



CITY COUNCIL MEETING
Tuesday, September 3, 2024 at 7:00 PM
Council Chambers, Charles S. Crandall Center
540 West Hills Circle
Roll Call: Council Members Svenby, Voss, Dotson,
Burbank, Boeke, Raney & Schultz

PLEASE NOTE: At 5:30 p.m. Council will meet in a Study Session in Council Chambers, City Hall at 540 West Hills Circle. An item of Discussion will be the Proposed Comprehensive Plan. If time allows, there will also be 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 - 2024 Quilt of Valor Day - September 19, 2024

2. CONSENT AGENDA ITEMS

2.1. Board/Commission Minutes

2.1.1. EDA Minutes - July 17, 2024

2.1.2. Human Rights Commission Meeting - July 30, 2024

2.1.3. Planning Commission Minutes - August 13, 2024

2.1.4. Human Rights Commission Meeting - August 26, 2024

2.2. Department Reports:

2.2.1. Fire - Monthly Dashboard and Activity Report - July 2024

2.2.2. Weed/Nuisance Inspection Report - August 28, 2024

2.3. Licenses/Permits

2.3.1. Event Permit - Relay for Life - Steele County 5K - September 21, 2024

2.3.2. Temporary Liquor Permit - Owatonna Country Club - September 19, 2024

2.4. Miscellaneous

2.4.1. Extension of Airport Land Lease (Commercial) - Langer Aviation, Inc.

2.4.2. Resolution 92-24 Authorize Contract for Purchases - Fame Awards

3. ACTION ITEMS

3.1. Finance Report

3.2. Ordinances

3.2.1. Second/Final Reading Proposed Ordinance 24-4 Oak Hill Planned Use Development

3.3. Resolutions:

3.3.1. Resolution 88-24 - Set Date for Public Hearing on Proposed Assessments - Delinquent Utility Accounts

3.3.2. Resolution 89-24 - Accept Bids and Award Contract - Vine Street Parking Lot Project

3.3.3. Resolution 90-24 - Vine Street Parking Lot Parking Hour Restrictions

3.3.4. Resolution 91-24 - Final Plat - Oak Hill Addition

3.4. Miscellaneous

3.4.1. On-Sale Liquor License - Home2Suites, 230 Allan Avenue

3.4.2. City Administrator Benefits Package

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



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Mayor Kuntz



Proclamation

- WHEREAS** the Quilt of Valor Foundation is a national organization created in 2003 from a serviceman's mother idea to comfort Veterans with quilts; and
- WHEREAS** the Quilts of Valor Foundation recognize and acknowledges the "War Demons" that plague soldiers from all wars. Through this foundation, quilts have been presented to warriors from all conflicts including WWII, Korea, Vietnam, Iraq and Afghanistan; and
- WHEREAS** each quilt represents a three-part message from the givers to those receiving: Honor; Freedom is Not Free; and Comfort; and
- WHEREAS** in 2022, the Owatonna Exchange Club, choose the "Quilt of Valor" as one of their Americanism Service Projects. They awarded five quilts in 2022, seven veterans received quilts last year, and this year, nine recipients were selected:

Thomas Kuntz - US Air Force

Stanley Honsey - US Navy

Joe Falteysek - US Air Force

Robert Spatenka - US Army

Harold Kerkvliet - US Army

Jim Leonard - US Army

Eugene Kispert - US Navy

Russell Cumberland Jr. - US Marines

Roger Ruehling - US Air Force

With sincere thanks and gratitude, these nine veterans are being recognized for their service to our country and community as they receive theirs "Quilt of Valor".

NOW THEREFORE, I Thomas A Kuntz, Mayor of the Great City of Owatonna, hereby proclaim **Thursday, September 19th** as the

2024 QUILT OF VALOR DAY

within the City of Owatonna and invite everyone to congratulate and celebrate with these veterans as they receive their quilts. I have hereunto set my hand this 3rd day of September, 2024.

By: _____
Greg D. Schultz, City Council President



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Board Commisison

**EDA
Minutes
July 17, 2024**

The Owatonna Economic Development Authority met in regular session at 4:00 pm in the Charles S. Crandall Center – Chambers at City Hall Building with President Raney presiding. Commissioners present: Dan Boeke, Andrew Cowell, Corey Mensink, Kevin Raney, and Doug Voss (4:11 pm). Commissioners absent: Brenda DeVinny and Pat McDermott. Also present were Troy Klecker, Brad Meier, Sean Williams, Lisa Cochran, Glenda Smith, Dave Beaver, and Kristen Kopp.

Approval of Minutes. Commissioner Cowell moved approval of the minutes of the June 12, 2024 meeting with second by Commissioner Boeke. All Commissioners voting Aye, the motion passed.

Treasurer's Report. Community Development Director Troy Klecker presented the revenue and expense reports for June. He said we haven't had any projects that have required consulting fees yet this year. First half payments have been made for the contracts with the Chamber and OABDC. He reminded them that if they can get an invoice, they will make the second half payments.

Loan Report. OABDC Director Sean Williams presented the loan report for June. He said Walbran is drafting three loan documents right now. All non-forgivable loans are current.

OACCT / OPED Report. OACCT Director Brad Meier presented the OACCT Report for June. He said that the work experience grant is in full swing. Signing Days were done on site at businesses. Each one did their own twist. They're finalizing the SteeleCoWorks position and they're hoping to hire before the school year. OPED is working with six proposals right now and one has Owatonna on a short list. Kruschke coordinated this, and the team came together for a presentation last week. OPED met with Riverland President Kat Linaker two weeks ago. It was a good time to reconnect. There are a couple Real Estate Journal events coming up next month. Marthaler Honda is planning to build in Owatonna and the Chamber had a meeting with them. They were very clear that Owatonna is a 180 degree difference than Albert Lea concerning the attitude toward growth. That was positive. Mayo has been investing in radiology in Owatonna and just opened a new MRI machine in Owatonna. Tonight they're hosting a Running For Office Event as the filing for City and School Board is July 30 through August 13.

Doug Voss arrived at 4:11 pm.

MainStreet Report. MainStreet Director Lisa Cochran presented the quarterly MainStreet Report. She said they are looking forward to a couple new businesses opening. She said they did have some new owners take over, and she's met with all of them. They are all excited to be owning businesses downtown. She said three businesses contacted her about the Upper Level Grant.

Tourism Report. Tourism Director Glenda Smith presented the quarterly Tourism Report. She highlighted a list of events, many which were new. She said occupancy was 91% occupancy during Corky's Weekend. The Shop & Dine Challenge was new this year. They had 474 check-ins with 31 redemptions for prizes and a total of 280 users. The National Travel & Tourism Week was the end of May, and Ambassadors visited 22 Chamber Hospitality Members. Air Race Classic was a successful event, with 29 teams staying in Owatonna. She highlighted marketing events coming up in the region as well as social media stats. She highlighted lodging tax and occupancy. May was the highest month since September 2023. It continues to be on the lower end, but she continues to target new groups. Raney asked if the number of hotel rentals per week up since we've had more hotels open up in the last 18 months. Smith explained that she can't add new hotels one at a time. She'll have to wait for Double Tree opens, hopefully in January. The numbers aren't terribly accurate. Raney thanked Smith for all of her work to try to secure the Coalition of Greater Minnesota Cities Conference next year. He thought it was a five-star presentation. They will be attending the conference next week, and plan to find out why Owatonna did not win. If there are things that weren't even mentioned, how are we supposed to know? Smith said they will try again. Smith introduced their summer intern, Hillary Haarstad. She's majoring in marketing in La Crosse and will be a Junior this fall.

OABDC Report. OABDC Director Sean Williams presented the OABDC report for June. He said that they released an RFP for software studio program that is being funded in part by a grant that they received from DEED. That will be servicing all of SE Minnesota. They have four responses and the board is meeting with the top candidates next Friday. Everyone who reviewed the applications was impressed with the quality. They will also be releasing an RFP for the Makerspace program, which is also a DEED grant. He's hoping to get some outside-of-box thinking when it comes to the Makerspace. They hosted a Marketing 101 Workshop on May 20 in partnership with the Chamber, Tourism, and SBDC. They are spooling up their monthly entrepreneurial event, in partnership with Owatonna Business Partnership, and will take place the second Tuesday of every month. They will be doing English and Spanish language Small Business Academy cohorts this fall in partnership with Community Ed. At the end of June they hit 118 hours of consulting in comparison to 49 the last year. They only had 100 total last year. They're seeing a lot of demand. They brought on a new tenant in the manufacturing space. Even though they're only at 57% occupancy, they're at 94% of their budget.

Airport Report. Airport Manager Dave Beaver presented the quarterly Airport Report. He said the Air Race Classic was a successful event with teams from all over the country. We had the most overnights of any of the stops. The volunteers also stayed in our hotels. They had a lot of good things to say about Home2 Suites and other hotels. He thanked Glenda Smith and her team for their help with the event. He gave an update on projects happening at the airport. They have taken a lot of steps and met a lot of goals at the airport. They're in a good spot, but want to keep momentum going. The CIP projects are geared for that. They received a \$500,000 grant from the State Aeronautics Division for hangar roof repair. There is also runway intersection work for be done this year. Next year they'll want to do parking lot updates. They're taking steps toward a 7,000 foot runway to better support the economic development of the community. Accelerated Aviation is doing great things. They bring students from all over and have 15 instructors, 14 aircraft, and two full-time mechanics and an office manager. They continue to grow. He wants to see more development like that. Cowell asked if the fencing project is complete. Beaver said that

the contractor is done with the physical parts of the fence. They are just waiting for access control. They're using the same contractor the City uses for City Hall, so a little more coordination is needed to get that set up.

EDA Projects. Community Development Director Troy Klecker presented the EDA Projects for June. Cemstone still has another building to put up on their new site. The development agreement ends in May of next year. Once they put up the new building, they'll have everything moved out, except for the retail portion. They have talked to him about leasing the area east of Riverside for sale of material for a period of time. He said it makes some sense. They're finding that the new site isn't big enough to accommodate everything they want to have out there. They will probably have to find something different for the retail portion. They're talking about that. That eastern portion will be tough to redevelop anyway because of the size and shape of it. They would vacate everything else on the west side of Riverside Avenue. Scooters has said they're going to start before the end of July. He said that the land swap with Alexander Lumber happened that morning. They swapped two City-owned lots on Fremont with their lot on Rose Street. Their short-term plan is to gravel it all, refence it, and use it for storage.

Old Business:

Bubba's Update.

Community Development Director Troy Klecker said that the City is the owner of the Bubba's lot once again. Oscar and Tammy came in and signed all the paperwork on Friday. They have a repayment agreement. They will pay it back over a five-year period at 3% interest starting on August 1. They signed over the deed and we have the keys. Raney asked if there was a strong marketing plan and wondered if they could expect any movement in the next year. Klecker said they have been noticing things slowing down a little bit right now. Retail is slow. It is normal for things to slow down before Presidential elections. He doesn't expect anything before the new year, but they only need the one right person. That could come at any point in time.

New Business:

State Avenue Lots.

Community Development Director Troy Klecker said this happened since the last EDA meeting, or he would have mentioned it then. The City owns two lots on State Avenue. Together they are about 2.5 acres. They're right across from the storage buildings and next to Mohs' offices. They've had those lots for a while and have had the least amount of interest on them as they are more commercial lots than industrial lots. He had some phone calls with Renneberg Hardwoods Inc. and they have submitted a purchase agreement. They sell hardwood products and service this area now from a different location. Having a facility in Owatonna would help service this whole southern Minnesota area. They are looking to build a 12,100 square foot facility with a 40 x 40 showroom / office space and the rest would be warehouse space. They do want room to expand, which they would. They had it listed at \$2/square foot which is probably a little on the high side. That would be about \$225,000. Their offer is for \$200,000, but it brings a new business into town with no incentives, just a straight up sale and build. They would start with

three employees and looking to get to six over a period of time. They want to expand once they establish themselves. They're putting plans together now. The closing date would be on or before August 31. They want to start building this fall. In laying out the approval process, typically it would go to EDA first and then City Council, but the next Council meeting after today is August 7. There was a City Council meeting last night and he presented it. The Council did approve it with the conditional that the EDA recommends approval as well. If the EDA approves it, then they will go ahead with a closing date before the end of August. Klecker said they cater mostly to contractors but there is a retail element. This is an ideal location for them. A motion was made by Mensink and seconded by Cowell to approve the sale of two City lots to Renneberg Hardwoods Inc. All Commissioners voting Aye, the motion passed.

Low Doc Loan Program Reimbursement Wording.

OABDC Director Sean Williams said this came about because they've got some interest in low doc loans again. In examining a couple of the low doc loans that were approved previously, it came to their attention that the wording in the original application and the current application online include that it's a reimbursement program and not a loan program where the dollars are dispersed up front. In talking to Troy about it, it became clear that it was not the original intent of the program. They wanted to get a vote that it is not a reimbursement program, but a disbursement upon approval program. Klecker said we haven't had a lot of use of the low doc loan program, but are seeing more interest now. He said the ones we've had before have been a loan. Grants work much differently where we want to see the applicant spend the money, and then they will reimburse them. This is what the Forgivable Loan Program is. These low doc loans are more like traditional loans. They're asking for a loan because they don't have the money up front. Raney asked if this was informational today. Klecker said they want an action clarifying the intent of the program. Raney said they haven't seen the new document. Klecker said the current application is on the website. Part of it is that they are putting the wording together to get it on the website. Williams said that before they move forward with posting it, they wanted to get a vote that it is not a reimbursement program, that it is a traditional loan structure. A motion was made by Mensink and seconded by Cowell to clarify the purpose of the low doc loan program is a loan program rather than a reimbursement program. All Commissioners voting Aye, the motion passed.

Schedule Next Meeting. The next EDA meeting is scheduled for **August 21, 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 Voss and seconded by Commissioner Cowell to adjourn the meeting at 4:58 pm. All Commissioners voting Aye, the motion passed.

Owatonna Human Rights Commission Minutes

The Owatonna Human Rights Commission (OHRC) met Tuesday, July 30, 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, Jennifer Hansen, and Mustafe Ismael; City Administrator Busse and Administrative Coordinator Clawson were present. Commissioner Julia Seykora was unable to attend.

Following the Pledge of Allegiance, Commissioner Gunderson welcomed everyone to the meeting. The meeting agenda was accepted as prepared and everyone was asked to review Minutes of the July 9, 2024, OHRC Meeting. Commissioner Bjore made a motion for approval as presented, Commissioner Hansen seconded the motion, and all members present voted aye for approval.

ITEMS of DISCUSSION

2024 Welcome Week

Soccer Game – Commissioners reviewed plans for the “Meeting on the Field” planned for Saturday, September 7th at Daiken Field. The field has been reserved and an Event Permit filed to allow for a food truck within the park. El Ray Taco will be available beginning at 5:30 pm, Commissioner Hansen prepared \$5 Participant Vouchers towards a food purchase. The game will consist of two 45-minute halves beginning at 6:30 pm. Commissioner Ismael will arrange for referees. Each participant will receive a team shirt, red or blue, with “Welcome Week, Meeting on the Field” printed on the front in white and “Owatonna Human Rights Commission and their number” on the back. Participants must register by August 9th so shirts can be ordered in their requested sizes.

Human Library – OHRC will use the city’s participant site during the September Downtown event on September 5th. City Administrator Busse commented the city’s event items can be used including a tent, tables, chairs, wagon, and display banners. Commissioner Hansen commented current expense for the Human Library is \$426; \$300 Chamber Bucks for prizes and \$126 to print the “Bingo” cards. Twelve participants are confirmed and several more pending. All commissioners were asked to contact additional participants to offer a wider variety of books. Participant information can be sent to those interested.

Everyone was encouraged to promote these 2024 Welcome Week activities. Commissioners Gunderson, Seykora and Bjore will arrange time with KOWZ radio for promotion during the last week of August. City Administrator Busse will confirm the city’s next Straight Talk session for Commissioners Ismael, Gunderson and Bjore to participate. New Flashes on the city’s website, Facebook, and Event Calendar and the Chamber’s website also will be used.

2025 Martin Luther King Jr. Day Event

Commissioners Gunderson and Hansen recently met with staff at the History Center. Thirteen round tables will be set with 10 chairs each to offer seating for 130 attendees and food will be set on tables in the hallway. A brief review of plans included:

- 1) Contract is approved for event speaker, Seema Pothini.
- 2) Commissioner Gunderson will contact Plaza Morena for price quote on cost of 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

Commissioners wished to meet prior to the regular September meeting to review plans for the 2024 Welcome Week. A special meeting will be held on Monday, August 26th at 5:30 p.m. in the Meeting Room of the Charles S. Crandall Center.

At 6:37 p.m., Commissioner Esquivel made a motion to adjourn, Commissioner Bjore seconded the motion, and the meeting was adjourned.

Respectfully submitted,
Jeanette Clawson, Administrative Coordinator

OWATONNA PLANNING COMMISSION MINUTES FOR AUGUST 13, 2024

The Owatonna Planning Commission met in regular session at 5:00 p.m. in the Owatonna Arts Center at West Hills with Vice Chairperson Rachel Springer-Gasner conducting the meeting. Present at roll call were Commissioners Mark Meier, Rachel Springer-Gasner, John Eickhoff, Nick Peake, and David Effertz. Commissioners Kelly Rooks and Mark Wilson were absent. Community Development Manager Greg Kruschke, Planning Specialist Ashley Zidon, and Administrative Technician Kristen Kopp were also present.

A motion was made by Effertz and seconded by Meier to approve the minutes of the regular meeting of July 9, 2024. All Commissioners voting Aye, the motion carried.

Application No. RZ-8, by Jolayne Mohs, on behalf of Owatonna Hope Center, Inc., a request for a zone change from B-2, Community Business District, to PUD, Planned Unit Development, for the purposes of opening a multi-use facility including shelters, clinics, offices, and other spaces for the property located at 134 Southview Street SW, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing opened at 5:07 pm. John Oberstein, 1013 Cedar Avenue South, said that he lives in the first house south of the Mayo Clinic ambulance services on the same side of the road. He said that he's not against this project at all—it's something that is needed in this community and he commended Jolayne on taking this responsibility on. He said he had a couple of things he'd like to comment on. First, Block 1, Lot 1 is the parking lot. There is nothing mention in the zoning for a change to the parking lot. He said it looks like it would be wide open for a multi-level apartment building. He said he doesn't want that in their neighborhood and doesn't feel it would fit in their neighborhood. He said he'd be totally against that. Second, he is wondering, because this is a nonprofit organization, whether this property will be tax exempt from property taxes payable to the City of Owatonna. He's gotten two or three different answers on that and would like clarification. Jolayne Mohs said they had a neighborhood meeting last week. Overall, it went well. Neighbors had typical and realistic concerns and questions about how it will be run and organized. John Oberstein added that Jolayne handled that meeting very well. Public hearing closed at 5:11 pm. Kruschke said, starting with the first comment regarding the parking lot, the next request it to plat this into one lot. What the Planned Unit Development (PUD) zoning does is allow for this nonprofit use. Anything else outside of that use—apartment, addition, gas station, etc.—would require that to come back through this process as an amendment. This PUD allows for this conglomeration of uses but makes it more difficult to change things long term. As far as the tax situation, this middle area was a portion of the Fareway Tax Increment Financing (TIF) district. When the old hospital was demolished, there were incentives given by the City, and a portion was given to Mayo Clinic. As part of this transfer of this property to the Hope Center group, Mayo Clinic rescinded the TIF and put everything back on the tax rolls knowing that when this comes forward, it would be a nonprofit group. The intent is that there would be no taxes generated on this property, thus the TIF wouldn't be able to work. The City Council approved the transfer of property about six months ago. Eickhoff asked if any of the uses that, had they been separate, wouldn't have been allowed. Kruschke said shelter uses in a business district are difficult as they are essentially dormitories with shared kitchen and bath facilities. Those were a little difficult with the ordinance. There were some things legislatively that were happening in the session that would have exempted shelters in business districts, but that wasn't included in any of the bills that went forward. We still have the clinic and warehouse uses that are more difficult to blend in. This unique combination of uses, although it works in this situation, is difficult with our ordinances. This PUD solves all of that. Eickhoff said that he appreciates reusing old buildings. A motion was made by Eickhoff and seconded by Effertz to recommend City Council approval of the rezoning property from B-2, Community Business District, to PUD, Planned Unit Development, for the purposes of providing a multi-use facility including shelters, clinics, offices, and other

spaces for the property located at 134 Southview Street SW. All Commissioners voting Aye, the motion carried.

Preliminary Plat of Oak Hill Addition, which is a 2.05± acre tract of land requested to be rezoned PUD by Jolayne Mohs / Owatonna Hope Center Inc. and located at 134 Southview Street SW, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing opened at 5:19 pm. No comments were made regarding this request. Public hearing closed at 5:20 pm. A motion was made by Meier and seconded by Peake to recommend City Council approval of this preliminary plat of Oak Hill Addition with the following conditions:

- 1) The final plat shall be approved within one year of the date of approval of the preliminary plat.
- 2) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 3) The easement OPU has requested shall be designated on the final plat.

All Commissioners voting Aye, the motion carried.

Community Development Manager Greg Kruschke said that the Vine Street Parking Lot will be on the agenda for the August 27 meeting. They will probably be making a formal recommendation on what the hour designation should be with that project.

Kruschke said that they will be talking about implementation steps for the Comprehensive Plan at the August 27 meeting. There is a notice going out, probably Friday, for the 30-day notice to comment on the Comp Plan for a September 24 public hearing at Planning Commission. It will go to Council on October 16 for adoption.

