-13-012	2	85,000	30,000	30,000	30,000	30,000	205,000
IT Vehicle	ADM-24-001	2	25,000					25,000
Administration Total			115,000	50,000	50,000	50,000	200,000	465,000
Capital Projects Fund Levy			110,000	50,000	50,000	50,000	200,000	460,000
Vehicle Replacement Fund			25,000					25,000
Administration Total			135,000	50,000	50,000	50,000	200,000	485,000
Grand Total			115,000	50,000	50,000	50,000	200,000	465,000

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # ADM-13-001
Project Name Network Attached Storage (NAS)

Type Equipment Department Administration
Useful Life 7 years Contact IT Director
Category Equipment: Computers Priority 3 Important



Description

Replace current data storage devices

Justification

The City has two main data storage devices that are used for all the storage requirements for staff documents, squad car videos, applications, servers and like systems. There are also new systems that are being added every year that are going to require us to expand and change how and where we store the data. We also will review alternative options such as Cloud storage to see if there are better options available before we replace any equipment.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings					150,000	150,000
Total					150,000	150,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy					150,000	150,000
Total					150,000	150,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # ADM-13-010
Project Name Annual Copier Replacement

Type Equipment Department Administration
Useful Life 7 years Contact IT Director
Category Equipment: Computers Priority 3 Important



Description

Purchase new color copiers to replace older copiers throughout our City departments. We replace copiers on an 8-year life cycle schedule. The next ones that are on the schedule to be replaced are located at the Police Department, Fire Department, and Public Library.

Justification

We need to regularly review and replace copiers to prevent major issues and costs associated with the maintenance of older machines. Purchasing copiers outright will save thousands of dollars over the life of the machine versus leasing. The costs per page increases every year after the initial contract expires and we see savings in those costs by replacing them on a schedule.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	5,000	20,000	20,000	20,000	20,000	85,000
Total	5,000	20,000	20,000	20,000	20,000	85,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy	5,000	20,000	20,000	20,000	20,000	85,000
Total	5,000	20,000	20,000	20,000	20,000	85,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # ADM-13-012
Project Name Networking Infrastructure Replacement

Type Equipment
Useful Life 5-10 years
Category Equipment: Computers
Department Administration
Contact IT Director
Priority 2 Very Important



Description

Review and replace networking equipment that is older than 8 years and that is no longer keeping up with system and security requirements for the City. This equipment would include core systems that are needed to keep our network up and running in all City buildings. This would include devices such as switches, routers, firewalls, wireless controllers, wireless access points, wireless point to point systems, etc...

Justification

Networking equipment's life span can greatly differ depending on the age of the equipment and bandwidth, reliability, and security requirements of the City. The firewalls and switches that need to be replaced this year are to address the latest security requirements that are required and outlined in the CJIS Security Policy.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	85,000	30,000	30,000	30,000	30,000	205,000
Total	85,000	30,000	30,000	30,000	30,000	205,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy	85,000	30,000	30,000	30,000	30,000	205,000
Total	85,000	30,000	30,000	30,000	30,000	205,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #

ADM-24-001

Project Name

IT Vehicle

Type

Unassigned

Department

Administration

Useful Life

Contact

Category

Other

Priority

2 Very Important

Description

A new vehicle for IT staff to utilize as they respond to technology needs throughout all city locations.

Justification

This vehicle would replace the 2007 Chevy Impala currently used.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	25,000					25,000
Total	25,000					25,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	25,000					25,000
Total	25,000					25,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Airport								
Bituminous Apron Rehabilitation	AP-14-003	2			1,200,000			1,200,000
Runway 12/30 Length Justification Study	AP-18-004	3				15,000		15,000
Power Broom	AP-19-002	4		42,000				42,000
Tandem Plow Truck w/wing	AP-22-001	3			310,000			310,000
Non-aeronautical Land Release	AP-22-002	4					25,000	25,000
Terminal Bldg AC/Furnace Replacement	AP-23-001	2	10,000					10,000
Main Hangar Complex Roof Replacement	AP-23-003	2	400,000	300,000				700,000
Automated Weather System Replacement	AP-23-004	2	100,000					100,000
Flexwing Rotary Cutter	AP-24-002	3		54,000				54,000
Airport Zoning Update	AP-24-003	3	40,000					40,000
Airport Automated Fuel Card Reader System	AP-24-004	2	23,000					23,000
Land Acq/Easement (Phase I)-1,500 Runway Extension	AP-24-005	3		300,000				300,000
Land Acq/Easement (Phase II)-1500 Runway Extension	AP-25-001	3		300,000				300,000
Environmental Assessment Runway Extension	AP-26-001	3					125,000	125,000
Runway 5/23 Crack Seal and Sealcoat	AP-27-001	2				300,000		300,000
Runway 12/30 Concrete Pavement Maintenance	AP-27-002	3	300,000					300,000
Gator Utility Vehicle	AP-27-003	3				21,600		21,600
Airport Total			873,000	996,000	1,510,000	336,600	150,000	3,865,600
Building Maintenance Fund			60,000	90,000				150,000
Capital Projects Fund Levy			30,000	90,000	355,000	105,000	37,500	617,500
FAA					241,500		112,500	354,000
Federal - BIL			270,000		413,500			683,500
Matching Grant Funds			18,900					18,900
MNDOT Aeronautics			424,100	487,200	707,000	225,120		1,843,420
Other funding source			10,000					10,000
Residual funds from previous yr CIP			60,000					60,000
Vehicle Replacement Fund				28,800	93,000	6,480		128,280
Airport Total			873,000	696,000	1,810,000	336,600	150,000	3,865,600
Grand Total			873,000	996,000	1,510,000	336,600	150,000	3,865,600

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # AP-14-003
Project Name Bituminous Apron Rehabilitation

Type Improvement Department Airport
Useful Life 20 years Contact Community Dev Director
Category Buildings Priority 2 Very Important

Description

This project will involve the reconstruction Bituminous Apron for the main aircraft parking apron.

Justification

In 2016, the Bituminous Apron pavement had a Pavement Condition Index (PCI) of 52 which is considered "fair" and crack sealing and sealcoat were performed. Current distresses include alligator cracking, longitudinal and transverse cracking, weathering and raveling. The useful life of the pavement was extended in 2016; however, it is anticipated that conditions will have deteriorated further to require reconstruction.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance			1,200,000			1,200,000
Total			1,200,000			1,200,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			296,500			296,500
Federal - BIL			413,500			413,500
MNDOT Aeronautics			490,000			490,000
Total			1,200,000			1,200,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #AP-18-004

Project NameRunway 12/30 Length Justification Study

TypeUnassigned

Useful Life30 years

CategoryOther

DepartmentAirport

ContactCommunity Dev Director

Priority3 Important

Description

A planning study to determine the runway length needed for the critical design aircraft at the airport. The study includes a user survey and documenting the business users at the airport.

Justification

The airport Master Plan documented approximately 250 operations by aircraft needing a longer runway at OWA. The FAA requires 500 annual operations documented by the aircraft type needing a longer runway before the project is eligible for federal funding.

The study is eligible for FAA 90% funding reimbursement upon determination for project justification with future grant.

Expenditures	2024	2025	2026	2027	2028	Total
Other				15,000		15,000
Total				15,000		15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy				15,000		15,000
Total				15,000		15,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #AP-19-002

Project NamePower Broom

TypeEquipment

Useful Life15 years

CategoryEquipment: Miscellaneous

DepartmentAirport

ContactCommunity Dev Director

Priority4 Less Important

Description

Purchase of a power broom attachment for front end loader to be used for snow removal

Justification

The use of brooms on airports for snow removal operations can be an efficient way to control snow, ice, and slush. Brooms are particularly useful for light snow events to quickly sweep off snow saving cutting edges for other plows. The equipment will compliment other airport equipment for snow removal in all situations of approximately 275,000 SY of paved surfaces. Purchase of the new equipment can be purchased utilizing federal and state funding participation keeping the local cost of the new equipment low.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		42,000				42,000
Total		42,000				42,000

Funding Sources	2024	2025	2026	2027	2028	Total
MNDOT Aeronautics		29,400				29,400
Vehicle Replacement Fund		12,600				12,600
Total		42,000				42,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #AP-22-001

Project NameTandem Plow Truck w/wing

TypeUnassigned

Useful Life15 years

CategoryVehicles

DepartmentAirport

ContactCommunity Dev Director

Priority3 Important

Description

Purchase of new tandem plow truck with wing and box plow attachment for the airport.

Justification

The purchase of this equipment has been identified by the street superintendent (fleet manager) as a need for the airport and will replace the existing 2007 tandem plow truck with wing. The equipment is needed for airport maintenance operations including snow removal of approximately 275,000 SY of paved surfaces. Purchase of the new equipment can be purchased utilizing federal funding participation keeping the local cost of the new equipment low and also reducing maintenance costs. It is anticipated that trade in value will be applied to the purchase of the equipment.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			310,000			310,000
Total			310,000			310,000

Funding Sources	2024	2025	2026	2027	2028	Total
MNDOT Aeronautics			217,000			217,000
Vehicle Replacement Fund			93,000			93,000
Total			310,000			310,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #AP-22-002

Project NameNon-aeronautical Land Release

TypeUnassigned

DepartmentAirport

Useful Life

ContactCommunity Dev Director

CategoryOther

Priority4 Less Important

Description

(West Frontage Road realignment South of Runway 30 RPZ)

Complete a land release form with the Federal Aviation Administration to release the City from federal obligations on the property acquired for airport use.

Justification

The described piece of property is no longer needed for aeronautical use. Because federal aviation funding was used to acquire the property, a formal land release is required for FAA approval prior to other development occurring on the property. This will release the City of Owatonna from the federal obligations associated with the property.

Expenditures	2024	2025	2026	2027	2028	Total
Other					25,000	25,000
Total					25,000	25,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy					25,000	25,000
Total					25,000	25,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #AP-23-001

Project NameTerminal Bldg AC/Furnace Replacement

TypeImprovement

Useful Life15 years

CategoryBuildings

DepartmentAirport

ContactCommunity Dev Director

Priority2 Very Important

Description

Replace two pairs of air conditioning/furnace units serving the main terminal complex.

CARES Funding will be utilized in 2024.

Justification

Existing units were installed in 1999 and have over twenty years of use. The two remaining units for replacement are unsupported by continued maintenance. This would complete the HVAC system replacement plan for the airport buildings and increase energy efficiency.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	10,000					10,000
Total	10,000					10,000

Funding Sources	2024	2025	2026	2027	2028	Total
Other funding source	10,000					10,000
Total	10,000					10,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # AP-23-003
Project Name Main Hangar Complex Roof Replacement

Type Improvement Department Airport
Useful Life 20 years Contact Community Dev Director
Category Buildings Priority 2 Very Important

Description

Replace roof system on main hangar and terminal area buildings. This would include the dome hangar (Hangar #10), main hangar (Hangar #11), and arrival/departure building roofing needs.

Justification

Dome Hangar (#10): Old rubber roof with wood sheeting underneath. This is the original hangar on the airport now occupied by flight school tenant. Roof has had multiple maintenance patches installed over several years. Wood sheeting under rubber roof is water damaged to point of interior leaks and ineffective continued patching.

Main Hangar (#11): Original roof from late 1980's. Has had a number of roof repairs and seal applications.

Terminal: Main arrival/departure building constructed in 1999. Has flat roof that has performed well but is due for service to extend life.

Expenditures	2024	2025	2026	2027	2028	Total
Other	400,000	300,000				700,000
Total	400,000	300,000				700,000

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance Fund	60,000	90,000				150,000
MNDOT Aeronautics	280,000	210,000				490,000
Residual funds from previous yr CIP	60,000					60,000
Total	400,000	300,000				700,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #

AP-23-004

Project Name

Automated Weather System Replacement

Type

Unassigned

Department

Airport

Useful Life

10 years

Contact

Category

Other

Priority

2 Very Important

Description

Replace airport Automated Weather Observation System (AWOS).

Justification

The existing AWOS is now obsolete and replacement parts and service are no unsupported. This is a MnDOT Office of Aeronautics owned station.

MnDOT has obtained a new AWOS station for a number of airports including Owatonna. MnDOT will continue to own and maintain the new system. The City, working with MnDOT, would be responsible for the civil work required to replace the AWOS, including items such as removals, setting foundations, power connections, survey, and engineering. MnDOT will provide grant funding participation for this work.

The AWOS is used daily by users of the airport.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	100,000					100,000
Total	100,000					100,000

Funding Sources	2024	2025	2026	2027	2028	Total
MNDOT Aeronautics	100,000					100,000
Total	100,000					100,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #AP-24-002

Project NameFlexwing Rotary Cutter

TypeEquipment

Useful Life10 years

CategoryEquipment: Miscellaneous

DepartmentAirport

ContactCommunity Dev Director

Priority3 Important

Description

Purchase of a new flex wing rotary cutter for airport mowing.

Justification

The purchase of this equipment has been identified by the Street Superintendent (fleet manager) as a need for the airport and will replace the existing 2012 flex wing mower.

Purchase of the new equipment can be purchased utilizing state funding participation keeping the local cost of the new equipment low and also reducing maintenance costs. It is anticipated that trade in value will be applied to the purchase of the equipment.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		54,000				54,000
Total		54,000				54,000

Funding Sources	2024	2025	2026	2027	2028	Total
MNDOT Aeronautics		37,800				37,800
Vehicle Replacement Fund		16,200				16,200
Total		54,000				54,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #AP-24-003

Project NameAirport Zoning Update

TypeUnassigned

Useful Life20 years

CategoryOther

DepartmentAirport

ContactCommunity Dev Director

Priority3 Important

Description

Professional services required for the Airport Zoning Update.

Justification

The existing Airport Zoning Ordinance was adopted in 1998 and needs to be amended to reflect planning future development of the airport as identified in the approved airport Master Plan. Professional airport engineering services needed for this process include items such as the development of updated airport zoning maps, document drafting, assistance with land owner meetings and public hearings and agency coordination.

Expenditures	2024	2025	2026	2027	2028	Total
Other	40,000					40,000
Total	40,000					40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Matching Grant Funds	12,000					12,000
MNDOT Aeronautics	28,000					28,000
Total	40,000					40,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #AP-24-004

Project NameAirport Automated Fuel Card Reader System

TypeEquipment

Useful Life20 years

CategoryEquipment: Miscellaneous

DepartmentAirport

ContactCommunity Dev Director

Priority2 Very Important

Description

Replace the Avgas pay-at-the-pump fuel card reader system.

Justification

The existing system was installed over twenty years ago and is beyond its useful life. Replacement parts for this system are no longer fully supported. A new system will allow for continued combined full and self service options for Avgas customers for after hours fueling. A new system will meet all customer security requirements for credit card transactions.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	23,000					23,000
Total	23,000					23,000

Funding Sources	2024	2025	2026	2027	2028	Total
Matching Grant Funds	6,900					6,900
MNDOT Aeronautics	16,100					16,100
Total	23,000					23,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #AP-24-005

Project NameLand Acq/Easement (Phase I)-1,500 Runway Extension

TypeUnassigned

Useful Life30 years

CategoryOther

DepartmentAirport

ContactCommunity Dev Director

Priority3 Important

Description

The airport has completed the FAA required Master Plan Update. The current primary runway will be in need of reconstruction and extension. Land Acquisition of at least 7.8 acres will be required for the planned 1,500 foot runway extension to accommodate runway protection zones. Additional easements are projected to be required in land use safety zones.

Justification

Provides the land needed to support the anticipated growth consistent with the projected demand as documented in the Master Plan. While the length of the Runway 12-30 is currently adequate based on existing operations, numerous models of aircraft operating at OWA do have longer runway requirements than 5,500 feet (based on operator manual information). It is anticipated that the projected FAA thresholds will be met and there will be the need and justification to construct an extension of Runway 12-30. For those models of airplanes identified operating at OWA with runway needs greater than 5,500 feet, the average length requirement is approximately 6,500-7,000 feet. It may be noted that all it would take for operations of the airplanes requiring more runway length to reach the FAA threshold would be for an additional corporate tenant to base at OWA which could happen at any time. Land Acquisition is a critical initial stage for the runway extension.

Expenditures	2024	2025	2026	2027	2028	Total
Land Acquisition		300,000				300,000
Total		300,000				300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		90,000				90,000
MNDOT Aeronautics		210,000				210,000
Total		300,000				300,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #	AP-25-001
Project Name	Land Acq/Easement (Phase II)-1500 Runway Extension

Type	Unassigned	Department	Airport
Useful Life	30 years	Contact	Community Dev Director
Category	Other	Priority	3 Important

Description
Phase II of the required land acquisition/easements required for the planned primary runway extension.

Justification
This phase completes the required land acquisition and easements required for the planned runway extension. The project is broken into two phases to accommodate grant funding availability.

Expenditures	2024	2025	2026	2027	2028	Total
Land Acquisition		300,000				300,000
Total		300,000				300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			58,500			58,500
FAA			241,500			241,500
Total			300,000			300,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #AP-26-001

Project NameEnvironmental Assessment Runway Extension

TypeImprovement

Useful Life

CategoryOther

DepartmentAirport

ContactCommunity Dev Director

Priority3 Important

Description

The Environmental Assessment (EA) will evaluate the potential impact the runway extension project will have on the surrounding environment. The EA will follow FAA Orders 1050.1F (Environmental Impacts: Policies and Procedures) and 5050.4B (National Environmental Policy Act Implementing Instructions for Airport Actions).

Justification

An environmental evaluation of the proposed project is required for the project to be available for federal funding. The EA will provide sufficient environmental documentation to determine the need for an Environmental Impact Statement or that a Finding of No Significant Impact is appropriate.

Expenditures	2024	2025	2026	2027	2028	Total
Environmental Assessment					125,000	125,000
Total					125,000	125,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy					12,500	12,500
FAA					112,500	112,500
Total					125,000	125,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #AP-27-001

Project NameRunway 5/23 Crack Seal and Sealcoat

TypeUnassigned

Useful Life10 years

CategoryOther

DepartmentAirport

ContactCommunity Dev Director

Priority2 Very Important

Description

Provides pavement maintenance on Runway 5/23.

Justification

Runway 5/23 was crack sealed and seal coated in 2016. Routine pavement maintenance is scheduled to preserve and extend the useful life of the surface. Project is eligible for 70% of state funding participation.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance				300,000		300,000
Total				300,000		300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy				90,000		90,000
MNDOT Aeronautics				210,000		210,000
Total				300,000		300,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #AP-27-002

Project NameRunway 12/30 Concrete Pavement Maintenance

TypeUnassigned

Useful Life15 years

CategoryOther

DepartmentAirport

ContactCommunity Dev Director

Priority3 Important

Description

Provides pavement maintenance on Runway 12/30 to replace areas of concrete panels and joint material that is weathered and spalling.

Justification

Concrete panel joint sealing was performed in 2011 with the overall surface constructed in 1999. The pavement has performed well but is in need of pavement maintenance to preserve and extend useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	300,000					300,000
Total	300,000					300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy	30,000					30,000
Federal - BIL	270,000					270,000
Total	300,000					300,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #AP-27-003

Project NameGator Utility Vehicle

TypeUnassigned

Useful Life15 years

CategoryVehicles

DepartmentAirport

ContactCommunity Dev Director

Priority3 Important

Description

Purchase of a new John Deere Gator utility vehicle for the airport.

Justification

This utility vehicle is a tool for airport staff to more efficiently provide inspection and maintenance of airport property including grounds, buildings, navigational aids, and lighting systems. The vehicle is also used to service and move aircraft as needed. The vehicle is equipped with a snow removal blade for winter operations.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings				21,600		21,600
Total				21,600		21,600

Funding Sources	2024	2025	2026	2027	2028	Total
MNDOT Aeronautics				15,120		15,120
Vehicle Replacement Fund				6,480		6,480
Total				21,600		21,600

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Community Development								
2019 Ford Edge	CD-19-001	2	9,000					9,000
Community Development Total			9,000					9,000
Vehicle Replacement Fund			9,000					9,000
Community Development Total			9,000					9,000
Grand Total			9,000					9,000

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #CD-19-001

Project Name2019 Ford Edge

TypeEquipment

Useful Life15 years

CategoryVehicles

DepartmentCommunity Development

ContactCommunity Dev Director

Priority2 Very Important

Description

Purchase a 2019 Ford Edge for building inspection staff do use for inspections. An all wheel drive vehicle is needed to be able to be on construction sites and drive in all weather conditions.

Justification

This vehicle would replace a 1996 Crown Victoria that was handed down from the police department.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	9,000					9,000
Total	9,000					9,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	9,000					9,000
Total	9,000					9,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Engineering								
Engineering Vehicles	ENG-15-002	2	24,000	26,000	13,000	22,000	17,000	102,000
Replace GPS	ENG-18-001	2		18,000			18,000	36,000
Engineering Total			24,000	44,000	13,000	22,000	35,000	138,000
Capital Projects Fund Levy				18,000			18,000	36,000
Vehicle Replacement Fund				24,000	26,000	13,000	22,000	102,000
Engineering Total			24,000	44,000	13,000	22,000	35,000	138,000
Grand Total			24,000	44,000	13,000	22,000	35,000	138,000

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # ENG-15-002
Project Name Engineering Vehicles

Type Equipment
Useful Life 10 years
Category Vehicles
Department Engineering
Contact Public Works Director
Priority 2 Very Important



Description

2024 - Replace 2017 Escape
2025 - Replace 2018 F150
2026 - Replace 2019 Grand Cherokee
2027 - Replace 2020 F150
2028 - Replace 2022 F150

Core engineering vehicle fleet of 5 vehicles will be maintained. Additional vehicles are necessary during busy season April to October. Best value for the city is to trade in light engineering vehicles on a 5 year turn around. Residual value and attractive purchase price through state contract make this the lowest cost option for ownership.

Justification

The engineering department uses the vehicles for construction inspection. The engineering fleet has been reduced in number with the intent to reduce annual operating expense.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	24,000	26,000	13,000	22,000	17,000	102,000
Total	24,000	26,000	13,000	22,000	17,000	102,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	24,000	26,000	13,000	22,000	17,000	102,000
Total	24,000	26,000	13,000	22,000	17,000	102,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # ENG-18-001
Project Name Replace GPS

Type Equipment
Useful Life 5 years
Category Other

Department Engineering
Contact Public Works Director
Priority 2 Very Important



Description

Replacement of GPS system and robotic total station used for surveying. Technology changes rapidly and the useful life of a GPS and total station system is about 5 years. The current systems were purchased in 2018 and 2015

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		18,000			18,000	36,000
Total		18,000			18,000	36,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		18,000			18,000	36,000
Total		18,000			18,000	36,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Fire								
Emergency Warning Sirens	F-13-008	3		20,000			20,000	40,000
Engine 9702 Replacement	F-21-001	2				900,000		900,000
Upgrade AV System on 1st and 3rd Floor	F-22-003	3	35,000					35,000
HVAC Air Handler Replacement	F-22-004	2	25,000					25,000
Replace unsupported portable radios	F-22-006	1	77,000	45,500				122,500
9712 Chief's Vehicle	F-23-002	2			60,000			60,000
Emergency Warning Siren Controller	F-23-003	2		30,000				30,000
9709 Pickup	F-23-009	2	60,000					60,000
Fire Hall Roof	F-23-010	1			70,000			70,000
SCBA Replacements	F-27-001	2			200,000			200,000
SCBA Air Compressor	F-28-001	2					60,000	60,000
9704 Aerial Truck	F-31-001	1	125,000					125,000
Fire Total			322,000	95,500	330,000	900,000	80,000	1,727,500
<i>Building Maintenance Fund</i>					70,000			70,000
<i>Capital Projects Fund Levy</i>				50,000	200,000		80,000	330,000
<i>Other funding source</i>			77,000	45,500				122,500
<i>Residual funds from previous yr CIP</i>			60,000					60,000
<i>Vehicle Replacement Fund</i>			185,000		60,000	900,000		1,145,000
Fire Total			322,000	95,500	330,000	900,000	80,000	1,727,500
Grand Total			322,000	95,500	330,000	900,000	80,000	1,727,500

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # F-13-008
Project Name Emergency Warning Sirens

Type Equipment Department Fire
Useful Life 20 years Contact Fire Chief
Category Equipment: Miscellaneous Priority 3 Important



Description

This project is to add sirens to areas of poor covers and/or new development.

