



CITY COUNCIL MEETING
Wednesday, August 7, 2024 at 7:00 PM
Council Chambers, City Hall at 540 West Hills Circle
Roll Call: Council Members Svenby, Voss, Dotson,
Burbank, Boeke, Raney & Schultz

PLEASE NOTE: At 5:00 p.m. the council will tour the 2024 CIP Project at Merrill Hall, 560 Dunnell Street. At 6:15 pm a Study Session in Council Chambers, City Hall at 540 West Hills Circle with discussion on the Oakhill Community Connections. If time permits, there will be general updates on 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 - Paint the Town Purple for Alzheimer's Awareness Week

1.2.2. Bear Information - DNR Wildlife

2. CONSENT AGENDA ITEMS

2.1. Minutes – Council Meeting – July 16, 2024

2.2. Board/Commission Minutes

2.2.1. EDA Meeting - June 12, 2024

2.2.2. OPU Commission Meeting - June 25, 2024

2.2.3. Planning Commission Meeting - July 9, 2024

2.2.4. Human Rights Commission Meeting - July 9, 2024

2.2.5. Airport Commission Meeting - July 18, 2024

2.2.6. HRA Board Meeting - July 22, 2024

2.3. Department Reports:

2.3.1. Weed/Nuisance Inspection Report - July 31, 2024

2.3.2. Building Inspections Monthly Report - July 2024

2.3.3. OPD Crime Data - June 2024

2.3.4. OPD Quarterly Service Analysis - 2nd Quarter 2024

2.3.5. OPD Crime Data - July 2024

2.4. Licenses/Permits

2.4.1. Temporary Liquor Permit - Juan Villarreal Jr. Memorial - September 7, 2024

2.4.2. Event Permit - Fly-In/Drive-In Breakfast - Owatonna Composite Squadron Civil Air Patrol - August 25, 2024

2.4.3. Event Permit - Downtown Thursday - Mainstreet Owatonna - September 5, 2024

- 2.4.4. Event Permit - Meeting on the Field - OHRC Welcome Week - September 7, 2024
- 2.4.5. Event Permit - Churchill/Truman Block Party - September 14, 2024
- 2.4.6. Event Permit - Owatonna Homecoming Parade - October 4, 2024
- 2.4.7. Temporary Liquor Permit - September Downtown Thursday - Mineral Springs Brewery - September 5, 2024
- 2.4.8. Event Permit - MnSNAP Low Income Spay/Neuter Clinics - August 25 and September 22, 2024

2.5. Miscellaneous

3. ACTION ITEMS

3.1. Finance Report

3.2. Ordinances

3.2.1. Second Reading Proposed Ordinance 24-03: Park Closing Hours

3.3. Resolutions:

3.3.1. Resolution 75-24: Authorize Bids - 18th Street SE Trail Project

3.3.2. Resolution 76-24: Authorize Bids - Vine Street Parking Lot Project

3.3.3. Resolution 77-24: MOU - Minnesota Public Employees Association - Sergeants

3.3.4. Resolution 78-24: MOU - Minnesota Public Employees Association - Sergeants

3.3.5. Resolution 79-24: MOU - MN Public Employees Association - Police Officers

3.3.6. Resolution 80-24: MOU - MN Public Employees Association - Police Officers

3.3.7. Resolution 81-24 Premise Permit for Lawful Gambling Activity at Lacey's at Brooktree - Owatonna Wrestling Association

3.4. Miscellaneous

3.4.1. Change Order #1 - Masonry Rehabilitation and Tuckpointing at City Hall - Innovative Masonry Restoration, LLC

3.4.2. Proposal - Fiber Line at Merrill Hall - Phone Station, Inc.

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 nearly 7 million Americans are living with Alzheimer's, and
- WHEREAS one in three seniors dies with Alzheimer's or another dementia, and
- WHEREAS this year, care for those with Alzheimer's and other dementias will cost the United States \$360 billion, and
- WHEREAS Paint the Town Purple Week is a campaign that focuses on different topics related to Alzheimer's disease such as: educating the basics of Alzheimer's; exploring the causes and reduction; finding resources for caregivers and understanding clinical trials, and
- WHEREAS the Alzheimer's Association Owatonna Walk Committee is participating in this campaign by holding Paint the Town Purple Week August 4-10 in advance of the Owatonna Walk to End Alzheimer's to be held on September 14th. This walk is to raise awareness and funds for Alzheimer's care, support and research.

NOW THEREFORE , I Thomas A Kuntz, Mayor of the Great City of Owatonna, hereby proclaim this week, August 4-August 10, 2024 as:

Paint the Town Purple for Alzheimer's Awareness Week

and I call upon all residents of Owatonna of all ages and abilities to join in the fight against this disease. I hereunto set my hand and caused Seal of the City of Owatonna to be affixed on Wednesday, August 7, 2024.

Thomas A. Kuntz, Mayor



Black bears are seldom aggressive and rarely injure people.
Follow these BearWise® tips to avoid encounters.

Hiking

- Be aware of your surroundings.
- Try not to hike alone.
- Keep kids within sight and close by.
- Make noise periodically so bears can avoid you.
- Stay alert; music and phones are distracting.
- Keep dogs leashed at all times or leave them at home.

*Letting dogs chase or bark at bears is asking for trouble.
Don't force a bear to defend itself.*

- Double bag your food and pack out all food and trash.
- Leaving scraps, wrappers or "harmless" items like apple cores teaches bears to associate trails and campsites with food.*

Camping

- **Do not store food, trash, clothes worn when cooking, or toiletries in your tent.**

*Store these items in approved bear-resistant containers
OR out of sight in a locked vehicle OR suspended at least
10 feet above the ground and 10 feet from any part of the tree.
Local storage regulations vary. Know before you go.*

- Keep a clean camp.
- Don't burn food scraps or trash in your fire ring or grill.
- Cook downwind and as far from your tent as possible.
- Set up backcountry camps away from dense cover and natural food sources.



BearWise.org



more tips >

Fishing & Hunting

- You are more likely to encounter bears when moving quietly and traveling early and late day when bears are most active.
- Follow tips for hiking and camping safely.
- Carcasses, gut piles and bait may attract bears.
- If a bear beats you to your catch or kill, don't try to reclaim it; leave the area when it is safe to do so.



Carry Bear Spray & Know How To Use It



Keep bear spray accessible at all times.

Never pre-spray anything. Bear spray is a deterrent, not a repellent.

Bear spray is the safest, easiest, most effective way to deter an aggressive bear.

If You Encounter a Black Bear

If you see a bear before it notices you, don't approach. Stand still, enjoy the moment, then quietly move away.

If a bear sees you, back away slowly. Never run; running may trigger a chase response.

If a bear approaches, hold your ground, wave your arms and yell "Hey Bear" until it leaves. Always stay with your group. **If the bear keeps approaching,** use bear spray.

If a black bear makes contact with you, do NOT play dead; fight back aggressively.



Black bear is a species;
common colors include black,
brown and cinnamon.

Learn More:
BearWise.org

BearWise® | © 2021 Association of Fish & Wildlife Agencies

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DEPARTMENT OF
NATURAL RESOURCES





How BearWise® Are You?

Bears are curious and will follow their powerful noses to just about anything with an odor (it doesn't have to be a good odor). Bears may also investigate anything they've learned can yield a food reward: garbage, birdseed, pet food, chickens, beehives...you get the idea.

Use our **Be BearWise Checklist** to learn what attracts bears and how you can keep bears away from your home and property.

BBQ Grills, Smokers

- Grill and/or smoker is stored inside when not in use. **If not:**
 - Drip pans and grates are cleaned after every use.
 - Grill/smoker is kept covered.
- Utensils are stored indoors.
- Food is not left unattended when cooking or eating outdoors.



Be BearWise:

Keep a look-out when you cook-out. Thoroughly clean grills and smokers.



Trash, Recycling

- All trash containers are cleaned often to reduce odors.
- Recycling is rinsed out and clean.
- Bear-resistant trash containers are always closed and latched.

If containers are not bear-resistant:

- Regular trash cans are stored inside a sturdy locked building or bear-resistant enclosure.
- Garbage is put out the morning of pick up (not the night before).



Be BearWise:

For certified bear-resistant containers and ways to modify your standard trash cans, visit BearWise.org.

Vehicles Parked Outside

- No food or anything with a fragrance is left in vehicles, car trunks or truck beds, including pet food, birdseed, food, beverages, scented air fresheners and trash.
- Vehicle windows are kept fully closed and doors locked.



Be BearWise:

Keep a small trash bag in your vehicle and empty daily. Use an odor-removing spray. Roll up and lock up.

Feeding Birds

- Birds/hummingbirds are not fed when bears are active in your area.
- Bird food is stored in bear-resistant containers or inside a sturdy, locked building.

If you feed birds when bears are active:

- Bird food and feeders are brought in nightly.
- Fallen birdseed and leftover food is picked up daily before dark.



Be BearWise:

Download our bulletin: *Attract Birds, Not Bears* for feeder-free options.

Feeding Pets, Strays

- Food is not put outside for stray animals or wildlife.
- Pets are fed indoors.

If you must feed pets outside:

- Pets are fed in single portions; bowls are removed and feeding area cleaned as soon as pets have eaten.
- Pet food is stored in a sturdy locked building or bear-resistant containers.



Be BearWise:

Download our bulletin: *Dogs + Bears = Problems* for more safety tips.

continued >

Fruit Trees, Gardens

- Fallen fruit is picked up daily OR fruit is picked before it ripens.
- Fertilizers are free of blood-meal and bone-meal.
- Electric fencing protects the fruit trees, edible gardens, berry bushes, and ornamental fruit-bearing trees (such as flowering crabapples).



Be BearWise:

Avoid planting and consider removing ornamental fruit-bearing trees and bushes.

Compost

- Meat, bones, fish, oil, grease, dairy products, eggshells, garbage or large amounts of fruit are not put in the compost.
- Compost is protected with a bear-resistant enclosure or electric fence.



Be BearWise:

Follow USDA composting guidelines. Consider using an indoor composter.

Unexpected Attractants

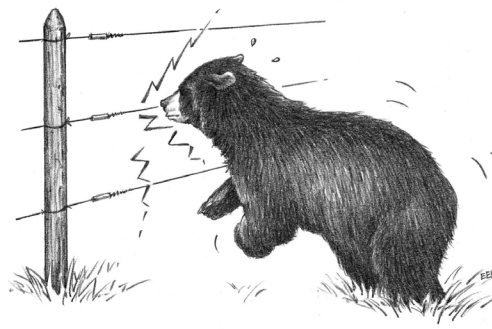
Be aware that some outdoor features that can't be removed or easily protected can attract bears, such as:

- ◆ Swimming pool, hot tub, pond, stream, water features.
- ◆ Nearby woods, dense bushes, conservation areas.
- ◆ Natural foods (i.e. berries, acorns).



Be BearWise:

Don't give naturally curious bears **any other reasons** to stick around and look for people-provided 'food'.



If properly installed for your soil conditions and maintained, electric fencing is an effective deterrent for keeping bears out.

Chickens, Farm Animals

Bear-resistant buildings, enclosures, containers and/or electric fences protect:

- Animals at night
- Newborns, always
- Livestock feed
- Dead animals are not buried near homes, buildings, livestock areas.



Be BearWise:

Take extra steps to keep your animals safe and their feed away from bears.

Bears may dig up buried carcasses. Consult your county for other options.

Beehives

- Permanent or portable electric fencing protects the beehives.
- Beehives are at least 3 feet away from the electric fencing.
- Beehives are at least 300 feet from dense bushes, trees or other places bears could hide.



Be BearWise:

Wisely locate and protect beehives. Spread the word to your fellow beekeepers.

Homes, Outbuildings

- **Doors and windows** in houses and outbuildings are kept closed and locked, especially at night or when people are not home. Pay special attention to sliding glass doors, inward-swinging doors, French doors and doors with lever handles.
- **Crawl spaces and small openings** under home and other buildings are barricaded before hibernation.
- **Refrigerators and freezers** are kept inside sturdy, locked buildings.
- Attractants are not stored on **upper-level balconies/decks** that bears can reach by climbing stairs, trees or deck posts.
- **Garage doors** are kept closed to keep bears away from stored attractants (i.e. pet food, birdseed, trash, food in fridge/freezer).
- **Coolers** with food/drinks are not stored on the porch, patio, deck or in a vehicle.
- **Pet doors** are locked at night.



Be BearWise:

Screens don't keep out bears. Visit **BearWise.org** to learn how to use bear unwelcome mats and get other practical tips for keeping bears out.

Bears are smart, quick learners and may be active at any time of day.

Check with your state wildlife agency to find out when bears are most active in your area and what solutions are most effective (state and local regulations may vary).

Thanks for helping to keep people, pets and property safe and bears wild.



Owatonna City Council Minutes
July 16, 2024 – DRAFT Copy

On Tuesday, July 16, 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, Dotson, Burbank, Boeke, Voss and Schultz; Mayor Kuntz; Community Development Director Klecker; Public Works Director Murphy, Parks and Recreation and Facility Director Tuma; Finance Director Moen, IT Technician Specialist Enz; City Attorney Walbran; City Administrator Busse and Administrative Coordinator Clawson.

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

Council Member Svenby commented he presented the proclamation for Rainbowatonna Pride Day on Saturday, July 13th at Darts Park. Celebrating Pride is a positive stance against discrimination and violence against those who identify as lesbian, gay, bisexual, transgender, queer, intersex and asexual (LGBTQ+) and to promote their self-affirmation, dignity, equal rights, increase their visibility as a social group, build community, and celebrate sexual identity, diversity and gender variance. The event promotes equal rights for all, regardless of sexual orientation or gender identity. During this event there were five food trucks, and 40 vendors present, and he encouraged everyone to attend this event next year. Jennifer Hansen, on behalf of the Board of Directors of Rainbowatonna thanked the Council for their support in making Owatonna a more inclusive place to live and work.

Mayor Kuntz made proclamation for Tuesday, August 6th as Night to Unite. This event is designed to give opportunity to get to know your neighbors, build neighborhood involvement by bringing police and communities together, and to bring an awareness to crime prevention. Neighborhood parties should register at the Law Enforcement Center for police and/or fire personnel to drop-in during your neighborhood event. Currently, 20 parties are registered, and we anticipate there will be more applications received prior to the event.

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 – City Council Meeting – July 2, 2024
- Minutes – Airport Commission Meeting – June 13, 2024
- Minutes – Joint Powers Board Meeting – June 5, 2024
- Building Inspection Report – June 2024
- Weed/Nuisance Inspection Report – July 10, 2024

Exempt Permit & Temporary Liquor License – Fly High Olivia Flores Family Benefit – July 27, 2024

Event Permit -Chatty 5k – Owatonna Cross Country – August 17, 2024

Event Permit – Federated Employees Event – September 19, 2024

Event Permit – 2025 Memorial Day Parade – May 26., 2025

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

Finance Report

Council Vice President Raney recapped payments made for amounts greater than \$20,000 during this period. The total amount of bills presented was \$3,422,924.99. Council Member Svenby made a motion to approve payment of all bills presented, Council Member Burbank seconded the motion. Community Development Klecker commented Tax Increment Financing (TIF) has been used for industrial and redevelopment projects. This tool helps to increase the tax base and create jobs. The TIF period for an industrial project typically lasts nine years and redevelopment TIF periods can last up to 26 years but often paid back in a shorter period of time. During the TIF period, the additional taxes generated from the increased valuation of the project are reimbursed to the developer to pay for TIF eligible expenses. The county, city and school continue to receive tax payment based on the property valuation prior to the improvement. TIF has been an instrumental tool to promote several projects. With no additional comments, all members voted aye for approval.

Proposed Ordinance 24-03: Park Closing Hours

Parks, Recreation and Facility Director Tuma presented the first reading of Proposed Ordinance 24-03 to amend City Code Section 91.01: Recreation and Leisure, General Park and Beach Regulations, Closing Hours. This will update the park's closing hours to 10 p.m. instead of 11 p.m. and continue to open at 6 a.m. Hard-surface lighted trails will remain open 24 hours. Exceptions to 10 p.m. closing would include programmed parks with City activities extending beyond 10 p.m.; activities approved by Park or Event Permit, and those scheduled by Parks & Recreation; Special Use Parks with posted hours (Brooktree, River Springs Water Park, Archery Range on Elm). The Park Board reviewed the proposed change in hours and do recommend this change in park hours.

Council Member Raney asked if the amenity lights at the parks would also go off at 10:00 pm; he spoke with several police officers about this change, and they support the earlier closing time. Council Member Svenby asked when the gates at Dartts Park and Lake Kohlmeier close, can someone get out if they were in the parking lot? Tuma explained there are sensors on the interior panel of the gates which will allow someone to leave the park but not enter. Council Member Raney made a motion for approval as recommended by the Park Board; Council Member Voss seconded the motion. With a roll call vote, voting aye were Council Members Raney, Svenby, Voss, Dotson, Burbank, Boeke and Schultz; and with

no nay votes, the motion carried. The second/final reading will be heard during the next City Council Meeting on August 7th.

Resolution 70-24: Appoint Election Judges - 2024 Primary Election - August 13, 2024

City Administrator requested approval of Resolution 70-24 appointing Election Judges for the 2024 Primary Election. The resolution appoints judges and also authorizes assignment of Election Judge substitutes if needed. The 2024 Primary Election is Tuesday, August 13th with polls open from 7:00 a.m. to 8:00 p.m. Election Judges will work from 6:00 a.m. until after the polls close and files completed. Some will also serve as Health Care Facility Judges to take requested ballots to residents in the healthcare facilities. Council Member Voss made a motion for approval, Council Member Dotson seconded the motion, and all members voted aye for approval.

Resolutions 71-24 & 72-24: Award Sale of General Obligation Bonds 2024A and General Obligation Tax Abatement Bonds 2024B

Finance Director Moen advised the projects completed during 2024 require two types of bonds so there are two resolutions required. The bonds issued will finance the 2024 Street & Utility Project, the 2024 Mill and Overlay Project, acquisition of the Law Enforcement Center, and improvements at Merrill Hall. Doug Green, representing Baker Tilly was present to provide details of the bond sale held this morning. There were two bonds issued, the bonds for the Merrill Hall improvement are separate because there is a non-profit use at this location and federal tax laws require this process. Bonds issued will be:

- 1) 2024A: \$1.7 million amortized over 10 years, average maturity 6.3 years, at 3.2327% from BNY Mellon Capital Markets, LLC.
- 2) 2024B: \$4,875,000 amortized over 20 years, average maturity 12.2 years, at 3.6564%. Robert W Baird & Co. Inc.

During the bonding process the city's credit rating Aa1 was affirmed. Issuance of these bonds allows the City to be in compliance with its debt policy, necessary projects will be funded and there will be future debt service levies for improvements. Council Member Boeke made a motion to approve Resolution 71-24 to award the sale of the General Obligation Bonds 2024A, Council Member Dotson seconded the motion, all members voted aye in approval. Council Member Boeke made a motion for approval, Council Member Dotson seconded the motion, and all members voted aye for approval.

Council Member Raney made a motion to approve Resolution 72-24 to award the sale of the General Obligation Tax Abatement Bonds 2024B, Council Member Svenby seconded the motion, all members voted aye in approval.

Resolution 73-24 Premises Permit to Conduct Lawful Gambling at Buffalo Wild Wings Owatonna Youth Hockey

City Administrator Busse requested approval of Resolution 73-24 to approve the application for a Premises Permit received from Owatonna Youth Hockey (OYH) to conduct lawful gambling (pull tabs) under a lease agreement with Buffalo Wild Wings at 1100 W Frontage

Road. This will be OYH's fifth site, they currently hold Premises Permits at: Sparetime Entertainment, Foremost Brewing Cooperative, Wings Tavern & Grille, and Timber Lodge Steak House. Council Member Voss made a motion for approval, Council Member Dotson seconded the motion, and all members voted aye for approval.

Resolution 74-24 Authorize Sale of Property-State Avenue Parcels- R2 Holdings, LLC

Community Development Director Klecker requested approval of Resolution 74-24 for authorization to sell property on State Avenue to R2 Holdings, LLC. The Economic Development Authority owns two parcels on State Avenue that are for sale to attract new businesses and development. The city has received a purchase agreement for these two lots for \$200,000 from R2 Holdings, LLC. to construct a new building for a business looking to locate to Owatonna. Renneberg Hardwood Inc. is proposing to construct a 12,100 square foot facility; one lot is not large enough for the proposed building and loading area and the company would like room to expand. The company services the area already but wants a retail facility for their hardwood products. They are looking to start with 3 employees with plans to expand. This project came together within the last month and the EDA has not had a chance to review this proposed purchase; EDA will meet tomorrow. The company would like to proceed quickly and begin construction as soon as possible and the next Council Meeting is three weeks away. Staff recommends council approval contingent on EDA recommendation of approval. Council Member Raney made a motion for approval with this recommended contingency, Council Member Boeke seconded the motion, and all members voted aye for approval.

Revised Fund Balance Policy

Finance Director Moen requested council adopt a revised Fund Balance Policy. The purpose of having a fund balance policy is to enable realistic long-term planning, assist with effective development of annual budgets, and to promote clear communication with the general public, staff and administration. The City adopted its previous fund balance policy in 2012. Fund balance reserves are an important component in ensuring the overall financial health of a community, by giving the City a cushion to meet contingency or cash-flow timing needs.

The state auditor's office suggests a fund balance between 35-50% of fund operating revenues or no less than 5 months of expenditures (42%). At the time the previous policy was considered, a very conservative approach was taken, and the fund balance policy was set at the high end of 50% of next year's expenditures. Based on the City's past success with maintaining an unreserved fund balance of 50% and our commitment to conservative budgeting which allows the City to add to fund balance annually, staff is recommending lowering the fund balance policy to 45% of next year's expenditures. This will allow some more flexibility in the development of the City's annual budget as the community continues to grow. At the end of 2023, the city's fund balance was 53% of 2024 budgeted expenditures. Council Member Svenby made a motion for approval, Council Member Burbank seconded the motion, and all members voted aye for approval.

Agreement - Autumn Hills Place and Cedardale Drive Life Station Electrical Improvements - Advanced Engineering and Environmental Services, LLC

Public Works Director Murphy request approval of an agreement with Advanced Engineering and Environmental Services, LLC (AE2S) to provide professional engineering services for the Autumn Hills Place and Cedardale Drive Lift Stations Electrical Improvements. These lift stations need control panel replacement and electrical system updates. AE2S will provide professional services related to the design, bidding and construction administration. The total is not to exceed \$41,898 without prior approval from the City of Owatonna. Council Member Voss made a motion for approval, Council Member Dotson seconded the motion, and all members voted aye for approval.

Proposal - Merrill Hall Floors - Genuine Hardwood Floors

Parks, Recreation and Facility Director Tuma presented proposal from Genuine Hardwood Floor to refinish the floors in the Merrill Hall building. The ongoing mechanical Capital Improvement Project (CIP) at Merrill Hall has left the building almost empty, making accessing the first and second floors convenient. These floors have not been refinished for several years, so this presents an ideal opportunity to refinish them while the spaces are vacant. The city has received two bids for the project. Genuine Hardwood Floors has submitted the lowest bid and can meet the construction project timeline. Two bids were received:

Genuine Hardwood Floors \$ 38,310

Creative Hardwood Floors \$101,916

Council Member Dotson made a motion to accept the proposal from Genuine Hardwood Floors, Council Member Burbank seconded the motion, and all members voted aye for approval.

STAFF COMMENTS

Community Development Director Klecker commented the June Monthly Building & Inspection Reports show the number of permits issued year-to-date is 20% more than those issued last year at this time; however, the valuation is lower. The valuation of permits issued during the first 6 months of 2024 are valued at \$56 million. Currently there are many projects in process and permits are ready for Scooters Coffee as they will begin construction soon.

Public Works Director Murphy commented the Wastewater Treatment Plant Project is on track. Today, the roof on the secondary digester was being replaced; a large crane removed the old roof. The Street Department Crew will start the overlay project later this week in the southeast portion of town.

Finance Director Moen commented that this will be her last City Council Meeting in Owatonna; she will be leaving at the end of this month. She thanked the Council, Mayor, and City Administrator for the opportunity to serve as the City's Finance Director for the last 14 years. We have shared a good working relationship; she received a good opportunity to work in Florida. Council President Schultz thanked her for her years of service.

PUBLIC COMMENTS

Roger Wacek, 646 E Vine asked if anyone acted on his request made during the last Council Meeting to watch the 2015 PBS presentation, the Ethics of Cyber Security and also write our US Senators, US Representatives and the US President with recommendation to establish a cyber force as other countries have. A 911 cyber terrorism attack on our nation's electric grid would affect everyone. He recently asked Roger Wareheim, General Manager of Owatonna Public Utilities if we have a backup if the grid does go down.

Matt Sennott: 2519 Stony Creek Drive 2519 thanked Council for including proposed discussion in the current CIP Plan for a neighborhood park in the North Country Estates in 2026. He did not see mention of the east side corridor project in the current CIP Plan which had been included in the 2022 plan, he thought this was unusual to remove such a large project. Studies for the east side corridor (a county highway on the east side of town) are being reviewed and he requests consideration be given to the alternative routes. The current plan shows the highway will be fifteen feet from his neighbor's kitchen window and close to 150 homes. The alternative route will move this highway away from their established neighborhood.

Melissa Zimmerman, 2525 Stony Creek Drive thanked council for the proclamation of Pride Day on July 13th. She is not a member of the LGBTQ+ community but has many friends and loved ones who are. Unfortunately, members of a Baptist Church from Northfield were also present at their event in Darts Park oppositionally opposed and making it known. They claimed their actions are within their rights as Freedom of Speech; however, they were making threats and harassing people. Requests made to participants included request to unlive themselves. The Police said they couldn't do anything in fear of being sued. The LGBTQ+ community is four times more likely to attempt suicide, members of Rainbowatonna need to be better protected. Threats like this will lead to suicide attempts; they are people like you and me and deserve a happy life too.

Gary Jones, 995 Ridge Road commented during previous meeting comments he has expressed that a deer plan should include a deer count, a map detailing sites of auto/deer collisions and a list of defoliation occurrences. We need a plan to prove that a hunt is needed and if no plan is used, please limit the parks used to the remote parks with rugged terrain and close them for a two-week period. Remove Mineral Springs from the approved park list, there hasn't been a deer taken there during the last three years, and this park doesn't close, there are disc golfers and dog walkers all year round.

COUNCIL & STAFF COMMENTS:

Council Member Raney expressed disappointment that spray paint was used on the surface of N Cedar Avenue during the July Downtown Thursday event. The Event Permit application for the event did not request approval to mark spaces with spray paint and should not have happened. Last weekend, he rode along with Officer Julia Hansen for five hours. Julia has been an officer with Owatonna for almost one year, I saw first-hand what our officers do, and I really appreciate what they do to protect our citizens. Thank you to the Police Department and City Administration for allowing me this ride along opportunity.

Council Member Svenby thanked Finance Director Moen for her work to the community and wished her well.

Council Member Raney also thanked Finance Director Moen and wished her much success. The door to Rhonda's office was always open and she was always willing to help me get answers to my questions.

Council Member Voss commented that he stopped at the city booth in Central Park during the July Downtown Thursday event. Staff from Human Resources, Public Works, Administration, and Fire were present answering questions as was the new police squad car. He thought all was very impressive and good information shared with those stopping at the booth.

Council Member Dotson also thanked Finance Director for helping him over the years and wished her well.

Council Member Burbank commented it has been a pleasure to know Finance Director Moen and anticipate it will be a tough task to fill her shoes and then wished her best of luck.

Mayor Kuntz also thanked Finance Moen for the work she did.

City Administrator Busse commented Rhonda is one of the finest Finance Directors she has ever worked with and thanked her for her service. She then reminded everyone the date for the next City Council Meeting is Wednesday, August 7th as Tuesday, August 6th is Night to Unite.

At 7:54 p.m., Council Member Dotson made a motion to adjourn, Council Member Svenby seconded the motion, and the meeting ended.

Respectfully submitted,

Jeanette Clawson, Administrative Coordinator



CITY OF
OWATONNA

Board Commisison

**EDA
Minutes
June 12, 2024**

The Owatonna Economic Development Authority met in regular session at 4:00 PM in the Charles S. Crandall Center – Meeting Room at City Hall Building with Vice President Voss presiding. Commissioners present: Dan Boeke, Andrew Cowell, Pat McDermott, and Doug Voss. Commissioners absent: Brenda DeVinny, Corey Mensink, and Kevin Raney. Also present were Troy Klecker, Brad Meier, Lisa Cochran, and Kristen Kopp.

Approval of Minutes. Commissioner Cowell moved approval of the minutes of the May 15, 2024 meeting with second by Commissioner McDermott. All Commissioners voting Aye, the motion passed.

Treasurer's Report. Troy Klecker presented the revenue and expense reports for May. He gave an overview of the Balance Statements. Payment on existing loans come into the EDA Loan Account. The EDA Land Account is what we use to buy property and do development. Voss asked, big vision wise, are there any idea what this can do? Klecker said the Forgivable Loan Program is one thing they are doing. We don't need to sit on \$1 Million. We're also seeing a little more interest in EDA loans now. We used to have over a million in that account. The Land Account has had over \$1 Million. We do have money coming back into that annually with our TIF projects. We're at a point where we've talked about what we want our next project to be. Boeke asked about the TIF districts and wondered why some of their balances haven't changed. Klecker said it usually doesn't start until the next year, and also not until it is generating increment. There is a bit of delay with those. There are three to four years before payments start to come in.

Loan Report. Troy Klecker presented the loan report for May. All loans are current. He said he thinks we're going to see more EDA loans as interest rates rise.

OACCT / OPED Report. OACCT Director Brad Meier presented the OACCT Report for May. He said there is a lot going on in the workforce. They were able to do 14 grants to help pay for high school students' work experience this summer at 14 different businesses. They cancelled the Signing Day because it was the same day as Olivia Flores' funeral. They've been doing Signing Day on site at all of the businesses and parents have been coming out to see the kids' workspace. It's more work, but the impact has been high. There are three partners involved in the SteeleCoWorks Coordinator position. They want to make sure they're all on the same page before they bring someone into the position. He said he hopes they're hiring by next month. Learn and Earn efforts continue. Meier said that he, Greg Kruschke, and Roger Warehime were able to attend a Retail & Restaurant Summit. They learned that in big developments for retail, they see a real positive future right now. Here a lot of small retailers are struggling right now. Restaurants are now seen as the draw, and retail is looking to locate near restaurants. There are five larger projects in the mix right now, although we are probably a longer shot on four of the five projects. They feel it's worth it to put in on these projects because they're getting in front of developers by submitting, even if it's not the right fit. The Chamber Growth Breakfast will be with our legislative leaders on June 20. After this meeting, the Country Club will be doing a

ribbon cutting on their pickleball courts. Cowell said always being at the table provides value, you still want to be there. Cowell asked about the housing development project for the land around the waterpark. Klecker said that he's not sure it's going to work with the original developer, but they have a motivated owner and another developer that's interested in it. Voss thanked Brad for the OPED report.

EDA Projects. Community Development Director Troy Klecker presented the EDA Projects for May. He said that it sounds like there is some interest in the old Hardees / Budget Mart site. There is one party interested in 117 West Bridge Street and Sean Williams will get involved when he's back. There has been a lot of discussion on 151 West Bridge Street. Klecker has had discussions with Darrin and Scott on working on a project together that would include 148 West Main Street. The Ascend project is going well. Scooters is planning to start building in July. He said he made one more pitch to the new franchise owner about the tower land. Council approved the land swap with Alexander Lumber, which is trading two smaller lots on Fremont for a larger lot on Rose Street.

Old Business:

Downtown Second Floor Commercial Space Contest. MainStreet Director Lisa Cochran said she's assuming everyone was able to look at the application. They have to decide on a timeline for the application to be open and a timeline to finish. Klecker asked if there are opinions on the timeframe of the application process. Boeke asked if someone could put together a plan and hire a consultant this year. Klecker said that's tough to know because we don't know what the project will be. Maybe when we award it, we can come to an agreement on when it will be done. Cowell said he'd like to see a completion date. He'd like to have a reason for them to come back to the table to ask for an extension, if needed. Hypothetically it would start June 30 with a 90 day window and then they'd have 270 days to get it done. He would be fine if they said September 30, 2025, too. Meier said those date are good. Cowell said that would give people time to meet with Sean or an architect. Klecker said they'll discuss who will review it closer to the deadline. Cochran said she thinks there will be a couple applicants. She said right now if she were to put this out there, all applications will come back to her. A motion was made by Cowell and seconded by Boeke to approve the Downtown Second Floor Commercial Space Contest with an application completion date of September 30, 2024 and a project completion date of December 31, 2025. All Commissioners voting Aye, the motion passed.

