



CITY COUNCIL MEETING
Tuesday, September 17, 2024 at 7:00 PM
Council Chambers, City Hall at 540 West Hills Circle
Roll Call: Council Members Svenby, Voss, Dotson,
Burbank, Boeke, Raney & Schultz

PLEASE NOTE: At 5:30 p.m. Council will meet in a Study Session in Council Chambers, City Hall at 540 West Hills Circle. The council will review the draft of the Preliminary 2025 Budget. If time allows, there will be a general update of board and commission activities.

NOTICE OF CLOSED MEETING

A Closed Meeting of the Owatonna City Council will be held following this Council Meeting. The purpose of the closed meeting is to discuss the anticipation of a civil legal action pertaining to the failure of some of the materials used in the North Cedar Avenue Streetscape Project. The need for absolute confidentiality of discussions between the Council and the City Attorney is necessary to consider available legal options to avoid litigation, review possible legal remedies, and possible litigation strategies.

This meeting will be closed pursuant to Minn. Stat. §13D.04 Subd. 5 and §13D.05 Subd. 3 (b).

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

- 1.1. Council Agenda
- 1.2. Mayor Kuntz

2. CONSENT AGENDA ITEMS

- 2.1. Minutes – Council Meetings
 - 2.1.1. Minutes – City Council Meeting - August 20, 2024
 - 2.1.2. Minutes - City Council Meeting - September 3, 2024
- 2.2. Minutes - Board/Commission Meetings
 - 2.2.1. Joint Powers Board Meeting - August 7, 2024
 - 2.2.2. HRA Meeting - August 26, 2024
 - 2.2.3. Planning Commission Meeting - August 27, 2024
- 2.3. Department Reports
 - 2.3.1. Building Inspection Monthly Report - August 2024
 - 2.3.2. Weed/Nuisance Inspection Report - September 11, 2024
- 2.4. Licenses/Permits
 - 2.4.1. Event Permit - Owatonna Fire Department Open House/Chili Feed - October 6, 2024
 - 2.4.2. Event Permit - Trick or Trunk at Trinity Church - October 30, 2024

2.5. Miscellaneous

2.5.1. Resolution 98-24 Authorize Contract for Purchases - Fame Awards

2.5.2. Great River Greening Agreement

2.5.3. Limited Use Agreement - ROW at 212 & 216 Bridge Street W - Stadheim Properties of Owatonna, LLC

3. **ACTION ITEMS**

3.1. Finance Report

3.2. Resolutions

3.2.1. Resolution 93-24 Proposed 2025 City Budget and Levy

3.2.2. Resolution 94-24 Proposed 2025 Housing & Redevelopment Authority Levy and Budget

3.2.3. Resolution 95-24 Set Public Hearing Date for TIF District 20-1, Modern Aire Apartments

3.2.4. Resolution 96-24 Declare Costs to be Assessed - Weed and Nuisance Compliance

3.2.5. Resolution 97-24 Set Date for Public Hearing - Proposed Assessments - Weed and Nuisance Compliance

3.3. Miscellaneous

4. **STAFF REPORTS**

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

6. **COUNCIL COMMENT AND GENERAL INFORMATION**

7. **ADJOURN**



CITY OF
OWATONNA

Mayor Kuntz



CITY OF
OWATONNA

Minutes

Owatonna City Council Minutes – DRAFT Copy
August 20, 2024

On Tuesday, August 20, at 7:00 p.m., Council President Schultz called the regular session of the Owatonna City Council to order in the Chambers of the Charles S. Crandall Center. Present were Council Members Raney, Svenby, Dotson, Burbank, Boeke, Voss and Schultz; Public Works Director Murphy, Community Development Director Klecker; Police Chief Mundale; Officer Hunt; IT Technician Specialist Enz; City Attorney Walbran; City Administrator Busse; Assistant City Administrator Tuma and Administrative Coordinator Clawson.

Following the Pledge of Allegiance, Council President Schultz welcomed everyone to the meeting and advised of two changes to the agenda: Item 2.4.4, a contract for consulting services for the WWTF Facility was removed and the work order for the airport roofing project was moved from the Consent Agenda to Action Items. Council Member Dotson made a motion to approve the agenda with these changes, Council Member Svenby seconded the motion, all members voted aye in approval.

Consent Agenda Items

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

Minutes – City Council Meeting – August 7, 2024

Weed/Nuisance Inspection Report - August 13, 2024

Exempt Permit - Raffle - Owatonna Soccer Association - September 14, 2024

Exempt Permit - Raffle - Exchange Club of Owatonna - December 12, 2024

Temporary Liquor Permit - Hunter A. Frank Memorial - Mineral Springs Brewery –
September 14, 2024

Temporary Liquor Permit - Steele County Historical Society - October 25, 2024

Event Permit - Walk to End Alzheimer's - Owatonna - September 14, 2024

Facility Use Agreement - Owatonna Diving Club

Stormwater Facility Maintenance Easement Agreement - Kerncrest Storage, LLC

Stormwater Facility Maintenance Easement Agreement - Quarry Ridge Addition

Work Order No. 1 Airport Hangar #10 Roof Replacement Project - Short Elliott
Hendrickson, Inc.

Resolution 82-24 Authorize Contract for Purchases - Fame Awards

School Resource Officer (SRO) Agreement - Independent School District #761

The School District agrees to reimburse the City \$89,730 per position for wages and benefits for the 2024-2025 academic year, a 5% increase from the previous contract year. In addition, the City also provides an SRO presence for special events and activities outside the normal school hours. As such, overtime reimbursement that is paid by the City that exceeds \$2,000 per SRO, is paid by the District. The overtime reimbursement for the 2023-2024 contract was \$3,706.89

Therapy & Counseling Services Agreement

Agreement with three local mental health professionals to provide services for police department personnel. They specialize in and understand the nature of emergency

service work and can continue this service for all staff Police Department Biennial Independent Audit – Body Worn Camera Program – Lynn Lembcke Consulting
An independent audit of the Owatonna Police Department’s Portable Recording System (body-worn cameras (BWCs)) was conducted on February 2, 2024. The objective of the audit was to verify Owatonna Police Department’s compliance with Minnesota Statutes §§13.825 and 626.8473. The Data elements the audit includes:

Minnesota Statute §13.825

- Data Classification
- Retention of Data
- Access by Data Subjects
- Inventory of Portable Recording System Technology
- Use of Agency-Issued Portable Recording Systems
- Authorization to Access Data
- Sharing Among Agencies

Minnesota Statute §626.8473

- Public Comment
- Body-worn Camera Policy

Council Member Boeke made a motion to approve these Consent Agenda items, Council Member Raney seconded the motion. Council Member Voss recused himself from vote, resolution included is for his business. All members voting, voted aye for approval.

Finance Report

Council Vice President Raney recapped payments made for amounts greater than \$20,000 during this period.

\$ 26,723.44	Central Farm Service - fleet fuel
78,289.70	Crane Creek Asphalt - asphalt
84,466.40	Innovative Masonry Restoration – masonry repair & tuckpointing pay est #1-2
582,577.20	Legence Subsidiary Holdings LLC - Merrill Hall pay est #8 - \$570,000.00 - Facility needs consulting \$12,577.20
24,352.34	Mohs Contracting Inc - LEC generator upgrade pay est #5
21,000.00	Moody's Investors Services Inc - 2024 bond rating
30,381.10	Near North Title Group - lot split - Fiske purchase -1304 Mineral Springs Pkwy
20,000.00	Owatonna Area Business Dev Center - EDA loan fees 2024
731,058.38	Rice Lake Construction Group - WWTP expansion pay est #26
49,438.89	Steve James Excavating Inc - overlay prep project pay est #1 - \$48,990.00 - dirt, propane and right of way permit refunds \$448.89
21,151.63	UKG Inc - Aug-Oct 2024 subscription fees; May-June 2024 over useage fee
23,507.07	W W Blacktopping Inc - hot mix overlay project

284,938.07 Other Expenditures
1,951,160.78 Total Expenditures presented for approval

Council Member Boeke made a motion to approve payment of all bills presented, Council Member Voss seconded the motion, all members voted aye for approval.

Proposed Ordinance 24-4 Oak Hill Planned Use Development

Community Development Director presented a request from Jolayne Mohs on behalf of Owatonna Hope Center, Inc. to change the zoning of the property located at 134 Southview Street SW. The property is currently zoned B-2, Community Business District and the request is change to a Planned Unit Development (PUD) for the purposes of opening a multi-use facility including shelters, clinics, offices and other spaces. 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 PUD will allow this combination of uses into one facility. The Planning Commission held a public hearing on this request, they contacted neighboring property owners to inform them of what is being proposed and recommend approval. Council Member Dotson made a motion for approval, Council Member Boeke seconded the motion. With a roll call vote, voting aye were Council Members Svenby Voss, Dotson, Burbank, Boeke, Raney and Schultz; there were no ayes, the motion was approved. The second/final reading of this proposed ordinance will be held during the next Council Meeting on September 3, 2024.

Resolution 83-24 Oak Hill Preliminary Plat

Community Development Director presented a request from Jolayne Mohs, on behalf of Owatonna Hope Center, Inc., for a preliminary plat of Oak Hill Addition, a one lot commercial plat. The plat will 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 and also accommodate some existing utilities. The Planning Commission has recommended approval of this plat. Council Member Dotson made a motion for approval, Council Member Boeke seconded the motion, and all members voted aye for approval.

Resolution 84-24: Amend the Boundaries of TIF District No. 4-1 and Amend the TIF Plan – Oak Hill Project

Community Development Director requested amending the boundaries of Tax Increment Financing (TIF) District 4-1. The former hospital property on S Oak Avenue was placed in a TIF District for redevelopment for Fareway Foods. Mayo Clinic acquired the southern portion of the building and would receive some of the TIF towards their project costs. Six months ago, Mayo sold this property, and we modified the TIF agreement. This resolution will remove the portion of the building in the TIF District, the property is tax exempt and not generating increment so should be removed from the TIF District. took over the southern portion of the building which is included within the TIF District. Council Member Boeke made a motion for

approval, Council Member Burbank seconded the motion, and all members voted aye for approval.

Resolution 85-24: Set Public Hearing Date for TIF District 20-1: Modern Aire Apartments

Community Development Director Klecker requested approval of Resolution 85-24 to set the date for a public hearing date for consideration of Redevelopment TIF District 20-1. Staff have been working with a developer on redeveloping the Modern Aire Apartments property along Bixby Road. The proposed project includes demolition of the 12-unit apartment building and construction of a 73-unit apartment building with first floor parking. The new apartment building would consist of 53 market rate apartments and 20 affordable units. City Council previously approved the application for a grant for this project which we are still waiting to hear back on. The developer is requesting tax increment financing due to the demolition and site development costs and the 20 affordable units within this project. This resolution will set the date for the public hearing on October 1st. Council Member Voss made a motion for approval, Council Member Svenby seconded the motion, and all members voted aye for approval.

Resolution 86-24: Donation to the Police Department – Knights of Columbus

Police Chief Mundale requested approval of Resolution 86-24 to accept a cash donation issued to the Police Department. The Police Department has received a cash donation from the Knights of Columbus Council #945 in the amount of \$3,000.00. The gift was presented to the Owatonna Police Department for the specific use of wellness programming. Council Member Raney made a motion to approve Resolution 86-24, Council Member Dotson seconded the motion, and all members voted aye for approval.

Resolution 87-24: Donation to the Police Department – Fred & Diane Ventura

Police Chief requested approval of Resolution 87-24 to accept a cash donation from Fred and Diane Ventura in the amount of \$1,000.00. The gift was given as discretionary spending and will be used to benefit all employees in ways such as employee recognition, culture and team building events, safety equipment or uniform apparel. Council Member Boeke made a motion for approval, Council Member Dotson seconded the motion, and all members voted aye for approval.

Council President Schultz expressed gratitude in receipt of these donations and requested Chief Mundale pass on comments of appreciation from the City Council on behalf of the City.

Soil Boring Agreement - WWTF Retaining Wall - AET

Public Works Director Murphy presented an agreement with American Engineering Testing to amend the Proposal for Geotechnical Exploration and Engineering Services at the Wastewater Treatment Facility. The city is considering rebuilding the existing retaining wall on the northeast side of the Owatonna Wastewater Treatment Facility site. Staff has requested

additional engineering services following geotechnical engineering including field exploration, soil laboratory testing and classification and a final geotechnical report. The additional scope of service includes geotechnical engineering support related to the design of a Reinforced Soil Slope (RSS) wall between the Owatonna WWTF and the North Straight River Parkway. This will include signed drawings detailing the construction of the RSS wall, including material types for use in the project. This amendment is for AET to furnish final drawings to the design team is estimated to total \$10,000. The initial proposal cost was \$18,575. Council Member Boeke made a motion for approval, Council Member Raney seconded the motion, and all members voted aye for approval.

WWTP Facility Expansion Change Order #13 - Rice Lake Construction Group

Public Works Director Murphy presented Change Order #13 for the Wastewater Treatment Facility Expansion Project. The prices of drywall and aluminum store front materials that will be installed in the Wastewater Treatment Facility Administration Building have escalated, \$9,276.28 over the duration of the project. Rice Lake Construction Group is the contractor and was awarded the bid with acknowledgement products included in the bid would change as they would not be ordered until needed. If products were all ordered upfront, the cost to store them until needed would have exceeded the product's price increase.

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

WWTP Facility Expansion Change Order #14 - Rice Lake Construction Group

Public Works Director Murphy presented Change Order #14 for the Wastewater Treatment Facility Expansion Project. This change order is for four Work Change Directives (WCDs) are created as a means to address construction issues, design clarifications, and interdisciplinary coordination, or errors and/or omissions.

WCD 88 - MBR Grating Modifications

WCD 89 - FO 31 - RWC Electrical Gear Relocation

WCD 91 - PB Generator Feed Reroute

WCD 92 - Secondary Digester Interior Coatings

Cost of this change order is \$47,854.80. Council Member Svenby made a motion for approval, Council Member Boeke seconded the motion, and all members voted aye for approval.

WWTP Facility Expansion Change Order #15 - Rice Lake Construction Group

Public Works Director Murphy presented Change Order #15 for the Wastewater Treatment Facility Expansion Project. This Work Change Directive (WCD) covers price escalation of Ductile Iron Pipe (DIP) for areas of the MBR, STB, AB, RWC, and PC. Certain sections of piping need to be ordered after the equipment is set and field measurements can be obtained. All the piping and fittings that could be ordered without field measurement was done so as soon as possible after the project bid. Since then, there has been price escalation for DIP and this WCD is for the spools that required field measurement. Additional project cost for this

change order is \$22,008.91. Council Member Raney made a motion for approval, Council Member Voss seconded the motion, and all members voted aye for approval.