A motion was made by Meier to adjourn and seconded by Effertz at 5:21 p.m. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

Greg Kruschke
Community Development Manager

Owatonna Human Rights Commission
Minutes – DRAFT COPY

The Owatonna Human Rights Commission (OHRC) met on Monday, August 26, 2024, in the Meeting Room of the Charles S. Crandall Center. Chairman Jim Gunderson called the meeting to order at 5:30 p.m. Commissioner Hansen took roll call: Commissioners Jim Gunderson, Jessica Bjore, Edgar Esquivel, Jennifer Hansen, and Julia Seykora; City Administrator Busse and Administrative Coordinator Clawson were present.

Following the Pledge of Allegiance, Commissioner Gunderson welcomed everyone to the meeting. The meeting agenda was accepted as prepared and everyone was asked to review Minutes of the July 30, 2024, OHRC Meeting. Commissioner Hansen made a motion for approval as presented, Commissioner Seykora seconded the motion, and all members present voted aye for approval.

Commissioner Mustafe Ismael joined the meeting at 5:40 p.m.

ITEMS of DISCUSSION This meeting was scheduled as a Special Meeting to review plans for the two 2024 Welcome Week Events.

Human Library – Thursday, September 5th during the final 2024 Downtown Thursday event from 4-8 pm. Commissioner Hansen confirmed 12 human books have committed and several pending, five times are currently open during the event, two at 6:30-7:00 and three at 7:00-7:30. She is preparing book videos and the Bingo cards which will be printed at Insty Print. She will send copy of the books to Jeanette to print two copies of each book. The books will be laminated and displayed in “BINGO” formats at the tent. Jeanette will check out the city’s event items (wagon, tent, tables, 4 sack chairs, pop-up display and banner) and bring to Central Park. Commissioners Seykora, Bjore and Hansen will meet at 3:30 pm in Central Park to begin set up. Commissioner Ismael will be a “Human Book” and also help during the event. Commissioner Hansen will bring five chairs for the Human Books.

Commissioner Hansen made a motion to give each Human Book a \$5 Chamber Buck for participating, Commissioner Bjore seconded the motion, and all members voted aye in approval. Jeanette will follow-up with Julia to acquire required denomination of Chamber Bucks needed. Prizes will be awarded to Bingo participants; after reading their books, they submit their completed Bingo cards for a chance of an appropriate prize drawing. Prizes will include:

- 20 winners - \$5 Chamber Bucks for traditional “Bingo”
- 10 winners - \$10 Chamber Buck for “X” of “+” Bingo
- 5 winners - \$20 Chamber Bucks for blackout Bingo

Soccer Game – “Meeting on the Field” on Saturday, September 7th at Daiken Field. The game will consist of two 45-minute halves beginning at 6:30 pm. Currently, Commissioner Esquivel’s team has 10 participants and Commissioner Ismael’s has 24 players. Many players

did not complete the preregistration so shirt sizes were unknown, and no shirts were ordered; players will wear P&R pinnies. Commissioner Seykora will pick-up the pinnies and offered to provide some “swag” to participants. Jeanette will checkout the city’s event items, (wagon, banner, tent, tables, pop-up display, and sack chairs) and bring these items to the field shortly after 3:30 pm. El Ray Taco plans to begin set up at 3:30 pm, Commissioner Hansen has prepared \$5 Participant Vouchers towards their food purchases. Commissioner Ismael has arranged for the game referees. Commissioner Seykora will also arrange for water and snacks for the participants. Commissioner Hansen will bring a large speaker and sound system.

Everyone is encouraged to promote these 2024 Welcome Week activities. Commissioner Gunderson will do interview on Straight Talk on Wednesday morning and Commissioners Gunderson, Seykora and Bjore will do radio spots on Thursday morning. Commissioner Gunderson will also contact Annie Harmon, Editor of the Owatonna Peoples Press about these events. Commissioner Seykora will order a “Welcome Week” banner with the city’s new brand for display with a city banner during these events. New Flashes on the city’s website, Facebook, and Event Calendar and the Chamber’s website also will be used. Jeanette will follow-up on the new member’s nametags and order polo shirts for the OHRC Commissioners.

ADJOURNMENT

At 6:28 p.m., Commissioner Ismael made a motion to adjourn, Commissioner Esquivel seconded the motion, and the meeting was adjourned. The next OHRC Meeting is planned for Tuesday, September 10th at 5:30 pm.

Respectfully submitted,
Jeanette Clawson, Administrative Coordinator



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Department Reports

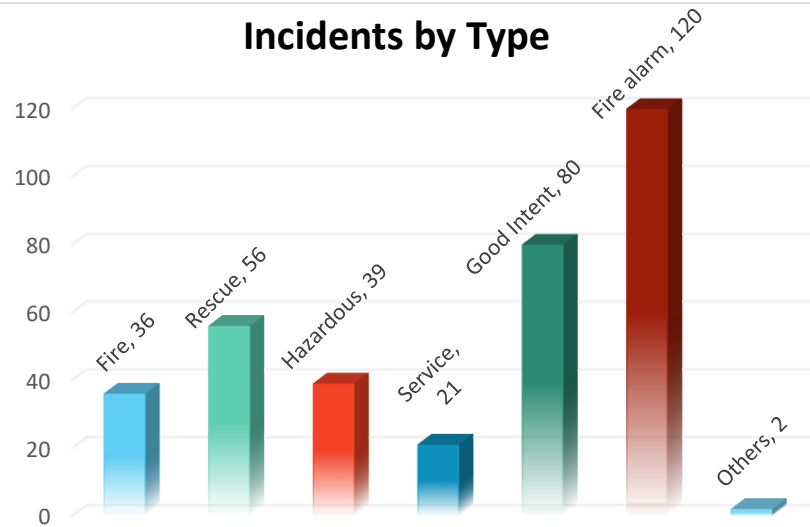
2024 OWATONNA FIRE DEPARTMENT MONTHLY ACTIVITY REPORT

INSPECTION SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024	2023
Fire code inspections	231	204	302	401	111	144	264						1657	2420
Fire alarm inspections	1	1	0	3	1	1	1						8	17
Sprinkler system inspections	4	6	8	5	7	5	6						41	37
Nuisance inspections	8	10	15	8	55	38	63						197	393
Weed inspections	0	0	0	0	177	125	135						437	425
Sprinkler system permits issued	3	4	2	4	2	2	1						18	26
Fire alarm system permits issued	3	0	2	2	2	2	2						13	17
Hood/Suppression system permits issued	1	1	0	0	0	0	0						2	7
Plan reviews	16	11	7	14	5	7	7						67	104
Code reviews	6	2	3	1	3	4	4						23	37
# Knox boxes checked	5	0	0	0	0	0	1						6	11
PUBLIC EDUCATION SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024	2023
# people given tours	0	0	0	25	0	0	16						41	326
# people given extinguisher demos	0	0	0	0	0	10	70						80	101
# people at truck visits	0	0	0	0	300	750	0						1050	1046
# people fire safety information	20	0	0	0	80	40	22						162	898
# people juvenile firesetters	0	0	0	0	2	0	0						2	2
EMERGENCY RESPONSE SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024	2023
Incidents														
City incidents	47	34	27	46	48	52	52						306	444
Rural incidents	6	4	8	8	6	9	4						45	77
Mutual aid given	1	0	1	1	0	0	0						3	2
Monthly Totals	54	38	36	55	54	61	56	0	0	0	0	0	354	523
Type of Incidents														
Fire	3	4	10	7	4	7	1						36	55
Rescue calls	8	6	5	6	12	7	12						56	91
Hazardous conditions	7	7	1	7	3	9	5						39	67
Service calls	2	3	4	3	5	2	2						21	31
Good intent calls	11	8	6	12	15	16	12						80	108
Fire alarms	23	10	10	19	15	20	23						120	167
Others	0	0	0	1	0	0	1						2	4
Monthly Totals	54	38	36	55	54	61	56	0	0	0	0	0	354	523
Total training hours	419.03	315.25	512.92	375.75	258.42	497.50	361.50						2740	4441
SAFETY SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024	2023
# injury reports	1	0	0	1	0	0	1						3	4
# lost work hours	0	0	0	0	0	0	0						0	0
# fire extinguishers serviced	70	0	12	30	15	0	0						127	425
TOTAL HOURS														
Full-time shift hours worked	1687.00	1717.00	1747.25	1608.00	1790.50	1621.50	1699.50						11870.75	20254.50
Full-time overtime hours worked	213.58	122.48	120.63	162.76	46.72	222.20	130.42						1018.79	1703.40
Paid-on-Call hours worked	447.75	329.00	675.50	447.00	341.00	606.75	280.75						3127.75	4399.87
Monthly Hours Worked Total	2994.61	2622.98	3373.05	2817.26	2619.64	3196.45	2571.42	0.00	0.00	0.00	0.00	0.00	16017.29	26357.77

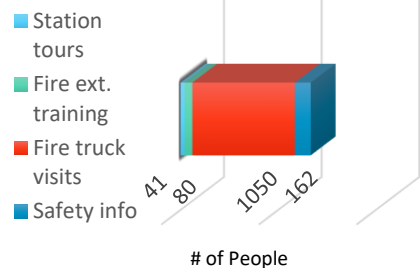
OWATONNA FIRE DEPARTMENT DASHBOARD

2024 STATISTICS

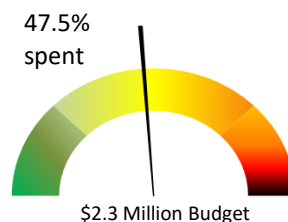
Incidents by Type



Public Education

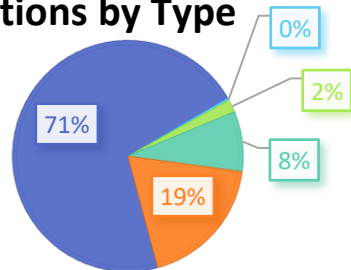


Expenditures



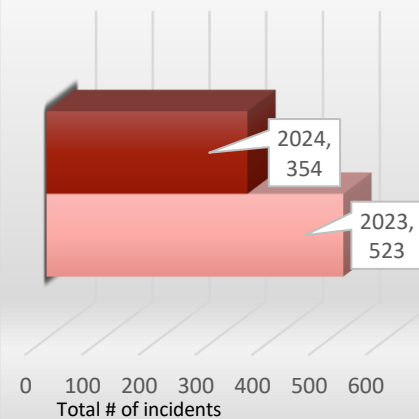
Inspections by Type

- Fire code
- Fire alarm system
- Sprinkler system
- Nuisance complaints
- Weed complaints

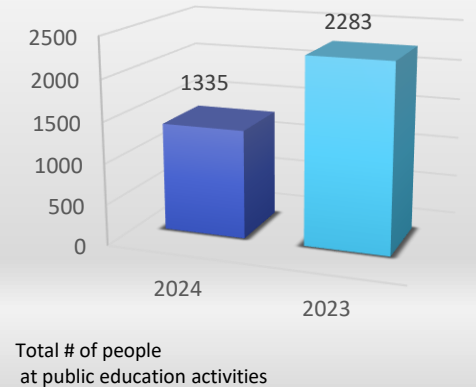


2024 VS 2023 STATISTICS

Incidents



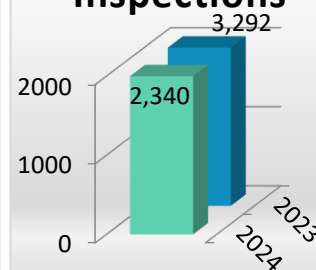
Public Education



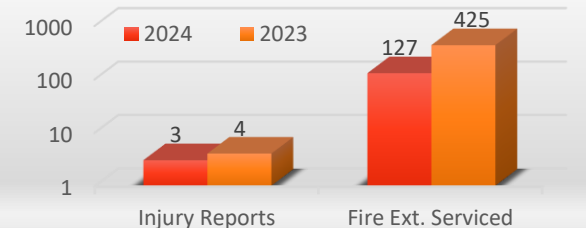
Staff Hours



Inspections



Safety Services



Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
August 1, 2024 to August 13, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
4 Avenue Southeast	The complaint vacant lot has been mowed of long grass and weeds as of Aug 21, 2024. RJS	8/21/2024			8/21/2024	Has been mowed.	0.5
El Dorado Street Southeast	Reinspection picture 8823 shows no change in status of the complaint large thistle patch in vacant lot as of Aug 15, 2024, Aug 16, 2024. Need to call lawn cutting service. RJS 8/20/24 - Contacted mower. 9609	8/15/2024			8/23/2024	Has been cut.	0.5
Evergreen Place Northeast	Vacant lot 17-579-0115 with long grass and weeds. See attached complaint picture 8827 of the vacant lot as of Aug 16, 2024. RJS	8/16/2024	8/21/2024	9/4/2024			0.5
Evergreen Place Northeast	Vacant lot 17-579-0117 with long grass and weeds. See attached picture 8828 of vacant lot as of Aug 21, 2024. RJS	8/16/2024	8/21/2024	9/4/2024	8/26/2024	Has been mowed.	0.5
Hemlock Avenue Northeast	The complaint vacant lot long grass and weeds were cut in front of the fence blvd area only as of Aug 19, 2024. RJS	8/19/2024			8/19/2024	Has been cut.	0.5
Lemond Road	The complaint vacant lots have been mowed as of Aug 20, 2024. RJS	8/20/2024			8/20/2024	Have been mowed.	0.5
Lemond/Riverwood Road	The complaint vacant lot with long grass and weeds has been mowed as of Aug 20, 2024. RJS	8/20/2024			8/20/2024	Has been mowed.	0.5
Mineral Springs Parkway Northeast	Vacant lot 17-002-3105 (Springs Development) with long grass and weeds per complaint picture 8834 as of Aug 20, 2024. RJS	8/20/2024	8/21/2024	9/4/2024			0.5
1064 Grove Avenue South	Complaint: Sidewalk is blocked by overgrown tree/shrub. Uploaded complainant's pictures. Complaint picture 8835 of the north side of the house and driveway as of Aug 20, 2024.	8/20/2024				Need to send violation notice.	0.5
160 28 Street Northeast	The complaint vacant lot has been mowed/cut as of Aug 16, 2024. RJS	8/16/2024			8/16/2024	Has been cut.	0.5
1930 Kenyon Road Northeast	The complaint location with long grass and weeds has been mowed as of Aug 19, 2024. RJS	8/19/2024			8/19/2024	Has been mowed.	0.5

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
August 1, 2024 to August 13, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
205 Oak Avenue North	Complaint: Crates and a shopping cart filled with milk that expired weeks ago, stinking up to entire area. They have been in the back of the building all month. Uploaded complainant's picture. Attached complaint picture 8853 of the back area of the complaint building with gallon containers of milk in open out side storage area as of Aug 23, 2024. Attached complaint picture 8860 of the back area of the complaint building with gallon containers of milk in the open out side storage area as of Aug 26, 2024. RJS complaint picture 8863 showing milk on the ground area as of Aug 27, 2024. RJS	8/23/2024				Need to send violation notice.	0.5
214 Vine Street East	Mowed the west side of the complaint house as of Aug 22, 2024. RJS	8/22/2024			8/23/2024		0.5
214 Vine Street East	The remaining east side of the complaint house has been mowed on Aug 23, 2024. Has been fully mowed as of Aug 23, 2024. RJS	8/23/2024			8/23/2024	Has been mowed.	0.5
215 Beech Avenue	Long grass per complaint picture 8841 as of Aug 22, 2024	8/22/2024			8/26/2024	Has been mowed as of Aug 26, 2024.	1
221 Beech Avenue	Long grass and weeds in all yards & tall weeds in driveway per complaint picture 8854 as of Aug 26, 2024.	8/26/2024	8/28/2024	9/12/2024			0.5
222 School Street West	There is a refrigerator in front of the garage. Reinspection picture 8861 of the refrigerator in front of the garage area as of Aug 26, 2024. Need to send a second violation notice as of Aug 26, 2024. RJS	8/14/2024	8/15/2024	8/25/2024		Need to send violation notice.	0.5
237 Linden Avenue	The complaint location with long grass and weeds has been mowed as of Aug 21, 2024. RJS	8/21/2024			8/21/2024	Has been mowed.	1
241 Larch Avenue	Long grass and weeds in all yards per complaint picture 8832 taken on Aug 19, 2024. RJS	8/19/2024			8/20/2024	Has been mowed.	1
245 Larch Avenue	Long grass and weeds in all yards per complaint picture 8831 as of Aug 19, 2024 8/20/24 - started to mow.	8/19/2024			8/21/2024	Has been mowed.	1
245 Vine Street East	Long grass and weeds in all yards per complaint picture 8840 as of Aug 22, 2024.	8/22/2024	8/28/2024	9/10/2024			0.5
253 Beech Avenue	Long grass per complaint pictures 8838, 8839 as of Aug 21, 2024. RJS	8/21/2024	8/27/2024	9/7/2024			0.5

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
August 1, 2024 to August 13, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
263 Linden Avenue	Long grass and weeds in all yards per complaint picture 8825 as of Aug 21, 2024. RJS	8/16/2024	8/21/2024	8/31/2024	8/26/2024	Has been mowed.	1
3050 3 Avenue Northeast	The complaint vacant lot has been mowed as of Aug 20, 2024. RJS	8/20/2024			8/20/2024	Has been mowed.	0.5
320 Stoneridge Lane Northeast	The complaint vacant lot with long grass and weeds has been mowed as of Aug 20, 2024. RJS	8/20/2024			8/20/2024	Has been mowed.	0.5
338 State Avenue	The complaint location has been mowed as of Aug 16, 2024. RJS	8/16/2024			8/15/2024	Has been mowed.	0.5
401 Barney Street West	Complaint: Tall grass/weeds along retaining wall on west side of property and in the back yard. See complaint picture 8868, 8869, 8870 of the complaint location as of Aug 27, 2024.	8/27/2024				Need to send violation notice.	0.5
404 Dartt Avenue	Long grass and weeds in all yards per complaint picture 8829 taken on Aug 19, 2024. RJS	8/19/2024	8/21/2024	8/31/2024	8/26/2024	Has been mowed.	0.5
409 Sylvan Street	The complaint location with long grass and weeds in the front of house has been mowed as of Aug 16, 2024, RJS	8/16/2024			8/15/2024	Has been mowed.	0.5
435 Allan Avenue Southwest	Reinspection picture 8833 of the complaint location (south side of garage) as of Aug 19, 2024, No change in status. RJS 8/20/24 - Sent second violation notice. 9609	8/19/2024	8/20/2024	8/30/2024			0.5
484 Glendale Street	Long grass and weeds in all yards per complaint pictures 8826, 8827 as of Aug 20, 2024. RJS	8/20/2024	8/21/2024	8/31/2024			0.5
484 Mound Street	The complaint location has mowed the yards as of Aug 14, 2024. RJS	8/14/2024			8/14/2024	Has been mowed.	0.5
502 Maple Drive	The complaint with misc items in the driveway (in front of garage area) has been removed as of Aug 19, 2024. RJS	8/19/2024			8/19/2024	Have been removed.	1
503 Academy Street	Complaint: Noxious weeds along Lincoln Ave sidewalk and on the south side of the garage. See attached complaint pictures 8847, 8848, 8849 of the complaint location weed concern as of Aug 22, 2024. RJS	8/22/2024				Need to send violation notice.	0.5
505 State Avenue	Long grass and weeds in all yards per complaint pictures 8850, 8851 as of Aug 23, 2024.	8/23/2024	8/28/2024	9/10/2024			0.5
506 Oak Avenue South	Tall thistles and weeds around the crossing signal on blvd per complaint picture 8862 as of Aug 26, 2024.	8/26/2024				Need to send violation notice.	0.5
510 20 Street Northeast	Long grass and weeds in all yards per complaint picture 8843 as of Aug 22, 2024..	8/22/2024	8/28/2024	9/10/2024			0.5
510 Maple Drive	Long grass and weeds in all yards per complaint picture 8855 as of Aug 26, 2024.	8/26/2024	8/28/2024	9/10/2024			0.5

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
August 1, 2024 to August 13, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
549 McIndoe Street	Complaint: Long grass in back yard. Uploaded complainant's picture. Complaint pictures 8871, 8872, 8873 of the complaint location's long grass as of Aug 27, 2024. RJS	8/27/2024				Need to send violation notice.	0.5
557 Mineral Springs Road	Long grass and weeds in all yards per complaint picture 8842 as of Aug 22, 2024 .	8/22/2024	8/28/2024	9/10/2024			0.5
585 Fitzgerald Place Northeast	Owner called and stated that they had cut down the weeds in between the two fences. They will continue to maintain this area. 9609	8/16/2024			8/16/2024	Has been cut.	0.5
610 20 Street Northeast	Check if long grass has been cut.	8/16/2024		8/16/2024	8/16/2024	Has been mowed.	0.5
626 20 Street Northeast	The main lawn yards have been mowed as of Aug 14, 2024. Tall weeds still remain in place around the house as of Aug 14, 2024 (review picture 8810). RJS Tall weeds were noted in violation notice sent to owner on 8/13/24. 9609 See attached complaint picture 8826 with the tall weeds around the house. No change in complaint status as of Aug 15, 2024, Aug 19, 2024 - see complaint picture 8826. RJS Has somewhat removed some tall weeds in the front of the complaint house as of Aug 22, 2024. Side of the house still has tall weeds issue around the complaint house. RJS Reinspection picture 8858 of the complaint location's tall weeds around the base of the house as of Aug 26, 2024. Another violation notice or call in the yard cutting service. RJS	8/14/2024	8/13/2024	8/24/2024		Need to send violation notice.	0.5
640 12 Street Northeast	Junk remains in front of garage, in side yard and back yard. Another inspection picture 8830 was taken on Aug 19, 2024, with no cars in the driveway. 8/21/24 - Sent second notice. 9609	8/19/2024	8/21/2024	9/1/2024			0.5
640 23 Street Northeast	The complaint location has been cut and mowed as of Aug 22, 2024. RJS	8/22/2024			8/22/2024	Has been mowed.	0.5
704 Cherry Street	The complaint location with long grass and weeds has been mowed as of Aug 16, 2024. RJS	8/16/2024			8/15/2024	Has been mowed.	0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
August 1, 2024 to August 13, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
721 14 Street Southeast	Complaint: Long grass in back yard, brush pile under tree, sheet rock leaning against house. Can go onto 731 14 St SE's property (and through fence) to see 721's back yard. Long grass in the front yard per complaint pictures 8864, 8865 as of Aug 27, 2024. RJS	8/27/2024				Need to send violation notice.	0.5
808 Elm Avenue North	Complaint: The occupants of the home have a trash container, which is full, but must not have service with a waste management company. They have several bags of garbage, a XMAS tree, and an old bed frame sitting on the north side of the home. This can be seen from the street and it has an awful odor. We have noticed they are now piling garbage on their back deck and in the garage behind the home. Uploaded complainant's picture. See attached complaint picture 8852 of the complaint items on the south side of house as of Aug 23, 2024. RJS Unable to review the backside of the house deck and garage areas.	8/23/2024				Need to send violation notice.	0.5
808 Vine Street East	Additional complaint picture 8824 of the west side of house taken on Aug 16, 2024. RJS Dumpster has been removed and trailers have moved. Continuing to work on cleaning up property.	8/16/2024		9/16/2024			0.5
820 18 Street Northeast	Long grass and weeds in all yards and flower beds. Complaint pictures 8821, 8822 of the complaint location as of 8/14/24. RJS The complaint yards have been mowed as of Aug 23, 2024. Flower beds remain full of weeds as of Aug 23, 2024 (review picture 8822). RJS Reinspection pictures 8856, 8857 of the complaint location as of Aug 26, 2024. Flower beds remain full of weeds as of Aug 26, 2024.	8/14/2024	8/16/2024	8/26/2024		Need to send violation notice.	0.5
825 14 Street Northeast	Long grass and weeds in all yards per complaint picture 8859 as of Aug 26, 2024.	8/26/2024	8/28/2024	9/10/2024			0.5



CITY OF
OWATONNA

Licenses Permits

EP-24-48

Events Permit
Application

Status: Active

Submitted On: 8/22/2024

Primary Location

No location

Applicant

 Joel Holst
 507-213-9950
 y3k65@hotmail.com
 1137 South Cedar Avenue
Owatonna, MN 55060

Event Information**Event Name**

Relay For Life 5K

Event Contact*

Joel Holst

Location of Event*

Steele County fairgrounds beer gardens area

Description of Event* ?

