



CITY COUNCIL MEETING
Tuesday, October 15, 2024 at 7:00 PM
Council Chambers, City Hall at 540 West Hills Circle
Roll Call Council Members Voss, Dotson, Burbank,
Boeke, Raney, Svenby & Schultz

PLEASE NOTE: At 5:30 p.m. The council will tour Merrill Hall and then meet in a study session in Chambers. If time allows, there will be general updates on various city boards and commissions.

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

1.1. Council Agenda

1.2. Mayor Kuntz

1.2.1. Recommendation for Appointment: Owatonna Public Utilities Commissioner -
Representing Ward 3 - Sharon McLane

1.3. Public Hearings

1.3.1. Public Hearing Notice - Establish Development District 20, TIF District No. 20-1, Approve
TIF Plan, Interfund Loan and Development Agreement for Aire Apartments

1.3.1.1. Resolution 107-24 Establish Development District 20, TIF District No. 20-1, Approve
TIF Plan, Interfund Loan and Development Agreement for Aire Apartments

1.3.2. Public Hearing Notice - Proposed Assessments - Unpaid Costs of Weed and Nuisance
Compliance

1.3.2.1. Resolution 108-24 Assessments - Mowing and Nuisance Compliance Costs

2. CONSENT AGENDA ITEMS

2.1. Minutes – Council Meeting – October 1, 2024

2.2. Board/Commission Minutes

2.2.1. Human Rights Commission Meeting - September 10, 2024

2.2.2. Planning Commission Minutes - October 8, 2024

2.3. Department Reports:

2.3.1. Building Inspections Monthly Report- September 2024

2.3.2. Weed/Nuisance Inspection Report - October 8, 2024

2.4. Licenses/Permits

2.4.1. Event Permit - Bethel Church Turkey Trot - November 28, 2024

2.4.2. Temporary Liquor Permit - Owatonna Arts Center Fall Wine Tasting - November 14,
2024

2.4.3. Temporary Liquor Permit - Night at Kibble Equipment - MSB - November 21, 2024

2.4.4. Extension of Liquor License Premises - Eagles #1791

2.5. Miscellaneous

2.5.1. One-year Agreement - Facility Generator Maintenance - Cummins Sales & Service

2.5.2. Three-year agreement - Kitchen Hood Cleaning and Fire Suppression Service - Summit Fire Protection

2.5.3. Preventative Maintenance Agreements - HVAC Boilers - Davis Mechanical

2.5.4. Geotechnical Services Agreement - Vine Street Parking Lot - American Engineering Testing

2.5.5. Renew Parking Lot Lease - W Main Street - Brian and Susan Stendel

3. ACTION ITEMS

3.1. Finance Report

3.2. Resolutions:

3.2.1. Resolution 109-24 Preliminary and Final Plat of Aire Apartments Addition

3.2.2. Resolution 110-24 Conditional Use Permit 17 Aire Apartments

3.2.3. Resolution 111-24 Adopt IMAGINE OWATONNA 2050 Comprehensive Plan

3.3. Miscellaneous

3.3.1. WWTF Expansion Change Order #16 - Rice Lake Construction Group

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



DATE: October 15, 2024
TO: Mayor and City Council
FROM: Thomas A. Kuntz
Mayor
SUBJECT: Recommendation for Appointment: Owatonna Public Utilities Commissioner -
Representing Ward 3 - Sharon McLane

Purpose:

Recommend the council appoint Sharon McClane to the Owatonna Public Utility Commission representing the Third Ward.

Background:

Former OPU Commissioner Randy Doyal resigned, creating a vacancy on the commission. This appointment is to fulfill the remainder of Mr. Doyal's term which will expire April 30, 2027. At that time, Sharon will be eligible for consideration for reappointment to a new five-year term.

Advertising to fill this open seat was posted and applications received. Following a phone interview with Sharon, a background verification was completed; Chief Mundale has no objection to this appointment.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval of this appointment.

Attachments:

None



CITY OF
OWATONNA

Public Hearings

Exhibit A

CITY OF OWATONNA
STEELE COUNTY
STATE OF MINNESOTA

NOTICE OF PUBLIC HEARING

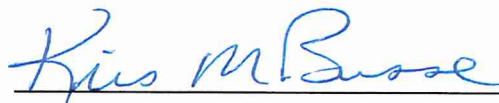
NOTICE IS HEREBY GIVEN that the City Council (the "Council") of the City of Owatonna, Steele County, Minnesota, will hold a public hearing on October 15, 2024, at 7:00 p.m., at the City Hall, 540 West Hills Circle in the City of Owatonna, Minnesota (the "City"), relating to the proposed establishment 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.

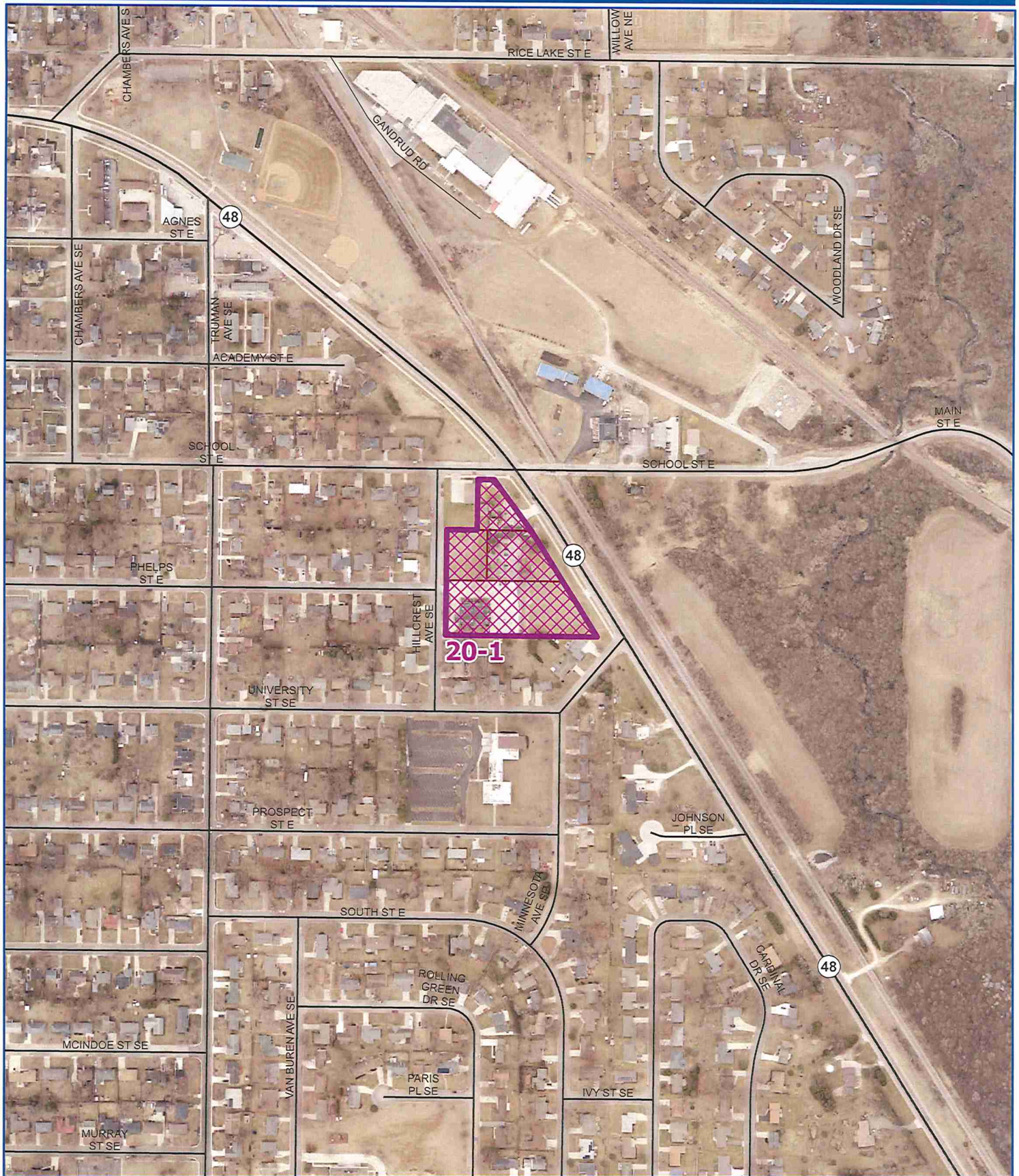
All interested persons may appear at the hearing and present their views orally or in writing prior to the hearing.

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: October 15, 2024
TO: Mayor and City Council
FROM: Troy Klecker, Community Development Director
SUBJECT: Resolution 107-24 Establish Development District 20, TIF District No. 20-1, Approve TIF Plan, Interfund Loan and Development Agreement for Aire Apartments

Purpose:

Approve Resolution 107-24, Approving Tax Increment Financing and Development Agreement for Aire Apartments Redevelopment Project.

Background:

Stadheim Properties of Owatonna, LLC is proposing to redevelop the former Modern Aire Apartments site into a 73 unit apartment building with 19 tucked under garages. The project would include 53 market rate apartments and 20 affordable apartments. The developer is requesting the use of tax increment financing to assist with the costs of redeveloping the site and keeping 20 units affordable for the duration of the TIF district. The City also assisted the project in acquiring a workforce housing grant through the State. Included in the resolution is approval for an interfund loan and the development agreement. The City would not be contributing anything to the project upfront. Like always, it would be a "pay as you go" TIF where we would reimburse the developer property taxes that have been paid on the new project.

Budget Impact:

The total TIF amount is \$4,769,624 with a present day value of \$2,424,075. The TIF district will be up to 26 years. The City has incurred some consulting costs that will be reimbursed through the TIF.

Staff Recommendation:

Staff recommends approval of Resolution 107-24 for the proposed Aire Apartments.

Attachments:

1. Resolution 107-24
2. TIF Plan Owatonna TIF 20-1
3. Owatonna TIF 20-1 - Development Agreement

RESOLUTION NO. 107-24

RESOLUTION APPROVING THE ESTABLISHMENT OF MUNICIPAL DEVELOPMENT DISTRICT NO. 20; APPROVING THE ADOPTION OF A DEVELOPMENT PROGRAM THEREFOR; ESTABLISHING TAX INCREMENT FINANCING DISTRICT (REDEVELOPMENT) NO. 20-1 (HILLCREST) WITHIN MUNICIPAL DEVELOPMENT DISTRICT NO. 20; APPROVING THE TAX INCREMENT FINANCING PLAN THEREFOR; AUTHORIZING AN INTERFUND LOAN; AND AUTHORIZING EXECUTION OF A DEVELOPMENT AGREEMENT

A. WHEREAS, it has been proposed that the City of Owatonna, Minnesota (the "City") (1) establish Municipal Development District No. 20 (the "Development District"); (2) adopt a development program for the Development District (the "Development Program") (3) establish Tax Increment Financing District (Redevelopment) No. 20-1 (Hillcrest) therein (the "TIF District"); (4) approve and adopt the proposed Tax Increment Financing Plan (the "TIF Plan") therefor under the provisions of Minnesota Statutes, Sections 469.174 to 469.1794, as amended (the "Act"); (5) authorize an Interfund Loan (hereinafter defined); and (5) authorize the execution of a development agreement; and

B. WHEREAS, the City Council has investigated the facts and has caused to be prepared the Development Program and the TIF Plan; and

C. WHEREAS, the City has performed all actions required by law to be performed prior to the approval of the establishment of the Development District and the establishment of the TIF District therein, and the adoption of the Development Program and TIF Plan therefor, including, but not limited to, notification of Steele County (the "County") and Owatonna Public Schools, Independent School District No. 761, having taxing jurisdiction over the property to be included in the TIF District, and the holding of a public hearing upon published and mailed notice as required by law; and

D. WHEREAS, Stadheim Properties of Owatonna, LLC (the "Developer") has requested the City to assist with the financing of certain costs incurred in connection with the renovation by the Developer of a substandard building located in the City to be used as an apartment building containing seventy-three (73) units (of which a minimum of twenty (20) will be affordable) (the "Project"); and

E. WHEREAS, the Developer and the City have determined to enter into a Development Agreement providing for the City's tax increment financing assistance for the Project (the "Development Agreement"); and

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

1. Establishment of Development District No. 20. There is hereby established in the City a Development District No. 20, the initial boundaries of which are fixed and determined as described in the Development Program.

2. Development Program. The Development Program for the Development District, a copy of which is on file in the office of the City Administrator, is adopted.

3. Tax Increment Financing District (Redevelopment) No. 20-1 (Hillcrest). There is hereby established in the City within the Development District, Tax Increment Financing District (Redevelopment) No. 20-1 (Hillcrest), a redevelopment tax increment financing district, the initial boundaries of which are fixed and determined as described in the TIF Plan.

4. Tax Increment Financing Plan. The TIF Plan is adopted as the tax increment financing plan for the TIF District, and the City Council makes the following findings:

(a) The TIF District is an redevelopment district as defined in Minnesota Statutes, Section 469.174, Subd. 10, the specific basis for such determination is set forth in Section 3.03.3 of the TIF Plan.

(b) The proposed development, in the opinion of the City Council, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future. The reasons for such determination are set forth in Section 3.02.7 of the TIF Plan.

(c) In the opinion of the City Council, the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan. The reasons supporting this finding are set forth in Section 3.02.7 of the TIF Plan.

(d) The TIF Plan for the TIF District conforms to the general plan for development or redevelopment of the City as a whole. The reasons for supporting this finding are set forth in Section 3.02.2 of the TIF Plan.

(e) The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of the Development District by private enterprise. The reasons supporting this finding are set forth in Section 3.02.7 of the TIF Plan.

5. Public Purpose. The adoption of the TIF Plan for the TIF District within the Development District conforms in all respects to the requirements of the Act and will help fulfill a need to develop an area of the State which is already built up to provide housing, to improve the tax base and to improve the general economy of the State and thereby serves a public purpose.

6. Certification. The County Auditor is requested to certify the original net tax capacity of the TIF District as described in TIF Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased in accordance with the Act; and the City Administrator is authorized and directed to forthwith transmit this request to the County Auditor in such form and content as the County Auditor may specify, together with a

list of all properties within the TIF District for which building permits have been issued during the 18 months immediately preceding the adoption of this Resolution.

7. Filing. The City Administrator is further authorized and directed to file a copy of the Development Program and TIF Plan for the TIF District with the Commissioner of Revenue and the Office of the State Auditor.

8. Administration. The administration of the Development District is assigned to the City Administrator who shall from time to time be granted such powers and duties pursuant to Minnesota Statutes, Sections 469.130 and 469.131 as the City Council may deem appropriate.

9. Interfund Loan. The City has determined that it may pay for certain costs (the "Qualified Costs") identified in the TIF Plan which costs may be financed on a temporary basis from the City's general fund or any other fund from which such advances may be legally made (the "Fund"). Under Minnesota Statutes, Section 469.178, Subd. 7, the City is authorized to advance or loan money from the Fund in order to finance the Qualified Costs. The City intends to reimburse itself for the payment of the Qualified Costs, plus interest thereon, from tax increments derived from the TIF District in accordance with the following terms (which terms are referred to collectively as the "Interfund Loan"):

(a) The City shall repay to the Fund from which the Qualified Costs are initially paid, the principal amount of \$476,962 (or, if less, the amount actually paid from such fund) together with interest at 5.00% per annum (which is not more than the greater of (i) the rate specified under Minnesota Statutes, Section 270C.40, or (ii) the rate specified under Minnesota Statutes, Section 549.09) from the date of the payment.

(b) Principal and interest on the Interfund Loan ("Payments") shall be paid annually on each December 31 commencing with the date the tax increments from the TIF District are available and not otherwise pledged to and including the earlier of (a) the date the principal and accrued interest of the Interfund Loan is paid in full, or (b) the date of last receipt of tax increment from the TIF District ("Payment Dates") which Payments will be made in the amount and only to the extent of available tax increments. Payments shall be applied first to accrued interest, and then to unpaid principal.

(c) Payments on the Interfund Loan are payable solely from the tax increment generated in the preceding twelve (12) months with respect to the TIF District and remitted to the City by Steele County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, as amended. Payments on this Interfund Loan are subordinate to any outstanding or future bonds, notes or contracts secured in whole or in part with tax increment, and are on parity with any other outstanding or future interfund loans secured in whole or in part with tax increments.

(d) The principal sum and all accrued interest payable under this Interfund Loan are pre-payable in whole or in part at any time by the City without premium or penalty. No partial prepayment shall affect the amount or timing of any other regular payment otherwise required to be made under this Interfund Loan.

(e) The Interfund Loan is evidence of an internal borrowing by the City in accordance with Minnesota Statutes, Section 469.178, Subd. 7, and is a limited obligation

payable solely from tax increment pledged to the payment hereof under this resolution. The Interfund Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the City. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on the Interfund Loan or other costs incident hereto except out of tax increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on the Interfund Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the termination of the TIF District.

(f) The City may amend the terms of the Interfund Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.

10. Development Agreement.

(a) The Council hereby approves the Development Agreement in substantially the form submitted, and the Mayor and the City Administrator are hereby authorized and directed to execute the Development Agreement on behalf of the Council.

(b) The approval hereby given to the Development Agreement includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by the City officials authorized by this resolution to execute the Development Agreement. The execution of the Development Agreement by the appropriate officer or officers of the City shall be conclusive evidence of the approval of the Development Agreement in accordance with the terms hereof.

The motion for adoption of the foregoing resolution was duly seconded by member _____ and, after full discussion thereof, and upon a vote being taken thereof, the following voted in favor thereof:

and the following voted against same:

Adopted this 15th day of October, 2024.

Mayor

Attest: _____
City Administrator

CITY OF OWATONNA, MINNESOTA

DEVELOPMENT PROGRAM FOR DEVELOPMENT DISTRICT NO. 20

AND TAX INCREMENT FINANCING PLAN FOR

TAX INCREMENT FINANCING (REDEVELOPMENT)

DISTRICT NO. 20-1 (HILLCREST)

Proposed to be Adopted by City of Owatonna

PUBLIC HEARING DATE: _____, 2024

PLAN APPROVED: _____, 2024

REQUEST FOR CERTIFICATION: _____, 2024

TIF DISTRICT CERTIFIED: _____, 2024



Northland Securities, Inc.
150 South Fifth Street, Suite 3300
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Member NASD and SIPC
Registered with SEC and MSRB

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ARTICLE I – INTRODUCTION AND DEFINITIONS

SECTION 1.01 INTRODUCTION

The City of Owatonna proposes to provide tax increment financing assistance to assist with revelopment within the City. This document contains the plan for achieving the objectives of the Development Program for Development District No. 20 through the establishment and use of Tax Increment Financing District No. 20-1 within its boundaries. This document contains the Tax Increment Financing Plan for Tax Increment Financing (Redevelopment) District No. 20-1, which is the first district to be established within the boundaries of Development District No. 20.

SECTION 1.02 DEFINITIONS

The terms defined below, for purposes hereof, and for purposes of Development District No. 20 and the Development Program related thereto and for Tax Increment Financing District No. 20-1 and the Tax Increment Financing Plan related thereto which is established and approved within Development District No. 20, shall have the following respective meanings, unless the context specifically requires otherwise.

1. "Authority" means the City of Owatonna, Minnesota.
2. "City" means the City of Owatonna, Minnesota.
3. "City Council" means the City Council of the City.
4. "County" means Steele County, Minnesota.
5. "Developer" means a private party undertaking construction within the TIF District.
6. "Development" means the redevelopment of property and the construction by the Developer of approximately 74 rental housing units to be located at Hillcrest Avenue SE in the City.
7. "Development District" means Development District No. 20 in the City, created and established pursuant to and in accordance with the Development District Act.
8. "Development District Act" means Minnesota Statutes, Sections 469.124 through 469.133, as amended and supplemented from time to time.
9. "Development Program" means the Development Program for the Development District, as amended and supplemented from time to time.
10. "Public Development Costs" means the cost of the Development, including administrative expenses, and interest as a financing cost, which will be paid or financed with tax increments from the TIF District, but not to exceed the estimated tax increment generated by the development activity expected to occur within the Development District and TIF District.
11. "Property" means the four parcels located at Hillcrest Avenue SE in the City, inclusive of parcels numbers: 17-143-0901; 17-177-0001; 17-177-0002; and 17-177-0003 .
12. "Project Area" means the geographic area of the Development District.
13. "Project Costs" means Public Development Costs.
14. "School District" means Owatonna Public Schools, Independent School District No. 761.
15. "State" means the State of Minnesota.

16. "Tax Increment Bonds" means any tax increment bonds as defined in Section 469.174, subdivision 3 of the TIF Act, issued by the City to finance Public Development Costs, and any obligations issued to refund such bonds, pursuant to Section 469.178 of the TIF Act.
17. "TIF Act" means Minnesota Statutes, Sections 469.174 through 469.1794 as amended, both inclusive.
18. "TIF District" means Tax Increment Financing (Redevelopment) District No. 20-1 (Hillcrest).
19. "TIF Plan" means the tax increment financing plan for the TIF District (this document).

SECTION 1.03 EXHIBITS

The following exhibits are attached to and by reference made a part of the Development Program and Tax Increment Financing Plan:

- Exhibit I: Present Value Analysis.
- Exhibit II: Projected Tax Increment
- Exhibit III: Impact on Other Taxing Jurisdictions
- Exhibit IV: Estimated Tax Increment Over Life of District
- Exhibit V: Map of Development District and TIF District

SECTION 1.04 PLAN PREPARATION

This document was prepared for the City by Northland Public Finance, part of Northland Securities, Inc.

ARTICLE II - DEVELOPMENT PROGRAM

SECTION 2.01 OVERVIEW

The City hereby establishes Development District No. 20 and the related Development Program as a tool to achieve the objectives described in Section 2.02. The Development District serves as the "Project Area" for the tax increment financing districts established within its boundaries. The Development Program describes the City's objectives for the development of this area and the use of tax increment financing.

SECTION 2.02 STATEMENT OF OBJECTIVES

The establishment of the Development District pursuant to the Development District Act is necessary and in the best interests of the City and its residents and is necessary to give the City the ability to meet certain public purpose objectives that would not be obtainable in the foreseeable future without intervention by the City in the normal development process.

The City intends, to the extent permitted by law, to accomplish the following objectives through the implementation of the Development Program:

1. Provide for the acquisition of land and construction and financing of the private development in the Development District which are necessary for the orderly and beneficial development of the Development District and adjacent areas of the City.
2. Encourage the redevelopment of blighted and under-utilized areas of the City.

3. Facilitate the removal of deteriorated structures and encourage redevelopment in commercial areas providing high levels of property maintenance and private investment.
4. Provide parking needed to support development and encourage use of shared parking to promote additional private development.
5. Build, maintain improve, and reconstruct public improvements and utilities needed to support development.
6. Promote and secure the prompt and unified development of certain property in the Development District, which property is not now in productive use or in its highest and best use, with a minimum adverse impact on the environment, and thereby promote and secure the desirable development of other land in the City.
7. Promote and secure additional employment opportunities within the Development District and the City for residents of the City and the surrounding area, thereby improving living standards and reducing unemployment and the loss of skilled and unskilled labor and other human resources in the City.
8. Secure the increase in values of property subject to taxation by the City, the School District, the County, and other taxing jurisdictions in order to better enable such entities to pay for governmental services and programs that they are required to provide.
9. Promote the concentration of new unified development consisting of desirable industrial and other appropriate development in the Development District so as to maintain these areas in a manner compatible with its accessibility and prominence in the City.
10. Encourage the expansion and improvement of local business, economic activity and development, whenever possible.
11. Create a desirable and unique character within the Development District through quality land use alternatives and design quality in new buildings.

SECTION 2.03 BOUNDARIES OF DEVELOPMENT DISTRICT

The boundaries of the Development District are conterminous with the boundaries of the TIF District as shown in Exhibit V.

SECTION 2.04 DEVELOPMENT ACTIVITIES

The City will perform or cause to be performed, to the extent permitted by law, all project activities pursuant to the Development District Act, the TIF Act, and other applicable state laws, and in doing so anticipates that the following may, but are not required, to be undertaken by the City:

1. The making of studies, planning, and other formal and informal activities relating to the Development Program.
2. The implementation and administration of the Development Program.
3. The rezoning of land within the Development District.
4. The acquisition of property, or interests in property, by purchase or condemnation, which acquisition is consistent with the objectives of the Development Program.
5. The preparation of property for use and development in accordance with applicable Land Use Regulations and the Development Agreement, including demolition of structures, clearance of sites, placement of fill and grading.
6. The resale of property to private parties.

7. The construction or reconstruction of site improvements to property within a tax increment financing district.
8. The construction, improvement and maintenance of parking facilities.
9. The construction, improvement and maintenance of streets, sidewalks, alleys, and public utilities.
10. The issuance of Tax Increment Bonds to finance the Public Development Costs of the Development Program, and the use of tax increment revenue available to the City to pay or finance the Public Development Costs of a tax increment financing district, as provided in a tax increment financing plan, incurred or to be incurred by it pursuant to the Development Program.
11. The use of tax increment revenue to pay debt service on the Tax Increment Bonds or otherwise pay or reimburse with interest the Public Development Costs of a tax increment financing district, as provided in a tax increment financing plan.

SECTION 2.05 PAYMENT OF PUBLIC DEVELOPMENT COSTS

Public Development Costs and the plan for their payment will be described in the tax increment financing plans for the tax increment financing districts established within the Development District. It is anticipated that the Public Development Costs of the Development Program will be paid primarily from tax increment revenues from tax increment financing districts within the Development District. The City reserves the right to utilize other available sources of revenue, including but not limited to special assessments, user charges and financial assistance from other units of government, which the City may apply to pay a portion of the Public Development Costs.

SECTION 2.06 ENVIRONMENTAL CONTROLS; LAND USE REGULATIONS

All municipal actions, public improvements and private development shall be carried out in a manner consistent with existing environmental controls and all applicable land use regulations.

SECTION 2.07 PARK AND OPEN SPACE TO BE CREATED

Park and open space within the Development District, if so created, will be created in accordance with the City's Comprehensive Plan and zoning and subdivision ordinances.

SECTION 2.08 PROPOSED REUSE OF PROPERTY

The Development Program provides that the City may acquire property and reconvey the same to another entity. All parcels in the Development District are eligible for acquisition. In acquiring land, the City will require the execution of a binding development agreement with respect thereto and evidence that tax increment revenues or other funds will be available to repay the costs associated with the proposed acquisition of property. It is the intent of the City to negotiate the acquisition of property whenever possible. Appropriate restrictions regarding the reuse and redevelopment of property shall be incorporated into any development agreement to which the City is a party.

SECTION 2.09 ADMINISTRATION AND MAINTENANCE OF DEVELOPMENT DISTRICT

Maintenance and operation of the Development District will be the responsibility of the City Administrator or designee of the City who shall serve as administrator of the Development

District for the City. Each year the Administrator will submit to the City the maintenance and operation budget for the following year.

The Administrator will administer the Development District pursuant to the provisions of Section 469.131 of the Development District Act; provided, however, that such powers may only be exercised at the direction of the City Council. No action taken by the Administrator pursuant to the above-mentioned powers shall be effective without authorization by the City Council.

SECTION 2.10 AMENDMENTS

The City reserves the right to alter and amend the Development Program, subject to the provisions of state law regulating such action. The City specifically reserves the right to enlarge or reduce the size of the Development District, the Development Program and the Public Development Costs of the Development Program.

ARTICLE III - TAX INCREMENT FINANCING DISTRICT AND PLAN

SECTION 3.01 STATUTORY AUTHORITY

Tax Increment Financing (Redevelopment) District No. 20-1 and the TIF Plan are established under the authority of the TIF Act.

SECTION 3.02 PLANNED DEVELOPMENT

3.02.1 Statement of Objectives

The objectives which the City seeks to achieve through the implementation of the TIF District are set out in the Development Program.

3.02.2 Development Program

In addition to achieving the objectives of the City's plans and Development Program, the proposed development is consistent with and works to achieve the development objectives of the City. The TIF Plan for the TIF District conforms to the general plan for development of the City as a whole.

3.02.3 Development Description

The Project within the TIF District includes the redevelopment of property and the construction by the Developer of approximately 74 rental housing units to be located at Hillcrest Avenue SE in the City.

3.02.4 City Plans and Development Program

In addition to achieving the objectives of the Development Program, the Development is consistent with and works to achieve the development objectives of the City. The TIF Plan for the TIF District conforms to the general plan for development of the City as a whole.

3.02.5 Property Acquisition

The City does not plan to acquire property within the TIF District.

3.02.6 Development Activities

As of the date of approval of the TIF Plan, there are no development activities proposed in the TIF Plan that are subject to contracts.

3.02.7 Need for Tax Increment Financing

In the opinion of the City, the Development would not reasonably be expected to occur solely

through private investment within the foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the Development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan.

The reasons and facts supporting this finding include the following:

- The Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development or redevelopment of the project by private enterprise.
- The Development requires public financial assistance to offset the cost of land acquisition and site improvements, to allow for the Developer to proceed with the Development.
- A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed as described above and is shown in Exhibit I. This analysis indicates that the increase in estimated market value of the proposed development (less the present value of the projected tax increments for the maximum duration permitted by the TIF Plan) exceeds the estimated market value of the site prior to the establishment of the TIF District.

SECTION 3.03 TAX INCREMENT FINANCING DISTRICT

3.03.1 Designation

The TIF District is designated Tax Increment Financing (Redevelopment) District No. 20-1 (Hillcrest).

3.03.2 Boundaries of TIF District

The boundaries of the TIF District includes an approximately 3.3 acre site inclusive of the current parcels, which includes a portion of one of the parcels, listed and described below. The property within the boundaries of the TIF District is in the process of being replatted and new parcels will be created. The boundaries of the TIF District are shown in Exhibit V.

- PID 17-143-0901, BLK 9 LOT 1 PLUS E 33' OF LOT 2 TORRENS PROPERTY
- PID 17-177-0001, BLK 3 OUTLOT 1 KUETHERS'S 3RD ADDN TORRENS PROPERTY
- PID 17-177-0002, BLK 3 OUTLOT 2 KUETHERS 3RD TORRENS PROPERTY
- Portion of PID 17-177-0003, BLK 3 OUTLOT 3 KUETHER'S 3RD ADDN TORRENS PROPERTY

3.03.3 Type of District

The TIF District is established as a "redevelopment district" pursuant to Section 469.174, subdivision 10 of the TIF Act. The City has determined that the property in the TIF District meets the statutory criteria for a redevelopment district.

Section 469.174, subdivision 10 (a) (1) of the TIF Act requires two tests for occupied parcels be met to qualify as a "redevelopment district": a conditions test and coverage test. For a "redevelopment district" more than 50% of the buildings, not including outbuildings, must be found to be structurally substandard to a degree requiring substantial renovation or clearance.

The conditions test for structurally substandard is defined under Section 469.174, subdivision 10(b) of the TIF Act. For purposes of that subdivision, "structurally substandard" means containing defects in structural elements or a combination of deficiencies in essential utilities and facilities, light and ventilation, fire protection including adequate egress, layout and condition of interior partitions, or similar factors, which defects or deficiencies are of sufficient total significance to justify substantial renovation or clearance."

Buildings are not eligible to be considered structurally substandard unless they meet certain additional criteria, as set forth in Section 469.174, subdivision 10(c) of the TIF Act. A building is not structurally substandard if it is in compliance with the building code applicable to new buildings or could be modified to satisfy the building code at a cost of less than 15% of the cost of constructing a new structure of the same square footage and type on the site. The municipality may find that a building is not disqualified as structurally substandard under the preceding sentence on the basis of reasonably available evidence, such as the size, type, and age of the building, the average cost of plumbing, electrical, or structural repairs, or other similar reliable evidence. Items of evidence that support such a conclusion that the building is not disqualified include recent fire or police inspections, on-site property tax appraisals or housing inspections, exterior evidence of deterioration, or other similar reliable evidence.

Furthermore, parcels consisting of 70% of the area of the district must be occupied by buildings, streets, utilities, or paved or gravel parking lots to meet the required coverage test. The coverage required by the parcel to be considered occupied is defined under Section 469.174, subdivision 10(e) of the TIF Act. For purposes of such subdivision, a parcel is not occupied by buildings, streets, utilities, or paved or gravel parking lots unless 15% of the area of the parcel contains building, streets, utilities, or paved or gravel parking lots.

As summarized in the table below, 81.3% of the area of the TIF District is occupied and 100% of the buildings within the TIF District are found to be substandard. The substandard building is reasonably distributed.

The detailed results of the building inspection and analysis performed by Ken Back, City Inspector is contained in the report dated September 11, 2024. The report and supporting documentation is on file at the City. In summary the findings detailed in the report are as follows:

Number of Parcels*	4
Site Area Included (square feet without roads).....	116,555
Area of Improved Parcels (square feet)	97,775
Percent of Area Improved.....	81.3%
Number of Parcels with Buildings	2
Number of Buildings found Substandard.....	1
Percent of Buildings found Substandard.....	100.0%

* See Section 3.03.2 for description of property within the TIF District.

SECTION 3.04 PLAN FOR USE OF TAX INCREMENT

3.04.1 *Estimated Tax Increment*

The original tax capacity of value of the TIF District will be set by the County upon request for certification. The original tax capacity value may change over time based on the use and tax classification of each parcel. For the purposes of the TIF Plan, the estimated original tax capacity is estimated at \$12,098 based on the estimated market value of \$967,800 of the Property as described in Section 3.03.2 of the TIF Plan.

The total tax capacity value of the property after completion of the Development is estimated to be \$138,244 (for pay 2028 taxes). This amount is based on a total estimated market value of \$11,059,500 classified as apartment or "4a". The market value amount is an estimate for purpose of estimating tax increment for the TIF Plan. The actual market value and classification of property, as will be assessed by the County, may vary from this estimate.

The difference between the total tax capacity value and the original tax capacity value is the captured tax capacity value for the creation of tax increment. It is the City's intent to retain 100% of the captured tax capacity value for the life of the TIF district.

The original tax rate for the TIF District, as certified by the auditor of the County, will be the sum of all the local tax rates excluding that portion of the school rate attributable to the general education levy (under Minnesota Statutes Section 126C.13) that apply to property in the district. Tax increment estimates included in the TIF Plan are based on a local tax rate of 129.64%, which is the local tax rate for taxes payable in 2024. The original tax rate for the District will be based on the current tax rate based on the actual certification date for the TIF District and will vary from the tax rate used to estimate tax increment in the TIF Plan.

Pursuant to Section 469.177, subdivision 2 of the TIF Act, it is found and declared that all of the captured tax capacity generated within the TIF District is necessary to finance or otherwise make permissible expenditures authorized by Section 469.176, subdivision 4 of the TIF Act.

Under these assumptions, the estimated annual tax increment upon completion of the Development is \$162,941 (for pay 2028 taxes, estimated to be the second year of the TIF District). This amount is after deducting the State Auditor's Office fee of 0.36% of the tax increment distribution. The actual tax increment will vary according to the certified original tax capacity value and original tax rate, the actual property value produced by the proposed development and the changes in property value and state laws that govern calculation of property taxes over the life of the district. Exhibit II contains the projected tax increment over the life of the TIF District.

3.04.2 Public Development Costs

The City plans to use tax increment to pay the Public Development Costs. The Public Development Costs eligible for reimbursement from tax increment pursuant to the TIF Act may include land acquisition, site improvements and preparation costs, utilities, among other qualified costs, and costs related to the establishment of the TIF District and other administration costs.

3.04.3 Estimated Sources and Uses of Funds

The estimated sources of revenue, along with the Public Development Costs of the TIF District, are itemized in Figure 3-1. These estimates are based on the best available information for the sources and uses of funds. Such costs are eligible for reimbursement from tax increment from the TIF District. The City reserves the right to administratively adjust the amount of any of the Project Costs line items listed in Figure 3-1, so long as the Estimated Project Costs is not increased, not including Interest Expense.

Figure 3.1
City of Owatonna
Tax Increment Financing District No. 20-1
TIF Plan Estimated Sources and Uses of Funds
Hillcrest

	Total
Estimated Tax Increment Revenues (from tax increment generated by the district)	
Tax increment revenues distributed from the county	\$4,769,624
Interest and investment earnings	\$20,000
Total Estimated Tax Increment Revenues	\$4,789,624
Estimated Project/Financing Costs (to be paid or financed with tax increment)	
Project costs:	
Land/building acquisition	
Site improvements/preparation costs	\$2,181,881
Utilities	\$0
Other qualifying improvements	\$0
Administrative costs	\$476,962
Estimated Tax Increment Project Costs	\$2,658,843
Estimated financing costs:	
Interest expense	\$2,130,781
Total Estimated Project/Financing Costs to be Paid from Tax Increment	\$4,789,624
Estimated Financing	
Total amount of bonds to be issued	\$2,658,843

3.04.4 *Administrative Expense*

The City will use tax increments to pay for and reimburse the City for costs of administering the TIF District and interest expense pursuant to the limitations within the TIF Act. The TIF Act provides that not more than 10 percent of the tax increment revenues distributed from the County may be used to pay administrative expense. Anticipated administrative expenses of the TIF District include annual audit of the fund for TIF District, preparation of annual reporting, legal publication of annual report, and administration of the development agreement. The City may also reimburse itself for costs associated with the establishment of the TIF District.

3.04.5 *County Road Costs*

The Development will not substantially increase the use of county roads and necessitate the need to use tax increments to pay for county road improvements.

3.04.6 *Bonded Indebtedness*

Tax Increment Bonds issued in connection with “any project for which tax increment financing has been undertaken” must be one of the types of bonds expressly authorized by Section 469.178 of the TIF Act. The types of bonds include general obligation bonds supported by tax increment, revenue bonds (including pay-as-you-go, or PAYG, obligations); and interfund loans or advances.

The total amount of bonds estimated to be issued to pay Public Development Costs is shown in Figure 3.1. The City does not intend to issue general obligation bonds as a result of the TIF Plan. The City plans to use tax increments to reimburse itself for administrative costs and to reimburse the Developer on a pay-go basis for certain Public Development Costs, with interest.

The City plans to approve an interfund loan to reimburse itself for Public Development Costs it will incur for utility (storm water) improvements for the Development. The City may advance or loan money to finance expenditures, under Section 469.176, subdivision 4 of the TIF Act, from the general funds of the City or any other legally authorized fund to finance qualified expenditures, subject to the following provisions:

- (a) Not later than 60 days after money is transferred, advanced, or spent, whichever is earliest, the loan or advance must be authorized by resolution of the City or of the Authority, whichever has jurisdiction over the fund from which the advance or loan is authorized.
- (b) The resolution may generally grant to the City the power to make interfund loans under one or more tax increment financing plans or for one or more districts. The resolution may be adopted before or after the adoption of the tax increment financing plan or the creation of the tax increment financing district from which the advance or loan is to be repaid.
- (c) The terms and conditions for repayment of the loan must be provided in writing. The written terms and conditions may be in any form, but must include, at a minimum, the principal amount, the interest rate, and maximum term. Written terms may be modified or amended in writing by the City before the latest decertification of any tax increment financing district from which the interfund loan is to be repaid. The maximum rate of interest permitted to be charged is limited to the greater of the rates specified under Minnesota Statutes, Section 270C.40 or 549.09 as of the date the loan or advance is authorized, unless the written agreement states that the maximum interest rate will fluctuate as the interest rates specified under Minnesota Statutes, Section 270C.40 or 549.09 are from time to time adjusted. Loans or advances may be structured as draw-down or line-of-credit obligations of the lending fund.
- (d) The City shall report in the annual report submitted under Section 469.175, subdivision 6 of the TIF Act: (1) the amount of any interfund loan or advance made in a calendar year; and (2) any amendment of an interfund loan or advance made in a calendar year.

3.04.7 Duration of TIF District

The duration to collect and spend tax increments on eligible purposes is set at the maximum duration of twenty-five (25) years after the date of receipt of the first tax increment or twenty-six (26) years of tax increment collection. The estimated first year of tax increment collect is 2027. The estimated decertification date is 12/31/2052. There is no election made as to the first year of tax increment collection.

3.04.8 Estimated Impact on Other Taxing Jurisdictions

Exhibits III and IV show the estimated impact on other taxing jurisdictions if the maximum projected retained captured net tax capacity of the TIF District was hypothetically available to the other taxing jurisdictions. The City finds that there will be no adverse impact on other taxing jurisdictions during the life of the TIF District, since the proposed development would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified and the development therein becomes part of the general tax base.

The City anticipates minimal impact of the proposed development on city-provided services. A slight increase in water and sewer usage is expected. It is anticipated that there may be a slight but manageable increase in police and fire protection duties due to the development.

3.04.9 Prior Planned Improvements

There have been no building permits issued in the last 18 months in conjunction with any of the properties within the TIF District. The City will include this statement with the request for certification to the County Auditor. If building permits had been issued during this time period, then the County Auditor would increase the original net tax capacity of the TIF District by the net tax capacity of each improvement for which a building permit was issued.

ARTICLE IV – ADMINISTERING THE TIF DISTRICT

SECTION 4.01 FILING AND CERTIFICATION

The filing and certification of the TIF Plan consists of the following steps:

1. Upon adoption of the TIF Plan, the City shall submit a copy of the TIF Plan to the Minnesota Department of Revenue and the Office of the State Auditor.
2. The City shall request that the County Auditor certify the original net tax capacity and net tax capacity rate of the TIF District. To assist the County Auditor in this process, the City shall submit copies of the TIF Plan, the resolution establishing the TIF District and adopting the TIF Plan, and a listing of any prior planned improvements.
3. The City shall send the County Assessor any assessment agreement establishing the minimum market value of land and improvements within the TIF District and shall request that the County Assessor review and certify the assessment agreement as reasonable. The City does not expect to enter into an assessment agreement in connection with the Development.

SECTION 4.02 MODIFICATIONS OF THE TAX INCREMENT FINANCING PLAN

The City reserves the right to modify the TIF District and the TIF Plan. Under current State law, the following actions can only be approved after satisfying all the necessary requirements for approval of the original TIF Plan (including notifications and public hearing):

- Reduction or enlargement in the geographic area of the Development District or the TIF District.
- Increase in the amount of bonded indebtedness to be incurred.
- Increase in the amount of capitalized interest.
- Increase in that portion of the captured net tax capacity to be retained by the City.
- Increase in the total estimated Public Development Costs, including administrative costs of the City.
- Designation of additional property to be acquired by the City.

Other modifications can be made by resolution of the City. In addition, the original approval process does not apply if (A) (1) the only modification is elimination of parcels from the TIF District and (2) the current net tax capacity of the parcels eliminated equals or exceeds the net tax capacity of those parcels in the TIF District's original net tax capacity, or (B) the City agrees that the TIF District's original net tax capacity will be reduced by no more than the current net tax capacity of the parcels eliminated.

The City must notify the County Auditor of any modification that reduces or enlarges the geographic area of the TIF District. The geographic area of the TIF District may be reduced but not enlarged after five years following the date of certification.

SECTION 4.03 CORRECTING REDEVELOPMENT CONDITIONS

Section 469.176, subdivision 4j of the TIF Act requires that at least 90% of the revenues derived from tax increments from the TIF District be used to finance the cost of correcting conditions that allow designation of the TIF District as a redevelopment district. These costs include, but are not limited to, acquiring properties containing structurally substandard buildings or improvements or hazardous substances, pollution, or contaminants, acquiring adjacent

parcels necessary to provide a site of sufficient size to permit development, demolition and rehabilitation of structures, clearing of the land, the removal of hazardous substances or remediation necessary for the development of the land, and installation of utilities, roads, sidewalks, and parking facilities for the site. The allocated administrative expenses of the City, including the cost of preparation of the development action response plan, may be included in the qualifying costs.

SECTION 4.04 FOUR-YEAR KNOCKDOWN RULE

The provision of the TIF Act referred to as the Four-Year Knockdown Rule requires development activity to take place on each parcel within a tax increment financing district within four years from the date of certification of the original net tax capacity of such tax increment financing district. If development activity on a parcel has not begun within the required time frame, no additional tax increment may be collected from that parcel and its value must be excluded from the district's original net tax capacity.

Development activity includes demolition, rehabilitation, renovation or site improvement, including a qualified improvement of an adjacent street, on a parcel located within the TIF District. If no development activity has occurred within four years from the date of certification then that parcel shall be excluded from the TIF District and the original net tax capacity shall be adjusted accordingly. The City must submit to the County Auditor, by February 1 of the fifth year, evidence that the required activity has taken place for each parcel in the TIF District.

If a parcel is excluded from the TIF District and the City or owner of the parcel subsequently commences any of the above activities, the City shall recertify to the County Auditor that such activity has commenced and the parcel shall once again be included in the TIF District. The County Auditor shall certify the net tax capacity of the parcel, as most recently certified by the Commissioner of Revenue, and add such amount to the original net tax capacity of the TIF District.

SECTION 4.05 POOLING AND FIVE-YEAR RULE

An amount equal to at least 75% of the total revenue derived from tax increments paid by properties in the TIF District must be expended on activities in the TIF District or to pay bonds, to the extent that the proceeds of the bonds were used to finance activities in the TIF District or to pay, or secure payment of, debt service on credit enhanced bonds. Not more than 25% of the total revenue derived from tax increments paid by properties in the TIF District may be expended, through a development fund or otherwise, on activities outside of the TIF District but within the defined geographic area of the Project Area except to pay, or secure payment of, debt service on credit enhanced bonds.

Revenue derived from tax increments paid by properties in the TIF District are considered to have been "spent" within the TIF District if such amounts are:

- actually paid to a third party for activities performed within the TIF District within five years after certification of the district;
- used to pay bonds that were issued and sold to a third party, the proceeds of which are reasonably expected on the date of issuance to be spent within the later of the five-year period or a reasonable temporary period or are deposited in a reasonably required reserve or replacement fund.
- used to make payments or reimbursements to a third party under binding contracts for activities performed within the TIF District, which were entered into within five years after certification of the district; or

- used to reimburse a party for payment of eligible costs (including interest) incurred within five years from certification of the district.

It is anticipated that all revenue derived from tax increments paid by properties in the TIF District will be spent or obligated within the first five years after certification of the TIF District and spent on Public Development Costs within the boundaries of the TIF District.

SECTION 4.06 FINANCIAL REPORTING AND DISCLOSURE REQUIREMENTS

The City will comply with the annual reporting requirements of the TIF Act pursuant to the guidelines of the Office of the State Auditor. Under current law, the City must prepare and submit a report on the TIF District on or before August 1 of each year. The City must also annually publish in a newspaper of general circulation in the City an annual statement for the TIF District, in the format as prescribed by the Office of the State Auditor.

The reporting and disclosure requirements outlined in this section begin with the year a tax increment financing district is certified, and shall end in the year in which both the district has been decertified and all tax increments have been spent or returned to the County for redistribution. Failure to meet these requirements, as determined by the State Auditors Office, may result in suspension of distribution of tax increments.

SECTION 4.07 BUSINESS SUBSIDY COMPLIANCE

The City will comply with the business subsidy requirements specified in Minnesota Statutes, Sections 116J.993 to 116J.995, as amended.

Exhibit I
City of Owatonna
Tax Increment Financing District No. 20-1
Present Value Analysis As Required By Section
469.175(3)(2) of the TIF Act

1	Estimated Future Market Value w/ Tax Increment Financing	14,042,630 ¹
2	Payable Pay 2024 Market Value	<u>967,800</u>
3	Market Value Increase (1-2)	13,074,830
4	Present Value of Future Tax Increments	<u>2,424,075</u>
5	Market Value Increase Less PV of Tax Increments	10,650,755
6	Estimated Future Market Value w/o Tax Increment Financing	1,241,138 ¹
7	Payable Pay 2024 Market Value	<u>967,800</u>
8	Market Value Increase (6-7)	<u>273,338</u>
9	Increase in MV From TIF	<u><u>10,377,418</u></u> ²

¹ Assume 1.00% annual appreciation over 26 year life of district.