Public Works Director Murphy commented approximately \$6 million dollars was included in plans for the WWTP Plant for adjustments. Most projects of this type, average 3-10% adjustments; currently, our project has used only \$500,000, which is about 2.5%. The contractor, Rice Lake Group has been very diligent in pricing and ordering products when necessary.

Work Order No. 1 - Airport Roof Project - Short Elliott Hendrickson, Inc.

Community Development Director Klecker To approve Work Order No. 1 with SEH, Inc. for design, bidding, and construction engineering services for the Dome Hangar (Hangar #10) roof replacement. The project is identified in the 2024 Capital Improvement Program (CIP) to fully replace the existing roof on the approximately 8,800 square foot hangar with new materials including new adhered membrane, sub-roofing panels/barrier, insulation, and other minor repairs as needed. MnDOT Aeronautics grant funding participation is anticipated for this project. Work Order No. 1 architectural and engineering costs total \$37,800.00, these costs are eligible for 70% MnDOT state funding reimbursement. The local share is anticipated to be 30%, 11,340.00. Council Member Boeke made a motion for approval, Council Member Burbank seconded the motion, and all members voted aye for approval.

Service Proposal - Interim Financial Director - Abdo Financial Services

City Administrator Busse requested approval of an Accounting Service Proposal from Abdo Financial Solutions. The League of Minnesota Cities (LMC) recommends this vendor to provide interim finance director services. For over 60 years, they have worked exclusively with government entities in municipal accounting. With the departure of Finance Director Moen, the city has a need to contract for supplemental financial services. These duties will vary according to the workload. The contract fees range from \$190-\$510 per hour. These fees are based on the experience and level of the individuals assigned to the task the city requests. This provides the most flexibility in selecting the appropriate level of person to assist the city, which results in high quality service at the most economical cost. Council Member Boeke made a motion for approval, Council Member Dotson seconded the motion, all members voted aye for approval.

STAFF COMMENTS

Public Works Director Murphy commented the WWTP Project continues to make progress and on track for completion. The 2024 Street and Utility Project began last week, and the overlay project and CHIP project are also in process and almost complete.

Community Development Director Klecker commented it has been a good construction season this year. Valuation of new construction permits issued through July has been \$64 million. There have been more permits issued this year, but last year we had some really big projects with more valuation. Anticipate the number of building permits will slow down over the next few months as it usually does during the year of a Presidential Election,

everyone becomes a bit conservative as the election approaches. We are starting to receive inquiry and lining up projects for next year.

Police Chief Mundale commented that at the end of the year Steele County hopes to move of the Law Enforcement Center. Will need to fill three positions for Record Division and will be working with Human Resources on these job descriptions and postings. Anticipated one of the positions will be filled from within. The Post Board Audits will be held on September 9th.

Council Member Boeke asked if candidate has been selected for the officer training grant. Chief Mundale commented a candidate has been identified and in the testing process for the contract with Hennepin Tech for their 6-month course and testing for a new Field Officer.

PUBLIC COMMENTS

Gary Jones, 995 Ridge Road commented the City of Rochester offers a deer management program similar to the City of Owatonna. He was provided a list of the Rochester City Parks and went to see the parks used for this, he found most of the park areas were in fields, very remote and not easily accessible to the public. He likes that they are doing it safely around the perimeter of their city.

COUNCIL & STAFF COMMENTS:

Council Member Raney commented the 2024 Steele County Fair went well and thanked Scott Kozelka, SCFF Director, Board of Directors and volunteers who helped. The weather wasn't the best, but everyone pitched in to keep everyone safe. Our next Council Meeting is on the first day of school, please be mindful of the little ones. Also, congratulations to Jenna Tuma for being named our new Assistant City Administrator.

City Administrator Busse also congratulated Jenna Tuma, she will fit well into the position of Assistant City Administrator and looking forward to working together in Administration.

Administrative Coordinator Clawson commented she has received several requests about obtaining a Solicitor's Permit and reminded everyone the application form is available on the City's website. Anyone going door-to-door within the city limits to sell goods, must have either a Solicitor's Permit or a Transient Merchant's Permit. If someone knocks at your door, demand to see their city issued permit and if they do not have one, ask them to file for a permit and contact City Administration if they have any questions.

At 7:53 p.m., Council Member Voss made a motion to adjourn, Council Member Boeke seconded the motion, and the meeting ended.

Respectfully submitted,

Jeanette Clawson, Administrative Coordinator

Owatonna City Council Minutes – DRAFT Copy
September 3, 2024

On Tuesday, September 3, at 7:00 p.m., Council President Schultz called the regular session of the Owatonna City Council to order in the Chambers of the Charles S. Crandall Center.

Present were Council Members Svenby, Voss, Dotson, Burbank, Boeke, Raney and Schultz; Mayor Kuntz; Public Works Director Murphy; Community Development Director Klecker; IT Technician Specialist Enz; City Attorney Walbran; City Administrator Busse; Assistant City Administrator Tuma and Administrative Coordinator Clawson.

Following the Pledge of Allegiance, Council President Schultz welcomed everyone to the meeting and advised of one change to the agenda: Item 2.5.2, a contract for consulting services for the WWTF Facility was removed. Council Member Svenby made a motion to approve the agenda with this change, Council Member Dotson seconded the motion, all members voted aye in approval.

Council President advised of a proclamation declaring September 19th as the 2024 Quilt of Valor Day in Owatonna. Quilts given to veterans represent a three-part message from the givers to those receiving the quilt: Honor; Freedom is Not Free; and Comfort. This year, the Owatonna Exchange Club will honor these nine veterans with quilts:

Russell Cumberland Jr. - US Marines

Joe Falteysek - US Air Force

Stanley Honsey - US Navy

Harold Kerkvliet - US Army

Eugene Kispert - US Navy

Thomas Kuntz - US Air Force

Jim Leonard - US Army

Roger Ruehling - US Air Force

Robert Spatenka - US Army

Consent Agenda Items

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

EDA Minutes - July 17, 2024

Human Rights Commission Meeting - July 30, 2024

Planning Commission Minutes - August 13, 2024

Human Rights Commission Meeting - August 26, 2024

Fire - Monthly Dashboard and Activity Report - July 2024

Weed/Nuisance Inspection Report - August 28, 2024

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

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

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

The City entered an airport Commercial Land Lease with Langer Aviation in April of 2004 for services including aircraft maintenance throughout the term of the agreement. This original twenty-year land lease has expired and 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.

Resolution 92-24 Authorize Contract for Purchases - Fame Awards

Council Member Dotson made a motion to approve these Consent Agenda items, Council Member Boeke seconded the motion. Council Member Voss recused himself from vote, the resolution included is for his business, all members voting, voted aye for approval.

Finance Report

Council Vice President Raney recapped payments made for amounts greater than \$20,000 during this period.

\$ 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	Subtotal
<u>103,700.06</u>	HRA housing assistance payments
\$2,970,494.04	Total Expenditures presented for approval

Council Member Boeke made a motion to approve payment of all bills presented, Council Member Voss seconded the motion, all members voted aye for approval.

Proposed Ordinance 24-4 Oak Hill Planned Use Development

Community Development Director presented the second/final reading of Proposed Ordinance 24-4 for a Planned Use Development (PUD) for Oak Hill. Jolayne Mohs on behalf of Owatonna Hope Center, Inc. requested a change in the zoning of the property located at 134 Southview Street SW from B-2, Community Business District to a Planned Unit Development (PUD). They plan to open a multi-use facility including shelters, clinics, offices, and other spaces in the former South Mayo Clinic building. Council approved the first reading of this proposed ordinance during their last meeting on August 20, 2024, and there have

been no changes since. Council Member Raney made a motion for approval as recommended by the Planning Commission; Council Member Burbank seconded the motion. With a roll call vote, voting aye were Council Members Svenby Voss, Dotson, Burbank, Boeke, Raney and Schultz; there were no nays, the motion was approved. This will be known as Ordinance 1663 to become effective upon publication.

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

City Administrator Busse requested approval of Resolution 88-24 to set a date for a public hearing on proposed assessments for delinquent utility accounts. Toni Van Esch, Customer Service Supervisor at Owatonna Public Utilities (OPU) advised of nine delinquent utility accounts they will propose assessments against for a total of \$21,719.48. This resolution sets a date of the public hearing for Tuesday, October 1, 2024, to allow for timely public notice and property owner notifications. Council Member Raney made a motion for approval, Council Member Voss seconded the motion, and all members voted aye for approval.

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

Public Works Director Murphy requested approval of Resolution 89-24 to accept the bids and award the contract for the Vine Street Parking Lot Project. Bids were received on August 29th from five (5) companies. 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.

Staff recommends awarding this project to Wencil Construction, Inc. with completion during 2024. Council Member Dotson asked if Wencil Construction, Inc can meet this deadline and Murphy responded yes. Council Member Dotson made a motion to accept the bids and award the contract to Wencil Construction, Inc. with requirement the project be completed during 2024. Council Member Burbank seconded the motion.

Council Member Boeke asked if the Owatonna Chamber and downtown business were advised of this and if they agree that this would be the best option for completion of this project. Lisa Cochran, Main Street Director at the Owatonna Chamber commented she has met with many of the downtown business owners about this project. Many business owners said it would be great to have parking available during this project but more expressed a desire to have the project completed in one phase. She offered to assist communicating

parking options available during construction and is looking forward to a more pleasing aesthetic for this lot in the downtown area.

Council Member Burbank commented plans were to use American Rescue Plan Act (ARPA) Funds towards this project. Murphy confirmed this project was allocated \$1,000,000 ARPA Funds and any remaining balance due would be paid using Capital Improvement Funds. City Administrator Busse confirmed this project will receive the remaining balance of the ARPA Funds which must be spent this year. With no additional comments, all members voted aye for approval of awarding the project to Wencil Construction, LLC.

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

Community Development Director Klecker presented Resolution 90-24 to set parking hour restrictions for the newly constructed Vine Street Parking Lot. During the August 27th Planning Commission Meeting, the Commissioners discussed changing the proposed two-hour parking recommendation on the east half of the lot to four hours. 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 has made a formal recommendation for 4-hour parking on the east half of this lot. The west half of the lot will be 24-hour parking spaces for employees and downtown residents.

Council Member Raney asked how much notice is given prior to lot maintenance. Murphy responded would be similar as now, a 24-hour notice.

Council Member Voss thanked Community Development Director Klecker for listening to the business owner's requests and making this change. With no additional comments, Council Member Raney made a motion for approval, Council Member Boek seconded the motion, all members voted aye for approval.

Resolution 91-24 - Final Plat - Oak Hill Addition

Community Development Director requested approval of the Final Plat for the Oak Hill Addition. Jolayne Mohs, on behalf of Owatonna Hope Center, Inc., asked four existing parcels be combined to create a one-lot commercial plat. 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 and also accommodate some existing utilities. The Planning Commission has recommended approval of this plat. Council Member Voss made a motion for approval, Council Member Svenby seconded the motion, and all members voted aye for approval.

On-Sale Liquor License - Home2Suites, 230 Allan Avenue

City Administrator Busse requested approval of the On-Sale Liquor License application received from Bruce Kinseth, Managing Member of Owatonna Hotel Associates, LLC. They will operate as Home2Suites at 230 Allan Avenue in Owatonna.

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

City Administrator Benefits Package

Mayor Kuntz requested City Administrator Busse's benefit package increase the deferred compensation employer match through payroll deduction from \$10,600 to \$12,000. City Council completed Ms. Busse's 2023 performance review in February, the deferred match component of her benefit package has not changed since January 1, 2021, this change will be effective January 1, 2024. Any salary increases will follow non-union employees through the approved salary structure. Council Member Raney made a motion for approval, Council Member Dotson seconded the motion, and all members voted aye for approval.

STAFF COMMENTS

Administrative Coordinator Clawson commented she often receives call which can be answered during review of information on the city's website. Within the last few days, she has received several calls asking if recreational fires are allowed within city limits; the answer to this question is available on the Fire Department page, this is just one example of the information available. Another function offered on the website is "Report a Concern". Everyone is encouraged to use this online reporting platform for concerns that do not require an immediate response, such as potholes, broken playground equipment, ordinance violations, and stormwater issues.

PUBLIC COMMENTS

Todd Boettger, 2045 NE 3rd Avenue, commented he and his wife Mary, have lived on 3rd Ave North since May 1999 and this street has become a racetrack. There are a lot of kids living in our neighborhood, and cars love the curves and the hills so there is a lot of speeding. He asked for this matter be addressed so there isn't an accident. City Administrator Busse commented she would follow-up with the Police Department.

COUNCIL & STAFF COMMENTS:

Council Member Dotson commented the 2024 School Year has begun and asked everyone to be mindful when driving and watch out for the little ones walking.

City Administrator Busse commented the Owatonna Human Rights Commission will be hosting two events this week in celebration of Welcome Week. A Human Book Library will be offered during the Downtown Thursday event this week in Central Park. The goal of a Human Library is to foster conversations with someone which might be uncomfortable. A soccer game, the Meeting on the Fields, is planned for Saturday night beginning at 6:30 pm at the Daiken Soccer Complex.

Mayor Kuntz encouraged everyone to shop locally as small local businesses need community support them. He recently spoke former owner of the Urban Loft, she recently closed her shop as her annual revenue was about half of last year's.

At 7:34 p.m., Council Member Burbank made a motion to adjourn, Council Member Raney seconded the motion, and the meeting ended.