Justification

This is part of the outdoor emergency warning siren system. Each siren has a square foot coverage area. New development areas need a new siren.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		20,000			20,000	40,000
Total		20,000			20,000	40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		20,000			20,000	40,000
Total		20,000			20,000	40,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # F-21-001
Project Name Engine 9702 Replacement

Type Unassigned
Useful Life 20 years
Category Vehicles
Department Fire
Contact Fire Chief
Priority 2 Very Important



Description

The funding would be used to purchase a replacement for 9702 or engine 3 in our fleet. The vehicle that is being replaced is a 1994 Pierce Arrow engine. This truck functions as a pumper and water supply in our fleet. The vehicle seats 6. The vehicle carries 500 gallons of water and has a pumping capacity of 1250 gallons per minute. This truck would be used for fire suppression in our fleet. We would standardize the pump panel and vehicle storage compartments similar to other engines in our fleet.

Justification

This vehicle will be 33 years old. Our vehicle replacement plan requires pumpers to be replaced every 25 years. As a city we are required to maintain a pumping capacity within our department to maintain our current Insurance Service Organization rating of 4 for the City of Owatonna. This requires us to maintain a fleet of engines to meet or exceed our current pumping capacity. The current vehicle would be sold or traded in to offset the cost of the new vehicle.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings				900,000		900,000
Total				900,000		900,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund				900,000		900,000
Total				900,000		900,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # F-22-003
Project Name Upgrade AV System on 1st and 3rd Floor

Type Unassigned Department Fire
Useful Life 10 years Contact Fire Chief
Category Equipment: Miscellaneous Priority 3 Important



Description

The AV System in the Fire Station 1st Floor Training Room and the 3rd Floor Meeting Room needs to be updated as an AV System. These systems are used for training sessions and meetings. The System consists of a power point projector, screen, multi-media AV and sound, and a system controller. We currently have no system but a patchwork of AV equipment that fails frequently. We are asking for the same AV system found in other city facilities.

Justification

The current AV system is outdated and does not work for training and meetings. It is estimated to be \$30,000 for each area.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	35,000					35,000
Total	35,000					35,000

Funding Sources	2024	2025	2026	2027	2028	Total
Residual funds from previous yr CIP	35,000					35,000
Total	35,000					35,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project # F-22-004

Project Name HVAC Air Handler Replacement

Type Equipment

Useful Life 20 years

Category Buildings

Department Fire

Contact Fire Chief

Priority 2 Very Important

Description

Replace last two aging air handling units in the fire station. This will replace one in 2022 and one in 2024.

Justification

This is to replace the remaining air handling unit in the fire station. The current units were installed in 1995 (28 years ago).

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	25,000					25,000
Total	25,000					25,000

Funding Sources	2024	2025	2026	2027	2028	Total
Residual funds from previous yr CIP	25,000					25,000
Total	25,000					25,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # F-22-006
Project Name Replace unsupported portable radios

Type Equipment Department Fire
Useful Life 10 years Contact Fire Chief
Category Equipment: Miscellaneous Priority 1 Critical



Description

This is to replace portable radios in police and fire that are no longer supported by the vendor
The priority on police is to first replace the existing radios that do not support encryption
Then, update the others the following year

2024:
Fire 10 radios @ \$6,500/ea
Police 2 radios @ \$6,000/ea

Justification

The portable radios that are used by fire and police are no longer supported by the vendor. Also, it is getting more difficult to get certified replacement parts for them as they have reached their end of life.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	77,000	45,500				122,500
Total	77,000	45,500				122,500

Funding Sources	2024	2025	2026	2027	2028	Total
Other funding source	77,000	45,500				122,500
Total	77,000	45,500				122,500

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # F-23-002
Project Name 9712 Chief's Vehicle

Type Equipment Department Fire
Useful Life 10 years Contact Fire Chief
Category Vehicles Priority 2 Very Important



Description

The funding would be used to purchase a replacement for the Fire Chiefs vehicle. The vehicle that is being replaced is a 2012 Ford F150 4X4. This truck would be similar to the truck we purchased in 2012 with the same capabilities.

Justification

This vehicle will be 15 years old. Our vehicle replacement plan is set to replace this vehicle every 10 years. The current vehicle would be sold or traded in to offset the cost of the new vehicle.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			60,000			60,000
Total			60,000			60,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund			60,000			60,000
Total			60,000			60,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #F-23-003

Project NameEmergency Warning Siren Controller



TypeEquipment

Useful Life15 years

CategoryEquipment: Miscellaneous

DepartmentFire

ContactFire Chief

Priority2 Very Important

Description

This project is to replace the existing emergency siren controller located at the fire station with a cloud based system..

Justification

The existing system is a PC based system that is running on obsolete windows software. This is to update the controller to be cloud based

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		30,000				30,000
Total		30,000				30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		30,000				30,000
Total		30,000				30,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project # F-23-009

Project Name 9709 Pickup



Type Equipment

Useful Life 5-10 years

Category Equipment: Miscellaneous

Department Fire

Contact Fire Chief

Priority 2 Very Important

Description

This would be replacing a 2001 Ford F250 that is currently used for inspections and also a plow truck in the winter

Justification

This vehicle will be 23 years upon replacement.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	60,000					60,000
Total	60,000					60,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	60,000					60,000
Total	60,000					60,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project # F-23-010

Project Name Fire Hall Roof



TypeImprovement

Useful Life20 years

CategoryOther

DepartmentFire

Contact

Priority1 Critical

Description

The fire station experiences water leaks on the third floor with almost every rainfall. A few years ago the roof was replaced above the apparatus bay, but not the main building.

Justification

The building was evaluated by the building and grounds coordinator who recommended the roof replacement. Completing this will help prevent the ongoing damage.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance			70,000			70,000
Total			70,000			70,000

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance Fund			70,000			70,000
Total			70,000			70,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project # F-27-001

Project Name SCBA Replacements

Type Equipment

Useful Life 10 years

Category Equipment: Miscellaneous

Department Fire

Contact Fire Chief

Priority 2 Very Important



Description

This is to replace our self-contained breathing apparatus that will be approx. 10 years old. This will bring them to the current standards. Our current ones were purchase in 2017

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			200,000			200,000
Total			200,000			200,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			200,000			200,000
Total			200,000			200,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #F-28-001

Project NameSCBA Air Compressor

TypeUnassigned

Useful Life15 years

CategoryEquipment: Miscellaneous

DepartmentFire

ContactFire Chief

Priority2 Very Important



Description

The funds would be used to purchase an air compressor for the self contained breathing apparatus for the firefighters. This air compressor is needed to accommodate the high pressure air bottles we currently use with our SCBA. The current compressor is over 15 years old and cannot operate at the high pressure needed today.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings					60,000	60,000
Total					60,000	60,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy					60,000	60,000
Total					60,000	60,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #F-31-001

Project Name9704 Aerial Truck

TypeEquipment

Useful Life25 years

CategoryEquipment: Miscellaneous

DepartmentFire

ContactFire Chief

Priority1 Critical



Description

Refurbish our current aerial to extend its useful life

Justification

Our current aerial was purchased in 2009. By refurbishing the truck, we can extend its life another 10 years

Expenditures	2024	2025	2026	2027	2028	Total
Other	125,000					125,000
Total	125,000					125,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	125,000					125,000
Total	125,000					125,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Government Buildings								
Carpenter Shop Roof - B	GB-13-002	2		100,000				100,000
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2		35,000				35,000
Tuck Pointing City Buildings - C	GB-13-007	2	150,000	100,000	100,000			350,000
Fitness Center Track & 3rd Floor Flooring - B	GB-13-014	4				10,000		10,000
Fitness Center Restroom - C	GB-16-009	4				100,000		100,000
Tennis & Fitness Center Pool Hallway Flooring - C	GB-18-002	4				6,000		6,000
Boom Truck - V	GB-21-001	3				195,000		195,000
Social Commons Rooftop Heat & A/C Replacement	GB-21-002	2	30,000	35,000				65,000
Retaining Wall - Pool Handicap Entrance - B	GB-21-004	2	10,000					10,000
City Hall Electrical Distribution Panel	GB-22-009	2			2,255,700			2,255,700
LED Lighting - B	GB-22-013	2		15,000	15,000	15,000	15,000	60,000
GPS Asset Management Collector Package	GB-22-014	1				6,000		6,000
Pick-Up Trucks - V	GB-23-001	2	96,500	96,500	76,500		52,000	321,500
Velve Hall Elevator	GB-23-003	4				250,000		250,000
Tennis Center Restroom	GB-23-007	2		12,000	100,000			112,000
Back-Up Generator Replacement	GB-23-008	2	125,000	90,000	90,000			305,000
City Hall Landscaping Update	GB-23-009	2		45,000				45,000
Brooktree Clubhouse Improvements - B	GB-23-010	2	150,000	30,000	80,000			260,000
Tennis Center Ceiling Repair, HVAC, Insulation	GB-23-011	2			850,000			850,000
Garage Door Replacement - B	GB-24-001	1	50,000	100,000	100,000	100,000		350,000
Merrill Hall - Phase 1- Mechanical & Electrical	GB-24-002	1	5,230,000					5,230,000
Building Management Systems	GB-24-003	2	20,000	20,000	15,000			55,000
Specialty Use Vehicles - V	GB-25-001	2		23,000		79,500		102,500
Merrill Hall - Ph 2-Envelope and Interior Upgrades	GB-25-002	2				3,000,000		3,000,000
Chalet Siding	GB-25-003	1		20,000				20,000
Tennis and Fitness Center Court Resurfacing - C	GB-27-001	3				45,000		45,000
Brooktree Cart Shed	GB-28-001	2					250,000	250,000
Government Buildings Total			5,861,500	721,500	3,682,200	3,806,500	317,000	14,388,700
Building Maintenance Fund			210,000	327,000	2,570,700	225,000	15,000	3,347,700
Capital Projects Fund Levy			325,000	275,000	1,035,000	307,000	250,000	2,192,000
Debt Levy for LT Facilities Needs			5,230,000			3,000,000		8,230,000
Vehicle Replacement Fund			96,500	119,500	76,500	274,500	52,000	619,000
Government Buildings Total			5,861,500	721,500	3,682,200	3,806,500	317,000	14,388,700
Grand Total			5,861,500	721,500	3,682,200	3,806,500	317,000	14,388,700

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # GB-13-002
Project Name Carpenter Shop Roof - B

Type Improvement
Useful Life 20 years
Category Buildings

Department Government Buildings
Contact Park & Rec Director
Priority 2 Very Important



Description

Replace rubber roof at the Carpenter Shop at West Hills.

This will be part of a more detailed roof plan.

Justification

Rubber roof has reached its 20 year life span. Patch repair was last done in 2017. Numerous patches have been made to all four corners. The rubber needs replacement due to it's age. As rubber ages it shrinks and becomes brittle.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		100,000				100,000
Total		100,000				100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance Fund		100,000				100,000
Total		100,000				100,000

Budget Impact/Other

It cost \$6,000 for the last patch for the rubber, plaster and paint.

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # GB-13-006
Project Name West Hills Sidewalk Additions & Repairs - C

Type Improvement Department Government Buildings
Useful Life 25 years Contact Park & Rec Director
Category Buildings Priority 2 Very Important



Description

Repair, replacement and addition of sidewalks at West Hills.

Phase 1 - Pond to the gym by West Hills Social Commons, and retaining wall

Phase 2 - Gym to bus stop

Phase 3 - Bus stop to Florence

Justification

Many areas are now out of the 3/4" tolerance for trip hazard.

Continue sidewalk expansion plan.

Campus is lacking sidewalks to some buildings and bus stop. Lack of sidewalks is a safety concern, especially in the winter.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		35,000				35,000
Total		35,000				35,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		35,000				35,000
Total		35,000				35,000

Budget Impact/Other

A little more maintenance in the winter clearing snow from additional sidewalks.

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # GB-13-007
Project Name Tuck Pointing City Buildings - C

Type Improvement Department Government Buildings
Useful Life 20 years Contact Park & Rec Director
Category Buildings Priority 2 Very Important



Description

Brick and mortar repair - Administration Building, Aderman Building, Merrill Hall Building, Vevle Hall Building, and Henderson Hall Building.
2018 funding primarily included patching on the Admin building to prevent further moisture from getting in. 2018 was completed in spring of 2019 due to scheduling by vendor.

Justification

Historic buildings need spot tuck point, stone and brick repair. There is cracked stone, deteriorating mortar, and missing bricks. Tuck pointing is required to maintain structural integrity of the building.

3-Year Strategic Plan Impact: Infrastructure, Economic Vitality, Quality of Life, Efficient, Effective & Economical.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	150,000	100,000	100,000			350,000
Total	150,000	100,000	100,000			350,000

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance Fund	150,000	100,000	100,000			350,000
Total	150,000	100,000	100,000			350,000

Budget Impact/Other

Eliminate water damage and mitigation costs. Multi-year project.

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project # GB-13-014

Project Name Fitness Center Track & 3rd Floor Flooring - B



TypeImprovement

Useful Life15 years

CategoryBuildings

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority4 Less Important

Description

Running track & cardio room carpet replacement.

This will be part of a more detailed flooring and carpet plan.

Justification

Worn and frayed carpet needs to be replaced. Carpet was installed pre-2000.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings				10,000		10,000
Total				10,000		10,000

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance Fund				10,000		10,000
Total				10,000		10,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # GB-16-009
Project Name Fitness Center Restroom - C

Type Improvement
Useful Life 20 years
Category Buildings
Department Government Buildings
Contact Park & Rec Director
Priority 4 Less Important



Description

Remodel the men's locker room to create more space for the urinal and existing stall; and an additional stall. (This reduces shower space from six shower heads to four.) New doors, plumbing fixtures, partitions and a moving wall would be included.

Justification

There is one toilet stall, when there is a maintenance issue, patrons do not have another restroom option. During large rentals, busy times and large programs, the restroom is heavily used. The existing area is very small and the toilet stall has no door. The wall-mount carrier installed in the wall to hold the existing toilet will soon be in need of repair, which would include tearing into the wall.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance				100,000		100,000
Total				100,000		100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance Fund				100,000		100,000
Total				100,000		100,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #	GB-18-002		
Project Name	Tennis & Fitness Center Pool Hallway Flooring - C		
Type	Improvement	Department	Government Buildings
Useful Life	15 years	Contact	Park & Rec Director
Category	Buildings	Priority	4 Less Important



Description
Replace rubber flooring in hallway by pool and sauna area.
This will be part of a more detailed flooring plan.

Justification
Existing floor squares have wear spots and gaps between them. The replacement would be a continuous solid surface.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance				6,000		6,000
Total				6,000		6,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy				6,000		6,000
Total				6,000		6,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #GB-21-001

Project NameBoom Truck - V

TypeEquipment

Useful Life15 years

CategoryVehicles

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority3 Important



Description

Replacement of Unit 601, 2008 Ford F550 Boom Truck

Justification

Needed for repairs and general operations, provides safety for staff.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings				195,000		195,000
Total				195,000		195,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund				195,000		195,000
Total				195,000		195,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # GB-21-002
Project Name Social Commons Rooftop Heat & A/C Replacement

Type Equipment
Useful Life 15 years
Category Buildings
Department Government Buildings
Contact Park & Rec Director
Priority 2 Very Important



Description

Replacing final two of three rooftop air conditioning & heating units.

Justification

They have reached their expected life cycle.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	30,000	35,000				65,000
Total	30,000	35,000				65,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy	30,000	35,000				65,000
Total	30,000	35,000				65,000

Budget Impact/Other

Less expenditures for repair. More efficient unit.

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # GB-21-004
Project Name Retaining Wall - Pool Handicap Entrance - B

Type Improvement Department Government Buildings
Useful Life 20 years Contact Park & Rec Director
Category Buildings Priority 2 Very Important



Description

Retaining Wall for the handicap parking stall used for the handicap entrance of the pool. This wall is used to hold up the West side of the parking stall. It is located on the south side of the tennis & fitness center.

A poured wall provides a longer life expectancy.

Justification

The wall is deteriorating. Blocks are crumbling apart and falling off in places. It's becoming both a safety and structural hazard.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	10,000					10,000
Total	10,000					10,000

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance Fund	10,000					10,000
Total	10,000					10,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project #

GB-22-009

Project Name

City Hall Electrical Distribution Panel



Type

Equipment

Department

Government Buildings

Useful Life

30 years

Contact

Park & Rec Director

Category

Equipment: Miscellaneous

Priority

2 Very Important

Description

Maintenance and upgrade to mechanical systems at City Hall. .

Projects are grouped for potential cost savings. Projects included, but are not limited to: HVAC, electrical distribution panel, boilers, heating, pumps, chiller and piping.

Justification

Systems are old, electrical panels are old and run from many different areas, boilers were installed in 1991, other items are beyond their useful life.

Updated systems would be more efficient and effective.

This project is identified in ICS building assessment completed in 2021.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			2,255,700			2,255,700
Total			2,255,700			2,255,700

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance Fund			2,255,700			2,255,700
Total			2,255,700			2,255,700

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # GB-22-013
Project Name LED Lighting - B

Type Equipment
Useful Life 15 years
Category Buildings

Department Government Buildings
Contact Park & Rec Director
Priority 2 Very Important



Description

Exterior wall packs and interior lighting. Building entrances.
Multi-year plan to upgrade LED lighting as part of the life cycle plan. Will work with OPU to maximize dollars with rebates.
This will be part of a more detailed lighting plan.

Justification

More cost efficient. Improve safety. Better lighting. Less Service.
Projects can be grouped together for cost savings.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		15,000	15,000	15,000	15,000	60,000
Total		15,000	15,000	15,000	15,000	60,000

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance Fund		15,000	15,000	15,000	15,000	60,000
Total		15,000	15,000	15,000	15,000	60,000

Budget Impact/Other

LED is more cost effective.

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #GB-22-014

Project NameGPS Asset Management Collector Package



TypeEquipment

Useful Life5 years

CategoryEquipment: Miscellaneous

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority1 Critical

Description

Upgrade of technology every five years.

This is a needed tool in conjunction with Cartgraph Asset Management Software. The GPS receiver is used for collection of assets/data out in the field.

Justification

Asset Management is crucial to efficient and effective operations while maximizing staff time. These items collect data for every aspect of the parks and government buildings operations and infrastructure. Accurate data helps create plans for routine maintenance, repairs and replacement of assets. Additionally, accurate data saves time when needing locations for irrigation and other underground assets. In the long run, an effective plan saves operational dollars and maximizes capital investments. Immediate benefits include the ability to prioritize asset management decisions. Data can be used by other departments as well.

Three-year Strategic Plan Impacts - Infrastructure, Quality of Life, Efficient, Effective & Economical.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings				6,000		6,000
Total				6,000		6,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy				6,000		6,000
Total				6,000		6,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # GB-23-001
Project Name Pick-Up Trucks - V

Type Equipment
Useful Life 7 years
Category Vehicles

Department Government Buildings
Contact Park & Rec Director
Priority 2 Very Important



Description

Replacement of Pick-Up Trucks
Multi-Year Plan to replace aging fleet.
2024 - Unit 0461 - 2004 Ford F250 Truck
2025 - Unit 435 - 2005 Ford F250
2026 - Unit 0561 - 2005 Ford F250 Van
2028 - Unit 608 - 2016 F150 Truck
2029 - Unit 602 - 2008 Chevy 3/4 Ton
2029 - Unit 21604 - 2021 Ford F250 Truck
2030 - Unit 18610 - 2018 Ford E-350 Van

Justification

Routine replacement of vehicles requires less maintenance, and each will have reached their useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	96,500	96,500	76,500		52,000	321,500
Total	96,500	96,500	76,500		52,000	321,500

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	96,500	96,500	76,500		52,000	321,500
Total	96,500	96,500	76,500		52,000	321,500

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # GB-23-003
Project Name Velve Hall Elevator

Type Equipment
Useful Life 30 years
Category Buildings

Department Government Buildings
Contact Park & Rec Director
Priority 4 Less Important



Description

Install elevator.

Justification

Accessibility.

This project is identified in ICS building assessment completed in 2021. Cost is based on assessment item #46. (Internal reference location - cell #603.)

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings				250,000		250,000
Total				250,000		250,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy				250,000		250,000
Total				250,000		250,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project # GB-23-007

Project Name Tennis Center Restroom

TypeImprovement

Useful Life20 years

CategoryBuildings

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority2 Very Important

Description

Construction of an ADA restroom in the Tennis Center.

Justification

There is only one toilet stall in the men's locker room of the former Fitness Center. With an uncertain future of this portion of the building, it is practical to have a restroom near the Tennis Center where the vast majority of activity for the building is held.

When there is a maintenance issue, patrons do not have another restroom option. During large rentals, busy times and large programs, the restroom is heavily used. The existing area is very small and the toilet stall has no door.

Cost savings. Separate the building from the Fitness Center area.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design		12,000				12,000
Construction/Maintenance			100,000			100,000
Total		12,000	100,000			112,000

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance Fund		12,000	100,000			112,000
Total		12,000	100,000			112,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #GB-23-008

Project NameBack-Up Generator Replacement

TypeEquipment

Useful Life25 years

CategoryEquipment: Miscellaneous

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority2 Very Important

Description

Replace back-up generators

2024 - City Hall

2025 - Library

2026 - Fire Hall

Justification

Current generators are approaching or have passed their expected life

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	125,000	90,000	90,000			305,000
Total	125,000	90,000	90,000			305,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy	125,000	90,000	90,000			305,000
Total	125,000	90,000	90,000			305,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #GB-23-009

Project NameCity Hall Landscaping Update

TypeImprovement

Useful Life15 years

CategoryOther

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority2 Very Important

Description

Update main entrances to City Hall/West Hills Campus

Planters, irrigation, etc.

Justification

Update look and reduce maintenance needs

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		45,000				45,000
Total		45,000				45,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		45,000				45,000
Total		45,000				45,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project # GB-23-010

Project Name Brooktree Clubhouse Improvements - B

Type Improvement

Useful Life 5-10 years

Category Buildings

Department Government Buildings

Contact Park & Rec Director

Priority 2 Very Important

Description

Phase I - 2024
Kitchen hood, Walk-in cooler (\$35k), electrical upgrades/service panel, pro shop remodel - lights ceiling, wallboard, cabinets
Phase II - 2025
HVAC Improvements - 2 units
Phase III - 2026
Clubhouse roof, siding, painting, parking lot and landscaping

Justification

Other projects needed to maintain operations, replace items beyond expected life, including hood replacement.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance			80,000			80,000
Equip/Vehicles/Furnishings	150,000	30,000				180,000
Total	150,000	30,000	80,000			260,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy	150,000	30,000	80,000			260,000
Total	150,000	30,000	80,000			260,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #GB-23-011

Project NameTennis Center Ceiling Repair, HVAC, Insulation

TypeImprovement

Useful Life25 years

CategoryBuildings

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority2 Very Important

Description

Repairs to control humidity.