Bubba's Update. Klecker gave a recap on where they were at the last meeting. The EDA approved the repayment agreement. Then it took him a while to meet with his attorney, and they were discussing option and whether they need to pay everything. He had been talking to Darrin Stadheim about the concept. He thought we could work with Darrin to get a project. Klecker said that Darrin is not interested in the wine bar project, but may be interested in the building down the road. Klecker said he met with Oscar again and told him there is not a project there. He said he knows the next step of the EDA will be to use attorneys, and it would cost him more. Oscar sent an update last night that we can move forward with the agreement we had agreed on. He will have to modify the numbers from May 15 to June 15 and he will still need to sign it. He hopes we have possession of it in the next two weeks.

Schedule Next Meeting. The next EDA meeting is scheduled for **July 17, 2024** at 4:00 PM in Charles S. Crandall Center – Meeting Room at City Hall.

Adjournment. There being no further business, a motion was made by Commissioner Boeke and seconded by Commissioner Cowell to adjourn the meeting at 4:44 pm. All Commissioners voting Aye, the motion passed.

The Owatonna Public Utilities Commission met in regular session in the Morehouse Conference Room at the Owatonna Public Utilities. Present were Commissioners Zirngible, Rossi, Doyal, Johnson and Vetter. Also present were General Manager Warehime; City Administrator Busse; Director, Finance & Administration Olson; Manager, Gas & Water Operations Prokopec; Executive, Communications & Administration Coordinator Schmoll; Key Accounts & Energy Conservation Officer Hendricks; OPU employees Lori Jerpbak, Brian Riggelman, and Shanda Meier. Other guests included Brian Maciej, Lime Valley and customer, Roger Wacek.

President Zirngible called the meeting to order and led the Pledge of Allegiance. He then asked for any changes to, and/or approval of, the agenda and consent agenda. The consent agenda items consisted of the Minutes from the May 28, 2024 Commission meeting and the contributed services report as of May 31, 2024. Commissioner Rossi moved to approve the agenda and the consent agenda items. Commissioner Doyal seconded the motion. All Commissioners voting Aye, the motion passed.

Committee Reports

Finance Committee – Commissioner Johnson reported the Finance Committee met, reviewed and approved disbursements totaling \$5,415,548.92. He further reported four work orders were closed and one was cancelled. Year-to-date 12 work orders have been closed at approximately 10% below budget. All three utilities are looking good.

Personnel Committee – Commissioner Rossi reported the Personnel Committee met. Mr. Rossi reported they received a safety update, noting 244 days without an OSHA recordable incident and a new MMUA Safety Coordinator; two positions are currently open and active recruitment is ongoing. One position is for an IT Operations Engineering and one for the Manager, Electric Operations.

City Administrator's Report

City Administrator Busse reported the City is currently assessing damages from all the rain received. She noted the water is receding from the parks and trails and they are asking residences to report any damages they experience. She reported the City was notified they are selected as a distinguished budget award winner from the GFOA, Government Finance Administration. It's the first time the City has received the award and is based on materials and documents developed about our budget. She further reported 740 surveys were received regarding a Community Center with about 30 applications being received for citizens wanting to serve on the task force for that project. Fourteen to sixteen people will be selected. She concluded stating the City's budgeting process for 2025 is continuing.

Rates Policies

Director, Finance & Administration Olson presented two policies to the Commission. He discussed the current residential electric heat credit, proposed changes to that credit, plans for notifying and transitioning electric heat customers, and asked for the Commissions approval of the changes. The policies submitted for changes included Policy #501.27 Residential Time-of-Use Rates and Policy

#501.81 Residential Electric Rates. Changes included transitioning electric heat customers to the time-of-use rate at a lesser winter on-peak and critical peak rate effective October 1, 2024. On average, electric heat customers savings will be very close to the current electric heat credit. Affected customers will receive notification over three months. One of the primary reasons for this change is to simplify our rates and eliminate complexities in our billing system. This change will affect approximately 207 customers. Electric heat customers will have the option to opt-out of the time of use rate, but it will be in their best interest to move to the time of use rate. After discussion, Commissioner Rossi moved to approve the changes to policy #501.27 Residential Time of Use Rates and policy #501.81 Residential Electric rates. Commissioner Johnson seconded the motion. All Commissioners voting Aye, the motion passed.

OPU Logo Redesign

Brian Maciej, President Lime Valley, presented several more logo concepts to the Commission for the consideration. Mr. Maciej discussed each new concept and opened it up for discussion. After discussion, Mr. Maciej will consider all suggestions and come back to the Commission next month with different variations of the Commission's favorite.

Letter of Intent – Bridge St. Building

General Manager Warehime refreshed the Bridge St. building proposed project to the Commission and asked the Commission's approval to sign a letter of intent for the purchase of the building. Mr. Warehime noted a couple changes made to the letter since the release of the agenda packet. One changed was regarding a contingency on the seller's part, they included information in the original letter carried over from a different building they were working on selling. The second change was in regard to the earnest money being non-refundable versus refundable. After discussion, Commission instructed Mr. Warehime to include a contingency clause based on the ability to reach a satisfactory agreement with the current tenant to mutually share the space. Commissioner Rossi moved to approve General Manager Warehime's signing of the letter with the proposed changes. Commissioner Johnson seconded the motion. All Commissioners voting Aye, the motion passed.

General Manager/Staff Report

Director, Finance and Administration Olson reported a 3-year proposal from Abdo for the audit was received and asked President Zirngible to sign the agreement. Commissioner Doyal moved to authorize Mr. Zirngible to sign the contract. Commissioner Johnson seconded the motion. All Commissioners voting Aye, the motion passed.

General Manager Warehime thanked Commissioner Rossi for this involvement with the reviewing of the history book.

Commission Roundtable

Commissioner Rossi shared he is on the time-of-use rate and is saving some money each month. He encouraged the other Commissioners to make the switch.

Audience Comments

Customer Roger Wacek complimented OPU on the cyber security article in the June 2024 newsletter. He thought it was an excellent article. He further discussed a presentation on PBS called “The Ethics of Cybersecurity” and encouraged the Commission to watch the presentation, as well.

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 5:16 p.m.

Respectfully submitted,

Tammy Schmoll
Executive, Communications & Administration Coordinator

OWATONNA PLANNING COMMISSION MINUTES FOR JULY 9, 2024

The Owatonna Planning Commission met in regular session at 5:30 p.m. in the Charles S. Crandall Center – Chambers at City Hall with Chairperson Kelly Rooks conducting the meeting. Present at roll call were Commissioners Mark Meier, Kelly Rooks, John Eickhoff, Mark Wilson, Nick Peake, and David Effertz. Commissioner Rachel Springer-Gasner was absent. Community Development Manager Greg Kruschke and Planning Specialist Ashley Zidon were also present.

A motion was made by Meier and seconded by Peake to approve the minutes of the regular meeting of June 25, 2024. All Commissioners voting Aye, the motion carried.

There will be no Planning Commission meeting on July 23rd. The August 13th Planning Commission meeting falls on the primary. Meeting date or time may need to be moved up. No city meetings can be held from 6-8pm on August 13.

There has been an early morning parking issue with a business downtown. Staff are completing some mapping and analysis for a short-term decision to a longer-term issue. In the winter, snow clearing is generally completed during 2:00-5:00 a.m. A snow emergency approach is an option. Downtown Owatonna currently operates under an hour approach to parking management. Another option is parking on alternate sides of the street. Updates will be shared with Planning Commission.

Community Development Manager Greg Kruschke gave an update on City Council's approved actions.

The online survey was extended by one week and nearly doubled the responses to 88 total. Engagement will have its own appendix to the plan. The parks and trails, and utilities chapters have seen amendments and have been shared with Department staff for comments. The implementation chapter will be completed prior to adoption. Phil Carlson of Stantec presented the final draft of the 2050 Comprehensive Plan (see report on file). The presentation provided an overview of the process and schedule. It highlighted a summary of open house and online engagement. Carlson noted that the additional feedback from the extended survey aligned with the key issues that are addressed in the draft plan and correlated with previous survey responses. The presentation also touched on the trends within the plan's chapters which include land use and housing, parks and trails, economic development, transportation, sustainability and resilience, utilities, and implementation. A presentation will be given at the City Council work session on July 16th. A public hearing at the Planning Commission will be held on August 27th. City Council to adopt the final plan sometime in fall of 2024. Commissioners provided their support on the draft plan.

A motion was made by Meier to adjourn and seconded by Wilson at 6:35 p.m. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

Greg Kruschke
Community Development Manager

Owatonna Human Rights Commission Minutes

The Owatonna Human Rights Commission (OHRC) met on Tuesday, July 9, 2024, in the Meeting Room of the Charles S. Crandall Center. Chairman Jim Gunderson called the meeting to order at 5:32 p.m. Commissioner Hansen took roll call; Commissioners Jim Gunderson, Jessica Bjore, Edgar Esquivel, Brandy Leon, Jennifer Hansen and Julia Seykora, City Administrator Busse and Administrative Coordinator Clawson were present. Commissioner Mustafe Ismael was unable to attend.

Following the Pledge of Allegiance, Commissioner Gunderson welcomed everyone to the meeting and asked everyone to review Minutes of the June 11, 2024, OHRC Meeting. Commissioner Hansen made a motion to approve these minutes as presented, Commissioner Leon seconded the motion, and all members present voted aye for approval.

COMMISSIONER COMMENTS

Commissioner Leon presented a letter of resignation; she has accepted a new employment opportunity and is unable to attend future OHRC Meetings. Chairman Gunderson thanked her for serving as an OHRC Commissioner during the last two years which has been greatly appreciated by the OHRC members and the community. An application will be posted for a new member to fulfill the remainder of her current term which ends April 30, 2025.

Commissioner Bjore commented she hopes the OHRC can consider a mural project at the new community center being proposed. City Administrator Busse commented that the city is just beginning to discuss a community center project, but this would take several years in the process. Commissioner Gunderson commented the former Mayo Clinic (near Fareway Foods) is the Oakhill Community Connections Project, a collaborative space designed to house non-profit human service agencies and organizations to provide emotional, financial, and spiritual support to those in need. He will inquire if there would be an opportunity for an OHRC office or mural.

ITEMS of DISCUSSION

2024 Welcome Week

Commissioner Hansen commented that the OHRC Human Library will be held during the September Downtown Thursday event on September 5th. She has the list of previous participants in the Human Library and the questions they were asked. The price quoted to print 200 bingo cards (8.5"x5.5") with display of the Human Library Participant's information/pictures is \$126. Additional plans will be shared during the next OHRC meeting.

Commissioner Gunderson confirmed Daiken Soccer Field has been reserved for the OHRC soccer game on Saturday, September 7th at 6:30 p.m. Commissioner Seykora commented the event will begin earlier with food truck on site, she contacted Lupe with El Ray Taco and will

arrange a follow-up meeting to review pricing options and food quantity requirements; Commissioners Gunderson and Esquivel will also be invited to attend this meeting with Lupe.

Commissioner Bjore displayed price quotes received for Welcome Week event trinkets and game shirts. The event sub-committee will design T-shirts for two 12-player soccer teams, pre-registration will be required to process the t-shirt order. Commissioner Esquivel commented players would prefer food credit over a trinket and everyone agreed. Commissioner Hansen will create a google registration form and food voucher/coupon for game participants. Event details will be finalized during the next OHRC Meeting to allow several weeks to publicize these two Welcome Week activities.

2025 Martin Luther King Jr. Day Event

Commissioner Gunderson will follow-up with the History Center about use of audio equipment and confirm the maximum seating capacity. He will ask for food tables to be set in the hallway or the small adjoining room to allow more seating in the large room. Also, ask if they have long rectangular tables so not use the round tables which take up more space. Commissioner Gunderson will contact Riverland Community College about co-sponsoring the 2025 and Commissioner Hansen commented she will also pursue additional sponsorships for the MLK Jr. Day event.

Additional plans include:

- 1) a contract with event speaker, Seema Pothini, was approved by the City Council during their last meeting.
- 2) Commissioner Gunderson has contacted Plaza Morena for a price quote for meals.
- 3) Water and cookies will also be provided
- 4) Commissioner Hansen will prepare a Google pre-registration form.
- 5) Publicity will be prepared and distributed during December/January prior to the event.

ADJOURNMENT

City Administrator Busse commented the August OHRC Meeting date/time will need to be changed; Tuesday, August 13th is Minnesota's 2024 Primary Election Day and public meetings are not allowed between 6:00 and 8:00 pm. OHRC Commissioners agreed to meet on Tuesday, July 30th at 5:30 p.m. in the Meeting Room of the Charles S. Crandall Center.

At 6:42 p.m., Commissioner Esquivel made a motion to adjourn, Commissioner Leon seconded the motion, and the meeting was adjourned.

Respectfully submitted,
Jeanette Clawson, Administrative Coordinator

Airport Commission Meeting Minutes
July 18, 2024 – Charles S. Crandall Center – Meeting Room, City Hall
“DRAFT”

1. Call to Order

Chair Thurnau called the meeting of the Airport Commission to order at 8:00 am.

2. Roll Call

Commissioners Attending

Madeleine Haberman	Commissioner
Greg Krueger	Commissioner
Anthony Louris	Vice Chair
Tim McManimon	Commissioner
Dave Purscell	Commissioner
Matt Thurnau	Chair

Commissioners Absent

Daren Tarpenning	Commissioner
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Staff Attending

Dave Beaver	Airport Manager
Troy Klecker	Community Development Director
Kristen Kopp	Sr. Administrative Technician

Visitors Attending

Melissa Underwood	SEH, Inc.
Jake Jorgenson	SEH, Inc.

3. Approval of Agenda

Commissioner Haberman made a motion to approve the agenda and Commissioner Louris seconded the motion. All Commissioners voting Aye, the motion carried.

4. Minutes

Commissioner Krueger made a motion to approve the minutes from the June 13, 2024, Airport Commission meeting and Commissioner Haberman seconded the motion. All Commissioners voting Aye, the motion carried.

5. Action Items

Chair Reports

There were no Chair Reports.

Staff Reports

Airport Manager Beaver reported on airport activities and presented the combined aviation fuel volumes dispensed year to date. He said the Air Race Classic was in June, which was a good event. We had the most stayovers of any of the ten stops. There was approximately \$10,000 in fuel revenues and 150 people stayed in the community, including volunteers. There were a lot of positive comments on Home2 Suites. It was a lot of fun and a good marketing event. The fuel numbers reflect a lot of multi-engine training activity and just an uptick in operations. Jet is up a little from last year and fluctuates this time of year. Normally we've done a lot of ag spraying this time of year, and we haven't seen them yet. Numbers on fuel are going up pretty well. Staff are starting to use a new supply inventory system through Cartegraph asset management system. They're all learning that and using it as a tool. His staff works independently and there are never two working at the same time. He's also working on training on fuel handling. He hasn't heard back from the MnDOT inspection that was completed in early June. They did the 5010 three-year inspection, which becomes part of the FAA master record.

Chair Thurnau welcomed Commissioner Dave Purscell to his first official meeting.

T-38 Aircraft Display Maintenance Update

Mr. Beaver provided an update on the on the T-38 Aircraft Display. Council approves an annual agreement with the Air Force to have those aircraft on loan, and it is our responsibility to maintain them. They are a landmark for the City of Owatonna that we want to keep looking good. We started looking at what it would take in 2019. They took quotes for repainting the entire display, and they were right around \$85,000. He said they decided to phase it out and selected Apex Painting to do the work. He included the updated 2023 phasing in the packet. A structural inspection was conducted by ISG in 2020 to make sure it was structurally sound after 20 years. There was a good report. There was some welding needed that Apex did. Apex spot checked everything and fixed some of the spots, including a lot of water and bird damage. They also painted the support derricks at that time. Now they're looking at how to fund the rest of the project. Craig Brase originally painted the display back in 1999 and used auto paint. He said Kevin Oyloe of Apex Painting's proposal is in the packet. He's proposing a total cost of \$35,000 just to get up there this year and see what can be done. They will repaint aircraft No. 1 and spot paint the other two. He doesn't know how far the \$35,000 will go until closer inspection upon starting work under this phase. The total includes the equipment, including the boom. He is also using the boom to paint the grain bins in town, so there is some cost savings there. Craig Brase has offered to assist come sit in the lift and donate his labor. He is the original painter, so it doesn't get better. He said he could do the work sometime in August. They're looking at ways to take some reimbursements that are due to the City on some previous grants. We can use some of those funds, plus operational budget and the T-38 maintenance display fund. There was some discussion about asking the Owatonna Foundation for funds. Krueger said that the aircraft are an iconic figure in Owatonna and put in by an iconic individual who was an extremely strong supporter of the Owatonna Foundation. Klecker said that they have already awarded their grants for the year. McMannimon said that the Foundation typically would take applications for mini grants twice a year. He said the Foundation wants to do the gap funding or look at how they can enhance a project. Haberman said she sits on the Foundation advisory panel and does not think they did reimbursement financing. Their next deadline is September 1, so it would be after the project is complete. Klecker said they can

have a conversation with the Foundation. Beaver said this is just a phase, so more work is anticipated depending on what is found this year. They could present all of the phases that have been completed. A motion was made by McMannimon and seconded by Purcell to accept the proposal from Apex Painting with the August completion date. All Commissioners voting Aye, the motion carried.

Event Permit Application for Civil Air Patrol (CAP) French Toast Breakfast

Mr. Beaver presented an Event Permit Application from Civil Air Patrol for the Annual French Toast Breakfast Fundraiser on August 25. He said he didn't see anything unusual with the request. We want to ensure that CAP is responsible for all hard costs for holding the event and we usually include in the motion that they are responsible for one additional garbage pick up. We also require them to have port-a-potties and appropriate insurance for the event. There was some discussion of the new fence and if that would cause any issues. Beaver said he thinks that the fencing may actually help. Last year they included an Auto Club Show and they would like to discuss where they can park those cars. They have parked them around the T-38 display during past events. Beaver said that hasn't been worked out. He wants to know how many cars would be involved and whether they'd be monitored. That aspect was not included in the application. Beaver said he doesn't want to use the main auto parking lot, as he wants to keep that open for those who can't park in the grass, or for accessibility. There was some discussion about having it on the aircraft parking ramp. Usually there are about 15 to 20 cars. A motion was made by Commissioner Haberman and seconded by Commissioner Louris to approve the Event Permit Application for CAP with the understanding that they are going to pay for the expenses of the additional trash pick up, port-a-potty rental, event insurance, and any additional hard cost, and also any parking and any auto shows require prior approval from staff at the Airport. There was some discussion about security during the event, whether there was additional patrol or response. Beaver said it's not included in their application and said that Chief Mundale has reviewed the application. He said that usually they may offer free French toast breakfast to law enforcement. Also one of the officers is a pilot and may attends the event. All Commissioners voting Aye, the motion carried.

2024 Airport Projects Update

Airport Manager Beaver gave an update on Capital Improvement Projects. The security fencing project is wrapping up. It was completed by Century Fence, except for the access control. We asked them to use the access control contractor that the City uses for public buildings, Paape, and we're working with them to complete the access portion. It has been a bit of a challenge as there has been some turnover in Government Buildings. They're also working on the Dome Hangar roof as it is in really bad shape. They've met with Melissa Underwood and her team on the engineering. They finally got approval from the State and have been offered a grant for up to \$500,000. They're meeting with SEH after this to discuss that, what type of roof system they'll put up, and how to go through the bid process. After that, they'll get into the building and do the carpet and paint. This work is anticipated to happen as soon as possible. Another project they're looking to coordinate with is the pavement work at the runway intersection. Jake said they have quotes and are figuring out contractor schedules. It will be a small project, but it will have a big impact. They are

working with PCI on that project. Beaver said zoning and card reader are also on the 2024 CIP. He has had initial discussions with the State on an airport zoning update, which is needed to ensure that we're protecting the airspace for a the design of the runway out to 7,000 feet. The State suggested that we hold off on that because there is some legislation that would impact the zoning requirements. The card reader for automated 100LL fuel is looking like it will go into the fall as we weren't offered a grant. Underwood said for zoning purposes, there is a rule change being proposed that they may maximize the zoning for general aviation at 6,000 feet. With the 7,000 foot runway, it would shrink their zones on each end by 1,000 feet. She said it's beneficial to wait and see if that rule change goes through. The State mentioned that they may do a separate (bucket) for fuel system upgrades because many airports are going through this card reader change. She is hopeful that they do that in the next month or two, and then we could apply for that bucket of funding. Beaver said it would be nice to get the new card reader. It's not a big project, budgeted at \$23,000. He said that Council is looking at the 2025 budget, so he is meeting with SEH to go over CIP projects for 2025, including expansion of the parking lot, taxi lane work, and continuing to work on other airport roof needs. There was some discussion on hangar occupancy. Beaver said occupancy is pretty good. While it's nice to fill them up, it's nice to have some available. There are approximately two to three openings total right now. There are three or four land leases up for renewal and he will try to package them together for the Commissions' review as well as City Council. There was some discussion about responsibilities of tenants in the lease. Beaver said that he would forward a current copy of the T-Hangar lease. He said there isn't a lot on the lease regarding responsibilities of the tenant with respect to control of their aircraft and behavior on the airfield. There is more and more conflict with increased activity. Maybe a good time to do that would be as they move into the rates discussion in the fall. He said they're also working with the City Finance Department on a lease administration procedure. He said they want to standardize it. Klecker said they have access to software that would allow us to have all of those tenants and leases. It would automatically send an email when the lease is coming up. Right now, they are manually checking. That will ease a lot of the paperwork and be more timely. McManimon suggested the lease refer to an airport handbook. The handbook could be updated independently without redoing all the leases. Beaver said he will look into it. Commissioner Purscell asked about long-range readers for law enforcement for gate access. Beaver said that they don't have long-range capability at this time. They want to be able to issue cards to each tenant and have the ability to put in codes for backup.

6. Adjournment

The Airport Commission meeting was adjourned at 8:51 am.

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

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:03 p.m. in the 2nd Floor Conference Room 207 by Chairperson Olivo.

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

Approval of the Minutes: A motion was made by Fiske and seconded by Schultz to approve the minutes of the June 24, 2024, HRA Board meeting. All Commissioners voting Aye, the motion carried.

Executive Director's Report: Community Development Director Troy Klecker gave an update on the Cashman lot off 3rd Avenue NW and 22nd Street NW. He sent Habitat for Humanity an email, but they have not connected yet. He said they are still getting estimates from contractors for the Maple Drive house move and will have more information at the next meeting. They have an application for a grant for the Hillcrest Project and should hear by the end of the month whether the grant was awarded. The developer still wants to do a project if it's not awarded, but it may be scaled back. There is also an application in for tax credits on Eastgate 2 and they will not hear back until December. Two of the apartment buildings at Westlake Meadows are done. One is full and the other is leasing up. The rest will be opening up August, November, and February. Ascend is progressing well. There are 69 units and they are preleasing them. That project will be done probably January or February of 2025. Things are kind of falling apart with the developer for the single family development up by the waterpark. There is another developer that is interested if things fall through with the first developer. The number of permits is up from last year, but the valuation is down. There have been four single family home permits with another four in review. He said he'd love to hit 20 new single family homes, but 15 would be good. That sounds really low, but it's still higher than other cities around here except Mankato. He said he sits on the Steele County Housing Fund Committee and one of the things they are pursuing is trying to max out Colonial Manor Mobile Home Park. A meeting is set up with them on Wednesday with Karina Schmitz, himself, and the manager of Colonial Manor. There are 11 or 12 lots open right now. They do have additional land for expansion, but don't want to expand until they have all of their lots filled.

Old Business: The Housing Choice Voucher program monthly report was presented by Madkour, including the City of Owatonna monthly balance sheet and revenue/expense report. Program utilization: The Housing Voucher program for June totaled 104. Total year to date assistance and administration costs were \$492,246.99 and revenues were \$483,443.33. The Housing Choice Voucher Program fund balance at June month end is \$168,603.40. The HRA Revenues year to date total is \$262,101.04 and the expenses total \$235,365.87. The HRA General Fund balance is \$684,343.66.

Housing Manager Madkour said that, including the port-outs we are financially responsible for, we are sitting at 104. They're sitting at 32 for Mainstream, 28 for Bridges, and 8 for Bridges-like for a total of 172 total clients. He said that he's been doing orientations for packed rooms. There are 8 out there searching for HCV. He is doing his best to be flexible when it comes to giving extensions, but he needs to know they're out there shopping. The case workers are working their tails off. Klecker said with Westlake Meadows opening up you get movement that opens up other housing units. There will be another 60 opening up in August. Madkour said they do have it in the budget to get a part-time person in 2025. Klecker said that the HRA has its own levy. This year it's \$200,000. They do want to add a 28-hour person that does vouchers. Part of that is paid for by the voucher program. They were able to get it down to a \$15,000 increase to get a 28-hour person. It would be a 7.5% increase. They will present that to Council. If it's approved, they could advertise the position on January 1. Madkour said that they are meeting weekly with the Bridges committee on applications to see which ones best qualify for those vouchers. There are four to seven referrals coming in a week. He said that HUD put off some of the regulations which restructures how we calculate assets. This would allow people to self certify. One of the

companies we have a difficult time with is Walmart. The self-certification is regarding social security cards. If they don't have them, it costs \$450 or so to get a new one. They haven't said yes 100% that you can do this, but he will get a vote once they do. We can also do it with the stipulation that this will hold them over until they get theirs. Once they get on the HUD program, the EIV system will also certify.

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

New Business:

Klecker said that the Planning and Zoning Division has had a Planning Specialist for the last year and a half. They hired Ashley Zidon last spring. Part of what they changed in the job description is to add more housing tasks. Ashley is very capable of doing that. A good program for her to take over is the Homeownership Program. There are currently two Homeownership clients and they are looking to expand that. Instead of getting vouchers to pay for rent, you can get vouchers to pay for a mortgage. There is more of a push to get people out of the cycle of renting their whole lives. It's not for everyone, probably just for a few, but they're trying to ramp that program up. Ashley is working with Ghassan and they're looking to push the two clients up to five. Madkour said that they have to come from a HUD-based program. There are changes every year and they have to do an annual reexamination, but it only requires a main inspection up front. The two clients have loans through the USDA. US Bank is a part of it and there are two others. They would have to attend classes through Three Rivers. USDA is extremely customer friendly when it comes to rates. He said he's not sure he can tie it with the Housing Trust Fund. Olivo asked if the homes are restricted as far as location. Madkour said that they have to be in Steele County. Hopefully they can put out a letter to all of their clients. He said that Rice County has 13 or 14 people on the program. Klecker said it gives those on assistance programs something to strive for.

Adjournment: There being no further business, a motion to adjourn was made by Fiske and seconded by Schultz. All Commissioners voting Aye, the motion carried. The meeting adjourned at 4:45 pm.

Respectfully Submitted,
Ghassan Madkour
Housing Manager



CITY OF
OWATONNA

Department Reports

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
July 11, 2024 to July 31, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
Greenleaf Road Southeast	17-547-0108 - Vacant lot with long grass and weeds. Complaint picture 8674 as of July 16, 2024. RJS	7/16/2024	7/19/2024	8/2/2024			0.5
Oak Avenue South	Vacant lot 17-629-0102 with long grass and weeds. Per complaint picture 8664 as of July 12, 2024. RJS	7/12/2024	7/18/2024	8/1/2024	7/22/2024	Has been mowed.	1
Park Drive	The complaint location has mowed the vacant lot as of July 23, 2024. RJS	7/23/2024			7/23/2024	Has been mowed.	0.5
1003 Cedar Avenue North	Complaint: This residence has constant yard sales. Over 30 days this year.	7/30/2024	7/30/2024			Notice sent to property owner, noting that only 10 days of sales are allowed per year.	0.5
104 18 Street Southwest	Vacant lot with long grass and weeds - next to Hy-Vee. See attached complaint picture 8742 of the vacant lot 17-016-2212 as of July 26, 2024. RJS	7/26/2024	7/31/2024	8/14/2024			0.5
1055 11 Avenue Northeast	Long grass. Complaint pictures 8645, 8646 as of July 11, 2024. RJS	7/11/2024			7/15/2024	Has been mowed.	1
112 Rice Street West	Couch on blvd per complaint picture 8655 July 11, 2024. RJS	7/11/2024			7/12/2024	Has been removed.	1
114 Rice Street West	Complaint: Trash piling up on west side of house and in front of garage. Uploaded complainant's pictures. Complaint pictures 8745, 8746 as of 7/26/24 Additional complaint picture 8761 of the alley way garage as of 7/30/24. RJS	7/26/2024				Need to send violation notice.	0.5
1212 Elm Avenue North	The complaint location has mowed the yards of long grass and weeds as of July 22, 2024. RJS	7/22/2024			7/22/2024	Has been mowed.	0.5
131 Lincoln Avenue South	Long grass and weeds in all yards as of July 15, 2024 per complaint pictures 8667, 8668. RJS	7/15/2024			7/17/2024	Has been mowed.	1
1314 Cedar Avenue North	Complaint: Tree debris covering sidewalk and retaining wall; weeds growing out of control by/on sidewalk.	7/24/2024			7/24/2024	No complaint items at this location per picture 8721 dated July 24, 2024. RJS	0.5
1419 Cedar Avenue North	The complaint location has been mowed as of July 18, 2024. RJS	7/18/2024			7/18/2024	Has been mowed.	0.5
1420 Cedar Avenue North	Log piles all over yard. See picture 8689 as of July 19, 2024. RJS	7/19/2024				Need to send violation notice.	0.5
1615 Eagle Ridge Street Northeast	The complaint location has been mowed as of July 11, 2024. RJS	7/11/2024			7/11/2024	Has been mowed.	0.5
1745 7 Avenue Northeast	Long grass and weeds. Complaint pictures 8647, 8648 as of July 11, 2024. RJS	7/11/2024	7/16/2024	7/26/2024	7/19/2024	Has been mowed.	1
1856 Prairie Lane Northeast	Long grass per complaint picture 8675 as of July 17, 2024. RJS	7/17/2024	7/19/2024	7/29/2024	7/19/2024	Has been mowed.	1
2040 6 Avenue Northeast	Complaint: The back yard fences between 2040 6th Ave and 585 Fitzgerald has 3 feet of unmaintained grass/weeds in the middle of the two fences. Caller said weeds are 6 feet tall. See attached complaint pictures 8755, 8756 of the complaint location as of July 30, 2024. Unable to view the complaint area due to the high fences. RJS	7/30/2024				Need to send violation notice.	0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
July 11, 2024 to July 31, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
215 21 Street Northwest	Long grass per complaint picture 8695 as of July 22, 2024. RJS	7/22/2024	7/24/2024	8/4/2024			0.5
215 22 Street Northwest	Misc items near garbage area/parking lot per complaint pictures 8718, 8719, 8720 as of July 24, 2024.	7/24/2024	7/26/2024	8/9/2024	7/26/2024	Have been removed.	1
221 School Street West	Toilet on west side of house near sidewalk.	7/12/2024	7/23/2024	8/3/2024	7/30/2024	Has been removed.	1
222 Fremont Street East	complaint picture 8737 of the Long grass at complaint location as of July 26, 2024. RJS	7/26/2024			7/29/2024	Has been mowed.	1
222 School Street West	Need updated picture of complaint items around garage and front porch. See complaint pictures 8705, 8706, 8707 as of July 23, 2024. RJS	7/23/2024				Need to send violation notice.	0.5
223 Highland Avenue	Couch on blvd per complaint picture 8669 as of July 15, 2024. RJS	7/15/2024			7/17/2024	Has been removed.	1
224 Riverside Avenue	Mattress on blvd per complaint picture 8649 as of July 11, 2024. RJS	7/11/2024			7/12/2024	Has been removed.	2
226 Fremont Street East	complaint picture 8737 of the complaint location with Long grass and weeds in all yards as of July 26, 2024. RJS	7/26/2024	7/31/2024	8/11/2024			0.5
227 Mill Street East	Complaint: Thistles growing behind garage in alley. See complaint pictures 8683 (font of house), 8684 (behind garage), 8685 (east side of garage) as of July 18, 2024. RJS	7/18/2024	7/23/2024	8/3/2024	7/30/2024	Have been cut.	1
230 Riverside Avenue	The complaint location couch on the Blvd has been removed as of July 15, 2024. RJS	7/15/2024			7/15/2024	Has been removed.	0.5
233 Beech Avenue	Long grass. Complaint picture 8644 as of July 11, 2024. RJS	7/11/2024			7/15/2024	Has been mowed.	1
234 Pearl Street East	The couch has been removed as of July 11, 2024. RJS	7/11/2024			7/11/2024	Has been removed.	0.5
236 Plainview Street	Complaint: Tall thistles and weeds along east side of house. Uploaded complainant's photos. Complaint pictures 8686, 8687 of the thistles and weeds on the east side of the complaint location. They will need to cut all the tall thistles, weeds, and tall plants along the full length of the east side of house to remove complaint. RJS Additional complaint picture 8750 of the east side of the complaint location house as of July 29, 2024. Only a partial cutting. Another complaint picture 8764 of the east side of the house was taken on July 30, 2024. Need to review complaint picture 8750 and 8764 to see if they cut the thistles and weeds.	7/18/2024	7/23/2024	8/3/2024			0.5
238 Woodland Drive	Couch on blvd per complaint picture 8658 as of July 11, 2024. RJS	7/11/2024			7/15/2024	Has been removed.	1
239 Rice Street East	Complaint: They aren't mowing along the west side of the house. Uploaded complainant's pictures.	7/11/2024	7/16/2024	7/26/2024	7/22/2024	Has been mowed.	1
2392 Haddonstone Lane Northeast	Reinspection picture 8665 as taken on July 15, 2024 with no change in complaint status. Need to call vacant lot cutting service as of 7/15/24. RJS	7/15/2024			7/19/2024	Has been cut.	1