Respectfully submitted,

Jeanette Clawson, Administrative Coordinator



CITY OF
OWATONNA

Board Commisison Minutes

**OFFICIAL PROCEEDINGS OF THE
RICE & STEELE 911 CENTER JOINT POWERS BOARD
Commissioners Room/Steele County Administration Building
Wednesday, August 7, 2024 at 4:00 PM**

I. Call to Order

- A. The meeting was called to order by Commissioner Galen Malecha.
Present: Galen Malecha/Rice County; Jim Abbe/Steele County; Brad Ness/City of Northfield; Peter van Sluis/City of Faribault; Lon Thiele/Steele County Sheriff; Dusty Dienst/Faribault Fire; Ranae Fry/Steele County Administrator; Candi Lemarr/Steele County Chief Financial Officer; Greg Krueger/Steele County Commissioner; Brian Becker/Rice & Steele 911 Center Administrator; Jennifer Colby/Rice & Steele 911 Center Operations Manager.
- B. **Motion by Jim Abbe, seconded by Peter van Sluis, to approve Agenda with additions under Unfinished Business; F. Acceptance of the Baker Tilley Financial 2023 Audit Report and under New Business A. Date Change for September Joint Powers Board Meeting.**
RESULT: Approved, AYES: Galen Malecha, Jim Abbe, Brad Ness, Peter van Sluis. NAYS: None
- C. **Motion by Brad Ness, seconded by Peter van Sluis, to approve July 10, 2024 Minutes.**
RESULT: Approved, AYES: Galen Malecha, Jim Abbe, Brad Ness, Peter van Sluis. NAYS: None

II. Finance – Brian Becker

- A. **Motion by Jim Abbe, seconded by Brad Ness, to approve the Financial Report dated June 30, 2024, as presented.**
RESULT: Approved, AYES: Galen Malecha, Jim Abbe, Brad Ness, Peter van Sluis. NAYS: None

III. Operations Committee – Lon Thiele

- A. Thiele went over topics discussed at Operations Committee from July 24, 2024 meeting.

IV. Administration – Unfinished Business – Brian Becker

- A. Becker provided an informational and staffing update to the Board. There will be grant funding from the State awarded to the Southeast Region in the near future for indoor mapping of selected buildings in each County.
- B. Becker went over CAD and Phone Data numbers for the month of June.

- C. Becker informed the Board that the 911 Center had received some new numbers from Wold Architects this week and plans on presenting those to the Board at the September meeting.
- D. **Motion by Peter van Sluis, seconded by Jim Abbe, to approve Dispatch Protocol & Call-Take Software from APCO, not to exceed \$97,906.00.**
RESULT: Approved, AYES: Galen Malecha, Jim Abbe, Brad Ness, Peter van Sluis. NAYS: None
- E. Becker provided an updated 2025 Budget Proposal to the Board. Steele County has requested that the 2025 Budget for the 911 Center go before their Board for consensus before it goes to the Joint Powers Board for approval.
- F. **Motion by Jim Abbe, seconded by Brad Ness, to approve Baker Tilley 2023 Financial Audit Report.**
RESULT: Approved, AYES: Galen Malecha, Jim Abbe, Brad Ness, Peter van Sluis. NAYS: None
- V. **Administration – New Business – Brian Becker**
 - A. The September 4, 2024 JPB Meeting was changed to September 11, 2024.
- VI. **Adjournment**
Motion by Peter van Sluis, seconded by Brad Ness to adjourn the meeting.
RESULT: Approved, AYES: Galen Malecha, Jim Abbe, Brad Ness, Peter van Sluis.
NAYS: None

MINUTES
OWATONNA HOUSING AND REDEVELOPMENT AUTHORITY
REGULAR MEETING on AUGUST 26, 2024

The regular meeting of the Owatonna Housing and Redevelopment Authority was called to order at 4:00 p.m. in the Crandall Small Conference Room by Chairperson Olivo.

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

Approval of the Minutes: A motion was made by Fiske and seconded by Hole to approve the minutes of the July 22, 2024, HRA Board meeting. All Commissioners voting Aye, the motion carried.

Executive Director's Report: Community Development Director Troy Klecker. He said that they have a draft plan of the Comprehensive Plan available for public comment. He said that the City purchased a house on Maple Drive =, purchased through a DNR grant. It is in decent shape, and they were looking into moving it to a vacant lot on Partridge Avenue. He said that he got some information on moving the house. When you start figuring in that it needs new windows, roof, and siding. We're in for \$210,000 for sure. There is also asbestos that will have to be removed. We had a realtor look at it and say what it would be worth when it's all said and done, and it was \$225,000. Staff is of the opinion that it is not the way to go. The realtor said that you could build it for about the same price. The house still needs to be removed. If there is someone else that wants to move it, they are more than welcome. The City usually gets better pricing if someone is going to move the house. They are investigating what it would cost to build a starter home—a two-bedroom rambler with a two-stall garage and unfinished basement. Maybe that is worth pursuing on these Partridge lots that the City owns. The HRA could upfront the cost to build the house and then sell it. Mohs Construction is interested in looking into it. We want to see more single-family housing, and if its more on the affordable side, all the better. He said they are still pulling together some numbers. Moving the house was not worthwhile to do. Olivo asked if they are considering more than just the one lot. Klecker said possibly—the HRA owns more lots. There would be an opportunity to do multiple houses if it is successful. Schultz asked what the projected sales price would be. Klecker said the United Way received a grant for 10 lots of affordable housing—\$250,000 or less. He said they could partner together with United Way. Olivo asked if they were looking at all single family. Klecker said they are looking at single family in this area. There is an opportunity to do four units on the Cashman lot. The City also owns a lot on Cedar Avenue South. There might be a possibility to do up to four units on that lot. Madkour asked if Habitat for Humanity would be able to do something with it. Klecker said he talked to Habitat about the Cashman lot, and they are interested in it. Four units is more than they usually do, but he is willing to check. Schultz said she likes the idea of a starter home. She knew of someone looking, and if they can't find something here, they will move outside the community.

Old Business: The Housing Choice Voucher program monthly report was presented by Madkour, including the City of Owatonna monthly balance sheet and revenue/expense report. Program utilization: The Housing Voucher program for July totaled 105. Total year to date assistance and administration costs were \$571,031.95 and revenues were \$571,970.49. The Housing Choice Voucher Program fund balance at July month end is \$169,619.17. The HRA Revenues year to date total is \$314,420.42 and the expenses total \$277,326.80. The HRA General Fund balance is \$696,687.73.

Housing Manager Madkour said we are at 176 clients. We are at 98 for HCV for people living within Steele County. We're at six people who have ported out. He said he's spoken to their field rep. and he is trying to get more vouchers filled so HUD will not use the 2024 Owatonna HRA-HCV reserve fund elsewhere. Three people are searching for rentals for Mainstream and 4 for HCV right now. He said that they had the Homeownership Program starting to move, but it's at a standstill as the staff who was going to take that overtook a different job. There are 31 people searching for rentals for Bridges. He said it at a standstill right now since the affordable vacant units are scarce.

Klecker said that Westlake Meadows has their third building coming on the market on September 1.

Olivo asked Klecker if he had a meeting with the mobile home park. He said he did. Karina at MN Prairie is working on a grant that could potentially buy some units. They are open to filling the vacant spots. They have about 10. The grant application needs to be in by September 8. He said he thinks the HRA could be an active participant. Unfortunately, the application needs to be in before the next HRA meeting. Karina is in charge of writing the grant. It's kind of a last minute deal, but there might be some possibilities to get a grant to fill those spots. He'll have an update at the next meeting. Although the grant will have to be submitted before then. The grant could pay for those units and the HRA could be the owner of those units. They might be able to use the Homeownership voucher for this. Or maybe vouchers if they are just rental units. There are a lot of things up in the air. Madkour said the more avenues the better.

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

New Business: Olivo asked about the Modern Aire. Klecker said that Council set the date for the TIF public hearing on October 1. This would be for a 73 unit with 20 affordable and 53 market rate.

Adjournment: There being no further business, a motion to adjourn was made by Dotson and seconded by Hole. All Commissioners voting Aye, the motion carried. The meeting adjourned at 4:38 pm.

Respectfully Submitted,
Ghassan Madkour
Housing Manager

OWATONNA PLANNING COMMISSION MINUTES FOR AUGUST 13, 2024

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

A motion was made by Eickhoff and seconded by Meier to approve the minutes of the regular meeting of August 13, 2024. All Commissioners voting Aye, the motion carried.

Vine Street Parking Lot – Hour Designation was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) He said the City is currently out to bid on the Vine Street Parking Lot. Overall, they will be reconstructing the parking lot, adding stormwater, adding lighting, adding landscaping similar to Cedar Avenue, as well as a trail along Vine Street with parking on the street. When the new lot is constructed, there will be 160 parking stalls as well as 15 parallel stalls on Vine Street, which is a 25 stall increase in this area. At this time, staff is recommending two different designations for this parking lot. They are recommending two hours for the east half of the parking lot and 24 hours for the west half. It will keep it roughly the same as what is there now, but adding stalls. The parallel parking stalls will stay the same designation—two hours on the street. One of the concerns has been allowing for maintenance. Generally, 24 hour lots have no parking one night a week with no parking from 2 to 6 am. The City is recommending that they post when they are clearing the lot, but are trying to make it more user friendly for this lot. The two-hour parking is no parking any night, so that will be left as is. The lights will be similar to what is on Cedar Avenue. There will be a greenway along the west side US Bank that will be a public access to Broadway Street. Staff is recommending these changes become effective post construction. Eickhoff asked if the alleyway next to US Bank will have lighting. Kruschke said yes, there will be two lights. Eickhoff asked if there would be grass along the narrow strip between the trail and the street. Kruschke said the trail will be right behind the curb. Eickhoff said he would like wider stalls but noted that it was probably too late. He asked if they were adding any EV charging stations. Kruschke said they are not physically constructing any EV stations with this, but the conduit is being laid so they can easily install it if they want to. Eickhoff asked how they would prevent someone parking in the 24-hour lot indefinitely and asked if there were any restrictions on how long someone could park there. Kruschke said that they will mark cars. There are ramifications through the police department—they are able to ticket and tow as needed. Eickhoff asked how they would prevent people who live across the street from parking in those stalls overnight. Kruschke said that this is a public parking lot and there is a need for a 24-hour parking lot in this area. There are a lot of apartment units on Broadway and Bridge Street. Those residents use this lot and we need to accommodate them. We can't regulate who parks there. It's a public lot, so first come, first served. If it becomes an issue, it's something they can look at. At this point, the City is not charging for any public parking. Wilson questioned the maintenance in the 24 hour lots and said that typically that one night a week is when they catch the people who park there multiple days. Kruschke said they're not recommending one night a week on this lot, but they will be marking tires and checking that daily. We're relying on enforcement. Springer-Gasner recommended changing two-hour to four-hour. There are a lot of businesses that have clientele who use the current four-hour lot. Peake said that was his question as well. What is the justification for going to two-hour? Kruschke said he doesn't have a strong opinion either way but recommended the two hour as that is what the majority was. Springer-Gasner said if we went with four-hour, that will make the downtown businesses happier. When you go over four hours, that changes the scope as employees might park there all day long. Rooks said they've talked in the past how they want people to spend time downtown. Two hours is not a lot of time, so she likes the four-hour change to allow

people to spend more time downtown. Springer-Gasner said they could keep some two-hour stalls. Kruschke said they would prefer just two designations in the entire lot because they want less signage overall. A motion was made by Springer-Gasner and seconded by Peake to recommend City Council approval to amend the Vine Street parking lot designation to a four-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. Eickhoff clarified that the street parking would remain at two hours. Kruschke said that was correct—the time limit for street parking would not be changing with this request. All Commissioners voting Aye, the motion carried.

Comprehensive Plan Implementation Review was presented by Planning Specialist Ashley Zidon. (Refer to report on file.) She said that we have reached an important milestone in the Comprehensive Plan process—not only is up for draft comment, but it includes an implementation chapter. This is the back bookend to the Comprehensive Plan. The front bookend is the vision and the back bookend is the roadmap of how to reach the vision. The implementation chapter includes all of the strategies and all of the chapters. They have charted them and assigned them a timeline, a priority, and an owner, which is all importation information for staff and commissions. Staff has held numerous meetings with Department Heads to help appropriately prioritize and assign owners so that staff is confident and comfortable with the level of study that has been applied to each strategy. The timelines are short-term (5 years), medium-term (5-10 years), long-term (10+ years), and ongoing. They have also assigned priorities: high, medium, and low. The implementation matrix will help staff and board support going forward. An annual review by the Planning Commission is the most typical way to check in on the Comprehensive Plan. That review is important because it helps us assess our needs; Comprehensive Plans can be amended and should be updated on a regular basis. She said if it's fair to summarize the next five years, it will look like ordinance changes, infill development, and planning for node creations (focus areas). There are some environmental changes and practices. The Draft Comprehensive Plan is open for public comment. People can email comments to Greg or submit them online at www.owatonna.gov/imagine2050. There will be an open house on September 24 from 3:30 – 5:15 pm in the Council Chambers, before the Planning Commission meeting where they will be making a recommendation to City Council. She asked the Commissioners for their reactions. Eickhoff said he really likes it. It will be a lot of work, but he likes that it keeps people accountable. He asked about the budget. Zidon said often times Comprehensive Plans don't account for budget. Kruschke said they have put in a budget request for the ordinance amendment next year. Department Heads will take this into account. This helps with setting priorities. We've never really had anything like this before. Some are things we're already doing, some of it is brand new. Some of these things open up grant funding opportunities as well. Zidon said that a painless way to do this is to assign \$, \$\$, or \$\$\$\$. We might not have the ability to fund the project in a five-year time frame. It might mean we can't hire a consultant for a project. Kruschke said that there are some immediate goals. He said he wanted to introduce this framework to them today. Springer-Gasner said she likes it. It's thorough and easy to follow. Rooks asked how the Planning Commission would be involved. Zidon said that they could have an annual report, or quarterly report. Folks could get creative with a dashboard. It can be really creative. She asked the Commissioners to think about what would be useful for them to stay involved and keep tracking progress. Kruschke said he would envision them easing into it. We'll probably have more of an annual meeting in the April / May timeline. He's not expecting the Planning Commission to be volunteering eight hours a week on this. They can help hold staff accountable. Some of it will take partnerships and City Council will have to be on board as well. We can iron it out going forward. Zidon said it's important to take time to celebrate the milestone—we're close to the end. Eickhoff asked how the online input would be communicated. Kruschke said that there will be an engagement summary at the September 24 Planning Commission meeting. We have time to look at the comments. As we go through this process, a member will change X in the plan to a Y, and the Commission will vote on it. We'll have a public hearing that night as well. If there are certain items that you wish to be

changed, we'll go through that. He recommended going through the document prior to the meeting. It's not a lot of new information. He said that the Draft Comprehensive Plan has been sent to the Commissioners digitally, but if they would like a printed copy, let staff know and we will take care of that.

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.

Kruschke said that City Council approved both of the items at the last meeting.

The next Planning Commission meeting is scheduled for September 10. There are currently no items for that meeting, so that may be cancelled. The September 24 meeting is scheduled for the public hearing for the Comprehensive Plan with an Open House run by Stantec before the meeting (3:30 to 5:15 p.m. with a presentation by Stantec at 4:00 p.m.). Commissioners are not expected to be at the entire Open House, but are welcome to come if they are able and willing. Stantec will be running the open house and staff will be available.