² Statutory compliance achieved if increase in market value from TIF (Line 9) is greater than or equal to zero.

Exhibit II
City of Owatonna
Tax Increment Financing District 20-1 (Redevelopment)
Hillcrest
Projected Tax Increment Financing (TIF) Cash Flow

TIF District Year	Taxes Payable Year	Taxable Market Value	Tax Capacity	Base Tax Capacity	Captured Tax Capacity for TIF	Original Tax Rate	TIF from District	PV Available TIF from District
1	2027	8,212,500	102,656	12,098	90,559	129.64%	116,973	106,856
2	2028	11,059,500	138,244	12,098	126,146	129.64%	162,941	248,532
3	2029	11,170,095	139,626	12,098	127,529	129.64%	164,727	384,859
4	2030	11,281,796	141,022	12,098	128,925	129.64%	166,530	516,037
5	2031	11,394,614	142,433	12,098	130,335	129.64%	168,352	642,260
6	2032	11,508,560	143,857	12,098	131,760	129.64%	170,191	763,714
7	2033	11,623,646	145,296	12,098	133,198	129.64%	172,049	880,577
8	2034	11,739,882	146,749	12,098	134,651	129.64%	173,927	993,023
9	2035	11,857,281	148,216	12,098	136,119	129.64%	175,822	1,101,217
10	2036	11,975,854	149,698	12,098	137,601	129.64%	177,737	1,205,320
11	2037	12,095,612	151,195	12,098	139,098	129.64%	179,670	1,305,483
12	2038	12,216,568	152,707	12,098	140,610	129.64%	181,623	1,401,857
13	2039	12,338,734	154,234	12,098	142,137	129.64%	183,596	1,494,583
14	2040	12,462,121	155,777	12,098	143,679	129.64%	185,587	1,583,798
15	2041	12,586,743	157,334	12,098	145,237	129.64%	187,600	1,669,636
16	2042	12,712,610	158,908	12,098	146,810	129.64%	189,632	1,752,222
17	2043	12,839,736	160,497	12,098	148,399	129.64%	191,684	1,831,680
18	2044	12,968,134	162,102	12,098	150,004	129.64%	193,758	1,908,127
19	2045	13,097,815	163,723	12,098	151,625	129.64%	195,851	1,981,676
20	2046	13,228,793	165,360	12,098	153,262	129.64%	197,967	2,052,438
21	2047	13,361,081	167,014	12,098	154,916	129.64%	200,102	2,120,516
22	2048	13,494,692	168,684	12,098	156,586	129.64%	202,259	2,186,013
23	2049	13,629,639	170,370	12,098	158,273	129.64%	204,438	2,249,025
24	2050	13,765,935	172,074	12,098	159,977	129.64%	206,639	2,309,647
25	2051	13,903,594	173,795	12,098	161,697	129.64%	208,861	2,367,968
26	2052	14,042,630	175,533	12,098	163,435	129.64%	211,106	2,424,075
TOTAL =							4,769,624	2,424,075

Key Assumptions for Cash Flow:

- 1 Taxable market value (TMV) is assumed to increase by 1.0% annually.
- 2 Original Tax Capacity Rate estimated based on Taxes Payable Year Pay 2024.
- 3 Election for captured tax capacity is 100.00%.
- 4 Base Tax Capacity is calculated based on estimated taxable market value of \$967,800 for PID 17-143-0901,17-177-0001,17-177-0002, and a portion of 17-177-0003.
- 5 Present Value (PV) calculated based on semi-annual payments, interest rate 5.0%, dated date 1/1/2026.
- 6 TIF from District is after deduction of State Auditor fee of 0.36%
- 7 Taxable Market Value (TMV) includes estimated value of all property in district. Taxable market value of building estimated based on 73-unit building, with all units classified as 4a at TMV of \$10,950,000 as of 2024 adjusted for assumed annual growth in TMV (see item #1 above).

Exhibit III
City of Owatonna
Tax Increment Financing District No. 20-1
Impact on Other Taxing Jurisdictions
(Taxes Payable Pay 2024)

Annual Tax Increment

Estimated Annual Captured Tax Capacity (Full Development)	\$163,435
Payable Pay 2024 Local Tax Rate	129.635%
Estimated Annual Tax Increment	\$211,869

Percent of Tax Base

	Net Tax Capacity (NTC)	Captured Tax Capacity	Percent of Total NTC
City of Owatonna	33,651,269	163,435	0.49%
Steele County County	67,134,131	163,435	0.24%
ISD #761	49,709,839	163,435	0.33%

Dollar Impact of Affected Taxing Jurisdictions

	Net Tax Capacity (NTC)	% of Total	Tax Increment Share	Added Local Tax Rate
City of Owatonna	58.752%	45.321%	96,022	0.285%
Steele County County	45.308%	34.950%	74,049	0.110%
ISD #761	25.575%	19.728%	41,799	0.084%
Other	0.000%	0.000%	0	
Totals	129.635%	100.000%	211,870	

NOTE NO. 1: Assuming that ALL of the captured tax capacity would be available to all taxing jurisdictions even if the City does not create the Tax Increment District, the creation of the District will reduce tax capacities and increase the local tax rate as illustrated in the above tables.

NOTE NO. 2: Assuming that NONE of the captured tax capacity would be available to the taxing jurisdiction if the City did not create the Tax Increment District, then the plan has virtually no initial effect on the tax capacities of the taxing jurisdictions. However, once the District is established, allowable costs paid from the increments, and the District is terminated, all taxing jurisdictions will experience an increase in their tax base.

Exhibit IV**City of Owatonna****Tax Increment Financing (Redevelopment) District No. 20-1****Estimated Tax Increments Over Maximum Life of District**

Based on Pay Pay 2024 Tax Rate = 129.635% 58.752% 45.308% 25.575%

TIF District	Taxes Payable Year	New Taxable Market Value	New Tax Capacity	Base Tax Capacity	Captured Tax Capacity	Estimated Total Tax Increments	City TIF Related Share	County TIF Related Share	School TIF Related Share
1	2027	8,212,500	102,656	12,098	90,559	117,396	53,205	41,030	23,160
2	2028	11,059,500	138,244	12,098	126,146	163,530	74,113	57,154	32,262
3	2029	11,170,095	139,626	12,098	127,529	165,322	74,926	57,781	32,615
4	2030	11,281,796	141,022	12,098	128,925	167,132	75,746	58,413	32,973
5	2031	11,394,614	142,433	12,098	130,335	168,960	76,575	59,052	33,333
6	2032	11,508,560	143,857	12,098	131,760	170,806	77,411	59,698	33,697
7	2033	11,623,646	145,296	12,098	133,198	172,671	78,257	60,349	34,065
8	2034	11,739,882	146,749	12,098	134,651	174,555	79,110	61,008	34,437
9	2035	11,857,281	148,216	12,098	136,119	176,457	79,972	61,673	34,812
10	2036	11,975,854	149,698	12,098	137,601	178,379	80,843	62,344	35,191
11	2037	12,095,612	151,195	12,098	139,098	180,319	81,723	63,022	35,574
12	2038	12,216,568	152,707	12,098	140,610	182,279	82,611	63,707	35,961
13	2039	12,338,734	154,234	12,098	142,137	184,259	83,508	64,399	36,351
14	2040	12,462,121	155,777	12,098	143,679	186,258	84,414	65,098	36,746
15	2041	12,586,743	157,334	12,098	145,237	188,278	85,330	65,804	37,144
16	2042	12,712,610	158,908	12,098	146,810	190,317	86,254	66,517	37,547
17	2043	12,839,736	160,497	12,098	148,399	192,377	87,187	67,237	37,953
18	2044	12,968,134	162,102	12,098	150,004	194,458	88,130	67,964	38,364
19	2045	13,097,815	163,723	12,098	151,625	196,559	89,083	68,698	38,778
20	2046	13,228,793	165,360	12,098	153,262	198,682	90,045	69,440	39,197
21	2047	13,361,081	167,014	12,098	154,916	200,825	91,016	70,189	39,620
22	2048	13,494,692	168,684	12,098	156,586	202,990	91,997	70,946	40,047
23	2049	13,629,639	170,370	12,098	158,273	205,177	92,989	71,710	40,478
24	2050	13,765,935	172,074	12,098	159,977	207,386	93,990	72,482	40,914
25	2051	13,903,594	173,795	12,098	161,697	209,616	95,000	73,262	41,354
26	2052	14,042,630	175,533	12,098	163,435	211,869	96,022	74,049	41,799
Total						4,786,857	2,169,457	1,673,026	944,372

Note: The Estimated Total Tax Increment shown above is before deducting the State Auditor's fee, which is payable at a rate of 0.36% of the Total Tax Increment collected. Exhibit II provides Estimated Total Tax Increment after deducting for the State Auditor's fee.

Exhibit V

Boundaries of Development District and TIF District

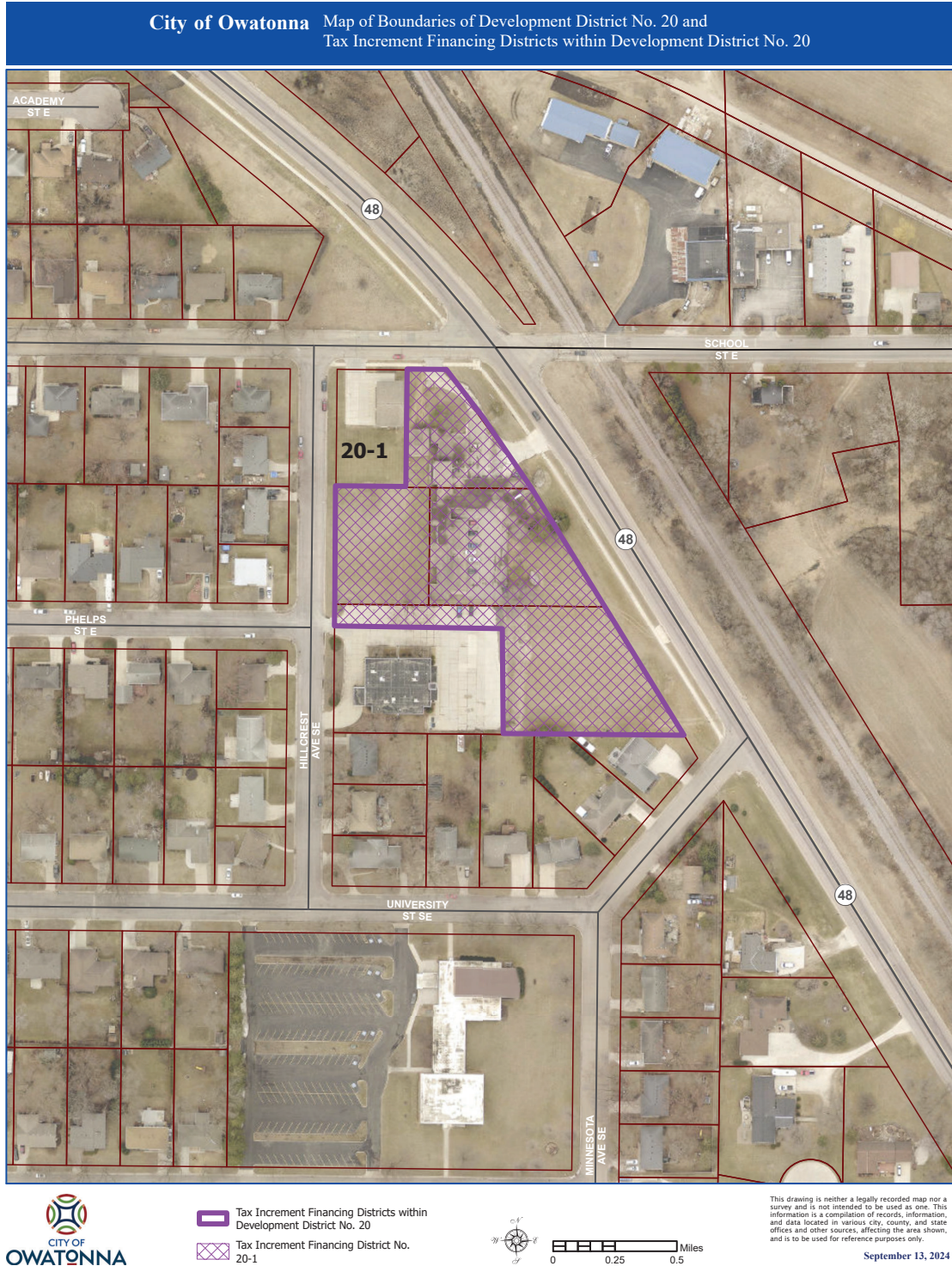
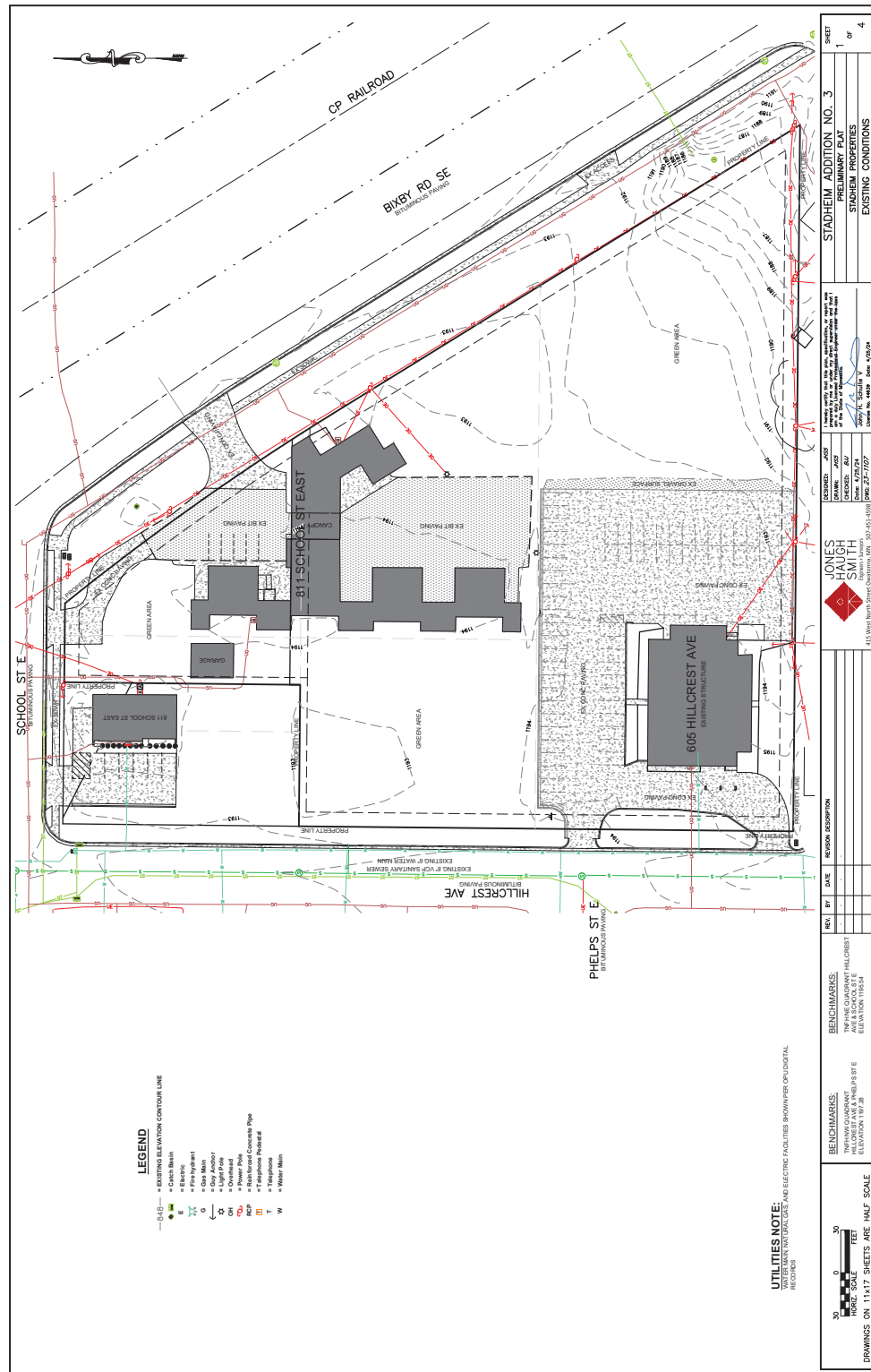


Exhibit V - Continued

Boundaries of Development District and TIF District
As Shown within Preliminary Plat (Information in Drawing Subject to Change)



DEVELOPMENT AGREEMENT

BY AND BETWEEN

CITY OF OWATONNA, MINNESOTA

AND

STADHEIM PROPERTIES OF OWATONNA, LLC

This document drafted by:

TAFT STETTINIUS & HOLLISTER LLP
2200 IDS Center
80 South 8th Street
Minneapolis, Minnesota 55402

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DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT (the "Agreement"), made as of the 15th day of October, 2024, by and between the City of Owatonna, Minnesota (the "City"), a municipal corporation existing under the laws of the State of Minnesota and Stadheim Properties of Owatonna, LLC, a Minnesota limited liability company (the "Developer").

WITNESSETH:

WHEREAS, pursuant to Minnesota Statutes, Section 469.124 through 469.133, as amended, the City has heretofore established Development District No. 20 (the "Development District") and has adopted a development program therefor (the "Development Program"); and

WHEREAS, pursuant to the provisions of Minnesota Statutes, Section 469.174 through 469.1794, as amended (hereinafter, the "Tax Increment Act"), the City has heretofore established, within the Development District, Tax Increment Financing (Redevelopment) District No. 20-1 (Hillcrest) (the "Tax Increment District") and has adopted a tax increment financing plan therefor (the "Tax Increment Plan") which provides for the use of tax increment financing in connection with certain development within the Tax Increment District and the Development District; and

WHEREAS, in order to achieve the objectives of the Development Program and particularly to make the land in the Development District available for development by private enterprise in conformance with the Development Program, the City has determined to assist the Developer with the financing of certain costs of a Project (as hereinafter defined) to be constructed within the Tax Increment District as more particularly set forth in this Agreement; and

WHEREAS, the City believes that the redevelopment and construction of the Project, and fulfillment of this Agreement are vital and are in the best interests of the City, the health, safety, morals and welfare of residents of the City, and in accordance with the public purpose and provisions of the applicable state and local laws and requirements under which the Project has been undertaken and is being assisted; and

WHEREAS, the requirements of the Business Subsidy Law, Minnesota Statutes, Section 116J.993 through 116J.995, do not apply to this Agreement pursuant to an exemption for housing.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I

DEFINITIONS

Section 1.1 Definitions. All capitalized terms used and not otherwise defined herein shall have the following meanings unless a different meaning clearly appears from the context:

Agreement means this Development Agreement by and between the City and the Developer, as the same may be from time to time modified, amended or supplemented;

Business Day means any day except a Saturday, Sunday or a legal holiday or a day on which banking institutions in the City are authorized by law or executive order to close;

City means the City of Owatonna, Minnesota;

County means Steele County, Minnesota;

Developer means Stadheim Properties of Owatonna, LLC, a Minnesota limited liability company, its successors, and assigns;

Development District means Development District No. 20, including the real property described in the Development Program;

Development Program means the development program approved in connection with the Development District;

Development Property means the real property described in Exhibit A attached to this Agreement;

Event of Default means any of the events described in Section 4.1 hereof;

Legal and Administrative Expenses means the fees and expenses incurred by the City in connection with the review and analysis of the development proposed under this Agreement with the adoption and administration of the Tax Increment Financing Plan and establishment of the Tax Increment District, the preparation of this Agreement, the issuance of the TIF Note, including, but not limited to, attorney and municipal advisor fees and expenses;

Note Payment Date means August 1, 2027, and each February 1 and August 1 thereafter to and including February 1, 2053; provided, that if any such Note Payment Date should not be a Business Day, the Note Payment Date shall be the next succeeding Business Day;

Prime Rate means the rate of interest from time to time publicly announced by U.S. Bank National Association in Minneapolis, Minnesota, as its "reference rate" or any successor rate, which rate shall change as and when that prime rate or successor rate changes;

Project means the renovation of a substandard building located on the Development Property by the Developer to be used as an apartment building containing seventy-three (73) units (of which a minimum of twenty will be affordable);

Site Improvements means the site improvements undertaken or to be undertaken on the Development Property, more particularly described on Exhibit C attached hereto;

State means the State of Minnesota;

Tax Increments means 90% of the tax increments derived from the Development Property which have been received and retained by the City in accordance with the provisions of Minnesota Statutes, Section 469.177, which tax increments from the Development Property are calculated in the sole discretion of the City;

Tax Increment Act means Minnesota Statutes, Sections 469.174 through 469.1794, as amended;

Tax Increment District means Tax Increment Financing (Redevelopment) District No. 20-1 (Hillcrest) located within the Development District, a description of which is set forth in the Tax Increment Financing Plan, and qualified as a redevelopment district under the Tax Increment Act;

Tax Increment Financing Plan means the tax increment financing plan approved for the Tax Increment District by the City Council on October 15, 2024, and any future amendments thereto;

Termination Date means the earlier of (i) February 1, 2053, (ii) the date the TIF Note is paid in full, (iii) the date on which the Tax Increment District expires or is otherwise terminated, or (iv) the date this Agreement is terminated or rescinded in accordance with its terms; and

TIF Note means the Tax Increment Revenue Note (Hillcrest Apartment Project) to be executed by the City and delivered to the Developer pursuant to Article III hereof, a form of which is attached hereto as Exhibit B; and

Unavoidable Delays means delays, outside the control of the party claiming its occurrence, which are the direct result of strikes, other labor troubles, material shortages, transportation shortages or interruptions, unusually severe or prolonged bad weather, acts of God, fire or other casualty to the Project, litigation commenced by third parties which, by injunction or other similar judicial action or by the exercise of reasonable discretion, directly results in delays, or acts of any federal, state or local governmental unit (other than the City) which directly result in delays, government order or law, national or regional emergency, disease, pandemics or epidemics.

ARTICLE II

REPRESENTATIONS AND WARRANTIES

Section 2.1 Representations and Warranties of the City. The City makes the following representations and warranties:

(1) The City is a municipal corporation and has the power to enter into this Agreement and carry out its obligations hereunder.

(2) The Tax Increment District is a "redevelopment district" within the meaning of Minnesota Statutes, Section 469.174, Subdivision 10 and was created, adopted and approved in accordance with the terms of the Tax Increment Act.

(3) The development contemplated by this Agreement is in conformance with the development objectives set forth in the Development Program.

(4) To finance certain costs within the Tax Increment District, the City agrees, subject to the further provisions of this Agreement, to apply Tax Increments to reimburse the Developer for a portion of the costs of the construction of Site Improvements incurred in connection with the Project as further provided in this Agreement.

(5) The City makes no representation or warranty, either expressed or implied, as to the Development Property or its condition or the soil conditions thereon, or that the Development Property shall be suitable for the Developer's or Developer's purposes or needs.

Section 2.2 Representations and Warranties of the Developer. The Developer makes the following representations and warranties:

(1) The Developer is a Minnesota limited liability company and has the power and authority to enter into this Agreement and to perform its obligations hereunder and doing so will not violate its articles of organization, member control agreement, or operating agreement, or the laws of the State and by proper action has authorized the execution and delivery of this Agreement.

(2) The Developer shall cause the Project to be constructed in accordance with the terms of this Agreement, the Development Program, Tax Increment Financing Plan, and all applicable local, state and federal laws and regulations (including, but not limited to, environmental, zoning, energy conservation, building code and public health laws and regulations).

(3) The construction of the Project would not be undertaken by the Developer, and in the opinion of the Developer would not have been or be economically feasible within the reasonably foreseeable future, without the assistance and benefit to the Developer provided for in this Agreement.

(4) The Developer will obtain, or cause to be obtained, in a timely manner, all required permits, licenses and approvals, and will meet, in a timely manner, all requirements of all

applicable local, state, and federal laws and regulations which must be obtained or met before the Project may be lawfully constructed.

(5) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with or results in a breach of, the terms, conditions or provision of any contractual restriction, evidence of indebtedness, agreement or instrument of whatever nature to which the Developer is now a party or by which it is bound, or constitutes a default under any of the foregoing.

(6) The Developer will cooperate fully with the City with respect to any litigation commenced with respect to the Project.

(7) The Developer will cooperate fully with the City in resolution of any traffic, parking, trash removal or public safety problems which may arise in connection with the construction and operation of the Project.

(8) The construction of the Project will commence on or before December 31, 2025 and barring Unavoidable Delays, the Project will be substantially completed by December 31, 2026.

(9) The Developer acknowledges that Tax Increment projections contained in the Tax Increment Financing Plan are estimates only and the Developer acknowledges that it shall place no reliance on the amount of projected Tax Increments and the sufficiency of such Tax Increments to reimburse the Developer for a portion of the costs of the construction of the Site Improvements as provided in Article III.

ARTICLE III

UNDERTAKINGS BY DEVELOPER AND CITY

Section 3.1 Development Property, Site Improvements; and Legal and Administrative Expenses.

(1) The parties agree that the Site Improvements to be constructed by the Developer are essential to the successful completion of the Project. The costs of the Site Improvements and the construction of the Project shall be paid by the Developer. The City shall reimburse the Developer for the lesser of (a) \$2,181,000, or (b) the cost of making the Site Improvements actually incurred and paid by the Developer (the "Reimbursement Amount") as further provided in Section 3.3.

(2) Barring Unavoidable Delays, if the Project is not substantially completed prior to December 31, 2026, the Developer shall reimburse the City \$10,000 for Legal and Administrative Expenses.

Section 3.2 Limitations on Undertaking of the City. Notwithstanding the provisions of Section 3.3, the City shall have no obligation to the Developer under this Agreement to reimburse the Developer for the Reimbursement Amount, if the City, at the time or times such payment is to be made is entitled under Section 4.2 to exercise any of the remedies set forth therein as a result of an Event of Default which has not been cured.

Section 3.3 Reimbursement: TIF Note. The City shall reimburse for the costs identified in Section 3.3 through the issuance of the City's TIF Note in substantially the form attached to this Agreement as Exhibit B, subject to the following conditions:

(1) The TIF Note shall be dated, issued and delivered when (i) the City has issued a certificate of completion for the Project and (ii) the Developer has demonstrated in writing to the reasonable satisfaction of the City that the costs of the Site Improvements, as described in and limited by Section 3.3, have been paid; and shall have submitted paid invoices for the costs of the Site Improvements in an amount not less than the Reimbursement Amount.

(2) The unpaid principal amount of the TIF Note shall bear simple, non-compounding interest from the date of issuance of the TIF Note, at 5.00% per annum. Interest shall be computed on the basis of a 360 day year consisting of twelve (12) 30-day months.

(3) The principal amount of the TIF Note and the interest thereon shall be payable solely from the Tax Increments.

(4) On each Note Payment Date and subject to the provisions of the TIF Note, the City shall pay, against the principal and interest outstanding on the TIF Note, the Tax Increments received by the City during the preceding six (6) months. All such payments shall be applied to accrued interest and then to reduce the principal of the TIF Note.

(5) The TIF Note shall be a special and limited obligation of the City and not a general obligation of the City, and only Tax Increments shall be used to pay the principal of and interest on the TIF Note.

(6) The City's obligation to make payments on the TIF Note on any Note Payment Date or any date thereafter shall be conditioned upon the requirement that there shall not at that time be an Event of Default that has occurred and is continuing under this Agreement.

(7) The TIF Note shall be governed by and payable pursuant to the additional terms thereof, as set forth in Exhibit B. In the event of any conflict between the terms of the TIF Note and the terms of this Section 3.3, the terms of the TIF Note shall govern. The issuance of the TIF Note pursuant and subject to the terms of this Agreement, and the taking by the City of such additional actions as bond counsel for the TIF Note may require in connection therewith, are hereby authorized and approved by the City.

Section 3.4 Prohibition Against Transfer of Project and Assignment of Agreement. The Developer represents and agrees that prior to the Termination Date the Developer shall not transfer the Project or any part thereof or any interest therein to a unrelated entity, without the prior written approval of the City. The City shall be entitled to require as conditions to any such approval that:

(1) Any proposed transferee shall have the qualifications and financial responsibility, in the reasonable judgment of the City, necessary and adequate to fulfill the obligations undertaken in this Agreement by the Developer.

(2) Any proposed transferee, by instrument in writing satisfactory to the City shall, for itself and its successors and assigns, and expressly for the benefit of the City, have expressly assumed all of the obligations of the Developer under this Agreement and agreed to be subject to all the conditions and restrictions to which the Developer is subject.

(3) There shall be submitted to the City for review and prior written approval all instruments and other legal documents involved in effecting the transfer of any interest in this Agreement or the Project.

Section 3.5 Real Property Taxes. Prior to the Termination Date, the Developer shall pay all real property taxes payable with respect to all and any parts of the Development Property acquired and owned by it until the Developer's obligations have been assumed by any other person pursuant to the provisions of this Agreement.

The Developer agrees that, so long as it owns all or any portion of the Development Property, prior to the Termination Date:

(1) It will not seek administrative review or judicial review of the applicability of any tax statute relating to the ad valorem property taxation of real property contained on the Development Property determined by any tax official to be applicable to the Project or the Developer or raise the inapplicability of any such tax statute as a defense in any proceedings with respect to the Development Property, including delinquent tax proceedings; provided, however, "tax statute" does not include any local ordinance or resolution levying a tax;

(2) It will not seek administrative review or judicial review of the constitutionality of any tax statute relating to the taxation of real property contained on the Development Property determined by any tax official to be applicable to the Project or the Developer or raise the unconstitutionality of any such tax statute as a defense in any proceedings, including delinquent tax proceedings with respect to the Development Property; provided, however, "tax statute" does not include any local ordinance or resolution levying a tax;

(3) It will not seek any tax deferral or abatement, either presently or prospectively authorized under Minnesota Statutes, Section 469.1813, or any other State or federal law, of the ad valorem property taxation of the Development Property between the date of execution of this Agreement and the Termination Date; and

(4) It will not seek a reduction in the market value as determined by the Steele County Assessor of the Project or other facilities, if any, that it constructs on the Development Property, pursuant to the provisions of this Agreement, for so long as the TIF Note remains outstanding.

Section 3.6 Affordability Requirements. The Developer agrees that the Project the Developer agrees that the Project must satisfy the following affordability requirements:

(1) At least ten (10) of the residential units in the Project must be occupied or available for occupancy by persons whose incomes are equal to or below 50% of the County median income and such units shall have rents at or below the maximum rents set by the Minnesota Housing Finance Agency for Multifamily Tax Subsidy Projects for persons whose incomes are equal to or below 50% of the County median income;

(2) At least ten (10) of the residential units in the Project must be occupied or available for occupancy by persons whose incomes are equal to or below 60% of the County median income and such units shall have rents at or below the maximum rents set by the Minnesota Housing Finance Agency for Multifamily Tax Subsidy Projects for persons whose incomes are equal to or below 60% of the County median income; and

(3) The limits described in clauses (1) and (2) must be satisfied through the Termination Date. Income and maximum rent limits for occupants of units described in clauses (1) and (2) shall be adjusted for family size in accordance with Section 142(d) of the Internal Revenue Code and related regulations.

On or before each January 1 and July 1, commencing on July 1, 2027, the Developer or an agent of the Developer must deliver or cause to be delivered to the City a Compliance Certificate executed by the Developer covering the preceding six (6) months together with written evidence satisfactory to the City of compliance with the covenants in this Section. This evidence must include a statement of the household income of each qualifying renter and the rents charged for the units occupied by each qualifying renter, a written determination that each qualifying renter's household income and the rents charged for the units occupied by each qualifying renter fall within the qualifying limits of this Section, and certification that the income and rent documentation is correct and accurate. The City may review, upon request, all documentation supporting the Developer submissions and statements. In determining compliance with this Section, the Developer must use the County median incomes for the year in which the payment is due on the

TIF Note, as promulgated by the Minnesota Housing Finance Agency based on the area median incomes established by the United States Department of Housing and Urban Development.

ARTICLE IV

EVENTS OF DEFAULT

Section 4.1 Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean whenever it is used in this Agreement any one or more of the following events:

(1) Failure by the Developer to timely pay any ad valorem real property taxes and special assessments levied against the Development Property and all public utility or other City payments due and owing with respect to the Development Property when due and payable.

(2) Failure by the Developer to cause the construction of the Project to be completed pursuant to the terms, conditions and limitations of this Agreement.

(3) Failure of the Developer to observe or perform any other covenant, condition, obligation or agreement on its part to be observed or performed under this Agreement.

(4) The holder of any mortgage on the Project commences foreclosure proceedings as a result of any default under the applicable mortgage documents.

(5) If the Developer shall:

(A) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under the United States Bankruptcy Act of 1978, as amended or under any similar federal or state law; or

(B) make an assignment for the benefit of its creditors; or

(C) admit in writing its inability to pay its debts generally as they become due; or

(D) be adjudicated as bankrupt or insolvent; or if a petition or answer proposing the adjudication of the Developer as bankrupt or its reorganization under any present or future federal bankruptcy act or any similar federal or state law shall be filed in any court and such petition or answer shall not be discharged or denied within sixty (60) days after the filing thereof; or a receiver, trustee or liquidator of the Developer, or of the Project, or part thereof, shall be appointed in any proceeding brought against the Developer, and shall not be discharged within sixty (60) days after such appointment, or if the Developer, shall consent to or acquiesce in such appointment.

Section 4.2 Remedies on Default. Whenever any Event of Default referred to in Section 4.1 occurs and is continuing, the City, as specified below, may take any one or more of the following actions after the giving of thirty (30) days' written notice to the Developer, but only if the Event of Default has not been cured within said thirty (30) days:

(1) The City may suspend its performance under this Agreement and the TIF Note until it receives assurances from the Developer, deemed adequate by the City, that the Developer will cure its default and continue its performance under this Agreement.

(2) The City may cancel and rescind the Agreement and the TIF Note.

(3) The City may take any action, including legal or administrative action, in law or equity, which may appear necessary or desirable to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement.

Section 4.3 No Remedy Exclusive. No remedy herein conferred upon or reserved to the City is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.

Section 4.4 No Implied Waiver. In the event any agreement contained in this Agreement should be breached by any party and thereafter waived by any other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5 Recovery of Fees By Prevailing Party. In the event of any legal action to enforce or interpret this agreement, the non-prevailing party shall pay the reasonable attorneys' fees and other costs and expenses of the prevailing party.

Section 4.6 Indemnification of City.

(1) The Developer releases from and covenants and agrees that the City, its governing body members, officers, agents, including the independent contractors, consultants and legal counsel, servants and employees thereof (hereinafter, for purposes of this Section, collectively the "Indemnified Parties") shall not be liable for and agrees to indemnify and hold harmless the Indemnified Parties against any loss or damage to property or any injury to or death of any person occurring at or about or resulting from any defect in the Project, provided that the foregoing indemnification shall not be effective for any actions of the Indemnified Parties that are not contemplated by this Agreement.

(2) Except for any willful misrepresentation or any willful or wanton misconduct of the Indemnified Parties, the Developer agrees to protect and defend the Indemnified Parties, now and forever, and further agrees to hold the aforesaid harmless from any claim, demand, suit, action or other proceeding whatsoever by any person or entity whatsoever arising or purportedly arising from the actions or inactions of the Developer (or other persons acting on its behalf or under its direction or control) under this Agreement, or the transactions contemplated hereby or the acquisition, construction, installation, ownership, and operation of the Project; provided, that this indemnification shall not apply to the warranties made or obligations undertaken by the City in this Agreement or to any actions undertaken by the City which are not contemplated by this Agreement but shall, in any event and without regard to any fault on the part of the City, apply to

any pecuniary loss or penalty (including interest thereon from the date the loss is incurred or penalty is paid by the City at a rate equal to the Prime Rate) as a result of the Developer operating the Project so that the Tax Increment District does not qualify or cease to qualify as a "redevelopment district" under Section 469.174, Subdivision 10, of the Act, or (ii) to violate limitations as to the use of Tax Increments as set forth in Section 469.176, Subdivision 4j.

(3) All covenants, stipulations, promises, agreements and obligations of the City contained herein shall be deemed to be the covenants, stipulations, promises, agreements and obligations of the City and not of any governing body member, officer, agent, servant or employee of the City.

ARTICLE V

DEVELOPER'S OPTION TO TERMINATE AGREEMENT

Section 5.1 The Developer's Option to Terminate. This Agreement may be terminated by Developer, if (i) the Developer is in compliance with all material terms of this Agreement and no Event of Default has occurred; and (ii) the City fails to comply with any material term of this Agreement, and, after written notice by the Developer of such failure, the City has failed to cure such noncompliance within ninety (90) days of receipt of such notice, or, if such noncompliance cannot reasonably be cured by the City within ninety (90) days, of receipt of such notice, the City has not provided assurances, reasonably satisfactory to the Developer that such noncompliance will be cured as soon as reasonably possible.

Section 5.2 Action to Terminate. Termination of this Agreement pursuant to Section 5.1 must be accomplished by written notification by the Developer to the City within sixty (60) days after the date when such option to terminate may first be exercised. A failure by the Developer to terminate this Agreement within such period constitutes a waiver by the Developer of their rights to terminate this Agreement due to such occurrence or event.

Section 5.3 Effect of Termination. If this Agreement is terminated pursuant to this Article V, this Agreement shall be from such date forward null and void and of no further effect; provided, however, the termination of this Agreement shall not affect the rights of either party to institute any action, claim or demand for damages suffered as a result of breach or default of the terms of this Agreement by the other party, or to recover amounts which had accrued and become due and payable as of the date of such termination. Upon termination of this Agreement pursuant to this Article V, the Developer shall be free to proceed with the Project at their own expense and without regard to the provisions of this Agreement; provided, however, that the City shall have no further obligations to the Developer with respect to reimbursement of the expenses set forth in Section 3.3, or to make any further payments on the TIF Note (but the termination of such obligations is not intended to relieve the City for any damages to Developer caused by the City's failure to comply with its obligations under this Agreement or the TIF Note).

ARTICLE VI

ADDITIONAL PROVISIONS

Section 6.1 Restrictions on Use. The Developer agrees for itself, its successors and assigns and every successor in interest to the Project that during the term of this Agreement the Developer and its successors and assigns shall operate, or cause to be operated, the Project as contemplated in this Agreement, and shall devote the Project to, and in accordance with, the uses specified in this Agreement.

Section 6.2 Conflicts of Interest. No member of the governing body or other official of the City shall have any financial interest, direct or indirect, in this Agreement, the Development Property or the Project, or any contract, agreement or other transaction contemplated to occur or be undertaken thereunder or with respect thereto, nor shall any such member of the governing body or other official participate in any decision relating to the Agreement which affects his or her personal interests or the interests of any corporation, partnership or association in which he or she is directly or indirectly interested. No member, official or employee of the City shall be personally liable to the City in the event of any default or breach by the Developer or successor or on any obligations under the terms of this Agreement.

Section 6.3 Titles of Articles and Sections. Any titles of the several parts, articles and sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 6.4 Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand or other communication under this Agreement by any party to any other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and

- (1) in the case of the Developer is addressed to or delivered personally to:

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

- (2) in the case of the City is addressed to or delivered personally to the City at:

City of Owatonna, Minnesota
540 West Hills Circle
Owatonna, MN 55060

with a copy to:

Taft Stettinius & Hollister LLP
Attention: Mary Ippel
2200 IDS Center
80 South 8th Street
Minneapolis, MN 55402

or at such other address with respect to any such party as that party may, from time to time, designate in writing and forward to the other, as provided in this Section.

Section 6.5 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 6.6 Law Governing. This Agreement will be governed and construed in accordance with the laws of the State.

Section 6.7 Expiration. This Agreement shall expire on the Termination Date.

Section 6.8 Provisions Surviving Rescission or Expiration. Sections 4.5 and 4.6 shall survive any rescission, termination or expiration of this Agreement with respect to or arising out of any event, occurrence or circumstance existing prior to the date thereof.

Section 6.9 Assignability of TIF Note. The TIF Note may only be assigned pursuant to the terms of the TIF Note.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and on its behalf and its seal to be hereunto duly affixed, the Developer has caused this Agreement to be duly executed on its behalf, on or as of the date first above written.

CITY OF OWATONNA, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

This is a signature page to the Development Agreement by and between the City of Owatonna, and Stadheim Properties of Owatonna, LLC

STADHEIM PROPERTIES OF OWATONNA,
LLC

Its

Its

This is a signature page to the Development Agreement by and between the City of Owatonna,
and Stadheim Properties of Owatonna, LLC.

EXHIBIT A

DESCRIPTION OF DEVELOPMENT PROPERTY

Property located in the City of Owatonna, Steele County, Minnesota with the following parcel identification number:

17-143-0901

17-177-0001

17-177-0002

17-177-0003

EXHIBIT B
FORM OF TIF NOTE

No. R-1

\$ _____

UNITED STATES OF AMERICA
STATE OF MINNESOTA
COUNTY OF STEELE
CITY OF OWATONNA

TAX INCREMENT REVENUE NOTE
(HILLCREST APARTMENT PROJECT)

The City of Owatonna, Minnesota (the "City"), hereby acknowledges itself to be indebted and, for value received, hereby promises to pay the amounts hereinafter described (the "Payment Amounts") to Stadheim Properties of Owatonna, LLC, a Minnesota limited liability company, or its registered assigns (the "Developer" or "Registered Owner"), but only in the manner, at the times, from the sources of revenue, and to the extent hereinafter provided.

The principal amount of this Note shall equal from time to time the principal amount stated above, as reduced to the extent that such principal installments shall have been paid in whole or in part pursuant to the terms hereof; provided that the sum of the principal amount listed above shall in no event exceed \$2,181,000 as provided in that certain Development Agreement, dated as of October 15, 2024, as the same may be amended from time to time (the "TIF Agreement"), by and between the City and the Developer. The unpaid principal amount hereof shall bear interest from the date of this Note at the simple, non-compounding interest at a rate of five percent (5.00%) per annum. Interest shall be computed on the basis of a 360 day year consisting of twelve (12) 30-day months.

The amounts due under this Note shall be payable on August 1, 2027, and on each February 1 and August 1 thereafter to and including February 1, 2053, or, if the first should not be a Business Day (as defined in the TIF Agreement), the next succeeding Business Day (the "Payment Dates"). On each Payment Date the City shall pay by check or draft mailed to the person that was the Registered Owner of this Note at the close of the last business day of the City preceding such Payment Date an amount equal to the sum of the Tax Increments (hereinafter defined) received by the City during the six (6) month period preceding such Payment Date. All payments made by the City under this Note shall first be applied to accrued interest and then to principal. This Note is prepayable by the City, in whole or in part, on any date.

The Payment Amounts due hereon shall be payable solely from 90% of the tax increments (the "Tax Increments") from the Development Property (as defined in the Development Agreement) within the City's Tax Increment Financing (Redevelopment) District No. 20-1 (Hillcrest) (the "Tax Increment District") within its Development District No. 20 which are paid to the City and which the City is entitled to retain pursuant to the provisions of Minnesota Statutes, Sections 469.174 through 469.1794, as the same may be amended or supplemented from time to time (the "Tax Increment Act"). This Note shall terminate and be of no further force and effect

B-1

following the termination of the Tax Increment District, on any date upon which the City shall have terminated the Development Agreement under Section 4.2(2) thereof or the Developer shall have terminated the Development Agreement under Article V thereof, or on the date that all principal and interest payable hereunder shall have been paid in full, whichever occurs earliest.

The City makes no representation or covenant, expressed or implied, that the Tax Increments will be sufficient to pay, in whole or in part, the amounts which are or may become due and payable hereunder.

The City's payment obligations hereunder shall be further conditioned on the fact that no Event of Default under the Development Agreement shall have occurred and be continuing at the time payment is otherwise due hereunder, but such unpaid amounts shall become payable if said Event of Default shall thereafter have been cured; and, further, if pursuant to the occurrence of an Event of Default under the Development Agreement the City elects to cancel and rescind the Development Agreement, the City shall have no further debt or obligation under this Note whatsoever. Reference is hereby made to all of the provisions of the Development Agreement, including without limitation Section 3.3 thereof, for a fuller statement of the rights and obligations of the City to pay the principal of this Note, and said provisions are hereby incorporated into this Note as though set out in full herein.

This Note is a special, limited revenue obligation and not a general obligation of the City and is payable by the City only from the sources and subject to the qualifications stated or referenced herein. This Note is not a general obligation of the City of Owatonna, Minnesota, and neither the full faith and credit nor the taxing powers of the City are pledged to the payment of the principal of this Note and no property or other asset of the City, save and except the above-referenced Tax Increments, is or shall be a source of payment of the City's obligations hereunder.

This Note is issued by the City in aid of financing a project pursuant to and in full conformity with the Constitution and laws of the State of Minnesota, including the Tax Increment Act.

This Note may be assigned only with the consent of the City, which consent shall not be unreasonably withheld, conditioned or delayed. In order to assign the Note, the assignee shall surrender the same to the City either in exchange for a new fully registered note or for transfer of this Note on the registration records for the Note maintained by the City. Each permitted assignee shall take this Note subject to the foregoing conditions and subject to all provisions stated or referenced herein.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions, and things required by the Constitution and laws of the State of Minnesota to be done, to have happened, and to be performed precedent to and in the issuance of this Note have been done, have happened, and have been performed in regular and due form, time, and manner as required by law; and that this Note, together with all other indebtedness of the City outstanding on the date hereof and on the date of its actual issuance and delivery, does not cause the indebtedness of the City to exceed any constitutional, statutory or charter limitation thereon.

IN WITNESS WHEREOF, City of Owatonna, Minnesota, by its City Council, has caused this Note to be executed by the manual signatures of its Mayor and City Administrator and has caused this Note to be issued on and dated _____, 20__.

City Administrator

Mayor

**DO NOT EXECUTE UNTIL PAID INVOICES FOR SITE IMPROVEMENTS ARE
GIVEN TO THE CITY - REFER TO SECTION 3.3(1).**

CERTIFICATION OF REGISTRATION

It is hereby certified that the foregoing Note, as originally issued on _____, 20__, was on said date registered in the name of STADHEIM PROPERTIES OF OWATONNA, LLC, and that, at the request of the Registered Owner of this Note, the undersigned has this day registered the Note in the name of such Registered Owner, as indicated in the registration blank below, on the books kept by the undersigned for such purposes.

NAME AND ADDRESS OF
REGISTERED OWNER

DATE OF
REGISTRATION

SIGNATURE OF
CITY ADMINISTRATOR

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

EXHIBIT C

SITE IMPROVEMENTS

Engineering
Environmental Testing
Foundations and Footings
Grading/earthwork
Landscaping, including irrigation
Onsite Utilities
Onsite Road, Curb, Gutter, Driveway, Sidewalk and Streetscape Improvements
Outdoor Lighting
Parking
Site Preparation
Site Utilities
Soil Testing & Boring
Storm Water/Ponding
Survey

EXHIBIT D

COMPLIANCE CERTIFICATE

The undersigned Stadheim Properties of Owatonna, LLC, does hereby certify that as of the date of this Certificate and for the previous six (6) months prior to the execution of this Certificate:

1. Not less than ten (10) of the residential units in the Hillcrest Apartment Project located at Hillcrest Ave. Se., Owatonna, MN (the "Project") were occupied or available for occupancy by individuals whose income is 50% or less of the Steele County median income and the rents charged for such units were at or below the maximum rents set by the Minnesota Housing Finance Agency for Multifamily Tax Subsidy Projects for persons whose incomes are equal to or below 50% of the Steele County median income; and
2. Not less than ten (10) of the residential units in the Project were occupied or available for occupancy by individuals whose income is 60% or less off the Steele County median income and the rents charged for such units were at or below the maximum rents set by the Minnesota Housing Finance Agency for Multifamily Tax Subsidy Projects for persons whose incomes are equal to or below 60% of the Steele County median income.

Dated this ____ day of _____, 20__.