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
July 11, 2024 to July 31, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
2396 Haddonstone Lane Northeast	Reinspection picture 8666 of the complaint vacant lot was taken as of July 15, 2024.	7/15/2024			7/19/2024	Has been cut.	1
252 Pearl Street East	Need updated picture of garbage cans on boulevard. See complaint pictures 8698, 8699 as of July 23, 2024. RJS	7/23/2024				Need to send violation notice.	0.5
2610 Hemlock Avenue Northeast	Long grass per complaint pictures 8676, 8678 as of July 17, 2024	7/17/2024	7/23/2024	8/3/2024	7/24/2024	Has been mowed.	1
303 State Avenue	Long grass in the front and backyards per complaint pictures 8703, 8704 as of July 23, 2024.	7/23/2024	7/26/2024	8/6/2024	7/30/2024	Has been mowed.	1
304 Holly Street West	Mattresses on blvd per picture 8643 as of July 10, 2024. RJS	7/10/2024			7/15/2024	Has been removed.	1
308 Cedar Avenue South	Tall weeds around utility pole were hand cut as of 7/15/24.	7/15/2024			7/15/2024	Has been cut.	0.5
311 State Avenue	Complaint: Long grass per picture 8739 as of July 26, 2024	7/26/2024				Need to send violation notice.	0.5
320 Stoneridge Lane Northeast	Vacant lot 17-574-0508 with long grass and weeds per complaint picture 8717 as of July 24, 2024.	7/24/2024	7/26/2024	8/9/2024			0.5
338 State Avenue	Long grass and weeds in all yards per pictures 8722, 8723 as of July 24, 2024.	7/24/2024	7/26/2024	8/6/2024			0.5
339 Rose Street East	Has been mowed.	7/10/2024			7/10/2024	Has been mowed.	0.5
404 Dartt Avenue	Long grass per complaint picture 8690 as of July 22, 2024. RJS	7/22/2024	7/24/2024	8/4/2024	7/29/2024	Has been mowed.	1
409 Sylvan Street	Has not been mowed. Sending second violation letter.	7/30/2024	7/31/2024	8/11/2024			0.5
419 Shady Avenue	Couch on blvd. See attached complaint picture 8729 as of July 25, 2024. RJS	7/25/2024			7/26/2024	Has been removed.	1
434 Dartt Avenue	Long grass complaint picture 8691 as of July 22, 2024. RJS	7/22/2024	7/24/2024	8/4/2024			0.5
435 Allan Avenue Southwest	Garbage bags removed. Ok for now.	7/11/2024			7/11/2024	Have been removed.	1
436 Glendale Street	The complaint location with overgrown weeds has been cut per information from the next-door neighbor as of July 19, 2024. RJS	7/19/2024			7/19/2024	Has been mowed.	0.5
446 Fairview Avenue	Recliner and couch on blvd Per complaint pictures 8670, 8671 as of July 15, 2024 Reinspection of the recliner and couch on the blvd area as of 7/29/24. Need to send another violation notice. RJS	7/15/2024	7/19/2024	7/29/2024		Need to send violation notice.	0.5
446 Fairview Avenue	Long grass per complaint pictures 8671, 8672 as of July 16, 2024. RJS Reinspection picture 8749 of the complaint location long grass and weeds as of 7/29/24. Need to call the lawn mowing service. RJS	7/16/2024	7/19/2024	7/29/2024		Need to contact mower.	0.5
450 Riverside Avenue	Couch on blvd per complaint picture 5716 as of July 23, 2024.	7/23/2024	7/26/2024	8/6/2024	7/30/2024	Has been removed.	1

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
July 11, 2024 to July 31, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
453 Mound Street	The complaint location common burdock weeds on the west hillside - under tree has been cut and removed per picture 8650 on July 11, 2024. RJS	7/11/2024			7/11/2024	Have been cut.	0.5
502 Maple Drive	Items remain in driveway by garage. Reinspection picture 8753 of the complaint location with misc items in the driveway by the garage as of July 30, 2024. Need to send another violation notice. RJS	7/10/2024	7/16/2024	7/30/2024		Need to send violation notice.	0.5
502 Maple Drive	Yard has been mowed.	7/10/2024	7/16/2024	7/30/2024	7/10/2024	Has been mowed.	0.5
505 State Avenue	The complaint location has started to mow the yards as of July 17, 2024. RJS	7/17/2024			7/18/2024	Has been mowed.	1
506 Maple Drive	Has been mowed.	7/10/2024			7/10/2024	Has been mowed.	0.5
510 20 Street Northeast	The complaint location has mowed the yards as of July 15, 2024. RJS	7/15/2024			7/15/2024	Has been mowed.	0.5
510 20 Street Northeast	Complaint: Long grass per complaint pictures 8732, 8733 as of July 26, 2024	7/26/2024			7/29/2024	Has been mowed.	1
512 Main Street East	Has been mowed as of July 17, 2024. RJS	7/17/2024			7/17/2024	Has been mowed.	0.5
610 20 Street Northeast	Reinspection pictures 8661, 8662 of the complaint location as of July 12, 2024.	7/12/2024			7/15/2024	Has been mowed.	1
610 20 Street Northeast	Complaint: Poison plants in back yard; trash. See attached pictures 8680, 8681, 8682 as of July 18, 2024. RJS	7/18/2024			7/22/2024	No violations at the time of the inspection.	1
615 Hazel Lane	The complaint location has been mowed as of July 11, 2024. RJS	7/11/2024			7/11/2024	Has been mowed.	0.5
621 Broadway Street East	Has been removed.	7/10/2024			7/10/2024	Has been removed.	0.5
626 20 Street Northeast	Long grass complaint picture 8692 as of July 22, 2024. RJS	7/22/2024			7/23/2024	Has been mowed.	1
630 Hazel Lane	Complaint: Long grass Strated to mow yards on July 26, 2024 complaint pictures 8724, 8725, 8726, 8727 as of July 26, 2024	7/26/2024					0.5
634 Academy Street	Complaint: Long grass per complaint picture 8743 as of July 26, 2024.	7/26/2024			7/29/2024	Has been mowed.	1
640 12 Street Northeast	Complaint: Grass hasn't been mowed in over a month. Junk in back yard, behind house. Uploaded complainant's picture.	7/23/2024	7/26/2024	8/9/2024	7/29/2024	Has been mowed.	1
640 12 Street Northeast	The complaint location year grass has been mowed as of July 29, 2024. RJS Junk in back yard and side yards remains.	7/29/2024	7/26/2024	8/9/2024			0.5
645 20 Street Northeast	Nuisance items in front of garage and west side. See complaint pictures 8692, 8694 as of July 22, 2024. RJS	7/22/2024	7/26/2024	8/9/2024			0.5
687 Glendale Street	Complaint: 'For Sale' and some 'Free' items in yard. The whole yard is a mess with stuff laying all over the place. Uploaded complainant's picture.	7/23/2024					0.5

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
July 11, 2024 to July 31, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
704 Cherry Street	The complaint location with long grass and weeds in all yards were mowed as of July 15, 2024. RJS	7/15/2024			7/15/2024	Has been mowed.	0.5
704 Cherry Street	Long grass per complaint pictures 8730, 8731 of the complaint location as of July 26, 2024. RJS	7/26/2024	7/31/2024	8/11/2024			0.5
705 Linn Avenue	Long grass and weeds in all yards per picture 8642 as of July 10, 2024. RJS 7/17/24 - Received complaint about very back of the yard not getting mowed. Uploaded complainant's photo. 9609 See complaint picture 8696 of the back yard as of July 22, 2024. The complaint location front and side yards have been mowed as of July 22, 2024. RJS Reinspection pictures 8740, 8741 of the complaint backyard as of July 26, 2024. RJS	7/10/2024	7/16/2024	7/26/2024	7/31/2024	Has been mowed.	1
716 Oak Avenue South	Complaint: Tall thistles in backyard. Uploaded complainant's photos. See attached inspection pictures 8652, 8653, 8654 as of July 11, 2024. RJS	7/11/2024	7/16/2024	7/26/2024	7/26/2024	Has been cut.	1
717 Cedar Avenue South	The complaint item mattress has been removed as of July 22, 2024. RJS	7/22/2024			7/22/2024	Have been removed.	0.5
735 & 737 El Dorado Lane Southeast	Complaint: There is a large thistle patch growing directly across from 760 El Dorado St SE. The property is mowed but they don't cut the thistles. Uploaded complainant's pictures. complaint pictures 8765, 8766, 8767 of the large thistle patch in the vacant lot area as of July 30, 2024. RJS	7/30/2024				Need to send violation notice.	0.5
805 Cedar Avenue South	Two mattresses and dresser on blvd per complaint picture 8697 as of July 22, 2024. RJS	7/22/2024	7/26/2024	8/6/2024	7/31/2024	Have been removed.	1
808 Vine Street East	Reinspection pictures 8659, 8660 of the complaint location as of July 12, 2024. RJS	7/12/2024		8/2/2024			0.5
825 El Dorado Street Southeast	Complaint: Tall grass per picture 8673 as of July 16, 2024.	7/16/2024	7/18/2024	7/28/2024	7/30/2024	Has been mowed.	1
873 Escalade Lane Southeast	Complaint: Tall weeds and grass. Complaint picture 8710 of the new home that is for sale as of July 23, 2024	7/23/2024			7/23/2024	No violation found at the time of the inspection.	0.5
883 Escalade Lane Southeast	Complaint: Tall grass and weeds. Complaint location pictures 8709, 8711 as of July 23, 2024 of a new home for sale.	7/23/2024			7/23/2024	No violation found at the time of the inspection.	0.5
887 Willowbrook Street Northeast	Long grass and weeds of the complaint location per complaint pictures 8677, 8678 as of July 18. RJS	7/17/2024	7/23/2024	8/3/2024			0.5
902 Elm Avenue North	The couch on the blvd area has been removed as of July 15, 2024. RJS	7/15/2024			7/15/2024	Has been removed.	0.5

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
July 11, 2024 to July 31, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
903 Rose Street East	Reinspection of the complaint location with picture 8688 as of July 19, 2024, July 23, 2024, July 24, 2024, July 25, 2024 was not mowed. Need to call lawn service. RJS 7/25/24 - Contacted mower. 9609	7/19/2024			7/26/2024	Has been mowed.	1
914 Elm Avenue North	The complaint location couch on the front Blvd has been removed as of July 16, 2024. RJS	7/16/2024			7/16/2024		0.5

COMPARISON REPORT OF BUILDING DONE IN CITY OF OWATONNA IN YEARS 2023 AND 2024															Ken Beck, Building Official		
	DWELLINGS		ACCESSORY		COMMERCIAL		INDUSTRIAL		ADD. & ALT.		DUPLEX/APTS		DEMO	TOTAL			
Month	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	NO.	VALUE		
Jan '23	0	0	5	16,600	8	443,880	7	5,117,850	66	494,614	0	0	0	86	6,072,944		
Jan '24	0	0	2	6,500	33	7,806,205		** see below	95	763,150	0	0	0	130	8,575,855		
Feb '23	0	0	8	24,850	22	1,113,838.30	11	25,861,730.75	136	834,982.70	0	0	0	177	27,835,401.75		
Feb '24	2	700,000	4	7,500	52	8,218,972.00			198	1,725,152.62	0	0	0	256	10,651,624.62		
Mar '23	1	200,000	17	44,100	42	2,497,648	20	26,251,710	243	\$ 7,323,261.26	0	0	0	323	\$ 36,316,719.26		
Mar '24	3	940,000	5	8,250	75	10,847,903			289	\$ 2,612,593.78				372	\$ 14,408,746.78		
Apr '23	4	1,968,586	26	96,900	74	31,047,283		**see below	329	8,699,343.89	0	0	1	434	41,812,112.89		
Apr '24	3	940,000	19	81,750	107	44,321,109			446	\$ 3,981,714.59	0	0	0	575	\$49,324,573.59		
May '23	4	1,968,586	37	132,400	94	36,206,219.51		**see below	463	11,204,959.76			1	599	49,512,165.27		
May '24	3	940,000	38	235,738	125	46,373,553.00			586	5,141,328.01				752	52,690,619.00		
Jun '23	4	1,968,586	52	189,068.67	113	45,164,773.51		**see below	594	12,314,075.39	0	0	8	771	59,636,503.57		
Jun '24	3	940,000	52	338,988.00	141	48,105,001.10			730	6,515,257.09	2	400,000	2	930	56,299,246.19		
Jul '23	5	2,168,586	69	242,168.67	132	46,905,945.51			714	13,185,484.99	2	400,000	8	930	62,902,185.17		
Jul '24	5	2,040,000	67	387,488.00	180	53,277,518.10			888	7,891,334.33	4	980,000	5	1149	64,576,340.43		
Aug '23	6	2,568,586	75	257,168.67	162	51,045,367.26			847	14,208,880.97	4	12,400,000	9	1,103	80,480,004		
Aug '24																	
Sep '23	9	3,587,126	83	333,668.67	197	64,081,192.67			990	15,576,116.82	4	12,400,000	9	1,292	95,978,104.16		
Sep '24																	
Oct '23	16	6,739,916	94	382,984.89	217	66,611,382.67			1,153	17,005,042.02	4	12,400,000	10	1,494	103,139,325.55		
Oct '24																	
Nov '23	21	8,119,916	101	424,984.89	235	69,172,169.67			1,281	17,958,715.07	4	12,400,000	13	1,655	108,075,785.63		
Nov '24																	
Dec '23	21	8,119,916	106	430,584.89	252	71,144,770.64			1,365	18,435,507.88	4	12,400,000	13	1,761	110,530,779.41		
Dec '24																	

**Starting April 2023, Commerical and Industrial are combined

Owatonna Building Inspection Department Comparison Report- Construction to Date 2023/2024

Construction Report for Permits Issued through July, 2024

TYPE OF WORK	2023 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units	2024 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units
NEW DWELLINGS	5	2,168,586	0	5	2,040,000	
ACCESSORY BUILDINGS (INCLUDES GARAGES, UTIL. BLDGS, SW. POOLS, ETC.)	69	242,168.67		67	387,488.00	
COMMERCIAL AND INDUSTRIAL PR	132	46,905,945.51		180	53,277,518.10	
RESIDENTIAL ADD. & ALT.	714	13,185,484.99		888	7,891,334.33	
DUPLEXES & APTS. (INCLUDES ATTACHED SF)	2	400,000	0	4	980,000	0
DEMOLITION PERMITS	8	0		5	0	
TOTAL PERMITS ISSUED	930	62,902,185	0	1,149	64,576,340	0



Owatonna Police Department

June 2024 Crime Statistics

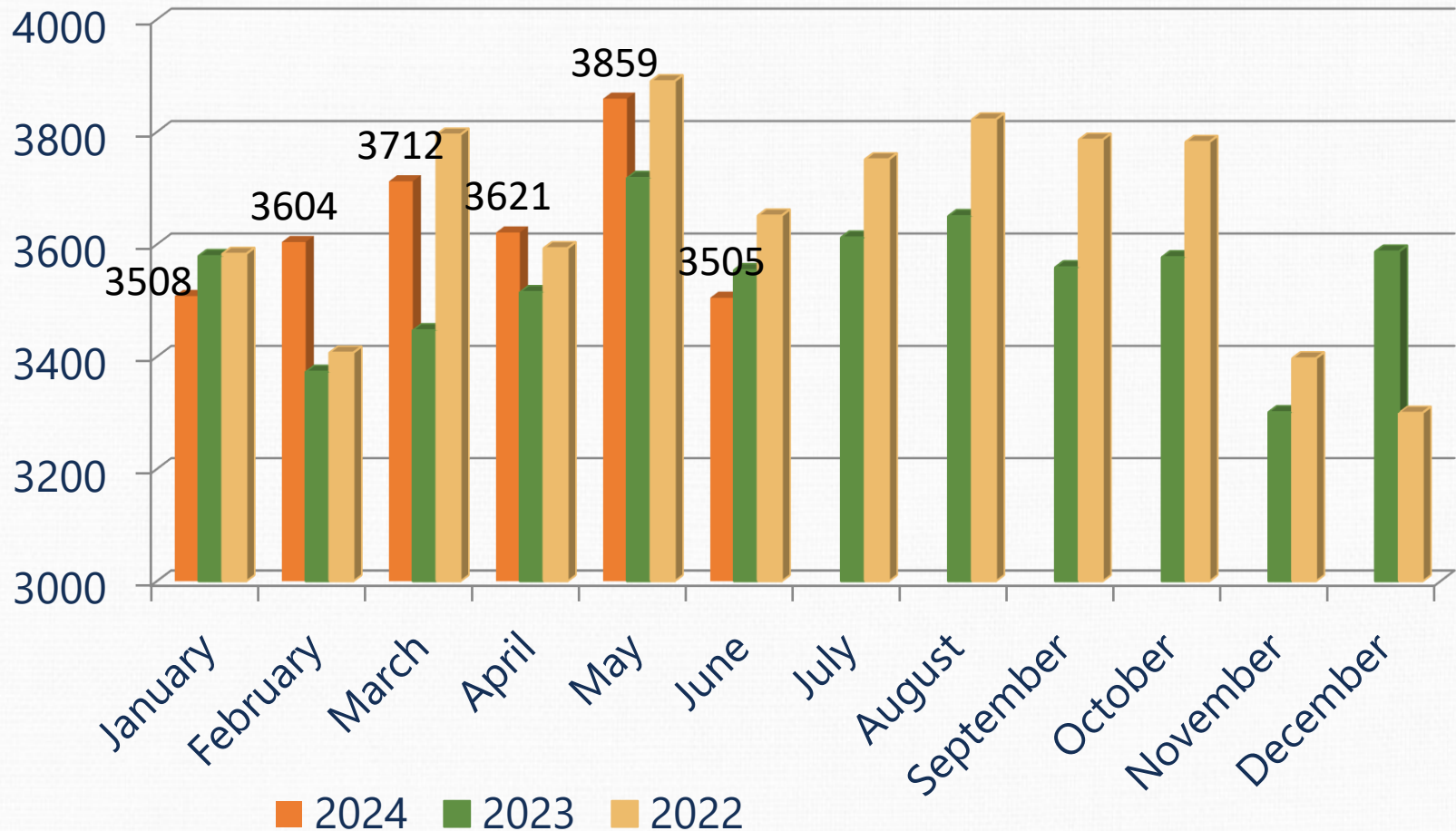


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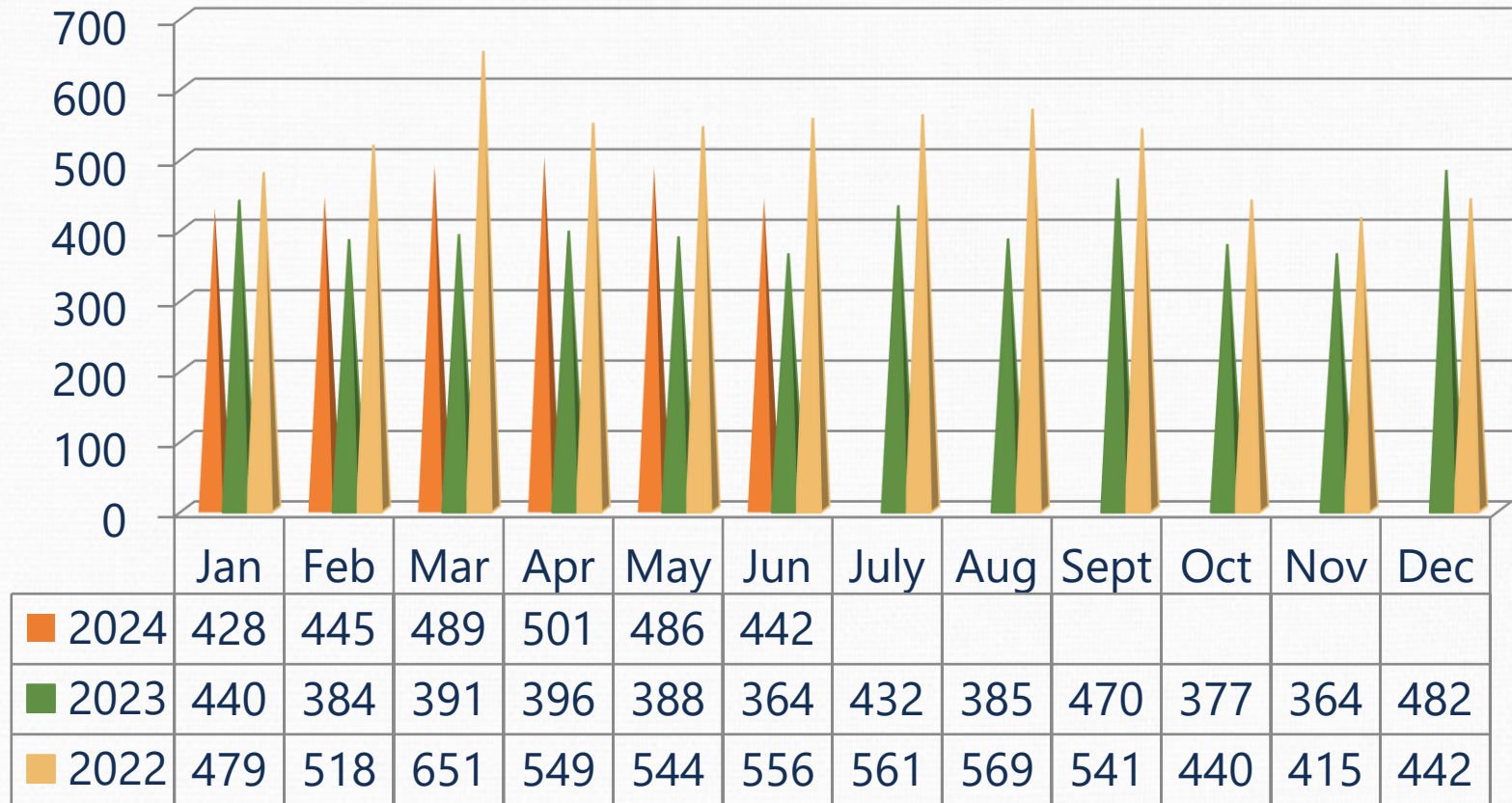


**The following statistics are based on calls for service reports compiled monthly.
Official crime data can be found in our [annual reports](#).**

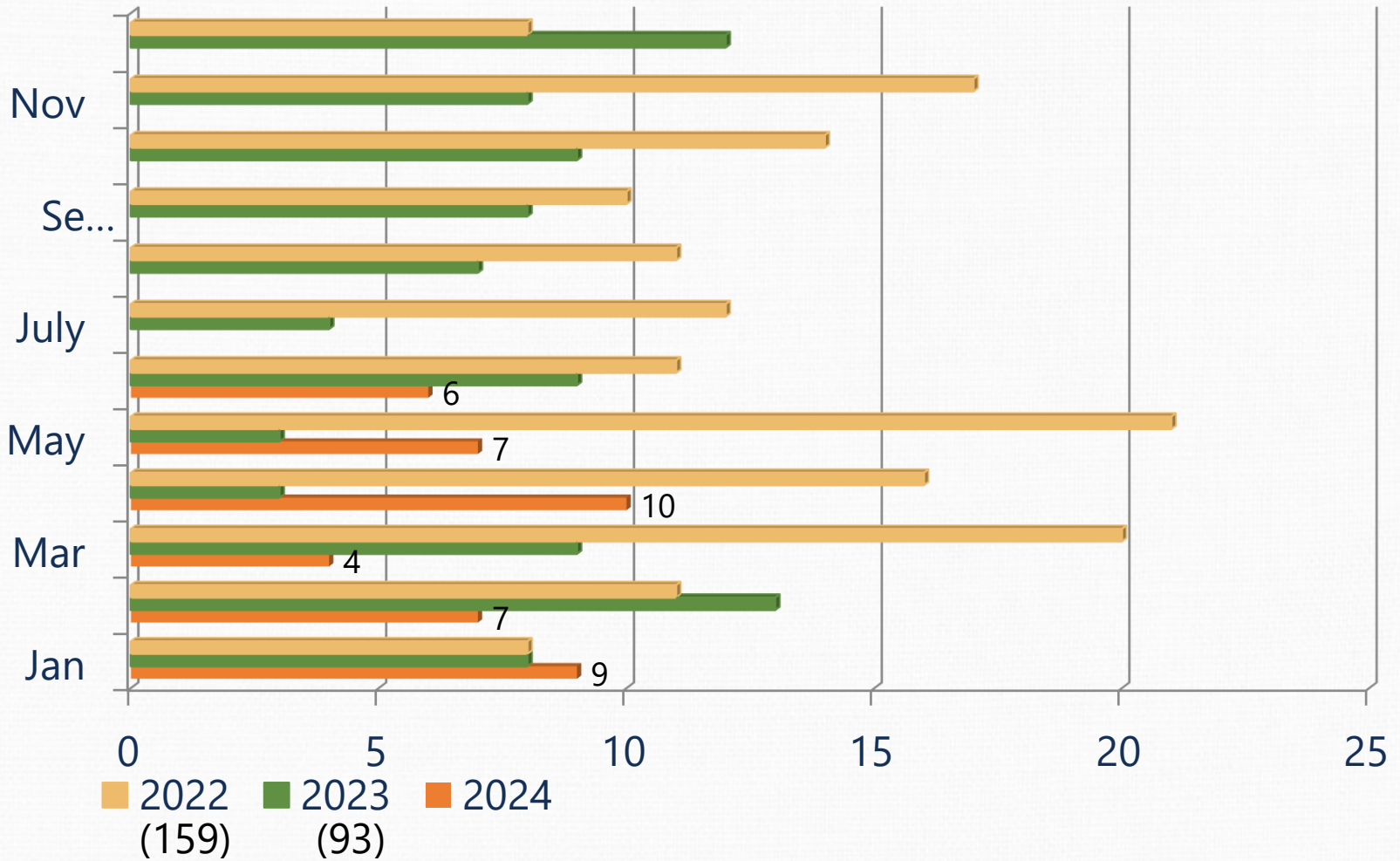
Total Calls for Service



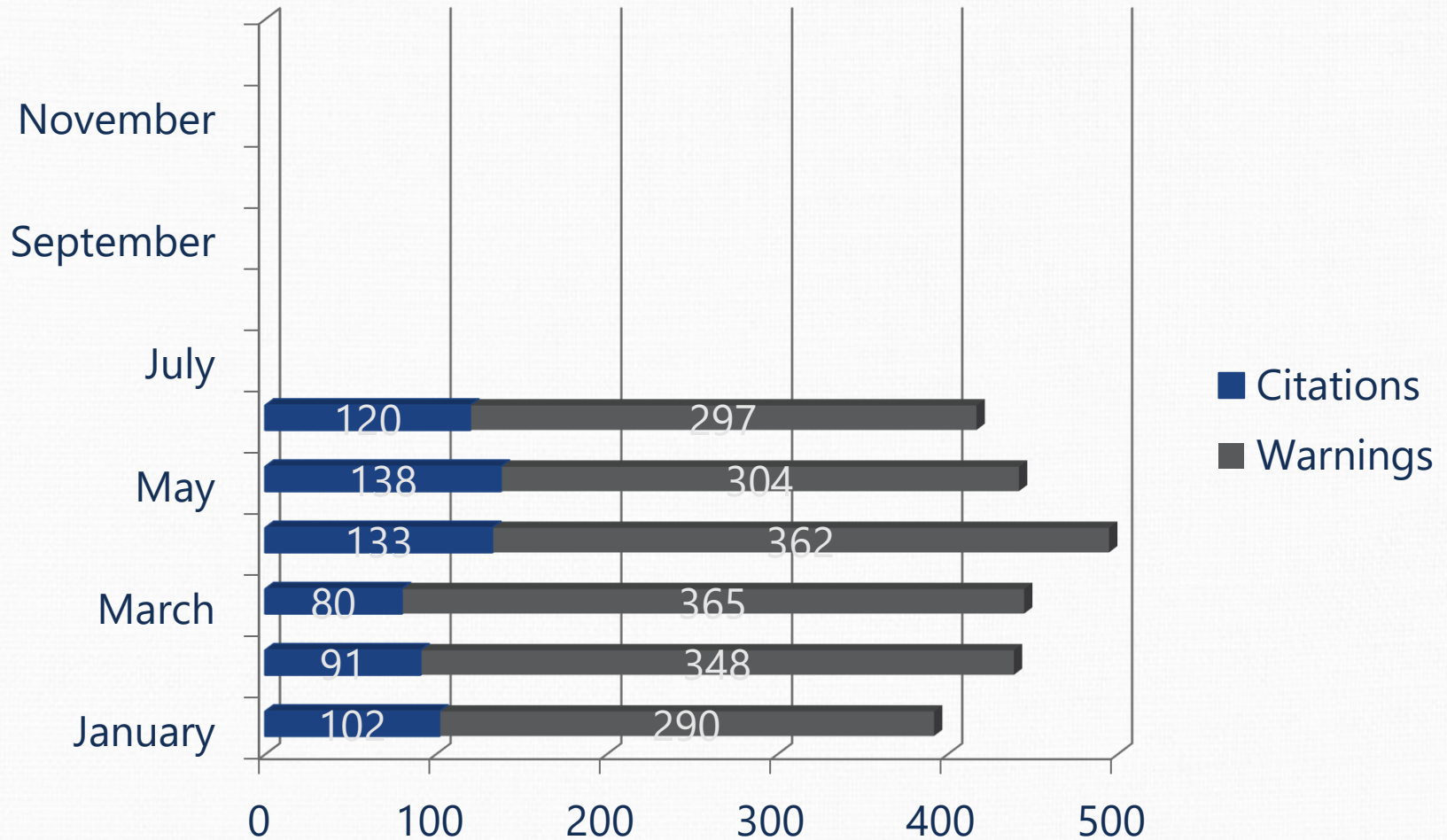
Traffic Stops



DWI



Citations and Warnings



Group A Crimes

Murder and Non-Negligent Manslaughter	0	Burglary/Breaking & Entering	14	Wire Fraud	1
Kidnapping/Abduction	0	Shoplifting	43	Identity Theft	8
Rape	6	Theft From Building	11	Embezzlement	1
Sexual Assault with an object	0	Theft From Motor Vehicle	10	Stolen Property Offenses	1
Fondling	15	Theft of Motor Vehicle Parts or Accessories	4	Destruction/Damage/Vandalism of Property	25
Robbery	2	All Other Larceny	16	Drug/Narcotic Violations	17
Aggravated Assault	13	Motor Vehicle Theft	8	Drug Equipment Violations	1
Simple Assault	52	Counterfeiting/Forgery	12	Pornography/Obscene Material	1
Intimidation (Assault)	8	False Pretenses/Swindle/Confidence Game	14	Weapon Law Violations	4
Arson	4	Credit Card/Automated Teller Machine Fraud	8	Human Trafficking, Commercial Sex Acts	0
Extortion/Blackmail	1	Impersonation	1	Animal Cruelty	0