Kruschke said that, unfortunately for us, Planning Specialist Ashley Zidon has discovered her dream job and will be leaving us next week. He thanked her for all of her work on the Comprehensive Plan, saying that it would not have been possible to make it to this point without her.

A motion was made by Meier to adjourn and seconded by Meier at 6:08 p.m. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

Greg Kruschke
Community Development Manager



CITY OF
OWATONNA

Department Reports

COMPARISON REPORT OF BUILDING DONE IN CITY OF OWATONNA IN YEARS 2023 AND 2024															Ken Beck, Building Official		
	DWELLINGS		ACCESSORY		COMMERCIAL		INDUSTRIAL		ADD. & ALT.		DUPLEX/APTS		DEMO	TOTAL			
Month	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	NO.	VALUE		
Jan '23	0	0	5	16,600	8	443,880	7	5,117,850	66	494,614	0	0	0	86	6,072,944		
Jan '24	0	0	2	6,500	33	7,806,205		** see below	95	763,150	0	0	0	130	8,575,855		
Feb '23	0	0	8	24,850	22	1,113,838.30	11	25,861,730.75	136	834,982.70	0	0	0	177	27,835,401.75		
Feb '24	2	700,000	4	7,500	52	8,218,972.00			198	1,725,152.62	0	0	0	256	10,651,624.62		
Mar '23	1	200,000	17	44,100	42	2,497,648	20	26,251,710	243	\$ 7,323,261.26	0	0	0	323	\$ 36,316,719.26		
Mar '24	3	940,000	5	8,250	75	10,847,903			289	\$ 2,612,593.78				372	\$ 14,408,746.78		
Apr '23	4	1,968,586	26	96,900	74	31,047,283		**see below	329	8,699,343.89	0	0	1	434	41,812,112.89		
Apr '24	3	940,000	19	81,750	107	44,321,109			446	\$ 3,981,714.59	0	0	0	575	\$49,324,573.59		
May '23	4	1,968,586	37	132,400	94	36,206,219.51		**see below	463	11,204,959.76			1	599	49,512,165.27		
May '24	3	940,000	38	235,738	125	46,373,553.00			586	5,141,328.01				752	52,690,619.00		
Jun '23	4	1,968,586	52	189,068.67	113	45,164,773.51		**see below	594	12,314,075.39	0	0	8	771	59,636,503.57		
Jun '24	3	940,000	52	338,988.00	141	48,105,001.10			730	6,515,257.09	2	400,000	2	930	56,299,246.19		
Jul '23	5	2,168,586	69	242,168.67	132	46,905,945.51			714	13,185,484.99	2	400,000	8	930	62,902,185.17		
Jul '24	5	2,040,000	67	387,488.00	180	53,277,518.10			888	7,891,334.33	4	980,000	5	1149	64,576,340.43		
Aug '23	6	2,568,586	75	257,168.67	162	51,045,367.26			847	14,208,880.97	4	12,400,000	9	1,103	80,480,004		
Aug '24	6	2,290,000	82	479,826.00	210	57,328,157.10			1058	9,938,435.49	4	980,000	5	1,365	71,016,418.59		
Sep '23	9	3,587,126	83	333,668.67	197	64,081,192.67			990	15,576,116.82	4	12,400,000	9	1,292	95,978,104.16		
Sep '24																	
Oct '23	16	6,739,916	94	382,984.89	217	66,611,382.67			1,153	17,005,042.02	4	12,400,000	10	1,494	103,139,325.55		
Oct '24																	
Nov '23	21	8,119,916	101	424,984.89	235	69,172,169.67			1,281	17,958,715.07	4	12,400,000	13	1,655	108,075,785.63		
Nov '24																	
Dec '23	21	8,119,916	106	430,584.89	252	71,144,770.64			1,365	18,435,507.88	4	12,400,000	13	1,761	110,530,779.41		
Dec '24																	

**Starting April 2023, Commerical and Industrial are combined

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

Construction Report for Permits Issued through August, 2024

TYPE OF WORK	2023 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units	2024 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units
NEW DWELLINGS	6	2,568,586		6	2,290,000	
ACCESSORY BUILDINGS (INCLUDES GARAGES, UTIL. BLDGS, SW. POOLS, ETC.)	75	257,168.67		82	479,826.00	
COMMERCIAL AND INDUSTRIAL PERMITS	162	51,045,367.26		210	57,328,157.10	
RESIDENTIAL ADD. & ALT.	847	14,208,880.97		1058	9,938,435.49	
DUPLEXES & APTS. (INCLUDES ATTACHED SF)	4	12,400,000	0	4	980,000	0
DEMOLITION PERMITS	9	0		5	0	
TOTAL PERMITS ISSUED	1,103	80,480,003	0	1,365	71,016,419	0

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
August 29, 2024 to September 11, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
Mineral Springs Parkway Northeast	The complaint vacant lot with long grass and weeds has been mowed as of Sept 3, 2024. RJS	9/3/2024			9/3/2024	Has been mowed.	0.5
Oak Avenue South	Vacant lot 17-629-0102 with long grass and weeds as of Sept 6, 2024.	9/6/2024	9/11/2024	9/25/2024			0.5
103 19 Street Northeast	Long grass per complaint picture 8913 as of 9/6/24.	9/6/2024	9/10/2024		9/9/2024	Has been mowed.	0.5
103 19 Street Northeast	Has been mowed.	9/9/2024			9/9/2024	Has been mowed.	0.5
1055 11 Avenue Northeast	Long grass	9/9/2024	9/11/2024	9/21/2024			0.5
109 19 Street Northeast	Long grass	9/6/2024			9/6/2024	Has been mowed.	0.5
1101 St Paul Road	Long grass per complaint pictures 8905, 8906 as of Sept 4, 2024	9/4/2024			9/5/2024	Has been mowed.	1
1101 St Paul Road	Has been mowed.	9/5/2024			9/5/2024	Has been mowed.	0.5
113 North Street East	Long grass	9/9/2024	9/11/2024	9/21/2024			0.5
117 North Street East	Long grass and weeds in all yards per complaint picture 8887 as of Aug 30, 2024.	8/30/2024	9/5/2024	9/15/2024	9/9/2024	Has been mowed.	1
1201 Woodridge Place Northeast	Complaint: Bushes covering fire hydrant. Uploaded complainant's pictures. Next door neighbor stated he was going to trim the bush covering the fire hydrant as of Sept 4, 2024 per complaint picture 8910. RJS	9/4/2024			9/4/2024	Violation corrected same day.	0.5
1209 Austin Road	Long grass and weeds in all yards per complaint pictures 8885, 8886 as of Aug 29, 2024.	8/29/2024	9/5/2024	9/15/2024	9/10/2024	Has been mowed.	1
157 South Street East	The complaint location with long grass and weeds in yards has been mowed as of Sept 3, 2024. RJS	9/3/2024			9/3/2024	Has been mowed.	0.5
1745 7 Avenue Northeast	Long grass/weeds in all yards; tall weeds on south side of garage per complaint pictures 8881, 8882 as of Aug 29, 2024.	8/29/2024	9/5/2024	9/15/2024	9/9/2024	Has been mowed.	1
201 South Street East	Long grass and weeds in all yards per complaint pictures 8883, 8884 as of Aug 29, 2024.	8/29/2024	9/5/2024	9/15/2024			0.5
203 Cedar Avenue North	Complaint: Overflowing dumpsters haven't been picked up in 3 weeks.	8/29/2024			8/29/2024	Was cleared up at the time of the inspection.	0.5
221 Beech Avenue	The complaint location with long grass and weeds in all yard and tall weeds in the driveway as of Sept 10, 2024. RJS	9/10/2024			9/10/2024	Has been mowed.	0.5
241 Barney Street West	Has been mowed.	8/29/2024			8/29/2024	Has been mowed.	0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
August 29, 2024 to September 11, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
245 Vine Street East	The complaint location with long grass and weeds in all yards has been mowed as of Aug 30, 2024. RJS	8/30/2024			8/30/2024	Has been mowed.	0.5
253 Beech Avenue	Started to mow yards as of Aug 29, 2024.	8/29/2024					0.5
253 Beech Avenue	The yard on the south side of the house has not been mowed as of Sept 3, 2024.	9/3/2024					0.5
253 Beech Avenue	The yard on the south side of the house has been mowed as of Sept 5, 2024. RJS	9/5/2024			9/5/2024	Has been mowed.	0.5
401 Barney Street West	The complaint location with tall grass and weeds on the retaining wall on the west side of house has been removed as of Sept 3, 2024. RJS	9/3/2024			9/3/2024	Has been mowed.	0.5
409 Sylvan Street	Tree down in the back yard with long weeds/thistles per complaint pictures 8900, 8901, 8902 as of Sept 3, 2024.	9/3/2024				Need to send violation letter.	0.5
410 Sylvan Street	Long grass and weeds in all yards per complaint picture 8899 as of Sept 3, 2024.	9/3/2024	9/5/2024	9/16/2024	9/9/2024	Has been mowed.	0.5
426 Sylvan Street	Long grass and weeds in all yards per complaint picture 8898 as of Sept 3, 2024.	9/3/2024	9/5/2024	9/16/2024			0.5
484 Glendale Street	The complaint location with long grass and weeds has been mowed as of Sept 3, 2024. RJS	9/3/2024			9/3/2024	Has been mowed.	0.5
503 Academy Street	Additional complaint picture 8891 of the sidewalk and noxious weeds along Lincoln Avenue as of Aug 30, 2024. RJS	8/30/2024			9/4/2024	Has cleared weeds along Lincoln Avenue sidewalk area as of Sept 4, 2024. RJS	1
505 State Avenue	The complaint location with long grass and weeds has been mowed as of Sept 3, 2024. RJ	9/3/2024			9/3/2024	Has been mowed.	0.5
510 20 Street Northeast	The complaint location has been mowed as of Sep 3, 2024.	9/3/2024			9/3/2024	Has been mowed.	0.5
510 Maple Drive	The complaint location with long grass and weeds has been mowed as of Sept 3, 2024. RJS	9/3/2024			9/3/2024	Has been mowed.	0.5
543 Broadway Street East	Long grass and weeds in all yards per complaint picture 8903 as of Sept 3, 2024.	9/3/2024	9/5/2024	9/16/2024			0.5
549 McIndoe Street	From the street, it appears to be shorter than the ordinance requirement as of Aug 30, 2024. RJS	8/30/2024			8/30/2024	No violation found at the time of the inspection.	0.5
550 Hazel Lane	Long grass per complaint picture 8911 as of Sept 5, 2024.	9/5/2024	9/10/2024	9/20/2024			0.5
557 Mineral Springs Road	The complaint location with long grass and weeds in all yards has been mowed as of Sept 10, 2024. RJS	9/10/2024			9/10/2024	Has been mowed.	0.5
558 Hazel Lane	Long grass per complaint picture 8907 as of Sept 4, 2024.	9/4/2024	9/10/2024	9/20/2024			0.5
569 Mineral Springs Road Northeast	Has been mowed.	9/5/2024			9/5/2024	Has been mowed.	1
575 Mineral Springs Road Northeast	Long grass and weeds in all yards per complaint picture 8896 as of Sept 3, 2024.	9/3/2024	9/5/2024	9/16/2024	9/10/2024	Has been mowed.	1
607 Hazel Lane	Long grass per complaint picture 8908 as of 9/4/24.	9/4/2024			9/9/2024	Has been mowed.	1

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
August 29, 2024 to September 11, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
613 Vine Street East	Long grass and weeds in all yards per complaint picture 8895 as of Sept 3, 2024. RJS	9/3/2024	9/5/2024	9/16/2024	9/10/2024	Has been mowed.	1
613 Vine Street East	Part of the front lawn area has two cuts on each side of the sidewalk as of Sept 6, 2024. RJS	9/6/2024					0.5
622 Prospect Street	Complaint: Long grass in back yard. Can go onto 617 E University's property to check it. Uploaded complainant's picture. See attached complaint location picture 8890 of the front of complaint house as of Aug 30, 2024. RJS	8/30/2024	9/4/2024	9/14/2024			0.5
710 El Dorado Street Southeast	Vacant lot with long grass and weeds.	9/6/2024	9/11/2024	9/25/2024			0.5
721 14 Street Southeast	The long grass and weeds were mowed as of Sept 5, 2024. The brush pile under tree was removed as of Sept 5, 2024. RJS	9/5/2024			9/5/2024	Has been mowed.	0.5
725 Escalade Lane Southeast	Vacant lot 17-619-0126 with long grass and weeds as of Sept 6, 2024.	9/6/2024	9/11/2024	9/25/2024			0.5
743 15 Street Southeast	The complaint location with long grass and weeds has been mowed as of 8/30/24	8/30/2024			8/30/2024	Has been mowed.	0.5
825 14 Street Northeast	The complaint location has been mowed as of Sep 3, 2024	9/3/2024			9/3/2024	Has been mowed.	0.5
829 Escalade Lane Southeast	Vacant lot 17-619-0117 with long grass and weeds as of 9/6/24.	9/6/2024	9/11/2024	9/25/2024			0.5
859 Escalade Lane Southeast	Vacant lot 17-619-0116 with long grass and weeds as of Sept 6, 2024	9/6/2024	9/11/2024	9/25/2024			0.5
865 Escalade Lane	Vacant lot with long grass and weeds	9/6/2024	9/11/2024	9/25/2024			0.5



CITY OF
OWATONNA

Licenses Permits

EP-24-50

Events Permit

Application

Status: Active

Submitted On: 9/6/2024

Primary Location

No location

Applicant

 Ryan Seykora

 507-227-9049

 ryan.seykora@owatonna.gov

 107 W. Main St.

OWATONNA, MN 55060, MN
55060

Event Information

Event Name

Owatonna Fire Department Open
House/Chili Feed

Event Contact*

Ryan Seykora

Location of Event*

Owatonna Fire Department

Description of Event*

Annual open house and chili feed to kick off our fire prevention week

Event Set Up Date

10/06/2024

Event Set Up Time*

1200

Actual Event Date*

10/06/2024

Actual Event Time*

1600- 1900

Clean Up Date*

10/06/2024

Clean Up Time

1900

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

Postponed

Reschedule Date

—

Estimated Attendance* ?