STADHEIM PROPERTIES OF OWATONNA,
LLC

By _____
Its _____

[Attach income and rental verification required by Section 3.6]

NOTICE OF HEARING ON PROPOSED ASSESSMENT

NOTICE IS HEREBY GIVEN that the City Council of the City of Owatonna, Minnesota, will hold hearing at a regular City Council meeting to be held at 7:00 p.m. on Tuesday, October 15, 2024, in Chambers of the Charles S. Crandall Center at City Hall, 540 West Hills Circle to pass upon the proposed assessments against benefited properties for unpaid costs of Weed and Nuisance Compliance in the City.

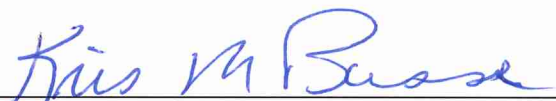
The proposed assessments are on file for public inspection at the office of the City Clerk. Written or oral objections will be considered at the hearing. If you have a question or believe that the measurements or calculation is in error, we would appreciate it if you would call the Fire Department Office or the City Clerk's Office to discuss the proposed assessment before the hearing.

An owner may appeal an assessment to District Court pursuant to Minnesota Statutes, Section 429.081, by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment and filing such notice with the District Court within ten days after service upon the Mayor or Clerk. No such 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 proposed assessment with the City Clerk prior to the hearing or has presented the written objection to the presiding officer at the hearing.

Declared cost of the Unpaid Weed & Nuisance Compliance Costs is
\$1,844.15 which has been proposed as assessments.

The City Council has provided that anyone 65 years of age, or older, owning and occupying a homestead, may ask for and receive deferment of a special assessment against that homestead if that person meets the criteria established by the Council on April 2, 2012. Forms for requesting this deferment are available at the office of the City Clerk.

Dated: September 17, 2024


Kris M. Busse, City Administrator/City Clerk
City of Owatonna, Minnesota

Notice to publish in the Owatonna Peoples Press on or before October 1, 2024.



DATE: October 15, 2024
TO: Mayor and City Council
FROM: Ed Hoffman, Fire Chief
SUBJECT: Resolution 108-24 Assessments - Mowing and Nuisance Compliance Costs

Purpose:

Adopt 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. The Assessment Roll currently includes nine parcels with total of proposed assessment amount, \$1,640.15. The recommended term of repayment was set at one (1) year at an interest rate of six (6.0) percent per annum.

Budget Impact:

These assessments will reimburse the city for costs of weed and nuisance enforcement. The City's share of these costs will be \$0.

Staff Recommendation:

Staff recommends approval of Resolution 108-24.

Attachments:

1. Res 108-24 Adopt Assessments - Weeds and Nuisance

RESOLUTION NO. 108-24

A RESOLUTION ADOPTING PROPOSED ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment against abutting property for unpaid costs for compliance of 2024 Weed and Nuisance Compliance Costs on various lots in the City;

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

1. Such proposed assessment as amended, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in equal annual installments extending over a period of 1 (one) year, the first of the installments to be payable on or before the first Monday in January 2025, and shall bear interest at the rate of 6.0 (six) percent per annum from the date of the adoption of this assessment resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2025. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution; and he/she may, at any time thereafter, pay to the county auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 14, 2024 or interest will be charged through December 31 of the next succeeding year.

4. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

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

Council Minutes

Owatonna City Council Minutes

October 1, 2024

On Tuesday, October 1, 2024, at 7:00 p.m., Council President Schultz called the regular session of the Owatonna City Council to order in the Chambers of the Charles S. Crandall Center. Present were Council Members 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. Council Member Boeke made a motion to approve the agenda as presented, Council Member Svenby seconded the motion, all members voted aye in approval.

Public Hearing – Proposed Assessments – Properties with Delinquent Account – Owatonna Public Utilities

Council President advised there will be a public hearing for comments regarding the proposed assessments on properties with delinquent utility bills at Owatonna Public Utilities. Administrator Busse introduced Toni Van Esch, Customer Service Advisor at Owatonna Public Utilities. Van Esch confirmed requirements met for total assessment of \$18,17348.

At 7:03 pm, the public hearing open. With no comments heard, at 7:04 Council Member Raney made a motion to close the public hearing. Council Member Burbank seconded the motion, and all members present voted aye in approval. Council Member Raney asked why the Notice of Public Hearing showed an assessment amount of \$21,719.48, Van Esch explained ownership changed of one parcel during the assessment process and the current property owner is not responsible for delinquent utility account.

Resolution 99-24: Adopt Assessments – OPU Delinquent Accounts

Council Member Dotson made a motion to approve Resolution 99-24 adopting the proposed assessments with an annual interest rate of 5.5%. Term of payment for an assessment per City Ordinance for a delinquent utility account is within one year if less than \$1,000 and within three years if more than \$1,000. Council Member Voss seconded the motion, all members voted aye in approval.

Recommendations for Appointments: West Hills Commission and Human Rights Commission

Mayor Kuntz advised application process recently completed with panel phone interviews to fill current openings on two commissions. He made recommendation that

Sara McKay be appointed to the West Hills Commission and Sherry Hill to the Human Rights Commission. These appointments will fulfill the remainder of the previous member's terms to expire April 30, 2025 when they will be eligible for reappointment to a new three-year term. Council Member Boeke made a motion for approval, Council Member Raney seconded the motion, all members voted aye for approval. Sherry Hill was present to receive the Oath of Office administered by Mayor Kuntz.

Proclamations

Mayor Kuntz commented recent proclamations have been issued for:

- Domestic Violence Awareness Month – October 2024
- Owatonna Foundation Week – October 1-4, 2024
- Ben Staska Day – October 10, 2024, the 2024 Firefighter of the Year
- Pregnancy & infant Loss Remembrance Day – October 15, 2024

Consent Agenda Items

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

- Minutes – Council Meeting – September 17, 2024
- OPU Commission Meeting - August 27, 2024
- Weed/Nuisance Inspection Report - September 25, 2024
- Exempt Permit - Owatonna Fire Relief Association - Bingo - November 16, 2024
- Exempt Permit - Early Edition Rotary Club - Bingo - November 15, 2024
- Event Permit - Mn Snap Low Cost Spay-Neuter Clinic - October 13, 2024
- Proposal - Revised City Hall CIP Generator Replacement Scope and Design - ICS
Correction in proposal approved July 2, 2024, agreement for electrical design review for generator to power the Crandell Center was not included.
- Donation - Owatonna Youth Hockey Association Gambling Fund
Park and Rec Department to receive \$1,000 donation.
- Resolution 106-24 Authorize Contract for Purchases - Fame Awards
- Letter of Agreement - Patent/Trademark City Brand - Greenberg Traurig, LLP
To prepare and submit application to the United States Patent and Trademark Office to protect the intellectual property assets developed through the adoption of a new brand. Cost will be split with the Owatonna Area Chamber of Commerce.

Council Member Dotson made a motion for approval, Council Member Svenby seconded the motion. Council Member Voss recused himself from voting, the resolution included is for purchases from his business; all members voting, voted aye for approval. Council Member Voss commented this will be the last payment to Fame Awards requiring approval by resolution, he just finalized the sale of the company and is no longer the business owner.

Finance Report

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

53,384.00	Baker Tilly - 2023B Gen Obligation Street Reconstruct Bond Fees
86,130.02	Cyber Advisors - Fortinet hardware/project
114,529.00	League of MN Cities Ins Trust – 4 th Qtr 2024 Workers Comp Premium
580,579.87	Legence Subsidiary Holdings LLC dba ICS Consulting LLC
	- Merrill Hall pay est #9 - \$574,244.70
	- Facility needs consulting \$6,335.17
114,377.02	Nero Engineering - WWTF Upgrade & Expansion project - August 2024
28,276.62	Owatonna Area Chamber of Commerce - Lodging Tax July 2024
1,083,361.86	Rice Lake Construction Group - WWTP Expansion Est 27
137,172.58	Southeast Service Cooperative - Aug 2024 health ins premiums
271,606.76	US Bank
	- GO Street Reconstruction Bond, Series 2023B: Bond Interest Pymt \$103,361.13
	- GO Street Reconstruction Bond, Series 2021A: Bond Interest Pymt \$37,630.00
	- GO Street Reconstruction Bond, Series 2020A: Bond Interest Pymt \$19,000.00
	- GO Improvement Bond, Series 2019A: Bond Interest Pymt \$28,200.00
	- GO Street Reconstruction Bond, Series 2018A: Bond Interest Pymt \$49,950.00
	- GO Bond, Series 2017A: Bond Interest Pymt \$10,096.88
	- GO Bond, Series 2016A: Bond Interest Pymt \$19,868.75
	- GO Bond, Series 2015A: Bond Interest Pymt \$3,500.00
21,631.25	US Bank - Entire organization monthly credit card purchases July-Aug
288,671.75	Wencl Construction - 2024 Street & Utility Pay Est #2
<u>264,531.88</u>	Other Expenditures
\$ 3,044,252.61	Total Expenditures Presented for Approval

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

Resolution 100-24: 18th Street SE Trail Project - Accept Bids & Award Contract

Public Works Director Murphy advised a Pedestrian and Bicycle Trail running along the South side of 18th Street SW and the North side of 18th Street SE is planned for

construction. This extension of the 18th Street Trail is a phased project supported by many businesses, organizations, and Steele County. Transportation Alternatives Program (TAP) funds have also been awarded for 2026 to complete the trail from Austin Road to Bixby Road (CSAH 48). Bids were received on August 29, 2024, for the 18th Street SE Trail Project. Bids were received from five (5) companies.

Ulland Brothers Inc - Albert Lea, MN	\$911,296.47
Steve James Excavating, Inc - Owatonna, MN	\$922,114.83
Wencl Construction, Inc - Owatonna, MN	\$965,904.50
Heselton Construction, LLC - Faribault, MN	\$1,094,000.00
ICON, LLC - Dodge Center, MN	\$1,099,242.02

The Engineer's Estimate for this project was \$989,626.80. The contractor submitted Disadvantaged Business Enterprise participation records to the MNDOT Office of Civil Rights (OCR). The submittals met OCR's criteria and approvals have been obtained. Due to Federal Process and State Aid review concurrence and lengthy contract timelines, the project will not be constructed until spring 2025. Council Member Svenby made a motion to accept the bids and award the project to the low bidder, Ulland Brothers Inc. of Albert Lea, MN at \$911,296.47. Council Member Voss seconded the motion, all members voted aye in approval.

Resolution 101-24 Declare Costs – Delinquent Snow Removal Accounts

Public Works Director Murphy requested approval of Resolution 101-24 to declare costs of the Delinquent Snow Removal Account and propose assessments for unpaid sidewalk snow clearing fees incurred during the 2023-2024 Winter Season. Pursuant to City Ordinance 94.005, property owners or occupants are responsible for removing snow and ice from sidewalks adjacent to their property within 24 hours of accumulation.

Inspections are completed on a complaint-received basis. Written notices are mailed to the property owners of the addresses found to be non-compliant, additional inspections are completed and properties that have not been cleared are subject to snow removal under the direction of the City Engineer. Contractor and administrative fees are billed to the property owner.

Two properties have outstanding costs to collect assessments in the amount of \$834.80 as reimbursement for expenses incurred. Council Member Raney made a motion for approval, Council Member Boeke seconded the motion, all members voted aye for approval.

Resolution 102-24: Set Public Hearing Date - Delinquent Snow Removal Accounts

Public Works Director Murphy requested approval of Resolution 102-24 to set a Public Hearing Date for comments regarding the Delinquent Snow Removal Account proposed for assessment for unpaid sidewalk snow clearing fees incurred during 2023-2024

winter season. A Public Hearing Date will be held on November 6, 2024. Council Member Voss made a motion for approval, Council Member Svenby seconded the motion, all members voted aye for approval.

Resolution 103-24: Execute MN Department of Transportation Grant Agreement for Hangar #10 Roof Replacement Design Services

Community Development Director Klecker requested approval of Resolution 103-24 authorizing the acceptance of the MnDOT Aeronautics Grant Agreement for design services for the roof replacement project. After bids are received and the project is tentatively awarded, this design grant will then be amended to include funding for all eligible construction costs based on the bid amount. This grant agreement is for \$27,160, 70% of the eligible costs. The local share is anticipated to be 30% at \$11,640. Council Member Boeke made a motion for approval, Council Member Dotson seconded the motion, all members voted aye for approval.

Resolution 104-24 Award 2024 Demolition Quotes

Community Development Director Klecker presented Resolution 104-24 to approve the quotes received for the 2024 Fall Demolition projects and award the project. There are four sites included in this project:

- 1) The EDA purchased the house at 139 Pearl Street E for future downtown development. All structures on the site will be demolished and all of the utilities removed from the property. The property will then be filled, graded and seeded until the time a project is started.
- 2) The City purchased the house at 506 Maple Drive through a Repetitive Loss Flood Grant. All structures will be demolished, and all the utilities removed. The property will then be filled, graded and seeded for perpetuity. The City is unable to build on the property as it is located within the floodplain. The City will be reimbursed for all costs associated with this property.
- 3) The City purchased the house at 1370 Cherry Street for future park development. All structures on the site will be demolished and all utilities removed to the curb. The property will then be filled, graded and seeded until the time a project is started. Projects and details will be determined at a future date.
- 4) The City also has an existing building located within Dartt's Park which is located within the flood plain. The structure is being demolished to remove a building from the flood plain.

Bids were received from three companies:

Company	139 Pearl St E	1370 Cherry St	506 Maple Dr	Dartt's Park	Total
JJD Companies	\$33,825	\$29,850	\$23,700	\$ 8,650	\$96,025
Steve James					
Construction	\$41,500	\$40,000	\$35,500	\$12,500	\$129,500
Wencl					
Construction	\$33,500	\$31,500	\$25,000	\$11,500	\$101,500

The low bid (all four sites) is \$96,025; EDA will pay \$33,825, the City will be reimbursed \$23,700 for Maple Drive and balance to be paid from the General Fund. Council Member Raney made a motion for approval, Council Member Voss seconded the motion, all members voted aye for approval.

Resolution 105-24: Appoint Election Judges - 2024 General Election

City Administrator Busse requested approval of Resolution 105-24 appointing Election Judges for the 2024 General Election planned for Tuesday, November 5, 2024. This resolution appoints judges and also authorizes staff assignment of Election Judge substitutes if needed. All judges serving are required to attend training to become a Certified Election Judge prior to serving. July 1st was the beginning of the current 2-year biennial period for Judge Certification. Jennifer Mueller, Director of the Steele County Property Tax and Election Office, held nine Election Judge Training Sessions in July prior to the August Primary Election and one training session is offered next week, October 10th. Election Day poll assignments will be prepared with the 129 judges listed. The polls will be open from 7:00 a.m. to 8:00 p.m. with the judges beginning at 6:00 a.m. and finishing around 9:00 p.m. Council Member Voss made a motion for approval, Council Member Burbank seconded the motion, all members voted aye in approval.

Merrill Hall Lease - Little Theatre of Owatonna

Assistant City Administrator Tuma requested approval to renew a lease with the Little Theatre of Owatonna's (LTO) for space (12,467 square feet) in Merrill Hall. LTO, a community theater, has been leasing space at Merrill Hall for several decades. Due to recent building improvements, some spaces are required for the HVAC system. This presented an opportunity to collaborate with another building tenant, Wee Pals, to adjust the space to benefit both tenants. Under the proposed lease agreement, a dust collector is required if LTO uses power saws in the workshop area, and LTO will cover the unit and installation costs. Additionally, the lease allows the City to use the auditorium for City business, provided advance notice is coordinated.

The proposed lease is for five years with annual rent increases:

- January 1, 2025 – December 31, 2025: \$10,800 per year/\$900.00 month
- January 1, 2026 – December 31, 2026: \$14,400 per year/\$1,200.00 month
- January 1, 2027 – December 31, 2027: \$18,000 per year/\$1500.00 month
- January 1, 2028 – December 31, 2028: \$21,600 per year/\$1800.00 month
- January 1, 2029 – December 31, 2029: \$24,000 per year/\$2000.00 month

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

Merrill Hall Lease - Wee Pals Child Care Center, Inc

Assistant City Administrator Tuma requested approval to renew a five-year lease with Wee Pals Child Care Center, Inc. (Wee Pals) for spaces occupied in Merrill Hall (10,251 square feet) Wee Pals, a community childcare provider for infants through school-aged children has leased space at Merrill Hall for decades. Wee Pals is responsible for maintaining, inspecting, and replacing the outdoor playground and fenced-in green space. The annual term rent amount for 2025, is \$48,510.00/monthly installments of \$4,042.50. The rent will increase by:

- 3% for 2026
- 2% for 2027
- 2% for 2028
- 2% for 2029

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

STAFF COMMENTS

Public Works Director Murphy commented staff is training on the MBR at the Wastewater Treatment Plant. They are waiting for some electronical components which has slightly delayed progress on the project. The 2024 Street & Utility Project is in process and the Street Department has completed the paving project. The Vine Street Project began yesterday and should be completed on or before November 15th. Be cautious when in the area, the street and sidewalks will be closed when surface demolition materials are being removed.

Community Development Director Klecker commented that Marthaler Honda Dealership held a groundbreaking event and dirt will soon be moving for their new facility on 26th Street. Renovation is underway at the former Holiday Inn to become a Double Tree Hote; this site provides one of the largest conference venues within the city. Scooters Coffee has started construction on their new building on 18th Street. Council Member Raney asked if use of the Bird scooters this year was lower than usage last

year. Klecker commented that the scooter usage was lower, the daily average number of rides was 58 compared to 80-90 last year. Usage amount is tracked, and he anticipates this will be a factor this winter when Bird considers a 2025 agreement.

PUBLIC COMMENTS

Gail Jorgenson, 249 E Main Street, commented she appreciated that the council has been listening to the concerns of the east side corridor residents and asked great questions during tonight's study session, which included presentation and evaluation of the alternative routes for the East Side Corridor. She thanked Mayor Kuntz for the proclamation for Pregnancy and Infant Loss Remembrance Day, she lost an unborn child 44 years ago and appreciates recognition of this date. When people say that in 30 years, the design of the east side corridor won't matter, because there will be a new set of rules, but it will matter, because children might get hurt that aren't born yet.

Keegan Jones, 517 S Cedar Avenue, thanked the council and the city on behalf of the Owatonna Little Theater (LTO) for their support for LTO with the building updates at Merrill Hall and the renewed lease agreement. The renovated space is a big improvement for the LTO and allow us to better serve our community. We look forward to continuing this partnership with the city.

Clarissa Dushek, Director at Wee Pals, thanked the council and city for investing in the Merrill Hall building and thankful for the interest and investment in the children of this community. Childcare is greatly needed within the community. This building project allowed the addition of more rooms within their center and potential future builds. They are looking forward to returning for operations on site.

Tyrel Alastair Hunter, 2595 Mossy Creek Drive, commented he is representing many concerned residents from his neighborhood in regard to the east side corridor. We have been persistent in attending town hall and county meetings seeking transparency and accountability for this project. Our community has been vocal in requesting clear information but have encountered avoidance, lack of transparency and at times what feels like deception from local officials. A recent memo sent to the Federal Government included in Figure 2, a map of a 1993 study which included three additional neighborhoods which were not part of the original documents from that study. This discrepancy raises doubts about the accuracy and integrity of the information presented to the public. We were told five alternative routes would be evaluated, however prior to the beginning of the study, two of these alternative routes were dropped with no explanation provided. Options 1 and Option 2 were included in the evaluation which had been previously dropped, these led to a study which was skewed for only one viable outcome. We are questioning the legitimacy of the evaluation, we want this process to be open, transparent, and fair for everyone to be impacted by this project.

Melissa Zimmerman, 2525 Stony Creek Drive, thanked council members for asking questions during the study session prior to tonight's meeting. Tonight, WSB confirmed the setback will be 17', that allows only 2' for mitigations, 2' from powerlines, how will a trail or noise wall fit in this space. Any encroachment onto my property will trigger eminent domain. HUD Guidelines state a road this close will result in condemnation, can you afford to relocate all of us and redesign the neighborhood? None of the proposed designs fit within a 100' footprint with mitigations, none of the proposed mitigations met MnDOT regulations or was avoidance included which should be the first step in the WSB Report. MnDOT requires 100' of mature trees or berms 20' high, not the inadequate mitigation proposed. WSB and the county also eliminated safer and more costly effective Options 4 and 5 without proper justification and have not provided an explanation of why this was done. We were denied a proper public comment period which allowed misleading information sent to the Federal Government. During the 90's 29th Avenue was moved out 1,200 feet to protect existing homes, why not move this route out farther also.

Matt Sennott, 2519 Stony Creek Drive, commented the city is partners in this project with the county which is important to our neighborhood. The County Engineer and WSB are proposing the route which was chosen 30 years ago. Now, houses exist in the area, and they hope to cram the roadway in the remaining right of way. In 2011, the proposed route was abandoned because 34th Ave was better but now it is back? Why this change? We ask the City Council and county to step up this joint project before more tax dollars are wasted. We need more space between our established houses and the roadway. MnDOT says spacing should be 1,200 feet for noise purposes. None of the routes proposed tonight included 1,200 feet so forcing our request for a noise wall to protect our children and homes from increased noises. This will also destroy our property values and safety zones, which is reckless. Your citizens need your help, you can create your own legacy to last the next 30-70 years.

Gary Jones, 995 Ridge Road, commented that during recent meetings I've been told ladders are gone and only climbing sticks are allowed. The City's Deer Management Application does state; no ladders allowed but it doesn't say that the climbing sticks must be moved every time. This is a critical point that should have been included. Also, hunters are asked to report each week how many days they went out and how many deer they have taken and how many deer they have seen. Asking hunters to report the deer count would be a good way to inflate the numbers, a third party should complete a count on one day to get an accurate of the deer population. I have received information on another city's deer management plan which I plan to share with all of you.

COUNCIL COMMENTS:

Council Member Voss thanked the Police Department and the Owatonna Foundation for the new street signs at the schools, these should cause traffic to slow down. He was pleased that the Vine Street Parking Lot Project has begun, this project began with the EDA five or six years ago. He thanked everyone who attended the neighborhood meeting to discuss speed control along Third Avenue NE. Approximately 65 people attended this meeting with Chief Mundale, Council Member Svenby and himself present. There is a smaller follow-up meeting planned next week; he hopes this will help mitigate the speeding problem in this area.

Council Member Raney commented that 24 years ago, Council Member Dotson was crowned the Owatonna Homecoming King. This year, Council President Schultz's granddaughter Isabella was honored to be in the top 12 of the Homecoming Court. This is Homecoming Week, and the Homecoming Parade will be Friday afternoon, if planning to attend, you will want to go early because parking may be particularly challenging this year now that the Vine Parking Lot Project is underway.

Council Member Svenby commented that last week he received an e-mail about a rooster within the city. He had advised them to file a Nuisance Complaint and request staff draft an ordinance for consideration like other cities have which prohibits roosters within city limits.

Mayor Kuntz commented he is pleased that two new board/commission members were appointed during tonight's meeting. Applications are currently being accepted for membership on the EDA, the application form is available on the city's website.

Council President Schultz commented that last night he attended the OHS Homecoming Coronation. His granddaughter Isabella is a member of the Homecoming Court, and he was proud to see her on the stage last night and she will also be in the parade on Friday. My mother was the OHS Homecoming Queen in 1954 and would have loved seeing Isabella in these Homecoming activities; unfortunately, my mother passed away a few months ago.

At 8:00 p.m., Council Member Svenby made a motion to adjourn, Council Member Dotson seconded the motion, and the meeting ended.

Respectfully submitted,
Jeanette Clawson, Administrative Coordinator



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Board Commission Minutes

Owatonna Human Rights Commission Minutes

The Owatonna Human Rights Commission (OHRC) met on Tuesday, September 10, 2024, in the Meeting Room of the Charles S. Crandall Center. Chairman Jim Gunderson called the meeting to order at 5:33 p.m. Commissioner Hansen took roll call: Commissioners Jim Gunderson, Jessica Bjore, Edgar Esquivel, Jennifer Hansen, Mustafe Ismael and Julia Seykora; Administrative Coordinator Clawson and Ethan Cords were present.

Following the Pledge of Allegiance, Commissioner Gunderson welcomed everyone to the meeting. Commissioner Hansen made a motion to approve the agenda as presented, Commissioner Seykora seconded the motion, all members voted aye in approval.

After reviewing the Minutes of the August 26th OHRC Meeting, Commissioner Bjore made a motion to approve as presented, Commissioner Mustafe seconded the motion, all members voted aye in approval.

City Administrator Busse stepped into the meeting to comment that she thought both events hosted by the OHRC for the 2024 Welcome Week went very well. She was pleased that there were many more participating this year compared to last year and anticipating the 2025 events will be even better.

ITEMS of DISCUSSION

2024 Human Library was held during the Downtown Thursday event on September 5th.

Commissioner Hansen commented that 32 Bingo cards were taken but only 14 returned for prizes. Thirteen completed standard Bingo (5 across, 5 up/down or 5 diagonally) to receive a prize of a \$5 Chamber Buck; one completed a X or + Bingo to receive a \$10 Chamber Buck prize. Each "Book" also each received a \$5 Chamber Bucks for participating. The remaining Chamber Bucks, \$220, will be held in the city's safe for future OHRC events.

Cost for the 2024 Human Library were:

\$135.30 – printing Bingo cards at Insty Prints Owatonna

75.00 - Chamber Bucks – prizes awarded

120.00 - Chamber Bucks – participant gratuity

\$330.30 – Total Cost

The number of clicks received on a book's QR Code can be viewed. The genre of the books most viewed were: Hispanic Heritage, City Administrator Adoptive Parents, and Transgender. Several people have expressed interest in participating next year. We want to offer similar genres with new book options.

Commissioner Hansen commented that she hoped for more participation. Commissioner Gunderson commented there were a lot of people looking at the book posters and talking with the in-person books. Commissioner Bjore commented the Bingo may have been too much to grasp and she heard comments they did not have their phones with them to scan

the book posters. Commissioner Mustafe commented that the presentation was very impressive and well organized. Commissioner Seykora added the 2024 Human Library was so different than the one offered in 2023 and with a lot more participation, she suggested the 2025 Human Library be less intense for the readers. Commissioner Mustafe commented that the article in the Owatonna Peoples Press was very good to build interest in this event.

Commissioner Hansen thanked everyone for helping prepare for, publicize, set up and tear down for this event. She also acknowledged the previous OHS commission members for bringing this event to Owatonna. Commissioner Gunderson commented that the Human Library should continue during the Downtown Thursday events when many people will attend.

2024 Meeting on the Field held on Saturday, September 7th at Daiken Soccer Complex

Commissioner Mustafe commented there were 27 players present for his team, which was good as there was a big game on TV at the same time. There was a bit of confusion about which field to use which caused a delay in starting the game. The field close to the tent and food truck were used but he would prefer a larger field. Commissioner Seykora commented that the condition of the fields was also taken into consideration and next year the field assignment will be decided and posted so we can recognize those who came to play, why they came to play and not deter anyone away, there were 51 who wanted to play. The feasibility of a food truck will need to be reviewed; most of the purchases used the vouchers given to the players. OHRC payment to Taco El Ray was \$386.55 and there should be more promotion to include what food would be available. Commissioner Gunderson commented the addition of picnic tables would be nice, but bleachers would not be needed.

Commissioner Hansen commented that events should be promoted on the community info screens posted in most restaurants. Commissioner Seykora commented there was a great turnout for the first year this game was played. Next year, we will change the process of ordering T-shirts, consider more teams and games and expand promotion, the ideal start time would be 6:00 pm.

RECOMMENDATION FOR NEW COMMISSION MEMBER

Mayor Kuntz is looking for a new member to fulfill the term vacated by former OHRC Commissioner, Brandy Leon. The application form is currently on the city website. Applicants will be interviewed by a panel consisting of the Mayor, a City Council Member and member of the current commission. Commissioners Gunderson and Bjore commented they would participate in the interview process. Everyone was asked to encourage potential applicants; Mayor Kuntz hopes to have this process completed prior to the October OHRC Meeting.

2025 MLK Jr Day Event Monday, January 20, 2025

There was a brief discussion on plans for the 2025 MLK Jr Day event. The speaker, venue, and cater will be the same as last year. Commissioner Seykora will contact the speaker for the topic of her presentation to use in promoting the event. Commissioner Gunderson and Hansen will follow-up on contributions from organizations to co-host the event.

Commissioner Gunderson requested a motion for the OHRC to develop their own Facebook page; Commissioner Hansen made this motion which Commissioner Bjore seconded. Commissioner Seykora commented she met with the City's Communication Manager, Deanna Sheely about this and her request was denied. Administrative Coordinator Clawson commented City Administration previously reviewed the feasibility of this with city's IT Department and advised it is not an option. Commissioner Gunderson commented previous OHRC Commissioner Cords has developed a Facebook page which should be viewed for consideration. Commissioner Seykora commented that gaps in promotion opportunities available should be identified and remedied for better promotion of events; the motion failed a vote of approval.

Ethan Cords commented he previously monitored the OHRC e-mail account. That task was passed to previous Commission Member Leon. Administrator Clawson will follow-up with the IT Department regarding this e-mail account and report at the next OHRC Meeting.

ADJOURNMENT

At 6:36 p.m., Commissioner Bjore made a motion to adjourn, Commissioner Hansen seconded the motion, and the meeting was adjourned. The next OHRC Meeting is planned for Tuesday, October 8th at 5:30 pm.

Respectfully submitted,
Jeanette Clawson, Administrative Coordinator

OWATONNA PLANNING COMMISSION MINUTES FOR OCTOBER 8, 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 Kelly Rooks, John Eickhoff, Nick Peake, Rachel Springer-Gasner and Dave Effertz. Commissioners Mark Wilson, and Mark Meier were absent. Community Development Director Troy Klecker and Administrative Technician Nikki Callahan were also present.

A motion was made by John Eickhoff and seconded by Dave Effertz to approve the minutes of the regular meeting of September 24, 2024. All Commissioners present voting Aye, the motion carried.

Preliminary Plat of Aire Apartments Addition, which is a 3.5± acre tract of land zoned B-2, Community Business District, requested by Darrin Stadheim, Stadheim Properties of Owatonna, LLC, and located at 525 & 605 Hillcrest Avenue, was presented by Community Development Director Troy Klecker. (Refer to report on file.) Public hearing opened at 5:38pm

1. Dr Mark Magnus and Dr. Kelli Iceman – 803 E School St
Their property abuts the development to the North. They have reviewed the plans for the Aire development. The existing and proposed drainage plans verify that the overland drainage path where it discharges toward Hillcrest Avenue, currently is located on the Aire development property. To accommodate the new parking area the developer is proposing to shift the overland drainage path onto our property. We would like to emphasize that we are not in favor of this encroachment onto our property and believe that the overland drainage path should remain on the developers property. We have contacted the developer to voice these concerns and we remain open to a solution that will not adversely affect our property or his. I urge the zoning board to take these concerns into consideration when reviewing the development plans to protect our property rights and ensure responsible development.
2. Michelle Merxbauer - 710 Bixby Rd. – Her concern is the apartment building is taller than most apartments in this town. This is zoned B-2 and this is pocket zoning. The rest of the neighborhood is residential. This new apartment is equivalent to the size of the hotel downtown or the apartments downtown- The Pearl. The 4-story building will change the look and feel of the current neighborhood. Housing is important and 73 units is appropriate and an asset to our neighborhood. She does not feel the 4 story building fits in with our community and neighborhood.
3. Eric Merxbauer- 710 Bixby Rd - His concerns are with the rain. In 2007 and 2010 they had 18 inches of rain that flooded. He has worked with the city and county and engineers and realized that when the highway was built the drains were put in too small. When we get rain that is more than 1 inch the highway floods and people drive through water. We had a valve put in to stop the water from backing into their yards. But when the highway fills up they had to shut the valve off . In 2010 they had to work on putting in a culvert across the highway to relive the extra water that was pooling. He is concerned that by putting in this apartment and parking lot that it will cause more back up of water draining into their yard. He wants to know if there has been a study done to make sure that is not going to happen. On the south end of town he stated there has been a lot of flooding where we have had to go back in and rework it so that it doesn't flood. He is concerned with the large parking lot being put in at the apartments is going to cause problems that we are not ready for.

4. Peter Moothart– 737 Phelps St. When they moved here in 1987 it was quiet. The proposal changes that. It will be busy on Hillcrest and Phelps. The neighbors are not opposed to an updated building but to go from 1 story at 25 units to 4 stories at 73 units is excessive. The other apartments in the area are 2 or 3 stories. We will have an extra 100 cars on our street between Phelps and Hillcrest. Kids will have to be careful with bikes and balls. Why was this designed with the access on Hillcrest and Phelps; why not keep access on School Street? He is concerned the unique tree will be cut down in order to make the driveway entrance and exit. He would like to know if we have considered the following:
 - Reduce light and noise pollution by adding a fence along Hillcrest. 4 trees are not going to do that. An example of a responsible business is Fareway. They added landscaping to minimize the light pollution from the back entrance and exit.
 - How will this affect our property values? They have put an awful lot into their house and they would hate to lose what they put in.
 - I hope you looked at the proper infrastructure so that we don't have issues like we have had on the south end. He is also concerned about the parking with 130 stalls. He is concerned the visitors will be parking on the streets.
 - He is disappointed in the proposal but thanks us for listening to his concerns.
5. Tim McManimon - His family was the former owner of the Hillcrest Building. They looked at the future of the property and it is an important corner going forward. This street is a main connection from downtown highway 14 and the new High School. They looked at how to utilize this extra space and the research they did lead them to find a developer to use this property to its full potential. The Modern Aire was deteriorating so the next steps were to contact Darrin. They chose him to take on the development of this land for residential housing. These new apartments create 73 new homes for different income levels and brings diversity to this area. Tim feels strongly about Darrin meeting all the requirements to making this successful. Studies show the runoff is less than what it is today. He understands the concerns but the accountability is shown in the requirements. He has no doubt that the owners of the property will abide by the requirements and make it great.
6. Sandy Northman - 720 Bixby Her main concerns are water and traffic. She believes units are needed but it doesn't take much rain to fill the culvert with water. She is also concerned with traffic and the high school. Traffic speeds go up to 50 mph after Jaycee Park so she is concerned with the extra cars and traffic with the apartment at those speeds.
7. Darrin touched base on the concerns. There will be some fine tuning to do with the final plans on the grading. They are not maximizing the space with the 73 units. They are trying to maximize the feasibility of the project. They had to get the approval for the 4 stories which is a concern for some. Looking at Owatonna's future, there will be 4 and 5 stories apartments. They decided on 4 stories instead of 3 to keep the building smaller and allow more parking. They are eliminating 3 means of egress which was driven by Steele County. By their standards they are reducing the traffic flow. Another concern was property values. Darrin believes this project will increase property values.

Public hearing closed at 6:01 pm

Kelly Rooks asked if they commissioners had any questions or comments.

John Eickhoff thanked all those who spoke and voiced their concerns. John had further questions about how far the water is going onto the doctor's property.

John Schulte – engineer at Jones, Haugh and Smith stated the doctor’s concerns are referring to the low spot on the empty lot is being filled in. They will be building the parking lot over the low spot. With the parking lot going in there, the water will be redirected to the SE storm water pond. The parking lot will be right up to the property line so the low ground will fill in and the water will be displaced onto their property. They are aware of the concern and will work on some grading on their property.

John Eickhoff asked if this will improve flooding or make it worse on Hillcrest.

John Schulte stated that we are adding impervious surface so there will be more volume of water leaving the site but the rate at which it leaves is less.

John Eickhoff asked if this was not a 4-story building would this go through this process

Troy Klecker stated we would not have gone through this process if it was less than 4 stories. We work with the developer to come up with a plan with what is the most compatible with the neighborhood. This area is zoned commercial and putting apartments will generate more traffic than what we currently have based on the unit size of 73. Some people would have like to see a gas station which would generate more traffic than the apartments. Overall, this will be similar to an office building with people coming and going. The 3 versus 4 stories could be debated. Some feel it is too tall. Trade off with 4 is you get larger setback and get more surface area to allow more parking. If it was 3 stories it would be shorter but take up more space and pushed closer to neighbors and you give up the 11 extra spaces for the building. If we lose parking it could go onto street parking at times. Because the county has an access management plan, we are restricted from having access on Bixby Road. It is best practice to line up with an existing street which is why we are looking at access on Hillcrest. If it was 3 stories there would be no conditional use permit. This conditional use permit request is to allow this building to stand at 4 stories.

David Effertz asked Troy to touch on how the city has addressed flooding in the past. Troy Klecker stated a lot of standards have changed and more stormwater requirements have been put into place since the 2007 and 2010 flooding. Currently, all plans must be engineered drawn. We are not stating that we may never have flooding again, but we have designed it with engineers to fit with the overall drainage plan. This area will be developed at some point with housing so it is great to work with an engineer on this project to use the land to its fullest potential.

A motion was made by John Eickhoff and seconded by Dave Effertz to recommend City Council approval of the preliminary plat of Aire Apartment Addition with the following conditions:

- 1) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 2) A shared parking, access, and maintenance agreement shall be recorded with the plat.
- 3) A public drainage easement shall be added to the plat to cover the overland flow from offsite so the City can ensure any future modification or grading is reviewed and approved.

All Commissioners present voting Aye, the motion carried.

CUP-17, which is request by Darrin Stadheim, Stadheim Properties of Owatonna, LLC for a conditional use permit to allow for construction of a four-story apartment building, was presented by Community Development Director Troy Klecker. Code requires an additional five-foot front and side yard setback for each additional story over three. The proposed project will contain a total of 73 units with 19 tuck under garages. (Refer to report on file.) Public hearing opened at 5:38pm

Public hearing closed at 6:01pm. See comments above.

A motion was made by John Eickhoff and seconded by Nick Peake to recommend City Council approval of these conditional use permits to allow for construction of the 73-unit apartment building with the following conditions:

- 1) All exterior signage shall meet all provisions of the sign ordinance and shall apply for and receive sign permits.
- 2) Prior to issuance of the building permit, the City and Owatonna Public Utilities shall approve all grading, drainage, and utility plans.
- 3) A joint parking, access, and maintenance agreement will be required to be recoded along with the plat.
- 4) A total of four trees shall be provided along Hillcrest Avenue north of the access to meet code requirements.

All Commissioners present voting Aye, the motion carried.

Development District No. 20-1 (Hillcrest) TIF Compliance was presented by Community Development Director Troy Klecker. (Refer to report on file.) A motion was made by David Effertz and seconded by Rachel Springer-Gasner to approve the TIF Compliance. All Commissioners voting Aye, the motion carried.

Community Development Director Troy Klecker did not have an update on previous items and is unsure of any items for the next meeting.

A motion was made by Rachel Springer -Gasner to adjourn and seconded by Nick Peake at 6:15 p.m. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

Greg Kruschke
Community Development Manager



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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	8	2,990,000	98	617,836.55	252	66,465,557.10			1187	11,171,273.45	4	980,000	6	1,555	82,224,667.10		
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 September, 2024

TYPE OF WORK	2023 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units	2024 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units
NEW DWELLINGS	9	3,587,126		8	2,990,000	
ACCESSORY BUILDINGS (INCLUDES GARAGES, UTIL. BLDGS, SW. POOLS, ETC.)	83	333,668.67		98	617,836.55	
COMMERCIAL AND INDUSTRIAL PERMITS	197	64,081,192.67		252	66,465,557.10	
RESIDENTIAL ADD. & ALT.	990	15,576,116.82		1187	11,171,273.45	
DUPLEXES & APTS. (INCLUDES ATTACHED SF)	4	12,400,000	0	4	980,000	0
DEMOLITION PERMITS	9	0		6	0	
TOTAL PERMITS ISSUED	1,292	95,978,104	0	1,555	82,224,667	0

Weed/Nuisance Complaint Inspections						OWATONNA FIRE DEPARTMENT	
September 26, 2024 to October 8, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
Greenleaf Road Southeast	The vacant lots has cut trees and branches on the ground area as of Sept 17, 2024. review the attached complaint pictures 8983, 8984 of cut trees and branches on the ground in the vacant lots as of Sept 18, 2024.	9/17/2024		10/1/2024	9/27/2024	The vacant lots were mowed as much around the down trees as of Sept 27, 2024. They will complete the mowing as soon as the trees are removed. RJS	1.5
Harvest Lane Northwest	The complaint vacant lot 17-592-0101 with long grass and weeds has been mowed as of Sept 26, 2024. RJS	9/26/2024			9/26/2024	Has been mowed.	1
Oak Avenue South	Reinspection picture 9008 of the vacant lot with uncut long grass and weeds as of Sept 25, 2024. Need to call the cutting service. RJS Not mowed as of sept 26, 2024, Sept 27, 2024. RJS	9/25/2024			9/30/2024	The complaint vacant lot with long grass and weeds has been mowed as of Sept 30, 2024. RJS	1
Robin Hood Lane Southeast	Part of the vacant lot blvd area has been mowed and some of the trees were removed as of Sept 27, 2024. RJS	9/27/2024			9/27/2024	Has been mowed.	0.5
1020 Frontage Road West	Reinspection picture 9018 of the un-mowed vacant lot as of Oct 1, 2024. Need to call the lawn service as of 10/1/24. RJS No change in complaint status as of Oct 3, 2024, Oct 4, 2024, Oct 7, 2024. RJS 10/7/24 - Contacted mower. 9609	10/1/2024			10/8/2024	The complaint vacant lot with long grass and weeds has been mowed as of Oct 8, 2024. RJS	1
1419 Cedar Avenue North	Long grass and weeds in all yards per complaint picture 9015 as of 9/27/24. The complaint location with long grass and weeds in all yards has been mowed as of Oct 1, 2024. RJS	9/27/2024			10/1/2024	Has been mowed.	1
205 Oak Avenue North	The complaint location started to remove the tall grass and weeds in landscaping blvd areas as of Oct 4, 2024. RJS	10/4/2024			10/7/2024	The complaint location with tall grass and weeds in the landscaping blvd area has been all removed as of Oct 7, 2024. RJS	1
210 Vine Street East	Long grass and weeds in all yards per complaint picture 9017 as of Oct 1, 2024.	10/1/2024	10/4/2024	10/15/2024			0.5
215 Plainview Street	Long grass and weeds in all yards per complaint picture 9016 as of Sept 27, 2024.	9/27/2024	10/4/2024	10/14/2024			0.5
2392 Haddonstone Lane Northeast	Vacant lot has been mowed as of Oct 1, 2024. RJS	10/1/2024			10/1/2024	Has been mowed.	0.5
2396 Haddonstone Lane Northeast	Vacant lot has been mowed as of Oct 1, 2024. RJS	10/1/2024			10/1/2024	Has been mowed.	0.5
241 Barney Street West	The complaint location with long grass and weeds has been mowed as of Sept 30, 2024. RJS	9/30/2024			9/30/2024	Has been mowed.	0.5
2535 Harvest Lane Northwest	The complaint vacant lot 17-592-0202 with long grass and weeds has been mowed as of Sept 26, 2024. RJS	9/26/2024			9/26/2024	Has been mowed.	0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
September 26, 2024 to October 8, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
2545 24 Avenue Northwest	The complaint vacant lot 17-592-0102 with long grass and weeds has been mowed as of Sept 26, 2024. RJS	9/26/2024			9/26/2024	Has been mowed.	0.5
321 Woodland Drive	Complaint: Backyard needs to be mowed.	10/9/2024				Need to inspect.	0.5
417 Glendale Street	Long grass and weeds in all yards per complaint picture 9027 as of Oct 4, 2024.	10/4/2024	10/8/2024	10/18/2024			0.5
470 Bridge Street West	The complaint location with long grass and weeds has been mowed as of Sept 30, 2024. RJS	9/30/2024			9/30/2024	Has been mowed.	0.5
474 Bridge Street West	The complaint location with long grass and weeds has been mowed as of Oct 1, 2024. RJS	10/1/2024			10/1/2024	Has been mowed.	0.5
505 State Avenue	Long grass and weeds in all yards per complaint pictures 9009, 9010 as of 9/26/24.	9/26/2024	10/4/2024	10/14/2024			0.5
537 Hazel Lane	Long grass and weeds in all yards per complaint picture 9013 as of 9/27/24.	9/27/2024	10/4/2024	10/14/2024			0.5
539 South Street East	Long grass and weeds in all yards per complaint picture 9020 as of Oct 1, 2024.	10/1/2024	10/4/2024	10/15/2024			0.5
557 Mineral Springs Road	The complaint location with long grass and weeds in all yards has been mowed as of Oct 7, 2024. RJS	10/7/2024			10/7/2024	Has been mowed.	0.5
569 Mineral Springs Road Northeast	The complaint location with long grass and weeds in all yards has been mowed as of Oct 1, 2024. RJS	10/1/2024			10/1/2024	Has been mowed.	0.5
607 Hazel Lane	Long grass and weeds in all yards per complaint picture 9022 as of Oct 3, 2024.	10/3/2024	10/8/2024	10/18/2024			0.5
635 Cherry Place	Top the complaint house with long live plants on the top of house has been cut and cleared of live plants as of Sept 25, 2024. RJS Picture 9003 of complaint house with the cut roof as of 9/25/24.	9/25/2024			9/25/2024	Has been mowed.	0.5
645 Allan Avenue Southwest	Long grass in all yards per complaint picture 9023 as of Oct 3, 2024.	10/3/2024			10/7/2024	Has been mowed.	1
650 Allan Avenue Southwest	The complaint location with long grass and weeds has been mowed as of Sept 30, 2024. RJS	9/30/2024			9/30/2024	Has been mowed.	0.5
681 Glendale Street	Long grass and weeds in all yards per complaint picture 9026 as of Oct 4, 2024.	10/4/2024	10/8/2024	10/18/2024			0.5
704 Cherry Street	Reinspection picture 9021 with no change in long grass and weeds in all yards as of 10/3/24. RJS Need to call the lawn service as of Oct 3, 2024. No change in complaint status as of Oct 4, 2024, Oct 7, 2024, Oct 8, 2024. RJS	10/3/2024	9/23/2024	10/3/2024		10/7/24 - Contacted mower. 9609	0.5

Weed/Nuisance Complaint Inspections				OWATONNA FIRE DEPARTMENT			
September 26, 2024 to October 8, 2024							
Address	Complaint Description	Inspection Date	Violation Notice Sent	Correction Due Date	Violation Corrected Date	Comments	Staff Hours
710 22 Street Northeast	Long grass and weeds in all yards per complaint picture 9014 as of 9/27/24. The complaint location with long grass and weeds has been mowed as of 9/30/24. RJS	9/27/2024			9/30/2024	Has been mowed.	1
717 Cedar Avenue South	Complaint: Couch and microwave by dumpster in alley per complaint picture 9025 as of Oct 3, 2024.	10/3/2024				Need to send letter.	0.5
810 Minnesota Avenue	The complaint location with long grass and weeds on the south side of house and garage has been mowed as of Oct 3, 2024. RJS	10/3/2024			10/3/2024	Has been mowed.	0.5
903 Rose Street East	Reinspection pictures 9011, 9012 of the complaint location with tall grass in backyard as of Sept 27, 2024. Need to call the lawn service. RJS The complaint location has not mowed the yards as of Sept 30, 2024, Oct 1, 2024, Oct 2, 2024, Oct 3, 2024, Oct 4, 2024, Oct 7, 2024, Oct 8, 2024.	9/27/2024	9/17/2024	9/27/2024		10/7/24 - Contacted mower. 9609	0.5



CITY OF
OWATONNA

Licenses Permits

EP-24-53

Events Permit

Application

Status: Active

Submitted On: 9/28/2024

Primary Location

No location

Applicant

Michaela Boerema



317-701-2697



@ michaelaboerema@gmail.com



227 Lincoln Avenue

Owatonna, MN 55060-6905

Event Information**Event Name**

Bethel Church Turkey Trot

Event Contact*

Michaela Boerema

Location of Event*

Bethel Church, 1611 Hemlock Avenue Owatonna

Description of Event* ?