TOTAL 301

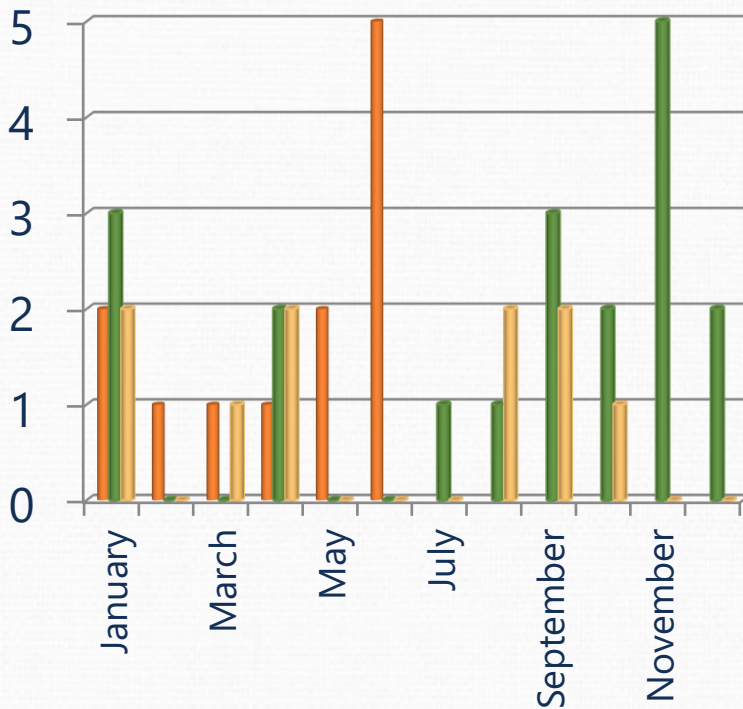
Group B Crimes

Curfew/Loitering/Vagrancy Violations	4
Disorderly Conduct	19
Driving Under the Influence	60
Family Offenses, Nonviolent	2
Liquor Law Violations	14
Trespass of Real Property	3
All Other Offenses	65
Total 167	

Disorderly and Nuisance Violations

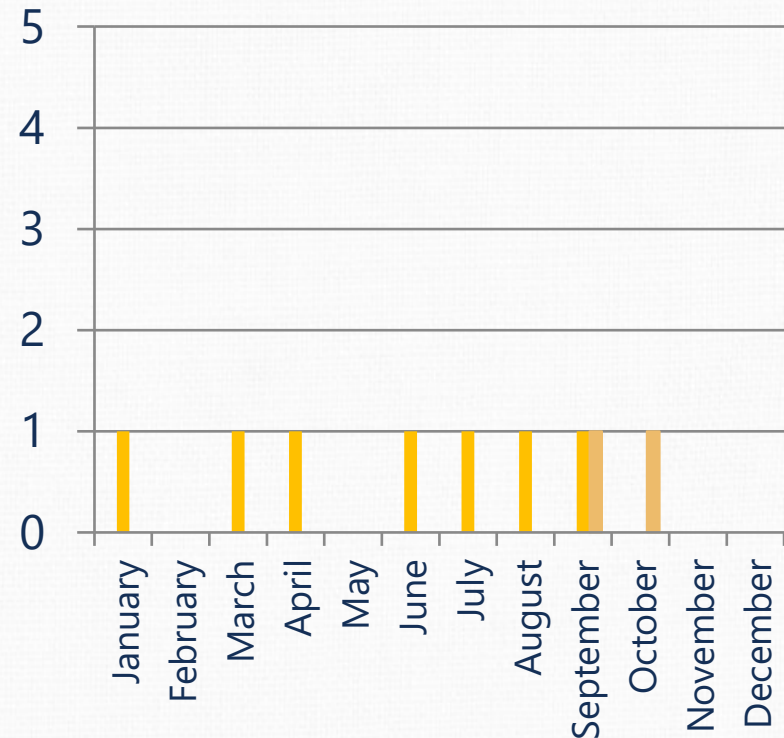
Disorderly Violations

2024 2023 2022

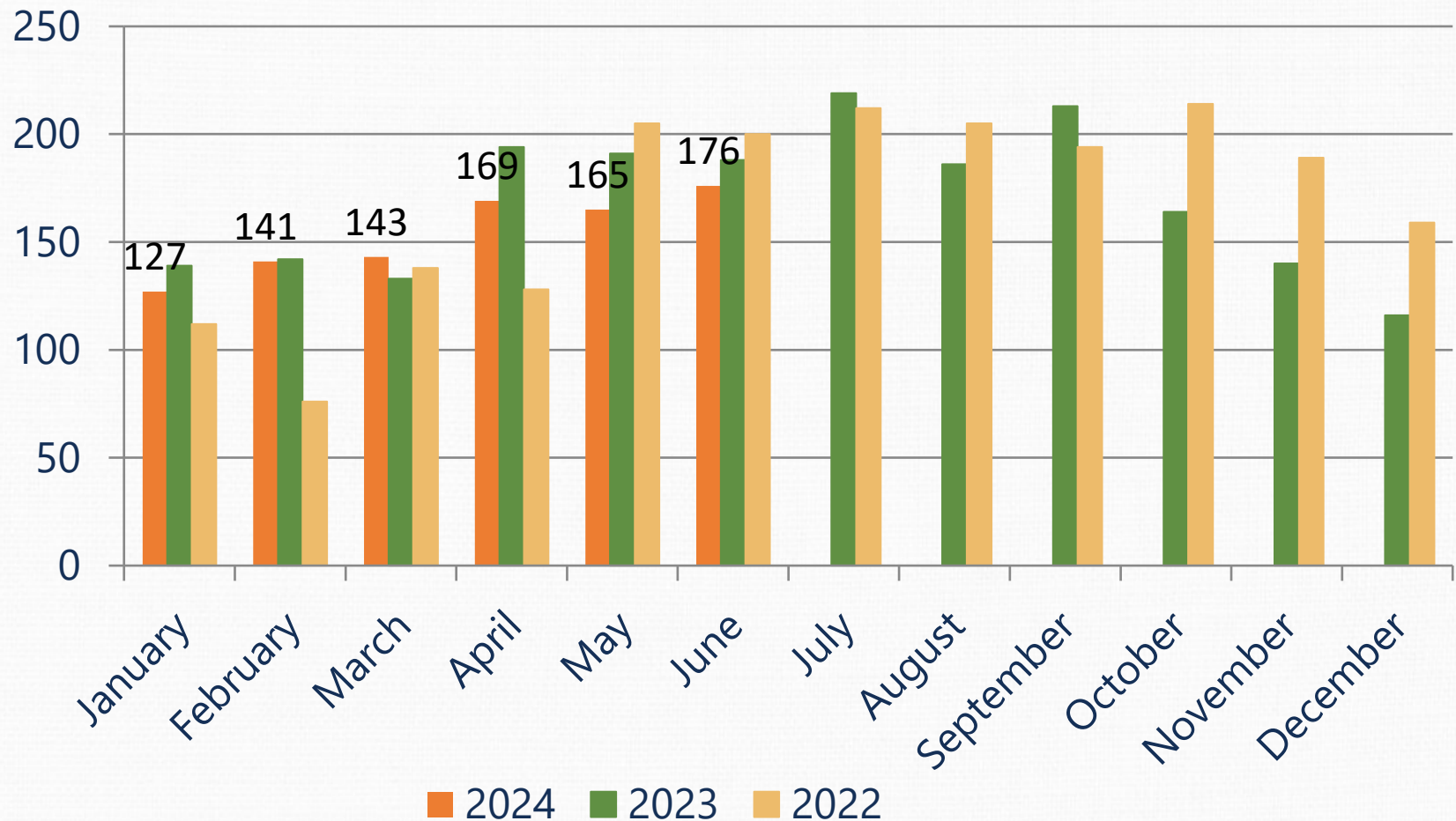


Nuisance Violations

2024 2023 2022

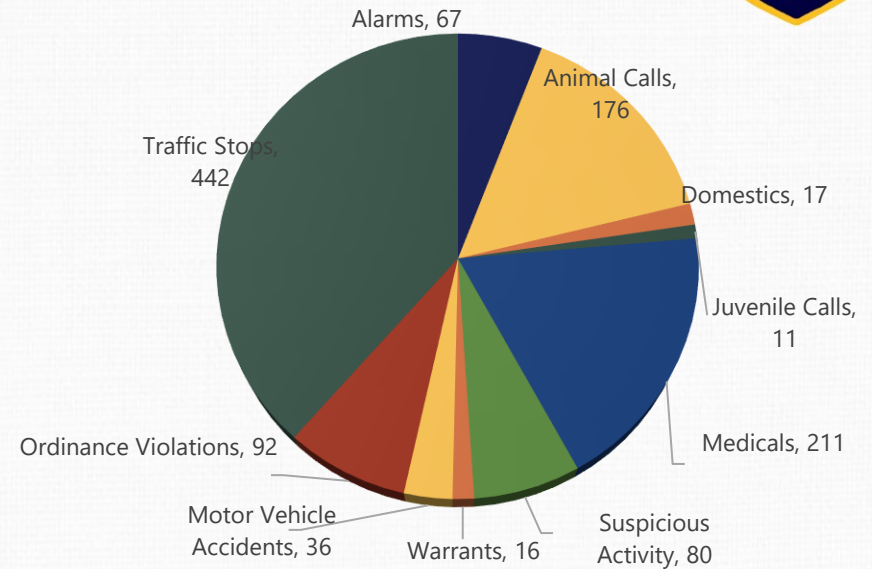
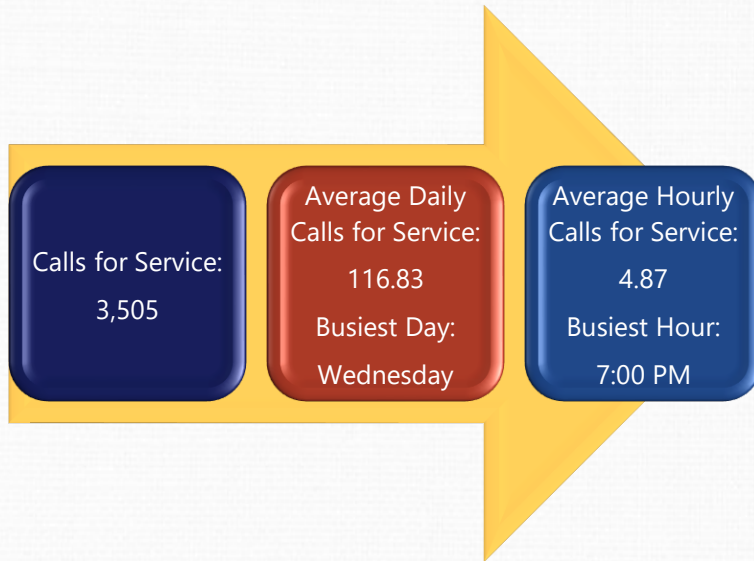


Animal Control Calls

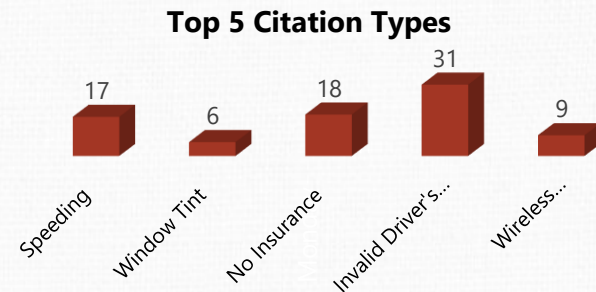


Owatonna Police Department Crime Clock

June 2024



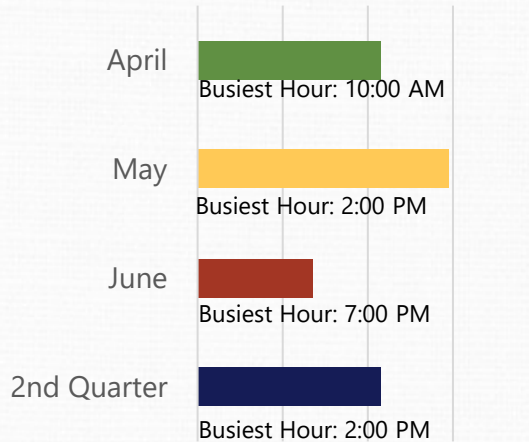
The Owatonna Police Department issued a total of 120 citations and 297 warnings in June.



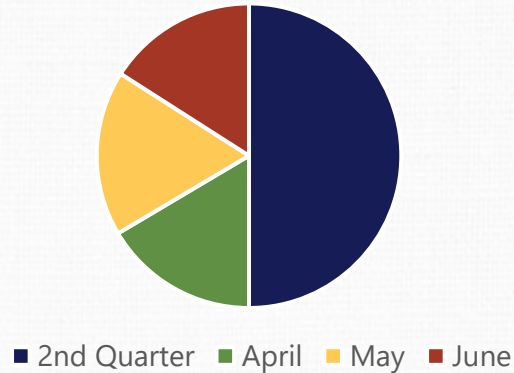
The above statistics are based on calls for service reports compiled monthly. Official crime data can be found in our [annual reports](#).

Owatonna Police Department 2nd Quarter 2024 Service Analysis

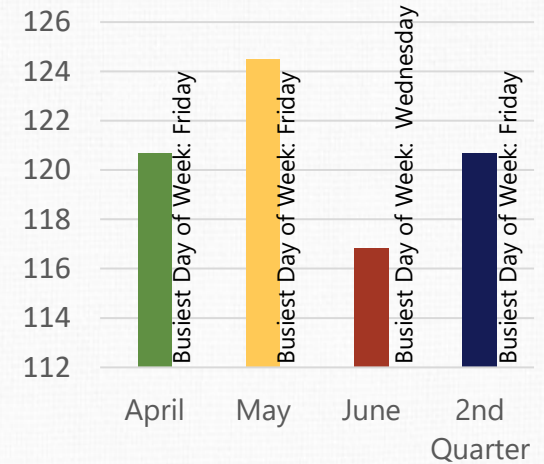
Average Events Per Hour



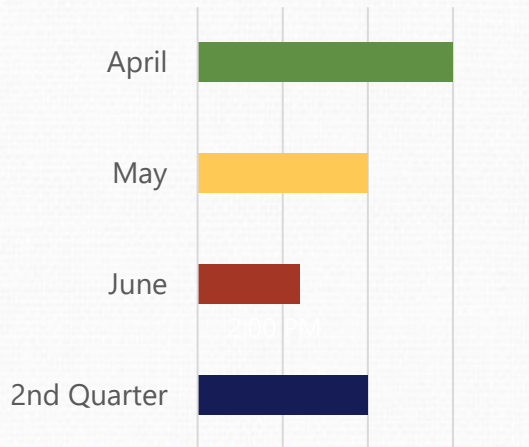
Total Events



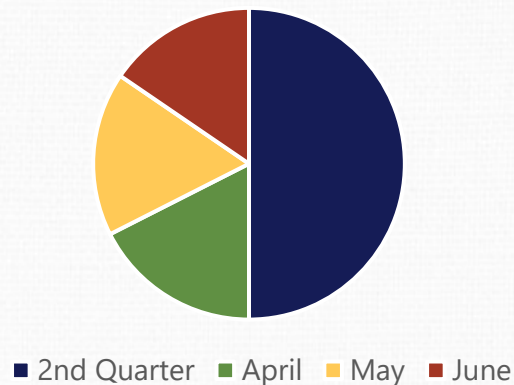
Average Events Per Day



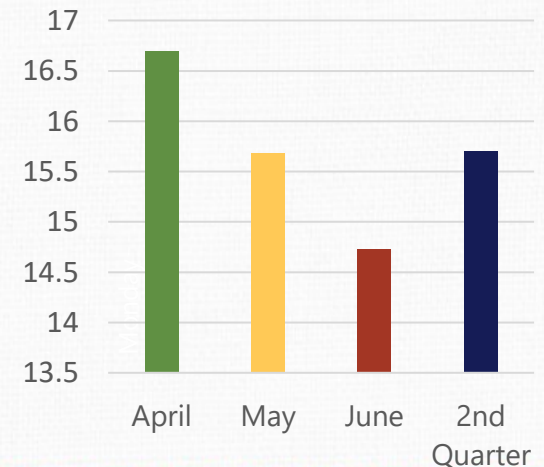
Average Traffic Stops Per Hour



Traffic Stops



Average Traffic Stops Per Day





Owatonna Police Department

July 2024 Crime Statistics

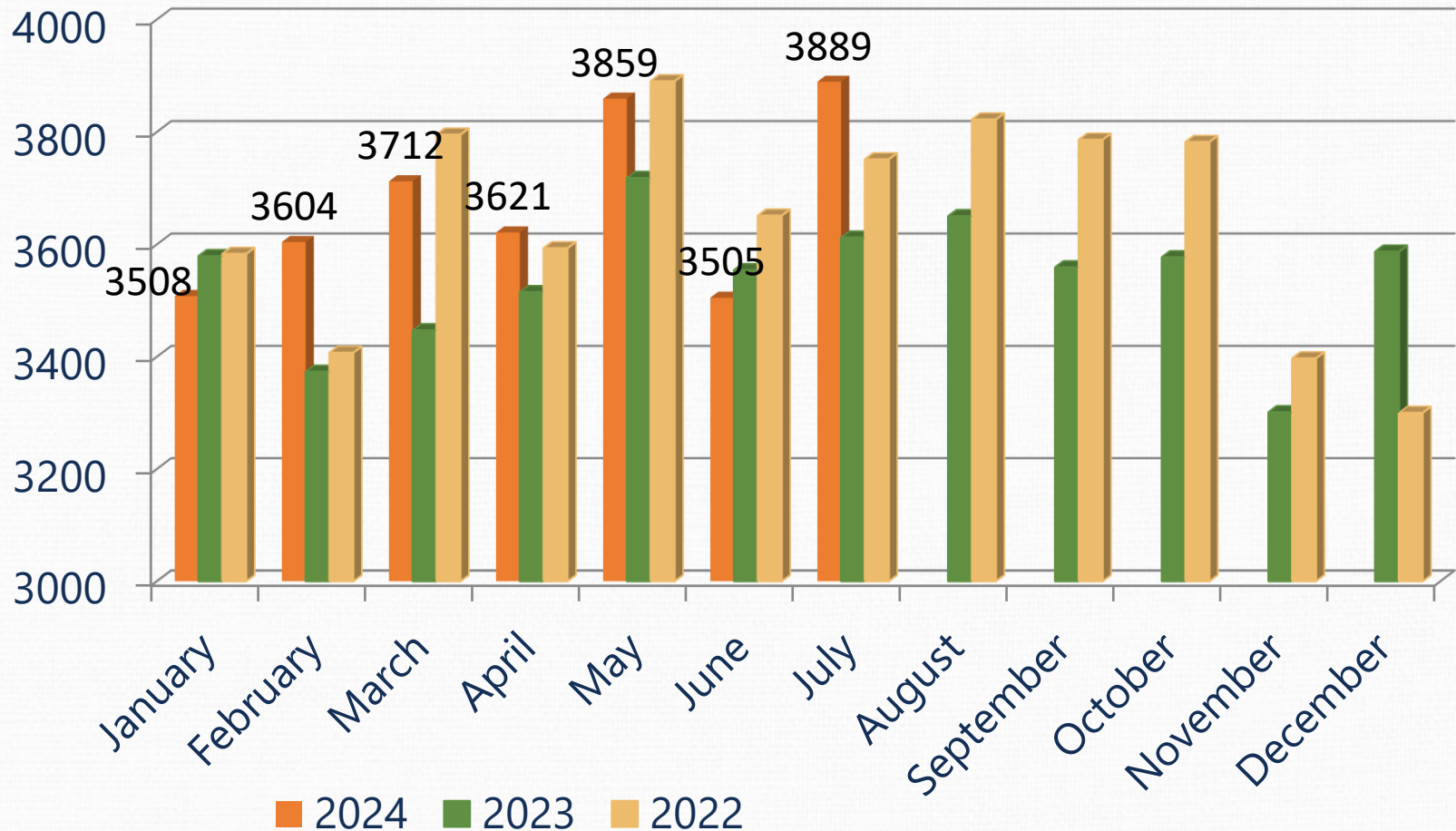


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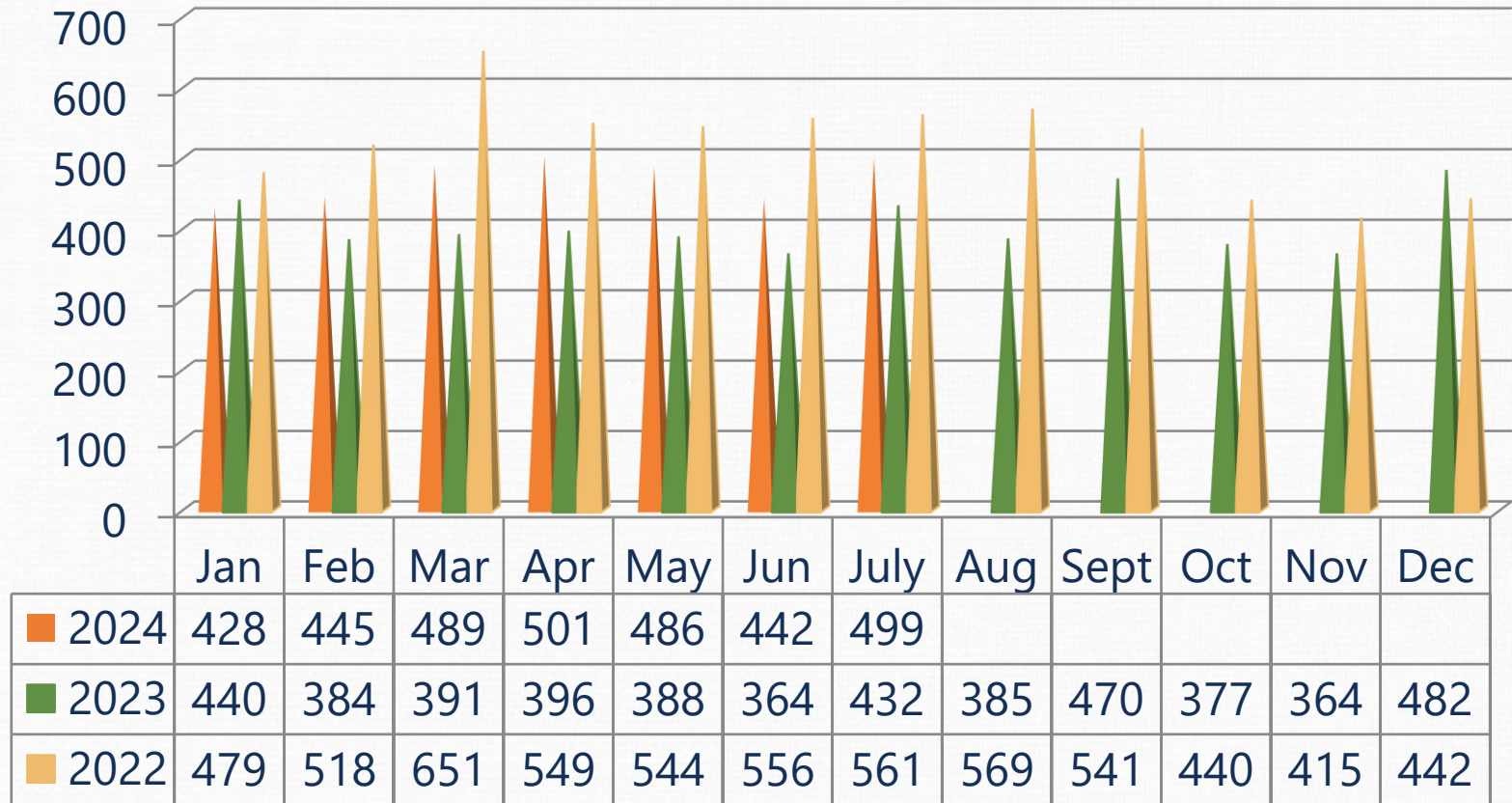


**The following statistics are based on calls for service reports compiled monthly.
Official crime data can be found in our [annual reports](#).**

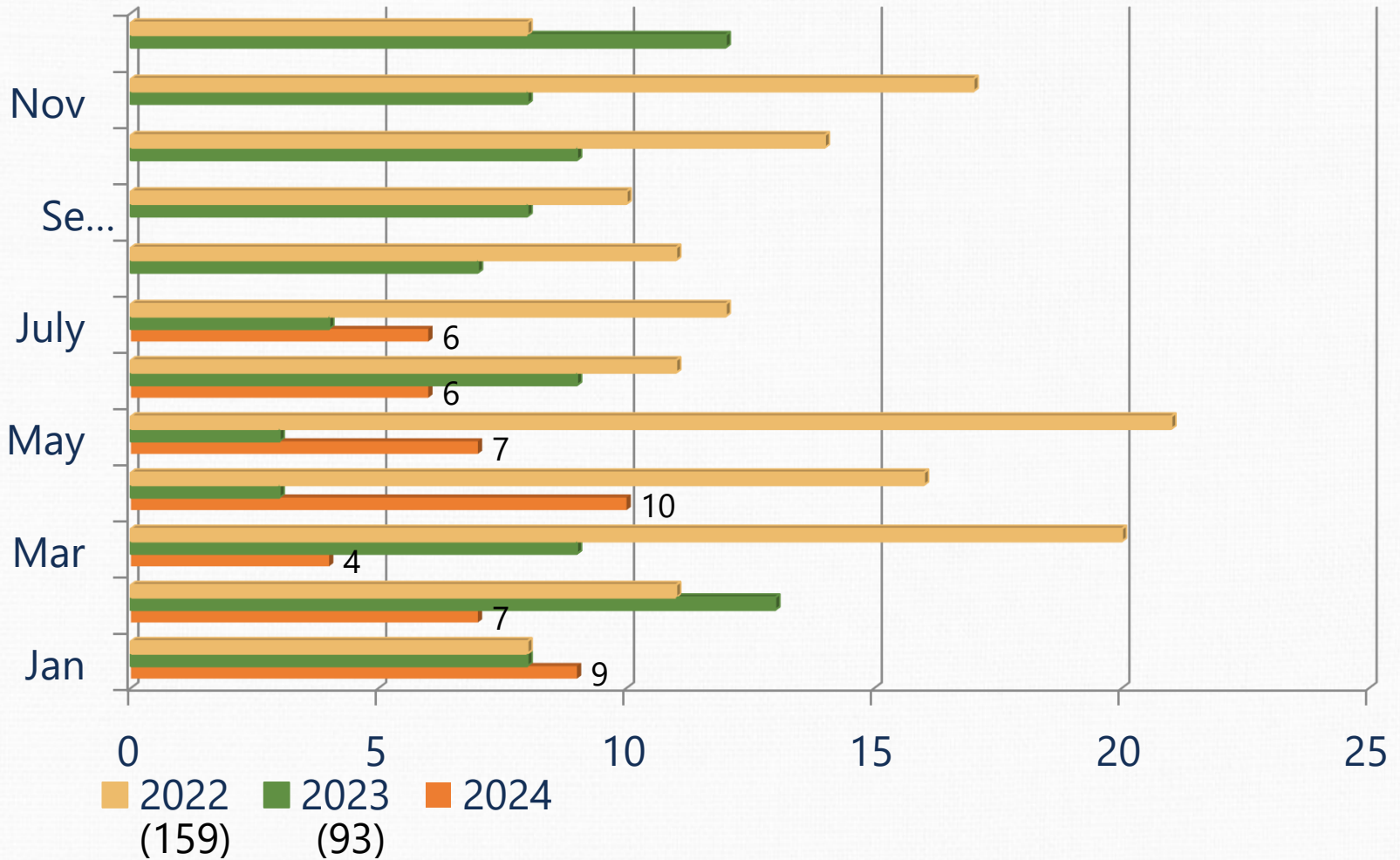
Total Calls for Service



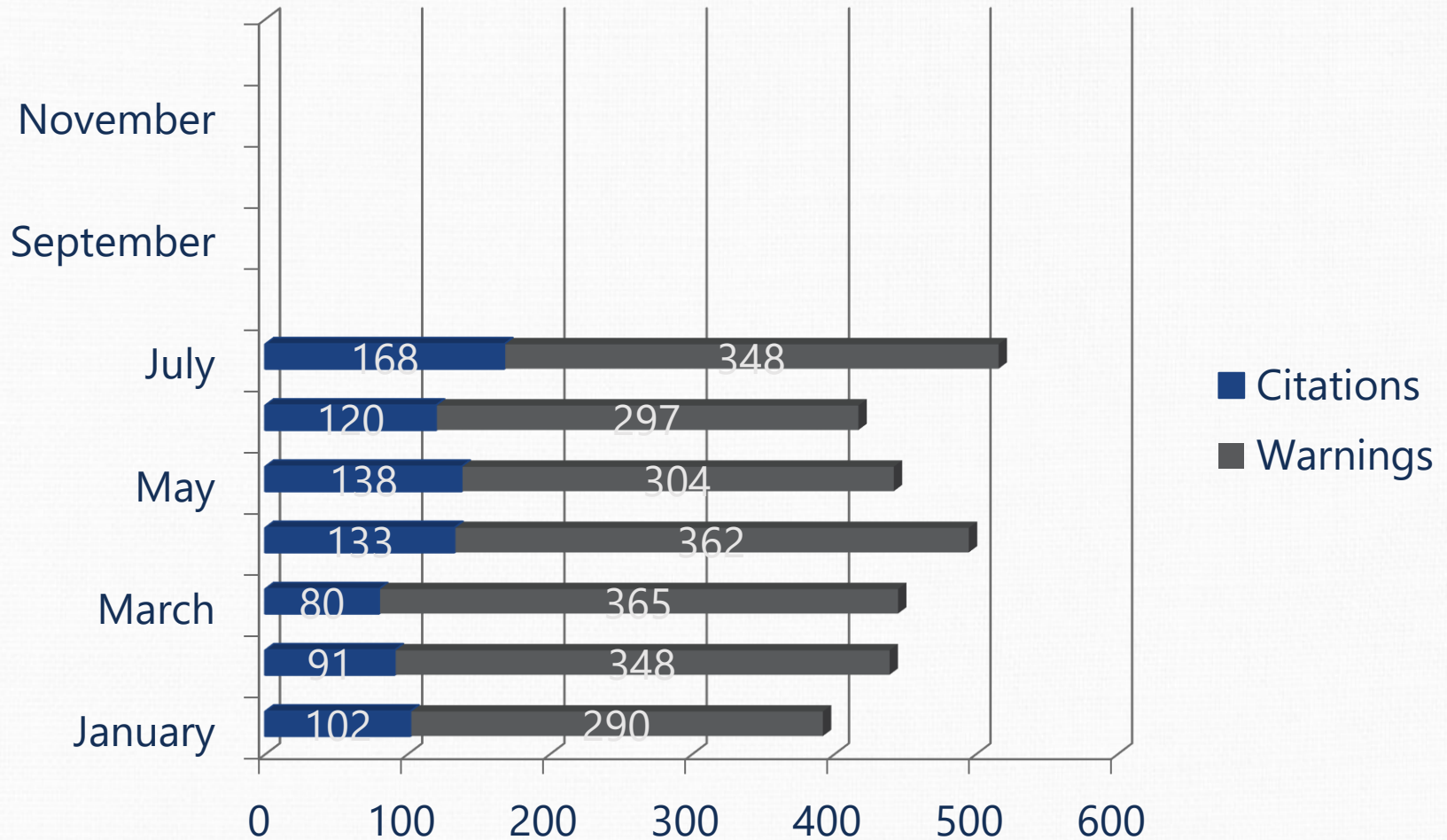
Traffic Stops



DWI



Citations and Warnings



Group A Crimes

Murder and Non-Negligent Manslaughter	0	Burglary/Breaking & Entering	18	Wire Fraud	1
Kidnapping/Abduction	0	Shoplifting	47	Identity Theft	9
Rape	7	Theft From Building	16	Embezzlement	1
Sexual Assault with an object	0	Theft From Motor Vehicle	13	Stolen Property Offenses	1
Fondling	20	Theft of Motor Vehicle Parts or Accessories	4	Destruction/Damage/Vandalism of Property	28
Robbery	2	All Other Larceny	18	Drug/Narcotic Violations	18
Aggravated Assault	14	Motor Vehicle Theft	8	Drug Equipment Violations	1
Simple Assault	62	Counterfeiting/Forgery	15	Pornography/Obscene Material	2
Intimidation (Assault)	8	False Pretenses/Swindle/Confidence Game	17	Weapon Law Violations	4
Arson	4	Credit Card/Automated Teller Machine Fraud	8	Human Trafficking, Commercial Sex Acts	0
Extortion/Blackmail	1	Impersonation	1	Animal Cruelty	1