1000

Application Information

Sponsoring Organization Name*

Owatonna Firefighters Relief Association

Mailing Address*

107 W. Main St.

City*

OWATONNA

State*

MN

Zip*

55060

Website Address*

www.owatonna.gov

Primary Contact

Name*

Ryan J Seykora

Phone Number*

5072279049

Cell Phone

Email Address*

rseykora@live.com

Primary On-site Contact

Name*

Ryan J Seykora

Cell Phone*

5072279049

Alternate On-site Contact

Name*

On Duty Commander

Cell Phone*

507-456-1399

Refer Media or Citizen Inquiries To:

Name*

Ryan J Seykora

Phone*

5072279049

Event Features

City Streets or Right-of-Way*

Yes

Start/End Time*

1300/2100

Date*

10/06/2024

Name of Requested Street(s)*

Cedar Ave S.

Alleys*

Yes

Start/End Time*

1200/2100

Date*

10/06/2024

Name of Requested Alley(s)*

Behind the Owatonna Fire Department

City Sidewalks or Trails*

No

Public Parking Lots or Spaces*

No

Parks*

No

Will any signs/banners be put up?*

Yes

Number and Size*

4 Small boards displayed on street corners

Will there be any inflatables?*

No

Will there be entertainment?*

No

Will sound amplification be used?*

No

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

No

Will there be temporary fencing?*

No

Will merchandise/food items be sold?*

Yes

How many vendors expected?*

1

Will food be prepared on site?*

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*

No needs

Describe level of advertisement* ?

Local Radio and Social Media

Have adjacent property owners been notified of this event?*

Yes

Signatures required.

Will the event need barricade(s)?

No

Will the event need cones?*

No

Will Central Park Stage be used?*

No

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

Firefighters from the Owatonna Fire Department will handle clean-up for the event.

Will event need traffic control?*

No

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

We will display fire trucks and traffic cones to help provide a barrier for traffic.

Will "No Parking" signs be needed?*

No

Will event need security?*

No

Will event need Emergency Medical Services?*

No

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

All participants will follow emergency plan at the Owatonna Fire Department

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

Name*

Ryan J Seykora

Phone Number*

5072279049

Email*

rseykora@live.com

List any other pertinent information

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

Applicant Signature

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

Signature of Applicant*

✓ Ryan Seykora
Sep 6, 2024

Internal Use

🔒 Special Provisions

🔒 Fire Department Approval / Comments / Notes

Approve, Fire Department event.

 Park & Rec. Department Approval / Comments / Notes

Approve. No P&R impact.

 Police Department Approval / Comments / Notes

Approved with no comment.

 Public Works Department Approval / Comments / Notes

Approve, no impact on Public Works

 Building & Inspection

Approved with no comment.

 **Date to Council** Consent Agenda Item at September 17, 2024 City Council Meeting.

—

 Council Notes

 Items Needed

Will use Fire Hall and request to block S Cedar from Main to Mill Street and the alley south of the Fire Hall.

Attachments



Road Closed

Road Closed

Alley Closed

EP-24-49

Events Permit

Application

Status: Active

Submitted On: 8/26/2024

Primary Location

No location

Applicant Deacon Kristine Oppegard +1 507-451-4520 kriso@tlcowatonna.org Trinity Lutheran Church

609 Lincoln Ave.

Owatonna, MN 55060

Event Information

Trunk or Treat at Trinity Church, Wednesday, October 30th at 6:00 pm.
Set up begins at 3 pm and should be cleared by 7:30 pm. Requesting
use of 80 large cones to create path within the church parking lot.
Anticipate 700-800 participants.

Event Name

Trunk or Treat

Event Contact*

Deacon Kris Oppegard

Location of Event*

Parking Lot at Trinity Lutheran Church

Description of Event* ?

24-30 car trunks will serve as hosts for a community-wide "trick or treat" event.

Event Set Up Date

10/30/2024

Event Set Up Time* ?

3:00pm

Actual Event Date*

10/30/2024

Actual Event Time* ?

6:00pm

Clean Up Date*

10/30/2024

Clean Up Time ?

7:30pm

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

Canceled

Estimated Attendance* ?

798

Application Information

Sponsoring Organization Name*

Trinity Lutheran Church

Mailing Address*

609 Lincoln Ave. South

City*

Owatonna

State*

Minnesota

Zip*

55060

Website Address*

tlcowatonna.org

Primary Contact

Name*

Deacon Kris Oppegard

Phone Number*

507-451-4520

Cell Phone

507-363-1401

Email Address*

kriso@tlcowatonna.org

Primary On-site Contact

Name*

Deacon Kris Oppegard

Cell Phone*

507-363-1401

Alternate On-site Contact

Name*

Laura Jensen

Cell Phone*

507-4565217

Refer Media or Citizen Inquiries To:

Name*

Grace Hannover

Phone*

507-451-4520

Event Features

City Streets or Right-of-Way*

No

Alleys*

No

City Sidewalks or Trails*

No

Public Parking Lots or Spaces*

No

Parks*

No

Will any signs/banners be put up?*

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*

Power sources coming from the church and generators

Describe level of advertisement* 

Social media platforms and church website

Have adjacent property owners been notified of this event?*

Yes

Signatures required.

Will the event need barricade(s)?

No

Will the event need cones?*

Yes

Number Needed*

80

Size Needed*

Large

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

Will Central Park Stage be used?*

No

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

The church custodial team will cleanup and remove trash from the event.

Will event need traffic control?*

No

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

A route will be marked -by the city cones and cars - for participants to walk through, with signs indicating the entrance and the exit.

Will "No Parking" signs be needed?*

No

Will event need security?*

No

Will event need Emergency Medical Services?*

No

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

Participants will move inside to the basement of the church building, if any weather warnings are issued.

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

Name*

Deacon Kris Oppgard

Phone Number*

507-363-1401

Email*

kriso@tlcowatonna.org

List any other pertinent information

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

Applicant Signature

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

Signature of Applicant*

✓ Kristine Oppegard
Aug 26, 2024

Internal Use

🔒 **Special Provisions**

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

Approve. No P&R impact.

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

Approve. No P&R impact.

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

Approved, no impact on the Police Department.

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

Please call 507-456-5028 to schedule pick up of cones

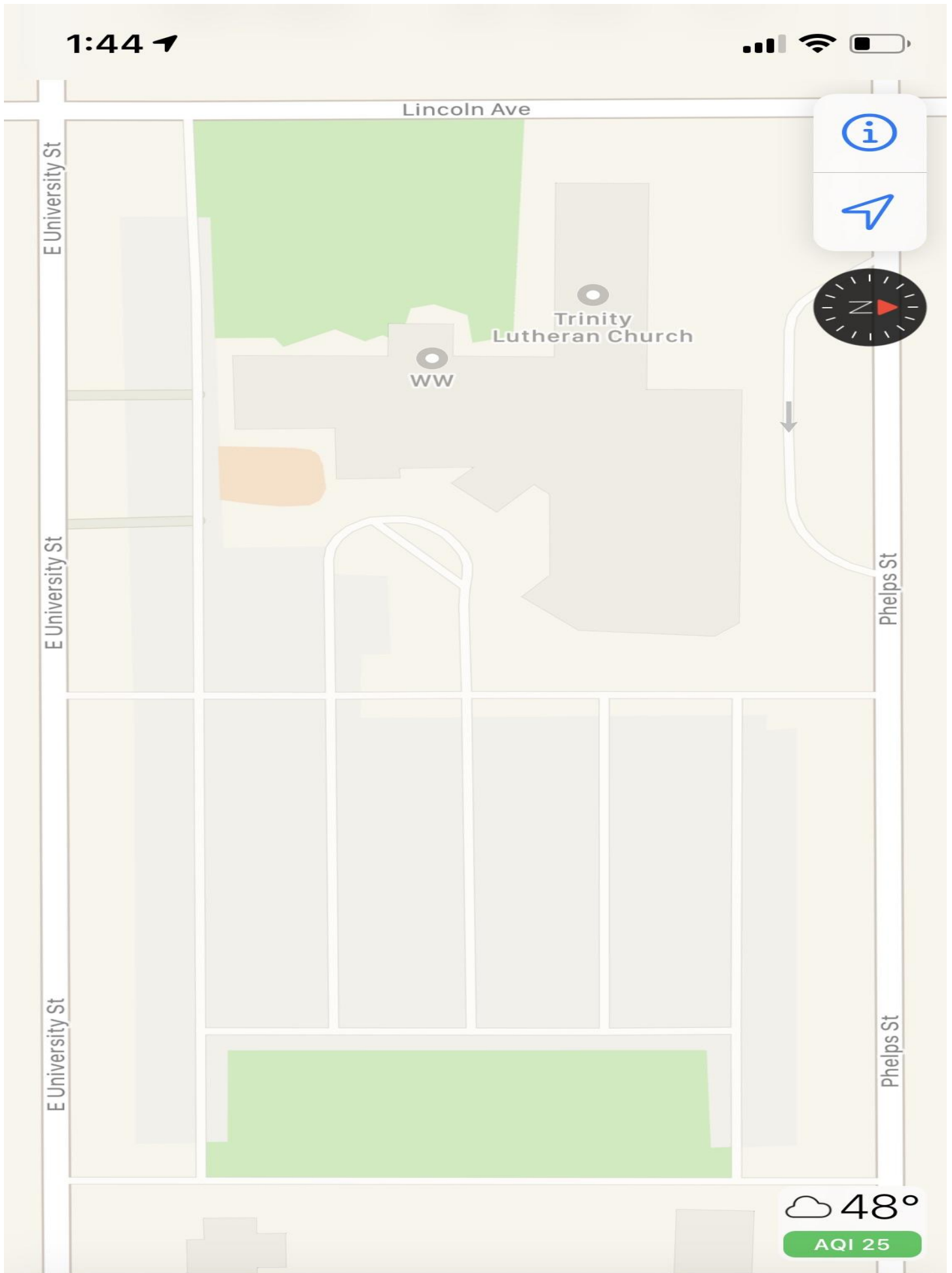
🔒 **Building & Inspection**

Approved, no comment.

**Date to Council: September 17,
2024**

Council Notes:

1:44



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AQI 25



CITY OF
OWATONNA

Miscellaneous



DATE: September 17, 2024
TO: Mayor and City Council
FROM: Sandra Bera, Accounting Specialist
SUBJECT: Resolution 98-24 Authorize Contract for Purchases - Fame Awards

Purpose:

Council to approve Resolution 98-24 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. That 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. That 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 as or lower than the price at which the commodity could be obtained from other sources;
3. That 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 \$185.00.

Staff Recommendation:

Staff recommends approval of Resolution 98-24.

Attachments:

1. Resolution 98-24 Contract - Fame Award Purchases

RESOLUTION NO. 98-24

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 \$185.00 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 \$185.00 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 \$185.00.
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.

ATTEST:

Thomas A. Kuntz, Mayor

Kris M. Busse, City Administrator



DATE: September 17, 2024
TO: Mayor and City Council
FROM: Mary Knudson, Administrative Coordinator
SUBJECT: Great River Greening Agreement

Purpose:

Approve Memo of Understanding with Great River Greening to work on public property in one census tract that qualifies as a disadvantaged area, with the goal of increasing tree canopy.

Background:

Great River Greening came to an earlier City Council study session this summer to answer council questions about the program. Responsibilities are listed in the agreement. City Attorney Walbran has reviewed the agreement.

Budget Impact:

Minimal costs from staff time and operating budget.

Staff Recommendation:

Staff recommends approving this agreement.

Attachments:

1. City of Owatonna USDA MOU

**COOLING MINNESOTA COMMUNITIES
MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF OWATONNA AND GREAT RIVER GREENING**

- I. **Parties.** This **Memorandum of Understanding (MOU)** is made is made the **8th of August 2024** between **Great River Greening (hereinafter referred to as “GRG”)**, a 501c3 non-profit located in St. Paul, Minnesota and **the City of Owatonna (hereinafter referred to as the “City”)**, located in Steele County, 65 miles southwest of the Twin Cities Metropolitan Area.
- II. **Scope of Services and Responsibilities.** GRG and the City agree to partner to work on public property in one census tract in the city that qualifies as a CEJST disadvantaged area, with the goal of increasing tree canopy.

Responsibilities

GRG Responsibilities. GRG agrees to provide the following list of services:

- Full and complete administration of the federally funded grant received from the Inflation Reduction Act and the USDA Forest Service, Urban and Community Forestry Program
- Fiscal authority over project costs and activities
- Tree removal (GRG will coordinate with a contractor)
- Tree planting (work will be done by GRG field staff, contractors, and/or supervised volunteers)
- Watering of newly planted trees for three (3) years or until end of grant, whichever comes first (GRG will coordinate with a contractor)
- Tree giveaways to residents in designated areas (work will be coordinated between GRG and City)
- Grant reporting and administration (work will be done by GRG with inputs from City)

City Responsibilities. The City agrees to provide the following list of services:

- Provide maps and other existing documentation relevant to the program
- Provide a point of contact
- Access to site or properties
- Support logistical and/or coordination requests for tree giveaways and during events
- Comply with regular data requests to support reporting obligations

- III. **Limitation of liability.** The City shall indemnify GRG and hold it harmless from and against any loss, claims, liabilities, damages and costs, including reasonable attorney's fees, related to the Project or the performance of their services pursuant to this Agreement, unless caused by the negligence of GRG, its agents or employees.

GRG shall indemnify the City and hold it harmless from and against any loss, claims, liabilities, damages and costs, including reasonable attorney's fees, related to the Project or the performance of their services pursuant to this Agreement, unless caused by the negligence of the City, its agents or employees.

- IV. **Amendment.** This Agreement may be amended only in a written document signed by both parties.
- V. **Independent Contractors.** Each party, its officers, agents and employees are at all times an independent contractor to the other party. Nothing in this Agreement shall be construed to make or render either party or any of its officers, agents, or employees an agent, servant, or employee of, or joint venture of or a partner with, the other.
- VI. **Entire Agreement.** This Agreement represents the entire agreement and understanding of the parties hereto with respect to the subject matter of this Agreement, and it supersedes all prior and concurrent agreements, understandings, promises or representations, whether written or oral, made by either party to the other concerning such subject matter.
- VII. **Insurance.** GRG agrees to maintain during the term of this Consulting Contract the following insurance: Workers Compensation Insurance, Commercial General Liability (with coverage no more restrictive than that provided for by standard ISO Form CG 00 01 11 88 or CG 00 01 10 93 with standard exclusions "a" through "n") with a minimum limit of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate for bodily injury and property damages, the limit specified may be satisfied with a combination of primary and Umbrella/Excess Insurance.
- VIII. **Waiver.** The failure of either party to insist in any one or more instances upon strict performance of any of the provisions of this Agreement shall not be construed as a waiver or relinquishment of the right to enforce or require compliance with such provision.
- IX. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota and the federal government.