Relay for Life has been part of Steele county for the last 30 years. The Relay for life 5k will take place Saturday September 21st at 8am followed by the main relay at the beer gardens at 5pm to 10pm. Here to fight back against cancer

Event Set Up Date

09/21/2024

Event Set Up Time* ?

6am

Actual Event Date*

09/21/2024

Actual Event Time* ?

8am

Clean Up Date*

09/21/2024

Clean Up Time ?

10pm

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

Postponed

Reschedule Date

09/22/2024

Estimated Attendance* ?

300

Application Information

Sponsoring Organization Name*

Relay For Life of Steele County

Mailing Address*

1137 S Cedar Ave

City*

Owatonna

State*

Minnesota

Zip*

55060

Website Address*

www.steelecountyrelay.org

Primary Contact

Name*

JOEL C HOLST

Phone Number*

5072139950

Cell Phone

5072139950

Email Address*

y3k65@hotmail.com

Primary On-site Contact

Name*

Joel Holst

Cell Phone*

5072139950

Alternate On-site Contact

Name*

Joel Born

Cell Phone*

507-475-4898

Refer Media or Citizen Inquiries To:

Name*

Joel Holst

Phone*

5072139950

Event Features

City Streets or Right-of-Way*

Yes

Start/End Time*

start 6am/end 11am

Date*

09/21/2024

Name of Requested Street(s)*

s elm ave

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*

none

Describe level of advertisement* ?

socail media and radio

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

No

Will the event need cones?*

Number Needed*

Yes

15

Size Needed*

Small

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

Will Central Park Stage be used?*

Will there be any horses?*

No

No

Describe trash removal and cleanup plan during and after event*

provided by Stewart Sanitation

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*

have on site security

Will "No Parking" signs be needed?*

Will event need security?*

No

No

Will event need Emergency Medical Services?*

No

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

will postpone to september 22 if bad weather

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

Name*

Joel Holst

Phone Number*

5072139950

Email*

y3k65@hotmail.com

List any other pertinent information

would like police to help stop traffic for runners in 5k on 18th st se and austin road

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.*

A

Signature of Applicant*

✓ Joel Holst
Aug 22, 2024

Internal Use

🔒 Special Provisions

Relay for Life - 5k - Saturday morning, September 21st. 8:00 am race begins in front of the grandstands at the fairground running south to 18th Str, east on 18th Street, loop 6 blocks north using Smith Avenue, 12th St SE and Hayes Ave SE to return back to 18th St SE for run back to the fairgrounds. Request use of street/public right of way; 15 cones and police assistance as runners cross Austin Road when running on 18th Street. Race setup begins at 6 am and should be cleared up by 11 am.

🔒 Fire Department Approval / Comments / Notes

Approved with no comment,

🔒 Park & Rec. Department Approval / Comments / Notes

Approved, no P&R impact.

Police Department Approval / Comments / Notes

Approved, please contact Sergeant DuChene at 774-7192 for scheduling traffic control coverage.

Public Works Department Approval / Comments / Notes

Approved, please call 507-456-5028 to schedule pick up of cones.

Building & Inspection

Approved with no comment.

Date to Council

– Council Consent Agenda Item - September 3rd Council Meeting.

Council Notes

Items Needed

Attachments

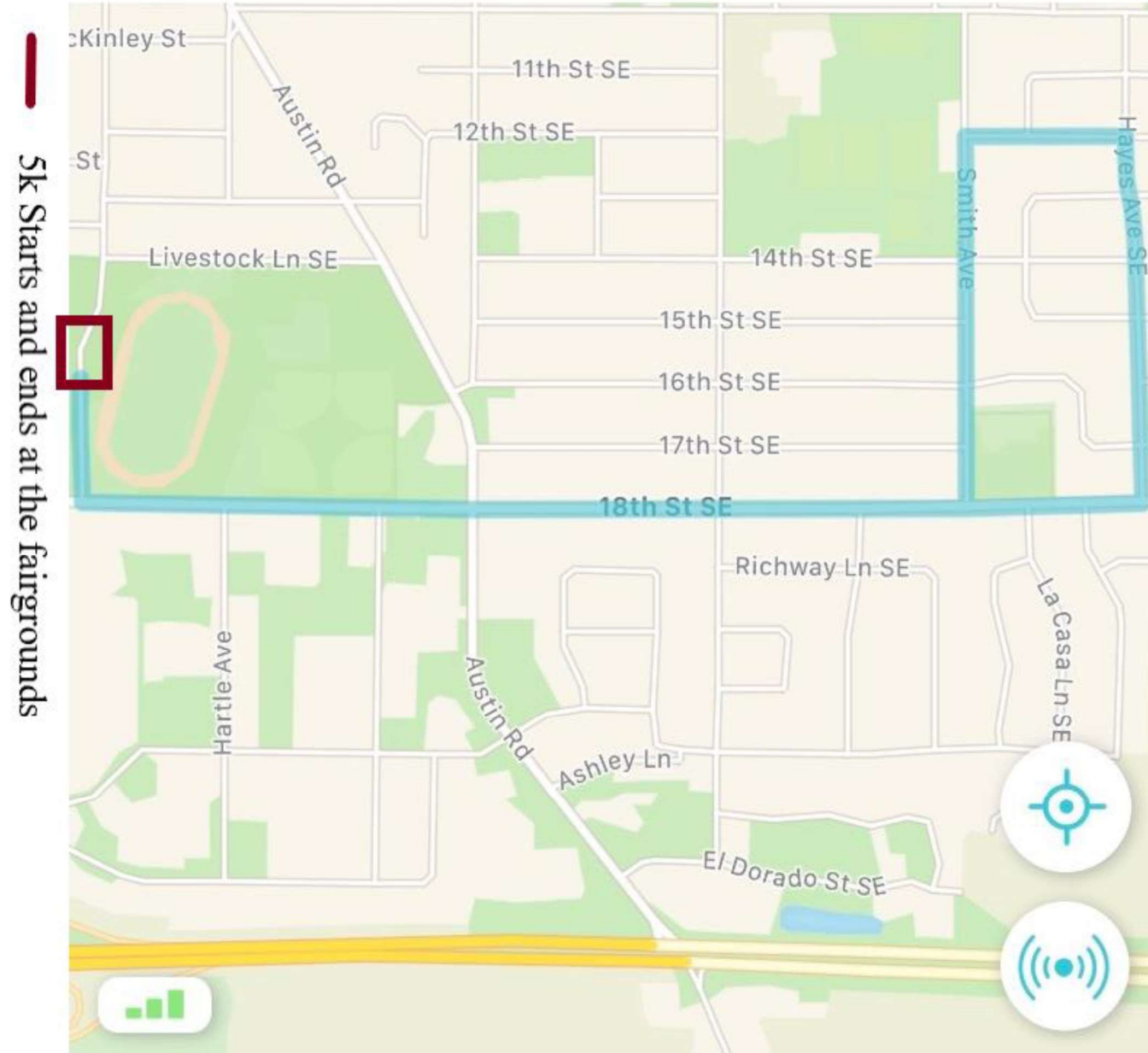


Site Plan

2024 5k route.png

Uploaded by Joel Holst on Aug 22, 2024 at 9:03 PM

REQUIRED



Saturday, September 21st. 5k runs starts and ends in front of the grandstands at the fairgrounds. Race setup begins at 6 am and race begins at 8am. The race should be done by 10 am and all cleared by 11 am. The main relay event at the Beer Garden from 5 pm to 10 pm.



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	
Owatonna Country Club		1919			
Organization Address (No PO Boxes)		City	State	Zip Code	
1991 Lemond Rd		Owatonna	MN	55060	
Name of person making application		Business phone		Home phone	
Dan Jacott, Manager		507-451-6120		763-377-0436	
Date(s) of event		Type of organization ☐ Microdistillery ☐ Small Brewer			
Thursday, September 19, 2024		☒ Club ☐ Charitable ☐ Religious ☐ Other non-profit			
Organization officer's name		City	State	Zip Code	
Dan Jacott, Manager		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.
Steele County Fairgroundsm 1525 S Cedar Avenue for Federated Insurance's annual employee event.

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Cincinnati Insurance Company, ETD0561206- \$1,000,000 per occurrence

APPROVAL

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

City of Owatonna		Date Approved	
City or County approving the license		September 19, 2024	
\$50		Permit Date	
Fee Amount		jeanette.clawson@owatonna.gov	
Event in conjunction with a community festival ☐ Yes ☒ No		City or County E-mail Address	
27,544			
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**



CITY OF
OWATONNA

Miscellaneous



DATE: September 3, 2024
TO: Mayor and City Council
FROM:
SUBJECT: Extension of Airport Land Lease (Commercial) - Langer Aviation, Inc.

Purpose:

To approve Extension of Commercial Land Lease with Langer Aviation.

Background:

The City entered into an airport Commercial Land Lease with Langer Aviation in April of 2004. Langer Aviation has provided services including aircraft maintenance throughout the term of the agreement and now the original twenty-year land lease has expired. Langer Aviation has submitted notice of intent to exercise the option to extend the Lease for an additional five years expiring on April 25, 2029.

Langer Aviation agrees to abide by all terms and conditions of the original Lease including the provision for payment of rent as provided in the agreement.

Budget Impact:

The Extension of Lease provides for a continuation of payment of rent as specified in the Lease. The current annual rent is \$2,800.00. The rental rate is adjusted annually utilizing an escalator based on the Consumer Price Index (CPI).

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Langer Extension of Airport Commercial Land Lease

EXTENSION OF AIRPORT LAND LEASE (COMMERCIAL)

THIS EXTENSION OF LEASE effective this _____ day of September, 2024 by and between the City of Owatonna, a Municipal Corporation of the State of Minnesota (Lessor) and Langer Aviation, Inc., a Minnesota Corporation (Lessee).

1. Original Lease. Lessor and Lessee entered into a Commercial Airport Land Lease (the "Lease") commencing April 26, 2004 and expiring on April 25, 2024 subject to Lessee's option to lease the premises for an additional five (5) years, as provided in Section 1 of the Lease.
2. Notice by Lessee. Lessee notified Lessor of its intent to exercise the option to extend the Lease for an additional term of 5 years commencing on April 26, 2024 and expiring on April 25, 2029.
3. Grant. Lessor acknowledges the Lessee's notice and finds that the premises are not needed for airport or other general aviation purposes and that the 5-year extension is granted.
4. Terms. Lessee agrees to abide by all terms and conditions of the Lease including the provision for payment of rent as provided in the Lease.

IN WITNESS WHEREOF, the parties have executed this Extension of Lease the date and year first above written.

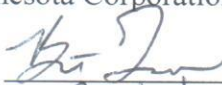
CITY OF OWATONNA
A Municipal Corporation

By: _____
Thomas A. Kuntz
Its Mayor

And

By: _____
Kris M. Busse
Its City Administrator

LANGER AVIATION, INC.
A Minnesota Corporation

By: _____
Its President

And

By: _____
Its _____



DATE: September 3, 2024
TO: Mayor and City Council
FROM: Sandra Bera, Accounting Specialist
SUBJECT: Resolution 92-24 Authorize Contract for Purchases - Fame Awards

Purpose:

Council to approve Resolution 92-24 authorizing purchases from Fame Awards.

Background:

The City purchased recognition products from Fame Awards. Doug Voss, a current Council Member At-Large for the City of Owatonna, owns this business. State Statute prohibits a City Council member from having a personal financial interest in a contract with the City unless it meets an exception included in the statute. By unanimous vote, the council may contract goods and services with an interested officer in certain enumerated situations, including “a contract for which competitive bids are *not* required by law.” Competitive bids are not required for contracts less than \$100,000.00.

When no competitive bid is required, these steps must be followed:

1. The council adopt a resolution authorizing the contract which includes a statement that the contract price is as low as or lower than the price for which the commodity could be obtained elsewhere;
2. Before payment is made to the public official, the public official must file with the city clerk an affidavit stating that to the best of the officer’s knowledge, the contract’s price is as low or lower than the price at which the commodity could be obtained from other sources.
3. The council must approve the contract by unanimous vote; and
4. The public official must abstain from voting on the matter.

Budget Impact:

The amount of these purchases is \$909.50.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Resolution 92-24 Contract - Fame Award Purchases

RESOLUTION NO. 92-24

A RESOLUTION AUTHORIZING CONTRACT WITH FAME AWARDS
PURSUANT TO MINN. STAT. §§ 471.87-89

WHEREAS, the City of Owatonna desires to purchase certain recognition products; and

WHEREAS, Douglas V. Voss, owner of Fame Awards, is a City Council member of the City and will be financially interested in the contract; and

WHEREAS, the contract in the sum of \$909.50 is not one that is required to be competitively bid; and

WHEREAS, Council Member Voss has signed an Affidavit of Official Interest in Claim as required by law. and

WHEREAS, the contract price of \$909.50 is as low as, or lower than, the price at which the goods can be obtained elsewhere at this time.

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

1. The City Clerk-Treasurer is directed to make the above-mentioned purchases on behalf of the City from Fame Awards for a price of \$909.50.
2. The Mayor and City Clerk-Treasurer are directed to issue an order-check to pay the claim upon the filing of an affidavit of official interest by the interested official pursuant to Minn. Stat. § 471.89.
3. This resolution is adopted pursuant to Minn. Stat. §§ 471.87-89.

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

Aye ____; No ____; Absent ____; Recused ____.

Approved and signed this ____ day of _____, 2024.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator

RECAP:

\$	20,724.53	Amps Future Inc - sanitary sewer repair - 610 School Street e
	22,971.48	Crane Creek Asphalt - asphalt
	2,317,798.61	Minnesota Public Facilities Authority
		- 2/20 MPFA principal interest payment 2010 G.O. Bonds - \$582,224.43
		- 2/20 MPFA principal & interest payment 2023 G.O. Bonds - \$1,735,574.18
	96,845.00	Nero Engineering - WWTF Expansion Services - July 2024
	31,043.81	Owatonna Area Chamber of Commerce - Lodging Tax June 2024
	25,000.00	Robert & Sarah Schmidt
		- EDA tier 1 loan \$5,000.00
		- EDA tier 2 loan \$20,000.00
	33,879.65	Stantec Consulting Services Inc - Owatonna 2050 Comprehensive Plan
	56,959.50	Steele County Auditor - 2nd qtr 2024 LEC expenditures
	22,757.36	US Bank - Entire organization monthly credit card purchases June/July 2024
	<u>238,814.04</u>	OTHER EXPENDITURES
	2,866,793.98	<i>SUBTOTAL</i>
	<u>103,700.06</u>	HRA HOUSING ASSISTANCE PAYMENTS
\$	<u><u>2,970,494.04</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					
379406	08/20/24	CLOVER CONNECT	2,223.66	R	Wire Transfer
379407	08/20/24	GLOBAL PAYMENTS INTEGRATED	8,601.52	R	Wire Transfer
379408	08/20/24	MN DEPT OF LABOR AND INDUSTRY	3,889.57	R	Wire Transfer
379409	08/20/24	MN DEPT OF REVENUE	13,623.58	R	Wire Transfer
379410	08/20/24	PAYMENTECH	116.44	R	Wire Transfer
379411	08/20/24	US BANK	22,757.36	R	Wire Transfer
379412	08/20/24	WEX BANK	2,042.35	R	Wire Transfer
379413	08/20/24	WEX HEALTH INC	354.75	R	Wire Transfer
379414	08/27/24	A H HERMEL CANDY & TOBACCO CO	4,993.80	R	ACH
379415	08/27/24	ADVANCED ENGINEERING & ENVIRON	3,967.00	0	Regular
379416	08/27/24	AFFORDABLE TOWING MANKATO INC	375.00	0	Regular
379417	08/27/24	AFLAC	2,775.74	R	ACH
379418	08/27/24	ALEXANDER LUMBER COMPANY	327.93	0	Regular
379419	08/27/24	AMERICAN ENGINEERING TESTING	16,155.00	R	ACH
379420	08/27/24	AMERICAN RED CROSS	258.00	0	Regular
379421	08/27/24	AMPS FUTURE INC	20,724.53	0	Regular
379422	08/27/24	ANHORN'S GAS & TIRE	76.45	0	Regular
379423	08/27/24	APG MEDIA OF SO MINNESOTA LLC	103.13	0	Regular
379424	08/27/24	APG MEDIA OF SO MINNESOTA LLC	89.38	0	Regular
379425	08/27/24	APG MEDIA OF SO MINNESOTA LLC	405.63	0	Regular
379426	08/27/24	APG MEDIA OF SO MINNESOTA LLC	275.00	0	Regular
379427	08/27/24	AUSTIN DAILY HERALD	252.00	0	Regular
379428	08/27/24	BAKER & TAYLOR BOOKS	715.36	R	ACH
379429	08/27/24	BARB GRANOWSKI	50.00	0	Regular
379430	08/27/24	BRENDA WAHL	100.00	0	Regular
379431	08/27/24	BRYCE BAUMAN	1,000.00	0	Regular
379432	08/27/24	CARQUEST	507.15	0	Regular
379433	08/27/24	CARS N CREDIT	50.00	0	Regular
379434	08/27/24	CEDAR VALLEY SERVICES INC	2,034.00	R	ACH
379435	08/27/24	CEMSTONE CONCRETE MATERIAL LLC	725.35	0	Regular
379436	08/27/24	CEMSTONE PRODUCTS CO	197.24	0	Regular
379437	08/27/24	CENGAGE LEARNING INC/GALE	252.75	R	ACH
379438	08/27/24	CENTRAL FARM SERVICE	2,287.86	0	Regular
379439	08/27/24	CITY OF OWATONNA	16.52	0	Regular
379440	08/27/24	COURT SPORTS AND MORE	6,774.00	R	ACH
379441	08/27/24	CRANE CREEK ASPHALT	22,971.48	R	ACH
379442	08/27/24	CURT'S TRUCK & DIESEL SERVICE	186.02	R	ACH
379443	08/27/24	DAGRY TOOLING INC	275.00	R	ACH
379444	08/27/24	DONNA HENSEL	50.00	0	Regular
379445	08/27/24	DOUGLAS BRASE	50.00	0	Regular
379446	08/27/24	EBSCO INFORMATION SERVICES	1,810.00	R	ACH
379447	08/27/24	EILENE JOHNSON	78.52	0	Regular
379448	08/27/24	ENTENMANN-ROVIN CO	110.50	R	ACH
379449	08/27/24	EYE MED VISION CARE	423.02	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
379450	08/27/24	FAME AWARDS	909.50	0	Regular
379451	08/27/24	FARMERS FEED AND PET SUPPLY	431.83	0	Regular
379452	08/27/24	FIRST SUPPLY OWATONNA	1,680.77	R	ACH
379453	08/27/24	FOUR SEASONS ELECTRIC	660.45	R	ACH
379454	08/27/24	GALLAGHER BENEFIT SERVICES INC	1,041.67	R	ACH
379455	08/27/24	GENA LIMING	100.00	0	Regular
379456	08/27/24	GENESIS LAMP CORPORATION	197.08	R	ACH
379457	08/27/24	GILLUND ENTERPRISE	270.00	0	Regular
379458	08/27/24	GOPHER/PLAY WITH A PURPOSE	149.85	R	ACH
379459	08/27/24	HAWKINS INC	10,161.28	R	ACH
379460	08/27/24	HEALTHPARTNERS INC	4,348.10	0	Regular
379461	08/27/24	HEINZ INSURANCE AGENCY	2,438.94	0	Regular
379462	08/27/24	HORIZON COMMERCIAL POOL SUPPLY	4,584.39	R	ACH
379463	08/27/24	HUBER SUPPLY CO INC	586.53	0	Regular
379464	08/27/24	I U O E LOCAL 70	2,849.50	0	Regular
379465	08/27/24	IFACS	63.85	R	ACH
379466	08/27/24	INNOVATIVE OFFICE SOLUTIONS	41.59	0	Regular
379467	08/27/24	INSTITUTE FOR ENVIRON ASSMT	137.50	R	ACH
379468	08/27/24	JASON RINGHOFFER	55.81	0	Regular
379469	08/27/24	JOHN DEERE CREDIT	56.64	0	Regular
379470	08/27/24	KAMERON MIKAL SMITH	157.50	0	Regular
379471	08/27/24	KATHLEEN WHITE	53.69	0	Regular
379472	08/27/24	KENDELL DOORS & HARDWARE INC	77.00	R	ACH
379473	08/27/24	KIMBERLY DUB	50.00	0	Regular
379474	08/27/24	LAWSON AUTOMOTIVE LLC	301.81	R	ACH
379475	08/27/24	LAWSON PRODUCTS	724.71	0	Regular
379476	08/27/24	LEE ANNA	5,000.00	R	ACH
379477	08/27/24	LEGACY SIGNS INC	250.00	R	ACH
379478	08/27/24	LINDER DIGITAL	1,180.00	0	Regular
379479	08/27/24	MACQUEEN EQUIPMENT CO	4,630.93	R	ACH
379480	08/27/24	MADISON NATL LIF INS CO INC	913.14	0	Regular
379481	08/27/24	MARY FRETHAM	53.68	0	Regular
379482	08/27/24	MATTHEW R HOKANSON	4,189.88	R	ACH
379483	08/27/24	MCMASTER-CARR SUPPLY CO	62.77	R	ACH
379484	08/27/24	METRO SALES INC	607.05	0	Regular
379485	08/27/24	METRONET SYSTEMS HOLDINGS LLC	1,263.57	R	ACH
379486	08/27/24	MID-AMERICAN RESEARCH CHEMICAL	668.17	0	Regular
379487	08/27/24	MIKE'S REPAIR	2,108.00	R	ACH
379488	08/27/24	MINNESOTA LIFE	2,896.55	0	Regular
379489	08/27/24	MN DEPT OF LABOR AND INDUSTRY	100.00	0	Regular
379490	08/27/24	MN NCPERS GROUP LIFE INSURANCE	416.00	0	Regular
379491	08/27/24	MN PUBLIC EMPLOYEES ASSOC	1,536.00	R	ACH
379492	08/27/24	MN STATE FIRE DEPT ASSOCIATION	137.50	0	Regular
379493	08/27/24	MN VALLEY TESTING LABS INC	1,220.50	R	ACH
379494	08/27/24	MTI DISTRIBUTING INC	325.41	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
379495	08/27/24	NAPA AUTO PARTS	982.38	R	ACH
379496	08/27/24	NERO ENGINEERING	96,845.00	R	ACH
379497	08/27/24	NORTHLAND FARM SYSTEMS	597.01	R	ACH
379498	08/27/24	ORIGINAL WATERMEN INC	2,319.56	R	ACH
379499	08/27/24	OWATONNA AREA CHAMBER OF COMM	31,043.81	0	Regular
379500	08/27/24	OWATONNA GLASS LLC	120.16	0	Regular
379501	08/27/24	OWATONNA HEATING & COOLING INC	4,386.40	0	Regular
379502	08/27/24	OWATONNA MOTOR COMPANY	2,157.58	0	Regular
379503	08/27/24	OWATONNA PUBLIC UTILITIES	3,729.26	R	ACH
379504	08/27/24	OWATONNA SOFTBALL ASSN	2,275.00	0	Regular
379505	08/27/24	OWT HARDWARE	284.57	0	Regular
379506	08/27/24	PDI	45.30	0	Regular
379507	08/27/24	PENGUIN MANAGEMENT, INC	3,840.00	0	Regular
379508	08/27/24	PEPSI COLA OF ROCHESTER	981.00	0	Regular
379509	08/27/24	PHILIP SCHOUWEILER	50.00	0	Regular
379510	08/27/24	PHONE STATION INC	785.00	0	Regular
379511	08/27/24	PRAIRIE CREEK FENCE LLC	9,502.19	0	Regular
379512	08/27/24	PRIME GARAGE DOOR & MORE LLC	300.00	R	ACH
379513	08/27/24	QUADIENT LEASING USA INC	506.25	0	Regular
379514	08/27/24	RADAR ROAD TEC	480.00	R	ACH
379515	08/27/24	RECREATION SUPPLY CO INC	3,463.80	R	ACH
379516	08/27/24	ROBERT & SARAH SCHMIDT	25,000.00	0	Regular
379517	08/27/24	RONCO ENGINEERING SALES	651.48	0	Regular
379518	08/27/24	ROOT RIVER HARDWOODS INC	182.41	0	Regular
379519	08/27/24	SAFE-FAST INC	28.26	R	ACH
379520	08/27/24	SCHILLING SUPPLY CO	555.47	R	ACH
379521	08/27/24	SHARE CORPORATION	987.94	R	ACH
379522	08/27/24	SHAWN KUNKEL	30.98	0	Regular
379523	08/27/24	SHERWIN WILLIAMS COMPANY	237.34	0	Regular
379524	08/27/24	SHRED RIGHT	42.53	R	ACH
379525	08/27/24	SPARETIME ENTERTAINMENT LLC	3,171.00	0	Regular
379526	08/27/24	SPHERION STAFFING LLC	2,089.75	0	Regular
379527	08/27/24	ST CROIX RECREATION CO	6,115.50	R	ACH
379528	08/27/24	STANTEC CONSULTING SERVICE INC	33,879.65	R	ACH
379529	08/27/24	STEELE COUNTY AUDITOR	56,959.50	0	Regular
379530	08/27/24	STEELE COUNTY RECORDER	460.00	0	Regular
379531	08/27/24	STEELE COUNTY TREASURER	6,109.85	0	Regular
379532	08/27/24	STEVE JAMES EXCAVATING INC	10,703.10	R	ACH
379533	08/27/24	STEWART COMPANIES INC	267.78	0	Regular
379534	08/27/24	STEWART DENISE	223.60	0	Regular
379535	08/27/24	SYNCHRONY BANK	265.81	0	Regular
379536	08/27/24	SYNCHRONY BANK - LOWE'S	957.48	0	Regular
379537	08/27/24	T-MOBILE	2,127.50	0	Regular
379538	08/27/24	TAFT STETTINIUS & HOLLISTER LL	650.00	R	ACH
379539	08/27/24	TERRACON CONSULTANTS INC	4,033.75	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
379540	08/27/24	THE MONTEREY COMPANY INC	618.00	0	Regular
379541	08/27/24	THEODORE SORENSEN	50.00	0	Regular
379542	08/27/24	TOR SPERLING	374.97	R	ACH
379543	08/27/24	TURTLE CREEK NURSERY & LNDSCP	1,275.56	0	Regular
379544	08/27/24	ULINE	406.09	0	Regular
379545	08/27/24	UNITED WAY	100.00	0	Regular
379546	08/27/24	UNIVERSITY OF VIRGINIA	1,917.00	0	Regular
379547	08/27/24	US BANK	1,000.00	0	Regular
379548	08/27/24	VERIZON WIRELESS	2,730.22	0	Regular
379549	08/27/24	VERSATERM PUBLIC SAFETY US INC	610.00	0	Regular
379550	08/27/24	VESTIS GROUP INC	288.57	0	Regular
379551	08/27/24	VIA ACTUARIAL SOLUTIONS	1,300.00	0	Regular
379552	08/27/24	W W BLACKTOPPING INC	3,833.51	0	Regular
379553	08/27/24	WASECA COUNTY HWY DEPT	38.49	0	Regular
379554	08/27/24	WASECA COUNTY NEWS	103.00	0	Regular
379555	08/27/24	WHKS & CO	7,857.62	R	ACH
379556	08/27/24	WILLIAM JOSEPH WOTTRENG	75.00	0	Regular
379557	08/27/24	WOLFF AND SONS INC	291.25	R	ACH
379558	08/27/24	XCEL ENERGY	337.57	0	Regular
379559	08/27/24	ZEP MANUFACTURING CO	251.84	R	ACH
379560	08/27/24	ZUMBROTA SPORT & SPINE LLC	370.00	R	ACH
379561	09/01/24	A & K LLC	392.00	R	ACH
379562	09/01/24	A&H PROPERTIES	394.00	R	ACH
379563	09/01/24	ACADEMY APARTMENTS OF OWA LLC	2,528.00	R	ACH
379564	09/01/24	ALL AREA MANAGEMENT LLC	2,397.00	R	ACH
379565	09/01/24	APACHE APARTMENTS	607.00	R	ACH
379566	09/01/24	ATM PROPERTIES LLC	1,008.00	R	ACH
379567	09/01/24	AUSTIN HRA	848.00	0	Regular
379568	09/01/24	BARRY GILLESPIE	319.00	R	ACH
379569	09/01/24	BROWN CYNTHIA	552.00	R	ACH
379570	09/01/24	BRYCEN GREGOR	2,296.00	R	ACH
379571	09/01/24	CAPELLE COMPANIES LLC	870.00	R	ACH
379572	09/01/24	CEDAR HILLS ESTATES LLC	560.00	R	ACH
379573	09/01/24	CEDAR RIDGE APARTMENTS	727.00	R	ACH
379574	09/01/24	CEDAR ROSE ASSOCIATES LLC	2,180.00	R	ACH
379575	09/01/24	CEDAR RUN TOWN HOMES MDI #41	3,504.00	R	ACH
379576	09/01/24	CEDARDALE NORTH APARTMENTS	1,034.00	R	ACH
379577	09/01/24	CEDARDALE SOUTH APARTMENTS	519.00	R	ACH
379578	09/01/24	CEDARDALE WEST APARTMENTS	555.00	R	ACH
379579	09/01/24	CHASE BLUM	582.00	R	ACH
379580	09/01/24	CHRIS PROHASKI	1,095.00	R	ACH
379581	09/01/24	COMMON CENTS PROPERTIES LLC	328.00	R	ACH
379582	09/01/24	COOPERS COURT LLC	597.00	R	ACH
379583	09/01/24	DAKOTA COUNTY CDA	751.58	R	ACH
379584	09/01/24	DANIEL SCHLEGEL	477.00	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
379585	09/01/24	DSBMT, LLC	595.00	R	ACH
379586	09/01/24	EEK LLC	701.00	R	ACH
379587	09/01/24	ELM STREET PROPERTIES	497.00	R	ACH
379588	09/01/24	FREDRICKSON PROPERTIES	389.00	R	ACH
379589	09/01/24	G & H MANAGEMENT CO LLC	1,197.00	R	ACH
379590	09/01/24	IMAGE APARTMENT	2,947.00	R	ACH
379591	09/01/24	JBLL EQUITIES LLC	265.00	R	ACH
379592	09/01/24	JOHNSON WINDOW & SIDING INC	3,785.00	R	ACH
379593	09/01/24	JPF PROPERTIES	841.00	R	ACH
379594	09/01/24	JULIE WERSAL	583.00	R	ACH
379595	09/01/24	KEG INVESTMENTS LLC	1,577.00	R	ACH
379596	09/01/24	KEITH MARTIN	1,292.00	R	ACH
379597	09/01/24	KLEVOS GREG	696.00	R	ACH
379598	09/01/24	L&L LEGACY PROPERTIES	1,253.00	R	ACH
379599	09/01/24	LEE ANNA	1,397.00	R	ACH
379600	09/01/24	LINCOLN SQUARE APARTMENTS	6,824.00	R	ACH
379601	09/01/24	LWO LIMITED PARTNERSHIP #116	4,313.00	R	ACH
379602	09/01/24	MARQUARDT DENNIS	3,246.00	R	ACH
379603	09/01/24	MARTIN ALLAN	2,605.00	R	ACH
379604	09/01/24	MARTIN FAMILY LLC	1,085.00	R	ACH
379605	09/01/24	MCCAULEY CONSTRUCTION	741.00	R	ACH
379606	09/01/24	MIDWEST INVEST LLC	573.00	R	ACH
379607	09/01/24	MN PUBLIC FACILITIES AUTHORITY	2,317,798.61	R	Wire Transfer
379608	09/01/24	MOSSEE PROP INV LLC	646.00	R	ACH
379609	09/01/24	NECHVILLE SUSAN	2,909.00	R	ACH
379610	09/01/24	NORTHCOURT APARTMENTS	935.00	R	ACH
379611	09/01/24	NORTHGATE	2,552.00	R	ACH
379612	09/01/24	NORTHSTAR HOLDINGS LLC	595.00	R	ACH
379613	09/01/24	NORTHWEST MANOR	2,353.00	R	ACH
379614	09/01/24	OWATONNA GATEWAY LLC	299.00	R	ACH
379615	09/01/24	OWATONNA PUBLIC UTILITIES	363.00	R	ACH
379616	09/01/24	PARKVIEW OWATONNA LLC	373.00	R	ACH
379617	09/01/24	PEACH INVESTMENTS LLC	218.00	R	ACH
379618	09/01/24	PETER BIEL	1,036.00	R	ACH
379619	09/01/24	POSITIVE SHARE LLC	398.00	R	ACH
379620	09/01/24	PROHASKI PROPERTIES	1,808.00	R	ACH
379621	09/01/24	QUALITY RENTALS OF OWATONNA LL	830.00	R	ACH
379622	09/01/24	REDLINE DEVELOPMENT GRP LLC	407.00	R	ACH
379623	09/01/24	RICHARD ELLINGSON	662.00	R	ACH
379624	09/01/24	RWB PROPERTIES	600.00	R	ACH
379625	09/01/24	SCOTT COUNTY CDA	6,962.90	R	ACH
379626	09/01/24	SIXSPARKS LLC	761.00	R	ACH
379627	09/01/24	SMITH REAL ESTATE LLC	1,429.00	R	ACH
379628	09/01/24	SOUTH CENTRAL HUMAN RELATIONS	3,055.00	R	ACH
379629	09/01/24	ST CLOUD HRA	595.58	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
379630	09/01/24	SUMMIT MANOR	450.00	R	ACH
379631	09/01/24	TM RENTALS II LLC	453.00	R	ACH
379632	09/01/24	USDA RURAL DEVELOPMENT	593.00	0	Regular
379633	09/01/24	USDA RURAL DEVELOPMENT	401.00	0	Regular
379634	09/01/24	WILLOW RUN I MDI #58	3,880.00	R	ACH
379635	09/01/24	WILLOW RUN II MDI #85	2,350.00	R	ACH
379636	09/01/24	YOUNGDAHL DEVELOPMENT LLC	2,226.00	R	ACH
379637	09/01/24	ZK INVESTORS LLC	1,037.00	R	ACH

95	Checks total:	223,672.89
128	ACH total:	375,413.31
0	EFTPS total:	
9	Wire transfer total:	2,371,407.84
0	Payment Manager total:	
232	GRAND TOTALS	2,970,494.04



CITY OF
OWATONNA

Ordinances



DATE: September 3, 2024
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Second/Final Reading Proposed Ordinance 24-4 Oak Hill Planned Use Development

Purpose:

Approve the proposed Ordinance 24-4 regarding application RZ-8. This is a request to rezone property from B-2, Community Business District to PUD, Planned Unit Development for the Owatonna Hope Center at 134 Southview Street SW.

Background:

See Staff Report attached.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval as recommended by the Planning Commission.

Attachments:

1. Proposed Ordinance 24-4 Oak Hill PUD
2. Staff Report - RZ-8 Oak Hill PUD

Proposed Ordinance No. 24-4
ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE NO. 157,
OWATONNA ZONING ORDINANCE

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

THE CITY COUNCIL OF THE CITY OF OWATONNA DO ORDAIN:

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

1. Pursuant to Application No. RZ-8 filed with the City of Owatonna, Minnesota, to change the zone classification, and after public hearing, held August 13, 2024, said application is hereby approved and the zone classification is hereby changed from B-2, Community Business District to PUD, Planned Unit Development for the following described property:

To be platted as Lot 1, Block 1, Oak Hill Addition, Steele County, Minnesota.

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

August 8, 2024

To: Planning Commission

From: Community Development Department

RE: Application No. RZ-8, by Jolayne Mohs, on behalf of Owatonna Hope Center Inc, a request for a zone change from B-2, Community Business District to PUD, Planned Unit Development for the purposes of opening a multi-use facility including shelters, clinics, offices and other spaces for the property located at 134 Southview Street SW.

Application Review:

Applicant: Jolayne Mohs

Owner: Owatonna Hope Center, Inc

Legal Description: To be platted as Lot 1, Block 1, Oak Hill Addition

Existing Zoning: B-2, Community Business District

Existing Land Use: The property was most recently occupied by Mayo Clinic and Healthfinders

Adjacent Zoning & Land Uses: North: Commercial Use zoned B-2

South: Residential uses zoned R-3

East: Ambulance Garage zoned RB

West: Residential uses zoned R-1

Report Attachments:

1. Application Materials
2. Location Maps

Proposed Development:

- ◆ Application No. RZ-8, by Jolayne Mohs, on behalf of Owatonna Hope Center Inc, a request for a zone change from B-2, Community Business District to PUD, Planned Unit Development for the purposes of opening a multi-use facility including shelters, clinics, offices and other spaces for the property located at 134 Southview Street SW.
- ◆ The proposed Hope Centers goal is to provide a home for a number of non-profit agencies in one location as well as temporary housing facilities for those in need.
- ◆ The request for the PUD is for allow this combination of uses into one facility.
- ◆ The following are the proposed uses for the project at this time:
 - Health Finders
 - Mary & Martha's Place
 - Furnishing Hope

- Rachel's Light
 - Community Pathways
 - Workforce Development
- ◆ All of these uses will have shared facilities in the building but will be in separate spaces. This will allow for efficiencies with clients and ease of accessing all services.
- ◆ The short-term housing programs will have secure entrances, exits and be staffed 24 hours a day. Women/children will locate in one program area that has up to 17 beds. The family program will be located in a different area with secure entrances, exits and be staffed 24 hours a day with the potential of up to 20 beds. The current programming (Rachel's Light) has an average length of stay of 4 months. Rachel's Light will continue the same programming in the new location. All residents are there on a voluntary basis and must be referred to the program by county or other non-profit agencies. Background checks are required, there are chemical health, mental health and employment requirements for each individual. If an individual or family chooses not to work the program that has been designed for them or violates the rules, they will not be allowed to continue staying at the facility.
- ◆ Health Finders Collaborative, a satellite location for Community Pathways that will be staffed at the front entrance of the building and provide a welcome desk for guests of the building. There will be office space that is designated for non-profits that are focused directly on serving out community members that are the most at risk. This area will provide 'typical' business hours, outside of typical business hours the main entrance will be locked.
- ◆ Furnishing Hope and Beds for Kids will be using the large space with the loading dock. The loading dock will allow for furniture and beds to be moved in and out easily.
- ◆ The basement will be used for storage only.
- ◆ Parking and access for the facility will not change. The main parking lot contains 108 parking stalls and the accessory lot in the SW corner contains around 20 stalls. ADA stalls will be reviewed with this project to make sure they are appropriate and in compliance and meet the needs of the facility.
- ◆ There are no major changes proposed on the exterior of the property.
- ◆ Wall signage is anticipated for the facility. All signs will need to meet the B-2 standards.
- ◆ The applicant held a neighborhood meeting to inform the neighbors about what was being proposed with the project.