TOTAL 349

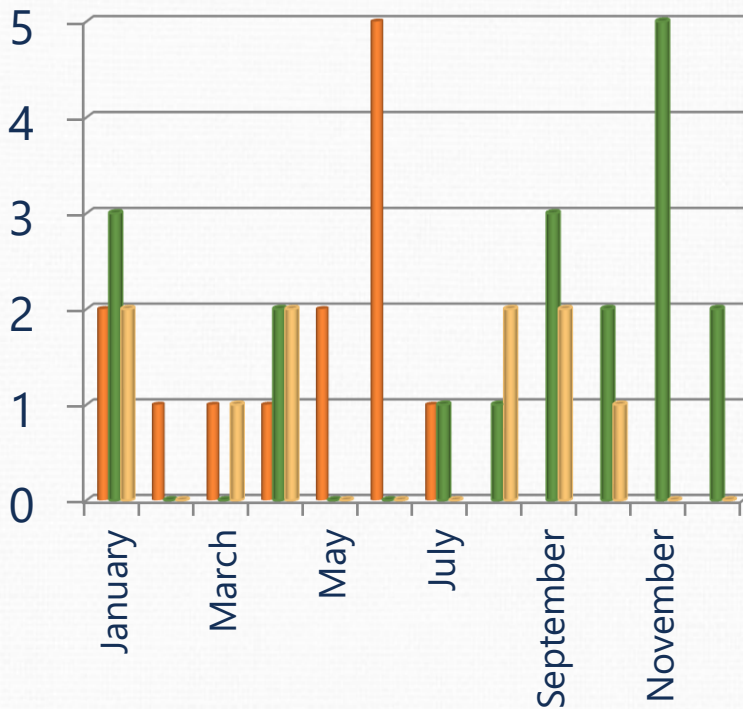
Group B Crimes

Curfew/Loitering/Vagrancy Violations	5
Disorderly Conduct	21
Driving Under the Influence	71
Family Offenses, Nonviolent	2
Liquor Law Violations	17
Trespass of Real Property	3
All Other Offenses	79
Total 198	

Disorderly and Nuisance Violations

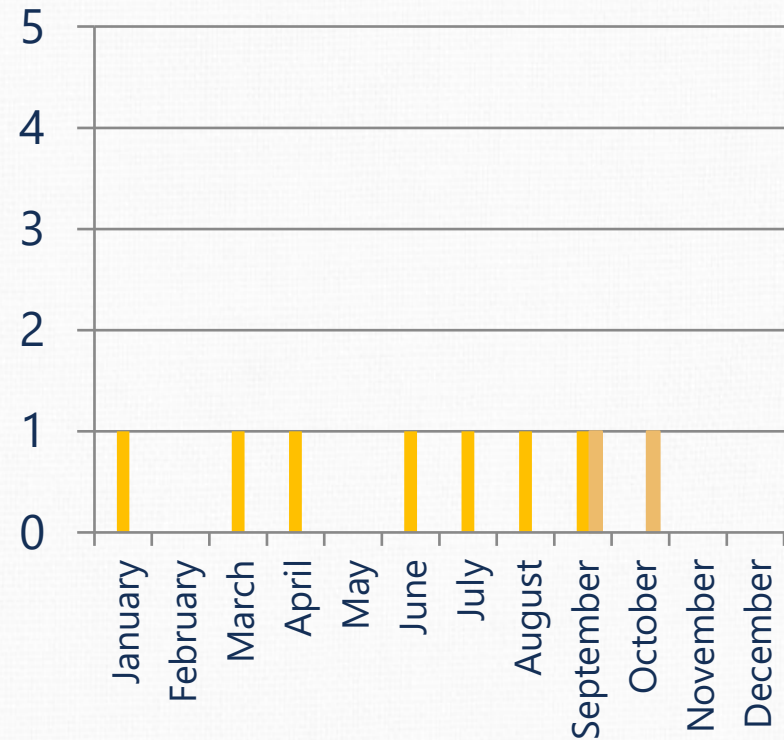
Disorderly Violations

2024 2023 2022

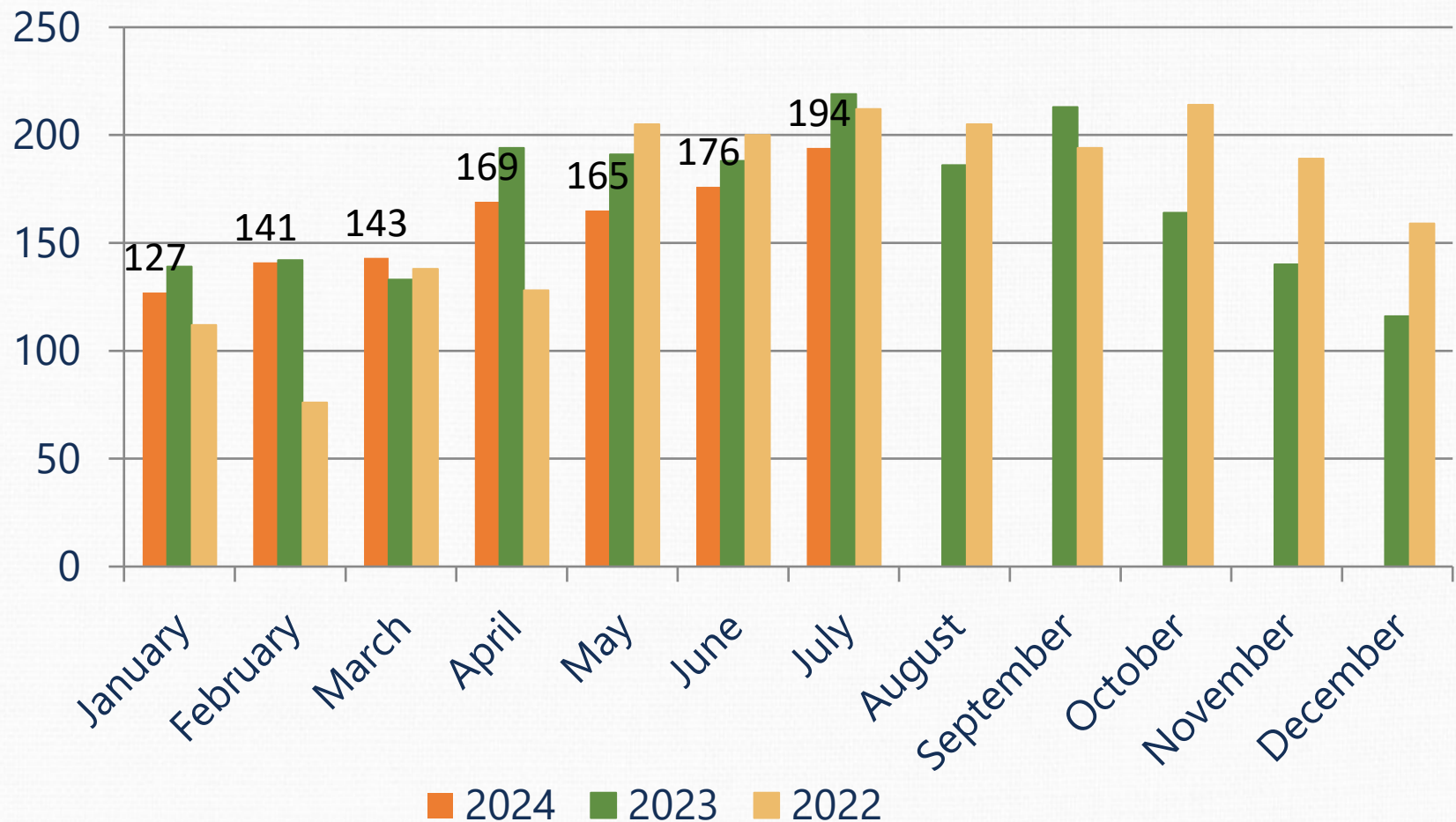


Nuisance Violations

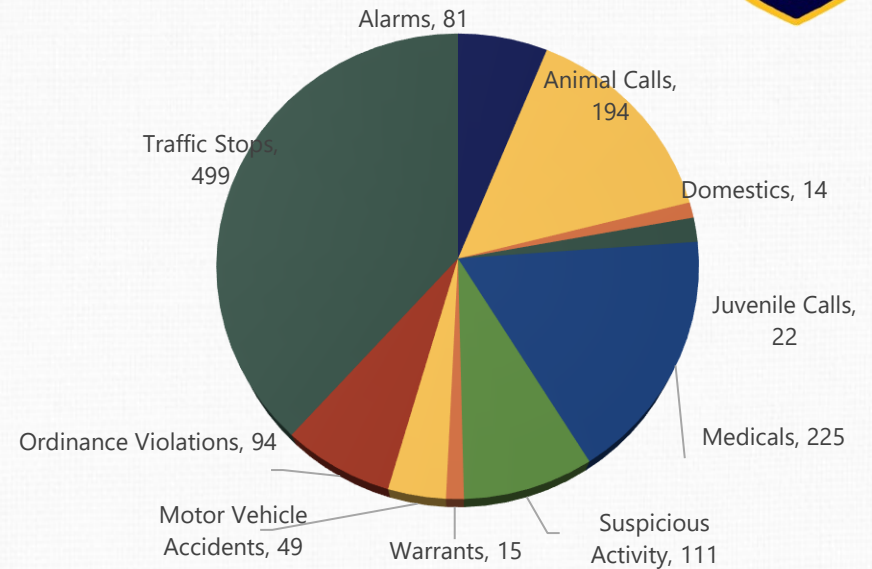
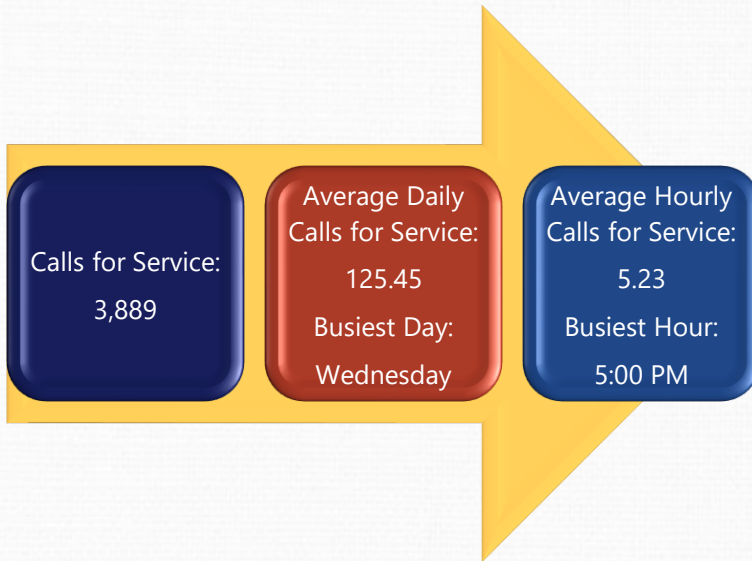
2024 2023 2022



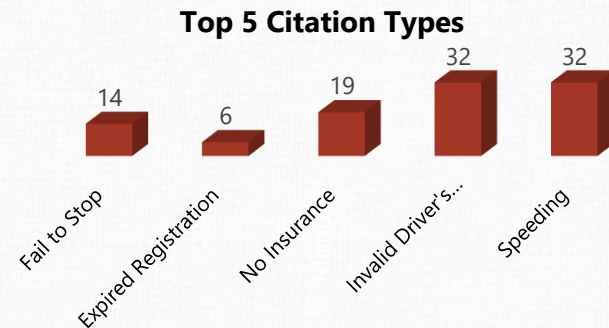
Animal Control Calls



Owatonna Police Department Crime Clock July 2024



The Owatonna Police Department issued a total of 168 citations and 348 warnings in July.



The above statistics are based on calls for service reports compiled monthly. Official crime data can be found in our [annual reports](#).



CITY OF
OWATONNA

Licenses Permits



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization JUAN VILLARREAL JR. MEMORIAL		Date of organization 05/20/2016	Tax exempt number 81-2759547
Organization Address (No PO Boxes) 400 WILLOW CREEK DRIVE	City OWATONNA	State Minnesota	Zip Code 55060
Name of person making application JESSICA WALERIUS		Business phone 507-456-1325	Home phone
Date(s) of event 09/07/2024	Type of organization ☐ Microdistillery ☐ Small Brewer ☐ Club ☒ Charitable ☐ Religious ☐ Other non-profit		
Organization officer's name AMY VILLARREAL	City OWATONNA	State Minnesota	Zip Code 55060
Organization officer's name MATT WALERIUS	City OWATONNA	State Minnesota	Zip Code 55060
Organization officer's name 	City 	State Minnesota	Zip Code

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

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
THE CINCINNATI SPECIALTY UNDERWRITERS INSURANCE COMPANY. POLICY # CSU0191922, LIQUOR LIABILITY LIMITS:
\$1,000,000 PER OCCURRENCE/\$1,000,000 AGGREGATE

APPROVAL

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

City or County approving the license

Date Approved

Fee Amount

Permit Date

Event in conjunction with a community festival ☐ Yes ☐ No

City or County E-mail Address

Current population of city

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

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

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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

EP-24-39

Events Permit

Application

Status: Active

Submitted On: 7/3/2024

Primary Location

No location

Applicant

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

Event Information**Event Name**

Fly-In / Drive-In Breakfast

Event Contact*

Corey Madrid

Location of Event*

Owatonna Airport

Sunday, 8/25/2024

7 am - noon. Set up begins Friday night at 6:00. Request use of airport hangar and parking lot as in previous years.

Description of Event* ?

Annual Fly-In / Drive-In French Toast Breakfast Fundraiser benefiting the Owatonna Composite Squadron Civil Air Patrol 501(c)(3) Non-profit.

Event Set Up Date

08/24/2024

Event Set Up Time* ?

1800-2100 Friday and 1000-1600
Saturday

Actual Event Date*

08/25/2024

Actual Event Time* ?

0700-1200 Sunday

Clean Up Date*

08/25/2024

Clean Up Time ?

1200-1700 Sunday

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

Canceled

Estimated Attendance* ?

500

Application Information

Sponsoring Organization Name*

Owatonna Composite Squadron Civil Air Patrol

Mailing Address*

3400 West Frontage Road

City*

Owatonna

State*

MN

Zip*

55060

Website Address*

<https://owatonna.cap.gov/>

Primary Contact

Name*

Corey Madrid

Phone Number*

507-210-4532

Cell Phone

Email Address*

cmadrid.cap@gmail.com

Primary On-site Contact

Name*

Corey Madrid

Cell Phone*

507-210-4532

Alternate On-site Contact

Name*

Alec Newbowers

Cell Phone*

507-676-3943

Refer Media or Citizen Inquiries To:

Name*

Gabriel Mitchell

Phone*

507-461-3933

Event Features

City Streets or Right-of-Way*

No

Alleys*

No

City Sidewalks or Trails*

No

Public Parking Lots or Spaces*

Yes

Start/End Time*

0600-1700

Date*

08/25/2024

Parks*

No

Will any signs/banners be put up?*

Yes

Number and Size*

200 qty 8.5x11"

Will there be any inflatables?*

No

Will there be entertainment?*

No

Will sound amplification be used?*

Yes

Type*

PA System

Hours*

0700-1300

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?*

Yes

How many vendors expected?*

1

Will food be prepared on site?*

Yes

Will alcohol be sold?*

No

Will this event require a Temporary Liquor Permit?*

No

Will there be a fireworks display?*

No

Describe power needs and location of power source*

50amp hookup inside hangar

Describe level of advertisement* ?

Web, social media, email, flyers

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

No

Will the event need cones?*

No

Will Central Park Stage be used?*

No

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

1 Additional dumpster pickup

Will event need traffic control?*

No

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

Car Parking and Flight-line coordination by trained personnel.

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?*

Parking and Flight-line Coordinators will conduct orderly exit of vehicles and aircraft.

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

Name*

Corey Madrid

Phone Number*

507-210-4532

Email*

cmadrid.cap@gmail.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*

✓ Alec Joseph Newbowers
Jul 3, 2024

Internal Use

🔒 Special Provisions

🔒 Fire Department Approval / Comments / Notes

No with no comment made.

🔒 Park & Rec. Department Approval / Comments / Notes

No P&R impact. Approve.

 Police Department Approval / Comments / Notes

Approved, no department impact.

 Public Works Department Approval / Comments / Notes

Approved. No impact to P.W.

 Building & Inspection

Approved with no comment made.

 Date to Council

- August 7th City Council Meeting.

 Council Notes

 Items Needed

Attachments

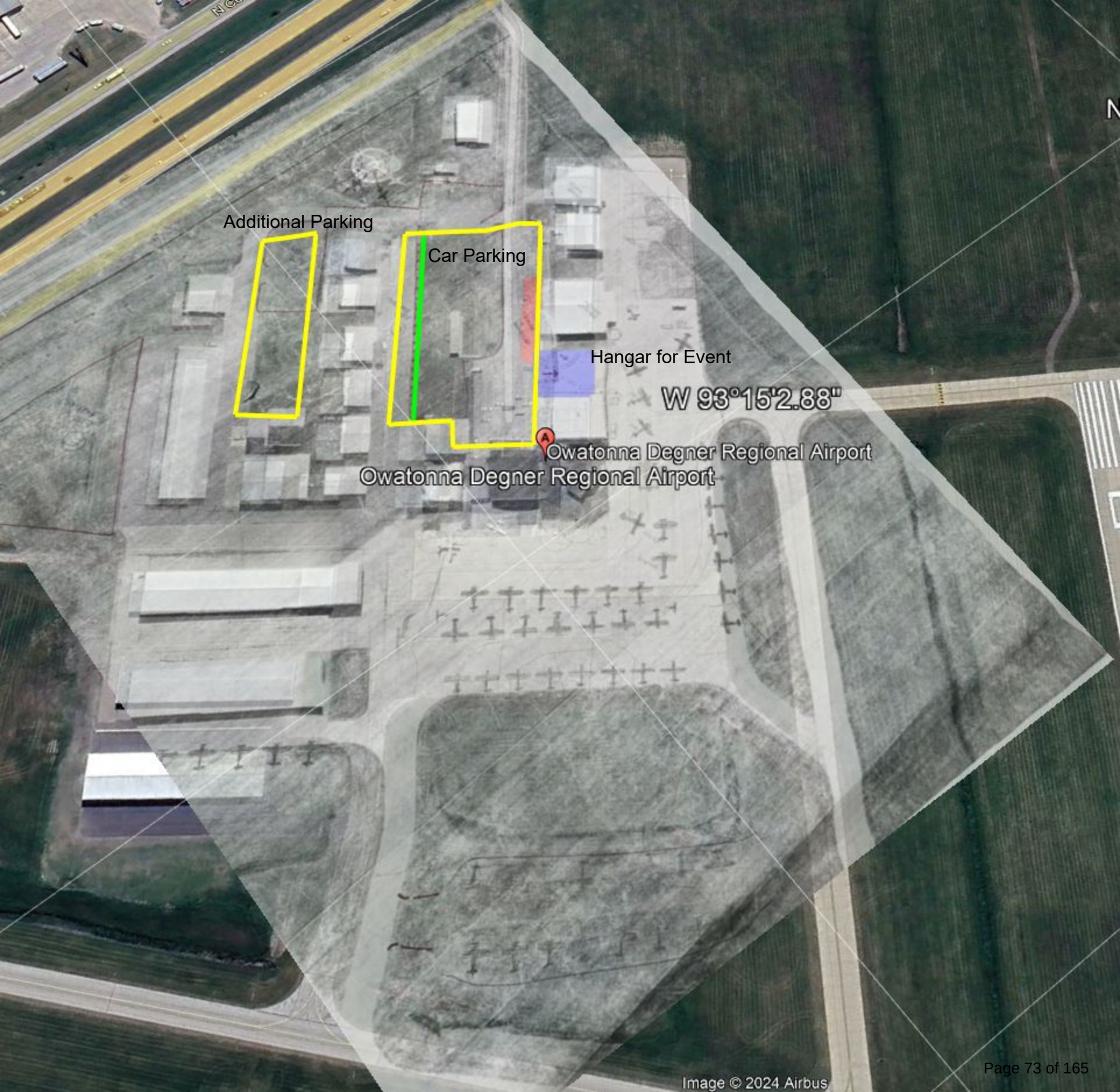


Site Plan
Breakfast Site Plan to City.pdf
Uploaded by Alec Newbowers on Jul 3, 2024 at 3:08 PM

REQUIRED



Breakfast Plan.kmz
Breakfast Plan.kmz
Uploaded by Alec Newbowers on Jul 3, 2024 at 3:09 PM



Additional Parking

Car Parking

Hangar for Event

W 93°15'2.88"

Owatonna Degner Regional Airport

Food Prep Area

Admission Table

General Seating

Silent Auction Area

RC Flyer Club Displays and additional seating

EP-24-45

Events Permit

Application

Status: Active

Submitted On: 8/1/2024

Primary Location

No location

Applicant

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

Event Information

Similar to previous months but also includes portion of W Broadway for a car show. Set up begin at 1:00 pm and should be cleared by 10:00 pm. Asking for: Streets (N Cedar Ave, E & W Park Square, E & W Broadway); Central Park, 15 large barricades, 99 large cones, 20 picnic tables, No Parking signs.

Event Name

Downtown Thursday

Event Contact*

Lisa Cochran

Location of Event*

Downtown Owatonna - 100, 200, 300 blocks of N Cedar Ave, Central Park, E. Broadway St and W Broadway St, Pearl St, Vine St

Description of Event* ?

Downtown Event with food trucks, entertainment, vendors and more

Event Set Up Date

09/05/2024

Event Set Up Time* ?

1:00pm

Actual Event Date*

09/05/2024

Actual Event Time* ?

5:00pm

Clean Up Date*

09/05/2024

Clean Up Time ?

10:00pm

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

Canceled

Estimated Attendance* ?

5000

Application Information

Sponsoring Organization Name*

Main Street Owatonna

Mailing Address*

120 S Oak Ave

City*

Owatonna

State*

MN

Zip*

55060

Website Address*

owatonna.org

Primary Contact

Name*

Lisa Cochran

Phone Number*

507-451-7970

Cell Phone

507-475-3451

Email Address*

lcochran@owatonna.org

Primary On-site Contact

Name*

Lisa Cochran

Cell Phone*

507-475-3451

Alternate On-site Contact

Name*

Brad Meier

Cell Phone*

507-475-0687

Refer Media or Citizen Inquiries To:

Name*

Lisa Cochran

Phone*

507-475-3451

Event Features

City Streets or Right-of-Way*

Yes

Start/End Time*

1:00pm-10:00pm

Date*

09/05/2024

Name of Requested Street(s)*

N Cedar Ave, E and W Park Square, E and W Broadway

Alleys*

Yes

Start/End Time*

1:00pm-10:00pm

Date*

09/05/2024

Name of Requested Alley(s)*

Along Cedar Ave, nothing special, just for people to sit, like normal

City Sidewalks or Trails*

Yes

Start/End Time*

1:00pm-10:00pm

Date*

09/05/2024

Public Parking Lots or Spaces*

Yes

Start/End Time*

1:00pm-10:00pm

Date*

09/05/2024

Parks*

Yes

Start/End Time*

1:00pm-10:00pm

Date*

09/05/2024

Name of Requested Park(s)*

Central Park

Will any signs/banners be put up?*

Yes

Number and Size*

Between 12-24, 18inches x 24 inches, with some larger in the band shells and in the park

Will there be any inflatables?*

Yes

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

Will there be entertainment?*

Yes

What Type*

music and activities

Will sound amplification be used?*

Yes

Type*

whatever the band uses

Hours*

5:00pm-9:00pm

Will sound be amplified after 10:00pm?*

No

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

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

Yes

Dimensions*

10x10's, 10x20's

Fees may apply. No staking without approval.

Will there be temporary fencing?* 

No

Will merchandise/food items be sold?*

Yes

How many vendors expected?*

100

Will food be prepared on site?*

Yes

Will alcohol be sold?*

Yes

Who will be providing the liquor license?*

The participating businesses with a catering license

Is this a caterer with an alcohol endorsement on their license?*

Yes

Will this event require a Temporary Liquor Permit?*

No

Additional documentation and fees are required

Will there be a fireworks display?*

No

Describe power needs and location of power source*

The power outlets in Central Park and along N Cedar Ave all will be in use, please make sure they are working.

Describe level of advertisement* ?

Radio, print, social media, posters

Have adjacent property owners been notified of this event?*

Yes

Signatures required.

Will the event need barricade(s)?

Number Needed

Yes

15

Size Needed*

Large

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

Will the event need cones?*

Number Needed*

Yes

99

Size Needed*

Large

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

Will Central Park Stage be used?*

Number Needed*

Yes

1

Will there be any horses?*

Number Animals Anticipating*

Yes

2

How will horses be used?*

They will be in a vendor spot so attendees can pet them, in a fenced area

Please provide insurance information and complete Hold Harmless Agreement

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



Monte Mowry

Aug 1, 2024

Describe trash removal and cleanup plan during and after event*

Even more extra trash receptacles are donated, volunteers clean up trash, vendors are responsible for their own trash

Will event need traffic control?*

No

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

Bull horn to yell at people that are not following the rules along with the sound system on the stages, golf cart to get from one place to another quickly if needed, volunteers aware they may need to assist if needed. This has not been an issue in the past

Will "No Parking" signs be needed?*

Number Needed*

Yes

140

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

Will event need security?*

Will event need Emergency Medical Services?*

No

No

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

Decision will be made by 11am the day of the event. Posted on socail media, emails sent out, announced on radio

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

Name*

Lisa Cochran

Phone Number*

507-475-3451

Email*

lcochran@owatonna.org

List any other pertinent information

We will need picnic tables delivered along N Cedar Ave, please. They can be placed in the alleyways in 100, 200, 300 blocks of N Cedar. We will need 12 in the 300 block, 8 in the 200 and 100 blocks. Possibly more in Central Park - we can play it by ear the closer we get to knowing what the weather may be. No Parking signs to be placed 24 hours before event set-up at 1:00pm on Thursday. **Please have all the power outlets checked before each event in Central Park and along Cedar Ave.** Extra patrols are always appreciated. Main Street appreciates the relationship we have with the City of Owatonna and its entities and we do not take the time and no charge for items for granted. We will acknowledge the City of Owatonna as one of our sponsors and they will be recognized on all types of promotions. Our goal is to have a successful and safe event in Downtown Owatonna.

We will be having a car show like we did last September. The 100 block of E. Broadway, between Federated and Jostens will be blocked off entirely for classic cars. This worked well last year since there are not retail spaces there, Jostens employees park in the parking lot off Elm and Federated employees have some other options for parking as well. We will need additional No Parking signs along that portion of the street. People will still have access to the drive-thru at Wells Fargo Bank and they will be directed north into a parking lot and then can exit either on Vine St or Elm St. We have worked with the bank to have this be a viable solution.

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

Central Park Stage Usage Information

Time*

2:00pm

Open*

2:00pm

Close*

10:00pm

Sound or Light Person Needed*

No

Size of Group that will be on stage*

7

Type of Group* ?

musical, band

Name of Person that will be Opening and Closing ?
of Stage*

Brad Meier or Lisa Cochran

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

Applicant Signature

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

Signature of Applicant*

✓ Lisa M Cochran
Aug 1, 2024

Internal Use

🔒 Special Provisions

🔒 Fire Department Approval / Comments / Notes

Approve, no comment made.

🔒 Park & Rec. Department Approval / Comments / Notes

Approval in process as previous comment...We have discussed with Lisa the need for a Certificate of Insurance for the horses and any inflatables. Inflatables and tents are requested to be held down with weights rather than staked, due to the irrigation lines at Central Park. Horse pooper scoopers are needed as well. :)

Police Department Approval / Comments / Notes

approval in process, previous comment....Two officers will be assigned OT to cover the event. A \$500 budget impact. Police bikes are not recommended due to the pedestrian congestion.

Public Works Department Approval / Comments / Notes

Approved. Please call 507-456-5028 2 days in advance of event.

Building & Inspection

Approved, no comment made.

Date to Council

– Auust 7, 2024 - Consent Agenda Item

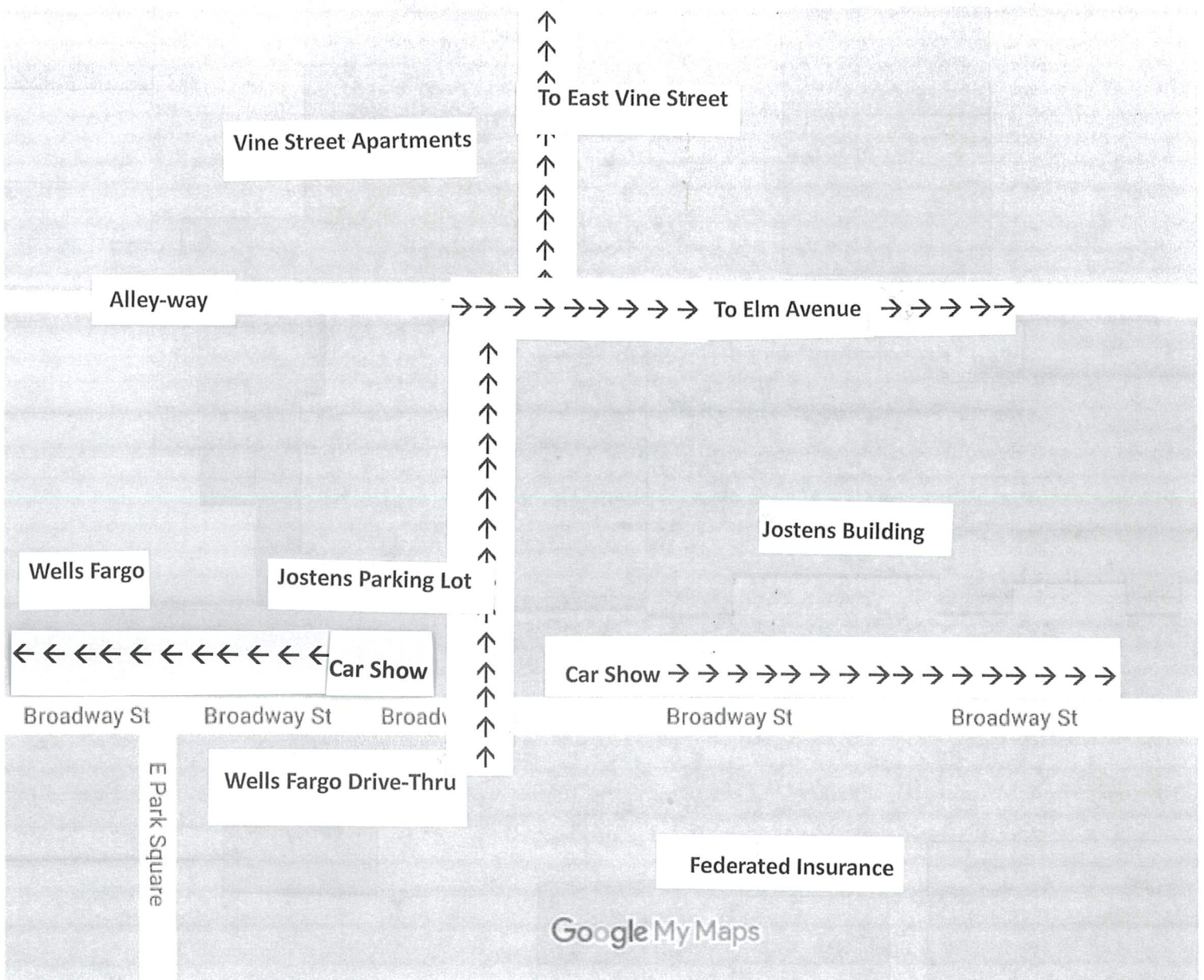
Council Notes

Items Needed

Attachments

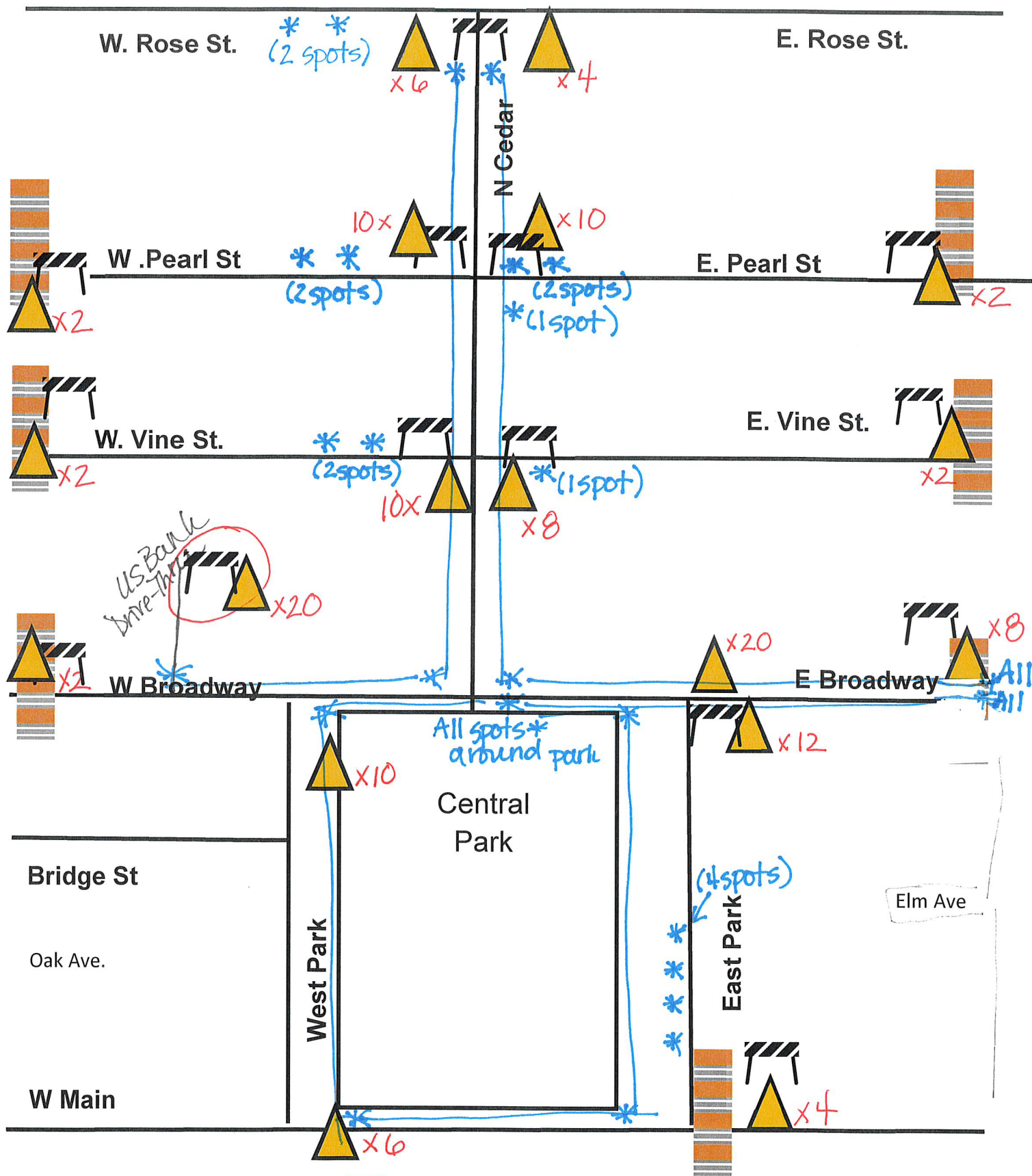
	Site Plan Street map for city.pdf Uploaded by Lisa Cochran on Aug 1, 2024 at 10:39 AM	REQUIRED
---	--	-----------------

	Map for car show.pdf Map for car show.pdf Uploaded by Lisa Cochran on Aug 1, 2024 at 10:40 AM
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Street plan for Downtown Thursday, September 5th, 2024

As a special part of our last Downtown Thursday of 2024, there will be a Car Show on East Broadway from Cedar Ave to Elm Avenue. Cars will arrive around 3:00pm, so if the parking spaces could be cleared at the same time the spots on E Park Square, 2:00pm, that would be much appreciated. We will keep access to the Drive-Thru at Wells Fargo open the entire time. After 5:00pm, cars will be directed to cross Broadway Street through the Jostens Parking lot and the Vine Street Apartment lot and exit either via Elm Avenue or Vine Street. There will be signs and volunteers showing drivers where to go. This car show is a fund raiser for Steele County Relay for Life. Any questions regarding the Car Show *only* should be directed to Mike Lawson at Ron's Repair. Any other questions should be directed to Lisa Cochran, Main Street Director. We are excited to share a new experience with our Downtown Thursday attendees and hope you and your staff will join us Thursday, September 5th from 5:00pm-9:00pm! See ya Downtown!