Justification

Not able to currently control humidity in the building causing condensation in the insulation. Because of the condensation there is no way to control the leaks and prevent mold growth.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance			850,000			850,000
Total			850,000			850,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			850,000			850,000
Total			850,000			850,000

Budget Impact/Other

To repair ceiling and HVAC - \$850000
To just repair the ceiling and not condition the space - \$450,000

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project # GB-24-001

Project Name Garage Door Replacement - B

Type Equipment

Useful Life 25 years

Category Buildings

Department Government Buildings

Contact Park & Rec Director

Priority 1 Critical

Description

Replace garage doors at various locations.
The city has 137 overhead doors.

This will become part of a more detailed door plan.

Justification

At the end of their useful life, need to be replaced.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	50,000	100,000	100,000	100,000		350,000
Total	50,000	100,000	100,000	100,000		350,000

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance Fund	50,000	100,000	100,000	100,000		350,000
Total	50,000	100,000	100,000	100,000		350,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #GB-24-002

Project NameMerrill Hall - Phase 1- Mechanical & Electrical

TypeEquipment

Useful Life20 years

CategoryBuildings

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority1 Critical

Description

Mechanical and Electrical upgrades.
Electrical distribution panel, LED light upgrades, HVAC, fire suppression, roof, electrical, asbestos removal and design.

Justification

All of these projects were listed in previous CIP plans.

Rubber roof is shrinking and has leaks, more than 25 years old. Asphalt is cracking. Newer roofs on campus have already been replaced. Roof has been insulated and it needs to be kept dry..
Updated equipment is more energy efficient.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	5,230,000					5,230,000
Total	5,230,000					5,230,000

Funding Sources	2024	2025	2026	2027	2028	Total
Debt Levy for LT Facilities Needs	5,230,000					5,230,000
Total	5,230,000					5,230,000

Budget Impact/Other

Stand-alone furnaces (zoning) could be more economical, but less than ideal for long-term solutions.
Money can be saved with more energy efficient equipment.
OPU rebates might be available.

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #GB-24-003

Project NameBuilding Management Systems

TypeEquipment

Useful Life20 years

CategoryBuildings

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority2 Very Important

Description

HVAC Controls

City Hall - 2024

Library - 2025

WWTP - 2026

Justification

End of useful life and can not be supported anymore. Have to go through server.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	20,000	20,000	15,000			55,000
Total	20,000	20,000	15,000			55,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy	20,000	20,000	15,000			55,000
Total	20,000	20,000	15,000			55,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # GB-25-001
Project Name Specialty Use Vehicles - V

Type Equipment
Useful Life 7 years
Category Vehicles

Department Government Buildings
Contact Park & Rec Director
Priority 2 Very Important



Description

Multi-year plan to replace aging equipment.
Replacement of Specialty Use Vehicles

2025 - Unit 611 - Upright Man Lift
2027 - Unit 612 - 2017 Toro Mower with cab & broom
2033 - Unit 18603 - 2018 Kubota Side by Side
2033 - Unit 18613 - Genie Man lift
2029 - Unit 22603 - Ventrac with Broom & Blower - multi-purpose, year-round versatile vehicle. Interchangeable attachments.

Justification

They will have reached the end of their useful life.

Three-year Strategic Plan Impacts - Infrastructure, Quality of Life, Efficient, Effective & Economical.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		23,000		79,500		102,500
Total		23,000		79,500		102,500

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund		23,000		79,500		102,500
Total		23,000		79,500		102,500

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #GB-25-002

Project NameMerrill Hall - Ph 2-Envelope and Interior Upgrades

TypeEquipment

Useful Life15 years

CategoryBuildings

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority2 Very Important

Description

Phase 2 of Merrill Hall upgrades, envelope and interior updates.

Replace windows, insulation, tuckpointing, add elevator, update bathrooms, add railings, electrical receptical sub-panels.

Justification

All of these items have been previous CIP projects.

They are combined for cost efficiencies.

Window gaskets are failing causing a leak. Some windows cannot be opened. The original installer has inspected the windows and determined they are unrepairable.

An elevator would further increase accessibility.

Current paint shows the age of the building.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance				3,000,000		3,000,000
Total				3,000,000		3,000,000

Funding Sources	2024	2025	2026	2027	2028	Total
Debt Levy for LT Facilities Needs				3,000,000		3,000,000
Total				3,000,000		3,000,000

Budget Impact/Other

\$10,000 was budgeted in 2020 - project GB-20-001, women's restroom - ADA compliance - but that was not enough for the project.

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #

GB-25-003

Project Name

Chalet Siding

Type

Improvement

Department

Government Buildings

Useful Life

30 years

Contact

Park & Rec Director

Category

Buildings

Priority

1 Critical

Description

Replace siding at the Morehouse Warzinski Chalet

Justification

Animals are chewing holes in the siding and getting into the building.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		20,000				20,000
Total		20,000				20,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		20,000				20,000
Total		20,000				20,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project # GB-27-001

Project Name Tennis and Fitness Center Court Resurfacing - C



TypeImprovement

Useful Life5 years

CategoryBuildings

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority3 Important

Description

Resurfacing 6 indoor tennis courts at the Tennis and Fitness Center.

Resurfaced August 2019.

Justification

Industry standard recommends resurface and color coat every 5-7 years to prevent long-term expensive maintenance costs and avoid safety concerns. Regular wear removes the grit in the surface causing it to become slippery.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance				45,000		45,000
Total				45,000		45,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy				45,000		45,000
Total				45,000		45,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #GB-28-001

Project NameBrooktree Cart Shed

TypeEquipment

Useful Life40 years

CategoryBuildings

DepartmentGovernment Buildings

ContactPark & Rec Director

Priority2 Very Important

Description

Construction of new Cart Shed at Brooktree.

Justification

Current shed is not large enough to house all carts, some need to sit outside. Need more infrastructure as we move to electric carts. More space allows for additional storage for golf course.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance					250,000	250,000
Total					250,000	250,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy					250,000	250,000
Total					250,000	250,000

Budget Impact/Other

Will save money on off-season storage for carts.

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Library								
Library Clay Tile Roof	LIB-17-002	3		30,000				30,000
Library Renovations	LIB-19-001	2	90,000					90,000
LED Lighting	LIB-22-002	3		15,000				15,000
Library Total			90,000	45,000				135,000
<i>Building Maintenance Fund</i>				45,000				45,000
<i>Capital Projects Fund Levy</i>			45,000					45,000
<i>Other funding source</i>			45,000					45,000
Library Total			90,000	45,000				135,000
Grand Total			90,000	45,000				135,000

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #LIB-17-002

Project NameLibrary Clay Tile Roof

TypeImprovement

Useful Life50 years

CategoryBuildings

DepartmentLibrary

ContactLibrary Director

Priority3 Important

Description

The tile roof of the 1900 structure is original to the building. An architect will conduct a complete internal and external inspection of the roof structure and roof covering to determine condition, potential causes of failure or source of leaks, and information to develop a program for the preservation and repair of the tile roof, sub roofing, fasteners and flashings.
The study will identify the qualities important in contributing to the historic significance and character of the building.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design		30,000				30,000
Total		30,000				30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance Fund		30,000				30,000
Total		30,000				30,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # LIB-19-001
Project Name Library Renovations

Type Improvement
Useful Life 25 years
Category Buildings

Department Library
Contact Library Director
Priority 2 Very Important



Description

Renovation of the library including the addition of two small conference rooms, a new teen area, small study rooms in both Adult and Children's Services, relocation of public internet terminals and a new circulation desk and shelving in Adult Services.

Justification

Since its completion in 1992, the addition to the original library has gone virtually unchanged in layout and function. The renovation will address many needs for the library including a better layout of public computers, the addition of quiet study spaces, additional public meeting spaces and a more open and updated layout. These changes were recommended after a 6 month long Space Needs Allocation Study. The library is one of the centerpieces of the community. This renovation will help the library keep up with current trends in library service as well as offering a new and vibrant look to its many users.

Donations - other funding source in 2024

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	90,000					90,000
Total	90,000					90,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy	45,000					45,000
Other funding source	45,000					45,000
Total	90,000					90,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #LIB-22-002

Project NameLED Lighting

TypeImprovement

Useful Life20 years

CategoryEquipment: Miscellaneous

DepartmentLibrary

ContactLibrary Director

Priority3 Important

Description

Conversion to LED lighting in the Reading Room

Justification

We are looking at changing fixtures in the Reading Room to better compliment the aesthetics. We will be replacing the traditional fluorescent blubs with LED lighting.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		15,000				15,000
Total		15,000				15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance Fund		15,000				15,000
Total		15,000				15,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Parks and Recreation								
Maintenance Facility Ventilation	GB-24-004	2	75,000					75,000
Dartt's Park Baseball Irrigation - C	P&R-13-026	3			85,000			85,000
Play Equipment - C - G	P&R-13-034	2		200,000	129,000		113,000	442,000
Park Restroom Rehab - C	P&R-13-040	2	20,000	20,000				40,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	2	61,000	71,750	36,750	61,250	61,250	292,000
River Springs Water Park Slide, Feature Repairs- C	P&R-18-001	3			100,000			100,000
River Springs Water Park Slide, Feature Adds - C	P&R-18-006	5				65,000	175,000	240,000
Dartt's Park West Parking Lot New Construction- C	P&R-19-002	2		12,000	215,000			227,000
River Springs Water Park Structure & Concrete - C	P&R-20-003	3			250,000			250,000
Countryview Park Development - C	P&R-20-007	2		7,500	250,000			257,500
Raising of Muckle Trail at Hoffman Drive - C	P&R-20-009	1			500,000	500,000		1,000,000
Vine St Bridge Installation - C	P&R-20-015	2		1,700,000				1,700,000
Trail Connection NSRP to Buxton - C	P&R-20-017	1		478,521	3,509,154			3,987,675
Safety Lighting - C	P&R-20-020	2				240,000	84,000	324,000
Permanent Bathroom Construction - C	P&R-20-024	2		45,000	70,000	45,000	45,000	205,000
Parks Mowers & Attachments - V	P&R-20-026	1	111,700	47,000	44,600	65,000		268,300
Parks Tractors & Attachments - V	P&R-20-028	2		26,000			94,800	120,800
Parks Pick-Ups - V	P&R-20-029	2	201,000	38,000	38,000	67,000	76,000	420,000
Daikin Soccer Improvements	P&R-21-002	3				50,000	300,000	350,000
Golf Mowers - V	P&R-21-003	2	79,000			135,000		214,000
Tennis and Fitness Center Court Sweeper - C	P&R-22-001	3		15,500				15,500
Parks Utility Vehicles - V	P&R-22-003	2					37,000	37,000
Rose Street Trail	P&R-22-006	1		550,000				550,000
River Springs Interior Pool Surface	P&R-22-009	2	50,000	100,000	100,000	100,000	100,000	450,000
Lake Chase/NSRP Connection - C - G	P&R-23-001	3			15,000	150,000		165,000
Park Specialty Vehicles & Attachments - V	P&R-23-002	2		68,600				68,600
Park Maintenance Shop Security	P&R-23-005	2		100,000				100,000
Park Maintenance Shop Lighting	P&R-23-006	2			56,000			56,000
Pavement Rehabilitation & Replacement Plan	P&R-23-012	2	135,000	100,000	100,000	100,000	100,000	535,000
System Trail Plan - Connectivity & Additions	P&R-23-013	2		50,000	500,000			550,000
Dartts Park Shelter Design, Demo, Construction	P&R-23-014	3		50,000	380,000			430,000
River Springs Boilers & Exchange	P&R-23-015	2		25,000	25,000			50,000
Central Park Bandshell Remodel	P&R-23-017	1	100,000					100,000
Automatic Park Gates	P&R-23-020	2	120,000	60,000				180,000
Park Security Cameras	P&R-23-021	1		25,000	25,000	25,000		75,000
Walk-In Cooler River Springs Water Park	P&R-23-022	3			40,000			40,000
Parks Grounds Maintenance Tractors - V	P&R-24-001	2		69,500			41,500	111,000
Golf Course Cart Paths	P&R-24-002	2		35,000		35,000	50,000	120,000
Splash Pads	P&R-24-005	2			300,000			300,000

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Neighborhood Ice Rinks	P&R-24-006	2		30,000				30,000
Brooktree Maintenance Shop - Phase 1	P&R-24-007	2		95,000				95,000
Dartt's Baseball Field Lights	P&R-25-001	2		300,000				300,000
Brooktree Maintenance Shop - Phase 2	P&R-25-002	2			265,000			265,000
Cashman Property Development - Phase 1	P&R-25-003	2			1,074,625			1,074,625
Morehouse Park Development - Phase 1	P&R-25-004	2			2,461,988			2,461,988
Lake Kohlmier Park Development - Phase 1	P&R-25-005	2			414,338			414,338
Kaplans Woods Park Development - Phase 1	P&R-25-006	2			1,172,000			1,172,000
Brooktree Pergolas	P&R-25-007	3		20,000	20,000	20,000		60,000
River Springs Roof	P&R-26-001	2			40,000			40,000
Downtown Furnishings	P&R-26-003	3			15,000			15,000
Cashman Property Development - Phase 2	P&R-26-004	2				595,175		595,175
Morehouse Park Development - Phase 2	P&R-26-005	2				1,394,063		1,394,063
Lake Kohlmier Park Development - Phase 2	P&R-26-006	2				529,250		529,250
Kaplans Woods Development - Phase 2	P&R-26-007	2				633,438		633,438
Cashman Crossing Bridge Replacement	P&R-27-001	3				1,000,000		1,000,000
Cashman Property Development - Phase 3	P&R-27-002	2					596,763	596,763
Morehouse Park Development - Phase 3	P&R-27-003	2					1,396,125	1,396,125
Lake Kohlmier Development - Phase 3	P&R-27-004	2					262,500	262,500
Kaplans Woods Park Development - Phase 3	P&R-27-005	2					1,000,000	1,000,000
Golf Pick-Up - V	P&R-28-001	2					62,800	62,800
Golf Tractors & Attachments - V	P&R-34-001	2	48,400					48,400
Parks and Recreation Total			1,001,100	4,339,371	12,231,455	5,810,176	4,595,738	27,977,840
Building Maintenance Fund			75,000					75,000
Capital Projects Fund Levy			316,000	4,090,271	11,908,855	5,493,176	4,283,638	26,091,940
Debt to be repaid with levy					200,000			200,000
Other funding source			170,000		40,000			210,000
Other Grant Funds						50,000		50,000
Vehicle Replacement Fund			440,100	249,100	82,600	267,000	312,100	1,350,900
Parks and Recreation Total			1,001,100	4,339,371	12,231,455	5,810,176	4,595,738	27,977,840
Grand Total			1,001,100	4,339,371	12,231,455	5,810,176	4,595,738	27,977,840

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #

GB-24-004

Project Name

Maintenance Facility Ventilation

Type

Improvement

Department

Parks and Recreation

Useful Life

15 years

Contact

Bldg./Grds Sup.

Category

Buildings

Priority

2 Very Important

Description

Upgrade ventilation system in streets building (auto repair area).

Justification

Health concern for employees.

Identified in building assessment. Item #77, cell #1428

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	75,000					75,000
Total	75,000					75,000

Funding Sources	2024	2025	2026	2027	2028	Total
Building Maintenance Fund	75,000					75,000
Total	75,000					75,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-13-026
Project Name Dartt's Park Baseball Irrigation - C

Type Improvement Department Parks and Recreation
Useful Life 15 years Contact Park & Rec Director
Category Park Improvements Priority 3 Important



Description

Replacement of Irrigation System for the Dartt's Park Baseball Fields

This will be part of a more detailed irrigation plan.

Justification

Life expectancy for an irrigation system is 15 years. This system was installed in 1992. The system is outdated, the new individual control systems can turn on individual heads as opposed to a block/zone control. This is extremely important on a field with heavy clay soil.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			85,000			85,000
Total			85,000			85,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			45,000			45,000
Other funding source			40,000			40,000
Total			85,000			85,000

Budget Impact/Other

Water conservation, DNR is monitoring usage, important to have control of the system.

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-13-034
Project Name Play Equipment - C - G

Type Improvement
Useful Life 10 years
Category Park Improvements

Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Replacement of play equipment.

**List may change based on results future individual planning process for each park.

Costs include installation, woodchips, border and play pieces.

2024 - Mineral Springs (equip & install 175k, \$25k for woodchips & amenities) - built in 1998
2026 - Gainey (equip & install \$129k)
2028 - Brown (equip & install \$113k)
2030 - Dartt's (equip & install \$120k)
2032 - Fairgrounds (equip & install \$143k)
2034 - Jaycee (equip & install \$132k)

Future replacement details may be found in Playground Plan Document.

Justification

All of our playground equipment scheduled for replacement is well over 10 years old except Manthey. Playgrounds are inspected monthly by our licensed and trained crew to ensure they meet federal standards.

Wood structured playgrounds need to be replaced, as they are outdated and no longer recommended.

New features and attractive playgrounds can revitalize the use of a park, and increase demand, resulting in more pavilion rentals/income.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		200,000	129,000		113,000	442,000
Total		200,000	129,000		113,000	442,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		200,000	129,000		113,000	442,000
Total		200,000	129,000		113,000	442,000

Budget Impact/Other

Other grant funds may be available with some projects.

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-13-040

Project NamePark Restroom Rehab - C



TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Update restrooms with new flooring and lights in park restroom buildings along with ADA compliance.

2024 - Morehouse Chalet

2025 - Gainey Epoxy Flooring

Justification

A schedule to update restrooms is important to reduce maintenance and energy costs. New flooring reduces maintenance costs and new lights reduce energy costs. ADA compliance is necessary.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	20,000	20,000				40,000
Total	20,000	20,000				40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy	20,000	20,000				40,000
Total	20,000	20,000				40,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-17-004
Project Name Outdoor Sports Court Resurfacing - C

Type Improvement Department Parks and Recreation
Useful Life 5 years Contact Park & Rec Director
Category Park Improvements Priority 2 Very Important



Description

Resurfacing and Replacement of Outdoor Sports Courts.

Refer to plan document for details on each park.

Justification

Industry standard recommendation is to resurface and color coat every 5-7 years to prevent more expensive maintenance costs and avoid safety concerns.

Annual inspection may necessitate more immediate repairs or change priority of parks.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	61,000	71,750	36,750	61,250	61,250	292,000
Total	61,000	71,750	36,750	61,250	61,250	292,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy	61,000	71,750	36,750	61,250	61,250	292,000
Total	61,000	71,750	36,750	61,250	61,250	292,000

Budget Impact/Other

The price is approximately \$3.50 per square foot. It depends heavily on the condition of the court. If it needs a lot of cracks to be filled before the resurface the cost is higher. Sid Kinyon is 1/2 carpet and 1/2 court surface.

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-18-001
Project Name River Springs Water Park Slide, Feature Repairs- C

Type Equipment Department Parks and Recreation
Useful Life 5-10 years Contact Park & Rec Director
Category Equipment: Miscellaneous Priority 3 Important



Description

Repair, maintenance, restoration and replacement of existing slides and play features.

Justification

The existing slides and features were installed in 2009 and are in need of maintenance and recoating to maintain their useful life.

Life Cycle of equipment is typically 16-17 years from install to re-gel coating.

New in 2009

Maintenance and color restoration done in 2019

Re-gel in 2026

1. Body Slide (interior maintenance and exterior restoration)
2. Tube Slide (interior maintenance and exterior restoration)
3. Zero Depth Turtle Slide
4. Mushroom Play feature
5. Buckets (5) Play Feature
6. Lazy River Water Dump
7. Bridge to lazy river island -- sandblast and recoat
8. Touchup of Slide tower (Splashtacular towers are made of galvanized so touchup is usually all that is needed).
9. Zero Depth Playground

Industry standard recommendation is to do maintenance every 5-7 years with a gel-coating every 3rd cycle, due to UV break-down, color fading and scale buildup.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			100,000			100,000
Total			100,000			100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			100,000			100,000
Total			100,000			100,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #P&R-18-006

Project NameRiver Springs Water Park Slide, Feature Adds - C

TypeImprovement

Useful Life10 years

CategoryOther

DepartmentParks and Recreation

ContactPark & Rec Director

Priority5 Future Consideration

Description

Addition of new slides and water features.

1. Expansion of the Zero Depth Explore Forms Play Structure to include a 25 foot flume slide
2. Open Face Flume Body Slide
3. Enclosed Tube Slide

Justification

New features would enhance the experience of users and attract more patrons to visit.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance				65,000	175,000	240,000
Total				65,000	175,000	240,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy				65,000	175,000	240,000
Total				65,000	175,000	240,000

Budget Impact/Other

The platform and main play structure is already installed for the zero depth slide.
The anchors & pillars are already installed for the large slides.

Industry standard for recoating slides is 5-7 years.

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-19-002
 Project Name Dartt's Park West Parking Lot New Construction- C
 Type Improvement Department Parks and Recreation
 Useful Life 10-15 years Contact Park & Rec Director
 Category Park Improvements Priority 2 Very Important



Description

Expand the parking lot on the west side at Dartt's park.
 Add electric car charging station.

After construction, this will become part of the pavement maintenance plan.

Justification

Overflow parking ends up on the entrance, on the grass and blocking trail access.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design		12,000				12,000
Construction/Maintenance			200,000			200,000
Equip/Vehicles/Furnishings			15,000			15,000
Total		12,000	215,000			227,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		12,000	15,000			27,000
Debt to be repaid with levy			200,000			200,000
Total		12,000	215,000			227,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #

P&R-20-003

Project Name

River Springs Water Park Structure & Concrete - C

Type

Equipment

Department

Parks and Recreation

Useful Life

25 years

Contact

Park & Rec Director

Category

Park Improvements

Priority

3 Important

Description

Addition of structure at River Springs Water Park.
Remove grass area.

Justification

Provides additional shaded area for group rentals, birthday parties and patrons.
The facility is more attractive to groups and parties considering using the water park for their event.
Removing the sand volleyball court and grass areas help keep the pool clean and free of debris.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance			250,000			250,000
Total			250,000			250,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			250,000			250,000
Total			250,000			250,000

Budget Impact/Other

Generate additional rental revenue

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-20-007

Project NameCountryview Park Development - C

TypeImprovement

Useful Life15 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important



Description

Addition of items at Countryview Park.

As suggested by the Master Plan, community engagement is recommended to suggest, then determine specific amenities at this small park.

Justification

The land is currently two vacant grass lots. Play Equipment needs to be added and activity areas developed.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design		7,500				7,500
Construction/Maintenance			250,000			250,000
Total		7,500	250,000			257,500

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		7,500	250,000			257,500
Total		7,500	250,000			257,500

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-20-009

Project NameRaising of Muckle Trail at Hoffman Drive - C

TypeImprovement

Useful Life10-15 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority1 Critical

Description

Raise trail at Hoffman Drive & Railroad bridge..

Final costs will be determined by engineering results.

Justification

When the trail floods, it becomes a safety concern when people bypass this area onto Hoffman Drive.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance			500,000	500,000		1,000,000
Total			500,000	500,000		1,000,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			500,000	500,000		1,000,000
Total			500,000	500,000		1,000,000

Budget Impact/Other

Funded \$55,000 in 2020; \$25,000 in 2021 and \$20,000 in 2022. Project is costlier than originally estimated, so the funds have been set aside until we have adequate funds to complete the project. Engineering study may begin in 2021.