- X. **Termination.** This agreement may be terminated by either party, with or without cause upon 30 days written notice to GRG or the Authorized Agent of the City.
- XI. **Completion.** Work for this Project will be performed by **February 28th, 2029**, unless circumstances beyond GRG's control that prevents GRG from completing the Project.

Authorized Representatives

Contracting Agent
Great River Greening

Project Manager
Katie Edmond

Address
251 Starkey Street, Suite 2200
Saint Paul, MN 55107

Contact Phone Number
(952) 239-9515

Email Address
kedmond@greatrivergreening.org

Landowner
City of Owatonna

Authorized Contact
Mary Jo Knudson

Address
540 West Hills Circle
Owatonna, MN 55060

Contact Phone Number
(507) 444-4300

Email Address
maryjo.knudson@owatonna.gov

The Grantee and the Subcontractor hereby each certify that it is the authorized representative and appropriate signatory for this Agreement. The authorized signatory representative below can differ from the authorized representative (main contact) listed above.

Grantee Authorized Representative	Landowner Authorized Representative
Great River Greening	City of Owatonna
Signature: _____	Signature: _____
Name: Kateri Routh	Name: _____
Title: Executive Director	Title: _____
Date: _____	Date: _____

Grant Manager Initials: *TR 8/14/24*

Conservation Director Initials: *TR 8/14/24*

Director of Finance Initials: GS 8/14/2024



DATE: September 17, 2024
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Limited Use Agreement - ROW at 212 & 216 Bridge Street W - Stadheim Properties of Owatonna, LLC

Purpose:

Approve the Limited Use Agreement between the City of Owatonna and Stadheim Properties of Owatonna, LLC for the use of right-of-way at 212 and 216 Bridge St West.

Background:

Stadheim Properties of Owatonna, LLC wishes to use a portion of City right-of-way at 212 and 216 Bridge St W for accessing the property of 216 Bridge St W and meeting accessibility requirements. The improvements include stairs, railing, two landings, and a raised sidewalk. The property owner agrees to the terms and conditions as outlined in the attached agreement.

This agreement includes a copy of an Easement Infinitely Stadheim Properties, LLC has with Lynal Torabpour, owner of 212 Bridge Street W.

Budget Impact:

No budget impact.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. 212 & 216 Bridge St W - Limited Use Agreement

LIMITED USE AGREEMENT

THIS LIMITED USE AGREEMENT made and entered into as of this 30th day of August, 2024, by and between the City of Owatonna, a Minnesota municipal corporation (hereinafter referred to as "Grantor") and Stadheim Properties of Owatonna, LLC (hereinafter referred to as "Grantee")

WITNESSETH:

- A. The Grantee is the fee owner of the property described as LOT 7, BLOCK 1, ABBOTT'S ADDITION ACCORDING TO THE PLAT ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER, STEELE COUNTY, MINNESOTA
- B. The Grantee has requested that the Grantor allow Grantee to use right-of-way located at 216 & 212 Bridge Street W.
- C. The Grantee wishes to use a portion of City right-of-way at 216 & 212 Bridge Street W for accessing the Property, which involves construction of frost footed stoop, elevated landing, elevated sidewalk, and stairs with safety railing.
- D. Grantor requires continuous access to City right of way for public utility, access, and maintenance purposes.
- E. The portion of the right of way that the Grantee wishes to use for the access area is described in attached Exhibit A (the "Subject Property"). Note, raised sidewalk and railing extend past the eastern lot line and fronts 212 Bridge Street W. Permission was requested from the property owner of 212 Bridge Street W and granted and is attached as Exhibit B.
- F. Any improvements to the Subject Property shall be at the sole cost of the Grantee.

THEREFORE, on the basis of the foregoing and upon the mutual undertakings and promises herein contained, the parties hereto stipulate and agree as follows:

1. Use of the Subject Property. In consideration of the covenants and agreements herein to be performed by Grantee and other good and valuable consideration, and subject to the limitations contained herein, the Grantor does hereby allow Grantee the non-exclusive use of the Subject Property for access, and the construction of frost footed stoops for access upon the Subject Property. Final plans shall be approved by City Engineer and building official prior to construction. Grantee shall not cause or allow the Subject Property to be utilized as a private or public access to any other properties beyond the Property.

The City reserves the right to use the Subject Property during the term of this Agreement for its own purposes, in the City's sole discretion.

2. Term and Extensions. The term of this Agreement commences on the date that this Agreement is executed by the parties and will terminate on June 1, 2055, or such earlier date as provided for in this Agreement. The term of this Agreement may be extended with the mutual written consent of the Grantor and Grantee.
3. Termination During Term. This Agreement may be terminated prior to the expiration of the term set forth herein, as follows:
 - a. The Grantee may terminate this Agreement during its term by giving at least thirty (30) days advance written notice to the other party. Termination will be effective on the date specified in the notice, and if no date is specified, thirty (30) days following the mailing of notice.
 - b. The Grantor may terminate this Agreement during its term immediately upon notice to the Grantee.
4. Subject Property Construction, Maintenance and Repair. The Grantee shall be solely responsible for the cost and the construction, maintenance and repair of the sidewalk at the Subject Property, both during the installation and after the completion of construction. Maintenance shall include all snow removal, drainage issues, repair, replacement, and any other issues that may arise due to the construction of appurtenances listed in paragraph C. Grantee shall return the areas surrounding the Subject Property to its present condition after installation of said appurtenances.

Grantee shall repair and maintain, in a proper, substantial, and workmanlike manner, the Subject Property during the term of this Agreement. Grantee shall be responsible for the costs of removal of any refuse or waste materials from the Subject Property. Grantee shall not use the Subject Property for the storage, handling, transportation or disposal of any hazardous substance, hazardous waste, pollutant or contaminant as those terms are defined in 42 U.S.C. Section 9601, et. seq. ("CERCLA") or Minnesota Statutes Chapter 115B ("MERLA"). In the event that Grantee fails to repair or maintain the Subject Property during the term of this Agreement, such limited use grant may be revoked by the Grantor.

5. Liens and Encumbrances. The Grantee agrees that during the term of this Agreement it shall not permit or suffer any liens or encumbrances to be placed against the Subject Property, nor shall it during such term engage in any activity that would cause or result in the placement of

any liens or encumbrances against the Subject Property, a mortgage excepted.

6. Costs/Letter of Credit. The Grantee agrees that all costs for installing all appurtenances at the Subject Property must be paid by Grantee. Grantor shall assume no cost, either directly or indirectly, for the installation or maintenance of the appurtenances. The Grantee agrees that all costs for removal of the improvements, including but not limited to the frost footed stoop, elevated landing, elevated sidewalk, stairs, and safety railing at the Subject Property, shall be paid by the Grantee.

In the event an expense is incurred by the City, the City shall invoice Grantee. Invoice shall be payable upon receipt. In the event the Grantee does not reimburse the City costs under the provisions of this paragraph 6, as an additional remedy, the City may, at its option, assess the Property in the manner provided by Minnesota Statutes, Chapter 429, and Grantee hereby consents to the levy of such special assessments without notice or hearing and waives its rights to appeal such assessments pursuant to Minnesota Statutes, Section 429.081, provided the amount levied, does not exceed the expenses actually incurred by the City. Further, the City may, at its option, as an additional remedy, recover expenses actually incurred by the City as service charges, in the manner provided by Minnesota Statutes, Sections 415.01, 366.011, and 366.012, and the Grantee hereby consents to the levy of such assessments without notice or hearing and waives its rights to appeal such assessments pursuant to Minnesota Statutes, provided the amount levied does not exceed the expenses actually incurred by the City pursuant to this Agreement.

This Paragraph 6 shall survive termination of this Agreement and shall be binding on the Grantee regardless of the enforceability of any other provision of this Agreement.

7. Right of Entry. Grantor shall retain all right of entry upon the Subject Property. Grantor may, at its sole discretion, remove or alter any part of listed appurtenances within the Subject Area to exercise its rights in the right-of-way. If Grantor plans to exercise this right, Grantor shall make reasonable efforts to notify Grantee before any removal or alteration work will commence. Nothing in this agreement shall create liability on behalf of the Grantor for removing or altering the appurtenances at the Subject Property, and Grantee shall have no right to recover any damages, in money or equity, for the removal or alteration of same.
8. Liability; Indemnification. Notwithstanding anything to the contrary in this Agreement, the Grantor, its officers, agents, and employees shall not be liable or responsible in any manner to the Grantee, Grantee's successors or assigns, Grantee's contractor or subcontractors, material suppliers, laborers, or to any other person or persons for any claim, demand, damage, or cause of action of any kind or character arising out of or by reason of the execution of this Agreement or the performance of this Agreement, nor will Grantee make any claim against the Grantor for or on account of any injury, loss or damage resulting from Grantee's Property or use thereof.

Grantee shall indemnify, hold harmless and defend the Grantor, its officials, employees, contractors and agents from and against any and all liability, loss, costs, damages, expenses, claims, actions or judgments, including reasonable attorneys' fees which Grantor, its officers, employees, agents or contractors may hereinafter sustain, incur, or be required to pay, arising

out of by reason of any act or failure to act by Grantee, its officers, employees, agents or contractors or arising out of or by reason of this Agreement.

Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled under Minnesota Statutes, Chapter 466, or otherwise.

9. Insurance. Grantee shall acquire and maintain property and liability insurance in at least the sum of \$1,500,000. Grantee shall provide to City a current certificate of liability insurance or policies of insurance for all insurance coverage required herein. Such certificate of liability insurance or policies of insurance shall contain a statement that such policies of insurance shall not be cancelled or amended unless sixty (60) days written notice is provided to the City. The City shall be named as an additional insured on such policies of insurance as to the Subject Property.
10. Taxes. Grantee shall be responsible for all real estate taxes and installments on special assessments, which are due and payable on the Property and the Subject Property, if any.
11. Assignment. The rights granted to Grantee hereunder may not be transferred or assigned without the prior written consent of the Grantor.
12. No Damages; No Relocation Benefits. Grantee understands and acknowledges that Grantor is willing to enter into this Agreement and carry out its obligations hereunder only because Grantee has agreed that it will make no claim for damages or relocation benefits upon termination of this Agreement or pursuant to any other agreement with the Grantor. Specifically, and without limitation of the foregoing, Grantee understands that upon the expiration or other termination of this Agreement, the Grantor has no obligation to provide Grantee with other routes for access to the Property.
13. No Property Interest. This instrument is not an easement or a lease, creates no landlord-tenant relationship, and nothing in this Agreement will be deemed to create any property interest other than as expressed in this Agreement.
14. Permits. Grantee agrees to properly apply for and retain any and all permits necessary to carry out any improvements outlined in this Agreement. Grantee shall be solely responsible for determining the proper boundaries of the Subject Property and shall be liable to any other property owners for trespass onto their property.
15. Notice. Any notice, which is required under this Agreement, will be deemed "given" upon hand delivery or three (3) days after prepaid posting in the U. S. Mail whichever will first occur. Notices shall be delivered or mailed to, or to such other address as a party may designate by notice to the other party:

- a. If to the Grantee:

Stadheim Properties of Owatonna LLC
11401 72nd Avenue SW
Ellendale, MN 56026

- b. If to the Grantor:

City of Owatonna
540 West Hills Circle
Owatonna, MN 55060
ATTN: City Administrator

with a copy to:

Mark Walbran
Walbran & Furness
140 East Main Street
Owatonna, MN 55060

16. Discrimination Provision. Grantee, in the use of the Property, shall not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, or national origin.
17. Waiver. The waiver by Grantor or Grantee of any breach of any term of this Agreement shall not be deemed a waiver of any prior or subsequent breach of the same term or any other term of this Agreement.
18. Entire Agreement; Modification. This Agreement, together with any exhibits hereto, which are incorporated by reference, constitutes the complete and exclusive statement of all mutual understandings between the parties with respect to this Agreement, superseding all prior or contemporaneous proposals, communications, and understandings, whether oral or written, concerning this Agreement. This Agreement may be modified or amended only by court order or by a writing executed by all the parties hereto under the provisions of this Agreement.
19. Headings. Any headings appearing at the beginning of the several sections contained in this Agreement have been inserted for identification and reference purposes only and shall not be used in the construction and interpretation of this Agreement.
20. Severability. If any part of this Agreement shall be held invalid, it shall not affect the validity of the remaining parts of this Agreement, provided that such invalidity does not materially prejudice either party under the remaining parts of this Agreement and this Agreement shall be construed as if the unlawful or unenforceable provision or application had never been contained herein or prescribed hereby.
21. Choice of Law and Venue. This Agreement shall be governed by and construed in

accordance with the laws of the State of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

22. Public Data. This Agreement and the information related to it are subject to the Minnesota Government Data Practices Act, Minnesota Statutes, and Chapter 13, which presumes that data collected by City is public data unless classified otherwise by law.
23. Relationship of Parties. Nothing contained in this Agreement shall be deemed to create a partnership, association or joint venture between the Grantor and Grantee, or to create any other relationship between the parties other than that of Grantor and Grantee.
24. Compliance with Laws. Grantee agrees to abide by and conform to all laws, rules, and regulations, including future amendments, controlling or affecting the use or occupancy of the Property and the Subject Property.
25. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.
26. Recitals. The recitals set forth above are incorporated into the Agreement.

[The remainder of this page was intentionally left blank])

IN TESTIMONY WHEREOF, the parties hereto have set their hands as of the day and year first above written.

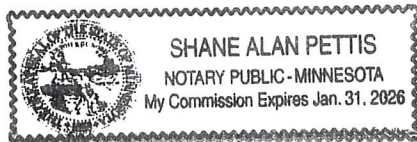
GRANTEE
STADHEIM PROPERTIES OF OWATONNA, LLC

Darin Stadheim

STATE OF MINNESOTA)
) SS.
COUNTY OF STEELE)

The foregoing instrument was acknowledged before me this 30 day of August, 2024, by *Darin Stadheim* and _____, the *President* and on behalf of Stadheim Properties of Owatonna, LLC, Grantee.