 = barricades or road closed
  = road closed ahead
  = cones
 * = No Parking

Downtown Thursday September 5th, 2024

EP-24-44

Events Permit

Application

Status: Active

Submitted On: 7/23/2024

Primary Location

No location

Applicant

 Julia Seykora
 320-293-3662
 jseykora@owatonna.org
 717 S. Elm Ave.
Owatonna, Minnesota 55060

Event Information**Event Name**

Meet on the Field! Soccer Game for
Welcome Week

Event Contact*

Julia Seykora, OHRC Commissioner

Location of Event*

Daikin Field

Saturday, September 7 from 5 pm - 7:30 pm A soccer game at
Daiken Park - Event within the park, soccer field reserved,
needing Event Permit as food vendor will be participating within
the park.

Description of Event* ?

Family firendly adult soccer game and food truck

Event Set Up Date

09/07/2024

Event Set Up Time* ?

4:00pm

Actual Event Date*

09/07/2024

Actual Event Time* ?

5:00pm to 7:30pm

Clean Up Date*

09/07/2024

Clean Up Time ?

7:30pm

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

Canceled

Estimated Attendance* ?

50

Application Information

Sponsoring Organization Name*

Human Rights Commission

Mailing Address*

540 W Hills Circle

City*

Owatonna

State*

MN

Zip*

55060

Website Address*

www.owatonna.gov

Primary Contact

Name*

Julia Seykora

Phone Number*

3202933662

Cell Phone

3202933662

Email Address*

jseykora@owatonna.org

Primary On-site Contact

Name*

Julia Seykora

Cell Phone*

3202933662

Alternate On-site Contact

Name*

Jessica Bjore

Cell Phone*

612-616-8053

Refer Media or Citizen Inquiries To:

Name*

Julia Seykora

Phone*

3202933662

Event Features

City Streets or Right-of-Way*

No

Alleys*

No

City Sidewalks or Trails*

No

Public Parking Lots or Spaces*

No

Parks*

No

Will any signs/banners be put up?*

Yes

Number and Size*

TBA On-site only

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?*

Yes

How many vendors expected?*

1

Will food be prepared on site?*

Yes

Will alcohol be sold?*

No

Will this event require a Temporary Liquor Permit?*

No

Will there be a fireworks display?*

No

Describe power needs and location of power source*

No power needed. A generator will be used for the food truck

Describe level of advertisement* ?

flyers, social media, email blasts, newspaper, radio and websites.

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

—

Will the event need cones?*

No

Will Central Park Stage be used?*

No

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

HRC will clear all trash and take off the property. (Unless other options are available)

Will event need traffic control?*

No

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

HRC and volunteers to regulate

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?*

Cancel and take cover by leaving the premises.

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

Name*

Julia Seykora

Phone Number*

3202933662

Email*

jseykora@owatonna.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*

✓ Julia J Seykora
Jul 23, 2024

Internal Use

Special Provisions

Event within city park area but file as an Event Permit to authorize Food Truck within the park during the activity.

Fire Department Approval / Comments / Notes

Approved no comment made.

Park & Rec. Department Approval / Comments / Notes

Approve. NO staked signage, due to irrigation lines. Fields have been reserved.

Police Department Approval / Comments / Notes

Approved no comment made.

Public Works Department Approval / Comments / Notes

Approved, nothing requested from Public works.

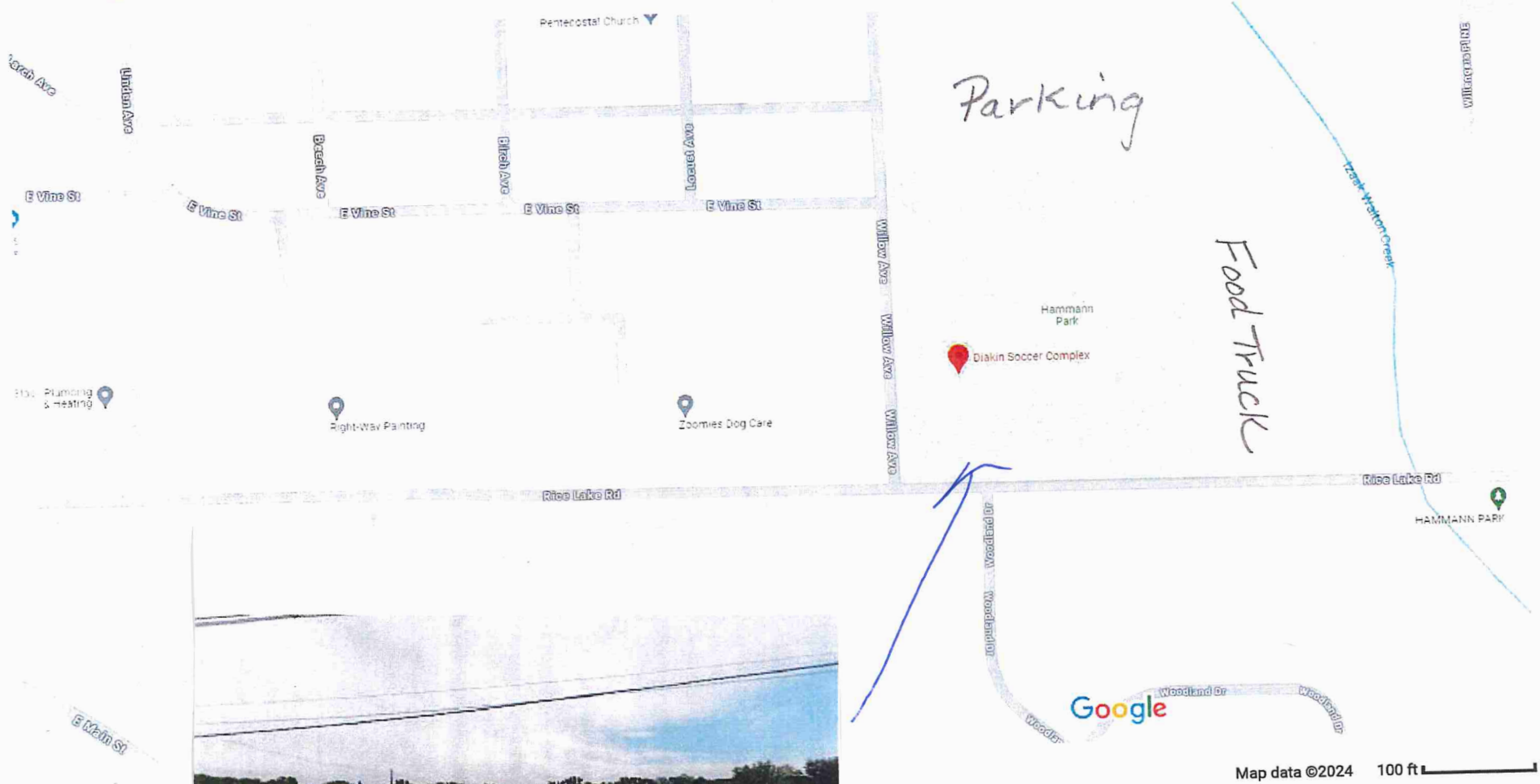
Building & Inspection

Approved.

Date to Council

- Council Consent Agenda - August 7th.

Google Maps Diakin Soccer Complex



Diakin Soccer Complex

1100 Rice Lake Rd, Owatonna, MN 55060

EP-24-43

Events Permit

Application

Status: Active

Submitted On: 7/19/2024

Primary Location

No location

Applicant Allison Chamberlin 507-456-8313 arabrahams@hotmail.com 785 Churchill Dr
Owatonna, MN 55060-4414

Event Information**Event Name**

Block Party

Event Contact*

Allison Chamberlin

Location of Event*

785 Churchill Dr

Churchill/Truman Ave Residents.

Request 6 large cones to block road at south entrance to Churchill Dr from Truman Ave and at the middle of Churchill Dr as in previous years.

Description of Event* ?

Block Party for Churchill and Truman Ave residents

Event Set Up Date

09/14/2024

Event Set Up Time* ?

12:00

Actual Event Date*

09/14/2024

Actual Event Time* ?

5:00

Clean Up Date*

09/15/2024

Clean Up Time ?

10:00

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

Canceled

Estimated Attendance* ?

50

Application Information

Sponsoring Organization Name*

Allison & Jeremy Chamberlin

Mailing Address*

785 Churchill Dr

City*

Owatonna

State*

MN

Zip*

55060

Website Address*

NA

Primary Contact

Name*

Allison Chamberlin

Phone Number*

5074568313

Cell Phone

Email Address*

arabrahams@hotmail.com

Primary On-site Contact

Name*

Allison

Cell Phone*

5074568313

Alternate On-site Contact

Name*

Dale Phiefter

Cell Phone*

507.456.2987

Refer Media or Citizen Inquiries To:

Name*

NA

Phone*

NA

Event Features

City Streets or Right-of-Way*

Yes

Start/End Time*

5:00

Date*

09/14/2024

Name of Requested Street(s)*

Churchill Dr

Alleys*

No

City Sidewalks or Trails*

No

Public Parking Lots or Spaces*

No

Parks*

No

Will any signs/banners be put up?*

No

Will there be any inflatables?*

No

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

Will this event require a Temporary Liquor Permit?*

No

Will there be a fireworks display?*

No

Describe power needs and location of power source*

Provided by homeowners

Describe level of advertisement* ?

Invites given to residents

Have adjacent property owners been notified of this event?*

Yes

Signatures required.

Will the event need barricade(s)?

No

Will the event need cones?*

Yes

Number Needed*

6

Size Needed*

Large

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

Will Central Park Stage be used?*

No

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

provided by hosts

Will event need traffic control?*

No

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

small event, crowd control not needed

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 go home

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

Name*

Allison Chamberlin

Phone Number*

507.456.8313

Email*

arabrahams@hotmail.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*

✓ Allison Chamberlin
Jul 19, 2024

Internal Use

🔒 Special Provisions

Police Department - Approve, no comment.

Public Works: Approved. call two days in advance to schedule pickup of cones. 507-456-5028

🔒 Fire Department Approval / Comments / Notes

Approved, no comment.

🔒 Park & Rec. Department Approval / Comments / Notes

Approved, no department impact.

2024 Churchill/Truman Block Party

Date: July 19, 2024

Honorable Mayor and City Council of Owatonna,

We would once again like to have your permission to have a block party on Churchill Drive this **September 14th** from 5 pm to 11:30 pm.

We will be inviting all families on Churchill Drive and all Truman families between the South side of 18th st and North side of 22nd st with driveways on Truman.

The details of the party are outlined in the Event Permit Application filed with the city.

We plan to place removeable orange cones at the South entrance and middle of Churchill Drive as we have done in the past. (see drawing below)

See attached invitation for details on the party. The Honorable Mayor and Council members should consider themselves honorary guests of this event.



Thank you,

Allison & Jeremy Chamberlin
785 Churchill Drive
Owatonna, MN 55060
507.456.8313



Churchill – Truman Block Party

Saturday - September 14th 2024

5 PM – 11:30 PM

**Location: In the street & in the garage at
785 Churchill DR**

Tables will be set up. The Street will be blocked off.
In the event of rain, we will move into the garage and under tents

We provide...

- Grills to cook your own meat on
- Tables and chairs (in street)
- Paper plates, utensils and condiments
- Updated copies of the Churchill/Truman directory
- Fire-pit social event – 9:00 pm (bring your chair)
- Name Tags
- Yard Games

You should....

- RSVP (see form attached) to let us know you plan to attend, how many and the type of dish you will be bringing
- Pickup an updated Truman/Churchill directory at the party
- Bring your own meat to grill
- Bring a dish to pass – Appetizer, Salad, Dessert or Chips/Snacks
(outlets available for crockpots)
- Bring your own beverages to drink
- Bring your chair for extra seating
- Be prepared to meet your neighbors and have fun

The 2024 planning committee:

Chamberlin's
785 Churchill

Baumgartner's
779 Churchill

Phiefer's
720 Churchill

Mcnutt's
793 Churchill

Phillip's
701 Churchill

EP-24-37

Events Permit

Application

Status: Active

Submitted On: 6/28/2024

Primary Location

No location

Applicant

Casie DeVos



507-363-1287



cdevos@isd761.org



1455 SE 18th St.

Owatonna, MN 55060

Event Information**Event Name**

Homecoming Parade 2024

Event Contact*

Casie DeVos

Location of Event*

N Cedar Owatonna

Homecoming Parade - Friday, October 4th. Parade starts at 1:30 pm at corner of Broadway & Grove with setup beginning at 11:00 am. Asking for use of streets (map attached), 25 medium barricades and 100 small cones, "No Parking" signs along parade route, crowd assistance on Broadway as parade turns north on Cedar Avenue.

Description of Event* ?

Homecoming parade

Event Set Up Date

10/04/2024

Event Set Up Time* ?

11:00 am

Actual Event Date*

10/04/2024

Actual Event Time* ?

1:30 pm

Clean Up Date*

10/04/2024

Clean Up Time ?

3:00 pm

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

Canceled

Estimated Attendance* ?

3500

Application Information

Sponsoring Organization Name*

OHS Student Council

Mailing Address*

1455 SE 18th St

City*

Owatonna

State*

MN

Zip*

55060

Website Address*

www.isd761.org

Primary Contact

Name*

Casie DeVos

Phone Number*

507-444-8859

Cell Phone

507-363-1287

Email Address*

cdevos@isd761.org

Primary On-site Contact

Name*

Casie DeVos

Cell Phone*

507-363-1287

Alternate On-site Contact

Name*

Michaela Kruger

Cell Phone*

507-456-5477

Refer Media or Citizen Inquiries To:

Name*

Casie DeVos

Phone*

507-363-1287

Event Features

City Streets or Right-of-Way*

Yes

Start/End Time*

1:00 pm

Date*

10/04/2024

Name of Requested Street(s)*

N Cedar Ave, Broadway--I can send map. Also closing South Grove Ave Starting at Porspect street would keep our parade line up safe. Last year, cars were flying down that road right past the hayracks.

Alleys*

Yes

Start/End Time*

1:00-3:00 pm

Date*

10/04/2024

Name of Requested Alley(s)*

Any along the parade route. Included in map

City Sidewalks or Trails*

No

Public Parking Lots or Spaces*

Yes

Start/End Time*

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

Date*

10/04/2024

Parks*

No

Will any signs/banners be put up?*

No

Will there be any inflatables?*

No

Will there be entertainment?*

No

Will sound amplification be used?*

No

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

No

Will there be temporary fencing?* 

Yes

Dimensions*

The corner of Wells Fargo

Will merchandise/food items be sold?*

No

Will food be prepared on site?*

No

Will alcohol be sold?*

No

Will this event require a Temporary Liquor Permit?*

No

Will there be a fireworks display?*

No

Describe power needs and location of power source*

Not applicable

Describe level of advertisement* ?

Emails, Radio, newspaper, website, social media

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

Yes

Number Needed

25

Size Needed*

Medium

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

Will the event need cones?*

Yes

Number Needed*

100

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*

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

Will event need traffic control?*

Yes

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

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

The parade crew and Owatonna Business Community, along with ISD 762 staff will all be at the parade in shirts to ensure safety, as well.

Will "No Parking" signs be needed?*

Yes

Number Needed*

30

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

Will event need security?*

Yes

Will event need Emergency Medical Services?*

No

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

The parade will be canceled.

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

Name*

Casie DeVos

Phone Number*

507-363-1287

Email*

cdevos@isd761.org

List any other pertinent information

Last year, I thought the parade was great except for parade line up and cars were flying by. If we could close that street, it would be helpful. The line up comes from Livestock Lane SE on to Austin Rd and then onto South Grove Ave and stops in front of the new district office. If South Grove could be closed from 12:00-1:30, it would be super helpful. Meaning that cars from Prospect st. University, Phelps, etc. would not be able to turn onto that road.

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*

✓ Casie DeVos
Jun 28, 2024

Internal Use

🔒 Special Provisions

🔒 Fire Department Approval / Comments / Notes

Approved, no comment.

🔒 Park & Rec. Department Approval / Comments / Notes

Approved. No P&R impact.

🔒 Police Department Approval / Comments / Notes

Approved, request a planning meeting as we get closer to the parade date.

🔒 Public Works Department Approval / Comments / Notes

Approved will set up road closed and cones along the edge of the road as done in past years

🔒 Building & Inspection

Approved with no comment.

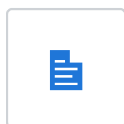
🔒 Date to Council

– Consent Agenda Item, August 7th Meeting.

🔒 Council Notes

🔒 Items Needed

Attachments



Site Plan

2024 Parade Info for City.pdf

Uploaded by Casie DeVos on Jun 28, 2024 at 1:58 PM

REQUIRED



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

Graphic 2: Barriers Noted:

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

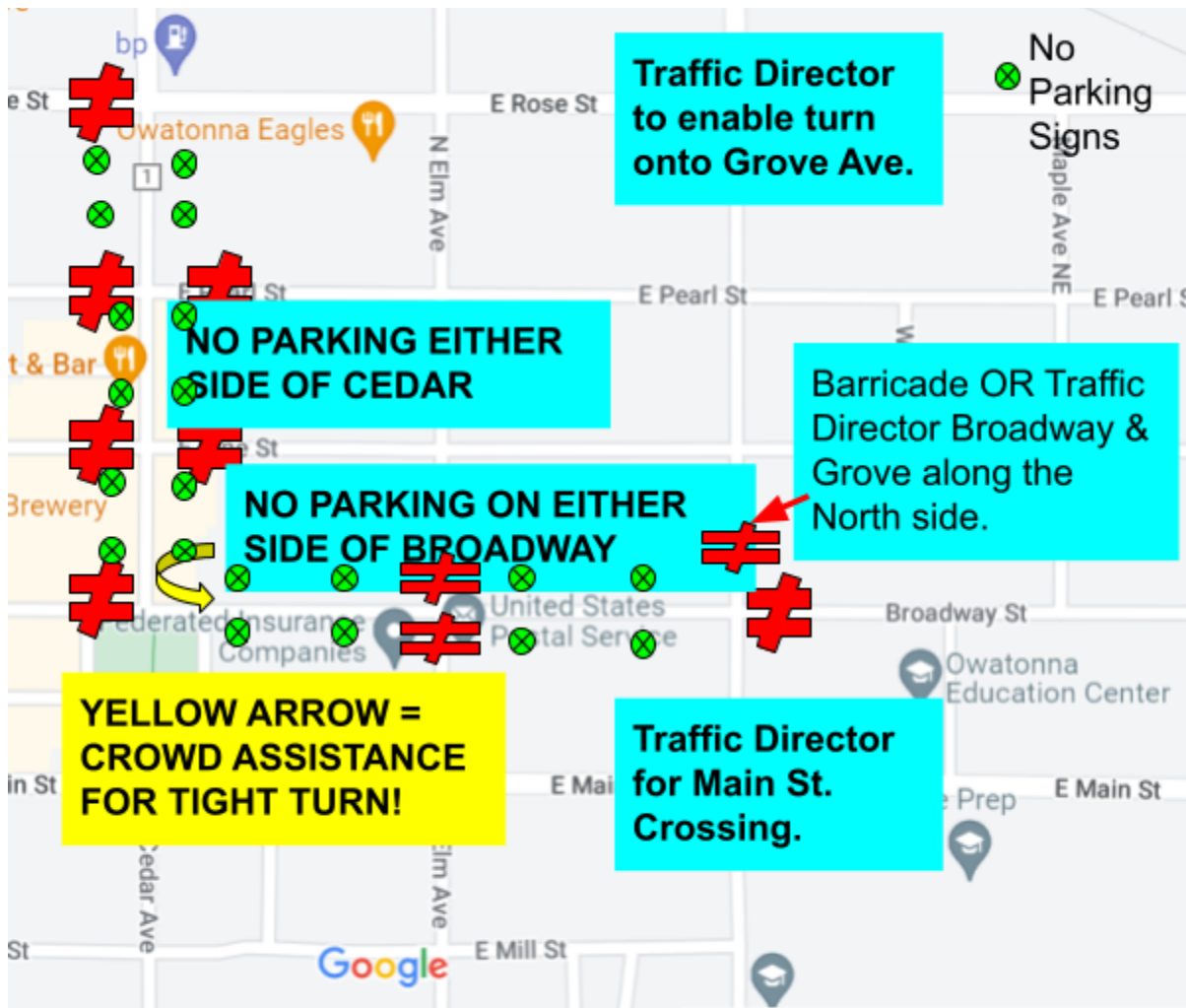
Main Street assistance needed to cross

Barricades on

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

Crowd barrier for:

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





Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
MSB, LLC		June 2018			
Organization Address (No PO Boxes)		City	State	Zip Code	
111 Walnut Ave		Owatonna	MN	55060	
Name of person making application		Business phone		Home phone	
Bill Cronin		507-413-6281			
Date(s) of event		Type of organization ☐ Microdistillery ☒ Small Brewer			
September 5, 2024		☐ Club ☐ Charitable ☐ Religious ☐ Other non-profit			
Organization officer's name		City	State	Zip Code	
Bill Cronin - President		Owatonna	MN	55060	
Organization officer's name		City	State	Zip Code	
			MN		
Organization officer's name		City	State	Zip Code	
			MN		

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

Downtown Owatonna - Positioned per event coordinator, Main Street Director, Lisa Cochran in the downtown corridor, during the September "Downtown Thursday" event.

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

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

Cincinnati Pol# ETD0503616; \$1M limit

APPROVAL

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

Owatonna	
City or County approving the license	Date Approved
\$50.00	September 5, 2024
Fee Amount	Permit Date
Event in conjunction with a community festival ☒ Yes ☐ No	jeanette.clawson@owatonna.gov
26,647 - Downtown Thursday Event - September 2024	City or County E-mail Address
Current population of city	
Kris M. Busse, City Administrator	
Please Print Name of City Clerk or County Official	Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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

EP-24-46

Events Permit

Application

Status: Active

Submitted On: 8/4/2024

Primary Location

No location

Applicant Liane Peterson 507-456-3267 lpeters91453@gmail.com 335 Pylor Place NW
Owatonna, MN 55060

Event Information**Event Name**MNSnap Low Income Spay/Neuter
Clinic**Event Contact***

Liane Peterson

2 dates - Sunday, August 25
Sunday, September 22**Location of Event***

Request use of city facility as in previous clinics.

1100 Industrial Road

Description of Event* ?

Low income Spay/neuter clinic for people with animals and want to take proper care of them but are in limited budget. Also helps cut down on strays and overpopulation.

Event Set Up Date

08/05/2024

Event Set Up Time* ?

7 AM

Actual Event Date*

08/25/2024 and 9/22/2024

Actual Event Time* ?

7 AM to 5 PM

Clean Up Date*

08/25/2024

Clean Up Time ?

5 PM

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

Canceled

Estimated Attendance* ?

7

Application Information

Sponsoring Organization Name*

Steele County Humane Society

Mailing Address*

PO Box 220

City*

Owatonna

State*

MN

Zip*

55069

Website Address*

steelecountyhumanesociety.net

Primary Contact

Name*

Liane Peterson

Phone Number*

507-451-4397

Cell Phone

507-456-3267

Email Address*

lpeters91453@gmail.com

Primary On-site Contact

Name*

Liane Peterson

Cell Phone*

507-456-3267

Alternate On-site Contact

Name*

Diane Nagel

Cell Phone*

507-475-4590

Refer Media or Citizen Inquiries To:

Name*

Liane Peterson

Phone*

507-456-3267

Event Features

City Streets or Right-of-Way*

No

Alleys*

No

City Sidewalks or Trails*

No

Public Parking Lots or Spaces*

No

Parks*

No

Will any signs/banners be put up?*

Yes

Number and Size*

2 - 5" by 3'

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

Will this event require a Temporary Liquor Permit?*

No

Will there be a fireworks display?*

No

Describe power needs and location of power source*

Van will plug into electrical hook up at shop that was installed for this purpose

Describe level of advertisement* ?

Paper, flyers and radio

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

No

Will the event need cones?*

No

Will Central Park Stage be used?*

No

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

Everything is wiped down and stacked (tables & chairs) and all garbage is collected and put in cans

Will event need traffic control?*

No

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

Not issue - drop off service event

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?*

If bad weather event will be cancelled

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

Name*

Liane Peterson

Phone Number*

507-456-3267

Email*

lpeters91453@gmail.com

List any other pertinent information

Am so sorry to have to ask again but evidently will not be ready at shelter as thought. Getting there but will not be ready for this. I am looking at 8/25 and 9/22. Did not know how to do multiple dates. Thank you so much for all you do to help

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*

✓ Liane Peterson
Aug 4, 2024

Internal Use

🔒 **Special Provisions**

Date to Council - August 7, 2024

🔒 **Fire Department Approval / Comments / Notes**

Approved, no comment.

🔒 **Park & Rec. Department Approval / Comments / Notes**

Approved. Please contact Jesse Wilker - 507-456-3090 to pick up and return key.

🔒 **Police Department Approval / Comments / Notes**

Approve, no impact on PD.

🔒 **Public Works Department Approval / Comments / Notes**

Approved, no impact to PW.

🔒 **Building & Inspection**

Approved, no comment.