Funds were utilized in completing the individual master parks plan instead. This project will need to be fully funded when it begins.

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-20-015

Project NameVine St Bridge Installation - C



TypeImprovement

Useful Life50 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Final design plans.
Install bridge by Bridge Street & Vine (OPU).

Justification

Creates connection.
Identified in Master Plan.
This would avoid having to go onto Bridge Street to reconnect to the trail.
Increased safety and accessibility for all users.
Concept design is completed.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		1,700,000				1,700,000
Total		1,700,000				1,700,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		1,700,000				1,700,000
Total		1,700,000				1,700,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-20-017
Project Name Trail Connection NSRP to Buxton - C

Type Improvement Department Parks and Recreation
Useful Life 50 years Contact Park & Rec Director
Category Park Improvements Priority 1 Critical



Description

Complete conceptual/preferred route plan for connection of North Straight River Parkway to Buxton Trail/Maple Creek. Multi-year project.
Concept Plan - [completed] 2022
Design/Engineering - 2025
Construction - 2026

Justification

This is listed as high priority in the Master Plan based on trail use and identification of key trail connection.. Nearby land owners are interested in supporting the project.. A safe passage is important as this segment crosses very busy streets (Elm & Cedar). This is also an important step in creating a city-wide trail loop.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design		478,521				478,521
Construction/Maintenance			3,509,154			3,509,154
Total		478,521	3,509,154			3,987,675

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		478,521	3,509,154			3,987,675
Total		478,521	3,509,154			3,987,675

Budget Impact/Other

Opportunity to work with landowner for possible donation.

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #P&R-20-020

Project NameSafety Lighting - C

TypeImprovement

Useful Life30 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Addition of LED lights to parks and trails.

First priorities include: 18th Street Trail, approximately 2.3 miles at 26th Street and parking lot lights at River Springs Water Park (3 lights),Manthey Park

This will be part of a more detailed lighting plan.

Justification

Improve safety.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings				240,000	84,000	324,000
Total				240,000	84,000	324,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy				240,000	84,000	324,000
Total				240,000	84,000	324,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-20-024
Project Name Permanent Bathroom Construction - C

Type Improvement Department Parks and Recreation
Useful Life 20 years Contact Park & Rec Director
Category Park Improvements Priority 2 Very Important



Description

Installation of permanent bathroom structures to replace portable restrooms, along trails and in remote areas of parks.
Priority Order:
North Straight River Parkway
Kaplan's Woods
Buxton
Lake Chase
Daikin Soccer Complex
Morehouse
Others would be prioritized by plan and trail counts.
Eliminating portable restrooms and associated costs.

Justification

Cleaner, less odor. Sturdy. Cost savings over time from portable rentals.
More accessible for all users. Better aesthetics.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		45,000	70,000	45,000	45,000	205,000
Total		45,000	70,000	45,000	45,000	205,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		45,000	70,000	45,000	45,000	205,000
Total		45,000	70,000	45,000	45,000	205,000

Budget Impact/Other

Do not have to rent portable restrooms.

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-20-026
Project Name Parks Mowers & Attachments - V

Type Equipment
Useful Life 10 years
Category Vehicles
Department Parks and Recreation
Contact Park & Rec Director
Priority 1 Critical



Description

Replace mowers and attachments. All will be sold or traded, unless otherwise stated.

2025 - Unit 463 - 2001 John Deere 1435 Mower/Blower
2026 - Unit 469 - 2002 Toro Mower 3280 Mower/Broom
2027 - Unit 471 - 2004 Groundsmaster 328D
2024 - Unit 415 - 2011 Groundsmaster 4110D - 11 foot w/cab
2027 - (no unit #) - 1999 Toro Reelmaster 2300D will be replaced by golf mower
2027 - Unit 553 - 2003 Toro Reelmaster 3100 will be replaced by golf mower
2030 - Unit 18464 - 2018 Toro Groundsmaster 4110D - 11 foot
2029 - Unit 19416 - 2019 Toro Groundsmaster
2024 - Unit 415A - 2011 Groundsmaster 6 Foot Broom attachment
2035 - Unit 19466 - 2019 Toro Groundsmaster 360
2031 - Unit 21465 - 2021 Toro Groundsmaster

Justification

Mowers are at or beyond their expected useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	111,700	47,000	44,600	65,000		268,300
Total	111,700	47,000	44,600	65,000		268,300

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	111,700	47,000	44,600	65,000		268,300
Total	111,700	47,000	44,600	65,000		268,300

Budget Impact/Other

The replacements in 2027 will be done with used golf equipment. Those units are used infrequently at Dartt's and Morehouse ballfields.

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-20-028
Project Name Parks Tractors & Attachments - V

Type Equipment Department Parks and Recreation
Useful Life 10 years Contact Park & Rec Director
Category Vehicles Priority 2 Very Important



Description

Replace tractors and attachments. All will be sold or traded unless otherwise noted.

2029 - Unit 19431A - 2019 Bobcat Angle Broom

2029 - Unit 19458 - 2019 Ventrac Utility Tractor

2029 - (no unit #) - 2019 Ventrac Broom

2029 - (no unit #) - 2019 Ventrac Snow blower

2029 - (no unit #) - 2019 Ventrac Tough Cut

2025 - Unit 420 - 2015 John Deere 3032 Utility Tractor

2030 - Unit 459 - 2015 Massey Ferguson 1754 Tractor

2030 - Unit 459-1 - 2015 Massey Ferguson 1535 Broom

2036 - Unit 459-2 - 2021 Land Pride Tiller

2028 - Unit 22459 - 2021 Ventrac Utility Tractor and Accessories

2028 - Unit 22460 - 2021 Ventrac Utility Tractor and Accessories

2033 - Unit 23480 - 2023 Kubota Tractor

2033 - Unit 23480A - 2023 Kubota Front Loader Attachment

2033 - Unit 23480B - 2023 Kubota Snowblower Attachment

2028 - Unit 23431 - 2023 Bobcat Skidloader

Justification

Tractors and attachments have reached or exceeded their expected useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		26,000			94,800	120,800
Total		26,000			94,800	120,800

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund		26,000			94,800	120,800
Total		26,000			94,800	120,800

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-20-029
Project Name Parks Pick-Ups - V

Type Equipment
Useful Life 5-10 years
Category Vehicles

Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Replacement of pick-ups. All will be sold unless otherwise noted.
Multi-year plan to replace aging fleet.

2024 - Unit 0101 - 2001 Ford F250 Truck w/Plow
2024 - Unit 430 - 2002 Ford F550 Flatbed - with like-vehicle.
2024 - Unit 440 - 2004 Ford F150 Ext Cab
2023 - Unit 0441 - 2004 Ford F150 Extended Cab
2024 - Unit 0442 - 2004 Ford F250 w/plow 4x4
2025 - Unit 0401 - 2004 Ford Ranger with topper
2026 - Unit 0560 - 2005 Ford F250 Van
2027 - Unit 0540 - 2005 Ford F550 Flatbed
2031 - Unit 21454 - Ford F150 Ext Cab
2028 - Unit 413 - 2008 Chevy 2500 Truck
2028 - Unit 437 - 2008 Chevy 3/4 Ton
2029 - Unit 438 - 2009 Ford Ranger
2029 - Unit 9436 - 2009 Chevy Silverado 1500
2029 - 13429 - 2013 Chevy Silverado w/Utility Box
2032 - Unit 09456 - 2009 Chevy 3/4 Ton 4x4
2032 - Unit 11481 - 2011 GMC Sierra 1/2 Ton 4x4
2030 - Unit 10429 - 2010 GMC 3/4 ton 4x4 with plow
2030 - Unit 9439 - 2009 GM Silverado

Justification

All vehicles are at or past their expected useful life. Supports core maintenance activities.

Three-year Strategic Plan Impacts - Infrastructure, Quality of Life, Efficient, Effective & Economical.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	201,000	38,000	38,000	67,000	76,000	420,000
Total	201,000	38,000	38,000	67,000	76,000	420,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	201,000	38,000	38,000	67,000	76,000	420,000
Total	201,000	38,000	38,000	67,000	76,000	420,000

Budget Impact/Other

Reduced repairs and down-time.

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #P&R-21-002

Project NameDaikin Soccer Improvements

TypeImprovement

Useful Life30 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority3 Important

Description

Development at soccer complex
Design
Exploration of pavilion & restroom facilities, trail connections, parking lots, field & parking lot lighting, etc. Construction price to be determined from design.

Justification

Phase 1 was fields & irrigation.

Soccer fields will be heavily used.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design				50,000		50,000
Construction/Maintenance					300,000	300,000
Total				50,000	300,000	350,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy				50,000	300,000	350,000
Total				50,000	300,000	350,000

Budget Impact/Other

Other funds could come from soccer association fundraising.

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-21-003
Project Name Golf Mowers - V

Type Equipment Department Parks and Recreation
Useful Life 10 years Contact Park & Rec Director
Category Vehicles Priority 2 Very Important



Description

Replacement of mowers. All will be sold or traded, unless otherwise noted.
Multi-year plan to preplace golf course maintenance equipment.

2024 - Unit 551A - 2011 Greensmaster 3150
2024 - Unit 551B - 2011 Greensmaster 3150
2027 - Unit 554A - 2017 Jacobsen LF 510 Mower - send to parks
2027 - Unit 554B - 2017 Jacobsen LF 510 Mower - send to parks
2029 - Unit 564 - 2014 Toro Groundsmaster 3500
2029 - Unit 565A - 2014 Toro Groundsmaster 4500
2029 - Unit 565B - 2014 Toro Groundsmaster 4500
2031 - Unit 21552 - 2021 Jacobsen GP400 Greens Mower
2032 - Unit 22552A - 2022 Jacobsen GP400 Greens Mower

Justification

The key to a successful golf course garnering the most revenue is the maintenance of the grounds and the players experience. Golf maintenance equipment is specialized.

Mowers are beyond their expected useful life.

Three-year Strategic Plan Impacts - Infrastructure, Economic Vitality, Quality of Life, Efficient, Effective & Economical.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	79,000			135,000		214,000
Total	79,000			135,000		214,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	79,000			135,000		214,000
Total	79,000			135,000		214,000

Budget Impact/Other

Reduce breakdowns, repairs and downtime.

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #

P&R-22-001

Project Name

Tennis and Fitness Center Court Sweeper - C

Type

Equipment

Department

Parks and Recreation

Useful Life

10-15 years

Contact

Park & Rec Director

Category

Equipment: Miscellaneous

Priority

3 Important

Description

Purchase a new Tennis & Fitness Center Court Sweeper.

Justification

Life expectancy of a court sweeper is 10-15 years.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		15,500				15,500
Total		15,500				15,500

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		15,500				15,500
Total		15,500				15,500

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #	P&R-22-003		
Project Name	Parks Utility Vehicles - V		
Type	Equipment	Department	Parks and Recreation
Useful Life	5-10 years	Contact	Park & Rec Director
Category	Vehicles	Priority	2 Very Important



Description

Replacement of utility vehicles. All will be sold unless otherwise noted.

2024 - Unit 05 - 2001 Toro Workman (replaced with used from golf)
2029 - Unit 19444 - 2019 Kubota Side by Side
2031 - Unit 21470 - Toro GTX EFI
2033 - Unit 547A - 2008 Yamaha Gas Golf Cart with Box (replaced with used from golf)
2028 - Unit 18440 - 2018 Kubota Side by Side

Justification

All utility vehicles are at of beyond their expected useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings					37,000	37,000
Total					37,000	37,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund					37,000	37,000
Total					37,000	37,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-22-006
Project Name Rose Street Trail

Type Improvement
Useful Life 20 years
Category Park Improvements

Department Parks and Recreation
Contact Park & Rec Director
Priority 1 Critical



Description

Repair and rebuild Rose Street Trail for ADA compliance
Concept work in 2021 will determine final costs.

Justification

The trail has recently collapsed.
A concept/feasibility study is needed to determine cost to repair the trail and reconstruct it so that it is ADA compliant.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design		50,000				50,000
Construction/Maintenance		500,000				500,000
Total		550,000				550,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		550,000				550,000
Total		550,000				550,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-22-009

Project NameRiver Springs Interior Pool Surface

TypeImprovement

Useful Life5 years

CategoryOther

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Repair and replace worn areas of the interior of the pool, floor, walls and gutters.

Including, steps and other interior surfaces.

Justification

Safety for patrons.

Efficiency of operations.

Preventative maintenance to avoid shutdown.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	50,000	100,000	100,000	100,000	100,000	450,000
Total	50,000	100,000	100,000	100,000	100,000	450,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy	50,000	100,000	100,000	100,000	100,000	450,000
Total	50,000	100,000	100,000	100,000	100,000	450,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-23-001
Project Name Lake Chase/NSRP Connection - C - G

Type Improvement Department Parks and Recreation
Useful Life 20 years Contact Park & Rec Director
Category Park Improvements Priority 3 Important



Description

Design of and construct trail to connect North Straight River Parkway and Lake Chase.

Justification

Connection from trails to city parks. Lake Chase currently is not connected to a trail. Additional work may need to be done to parking lot at Lake Chase for grant eligibility. (Power lines put underground - OPU, etc.; easement for land needed.)

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design			15,000			15,000
Construction/Maintenance				150,000		150,000
Total			15,000	150,000		165,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			15,000	100,000		115,000
Other Grant Funds				50,000		50,000
Total			15,000	150,000		165,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-23-002
Project Name Park Specialty Vehicles & Attachments - V

Type Equipment
Useful Life 10-15 years
Category Vehicles
Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Replace specialty vehicles and attachments. All will be sold or traded in, unless otherwise noted.

2025 - (no unit #) - 2006 Groomer Pull-behind
2025 - Unit 432 - 2004 Toro MP1250 Sprayer
2030 - Unit 451 - 2001 Kromer Trailer
2032 - Unit 482 - 12' Trailer
2034 - Unit 587A - 2014 Toro Pro 44539 Force Blower
2035 - Unit 414 - 21' Trailer
2039 - Unit TBD - 10 ft. Flatbed Utility Trailer
2035 - (no unit #) - 2003 Sand rake (Kohlmier) - will be replaced with used golf rake
2042 - Unit 22478 - 2022 22' trailer
2035 - Unit 23401 - Mosquito Sprayer

Justification

All specialty vehicles and attachments are at or have exceeded their expected useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		68,600				68,600
Total		68,600				68,600

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund		68,600				68,600
Total		68,600				68,600

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #

P&R-23-005

Project Name

Park Maintenance Shop Security

Type

Equipment

Department

Parks and Recreation

Useful Life

15 years

Contact

Park & Rec Director

Category

Buildings

Priority

2 Very Important

Description

Install remote and card access gates to entrance. Upgrade access through key fobs.

This will be part of a more detailed card access plan.

Justification

Protect assets by limiting accessibility to building.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		100,000				100,000
Total		100,000				100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		100,000				100,000
Total		100,000				100,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-23-006

Project NamePark Maintenance Shop Lighting

TypeEquipment

Useful Life15 years

CategoryBuildings

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important



Description

Install LED lighting.

This will be part of a more detailed lighting plan.

Justification

LED lights are more energy efficient.

Identified in building assessment. Item #95, cell #1292

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			56,000			56,000
Total			56,000			56,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			56,000			56,000
Total			56,000			56,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #	P&R-23-012		
Project Name	Pavement Rehabilitation & Replacement Plan		
Type	Improvement	Department	Parks and Recreation
Useful Life	20 years	Contact	Park & Rec Director
Category	Park Improvements	Priority	2 Very Important



Description

Replacement, rehabilitation or repair of paved areas that have deteriorated. Includes parking lots, trails, and water accesses.

Photo is Brooktree Parking Lot

Pavement ratings with asset management system and Pavement Improvement Plan will determine final prioritization. Other pavement CIP projects have been combined into this overall replacement plan.

Others in need of immediate attention include (order TBD by plan): Kaplan's Woods Parking Lot, Morehouse Park Parking Lot, Dog Park Parking Lot, Trails

Justification

Pavement rehabilitation, repair and replacement are important to citizen safety.

Other considerations are: ADA compliance for non-motorized transportation and aesthetics that play a part in rental/use of park areas.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	135,000	100,000	100,000	100,000	100,000	535,000
Total	135,000	100,000	100,000	100,000	100,000	535,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy	135,000	100,000	100,000	100,000	100,000	535,000
Total	135,000	100,000	100,000	100,000	100,000	535,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-23-013
Project Name System Trail Plan - Connectivity & Additions

Type Improvement
Useful Life 20 years
Category Park Improvements
Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Addition of trail segments connecting gaps and extending trails, moving toward a complete trail loop in the City of Owatonna. (System Plan page 34)

Land acquisitions, easements for trail connections.

Priorities include: North Straight River Parkway to Buxton, 26th Street to new apartment building and trailer homes in NW, gap at Kriesel's Woods, and others identified in system plan.

Justification

Identified in the Master Plan adopted in 2020, the top priority from the public engagement portion as well as the plan overall, was to have a greater focus on trail planning, closing critical gaps and creating a loop within the city limits as well as eventually connecting to communities such as Medford to the north.

Trails are essential to many community aspects including: equity, inclusion, creating a sense of community, use of non-motorized transportation, safety, ADA accessibility compliance and tourism.

Grants will be applied for some of the funding, although not guaranteed, as state funding is limited and requests often far exceed available dollars.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design		50,000				50,000
Construction/Maintenance			500,000			500,000
Total		50,000	500,000			550,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		50,000	500,000			550,000
Total		50,000	500,000			550,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #	P&R-23-014
Project Name	Dartts Park Shelter Design, Demo, Construction

Type	Improvement	Department	Parks and Recreation
Useful Life	20 years	Contact	Park & Rec Director
Category	Park Improvements	Priority	3 Important

Description

Remove current shelters (two pavilions), storage building.

Phase I - Public engagement (5,000), design (20,000) and demolition (25,000)
Phase II - Construction

Justification

Current buildings are in the flood plain.
Consolidating roof and building maintenance from three to one.
One larger pavilion could provide a premier public venue for rentals, onsite equipment storage for maintenance, custodial storage room and ADA compliant restrooms.
Additional features include card access, LED lights, parking lot & trail improvements.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design		20,000				20,000
Construction/Maintenance			350,000			350,000
Equip/Vehicles/Furnishings			30,000			30,000
Other		30,000				30,000
Total		50,000	380,000			430,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		50,000	380,000			430,000
Total		50,000	380,000			430,000

Budget Impact/Other

New & additional revenue for events and rentals.

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #

P&R-23-015

Project Name

River Springs Boilers & Exchange

Type

Equipment

Department

Parks and Recreation

Useful Life

15 years

Contact

Park & Rec Director

Category

Equipment: Miscellaneous

Priority

2 Very Important

Description

Replace boilers and heat exchange system. Current system was installed in 2015.

This will be part of a more detailed boiler plan.

Justification

Will be at the end of it's useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		25,000	25,000			50,000
Total		25,000	25,000			50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		25,000	25,000			50,000
Total		25,000	25,000			50,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-23-017
Project Name Central Park Bandshell Remodel

Type Improvement Department Parks and Recreation
Useful Life 15 years Contact Park & Rec Director
Category Park Improvements Priority 1 Critical



Description

Remodel Central Park bandshell.

Replace roof & gutters.
Replace siding.
Replace outdated boilers.
Replace bathroom fixtures and partitions.
Replace outdated A/V equipment.
Add surveillance cameras & fiber.

Looking grant funding for half of this project

Justification

The siding on the bandshell is made of cement board. When it gets wet and freezes it expands and the siding is ruined. Roof leaks. Front sticker is faded.

New A/V equipment, replacing systems purchased 20 years ago will provide better sound and not use as much room in the small utility area. Adding cameras will increase security.

Restrooms need an upgrade as well. Years of graffiti and vandalism have taken their toll.

Some efficiencies can be created with a larger project, potentially attracting stakeholders willing to fund a portion of the project.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	100,000					100,000
Total	100,000					100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy	50,000					50,000
Other funding source	50,000					50,000
Total	100,000					100,000

Budget Impact/Other

Plan to write a grant to Owatonna Foundation.

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #	P&R-23-020
Project Name	Automatic Park Gates

Type	Equipment	Department	Parks and Recreation
Useful Life	20 years	Contact	Park & Rec Director
Category	Park Improvements	Priority	2 Very Important

Description
Install automatic park gates at Park Entrances. This will be part of a more detailed security plan. Utilizing one time public safety funding received in 2023

Justification
Lessen vehicle traffic, improve safety. 2024 - Dartts 2025 - Lake Kohlmier 2026 - Manthey Park

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	120,000	60,000				180,000
Total	120,000	60,000				180,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		60,000				60,000
Other funding source	120,000					120,000
Total	120,000	60,000				180,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #

P&R-23-021

Project Name

Park Security Cameras

Type

Equipment

Useful Life

10-15 years

Category

Equipment: Miscellaneous

Department

Parks and Recreation

Contact

Park & Rec Director

Priority

1 Critical

Description

Install Cameras at Parks.

This will be part of a more detailed security plan.

2024 - Dartt's

2025 - Lake Kohlmier

2026 - Morehouse

Justification

Improve safety.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		25,000	25,000	25,000		75,000
Total		25,000	25,000	25,000		75,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		25,000	25,000	25,000		75,000
Total		25,000	25,000	25,000		75,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #

P&R-23-022

Project Name

Walk-In Cooler River Springs Water Park

Type

Equipment

Department

Parks and Recreation

Useful Life

20 years

Contact

Park & Rec Director

Category

Equipment: Miscellaneous

Priority

3 Important

Description

Install walk-in cooler.

Justification

Efficiency

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			40,000			40,000
Total			40,000			40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			40,000			40,000
Total			40,000			40,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-24-001

Project NameParks Grounds Maintenance Tractors - V

TypeEquipment

Useful Life10 years

CategoryVehicles

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important



Description

Replacement of grounds maintenance tractors. All will be sold, unless otherwise noted.

2025 - Unit 462 - 2003 Kromer Tractor
2028 - Unit 400 - 2013 Kromer Tractor
2031 - Unit 401 - 2016 Kromer Tractor
2033 - Unit 23461 - 2023 Kromer Tractor

Justification

Tractors are at or beyond their useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		69,500			41,500	111,000
Total		69,500			41,500	111,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund		69,500			41,500	111,000
Total		69,500			41,500	111,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-24-002

Project NameGolf Course Cart Paths

TypeImprovement

Useful Life15 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

New Construction -
2024 - 17-18 overlay
2027 - 9 overlay
2028 - crackfill and sealcoat all

This will be part of a more detailed pavement plan.

Replacement or rehabilitation of areas that have deteriorated.

Justification

Pavement rehabilitation, repair and replacement are important to citizen safety.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		35,000		35,000	50,000	120,000
Total		35,000		35,000	50,000	120,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		35,000		35,000	50,000	120,000
Total		35,000		35,000	50,000	120,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #

P&R-24-005

Project Name

Splash Pads

Type

Improvement

Department

Parks and Recreation

Useful Life

10-15 years

Contact

Park & Rec Director

Category

Park Improvements

Priority

2 Very Important

Description

Construction of Splash Pads

Medium-size, single pass water system, 3,250 square feet, This uses fresh potable water that goes to storm sewer. (A larger cost would be associated with a recirculating system with a tank and filter.)

Justification

Splash Pads were a key theme in all aspects of public engagement during both the 2020 and 2022 Master Planning processes.