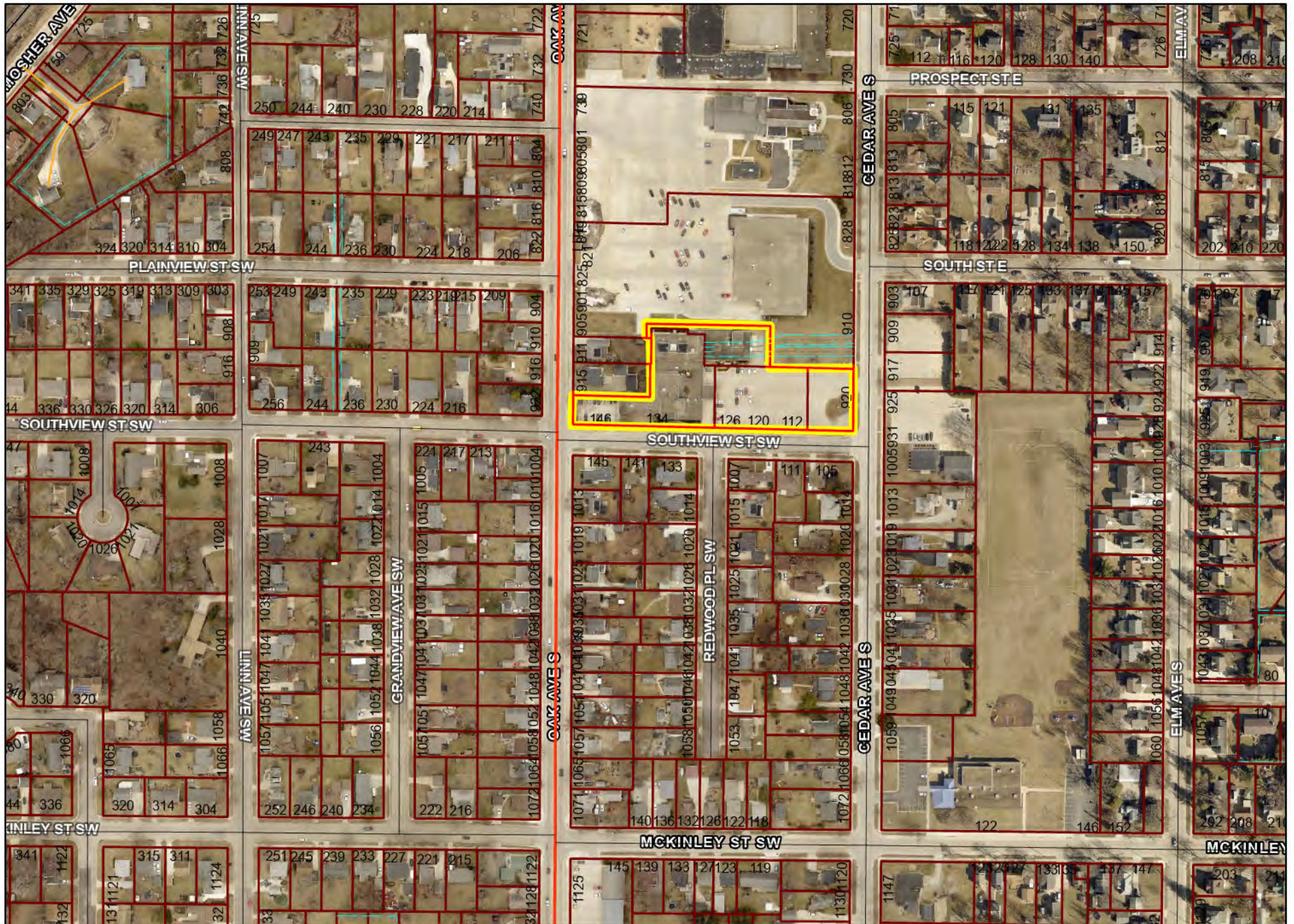
Staff Review:

Staff feels that the proposed overlay rezoning would fit in with the surroundings and the desired use of this property as designated within the Owatonna Development Plan. Staff is recommending approval of the rezoning property from B-2, Community Business District to PUD, Planned Unit Development for the purposes of providing a multi-use facility including shelters, clinics, offices and other spaces for the property located at 134 Southview Street SW.

Planning Commission:

Application No. RZ-8, by Jolayne Mohs, on behalf of Owatonna Hope Center, Inc., a request for a zone change from B-2, Community Business District, to PUD, Planned Unit Development, for

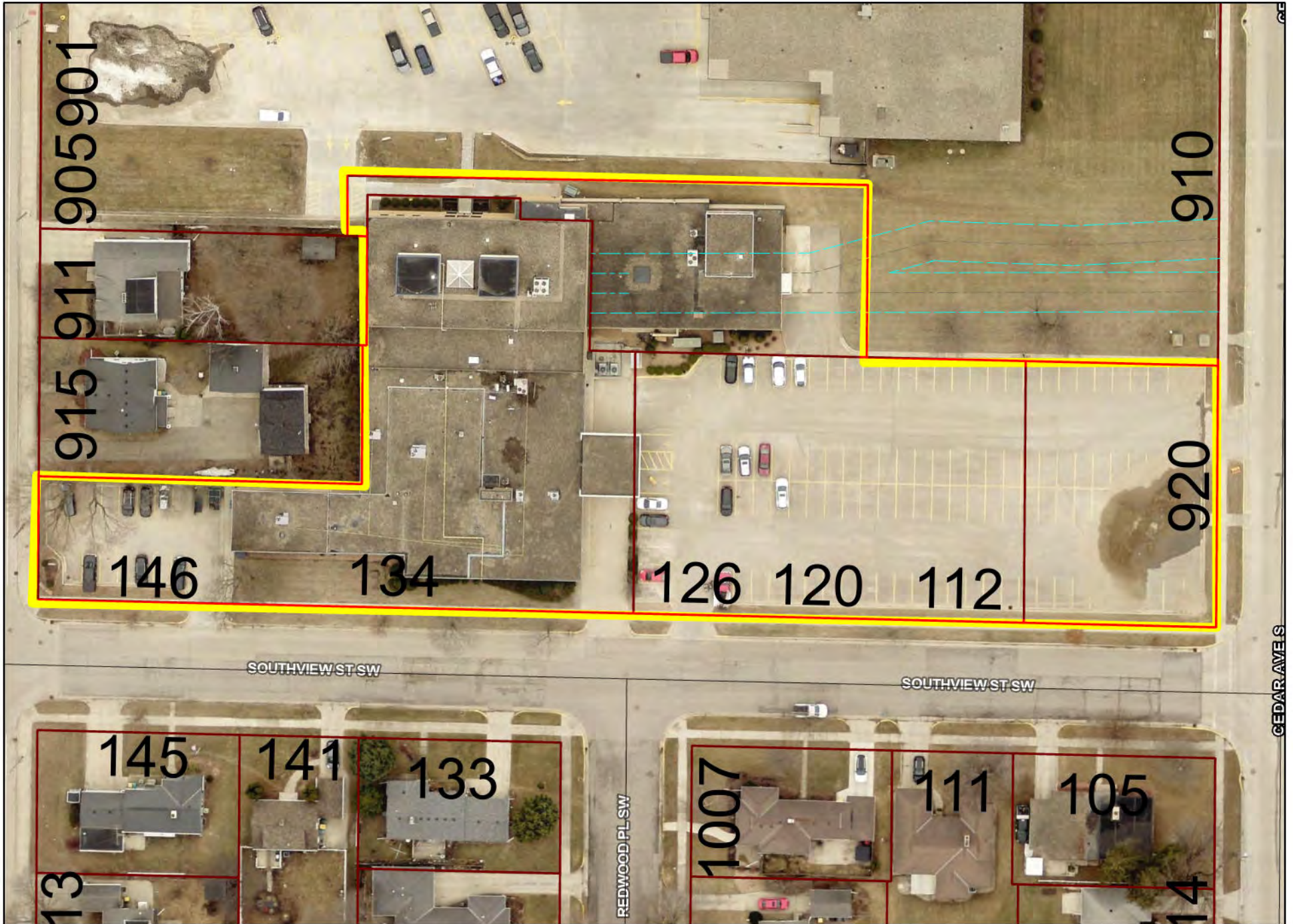
the purposes of opening a multi-use facility including shelters, clinics, offices, and other spaces for the property located at 134 Southview Street SW, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing opened at 5:07 pm. John Oberstein, 1013 Cedar Avenue South, said that he lives in the first house south of the Mayo Clinic ambulance services on the same side of the road. He said that he's not against this project at all—it's something that is needed in this community and he commended Jolayne on taking this responsibility on. He said he had a couple of things he'd like to comment on. First, Block 1, Lot 1 is the parking lot. There is nothing mention in the zoning for a change to the parking lot. He said it looks like it would be wide open for a multi-level apartment building. He said he doesn't want that in their neighborhood and doesn't feel it would fit in their neighborhood. He said he'd be totally against that. Second, he is wondering, because this is a nonprofit organization, whether this property will be tax exempt from property taxes payable to the City of Owatonna. He's gotten two or three different answers on that and would like clarification. Jolayne Mohs said they had a neighborhood meeting last week. Overall, it went well. Neighbors had typical and realistic concerns and questions about how it will be run and organized. John Oberstein added that Jolayne handled that meeting very well. Public hearing closed at 5:11 pm. Kruschke said, starting with the first comment regarding the parking lot, the next request it to plat this into one lot. What the Planned Unit Development (PUD) zoning does is allow for this nonprofit use. Anything else outside of that use—apartment, addition, gas station, etc.—would require that to come back through this process as an amendment. This PUD allows for this conglomeration of uses but makes it more difficult to change things long term. As far as the tax situation, this middle area was a portion of the Fareway Tax Increment Financing (TIF) district. When the old hospital was demolished, there were incentives given by the City, and a portion was given to Mayo Clinic. As part of this transfer of this property to the Hope Center group, Mayo Clinic rescinded the TIF and put everything back on the tax rolls knowing that when this comes forward, it would be a nonprofit group. The intent is that there would be no taxes generated on this property, thus the TIF wouldn't be able to work. The City Council approved the transfer of property about six months ago. Eickhoff asked if any of the uses that, had they been separate, wouldn't have been allowed. Kruschke said shelter uses in a business district are difficult as they are essentially dormitories with shared kitchen and bath facilities. Those were a little difficult with the ordinance. There were some things legislatively that were happening in the session that would have exempted shelters in business districts, but that wasn't included in any of the bills that went forward. We still have the clinic and warehouse uses that are more difficult to blend in. This unique combination of uses, although it works in this situation, is difficult with our ordinances. This PUD solves all of that. Eickhoff said that he appreciates reusing old buildings. A motion was made by Eickhoff and seconded by Effertz to recommend City Council approval of the rezoning property from B-2, Community Business District, to PUD, Planned Unit Development, for the purposes of providing a multi-use facility including shelters, clinics, offices, and other spaces for the property located at 134 Southview Street SW. All Commissioners voting Aye, the motion carried.



Owatonna Hope Center / Oak Hill Addition
134 Southview Street SW

1:3,260

Date: 7/29/2024
Page 33 of 87



Owatonna Hope Center / Oak Hill Addition
134 Southview Street SW



PRELIMINARY PLAT OF OAK HILL ADDITION

PART OF OWATONNA CLINIC ADDITION AND FAREWAY STORES ADDITION
OWATONNA, MINNESOTA

LEGEND

—848—	= EXISTING ELEVATION CONTOUR LINE
●	= Catch Basin
E	= Electric
⚡	= Fire hydrant
G	= Gas Main
⌵	= Guy Anchor
☆	= Light Pole
OH	= Overhead
⚡	= Power Pole
RCP	= Reinforced Concrete Pipe
⌵	= Telephone Pedestal
T	= Telephone
W	= Water Main

OWNER INFORMATION

OWATONNA HOPE CENTER
C/O JOLAYNE MOHS
4160 15H AVE NE
OWATONNA, MN 55060
507-456-7013
JOLAYNEM@TLCOWATONNA.ORG

LAND SURVEYOR

JONES HAUGH, & SMITH, INC.
SCOTT A. TUCHTENHAGEN
415 WEST NORTH STREET
OWATONNA, MN 55060
507-451-4598
SCOTT@JHSENG.COM

ZONING

EXISTING ZONE: B-2 COMMERCIAL BUSINESS

SETBACKS:
ZONE: 30'
REAR: 20'
SIDE: 10'

PROPOSED ZONE: PUD

SETBACKS: MATCH EXISTING

EXISTING LEGAL DESCRIPTION

LOTS 2, 3, AND 4, BLOCK 1, OWATONNA CLINIC ADDITION

AND

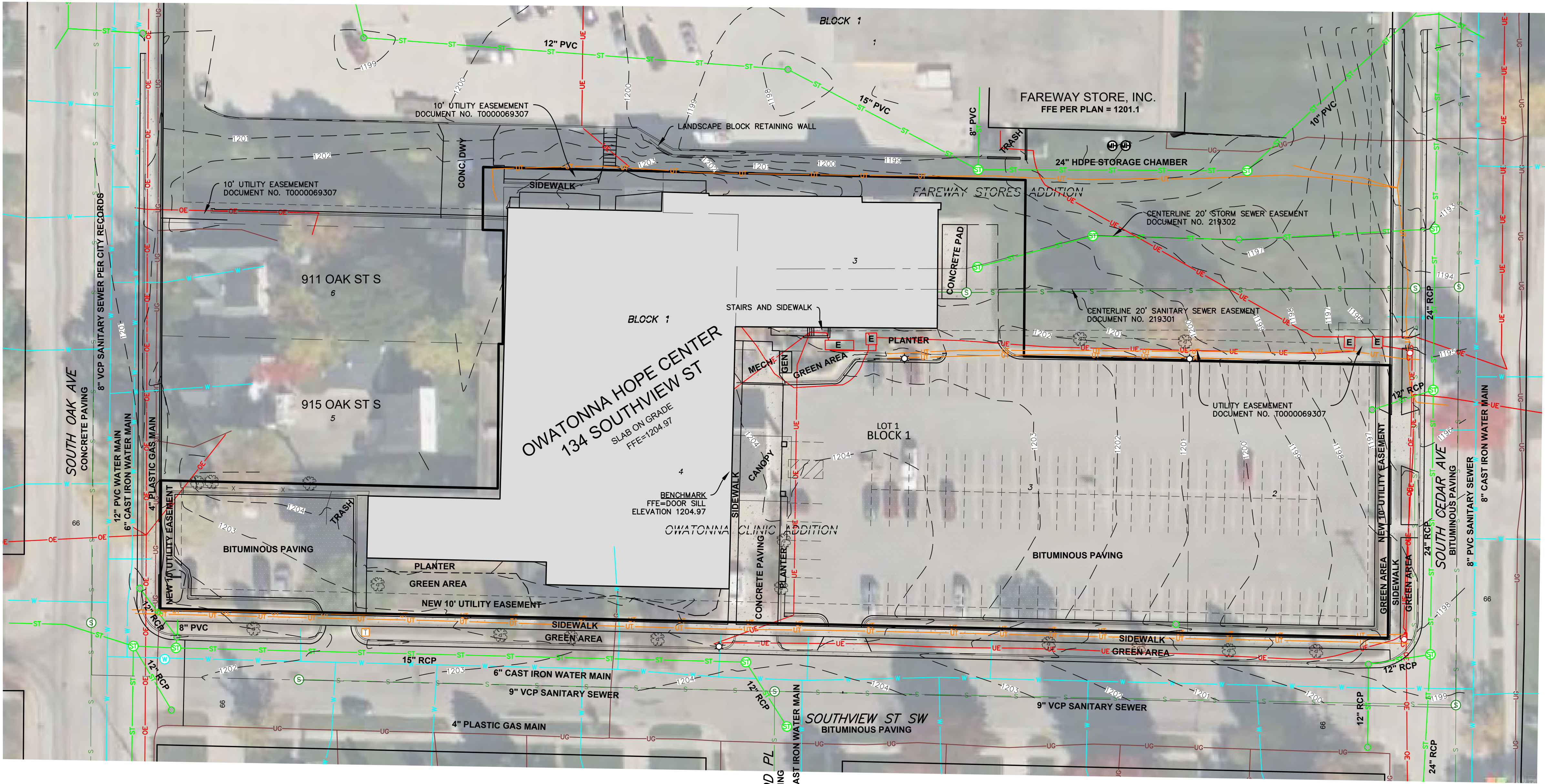
LOT 3, BLOCK 1, FAREWAY STORES ADDITION

UTILITIES NOTE:

WATER MAIN, NATURAL GAS, AND ELECTRIC FACILITIES SHOWN PER OPU DIGITAL RECORDS

PROJECT NOTE:

NO EXTERNAL IMPROVEMENTS TO THE SITE ARE INTENDED.
PLATTING REQUESTED FOR ADMINISTRATIVE COMBINATION OF LOTS PLATTED PER OWATONNA CLINIC ADDITION AND FAREWAY STORES ADDITION AND FOR THE REQUESTED USE.



3/20/2024 3:31:42 PM

C:\Users\j\Documents\24-001 Oak Hill Community Connections-Center (R23)_j\JUH01.dwg

GENERAL NOTES:

1. ALL WORK SHALL BE PERFORMED IN COMPLIANCE WITH ALL REQUIREMENTS OF THE OWNER. EACH TRADE CONTRACTOR SHALL BE RESPONSIBLE FOR INITIATING, MAINTAINING AND SUPERVISING ALL SAFETY PROCEDURES, PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THEIR WORK.
2. THE GENERAL CONTRACTOR SHALL FILE FOR AND OBTAIN ALL REQUIRED PERMITS, LETTERS OF SATISFACTORY COMPLETION AND CERTIFICATES OF OCCUPANCY FROM THE LOCAL BUILDING OFFICIALS.
3. ALL EQUIPMENT SHOWN AS DASHED IS BY THE OWNER. ELECTRICAL CONTRACTOR TO VERIFY POWER REQUIREMENTS FOR OWNER'S EQUIPMENT. MECHANICAL CONTRACTOR TO VERIFY PLUMBING AND HVAC REQUIREMENTS OF OWNER'S EQUIP.
4. REFER TO THE MECHANICAL, ELECTRICAL DRAWINGS FOR ADDITIONAL WORK REQUIRED UNDER THIS CONTRACT.
5. THE GENERAL CONTRACTOR AND/OR MECHANICAL CONTRACTOR SHALL COORDINATE ALL MECHANICAL WORK WITH THE OWNER'S REPRESENTATIVE AND ALL OTHER TRADES.
6. THE GENERAL CONTRACTOR AND/OR ELECTRICAL CONTRACTOR SHALL COORDINATE ALL ELECTRICAL WORK WITH THE OWNER'S REPRESENTATIVE AND ALL OTHER TRADES.



1 MAIN FLOOR PLAN
1/8" = 1'-0"

NOT
FOR
CONSTRUCTION

3/21/2024
NUMBER DATE

OAKHILL COMMUNITY CONNECTIONS

OWATONNA
MINNESOTA

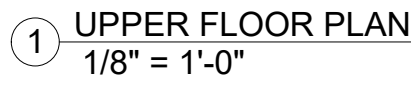
PROJECT NUMBER	24-001
DATE	3/21/2024
DRAWN BY	Author
CHECKED BY	Checker
ISSUE/REVISION HISTORY	

No.	ISSUED FOR	DATE

MAIN FLOOR PLAN
SHEET NUMBER

A1.0
SHEETS

1. ALL WORK SHALL BE PERFORMED IN COMPLIANCE WITH ALL REQUIREMENTS OF THE OWNER EACH AND EVERY HOUR FOR THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INITIATING, MAINTAINING AND SUPERVISING ALL SAFETY PROCEDURES, PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THEIR WORK.
2. THE GENERAL CONTRACTOR SHALL FURNISH AND OBTAIN ALL NECESSARY LETTERS OF SATISFACTORY COMPLETION AND CERTIFICATES OF OCCUPANCY FROM THE LOCAL BUILDING OFFICE.
3. ALL EQUIPMENT SHOWN AS DASHED BY THE OWNER, ELECTRICAL CONTRACTOR TO VERIFY POWER REQUIREMENTS FOR OWNERS' EQUIPMENT. MECHANICAL CONTRACTORS TO VERIFY PLUMBING AND HVAC REQUIREMENTS OF OWNERS' EQUIP.
4. REFER TO THE MECHANICAL, ELECTRICAL DRAWINGS FOR ADDITIONAL WORK REQUIRED UNDER THIS CONTRACT.
5. THE GENERAL CONTRACTOR AND/OR MECHANICAL CONTRACTOR SHALL COORDINATE ALL MECHANICAL WORK WITH THE OWNERS' REPRESENTATIVE AND ALL OTHER TRADES.
6. THE GENERAL CONTRACTOR AND/OR ELECTRICAL CONTRACTOR SHALL COORDINATE ALL ELECTRICAL WORK WITH THE OWNERS' REPRESENTATIVE AND ALL OTHER TRADES.



- DEPARTMENT LEGEND
- HEALTH FINDER
 - MARY & MARTHA'S PLACE
 - FURNISHING HOPE
 - RACHEL'S LIGHT
 - COMMUNITY PATHWAY
 - SHARING SPACE
 - WORKFORCE OFFICE



1 MAIN FLOOR PLAN IN COLOR
1/8" = 1'-0"

NOT
FOR
CONSTRUCTION

3/21/2024
NUMBER DATE

OAKHILL COMMUNITY CONNECTIONS

OWATONNA
MINNESOTA

PROJECT NUMBER	24-001
DATE	3/21/2024
DRAWN BY	Author
CHECKED BY	Checker
ISSUE/REVISION HISTORY	

No.	ISSUED FOR	DATE

MAIN FLOOR PLAN IN
COLOR
SHEET NUMBER

A1.2
OF SHEETS

- DEPARTMENT LEGEND
- RACHEL'S LIGHT
 - SOUTH CENTER HUMAN RELATION
 - SHARING SPACE
 - HOSPITALITY HOUSE



1 UPPER FLOOR PLAN IN COLOR
1/8" = 1'-0"

NOT
FOR
CONSTRUCTION

3/21/2024
NUMBER DATE

OAKHILL COMMUNITY CONNECTIONS

OWATONNA
MINNESOTA

PROJECT NUMBER	24-001
DATE	3/21/2024
DRAWN BY	Author
CHECKED BY	Checker
ISSUE/REVISION HISTORY	

No.	ISSUED FOR	DATE

UPPER FLOOR PLAN IN
COLOR
SHEET NUMBER

A1.3
OF SHEETS

Owatonna Hope Center Project Narrative

Owatonna Hope Center (dba: Oak Hill Community Connections) will be the co-location for the following services that are focused on meeting our community needs:

Two short-term housing programs. One program focused on supporting women and children that are experiencing homelessness. The second program will be focused on supporting families that are experiencing homelessness. Commercial and office space will be utilized by HealthFinders (providing medical, dental, and behavioral health care), Community Pathways will have a satellite office space, along with multiple community partners that are serving the needs of our community members that are living on life's margins. This facility will be a secure facility with business hours and the short-term housing programs will be staffed 24 hours a day.



CITY OF
OWATONNA

Resolutions



DATE: September 3, 2024
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: Resolution 88-24 - Set Date for Public Hearing on Proposed Assessments - Delinquent Utility Accounts

Purpose:

Council approval of Resolution 88-24 to set a date for a public hearing on proposed assessments for delinquent utility accounts.

Background:

A request was received from Toni Van Esch, Customer Service Supervisor at Owatonna Public Utilities (OPU), to proceed with the assessment process of delinquent utility accounts. They will propose assessments against nine properties for a total of \$21,719.48. This resolution sets a public hearing for Tuesday, October 1, 2024, to allow for timely public notice and property owner notifications.