CITY OF
OWATONNA

Miscellaneous

RECAP:

\$	36,971.46	AvFuel Corp - Airport fuel for resale
	30,978.65	AvFuel Corp - Airport fuel for resale
	71,890.47	Crane Creek Asphalt - asphalt
	197,885.75	First American Title Insurance - 129 W Vine St - parking lot purchase
	39,000.00	Integrated Process Solutions - WWTP PLC & OIT hardware
	65,938.56	Owatonna Area Chamber of Commerce -
		- May 2024 lodging tax - \$25,938.56
		- 2nd half Main St contract \$25,000.00 & Econ Development Svces \$15,000.00
	48,693.87	Owatonna Motor Company
		- Engineering 2024 Jeep Grand Cherokee - \$44,455.53
		- Repairs/parts \$4,238.34
	143,942.22	Southeast Service Cooperative - July 2024 health ins premiums
	26,168.39	US Bank - Entire organization monthly credit card purchases June-July 2024
	43,695.00	WHKS & Co - Owatonna Climate Resiliency Plan Pro - svces April 27-June 28, 2024
	<u>373,890.84</u>	OTHER EXPENDITURES
\$	1,079,055.21	SUBTOTAL
	<u>96,419.90</u>	HRA HOUSING ASSISTANCE PAYMENTS
\$	<u><u>1,175,475.11</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					
378994	07/20/24	AVFUEL CORPORATION	30,978.65	R	ACH
378995	07/20/24	CLOVER CONNECT	1,450.89	R	Wire Transfer
378996	07/20/24	GLOBAL PAYMENTS INTEGRATED	6,424.71	R	Wire Transfer
378997	07/20/24	MN DEPT OF LABOR AND INDUSTRY	1,772.36	R	Wire Transfer
378998	07/20/24	MN DEPT OF REVENUE	13,026.23	R	Wire Transfer
378999	07/20/24	PAYMENTECH	110.02	R	Wire Transfer
379000	07/20/24	SOUTHEAST SERVICE COOPERATIVE	143,942.22	R	Wire Transfer
379001	07/20/24	STEELE COUNTY TREASURER	10,425.74	0	Regular
379002	07/20/24	SYNCHRONY BANK	930.40	0	Regular
379003	07/20/24	SYNCHRONY BANK - LOWE'S	3,075.26	0	Regular
379004	07/20/24	T-MOBILE	1,718.28	0	Regular
379005	07/20/24	US BANK	26,168.39	R	Wire Transfer
379006	07/20/24	VERIZON WIRELESS	2,242.02	0	Regular
379007	07/20/24	WEX BANK	1,637.75	R	Wire Transfer
379008	07/20/24	WEX HEALTH INC	357.50	R	Wire Transfer
379009	07/30/24	A H HERMEL CANDY & TOBACCO CO	2,690.82	R	ACH
379010	07/30/24	A TASTE OF THE BIG APPLE	34.40	0	Regular
379011	07/30/24	ACUSHNET COMPANY	90.88	0	Regular
379012	07/30/24	ADVANCED ENGINEERING & ENVIRON	394.00	0	Regular
379013	07/30/24	AFLAC	2,775.74	R	ACH
379014	07/30/24	ALEXANDER LUMBER COMPANY	3,102.88	0	Regular
379015	07/30/24	AMERICAN ENGINEERING TESTING	8,686.81	R	ACH
379016	07/30/24	APG MEDIA OF SO MINNESOTA LLC	79.25	0	Regular
379017	07/30/24	ARAMARK	.00	0	Regular
379018	07/30/24	ASPEN EQUIPMENT DIV OF MGX	356.53	0	Regular
379019	07/30/24	ASPEN MILLS INCORPORATED	12.00	0	Regular
379020	07/30/24	AVFUEL CORPORATION	36,971.46	R	ACH
379021	07/30/24	AXON ENTERPRISE INC	12,600.00	0	Regular
379022	07/30/24	BAKER & TAYLOR BOOKS	584.41	R	ACH
379023	07/30/24	BENJAMIN METCALF	38.00	0	Regular
379024	07/30/24	BLACKBURN MFG CO	236.20	0	Regular
379025	07/30/24	CARQUEST	570.17	0	Regular
379026	07/30/24	CAVALIER COACHES INC	695.00	0	Regular
379027	07/30/24	CEMSTONE PRODUCTS CO	214.81	0	Regular
379028	07/30/24	CENGAGE LEARNING INC/GALE	684.61	R	ACH
379029	07/30/24	CENTER POINT PUBLISHING	102.58	0	Regular
379030	07/30/24	CENTRAL FARM SERVICE	1,361.74	0	Regular
379031	07/30/24	CITY OF ALBERT LEA	1,800.00	0	Regular
379032	07/30/24	CIVICPLUS LLC	18,585.00	R	ACH
379033	07/30/24	CLEAN RIVER PARTNERS	1,000.00	0	Regular
379034	07/30/24	CONTINENTAL RESEARCH CORP	1,276.00	R	ACH
379035	07/30/24	COURT SPORTS AND MORE	2,691.00	R	ACH
379036	07/30/24	COVERALL OF THE TWIN CITIES	2,455.00	R	ACH
379037	07/30/24	CRANE CREEK ASPHALT	71,890.47	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
379038	07/30/24	CULLIGAN OF OWATONNA	76.33	R	ACH
379039	07/30/24	CURT'S TRUCK & DIESEL SERVICE	359.32	R	ACH
379040	07/30/24	DAKOTA SUPPLY GROUP	11,402.44	R	ACH
379041	07/30/24	DALCO	728.70	0	Regular
379042	07/30/24	DEAN'S WESTSIDE TOWING	168.00	R	ACH
379043	07/30/24	EARL F ANDERSEN & ASSOC	3,325.00	0	Regular
379044	07/30/24	EYE MED VISION CARE	423.02	0	Regular
379045	07/30/24	FARIBAULT CO SHERIFF'S OFFICE	6,228.44	0	Regular
379046	07/30/24	FARMERS FEED AND PET SUPPLY	69.99	0	Regular
379047	07/30/24	FASTENAL COMPANY	673.42	R	ACH
379048	07/30/24	FIREPLACE CONNECTION	77.04	0	Regular
379049	07/30/24	FIRST AMERICAN TITLE INSURANCE	197,885.75	R	Wire Transfer
379050	07/30/24	FIRST SUPPLY OWATONNA	561.53	R	ACH
379051	07/30/24	FLAHERTY & HOOD PA	1,755.00	R	ACH
379052	07/30/24	FLIGHT LIGHT INC	747.97	0	Regular
379053	07/30/24	FOUR SEASONS ELECTRIC	12,918.90	R	ACH
379054	07/30/24	GALLAGHER BENEFIT SERVICES INC	1,041.67	R	ACH
379055	07/30/24	GENESIS LAMP CORPORATION	924.65	R	ACH
379056	07/30/24	GRAINGER	2,705.75	R	ACH
379057	07/30/24	HAWKINS INC	10,158.68	R	ACH
379058	07/30/24	HEALTHPARTNERS INC	4,629.99	0	Regular
379059	07/30/24	HEIMAN INC	6,815.31	R	ACH
379060	07/30/24	HERITAGE CRYSTAL CLEAN LLC	921.77	0	Regular
379061	07/30/24	HILLYARD INC	673.29	0	Regular
379062	07/30/24	HORIZON COMMERCIAL POOL SUPPLY	8,889.11	R	ACH
379063	07/30/24	I U O E LOCAL 70	2,929.50	0	Regular
379064	07/30/24	IFACS	469.02	R	ACH
379065	07/30/24	INGERSOLL RAND INDUSTRIAL TECH	821.25	0	Regular
379066	07/30/24	INNOVATIVE OFFICE SOLUTIONS	908.01	0	Regular
379067	07/30/24	INTEGRATED PROCESS SOLUTIONS I	39,000.00	R	ACH
379068	07/30/24	INTERNAL REVENUE SERVICE	843.64	0	Regular
379069	07/30/24	IRON SLEEK INC	4,628.69	0	Regular
379070	07/30/24	JENNIFER HANSEN	50.00	0	Regular
379071	07/30/24	JOHN DEERE CREDIT	1,474.34	0	Regular
379072	07/30/24	JONES HAUGH & SMITH INC	2,893.84	0	Regular
379073	07/30/24	KATIE THURNAU PETERSON	50.00	0	Regular
379074	07/30/24	KEEKER INC	150.00	R	ACH
379075	07/30/24	KELLY ENRIQUEZ	50.00	0	Regular
379076	07/30/24	KENDELL DOORS & HARDWARE INC	236.26	R	ACH
379077	07/30/24	LAWSON AUTOMOTIVE LLC	1,186.16	R	ACH
379078	07/30/24	LAWSON PRODUCTS	226.65	0	Regular
379079	07/30/24	LEAGUE OF MN CITIES	65.00	0	Regular
379080	07/30/24	LEGACY SIGNS INC	406.25	R	ACH
379081	07/30/24	LEICA GEOSYSTEMS INC	64.50	0	Regular
379082	07/30/24	LINDA BAKKEN	50.00	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
379083	07/30/24	MACQUEEN EQUIPMENT CO	174.82	R	ACH
379084	07/30/24	MADISON NATL LIF INS CO INC	238.80	0	Regular
379085	07/30/24	MARK PLACE	50.00	0	Regular
379086	07/30/24	MATTHEW R HOKANSON	5,142.40	R	ACH
379087	07/30/24	MCDONALD HOPKINS LLC	1,177.20	0	Regular
379088	07/30/24	MEI TOTAL ELEVATOR SOLUTIONS	4,251.81	0	Regular
379089	07/30/24	MESERB	9,512.00	0	Regular
379090	07/30/24	MESERB	175.00	0	Regular
379091	07/30/24	METRONET SYSTEMS HOLDINGS LLC	1,826.57	R	ACH
379092	07/30/24	MIDWEST TAPE LLC	1,986.49	R	ACH
379093	07/30/24	MIKE'S REPAIR	1,995.08	R	ACH
379094	07/30/24	MINA ADSIT ARCHITECTURE & PLAN	1,030.16	R	ACH
379095	07/30/24	MINER'S OUTDOOR & RECREATION	1,728.00	0	Regular
379096	07/30/24	MINNESOTA LIFE	2,927.50	0	Regular
379097	07/30/24	MN NCPERS GROUP LIFE INSURANCE	432.00	0	Regular
379098	07/30/24	MN PUBLIC EMPLOYEES ASSOC	1,536.00	R	ACH
379099	07/30/24	MN UNEMPLOYMENT INS FUND	1,173.51	0	Regular
379100	07/30/24	MN VALLEY TESTING LABS INC	342.25	R	ACH
379101	07/30/24	MOTOROLA SOLUTIONS INC	5,750.64	R	ACH
379102	07/30/24	MTI DISTRIBUTING INC	2,625.29	R	ACH
379103	07/30/24	NAPA AUTO PARTS	252.56	R	ACH
379104	07/30/24	NEAR NORTH TITLE GROUP	1,583.40	R	Wire Transfer
379105	07/30/24	NORTHLAND FARM SYSTEMS	552.66	R	ACH
379106	07/30/24	O'REILLY AUTOMOTIVE INC	126.30	0	Regular
379107	07/30/24	OFFICE OF MNIT SERVICES	144.90	0	Regular
379108	07/30/24	OLGA LIDIA GONZALEZ GARCIA	50.00	0	Regular
379109	07/30/24	OWATONNA AREA CHAMBER OF COMM	65,938.56	0	Regular
379110	07/30/24	OWATONNA GLASS LLC	124.00	0	Regular
379111	07/30/24	OWATONNA HEATING & COOLING INC	506.00	0	Regular
379112	07/30/24	OWATONNA MOTOR COMPANY	48,693.87	0	Regular
379113	07/30/24	OWATONNA RENT N SAVE	47.52	0	Regular
379114	07/30/24	OWT HARDWARE	537.87	0	Regular
379115	07/30/24	PAAPE COMPANIES INC	1,260.12	R	ACH
379116	07/30/24	PIONEER MANUFACTURING COMPANY	828.18	R	ACH
379117	07/30/24	POLYDYNE INC	18,032.00	R	ACH
379118	07/30/24	PRIME GARAGE DOOR & MORE LLC	1,484.00	R	ACH
379119	07/30/24	QUADIENT FINANCE USA INC	1,000.00	0	Regular
379120	07/30/24	QUADIENT FINANCE USA INC	1,000.00	0	Regular
379121	07/30/24	RAMY TURF PRODUCTS	6,902.50	0	Regular
379122	07/30/24	RCM SPECIALTIES	889.17	0	Regular
379123	07/30/24	REICHEL INSULATION LLC	1,200.00	0	Regular
379124	07/30/24	RENT N SAVE PORTABLE SERVICES	940.50	R	ACH
379125	07/30/24	RISE MODULAR	5,000.00	0	Regular
379126	07/30/24	RIVER CITY ELECTRIC CO	334.91	0	Regular
379127	07/30/24	ROCKMOUNT RESEARCH & ALLOYS IN	599.17	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
379128	07/30/24	SCHILLING SUPPLY CO	703.49	R	ACH
379129	07/30/24	SCHMIDT GOODMAN OFFICE PRODUCT	848.30	R	ACH
379130	07/30/24	SCHOLASTIC INC	7,906.23	R	ACH
379131	07/30/24	SCHUTT SPORTS LLC	4,158.70	0	Regular
379132	07/30/24	SCOTT F LIMBERG	1,150.00	R	ACH
379133	07/30/24	SELCO	4,695.24	R	ACH
379134	07/30/24	SHERWIN WILLIAMS COMPANY	102.35	0	Regular
379135	07/30/24	SHI INTERNATIONAL CORP	1,199.30	0	Regular
379136	07/30/24	SHRED RIGHT	42.53	R	ACH
379137	07/30/24	SIGN PRO OF OWATONNA	1,837.50	0	Regular
379138	07/30/24	SPHERION STAFFING LLC	1,012.73	0	Regular
379139	07/30/24	ST CROIX RECREATION CO	4,974.58	R	ACH
379140	07/30/24	STEELE COUNTY FREE FAIR	600.00	0	Regular
379141	07/30/24	STEELE COUNTY PUBLIC HEALTH	65.00	0	Regular
379142	07/30/24	STEELE COUNTY RECORDER	92.00	0	Regular
379143	07/30/24	STEELE COUNTY TREASURER	6,112.83	0	Regular
379144	07/30/24	STEVE JAMES EXCAVATING INC	6,714.82	R	ACH
379145	07/30/24	STEWART DENISE	156.46	0	Regular
379146	07/30/24	STRAIGHT RIVER SPORTS	63.98	0	Regular
379147	07/30/24	T-MOBILE	1,274.18	0	Regular
379148	07/30/24	TEMPLE ELECTRIC MOTOR SERV INC	4,943.00	R	ACH
379149	07/30/24	TERMINIX	68.00	0	Regular
379150	07/30/24	THE PENWORTHY COMPANY	649.56	0	Regular
379151	07/30/24	TOR SPERLING	1,763.45	R	ACH
379152	07/30/24	TRACKER PRODUCTS LLC	6,251.18	R	ACH
379153	07/30/24	TRUCK CENTER COMPANIES LLC	5,426.60	0	Regular
379154	07/30/24	TURFWERKS	286.55	R	ACH
379155	07/30/24	UNITED WAY	100.00	0	Regular
379156	07/30/24	USABLUBOOK	1,940.84	R	ACH
379157	07/30/24	VAN METER INC	416.29	0	Regular
379158	07/30/24	VESTIS GROUP INC	496.69	0	Regular
379159	07/30/24	W W BLACKTOPPING INC	759.92	0	Regular
379160	07/30/24	WALBRAN & FURNESS CHARTERED	5,372.95	R	ACH
379161	07/30/24	WASECA COUNTY HWY DEPT	20.40	0	Regular
379162	07/30/24	WASECA POLICE DEPARTMENT	7,464.22	0	Regular
379163	07/30/24	WEST PUBLISHING CORPORATION	610.50	R	ACH
379164	07/30/24	WHKS & CO	185.00	R	ACH
379165	07/30/24	WHKS & CO	989.63	R	ACH
379166	07/30/24	WHKS & CO	43,695.00	R	ACH
379167	07/30/24	XCEL ENERGY	647.14	0	Regular
379168	07/30/24	ZERO WASTE USA INC	4,250.00	0	Regular
379169	08/01/24	A & K LLC	392.00	R	ACH
379170	08/01/24	A&H PROPERTIES	381.00	R	ACH
379171	08/01/24	ACADEMY APARTMENTS OF OWA LLC	1,667.00	R	ACH
379172	08/01/24	ALL AREA MANAGEMENT LLC	919.00	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
379173	08/01/24	APACHE APARTMENTS	917.00	R	ACH
379174	08/01/24	ATM PROPERTIES LLC	753.00	R	ACH
379175	08/01/24	AUSTIN HRA	1,633.00	0	Regular
379176	08/01/24	BARRY GILLESPIE	319.00	R	ACH
379177	08/01/24	BROWN CYNTHIA	552.00	R	ACH
379178	08/01/24	BRYCEN GREGOR	2,936.00	R	ACH
379179	08/01/24	CAPELLE COMPANIES LLC	870.00	R	ACH
379180	08/01/24	CEDAR HILLS ESTATES LLC	569.00	R	ACH
379181	08/01/24	CEDAR RIDGE APARTMENTS	727.00	R	ACH
379182	08/01/24	CEDAR ROSE ASSOCIATES LLC	800.00	R	ACH
379183	08/01/24	CEDAR RUN TOWN HOMES MDI #41	3,460.00	R	ACH
379184	08/01/24	CEDARDALE NORTH APARTMENTS	1,274.00	R	ACH
379185	08/01/24	CEDARDALE SOUTH APARTMENTS	501.00	R	ACH
379186	08/01/24	CEDARDALE WEST APARTMENTS	555.00	R	ACH
379187	08/01/24	CHASE BLUM	1,164.00	R	ACH
379188	08/01/24	CHRIS PROHASKI	1,095.00	R	ACH
379189	08/01/24	COMMON CENTS PROPERTIES LLC	328.00	R	ACH
379190	08/01/24	COOPERS COURT LLC	597.00	R	ACH
379191	08/01/24	DAKOTA COUNTY CDA	751.58	R	ACH
379192	08/01/24	DANIEL SCHLEGEL	477.00	R	ACH
379193	08/01/24	DSBMT, LLC	595.00	R	ACH
379194	08/01/24	EEK LLC	701.00	R	ACH
379195	08/01/24	ELM STREET PROPERTIES	497.00	R	ACH
379196	08/01/24	FREDRICKSON PROPERTIES	389.00	R	ACH
379197	08/01/24	G & H MANAGEMENT CO LLC	1,197.00	R	ACH
379198	08/01/24	IMAGE APARTMENT	3,211.00	R	ACH
379199	08/01/24	JBLL EQUITIES LLC	265.00	R	ACH
379200	08/01/24	JOHNSON WINDOW & SIDING INC	3,481.00	R	ACH
379201	08/01/24	JPF PROPERTIES	841.00	R	ACH
379202	08/01/24	JULIE WERSAL	583.00	R	ACH
379203	08/01/24	KEG INVESTMENTS LLC	1,583.00	R	ACH
379204	08/01/24	KEITH MARTIN	1,292.00	R	ACH
379205	08/01/24	KERR MCCAULEY INVESTMENT II	413.00	R	ACH
379206	08/01/24	KLEVOS GREG	684.00	R	ACH
379207	08/01/24	L&L LEGACY PROPERTIES	1,253.00	R	ACH
379208	08/01/24	LEE ANNA	1,397.00	R	ACH
379209	08/01/24	LINCOLN SQUARE APARTMENTS	7,077.00	R	ACH
379210	08/01/24	LWO LIMITED PARTNERSHIP #116	4,313.00	R	ACH
379211	08/01/24	MANCINI NICHOLAS	18.00	R	ACH
379212	08/01/24	MARQUARDT DENNIS	3,246.00	R	ACH
379213	08/01/24	MARTIN ALLAN	1,749.00	R	ACH
379214	08/01/24	MARTIN FAMILY LLC	1,261.00	R	ACH
379215	08/01/24	MCCAULEY PATRICK	741.00	R	ACH
379216	08/01/24	MIDWEST INVEST LLC	573.00	R	ACH
379217	08/01/24	NECHVILLE SUSAN	2,283.00	R	ACH

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CITY OF
OWATONNA

Ordinances



DATE: August 7, 2024
TO: Mayor and City Council
FROM: Jenna Tuma, Parks, Trails, Recreation & Facilities Director
Mary Knudson, Administrative Coordinator
SUBJECT: Second Reading Proposed Ordinance 24-03: Park Closing Hours

Purpose:

Request Council approval of reading of Proposed Ordinance 24-03 to amend City Code Section 91.01: Recreation and Leisure, General Park and Beach Regulations, Closing Hours.

Background:

This will update the park closing hours to 10 p.m. instead of 11 p.m. Parks will continue to open at 6 a.m. Hard-surface lighted trails will continue to be open 24 hours.

Exceptions to 10 p.m. closing would include programmed parks with City activities extending beyond 10 p.m.; activities approved by Park or Event Permit, and those scheduled by Parks & Recreation; Special Use Parks with posted hours (Brooktree, River Springs Water Park, Archery Range on Elm).

The Park Board reviewed the proposed change in hours and do recommend this ordinance amendment. Council approved the first reading of this proposed ordinance during their last meeting on July 16, 2024.

Budget Impact:

None

Staff Recommendation:

Staff recommends approval as recommended by the Park Board. The ordinance will become effective upon approval and publication to be requested for August 10, 2024.

Attachments:

1. Proposed Ordinance 24-03 Amend Chapter 91-01 Park Closing Hours

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 91.01 OF THE 2015 ORDINANCE CODE
OF THE CITY OF OWATONNA, ENTITLED PARK CLOSING HOURS

THE CITY COUNCIL OF THE CITY OF OWATONNA DO ORDAIN:

Section 1. Section 91.01 of the 2015 Ordinance Code of the City of Owatonna, as amended, is hereby amended by amending §91.01, to read as follows:

CHAPTER 91: RECREATION AND LEISURE, GENERAL PARK AND BEACH REGULATIONS

SECTION 91.01 CLOSING HOURS.

All city parks in the city, except Cashman Park, shall be closed from 11:00 p.m. until 6:00 a.m. on the following day, exempting the use of hard-surfaced lighted trails, ~~public water and abutting shoreline from which fishing is occurring, and cross-country skiing on designated trails, which may be used 24 hours a day.~~

Exceptions:

- (A) Programmed parks with city activities extending beyond 10 p.m.
- (B) Approved activities permitted through Park Permit, Event Permit or scheduled by Parks and Recreation.
- (C) Special Use Parks
 - (1) River Springs Water Park – only open during posted hours
 - (2) Brooktree Golf Course – only open during posted hours
 - (3) Archery Range on Elm – closes at dusk during the season

Section 2. Effective Date. This Ordinance shall be in full force and effect from and after its passage and publication. Passed and adopted this _____ day of _____, 2024, with the following roll call vote:

Aye:

No:

Absent:

Approved and signed this _____ day of _____, 2024.

ATTEST:

Thomas A. Kuntz, Mayor

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

UNDERLINING INDICATES NEW LANGUAGE. STRIKEOUTS INDICATE DELETIONS.



CITY OF
OWATONNA

Resolutions



DATE: August 7, 2024
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Resolution 75-24: Authorize Bids - 18th Street SE Trail Project

Purpose:

Approval of plans, specifications, and authorization to advertise for bids for the 18th Street SE Trail Project. The project involves the construction of a multi-use trail along 18th Street SE from Linn Avenue SW to Austin Road SE.

Background:

A Pedestrian and Bicycle Trail running along the South side of 18th Street SW and the North side of 18th Street SE is planned for construction. The Owatonna Parks & Trails Master Plan, adopted in 2020, shows a significant gap in the proposed city-wide trail loop on Owatonna's south end. Public input greatly supported trails and stressed the need to connect the trail system. This extension of the 18th Street Trail is a phased project supported by many businesses, organizations and Steele County. Transportation Alternatives Program (TAP) funds have also been awarded for 2026 to complete the trail from Austin Road to Bixby Road (CSAH 48).

Due to Federal Process and State Aid review concurrence and lengthy contract timelines, the project will not be constructed until spring 2025.

The recommended bid date is August 29 with bids to council on September 3.

Budget Impact:

The project will be paid for using a combination of local, state and federal funding. \$579,684 in federal funding through the Transportation Alternatives Program (TAP) has been awarded for this project and the remaining eligible costs will be paid for using State Aid funds. Any State Aid ineligible costs will be paid for using Capital Improvement Funds.

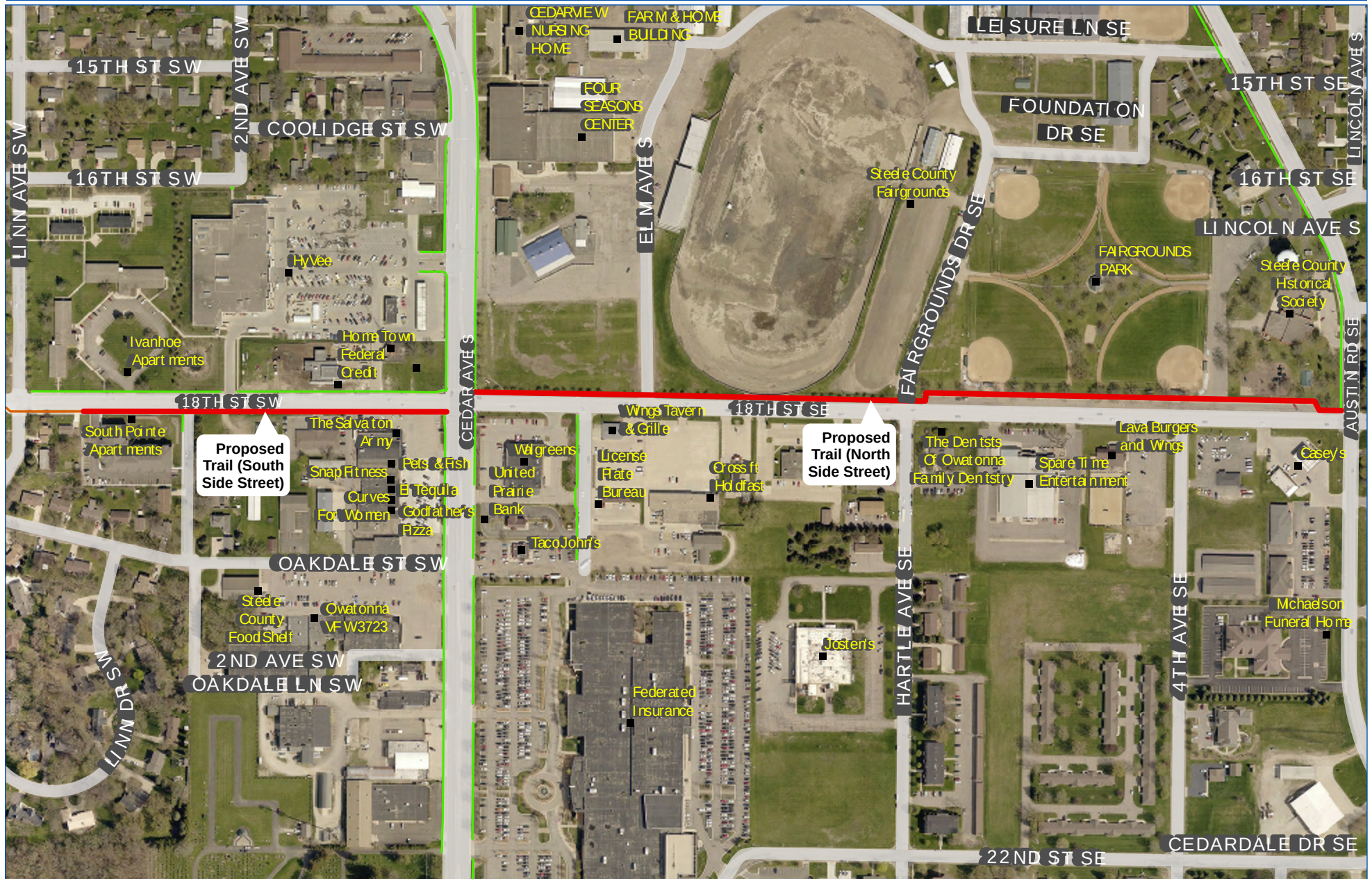
Staff Recommendation:

Staff recommends approval.

Attachments:

1. 18th Street SE Trail Exhibit
2. Resolution 75-24 Authorize Bids - 18th Street SE Trail

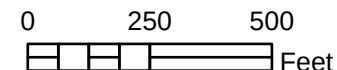
18th Street Trail Extension City of Owatonna



December 18, 2019

- Proposed 18th Street Trail
- Sidewalks
- Trails and Paths

8



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.

RESOLUTION NO. 75-24

A RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS
18th Street SE Trail Project

WHEREAS, plans and specifications have been prepared for the 18th Street SE Trail Project. The project involves the construction of a multi-use trail along 18th Street SE from Linn Avenue SW to Austin Road SE.

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

1. Such plans and specifications are on file in the Public Works Department and Proposed Site Plan attached hereto and made a part thereof, are hereby approved.

2. The City Clerk shall prepare an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall state that bids will be received by the Clerk until 10:00 A.M. on Thursday August 29, 2024. at which time they will be publicly opened and read and will then be tabulated and will be considered by the Council during the course of their regular meeting on Tuesday September 3, beginning at 7:00 p.m.

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

Aye ____; No ____; Absent ____.

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

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk



DATE: August 7, 2024
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Resolution 76-24: Authorize Bids - Vine Street Parking Lot Project

Purpose:

Requesting City Council approval of plans, specifications, and authorization to advertise for bids for the Vine Street Parking Lot Project.

Background:

The construction of a parking lot on Vine Street, at the site of the former Monson Eye Care Clinic and adjacent city-owned parking lots, will provide essential parking spaces for those visiting Owatonna's downtown. The design includes 170 off-street parking stalls and 15 on-street parallel stalls. Additional features include updated lighting, a trail facility that will connect to the Muckle Trail in the near future, infrastructure to allow for future electric vehicle charging stations and a walkway connection to Broadway St W. Construction is anticipated to be complete by the end of 2024.

The recommended bid date is August 29 with bids to be approved by council on September 3.

Budget Impact:

The project was allocated \$1,000,000 in American Rescue Plan Act (ARPA) Funds. The remaining balance will be paid for using Capital Improvement Funds.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Resolution 76-24 Authorize Bids - Vine Street Parking Lot
2. Site Plan - Vine St Parking Lot

RESOLUTION NO. 76-24

A RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS
Vine Street Parking Lot Project

WHEREAS, plans and specifications have been prepared for the Vine Street Parking Lot Project. The project involves the construction of a public parking lot near Owatonna's Downtown on Vine Street.

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

1. Such plans and specifications are on file in the Public Works Department and Proposed Site Plan attached hereto and made a part thereof, are hereby approved.

2. The City Clerk shall prepare an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall state that bids will be received by the Clerk until 10:00 A.M. on Thursday August 29, 2024. at which time they will be publicly opened and read and will then be tabulated and will be considered by the Council during the course of their regular meeting on Tuesday September 3, beginning at 7:00 p.m.

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

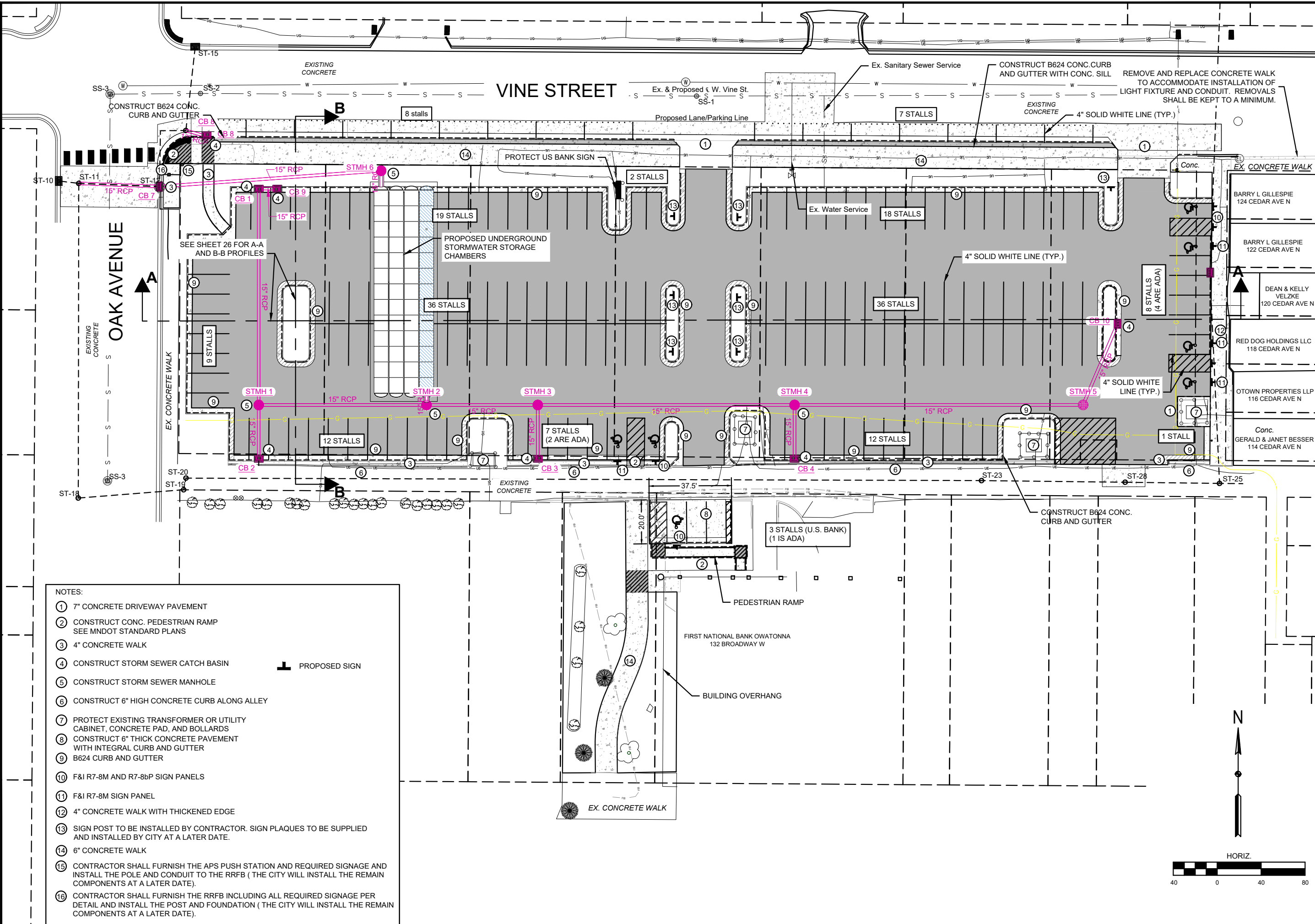
Aye ____; No____; Absent ____.