The locations being planned were no conducive/feasible to housing a splash pad.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance			300,000			300,000
Total			300,000			300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			300,000			300,000
Total			300,000			300,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #P&R-24-006

Project NameNeighborhood Ice Rinks

TypeImprovement

Useful Life10 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Development of Neighborhood Ice Rinks

Water connection near the rink.
Electrical connections for lighting.
Portable warming houses.

Justification

In 2022-2023 the neighborhood ice rink at Buecksler Park was very popular.

To better improve the 'makeshift' feel of the facility, to improve the safety and staff efficiency, the following items are needed:

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		30,000				30,000
Total		30,000				30,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		30,000				30,000
Total		30,000				30,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #P&R-24-007

Project NameBrooktree Maintenance Shop - Phase 1

TypeImprovement

Useful Life20 years

CategoryBuildings

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Phase 1 - Brooktree Maintenance Shed

Remodel bathrooms.- \$15,000

Insulate shop. - \$40,000

Add card access.- \$15,000

Update HVAC. - \$25,000

Justification

Improve safety, accessibility and customer service.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		95,000				95,000
Total		95,000				95,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		95,000				95,000
Total		95,000				95,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-25-001

Project NameDartt's Baseball Field Lights

TypeEquipment

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Replacement of lights at Dartt's Park baseball field.

This will be part of a more detailed lighting plan.

Justification

The current lights are very old. Minimum requirements for a baseball field are 50 footcandles infield and 30 footcandles outfield. This was the original strength of the HID fixtures, with age comes considerably less light levels.

Replace metal halide fixtures with LED, more efficient. Recommendations for townball and high school play requires infield to 70 footcandles and outfield to 50 footcandles.

Prices are expected to increase 3% annually.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		300,000				300,000
Total		300,000				300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		300,000				300,000
Total		300,000				300,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #P&R-25-002

Project NameBrooktree Maintenance Shop - Phase 2

TypeImprovement

Useful Life20 years

CategoryBuildings

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Phase 2 - Brooktree Maintenance Shed

Repair tin siding.-\$90,000

Replace overhead doors - \$30,000

Remodel and expand storage area/new building or addition - \$100,000

Build screening.- \$25,000

Update gas tanks.- \$20,000

Justification

Improve safety, accessibility and customer service.

Protect equipment from sitting outside in the elements.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance			265,000			265,000
Total			265,000			265,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			265,000			265,000
Total			265,000			265,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-25-003

Project NameCashman Property Development - Phase 1

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Phase 1 development for Cashman Park.
Bituminous entrance road, parking lots and sidewalks - \$365,800
Trailhead Building and Plaza - \$303,400
Disc Golf Course (27 holes) - \$100,000
North Picnic Shelter/Tables - \$90,500
Contingency - \$85,970
Engineering, Design, Admin, Testing & Staking - \$128,955

Justification

Essential portions of Cashman development from 2023 Master Plan

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design			128,955			128,955
Construction/Maintenance			945,670			945,670
Total			1,074,625			1,074,625

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			1,074,625			1,074,625
Total			1,074,625			1,074,625

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-25-004

Project NameMorehouse Park Development - Phase 1

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Phase 1 - Morehouse:
Multi-purpose skating ribbon, plaza and fire pit - \$335,040
Entrance Parking lot and Road - \$215,000
Pickleball Facility - \$668,900
Relocate Maintenance Building and Access Road - \$549,900
South Entrance Road and Parking Lot - \$200,750
Contingency - \$196,959
Engineering - \$295,439

Justification

Essential portions of Morehouse development from 2023 Master Plan.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design			295,439			295,439
Construction/Maintenance			2,166,549			2,166,549
Total			2,461,988			2,461,988

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			2,461,988			2,461,988
Total			2,461,988			2,461,988

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-25-005

Project NameLake Kohlmier Park Development - Phase 1

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Lake Kohlmier development - Phase 1
Community Amphitheater and vehicle drop off area - \$331,470
Contingency - \$33,147
Engineering, Design, Admin, Testing, Staking - \$49,721

Justification

Essential portions of Kohlmier development from 2023 Master Plan.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design			49,721			49,721
Construction/Maintenance			364,617			364,617
Total			414,338			414,338

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			414,338			414,338
Total			414,338			414,338

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-25-006

Project NameKaplans Woods Park Development - Phase 1

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Kaplan's Woods Development - Phase 1:
Community Trail Loop (1/2 mile) - \$262,700
Trailhead Facility and Mountain Biking Improvements - \$130,400
Restroom/shower building, education pavilion and plaza - \$544,500
Contingency - \$93,760
Engineering, Design, Admin, Testing, Staking - \$140,640

Justification

Essential portions of Kaplan's development from 2023 Master Plan.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design			140,640			140,640
Construction/Maintenance			1,031,360			1,031,360
Total			1,172,000			1,172,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			1,172,000			1,172,000
Total			1,172,000			1,172,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #P&R-25-007

Project NameBrooktree Pergolas

TypeImprovement

Useful Life25 years

CategoryBuildings

DepartmentParks and Recreation

ContactPark & Rec Director

Priority3 Important

Description

Replace Gazebos with modular pergolas.

Justification

Gazebos are old, outdated and need repair. The updated modular pergola would double as restrooms on-course.Three total.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		20,000	20,000	20,000		60,000
Total		20,000	20,000	20,000		60,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy		20,000	20,000	20,000		60,000
Total		20,000	20,000	20,000		60,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #

P&R-26-001

Project Name

River Springs Roof

Type

Improvement

Department

Parks and Recreation

Useful Life

15 years

Contact

Park & Rec Director

Category

Buildings

Priority

2 Very Important

Description

Replace shingles at River Springs Water Park.

This will be part of a more detailed roof plan.

Justification

Shingles are original to the building completed in 2009.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance			40,000			40,000
Total			40,000			40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			40,000			40,000
Total			40,000			40,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #P&R-26-003

Project NameDowntown Furnishings

TypeImprovement

Useful Life5 years

CategoryEquipment: Miscellaneous

DepartmentParks and Recreation

ContactPark & Rec Director

Priority3 Important

Description

Replacement of furnishings at downtown streetscape.

Justification

Replace old furnishings

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			15,000			15,000
Total			15,000			15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy			15,000			15,000
Total			15,000			15,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-26-004

Project NameCashman Property Development - Phase 2

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Phase 2 Development:
North/South Trail - \$177,500
South Park Entrance Road/Parking & Sidewalks - \$67,540
South Park Shelter, Entrance Monuments and Natural Play Area - \$231,100
Primitive Camping Sites - \$34,260
Contingency - \$47,614
Engineering, Design, Admin, Testing & Staking - \$71,421

Justification

Additional features enhancing experience and connectivity at Cashman Park from 2023 Master Plan

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design				71,421		71,421
Construction/Maintenance				523,754		523,754
Total				595,175		595,175

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy				595,175		595,175
Total				595,175		595,175

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-26-005

Project NameMorehouse Park Development - Phase 2

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Phase 2 - Morehouse development:
Pedestrian Bridge and West Side Trail Connection - \$440,200
Dog Park with Entrance Road/Parking Lot - \$151,850
Chalet Improvements, Plaza and site amenities - \$523,200
Contingency - \$111,525
Engineering, Design, Admin, Testing, Staking - \$167,288

Justification

Additional features enhancing experience and connectivity at Morehouse Park, from 2023 Master Plan.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design				167,288		167,288
Construction/Maintenance				1,226,775		1,226,775
Total				1,394,063		1,394,063

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy				1,394,063		1,394,063
Total				1,394,063		1,394,063

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #

P&R-26-006

Project Name

Lake Kohlmier Park Development - Phase 2

Type

Improvement

Department

Parks and Recreation

Useful Life

20 years

Contact

Park & Rec Director

Category

Park Improvements

Priority

2 Very Important

Description

Phase 2 - Kohlmier development
Terraced Lounging Area - \$423,400
Contingency - \$42,340
Engineering - \$63,510

Justification

Additional features enhancing experience and connectivity at Kohlmier from 2023 Master Plan.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design				63,510		63,510
Construction/Maintenance				465,740		465,740
Total				529,250		529,250

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy				529,250		529,250
Total				529,250		529,250

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #

P&R-26-007

Project Name

Kaplans Woods Development - Phase 2

Type

Improvement

Department

Parks and Recreation

Useful Life

20 years

Contact

Park & Rec Director

Category

Park Improvements

Priority

2 Very Important

Description

Kaplan's Phase 2 development:
Children's Nature Trail and Adventure Play Area - \$174,100
Entrance Monument and Pedestrian Entry Arch - \$80,000
RV/Parking and Sidewalks west of Railroad Tracks - \$64,500
Rustic Amphitheater and Classroom Building - \$188,.150
Contingency - \$50,675
Engineering, Design, Admin, Testing, Staking - \$76,013

Justification

Additional features enhancing experience and connectivity at Kaplan's from 2023 Master Plan.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design				76,013		76,013
Construction/Maintenance				557,425		557,425
Total				633,438		633,438

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy				633,438		633,438
Total				633,438		633,438

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-27-001

Project NameCashman Crossing Bridge Replacement

TypeImprovement

Useful Life30 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority3 Important



Description

Replacement of Cashman Crossing Bridge

This will be part of a more detailed bridge plan.

Bridge is 12 feet wide and 200 feet long.

Justification

Bridge is showing wear and needs replacement. Safety concern, some cracks are quite deep. The bridge was built in 1997.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance				1,000,000		1,000,000
Total				1,000,000		1,000,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy				1,000,000		1,000,000
Total				1,000,000		1,000,000

Budget Impact/Other

Other funding could be pursued from Owatonna Foundation.

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #	P&R-27-002
Project Name	Cashman Property Development - Phase 3

Type	Improvement	Department	Parks and Recreation
Useful Life	20 years	Contact	Park & Rec Director
Category	Park Improvements	Priority	2 Very Important

Description

Phase 3 Cashman Park:
Panhandle entrance road, parking lot and sidewalks - \$95,100
Pickleball and fitness courts, shelter, games and screening - \$382,310
Contingency - \$47,741
Engineering, Design, Admin, Testing and Staking - \$71,612

Justification

Final improvements creating a quality park for residents and visitors from 2023 Master Plan

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design					71,612	71,612
Construction/Maintenance					525,151	525,151
Total					596,763	596,763

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy					596,763	596,763
Total					596,763	596,763

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #P&R-27-003

Project NameMorehouse Park Development - Phase 3

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Phase 3 development - Morehouse - Skate Park, Basketball Court, Shelter, Plaza and Parking Lot - \$638,500
Ice Rink Roof - \$350, 000
Park Entrance Monument and improvements - \$64,000
Bass Pond Dredging and Fishing Nodes - \$64,600
Contingency - \$111,690
Engineering, Design, Admin, Testing, Staking - \$167,535

Justification

Final improvements creating a quality park for residents and visitors, from 2023 Master Plan.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design					167,535	167,535
Construction/Maintenance					1,228,590	1,228,590
Total					1,396,125	1,396,125

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy					1,396,125	1,396,125
Total					1,396,125	1,396,125

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #P&R-27-004

Project NameLake Kohlmier Development - Phase 3

TypeImprovement

Useful Life20 years

CategoryPark Improvements

DepartmentParks and Recreation

ContactPark & Rec Director

Priority2 Very Important

Description

Lake Kohlmier development Phase 3:
Bath house renovation and overlook deck - \$210,000
Contingency - \$21,000
Engineering, Design, Admin, Testing, Staking - \$31,500

Justification

Final improvements creating a quality park for residents and visitors from 2023 Master Plan.

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design					31,500	31,500
Construction/Maintenance					231,000	231,000
Total					262,500	262,500

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy					262,500	262,500
Total					262,500	262,500

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #

P&R-27-005

Project Name

Kaplans Woods Park Development - Phase 3

Type

Improvement

Department

Parks and Recreation

Useful Life

20 years

Contact

Park & Rec Director

Category

Park Improvements

Priority

2 Very Important

Description

Kaplan's Development - Phase 3
Regional Nature Center - \$8,000,000
Planning - \$1,000,000

Justification

Final improvements creating a quality nature center for residents and visitors. From 2023 Master Plan

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design					1,000,000	1,000,000
Total					1,000,000	1,000,000

Funding Sources	2024	2025	2026	2027	2028	Total
Capital Projects Fund Levy					1,000,000	1,000,000
Total					1,000,000	1,000,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-28-001
Project Name Golf Pick-Up - V

Type Equipment
Useful Life 10 years
Category Vehicles

Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Replacement of Golf Pick-Up Truck.

2028 - Unit 595-1 - 2008 Chevy 2500

2028 - (no unit #) - Western V Plow attachment

Justification

Truck is beyond expected useful life.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings					62,800	62,800
Total					62,800	62,800

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund					62,800	62,800
Total					62,800	62,800

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # P&R-34-001
Project Name Golf Tractors & Attachments - V

Type Equipment
Useful Life 7 years
Category Vehicles
Department Parks and Recreation
Contact Park & Rec Director
Priority 2 Very Important



Description

Replacement of tractors and attachments. All will be traded-in or sold, unless otherwise noted.

2024 - Unit 19505 - 2019 Bobcat Toolcat Skid loader
2032 - Unit 19505A - Stump grinder attachment
2032 - Unit 19505B - V-Plow attachment
2032 - Unit 19505C - Mower deck attachment
2032 - Unit 19505D - Grapple bucket attachment
2029 - Unit 19507 - 2019 Ventrac with Cab utility tractor
2029 - Unit 19507A - Debris blower attachment
2029 - Unit 19507B - Reel mower attachment
2029 - Unit - 19507C - Aerifier attachment
2029 - Unit (TBD) - 2019 Ventrac Aera-Vator

Justification

All tractors are at or beyond their useful life expectancy.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	48,400					48,400
Total	48,400					48,400

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	48,400					48,400
Total	48,400					48,400

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Police								
Marked Patrol Fleet	POL-13-002	2	73,000	195,400	156,320	146,400	36,600	607,720
Unmarked Patrol Fleet	POL-13-004	2		16,000	42,000	21,000		79,000
Support Services/Parking Control	POL-18-001	2			30,000	25,000		55,000
Remodel Public Safety Facility	POL-22-001	2	1,340,000	5,000,000				6,340,000
Police Total			1,413,000	5,211,400	228,320	192,400	36,600	7,081,720
Debt Levy for LT Facilities Needs			1,340,000	5,000,000				6,340,000
Vehicle Replacement Fund			73,000	211,400	228,320	192,400	36,600	741,720
Police Total			1,413,000	5,211,400	228,320	192,400	36,600	7,081,720
Grand Total			1,413,000	5,211,400	228,320	192,400	36,600	7,081,720

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # POL-13-002
Project Name Marked Patrol Fleet

Type Equipment
Useful Life 5 years
Category Vehicles

Department Police
Contact Police Chief
Priority 2 Very Important



Description

Ford Utility Police Interceptor AWD Road Ready PKG

2024 - replace units #1668, 2032
2025 - replace #2059, 2071, 2073, 2075, 2078
2026 - replace #1877 k9, 2119, 2170, 2179

Justification

The marked fleet requires routine maintenance and replacement about every 4-5 years to ensure public safety services. Mileage is monitored on a quarterly basis and scheduled replacement occurs about every 100,000 miles. The marked fleet experiences emergency driving conditions which can be hard on vehicles, especially the longevity of engines and transmissions. In addition, these vehicles have high engine rotations based on excessive idle times during extreme cold and warm temperatures.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	73,000	195,400	156,320	146,400	36,600	607,720
Total	73,000	195,400	156,320	146,400	36,600	607,720

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	73,000	195,400	156,320	146,400	36,600	607,720
Total	73,000	195,400	156,320	146,400	36,600	607,720

Budget Impact/Other

No change.

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # POL-13-004
Project Name Unmarked Patrol Fleet

Type Equipment
Useful Life 5 years
Category Vehicles

Department Police
Contact Police Chief
Priority 2 Very Important



Description

SUV or AWD Sedan

2023 - #1963 & 1967
2024 - #2121 & 2128
2025 - no replacements
2026 - #1523 & 1520
2027 - #1725

Justification

Replacement of unmarked squads that exceed the life expectancy.

The integrity, surveillance needs, and repair costs of unmarked vehicles create a need for a rotation every 4-5 years depending on trade-in value.

Unit 33 is scheduled for replacement in 2021 but due to no available dealer fleet vehicles available for trade-in and replacement, it may arrive and invoiced in 2022.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		16,000	42,000	21,000		79,000
Total		16,000	42,000	21,000		79,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund		16,000	42,000	21,000		79,000
Total		16,000	42,000	21,000		79,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # POL-18-001
Project Name Support Services/Parking Control

Type Equipment Department Police
Useful Life 5 years Contact Police Chief
Category Equipment: Miscellaneous Priority 2 Very Important



Description

Support Service Vehicles are:

#1876 - The Animal Control vehicle
#10 - The 2017 GO-4 is a parking control vehicle
1 CSO vehicle (a retired marked patrol)
2 police reserve officer vehicles (retired marked patrol)

2023 - #1876
2026 - trade and replace animal control vehicle
2027 - replace parking control vehicle

Justification

The anticipated life a the Go-4 is about ten years with an anticipated replacement year of 2027.

Unit 1876 is a F150, Animal Control Vehicle, utilized to safety transport animals. It is also set up as an AWD police vehicle utilized during inclement weather, transporting large pieces of evidence, and hauling for firearms/range training. Based on a continuous need for a vehicle equipped to haul, and the high demand and the market value for used trucks, this administration will evaluate the ability to replace in 2023 if the supply is present and the trade in value is high.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			30,000	25,000		55,000
Total			30,000	25,000		55,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund			30,000	25,000		55,000
Total			30,000	25,000		55,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # POL-22-001
Project Name Remodel Public Safety Facility

Type Improvement Department Police
Useful Life 25 years Contact Police Chief
Category Buildings Priority 2 Very Important



Description

Remodel public safety building for the police department.

Justification

The police department needs additional space for records management, storage, evidence, vehicle and/or garage space, and miscellaneous equipment.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		5,000,000				5,000,000
Other	1,340,000					1,340,000
Total	1,340,000	5,000,000				6,340,000

Funding Sources	2024	2025	2026	2027	2028	Total
Debt Levy for LT Facilities	1,340,000	5,000,000				6,340,000
Needs						
Total	1,340,000	5,000,000				6,340,000

Budget Impact/Other

There will be an increase in property insurance.

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Storm Water								
Cardinal Drive rehab	STM-19-001	2	200,000					200,000
Vehicle	STM-23-001	3	24,000					24,000
Miscellaneous Stormwater Project	STM-24-01	2	250,000	250,000	250,000	250,000	250,000	1,250,000
Storm Water Total			474,000	250,000	250,000	250,000	250,000	1,474,000
Storm Fund			474,000	250,000	250,000	250,000	250,000	1,474,000
Storm Water Total			474,000	250,000	250,000	250,000	250,000	1,474,000
Grand Total			474,000	250,000	250,000	250,000	250,000	1,474,000

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project # STM-19-001

Project Name Cardinal Drive rehab

TypeImprovement

Useful Life

CategoryOther

DepartmentStorm Water

ContactPublic Works Director

Priority2 Very Important

Description

Stormsewer improvements to Cardinal Drive Area

Phase I - Isaac Walton Creek to west ditch CSAH 48

Phase 2 - West Ditch to Cardinal Drive and Cardinal Drive inlet improvements

Justification

The area experiences flooding due to undersized storm sewer

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	200,000					200,000
Total	200,000					200,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Fund	200,000					200,000
Total	200,000					200,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project # STM-23-001

Project Name Vehicle

Type Unassigned

Useful Life 5 years

Category Other

Department Storm Water

Contact Public Works Director

Priority 3 Important

Description

Replacement of Stormwater vehicle

Justification

Suggested 5 year replacement schedule

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	24,000					24,000
Total	24,000					24,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Fund	24,000					24,000
Total	24,000					24,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project # STM-24-01

Project Name Miscellaneous Stormwater Project

Type Improvement

Useful Life

Category Storm Sewer

Department Storm Water

Contact Public Works Director

Priority 2 Very Important

Description

Miscellaneous Surface Water Management Plan Projects outlined and selected from the 2023 SWMP.

Justification

Projects identified in the SWMP have been selected utilizing a number of criteria. Implementation of identified projects are key to meeting the requirements of the City’s MS4 Permit, reducing localized flooding, and improving overall stormwater quality discharging to the Straight River.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	250,000	250,000	250,000	250,000	250,000	1,250,000
Total	250,000	250,000	250,000	250,000	250,000	1,250,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Fund	250,000	250,000	250,000	250,000	250,000	1,250,000
Total	250,000	250,000	250,000	250,000	250,000	1,250,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Street Construction								
Bituminous Overlays	STR-14-001	3	245,000	245,000	245,000	245,000	245,000	1,225,000
Annual Street and Utility	STR-16-001	2	1,750,000	1,750,000	2,000,000	2,000,000	2,000,000	9,500,000
State Aid Streets	STR-17-002	2	250,000	2,150,000	1,400,000	1,400,000	1,400,000	6,600,000
Parking lots	STR-18-001	2		300,000	300,000	300,000	300,000	1,200,000
Traffic Signal	STR-19-001	3		100,000				100,000
Main Street Reconstruction	STR-24-002	2			700,000			700,000
18th Street South Trail Austin to Linn	STR-24-003	3	785,000					785,000
20th Street NE Completion	STR-24-004	2			400,000			400,000
18th Street South Trail Hayes to Austin Rd	STR-24-005	n/a			615,000			615,000
Park Drive NW 32nd to 39th	STR-26-001	3				1,000,000		1,000,000
18th Street SE Trail and Street	STR-26-002	2			2,350,000			2,350,000
Kenyon Road	STR-30-001	2		85,000	600,000			685,000
Street Construction Total			3,030,000	4,630,000	8,610,000	4,945,000	3,945,000	25,160,000
<i>Debt to be repaid with assessments</i>			200,000	550,000	785,000	700,000	200,000	2,435,000
<i>Debt to be repaid with levy</i>			1,550,000	1,850,000	2,350,000	2,600,000	2,100,000	10,450,000
<i>Federal Highway Funds</i>			549,900		2,372,000			2,921,900
<i>General Fund</i>			245,000	245,000	245,000	245,000	245,000	1,225,000
<i>Other funding source</i>			235,100		158,000			393,100
<i>State Aid</i>			250,000	1,985,000	2,700,000	1,400,000	1,400,000	7,735,000
Street Construction Total			3,030,000	4,630,000	8,610,000	4,945,000	3,945,000	25,160,000
Grand Total			3,030,000	4,630,000	8,610,000	4,945,000	3,945,000	25,160,000

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #STR-14-001

Project NameBituminous Overlays

TypeImprovement

Useful Life15 years

CategoryOther

DepartmentStreet Construction

ContactPublic Works Director

Priority3 Important

Description

Overlays of the following streets:

Justification

The streets are due for maintenance

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	245,000	245,000	245,000	245,000	245,000	1,225,000
Total	245,000	245,000	245,000	245,000	245,000	1,225,000

Funding Sources	2024	2025	2026	2027	2028	Total
General Fund	245,000	245,000	245,000	245,000	245,000	1,225,000
Total	245,000	245,000	245,000	245,000	245,000	1,225,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #STR-16-001

Project NameAnnual Street and Utility

TypeImprovement

Useful Life

CategoryOther

DepartmentStreet Construction

ContactPublic Works Director

Priority2 Very Important

Description

2024

McKinley St SW (40-45) Mosher Ave SW to Oak Ave S \$1,744,000

Anderson Pl SW (40) McKinley St SW to Circle \$130,700

Redwood Pl SW (40) Southview St SW to South End \$313,900

Justification

Necessary Improvements to deteriorated streets

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	1,750,000	1,750,000	2,000,000	2,000,000	2,000,000	9,500,000
Total	1,750,000	1,750,000	2,000,000	2,000,000	2,000,000	9,500,000

Funding Sources	2024	2025	2026	2027	2028	Total
Debt to be repaid with assessments	200,000	200,000	200,000	200,000	200,000	1,000,000
Debt to be repaid with levy	1,550,000	1,550,000	1,800,000	1,800,000	1,800,000	8,500,000
Total	1,750,000	1,750,000	2,000,000	2,000,000	2,000,000	9,500,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #STR-17-002

Project NameState Aid Streets

TypeImprovement

Useful Life

CategoryOther

DepartmentStreet Construction

Contact

Priority2 Very Important

Description

2024 18th St Trail from Linn Ave to Austin Rd

2025 North Cedar Avenue \$2,400,000

2026 South Cedar Avenue Holly to TH14

Justification

Required Bituminous Work on State Aid Streets

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	250,000	2,150,000	1,400,000	1,400,000	1,400,000	6,600,000
Total	250,000	2,150,000	1,400,000	1,400,000	1,400,000	6,600,000

Funding Sources	2024	2025	2026	2027	2028	Total
Debt to be repaid with assessments		350,000				350,000
State Aid	250,000	1,800,000	1,400,000	1,400,000	1,400,000	6,250,000
Total	250,000	2,150,000	1,400,000	1,400,000	1,400,000	6,600,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #STR-18-001

Project NameParking lots

TypeImprovement

Useful Life20 years

CategoryOther

DepartmentStreet Construction

Contact

Priority2 Very Important

Description

Current preliminary estimated replacement cost of all city parking lots is \$6,100,000. Assuming all lots will need replacement within the next 20 years results in a \$300,000 annual cost for replacement

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		300,000	300,000	300,000	300,000	1,200,000
Total		300,000	300,000	300,000	300,000	1,200,000

Funding Sources	2024	2025	2026	2027	2028	Total
Debt to be repaid with levy		300,000	300,000	300,000	300,000	1,200,000
Total		300,000	300,000	300,000	300,000	1,200,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #STR-19-001

Project NameTraffic Signal

TypeImprovement

Useful Life20 years

CategoryOther

DepartmentStreet Construction

ContactPublic Works Director

Priority3 Important

Description

Traffic Signals

Improvements to aging signals

Justification

Implementation of items highlighted by traffic signal report

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance		100,000				100,000
Total		100,000				100,000

Funding Sources	2024	2025	2026	2027	2028	Total
State Aid		100,000				100,000
Total		100,000				100,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #STR-24-002

Project NameMain Street Reconstruction

TypeImprovement

Useful Life20 years

CategoryOther

DepartmentStreet Construction

Contact

Priority2 Very Important

Description

Cooperative project with Steele County to improve roadway surface on Main Street from Oak Avenue to Lincoln Avenue. Project involves pavement improvements, Streetscape/ADA improvements and traffic signal removal.