5k walk/run and 1k Bike ride for Kids, raising money for the youth mission trip

Event Set Up Date

11/27/2024

Event Set Up Time* ?

3 pm

Actual Event Date*

11/28/2024

Actual Event Time* ?

8 am

Clean Up Date*

11/28/2024

Clean Up Time ?

11 am

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

Canceled

Estimated Attendance* 

200

Application Information

Sponsoring Organization Name*

Bethel Church

Mailing Address*

1611 Hemlock Avenue

City*

Owatonna

State*

Mn

Zip*

55060

Website Address*

www.bethelowatonna.com

Primary Contact

Name*

Michaela Boerema

Phone Number*

3177012697

Cell Phone

Email Address*

Michaelaboerema@gmail.com

Primary On-site Contact

Name*

Cody Boerema

Cell Phone*

330-618-5542

Alternate On-site Contact

Name*

N/a

Cell Phone*

N/a

Refer Media or Citizen Inquiries To:

Name*

N/a

Phone*

N/a

Event Features

City Streets or Right-of-Way*

No

Alleys*

No

City Sidewalks or Trails*

Yes

Start/End Time*

8 am

Date*

11/28/2024

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*

No power needed

Describe level of advertisement* ?

Bethel's marketing team will share on their website, social media, word-of-mouth

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

No

Will the event need cones?*

No

Will Central Park Stage be used?*

No

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

Bethel's youth ministry team will clean up

Will event need traffic control?*

No

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

Parents/spectators will wait on Bethel Church's property

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?*

Event will be canceled

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

Name*

Cody Boerema

Phone Number*

3306185542

Email*

Codyb@bethelowatonna.com

List any other pertinent information

The route for the 5k will be a loop around the Bethel neighborhood. We will send postcards to the neighbors to let them know there will be an increase in foot traffic that morning.

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*

✓ Michaela Boerema
Sep 28, 2024

Internal Use

🔒 Special Provisions

Run begins at 8:00 am and finished by 11:00 am. Will use sidewalks and trails in NE area. They will have people stationed and directing runners /walkers at intersections of busier roads, St Paul Road, 14th St, 20th and back to St Paul Road. Someone will be leading the runners, as well as people who will go along the route with the participants too. We will have them wear reflective vests.

🔒 Fire Department Approval / Comments / Notes

Approved - no impact

🔒 Park & Rec. Department Approval / Comments / Notes

Approve. No P&R impact.

🔒 Police Department Approval / Comments / Notes

Approved. No impact.

🔒 Public Works Department Approval / Comments / Notes

Approved no impact to P.W.

🔒 Building & Inspection

Approved, with no comment.

Date to Council: Tuesday, October 15th

Attachments

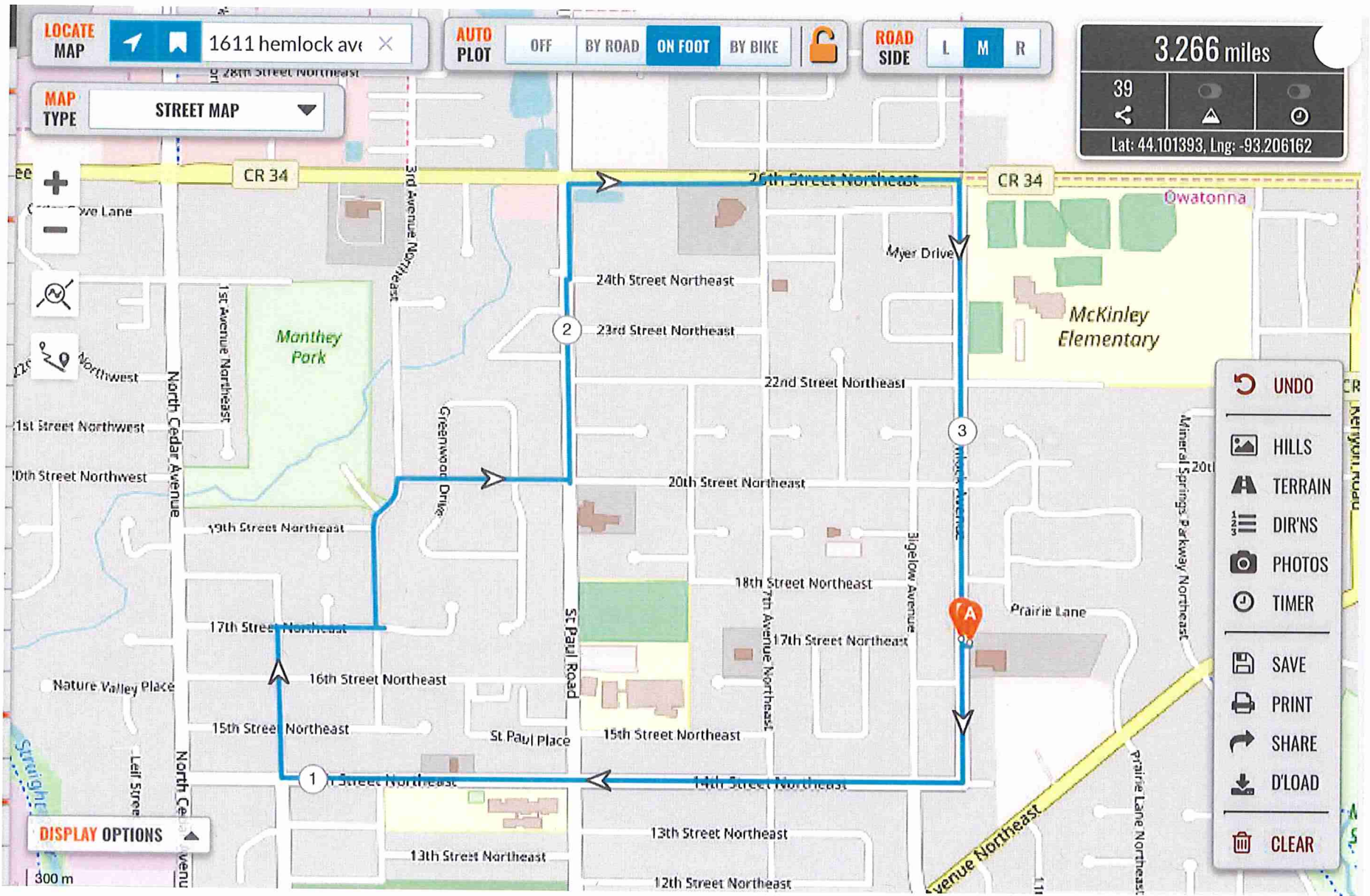


Site Plan

IMG_1749.jpeg

Uploaded by Michaela Boerema on Sep 28, 2024 at 5:38 PM

REQUIRED





Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Owatonna Arts Center		Date of organization January 1, 1974		Tax exempt number 6570631	
Organization Address (No PO Boxes) 435 Garden View Lane		City Owatonna	State MN	Zip Code 55060	
Name of person making application Silvan Durbin		Business phone 507-451-0533		Home phone	
Date(s) of event Thursday, November 14, 2024		Type of organization ☐ Microdistillery ☐ Small Brewer ☐ Club ☐ Charitable ☐ Religious ☒ Other non-profit			
Organization officer's name Beth Decoux		City Owatonna	State MN	Zip Code 55060	
Organization officer's name CJ Brase		City Owatonna	State MN	Zip Code 55060	
Organization officer's name		City	State MN	Zip Code	

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

The Owatonna Arts Center plans to host a fall wine tasting event. This is the 30th year for this annual event.

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

N/A

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

North Risk Partners - \$500,000 each common cause/per aggregate.

APPROVAL

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

City of Owatonna		Date Approved	
City or County approving the license		November 14, 2024	
\$50.00		Permit Date	
Fee Amount		jeanette.clawson@owatonna.gov	
Event in conjunction with a community festival ☐ Yes ☒ No		City or County E-mail Address	
26,647 - MN State Demographic 2023 Estimate			
Current population of city			
Kris M. Busse, City Administrator			
Please Print Name of City Clerk or County Official		Signature City Clerk or County Official	

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

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization		Tax exempt number	
MSB, LLC		June 2018			
Organization Address (No PO Boxes)		City	State	Zip Code	
111 N Walnut Ave		Owatonna	Minnesota	55060	
Name of person making application		Business phone		Home phone	
Bill Cronin		5074136281			
Date(s) of event	Type of organization ☐ Microdistillery ☒ Small Brewer				
11/21/2024	☐ Club ☐ Charitable ☐ Religious ☐ Other non-profit				
Organization officer's name	City	State	Zip Code		
Bill Cronin - President	Owatonna	Minnesota	55060		
Organization officer's name	City	State	Zip Code		
		Minnesota			
Organization officer's name	City	State	Zip Code		
		Minnesota			

Location where permit will be used. If an outdoor area, describe.
Inside Kibble Equipment (3555 18th St SW, Owatonna, MN 55060)

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

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Cincinnati pol# ETD0503616; \$1M limit

APPROVAL

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

Owatonna	
City or County approving the license	Date Approved
\$50.00	November 21, 2024
Fee Amount	Permit Date
Event in conjunction with a community festival ☐ Yes ☒ No	jeanette.clawson@owatonna.gov
26,647 - MN State Demographic Estimate - 2023	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

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

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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



DATE: October 15, 2024
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: Extension of Liquor License Premises - Eagles #1791

Purpose:

Request City Council approval of a request received to extend the premises of the liquor license held by the Eagles #1791.

Background:

The Eagles 1791 has just completed construction of a patio area on the east side of their building at 141 E Rose Street. They have requested an Extension of Premises of their liquor license to include this patio area in their current liquor license, an On-Sale Liquor with Sunday Sales License. A diagram of the licensed area will be sent to the Minnesota Alcohol and Gambling Enforcement Division (MnAGED) to update their license files.

Budget Impact:

None, liquor licenses renew July 1st each year with annual license fees paid during the renewal process.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Eagles Request - Extend Liquor License Premises

Jeanette K. Clawson

Subject: FW: Owatonna Eagles - Liquor License Extension

From: dwilson@eagles1791.com <dwilson@eagles1791.com>

Sent: Friday, October 4, 2024 6:02 PM

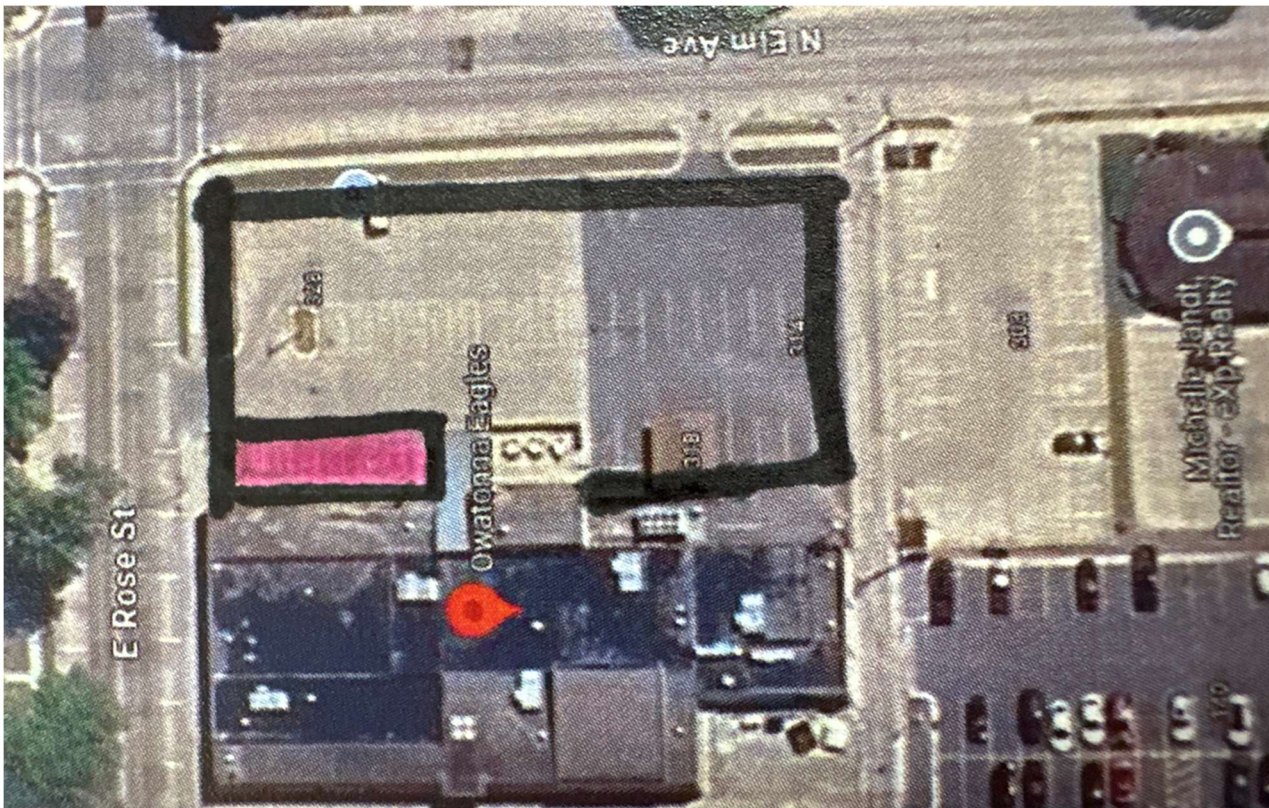
To: Jeanette K. Clawson <jeanette.clawson@owatonna.gov>

Subject: Owatonna Eagles - Liquor License Extension

Hi Jeanette,

I was given your information from Dan Kubista.

We would like to extend our liquor license to include our new patio area. I have attached a diagram of where we would like the coverage to extend to, the pink area shown is our pati. Previously asked to include the entire parking lot within our licensed premises so the liquor license would cover special events; however, advised a parking lot can not be included within the premises as this area serves another primary use.



Thank you,

Danielle Wilson

General Manager

(507) 451-3846

dwilson@eagles1791.com

[Eagles 1791](#)



CITY OF
OWATONNA

Miscellaneous



DATE: October 15, 2024
TO: Mayor and City Council
FROM: Jenna Tuma, Assistant City Administrator
SUBJECT: One-year Agreement - Facility Generator Maintenance - Cummins Sales & Service

Purpose:

Accept a one-year agreement from Cummins Sales and Service for Annual Generator Preventive Maintenance (PM).

Background:

The City has eight backup generators at key government buildings; see the list below. The Facilities Department is responsible for managing each unit's annual inspections and service to ensure they are ready for use in case of a power outage. This is a one-year agreement to provide service for these specific sites (City Hall, Fire Hall, Library and Waste Water Treatment Plant) until spring, when a five-year agreement will be proposed to consolidate all sites into a single five-year agreement.

- Airport
- City Hall
- Fire Hall
- Law Enforcement Center
- Library
- Mechanic shop
- Waste Water Treatment Plant (WWTP) (2 units)

This annual preventative maintenance agreement provides inspections twice yearly: for full service in the fall and inspection in the spring. The schedule of services is attached.

This service approach supports the City's vision and key focus areas of **Infrastructure and Efficient, Effective Government**, as outlined in the FY2024 – 2026 Strategic Plan.

Budget Impact:

Funds are allocated to the Facility's operating budget, and the Waste Water Treatment Plant will be billed back.

City Hall \$1038.87

Fire Hall \$888.21

Library \$839.42

WWTP \$4162.19

The expenses are included in the Facility's and the Waste Water Treatment Plant's operating budgets.

Staff Recommendation:

Staff recommends awarding the contract to Cummins Sales and Service.

Attachments:

1. Generators Prev Maint Agrmt - WWTP
2. Generators Prev Maint Agrmt - City Hall, Fire, Library



Planned Equipment Maintenance Proposal to CITY OF OWATONNA WWTP



To the attention of: CITY OF OWATONNA

Cummins provides best in class products and related services worldwide with the highest quality in the industry. We service more than Cummins engines and generators, and we're pleased to offer you the following planned equipment maintenance proposal.

Cummins Available Planned Maintenance Services:

Cummins offers the following services - based on your selected packages these may or may not be included:

System Inspections: Batteries, controls, fuel systems, cooling systems, intake and exhaust systems, controls and accessories, aftertreatment basic run testing included in all Inspection Services.

Oil & Coolant Analysis: Sampling, included in all Inspection + Services, provides an overall snapshot of the equipment condition.

Planned Maintenance: Clean filters and oil changes included in Full Service keeps your product ready to run.

Load Bank Testing: Prevents wet stacking in diesel engines. In all units load bank testing applies controlled load to the equipment to test for proper operation providing peace of mind.

Transfer Switch & Switchgear: Cummins takes care of your whole system.

Cummins Branded Parts: Maintenance always includes Cummins Genuine Parts where applicable.

Warranty: Best-in-Industry warranty is always included, with a variety of extended warranty options available on Cummins equipment.

Digital Monitoring: Cummins Acumen is a best in class remote monitoring solution for your products to ensure availability and minimize unexpected costs.

Additional Available Services: Winterization, oil extension programs, training and more can all be customized to your needs.

For additional information regarding Cummins available products and services, please contact your Sales Representative.

Pricing for Services:

This 1 year proposal has been customized for your equipment and operations as described here:

<u>Customer Information:</u>	<u>Contact Information:</u>
CITY OF OWATONNA	Name: Jenna Tuma
540 W HILLS CIR, OWATONNA, Minnesota, 55060-4701	Phone Number: 507-774-7361
	Email: jenna.tuma@owatonna.gov



The package Custom Bundle includes the below services for this equipment:

<u>Site Information:</u>			<u>Equipment Information:</u>			
WWTF			Manufacturer: Cummins			
1155 Industrial Road			Model: DFEK			
Owatonna, Minnesota 55060			Engine Serial Number: 79395276			
United States			Genset Serial Number: J090035863			
Quantity: 1			ATS Serial Number:			
Install Date:						
Warranty Expiration Date:						
Access: Standard						
Access Notes:			Travel calculated from utilization of Resident Tech from West Concord, MN. WWTF: Located in outdoor enclosure south of main lift station building - SW side of plant - can pull truck up approx. 25ft from unit			
<u>Year 1</u>	<u>Service Type</u>	<u>Frequency</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Extended Price</u>	<u>T&C</u>
	Inspection	Once	1	496.50	496.50	
	Full Service	Once	1	1,535.25	1,535.25	
	8D - Standard Maintainable	Once	1	938.94	938.94	
	Load Bank Test - 2 Hr	Once	1	1,191.50	1,191.50	
				Year 1 Total:	4,162.19	

Price of Services per Unit: USD 4,162.19
Total Price of Services: USD 4,162.19

<u>Year 1 Total:</u>	USD 4,162.19
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Total Agreement - PreTax:	USD 4,162.19
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Notes:

This is a 1-year generator planned maintenance quote that will renew with all other units, on one account for City of Owatonna after May 2025 services complete.

Annual Full Service (includes oil change and filter replacements (Nov)

Semi-Annual Inspection (May 2025)

Annual 2-hour Load Bank Test (Nov 2024) - To be done with Full-Service Inspection

Battery Replacement at WWTP (Nov 2024) - Requires two technicians due to the size and weight of batteries.

Please note that anything on a PM agreement can be moved or cancelled all together, without penalty with written notice to do so. An email to Account Manager or anyone in the service department, is sufficient written notice.

Anything not specifically addressed above is not included.

Customer Responsibilities:

The Customer is responsible for operating the maintained equipment and shall perform all checks as described in the Operation and Maintenance Manual.

Proposal Considerations:

1. All work is planned from Monday to Friday on normal Business working hours – 8:00am to 5:00pm. Additional and off-hours work and billable amounts not listed in the above scope of work shall be based on current calendar year rates.
2. All pricing above is stated excluding any and all taxes.
3. This quotation is open for acceptance for 60 days after which both price and service delivery period will be subject to confirmation prior to acceptance of proposal.
4. The pricing in this quotation will remain the same over the duration of the term.
5. This proposal is offered in U.S. Dollar.
6. Payment terms for this quote are Pay as you go.

This maintenance proposal is expressly conditioned upon acceptance of the <https://www.cummins.com/regional-terms-and-conditions/powercare> of Cummins' Maintenance Agreement.

I appreciate your interest in working with Cummins and I thank you for your business. If you need any further assistance or clarification, please do not hesitate to contact me.

To accept this quotation as provided, please return a signed copy of this form or contact me for an electronically signable version.



Sincerely,

Melissa Boylan
melissa.boylan@cummins.com
www.cummins.com

Please return signed agreement to: melissa.boylan@cummins.com

Seller hereby agrees to sell to Buyer, and Buyer hereby agrees to buy from Seller. The foregoing product/ services upon the terms and condition set forth in the "Planned Equipment Maintenance Agreement Terms and Conditions" attached here to which are hereby incorporated here in reference.

Customer Approval (Quote ID Q-318113)

Name: _____

Title: _____

Signature: _____

Date: _____

Approval Cummins Sales & Service - St Paul MN

Name: _____

Title: _____

Signature: _____

Date: _____

Generator

Planned Equipment Maintenance

INSPECTION



INTERVALS AVAILABLE: WEEKLY, MONTHLY, QUARTERLY, SEMI-ANNUALLY OR ANNUALLY

BATTERIES AND BATTERY CHARGER

- Visually inspect battery terminal connections
- Verify electrolyte level, vent caps of all cells in the starting battery system
- Visually inspect wiring, connections and insulation
- Record battery charging functions
- Record battery information
- Record battery condition test

FUEL SYSTEM

- Visually inspect ignition system (Natural Gas and Propane Only)
- Record primary tank fuel level
- Inspect engine fuel system for leaks
- Visually inspect all engine fuel hoses, clamps, pipes, components and fittings
- Visually inspect rupture/ containment basin
- Inspect day tank and controls (if applicable)
- Optional - fuel sample for laboratory analysis*

COOLING SYSTEM

- Record coolant level
- Visually inspect for coolant leaks
- Visually inspect drive belts condition
- Verify for proper coolant heater operation
- Record jacket water temperature
- Visually inspect fan, water pump, drives and pulleys
- Visually inspect all coolant hoses, clamps and connections
- Visually inspect radiator condition
- Visually inspect louver for damage
- Visually inspect fan hub and drive pulley for mechanical damage
- Record freeze point of antifreeze protection
- Record DCA level prior to changing coolant filter
- Optional - Coolant sample for laboratory analysis*

LUBRICATION SYSTEM

- Visually inspect engine oil leaks
- Visually inspect engine oil lines and connections
- Record oil level
- Optional - Oil sample for laboratory analysis*

GENSET CONTROLS AND ACCESSORIES

- Visually inspect all engine mounted wiring, senders and devices
- Visually inspect all control mounted components and wiring
- Verify all connecting plugs are tightened and in a good condition
- Visually inspect all accessory components and wiring
- Visually inspect and test lighting indicators

INTAKE AND EXHAUST SYSTEMS

- Visually inspect air filter and housing
- Visually inspect all engine piping and connections
- Record air cleaner restriction
- Visually inspect engine exhaust system for leaks
- Visually inspect rain cap
- Optional – Air filter replacement*
- Optional - Clean crankcase breather or replace filters*

GENERAL CONDITIONS

- Visually inspect governor linkage and oil level
- Visually inspect guards
- Visually inspect enclosure
- Visually inspect engine and generator mounts
- Verify emergency stop operation

TRANSFER SWITCH

- Visually inspect controls and time delay settings
- Verify function of exercise clock and record settings from controller
- Verify remote start control operation
- Record utility / source one voltage

AFTERTREATMENT (Upon request)

- Verify DEF level
- Record DPF restriction
- Visually inspect aftertreatment and controls

SWITCHGEAR (Upon Request)

- Inspection and Full Service quote available upon request.

FULL SERVICE

INCLUDES INSPECTION

OPERATIONAL & FUNCTIONAL REVIEW OF GENERATOR CRITICAL COMPONENTS

- Inspect engine cooling fan & fan drives for excessive wear or shaft wobble
- Check all pulleys, belt tensioners, slack adjusters & idler pulleys for travel, wear & overall condition
- Inspect / lubricate drive bearings, gear or belt drives, and other shaft connecting hardware

LUBRICATION OIL & FILTRATION SERVICE

- Change engine oil
- Change oil, fuel and water filters
- Post lube services operations of genset (unloaded) at rated temperature

* Additional Charge

Any additional repairs, parts, or service which are required will be brought to the attention of the owner. Repairs will only be made after proper authorization from the owner is given to Cummins. Any additional repairs, maintenance or service performed by Cummins or a Planned Equipment Maintenance Agreement holder will be at current Cummins labor rates.

Arc flash boundary and available incident energy shall be identified and marked on equipment being serviced or maintained.



Sales and Service

ST PAUL MN BRANCH
1600 BUERKLE ROAD
WHITE BEAR LAKE, MN 55110 0000
Phone: 651-636-1000

PLANNED MAINTENANCE AGREEMENT

Customer Address	Customer Contact	Quote Information
CITY OF OWATONNA 540 W HILLS CIR Owatonna, MN 55060	Contact: Jenna Tuma Phone: 507 7747361 Fax: Cust Id: 28945	Quote Date: 30-SEP-24 Quote Expires: 26-NOV-24 Quote Num: 227231 Quoted By: John D Prill Quote Term: 1 Year(s)

Site Information

1	OWATONNA- CITY HALL	540 W HILLS CR	OWATONNA	MN	55060
2	OWATONNA FIRE DEPT	107 W MAIN ST	OWATONNA	MN	55060
3	LIBRARY	105 N ELM AVE	OWATONNA	MN	55060

Site	Unit Number	Manufacturer	Model	Prod Model	Serial Number	Type
1	CITY HALL	ONAN	GEN SET	100GGAH5697461	L040723260	ST
2	FIRE DEPARTME	KOHLER	30RZ82	30RZ82	369105	ST
3	LIBRARY	ONAN	GEN SET	20.0GGDB	C060900808	ST

Site	Unit Number	Service Event	Qty	Sell Price	Extended Price
1	CITY HALL	FULL SERVICE	1	610.25	610.25
		INSPECTION	1	428.62	428.62
2	FIRE	FULL SERVICE	1	533.25	533.25
	DEPARTMENT	INSPECTION	1	354.71	354.71
3	LIBRARY	FULL SERVICE	1	484.03	484.03
		INSPECTION	1	354.71	354.71

Generator Planned Equipment Maintenance Quote

Service/Scheduled Month -

Based on previous PM schedule, services are tentatively scheduled for:

FULL SERVICE IN NOVEMBER OF 2024.

INSPECTION IN MAY OF 2025.

For any questions regarding this proposal and to continue your services without interruption, please sign the agreement and return to:

Dan Prill, Cummins Inside Sales at john.prill@cummins.com, Phone: 651-286-2223 or fax 651-286-2031

Auto Renewal Option

Planned Equipment Maintenance Agreements are designed with an automatic renewal provision. If you wish to participate in the auto renew option, please check the box below:

☐ Opt IN to Automatic Renewal



Sales and Service

PLANNED MAINTENANCE AGREEMENT

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This agreement will automatically renew at the end of the term for a period equal to the original term (the Renewal Term). In such event, cost increases for the Renewal Term will not exceed 4%. Either party has the right to terminate this Agreement with thirty (30) days prior written notice unless the work has already been performed.

Payment Info

Customers with a line of credit will be invoiced after the completion of service event unless requested otherwise. Customers without a line of credit including residential customers will be invoiced annually prior to services being performed.

PO# _____

Purchase order must be made out to Cummins Inc. or Cummins Sales and Service

W9 available upon request.

Please note our payment remit to address is:
P.O. Box 772639
Detroit, MI 48277-2639

For any questions regarding your account or additional sales opportunities:

Melissa A. Boylan- Planned Maintenance Territory Manager - Cummins Sales and Service
Phone 612-581-3408, Email melissa.boyland@cummins.com

Unless otherwise noted, quote reflects services completed during regular business hours. Additional repairs will not be performed without customer's authorization.

PM customers receive a discounted labor rate on recommended repairs for units on this agreement.

Standard Agreement Amount	\$2,765.57
Proposal Total	\$2,765.57

THERE ARE ADDITIONAL CONTRACT TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATIONS OF WARRANTIES AND LIABILITY, WHICH ARE EXPRESSLY INCORPORATED HEREIN. CUSTOMER ACKNOWLEDGES THAT THE CONTRACT TERMS AND CONDITIONS HAVE



Sales and Service

PLANNED MAINTENANCE AGREEMENT

<u>Customer Address</u>	<u>Customer Contact</u>	<u>Quote Information</u>
CITY OF OWATONNA 540 W HILLS CIR Owatonna, MN 55060	Contact: Jenna Tuma Phone: 507 7747361 Fax: Cust Id: 28945	Quote Date: 30-SEP-24 Quote Expires: 26-NOV-24 Quote Num: 227231 Quoted By: John D Prill Quote Term: 1 Year(s)

BEEN READ, FULLY UNDERSTOOD, AND ACCEPTED.

Customer Approval

Signature: _____

Date: _____

CUMMINS INC

Signature: _____

Date: _____

PLANNED MAINTENANCE AGREEMENT TERMS AND CONDITIONS

These planned maintenance agreement terms and conditions ("Terms and Conditions"), together with the quote on the front side ("Quote") and the scope of services, are hereinafter collectively referred to as this 'Agreement' and shall constitute the entire agreement between the customer identified in the Quote ("Customer") and Cummins Inc. ("Cummins") and supersede any previous agreement or understanding (oral or written) between the parties with respect to the subject matter of this Agreement. Customer shall be deemed to have made an unqualified acceptance of these Terms and Conditions and it shall become a binding agreement between the parties on the earliest of the following to occur: (i) Cummins' receipt of Customer's purchase order or purchase order number; (ii) Customer's signing or acknowledgment of this Agreement; (iii) Cummins' release of Products to production pursuant to Customer's oral or written instruction or direction; (iv) Customer's payment of any amounts due to Cummins; or (v) any other event constituting acceptance under applicable law. No prior inconsistent course of dealing, course of performance, or usage of trade, if any, constitutes a waiver of or serves to explain or interpret this Agreement. Electronic transactions between Customer and Cummins will be solely governed by this Agreement, and any terms and conditions on Customer's website, vendor portal, or other internet site will be null and void and of no legal effect on Cummins. In the event Customer delivers, references, incorporates by reference, or produces any purchase order or document, vendor portal terms, specifications, agreement (whether upstream or otherwise), or any other terms and conditions related thereto, then such specifications, terms, document, or other agreement: (i) shall be null and void and of no legal effect on Cummins, and (ii) this Agreement shall remain the governing terms of the transaction.

1. **SCOPE OF SERVICES; PERFORMANCE OF SERVICES.** Cummins shall perform the maintenance ('Services') on the equipment identified in the Quote ('Equipment') in accordance with the schedule specified in the Quote. The Services include those services defined in the 'Service Event' section of the Quote. No additional services or materials are included in this Agreement unless agreed upon by the parties in writing. Unless otherwise indicated in the Quote, Cummins will provide the labor and tools necessary to perform the Services and shall keep Customer's property free from accumulation of waste materials caused by Cummins' operations. Either party may terminate this Agreement with or without cause by providing thirty (30) days' written notice to the other. Unless otherwise agreed by Cummins in writing, this Quote is valid for a maximum period of thirty (30) days from the date appearing on the first page of this Quote ('Quote Validation Period'). At the end of the Quote Validation Period, this Quote will automatically expire unless accepted by Customer prior to the end of the Quote Validation Period. The foregoing notwithstanding, in no event shall this Quote Validation Period be deemed or otherwise considered to be a firm offer period nor to establish an option contract, and Cummins hereby reserves its right to revoke or amend this Quote at any time prior to Customer's acceptance.

2. **CUSTOMER OBLIGATIONS.** Customer shall provide Cummins safe access to Customer's site and arrange for all related services and utilities necessary for Cummins to perform the Services. During the performance of the Services, Customer shall fully and completely secure all or any part of any facility where the Equipment is located to remove and mitigate any and all safety issues and risks, including but not limited to facility occupants, customers, invitees, or any third party and or property damage or work interruption arising out of the Services. Customer shall make all necessary arrangement to address and mitigate the consequences of any electrical service interruption which might occur during the Services. **CUSTOMER IS RESPONSIBLE FOR OPERATING AND MAINTAINING THE EQUIPMENT IN ACCORDANCE WITH THE OWNER'S MANUAL FOR THE EQUIPMENT.**

3. **PAYMENT TERMS.** Unless otherwise agreed to by the parties in writing and subject to credit approval by Cummins, payments are due thirty (30) days from the date of the invoice. If Customer does not have approved credit with Cummins, as solely determined by Cummins, payments are due in advance or at the time of supply of the Services. If payment is not received when due, in addition to any rights Cummins may have at law, Cummins may charge Customer eighteen percent (18%) interest annually on late payments, or the maximum amount allowed by law. Customer agrees to pay all Cummins' costs and expenses (including all reasonable attorneys' fees) related to Cummins' enforcement and collection of unpaid invoices, or any other enforcement of this Agreement by Cummins. Unless otherwise stated, the Quote excludes all applicable local, state, or federal sales and/or use or similar taxes which Cummins is required by applicable laws to collect from Customer and shall be stated on the invoice. If Customer fails to make any payments, in whole or in part, to Cummins when due and payable, and such failure continues for more than thirty (30) calendar days, or less if required by applicable law, then Cummins may, at its sole discretion and without prejudice to any other rights or remedies, suspend its Services upon providing forty-eight (48) hours' written notice to Customer, in which case, the applicable schedule shall be extended for a period of time equal to the suspension period, plus a reasonable ramp up period, and all costs (including default interest) caused by such suspension shall be assumed by Customer.

4. **DELAYS.** Any performance dates indicated in this Agreement are estimated and not guaranteed. Cummins shall not be liable for any delays in performance however occasioned, including any that result directly or indirectly from acts of Customer or causes beyond Cummins' control, including but not limited to acts of God, accidents, fire, explosions, flood, unusual weather conditions, acts of government authority, civil strife, riots, natural disasters, embargos, wars, strikes or other labor disputes, civil commotion, terrorism, sabotage, late delivery of parts by Cummins' suppliers, fuel or other energy shortages, or an inability to obtain necessary labor, materials, supplies, equipment, or manufacturing facilities. **AS A RESULT OF COVID-19 RELATED EFFECTS OR INDUSTRY SUPPLY CHAIN DISRUPTIONS, TEMPORARY DELAYS IN DELIVERY, LABOR OR SERVICES FROM CUMMINS AND ITS SUB-SUPPLIERS OR SUBCONTRACTORS MAY OCCUR. AMONG OTHER FACTORS, CUMMINS' DELIVERY OBLIGATIONS ARE SUBJECT TO CORRECT AND PUNCTUAL SUPPLY FROM OUR SUB-SUPPLIERS OR SUBCONTRACTORS, AND CUMMINS RESERVES THE RIGHT TO MAKE PARTIAL DELIVERIES OR MODIFY ITS LABOR OR SERVICE. WHILE CUMMINS SHALL MAKE EVERY COMMERCIALY REASONABLE EFFORT TO MEET THE DELIVERY, SERVICE OR COMPLETION OBLIGATIONS SET FORTH HEREIN, SUCH DATES ARE SUBJECT TO CHANGE. IN THE EVENT DELIVERY, SHIPPING, INSTALLATION, OR PERFORMANCE IS DELAYED, HOWEVER OCCASIONED, DUE TO EVENTS BEYOND CUMMINS' REASONABLE CONTROL, THEN THE DATE OF DELIVERY, SHIPPING, INSTALLATION, OR PERFORMANCE FOR THE GOODS OR SERVICES SHALL BE EQUITABLY EXTENDED FOR A PERIOD EQUAL TO THE TIME LOST, PLUS REASONABLE RAMP-UP.**

5. **WARRANTY.** Cummins shall perform the Services in a reasonable and workmanlike manner. Parts and components supplied under this Agreement are governed by the express written manufacturer's limited warranty. No other warranty for parts or components is provided under this Agreement. All Services shall be free from defects in workmanship for a period of ninety (90) days after completion of Services. In the event of a warrantable defect in workmanship of Services supplied under this Agreement ('Warrantable Defect'), Cummins' obligation shall be solely limited to correcting the Warrantable Defect. Cummins shall correct the Warrantable Defect where (i) such Warrantable Defect becomes apparent to Customer during the warranty period; (ii) Cummins receives written notice of any Warrantable Defect within thirty (30) days following discovery by Customer; and (iii) Cummins has determined that there is a Warrantable Defect. Warrantable Defects remedied under this provision shall be subject to the remaining warranty period of the original warranty of the Services. New parts supplied during the remedy of Warrantable Defects are warranted for the balance of the warranty period still available from the original warranty of such parts. The remedies set forth in this Section 5 shall not be deemed to have failed of their essential purpose so long as Cummins is willing to correct defective Services or refund the purchase price therefor.

6. **LIMITATIONS OF WARRANTIES AND LIABILITY. THE REMEDIES PROVIDED IN THE LIMITED WARRANTY AND THIS AGREEMENT ARE THE SOLE AND EXCLUSIVE WARRANTIES AND REMEDIES PROVIDED BY CUMMINS TO THE CUSTOMER UNDER THIS AGREEMENT. EXCEPT AS SET OUT IN THE WARRANTY AND THIS AGREEMENT, AND TO THE EXTENT PERMITTED BY LAW, CUMMINS EXPRESSLY DISCLAIMS ALL OTHER REPRESENTATIONS, WARRANTIES, ENDORSEMENTS, AND CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY STATUTORY OR COMMON LAW IMPLIED REPRESENTATIONS, WARRANTIES AND CONDITIONS OF FITNESS FOR A PURPOSE OR MERCHANTABILITY. NOTWITHSTANDING ANY OTHER TERM OF THIS AGREEMENT, IN NO EVENT SHALL CUMMINS, ITS OFFICERS, DIRECTORS, EMPLOYEES, OR AGENTS BE LIABLE TO CUSTOMER OR ANY THIRD PARTY FOR ANY INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE, LIQUIDATED, OR CONSEQUENTIAL DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION DOWNTIME, LOSS OF PROFIT OR REVENUE, LOSS OF DATA, LOSS OF OPPORTUNITY, DAMAGE TO GOODWILL, AND DAMAGES CAUSED BY DELAYS), OR IN ANY WAY RELATED TO OR ARISING FROM CUMMINS' SUPPLY OF PARTS OR SERVICES UNDER THIS AGREEMENT. IN NO EVENT SHALL CUMMINS' LIABILITY TO CUSTOMER OR ANY THIRD PARTY CLAIMING DIRECTLY THROUGH CUSTOMER OR ON CUSTOMER'S BEHALF UNDER THIS AGREEMENT EXCEED THE TOTAL COST OF PARTS AND SERVICES SUPPLIED BY CUMMINS UNDER THIS AGREEMENT. BY ACCEPTANCE OF THIS AGREEMENT, CUSTOMER ACKNOWLEDGES CUSTOMER'S SOLE REMEDY AGAINST CUMMINS FOR ANY LOSS SHALL BE THE REMEDY PROVIDED HEREIN.**

7. **INDEMNITY.** Customer shall indemnify, defend and hold harmless Cummins from and against any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, brought against or incurred by Cummins related to or arising out of this Agreement or the Services supplied under this Agreement (collectively, the 'Claims'), where such Claims were caused or contributed to, in whole or in part, by the acts, omissions, fault or negligence of the Customer. Customer shall present any Claims covered by this indemnity to its insurance carrier unless Cummins directs that the defense will be handled by Cummins' legal counsel at Customer's expense.

8. **TERMINATION FOR DEFAULT.** If the Customer defaults by (i) breaching any term of this Agreement, (ii) becoming insolvent or declared bankrupt, or (iii) making an assignment for the benefit of creditors, Cummins may, upon written notice to Customer, immediately terminate this Agreement. Upon such termination for default, Cummins shall immediately cease any further performance under this Agreement, without further obligation or liability to Customer, and Customer shall pay Cummins for any parts or services supplied under this Agreement, in accordance with the payment terms detailed in Section 3. If a notice of termination for default has been issued and is later determined, for any reason, that the Customer was not in default, the rights and obligations of the parties shall treat the termination as a termination for convenience in accordance with Section 1.

9. **CONFIDENTIALITY.** Each party shall keep confidential any information received from the other that is not generally known to the public and at the time of disclosure, would reasonably be understood by the receiving party to be proprietary or confidential, whether disclosed in oral, written, visual, electronic or other form, and which the receiving party (or agents) learns in connection with this Agreement including, but not limited to: (a) business plans, strategies, sales, projects and analyses; (b) financial information, pricing, and fee structures; (c) business processes, methods and models; (d) employee and supplier information; (e) specifications; and (f) the terms and conditions of this Agreement. Each party shall take necessary steps to ensure compliance with this provision by its employees and agents.

10. **GOVERNING LAW.** This Agreement and all matters arising hereunder shall be governed by, interpreted, and construed in accordance with the laws of the State of Indiana without giving effect to any choice or conflict of law provision. The parties agree that the federal and state courts of the State of Indiana shall have exclusive jurisdiction to settle any dispute or claim arising in connection with this Agreement or any related matter, and hereby waive any right to claim such forum would be inappropriate, including concepts of forum non conveniens.

11. **INSURANCE.** Upon Customer's request, Cummins will provide to Customer a Certificate of Insurance evidencing Cummins' relevant insurance coverage.

12. **ASSIGNMENT.** This Agreement shall be binding on the parties and their successors and assigns. Customer shall not assign this Agreement without the prior written consent of Cummins.

13. **INTELLECTUAL PROPERTY.** Any intellectual property rights created by either party, whether independently or jointly, in the course of the performance of this Agreement or otherwise related to Cummins pre-existing intellectual property or subject matter related thereto, shall be Cummins' property. Customer agrees to assign, and does hereby assign, all right, title, and interest to such intellectual property to Cummins. Any Cummins pre-existing intellectual property shall remain Cummins' property. Nothing in this Agreement shall be deemed to have given Customer a license or any other rights to use any of the intellectual property rights of Cummins.

14. **MISCELLANEOUS.** Cummins shall be an independent contractor with respect to the Services performed under this Agreement. All notices under this Agreement shall be in writing and be delivered personally, mailed via first class certified or registered mail, or sent by a nationally recognized express courier service to the addresses set forth in the Quote. No amendment of this Agreement shall be valid unless it is writing and signed by an authorized representative of the parties hereto. Failure of either party to require performance by the other party of any provision hereof shall in no way affect the right to require such performance at any time thereafter, nor shall the waiver by a party of a breach of any of the provisions hereof constitute a waiver of any succeeding breach. Any provision of this Agreement that is invalid or unenforceable shall not affect the validity or enforceability of the remaining terms hereof. Headings or other subdivisions of this Agreement are inserted for convenience of reference and shall not limit or affect the legal construction of any provision hereof. The Parties' rights, remedies, and obligations under this Agreement which by their nature are intended to continue beyond the termination or cancellation of this Agreement, including but not limited to the Limitation of Liability provision contained herein, shall survive the expiration, termination, or cancellation of this Agreement.

15. **ON-CALL SERVICES.** Upon Customer's request, Cummins shall provide on-call services (repair, emergency work or other) on the Equipment ('On-call Services'). Any On-call Services shall be invoiced to the Customer at the Cummins current hour rate (including traveling) and shall be governed by the terms and conditions of this Agreement.

16. **PRICING.** To the extent allowed by law, actual prices invoiced to Customer may vary from the price quoted at the time of order placement, as the same will be adjusted for prices prevailing on the date Services are performed ('Performance Date') due to economic and market conditions on the Performance Date. Subject to local laws, Cummins reserves the right to adjust pricing on goods and services due to input and labor cost changes and other unforeseen circumstances beyond Cummins' control.

17. To the extent applicable, this contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. The employee notice requirements set forth in 29 CFR Part 471, Appendix A to Subpart A, are hereby incorporated by reference into this contract.

Generator

Planned Equipment Maintenance

INSPECTION



INTERVALS AVAILABLE: WEEKLY, MONTHLY, QUARTERLY, SEMI-ANNUALLY OR ANNUALLY

BATTERIES AND BATTERY CHARGER

- Visually inspect battery terminal connections
- Verify electrolyte level, vent caps of all cells in the starting battery system
- Visually inspect wiring, connections and insulation
- Record battery charging functions
- Record battery information
- Record battery condition test

FUEL SYSTEM

- Visually inspect ignition system (Natural Gas and Propane Only)
- Record primary tank fuel level
- Inspect engine fuel system for leaks
- Visually inspect all engine fuel hoses, clamps, pipes, components and fittings
- Visually inspect rupture/ containment basin
- Inspect day tank and controls (if applicable)
- Optional - fuel sample for laboratory analysis*

COOLING SYSTEM

- Record coolant level
- Visually inspect for coolant leaks
- Visually inspect drive belts condition
- Verify for proper coolant heater operation
- Record jacket water temperature
- Visually inspect fan, water pump, drives and pulleys
- Visually inspect all coolant hoses, clamps and connections
- Visually inspect radiator condition
- Visually inspect louver for damage
- Visually inspect fan hub and drive pulley for mechanical damage
- Record freeze point of antifreeze protection
- Record DCA level prior to changing coolant filter
- Optional - Coolant sample for laboratory analysis*

LUBRICATION SYSTEM

- Visually inspect engine oil leaks
- Visually inspect engine oil lines and connections
- Record oil level
- Optional - Oil sample for laboratory analysis*

GENSET CONTROLS AND ACCESSORIES

- Visually inspect all engine mounted wiring, senders and devices
- Visually inspect all control mounted components and wiring
- Verify all connecting plugs are tightened and in a good condition
- Visually inspect all accessory components and wiring
- Visually inspect and test lighting indicators

INTAKE AND EXHAUST SYSTEMS

- Visually inspect air filter and housing
- Visually inspect all engine piping and connections
- Record air cleaner restriction
- Visually inspect engine exhaust system for leaks
- Visually inspect rain cap
- Optional – Air filter replacement*
- Optional - Clean crankcase breather or replace filters*

GENERAL CONDITIONS

- Visually inspect governor linkage and oil level
- Visually inspect guards
- Visually inspect enclosure
- Visually inspect engine and generator mounts
- Verify emergency stop operation

TRANSFER SWITCH

- Visually inspect controls and time delay settings
- Verify function of exercise clock and record settings from controller
- Verify remote start control operation
- Record utility / source one voltage

AFTERTREATMENT (Upon request)

- Verify DEF level
- Record DPF restriction
- Visually inspect aftertreatment and controls

SWITCHGEAR (Upon Request)

- Inspection and Full Service quote available upon request.

FULL SERVICE

INCLUDES INSPECTION

OPERATIONAL & FUNCTIONAL REVIEW OF GENERATOR CRITICAL COMPONENTS

- Inspect engine cooling fan & fan drives for excessive wear or shaft wobble
- Check all pulleys, belt tensioners, slack adjusters & idler pulleys for travel, wear & overall condition
- Inspect / lubricate drive bearings, gear or belt drives, and other shaft connecting hardware

LUBRICATION OIL & FILTRATION SERVICE

- Change engine oil
- Change oil, fuel and water filters
- Post lube services operations of genset (unloaded) at rated temperature

* Additional Charge

Any additional repairs, parts, or service which are required will be brought to the attention of the owner. Repairs will only be made after proper authorization from the owner is given to Cummins. Any additional repairs, maintenance or service performed by Cummins or a Planned Equipment Maintenance Agreement holder will be at current Cummins labor rates.

Arc flash boundary and available incident energy shall be identified and marked on equipment being serviced or maintained.



DATE: October 15, 2024
TO: Mayor and City Council
FROM: Jenna Tuma, Assistant City Administrator
SUBJECT: Three-year agreement - Kitchen Hood Cleaning and Fire Suppression Service - Summit Fire Protection

Purpose:

Accept a three-year agreement from Summit Fire Protection for annual kitchen hood cleaning and fire suppression inspection.

Background:

The City has four commercial kitchen hood systems in City-owned facilities; see the list below. The State of Minnesota requires cleaning once a year and fire suppression inspection twice yearly. To ensure this work is completed as required by the State, the Facilities Department will coordinate the service and charge the tenants the expenses.