Budget Impact:

None, this assessment is for OPU utility accounts; OPU will cover expenses incurred and receive assessment payments.

Staff Recommendation:

Staff recommends approval of Resolution 88-24.

Attachments:

1. Resolution 88-24 Set Pubic Hearing Date - OPU Proposed Assessments
2. OPU Reqeust for Assessments

RESOLUTION NO. 88-24

A RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT

WHEREAS, by Section 35.05(C) of the 2015 Code of Ordinances for the City of Owatonna, the Public Utility Department shall certify to the City Clerk/Treasurer a list of unpaid accounts showing the names and addresses of all unpaid utility accounts; and

WHEREAS, Owatonna Public Utilities has notified the City Clerk/Treasurer that such proposed assessment has been completed; and

WHEREAS, the City Clerk/Treasurer has notified the Council that such proposed assessment has been completed; and filed in her office for public inspection the list of unpaid accounts showing the names and addresses of all unpaid utility accounts.

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

1. A hearing shall be held at a regular City Council meeting to be held on Tuesday, the 1st day of October 2024, in the Chambers of the Charles S. Crandall Center at City Hall at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper prior to the hearing as required by Minnesota Statutes, Section 429, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll prior to the hearings.

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

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

Aye __; No __; Absent __.

Approved and signed this ____ day of _____, 2024.

Thomas A. Kuntz, Mayor

ATTEST:

Kris Busse, City Administrator/City Clerk



August 20, 2024

City of Owatonna
Attn: Kris Busse
540 West Hills Circle
Owatonna, MN 55060

RE: Public Hearing request – OPU Delinquent Accounts – Ordinance 35.05

Dear Kris-

Owatonna Public Utilities would like to request City of Owatonna to assess property owners on nine tax parcel numbers. Total delinquent debt is \$21,719.48.

Please reach out with any questions.

Best Regards,

Toni Van Esch
Customer Service Supervisor
Owatonna Public Utilities



DATE: September 3, 2024
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Resolution 89-24 - Accept Bids and Award Contract - Vine Street Parking Lot Project

Purpose:

Requesting City Council approval of Resolution 89-24: Vine Street Parking Lot Project Bid Acceptance and Contract Awarding.

Background:

Bids were received on August 29, 2024 for the Vine Street Parking Lot Project. Bids were received from five (5) companies. See the attached abstract for all bids received. The low apparent base bidder is ICON, LLC at \$1,074,915.80. The next bidder is Wencil Construction, Inc at \$1,086,477.00.

Under Section 31 of Special Provisions (2564) Traffic Control – G states the project shall be constructed in 2 phases to allow for continual parking throughout the project, more or less. In the notice to bidders the instructions state “The Owner is requesting if there will be alternate lump sum deduction if the project were to be constructed in one phase rather than two. Providing an alternate lump sum deduction is not a requirement.” Proceeding with the alternate included will result in the project being completed in one phase. This option would not allow for continuous parking at the current lot. However, it increases the likelihood that the project will be finished in its entirety by the end of the 2024 Construction Season.

ICON Construction, LLC - lump sum deduction of \$0.01 - total bid of **\$1,074,915.79.**

Wencil Construction, Inc - lump sum deduction of \$15,000 - total bid of **\$1,071,477.00.**

Engineer's Estimate for this project - \$1,206,368.00.

Budget Impact:

The project was allocated \$1,000,000 in American Rescue Plan Act (ARPA) Funds. Both bids under consideration would be covered by the ARPA Funds, and any remaining balance due to contract quantity changes will be paid for using Capital Improvement Funds.

Staff Recommendation:

Staff recommends including the alternate bid item and awarding the contract to Wencil Construction of Owatonna, MN with approval of Resolution 89-24.

Attachments:

1. Vine Street Bid Abstract
2. Res 89-24 Approving Bids - Award Contract

Vine Street Parking Lot (#9265796)
Owner: Owatonna MN, City of
Solicitor: WHKS
08/29/2024 10:00 AM CDT

						Engineer Estimate		ICON, LLC		Wencl Construction Inc.		Heseltton Construction, LLC.		SL Contracting Inc		JJD Companies LLC	
	Line Item	Item Code	Item Description	UoM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
	1	1	Mobilization	L.S.	1	\$60,000.00	\$60,000.00	\$38,000.00	\$38,000.00	\$109,000.00	\$109,000.00	\$69,000.00	\$69,000.00	\$70,000.00	\$70,000.00	\$132,000.00	\$132,000.00
	2	2	Clear and Grub Tree	Each	11	\$1,500.00	\$16,500.00	\$600.00	\$6,600.00	\$500.00	\$5,500.00	\$500.00	\$5,500.00	\$500.00	\$5,500.00	\$925.00	\$10,175.00
	3	3	Clear and Grub Shrub	Each	9	\$750.00	\$6,750.00	\$100.00	\$900.00	\$200.00	\$1,800.00	\$25.00	\$225.00	\$400.00	\$3,600.00	\$325.00	\$2,925.00
	4	4	Remove Concrete Curb and Gutter	L.F.	778	\$5.00	\$3,890.00	\$6.00	\$4,668.00	\$5.00	\$3,890.00	\$3.00	\$2,334.00	\$7.00	\$5,446.00	\$3.00	\$2,334.00
	5	5	Remove Bituminous Pavement	S.Y.	6290	\$6.00	\$37,740.00	\$1.00	\$6,290.00	\$3.00	\$18,870.00	\$2.50	\$15,725.00	\$2.40	\$15,096.00	\$2.00	\$12,580.00
	6	6	Remove Concrete Walk	S.Y.	651	\$6.00	\$3,906.00	\$9.00	\$5,859.00	\$5.00	\$3,255.00	\$11.00	\$7,161.00	\$15.00	\$9,765.00	\$9.00	\$5,859.00
	7	7	Remove Concrete Pavement	S.Y.	772	\$8.00	\$6,176.00	\$11.00	\$8,492.00	\$5.00	\$3,860.00	\$19.00	\$14,668.00	\$20.00	\$15,440.00	\$16.00	\$12,352.00
	8	8	Remove Concrete Driveway Pavement	S.Y.	148	\$8.00	\$1,184.00	\$11.00	\$1,628.00	\$5.00	\$740.00	\$11.50	\$1,702.00	\$17.00	\$2,516.00	\$16.00	\$2,368.00
	9	9	Remove Brick Retaining Wall	L.F.	196	\$50.00	\$9,800.00	\$10.00	\$1,960.00	\$5.00	\$980.00	\$4.00	\$784.00	\$0.00	\$0.00	\$15.00	\$2,940.00
	10	10	Remove Storm Manhole	Each	1	\$450.00	\$450.00	\$300.00	\$300.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$750.00	\$750.00
	11	11	Remove Catch Basin	Each	2	\$450.00	\$900.00	\$300.00	\$600.00	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$450.00	\$900.00	\$500.00	\$1,000.00
	12	12	Remove Sewer Pipe (Storm)	L.F.	66	\$8.00	\$528.00	\$20.00	\$1,320.00	\$5.00	\$330.00	\$11.50	\$759.00	\$10.00	\$660.00	\$30.00	\$1,980.00
	13	13	Remove Casting	Each	1	\$250.00	\$250.00	\$25.00	\$25.00	\$100.00	\$100.00	\$60.00	\$60.00	\$250.00	\$250.00	\$400.00	\$400.00
	14	14	Remove Curb Stop and Box	Each	1	\$250.00	\$250.00	\$25.00	\$25.00	\$500.00	\$500.00	\$0.01	\$0.01	\$200.00	\$200.00	\$5.00	\$5.00
	15	15	Remove Sign	Each	17	\$55.00	\$935.00	\$50.00	\$850.00	\$50.00	\$850.00	\$42.00	\$714.00	\$40.00	\$680.00	\$60.00	\$1,020.00
	16	16	Remove Light Pole	Each	12	\$400.00	\$4,800.00	\$200.00	\$2,400.00	\$300.00	\$3,600.00	\$315.00	\$3,780.00	\$300.00	\$3,600.00	\$330.00	\$3,960.00
	17	17	Remove Conduit System	Each	1	\$7,500.00	\$7,500.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$2,100.00	\$2,100.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00
	18	18	Remove Landscaping Timber	L.F.	248	\$10.00	\$2,480.00	\$10.00	\$2,480.00	\$3.00	\$744.00	\$3.50	\$868.00	\$0.00	\$0.00	\$15.00	\$3,720.00
	19	19	Excavation - Common (P)	C.Y.	3066	\$12.00	\$36,792.00	\$10.00	\$30,660.00	\$16.00	\$49,056.00	\$14.50	\$44,457.00	\$15.00	\$45,990.00	\$15.00	\$45,990.00
	20	20	Common Topsoil Borrow (LV)	C.Y.	20	\$30.00	\$600.00	\$20.00	\$400.00	\$20.00	\$400.00	\$47.00	\$940.00	\$20.00	\$400.00	\$40.00	\$800.00
	21	21	Geotextile Fabric, Type 7 (P)	S.Y.	5660	\$2.75	\$15,565.00	\$3.00	\$16,980.00	\$2.00	\$11,320.00	\$3.00	\$16,980.00	\$2.45	\$13,867.00	\$2.00	\$11,320.00
	22	22	Subgrade Preparation 12"	S.Y.	6300	\$1.75	\$11,025.00	\$1.00	\$6,300.00	\$3.00	\$18,900.00	\$1.25	\$7,875.00	\$1.00	\$6,300.00	\$1.50	\$9,450.00
	23	23	Aggregate Base, Class 5 (P)(CV)	C.Y.	1679	\$35.00	\$58,765.00	\$38.00	\$63,802.00	\$40.00	\$67,160.00	\$45.00	\$75,555.00	\$27.00	\$45,333.00	\$20.00	\$33,580.00
	24	24	Aggregate Sub-Base - Breaker Run (CV)	C.Y.	100	\$40.00	\$4,000.00	\$0.01	\$1.00	\$30.00	\$3,000.00	\$55.00	\$5,500.00	\$32.00	\$3,200.00	\$100.00	\$10,000.00
	25	25	6" Concrete Pavement with Integral Curb and Gutter	S.Y.	83	\$90.00	\$7,470.00	\$100.00	\$8,300.00	\$115.00	\$9,545.00	\$130.00	\$10,790.00	\$137.00	\$11,371.00	\$125.00	\$10,375.00
	26	26	7" Concrete Pavement	S.Y.	558	\$85.00	\$47,430.00	\$100.00	\$55,800.00	\$102.00	\$56,916.00	\$113.00	\$63,054.00	\$127.00	\$70,866.00	\$115.00	\$64,170.00
	27	27	Type SP 12.5 Bituminous Wearing Course	Ton	724	\$90.00	\$65,160.00	\$90.00	\$65,160.00	\$90.00	\$65,160.00	\$90.00	\$65,160.00	\$109.00	\$78,916.00	\$110.00	\$79,640.00
	28	28	Type SP 12.5 Bituminous Non-Wearing Course	Ton	724	\$90.00	\$65,160.00	\$90.00	\$65,160.00	\$91.00	\$65,884.00	\$91.00	\$65,884.00	\$105.00	\$76,020.00	\$106.00	\$76,744.00
	29	29	Lighting Foundation Design E, 4" Above Finished Grade	Each	11	\$1,200.00	\$13,200.00	\$1,200.00	\$13,200.00	\$1,400.00	\$15,400.00	\$840.00	\$9,240.00	\$900.00	\$9,900.00	\$900.00	\$9,900.00
	30	30	Lighting Foundation Design E, 30" Above Finished Grade	Each	16	\$1,750.00	\$28,000.00	\$1,300.00	\$20,800.00	\$1,400.00	\$22,400.00	\$840.00	\$13,440.00	\$900.00	\$14,400.00	\$900.00	\$14,400.00
	31	31	Install 1-1/4" HDPE Conduit	L.S.	1	\$22,000.00	\$22,000.00	\$28,000.00	\$28,000.00	\$9.00	\$9.00	\$33,050.00	\$33,050.00	\$37,000.00	\$37,000.00	\$34,650.00	\$34,650.00
	32	32	Lighting System Wiring	L.S.	1	\$30,000.00	\$30,000.00	\$22,000.00	\$22,000.00	\$7.00	\$7.00	\$30,500.00	\$30,500.00	\$33,350.00	\$33,350.00	\$32,000.00	\$32,000.00
	33	33	Install Handhole	Each	1	\$500.00	\$500.00	\$350.00	\$350.00	\$400.00	\$400.00	\$1,070.00	\$1,070.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
	34	34	Install Lighting Control Cabinet	Each	1	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,200.00	\$2,200.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,600.00	\$1,600.00
	35	35	Install Lighting Fixture	Each	27	\$1,200.00	\$32,400.00	\$650.00	\$17,550.00	\$650.00	\$17,550.00	\$630.00	\$17,010.00	\$700.00	\$18,900.00	\$675.00	\$18,225.00
	36	36	F&I 12" RCP Storm Sewer	L.F.	10	\$70.00	\$700.00	\$65.00	\$650.00	\$70.00	\$700.00	\$120.00	\$1,200.00	\$52.00	\$520.00	\$100.00	\$1,000.00
	37	37	F&I 15" RCP Storm Sewer	L.F.	695	\$75.00	\$52,125.00	\$70.00	\$48,650.00	\$80.00	\$55,600.00	\$73.00	\$50,735.00	\$62.00	\$43,090.00	\$85.00	\$59,075.00
	38	38	F&I 24" RCP Storm Sewer	L.F.	4	\$85.00	\$340.00	\$105.00	\$420.00	\$90.00	\$360.00	\$140.00	\$560.00	\$78.00	\$312.00	\$300.00	\$1,200.00
	39	39	Connect to Existing Storm Sewer	Each	2	\$1,500.00	\$3,000.00	\$1,000.00	\$2,000.00	\$1,500.00	\$3,000.00	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00	\$900.00	\$1,800.00
	40	40	Construct Structure, Type 4 (48")	Each	6	\$4,500.00	\$27,000.00	\$5,700.00	\$34,200.00	\$4,000.00	\$24,000.00	\$4,780.00	\$28,680.00	\$3,910.00	\$23,460.00	\$5,000.00	\$30,000.00
	41	41	Construct Structure Type 1	Each	8	\$3,200.00	\$25,600.00	\$4,100.00	\$32,800.00	\$1,800.00	\$14,400.00	\$3,330.00	\$26,640.00	\$2,790.00	\$22,320.00	\$3,500.00	\$28,000.00
	42	42	F&I Casting	Each	1	\$750.00	\$750.00	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00	\$1,215.00	\$1,215.00	\$2,000.00	\$2,000.00	\$1,800.00	\$1,800.00
	43	43	4" Concrete Sidewalk	S.F.	950	\$12.50	\$11,875.00	\$10.50	\$9,975.00	\$8.00	\$7,600.00	\$10.00	\$9,500.00	\$11.40	\$10,830.00	\$9.00	\$8,550.00
	44	44	4" Concrete Sidewalk Thickened Edge	S.F.	1170	\$20.00	\$23,400.00	\$16.50	\$19,305.00	\$10.00	\$11,700.00	\$12.00	\$14,040.00	\$15.00	\$17,550.00	\$11.00	\$12,870.00
	45	45	6" Concrete Sidewalk	S.F.	6550	\$15.00	\$98,250.00	\$12.50	\$81,875.00	\$12.00	\$78,600.00	\$13.50	\$88,425.00	\$12.70	\$83,185.00	\$12.00	\$78,600.00
	46	46	7" Concrete Driveway Reinforced Pavement	S.Y.	120	\$85.00	\$10,200.00	\$105.00	\$12,600.00	\$100.00	\$12,000.00	\$120.00	\$14,400.00	\$145.00	\$17,400.00	\$105.00	\$12,600.00
	47	47	B624 Concrete Curb and Gutter	L.F.	2008	\$25.00	\$50,200.00	\$40.00	\$80,320.00	\$38.00	\$76,304.00	\$44.00	\$88,352.00	\$39.00	\$78,312.00	\$41.00	\$82,328.00
	48	48	Straight Curb, Type U-1B	L.F.	338	\$20.00	\$6,760.00	\$40.00	\$13,520.00	\$70.00	\$23,660.00	\$79.00	\$26,702.00	\$80.00	\$27,040.00	\$77.00	\$26,026.00
	49	49	Traffic Control	L.S.	1	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$30,000.00	\$30,000.00	\$4,100.00	\$4,100.00	\$7,500.00	\$7,500.00	\$2,100.00	\$2,100.00
	50	50	Pedestrian Crosswalk Flasher System	System	1	\$22,000.00	\$22,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,500.00	\$25,500.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
	51	51	Understory Tree, 1.5? Cal B&B	Tree	4	\$800.00	\$3,200.00	\$800.00	\$3,200.00	\$500.00	\$2,000.00	\$425.00	\$1,700.00	\$500.00	\$2,000.00	\$900.00	\$3,600.00

	52	52	Shade Tree, 2.5? Cal B&B	Tree	1	\$1,000.00	\$1,000.00	\$900.00	\$900.00	\$600.00	\$600.00	\$535.00	\$535.00	\$630.00	\$630.00	\$1,050.00	\$1,050.00
	53	53	Deciduous Shrub 12? HT Cont	Shrub	37	\$250.00	\$9,250.00	\$200.00	\$7,400.00	\$100.00	\$3,700.00	\$70.00	\$2,590.00	\$85.00	\$3,145.00	\$206.00	\$7,622.00
	54	54	Deciduous Shrub 18? HT Cont	Shrub	11	\$275.00	\$3,025.00	\$200.00	\$2,200.00	\$80.00	\$880.00	\$65.00	\$715.00	\$70.00	\$770.00	\$220.00	\$2,420.00
	55	55	Perennial No 1 Cont	Plant	50	\$75.00	\$3,750.00	\$65.00	\$3,250.00	\$25.00	\$1,250.00	\$25.00	\$1,250.00	\$28.00	\$1,400.00	\$72.00	\$3,600.00
	56	56	Double Shredded Hardwood Mulch	C.Y.	50	\$90.00	\$4,500.00	\$100.00	\$5,000.00	\$130.00	\$6,500.00	\$135.00	\$6,750.00	\$150.00	\$7,500.00	\$106.00	\$5,300.00
	57	57	8" Wood Chip Sediment Control Log	L.F.	671	\$4.50	\$3,019.50	\$6.00	\$4,026.00	\$3.00	\$2,013.00	\$4.50	\$3,019.50	\$7.95	\$5,334.45	\$10.00	\$6,710.00
	58	58	Temporary Rock Construction Entrance	Each	2	\$1,500.00	\$3,000.00	\$1,000.00	\$2,000.00	\$500.00	\$1,000.00	\$1,900.00	\$3,800.00	\$1,500.00	\$3,000.00	\$2,000.00	\$4,000.00
	59	59	Storm Drain Inlet Protection	Each	8	\$225.00	\$1,800.00	\$200.00	\$1,600.00	\$200.00	\$1,600.00	\$265.00	\$2,120.00	\$200.00	\$1,600.00	\$200.00	\$1,600.00
	60	60	Sod, Type Lawn	S.Y.	983	\$7.50	\$7,372.50	\$20.00	\$19,660.00	\$5.00	\$4,915.00	\$5.50	\$5,406.50	\$11.75	\$11,550.25	\$18.00	\$17,694.00
	61	61	4" Solid Line Paint	L.F.	3973	\$3.00	\$11,919.00	\$1.00	\$3,973.00	\$3.00	\$11,919.00	\$0.40	\$1,589.20	\$1.75	\$6,952.75	\$0.50	\$1,986.50
	62	62	24" Solid Line Paint	L.F.	16	\$6.00	\$96.00	\$1.00	\$16.00	\$20.00	\$320.00	\$1.05	\$16.80	\$11.75	\$188.00	\$2.50	\$40.00
	63	63	Pavement Message Paint	S.F.	31	\$10.00	\$310.00	\$25.00	\$775.00	\$30.00	\$930.00	\$5.25	\$162.75	\$30.00	\$930.00	\$2.50	\$77.50
	64	64	Crosswalk Paint	S.F.	120	\$350.00	\$42,000.00	\$15.00	\$1,800.00	\$11.00	\$1,320.00	\$2.25	\$270.00	\$11.75	\$1,410.00	\$2.50	\$300.00
	65	65	Sign Type C	Each	10	\$350.00	\$3,500.00	\$400.00	\$4,000.00	\$200.00	\$2,000.00	\$370.00	\$3,700.00	\$495.00	\$4,950.00	\$560.00	\$5,600.00
	66	66	Install Sign Post	Each	7	\$150.00	\$1,050.00	\$200.00	\$1,400.00	\$200.00	\$1,400.00	\$160.00	\$1,120.00	\$300.00	\$2,100.00	\$400.00	\$2,800.00
	67	67	Truncated Domes	S.F.	34	\$55.00	\$1,870.00	\$60.00	\$2,040.00	\$70.00	\$2,380.00	\$68.00	\$2,312.00	\$70.00	\$2,380.00	\$75.00	\$2,550.00
	68	68	Underground Stormwater Infiltration System	L.S.	1	\$123,000.00	\$123,000.00	\$110,000.00	\$110,000.00	\$80,000.00	\$80,000.00	\$96,000.00	\$96,000.00	\$100,000.00	\$100,000.00	\$125,000.00	\$125,000.00
	69	69	Subgrade Correction	C.Y.	80	\$35.00	\$2,800.00	\$0.01	\$0.80	\$25.00	\$2,000.00	\$15.00	\$1,200.00	\$50.00	\$4,000.00	\$85.00	\$6,800.00
	70	70	Bollard	Each	7	\$300.00	\$2,100.00	\$1,000.00	\$7,000.00	\$500.00	\$3,500.00	\$1,050.00	\$7,350.00	\$800.00	\$5,600.00	\$900.00	\$6,300.00
	71	71	Pedestrian Accessible Route	L.S.	1	\$15,000.00	\$15,000.00	\$500.00	\$500.00	\$5,000.00	\$5,000.00	\$20,500.00	\$20,500.00	\$27,474.55	\$27,474.55	\$20,000.00	\$20,000.00
	72	72	Abandon 1" Water Service	Each	1	\$450.00	\$450.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$2,225.00	\$2,225.00	\$9,500.00	\$9,500.00	\$5,000.00	\$5,000.00
	73	73	Abandon 4" Sanitary Sewer Service	Each	1	\$550.00	\$550.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$3,170.00	\$3,170.00	\$9,500.00	\$9,500.00	\$5,000.00	\$5,000.00
	74	74	Irrigation System	LS	1	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$17,900.00	\$17,900.00	\$14,900.00	\$14,900.00	\$20,600.00	\$20,600.00
Base Bid Total:							\$1,206,368.00		\$1,074,915.80		\$1,086,477.00		\$1,156,335.76		\$1,197,000.00		\$1,284,511.00
Alternate	A1	1	Alternate Lump Sump Deduction	L.S.	1		\$0.00		(\$0.01)		(\$15,000.00)		(\$1.00)		\$0.00		\$0.00
Total including Alternate:							\$1,206,368.00		\$1,074,915.79		\$1,071,477.00		\$1,156,334.76		\$1,197,000.00		\$1,284,511.00

RESOLUTION NO. 89-24

A RESOLUTION ACCEPTING BID AND AWARDING CONTRACT

WHEREAS, pursuant to an Advertisement for Bids for the Vine Street Parking Lot Project bids were received from five (5) companies. The following bids were received:

Base Bid:

ICON, LLC of Dodge Center, MN	\$1,074,915.80
Wencl Construction, Inc of Owatonna, MN	\$1,086,477.00
Heselton Construction, LLC of Faribault, MN	\$1,156,335.76
SL Contracting, Inc of	\$1,197,000.00
JJD Companies LLC of Blooming Prairie, MN	\$1,284,511.00
Engineer's Estimate:	\$1,206,368.00

Alternate 1:

ICON, LLC of Dodge Center, MN	-\$0.01
Wencl Construction, Inc of Owatonna, MN	-\$15,000.00
Heselton Construction, LLC of Faribault, MN	-\$0.01
SL Contracting, Inc of	\$0
JJD Companies LLC of Blooming Prairie, MN	\$0

WHEREAS, with the inclusion of Alternate 1, the lowest responsible bidder was Wencl Construction, Inc of Owatonna, MN.