Project includes work on East Park Square and West Park Square, with connection of Broadway.

Justification

The roadway is in tough shape and is in need of ADA upgrades. The 4 traffic signals are at the end of the useful life and do not meet current warrants.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance			700,000			700,000
Total			700,000			700,000

Funding Sources	2024	2025	2026	2027	2028	Total
State Aid			700,000			700,000
Total			700,000			700,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #STR-24-003

Project Name18th Street South Trail Austin to Linn

TypeUnassigned

DepartmentStreet Construction

Useful Life

Contact

CategoryOther

Priority3 Important

Description

2024 Construction of shared user path from Austin Road to Linn Avenue

Justification

Construction of shared user path along 18th Street South from Linn Avenue to Austin Road. Received TAP grant for \$405,000 for 2024 construction.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	785,000					785,000
Total	785,000					785,000

Funding Sources	2024	2025	2026	2027	2028	Total
Federal Highway Funds	549,900					549,900
Other funding source	235,100					235,100
Total	785,000					785,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #STR-24-004

Project Name20th Street NE Completion

TypeUnassigned

Useful Life25 years

CategoryOther

DepartmentStreet Construction

Contact

Priority2 Very Important

Description

Completion of approximately 615 feet of 20th Street NE

Justification

Significant gap in system identified by transportation plan

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance			400,000			400,000
Total			400,000			400,000

Funding Sources	2024	2025	2026	2027	2028	Total
Debt to be repaid with assessments			150,000			150,000
Debt to be repaid with levy			250,000			250,000
Total			400,000			400,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #STR-24-005

Project Name18th Street South Trail Hayes to Austin Rd

TypeUnassigned

DepartmentStreet Construction

Useful Life

Contact

CategoryOther

Priorityn/a

Description

2024 Construction of shared user path from Austin Road to Hayes Avenue
TO BE CONSTRUCTED WITH THE 18TH ST SE RECONSTRUCT

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance			615,000			615,000
Total			615,000			615,000

Funding Sources	2024	2025	2026	2027	2028	Total
Federal Highway Funds			492,000			492,000
Other funding source			123,000			123,000
Total			615,000			615,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #STR-26-001

Project NamePark Drive NW 32nd to 39th

TypeImprovement

Useful Life20 years

CategoryOther

DepartmentStreet Construction

ContactPublic Works Director

Priority3 Important

Description

Concrete Paving of Park Drive from 32nd to 39th

Justification

portion is currently not paved

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance				1,000,000		1,000,000
Total				1,000,000		1,000,000

Funding Sources	2024	2025	2026	2027	2028	Total
Debt to be repaid with assessments				500,000		500,000
Debt to be repaid with levy				500,000		500,000
Total				1,000,000		1,000,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #STR-26-002

Project Name18th Street SE Trail and Street

TypeImprovement

Useful Life20 years

CategoryOther

DepartmentStreet Construction

Contact

Priority2 Very Important

Description

Reconstruction of 18th Street SE from Austin Road to Cornerstone with addition of trail on north side.

Justification

Street is deteriorating and trail is necessary on north side

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance			2,350,000			2,350,000
Total			2,350,000			2,350,000

Funding Sources	2024	2025	2026	2027	2028	Total
Debt to be repaid with assessments			435,000			435,000
Federal Highway Funds			1,880,000			1,880,000
Other funding source			35,000			35,000
Total			2,350,000			2,350,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #STR-30-001

Project NameKenyon Road

TypeImprovement

Useful Life25 years

CategoryOther

DepartmentStreet Construction

Contact

Priority2 Very Important

Description

Reconstruction of Kenyon Rd from 26th to Mineral Springs

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design		85,000				85,000
Construction/Maintenance			600,000			600,000
Total		85,000	600,000			685,000

Funding Sources	2024	2025	2026	2027	2028	Total
State Aid		85,000	600,000			685,000
Total		85,000	600,000			685,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Street Maintenance								
Street Sweeper	ST-13-003	1		200,000			175,000	375,000
2 Ton Trucks with Plow and Wings	ST-14-001	1	380,000			380,000		760,000
Pickup Truck	ST-14-002	2	55,000	35,000	110,000	20,000	20,000	240,000
1 Ton Truck with Plow	ST-15-007	2			40,000			40,000
Skid Steer Loader	ST-16-001	2	20,000	15,000	15,000	15,000	15,000	80,000
Hydraulic Arm Mower	ST-16-003	2		6,000				6,000
Tandem Axle Truck	ST-16-004	2		200,000		210,000	220,000	630,000
Asphalt Roller	ST-17-002	3				50,000		50,000
Tree chipper	ST-18-001	2					60,000	60,000
Asphalt Zipper	ST-20-002	2		125,000				125,000
Asphalt Paver	ST-21-001	2		210,000				210,000
Forestry Dump Truck	ST-24-001	2	75,000					75,000
Leaf Vac	ST-24-002	1	42,000					42,000
Trailer	ST-24-003	3	15,000					15,000
Forestry Boom Truck	ST-26-001	3			140,000			140,000
Street Maintenance Total			587,000	791,000	305,000	675,000	490,000	2,848,000
Vehicle Replacement Fund			587,000	791,000	305,000	675,000	490,000	2,848,000
Street Maintenance Total			587,000	791,000	305,000	675,000	490,000	2,848,000
Grand Total			587,000	791,000	305,000	675,000	490,000	2,848,000

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #ST-13-003

Project NameStreet Sweeper

TypeEquipment

Useful Life5 years

CategoryVehicles

DepartmentStreet Maintenance

ContactPublic Works Director

Priority1 Critical



Description

Sweeper replacement at optimal time

Justification

Currently replacing street sweepers on a five year rotation. Five years seems to be a good balance of high trade in value and avoiding high maintenance costs.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		200,000			175,000	375,000
Total		200,000			175,000	375,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund		200,000			175,000	375,000
Total		200,000			175,000	375,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # ST-14-001
Project Name 2 Ton Trucks with Plow and Wings

Type Equipment
Useful Life 10 years
Category Vehicles
Department Street Maintenance
Contact Public Works Director
Priority 1 Critical



Description

Replacement of 2 ton trucks used in plowing operations

Justification

Single Axle Plow Trucks are used extensively in our plowing operations and are a key piece of equipment to remove snow in an efficient manner. There are currently 5 single axle plow trucks used during a snow event. Trucks should be replaced at approximately 10 years of age.

228 - 2014 Freightliner - replace 2024
225 - 2015 Freightliner - replace 2024
226 - 2018 Freightliner - replace 2027
232 - 2018 Freightliner - replace 2027

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	380,000			380,000		760,000
Total	380,000			380,000		760,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	380,000			380,000		760,000
Total	380,000			380,000		760,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # ST-14-002
Project Name Pickup Truck

Type Equipment
Useful Life
Category Other

Department Street Maintenance
Contact Public Works Director
Priority 2 Very Important



Description

Replacement of light pickup trucks.

Justification

Routine replacement of pickup trucks, taking advantage of desirable pricing on State Contract and high resale prices we are able to keep cost of ownership low

286 - 2015 F350 (Forestry) replace in 2022
0179 2001 F250 Replace in 2024
19222 - 2019 F150 - Replace in 2024
217 - 2006 3/4 Ton 4x4 - Replace in 2025
298 - 2006 3/4 Ton 4x4 - Replace in 2025

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	55,000	35,000	110,000	20,000	20,000	240,000
Total	55,000	35,000	110,000	20,000	20,000	240,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	55,000	35,000	110,000	20,000	20,000	240,000
Total	55,000	35,000	110,000	20,000	20,000	240,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #ST-15-007

Project Name1 Ton Truck with Plow

TypeEquipment

Useful Life10 years

CategoryVehicles

DepartmentStreet Maintenance

ContactPublic Works Director

Priority2 Very Important



Description

Replacement of a 1 ton truck with plow

Justification

Trucks used for plowing need to be updated as they wear out.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			40,000			40,000
Total			40,000			40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund			40,000			40,000
Total			40,000			40,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # ST-16-001
Project Name Skid Steer Loader

Type Equipment
Useful Life 1 year
Category Vehicles

Department Street Maintenance
Contact Public Works Director
Priority 2 Very Important



Description

Purchase a new skid steer loader.

Justification

Government pricing for skid steers loaders is very advantageous. The skid steer can be replaced bi-annually for minimal cost. Additionally, warranties on equipment are 1 year. This will allow us to always be in warranty. Cost represent cost to trade. There are two skid loaders, so a new one would be purchased every year.

Replace 20280 - 2022 Bobcat Skid Steer Loader
Replace 22281- 2022 Bobcat Skid Steer Loader

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	20,000	15,000	15,000	15,000	15,000	80,000
Total	20,000	15,000	15,000	15,000	15,000	80,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	20,000	15,000	15,000	15,000	15,000	80,000
Total	20,000	15,000	15,000	15,000	15,000	80,000

Budget Impact/Other

2024 - \$20,000

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #

ST-16-003

Project Name

Hydraulic Arm Mower

Type

Equipment

Department

Street Maintenance

Useful Life

Contact

Public Works Director

Category

Other

Priority

2 Very Important

Description

Replacement of mowers

Justification

Mowers are a high wear item and require frequent update. The mower is used for all rough cut areas in town, including roadside ditches and stormwater ponds.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		6,000				6,000
Total		6,000				6,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund		6,000				6,000
Total		6,000				6,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project #

ST-16-004

Project Name

Tandem Axle Truck



Type

Unassigned

Useful Life

Category

Other

Department

Street Maintenance

Contact

Public Works Director

Priority

2 Very Important

Description

Replacement of Tandem Axle dump truck.

Justification

Tandem axle trucks are used extensively in the plowing operation and in roadway maintenance during the year. The trucks should be replaced at 10 years old. The following 4 tandem axle trucks are currently being used by the City. The trucks will be purchased without the tri-axle. Heavy hauling of materials will be contracted out.

252 - 2013 International - Replace 2023

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		200,000		210,000	220,000	630,000
Total		200,000		210,000	220,000	630,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund		200,000		210,000	220,000	630,000
Total		200,000		210,000	220,000	630,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # ST-17-002
Project Name Asphalt Roller

Type Equipment
Useful Life 20 years
Category Equipment: Miscellaneous

Department Street Maintenance
Contact Public Works Director
Priority 3 Important



Description

Purchase of a new asphalt roller.

Justification

Replacement of unit 264 a 1998 asphalt roller. The asphalt roller has reached the end of it serviceable life. The roller is used in conjunction with the paver to patch streets and repair parking lots.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings				50,000		50,000
Total				50,000		50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund				50,000		50,000
Total				50,000		50,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #ST-18-001

Project NameTree chipper

TypeEquipment

Useful Life10 years

CategoryOther

DepartmentStreet Maintenance

Contact

Priority2 Very Important



Description

Replacement of 2004 tree chipper

Justification

Existing equipment is getting past it's useful life. Additionally, we may need a larger capacity chipper to manage the EAB trees.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings					60,000	60,000
Total					60,000	60,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund					60,000	60,000
Total					60,000	60,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #ST-20-002

Project NameAsphalt Zipper

TypeEquipment

Useful Life5 years

CategoryOther

DepartmentStreet Maintenance

Contact

Priority2 Very Important



Description

Replacement of 2015 Asphalt zipper

Justification

The asphalt zipper is used for street repair. This is a high wear piece of equipment and should be replaced on a frequent basis in order to avoid high repair costs.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		125,000				125,000
Total		125,000				125,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund		125,000				125,000
Total		125,000				125,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #ST-21-001

Project NameAsphalt Paver

TypeEquipment

Useful Life15 years

CategoryOther

DepartmentStreet Maintenance

ContactPublic Works Director

Priority2 Very Important



Description

Replacement of 2006 Blaw Knox paver

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		210,000				210,000
Total		210,000				210,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund		210,000				210,000
Total		210,000				210,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #ST-24-001

Project NameForestry Dump Truck

TypeEquipment

Useful Life5 years

CategoryOther

DepartmentStreet Maintenance

Contact

Priority2 Very Important

Description

Replacement of Forestry Dump Truck.

2024 - Replace Unit 203 - 2016 F-550

Justification

Routine replacement vehicles, high resale prices, and lower overall maintenance costs ensure we are able to keep cost of ownership low.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	75,000					75,000
Total	75,000					75,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	75,000					75,000
Total	75,000					75,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #ST-24-002

Project NameLeaf Vac

TypeEquipment

Useful Life10 years

CategoryVehicles

DepartmentStreet Maintenance

ContactPublic Works Director

Priority1 Critical

Description

Replace Leaf Vacuum at 10 year rotation.

Justification

Replacement of Leaf Vacuum at 10 years. This rotation allows for higher trade in values and can help avoid high maintenance costs.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	42,000					42,000
Total	42,000					42,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	42,000					42,000
Total	42,000					42,000

Budget Impact/Other

2024 - \$42,000

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #ST-24-003

Project NameTrailer

TypeUnassigned

Useful Life20 years

CategoryOther

DepartmentStreet Maintenance

ContactPublic Works Director

Priority3 Important

Description

Replacement of lowboy trailer

Justification

Trailers are replaced on a 20 year cycle to avoid costly maintenance and repairs.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	15,000					15,000
Total	15,000					15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund	15,000					15,000
Total	15,000					15,000

Budget Impact/Other

2024 - \$15,000

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #ST-26-001

Project NameForestry Boom Truck

TypeUnassigned

Useful Life20 years

CategoryOther

DepartmentStreet Maintenance

Contact

Priority3 Important

Description

Replacement of 2007 High Ranger Boom Truck

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			140,000			140,000
Total			140,000			140,000

Funding Sources	2024	2025	2026	2027	2028	Total
Vehicle Replacement Fund			140,000			140,000
Total			140,000			140,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS & FUNDING SOURCES BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Wastewater Treatment Plant								
Sanitary Sewer Replacement	WTP-13-001	2	350,000	350,000	350,000	350,000	350,000	1,750,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000	100,000	500,000
Utility/Shop Truck	WTP-16-002	3	12,000			110,000		122,000
Plant Expansion	WTP-20-001	2	18,000,000	2,000,000				20,000,000
4 inch trash pump	WTP-22-004	2	50,000					50,000
Semi Tractor Replacement	WTP-24-001	3		100,000				100,000
Biosolids Truck	WTP-24-002	3	230,000					230,000
Laboratory Microscope	WTP-24-003	2	6,000					6,000
Biosolids Attachment for Skid Loader	WTP-24-004	2	80,000					80,000
Admin Building Remodel - Misc	WTP-24-005	2	50,000					50,000
WWTP Truck	WTP-24-006	3	60,000					60,000
Lift Station Rehabilitation	WTP-24-007	2	442,089	545,230	465,210	361,536	406,950	2,221,015
Televising Camera w/ Lateral Launcher	WTP-25-001	2		250,000				250,000
John Deere Mower	WTP-26-001	3			45,000			45,000
Jetter/Vac Truck	WTP-27-001	2				750,000		750,000
Wastewater Treatment Plant Total			19,380,089	3,345,230	960,210	1,671,536	856,950	26,214,015
Sewer Fund			19,380,089	3,345,230	960,210	1,671,536	856,950	26,214,015
Wastewater Treatment Plant Total			19,380,089	3,345,230	960,210	1,671,536	856,950	26,214,015
Grand Total			19,380,089	3,345,230	960,210	1,671,536	856,950	26,214,015

Capital Improvement Plan
City of Owatonna, Minnesota

2024 *thru* 2028

Project #WTP-13-001

Project NameSanitary Sewer Replacement

TypeImprovement

Useful Life40 years

CategoryWastewater

DepartmentWastewater Treatment Plant

ContactPublic Works Director

Priority2 Very Important

Description

Annual repair and replacement to sanitary sewers in conjunction with street improvements

Justification

As streets are repaired, sanitary sewers are evaluated for repair or replacement prior to construction of new streets. The funds shown here are for necessary repair/replacement associated with street improvement projects or with sanitary sewer repairs outside of streets. Nationally, infrastructure is deteriorating at a rate faster than improvements are being implemented. In order to maintain the level of service we currently have, investment in our existing system is necessary.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	350,000	350,000	350,000	350,000	350,000	1,750,000
Total	350,000	350,000	350,000	350,000	350,000	1,750,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund	350,000	350,000	350,000	350,000	350,000	1,750,000
Total	350,000	350,000	350,000	350,000	350,000	1,750,000

Budget Impact/Other

None.

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #WTP-14-003

Project NameEquipment replacement

TypeImprovement

Useful Life25 years

CategoryWastewater

DepartmentWastewater Treatment Plant

ContactPublic Works Director

Priority2 Very Important

Description

Planned annual replacement of aging equipment.

Justification

The plant is 25 years old and needs updating to stay current and replacement of worn and broken equipment.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund	100,000	100,000	100,000	100,000	100,000	500,000
Total	100,000	100,000	100,000	100,000	100,000	500,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # WTP-16-002
Project Name Utility/Shop Truck

Type Improvement
Useful Life 25 years
Category Other

Department Wastewater Treatment Plant
Contact Public Works Director
Priority 3 Important



Description

The trucks are replaced on a five year schedule

Justification

The truck is a critical piece of equipment for operation of the collection system. The 5 year old truck is used for the repair shop and the 10 year old one is sold or repurposed to another department.

2027 - Replace 22292 - 2022 F350

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	12,000			110,000		122,000
Total	12,000			110,000		122,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund	12,000			110,000		122,000
Total	12,000			110,000		122,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # WTP-20-001
Project Name Plant Expansion

Type Improvement Department Wastewater Treatment Plant
Useful Life 25 years Contact
Category Other Priority 2 Very Important

Description

The Wastewater treatment plant was completed in 1987. The facility is currently at 80% capacity and a capacity expansion is currently included in the 5 year capital improvement plan. Current estimates are the cost to expand the facility from the existing 5 million gallons per day (MGD) to 9.1 MGD is \$48,000,000 to \$54,000,000. The Sanitary Sewer Enterprise fund will be responsible for paying for the expansion. The City received \$22 million in state funding in addition to \$8 million in grants.

Design and construction of filter expansion, replacement of chlorine disinfection system with Ultraviolet light, installation of maintenance tunnel, installation of vac truck and sweeper cleanout area. Installation of clarifiers and aeration basin for capacity increase

Justification

Currently the wastewater treatment facility is designed to handle 5 million gallons of wastewater per day. The current flow to the facility averages between 3.5 and 4.0 million gallons per day during dry weather. The plant capacity will become a limiting factor in the growth of the City of Owatonna at some point in the future. During the original construction of the plant, completed in 1989, allowances were made to add a third treatment train to the facility, increasing the capacity to 7.5 million gallons per day.

The design and approval process is expected to take 18 to 24 months with construction taking approximately 24 months, resulting in an estimated time of completion of almost 4 years. Because of the lead time, the project should be initiated before the time the capacity is actually needed.

Sewer rates will be evaluated annually to fund the construction and upcoming capital needs.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	18,000,000	2,000,000				20,000,000
Total	18,000,000	2,000,000				20,000,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund	18,000,000	2,000,000				20,000,000
Total	18,000,000	2,000,000				20,000,000

Budget Impact/Other

The sewer fund has some funds available to cover the earlier costs related to the expansion. The debt that is issued to fund the expansion will be repaid through sewer user fees. An estimation of the impact to the average homeowner will be provided.

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #WTP-22-004

Project Name4 inch trash pump

TypeEquipment

Useful Life10-15 years

CategoryOther

DepartmentWastewater Treatment Plant

Contact

Priority2 Very Important

Description

Replacement of 4" trash pump.

Justification

Existing pumps have exceeded their useful life

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	50,000					50,000
Total	50,000					50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund	50,000					50,000
Total	50,000					50,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #WTP-24-001

Project NameSemi Tractor Replacement

TypeEquipment

Useful Life15 years

CategoryOther

DepartmentWastewater Treatment Plant

ContactPublic Works Director

Priority3 Important

Description

Replace unit 294, 2002 Sterling semi tractor

Justification

The tractor will be 18 years old and its time to update

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		100,000				100,000
Total		100,000				100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund		100,000				100,000
Total		100,000				100,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #WTP-24-002

Project NameBiosolids Truck

TypeEquipment

Useful Life10 years

CategoryOther

DepartmentWastewater Treatment Plant

ContactPublic Works Director

Priority3 Important

Description

Replace 2009 Biosolids Truck

Justification

Current truck is a 6 wheel drive. Replace with normal dump truck and use manure spreader in field to dispose of biosolids. Estimated replacement cost of \$160,000 with a residual value of \$20,000 for the existing truck.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	230,000					230,000
Total	230,000					230,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund	230,000					230,000
Total	230,000					230,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #WTP-24-003

Project NameLaboratory Microscope

TypeEquipment

Useful Life15 years

CategoryOther

DepartmentWastewater Treatment Plant

ContactPublic Works Director

Priority2 Very Important

Description

Microscope used for the analysis of the microbiology in the wastewater processes.