[Signature]
Notary Public



GRANTOR
CITY OF OWATONNA

By: _____
Its: Mayor

By: _____
Its: City Administrator

STATE OF MINNESOTA)
) SS.
COUNTY OF STEELE)

The foregoing instrument was acknowledged before me this ____ day of September, 2024, by Thomas A. Kuntz and Kris Busse, the Mayor and City Administrator, respectively, on behalf of the City of Owatonna, a Minnesota municipal corporation.

Notary Public

THIS DOCUMENT DRAFTED BY:

City of Owatonna, MN

EXHIBIT A

LEGAL DESCRIPTION OF SUBJECT PROPERTY

ALL RIGHT OF WAY OF BRIDGE STREET WEST NORTH OF A LINE 6.00 FEET SOUTH OF THE WESTERN 9.00 FEET OF LOT 6, BLOCK 1 AND ALL RIGHT OF WAY OF BRIDGE STREET WEST NORTH OF A LINE 6 FEET SOUTH OF THE EASTERN 13 FEET OF LOT 7, BLOCK 1 ABBOTT'S ADDITION ACCORDING TO THE PLAT ON FILE AND OF RECORD IN THE OFFICE OF THE COUNTY RECORDER, STEELE COUNTY, MINNESOTA

EXHIBIT B

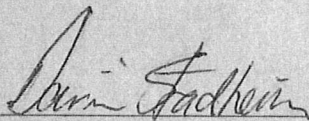
Easement infinitely

This agreement is between current property owners of Real Estate located at 216 Bridge St W, Owatonna MN (Stadheim Properties LLC) and 212 Bridge St W, Owatonna MN (Esmail Torabpour & Lynai Torabpour). This agreement will be contiguous and binding for future owners of both properties unless otherwise unanimously agreed between the parties and the City of Owatonna.

Easement is described and defined as follows:

ADA entry requirements require new front door ramp for 216 Bridge St W. to be installed on city sidewalk on Bridge Street, ramp length will be required to extend into the southwest front of 212 Bridge St W. or neighboring parcel 17-109-0107 approximately two to four feet.

Owners of both properties wish and agree to induce above Easement and to certify agreement to the City of Owatonna for permitting purposes prior to the scope of work within the city right of way by executing this agreement.

 6-11-24
Stadheim Properties LLC
Darrin Stadheim
216 Bridge St W.

 6-10-24
Esmail Torabpour
212 Bridge St w.

 6-10-24
Lynai Torabpour
212 Bridge St W.



CITY OF
OWATONNA

Finance Report

RECAP:

\$	22,742.82	Central Farm Service - fleet fuel
	301,886.17	Crane Creek Asphalt - asphalt
	37,133.60	Innovative Masonry Restoration - masonry repair & tuckpointing pay est #3
	110,558.20	Motorola Solutions Inc - 20 portable radios, accessories, 3 yr service
	246,457.95	Pearson Brothers Inc - Street Maintenance pay est #1
	144,072.86	Southeast Service Cooperative - Aug 2024 health ins premiums
	45,125.85	Steve James Excavating Inc
		- overlay prep project pay est #2 - \$37,825.00
		- dirt, rock, sanitary repair, curb replace & sump line repairs \$7,300.85
	132,764.40	Wencl Construction - 2024 Street & Utility pay est #1

128,371.97 OTHER EXPENDITURES

\$ 1,169,113.82 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					
379638	09/10/24	ALEXANDER LUMBER COMPANY	598.96	0	Regular
379639	09/10/24	APG MEDIA OF SO MINNESOTA LLC	1,141.20	0	Regular
379640	09/10/24	ASBESTROL INC	1,054.40	R	ACH
379641	09/10/24	ASPEN MILLS INCORPORATED	806.10	0	Regular
379642	09/10/24	AT&T	175.00	0	Regular
379643	09/10/24	AUTO-OWNERS INSURANCE CO	529.00	0	Regular
379644	09/10/24	BAKER & TAYLOR BOOKS	493.95	R	ACH
379645	09/10/24	BENJAMIN METCALF	15.01	0	Regular
379646	09/10/24	BENJAMIN R JOHNSON	65.35	0	Regular
379647	09/10/24	BEVERLY WOLTERS	30.00	0	Regular
379648	09/10/24	BOOKPAGE	414.00	R	ACH
379649	09/10/24	BOUND TREE MEDICAL LLC	91.99	0	Regular
379650	09/10/24	CAROL SHULTZ	50.00	0	Regular
379651	09/10/24	CARQUEST	1,168.11	0	Regular
379652	09/10/24	CAVALIER COACHES INC	2,585.00	0	Regular
379653	09/10/24	CDW GOVERNMENT INC	68.16	0	Regular
379654	09/10/24	CELLEBRITE	4,200.00	0	Regular
379655	09/10/24	CEMSTONE PRODUCTS CO	1,013.45	0	Regular
379656	09/10/24	CENGAGE LEARNING INC/GALE	151.95	R	ACH
379657	09/10/24	CENTRAL FARM SERVICE	22,742.82	0	Regular
379658	09/10/24	CLUB CADDIE	500.00	0	Regular
379659	09/10/24	CLUB CAR LLC	975.00	0	Regular
379660	09/10/24	CONTINENTAL RESEARCH CORP	1,167.71	R	ACH
379661	09/10/24	COVERALL OF THE TWIN CITIES	2,455.00	R	ACH
379662	09/10/24	CRANE CREEK ASPHALT	301,886.17	R	ACH
379663	09/10/24	CROSSFIT INNERDRIVE	175.00	R	ACH
379664	09/10/24	CULLIGAN OF OWATONNA	2.75	R	ACH
379665	09/10/24	ELDA KRAUSE	50.00	0	Regular
379666	09/10/24	EMPLOYEE STRATEGIES INC	7,612.50	R	ACH
379667	09/10/24	ENTENMANN-ROVIN CO	16.00	R	ACH
379668	09/10/24	FAME AWARDS	185.00	0	Regular
379669	09/10/24	FIRST SUPPLY OWATONNA	823.34	R	ACH
379670	09/10/24	FLAHERTY & HOOD PA	2,835.00	R	ACH
379671	09/10/24	FOUR SEASONS ELECTRIC	1,163.64	R	ACH
379672	09/10/24	GOPHER/PLAY WITH A PURPOSE	775.61	R	ACH
379673	09/10/24	GRAINGER	248.96	R	ACH
379674	09/10/24	HAWKINS INC	2,340.70	R	ACH
379675	09/10/24	HELEN M NAGEL INC	16.11	0	Regular
379676	09/10/24	HILLYARD INC	167.48	0	Regular
379677	09/10/24	HORIZON COMMERCIAL POOL SUPPLY	109.38	R	ACH
379678	09/10/24	HOUSE OWATONNA	222.60	0	Regular
379679	09/10/24	HUBER SUPPLY CO INC	20.15	0	Regular
379680	09/10/24	IFACS	70.58	R	ACH
379681	09/10/24	INNOVATIVE MASONRY RESTORATION	37,133.60	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
379682	09/10/24	INNOVATIVE OFFICE SOLUTIONS	772.20	0	Regular
379683	09/10/24	JASON MARSHALL STAYTON	2,650.00	R	ACH
379684	09/10/24	JESSICA JENKINS	50.00	0	Regular
379685	09/10/24	KATHRYN BENTSON	50.00	0	Regular
379686	09/10/24	KAYLA MICHELE	50.00	0	Regular
379687	09/10/24	KEITH EDWARD HILLER	6,250.76	0	Regular
379688	09/10/24	KENNA NELSON	200.00	0	Regular
379689	09/10/24	KES HOMES LLC	2,500.00	0	Regular
379690	09/10/24	KOWZ-FM	500.00	R	ACH
379691	09/10/24	KRIS BUSSE	130.00	0	Regular
379692	09/10/24	LANO EQUIPMENT INC	299.74	0	Regular
379693	09/10/24	LARRY THORNHILL	598.00	0	Regular
379694	09/10/24	LAWSON AUTOMOTIVE LLC	1,930.43	R	ACH
379695	09/10/24	LEGACY SIGNS INC	685.00	R	ACH
379696	09/10/24	LINDER DIGITAL	1,180.00	0	Regular
379697	09/10/24	MARCO TECHNOLOGIES LLC	441.35	R	ACH
379698	09/10/24	MATTHEW R HOKANSON	1,104.40	R	ACH
379699	09/10/24	MEI TOTAL ELEVATOR	11,767.30	0	Regular
379700	09/10/24	MIDWEST TAPE LLC	2,363.96	R	ACH
379701	09/10/24	MIKE'S REPAIR	126.50	R	ACH
379702	09/10/24	MINNESOTA SECURITY CONSORTIUM	1,500.00	R	ACH
379703	09/10/24	MN VALLEY TESTING LABS INC	1,101.75	R	ACH
379704	09/10/24	MOTOROLA SOLUTIONS INC	110,558.20	R	ACH
379705	09/10/24	MRI SOFTWARE LLC	50.00	R	ACH
379706	09/10/24	MTI DISTRIBUTING INC	4,871.59	R	ACH
379707	09/10/24	NAN MCKAY & ASSOCIATES INC	419.00	0	Regular
379708	09/10/24	NAPA AUTO PARTS	1,449.84	R	ACH
379709	09/10/24	NORTHERN SAFETY TECHNOLOGY INC	250.77	R	ACH
379710	09/10/24	OFFICE OF MNIT SERVICES	1,260.00	0	Regular
379711	09/10/24	OVERHEAD DOOR CO	938.14	R	ACH
379712	09/10/24	OWATONNA AREA CHAMBER OF COMM	270.00	0	Regular
379713	09/10/24	OWATONNA HEATING & COOLING INC	2,096.71	0	Regular
379714	09/10/24	OWATONNA MOTOR COMPANY	229.88	0	Regular
379715	09/10/24	OWT HARDWARE	428.43	0	Regular
379716	09/10/24	PARTNERS FOR PROGRESS	2,000.00	0	Regular
379717	09/10/24	PEARSON BROTHERS INC	246,457.95	0	Regular
379718	09/10/24	PLAISTED COMPANIES INC	4,650.74	0	Regular
379719	09/10/24	PRESENCE TELEHEALTH PLLC	424.00	R	ACH
379720	09/10/24	PRIME GARAGE DOOR & MORE LLC	350.00	R	ACH
379721	09/10/24	QUALITY EQUIP SALES & SERVICE	261.92	0	Regular
379722	09/10/24	R&E ENTERPRISES OF MANKATO INC	6,987.50	0	Regular
379723	09/10/24	RAMY TURF PRODUCTS	2,170.00	0	Regular
379724	09/10/24	RCM SPECIALTIES	866.70	0	Regular
379725	09/10/24	RICE LAKE CONTRACTING CORP	4,612.94	R	ACH
379726	09/10/24	SAFE-FAST INC	50.00	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
379727	09/10/24	SCHWAAB INC	102.38	0	Regular
379728	09/10/24	SELCO	2,371.46	R	ACH
379729	09/10/24	SHAN STEWART	50.00	0	Regular
379730	09/10/24	SHARE CORPORATION	1,262.46	R	ACH
379731	09/10/24	SHERWIN WILLIAMS COMPANY	125.19	0	Regular
379732	09/10/24	SHI INTERNATIONAL CORP	239.06	0	Regular
379733	09/10/24	SOUTHEAST SERVICE COOPERATIVE	144,072.86	R	Wire Transfer
379734	09/10/24	SPHERION STAFFING LLC	1,286.00	0	Regular
379735	09/10/24	SPLIT ROCK MANAGEMENT INC	3,860.00	R	ACH
379736	09/10/24	STEVE JAMES EXCAVATING INC	45,125.85	R	ACH
379737	09/10/24	STEWART COMPANIES INC	199.56	0	Regular
379738	09/10/24	TAFT STETTINIUS & HOLLISTER LL	750.00	R	ACH
379739	09/10/24	TERRACON CONSULTANTS INC	820.00	R	ACH
379740	09/10/24	THOMPSON SANITATION INC	236.40	R	ACH
379741	09/10/24	TONYA MARTIN	1,550.00	0	Regular
379742	09/10/24	TOR SPERLING	231.85	R	ACH
379743	09/10/24	TURFWERKS	679.88	R	ACH
379744	09/10/24	UNITED WAY	100.00	0	Regular
379745	09/10/24	USABUEBOOK	1,731.55	R	ACH
379746	09/10/24	UTILITY CONSULTANTS INC	2,123.40	R	ACH
379747	09/10/24	VAN METER INC	93.48	0	Regular
379748	09/10/24	VERIZON WIRELESS	443.88	0	Regular
379749	09/10/24	VERIZON WIRELESS-VSAT	150.00	0	Regular
379750	09/10/24	VERSATERM PUBLIC SAFETY US INC	324.00	0	Regular
379751	09/10/24	VESSCO INC	1,495.22	R	ACH
379752	09/10/24	VESTIS FIRST AID	45.61	0	Regular
379753	09/10/24	VESTIS GROUP INC	439.90	0	Regular
379754	09/10/24	WENCL CONSTRUCTION INC	132,764.40	0	Regular
379755	09/10/24	WENCL PLUMBING	130.00	0	Regular
379756	09/10/24	WOLFF AND SONS INC	57.00	R	ACH

66	Checks total:	504,540.38
52	ACH total:	520,500.58
0	EFTPS total:	
1	Wire transfer total:	144,072.86
0	Payment Manager total:	
119	GRAND TOTALS	1,169,113.82



CITY OF
OWATONNA

Resolutions



DATE: September 17, 2024
TO: Mayor and City Council
FROM: Kris Busse, City Administrator
SUBJECT: Resolution 93-24 Proposed 2025 City Budget and Levy

Purpose:

Council to set the Proposed City levy for 2025 along with adopting the 2025 Proposed Budget.

Background:

The City is required to adopt a proposed budget for the following year and certify its proposed property tax levy to the county auditor on or before September 30th.

An overview of the 2025 proposed budget was presented to the Council on August 27. A more detailed presentation of the budget and levy was presented to the Council during study sessions on August 27, 28 and September 10.

This proposed budget is consistent with the City's strategic plan. The 2025 proposed levy includes an increase of 8%. The City strives to have its levy increase follow growth. After several years of steady growth and moderate levy increases, the City continues to align its levy increases with growth. The current year's estimated growth rate is 7.0%.

The primary drivers of the levy are related to personnel, which accounts for 74% of the general fund operating costs. Low unemployment rates and strong competition for the workforce requires the City to provide employees compensation and benefits that encourage retention. The 2025 budget will include an annual increase in wages and advancing satisfactorily performing employees on their pay scales. With the growth the City has seen, staffing additions are also included in this budget. The City continually strives to deliver quality services in a way that delivers the highest value for taxpayers.