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

1. The Mayor and Clerk are hereby authorized and directed to enter into a contract with Wencl Construction, Inc. in the name of the City of Owatonna for the Vine Street Parking Lot Project in the amount of \$1,071,477.00 according to the plans and specifications therefore approved by the City Council and on file in the office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return forthwith to all bidders the deposits made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

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: September 3, 2024
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 90-24 - Vine Street Parking Lot Parking Hour Restrictions

Purpose:

Council to approve Resolution 90-24 to set parking hour restrictions for the newly constructed Vine Street Parking Lot.

Background:

Attached staff memo to the Planning Commissioners for consideration during the August 27, 2024 Planning Commission Meeting.

During the Planning Commission meeting, Commissioners discussed a change to four-hour parking instead of the two-hour parking recommended on the east half of the lot. Concerns stated were that two hours may not be enough time for meetings or to shop and eat. Four hours felt more accommodating for this lot as all the streets surrounding it are two-hour parking. The Commission did make a formal recommendation for 4-hour parking on the east half of this lot.

Budget Impact:

None. The signs will be installed as part of the construction project.

Staff Recommendation:

Staff recommends approval of Resolution 90-24 designating four-hour parking on the east half of the lot and a 24-hour designation on the west half of the lot, noting that the Street Department will notify them when they are shutting the lot down for maintenance.

Attachments:

1. Staff Memo to Planning Commissioners
2. Resolution 90-24 Parking Hours - Vine Street Parking Lot

DATE: August 23, 2024

TO: Planning Commission

FROM: Community Development Dept. – Greg Kruschke

SUBJECT: Vine Street Parking Lot – Hour Designation

Purpose:

Review the proposed parking lot hour parking restriction for the proposed Vine Street Parking lot.

Background:

The City has undertaken a project to reconstruct the Vine Street Parking lots. The middle areas previously occupied by US Bank and Monson Eye Clinic have been purchased by the City and will be incorporated into the public parking lot. In general, the parking will be rotated 90 degrees in order to maximize the number of stalls and efficiencies. This rotation also allows for reduction in access points which also increases the parallel parking stalls available in the street.

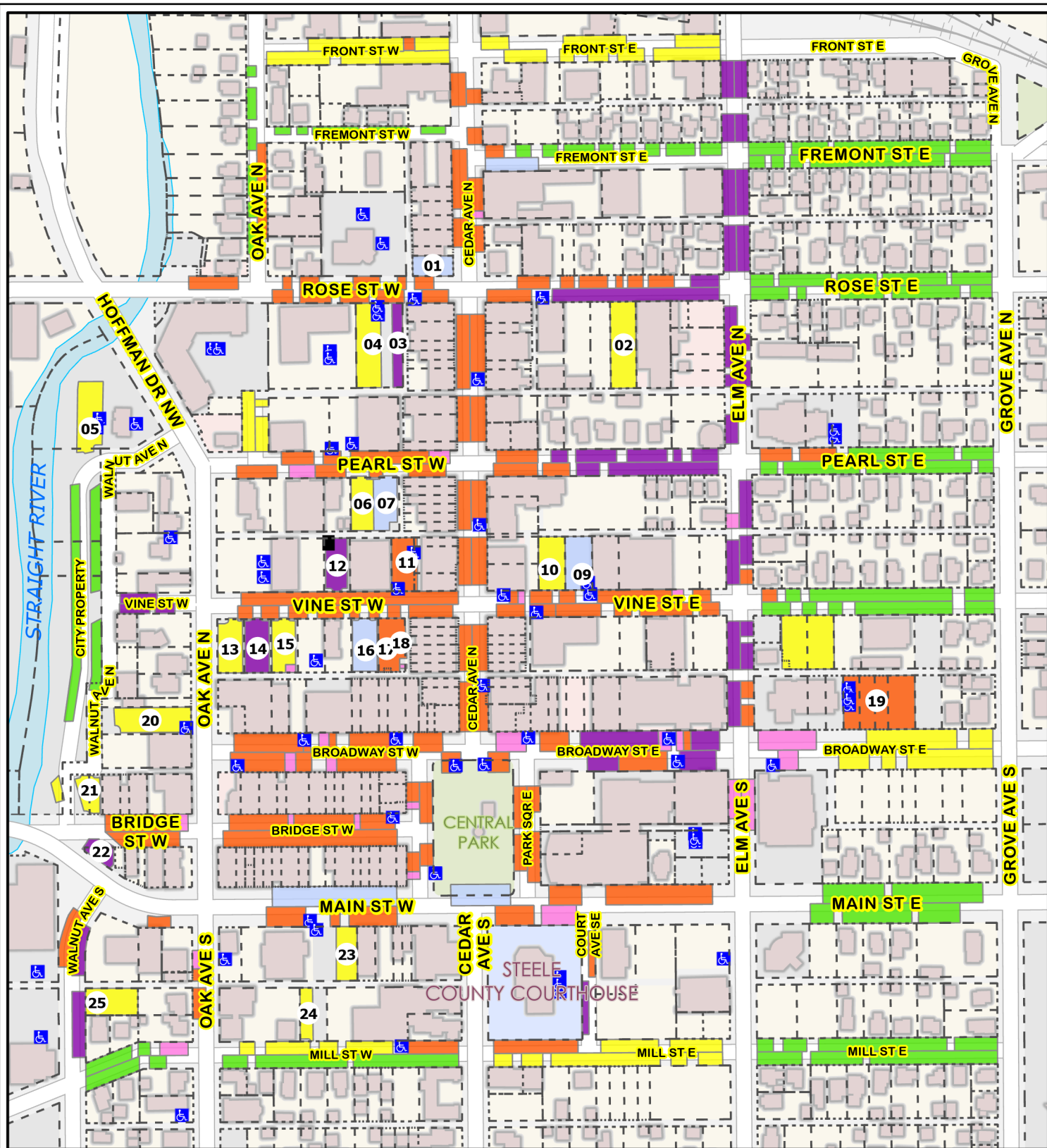
These parking lots currently contain a total of 117 public parking stalls. The US Bank lot contained an additional 23 private parking stalls. There were also 10 parallel stalls available on the south side of the street. The new project will provide 160 public parking stalls as well as 15 parallel parking stalls on the street. In total and additional 25 parking stalls will be added.

Staff is recommending short term parking on the east side of the lot and longer term parking on the west side of the lot. Staff is recommending two hour parking for the east side and 24 hour parking on the west side. At this time, Staff is recommending that there not be a night that is used every week for the 24 hour lot as no parking, and to allow Staff to post a “Maintenance” sign when the lot will be closed overnight. Thought is this will allow the lot to be used more frequently and we can address the snow when it occurs.

In addition to the parking lot, a trail will be provided along the south side of the street. Landscaping and lighting similar to Cedar will be added to the project. Stormwater treatment will also be provided as well as a public walkway out to Broadway to the south.

Staff Recommendation:

Staff recommends amends the Vine Street parking lot designation to a two hour designation on the east half of the lot and a 24 hour designation on the west half of the lot noting that the Street Department will notify when they are shutting the lot down for maintenance.



Parking Key

- Handicap Space
- Electric Vehicle Space

Time Limits

- 30, Minute
- 2, Hour
- 4, Hour
- 21, Hour
- 24, Hour

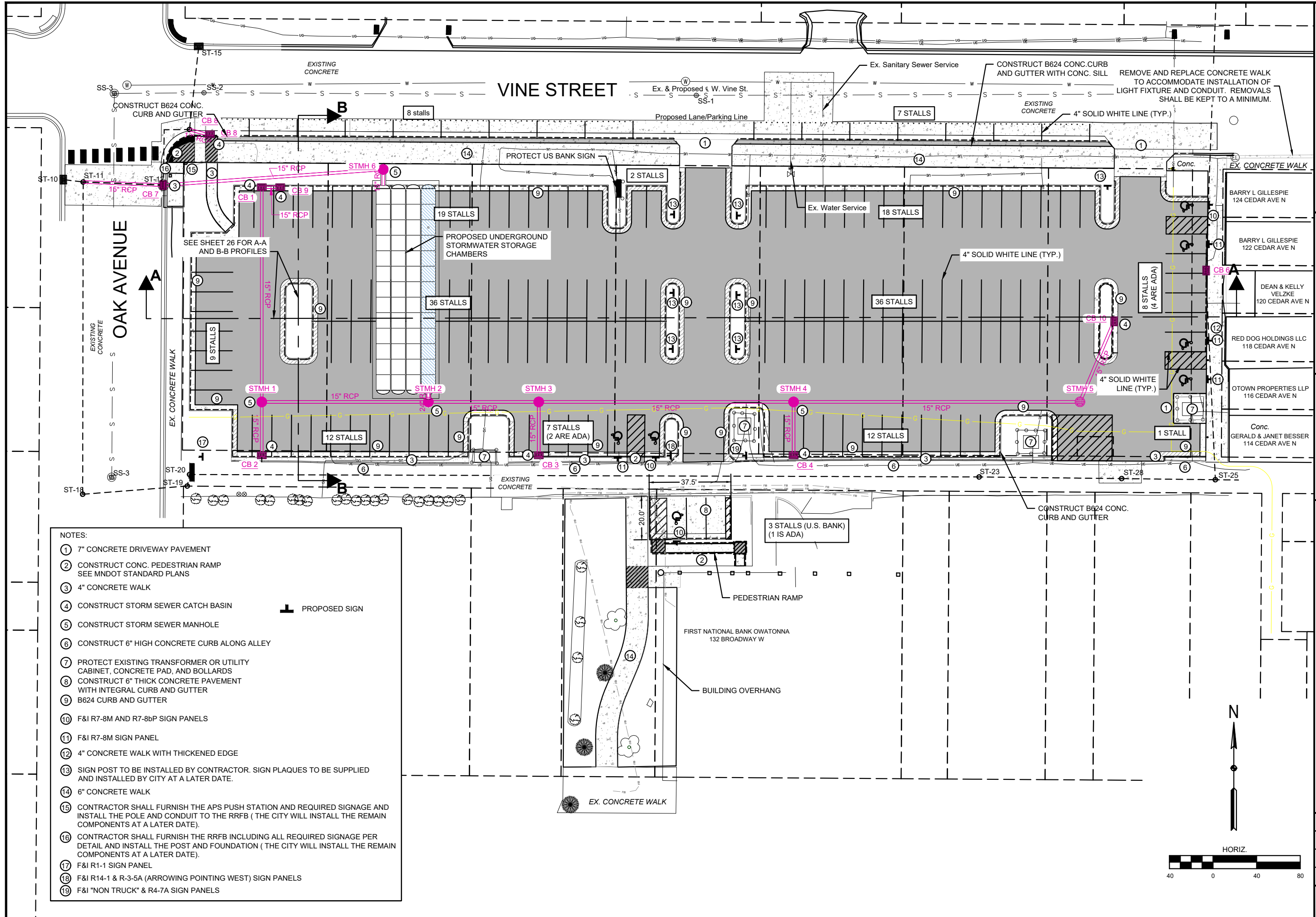
Downtown Owatonna Public Parking

Parking Information

Posted time limits in lots and on streets are enforced year round.
No parking from 2 AM to 5 AM for time limits less than 24 hours.

Information

Owatonna Law Enforcement Center	507-444-3800
Owatonna Area Chamber of Commerce & Tourism	507-451-7970
www.owatonna.org	
Owatonna City Hall	507-444-4340
www.ci.owatonna.mn.us	
Owatonna Fire Department	507-444-2454



- 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).
 - F&I R1-1 SIGN PANEL
 - F&I R14-1 & R-3-5A (ARROWING POINTING WEST) SIGN PANELS
 - F&I "NON TRUCK" & R4-7A SIGN PANELS



engineers + planners + land surveyors

REVISIONS	
NO.	DESCRIPTION

SITE PLAN

VINE STREET PARKING LOT
OWATONNA, MINNESOTA
2024

SCALE:
AS SHOWN

WHKS PROJECT NO.
9843

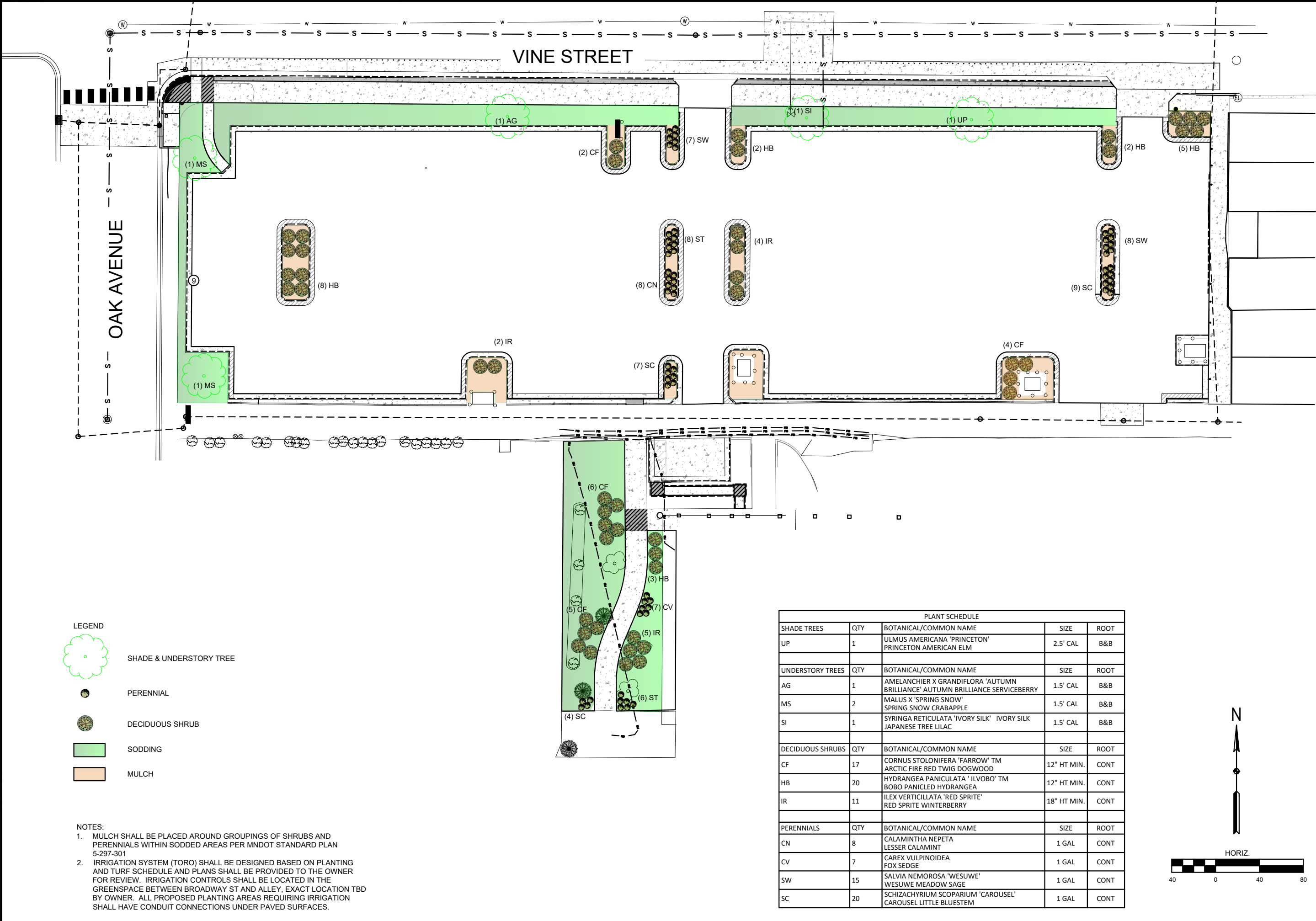
DRAWN BY:
AJS/ACH

CHECKED BY:
TAH

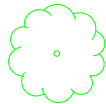
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LEGEND



SHADE & UNDERSTORY TREE



PERENNIAL



DECIDUOUS SHRUB



SODDING



MULCH

NOTES:

- MULCH SHALL BE PLACED AROUND GROUPINGS OF SHRUBS AND PERENNIALS WITHIN SODDED AREAS PER MNDOT STANDARD PLAN 5-297-301
- IRRIGATION SYSTEM (TORO) SHALL BE DESIGNED BASED ON PLANTING AND TURF SCHEDULE AND PLANS SHALL BE PROVIDED TO THE OWNER FOR REVIEW. IRRIGATION CONTROLS SHALL BE LOCATED IN THE GREENSPACE BETWEEN BROADWAY ST AND ALLEY, EXACT LOCATION TBD BY OWNER. ALL PROPOSED PLANTING AREAS REQUIRING IRRIGATION SHALL HAVE CONDUIT CONNECTIONS UNDER PAVED SURFACES.

PLANT SCHEDULE				
SHADE TREES	QTY	BOTANICAL/COMMON NAME	SIZE	ROOT
UP	1	ULMUS AMERICANA 'PRINCETON' PRINCETON AMERICAN ELM	2.5' CAL	B&B
UNDERSTORY TREES	QTY	BOTANICAL/COMMON NAME	SIZE	ROOT
AG	1	AMELANCHIER X GRANDIFLORA 'AUTUMN BRILLIANCE' AUTUMN BRILLIANCE SERVICEBERRY	1.5' CAL	B&B
MS	2	MALUS X 'SPRING SNOW' SPRING SNOW CRABAPPLE	1.5' CAL	B&B
SI	1	SYRINGA RETICULATA 'IVORY SILK' IVORY SILK JAPANESE TREE LILAC	1.5' CAL	B&B
DECIDUOUS SHRUBS	QTY	BOTANICAL/COMMON NAME	SIZE	ROOT
CF	17	CORNUS STOLONIFERA 'FARROW' TM ARCTIC FIRE RED TWIG DOGWOOD	12" HT MIN.	CONT
HB	20	HYDRANGEA PANICULATA 'ILVOBO' TM BOBO PANICLED HYDRANGEA	12" HT MIN.	CONT
IR	11	ILEX VERTICILLATA 'RED SPRITE' RED SPRITE WINTERBERRY	18" HT MIN.	CONT
PERENNIALS	QTY	BOTANICAL/COMMON NAME	SIZE	ROOT
CN	8	CALAMINtha NEPETA LESSER CALAMINT	1 GAL	CONT
CV	7	CAREX VULPINOIDEA FOX SEDGE	1 GAL	CONT
SW	15	SALVIA NEMOROSA 'WESUWE' WESUWE MEADOW SAGE	1 GAL	CONT
SC	20	SCHIZACHYRIUM SCOPARIUM 'CAROUSEL' CAROUSEL LITTLE BLUESTEM	1 GAL	CONT

N



engineer + planner + land surveyor

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.