Justification

The microscope that staff currently has is somewhere between 15-20 years old and doesn't work properly.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	6,000					6,000
Total	6,000					6,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund	6,000					6,000
Total	6,000					6,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #	WTP-24-004
Project Name	Biosolids Attachment for Skid Loader

Type	Equipment	Department	Wastewater Treatment Plant
Useful Life	20 years	Contact	Public Works Director
Category	Other	Priority	2 Very Important

Description
This piece of equipment turns over biosolids to help with the drying process.

Justification
New equipment is needed since staff will be hauling biosolids with a dump truck.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	80,000					80,000
Total	80,000					80,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund	80,000					80,000
Total	80,000					80,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #WTP-24-005

Project NameAdmin Building Remodel - Misc

TypeImprovement

Useful Life20 years

CategoryOther

DepartmentWastewater Treatment Plant

ContactPublic Works Director

Priority2 Very Important

Description

Misc supplies for the admin building renovation.

Justification

Since the WWTF Admin Building is going to be completely renovated, misc supplies will be needed ranging from but not limited to office desks & chairs, break room tables & chairs, conference room furniture, refrigerators, oven/stove, microwaves, SCADA workstations & monitors.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	50,000					50,000
Total	50,000					50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund	50,000					50,000
Total	50,000					50,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #WTP-24-006

Project NameWWTP Truck

TypeEquipment

Useful Life5 years

CategoryOther

DepartmentWastewater Treatment Plant

ContactPublic Works Director

Priority3 Important

Description

Crew cab F150.

Justification

Past practice to trade in and replace vehicles every 5 years.

2024 - Replace Unit 19295 - 2019 Ford F150

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings	60,000					60,000
Total	60,000					60,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund	60,000					60,000
Total	60,000					60,000

Budget Impact/Other

Capital Improvement Plan

City of Owatonna, Minnesota

2024 *thru* 2028

Project # WTP-24-007
Project Name Lift Station Rehabilitation

Type Equipment Department Wastewater Treatment Plant
Useful Life 15 years Contact Public Works Director
Category Other Priority 2 Very Important

Description

Costs were obtained from the AE2S 2022 lift station report and Electric Pump bids. A 10% inflation factor was added to all costs starting in 2024 going forward . 15% contingency added for panel replacement only.

2024: 222 Cedardale Dr, 2331 Heritage Pl, 657 26th St.
2025: 4900 West Frontage Rd., 3950 West Bridge St., 380 Autumn Hills Pl.
2026:2331 Heritage Pl, 3036 Northridge Ln, 1155 24th Ave
2027:1550 Greenleaf Rd. , 600 Riverwood Dr.
2028: 3705 18th St. SW, 1002 Lemond Rd.

Justification

The city has sanitary lift stations throughout town. Periodic pump and panel replacement is necessary in order to keep equipment current and functioning correctly.

Expenditures	2024	2025	2026	2027	2028	Total
Construction/Maintenance	442,089	545,230	465,210	361,536	406,950	2,221,015
Total	442,089	545,230	465,210	361,536	406,950	2,221,015

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund	442,089	545,230	465,210	361,536	406,950	2,221,015
Total	442,089	545,230	465,210	361,536	406,950	2,221,015

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #WTP-25-001

Project NameTelevising Camera w/ Lateral Launcher

TypeEquipment

Useful Life10 years

CategoryOther

DepartmentWastewater Treatment Plant

ContactPublic Works Director

Priority2 Very Important

Description

Televising Camera used for sanitary and storm sewer inspections

Justification

This piece of equipment is critical for performing maintenance and inspections on the sanitary and storm sewer. Previously we have not had a lateral launcher, but it would be beneficial to inspecting blind ties as well as services.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings		250,000				250,000
Total		250,000				250,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund		250,000				250,000
Total		250,000				250,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #	WTP-26-001
Project Name	John Deere Mower

Type	Equipment	Department	Wastewater Treatment Plant
Useful Life	10-15 years	Contact	Public Works Director
Category	Other	Priority	3 Important

Description
John Deere Mower w/ broom & blower attachment.

Justification
Past practice to trade in and upgrade this piece of equipment while there is still trade in value.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings			45,000			45,000
Total			45,000			45,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund			45,000			45,000
Total			45,000			45,000

Budget Impact/Other

Capital Improvement Plan
City of Owatonna, Minnesota

2024 thru 2028

Project #WTP-27-001

Project NameJetter/Vac Truck

TypeEquipment

Useful Life10 years

CategoryOther

DepartmentWastewater Treatment Plant

ContactPublic Works Director

Priority2 Very Important

Description

Jetter/Vac Truck used for collection system maintenance.

Justification

This piece of equipment is critical in the day-to-day maintenance of the collection system, as well as maintenance at the WWTF. It has been past practice to trade in and upgrade the jetter/vac every 10 years.

Expenditures	2024	2025	2026	2027	2028	Total
Equip/Vehicles/Furnishings				750,000		750,000
Total				750,000		750,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Fund				750,000		750,000
Total				750,000		750,000

Budget Impact/Other

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS BY FUNDING SOURCE

Source	Project #	Priority	2024	2025	2026	2027	2028	Total
Building Maintenance Fund								
Main Hangar Complex Roof Replacement	AP-23-003	2	60,000	90,000				150,000
Fire Hall Roof	F-23-010	1			70,000			70,000
Carpenter Shop Roof - B	GB-13-002	2		100,000				100,000
Tuck Pointing City Buildings - C	GB-13-007	2	150,000	100,000	100,000			350,000
Fitness Center Track & 3rd Floor Flooring - B	GB-13-014	4				10,000		10,000
Fitness Center Restroom - C	GB-16-009	4				100,000		100,000
Retaining Wall - Pool Handicap Entrance - B	GB-21-004	2	10,000					10,000
City Hall Electrical Distribution Panel	GB-22-009	2			2,255,700			2,255,700
LED Lighting - B	GB-22-013	2		15,000	15,000	15,000	15,000	60,000
Tennis Center Restroom	GB-23-007	2		12,000	100,000			112,000
Garage Door Replacement - B	GB-24-001	1	50,000	100,000	100,000	100,000		350,000
Maintenance Facility Ventilation	GB-24-004	2	75,000					75,000
Library Clay Tile Roof	LIB-17-002	3		30,000				30,000
LED Lighting	LIB-22-002	3		15,000				15,000
Building Maintenance Fund Total			345,000	462,000	2,640,700	225,000	15,000	3,687,700

Capital Projects Fund Levy								
Network Attached Storage (NAS)	ADM-13-001	3					150,000	150,000
Annual Copier Replacement	ADM-13-010	3	5,000	20,000	20,000	20,000	20,000	85,000
Networking Infrastructure Replacement	ADM-13-012	2	85,000	30,000	30,000	30,000	30,000	205,000
Council Chamber Renovations	ADM-16-002	2	20,000					20,000
Bituminous Apron Rehabilitation	AP-14-003	2			296,500			296,500
Runway 12/30 Length Justification Study	AP-18-004	3				15,000		15,000
Non-aeronautical Land Release	AP-22-002	4					25,000	25,000
Land Acq/Easement (Phase I)-1,500 Runway Extension	AP-24-005	3		90,000				90,000
Land Acq/Easement (Phase II)-1500 Runway Extension	AP-25-001	3			58,500			58,500
Environmental Assessment Runway Extension	AP-26-001	3					12,500	12,500
Runway 5/23 Crack Seal and Sealcoat	AP-27-001	2				90,000		90,000
Runway 12/30 Concrete Pavement Maintenance	AP-27-002	3	30,000					30,000
Replace GPS	ENG-18-001	2		18,000			18,000	36,000
Emergency Warning Sirens	F-13-008	3		20,000			20,000	40,000
Emergency Warning Siren Controller	F-23-003	2		30,000				30,000
SCBA Replacements	F-27-001	2			200,000			200,000
SCBA Air Compressor	F-28-001	2					60,000	60,000
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2		35,000				35,000
Tennis & Fitness Center Pool Hallway Flooring - C	GB-18-002	4				6,000		6,000
Social Commons Rooftop Heat & A/C Replacement	GB-21-002	2	30,000	35,000				65,000
GPS Asset Management Collector Package	GB-22-014	1				6,000		6,000
Velve Hall Elevator	GB-23-003	4				250,000		250,000
Back-Up Generator Replacement	GB-23-008	2	125,000	90,000	90,000			305,000
City Hall Landscaping Update	GB-23-009	2		45,000				45,000
Brooktree Clubhouse Improvements - B	GB-23-010	2	150,000	30,000	80,000			260,000
Tennis Center Ceiling Repair, HVAC, Insulation	GB-23-011	2			850,000			850,000

Source	Project #	Priority	2024	2025	2026	2027	2028	Total
Building Management Systems	GB-24-003	2	20,000	20,000	15,000			55,000
Chalet Siding	GB-25-003	1		20,000				20,000
Tennis and Fitness Center Court Resurfacing - C	GB-27-001	3				45,000		45,000
Brooktree Cart Shed	GB-28-001	2					250,000	250,000
Library Renovations	LIB-19-001	2	45,000					45,000
Dart's Park Baseball Irrigation - C	P&R-13-026	3			45,000			45,000
Play Equipment - C - G	P&R-13-034	2		200,000	129,000		113,000	442,000
Park Restroom Rehab - C	P&R-13-040	2	20,000	20,000				40,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	2	61,000	71,750	36,750	61,250	61,250	292,000
River Springs Water Park Slide, Feature Repairs- C	P&R-18-001	3			100,000			100,000
River Springs Water Park Slide, Feature Adds - C	P&R-18-006	5				65,000	175,000	240,000
Dart's Park West Parking Lot New Construction- C	P&R-19-002	2		12,000	15,000			27,000
River Springs Water Park Structure & Concrete - C	P&R-20-003	3			250,000			250,000
Countryview Park Development - C	P&R-20-007	2		7,500	250,000			257,500
Raising of Muckle Trail at Hoffman Drive - C	P&R-20-009	1			500,000	500,000		1,000,000
Vine St Bridge Installation - C	P&R-20-015	2		1,700,000				1,700,000
Trail Connection NSRP to Buxton - C	P&R-20-017	1		478,521	3,509,154			3,987,675
Safety Lighting - C	P&R-20-020	2				240,000	84,000	324,000
Permanent Bathroom Construction - C	P&R-20-024	2		45,000	70,000	45,000	45,000	205,000
Daikin Soccer Improvements	P&R-21-002	3				50,000	300,000	350,000
Tennis and Fitness Center Court Sweeper - C	P&R-22-001	3		15,500				15,500
Rose Street Trail	P&R-22-006	1		550,000				550,000
River Springs Interior Pool Surface	P&R-22-009	2	50,000	100,000	100,000	100,000	100,000	450,000
Lake Chase/NSRP Connection - C - G	P&R-23-001	3			15,000	100,000		115,000
Park Maintenance Shop Security	P&R-23-005	2		100,000				100,000
Park Maintenance Shop Lighting	P&R-23-006	2			56,000			56,000
Pavement Rehabilitation & Replacement Plan	P&R-23-012	2	135,000	100,000	100,000	100,000	100,000	535,000
System Trail Plan - Connectivity & Additions	P&R-23-013	2		50,000	500,000			550,000
Dart's Park Shelter Design, Demo, Construction	P&R-23-014	3		50,000	380,000			430,000
River Springs Boilers & Exchange	P&R-23-015	2		25,000	25,000			50,000
Central Park Bandshell Remodel	P&R-23-017	1	50,000					50,000
Automatic Park Gates	P&R-23-020	2		60,000				60,000
Park Security Cameras	P&R-23-021	1		25,000	25,000	25,000		75,000
Walk-In Cooler River Springs Water Park	P&R-23-022	3			40,000			40,000
Golf Course Cart Paths	P&R-24-002	2		35,000		35,000	50,000	120,000
Splash Pads	P&R-24-005	2			300,000			300,000
Neighborhood Ice Rinks	P&R-24-006	2		30,000				30,000
Brooktree Maintenance Shop - Phase 1	P&R-24-007	2		95,000				95,000
Dart's Baseball Field Lights	P&R-25-001	2		300,000				300,000
Brooktree Maintenance Shop - Phase 2	P&R-25-002	2			265,000			265,000
Cashman Property Development - Phase 1	P&R-25-003	2			1,074,625			1,074,625
Morehouse Park Development - Phase 1	P&R-25-004	2			2,461,988			2,461,988
Lake Kohlmer Park Development - Phase 1	P&R-25-005	2			414,338			414,338
Kaplans Woods Park Development - Phase 1	P&R-25-006	2			1,172,000			1,172,000
Brooktree Pergolas	P&R-25-007	3		20,000	20,000	20,000		60,000
River Springs Roof	P&R-26-001	2			40,000			40,000
Downtown Furnishings	P&R-26-003	3			15,000			15,000
Cashman Property Development - Phase 2	P&R-26-004	2				595,175		595,175
Morehouse Park Development - Phase 2	P&R-26-005	2				1,394,063		1,394,063
Lake Kohlmer Park Development - Phase 2	P&R-26-006	2				529,250		529,250
Kaplans Woods Development - Phase 2	P&R-26-007	2				633,438		633,438
Cashman Crossing Bridge Replacement	P&R-27-001	3				1,000,000		1,000,000
Cashman Property Development - Phase 3	P&R-27-002	2					596,763	596,763
Morehouse Park Development - Phase 3	P&R-27-003	2					1,396,125	1,396,125
Lake Kohlmer Development - Phase 3	P&R-27-004	2					262,500	262,500

Source	Project #	Priority	2024	2025	2026	2027	2028	Total
Kaplan's Woods Park Development - Phase 3	P&R-27-005	2					1,000,000	1,000,000
Capital Projects Fund Levy Total			826,000	4,573,271	13,548,855	5,955,176	4,869,138	29,772,440
Debt Levy for LT Facilities Needs								
Merrill Hall - Phase 1- Mechanical & Electrical	GB-24-002	1	5,230,000					5,230,000
Merrill Hall - Ph 2-Envelope and Interior Upgrades	GB-25-002	2				3,000,000		3,000,000
Remodel Public Safety Facility	POL-22-001	2	1,340,000	5,000,000				6,340,000
Debt Levy for LT Facilities Needs Total			6,570,000	5,000,000		3,000,000		14,570,000
Debt to be repaid with assessments								
Annual Street and Utility	STR-16-001	2	200,000	200,000	200,000	200,000	200,000	1,000,000
State Aid Streets	STR-17-002	2		350,000				350,000
20th Street NE Completion	STR-24-004	2			150,000			150,000
Park Drive NW 32nd to 39th	STR-26-001	3				500,000		500,000
18th Street SE Trail and Street	STR-26-002	2			435,000			435,000
Debt to be repaid with assessments Total			200,000	550,000	785,000	700,000	200,000	2,435,000
Debt to be repaid with levy								
Dart's Park West Parking Lot New Construction- C	P&R-19-002	2			200,000			200,000
Annual Street and Utility	STR-16-001	2	1,550,000	1,550,000	1,800,000	1,800,000	1,800,000	8,500,000
Parking lots	STR-18-001	2		300,000	300,000	300,000	300,000	1,200,000
20th Street NE Completion	STR-24-004	2			250,000			250,000
Park Drive NW 32nd to 39th	STR-26-001	3				500,000		500,000
Debt to be repaid with levy Total			1,550,000	1,850,000	2,550,000	2,600,000	2,100,000	10,650,000
FAA								
Land Acq/Easement (Phase II)-1500 Runway Extension	AP-25-001	3			241,500			241,500
Environmental Assessment Runway Extension	AP-26-001	3					112,500	112,500
FAA Total					241,500		112,500	354,000
Federal - BIL								
Bituminous Apron Rehabilitation	AP-14-003	2			413,500			413,500
Runway 12/30 Concrete Pavement Maintenance	AP-27-002	3	270,000					270,000
Federal - BIL Total			270,000		413,500			683,500
Federal Highway Funds								
18th Street South Trail Austin to Linn	STR-24-003	3	549,900					549,900
18th Street South Trail Hayes to Austin Rd	STR-24-005	n/a			492,000			492,000
18th Street SE Trail and Street	STR-26-002	2			1,880,000			1,880,000
Federal Highway Funds Total			549,900		2,372,000			2,921,900
General Fund								
Bituminous Overlays	STR-14-001	3	245,000	245,000	245,000	245,000	245,000	1,225,000

Source	Project #	Priority	2024	2025	2026	2027	2028	Total
General Fund Total			245,000	245,000	245,000	245,000	245,000	1,225,000
Matching Grant Funds								
Airport Zoning Update	AP-24-003	3	12,000					12,000
Airport Automated Fuel Card Reader System	AP-24-004	2	6,900					6,900
Matching Grant Funds Total			18,900					18,900
MNDOT Aeronautics								
Bituminous Apron Rehabilitation	AP-14-003	2			490,000			490,000
Power Broom	AP-19-002	4		29,400				29,400
Tandem Plow Truck w/wing	AP-22-001	3			217,000			217,000
Main Hangar Complex Roof Replacement	AP-23-003	2	280,000	210,000				490,000
Automated Weather System Replacement	AP-23-004	2	100,000					100,000
Flexwing Rotary Cutter	AP-24-002	3		37,800				37,800
Airport Zoning Update	AP-24-003	3	28,000					28,000
Airport Automated Fuel Card Reader System	AP-24-004	2	16,100					16,100
Land Acq/Easement (Phase I)-1,500 Runway Extension	AP-24-005	3		210,000				210,000
Runway 5/23 Crack Seal and Sealcoat	AP-27-001	2				210,000		210,000
Gator Utility Vehicle	AP-27-003	3				15,120		15,120
MNDOT Aeronautics Total			424,100	487,200	707,000	225,120		1,843,420
Other funding source								
Terminal Bldg AC/Furnace Replacement	AP-23-001	2	10,000					10,000
Replace unsupported portable radios	F-22-006	1	77,000	45,500				122,500
Library Renovations	LIB-19-001	2	45,000					45,000
Dart's Park Baseball Irrigation - C	P&R-13-026	3			40,000			40,000
Central Park Bandshell Remodel	P&R-23-017	1	50,000					50,000
Automatic Park Gates	P&R-23-020	2	120,000					120,000
18th Street South Trail Austin to Linn	STR-24-003	3	235,100					235,100
18th Street South Trail Hayes to Austin Rd	STR-24-005	n/a			123,000			123,000
18th Street SE Trail and Street	STR-26-002	2			35,000			35,000
Other funding source Total			537,100	45,500	198,000			780,600
Other Grant Funds								
Lake Chase/NSRP Connection - C - G	P&R-23-001	3				50,000		50,000
Other Grant Funds Total						50,000		50,000
Residual funds from previous yr CIP								
Main Hangar Complex Roof Replacement	AP-23-003	2	60,000					60,000
Upgrade AV System on 1st and 3rd Floor	F-22-003	3	35,000					35,000
HVAC Air Handler Replacement	F-22-004	2	25,000					25,000
Residual funds from previous yr CIP Total			120,000					120,000
Sewer Fund								
Sanitary Sewer Replacement	WTP-13-001	2	350,000	350,000	350,000	350,000	350,000	1,750,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000	100,000	500,000

Source	Project #	Priority	2024	2025	2026	2027	2028	Total
Utility/Shop Truck	WTP-16-002	3	12,000			110,000		122,000
Plant Expansion	WTP-20-001	2	18,000,000	2,000,000				20,000,000
4 inch trash pump	WTP-22-004	2	50,000					50,000
Semi Tractor Replacement	WTP-24-001	3		100,000				100,000
Biosolids Truck	WTP-24-002	3	230,000					230,000
Laboratory Microscope	WTP-24-003	2	6,000					6,000
Biosolids Attachment for Skid Loader	WTP-24-004	2	80,000					80,000
Admin Building Remodel - Misc	WTP-24-005	2	50,000					50,000
WWTP Truck	WTP-24-006	3	60,000					60,000
Lift Station Rehabilitation	WTP-24-007	2	442,089	545,230	465,210	361,536	406,950	2,221,015
Televising Camera w/ Lateral Launcher	WTP-25-001	2		250,000				250,000
John Deere Mower	WTP-26-001	3			45,000			45,000
Jetter/Vac Truck	WTP-27-001	2				750,000		750,000
Sewer Fund Total			19,380,089	3,345,230	960,210	1,671,536	856,950	26,214,015

State Aid

State Aid Streets	STR-17-002	2	250,000	1,800,000	1,400,000	1,400,000	1,400,000	6,250,000
Traffic Signal	STR-19-001	3		100,000				100,000
Main Street Reconstruction	STR-24-002	2			700,000			700,000
Kenyon Road	STR-30-001	2		85,000	600,000			685,000
State Aid Total			250,000	1,985,000	2,700,000	1,400,000	1,400,000	7,735,000

Storm Fund

Cardinal Drive rehab	STM-19-001	2	200,000					200,000
Vehicle	STM-23-001	3	24,000					24,000
Miscellaneous Stormwater Project	STM-24-01	2	250,000	250,000	250,000	250,000	250,000	1,250,000
Storm Fund Total			474,000	250,000	250,000	250,000	250,000	1,474,000

Vehicle Replacement Fund

IT Vehicle	ADM-24-001	2	25,000					25,000
Power Broom	AP-19-002	4		12,600				12,600
Tandem Plow Truck w/wing	AP-22-001	3			93,000			93,000
Flexwing Rotary Cutter	AP-24-002	3		16,200				16,200
Gator Utility Vehicle	AP-27-003	3				6,480		6,480
2019 Ford Edge	CD-19-001	2	9,000					9,000
Engineering Vehicles	ENG-15-002	2	24,000	26,000	13,000	22,000	17,000	102,000
Engine 9702 Replacement	F-21-001	2				900,000		900,000
9712 Chief's Vehicle	F-23-002	2			60,000			60,000
9709 Pickup	F-23-009	2	60,000					60,000
9704 Aerial Truck	F-31-001	1	125,000					125,000
Boom Truck - V	GB-21-001	3				195,000		195,000
Pick-Up Trucks - V	GB-23-001	2	96,500	96,500	76,500		52,000	321,500
Specialty Use Vehicles - V	GB-25-001	2		23,000		79,500		102,500
Parks Mowers & Attachments - V	P&R-20-026	1	111,700	47,000	44,600	65,000		268,300
Parks Tractors & Attachments - V	P&R-20-028	2		26,000			94,800	120,800
Parks Pick-Ups - V	P&R-20-029	2	201,000	38,000	38,000	67,000	76,000	420,000
Golf Mowers - V	P&R-21-003	2	79,000			135,000		214,000
Parks Utility Vehicles - V	P&R-22-003	2					37,000	37,000
Park Specialty Vehicles & Attachments - V	P&R-23-002	2		68,600				68,600
Parks Grounds Maintenance Tractors - V	P&R-24-001	2		69,500			41,500	111,000
Golf Pick-Up - V	P&R-28-001	2					62,800	62,800