- Art Center Kitchen
- Brooktree Clubhouse
- Social Commons
- Wee Pals (service provided)

This service approach supports the City's vision and key focus areas of **Infrastructure and Efficient, Effective Government**, as outlined in the FY2024 – 2026 Strategic Plan.

Budget Impact:

Fees will be charged back to the tenants
Art Center \$1095
Brooktree \$1740
Social Commons \$1045
Wee Pals provided by another vendor

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Kitchen Hood Cleaning and Fire Suppression Agrmt - Art Center
2. Kitchen Hood Cleaning and Fire Suppression Agrmt - Brooktree
3. Kltchen Hood Cleaning and Fire Suppression Agrmt - Social Commons

INSPECTION SERVICE AGREEMENT

Branch Office

3026 40th Avenue NW
Rochester, MN 55901
(507) 280-0622

Date: 9/24/2024



Corporate Office

575 Minnehaha Avenue W.
St. Paul, MN 55103
(651) 251-1880

Quote Number

Summit Fire Protection Co. ("Summit Fire Protection") is presenting an **Inspection Service Agreement** ("Agreement"), in accordance with the State Fire code including the items indicated below.

CLIENT				INSPECTION LOCATION			
Name:	Owatonna Art Center			Name:	Owatonna Art Center		
Address:	435 Garden View Lane			Address:	435 Garden View Lane		
	Owatonna, MN 55060				Owatonna, MN 55060		
Contact:	Sil			Contact:	Sil		
Phone:	507-451-0533	Cell:		Phone:	507-451-0533	Cell:	
E-mail:	Silvan.durben@oacarts.org			Contact:	Tricia Notch	Cell:	
A/R Email:	tricia.notch@owatonna.gov			Email:	tricia.notch@owatonna.gov	Cell:	

INSPECTIONS & TESTING

DESCRIPTION	QTY	FREQUENCY	MONTH	VALUE
Pre-Engineered Kitchen Suppression System(s)	1	Semi-Annual	April	\$155
Pre-Engineered Kitchen Suppression System(s)	1	Semi-Annual	October	\$155
Kitchen Hood Cleaning	1	Annual		\$785

EXCLUSIONS:

Tax, Truck charges, Extinguisher & Ansul 6/12 year test, miscellaneous parts. Additional charges may apply if panel code(s) are not available or not reprogrammed to the factory default.
Inspection Compliance Engine Fees (if applicable).

SUMMARY:

Tax, Parts, Truck charges and City Compliance fees are not included in the annual investment

Initial Term:

3 Years

From: 10/1/2024 Thru: 10/1/2027

Presented By:

Jeff Olson

Jolson@summitfire.com

Fire Life Safety Sales Representative

3026 40th Avenue NW
Rochester, MN 55901

Summit Fire Protection Co.

Cell Phone: 507-993-5167

Direct Phone: 507-780-1153

Fax:

Signature:

Jeff Olson

Date: 9/24/2024

Quantities noted on this agreement may vary based on actual inspection. Additional unit pricing would apply.

Total Annual Investment:

\$1,095

ACCEPTANCE: This Agreement is limited to INSPECTION SERVICE ONLY performed in accordance with the State Fire code as indicated by items checked above. Any additional maintenance, repairs or alterations will be made only upon receipt of such orders by an authorized person, at Summit Fire Protection's prevailing rates. Payment is due 30 days from date of billing or payment at time of service. Service is contingent on completion of credit application or credit card information being submitted to Accounts Receivable Department.

GENERAL CONDITIONS: The General Conditions attached to this Agreement are incorporated herein and made a part of this Agreement. Upon acceptance of this Agreement by Client, the General Conditions will automatically be part of this Agreement between Summit Fire Protection and Client.

The above prices, specifications and conditions, and the attached General Conditions, are hereby accepted. Summit Fire Protection is authorized to perform the work as specified. Client acknowledges that he/she has read and understands this Agreement.

MH

See General Conditions on Page 2

Contract Acceptance:

Client:

Signature:

Date:

SUMMIT FIRE PROTECTION CO. INSPECTION SERVICE AGREEMENT GENERAL CONDITIONS

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6. Access. Client shall allow Summit Fire Protection to have reasonable access to the job location to allow the performance of the Services on the dates and at the times requested by Summit Fire Protection personnel.
7. Limitation of Liability and Remedies. The Services provided under this Agreement are not an insurance policy or a substitute for an insurance policy. The amount paid by Client for the Services is not sufficient for Summit Fire Protection to assume liability for loss or damage except as expressly set forth in this Agreement. In the event of any breach, default or negligence by Summit Fire Protection under this Agreement, Client agrees that the maximum liability of Summit Fire Protection shall not exceed \$500.00 or an amount equal to the Fees, whichever is greater, and Client expressly waives any right to make any claim in excess of that amount. Further, Client waives any right to any claims for punitive, exemplary, incidental or consequential damages. Client shall provide Summit Fire Protection with reasonable notice of any claim and a reasonable opportunity to cure any alleged breach or default. Client shall indemnify, defend and hold Summit Fire Protection harmless from and against claims, actions, costs and expenses, including reasonable legal fees and costs, arising out of any injury, death or damage occurring on or about the job site unless caused by the negligence or willful misconduct of Summit Fire Protection.
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10. Miscellaneous. The headings used herein are for convenience only and are not to be used in interpreting this Agreement. This Agreement shall be construed, enforced and interpreted under the laws of the State of Minnesota. Except as otherwise provided herein, jurisdiction and venue for the interpretation and enforcement of this Agreement shall be solely in the courts of the State of Minnesota located in Ramsey County, Minnesota. Each party waives the right to a jury trial. This Agreement may not be modified, amended or changed orally, but only by an agreement in writing signed by the parties hereto. Neither party shall be deemed to have waived any rights under this Agreement unless such waiver is given in writing and signed by such party. If any provision of this Agreement is invalid or unenforceable, such provision shall be deemed to be modified to be within the limits of enforceability or validity, if feasible; however, if the offending provision cannot be so modified, it shall be stricken and all other provisions of this Agreement in all other respects shall remain valid and enforceable. This Agreement is not assignable by either party. This Agreement is the entire agreement between the parties regarding the subject matter of this Agreement; any prior or simultaneous oral or written agreement regarding the subject matter hereof is superseded by this Agreement.

4-2024

INSPECTION SERVICE AGREEMENT

Branch Office

3026 40th Avenue NW
Rochester, MN 55901
(507) 280-0622

Date: 9/25/2024

Summit Fire Protection Co. ("Summit Fire Protection") is presenting an **Inspection Service Agreement** ("Agreement"), in accordance with the State Fire code including the items indicated below.



Corporate Office

575 Minnehaha Avenue W.
St. Paul, MN 55103
(651) 251-1880

Quote Number

CLIENT			
Name:	City of Owatonna		
Address:	540 W Hills Circle		
	Owatonna, MN 55060		
Contact:	Aaron Fitzloff		
Phone:	507-456-5588	Cell:	
E-mail:	aaron.fitzloff@ci.owatonna.mn.us		
A/R Email:	tricia.notch@owatonna.gov		

INSPECTION LOCATION			
Name:	Brooktree Golf Course and Broken Tee		
Address:	1369 Cherry Street		
	Owatonna, MN 55060		
Contact:	Aaron Fitzloff		
Phone:	507-456-5588	Cell:	
Contact:	Tricia Notch		
Email:	tricia.notch@owatonna.gov	Cell:	

INSPECTIONS & TESTING

DESCRIPTION	QTY	FREQUENCY	MONTH	VALUE
Pre-Engineered Kitchen Suppression System(s)	1	Semi-Annual	April	\$495
Pre-Engineered Kitchen Suppression System(s)	1	Semi-Annual	October	\$495
Kitchen Hood Cleaning	1	Annual	October	\$750

EXCLUSIONS:

Tax, Truck charges, Extinguisher & Ansul 6/12 year test, miscellaneous parts. Additional charges may apply if panel code(s) are not available or not reprogrammed to the factory default.
Inspection Compliance Engine Fees (if applicable).

SUMMARY:

Tax, Parts, Truck charges and City Compliance fees are not included in the annual investment

Initial Term: 3 Years

From: 10/1/2024 Thru: 10/1/2027

Presented By:

Jeff Olson

Jolson@summitfire.com

Fire Life Safety Sales Representative

3026 40th Avenue NW

Rochester, MN 55901

Summit Fire Protection Co.

Cell Phone: 507-993-5167

Direct Phone: 507-780-1153

Fax:

Signature:

9/25/2024

Jeff Olson

Quantities noted on this agreement may vary based on actual inspection. Additional unit pricing would apply.

Total Annual Investment: \$1,740

ACCEPTANCE: This Agreement is limited to INSPECTION SERVICE ONLY performed in accordance with the State Fire code as indicated by items checked above. Any additional maintenance, repairs or alterations will be made only upon receipt of such orders by an authorized person, at Summit Fire Protection's prevailing rates. Payment is due 30 days from date of billing or payment at time of service. Service is contingent on completion of credit application or credit card information being submitted to Accounts Receivable Department.

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4-2024

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Date: 9/25/2024



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Quote Number

Summit Fire Protection Co. ("Summit Fire Protection") is presenting an **Inspection Service Agreement** ("Agreement"), in accordance with the State Fire code including the items indicated below.

CLIENT			
Name:	City of Owatonna		
Address:	540 W Hills Circle		
	Owatonna, MN 55060		
Contact:	Aaron Fitzloff		
Phone:	507-456-5588	Cell:	
E-mail:	AARON.FITZLOFF@CI.OWATONNA.MN.US		
A/R Email:	tricia.notch@owatonna.gov		

INSPECTION LOCATION			
Name:	West Hills Social Commons		
Address:	500 Dunnell Rd		
	Owatonna, MN 55060		
Contact:	Aaron Fitzloff		
Phone:	507-456-5588	Cell:	
Contact:	Tricia Notch		
Email:	tricia.notch@owatonna.gov	Cell:	

INSPECTIONS & TESTING

DESCRIPTION	QTY	FREQUENCY	MONTH	VALUE
Pre-Engineered Kitchen Suppression System(s)	1	Semi-Annual	April	\$155
Pre-Engineered Kitchen Suppression System(s)	1	Semi-Annual	October	\$155
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EXCLUSIONS:

Tax, Truck charges, Extinguisher & Ansul 6/12 year test, miscellaneous parts. Additional charges may apply if panel code(s) are not available or not reprogrammed to the factory default.
Inspection Compliance Engine Fees (if applicable).

SUMMARY:

Tax, Parts, Truck charges and City Compliance fees are not included in the annual investment

Initial Term: 3 Years

From: 10/1/2024 Thru: 10/1/2027

Presented By:

Jeff Olson

Joison@summitfire.com

Fire Life Safety Sales Representative

3026 40th Avenue NW

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Quantities noted on this agreement may vary based on actual inspection. Additional unit pricing would apply.

Total Annual Investment:

\$1,045

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4-2024



DATE: October 15, 2024
TO: Mayor and City Council
FROM: Jenna Tuma, Assistant City Administrator
SUBJECT: Preventative Maintenance Agreements - HVAC Boilers - Davis Mechanical

Purpose:

Approve three-year preventative maintenance agreements with Davis Mechanical for the city's HVAC Boilers.

Background:

The City has twenty HVAC boilers within city-owned facilities. This preventative maintenance includes inspecting the burners, belts, bearings and heating components. A complete list of the scope of work is attached.

- Animal Shelter (1)
- Art Center (2)
- City Hall (6)
- Fire Hall (2)
- Library (4)
- Merrill Hall (2)
- River Springs Water Park (2)
- Tennis Center (1)

The three-year agreements include a 3% annual price increase.

This service approach supports the City's vision and key focus areas of **Infrastructure and Efficient, Effective Government**, as outlined in the FY2024 – 2026 Strategic Plan.

Budget Impact:

The cost of the service is planned in the facility's operating budget.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. HVAC Prevent Maint Agrmt - Animal Shelter Boiler
2. HVAC Prevent Maint Agrmt - Art Center Boiler
3. HVAC Prevent Maint Agrmt - City Hall Boilers
4. HVAC Prevent Maint Agrmt - Fire Hall Boilers
5. HVAC Prevent Maint Agrmt - Library Boilers
6. HVAC Prevent Maint Agrmt - Merrill Hall Boilers
7. HVAC Prevent Maint Agrmt - Fitness Center Boiler

HVAC AGREEMENT



DAVIS
MECHANICAL
SYSTEMS

HVAC PREVENTATIVE MAINTENANCE AGREEMENT for:

Customer: City of Owatonna Animal
Shelter Boiler Maintenance

PROPOSAL DATE: 10/1/2024

To 10/1/2027

OVERVIEW

Davis Mechanical Systems, Inc. welcomes the opportunity to provide you with a comprehensive Preventative Maintenance Agreement for the HVAC equipment as per Schedule "A" located at:

The objective of the planned maintenance program is to:

- Reduce energy consumption.
- Help extend the useful life of the HVAC equipment.
- Protect and optimize the investment made in the HVAC equipment.
- Identify and offer solutions to problems that if left unresolved, could result in HVAC equipment failure and/or down-time.

SCOPE OF WORK

At the time of each maintenance inspection the following will be performed on the equipment noted in Schedule A:

- Disposable air filters will be replaced per visit.
- Bearings will be inspected and lubricated if applicable.
- If applicable, belts will be inspected for proper tension/wear and replaced as needed. One time per year replacement
- Burner inspection
- Heating components safety inspection
- Belt
- Electrical connections, contacts and fuses will be inspected.
- Condensate pan(s) will be inspected and flushed to assure proper condensate flow leaving the unit.
- When required and if applicable the refrigerant charge (system pressure) on each piece of equipment will be checked.

Maintenance Program Options:

HVAC Maintenance

- Quarterly
- X per year
- Coil Cleaning w/Customer Supplied Water

- Boiler Operations
- RPZ Testing
- Humidifier Service

Total Annual Cost Per Agreement: \$680.00 per year

NOTES PERTAINING TO PREVENTATIVE MAINTENANCE:

A. **LABOR**

Unless otherwise noted, all required labor to perform planned maintenance inspections in accordance with this Agreement will be performed during normal business hours, 7:00am – 4:30pm, M – F.

B. **MATERIAL**

Unless otherwise noted Davis, Mechanical will provide and install belts, lubricants, and standard disposable air filters as part of the Preventative Maintenance Agreement at no additional charge.

C. **REPORTING**

Davis Mechanical will generate a work summary report at the end of each inspection outlining the work performed, problems found (if any) and recommendations for items requiring additional attention (if applicable) pertaining only to the equipment covered in Schedule A

D. **ADDITIONAL LABOR & MATERIALS**

Unless otherwise noted the labor, materials and supplies associated with emergency diagnosis, estimates, repairs, or modifications are NOT included in this Agreement.

If additional work is required, the work will be performed on a “Time & Material” basis at the current hourly rate in effect at the time service is rendered. This applies only to work not covered by this Agreement.

If Davis Mechanical is requested to provide service/repair labor above and beyond the planned maintenance inspections as noted in this agreement as a result of work being performed by others, Davis Mechanical will charge T&M rates per the timing of the service rendered (regular time, overtime, premium time, etc).

E. **QUOTED REPAIRS**

Unless otherwise noted, in the event additional work is required, Davis Mechanical will provide a written estimate.

F. **EMERGENCY RESPONSE TIME**

It is Davis Mechanicals intention to provide same day service. For calls received between 7:00am -12:00pm (M-F) Davis Mechanical will typically respond the same day. For calls received after 12:00 pm Davis Mechanical may respond the same day or more likely the following day.

Please note Davis Mechanical provides emergency service 24/7 yet overtime charges apply before 7:00am and after 4:30pm (M-F) independent of when the call was initially placed.

Please note that while it is our intention to operate as noted above, it is possible during times of extreme temperatures that we may fall outside of these guidelines and Davis Mechanical shall not be liable to you for any consequential and/or incidental damages associated therewith, if any.

H. **SCHEDULING**

If required, Davis Mechanical will contact you/your representative (via phone or email) to schedule any/all planned maintenance visits. If required, Davis Mechanical will make a minimum of two (2) consecutive attempts per inspection to schedule the planned visit. In the event a planned maintenance inspection is missed for which Davis Mechanical made a minimum of two (2) consecutive attempts to schedule the planned maintenance visit, there will be no adjustment to the fees charged and/or paid under the Agreement. It is the customer's responsibility to notify Davis Mechanical as soon as possible of any change in telephone numbers, and email addresses.

I. **EQUIPMENT ACCESSIBILITY**

The customer agrees to provide unencumbered access to all HVAC equipment, including, if applicable, humidification nozzles, for both planned maintenance inspections and all service calls (if applicable). Failure to do so may result in additional costs if a return visit is required due to inaccessibility of the HVAC equipment. Davis Mechanical is further not obligated to honor any warranties associated with equipment or be liable for any property damage if adequate accessibility is not provided.

J. SPACE PROTECTION

If additional space protection is required, it will be the responsibility of the owner/owner's representative to take the necessary precautions. Davis Mechanical assumes no responsibility or liability for damages as a result of the failure of the owner to adequately protect the space. Davis Mechanical is further not obligated to honor any warranties associated with the equipment or be liable for any property damage if you have failed to maintain the equipment free of debris, free of water damage, such as spillage into the system, unexpected exposure to water, or any similar situation, overcrowding and all other conditions which would result in damage to the equipment.

GENERAL NOTES

- A. Davis Mechanical shall not be liable for lack of equipment performance or damages resulting from, but not limited to: unexpected freezing, vandalism, strikes, fires, third party control system failure, accidents, theft, sabotage, abuse of the equipment under contract, Acts of God or other unexpected incidental or consequential damages.
- B. In the event the customer does not approve recommended repairs, Davis Mechanical will not be held liable for any damages, including but not limited to incidental and/or consequential damages associated with such non-approved repairs.
- C. Davis Mechanical will **only warranty parts purchased and installed by Davis Mechanical**. Davis Mechanical will provide a one (1) year warranty on all parts provided and installed by Davis Mechanical.
- D. Davis Mechanical will honor the price noted in this Agreement for thirty (30) days from the date proposed. If the agreement is not accepted within 30 days from the date proposed Davis Mechanical reserves the right to adjust the prices set forth herein.
- E. Davis Mechanical assumes no liability for lack of equipment performance resulting from the customer's failure to authorize work required to correct deficiencies. Service calls of a repetitive nature i.e., more than two consecutive times, related to previously identified deficiencies, which have not been approved for correction, will result in the customer being charged for such service calls on a "Time and Material" basis at the current rate in effect at the time service is rendered.
- F. The customer agrees to make all payments when due. Davis Mechanical is not obligated to perform any service (pending or future), including planned maintenance inspections to a customer in default of any payment. In addition, Davis Mechanical may discontinue service at any time, with written notice, until full payment is received. No act of forbearance on Davis Mechanical's part shall constitute a waiver of this provision.
- G. If the customer fails to pay for services for an excessive period, which means more than (60) days, of time and after prior notice to customer of the default in payment, Davis Mechanical has the right to make a claim against the customer, but not the obligation, and such right may be enforced against the property in accordance with the applicable lien laws at the discretion of Davis Mechanical and after prior notice.
- H. Neither party to the Agreement shall assign the Agreement without written consent of the other.
- I. The Agreement shall be governed by the law of the State of Minnesota
- J. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination.

WORK EXCLUDED UNDER THIS AGREEMENT

- A. Identification, detection, abatement, encapsulation, or removal of asbestos or products or materials containing asbestos or other hazardous substances and/or materials.
- B. Damages or repairs necessitated by pre-existing conditions.
- C. Water treatment and/or chemical cleaning of condensers and evaporators, steam and/or hot water coils and water towers, unless expressly written in this Agreement.
- D. Any electrical work, including but not limited to electrical power wiring, pneumatic or electronic controls, DDC and BMS controls and relocation of thermostats.
- E. Installation of obsolete parts, system design, system modification, replacement of non-mechanical operating components, including but not limited to; blower sections (blower wheels/bearings/shaft/housing), heat exchangers (evaporator coils, condenser coils, steam coils, hot water coils, chilled water coils, free cooling coils, etc.); Repairing, rebuilding, or replacing of pumps and compressors is also excluded.
- F. Services necessitated by the replacement of parts when they are obsolete or when original design changes are necessary.
- G. Plumbing related items including but not limited to water, steam or drain piping beyond the equipment proper, unless expressly written in this Agreement.
- H. Any consequential or incidental property damages due to component failure associated with humidification nozzles unless such component was installed by Davis Mechanical.
- I. Energy management systems and proprietary controls systems.
- J. Moving, relocating, modifying, dropping, or re-hanging of HVAC equipment, including but not limited to ducts and associated insulation.
- K. Non-maintainable items such as but not limited to cabinets, sheet metal, ductwork, diffusers, hardware, dampers etc. as well as the repair or replacement of condensate pans, access doors/panels, vibration eliminators, insulation, and steelwork.
- L. Air balancing
- M. Work made necessary by local, state, or federal government codes, building and union regulations or insurance requirements.
- N. Work made necessary by the corrosive action of liquids, i.e., water and gases on HVAC equipment and associated piping.

INDEMNITY

Davis Mechanical hereby covenants and agrees to indemnify, defend and hold Customer and its direct and indirect parents, subsidiaries and affiliates and each of their respective shareholder, members, managers, directors, officers and employees, free, clear and harmless from and against any and all claims demands, losses, liabilities, damages, causes of action and expenses (including reasonable attorney fees) caused by, resulting from or connected with claims or any property damage or personal injury (including death) caused by Davis Mechanical or Davis Mechanical's agents, employees or contractors for any property damage or personal injury caused by Davis Mechanical's sustained in connection with the Work under this agreement.

INSURANCE

Davis Mechanical shall, at Davis Mechanical's sole costs and expense, maintain in a company or companies with current A.M. Best rating of at least A:

- Workmen's Compensation Insurance as required by state law in the state where the services are being performed.
- Commercial General Liability Insurance (including contractual liability and employer liability coverage) of \$2,000,000 per occurrence and \$2,000,000 general aggregate; and
- Commercial Automobile Liability Insurance in the minimum amounts of \$1,000,000 combined single limits per occurrence or accident.
- Umbrella Liability \$5,000,000; and as applicable, for property damage and bodily injury (including death) arising out of the ownership, maintenance, operation or use of any motor vehicle whether owned, non-owned, hired or leased.

The foregoing policies shall include by blanket endorsement the Customer Group as additional insured (excluding Workmen's Compensation), be primary without regard to any insurance carried by Customer and Davis Mechanical will provide Customer in writing with at least thirty (30) days' prior notice of reduction or cancellation. Davis Mechanical shall provide Customer with certificates of insurance evidencing these insurance requirements prior to the start of work. To avoid any delay of service, if insurance is required by the building, specifications should be provided with the executed agreement.

TERM OF THE AGREEMENT

This Agreement shall remain in effect for three (3) years from the effective start date and shall renew automatically at the end of each period at an adjusted rate unless written notice by either party is given to the other at least thirty (30) days prior to the expiration date of the Agreement or any renewal period.

Notice of non-renewal must be in writing.

EFFECTIVE START DATE

If the Agreement is accepted on or before the 15th of the month the effective start date will be the 1st of that month. If the agreement is accepted on or after the 16th of the month the effective start date will be the 1st of the following month.

Independent of the effective start date of the Agreement any labor provided, or materials used prior to the acceptance of the Agreement will be invoiced separately and is not included in the Agreement.

AGREEMENT ACCEPTANCE

CUSTOMER: _____

Davis Mechanical Systems Inc.

Signature: _____

Signature: Phillip Wolfe

Title: _____

Title: Service Project Manager

Date: _____

Date:

SCHEDULE "A"

The above price is based on the current equipment list noted below. Any change to the equipment schedule may result in a change to the price of the agreement.

[illegible]

Maintenance Summary		Unit Name	Serial Number	Spring	Summer	Fall	Winter	Total Labor
Customer:	Customer Name							
Service Address:	Customer Address							
Site Specific Contact:	Customer Contact							
Site Phone Number:	XXX-XX-XXXX							
Site Contact Email:	Email							
Roof Access:	Rear of building							
Billing Contact:								
Billing Contact Info:								
Billing Address:								

HVAC AGREEMENT



DAVIS
MECHANICAL
SYSTEMS

HVAC PREVENTATIVE MAINTENANCE AGREEMENT for:

City of Owatonna

Art Center

PROPOSAL DATE: 10/1/2024
to 10/1/2027

OVERVIEW

Davis Mechanical Systems, Inc. welcomes the opportunity to provide you with a comprehensive Preventative Maintenance Agreement for the HVAC equipment as per Schedule "A" located at: **Owatonna Art Center**

The objective of the planned maintenance program is to:

- Reduce energy consumption
- Help extend the useful life of the HVAC equipment
- Protect and optimize the investment made in the HVAC equipment
- Identify and offer solutions to problems that if left unresolved, could result in HVAC equipment failure and/or down-time.

SCOPE OF WORK

At the time of each maintenance inspection the following will be performed on the equipment noted in Schedule A:

- Disposable air filters will be replaced (or cleaned if applicable)
- Bearings will be inspected and lubricated if applicable.
- If applicable, belts will be inspected for proper tension/wear and replaced as needed.
- Burner inspection
- Heating components safety inspection
- Electrical connections, contacts and fuses will be inspected.
- Condensate pan(s) will be inspected and flushed to assure proper condensate flow leaving the unit.
- When required and if applicable the refrigerant charge (system pressure) on each piece of equipment will be checked.
- Visually inspect evaporator and condenser coil

Maintenance Program Options:

HVAC Maintenance

X Annually

○ Boiler Operations

Total Annual Cost Per Agreement: \$1,100

NOTES PERTAINING TO PREVENTATIVE MAINTENANCE:

A. **LABOR**

Unless otherwise noted, all required labor to perform planned maintenance inspections in accordance with this Agreement will be performed during normal business hours, 7:00am – 4:30pm, M – F.

B. **MATERIAL**

Unless otherwise noted Davis Mechanical will provide and install belts, lubricants, and standard disposable air filters as part of the Preventative Maintenance Agreement at no additional charge.

C. **REPORTING**

Davis Mechanical will generate a work summary report at the end of each inspection outlining the work performed, problems found (if any) and recommendations for items requiring additional attention (if applicable) pertaining only to the equipment covered in Schedule A

D. **ADDITIONAL LABOR & MATERIALS**

Unless otherwise noted the labor, materials and supplies associated with emergency diagnosis, estimates, repairs, or modifications are NOT included in this Agreement.

If additional work is required, the work will be performed on a "Time & Material" basis at the current hourly rate in effect at the time service is rendered. This applies only to work not covered by this Agreement.

If Davis Mechanical is requested to provide service/repair labor above and beyond the planned maintenance inspections as noted in this agreement as a result of work being performed by others, Davis Mechanical will charge T&M rates per the timing of the service rendered (regular time, overtime, premium time, etc).

E. **QUOTED REPAIRS**

Unless otherwise noted, in the event additional work is required, Davis Mechanical will provide a written estimate.

F. **EMERGENCY RESPONSE TIME**

It is Davis Mechanicals intention to provide same day service. For calls received between 7:00am -12:00pm (M-F) Davis Mechanical will typically respond the same day. For calls received after 12:00 pm Davis Mechanical may respond the same day or more likely the following day.

Please note Davis Mechanical provides emergency service 24/7 yet overtime charges apply before 7:00am and after 4:30pm (M-F) independent of when the call was initially placed.

Please note that while it is our intention to operate as noted above, it is possible during times of extreme temperatures that we may fall outside of these guidelines and Davis Mechanical shall not be liable to you for any consequential and/or incidental damages associated therewith, if any.

H. **SCHEDULING**

If required, Davis Mechanical will contact you/your representative (via phone or email) to schedule any/all planned maintenance visits. If required, Davis Mechanical will make a minimum of two (2) consecutive attempts per inspection to schedule the planned visit. In the event a planned maintenance inspection is missed for which Davis Mechanical made a minimum of two (2) consecutive attempts to schedule the planned maintenance visit, there will be no adjustment to the fees charged and/or paid under the Agreement. It is the customer's responsibility to notify Davis Mechanical as soon as possible of any change in telephone numbers, and email addresses.

I. **EQUIPMENT ACCESSIBILITY**

The customer agrees to provide unencumbered access to all HVAC equipment, including, if applicable, humidification nozzles, for both planned maintenance inspections and all service calls (if applicable). Failure to do so may result in additional costs if a return visit is required due to inaccessibility of the HVAC equipment. Davis Mechanical is further not obligated to honor any warranties associated with equipment or be liable for any property damage if adequate accessibility is not provided.

J. SPACE PROTECTION

If additional space protection is required, it will be the responsibility of the owner/owner's representative to take the necessary precautions. Davis Mechanical assumes no responsibility or liability for damages as a result of the failure of the owner to adequately protect the space. Davis Mechanical is further not obligated to honor any warranties associated with the equipment or be liable for any property damage if you have failed to maintain the equipment free of debris, free of water damage, such as spillage into the system, unexpected exposure to water, or any similar situation, overcrowding and all other conditions which would result in damage to the equipment.

GENERAL NOTES

- A. Davis Mechanical shall not be liable for lack of equipment performance or damages resulting from, but not limited to: unexpected freezing, vandalism, strikes, fires, third party control system failure, accidents, theft, sabotage, abuse of the equipment under contract, Acts of God or other unexpected incidental or consequential damages.
- B. In the event the customer does not approve recommended repairs, Davis Mechanical will not be held liable for any damages, including but not limited to incidental and/or consequential damages associated with such non-approved repairs.
- C. Davis Mechanical will **only warranty parts purchased and installed by Davis Mechanical**. Davis Mechanical will provide a one (1) year warranty on all parts provided and installed by Davis Mechanical.
- D. Davis Mechanical will honor the price noted in this Agreement for thirty (30) days from the date proposed. If the agreement is not accepted within 30 days from the date proposed Davis Mechanical reserves the right to adjust the prices set forth herein.
- E. Davis Mechanical assumes no liability for lack of equipment performance resulting from the customer's failure to authorize work required to correct deficiencies. Service calls of a repetitive nature i.e., more than two consecutive times, related to previously identified deficiencies, which have not been approved for correction, will result in the customer being charged for such service calls on a "Time and Material" basis at the current rate in effect at the time service is rendered.
- F. The customer agrees to make all payments when due. Davis Mechanical is not obligated to perform any service (pending or future), including planned maintenance inspections to a customer in default of any payment. In addition, Davis Mechanical may discontinue service at any time, with written notice, until full payment is received. No act of forbearance on Davis Mechanical's part shall constitute a waiver of this provision.
- G. If the customer fails to pay for services for an excessive period, which means more than ~~60~~ days, of time and after prior notice to customer of the default in payment, Davis Mechanical has the right to make a claim against the customer, but not the obligation, and such right may be enforced against the property in accordance with the applicable lien laws at the discretion of Davis Mechanical and after prior notice.
- H. Neither party to the Agreement shall assign the Agreement without written consent of the other.
- I. The Agreement shall be governed by the law of the State of Minnesota
- J. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination.

WORK EXCLUDED UNDER THIS AGREEMENT

- A. Identification, detection, abatement, encapsulation, or removal of asbestos or products or materials containing asbestos or other hazardous substances and/or materials.
- B. Damages or repairs necessitated by pre-existing conditions.
- C. Water treatment and/or chemical cleaning of condensers and evaporators, steam and/or hot water coils and water towers, unless expressly written in this Agreement.
- D. Any electrical work, including but not limited to electrical power wiring, pneumatic or electronic controls, DDC and BMS controls and relocation of thermostats.
- E. Installation of obsolete parts, system design, system modification, replacement of non-mechanical operating components, including but not limited to; blower sections (blower wheels/bearings/shaft/housing), heat exchangers (evaporator coils, condenser coils, steam coils, hot water coils, chilled water coils, free cooling coils, etc.); Repairing, rebuilding, or replacing of pumps and compressors is also excluded.
- F. Services necessitated by the replacement of parts when they are obsolete or when original design changes are necessary.
- G. Plumbing related items including but not limited to water, steam or drain piping beyond the equipment proper, unless expressly written in this Agreement.
- H. Any consequential or incidental property damages due to component failure associated with humidification nozzles unless such component was installed by Davis Mechanical.
- I. Energy management systems and proprietary controls systems.
- J. Moving, relocating, modifying, dropping, or re-hanging of HVAC equipment, including but not limited to ducts and associated insulation.
- K. Non-maintainable items such as but not limited to cabinets, sheet metal, ductwork, diffusers, hardware, dampers etc. as well as the repair or replacement of condensate pans, access doors/panels, vibration eliminators, insulation, and steelwork.
- L. Air balancing
- M. Work made necessary by local, state, or federal government codes, building and union regulations or insurance requirements.
- N. Work made necessary by the corrosive action of liquids, i.e., water and gases on HVAC equipment and associated piping.

INDEMNITY

Davis Mechanical hereby covenants and agrees to indemnify, defend and hold Customer and its direct and indirect parents, subsidiaries and affiliates and each of their respective shareholder, members, managers, directors, officers and employees, free, clear and harmless from and against any and all claims demands, losses, liabilities, damages, causes of action and expenses (including reasonable attorney fees) caused by, resulting from or connected with claims or any property damage or personal injury (including death) caused by Davis Mechanical or Davis Mechanical's agents, employees or contractors for any property damage or personal injury caused by Davis Mechanical's sustained in connection with the Work under this agreement.

INSURANCE

Davis Mechanical shall, at Davis Mechanical's sole costs and expense, maintain in a company or companies with current A.M. Best rating of at least A:

- Workmen's Compensation Insurance as required by state law in the state where the services are being performed.
- Commercial General Liability Insurance (including contractual liability and employer liability coverage) of \$2,000,000 per occurrence and \$2,000,000 general aggregate; and
- Commercial Automobile Liability Insurance in the minimum amounts of \$1,000,000 combined single limits per occurrence or accident.
- Umbrella Liability \$5,000,000; and as applicable, for property damage and bodily injury (including death) arising out of the ownership, maintenance, operation or use of any motor vehicle whether owned, non-owned, hired or leased.

The foregoing policies shall include by blanket endorsement the Customer Group as additional insured (excluding Workmen's Compensation), be primary without regard to any insurance carried by Customer and Davis Mechanical will provide Customer in writing with at least thirty (30) days' prior notice of reduction or cancellation. Davis Mechanical shall provide Customer with certificates of insurance evidencing these insurance requirements prior to the start of work. To avoid any delay of service, if insurance is required by the building, specifications should be provided with the executed agreement.

TERM OF THE AGREEMENT

This Agreement shall remain in effect for three (3) years from the effective start date and shall renew automatically at the end of each period at an adjusted rate unless written notice by either party is given to the other at least thirty (30) days prior to the expiration date of the Agreement or any renewal period.

Notice of non-renewal must be in writing.

EFFECTIVE START DATE

If the Agreement is accepted on or before the 15th of the month the effective start date will be the 1st of that month. If the agreement is accepted on or after the 16th of the month the effective start date will be the 1st of the following month.

Independent of the effective start date of the Agreement any labor provided, or materials used prior to the acceptance of the Agreement will be invoiced separately and is not included in the Agreement.

AGREEMENT ACCEPTANCE

CUSTOMER: _____

Davis Mechanical Systems Inc.

Signature: _____

Signature: Phil Wolfe

Title: _____

Title: Project

Date: _____

Manager Date:

10/2/2024

HVAC AGREEMENT



DAVIS
MECHANICAL
SYSTEMS

HVAC PREVENTATIVE MAINTENANCE AGREEMENT for:

City of Owatonna

City Hall

PROPOSAL DATE: 10/1/2024
to 10/1/2027

OVERVIEW

Davis Mechanical Systems, Inc. welcomes the opportunity to provide you with a comprehensive Preventative Maintenance Agreement for the HVAC equipment as per Schedule "A" located at: **Owatonna City Hall**

The objective of the planned maintenance program is to:

- Reduce energy consumption
- Help extend the useful life of the HVAC equipment
- Protect and optimize the investment made in the HVAC equipment
- Identify and offer solutions to problems that if left unresolved, could result in HVAC equipment failure and/or down-time.

SCOPE OF WORK

At the time of each maintenance inspection the following will be performed on the equipment noted in Schedule A:

- | | |
|---|--|
| <ul style="list-style-type: none">• Disposable air filters will be replaced (or cleaned if applicable)• Bearings will be inspected and lubricated if applicable.• If applicable, belts will be inspected for proper tension/wear and replaced as needed.• Burner inspection• Heating components safety inspection | <ul style="list-style-type: none">• Electrical connections, contacts and fuses will be inspected.• Condensate pan(s) will be inspected and flushed to assure proper condensate flow leaving the unit.• When required and if applicable the refrigerant charge (system pressure) on each piece of equipment will be checked.• Visually inspect evaporator and condenser coil |
|---|--|

Maintenance Program Options:

HVAC Maintenance

X Annually

○ Boiler Operations

Total Annual Cost Per Agreement: \$1,075

NOTES PERTAINING TO PREVENTATIVE MAINTENANCE:

A. **LABOR**

Unless otherwise noted, all required labor to perform planned maintenance inspections in accordance with this Agreement will be performed during normal business hours, 7:00am – 4:30pm, M – F.

B. **MATERIAL**

Unless otherwise noted Davis, Mechanical will provide and install belts, lubricants, and standard disposable air filters as part of the Preventative Maintenance Agreement at no additional charge.

C. **REPORTING**

Davis Mechanical will generate a work summary report at the end of each inspection outlining the work performed, problems found (if any) and recommendations for items requiring additional attention (if applicable) pertaining only to the equipment covered in Schedule A

D. **ADDITIONAL LABOR & MATERIALS**

Unless otherwise noted the labor, materials and supplies associated with emergency diagnosis, estimates, repairs, or modifications are NOT included in this Agreement.

If additional work is required, the work will be performed on a “Time & Material” basis at the current hourly rate in effect at the time service is rendered. This applies only to work not covered by this Agreement.

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E. **QUOTED REPAIRS**

Unless otherwise noted, in the event additional work is required, Davis Mechanical will provide a written estimate.

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Please note Davis Mechanical provides emergency service 24/7 yet overtime charges apply before 7:00am and after 4:30pm (M-F) independent of when the call was initially placed.

Please note that while it is our intention to operate as noted above, it is possible during times of extreme temperatures that we may fall outside of these guidelines and Davis Mechanical shall not be liable to you for any consequential and/or incidental damages associated therewith, if any.

H. **SCHEDULING**

If required, Davis Mechanical will contact you/your representative (via phone or email) to schedule any/all planned maintenance visits. If required, Davis Mechanical will make a minimum of two (2) consecutive attempts per inspection to schedule the planned visit. In the event a planned maintenance inspection is missed for which Davis Mechanical made a minimum of two (2) consecutive attempts to schedule the planned maintenance visit, there will be no adjustment to the fees charged and/or paid under the Agreement. It is the customer's responsibility to notify Davis Mechanical as soon as possible of any change in telephone numbers, and email addresses.

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The customer agrees to provide unencumbered access to all HVAC equipment, including, if applicable, humidification nozzles, for both planned maintenance inspections and all service calls (if applicable). Failure to do so may result in additional costs if a return visit is required due to inaccessibility of the HVAC equipment. Davis Mechanical is further not obligated to honor any warranties associated with equipment or be liable for any property damage if adequate accessibility is not provided.

J. SPACE PROTECTION

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GENERAL NOTES

- A. Davis Mechanical shall not be liable for lack of equipment performance or damages resulting from, but not limited to: unexpected freezing, vandalism, strikes, fires, third party control system failure, accidents, theft, sabotage, abuse of the equipment under contract, Acts of God or other unexpected incidental or consequential damages.
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- D. Davis Mechanical will honor the price noted in this Agreement for thirty (30) days from the date proposed. If the agreement is not accepted within 30 days from the date proposed Davis Mechanical reserves the right to adjust the prices set forth herein.
- E. Davis Mechanical assumes no liability for lack of equipment performance resulting from the customer's failure to authorize work required to correct deficiencies. Service calls of a repetitive nature i.e., more than two consecutive times, related to previously identified deficiencies, which have not been approved for correction, will result in the customer being charged for such service calls on a "Time and Material" basis at the current rate in effect at the time service is rendered.
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- G. If the customer fails to pay for services for an excessive period, which means more than (60) days, of time and after prior notice to customer of the default in payment, Davis Mechanical has the right to make a claim against the customer, but not the obligation, and such right may be enforced against the property in accordance with the applicable lien laws at the discretion of Davis Mechanical and after prior notice.
- H. Neither party to the Agreement shall assign the Agreement without written consent of the other.
- I. The Agreement shall be governed by the law of the State of Minnesota
- J. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination.

WORK EXCLUDED UNDER THIS AGREEMENT

- A. Identification, detection, abatement, encapsulation, or removal of asbestos or products or materials containing asbestos or other hazardous substances and/or materials.
- B. Damages or repairs necessitated by pre-existing conditions.
- C. Water treatment and/or chemical cleaning of condensers and evaporators, steam and/or hot water coils and water towers, unless expressly written in this Agreement.
- D. Any electrical work, including but not limited to electrical power wiring, pneumatic or electronic controls, DDC and BMS controls and relocation of thermostats.
- E. Installation of obsolete parts, system design, system modification, replacement of non-mechanical operating components, including but not limited to; blower sections (blower wheels/bearings/shaft/housing), heat exchangers (evaporator coils, condenser coils, steam coils, hot water coils, chilled water coils, free cooling coils, etc.); Repairing, rebuilding, or replacing of pumps and compressors is also excluded.
- F. Services necessitated by the replacement of parts when they are obsolete or when original design changes are necessary.
- G. Plumbing related items including but not limited to water, steam or drain piping beyond the equipment proper, unless expressly written in this Agreement.
- H. Any consequential or incidental property damages due to component failure associated with humidification nozzles unless such component was installed by Davis Mechanical.
- I. Energy management systems and proprietary controls systems.
- J. Moving, relocating, modifying, dropping, or re-hanging of HVAC equipment, including but not limited to ducts and associated insulation.
- K. Non-maintainable items such as but not limited to cabinets, sheet metal, ductwork, diffusers, hardware, dampers etc. as well as the repair or replacement of condensate pans, access doors/panels, vibration eliminators, insulation, and steelwork.
- L. Air balancing
- M. Work made necessary by local, state, or federal government codes, building and union regulations or insurance requirements.
- N. Work made necessary by the corrosive action of liquids, i.e., water and gases on HVAC equipment and associated piping.

INDEMNITY

Davis Mechanical hereby covenants and agrees to indemnify, defend and hold Customer and its direct and indirect parents, subsidiaries and affiliates and each of their respective shareholder, members, managers, directors, officers and employees, free, clear and harmless from and against any and all claims demands, losses, liabilities, damages, causes of action and expenses (including reasonable attorney fees) caused by, resulting from or connected with claims or any property damage or personal injury (including death) caused by Davis Mechanical or Davis Mechanical's agents, employees or contractors for any property damage or personal injury caused by Davis Mechanical's sustained in connection with the Work under this agreement.

INSURANCE

Davis Mechanical shall, at Davis Mechanical's sole costs and expense, maintain in a company or companies with current A.M. Best rating of at least A:

- Workmen's Compensation Insurance as required by state law in the state where the services are being performed.
- Commercial General Liability Insurance (including contractual liability and employer liability coverage) of \$2,000,000 per occurrence and \$2,000,000 general aggregate; and
- Commercial Automobile Liability Insurance in the minimum amounts of \$1,000,000 combined single limits per occurrence or accident.
- Umbrella Liability \$5,000,000; and as applicable, for property damage and bodily injury (including death) arising out of the ownership, maintenance, operation or use of any motor vehicle whether owned, non-owned, hired or leased.

The foregoing policies shall include by blanket endorsement the Customer Group as additional insured (excluding Workmen's Compensation), be primary without regard to any insurance carried by Customer and Davis Mechanical will provide Customer in writing with at least thirty (30) days' prior notice of reduction or cancellation. Davis Mechanical shall provide Customer with certificates of insurance evidencing these insurance requirements prior to the start of work. To avoid any delay of service, if insurance is required by the building, specifications should be provided with the executed agreement.

TERM OF THE AGREEMENT

This Agreement shall remain in effect for three (3) years from the effective start date and shall renew automatically at the end of each period at an adjusted rate unless written notice by either party is given to the other at least thirty (30) days prior to the expiration date of the Agreement or any renewal period.

Notice of non-renewal must be in writing.

EFFECTIVE START DATE

If the Agreement is accepted on or before the 15th of the month the effective start date will be the 1st of that month. If the agreement is accepted on or after the 16th of the month the effective start date will be the 1st of the following month.

Independent of the effective start date of the Agreement any labor provided, or materials used prior to the acceptance of the Agreement will be invoiced separately and is not included in the Agreement.

AGREEMENT ACCEPTANCE

CUSTOMER: _____

Davis Mechanical Systems Inc.

Signature: _____

Signature: Phil Wolfe

Title: _____

Title: Project

Date: _____

Manager Date:

10/2/2024

HVAC AGREEMENT



DAVIS
MECHANICAL
SYSTEMS

HVAC PREVENTATIVE MAINTENANCE AGREEMENT for:

City of Owatonna

Fire Hall

PROPOSAL DATE: 10/1/2024
to 10/1/2027

OVERVIEW

Davis Mechanical Systems, Inc. welcomes the opportunity to provide you with a comprehensive Preventative Maintenance Agreement for the HVAC equipment as per Schedule "A" located at: **Owatonna Fire Hall**

The objective of the planned maintenance program is to:

- Reduce energy consumption
- Help extend the useful life of the HVAC equipment
- Protect and optimize the investment made in the HVAC equipment
- Identify and offer solutions to problems that if left unresolved, could result in HVAC equipment failure and/or down-time.

SCOPE OF WORK

At the time of each maintenance inspection the following will be performed on the equipment noted in Schedule A:

- Disposable air filters will be replaced (or cleaned if applicable)
- Bearings will be inspected and lubricated if applicable.
- If applicable, belts will be inspected for proper tension/wear and replaced as needed.
- Burner inspection
- Heating components safety inspection
- Electrical connections, contacts and fuses will be inspected.
- Condensate pan(s) will be inspected and flushed to assure proper condensate flow leaving the unit.
- When required and if applicable the refrigerant charge (system pressure) on each piece of equipment will be checked.
- Visually inspect evaporator and condenser coil

Maintenance Program Options:

HVAC Maintenance

X Annually

○ Boiler Operations

Total Annual Cost Per Agreement: \$930

NOTES PERTAINING TO PREVENTATIVE MAINTENANCE:

A. **LABOR**

Unless otherwise noted, all required labor to perform planned maintenance inspections in accordance with this Agreement will be performed during normal business hours, 7:00am – 4:30pm, M – F.

B. **MATERIAL**

Unless otherwise noted Davis, Mechanical will provide and install belts, lubricants, and standard disposable air filters as part of the Preventative Maintenance Agreement at no additional charge.

C. **REPORTING**

Davis Mechanical will generate a work summary report at the end of each inspection outlining the work performed, problems found (if any) and recommendations for items requiring additional attention (if applicable) pertaining only to the equipment covered in Schedule A

D. **ADDITIONAL LABOR & MATERIALS**

Unless otherwise noted the labor, materials and supplies associated with emergency diagnosis, estimates, repairs, or modifications are NOT included in this Agreement.

If additional work is required, the work will be performed on a “Time & Material” basis at the current hourly rate in effect at the time service is rendered. This applies only to work not covered by this Agreement.

If Davis Mechanical is requested to provide service/repair labor above and beyond the planned maintenance inspections as noted in this agreement as a result of work being performed by others, Davis Mechanical will charge T&M rates per the timing of the service rendered (regular time, overtime, premium time, etc).

E. **QUOTED REPAIRS**

Unless otherwise noted, in the event additional work is required, Davis Mechanical will provide a written estimate.