The total proposed City levy is \$19,671,155.

The final levy amount and budget will be presented on December 3rd at 6:00 p.m. The Council can approve a final levy amount that is lower but not greater than the proposed levy amount.

Budget Impact:

This will set the proposed levy and proposed budget for 2025.

Staff Recommendation:

Approve Resolution 93-24 for the proposed City levy and budget for 2025.

Attachments:

1. Resolution 93-24 2025 Proposed City Levy and Proposed Budget

RESOLUTION NO. 93-24

A RESOLUTION MAKING PROPOSED LEVY OF TAXES AND ADOPTING
PROPOSED BUDGET FOR 2025

BE IT RESOLVED by the City Council of the City of Owatonna, County of Steele, Minnesota:

1. That there is hereby proposed to be levied upon all the taxable property in the City of Owatonna a direct ad valorem tax in the amount of \$16,823,015 for general government, \$ 229,115 PERA rate change, and \$ 2,404,025 for debt retirement, which shall be spread upon the tax rolls and collected in the year 2025.

2. That a budget of \$ 45,870,086 in expenditures for fiscal year commencing January 1, 2025, is being proposed. This budget has been reviewed and potential funding sources identified as well as priorities and programs for 2025.

3. The city council will meet on December 3, 2024 at 6:00 pm to present details on the 2025 budget and receive input from public.

4. That the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Steele County, Minnesota.

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 17, 2024
TO: Mayor and City Council
FROM: Kris Busse, City Administrator
SUBJECT: Resolution 94-24 Proposed 2025 Housing & Redevelopment Authority Levy and Budget

Purpose:

City Council approval of Resolution 94-24, the Proposed 2025 HRA Levy and Budget.

Background:

The HRA is considered a special taxing district and its levy is adopted separately from the City levy. The City Council is required to adopt a proposed budget for the following year and certify its proposed property tax levy to the county auditor on or before September 30th. An overview of the proposed 2025 budget was presented to council on August 27. A more detailed presentation of the HRA budget and levy was presented to council on September 10.

The 2025 budget for the HRA includes the addition of a .7 FTE housing specialist to aid in the increasing number of vouchers that are being managed. The amount of the levy shall be an amount approved by the governing body of the city, but shall not exceed 0.0185 percent of estimated market value. Per the County Auditor & Assessor, the 2023 estimated market value was \$2,741,293,500. The allowable levy would be \$507,139 compared to the requested levy of \$215,000.

The final levy amount and budget will be presented on December 3rd at 6:00 p.m. Council can approve a final levy amount that is lower but not greater than the proposed levy amount.

Budget Impact:

This will set the HRA proposed levy and proposed budget for 2025.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Resolution 94-24 Proposed 2025 HRA Levy and Budget

RESOLUTION NO. 94-24

A RESOLUTION AUTHORIZING THE LEVY AND APPROVING THE
PRELIMINARY BUDGET FOR THE HOUSING AND
REDEVELOPMENT AUTHORITY OF THE CITY OF OWATONNA

BE IT RESOLVED by the City Council of the City of Owatonna, Minnesota, that the Housing and Redevelopment Authority of the City of Owatonna is hereby empowered to levy for collection in the year 2025 a tax on the properties of the City in an amount of \$ 215,000.00 for purposes authorized in Minnesota Statutes 469.001 to 469.047, as authorized in Minnesota Statutes 469.033, Subd. 6.

A budget of \$ 1,787,654 for the fiscal year commencing January 1, 2025, is being proposed.

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 17, 2024
TO: Mayor and City Council
FROM: Troy Klecker, Community Development Director
SUBJECT: Resolution 95-24 Set Public Hearing Date for TIF District 20-1, Modern Aire Apartments

Purpose:

Request Council approval of Resolution 85-24 to set the date for a public hearing date for consideration of Redevelopment TIF District 20-1.

Background:

Staff have been working with a developer on redeveloping the Modern Aire Apartments property along Bixby Road. The proposed project includes demolition of the 12 unit apartment building and construction of a 73-unit apartment building with first floor parking. The new apartment building would consist of 53 market rate apartments and 20 affordable units.

City Council previously approved the application for a grant for this project which we are still waiting to hear back on. The developer is requesting tax increment financing due to the demolition and site development costs and the 20 affordable units within this project. On August 20, 2024, City Council approved Resolution 85-24 setting the date for this public hearing on October 1st; however, more time is needed to prepare the TIF Plan. This resolution will set the date for the public hearing on October 15th.

Budget Impact:

The proposed Redevelopment TIF District could run for up to 25 years.

Staff Recommendation:

Staff recommends approval of Resolution 95-24.

Attachments:

1. Resolution 95-24 Set Public Hearing Date - TIF District 20-1
2. Site Overview - TIF District 20-1

RESOLUTION NO. 95-24

RESOLUTION CALLING PUBLIC HEARING ON THE PROPOSED ESTABLISHMENT OF DEVELOPMENT DISTRICT NO. 20; THE ADOPTION OF A DEVELOPMENT PROGRAM FOR MUNICIPAL DEVELOPMENT DISTRICT NO. 20; THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 20-1 WITHIN DEVELOPMENT DISTRICT NO. 20; AND THE PROPOSED ADOPTION OF A TAX INCREMENT FINANCING PLAN RELATING THERETO

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

1. Public Hearing. This Council shall meet on October 15, 2024, at approximately 7:00 p.m., to hold a public hearing on the following matters: (a) the proposed establishment of Development District No. 20 (the "Development District"); (b) the proposed adoption of a Development Program (the "Development Program") for the Development District; (c) the proposed establishment of Tax Increment Financing District No. 20-1 (the "TIF District") within the Development District; and (d) the proposed adoption of a Tax Increment Financing Plan (the "TIF Plan") relating thereto, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.133, both inclusive, as amended, and Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive, as amended (collectively, the "Act").

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

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

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

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of _____, 2024.

ATTEST:

Thomas A. Kuntz, Mayor

Kris M. Busse, City Administrator/City Clerk

Exhibit A

CITY OF OWATONNA
STEELE COUNTY
STATE OF MINNESOTA

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of Owatonna, Steele County, Minnesota, will hold a public hearing on October 15, 2024, at 7:00 p.m., at the City Hall, 540 West Hills Circle in the City of Owatonna, Minnesota (the "City"), relating to the proposed establishment of Development District No. 20 (the "Development District"), the proposed adoption of a Development Program (the "Development Program") for the Development District, the proposed establishment of Tax Increment Financing District No. 20-1 (the "TIF District") within the Development District, and the proposed adoption of a Tax Increment Financing Plan (the "TIF Plan") therefor, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 through 469.133 and Sections 469.174 through 469.1794. Copies of the Development Program and the proposed TIF Plan are on file and available for public inspection at the office of the City Administrator at City Hall.

The property proposed to be included in the Development District is described in the Development Program, on file in the office of the City Administrator. The property proposed to be included in the TIF District is described in the TIF Plan on file in the office of the City Administrator.

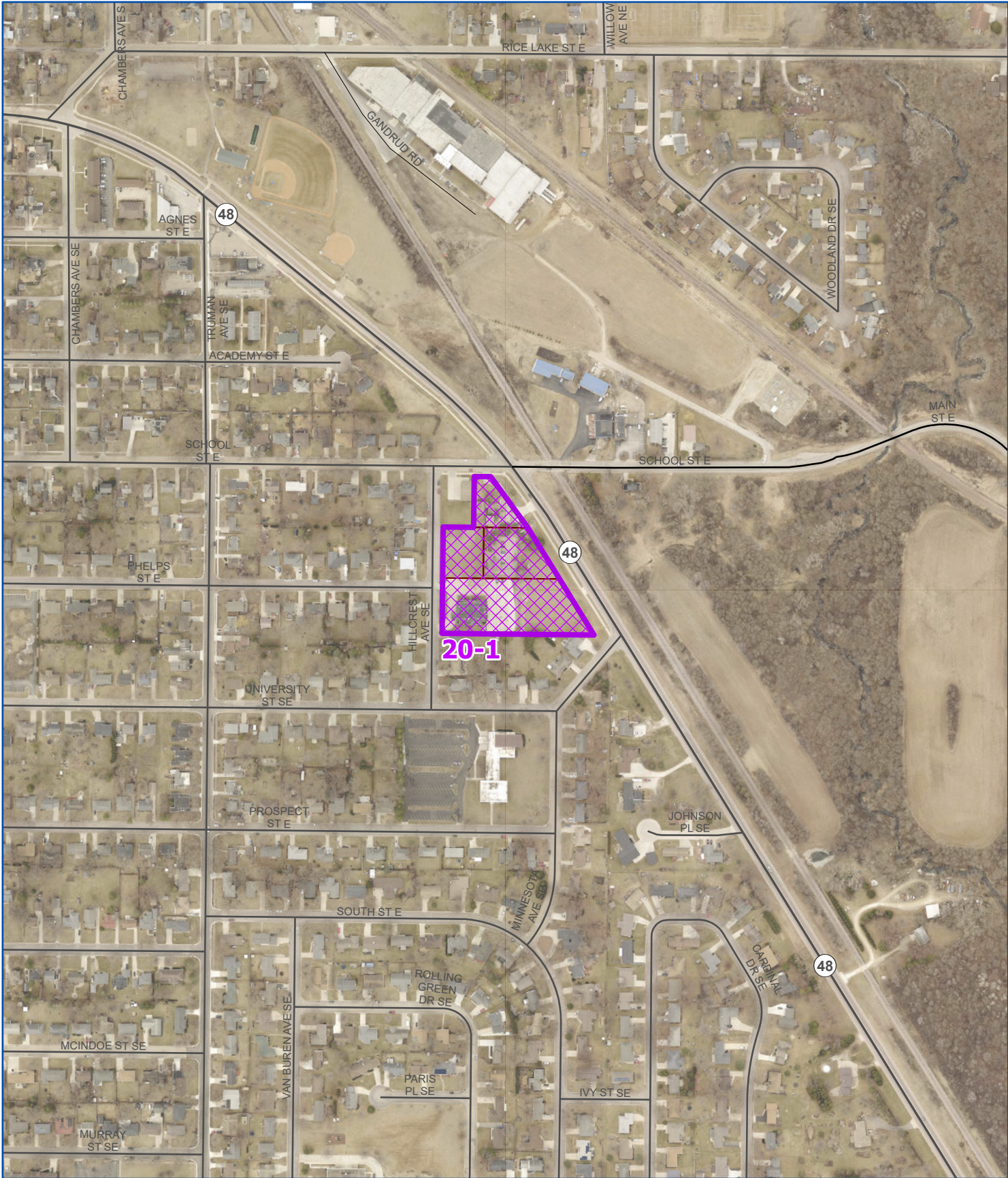
A map of the Development District and the TIF District is attached.

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

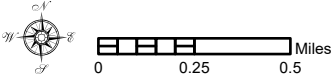
BY ORDER OF THE CITY COUNCIL OF
THE CITY OF OWATONNA, MINNESOTA

Kris M. Busse, City Administrator

City of Owatonna Map of Boundaries of Development District No. 20 and
Tax Increment Financing Districts within Development District No. 20



-  Tax Increment Financing Districts within Development District No. 20
-  Tax Increment Financing District No. 20-1



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

August 15, 2024



DATE: September 17, 2024
TO: Mayor and City Council
FROM: Ed Hoffman, Fire Chief
SUBJECT: Resolution 96-24 Declare Costs to be Assessed - Weed and Nuisance Compliance

Purpose:

Declare the cost to be assessed and order preparation of the Proposed Assessments for unpaid weed and nuisance expenditures incurred by the City during 2024.

Background:

The Owatonna Fire Department enforces the city codes for mowing of weeds and grass, other harmful vegetation, and other services by using a mowing service to bring noncompliant properties into compliance.

Budget Impact:

The total assessment amount of \$1,844.15 will reimburse the city for the cost of weed and nuisance enforcement. The City's share of these costs will be \$0.

Staff Recommendation:

Staff recommends approval of Resolution 96-24.

Attachments:

1. Resolution 96-24 Costs Assessed for Mowing

RESOLUTION NO. 96-24

A RESOLUTION DECLARING COST TO BE ASSESSED AND
ORDERING PREPARATION OF PROPOSED ASSESSMENT

WHEREAS, the City has conducted the 2024 Mowing of Weeds, Grasses, and Other Harmful Vegetation on various lots in the City, and the cost of such service is \$1,844.15 so that the total cost of the improvement will be \$1,844.15, and of this cost the City will pay an estimated \$0 as its share of the cost,

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

1. The estimated cost of such service to be specially assessed is hereby declared to be \$1,844.15.

2. The City Clerk, with the assistance of the City Fire Chief, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he shall file a copy of such proposed assessment in his office for public inspection.

3. The Clerk shall, upon the completion of such proposed assessment, notify the Council thereof.

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 17, 2024
TO: Mayor and City Council
FROM: Ed Hoffman, Fire Chief
SUBJECT: Resolution 97-24 Set Date for Public Hearing - Proposed Assessments - Weed and Nuisance Compliance

Purpose:

Set the date for a public hearing for council consideration of the proposed assessments for unpaid weed and nuisance expenditures incurred by the City during 2024.

Background:

The Owatonna Fire Department enforces the city codes on mowing of weeds, grass, other harmful vegetation, and other services by using a mowing service to bring non-compliant properties into compliance.

Budget Impact:

The total assessment amount of \$1,844.15 will reimburse the city for the cost of weed and nuisance enforcement. The City's share of these costs will be \$0.

Staff Recommendation:

Staff recommends approval of Resolution 97-24, setting the public hearing for October 15, 2024.

Attachments:

1. Resolution 97-24 Set date for PH - Mowing Assessments

RESOLUTION NO. 97-24

A RESOLUTION FOR HEARING ON PROPOSED ASSESSMENT

WHEREAS, by Resolution No. 96-24, passed by the Council on September 17, 2024, the City Clerk was directed to prepare a proposed assessment of the cost of the 2024 Mowing of Weeds, Grasses, and Other Harmful Vegetation on various lots in the City; and

WHEREAS, the Clerk has notified the Council that such proposed assessment has been completed and filed in his office for public inspection,

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 the 15th day of October 2024, in the Council Chambers of the City Administration Building 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 at least two weeks prior to the hearing, and he shall state in the notice the total cost of the improvement. He shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks 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 M. Busse, City Administrator/City Clerk



CITY OF
OWATONNA

Miscellaneous