Source	Project #	Priority	2024	2025	2026	2027	2028	Total
Golf Tractors & Attachments - V	P&R-34-001	2	48,400					48,400
Marked Patrol Fleet	POL-13-002	2	73,000	195,400	156,320	146,400	36,600	607,720
Unmarked Patrol Fleet	POL-13-004	2		16,000	42,000	21,000		79,000
Support Services/Parking Control	POL-18-001	2			30,000	25,000		55,000
Street Sweeper	ST-13-003	1		200,000			175,000	375,000
2 Ton Trucks with Plow and Wings	ST-14-001	1	380,000			380,000		760,000
Pickup Truck	ST-14-002	2	55,000	35,000	110,000	20,000	20,000	240,000
1 Ton Truck with Plow	ST-15-007	2			40,000			40,000
Skid Steer Loader	ST-16-001	2	20,000	15,000	15,000	15,000	15,000	80,000
Hydraulic Arm Mower	ST-16-003	2		6,000				6,000
Tandem Axle Truck	ST-16-004	2		200,000		210,000	220,000	630,000
Asphalt Roller	ST-17-002	3				50,000		50,000
Tree chipper	ST-18-001	2					60,000	60,000
Asphalt Zipper	ST-20-002	2		125,000				125,000
Asphalt Paver	ST-21-001	2		210,000				210,000
Forestry Dump Truck	ST-24-001	2	75,000					75,000
Leaf Vac	ST-24-002	1	42,000					42,000
Trailer	ST-24-003	3	15,000					15,000
Forestry Boom Truck	ST-26-001	3			140,000			140,000
Vehicle Replacement Fund Total			1,439,600	1,425,800	858,420	2,337,380	907,700	6,968,900
GRAND TOTAL			33,199,689	20,219,001	28,470,185	18,659,212	10,956,288	111,504,375

City of Owatonna, Minnesota

Capital Improvement Plan

2024 thru 2028

PROJECTS BY DEPARTMENT

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Administration								
Network Attached Storage (NAS)	ADM-13-001	3					150,000	150,000
Annual Copier Replacement	ADM-13-010	3	5,000	20,000	20,000	20,000	20,000	85,000
Networking Infrastructure Replacement	ADM-13-012	2	85,000	30,000	30,000	30,000	30,000	205,000
IT Vehicle	ADM-24-001	2	25,000					25,000
Administration Total			115,000	50,000	50,000	50,000	200,000	465,000
Airport								
Bituminous Apron Rehabilitation	AP-14-003	2			1,200,000			1,200,000
Runway 12/30 Length Justification Study	AP-18-004	3				15,000		15,000
Power Broom	AP-19-002	4		42,000				42,000
Tandem Plow Truck w/wing	AP-22-001	3			310,000			310,000
Non-aeronautical Land Release	AP-22-002	4					25,000	25,000
Terminal Bldg AC/Furnace Replacement	AP-23-001	2	10,000					10,000
Main Hangar Complex Roof Replacement	AP-23-003	2	400,000	300,000				700,000
Automated Weather System Replacement	AP-23-004	2	100,000					100,000
Flexwing Rotary Cutter	AP-24-002	3		54,000				54,000
Airport Zoning Update	AP-24-003	3	40,000					40,000
Airport Automated Fuel Card Reader System	AP-24-004	2	23,000					23,000
Land Acq/Easement (Phase I)-1,500 Runway Extension	AP-24-005	3		300,000				300,000
Land Acq/Easement (Phase II)-1500 Runway Extension	AP-25-001	3		300,000				300,000
Environmental Assessment Runway Extension	AP-26-001	3					125,000	125,000
Runway 5/23 Crack Seal and Sealcoat	AP-27-001	2				300,000		300,000
Runway 12/30 Concrete Pavement Maintenance	AP-27-002	3	300,000					300,000
Gator Utility Vehicle	AP-27-003	3				21,600		21,600
Airport Total			873,000	996,000	1,510,000	336,600	150,000	3,865,600
Community Development								
2019 Ford Edge	CD-19-001	2	9,000					9,000
Community Development Total			9,000					9,000
Engineering								
Engineering Vehicles	ENG-15-002	2	24,000	26,000	13,000	22,000	17,000	102,000
Replace GPS	ENG-18-001	2		18,000			18,000	36,000
Engineering Total			24,000	44,000	13,000	22,000	35,000	138,000
Fire								
Emergency Warning Sirens	F-13-008	3		20,000			20,000	40,000
Engine 9702 Replacement	F-21-001	2				900,000		900,000
Upgrade AV System on 1st and 3rd Floor	F-22-003	3	35,000					35,000
HVAC Air Handler Replacement	F-22-004	2	25,000					25,000
Replace unsupported portable radios	F-22-006	1	77,000	45,500				122,500
9712 Chief's Vehicle	F-23-002	2			60,000			60,000

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Emergency Warning Siren Controller	F-23-003	2		30,000				30,000
9709 Pickup	F-23-009	2	60,000					60,000
Fire Hall Roof	F-23-010	1			70,000			70,000
SCBA Replacements	F-27-001	2			200,000			200,000
SCBA Air Compressor	F-28-001	2					60,000	60,000
9704 Aerial Truck	F-31-001	1	125,000					125,000
Fire Total			322,000	95,500	330,000	900,000	80,000	1,727,500

Government Buildings

Carpenter Shop Roof - B	GB-13-002	2		100,000				100,000
West Hills Sidewalk Additions & Repairs - C	GB-13-006	2		35,000				35,000
Tuck Pointing City Buildings - C	GB-13-007	2	150,000	100,000	100,000			350,000
Fitness Center Track & 3rd Floor Flooring - B	GB-13-014	4				10,000		10,000
Fitness Center Restroom - C	GB-16-009	4				100,000		100,000
Tennis & Fitness Center Pool Hallway Flooring - C	GB-18-002	4				6,000		6,000
Boom Truck - V	GB-21-001	3				195,000		195,000
Social Commons Rooftop Heat & A/C Replacement	GB-21-002	2	30,000	35,000				65,000
Retaining Wall - Pool Handicap Entrance - B	GB-21-004	2	10,000					10,000
City Hall Electrical Distribution Panel	GB-22-009	2			2,255,700			2,255,700
LED Lighting - B	GB-22-013	2		15,000	15,000	15,000	15,000	60,000
GPS Asset Management Collector Package	GB-22-014	1				6,000		6,000
Pick-Up Trucks - V	GB-23-001	2	96,500	96,500	76,500		52,000	321,500
Velve Hall Elevator	GB-23-003	4				250,000		250,000
Tennis Center Restroom	GB-23-007	2		12,000	100,000			112,000
Back-Up Generator Replacement	GB-23-008	2	125,000	90,000	90,000			305,000
City Hall Landscaping Update	GB-23-009	2		45,000				45,000
Brooktree Clubhouse Improvements - B	GB-23-010	2	150,000	30,000	80,000			260,000
Tennis Center Ceiling Repair, HVAC, Insulation	GB-23-011	2			850,000			850,000
Garage Door Replacement - B	GB-24-001	1	50,000	100,000	100,000	100,000		350,000
Merrill Hall - Phase 1- Mechanical & Electrical	GB-24-002	1	5,230,000					5,230,000
Building Management Systems	GB-24-003	2	20,000	20,000	15,000			55,000
Specialty Use Vehicles - V	GB-25-001	2		23,000		79,500		102,500
Merrill Hall - Ph 2-Envelope and Interior Upgrades	GB-25-002	2				3,000,000		3,000,000
Chalet Siding	GB-25-003	1		20,000				20,000
Tennis and Fitness Center Court Resurfacing - C	GB-27-001	3				45,000		45,000
Brooktree Cart Shed	GB-28-001	2					250,000	250,000
Government Buildings Total			5,861,500	721,500	3,682,200	3,806,500	317,000	14,388,700

Library

Library Clay Tile Roof	LIB-17-002	3		30,000				30,000
Library Renovations	LIB-19-001	2	90,000					90,000
LED Lighting	LIB-22-002	3		15,000				15,000
Library Total			90,000	45,000				135,000

Parks and Recreation

Maintenance Facility Ventilation	GB-24-004	2	75,000					75,000
Dart's Park Baseball Irrigation - C	P&R-13-026	3			85,000			85,000
Play Equipment - C - G	P&R-13-034	2		200,000	129,000		113,000	442,000
Park Restroom Rehab - C	P&R-13-040	2	20,000	20,000				40,000
Outdoor Sports Court Resurfacing - C	P&R-17-004	2	61,000	71,750	36,750	61,250	61,250	292,000
River Springs Water Park Slide, Feature Repairs- C	P&R-18-001	3			100,000			100,000
River Springs Water Park Slide, Feature Adds - C	P&R-18-006	5				65,000	175,000	240,000
Dart's Park West Parking Lot New Construction- C	P&R-19-002	2		12,000	215,000			227,000
River Springs Water Park Structure & Concrete - C	P&R-20-003	3			250,000			250,000

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Countryview Park Development - C	P&R-20-007	2		7,500	250,000			257,500
Raising of Muckle Trail at Hoffman Drive - C	P&R-20-009	1			500,000	500,000		1,000,000
Vine St Bridge Installation - C	P&R-20-015	2		1,700,000				1,700,000
Trail Connection NSRP to Buxton - C	P&R-20-017	1		478,521	3,509,154			3,987,675
Safety Lighting - C	P&R-20-020	2				240,000	84,000	324,000
Permanent Bathroom Construction - C	P&R-20-024	2		45,000	70,000	45,000	45,000	205,000
Parks Mowers & Attachments - V	P&R-20-026	1	111,700	47,000	44,600	65,000		268,300
Parks Tractors & Attachments - V	P&R-20-028	2		26,000			94,800	120,800
Parks Pick-Ups - V	P&R-20-029	2	201,000	38,000	38,000	67,000	76,000	420,000
Daikin Soccer Improvements	P&R-21-002	3				50,000	300,000	350,000
Golf Mowers - V	P&R-21-003	2	79,000			135,000		214,000
Tennis and Fitness Center Court Sweeper - C	P&R-22-001	3		15,500				15,500
Parks Utility Vehicles - V	P&R-22-003	2					37,000	37,000
Rose Street Trail	P&R-22-006	1		550,000				550,000
River Springs Interior Pool Surface	P&R-22-009	2	50,000	100,000	100,000	100,000	100,000	450,000
Lake Chase/NSRP Connection - C - G	P&R-23-001	3			15,000	150,000		165,000
Park Specialty Vehicles & Attachments - V	P&R-23-002	2		68,600				68,600
Park Maintenance Shop Security	P&R-23-005	2		100,000				100,000
Park Maintenance Shop Lighting	P&R-23-006	2			56,000			56,000
Pavement Rehabilitation & Replacement Plan	P&R-23-012	2	135,000	100,000	100,000	100,000	100,000	535,000
System Trail Plan - Connectivity & Additions	P&R-23-013	2		50,000	500,000			550,000
Dartts Park Shelter Design, Demo, Construction	P&R-23-014	3		50,000	380,000			430,000
River Springs Boilers & Exchange	P&R-23-015	2		25,000	25,000			50,000
Central Park Bandshell Remodel	P&R-23-017	1	100,000					100,000
Automatic Park Gates	P&R-23-020	2	120,000	60,000				180,000
Park Security Cameras	P&R-23-021	1		25,000	25,000	25,000		75,000
Walk-In Cooler River Springs Water Park	P&R-23-022	3			40,000			40,000
Parks Grounds Maintenance Tractors - V	P&R-24-001	2		69,500			41,500	111,000
Golf Course Cart Paths	P&R-24-002	2		35,000		35,000	50,000	120,000
Splash Pads	P&R-24-005	2			300,000			300,000
Neighborhood Ice Rinks	P&R-24-006	2		30,000				30,000
Brooktree Maintenance Shop - Phase 1	P&R-24-007	2		95,000				95,000
Dart's Baseball Field Lights	P&R-25-001	2		300,000				300,000
Brooktree Maintenance Shop - Phase 2	P&R-25-002	2			265,000			265,000
Cashman Property Development - Phase 1	P&R-25-003	2			1,074,625			1,074,625
Morehouse Park Development - Phase 1	P&R-25-004	2			2,461,988			2,461,988
Lake Kohlmier Park Development - Phase 1	P&R-25-005	2			414,338			414,338
Kaplans Woods Park Development - Phase 1	P&R-25-006	2			1,172,000			1,172,000
Brooktree Pergolas	P&R-25-007	3		20,000	20,000	20,000		60,000
River Springs Roof	P&R-26-001	2			40,000			40,000
Downtown Furnishings	P&R-26-003	3			15,000			15,000
Cashman Property Development - Phase 2	P&R-26-004	2				595,175		595,175
Morehouse Park Development - Phase 2	P&R-26-005	2				1,394,063		1,394,063
Lake Kohlmier Park Development - Phase 2	P&R-26-006	2				529,250		529,250
Kaplans Woods Development - Phase 2	P&R-26-007	2				633,438		633,438
Cashman Crossing Bridge Replacement	P&R-27-001	3				1,000,000		1,000,000
Cashman Property Development - Phase 3	P&R-27-002	2					596,763	596,763
Morehouse Park Development - Phase 3	P&R-27-003	2					1,396,125	1,396,125
Lake Kohlmier Development - Phase 3	P&R-27-004	2					262,500	262,500
Kaplans Woods Park Development - Phase 3	P&R-27-005	2					1,000,000	1,000,000
Golf Pick-Up - V	P&R-28-001	2					62,800	62,800
Golf Tractors & Attachments - V	P&R-34-001	2	48,400					48,400
Parks and Recreation Total			1,001,100	4,339,371	12,231,455	5,810,176	4,595,738	27,977,840

Police

Marked Patrol Fleet	POL-13-002	2	73,000	195,400	156,320	146,400	36,600	607,720
---------------------	------------	---	--------	---------	---------	---------	--------	---------

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Unmarked Patrol Fleet	POL-13-004	2		16,000	42,000	21,000		79,000
Support Services/Parking Control	POL-18-001	2			30,000	25,000		55,000
Remodel Public Safety Facility	POL-22-001	2	1,340,000	5,000,000				6,340,000
Police Total			1,413,000	5,211,400	228,320	192,400	36,600	7,081,720
Storm Water								
Cardinal Drive rehab	STM-19-001	2	200,000					200,000
Vehicle	STM-23-001	3	24,000					24,000
Miscellaneous Stormwater Project	STM-24-01	2	250,000	250,000	250,000	250,000	250,000	1,250,000
Storm Water Total			474,000	250,000	250,000	250,000	250,000	1,474,000
Street Construction								
Bituminous Overlays	STR-14-001	3	245,000	245,000	245,000	245,000	245,000	1,225,000
Annual Street and Utility	STR-16-001	2	1,750,000	1,750,000	2,000,000	2,000,000	2,000,000	9,500,000
State Aid Streets	STR-17-002	2	250,000	2,150,000	1,400,000	1,400,000	1,400,000	6,600,000
Parking lots	STR-18-001	2		300,000	300,000	300,000	300,000	1,200,000
Traffic Signal	STR-19-001	3		100,000				100,000
Main Street Reconstruction	STR-24-002	2			700,000			700,000
18th Street South Trail Austin to Linn	STR-24-003	3	785,000					785,000
20th Street NE Completion	STR-24-004	2			400,000			400,000
18th Street South Trail Hayes to Austin Rd	STR-24-005	n/a			615,000			615,000
Park Drive NW 32nd to 39th	STR-26-001	3				1,000,000		1,000,000
18th Street SE Trail and Street	STR-26-002	2			2,350,000			2,350,000
Kenyon Road	STR-30-001	2		85,000	600,000			685,000
Street Construction Total			3,030,000	4,630,000	8,610,000	4,945,000	3,945,000	25,160,000
Street Maintenance								
Street Sweeper	ST-13-003	1		200,000			175,000	375,000
2 Ton Trucks with Plow and Wings	ST-14-001	1	380,000			380,000		760,000
Pickup Truck	ST-14-002	2	55,000	35,000	110,000	20,000	20,000	240,000
1 Ton Truck with Plow	ST-15-007	2			40,000			40,000
Skid Steer Loader	ST-16-001	2	20,000	15,000	15,000	15,000	15,000	80,000
Hydraulic Arm Mower	ST-16-003	2		6,000				6,000
Tandem Axle Truck	ST-16-004	2		200,000		210,000	220,000	630,000
Asphalt Roller	ST-17-002	3				50,000		50,000
Tree chipper	ST-18-001	2					60,000	60,000
Asphalt Zipper	ST-20-002	2		125,000				125,000
Asphalt Paver	ST-21-001	2		210,000				210,000
Forestry Dump Truck	ST-24-001	2	75,000					75,000
Leaf Vac	ST-24-002	1	42,000					42,000
Trailer	ST-24-003	3	15,000					15,000
Forestry Boom Truck	ST-26-001	3			140,000			140,000
Street Maintenance Total			587,000	791,000	305,000	675,000	490,000	2,848,000
Wastewater Treatment Plant								
Sanitary Sewer Replacement	WTP-13-001	2	350,000	350,000	350,000	350,000	350,000	1,750,000
Equipment replacement	WTP-14-003	2	100,000	100,000	100,000	100,000	100,000	500,000
Utility/Shop Truck	WTP-16-002	3	12,000			110,000		122,000
Plant Expansion	WTP-20-001	2	18,000,000	2,000,000				20,000,000
4 inch trash pump	WTP-22-004	2	50,000					50,000
Semi Tractor Replacement	WTP-24-001	3		100,000				100,000
Biosolids Truck	WTP-24-002	3	230,000					230,000
Laboratory Microscope	WTP-24-003	2	6,000					6,000

Department	Project #	Priority	2024	2025	2026	2027	2028	Total
Biosolids Attachment for Skid Loader	WTP-24-004	2	80,000					80,000
Admin Building Remodel - Misc	WTP-24-005	2	50,000					50,000
WWTP Truck	WTP-24-006	3	60,000					60,000
Lift Station Rehabilitation	WTP-24-007	2	442,089	545,230	465,210	361,536	406,950	2,221,015
Televising Camera w/ Lateral Launcher	WTP-25-001	2		250,000				250,000
John Deere Mower	WTP-26-001	3			45,000			45,000
Jetter/Vac Truck	WTP-27-001	2				750,000		750,000
Wastewater Treatment Plant Total			19,380,089	3,345,230	960,210	1,671,536	856,950	26,214,015
GRAND TOTAL			33,179,689	20,519,001	28,170,185	18,659,212	10,956,288	111,484,375



DATE: February 20, 2024
TO: Mayor and City Council
FROM: Troy Klecker, Community Development Director
SUBJECT: Authorize Purchase of Property - 1370 Cherry Street

Purpose:

Authorize the purchase of property located at 1370 Cherry Street.

Background:

Brooktree Golf Course continues to make improvements to the facilities and operations to move towards being self-sufficient. As the future of the course is being developed, it was recognized that there is a lack of space for parking and a driving range. To address these concerns, key pieces of property would need to be acquired. The property at 1370 Cherry Street is directly across the street from the golf course with a single-family house on approximately 2.5 acres of land. This property offers potential opportunities for future improvements at Brooktree.

The property was going through a foreclosure process and placed on an online auction. Our staff bid on the property and was the highest bidder for this property. The bank is owed \$275,012 on the property plus there is a \$13,750.60 buyer fee due to the online company. The total purchase amount is \$288,762.60. The assessed value of the property is \$308,500. Approval of a Purchase Agreement is required to proceed with this purchase.

Budget Impact:

The purchase price with fees totals \$288,762.60. These funds are planned to come from the General Fund or Reserve Funds. Staff will need to determine what to do with the house in the short term.

Staff Recommendation:

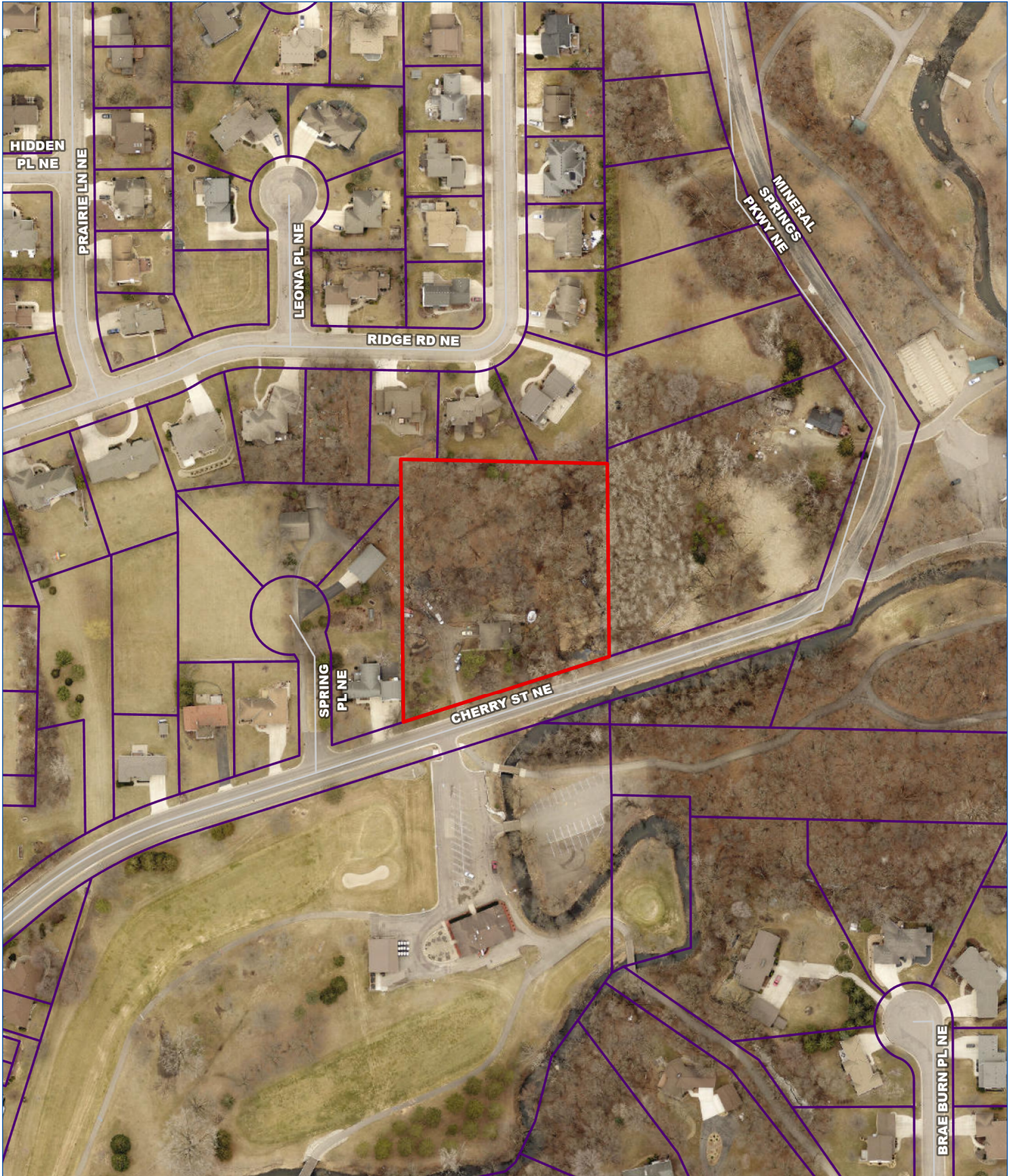
Staff recommends approval of this property purchase.

Attachments:

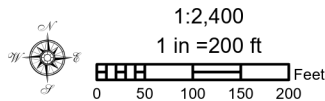
1. 1370 CHERRY ST NE

1370 CHERRY ST NE

City of Owatonna



-  1370 Cherry St NE
-  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.

February 15, 2024