F. **EMERGENCY RESPONSE TIME**

It is Davis Mechanicals intention to provide same day service. For calls received between 7:00am -12:00pm (M-F) Davis Mechanical will typically respond the same day. For calls received after 12:00 pm Davis Mechanical may respond the same day or more likely the following day.

Please note Davis Mechanical provides emergency service 24/7 yet overtime charges apply before 7:00am and after 4:30pm (M-F) independent of when the call was initially placed.

Please note that while it is our intention to operate as noted above, it is possible during times of extreme temperatures that we may fall outside of these guidelines and Davis Mechanical shall not be liable to you for any consequential and/or incidental damages associated therewith, if any.

H. **SCHEDULING**

If required, Davis Mechanical will contact you/your representative (via phone or email) to schedule any/all planned maintenance visits. If required, Davis Mechanical will make a minimum of two (2) consecutive attempts per inspection to schedule the planned visit. In the event a planned maintenance inspection is missed for which Davis Mechanical made a minimum of two (2) consecutive attempts to schedule the planned maintenance visit, there will be no adjustment to the fees charged and/or paid under the Agreement. It is the customer's responsibility to notify Davis Mechanical as soon as possible of any change in telephone numbers, and email addresses.

I. **EQUIPMENT ACCESSIBILITY**

The customer agrees to provide unencumbered access to all HVAC equipment, including, if applicable, humidification nozzles, for both planned maintenance inspections and all service calls (if applicable). Failure to do so may result in additional costs if a return visit is required due to inaccessibility of the HVAC equipment. Davis Mechanical is further not obligated to honor any warranties associated with equipment or be liable for any property damage if adequate accessibility is not provided.

J. SPACE PROTECTION

If additional space protection is required, it will be the responsibility of the owner/owner's representative to take the necessary precautions. Davis Mechanical assumes no responsibility or liability for damages as a result of the failure of the owner to adequately protect the space. Davis Mechanical is further not obligated to honor any warranties associated with the equipment or be liable for any property damage if you have failed to maintain the equipment free of debris, free of water damage, such as spillage into the system, unexpected exposure to water, or any similar situation, overcrowding and all other conditions which would result in damage to the equipment.

GENERAL NOTES

- A. Davis Mechanical shall not be liable for lack of equipment performance or damages resulting from, but not limited to: unexpected freezing, vandalism, strikes, fires, third party control system failure, accidents, theft, sabotage, abuse of the equipment under contract, Acts of God or other unexpected incidental or consequential damages.
- B. In the event the customer does not approve recommended repairs, Davis Mechanical will not be held liable for any damages, including but not limited to incidental and/or consequential damages associated with such non-approved repairs.
- C. Davis Mechanical will **only warranty parts purchased and installed by Davis Mechanical**. Davis Mechanical will provide a one (1) year warranty on all parts provided and installed by Davis Mechanical.
- D. Davis Mechanical will honor the price noted in this Agreement for thirty (30) days from the date proposed. If the agreement is not accepted within 30 days from the date proposed Davis Mechanical reserves the right to adjust the prices set forth herein.
- E. Davis Mechanical assumes no liability for lack of equipment performance resulting from the customer's failure to authorize work required to correct deficiencies. Service calls of a repetitive nature i.e., more than two consecutive times, related to previously identified deficiencies, which have not been approved for correction, will result in the customer being charged for such service calls on a "Time and Material" basis at the current rate in effect at the time service is rendered.
- F. The customer agrees to make all payments when due. Davis Mechanical is not obligated to perform any service (pending or future), including planned maintenance inspections to a customer in default of any payment. In addition, Davis Mechanical may discontinue service at any time, with written notice, until full payment is received. No act of forbearance on Davis Mechanical's part shall constitute a waiver of this provision.
- G. If the customer fails to pay for services for an excessive period, which means more than 60 days, of time and after prior notice to customer of the default in payment, Davis Mechanical has the right to make a claim against the customer, but not the obligation, and such right may be enforced against the property in accordance with the applicable lien laws at the discretion of Davis Mechanical and after prior notice.
- H. Neither party to the Agreement shall assign the Agreement without written consent of the other.
- I. The Agreement shall be governed by the law of the State of Minnesota
- J. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination.

WORK EXCLUDED UNDER THIS AGREEMENT

- A. Identification, detection, abatement, encapsulation, or removal of asbestos or products or materials containing asbestos or other hazardous substances and/or materials.
- B. Damages or repairs necessitated by pre-existing conditions.
- C. Water treatment and/or chemical cleaning of condensers and evaporators, steam and/or hot water coils and water towers, unless expressly written in this Agreement.
- D. Any electrical work, including but not limited to electrical power wiring, pneumatic or electronic controls, DDC and BMS controls and relocation of thermostats.
- E. Installation of obsolete parts, system design, system modification, replacement of non-mechanical operating components, including but not limited to; blower sections (blower wheels/bearings/shaft/housing), heat exchangers (evaporator coils, condenser coils, steam coils, hot water coils, chilled water coils, free cooling coils, etc.); Repairing, rebuilding, or replacing of pumps and compressors is also excluded.
- F. Services necessitated by the replacement of parts when they are obsolete or when original design changes are necessary.
- G. Plumbing related items including but not limited to water, steam or drain piping beyond the equipment proper, unless expressly written in this Agreement.
- H. Any consequential or incidental property damages due to component failure associated with humidification nozzles unless such component was installed by Davis Mechanical.
- I. Energy management systems and proprietary controls systems.
- J. Moving, relocating, modifying, dropping, or re-hanging of HVAC equipment, including but not limited to ducts and associated insulation.
- K. Non-maintainable items such as but not limited to cabinets, sheet metal, ductwork, diffusers, hardware, dampers etc. as well as the repair or replacement of condensate pans, access doors/panels, vibration eliminators, insulation, and steelwork.
- L. Air balancing
- M. Work made necessary by local, state, or federal government codes, building and union regulations or insurance requirements.
- N. Work made necessary by the corrosive action of liquids, i.e., water and gases on HVAC equipment and associated piping.

INDEMNITY

Davis Mechanical hereby covenants and agrees to indemnify, defend and hold Customer and its direct and indirect parents, subsidiaries and affiliates and each of their respective shareholder, members, managers, directors, officers and employees, free, clear and harmless from and against any and all claims demands, losses, liabilities, damages, causes of action and expenses (including reasonable attorney fees) caused by, resulting from or connected with claims or any property damage or personal injury (including death) caused by Davis Mechanical or Davis Mechanical's agents, employees or contractors for any property damage or personal injury caused by Davis Mechanical's sustained in connection with the Work under this agreement.

INSURANCE

Davis Mechanical shall, at Davis Mechanical's sole costs and expense, maintain in a company or companies with current A.M. Best rating of at least A:

- Workmen's Compensation Insurance as required by state law in the state where the services are being performed.
- Commercial General Liability Insurance (including contractual liability and employer liability coverage) of \$2,000,000 per occurrence and \$2,000,000 general aggregate; and
- Commercial Automobile Liability Insurance in the minimum amounts of \$1,000,000 combined single limits per occurrence or accident.
- Umbrella Liability \$5,000,000; and as applicable, for property damage and bodily injury (including death) arising out of the ownership, maintenance, operation or use of any motor vehicle whether owned, non-owned, hired or leased.

The foregoing policies shall include by blanket endorsement the Customer Group as additional insured (excluding Workmen's Compensation), be primary without regard to any insurance carried by Customer and Davis Mechanical will provide Customer in writing with at least thirty (30) days' prior notice of reduction or cancellation. Davis Mechanical shall provide Customer with certificates of insurance evidencing these insurance requirements prior to the start of work. To avoid any delay of service, if insurance is required by the building, specifications should be provided with the executed agreement.

TERM OF THE AGREEMENT

This Agreement shall remain in effect for three (3) years from the effective start date and shall renew automatically at the end of each period at an adjusted rate unless written notice by either party is given to the other at least thirty (30) days prior to the expiration date of the Agreement or any renewal period.

Notice of non-renewal must be in writing.

EFFECTIVE START DATE

If the Agreement is accepted on or before the 15th of the month the effective start date will be the 1st of that month. If the agreement is accepted on or after the 16th of the month the effective start date will be the 1st of the following month.

Independent of the effective start date of the Agreement any labor provided, or materials used prior to the acceptance of the Agreement will be invoiced separately and is not included in the Agreement.

AGREEMENT ACCEPTANCE

CUSTOMER: _____

Davis Mechanical Systems Inc.

Signature: _____

Signature: Phil Wolfe

Title: _____

Title: Project

Date: _____

Manager Date:

10/2/2024

HVAC AGREEMENT



DAVIS
MECHANICAL
SYSTEMS

HVAC PREVENTATIVE MAINTENANCE AGREEMENT for:

City of Owatonna

Library

PROPOSAL DATE: 10/1/2024
to 10/1/2027

OVERVIEW

Davis Mechanical Systems, Inc. welcomes the opportunity to provide you with a comprehensive Preventative Maintenance Agreement for the HVAC equipment as per Schedule "A" located at: **Owatonna Library**

The objective of the planned maintenance program is to:

- Reduce energy consumption
- Help extend the useful life of the HVAC equipment
- Protect and optimize the investment made in the HVAC equipment
- Identify and offer solutions to problems that if left unresolved, could result in HVAC equipment failure and/or down-time.

SCOPE OF WORK

At the time of each maintenance inspection the following will be performed on the equipment noted in Schedule A:

- Disposable air filters will be replaced (or cleaned if applicable)
- Bearings will be inspected and lubricated if applicable.
- If applicable, belts will be inspected for proper tension/wear and replaced as needed.
- Burner inspection
- Heating components safety inspection
- Electrical connections, contacts and fuses will be inspected.
- Condensate pan(s) will be inspected and flushed to assure proper condensate flow leaving the unit.
- When required and if applicable the refrigerant charge (system pressure) on each piece of equipment will be checked.
- Visually inspect evaporator and condenser coil

Maintenance Program Options:

HVAC Maintenance

X Annually

○ Boiler Operations

Total Annual Cost Per Agreement: \$1,310

NOTES PERTAINING TO PREVENTATIVE MAINTENANCE:

A. **LABOR**

Unless otherwise noted, all required labor to perform planned maintenance inspections in accordance with this Agreement will be performed during normal business hours, 7:00am – 4:30pm, M – F.

B. **MATERIAL**

Unless otherwise noted Davis, Mechanical will provide and install belts, lubricants, and standard disposable air filters as part of the Preventative Maintenance Agreement at no additional charge.

C. **REPORTING**

Davis Mechanical will generate a work summary report at the end of each inspection outlining the work performed, problems found (if any) and recommendations for items requiring additional attention (if applicable) pertaining only to the equipment covered in Schedule A

D. **ADDITIONAL LABOR & MATERIALS**

Unless otherwise noted the labor, materials and supplies associated with emergency diagnosis, estimates, repairs, or modifications are NOT included in this Agreement.

If additional work is required, the work will be performed on a "Time & Material" basis at the current hourly rate in effect at the time service is rendered. This applies only to work not covered by this Agreement.

If Davis Mechanical is requested to provide service/repair labor above and beyond the planned maintenance inspections as noted in this agreement as a result of work being performed by others, Davis Mechanical will charge T&M rates per the timing of the service rendered (regular time, overtime, premium time, etc).

E. **QUOTED REPAIRS**

Unless otherwise noted, in the event additional work is required, Davis Mechanical will provide a written estimate.

F. **EMERGENCY RESPONSE TIME**

It is Davis Mechanicals intention to provide same day service. For calls received between 7:00am -12:00pm (M-F) Davis Mechanical will typically respond the same day. For calls received after 12:00 pm Davis Mechanical may respond the same day or more likely the following day.

Please note Davis Mechanical provides emergency service 24/7 yet overtime charges apply before 7:00am and after 4:30pm (M-F) independent of when the call was initially placed.

Please note that while it is our intention to operate as noted above, it is possible during times of extreme temperatures that we may fall outside of these guidelines and Davis Mechanical shall not be liable to you for any consequential and/or incidental damages associated therewith, if any.

H. **SCHEDULING**

If required, Davis Mechanical will contact you/your representative (via phone or email) to schedule any/all planned maintenance visits. If required, Davis Mechanical will make a minimum of two (2) consecutive attempts per inspection to schedule the planned visit. In the event a planned maintenance inspection is missed for which Davis Mechanical made a minimum of two (2) consecutive attempts to schedule the planned maintenance visit, there will be no adjustment to the fees charged and/or paid under the Agreement. It is the customer's responsibility to notify Davis Mechanical as soon as possible of any change in telephone numbers, and email addresses.

I. **EQUIPMENT ACCESSIBILITY**

The customer agrees to provide unencumbered access to all HVAC equipment, including, if applicable, humidification nozzles, for both planned maintenance inspections and all service calls (if applicable). Failure to do so may result in additional costs if a return visit is required due to inaccessibility of the HVAC equipment. Davis Mechanical is further not obligated to honor any warranties associated with equipment or be liable for any property damage if adequate accessibility is not provided.

J. SPACE PROTECTION

If additional space protection is required, it will be the responsibility of the owner/owner's representative to take the necessary precautions. Davis Mechanical assumes no responsibility or liability for damages as a result of the failure of the owner to adequately protect the space. Davis Mechanical is further not obligated to honor any warranties associated with the equipment or be liable for any property damage if you have failed to maintain the equipment free of debris, free of water damage, such as spillage into the system, unexpected exposure to water, or any similar situation, overcrowding and all other conditions which would result in damage to the equipment.

GENERAL NOTES

- A. Davis Mechanical shall not be liable for lack of equipment performance or damages resulting from, but not limited to: unexpected freezing, vandalism, strikes, fires, third party control system failure, accidents, theft, sabotage, abuse of the equipment under contract, Acts of God or other unexpected incidental or consequential damages.
- B. In the event the customer does not approve recommended repairs, Davis Mechanical will not be held liable for any damages, including but not limited to incidental and/or consequential damages associated with such non-approved repairs.
- C. Davis Mechanical will **only warranty parts purchased and installed by Davis Mechanical**. Davis Mechanical will provide a one (1) year warranty on all parts provided and installed by Davis Mechanical.
- D. Davis Mechanical will honor the price noted in this Agreement for thirty (30) days from the date proposed. If the agreement is not accepted within 30 days from the date proposed Davis Mechanical reserves the right to adjust the prices set forth herein.
- E. Davis Mechanical assumes no liability for lack of equipment performance resulting from the customer's failure to authorize work required to correct deficiencies. Service calls of a repetitive nature i.e., more than two consecutive times, related to previously identified deficiencies, which have not been approved for correction, will result in the customer being charged for such service calls on a "Time and Material" basis at the current rate in effect at the time service is rendered.
- F. The customer agrees to make all payments when due. Davis Mechanical is not obligated to perform any service (pending or future), including planned maintenance inspections to a customer in default of any payment. In addition, Davis Mechanical may discontinue service at any time, with written notice, until full payment is received. No act of forbearance on Davis Mechanical's part shall constitute a waiver of this provision.
- G. If the customer fails to pay for services for an excessive period, which means more than (60) days, of time and after prior notice to customer of the default in payment, Davis Mechanical has the right to make a claim against the customer, but not the obligation, and such right may be enforced against the property in accordance with the applicable lien laws at the discretion of Davis Mechanical and after prior notice.
- H. Neither party to the Agreement shall assign the Agreement without written consent of the other.
- I. The Agreement shall be governed by the law of the State of Minnesota
- J. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination.

WORK EXCLUDED UNDER THIS AGREEMENT

- A. Identification, detection, abatement, encapsulation, or removal of asbestos or products or materials containing asbestos or other hazardous substances and/or materials.
- B. Damages or repairs necessitated by pre-existing conditions.
- C. Water treatment and/or chemical cleaning of condensers and evaporators, steam and/or hot water coils and water towers, unless expressly written in this Agreement.
- D. Any electrical work, including but not limited to electrical power wiring, pneumatic or electronic controls, DDC and BMS controls and relocation of thermostats.
- E. Installation of obsolete parts, system design, system modification, replacement of non-mechanical operating components, including but not limited to; blower sections (blower wheels/bearings/shaft/housing), heat exchangers (evaporator coils, condenser coils, steam coils, hot water coils, chilled water coils, free cooling coils, etc.); Repairing, rebuilding, or replacing of pumps and compressors is also excluded.
- F. Services necessitated by the replacement of parts when they are obsolete or when original design changes are necessary.
- G. Plumbing related items including but not limited to water, steam or drain piping beyond the equipment proper, unless expressly written in this Agreement.
- H. Any consequential or incidental property damages due to component failure associated with humidification nozzles unless such component was installed by Davis Mechanical.
- I. Energy management systems and proprietary controls systems.
- J. Moving, relocating, modifying, dropping, or re-hanging of HVAC equipment, including but not limited to ducts and associated insulation.
- K. Non-maintainable items such as but not limited to cabinets, sheet metal, ductwork, diffusers, hardware, dampers etc. as well as the repair or replacement of condensate pans, access doors/panels, vibration eliminators, insulation, and steelwork.
- L. Air balancing
- M. Work made necessary by local, state, or federal government codes, building and union regulations or insurance requirements.
- N. Work made necessary by the corrosive action of liquids, i.e., water and gases on HVAC equipment and associated piping.

INDEMNITY

Davis Mechanical hereby covenants and agrees to indemnify, defend and hold Customer and its direct and indirect parents, subsidiaries and affiliates and each of their respective shareholder, members, managers, directors, officers and employees, free, clear and harmless from and against any and all claims demands, losses, liabilities, damages, causes of action and expenses (including reasonable attorney fees) caused by, resulting from or connected with claims or any property damage or personal injury (including death) caused by Davis Mechanical or Davis Mechanical's agents, employees or contractors for any property damage or personal injury caused by Davis Mechanical's sustained in connection with the Work under this agreement.

INSURANCE

Davis Mechanical shall, at Davis Mechanical's sole costs and expense, maintain in a company or companies with current A.M. Best rating of at least A:

- Workmen's Compensation Insurance as required by state law in the state where the services are being performed.
- Commercial General Liability Insurance (including contractual liability and employer liability coverage) of \$2,000,000 per occurrence and \$2,000,000 general aggregate; and
- Commercial Automobile Liability Insurance in the minimum amounts of \$1,000,000 combined single limits per occurrence or accident.
- Umbrella Liability \$5,000,000; and as applicable, for property damage and bodily injury (including death) arising out of the ownership, maintenance, operation or use of any motor vehicle whether owned, non-owned, hired or leased.

The foregoing policies shall include by blanket endorsement the Customer Group as additional insured (excluding Workmen's Compensation), be primary without regard to any insurance carried by Customer and Davis Mechanical will provide Customer in writing with at least thirty (30) days' prior notice of reduction or cancellation. Davis Mechanical shall provide Customer with certificates of insurance evidencing these insurance requirements prior to the start of work. To avoid any delay of service, if insurance is required by the building, specifications should be provided with the executed agreement.

TERM OF THE AGREEMENT

This Agreement shall remain in effect for three (3) years from the effective start date and shall renew automatically at the end of each period at an adjusted rate unless written notice by either party is given to the other at least thirty (30) days prior to the expiration date of the Agreement or any renewal period.

Notice of non-renewal must be in writing.

EFFECTIVE START DATE

If the Agreement is accepted on or before the 15th of the month the effective start date will be the 1st of that month. If the agreement is accepted on or after the 16th of the month the effective start date will be the 1st of the following month.

Independent of the effective start date of the Agreement any labor provided, or materials used prior to the acceptance of the Agreement will be invoiced separately and is not included in the Agreement.

AGREEMENT ACCEPTANCE

CUSTOMER: _____

Davis Mechanical Systems Inc.

Signature: _____

Signature: Phil Wolfe

Title: _____

Title: Project

Date: _____

Manager Date:

10/2/2024

HVAC AGREEMENT



DAVIS
MECHANICAL
SYSTEMS

HVAC PREVENTATIVE MAINTENANCE AGREEMENT for:

City of Owatonna

Merrill Hall

PROPOSAL DATE: 10/1/2024
to 10/1/2027

OVERVIEW

Davis Mechanical Systems, Inc. welcomes the opportunity to provide you with a comprehensive Preventative Maintenance Agreement for the HVAC equipment as per Schedule "A" located at: **Owatonna Merrill Hall**

The objective of the planned maintenance program is to:

- Reduce energy consumption
- Help extend the useful life of the HVAC equipment
- Protect and optimize the investment made in the HVAC equipment
- Identify and offer solutions to problems that if left unresolved, could result in HVAC equipment failure and/or down-time.

SCOPE OF WORK

At the time of each maintenance inspection the following will be performed on the equipment noted in Schedule A:

- | | |
|---|--|
| <ul style="list-style-type: none">• Disposable air filters will be replaced (or cleaned if applicable)• Bearings will be inspected and lubricated if applicable.• If applicable, belts will be inspected for proper tension/wear and replaced as needed.• Burner inspection• Heating components safety inspection | <ul style="list-style-type: none">• Electrical connections, contacts and fuses will be inspected.• Condensate pan(s) will be inspected and flushed to assure proper condensate flow leaving the unit.• When required and if applicable the refrigerant charge (system pressure) on each piece of equipment will be checked.• Visually inspect evaporator and condenser coil |
|---|--|

Maintenance Program Options:

HVAC Maintenance

X Annually

○ Boiler Operations

Total Annual Cost Per Agreement: \$520

NOTES PERTAINING TO PREVENTATIVE MAINTENANCE:

A. **LABOR**

Unless otherwise noted, all required labor to perform planned maintenance inspections in accordance with this Agreement will be performed during normal business hours, 7:00am – 4:30pm, M – F.

B. **MATERIAL**

Unless otherwise noted Davis Mechanical will provide and install belts, lubricants, and standard disposable air filters as part of the Preventative Maintenance Agreement at no additional charge.

C. **REPORTING**

Davis Mechanical will generate a work summary report at the end of each inspection outlining the work performed, problems found (if any) and recommendations for items requiring additional attention (if applicable) pertaining only to the equipment covered in Schedule A

D. **ADDITIONAL LABOR & MATERIALS**

Unless otherwise noted the labor, materials and supplies associated with emergency diagnosis, estimates, repairs, or modifications are NOT included in this Agreement.

If additional work is required, the work will be performed on a "Time & Material" basis at the current hourly rate in effect at the time service is rendered. This applies only to work not covered by this Agreement.

If Davis Mechanical is requested to provide service/repair labor above and beyond the planned maintenance inspections as noted in this agreement as a result of work being performed by others, Davis Mechanical will charge T&M rates per the timing of the service rendered (regular time, overtime, premium time, etc).

E. **QUOTED REPAIRS**

Unless otherwise noted, in the event additional work is required, Davis Mechanical will provide a written estimate.

F. **EMERGENCY RESPONSE TIME**

It is Davis Mechanicals intention to provide same day service. For calls received between 7:00am -12:00pm (M-F) Davis Mechanical will typically respond the same day. For calls received after 12:00 pm Davis Mechanical may respond the same day or more likely the following day.

Please note Davis Mechanical provides emergency service 24/7 yet overtime charges apply before 7:00am and after 4:30pm (M-F) independent of when the call was initially placed.

Please note that while it is our intention to operate as noted above, it is possible during times of extreme temperatures that we may fall outside of these guidelines and Davis Mechanical shall not be liable to you for any consequential and/or incidental damages associated therewith, if any.

H. **SCHEDULING**

If required, Davis Mechanical will contact you/your representative (via phone or email) to schedule any/all planned maintenance visits. If required, Davis Mechanical will make a minimum of two (2) consecutive attempts per inspection to schedule the planned visit. In the event a planned maintenance inspection is missed for which Davis Mechanical made a minimum of two (2) consecutive attempts to schedule the planned maintenance visit, there will be no adjustment to the fees charged and/or paid under the Agreement. It is the customer's responsibility to notify Davis Mechanical as soon as possible of any change in telephone numbers, and email addresses.

I. **EQUIPMENT ACCESSIBILITY**

The customer agrees to provide unencumbered access to all HVAC equipment, including, if applicable, humidification nozzles, for both planned maintenance inspections and all service calls (if applicable). Failure to do so may result in additional costs if a return visit is required due to inaccessibility of the HVAC equipment. Davis Mechanical is further not obligated to honor any warranties associated with equipment or be liable for any property damage if adequate accessibility is not provided.

J. SPACE PROTECTION

If additional space protection is required, it will be the responsibility of the owner/owner's representative to take the necessary precautions. Davis Mechanical assumes no responsibility or liability for damages as a result of the failure of the owner to adequately protect the space. Davis Mechanical is further not obligated to honor any warranties associated with the equipment or be liable for any property damage if you have failed to maintain the equipment free of debris, free of water damage, such as spillage into the system, unexpected exposure to water, or any similar situation, overcrowding and all other conditions which would result in damage to the equipment.

GENERAL NOTES

- A. Davis Mechanical shall not be liable for lack of equipment performance or damages resulting from, but not limited to: unexpected freezing, vandalism, strikes, fires, third party control system failure, accidents, theft, sabotage, abuse of the equipment under contract, Acts of God or other unexpected incidental or consequential damages.
- B. In the event the customer does not approve recommended repairs, Davis Mechanical will not be held liable for any damages, including but not limited to incidental and/or consequential damages associated with such non-approved repairs.
- C. Davis Mechanical will **only warranty parts purchased and installed by Davis Mechanical**. Davis Mechanical will provide a one (1) year warranty on all parts provided and installed by Davis Mechanical.
- D. Davis Mechanical will honor the price noted in this Agreement for thirty (30) days from the date proposed. If the agreement is not accepted within 30 days from the date proposed Davis Mechanical reserves the right to adjust the prices set forth herein.
- E. Davis Mechanical assumes no liability for lack of equipment performance resulting from the customer's failure to authorize work required to correct deficiencies. Service calls of a repetitive nature i.e., more than two consecutive times, related to previously identified deficiencies, which have not been approved for correction, will result in the customer being charged for such service calls on a "Time and Material" basis at the current rate in effect at the time service is rendered.
- F. The customer agrees to make all payments when due. Davis Mechanical is not obligated to perform any service (pending or future), including planned maintenance inspections to a customer in default of any payment. In addition, Davis Mechanical may discontinue service at any time, with written notice, until full payment is received. No act of forbearance on Davis Mechanical's part shall constitute a waiver of this provision.
- G. If the customer fails to pay for services for an excessive period, which means more than (60) days, of time and after prior notice to customer of the default in payment, Davis Mechanical has the right to make a claim against the customer, but not the obligation, and such right may be enforced against the property in accordance with the applicable lien laws at the discretion of Davis Mechanical and after prior notice.
- H. Neither party to the Agreement shall assign the Agreement without written consent of the other.
- I. The Agreement shall be governed by the law of the State of Minnesota
- J. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination.

WORK EXCLUDED UNDER THIS AGREEMENT

- A. Identification, detection, abatement, encapsulation, or removal of asbestos or products or materials containing asbestos or other hazardous substances and/or materials.
- B. Damages or repairs necessitated by pre-existing conditions.
- C. Water treatment and/or chemical cleaning of condensers and evaporators, steam and/or hot water coils and water towers, unless expressly written in this Agreement.
- D. Any electrical work, including but not limited to electrical power wiring, pneumatic or electronic controls, DDC and BMS controls and relocation of thermostats.
- E. Installation of obsolete parts, system design, system modification, replacement of non-mechanical operating components, including but not limited to; blower sections (blower wheels/bearings/shaft/housing), heat exchangers (evaporator coils, condenser coils, steam coils, hot water coils, chilled water coils, free cooling coils, etc.); Repairing, rebuilding, or replacing of pumps and compressors is also excluded.
- F. Services necessitated by the replacement of parts when they are obsolete or when original design changes are necessary.
- G. Plumbing related items including but not limited to water, steam or drain piping beyond the equipment proper, unless expressly written in this Agreement.
- H. Any consequential or incidental property damages due to component failure associated with humidification nozzles unless such component was installed by Davis Mechanical.
- I. Energy management systems and proprietary controls systems.
- J. Moving, relocating, modifying, dropping, or re-hanging of HVAC equipment, including but not limited to ducts and associated insulation.
- K. Non-maintainable items such as but not limited to cabinets, sheet metal, ductwork, diffusers, hardware, dampers etc. as well as the repair or replacement of condensate pans, access doors/panels, vibration eliminators, insulation, and steelwork.
- L. Air balancing
- M. Work made necessary by local, state, or federal government codes, building and union regulations or insurance requirements.
- N. Work made necessary by the corrosive action of liquids, i.e., water and gases on HVAC equipment and associated piping.

INDEMNITY

Davis Mechanical hereby covenants and agrees to indemnify, defend and hold Customer and its direct and indirect parents, subsidiaries and affiliates and each of their respective shareholder, members, managers, directors, officers and employees, free, clear and harmless from and against any and all claims demands, losses, liabilities, damages, causes of action and expenses (including reasonable attorney fees) caused by, resulting from or connected with claims or any property damage or personal injury (including death) caused by Davis Mechanical or Davis Mechanical's agents, employees or contractors for any property damage or personal injury caused by Davis Mechanical's sustained in connection with the Work under this agreement.

INSURANCE

Davis Mechanical shall, at Davis Mechanical's sole costs and expense, maintain in a company or companies with current A.M. Best rating of at least A:

- Workmen's Compensation Insurance as required by state law in the state where the services are being performed.
- Commercial General Liability Insurance (including contractual liability and employer liability coverage) of \$2,000,000 per occurrence and \$2,000,000 general aggregate; and
- Commercial Automobile Liability Insurance in the minimum amounts of \$1,000,000 combined single limits per occurrence or accident.
- Umbrella Liability \$5,000,000; and as applicable, for property damage and bodily injury (including death) arising out of the ownership, maintenance, operation or use of any motor vehicle whether owned, non-owned, hired or leased.

The foregoing policies shall include by blanket endorsement the Customer Group as additional insured (excluding Workmen's Compensation), be primary without regard to any insurance carried by Customer and Davis Mechanical will provide Customer in writing with at least thirty (30) days' prior notice of reduction or cancellation. Davis Mechanical shall provide Customer with certificates of insurance evidencing these insurance requirements prior to the start of work. To avoid any delay of service, if insurance is required by the building, specifications should be provided with the executed agreement.

TERM OF THE AGREEMENT

This Agreement shall remain in effect for three (3) years from the effective start date and shall renew automatically at the end of each period at an adjusted rate unless written notice by either party is given to the other at least thirty (30) days prior to the expiration date of the Agreement or any renewal period.

Notice of non-renewal must be in writing.

EFFECTIVE START DATE

If the Agreement is accepted on or before the 15th of the month the effective start date will be the 1st of that month. If the agreement is accepted on or after the 16th of the month the effective start date will be the 1st of the following month.

Independent of the effective start date of the Agreement any labor provided, or materials used prior to the acceptance of the Agreement will be invoiced separately and is not included in the Agreement.

AGREEMENT ACCEPTANCE

CUSTOMER: _____

Davis Mechanical Systems Inc.

Signature: _____

Signature: Phil Wolfe

Title: _____

Title: Project

Date: _____

Manager Date:

10/2/2024

HVAC AGREEMENT



DAVIS
MECHANICAL
SYSTEMS

HVAC PREVENTATIVE MAINTENANCE AGREEMENT for:

City of Owatonna

Fitness Center

PROPOSAL DATE: 10/1/2024
to 10/1/2027

OVERVIEW

Davis Mechanical Systems, Inc. welcomes the opportunity to provide you with a comprehensive Preventative Maintenance Agreement for the HVAC equipment as per Schedule "A" located at: **Fitness Center**

The objective of the planned maintenance program is to:

- Reduce energy consumption
- Help extend the useful life of the HVAC equipment
- Protect and optimize the investment made in the HVAC equipment
- Identify and offer solutions to problems that if left unresolved, could result in HVAC equipment failure and/or down-time.

SCOPE OF WORK

At the time of each maintenance inspection the following will be performed on the equipment noted in Schedule A:

- | | |
|---|---|
| <ul style="list-style-type: none">• Disposable air filters will be replaced (or cleaned if applicable)• Bearings will be inspected and lubricated if applicable.• If applicable, belts will be inspected for proper tension/wear and replaced as needed.• Burner inspection• Heating components safety inspection | <p>Electrical connections, contacts and fuses will be inspected.</p> <ul style="list-style-type: none">• Condensate pan(s) will be inspected and flushed to assure proper condensate flow leaving the unit.• When required and if applicable the refrigerant charge (system pressure) on each piece of equipment will be checked.• Visually inspect evaporator and condenser coil |
|---|---|

Maintenance Program Options:

HVAC Maintenance

X Annually

○ Boiler Operations

Total Annual Cost Per Agreement: \$820

NOTES PERTAINING TO PREVENTATIVE MAINTENANCE:

A. **LABOR**

Unless otherwise noted, all required labor to perform planned maintenance inspections in accordance with this Agreement will be performed during normal business hours, 7:00am – 4:30pm, M – F.

B. **MATERIAL**

Unless otherwise noted Davis Mechanical will provide and install belts, lubricants, and standard disposable air filters as part of the Preventative Maintenance Agreement at no additional charge.

C. **REPORTING**

Davis Mechanical will generate a work summary report at the end of each inspection outlining the work performed, problems found (if any) and recommendations for items requiring additional attention (if applicable) pertaining only to the equipment covered in Schedule A

D. **ADDITIONAL LABOR & MATERIALS**

Unless otherwise noted the labor, materials and supplies associated with emergency diagnosis, estimates, repairs, or modifications are NOT included in this Agreement.

If additional work is required, the work will be performed on a "Time & Material" basis at the current hourly rate in effect at the time service is rendered. This applies only to work not covered by this Agreement.

If Davis Mechanical is requested to provide service/repair labor above and beyond the planned maintenance inspections as noted in this agreement as a result of work being performed by others, Davis Mechanical will charge T&M rates per the timing of the service rendered (regular time, overtime, premium time, etc).

E. **QUOTED REPAIRS**

Unless otherwise noted, in the event additional work is required, Davis Mechanical will provide a written estimate.

F. **EMERGENCY RESPONSE TIME**

It is Davis Mechanicals intention to provide same day service. For calls received between 7:00am -12:00pm (M-F) Davis Mechanical will typically respond the same day. For calls received after 12:00 pm Davis Mechanical may respond the same day or more likely the following day.

Please note Davis Mechanical provides emergency service 24/7 yet overtime charges apply before 7:00am and after 4:30pm (M-F) independent of when the call was initially placed.

Please note that while it is our intention to operate as noted above, it is possible during times of extreme temperatures that we may fall outside of these guidelines and Davis Mechanical shall not be liable to you for any consequential and/or incidental damages associated therewith, if any.

H. **SCHEDULING**

If required, Davis Mechanical will contact you/your representative (via phone or email) to schedule any/all planned maintenance visits. If required, Davis Mechanical will make a minimum of two (2) consecutive attempts per inspection to schedule the planned visit. In the event a planned maintenance inspection is missed for which Davis Mechanical made a minimum of two (2) consecutive attempts to schedule the planned maintenance visit, there will be no adjustment to the fees charged and/or paid under the Agreement. It is the customer's responsibility to notify Davis Mechanical as soon as possible of any change in telephone numbers, and email addresses.

I. **EQUIPMENT ACCESSIBILITY**

The customer agrees to provide unencumbered access to all HVAC equipment, including, if applicable, humidification nozzles, for both planned maintenance inspections and all service calls (if applicable). Failure to do so may result in additional costs if a return visit is required due to inaccessibility of the HVAC equipment. Davis Mechanical is further not obligated to honor any warranties associated with equipment or be liable for any property damage if adequate accessibility is not provided.

J. SPACE PROTECTION

If additional space protection is required, it will be the responsibility of the owner/owner's representative to take the necessary precautions. Davis Mechanical assumes no responsibility or liability for damages as a result of the failure of the owner to adequately protect the space. Davis Mechanical is further not obligated to honor any warranties associated with the equipment or be liable for any property damage if you have failed to maintain the equipment free of debris, free of water damage, such as spillage into the system, unexpected exposure to water, or any similar situation, overcrowding and all other conditions which would result in damage to the equipment.

GENERAL NOTES

- A. Davis Mechanical shall not be liable for lack of equipment performance or damages resulting from, but not limited to: unexpected freezing, vandalism, strikes, fires, third party control system failure, accidents, theft, sabotage, abuse of the equipment under contract, Acts of God or other unexpected incidental or consequential damages.
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INDEMNITY

Davis Mechanical hereby covenants and agrees to indemnify, defend and hold Customer and its direct and indirect parents, subsidiaries and affiliates and each of their respective shareholder, members, managers, directors, officers and employees, free, clear and harmless from and against any and all claims demands, losses, liabilities, damages, causes of action and expenses (including reasonable attorney fees) caused by, resulting from or connected with claims or any property damage or personal injury (including death) caused by Davis Mechanical or Davis Mechanical's agents, employees or contractors for any property damage or personal injury caused by Davis Mechanical's sustained in connection with the Work under this agreement.

INSURANCE

Davis Mechanical shall, at Davis Mechanical's sole costs and expense, maintain in a company or companies with current A.M. Best rating of at least A:

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Independent of the effective start date of the Agreement any labor provided, or materials used prior to the acceptance of the Agreement will be invoiced separately and is not included in the Agreement.

AGREEMENT ACCEPTANCE

CUSTOMER: _____

Davis Mechanical Systems Inc.

Signature: _____

Signature: Phil Wolfe

Title: _____

Title: Project

Date: _____

Manager Date:

10/2/2024



DATE: October 15, 2024
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Geotechnical Services Agreement - Vine Street Parking Lot - American Engineering Testing

Purpose:

Requesting City Council approval of the American Engineering Testing (AET) Geotechnical Exploration Services Agreement and Change Order 1.

Background:

Additional services for geotechnical exploration and engineering review were necessary to evaluate the feasibility of constructing the stormwater infiltration basin at the Vine Street parking lot. The scope of the service included geotechnical exploration to evaluate soils beyond the limits originally explored in the area of the proposed infiltration structure, which was completed in 2023.

In addition to the exploration and evaluation, infiltration testing was required to measure the infiltration rates to ensure the stormwater infiltration system meets applicable requirements.

Budget Impact:

The cost of the additional geotechnical exploration is \$4,890 and the infiltration testing is \$2,910.75 for a total agreement amount of \$7,800.75. Costs will be paid for using the Capital Improvement Funds designated for the Vine Street Parking Lot.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. AET Agreement - Additional Geotechnical Exploration for Vine Street Lot
2. AET Vine Street Parking Lot Change Order No. 1

September 17, 2024



ACKNOWLEDGMENT AND AGREEMENT OF ADDITIONAL SERVICES

Additional services of American Engineering Testing, Inc., (AET) have been requested for the referenced project by Mr. Sean Murphy, PE of the city of Owatonna.

Understood information from requesting party includes the following:

Project Name: Owatonna 2023 Street and Utility Improvements
Vine Street Parking Lot Infiltration Evaluation
Owatonna, Minnesota

Client: City of Owatonna
Client Address: 540 West Hills Circle
Owatonna, Minnesota 55060

Client Contact: Sean Murphy, PE
Client E-Mail: Sean.Murphy@ci.owatonna.mn.us

UNDERSTOOD SCOPE OF SERVICES

Additional services for geotechnical exploration and engineering review were requested to evaluate the feasibility to construct a stormwater infiltration basin at the Vine Street parking lot. Previous results were provided in AET Report No. P-0020317, dated March 15, 2023. The additional scope of service includes geotechnical exploration to evaluate soils beyond the limits originally explored in the area of the proposed infiltration structure.

Upon completion of the supplemental boring, AET will provide a geotechnical review, including the following:

- Review the recent soil boring
- Review the Minnesota DNR Karst Feature Inventory
- Review the Minnesota DNR LiDAR Map
- Review the Minnesota DNR Spring Inventory
- Prepare a letter summary presenting the results of the recent boring, our review, and our engineering judgement related to the proposed infiltration structure.

Fees for these additional services will be invoiced upon completion at a fixed fee of \$4,890.

1937 7th Street NW | Rochester, MN 55901

Phone (507) 281-3547 | (800) 972-6364 | Fax (651) 659-1379 | teamAET.com | AA/EEO

This document shall not be reproduced, except in full, without written approval from American Engineering Testing, Inc.

TERMS/CONDITIONS

ALL AET Services are provided subject to the Terms and Conditions set forth in the enclosed “Environmental/Geotechnical Service Agreement – Terms and Conditions,” which, upon acceptance of this proposal, are binding upon you as the Client requesting Services, and your successors, assignees, joint venturers, and third-party beneficiaries. Please be advised that additional insured status is granted upon acceptance of the proposal.

ACCEPTANCE

AET requests written acceptance of this proposal in the Authorized Client Representative section, but the following actions shall constitute your acceptance of this proposal together with the Terms and Conditions and Amendments: 1) issuing an authorizing purchase order for any of the Services described above, 2) authorizing AET’s presence on site or 3) written or electronic notification for AET to proceed with any of the Services described in this proposal. Please indicate your acceptance of this proposal by signing below and returning a copy to us. When you accept this proposal, you represent that you are authorized to accept on behalf of the Client.

OTHER ATTACHMENTS (PART OF THIS AGREEMENT)

Service Agreement – Terms and Conditions



Jacob L. Heimdahl, PE (MN, IA, WI)

Senior Geotechnical Engineer

jheimdahl@teamAET.com

Work: 507-281-3547

ACCEPTANCE AND AUTHORIZATION

Signature: _____ Date: _____

Typed/Printed Name: _____

Company: _____

Po No./Project No.: _____

Invoice Email: _____

SECTION 1 - RESPONSIBILITIES

1.1 - This Service Agreement – Terms and Conditions (“terms and conditions”) is applicable to all services ("Services") provided by American Engineering Testing, Inc. (AET). As used herein “Services” refers to the scope of services described in the proposal submitted by AET to Client. The proposal, these terms and conditions and any appendices attached hereto shall comprise the agreement ("Agreement") between AET and Client for Services described in the proposal and are binding upon the Client, its successors, assignees, joint ventures and third-party beneficiaries.

AET requests written acceptance of the Agreement, but the following actions shall also constitute Client's acceptance of the Agreement: 1) issuing an authorizing purchase order, task order, service order, or any other documentation for any of the Services, 2) authorizing AET's presence on site, or 3) written or electronic notification for AET to proceed with any of the Services. Issuance of a purchase order, task order or service order by Client which contains separate terms and conditions will not take precedence or modify the terms and conditions contained in this Service Agreement AND THE TERMS AND CONDITIONS OF THIS SERVICE AGREEMENT AND ANY CORRESPONDING PROPOSAL ISSUED BY AET SHALL GOVERN UNLESS AUTHORIZED IN WRITING IN ADVANCE BY AET.

1.2 – Prior to AET performing Services, Client will provide AET with all information that may affect the cost, progress, safety and performance of the Services. This includes, but is not limited to, information on proposed and existing construction, all pertinent sections of contracts between Client and their Client and/or Owner which contain flow-down provisions to AET, if they are provided, site safety plans or other documents which may control or affect AET's Services. If new information becomes available during AET's Services, Client will provide such information to AET in a timely manner. Failure of Client to timely notify AET of changes to the project including, but not limited to, location, elevation, loading, or configuration of the structure or improvement will constitute a release of any liability or indemnity obligations of AET for loss or damages related to such changes. Client will provide a representative for timely answers to project-related questions by AET.

1.3 - AET is responsible only for performance of the Services. AET will not be held responsible for work or omissions by Client or any other party working on the project. The Services do not include construction management, general contracting or surveying services. AET will not be responsible for directing or supervising the work of other parties, unless specifically authorized and agreed to in writing.

1.4 – Client acknowledges the limitations inherent in sampling to characterize buried subsurface conditions. Variations in soil conditions occur between and beyond sampled/tested locations. The passage of time, natural occurrences and direct or indirect human activities at the site or distant from it may alter the actual conditions. Client assumes all risks associated with such variations in soil and subsurface conditions.

1.5 - AET is not responsible for interpretations or modifications of AET's recommendations by other persons.

1.6 - Should changed conditions be alleged, Client agrees to notify AET before evidence of alleged change is no longer accessible for evaluation.

1.7 – Pricing in the proposal assumes use of these terms and conditions. AET reserves the right to amend pricing if Client requests modifications to the Agreement or use of Client's alternate contract format. Any contract amendments made after Client has authorized the Services shall be applicable only to Services performed after the effective date of such amendment. The proposal and these terms and conditions, including terms of payment, shall apply to all Services performed prior to the effective date of such amendment.

1.8 - The AET proposal accompanying these terms and conditions is valid for thirty (30) days after the proposal issuance date to the Client. Any attempt to authorize Services after the expiration date is subject to AET's right to revise the proposal as necessary.

SECTION 2 - SITE ACCESS AND RESTORATION

2.1 - Client will furnish AET safe and legal site access.

2.2 Client acknowledges that in the normal course of its Services, AET may unavoidably alter existing site conditions or affect the environment in the area being studied. AET will take reasonable precautions to minimize alterations to the site or existing materials. Restoration of the site is the responsibility of the Client.

SECTION 3 - UNDERGROUND UTILITIES AND STRUCTURES (FACILITIES)

3.1 - AET's sole responsibility under this section will be to contact the state “call before you dig” notification center (e.g. Gopher State One Call in Minnesota), if such an entity exists, for location information of public utilities only. AET shall have no obligation to proceed with the work until Client has fully complied with all the requirements of this Section 3.

3.2 - Client will mark or cause to be marked the location of all other Facilities that service or are located on the site. AET shall be entitled to rely upon the accuracy of all location information supplied by any source.

3.3 - Client acknowledges that location data may be incorrect or that some Facilities may not be capable of location and Client fully accepts this risk and waives any claims against AET for incorrect locations or Facilities incapable of location.

3.4 - Client shall hold harmless, indemnify and defend AET from all claims, damages, losses, fines, penalties and expenses (including attorney's fees) arising out of or related to the following: a) Facilities that are not shown or vary from the locations shown on any plans or drawings, b) Facilities that are not located by or vary from the locations marked by Client, governmental or quasi-governmental locator programs, or private utility locating services, or c) any other Facilities that are not disclosed or vary from locations provided by the Client. The obligation to defend AET shall be independent of the obligation to indemnify and hold harmless AET and shall be with independent counsel acceptable to AET.

SECTION 4 - CONTAMINATION

4.1 - Client acknowledges and accepts all contamination risks which may be associated with the Services. Risks include, but are not limited to, cross contamination created by linking contaminated zones to uncontaminated zones during the drilling process; containment and proper disposal of known or suspected hazardous materials, drill cuttings and drill fluids; and decontamination of equipment and disposal and replacement of contaminated consumables. Discovery of actual or suspected hazardous materials shall entitle AET to take immediate measures it deems necessary in its sole discretion, including regulatory notification, to protect human health and safety, and/or the environment. Further, discovery of such materials constitutes a changed condition for which Client agrees to pay associated additional cost.

4.2 - Client shall indemnify and hold AET harmless from all liability, damages, claims or costs resulting from contaminants on the site.

SECTION 5 - SAFETY

5.1 - Client shall inform AET of any known or suspected hazardous materials or unsafe conditions at the site. If, during the course of AET's Services, such materials or conditions are discovered, AET reserves the right to take measures to protect AET personnel and equipment or to immediately terminate Services. Client shall be responsible for payment of such additional protection costs.

5.2 - AET shall only be responsible for safety of AET employees at the site; the safety of all others shall be Client's or other persons' responsibility.

SECTION 6 – SAMPLES

6.1 - Client shall inform AET of any known or suspected hazardous materials prior to submittal to AET. All samples obtained by or submitted to AET remain the property of the Client during and after the Services. Any known or suspected hazardous material samples will be returned to the Client at AET's discretion.

6.2 - Non-hazardous samples will be held for thirty (30) days and then discarded unless, within thirty (30) days of the report date, the Client requests in writing that AET store or ship the samples. Storage and shipping costs shall be borne solely by Client.