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

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk



- NOTES:
- 7" CONCRETE DRIVEWAY PAVEMENT
 - CONSTRUCT CONC. PEDESTRIAN RAMP
SEE MNDOT STANDARD PLANS
 - 4" CONCRETE WALK
 - CONSTRUCT STORM SEWER CATCH BASIN
 - CONSTRUCT STORM SEWER MANHOLE
 - CONSTRUCT 6" HIGH CONCRETE CURB ALONG ALLEY
 - PROTECT EXISTING TRANSFORMER OR UTILITY
CABINET, CONCRETE PAD, AND BOLLARDS
 - CONSTRUCT 6" THICK CONCRETE PAVEMENT
WITH INTEGRAL CURB AND GUTTER
B624 CURB AND GUTTER
 - F&I R7-8M AND R7-8bP SIGN PANELS
 - F&I R7-8M SIGN PANEL
 - 4" CONCRETE WALK WITH THICKENED EDGE
 - SIGN POST TO BE INSTALLED BY CONTRACTOR. SIGN PLAQUES TO BE SUPPLIED
AND INSTALLED BY CITY AT A LATER DATE.
 - 6" CONCRETE WALK
 - CONTRACTOR SHALL FURNISH THE APS PUSH STATION AND REQUIRED SIGNAGE AND
INSTALL THE POLE AND CONDUIT TO THE RRFB (THE CITY WILL INSTALL THE REMAIN
COMPONENTS AT A LATER DATE).
 - CONTRACTOR SHALL FURNISH THE RRFB INCLUDING ALL REQUIRED SIGNAGE PER
DETAIL AND INSTALL THE POST AND FOUNDATION (THE CITY WILL INSTALL THE REMAIN
COMPONENTS AT A LATER DATE).



engineers + planners + land surveyors

REVISIONS	
NO.	DESCRIPTION

SITE PLAN

VINE STREET PARKING LOT
OWATONNA, MINNESOTA
2024

SCALE:
AS SHOWN

WHKS PROJECT NO.
9843

DRAWN BY:
AJS/ACH

CHECKED BY:
TAH

SHEET
22 OF 42

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

Timothy A. Hruska
License No. 4446620
Date 8/6/2024



DATE: August 7, 2024
TO: Mayor and City Council
FROM: Emily Thamert, Human Resources Director
SUBJECT: Resolution 77-24: MOU - Minnesota Public Employees Association - Sergeants

Purpose:

Council approval of Resolution 77-24 to approve the Memorandum of Understanding (MOU) with the Minnesota Public Employees Association, Sergeants.

Background:

The City adopted a Classification Review Process through its Compensation Plan in February 2023. As a best practice to proactively maintain job descriptions, the City initiated a review of the patrol/investigation series of job descriptions. Included in this review as the Sergeant job classification. As a result of the classification review, the DBM rating for the Sergeant changed from C41 to C42.

Staff have been in contact with the Sergeants. The proposed MOU for the duration of the 2023-2024 contract will amend Article 15 of the Labor Agreement and memorialize the appropriate wage range for Sergeants.

Budget Impact:

The 2024 budget impact of the changes resulting from the patrol/investigation series of job descriptions is \$14,526.

Staff Recommendation:

Staff recommends approval of Resolution 77-24.

Attachments:

1. Resolution 77-24 Sergeants - Article 15

RESOLUTION NO. 77-24

A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF OWATONNA AND MINNESOTA PUBLIC EMPLOYEES ASSOCIATION –
SERGEANTS

WHEREAS, Minnesota Public Employees Association – Sergeants
is the exclusive representative for certain City of Owatonna employees;

WHEREAS, the parties are parties to a labor agreement for January 1, 2023 through
December 31, 2024 (“Labor Agreement”);

WHEREAS, the parties met and negotiated over changes to Article 15 of Labor Agreement;

WHEREAS, the parties reached a tentative agreement on implementing certain components
of such changes through a memorandum of understanding (“MOU”); and

WHEREAS, the City of Owatonna must execute the MOU and implement it in the form of a
resolution under Minnesota Statutes, section 179A.20, subdivisions 1 and 5.

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

1. The MOU between the City of Owatonna and Minnesota Public Employees
Association – Sergeants for January 1, 2023 through December 31, 2024 is approved.
2. The Mayor and the City Administrator shall execute the MOU.
3. The City of Owatonna shall implement the MOU.

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: August 7, 2024
TO: Mayor and City Council
FROM: Emily Thamert, Human Resources Director
SUBJECT: Resolution 78-24: MOU - Minnesota Public Employees Association - Sergeants

Purpose:

Council approval of resolution 78-24 to approve the Memorandum of Understanding (MOU) with the Minnesota Public Employees Association, Sergeants.

Background:

The City adopted a Classification Review Process through its Compensation Plan in February 2023. As a best practice to proactively maintain job descriptions, the City initiated a review of the patrol/investigation series of job descriptions. Included in this review was the Master Sergeant job classification. As a result of the classification review, the DBM rating for the Master Sergeant changed from C42 to C42.5.

Staff have been in contact with the Sergeants. The proposed MOU for the duration of the 2023-2024 contract will memorialize the appropriate wage range for Master Sergeants.

Budget Impact:

The 2024 budget impact of the changes resulting from the patrol/investigation series of job descriptions is \$14,526.

Staff Recommendation:

Staff recommends approval of Resolution 78-24.

Attachments:

1. Resolution 78-24 Sergeants - Master Sergeants

RESOLUTION NO. 78-24

A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF OWATONNA AND MINNESOTA PUBLIC EMPLOYEES ASSOCIATION –
SERGEANTS

WHEREAS, Minnesota Public Employees Association – Sergeants
is the exclusive representative for certain City of Owatonna employees;

WHEREAS, the parties are parties to a labor agreement for January 1, 2023 through
December 31, 2024 (“Labor Agreement”);

WHEREAS, the parties met and negotiated over changes to pay for Master Sergeants;

WHEREAS, the parties reached a tentative agreement on implementing certain components
of such changes through a memorandum of understanding (“MOU”); and

WHEREAS, the City of Owatonna must execute the MOU and implement it in the form of a
resolution under Minnesota Statutes, section 179A.20, subdivisions 1 and 5.

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

1. The MOU between the City of Owatonna and Minnesota Public Employees
Association – Sergeants for January 1, 2023 through December 31, 2024 is approved.
2. The Mayor and the City Administrator shall execute the MOU.
3. The City of Owatonna shall implement the MOU.

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: August 7, 2024
TO: Mayor and City Council
FROM: Emily Thamert, Human Resources Director
SUBJECT: Resolution 79-24: MOU - MN Public Employees Association - Police Officers

Purpose:

Council approval of Resolution 79-24 to approve the Memorandum of Understanding (MOU) with the Minnesota Public Employees Association, Police Officers.

Background:

The City adopted a Classification Review Process through its Compensation Plan in February 2023. As a best practice to proactively maintain job descriptions, the City initiated a review of the patrol/investigation series of job descriptions. Included in this review was the Patrol Officer job classification. As a result of the classification review, the DBM rating for the Patrol Officer changed from B24 to B25.

Staff have been in contact with the Patrol Officers. The proposed MOU for the duration of the 2023-2024 contract will amend Article 15 of the Labor Agreement and memorialize the appropriate wage range for Patrol Officers.

Budget Impact:

The 2024 budget impact of the changes resulting from the patrol/investigation series of job descriptions is \$14,526.

Staff Recommendation:

Staff recommends approval of Resolution 79-24.

Attachments:

1. Resolution 79-24 Police Officers - Article 15

RESOLUTION NO. 79-24

A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF OWATONNA AND MINNESOTA PUBLIC EMPLOYEES ASSOCIATION –
POLICE OFFICERS

WHEREAS, Minnesota Public Employees Association – Police Officers
is the exclusive representative for certain City of Owatonna employees;

WHEREAS, the parties are parties to a labor agreement for January 1, 2023 through
December 31, 2024 (“Labor Agreement”);

WHEREAS, the parties met and negotiated over changes to Article 15 of Labor Agreement;

WHEREAS, the parties reached a tentative agreement on implementing certain components
of such changes through a memorandum of understanding (“MOU”); and

WHEREAS, the City of Owatonna must execute the MOU and implement it in the form of a
resolution under Minnesota Statutes, section 179A.20, subdivisions 1 and 5.

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

1. The MOU between the City of Owatonna and Minnesota Public Employees
Association – Police Officers for January 1, 2023 through December 31, 2024 is
approved.
2. The Mayor and the City Administrator shall execute the MOU.
3. The City of Owatonna shall implement the MOU.

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: August 7, 2024
TO: Mayor and City Council
FROM: Emily Thamert, Human Resources Director
SUBJECT: Resolution 80-24: MOU - MN Public Employees Association - Police Officers

Purpose:

Council approval of Resolution 80-24 to approve the Memorandum of Understanding (MOU) with the Minnesota Public Employees Association, Police Officers.

Background:

The City adopted a Classification Review Process through its Compensation Plan in February 2023. As a best practice to proactively maintain job descriptions, the City initiated a review of the patrol/investigation series of job descriptions. Included in this review was the Master Patrol Officer job classification. As a result of the classification review, the DBM rating for the Master Patrol Officer changed from B25 to B25.5.

Staff have been in contact with the Patrol Officers. The proposed MOU for the duration of the 2023-2024 contract will memorialize the appropriate pay range for Master Patrol Officers.

Budget Impact:

The 2024 budget impact of the changes resulting from the patrol/investigation series of job descriptions is \$14,526.

Staff Recommendation:

Staff recommends approval of Resolution 80-24.

Attachments:

1. Resolution 80-24 Police Officers - Master Patrol

RESOLUTION NO. 80-24

A RESOLUTION APPROVING MEMORANDUM OF UNDERSTANDING BETWEEN THE
CITY OF OWATONNA AND MINNESOTA PUBLIC EMPLOYEES ASSOCIATION –
POLICE OFFICERS

WHEREAS, Minnesota Public Employees Association – Police Officers
is the exclusive representative for certain City of Owatonna employees;

WHEREAS, the parties are parties to a labor agreement for January 1, 2023 through
December 31, 2024 (“Labor Agreement”);

WHEREAS, the parties met and negotiated over changes to pay for Master Patrol Officers;

WHEREAS, the parties reached a tentative agreement on implementing certain components
of such changes through a memorandum of understanding (“MOU”); and

WHEREAS, the City of Owatonna must execute the MOU and implement it in the form of a
resolution under Minnesota Statutes, section 179A.20, subdivisions 1 and 5.

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

1. The MOU between the City of Owatonna and Minnesota Public Employees
Association – Police Officers for January 1, 2023 through December 31, 2024 is
approved.
2. The Mayor and the City Administrator shall execute the MOU.
3. The City of Owatonna shall implement the MOU.

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: August 7, 2024
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: Resolution 81-24 Premise Permit for Lawful Gambling Activity at Lacey's at Brooktree - Owatonna Wrestling Association

Purpose:

Request Council approval of Resolution 81-24 acknowledging the City's approval of an application received from the Owatonna Wrestling Association for Premises Permit to conduct lawful gambling (pull tabs) at Lacey's at Brooktree.

Background:

Lawful gambling within the city must comply with Minnesota State Statue 349 and City Code 120, Lawful Gambling. The Minnesota Gambling Control Board issues Charitable Gambling Licenses. Their application includes completed LG214 Premises Permit Applications that requires acknowledgment by the local unit of government by an approved resolution. Each site must acquire a Premises Permit from the state. Per our City Code, each city permit for Lawful Gambling allows an organization to operate at up to five locations within the city. The Owatonna Wrestling Association is currently authorized to offer pull tabs at three sites: Just One More, Reggie's Brewhouse and Inside Swing.

Budget Impact:

None - this will increase the number of premises on their current Charitable Gambling License. This is an annual license that renews July 1st each year. The annual license fee is \$250.00, was received during the license renewal process.

Staff Recommendation:

Staff recommends approval of Resolutions 81-24.

Attachments:

1. Resolution 81-24 Premise Permit - Lawful Gambling Activity - OWA at Lacey's at Brooktree
2. LG214 & LG 215 Lacey's at Brooktree

RESOLUTION NO. 81-24

A RESOLUTION APPROVING
APPLICATION FOR PREMISES PERMIT

WHEREAS, the Owatonna Wrestling Association has made application for a premises permit to conduct lawful gambling under a lease agreement with Lacey's KC LLC dba Lacey's at Brooktree at 1369 Cherry St in Owatonna Minnesota; and

WHEREAS, the application for premises permit and lease have been filed with the City; and

WHEREAS, it otherwise appears to the Council that the application for a premises permit and lease are in conformity with Section 120:00, et seq., of the 2015 Ordinance Code of the City of Owatonna, as amended,

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

1. Pursuant to Section 120:07, of the 2015 Ordinance Code of the City of Owatonna, as amended, the application for premises permit submitted by the Owatonna Wrestling Association may be and hereby is approved.

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

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of ____, 2043.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk

MINNESOTA LAWFUL GAMBLING
LG214 Premises Permit Application

6/15 Page 1 of 2

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

Mail the application and required attachments to:

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

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: OWATONNA WRESTLING ASSOCIATION License Number: 04798
Chief Executive Officer (CEO) DAN JOHNSON Daytime Phone: 507-521-3265
Gambling Manager: WADE WESTPHAL Daytime Phone: 507-456-2074

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: LACEY'S AT BROOKTREE

List any previous names for this location:

MASTER'S BAR & GRILLE TAVERN NINE

Street address where premises is located: 1369 CHERRY STREET
(Do not use a P.O. box number or mailing address.)

City: <u>OWATONNA</u>	OR	Township: _____	County: <u>STEELE</u>	Zip Code: <u>55060</u>
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Does your organization own the building where the gambling will be conducted?

☐ Yes ☒ No If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☐ Yes ☒ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☒ Yes ☐ No ☐ Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: UNITED PRAIRIE BANK Bank Account Number: 24711

Bank Street Address: 110 W ROSE ST City: OWATONNA State: MN Zip Code: 55060

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

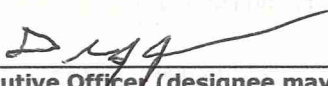
Address (Do not use a P.O. box number):	City:	State:	Zip Code:
<u>116 E BROADWAY ST</u>	<u>OWATONNA</u>	<u>MN</u>	<u>55060</u>
<u>3103 HOFFMAN DR NW</u>	<u>OWATONNA</u>	<u>MN</u>	<u>55060</u>
_____	_____	<u>MN</u>	_____

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: <u>OWATONNA</u>	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
Local unit of government must sign.	TOWNSHIP NAME: _____ Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____

ACKNOWLEDGMENT AND OATH

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises. 2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law. 3. I have read this application and all information submitted to the Board is true, accurate, and complete. 4. All required information has been fully disclosed. 5. I am the chief executive officer of the organization. | <ol style="list-style-type: none"> 6. I assume full responsibility for the fair and lawful operation of all activities to be conducted. 7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them. 8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect. 9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license. 10. I understand the fee is non-refundable regardless of license approval/denial. |
|--|---|

 Signature of Chief Executive Officer (designee may not sign)	<u>7-31-24</u> Date
--	-------------------------------

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public	information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;	Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.
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This form will be made available in alternative format, i.e. large print, braille, upon request.

An equal opportunity employer

MINNESOTA LAWFUL GAMBLING
LG215 Lease for Lawful Gambling Activity

6/15 Page 1 of 2

LEASE INFORMATION			
Organization:	License/Site Number:	Daytime Phone:	
OWATONNA WRESTLING ASSOCIATION	04798/006	507-456-2074	
Address:	City:	State: Zip:	
1140 ESTHER LANE	OWATONNA	MN 55060	
Name of Leased Premises:	Street Address:		
LACEY'S AT BROOKTREE	1369 CHERRY ST	952-200-8298	
City:	State: Zip:	Daytime Phone:	
OWATONNA	MN 55060	507-431-3660	
Name of Legal Owner:	Business/Street Address:		
CITY OF OWATONNA	540 WEST HILLS CIRCLE		
City:	State: Zip:	Daytime Phone:	
OWATONNA	MN 56060	507-444-4300	
Name of Lessor (if same as legal owner, write "SAME"):	Address:		
HWAGG HOSPITALITY	33261 58TH AVE PATH		
City:	State: Zip:	Daytime Phone:	
CANNON FALLS	MN 55009	952-200-8298	
Check applicable item:			
☐ New or amended lease. Effective date: _____. Submit changes at least ten days before the effective date of the change.			
☒ New owner. Effective date: <u>09/22/2023</u> . Submit new lease within ten days after new lessor assumes ownership.			
CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)			
☒ Pull-Tabs (paper)		☒ Electronic Pull-Tabs	
☐ Pull-Tabs (paper) with dispensing device		☒ Electronic Linked Bingo	
☒ Bar Bingo	☒ Bingo	Electronic games may only be conducted: 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100.	
☒ Tipboards			
☐ Paddlewheel	☐ Paddlewheel with table		
PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)			
BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.			
ALL GAMES, including electronic games: Monthly rent to be paid: <u>N/A</u> %, not to exceed 10% of gross profits for that month.			
- Total rent paid from all organizations for only booth operations at the leased premises may not exceed \$1,750. - The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.			
BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.			
ELECTRONIC GAMES: Monthly rent to be paid: <u>15</u> %, not to exceed 15% of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.			
ALL OTHER GAMES: Monthly rent to be paid: <u>20</u> %, not to exceed 20% of gross profits from all other forms of lawful gambling.			
If any booth sales conducted by a licensed organization at the premises, rent may not exceed 10% of gross profits for that month and is subject to booth operation \$1,750 cap.			
BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)			
Bingo rent is limited to one of the following:			
- Rent to be paid: <u>N/A</u> %, not to exceed 10% of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo. - OR - - Rate to be paid: \$ <u>N/A</u> per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor. ⇒ Rent may not be paid for bar bingo. ⇒ Bar bingo does not include bingo games linked to other permitted premises.			
LEASE TERMINATION CLAUSE (must be completed)			
The lease may be terminated by either party with a written <u>30</u> day notice. Other terms:			

LG215 Lease for Lawful Gambling Activity

6/15 Page 2 of 2

Lease Term: The term of this agreement will be concurrent with the premises permit issued by the Gambling Control Board (Board).

Management: The owner of the premises or the lessor will not manage the conduct of lawful gambling at the premises. The organization may not conduct any activity on behalf of the lessor on the leased premises.

Participation as Players Prohibited: The lessor will not participate directly or indirectly as a player in any lawful gambling conducted on the premises. The lessor's immediate family and any agents or gambling employees of the lessor will not participate as players in the conduct of lawful gambling on the premises, except as authorized by Minnesota Statutes, Section 349.181.

Illegal Gambling: The lessor is aware of the prohibition against illegal gambling in Minnesota Statutes 609.75, and the penalties for illegal gambling violations in Minnesota Rules 7865.0220, Subpart 3. In addition, the Board may authorize the organization to withhold rent for a period of up to 90 days if the Board determines that illegal gambling occurred on the premises or that the lessor or its employees participated in the illegal gambling or knew of the gambling and did not take prompt action to stop the gambling. Continued tenancy of the organization is authorized without payment of rent during the time period determined by the Board for violations of this provision, as authorized by Minnesota Statutes, Section 349.18, Subd. 1(a).

To the best of the lessor's knowledge, the lessor affirms that any and all games or devices located on the premises are not being used, and are not capable of being used, in a manner that violates the prohibitions against illegal gambling in Minnesota Statutes, Section 609.75.

Notwithstanding Minnesota Rules 7865.0220, Subpart 3, an organization must continue making rent payments under the terms of this lease, if the organization or its agents are found to be solely responsible for any illegal gambling, conducted at this site, that is prohibited by Minnesota Rules 7861.0260, Subpart 1, item H, or Minnesota Statutes, Section 609.75, unless the organization's agents responsible for the illegal gambling activity are also agents or employees of the lessor.

The lessor must not modify or terminate the lease in whole or in part because the organization reported, to a state or local law enforcement authority or to the Board, the conduct of illegal gambling activity at this site in which the organization did not participate.

Other Prohibitions: The lessor will not impose restrictions on the organization with respect to providers (distributor or linked bingo game provider) of gambling-related equipment and services or in the use of net profits for lawful purposes.

The lessor, the lessor's immediate family, any person residing in the same residence as the lessor, and any agents or employees of the lessor will not require the organization to perform any action that would violate statute or rule. The lessor must not modify or terminate this lease in whole or in part due to the lessor's violation of this provision. If there is a dispute as to whether a violation occurred, the lease will remain in effect pending a final determination by the Compliance Review Group (CRG) of the Board. The lessor agrees to arbitration when a violation of this provision is alleged. The arbitrator shall be the CRG.

Access to Permitted Premises: Consent is given to the Board and its agents, the commissioners of revenue and public safety and their agents, and law enforcement personnel to enter and inspect the permitted premises at any reasonable time during the business hours of the lessor. The organization has access to the premises during any time reasonable and when necessary for the conduct of lawful gambling.

Lessor Records: The lessor must maintain a record of all money received from the organization, and make the record available to the Board and its agents, and the commissioners of revenue and public safety and their agents upon demand. The record must be maintained for 3-1/2 years.

Rent All-Inclusive: Amounts paid as rent by the organization to the lessor are all-inclusive. No other services or expenses provided or contracted by the lessor may be paid by the organization, including but not limited to:

- trash removal
- electricity, heat
- snow removal
- storage
- janitorial and cleaning services
- other utilities or services
- lawn services
- security, security monitoring
- cost of any communication network or service required to conduct electronic pull-tabs games or electronic bingo
- in the case of bar operations, cash shortages.

Any other expenditures made by an organization that is related to a leased premises must be approved by the director of the Board. Rent payments may not be made to an individual.

ACKNOWLEDGMENT OF LEASE TERMS

I affirm that this lease is the total and only agreement between the lessor and the organization, and that all obligations and agreements are contained in or attached to this lease and are subject to the approval of the director of the Gambling Control Board.

Other terms of the lease:

Signature of Lessor:

Date:

5/17/24

Signature of Organization Official (Lessee):

Date:

5-17-24

Print Name and Title of Lessor:

HOLLY WAGGONER OWNER

Print Name and Title of Lessee:

WADE WESTPHAL GAMBLING-MANAGER

Questions? Contact the Licensing Section, Gambling Control Board, at 651-539-1900. This publication will be made available in alternative format (i.e. large print, braille) upon request. **Data privacy notice:** The information requested on this form and any attachments will become public information when received by the Board, and will be used to determine your compliance with Minnesota statutes and rules governing lawful gambling activities.

Mail or fax lease to:

Minnesota Gambling Control Board
1711 W. County Road B, Suite 300 South
Roseville, MN 55113

Fax: 651-639-4032



CITY OF
OWATONNA

Miscellaneous



DATE: August 7, 2024
TO: Mayor and City Council
FROM: Jenna Tuma, Parks, Trails, Recreation & Facilities Director
SUBJECT: Change Order #1 - Masonry Rehabilitation and Tuckpointing at City Hall - Innovative Masonry Restoration, LLC

Purpose:

Seeking approval of Change Order #1 with Innovative Masonry Restoration, LLC to remove three ventilation louvers and the masonry infill of the space.

Background:

Innovative Masonry Restoration is conducting masonry and tuckpointing work at City Hall as part of the approved 2024 Capital Improvement Project, GB 13-007.

The project consultant, Adsit Architecture, has recommended the removal and infilling of the space occupied by three ventilation louvers as part of the scope of work. These louvers, which are no longer in use, are situated beneath the upper windows on the north side of the main City Hall building. Please refer to the attached pictures for more details.

The tuckpointing project is expected to be completed by the end of August 2024.



Budget Impact:

The 2024 GB 13-007 CIP project was funded at \$150,000, and Innovative Masonry Restoration's original agreement was \$112,000. This change order expense falls within the

CIP \$150,000 allotment.		
CIP GB 13-007	\$150,000	
Innovative Masonry Restoration - original agreement (May 2024)		\$112,000
Change Order - Removal of louvers (3)		\$9600
Total Tuckpointing Project Expense	\$121,600	

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Innovative Masonry Restoration Change Order - Louvers
2. Change Order Details City Hall



AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> Owatonna City Hall Tuckpointing and Masonry Owatonna, MN	CONTRACT INFORMATION: Contract For: General Construction Date: May 07, 2024	CHANGE ORDER INFORMATION: Change Order Number: 001 Date: July 30, 2024
OWNER: <i>(Name and address)</i> City of Owatonna 540 West Hills Circle Drive Owatonna, MN 55060	ARCHITECT: <i>(Name and address)</i> Adsit Architecture and Planning 3034 Benjamin St NE Minneapolis, MN 55418	CONTRACTOR: <i>(Name and address)</i> Innovative Masonry Restoration 16624 Lakeside Avenue Prior Lake, MN 55372

THE CONTRACT IS CHANGED AS FOLLOWS:

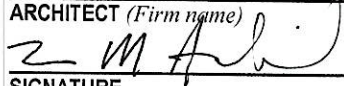
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The masonry infill of three existing ventilation louvers has been added to the scope of work.

The original Contract Sum was	\$ 112,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 112,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 9,600.00
The new Contract Sum including this Change Order will be	\$ 121,600.00
The Contract Time will be increased by Zero (0) days.	
The new date of Substantial Completion will be	

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

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

Adsit Architecture and Planning ARCHITECT <i>(Firm name)</i>	Innovative Masonry Restoration CONTRACTOR <i>(Firm name)</i>	City of Owatonna OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
Mina Adsit, Architect PRINTED NAME AND TITLE	Chad Dieken, Project Manager PRINTED NAME AND TITLE	 PRINTED NAME AND TITLE
July 30, 2024 DATE	 DATE	 DATE



INNOVATIVE
MASONRY
RESTORATION, LLC

16264 Lakeside Ave SE, Prior Lake, MN 55372

Owatonna City Hall
2024 Masonry Rehabilitation and Tuckpointing
Owatonna, MN
Change Order Request No. 01 - Remove & Infill (3) Additional
Louvers
July 11, 2024

Description:	Quantity:	Unit:	Unit Cost:	Total Cost:
Labor	1	LS	\$4,571.43	\$4,571.43
Materials	1	LS	\$100.00	\$100.00
Equipment (articulating aerial boom lift)	1	LS	\$4,928.57	\$4,928.57
Total Add / (Deduct):				\$9,600.00



INNOVATIVE
MASONRY
RESTORATION, LLC

16264 Lakeside Ave SE, Prior Lake, MN 55372

Owatonna City Hall
2024 Masonry Rehabilitation and Tuckpointing
Owatonna, MN
Change Order Request No. 01 - Remove & Infill (3) Additional
Louvers
July 11, 2024

Description:	Quantity:	Unit:	Unit Cost:	Total Cost:
Labor	1	LS	\$4,571.43	\$4,571.43
Materials	1	LS	\$100.00	\$100.00
Equipment (articulating aerial boom lift)	1	LS	\$4,928.57	\$4,928.57
Total Add / (Deduct):				\$9,600.00



DATE: August 7, 2024
TO: Mayor and City Council
FROM: Jenna Tuma, Parks, Trails, Recreation & Facilities Director
SUBJECT: Proposal - Fiber Line at Merrill Hall - Phone Station, Inc.

Purpose:

Approve the agreement with Phone Station, Inc. to install fiber and cabinet in the Merrill Hall building.

Background:

The current mechanical Capital Improvement Project (CIP) at Merrill Hall involves access to wall chases for the HVAC ductwork. These spaces allow easy access to fiber installation on each floor.

Having fiber in the building creates the opportunity to use the building for City business and workstations in the future.

The City received two bids, and Phone Station, Inc. submitted the lowest bid and can meet the project timeline.

Phone Station, Inc.	\$11,470
Cole's Electric, Inc.	\$24,250

Budget Impact:

This work falls outside the scope of the HVAC CIP project. The funds for the fiber and cabinet will be sourced from the Building Maintenance Fund or project cost savings.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Proposal - Phone Station, Inc.

Proposal

FARIBAULT:
24 NE 2ND ST.
FARIBAULT, MN 55021
PHONE: 507-334-3735
OR 1-800-944-0105
FAX: 507-334-8249



SALES SERVICE INSTALLATION
BUSINESS & RESIDENTIAL
Licensed & Bonded License #CC00312

OWATONNA OFFICE
OWATONNA, MN 55060
507-573-5446

ROCHESTER OFFICE:
ROCHESTER, MN 55904
PHONE: 507-281-2122

PROPOSAL SUBMITTED TO: City of Owatonna	PHONE (507) 774-7097	DATE 006/07/2024
STREET 540 West Hills Dr.	CONTACT NAME Aaron Fitzloff	
CITY, STATE AND ZIP CODE Owatonna, MN 555060	Fax Number aaron.fitzloff@ci.owatonna.mn.us	

We hereby submit specifications and estimates for: **Merrill Building Fiber**

Install 12 strand OM4 indoor/outdoor plenum armored fiber from Merrill building 2nd floor to Velve building lower level.
Terminate fiber in the Merril building in one Leviton rack mounted fiber enclosure with one OM4 LC 12 strand panel.
Terminate fiber in the Velve building in one Leviton wall mounted enclosure with one OM4 LC 12 strand panel.
Wall mounted cabinet furnished by the City of Owatonna unless the extra below is added.

Install 12 strand OM4 indoor/outdoor plenum armored fiber from Velve building to C11 building LL data cabinet.
Terminate fiber in the Velve building Leviton wall mounted enclosure listed above with one OM4 LC 12 strand panel.
Terminate fiber in the C11 building in existing Hubble enclosure with one OM4 LC 12 strand panel.
Test and certify the fiber.

Patch 1 pair of fiber through at the Velve building to the Merrill building.

Option-Extra

1-Chatsworth Wall Mount Cabinet 11996-724 (19" W x 24" H x 30" D) Installed-Add \$1,575.00 + Tax

Note: If we cannot use the chase between floors in the Merrill Bldg., there may be additional cost of material and labor.

STANDARD WARRANTY HOURS: MONDAY THRU FRIDAY 8 AM TO 4:30 PM

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:
Nine thousand eight hundred ninety-five dollars 00/100's Includes tax Dollars **9,895.00**).

Payment to be made as follows:

1/2 down / balance due upon completion.

ALL EQUIPMENT AND MATERIAL IS PROPERTY OF THE PHONE STATION UNTIL PAID FOR

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviations from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, wind damage and other necessary insurance. Unless specified, warranty of labor or material not covered by acts of God (lightning, water, wind, ect).
Our workers are fully covered by Workman's Compensation Insurance.

Authorized

Signature Mike Friesen Emailed 06/07/2024.

Note: This proposal may be
withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

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

Signature _____

Date of Acceptance: _____

Printed Name _____

FARIBAULT:
FARIBAULT, MN 55021
PHONE: 507-334-3735
OR 1-800-944-0105
FAX: 507-334-8249



OWATONNA OFFICE:
OWATONNA, MN 55060
507-573-5446

ROCHESTER OFFICE:
ROCHESTER, MN 55901
PHONE: 507-281-2122

TERMS & CONDITIONS

All standard labor prices assume installation in typical office environment and are subject to site survey & inspection. All contracts are subject to the approval of an officer of Phone Station, Inc.

WARRANTY – Phone Station Inc. hereby guarantees the equipment as listed in the Equipment Description against defective material or workmanship for the period stated in the Equipment Description from the date of said property is delivered. This guarantee will be void and will not apply to any equipment repaired by personnel other than an authorized representative of Phone Station, Inc., or which has been tampered with or damaged by the customer or its representatives in any manner.

MAINTENANCE - Maintenance will be available on a twenty-four (24) hour per day basis and can be obtained by calling the Phone Station, Inc. office. A Phone Station service representative will respond to a maintenance request within one (1) business day for normal repair service and within three (3) hours in the case of a complete system failure. After the warranty period, maintenance will be made available on a time and material basis, or the customer may elect to take advantage of an extended warranty contract.

SPECIAL CONDITIONS - The customer acknowledges that title to the subject property and the right of possession thereto shall be and remain that of Phone Station, Inc. until the full purchase price is paid. A one and one-half (1½ %) per month finance charge will be applied to any and all past due amounts. The customer shall not sell, transfer, hypothecate, mortgage, or dispose of the above-described equipment without written consent of Phone Station, Inc. until the full purchase price is paid. In the event this agreement is rescinded by the customer at any time prior to commencement of installation and/or delivery of equipment, the customer will pay Phone Station, Inc. a service and engineering fee equal to ten (10%) of the total purchase price. In the event the customer fails to make payments as specified or cancels this agreement after commencement of installations and/or delivery of equipment, or permits equipment to be removed, altered or tampered with, Phone Station, Inc. will be entitled to additional liquidated damages in the amount Phone Station, Inc. specifies as necessary for the actual loss sustained. In the event that any obligation arising under this contract is turned over to any attorney for collections, the customer shall be liable for costs incurred in collections, plus reasonable attorney fees in addition to all other amounts owed under this contract. In no way will Phone Station, Inc. be held responsible for indirect, special, or consequential damages resulting from the use of the above-described property or implementation of this agreement. Phone Station, Inc. agrees to exercise its best effort to meet estimated delivery and installation dates but assumes no liability for failure to do so. Facilities and supplemental equipment such as conduits, back boxes, high voltage wiring and outlets, are not a part of this agreement. All provisions of this contract shall be considered as separate terms and conditions. In the event any one provision is deemed illegal, invalid, or unenforceable, all of the other provisions shall remain lawful and enforceable as if the illegal, invalid, or unenforceable provision were not a part hereof. This agreement constitutes the entire contract between the parties and Phone Station, Inc. makes no representations or warranties unless set forth in writing by Phone Station, Inc. and attached to this agreement.

_____ Initials