David A. Martin
David A. Martin
Date 8/8/24 License No. 51131

NO.	DATE	DESCRIPTION

LANDSCAPE PLAN

VINE STREET PARKING LOT
OWATONNA, MINNESOTA
2024

SCALE:
AS SHOWN

WHKS PROJECT NO.
9843

DRAWN BY:
AJS/ACH

CHECKED BY:
TAH

SHEET

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RESOLUTION NO. 90-24

A RESOLUTION AUTHORIZING PARKING RESTRICTIONS
FOR THE VINE STREET PARKING LOT

WHEREAS, the City of Owatonna is the parking lot on the south side of the 100 block of Vine Street West; and

WHEREAS, The City of Owatonna will need a parking hour restriction to coincide with the completion of the construction of the parking lot; and

WHEREAS, the City of Owatonna has designated the Planning Commission as the Downtown Parking Committee; and

WHEREAS, the Planning Commission heard the request on August 27, 2024 and made a formal recommendation that the east half of the parking lot be a 4-hour restriction and the west half be a 24-hour restriction with notification by the Street Department for required maintenance on the lot;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Owatonna, Minnesota, that the parking lot on the south side of the 100 block of Vine Street West will be designated with the east half of the parking lot be a 4-hour restriction and the west half be a 24-hour restriction with notification by the Street Department for required maintenance once construction has been completed.

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: September 3, 2024
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 91-24 - Final Plat - Oak Hill Addition

Purpose:

Council approve Resolution 91-24 to approve the Final Plat of the Oak Hill Addition.

Background:

See attached Staff Report.

The Planning Commission recommends approval of this Final Plat.

Budget Impact:

None with this request.

Staff Recommendation:

Staff recommends approval as recommended by the Planning Commission.

Attachments:

1. Resolution 91-24 Final Plat - Oak Hill Addition
2. Staff Report - Final Plat - Oak Hill Addition

RESOLUTION NO. 91-24

A RESOLUTION APPROVING FINAL
PLAT OF OAK HILL ADDITION

WHEREAS, on September 3, 2024, the City Council accepted and approved the final plat of Oak Hill Addition to the City of Owatonna, as the same was approved and recommended by the Planning Commission of the City.

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

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

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

Aye ____; No ____; Absent ____;

Approved and signed this _____ day of _____;

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk

August 23, 2024

To: Planning Commission
From: Community Development Department
RE: Final Plat of Oak Hill Addition.

Background

Jolayne Mohs, on behalf of Owatonna Hope Center, Inc., a request for final plat of Oak Hill Addition, a one lot commercial plat. The property is currently the remainder of the former hospital and clinic and is proposed to be used as a facility offering shelter services, clinic services as well as non-profit office space along with associated parking. No changes have been made since the preliminary plat except for the easement for OPU being added.

The goal of the plat is to combine the existing four parcels that lie within two different plats into one plat and one lot. This will clean up the title of the property as also remove the property lines from the interior of the existing building.

New perimeter drainage and utility easements will also be dedicated with this plat. This will help accommodate some existing utilities. Owatonna Public Utilities has also requested a new utility easement to be dedicated around the east and northerly sides of the building to accommodate relocation of the neighborhood feeder line that currently runs under the building.

Application Review:

Applicant/Owner:	Jolayne Mohs / Owatonna Hope Center Inc
Location of Property:	134 Southview Street SW
Existing Zoning:	Requested to rezone to PUD
Existing Land Use:	The land is currently office and clinic space.
Report Attachments:	1. Location Maps 2. Preliminary Plat 3. Application Letter

Proposed Development:

Size of Subdivision:	2.05± acres
Number of Lots:	Multiple commercial lots being platted into one
Lot Configuration:	The lot is irregular in shape.
Street Pattern:	The street pattern will not change from what exists today.

Services:	Services are existing.
Timing/Financing of Development:	The applicant is hoping to record the final plat and begin the construction in the near future.
Outstanding Assessments:	None
Floodplain:	None
Wetlands:	None
Storm Water Drainage:	No changes proposed.
Easements:	The applicant is proposing to dedicate a 10' utility easement along the perimeter of the plat where possible. An additional easement is being required by OPU for electrical relocation.
County/MNDOT Review:	Notices have been sent to Steele County.

Staff Review:

Staff recommends approval of the final plat of Oak Hill Addition with the following conditions:

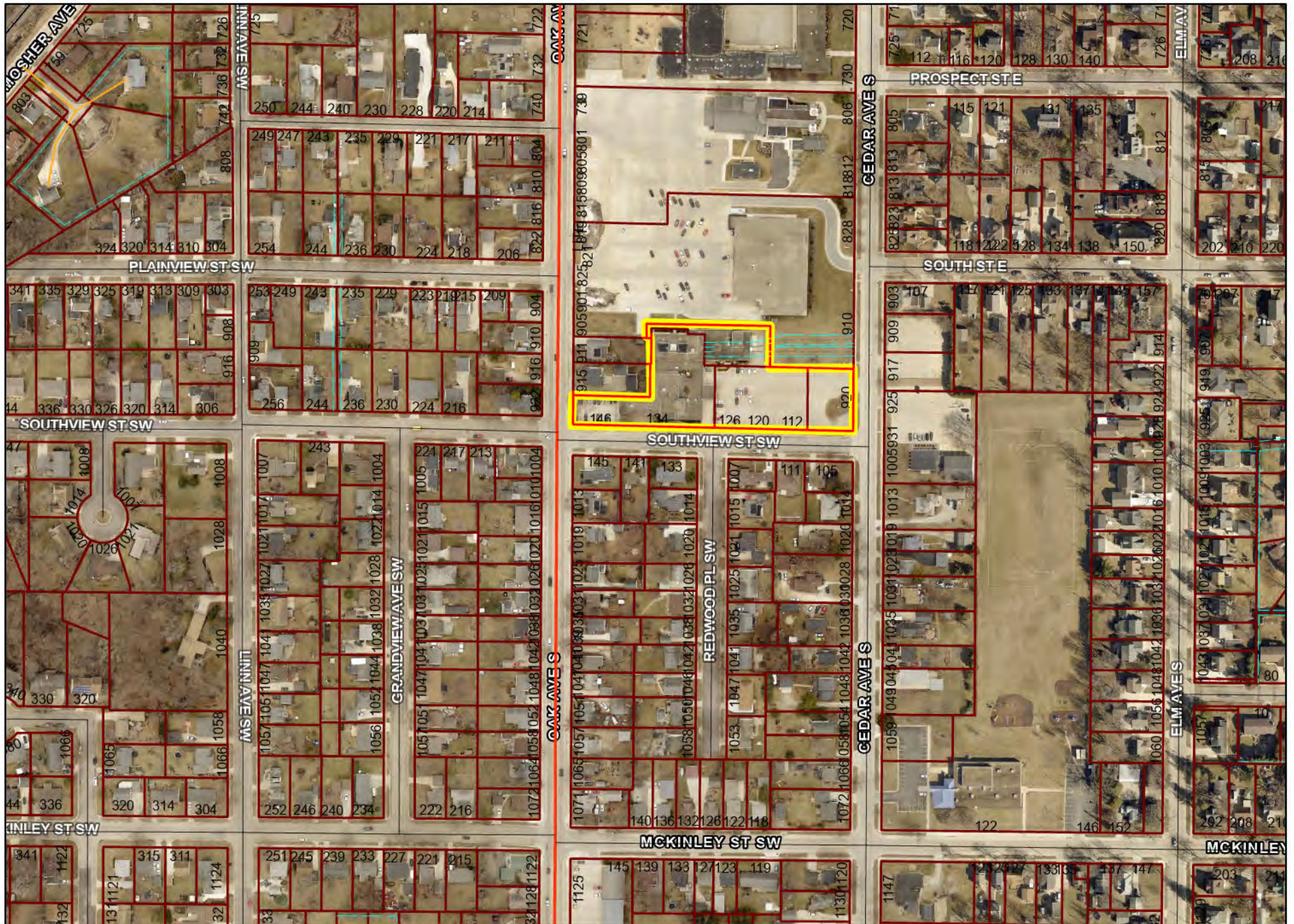
- 1) The final plat shall be recorded within 60 days of the approval.
- 2) The title opinion shall be approved by the City Attorney prior to recording of the final plat.

Planning Commission:

Final Plat of Oak Hill Addition, which is a 2.05± acre tract of land requested to be rezoned PUD by Jolayne Mohs / Owatonna Hope Center Inc. and located at 134 Southview Street SW, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) A motion was made by Meier and seconded by Springer-Gasner to recommend City Council approval of the Final Plat of Oak Hill Addition with the following conditions:

- 1) The final plat shall be recorded within 60 days of the approval.
- 2) The title opinion shall be approved by the City Attorney prior to recording of the final plat.

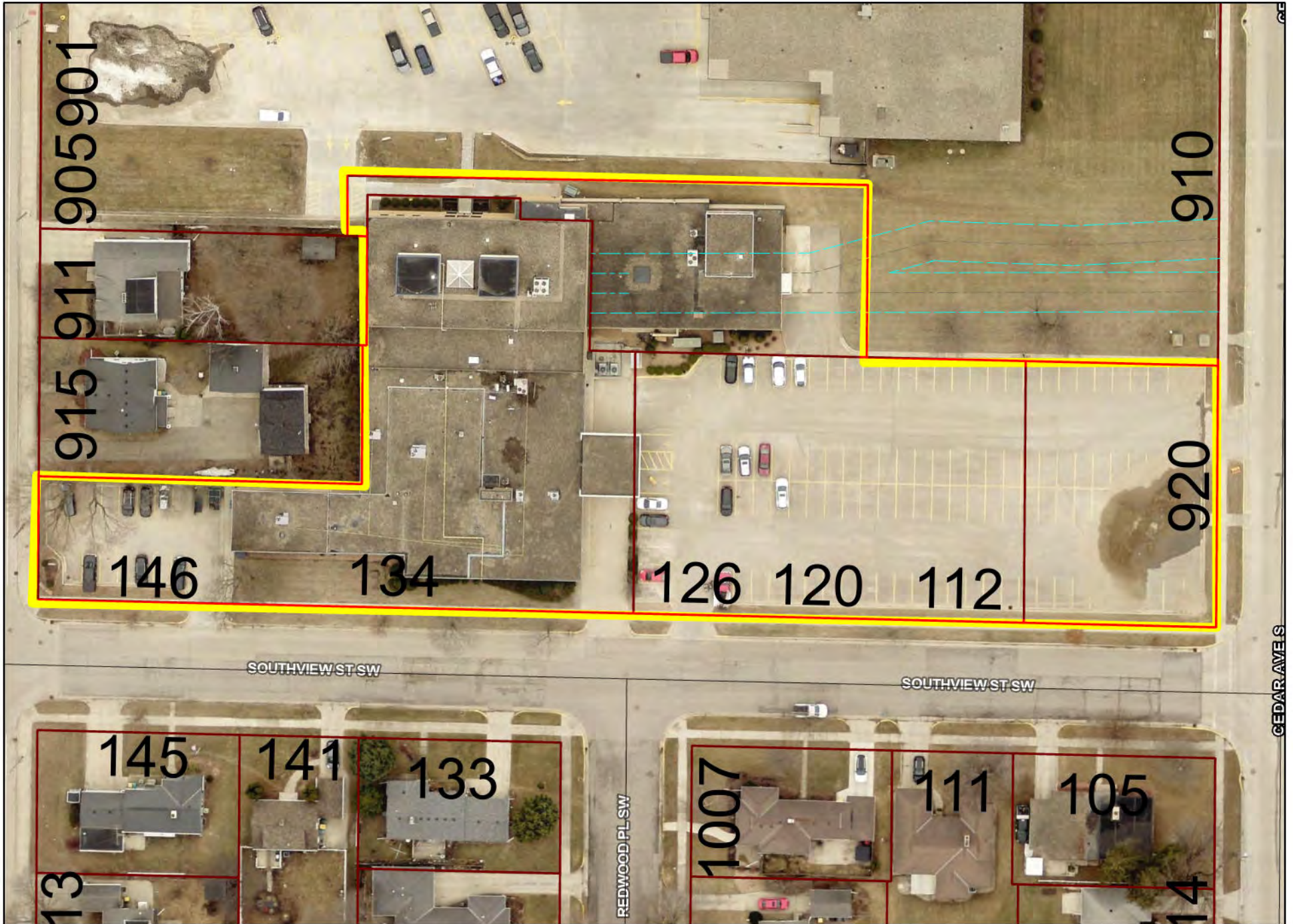
All Commissioners voting Aye, the motion carried.



Owatonna Hope Center / Oak Hill Addition
134 Southview Street SW

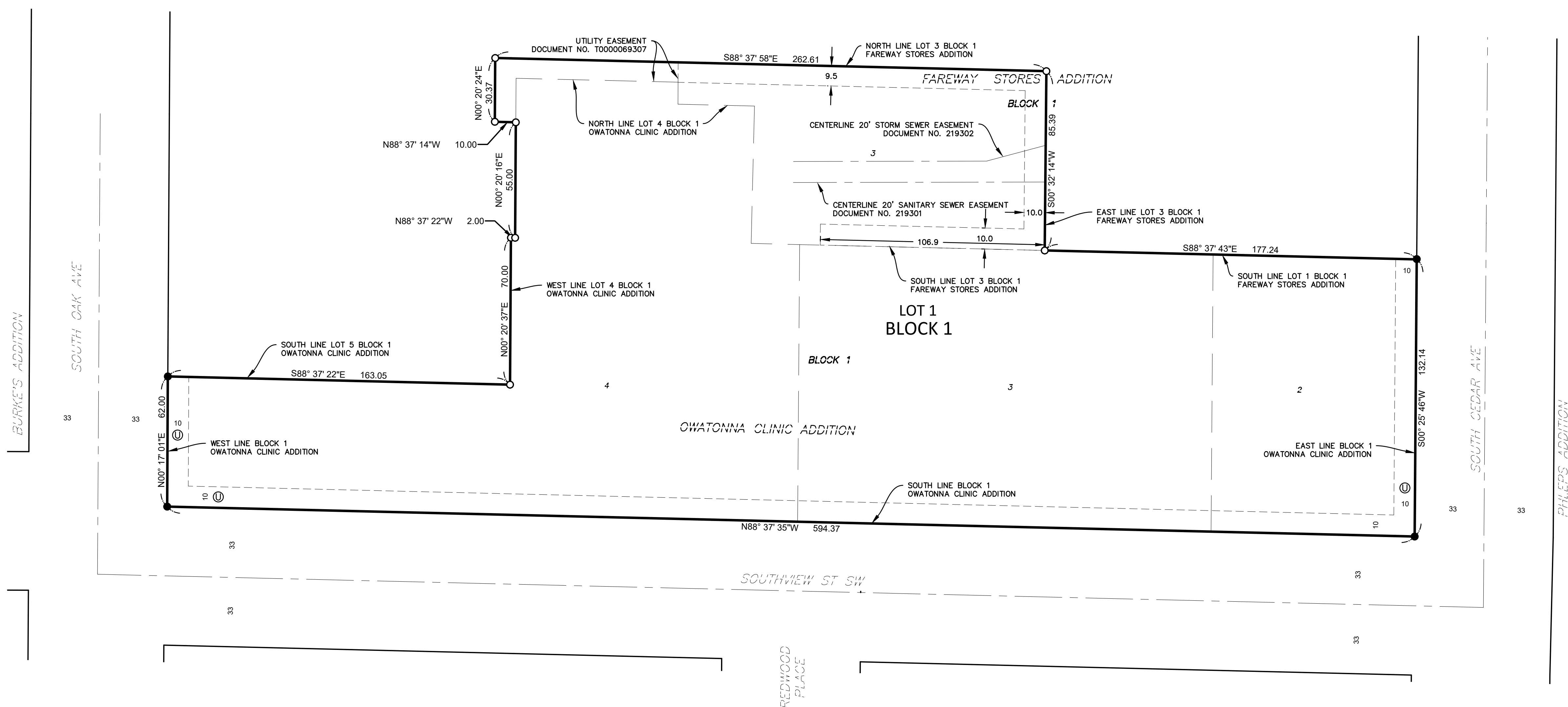
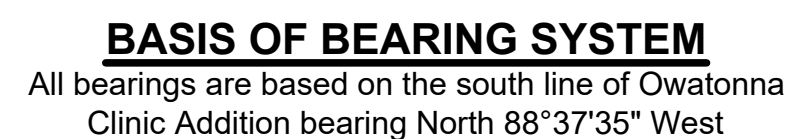
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Date 7/29/2024
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Owatonna Hope Center / Oak Hill Addition
134 Southview Street SW

OAK HILL ADDITION



KNOW ALL PERSONS BY THESE PRESENTS: That Owatonna Hope Center Inc., a Minnesota Corporation, owner of the following described property:

Lots 2, 3, and 4, Block 1, OWATONNA CLINIC ADDITION, and Lot 3, Block 1, FAREWAY STORES ADDITION

has caused the same to be surveyed and platted as OAK HILL ADDITION and does hereby dedicate to the public for public use the drainage and utility easements as created herewith, as shown on this plat.

In witness whereof said Owatonna Hope Center Inc., a Minnesota Corporation, has caused these presents to be signed by its proper officer this

_____ day of _____, 20____.

Owatonna Hope Center Inc., a Minnesota Corporation

Jolayne M. Mohs, President

Gregg Drager, Treasurer

STATE OF MINNESOTA

This instrument was acknowledged before me this _____ day of _____, 20____ by Jolayne M. Mohs, President, and Gregg Drager, Treasurer, of Owatonna Hope Center Inc., a Minnesota Corporation.

John Henry Schulte, Notary Public, State of Minnesota
My Commission Expires January 31, 2026

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

Dated this _____ day of _____, 20____.

Scott A. Tuchtenhagen, Licensed Land Surveyor
Minnesota License No. 52646

STATE OF MINNESOTA

This instrument was acknowledged before me this _____ day of _____, 20____ by Scott A. Tuchtenhagen,
a licensed land surveyor.

John Henry Schulte, Notary Public, State of Minnesota
My Commission Expires January 31, 2026

This plat of MARTHALER ADDITION was approved and accepted by the City Council of the City of Owatonna, Minnesota at a regular meeting thereof held on the _____ day of _____, 2024, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03 Subd. 2.

Kris M. Busse, City Administrator

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

Scott A. Tuchtenhagen, County Surveyor
Steele County, Minnesota

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

Jennifer Mueller, Property Tax and Elections Director
Steele County, Minnesota

I hereby certify that taxes payable for the year 20____ on the land hereinbefore described have been paid this _____ day of _____, 20____.

Candi Lemarr, Finance Director
Steele County, Minnesota

Filed in the Office of the County Recorder this _____ day of _____, 2024, at _____ O'clock ____ M., in Book _____ of Plats,
Page _____, as Document Number _____

Rick G. Kvien, Registrar of Titles
Steele County, Minnesota



**JONES, HAUGH & SMITH
PROFESSIONAL ENGINEERS & LAND SURVEYORS**

**PART OF OWATONNA CLINIC ADDITION AND FARWAY STORES ADDITION
OWATONNA, MINNESOTA**



OWNER INFORMATION

LAND SURVEYOR

ZONING

EXISTING LEGAL DESCRIPTION

AND

UTILITIES NOTE:

PROJECT NOTE:

NO EXTERNAL IMPROVEMENTS TO THE SITE ARE INTENDED.
PLATTING REQUESTED FOR ADMINISTRATIVE COMBINATION OF LOTS PLATTED
PER OWATONNA CLINIC ADDITION AND FAREWAY STORES ADDITION AND FOR
THE REQUESTED USE.

Owatonna Hope Center Project Narratvie

Owatonna Hope Center (dba: Oak Hill Community Connections) will be the co-location for the following services that are focused on meeting our community needs:

Two short-term housing programs. One program focused on supporting women and children that are experiencing homelessness. The second program will be focused on supporting families that are experiencing homelessness. Commercial and office space will be utilized by HealthFinders (providing medical, dental, and behavioral health care), Community Pathways will have a satellite office space, along with multiple community partners that are serving the needs of our community members that are living on life's margins. This facility will be a secure facility with business hours and the short-term housing programs will be staffed 24 hours a day.



CITY OF
OWATONNA

Miscellaneous



DATE: September 3, 2024
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: On-Sale Liquor License - Home2Suites, 230 Allan Avenue

Purpose:

Council to approve an On-Sale Liquor License application received from Bruce Kinseth, Managing Member of Owatonna Hotel Associates, LLC to do business as Home2Suites at 230 Allan Avenue in Owatonna.

Background:

During the March 19, 2024 Council Meeting applications for an On-Sale Wine License and On-Sale Liquor License were contingently approved for the new hotel upon completion of construction and receipt of a Certificate of Occupancy. The hotel opened and during the final process of the liquor license approval by the Minnesota Alcohol and Gambling Enforcement Division, they advised the hotel should be issued on On-Sale Liquor License and not the Wine and Beer licenses.

All documents have been received, and background verification completed. The City's annual license fee for an On-Sale Liquor license is \$3,200.

Budget Impact:

This applicant will pay a total of \$2,850.00, for this On-Sale Liquor License. This amount includes fees for license the application, background verification, 10 months licensure and Sunday Sales. Their previous payment (\$287.50) was credited towards balance paid for this license.

Staff Recommendation:

Staff recommends approval. The license will be active until the end of the city's current liquor license period, which ends June 30, 2025.

Attachments:

None



DATE: September 3, 2024
TO: Mayor and City Council
FROM: Thomas A Kuntz
Mayor
SUBJECT: City Administrator Benefits Package

Purpose:

Adopt the following revision to the City Administrator benefit package for Kris Busse effective 01.01.2024.

- Increase the deferred compensation employer match through payroll deduction from \$10,600 to \$12,000.

Background:

Kris Busse has been the City of Owatonna's City Administrator since December 2007. City Council completed Ms Busse's 2023 performance review 02.12.2024. The deferred match component of her benefit package has not changed since 01.01.2021.

With the adoption of the proposed revision to the City Administrator benefit package, Kris Busse would receive an increase of \$1,400 in her city match into an approved deferred compensation plan through payroll deduction.

Any salary increases will follow non-union employees through the approved salary structure.

Budget Impact:

The budget may be impacted up to an additional \$1,400 per year for the matching funds into the approved deferred compensation plan.

Staff Recommendation:

Approve the recommended revisions effective 01.01.2024.

Attachments:

None