SECTION 7 - PROJECT RECORDS

The original project records prepared by AET will remain the property of AET. AET shall retain these original records for a minimum of three years following submission of the report, during which period the project records can be made available to Client at AET's office at reasonable times.

SECTION 8 - STANDARD OF CARE

AET performs its Services consistent with the level of care and skill normally performed by other firms in the profession at the time of this service and in this geographic area, under similar budgetary constraints.

SECTION 9 - INSURANCE

AET maintains insurance with coverage and minimum limits shown below. AET will furnish certificates of insurance to Client upon request.

9.1 –

Workers' Compensation Employer's Liability	Statutory Limits \$100,000 each accident \$500,000 disease policy limit \$100,000 disease each employee
Commercial General Liability	\$1,000,000 each occurrence \$1,000,000 aggregate
Automobile Liability	\$1,000,000 each accident
Professional/Pollution Liability Insurance	\$1,000,000 per claim \$1,000,000 aggregate

9.2 - Commercial General Liability insurance will include coverage for Products/Completed Operations extending one (1) year after completion of AET's Services as outlined in our proposal, Property Damage, Personal Injury, and Contractual Liability coverage applicable to AET's indemnity obligations under this Agreement.

9.3 - Automobile Liability insurance shall include coverage for all owned, hired and non-owned automobiles.

9.4 - Professional/Pollution Liability Insurance is written on a claims-made basis and coverage will be maintained for one (1) year after completion of AET's Services as outlined in our proposal. Renewal policies during this period shall maintain the same retroactive date.

9.5 - To the extent permitted by applicable state law, and upon Client's signing of the proposal, which includes these Terms and Conditions, and return of the same to AET, or Client provided forms of acceptance as defined in Section 1.1; Client and Owner shall be named an "additional insured" on AET's Commercial General Liability Policy (Form CG D4 14, which includes blanket coverage for the Additional Insured on a Primary and Non-Contributory basis). Client and Owner shall also be named an "additional insured" on a Primary and Non-contributory basis on AET's Automobile Liability Policy (Form CA T4 74). Any other endorsement, coverage or policy requirement may result in additional charges.

9.6 - AET will maintain insurance coverage required by this Agreement at its sole expense, provided such insurance is reasonably available, with insurance carriers licensed to do business in the state in which the project is located and having a current A.M. Best rating of no less than A minus (A-). Such insurance shall provide for thirty (30) days prior written notice to Client for notice of cancellation or material limitations for the policy or ten (10) days' notice for non-payment of premium.

9.7 - AET reserves the right to charge Client for AET's costs for additional coverage requirements unknown on the date of the proposal, e.g., coverage limits or policy modification including waiver of subrogation, additional insured endorsements and other project specific requirements.

SECTION 10 - DELAYS

If delays to AET's Services are caused by Client or Owner, other parties, strikes, natural causes, pandemic, weather, or other items beyond AET's control, a reasonable time extension for performance of the Services shall be granted, and AET shall receive an equitable fee adjustment.

SECTION 11 - PAYMENT, INTEREST, AND BREACH

11.1 - Invoices are due net thirty (30) days from the date of receipt of an undisputed invoice. Invoices will be paid without reductions for bond or retention. Client will inform AET of invoice questions or disagreements within fifteen (15) days of invoice date; unless so informed, invoices are deemed correct.

11.2 - Invoices remaining unpaid for sixty (60) days shall constitute a material breach of this Agreement, permitting AET, in its sole discretion and without limiting any other legal or equitable remedies for such breach, to terminate performance of this Agreement and be relieved of any associated duties to the Client or other persons. Further, AET may withhold from Client data and reports in AET's possession. If Client fails to cure such breach, all reports associated with the unpaid invoices shall immediately upon demand be returned to AET and Client may neither use nor rely upon such reports or the Services.

11.3 - AET reserves the right to pursue any unpaid invoice utilizing available remedies at law. AET explicitly reserves its Mechanic Lien or Bond Claim rights for nonpayment of an undisputed invoice. Client is responsible for paying AET expenses and attorney fees related to collection of past due invoices.

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SECTION 13 - MEDIATION

13.1 - Except for enforcement of AET's rights to payment for Services rendered or to assert and/or enforce its lien rights, including without limitation assertion and enforcement of mechanic's lien rights and foreclosure of the same, Client and AET agree that any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party; provided however that if either party fails to respond to a request for mediation within sixty (60) days, the party requesting mediation may without further notice, proceed to arbitration or the institution of legal or equitable proceedings.

13.2 - Mediation shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association. Request for mediation shall be in writing and the parties shall share the mediator's fee and any filing fees equally and each party shall pay their own legal fees. The mediator shall be acceptable to both parties and shall have experience in commercial construction matters.

SECTION 14 - LITIGATION REIMBURSEMENT

Except for matters relating to non-payment of fees, which is governed by Section 11 hereof, payment of attorney's fees and costs associated with lawsuits or arbitration of disputes between AET and Client, which are dismissed or are judged substantially in either party's favor, shall be paid by the non-prevailing party. Applicable costs include, but are not limited to, attorney and expert witness fees, court costs, and other direct costs.

SECTION 15 - MUTUAL INDEMNIFICATION

15.1 - Subject to the limitations contained in Sections 15 and 18, AET agrees to indemnify Client from and against damages and costs to the extent caused by AET's negligent performance of the Services.

15.2 - Client agrees to indemnify AET from and against damages and costs to the extent caused by the intentional acts or negligence of the Client, Owner, Client's contractors and subcontractors or other third parties.

15.3 - If Client has an indemnity agreement with other persons or entities relating to the project for which AET's Services are performed, the Client shall include AET as an additional Insured.

15.4 - AET's indemnification to the Client, including any indemnity required or implied by law, is limited solely to losses or damages caused by its failure to meet the standard of care and only to the extent of its negligence.

SECTION 16 - NON-SOLICITATION

Each party to this Agreement (a "Party") agrees that it will not encourage, induce, or actively solicit any employee of the other party to leave their employment for any reason, provided that neither Party is precluded from (a) hiring any such employee who has been terminated by a Party or its subsidiaries prior to commencement of employment discussions between a Party and such employee, or (b) soliciting any such employee by means of a general advertisement or through an employment agency that does not specifically pursue the employee, or (c) hiring employees or former employees of the other Party who contact the Party on its own accord. This Non-Solicitation provision shall be effective and enforceable for six (6) months following termination of this Agreement.

SECTION 17 - MUTUAL WAIVER OF CONSEQUENTIAL DAMAGES

Except as specifically set forth herein and to the extent permitted by applicable law, Client and AET waive against each other, and each other's officers, directors, members, subcontractor, agents, assigns, successors, partners, and employees any and all claims for or entitlement to special, incidental, indirect, punitive, or consequential damages arising out of, resulting from, or in any way related to the Services provided by AET under this Agreement. This mutual waiver of consequential damages includes, but is not limited to, the following: loss of profits; loss of revenue; rental costs/expenses incurred; loss of income; loss of use of property, equipment, materials or services; loss of opportunity; loss of rent; loss of good will; loss of financing; loss of credit; diminution of value; loss of business and reputation; loss of management or employee productivity or the services of such persons; increased financing costs; cost of substitute facilities; cost of substitute goods/property/equipment; cost of substitute services; and/or cost of capital.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement in accordance with the provisions of the Agreement and related documents and shall survive any such termination.

SECTION 18 - LIMITATION OF LIABILITY

To the fullest extent permitted by applicable law, the total aggregate liability of AET and its officers, directors, partners, employees, subcontractors, agents, and sub-consultants, to Client and/or Client's employees, officers, directors, members, agents, assigns, successors, or partners, or anyone claiming through Client, for any and all injuries, damages, claims, losses, or expenses (including attorney's fees and costs) arising out of, resulting from or in any way related to Services provided by AET from any cause or causes, including, but not limited to, its negligence, professional errors and omissions, strict liability, breach of contract, or breach of warranty, shall not exceed the total compensation in excess of costs received by AET for Services or \$50,000, whichever is less. The limitation of liability set forth herein does not apply to claims arising solely out of or related to the willful or intentional acts of AET.

SECTION 19 - POSTING OF NOTICES ON EMPLOYEE RIGHTS

Effective June 21, 2010, prime contracts with a value of \$100,000 or more and signed by federal contractors on projects with any agency of the United States government must comply with 29 CFR Part 471, which requires physical posting of a notice to employees of their rights under Federal labor laws. The required notice may be found at 29 Code of Federal Regulations Part 471, Appendix A to Subpart A. The regulation also has a "flow-down" requirement for subcontractors under the prime agreement for subcontracts with a value of \$10,000 or more. AET requires strict compliance of its subcontractors working on federal contracts subject to this regulation. The regulation has specific requirements for location of posting and language(s) for the poster.

SECTION 20 - TERMINATION

After 7 days' written notice, either party may elect to terminate this Agreement for justifiable reasons. In this event, the Client shall pay AET for all work performed, including demobilization and reporting costs to complete the Services.

SECTION 21 - SEVERABILITY

Any provisions of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force. However, Client and AET will in good faith attempt to replace an invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision.

SECTION 22 - GOVERNING LAW

This Agreement shall be construed in accordance with the Laws of the State of Minnesota without regard to its conflicts of law provisions.

SECTION 23 - ENTIRE AGREEMENT

This Agreement, including these terms and conditions and attached proposal and appendices, is the entire agreement between AET and Client. Regardless of method of acceptance of this Agreement by the Client, this Agreement supersedes any written or oral agreements, including purchase/work orders or other Client agreements submitted to AET after the start of our Services. Any modifications to this Agreement must be mutually acceptable to both parties and accepted in writing. No considerations will be given to revisions to AET's terms and conditions or alternate contract format submitted by the Client as a condition for payment of AET's accrued Services.



Contract Change Order No. 1

To: City of Owatonna
540 West Hills Circle
Owatonna, Minnesota 55060
Attn: Sean Murphy (sean.murphy@ci.owatonna.mn.us)

Date: October 1, 2024

Project: Owatonna 2023 Street Utility Improvements Vine Street Parking Lot Infiltration Evaluation
129 West Vine Street
Owatonna, Minnesota 55060
AET Project No. P-0037419

American Engineering Testing, Inc., is submitting this Change Order for the following additional Modified Philip Dunne infiltrometer testing per the request of Sean Murphy with The City of Owatonna.

<u>CHANGE ORDER DETAIL</u>	<u>AMOUNT</u>
1. Perform Modified Philip Dunne infiltrometer testing, site travel, coordination, consultation, and reporting. (3 tests @ \$970.30/test)	\$2,910.75
2. Change Order Total:	\$2,910.75

<u>CONTRACT SUMMARY:</u>	<u>AMOUNT</u>
1. Original contract amount:	\$4,890.00
2. Previous change order amounts:	\$0.00
3. Contract amount prior to this change order:	\$4,890.00
4. Contract increase by this change order amount:	\$2,910.75
5. New contract amount, including this change order:	\$7,800.75

Authorized Signature

Date

A handwritten signature in black ink, appearing to read 'B. Newberger', is written over a horizontal line.

Brandon D. Newberger, PE (MN)

10/1/2024

Date

Please sign the original Contract Change Order and return to American Engineering Testing, Inc., Project Manager.

5548 Barthel Industrial Drive, Suite 500 | Albertville, MN 55301

Phone (763) 428-5573 | (800) 972-6364 | Fax (651) 659-1379 | teamAET.com | AA/EEO

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PROJECT TESTING SERVICES FEE SCHEDULE
VINE STREET PARKING LOT INFILTRATION EVAL - CHANGE ORDER No. 1
129 WEST VINE STREET
OWATONNA, MINNESOTA 55060
AET PROPOSAL No. P-0037419



SERVICE DESCRIPTION	PROJECT BUDGET		
	ESTIMATED UNITS	UNIT RATE	BUDGET AMOUNT
Modified Philip Dunne Infiltrometer Testing			
Modified Philip Dunne - Engineer I for testing, consultation, and reporting assumes 3 tests performed during 1 trip to the project site). Standard vehicle mileage. Modified Philip-Dunne (MPD) Infiltrometer	7 hours	\$255.00	\$1,785.00
	140 miles	\$1.95	\$273.00
	1 day	\$504.00	\$504.00
	Section Subtotal:		\$2,562.00
Project Management & Coordination			
Project Management - Engineer II for coordination of AET personnel and activities, attending meetings (if requested), consultation and report preparation. Project Administrator for report preparation, review, invoicing.	1 hour	\$285.00	\$285.00
	0.5 hours	\$127.50	\$63.75
	Section Subtotal:		\$348.75
	ESTIMATED BUDGET		\$2,910.75

SECTION 1 - RESPONSIBILITIES

1.1 – This Service Agreement – Terms and Conditions (“terms and conditions”) is applicable to all services (“Services”) provided by American Engineering Testing, Inc. (AET). As used herein “Services” refer to the scope of Services described in the proposal submitted by AET to Client. The proposal, these terms and conditions and any appendices attached hereto shall comprise the agreement (“Agreement”) between AET and Client for Services described in the proposal and are binding upon the Client, its successors, assignees, joint ventures and third-party beneficiaries. **AET requests written acceptance of the Agreement, but the following actions shall also constitute Client’s acceptance of the Agreement: 1) issuing an authorizing purchase order, task order, service order, or any other documentation for any of the Services, 2) authorizing AET’s presence on site, or 3) written or electronic notification for AET to proceed with any of the Services.** Issuance of a purchase order, task order or service order by Client which contains separate terms and conditions will not take precedence or modify the terms and conditions contained in this Service Agreement AND THE TERMS AND CONDITIONS OF THIS SERVICE AGREEMENT AND ANY CORRESPONDING PROPOSAL ISSUED BY AET SHALL GOVERN UNLESS AUTHORIZED IN WRITING IN ADVANCE BY AET.

1.2 – Prior to AET performing Services, Client will provide AET with all information that may affect the cost, progress, safety and performance of the Services. This includes, but is not limited to, information on proposed and existing construction, all pertinent sections of contracts between Client and their Client and/or Owner which contain flow-down provisions to AET, if they are included, site safety plans or other documents which may control or affect AET’s Services. If new information becomes available during AET’s Services, Client will provide such information to AET in a timely manner. Failure of Client to timely notify AET of changes to the project including, but not limited to, location, elevation, loading, or configuration of the structure or improvement will constitute a release of any liability or indemnity obligations of AET for loss or damages related to such changes. Client will provide a representative for timely answers to project-related questions by AET.

1.3 – AET is responsible only for performance of the Services. AET will not be held responsible for work or omissions by Client or any other party working on the project. The Services do not include construction management, general contracting or surveying services. AET will not be responsible for directing or supervising the work of other parties, unless specifically authorized and agreed to in writing.

1.4 – Services performed by AET often include sampling at specific locations. Inherent with such sampling is variation of conditions between sampling locations. Client recognizes this uncertainty and the associated risks, and acknowledges that opinions developed by AET, based on samples so taken, are qualified to that extent.

1.5 – AET is not responsible for interpretations or modifications of AET’s recommendations by other persons.

1.6 – Should changed conditions be alleged, Client agrees to notify AET before evidence of alleged change is no longer accessible for evaluation.

1.7 – Pricing in the proposal assumes use of these terms and conditions. AET reserves the right to amend pricing if Client requests modifications to the Agreement or use of Client’s alternate contract format. Any contract amendments made after Client has authorized the Services shall be applicable only to Services performed after the effective date of such amendment. The proposal and these terms and conditions, including terms of payment, shall apply to all Services performed prior to the effective date of such amendment.

1.8 – The AET proposal accompanying these terms and conditions is valid for thirty (30) days after the proposal issuance date to the Client. Any attempt to authorize Services after the expiration date is subject to AET’s right to revise the proposal as necessary.

SECTION 2 - SITE ACCESS, RESTORATION AND UNDERGROUND UTILITIES AND STRUCTURES

2.1 – Client will furnish AET safe and legal site access to the site.

2.2 – Client acknowledges that in the normal course of its Services AET may unavoidably alter existing site conditions or affect the environment in the area being studied. AET will take reasonable precautions to minimize alterations to the site or existing materials. Restoration of the site is the responsibility of the Client.

2.3 – **With the exception of public utilities which AET will contact state “call before you dig” notification centers (e.g. Gopher State One call in Minnesota), Client will mark or cause to be marked the location of all other underground utilities and structures (Facilities) that service or are located on the site. AET shall be entitled to rely upon the accuracy of all location information supplied by any source.**

2.4 – **Client shall hold harmless, indemnify and defend AET from all claims, damages, losses, fines, penalties and expenses (including attorney’s fees) arising out of or related to the following: a) Facilities that are not shown or vary from the locations shown on any plans or drawings, b) Facilities that are not located by or vary from the locations marked by Client, governmental or quasi-governmental locator programs, or private utility locating services, or c) any other Facilities that are not disclosed or vary from locations provided by the Client. The obligation to defend AET shall be independent of the obligation to indemnify and hold harmless AET and shall be with independent counsel acceptable to AET.**

SECTION 3 - SAFETY

3.1 – Client shall inform AET of any known or suspected hazardous materials or unsafe conditions at the site. If, during the course of AET’s Services, such materials or conditions are discovered, AET reserves the right to take measures to protect AET personnel and equipment or to immediately terminate Services. Client shall be responsible for payment of such additional protection costs.

3.2 – AET shall only be responsible for safety of AET employees; the safety of all others shall be Client’s or other parties’ responsibility.

SECTION 4 - SAMPLES

4.1 – Client shall inform AET of any known or suspected hazardous materials prior to submittal to AET. All samples obtained by or submitted to AET remain the property of the Client during and after the Services. Any known or suspected hazardous material samples will be returned to the Client at AET’s discretion.

4.2 – Non-hazardous samples will be held for thirty (30) days and then discarded unless, within thirty (30) days of the report date, the Client requests in writing that AET store or ship the samples. Storage and shipping costs shall be borne solely by Client.

SECTION 5 - PROJECT RECORDS

The original project records prepared by AET will remain the property of AET. AET shall retain these original records for a minimum of three years following submission of the report, during which period the project records can be made available to Client at AET’s office at reasonable times.

SECTION 6 - STANDARD OF CARE

AET will perform its Services consistent with the level of care and skill normally performed by other firms in the profession at the time of the service and in the same geographic area, under similar budgetary constraints.

SECTION 7 - INSURANCE

AET maintains insurance with coverage and minimum limits shown below. AET will furnish certificates of insurance to Client upon request.

7.1 –

Workers' Compensation Employer's Liability	Statutory Limits \$100,000 each accident \$500,000 disease policy limit \$100,000 disease each employee
Commercial General Liability	\$1,000,000 each occurrence \$1,000,000 aggregate
Automobile Liability	\$1,000,000 each accident
Professional/Pollution Liability Insurance	\$1,000,000 per claim \$1,000,000 aggregate

7.2 - Commercial General Liability insurance will include coverage for Products/Completed Operations extending one (1) year after completion of AET's Services as outlined in our proposal, Property Damage, Personal Injury, and Contractual Liability coverage applicable to AET's indemnity obligations under this Agreement.

7.3 - Automobile Liability insurance shall include coverage for all owned, hired and non-owned automobiles.

7.4 - Professional/Pollution Liability Insurance is written on a claims-made basis and coverage will be maintained for one (1) year after completion of AET's Services as outlined in our proposal. Renewal policies during this period shall maintain the same retroactive date.

7.5 - **To the extent permitted by applicable state law, and upon Client's signing of the proposal, which includes these Terms and Conditions, and return of the same to AET, or Client provided forms of acceptance as defined in Section 1.1; Client and Owner shall be named an "additional insured" on AET's Commercial General Liability Policy (Form CG D4 14, which includes blanket coverage for the Additional Insured on a Primary and Non-Contributory basis). Client and Owner shall also be named an "additional insured" on a Primary and Non-contributory basis on AET's Automobile Liability Policy (Form CA T4 74). Any other endorsement, coverage or policy requirement may result in additional charges.**

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To the fullest extent permitted by applicable law, the total aggregate liability of AET and its officers, directors, partners, employees, subcontractors, agents, and sub-consultants, to Client and/or Client's employees, officers, directors, members, agents, assigns, successors, or partners, or anyone claiming through Client, for any and all injuries, damages, claims, losses, or expenses (including attorney's fees and costs) arising out of, resulting from or in any way related to Services provided by AET from any cause or causes, including, but not limited to, its negligence, professional errors and omissions, strict liability, breach of contract, or breach of warranty, shall not exceed the total compensation in excess of costs received by AET for Services or \$50,000, whichever is less. The limitation of liability set forth herein does not apply to claims arising solely out of or related to the willful or intentional acts of AET.

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After seven (7) days written notice, either party may elect to terminate this Agreement for justifiable reasons. In this event, the Client shall pay AET for all Services performed, including demobilization and reporting costs to complete the Services.

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Any provisions of this Agreement later held to violate a law or regulation shall be deemed void, and all remaining provisions shall continue in force. However, Client and AET will in good faith attempt to replace an invalid or unenforceable provision with one that is valid and enforceable, and which comes as close as possible to expressing the intent of the original provision.

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This Agreement shall be construed in accordance with the Laws of the State of Minnesota without regard to its conflicts of law provisions.

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This Agreement, including these terms and conditions and attached proposal and appendices, is the entire agreement between AET and Client. Regardless of method of acceptance of this Agreement by the Client, this Agreement supersedes any written or oral agreements, including purchase/work orders or other Client agreements submitted to AET after the start of our Services. Any modifications to this Agreement must be mutually acceptable to both parties and accepted in writing. No considerations will be given to revisions to AET's terms and conditions or alternate contract format submitted by the Client as a condition for payment of AET's accrued Services.



DATE: October 15, 2024
TO: Mayor and City Council
FROM: Troy Klecker, Community Development Director
SUBJECT: Renew Parking Lot Lease - W Main Street - Brian and Susan Stendel

Purpose:

City Council to approve renewal of the Parking Lot Lease for public parking spaces on W Main Street.

Background:

The City has been leasing parking spaces from Brian and Susan Stendel ever since they purchased the former jail property. There are 24 parking spaces in the lot and it is already signed for public parking. This is important parking for the downtown as the parking lot is usually full every day.

The City would be responsible for clearing snow in the parking lot. The property owner is responsible for clearing snow on the rest of the private property. This lease agreement would end April 20, 2025. This lease is for 6 months rather than the normal 12-month lease since a 6 month lease was entered into in May. The property owner had considered selling the property this year but is not ready to sell at this time. We will revisit that idea next year.

Budget Impact:

The terms of the lease call for the same rate as last year of \$23.00 per stall per month. This lease is for 6 months for a total of \$3,312. The payment will be the responsibility of the EDA which has this expense in their annual budget.

Staff Recommendation:

Staff recommends approval of the Parking Lot Lease.

Attachments:

1. Stendel Parking Lot Lease 2024(2)

PARKING LOT LEASE

THIS AGREEMENT, made this _____ day of October, 2024, by and between Brian K. Stendel and Susan L. Stendel, lessor, hereinafter referred to as "Stendel" and City of Owatonna, lessee, hereinafter referred to as "City."

1. Premises. Stendel, in consideration of the rents and promises hereinafter set forth, does hereby lease to City and City agrees to take possession under the terms of this Agreement of the following described premises situated in the City of Owatonna, County of Steele, State of Minnesota, legally described as follows, to-wit:

The east 2 rows of parking spaces in what was formerly known as the Law Enforcement Center parking lot located on the west one-third of Lot 6, Lot 7, Lot 8, and part of Lot 9, Block 7, original town.

2. Use. The premises shall be used for parking purposes only.

3. Term. The term of this Lease shall commence November 1, 2024, and terminate April 30, 2025.

4. Rent. The rent shall be computed on the basis of twenty-four (24) parking spaces at \$23.00 per space per month for the entire term of the lease. For the term of this lease, this amount shall be \$3,312.

5. Assignment and Subletting. City agrees that it will not sublet the premises or assign this Lease or any interest therein.

6. Maintenance and Snow Removal. City agrees to maintain the premises, including sweeping and patching as necessary together with necessary snow removal.

7. Real Estate Taxes. Stendel agrees to pay the real estate taxes.

8. Indemnification. City agrees to defend, hold harmless and indemnify Stendel for any loss, claim, damage, demand, or cause of action arising from the acts or omissions of City, except to the extent finally determined to have been caused by Stendel's negligence. Stendel agrees to defend, hold harmless and indemnify City for any loss, claim, damage, or cause of action arising from acts or omissions of Stendel, except to the extent finally determined to have been caused by City's negligence.

9. Mutual Waiver of Subrogation. In accordance with the subrogation provisions of the standard property insurance contract, it is hereby understood and agreed by and between City and Stendel that they do jointly and separately waive any and all right of recovery against the other for insured loss occurring to property owned by City and property owned by Stendel.

IN WITNESS WHEREOF, the parties have executed this Parking Lot Lease the day and year first above written.

CITY OF OWATONNA

By: _____
Thomas A. Kuntz, its Mayor Brian K. Stendel

AND

By: _____
Kris M. Busse, its City Administrator Susan L. Stendel

RECAP:

\$	73,078.74	Crane Creek Asphalt - asphalt
	46,756.54	Owatonna Motor Company - 2024 Ford Ranger - park maint - u# 24433
	188,608.00	Towmaster - Western Star Tandem Plow build - u# 25225
	<u>271,872.16</u>	OTHER EXPENDITURES
	580,315.44	SUBTOTAL
	<u>106,505.48</u>	HRA HOUSING ASSISTANCE PAYMENTS
\$	<u><u>686,820.92</u></u>	TOTAL EXPENDITURES PRESENTED FOR APPROVAL

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

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
Cash Account: 999-19100-000-000-000000					
379901	10/01/24	A & K LLC	392.00	R	ACH
379902	10/01/24	A&H PROPERTIES	394.00	R	ACH
379903	10/01/24	ACADEMY APARTMENTS OF OWA LLC	1,837.00	R	ACH
379904	10/01/24	ALL AREA MANAGEMENT LLC	1,723.00	R	ACH
379905	10/01/24	APACHE APARTMENTS	607.00	R	ACH
379906	10/01/24	ATM PROPERTIES LLC	1,008.00	R	ACH
379907	10/01/24	AUSTIN HRA	848.00	O	Regular
379908	10/01/24	BARRY GILLESPIE	319.00	R	ACH
379909	10/01/24	BROWN CYNTHIA	552.00	R	ACH
379910	10/01/24	BRYCEN GREGOR	2,296.00	R	ACH
379911	10/01/24	CAPELLE COMPANIES LLC	870.00	R	ACH
379912	10/01/24	CEDAR HILLS ESTATES LLC	1,774.00	R	ACH
379913	10/01/24	CEDAR RIDGE APARTMENTS	727.00	R	ACH
379914	10/01/24	CEDAR ROSE ASSOCIATES LLC	1,260.00	R	ACH
379915	10/01/24	CEDAR RUN TOWN HOMES MDI #41	3,504.00	R	ACH
379916	10/01/24	CEDARDALE NORTH APARTMENTS	920.00	R	ACH
379917	10/01/24	CEDARDALE SOUTH APARTMENTS	519.00	R	ACH
379918	10/01/24	CEDARDALE WEST APARTMENTS	550.00	R	ACH
379919	10/01/24	CHAD STANNARD	1,678.00	R	ACH
379920	10/01/24	CHASE BLUM	598.00	R	ACH
379921	10/01/24	CHRIS PROHASKI	1,095.00	R	ACH
379922	10/01/24	COMMON CENTS PROPERTIES LLC	328.00	R	ACH
379923	10/01/24	COOPERS COURT LLC	597.00	R	ACH
379924	10/01/24	DAKOTA COUNTY CDA	751.58	R	ACH
379925	10/01/24	DANIEL SCHLEGEL	477.00	R	ACH
379926	10/01/24	DSBMT, LLC	595.00	R	ACH
379927	10/01/24	EEK LLC	701.00	R	ACH
379928	10/01/24	ELM STREET PROPERTIES	497.00	R	ACH
379929	10/01/24	FREDRICKSON PROPERTIES	389.00	R	ACH
379930	10/01/24	G & H MANAGEMENT CO LLC	1,197.00	R	ACH
379931	10/01/24	IMAGE APARTMENT	2,047.00	R	ACH
379932	10/01/24	JANESVILLE APARTMENTS	1,559.00	R	ACH
379933	10/01/24	JOHNSON WINDOW & SIDING INC	3,785.00	R	ACH
379934	10/01/24	JPF PROPERTIES	841.00	R	ACH
379935	10/01/24	JULIE WERSAL	583.00	R	ACH
379936	10/01/24	KEG INVESTMENTS LLC	1,577.00	R	ACH
379937	10/01/24	KEITH MARTIN	1,292.00	R	ACH
379938	10/01/24	KLEVOS GREG	769.00	R	ACH
379939	10/01/24	L&L LEGACY PROPERTIES	1,253.00	R	ACH
379940	10/01/24	LEE ANNA	1,397.00	R	ACH
379941	10/01/24	LINCOLN SQUARE APARTMENTS	6,960.00	R	ACH
379942	10/01/24	LINDSAY MACHT	74.00	R	ACH
379943	10/01/24	LWO LIMITED PARTNERSHIP #116	4,313.00	R	ACH
379944	10/01/24	MARQUARDT DENNIS	2,879.00	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
379945	10/01/24	MARTIN ALLAN	3,286.00	R	ACH
379946	10/01/24	MARTIN FAMILY LLC	1,085.00	R	ACH
379947	10/01/24	MCCAULEY CONSTRUCTION	386.00	R	ACH
379948	10/01/24	MIDWEST INVEST LLC	573.00	R	ACH
379949	10/01/24	MOSSEE PROP INV LLC	646.00	R	ACH
379950	10/01/24	NECHVILLE SUSAN	1,957.00	R	ACH
379951	10/01/24	NORTHCOURT APARTMENTS	935.00	R	ACH
379952	10/01/24	NORTHGATE	2,649.00	R	ACH
379953	10/01/24	NORTHSTAR HOLDINGS LLC	595.00	R	ACH
379954	10/01/24	NORTHWEST MANOR	1,522.00	R	ACH
379955	10/01/24	OWATONNA GATEWAY LLC	299.00	R	ACH
379956	10/01/24	OWATONNA PUBLIC UTILITIES	273.00	R	ACH
379957	10/01/24	PARKVIEW OWATONNA LLC	427.00	R	ACH
379958	10/01/24	PEACH INVESTMENTS LLC	218.00	R	ACH
379959	10/01/24	PETER BIEL	1,036.00	R	ACH
379960	10/01/24	POSITIVE SHARE LLC	398.00	R	ACH
379961	10/01/24	PROHASKI PROPERTIES	1,808.00	R	ACH
379962	10/01/24	QUALITY RENTALS OF OWATONNA LL	830.00	R	ACH
379963	10/01/24	REDLINE DEVELOPMENT GRP LLC	502.00	R	ACH
379964	10/01/24	RICHARD ELLINGSON	662.00	R	ACH
379965	10/01/24	RWB PROPERTIES	600.00	R	ACH
379966	10/01/24	SCOTT COUNTY CDA	5,273.32	R	ACH
379967	10/01/24	SIXSPARKS LLC	761.00	R	ACH
379968	10/01/24	SMITH REAL ESTATE LLC	1,103.00	R	ACH
379969	10/01/24	SMITH VENTURES LLC	290.00	R	ACH
379970	10/01/24	SOUTH CENTRAL HUMAN RELATIONS	4,414.00	R	ACH
379971	10/01/24	ST CLOUD HRA	595.58	R	ACH
379972	10/01/24	SUMMIT MANOR	450.00	R	ACH
379973	10/01/24	TM RENTALS II LLC	453.00	R	ACH
379974	10/01/24	USDA RURAL DEVELOPMENT	593.00	0	Regular
379975	10/01/24	USDA RURAL DEVELOPMENT	401.00	0	Regular
379976	10/01/24	WILLOW RUN I MDI #58	4,004.00	R	ACH
379977	10/01/24	WILLOW RUN II MDI #85	4,994.00	R	ACH
379978	10/01/24	YOUNGDAHL DEVELOPMENT LLC	2,400.00	R	ACH
379979	10/01/24	ZK INVESTORS LLC	1,037.00	R	ACH
379980	10/01/24	ZK INVESTORS LLC	717.00	R	ACH
379981	10/04/24	METRONET SYSTEMS HOLDINGS LLC	853.68	R	ACH
379982	10/08/24	AFLAC	2,775.74	R	ACH
379983	10/08/24	Allison Ritter	294.00	0	Regular
379984	10/08/24	ALBERT LEA TRIBUNE	198.00	0	Regular
379985	10/08/24	ALEXANDER LUMBER COMPANY	254.24	0	Regular
379986	10/08/24	ANHORN'S GAS & TIRE	76.45	0	Regular
379987	10/08/24	AVFUEL CORPORATION	10,783.09	R	ACH
379988	10/08/24	BAKER & TAYLOR BOOKS	545.79	R	ACH
379989	10/08/24	BAKER TILLY US LLP	8,732.00	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
379990	10/08/24	BARBRA GARCIA	157.38	0	Regular
379991	10/08/24	BARNUM COMPANIES INC	495.00	0	Regular
379992	10/08/24	Beatrice Oberg	217.75	0	Regular
379993	10/08/24	Beth Youngquist	156.00	0	Regular
379994	10/08/24	Beverly Lysne	26.00	0	Regular
379995	10/08/24	BENJAMIN METCALF	34.83	0	Regular
379996	10/08/24	Bob Hardcopf	26.00	0	Regular
379997	10/08/24	Bonnie Johnston	130.00	0	Regular
379998	10/08/24	BORN WELL DRILLING INC	2,255.00	0	Regular
379999	10/08/24	Bruce Louks	26.00	0	Regular
380000	10/08/24	BRODART CO	127.47	0	Regular
380001	10/08/24	Cathy Torrey	234.00	0	Regular
380002	10/08/24	CARQUEST	770.94	0	Regular
380003	10/08/24	CAVALIER COACHES INC	895.00	0	Regular
380004	10/08/24	CEMSTONE PRODUCTS CO	1,344.54	0	Regular
380005	10/08/24	CENGAGE LEARNING INC/GALE	228.17	R	ACH
380006	10/08/24	CENTER POINT PUBLISHING	727.81	0	Regular
380007	10/08/24	CENTRAL FARM SERVICE	12,631.93	0	Regular
380008	10/08/24	Charles Newgard	286.00	0	Regular
380009	10/08/24	Cheryl Couture	214.50	0	Regular
380010	10/08/24	Cheryl Hancock	39.00	0	Regular
380011	10/08/24	Chris Schuler	26.00	0	Regular
380012	10/08/24	Christine Runner	214.50	0	Regular
380013	10/08/24	CHRISTIAN SKJEVELAND	173.75	0	Regular
380014	10/08/24	Clark Gustafson	253.50	0	Regular
380015	10/08/24	CLUB CADDIE	500.00	0	Regular
380016	10/08/24	Corinne Talley	240.50	0	Regular
380017	10/08/24	COURT SPORTS AND MORE	360.00	R	ACH
380018	10/08/24	COVERALL OF THE TWIN CITIES	2,455.00	R	ACH
380019	10/08/24	CRANE CREEK ASPHALT	73,078.74	R	ACH
380020	10/08/24	CREATIVE EMPIRE LLC	3,979.16	R	ACH
380021	10/08/24	CULLIGAN OF OWATONNA	104.65	R	ACH
380022	10/08/24	Dan Hoff	26.00	0	Regular
380023	10/08/24	Daniel Axmark	117.00	0	Regular
380024	10/08/24	Daniel Gorman	214.50	0	Regular
380025	10/08/24	Daryl Kanne	26.00	0	Regular
380026	10/08/24	DAKOTA SUPPLY GROUP	11,165.03	R	ACH
380027	10/08/24	Deloris Slack	294.00	0	Regular
380028	10/08/24	Diane Spellmeyer	26.00	0	Regular
380029	10/08/24	Diane Wilson	130.00	0	Regular
380030	10/08/24	Donald Culshaw	130.00	0	Regular
380031	10/08/24	DOCK & DOOR TEC INC	2,857.50	R	ACH
380032	10/08/24	Dwight DePenning	130.00	0	Regular
380033	10/08/24	Edmund Draheim	26.00	0	Regular
380034	10/08/24	Eileen Wohlenhaus	185.25	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
380035	10/08/24	Elizabeth Rossi	126.75	0	Regular
380036	10/08/24	ELECTRIC PUMP INC	1,333.75	R	ACH
380037	10/08/24	Eric Wandersee	26.00	0	Regular
380038	10/08/24	EYE MED VISION CARE	391.92	0	Regular
380039	10/08/24	FIRST SUPPLY OWATONNA	328.50	R	ACH
380040	10/08/24	FOUR SEASONS ELECTRIC	3,334.09	R	ACH
380041	10/08/24	Frances Pederson	123.50	0	Regular
380042	10/08/24	Gary Hedstrom	211.25	0	Regular
380043	10/08/24	Gary Mohr	26.00	0	Regular
380044	10/08/24	Glenda Granoswki	259.00	0	Regular
380045	10/08/24	GRAINGER	630.58	R	ACH
380046	10/08/24	GREY GROUP LLC	495.00	0	Regular
380047	10/08/24	Gwen Lysne	26.00	0	Regular
380048	10/08/24	HAWKINS INC	11,611.74	R	ACH
380049	10/08/24	Heidi Oanes	214.50	0	Regular
380050	10/08/24	HEALTHPARTNERS INC	4,407.66	0	Regular
380051	10/08/24	HERITAGE CRYSTAL CLEAN LLC	826.63	0	Regular
380052	10/08/24	Hildie Kehler	392.00	0	Regular
380053	10/08/24	HILLYARD INC	1,089.85	0	Regular
380054	10/08/24	I U O E LOCAL 70	2,849.50	0	Regular
380055	10/08/24	IFACS	211.24	R	ACH
380056	10/08/24	INDUCTIVE AUTOMATION	6,321.00	0	Regular
380057	10/08/24	INNOVATIVE OFFICE SOLUTIONS	148.55	0	Regular
380058	10/08/24	INSTY PRINTS	75.80	R	ACH
380059	10/08/24	James Taylor	123.50	0	Regular
380060	10/08/24	Jane Draheim	26.00	0	Regular
380061	10/08/24	Jane Parr	123.50	0	Regular
380062	10/08/24	Janet Erickson	126.75	0	Regular
380063	10/08/24	JANE ALLARD	234.00	0	Regular
380064	10/08/24	JANET SPRINGER	209.37	0	Regular
380065	10/08/24	Jean Westberg	217.75	0	Regular
380066	10/08/24	Jeffrey Kramer	214.50	0	Regular
380067	10/08/24	Joan Salmonsens	26.00	R	ACH
380068	10/08/24	John Thompson	26.00	0	Regular
380069	10/08/24	JOHN DEERE CREDIT	100.57	0	Regular
380070	10/08/24	JONES HAUGH & SMITH INC	4,690.03	0	Regular
380071	10/08/24	Judith Erck	130.00	0	Regular
380072	10/08/24	Juliana Skluzacek	26.00	0	Regular
380073	10/08/24	Julie Thompson	123.50	0	Regular
380074	10/08/24	Kay Oberle	123.50	0	Regular
380075	10/08/24	KAREN K KANNE	26.00	0	Regular
380076	10/08/24	KATHLEEN COURSON	50.00	0	Regular
380077	10/08/24	Kelli Hallquist	26.00	0	Regular
380078	10/08/24	Ken Torrey	221.00	0	Regular
380079	10/08/24	Kent Rossi	123.50	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
380080	10/08/24	Kim Hansen	123.50	0	Regular
380081	10/08/24	Kim Schaufenbuel	26.00	0	Regular
380082	10/08/24	Kirk Oswald	26.00	0	Regular
380083	10/08/24	KIRI ANN FAUL	1,330.00	R	ACH
380084	10/08/24	KOWZ-FM	500.00	R	ACH
380085	10/08/24	Kristy Schuler	26.00	0	Regular
380086	10/08/24	Laura Flowers	130.00	0	Regular
380087	10/08/24	Laura Jensen	26.00	0	Regular
380088	10/08/24	LACEYS AT BROOKTREE	1,069.00	0	Regular
380089	10/08/24	LARRY THORNHILL	272.00	0	Regular
380090	10/08/24	LAWSON AUTOMOTIVE LLC	229.22	R	ACH
380091	10/08/24	LAWSON PRODUCTS	289.92	0	Regular
380092	10/08/24	LeAnn Masche	39.00	0	Regular
380093	10/08/24	LEGACY SIGNS INC	160.00	R	ACH
380094	10/08/24	LEGENCE SUBSIDIARY HOLDINGS LL	6,409.53	R	ACH
380095	10/08/24	Lilly Christianson	130.00	0	Regular
380096	10/08/24	Linda Boorman	140.00	0	Regular
380097	10/08/24	Linda Gerardy	130.00	0	Regular
380098	10/08/24	Linda Hoffman	26.00	0	Regular
380099	10/08/24	Lisa Queen	266.00	0	Regular
380100	10/08/24	LINDER DIGITAL	1,180.00	0	Regular
380101	10/08/24	Lori Abbe	26.00	0	Regular
380102	10/08/24	LOGIS	205.00	R	ACH
380103	10/08/24	M2 POWERSPORTS LLC	91.99	0	Regular
380104	10/08/24	Marie Larson	130.00	0	Regular
380105	10/08/24	Marilee Pfarr	301.00	0	Regular
380106	10/08/24	Marilyn Squires	39.00	0	Regular
380107	10/08/24	Mark Erickson	123.50	0	Regular
380108	10/08/24	Mark Johnston	126.75	0	Regular
380109	10/08/24	Mark Lysne	26.00	0	Regular
380110	10/08/24	Mark Stadtherr	230.75	0	Regular
380111	10/08/24	Mary Gaul	123.50	0	Regular
380112	10/08/24	Mary Groff	26.00	0	Regular
380113	10/08/24	MACQUEEN EQUIPMENT CO	4,373.12	R	ACH
380114	10/08/24	MADISON NATL LIF INS CO INC	1,027.17	0	Regular
380115	10/08/24	MARCIA DAHLE	165.75	0	Regular
380116	10/08/24	MARCO TECHNOLOGIES LLC	392.94	R	ACH
380117	10/08/24	MATTHEW R HOKANSON	1,001.91	R	ACH
380118	10/08/24	MCNEILUS STEEL INC	274.12	R	ACH
380119	10/08/24	Michael Oanes	227.50	0	Regular
380120	10/08/24	Michelle Noble	221.00	0	Regular
380121	10/08/24	Mike Brown	214.50	0	Regular
380122	10/08/24	Mike Stormo	221.00	0	Regular
380123	10/08/24	MID-AMERICAN RESEARCH CHEMICAL	369.56	0	Regular
380124	10/08/24	MIDWEST TAPE LLC	2,387.77	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
380125	10/08/24	MINER'S OUTDOOR & RECREATION	1,728.00	0	Regular
380126	10/08/24	MINNESOTA LIFE	2,912.00	0	Regular
380127	10/08/24	MINNESOTA PAVING & MATERIALS	3,148.27	R	ACH
380128	10/08/24	MIRIAM MACIAS	50.00	0	Regular
380129	10/08/24	MN BUREAU OF CRIMINAL APPREH	66.50	0	Regular
380130	10/08/24	MN DEPT OF REVENUE	25.00	R	Wire Transfer
380131	10/08/24	MN FIRE SERVICE CERT BOARD	433.75	0	Regular
380132	10/08/24	MN NCPERS GROUP LIFE INSURANCE	416.00	0	Regular
380133	10/08/24	MN PUBLIC EMPLOYEES ASSOC	1,488.00	R	ACH
380134	10/08/24	MN RECREATION & PARK ASSN	175.00	R	ACH
380135	10/08/24	MN VALLEY TESTING LABS INC	379.00	R	ACH
380136	10/08/24	MTI DISTRIBUTING INC	2,508.02	R	ACH
380137	10/08/24	Nancy Fichten-Rucks	123.50	0	Regular
380138	10/08/24	Nancy Voight	214.50	0	Regular
380139	10/08/24	Naomi Jirele	130.00	0	Regular
380140	10/08/24	Naomi Uber	754.26	0	Regular
380141	10/08/24	NAPA AUTO PARTS	1,355.93	R	ACH
380142	10/08/24	NORTHERN SAFETY TECHNOLOGY INC	194.75	R	ACH
380143	10/08/24	NORTHLAND FARM SYSTEMS	341.91	R	ACH
380144	10/08/24	NORTHLAND SECURITIES INC	1,722.50	0	Regular
380145	10/08/24	OFFICE OF MNIT SERVICES	420.00	0	Regular
380146	10/08/24	OLYMPIC FIRE PROTECTION CORP	1,700.00	R	ACH
380147	10/08/24	OPUS HOLDINGS LLC	10,000.00	0	Regular
380148	10/08/24	OWATONNA AREA CHAMBER OF COMM	670.00	0	Regular
380149	10/08/24	OWATONNA HEATING & COOLING INC	130.00	0	Regular
380150	10/08/24	OWATONNA MOTOR COMPANY	46,756.54	0	Regular
380151	10/08/24	OWT HARDWARE	510.93	0	Regular
380152	10/08/24	Pam Wild	130.00	0	Regular
380153	10/08/24	Patrick Montplaisir	214.50	0	Regular
380154	10/08/24	PCiROADS	16,350.00	0	Regular
380155	10/08/24	Peter Kehler	322.00	0	Regular
380156	10/08/24	PLUNKETT'S PEST CONTROL INC	262.90	R	ACH
380157	10/08/24	POST-BULLETIN	291.20	0	Regular
380158	10/08/24	PRESENCE TELEHEALTH PLLC	212.00	R	ACH
380159	10/08/24	Randy Byam	136.50	0	Regular
380160	10/08/24	RAY O'HERRON CO INC	2,401.05	0	Regular
380161	10/08/24	Renee Bachman	169.00	0	Regular
380162	10/08/24	REINDERS INC	1,085.84	R	ACH
380163	10/08/24	RENT N SAVE PORTABLE SERVICES	470.25	R	ACH
380164	10/08/24	Richard Strom	123.50	0	Regular
380165	10/08/24	Rina Thompson	130.00	0	Regular
380166	10/08/24	RICE STEELE 911 CENTER	75.00	0	Regular
380167	10/08/24	Roger Noble	26.00	0	Regular
380168	10/08/24	RONCO ENGINEERING SALES	9,808.00	0	Regular
380169	10/08/24	Sandee Hardy-Hagen	26.00	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
380170	10/08/24	SAFE-FAST INC	139.95	R	ACH
380171	10/08/24	SAFETY SIGNS LLC	4,850.00	0	Regular
380172	10/08/24	SELCO	2,371.46	R	ACH
380173	10/08/24	SENIORPLACE INC	341.00	0	Regular
380174	10/08/24	Shannon Iacavino	269.75	0	Regular
380175	10/08/24	Sharon Gaulrapp	117.00	0	Regular
380176	10/08/24	Sharon Klein	437.50	0	Regular
380177	10/08/24	Sheila DePenning	126.75	0	Regular
380178	10/08/24	Sheila Distel	26.00	0	Regular
380179	10/08/24	Shelly Chicos	221.00	0	Regular
380180	10/08/24	Shelly Johnson	26.00	0	Regular
380181	10/08/24	Sheryl Keith	26.00	0	Regular
380182	10/08/24	Shirley Dawn Axmark	123.50	0	Regular
380183	10/08/24	SHERWIN WILLIAMS COMPANY	685.95	0	Regular
380184	10/08/24	SHI INTERNATIONAL CORP	2,937.49	0	Regular
380185	10/08/24	SIGN PRO OF OWATONNA	190.80	0	Regular
380186	10/08/24	SPLIT ROCK MANAGEMENT INC	3,860.00	R	ACH
380187	10/08/24	SPS COMPANIES INC	5,742.82	R	ACH
380188	10/08/24	Steve Kaffine	143.00	0	Regular
380189	10/08/24	STATE INDUSTRIAL PRODUCTS	2,919.20	R	ACH
380190	10/08/24	STEELE COUNTY RECORDER	378.00	0	Regular
380191	10/08/24	STEELE COUNTY TREASURER	18,302.97	0	Regular
380192	10/08/24	STEVE JAMES EXCAVATING INC	15.00	R	ACH
380193	10/08/24	STEWART DENISE	273.81	0	Regular
380194	10/08/24	Sue Calcamuggio	39.00	0	Regular
380195	10/08/24	SUPERIOR FOODS AND CATERING	402.50	0	Regular
380196	10/08/24	SWEET TOWING	170.00	0	Regular
380197	10/08/24	Tamara Arnold	123.50	0	Regular
380198	10/08/24	Teresa Sanders	276.50	0	Regular
380199	10/08/24	TERMINIX	68.00	0	Regular
380200	10/08/24	TERRACON CONSULTANTS INC	1,576.25	R	ACH
380201	10/08/24	Theodore Slezak	126.75	0	Regular
380202	10/08/24	Therese Murphy	26.00	0	Regular
380203	10/08/24	THE NEW YORK TIMES	608.64	0	Regular
380204	10/08/24	THOMPSON SANITATION INC	236.40	R	ACH
380205	10/08/24	Tim Schmidt	227.50	0	Regular
380206	10/08/24	Timothy Pelton	214.50	0	Regular
380207	10/08/24	Tom Bonacci	214.50	0	Regular
380208	10/08/24	TOR SPERLING	435.93	R	ACH
380209	10/08/24	TOWMASTER	188,608.00	R	ACH
380210	10/08/24	Traci Ranslow	130.00	0	Regular
380211	10/08/24	TRAVIS ARDOLF	128.00	0	Regular
380212	10/08/24	UNITED WAY	100.00	0	Regular
380213	10/08/24	USABLUBOOK	1,798.71	R	ACH
380214	10/08/24	UTILITY CONSULTANTS INC	1,873.08	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
380215	10/08/24	ValerieBomar	110.50	0	Regular
380216	10/08/24	VERSATERM PUBLIC SAFETY US INC	265.00	0	Regular
380217	10/08/24	VESTIS GROUP INC	371.33	0	Regular
380218	10/08/24	Wayne Bomar	91.00	0	Regular
380219	10/08/24	WALBRAN & FURNESS CHARTERED	14,633.75	R	ACH
380220	10/08/24	WALBRAN MARK M	87.51	0	Regular
380221	10/08/24	Wendell Engelstad	227.50	0	Regular
380222	10/08/24	WENGER CORP EMPLOYEES CLUB	50.00	0	Regular
380223	10/08/24	WEST PUBLISHING CORPORATION	610.50	R	ACH
380224	10/08/24	WHKS & CO	486.21	R	ACH
380225	10/08/24	William Ricker	133.25	0	Regular
380226	10/08/24	WILLIAM J GOODSELL	780.46	0	Regular
380227	10/08/24	WOLFF AND SONS INC	88.00	R	ACH
380228	10/08/24	XCEL ENERGY	335.70	0	Regular
380229	10/08/24	RANDALL'S LICENSE BUREAU	16.25	0	Regular

190	Checks total:	190,681.45
138	ACH total:	496,114.47
0	EFTPS total:	
1	Wire transfer total:	25.00
0	Payment Manager total:	
329	GRAND TOTALS	686,820.92



CITY OF
OWATONNA

Resolutions



DATE: October 15, 2024
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 109-24 Preliminary and Final Plat of Aire Apartments Addition

Purpose:

Council to approve Resolution 109-24 to approve the Preliminary and Final Plat of Aire Apartments Addition.

Background:

See attached Staff Report.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval as recommended the Planning Commission.

Attachments:

1. Resolution 109-24 Preliminary & Final Plat - Aire Apartments Addition
2. Aire Apartments Addition PP-FP Staff Report

RESOLUTION NO. 109-24

A RESOLUTION APPROVING PRELIMINARY & FINAL
PLAT OF AIRE APARTMENTS ADDITION

WHEREAS, on October 15, 2024, the City Council accepted and approved the preliminary and final plats of Aire Apartments Addition to the City of Owatonna, as the same was approved and recommended by the Planning Commission of the City.

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

1. That said plat is in accordance with and conformity to the plans and regulations established by the City for a comprehensive plan for the development of the City.
2. That said plat be and the same hereby is approved with the following conditions:
 - a) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
 - b) A shared parking, access, and maintenance agreement shall be recorded with the plat.
 - c) A public drainage easement shall be added to the plat to cover the overland flow from offsite so the City can ensure any future modification or grading is reviewed and approved
3. That the Clerk cause a certified copy of this resolution to be filed in the office of the County Recorder of Steele County, Minnesota, and to be given to the applicants of said plat.

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

Aye ____; No ____; Absent ____.

Approved and signed this _____ day of _____, 2024.

ATTEST:

Thomas A. Kuntz, Mayor

Kris M. Busse, City Administrator/City Clerk

October 4, 2024

To: Planning Commission
From: Community Development Department
RE: Preliminary & Final Plat of Aire Apartments Addition

Background

Darrin Stadheim, Stadheim Properties of Owatonna, LLC, a request for preliminary and final plat approval of Aire Apartments Addition, a two lot and one outlot plat. The plat will be replatting the 605 Hillcrest property as well as the to be demolished Aire Apartments. The City is also considering a TIF project as well as a Conditional Use Permit for this project.

Application Review:

Applicant/Owner:	Darrin Stadheim, Stadheim Properties of Owatonna, LLC
Location of Property:	525 & 605 Hillcrest Avenue
Existing Zoning:	B-2, Community Business District
Existing Land Use:	The lots are currently occupied by businesses and vacant buildings as they prepare for this project.
Report Attachments:	1. Location Maps 2. Preliminary Plat 3. Final Plat

Proposed Development:

Size of Subdivision:	3.5± acres
Number of Lots:	To be platted into two lots and an outlot
Lot Configuration:	The lots are generally rectangular in shape.
Street Pattern:	No ROW changes are proposed.
Services:	Services are existing and available in Hillcrest Ave
Timing/Financing of Development:	The applicant will record the plat this soon in order to start demolition on the project.
Outstanding Assessments:	None.
Floodplain:	None.

Wetlands: The property does not have any wetlands.

Storm Water Drainage: A pond is being constructed in the SE corner.

Easements: Perimeter easements are being provided.

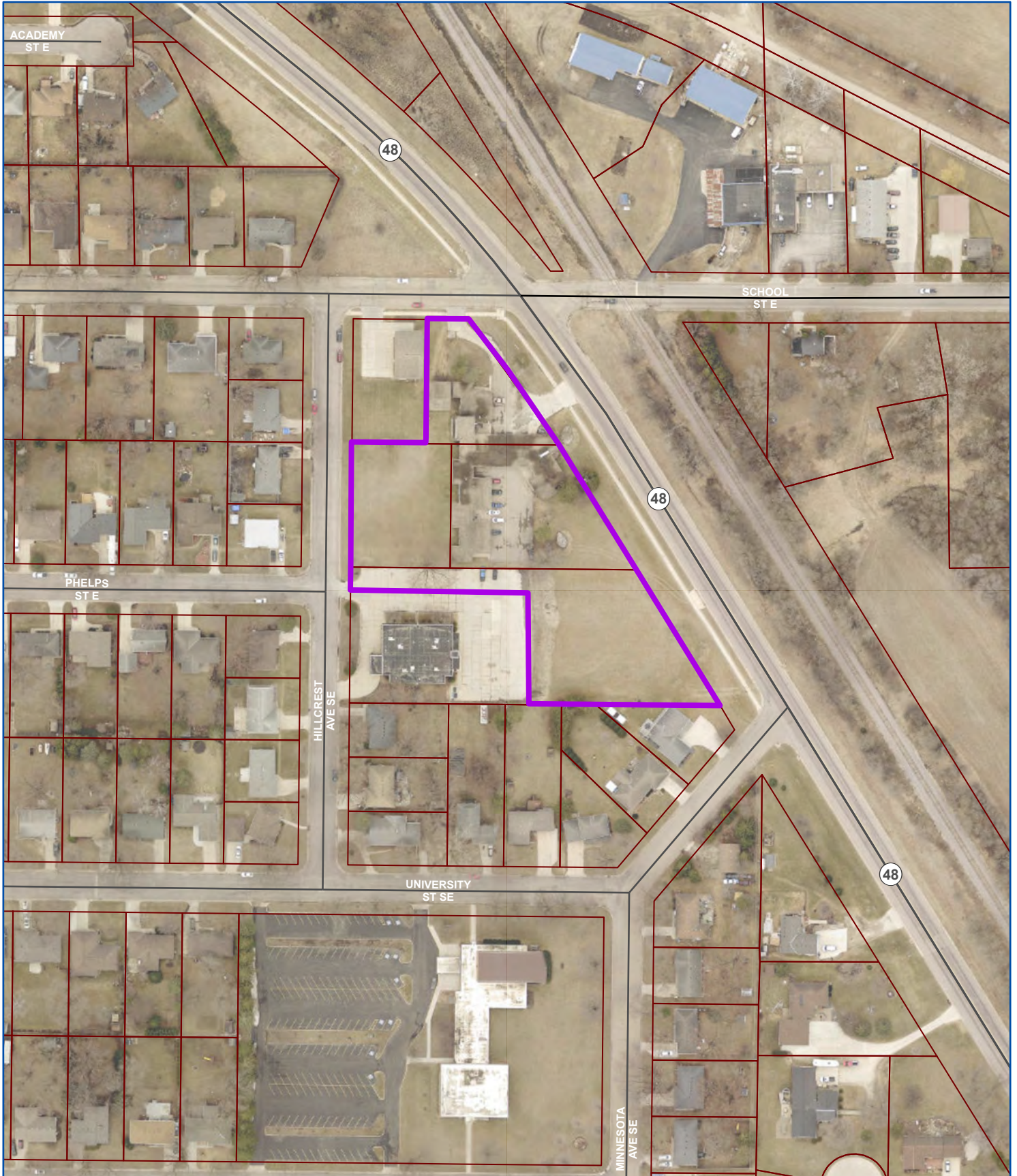
County/MNDOT Review: The County is reviewing the plat.

Staff Review:

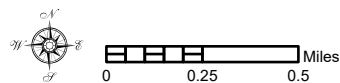
Staff recommends approval of the preliminary plat of Aire Apartments Addition with the following conditions:

- 1) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 2) A shared parking, access, and maintenance agreement shall be recorded with the plat.
- 3) A public drainage easement shall be added to the plat to cover the overland flow from offsite so the City can ensure any future modification or grading is reviewed and approved

Aire Apartments Addition City of Owatonna



 Aire Apartments Addition



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.

September 23, 2024

LEGEND

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

UTILITIES NOTE:

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

PHELPS ST E
BITUMINOUS PAVING

HILLCREST AVE
BITUMINOUS PAVING

SCHOOL ST E
BITUMINOUS PAVING

BIXBY RD SE
BITUMINOUS PAVING

CP RAILROAD

605 HILLCREST AVE
EXISTING STRUCTURE

811 SCHOOL ST EAST

GREEN AREA

GREEN AREA

GREEN AREA

30 0 30
HORIZ. SCALE FEET

DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

BENCHMARKS:

TNHF NW QUADRANT
HILLCREST AVE & PHELPS ST E
ELEVATION 1197.28

BENCHMARKS:

TNHF NE QUADRANT HILLCREST
AVE & SCHOOL ST E
ELEVATION 1195.54

REV.	BY	DATE	REVISION DESCRIPTION



JONES
HAUGH
SMITH
Engineers & Surveyors

415 West North Street Owatonna, MN 56045-4598

DESIGNED: JHS
DRAWN: JHS
CHECKED: BJU
Date: 4/25/24
DWG: 23-1107

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

John H. Schulte V
License No. 44639 Date: 4/25/24

STADHEIM ADDITION NO. 3
PRELIMINARY PLAT
STADHEIM PROPERTIES
EXISTING CONDITIONS

SHEET
1
OF
4

- LEGEND**
- 848 = EXISTING ELEVATION CONTOUR LINE
 - Catch Basin
 - E = Electric
 - Fire hydrant
 - G = Gas Main
 - Guy Anchor
 - Light Pole
 - OH = Overhead
 - Power Pole
 - RCP = Reinforced Concrete Pipe
 - Telephone Pedestal
 - T = Telephone
 - W = Water Main

OWNER INFORMATION

STADHEIM PROPERTIES
C/O DARRIN STADHEIM
11401 72ND AVE SW
ELLENDALE, MN 55026
507-456-1471
stadheimproperties@hotmail.com

LAND SURVEYOR

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

ZONING

EXISTING ZONE: B-2 COMMERCIAL BUSINESS

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

EXISTING LEGAL DESCRIPTION

OUTLOT 1, OUTLOT 2 AND OUTLOT 3, BLOCK 3, KUETHER'S 3RD ADDITION, CITY OF OWATONNA, MINNESOTA;

AND

LOT 1 AND THE EAST 33.00 FEET OF LOT 2, BLOCK 9, KUETHER'S ADDITION TO THE CITY OF OWATONNA, MINNESOTA.

PARKING CALCULATION

AIRE APARTMENTS - 89 STALLS
6 STUDIO UNITS @ 1.0 PER UNIT
35 1-BDR UNITS @ 1.0 PER UNIT
32 2-BDR UNITS @ 1.5 PER UNIT

605 HILLCREST - 41 STALLS
12272 SF OFFICE SPACE @ 1.0 PER 300 SF

130 STALLS REQUIRED

131 SPACE SHOWN
19 GARAGE SPACES
112 SURFACE STALLS

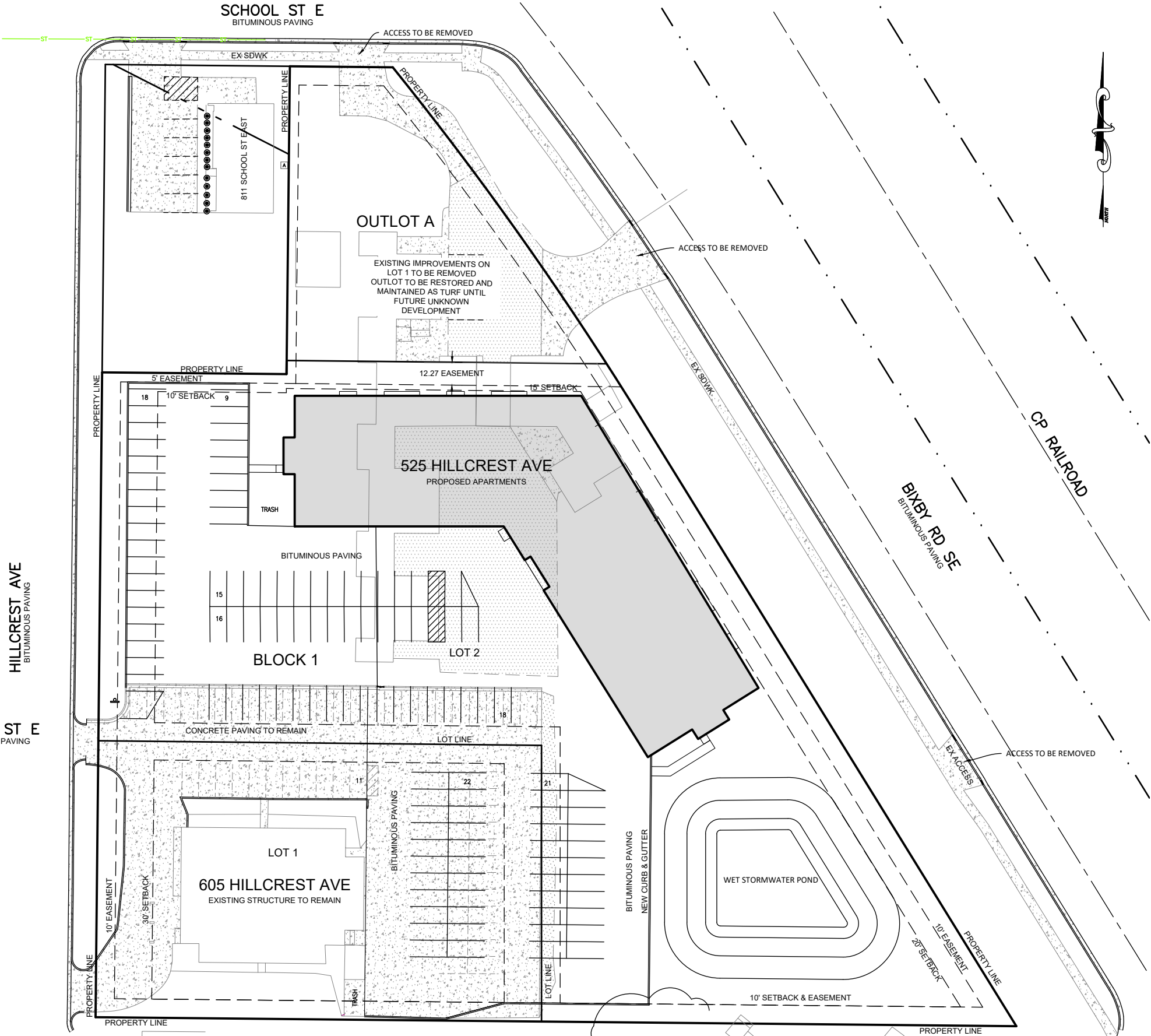
5 ADA STALLS INCLUDING 1 VAN ARE REQUIRED BASED ON NUMBER OF STALLS
4 STALLS SHOWN AT APARTMENTS
1 ADA STALLS SHOWN AND EXISTING AT 605 HILLCREST

UTILITIES NOTE:

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

HILLCREST AVE
BITUMINOUS PAVING

PHELPS ST E
BITUMINOUS PAVING



BENCHMARKS:

TNFM NW QUADRANT
HILLCREST AVE & PHELPS ST E
ELEVATION 1197.28

BENCHMARKS:

TNFM NE QUADRANT HILLCREST
AVE & SCHOOL ST E
ELEVATION 1195.54

REV.	BY	DATE	REVISION DESCRIPTION

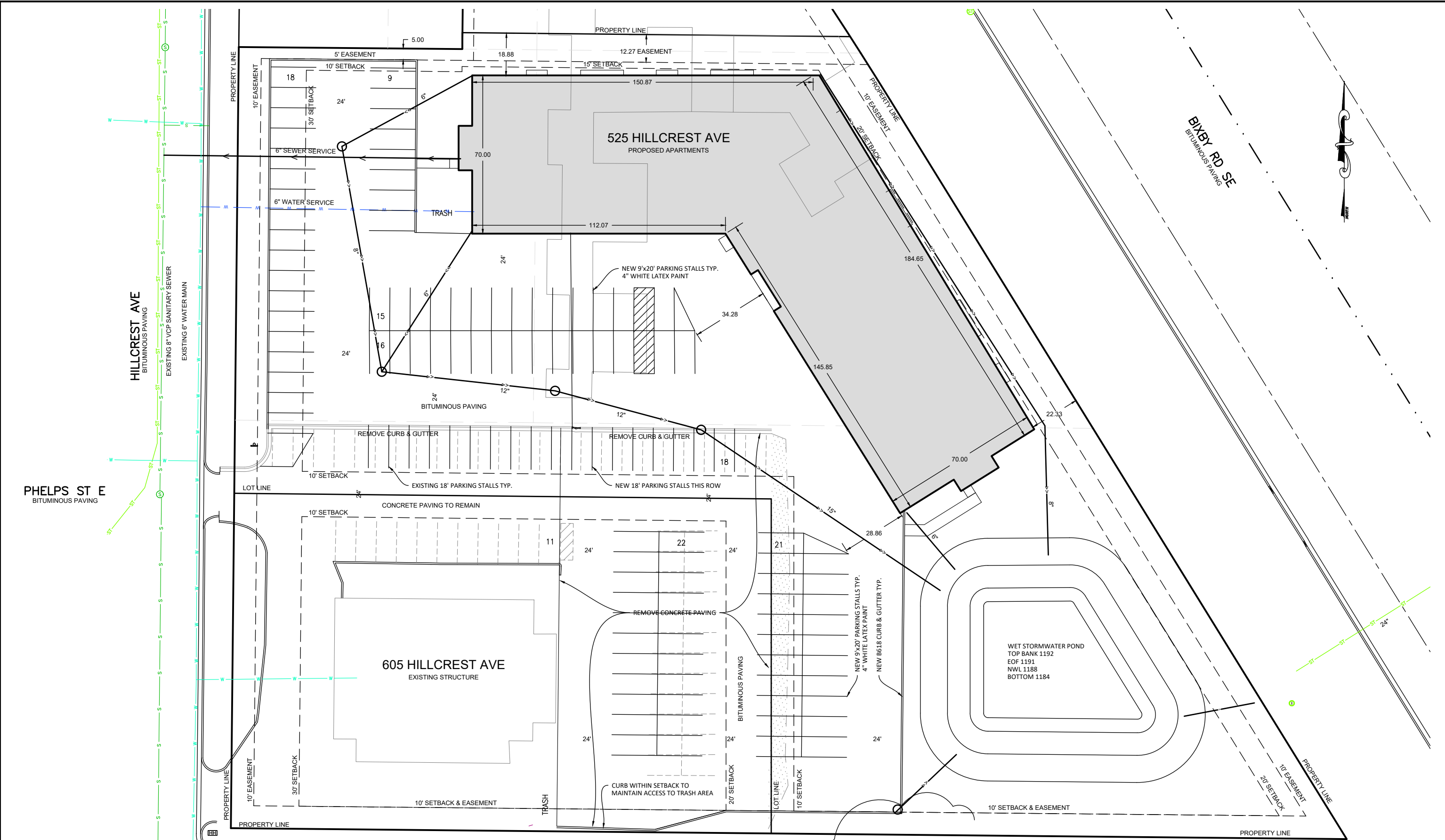
JONES HAUGH SMITH
Engineers + Surveyors
415 West North Street Owatonna, MN 507-451-4598

DESIGNED: JHS
DRAWN: JHS
CHECKED: BJ
Date: 4/25/24
DWG: 23-1107

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

John H. Schulte V
License No. 44639 Date: 4/25/24

STADHEIM ADDITION NO. 3	SHEET 2 OF 4
PRELIMINARY PLAT	
STADHEIM PROPERTIES	
OVERALL SITE PLAN	



20

0

20

HORIZ. SCALE

FEET

DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

BENCHMARKS:

TNHF NW QUADRANT
HILLCREST AVE & PHELPS ST E
ELEVATION 1197.28

BENCHMARKS:

TNHF NE QUADRANT HILLCREST
AVE & SCHOOL ST E
ELEVATION 1195.54

REV.	BY	DATE	REVISION DESCRIPTION

JONES
HAUGH
SMITH

Engineers + Surveyors

415 West North Street Owatonna, MN

507-451-4598

DESIGNED: JHS

DRAWN: JHS

CHECKED: BU

Date: 4/25/24

DWG: 23-1107

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

John H. Schulte V

License No. 44639 Date: 4/25/24

STADHEIM ADDITION NO. 3	
PRELIMINARY PLAT	
STADHEIM PROPERTIES	
DETAIL SITE PLAN	

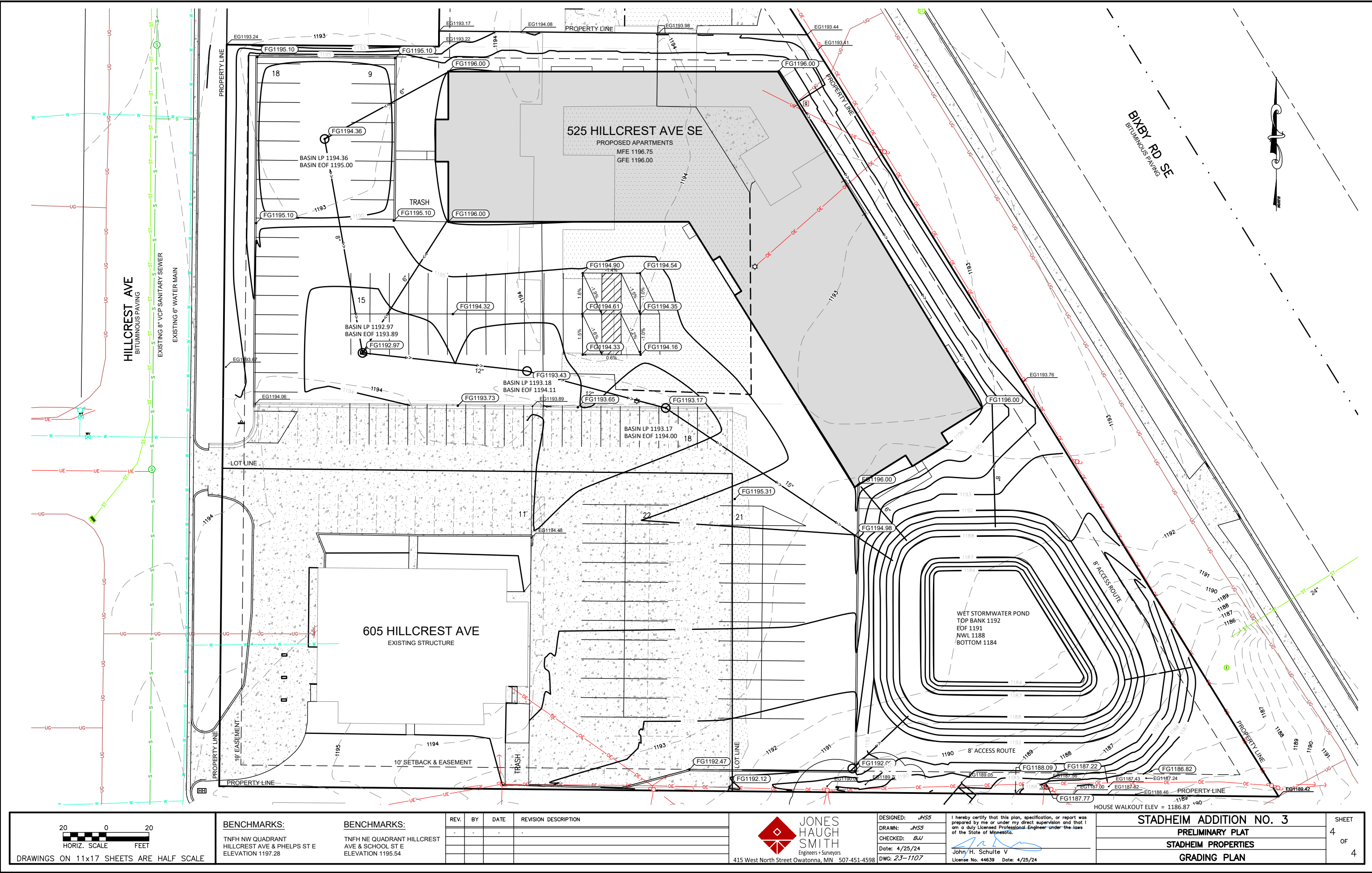
SHEET

3

OF

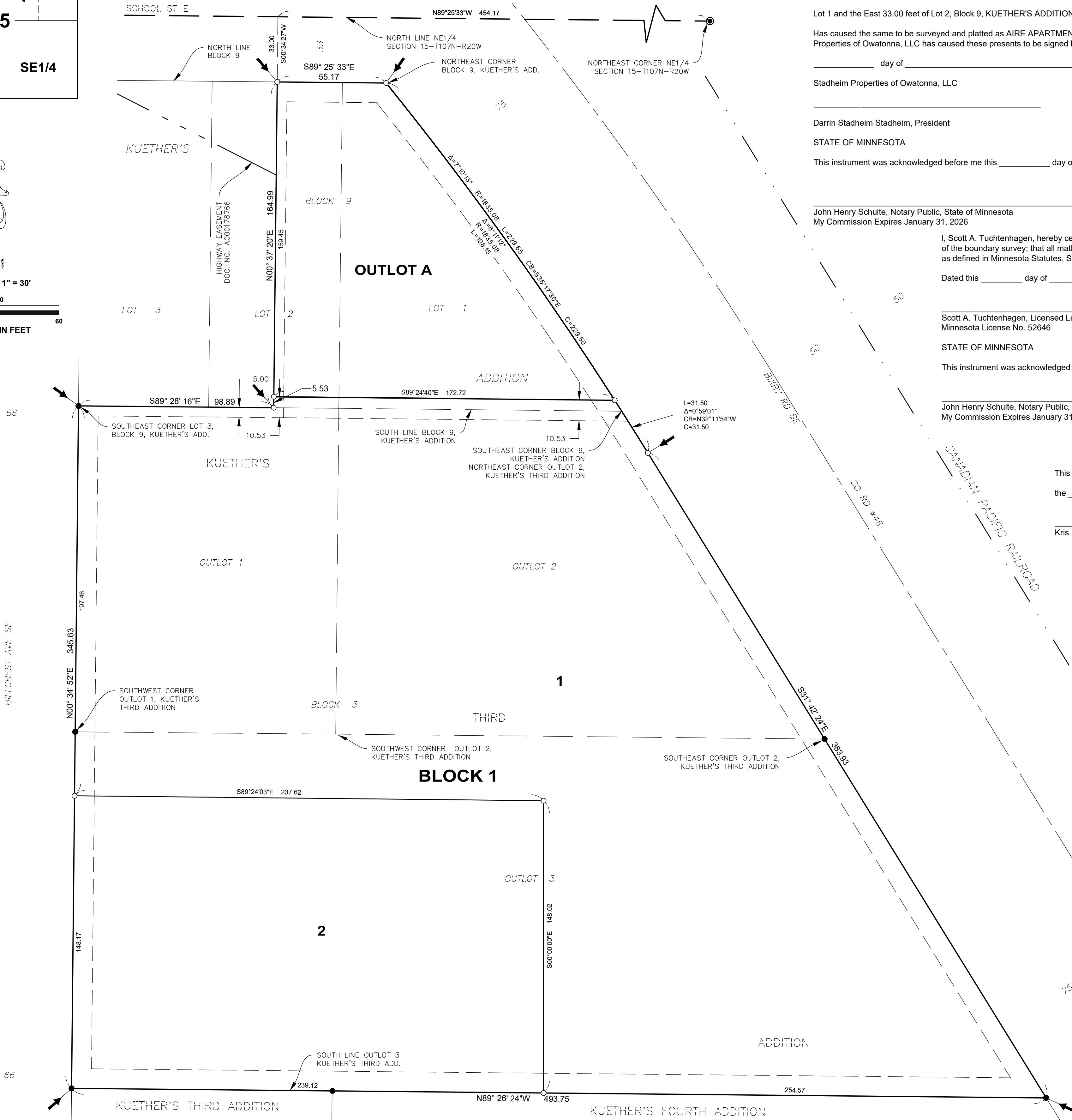
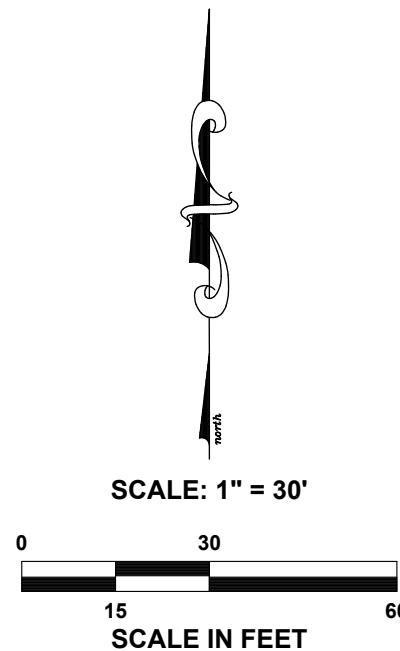
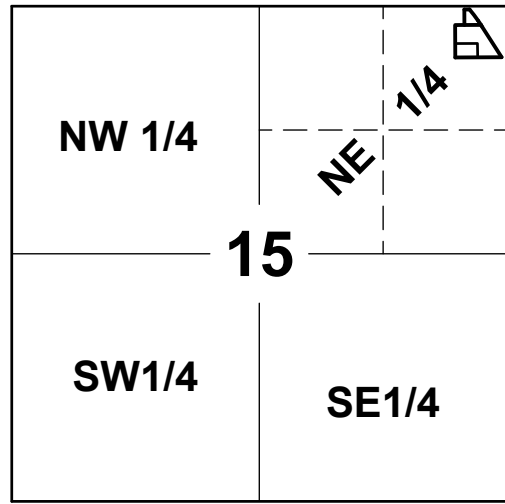
4

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AIRE APARTMENTS ADDITION

VICINITY MAP
SECTION 15-107-20



KNOW ALL PERSONS BY THESE PRESENTS: That Stadheim Properties of Owatonna, LLC

OUTLOT 1, OUTLOT 2 and OUTLOT 3, Block 3, KUETHER'S 3RD ADDITION, CITY OF OWATONNA, MINNESOTA;

AND

Lot 1 and the East 33.00 feet of Lot 2, Block 9, KUETHER'S ADDITION TO THE CITY OF OWATONNA, MINNESOTA.

Has caused the same to be surveyed and platted as AIRE APARTMENTS ADDITION and does hereby dedicate to the public for public use the drainage and utility easements as created herewith, as shown on this plat. In witness whereof said Stadheim Properties of Owatonna, LLC has caused these presents to be signed by its proper partner this

_____ day of _____, 20____

Stadheim Properties of Owatonna, LLC

Darrin Stadheim Stadheim, President

STATE OF MINNESOTA

This instrument was acknowledged before me this _____ day of _____, 20____ Darrin Stadheim, President of Stadheim Properties of Owatonna, LLC

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

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

Dated this _____ day of _____, 20____.

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

STATE OF MINNESOTA

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

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

This plat of AIRE APARTMENTS ADDITION was approved and accepted by the City Council of the City of Owatonna, Minnesota at a regular meeting thereof held on the _____ day of _____, 2023, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03 Subd. 2.1

Kris M. Busse, City Administrator

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

Scott A. Tuchenhagen, County Surveyor
Steele County, Minnesota

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

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

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

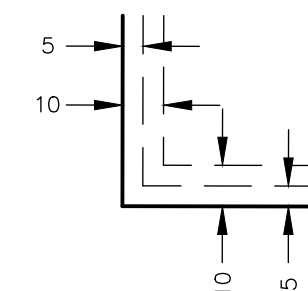
Candi Lemarr, Finance Director
Steele County, Minnesota

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

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



Drainage and utility easements are shown thus unless otherwise noted:



BASIS OF BEARING SYSTEM

All bearings are based on the north line of the NW1/4 of Section 15-T107N-R20W bearing North 89°25'33" West

LEGEND

- = Steele County Monument-Found
- = 5/8" X 16 inch iron monument (capped LS 52646)-Placed
- = Iron monument - Found
- ← = Addition Corner

JONES HAUGH & SMITH, INC.
PROFESSIONAL ENGINEERS & LAND SURVEYORS



PRINCIPALS

Steven J. Thompson, P.L.S.
Brian J. Johnson, P.E.
Steven J. Penkava, P.E.
John H. Schulte V, P.E.
Scott A. Tuchtenhagen, P.L.S.

Established 1945

Drainage Memorandum
Aire Apartments
525 Hillcrest Ave
Lot 1 Block 1 Stadheim Addition No. 3
Prepared by: John H. Schulte V, PE

August 26, 2024

Introduction

Stadheim properties intends to redevelop a former motel at School Street and Bixby Road in Owatonna into a 4-story multi-family residential apartment building. A part of the parking for the project will include reconstruction of a shared parking lot with the Hillcrest Professional Building to the south. The project is otherwise bounded by School Street to the west and north, and Bixby Road to the east.

Existing stormwater flows from this property drain west to Hillcrest Avenue or east to Bixby Road. Some Bixby road flows enter the curb and gutter system while others flow to a culvert which drains east under the road.

The site plan includes treating the flows for most of the site but excluding Outlot A, which will be part of future development. For the purposes of this project, Outlot A will only have its hard surfaces removed and reestablished with turf. A wet stormwater pond will treat flows from the site before discharging them to the existing low area upstream of the culvert flowing east under Bixby Road.

Below are the NPDES areas required to be treated for this project:

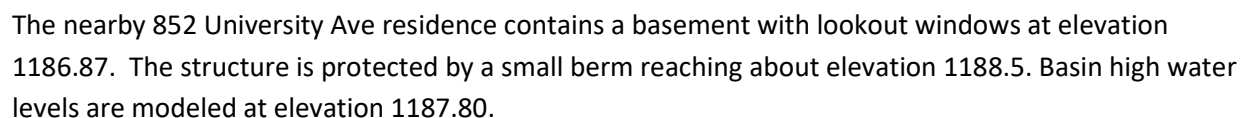
Site Area:	3.48 ac
Disturbed Area:	3.56 ac
Existing Impervious Surface:	1.33 ac
Proposed Impervious Surface:	2.26 ac
Fully Reconstructed Impervious Surface:	0.78 ac
Future Impervious Surface:	0.00 ac

Required WQV: 6172 cf

Provided WQV: 10673 cf

Existing Conditions

A drainage map is provided as an appendix to this report, but, as noted above, the existing site is flows westerly to Hillcrest Avenue or easterly to Bixby road. Flows reach Hillcrest Avenue unimpeded, and flow reaching the Bixby road basin are restricted by the 24" culvert.

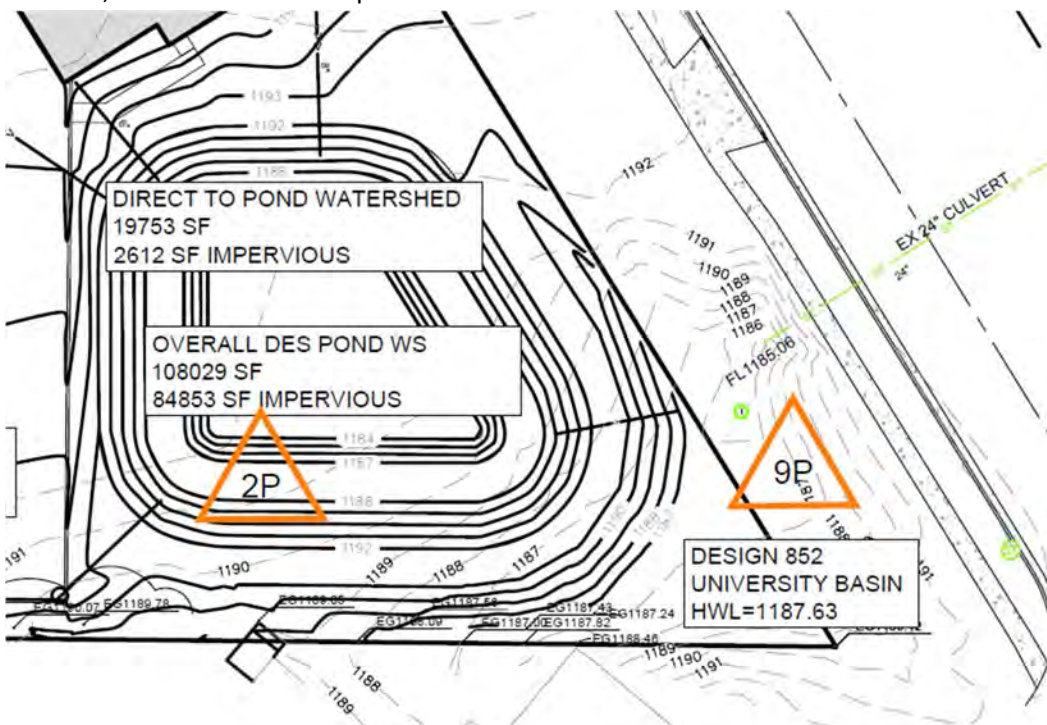


The drainage plan for the site includes

- Page 208 of 506



The basin then discharges to a modified 852 University basin before crossing Bixby Road. Modeling indicates a design high water level of the modified 852 University basin of elevation 1187.63, an increase in flood protection of 0.17 feet.



Detailed Discussion of Permanent Stormwater Management

As the work on this site collectively disturbs more than 1 acre, an NPDES Construction Stormwater Permit is required. The site is also subject to the City of Owatonna's stormwater ordinance requiring a 1" infiltration volume goal and stormwater discharge rate control.

Volume Reduction Requirements

The proposed improvements include adding 0.92 acres of new hard surface and reconstructing 0.78 acres of existing hard surface, with an associated infiltration goal of 1" over the new hard surface of 6172 cf.

Soils at this site are not conducive to infiltration, with Webster soils being in place in the areas near the stormwater pond.

Volume reductions are provided via tree plantings as denoted on the landscape plan and provide a volume reduction of 462.77 cf.

Rate Reduction Requirements

Rate control is achieved via the aforementioned stormwater pond. Flows are reduced to less than existing. All proposed flows reaching either Hillcrest Ave or Bixby Road are reduced via watershed changes (Hillcrest Ave) or the stormwater basin (Bixby Road). The culvert under Bixby Road will remain the site's overall outlet. The flow rates for the site are summarized below:

Hillcrest Ave Peak stormwater flows (cfs):

	2-year	10-year	100-year
Existing Offsite	1.58	3.03	6.13
Design Offsite	0.62	1.27	2.73

Bixby Road Peak stormwater flows (cfs):

Existing Offsite	2.58	4.87	9.75
Direct Offsite	0.34	0.81	1.93
Stormwater Pond	0.56	1.38	6.84
	0.90	2.19	8.77

Pollutant Reduction Requirements

Pollutant removal is achieved via provision of the Water Quality Volume (WQV). The required water quality volume for this project is 1" x 1.70 ac = 6172 cf

The project provides Water Quality Volume via the wet stormwater pond. The pond provides a water quality volume of 20378 cubic feet below elevation 1189.80.

Summary

In summary, the site's proposed stormwater pond reduces the proposed site's outflow rates and pollutant loadings to less than existing. Infiltration as a measure of volume control is not available at this site.

Certification

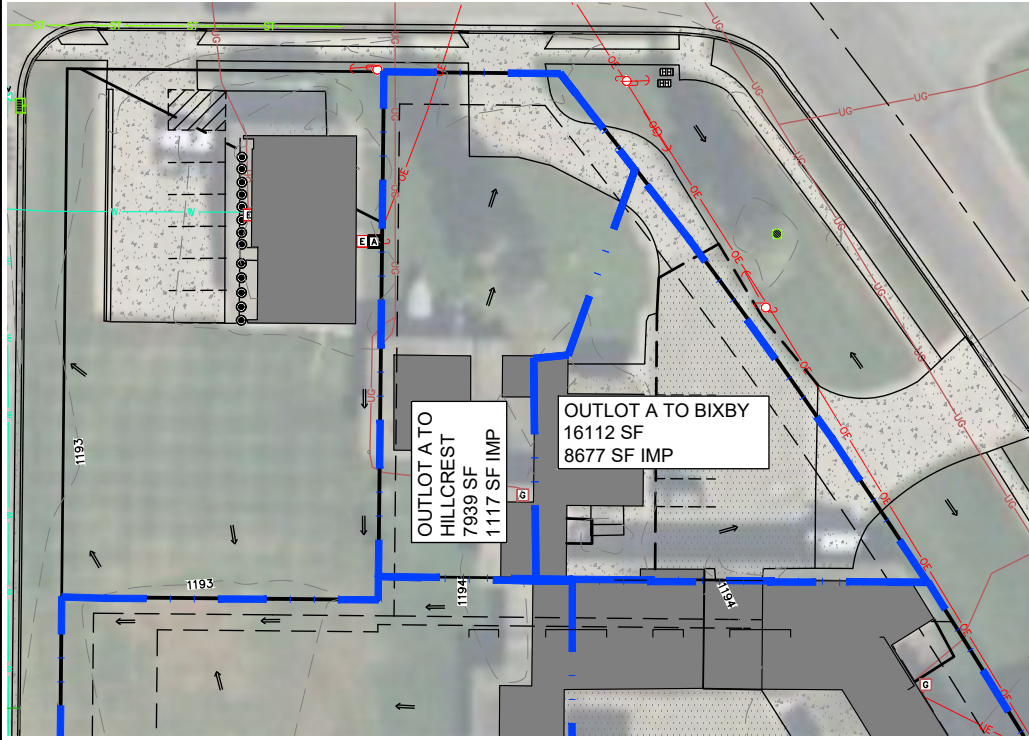
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



John H. Schulte V

Date: 8/26/24

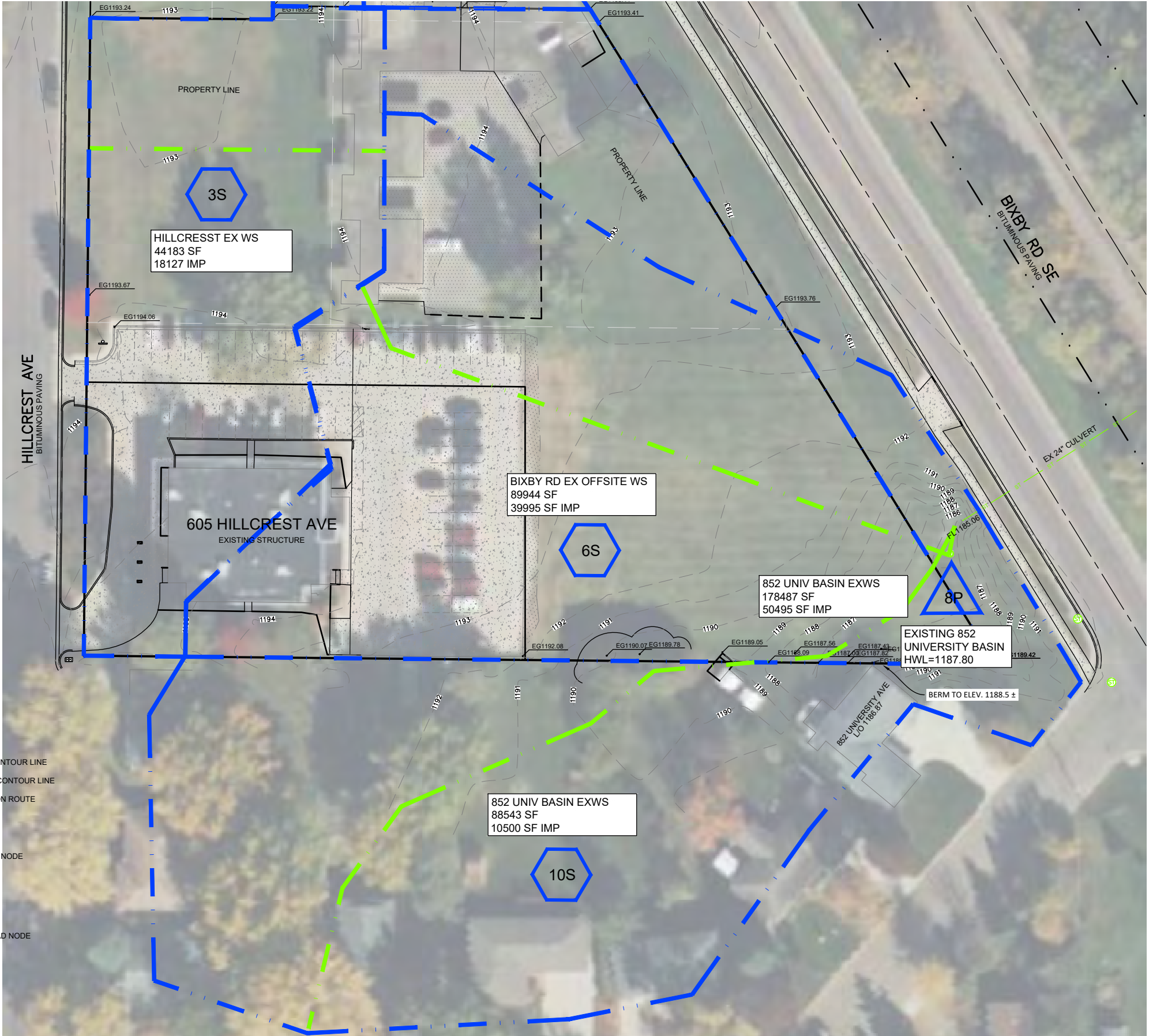
License No. 44639



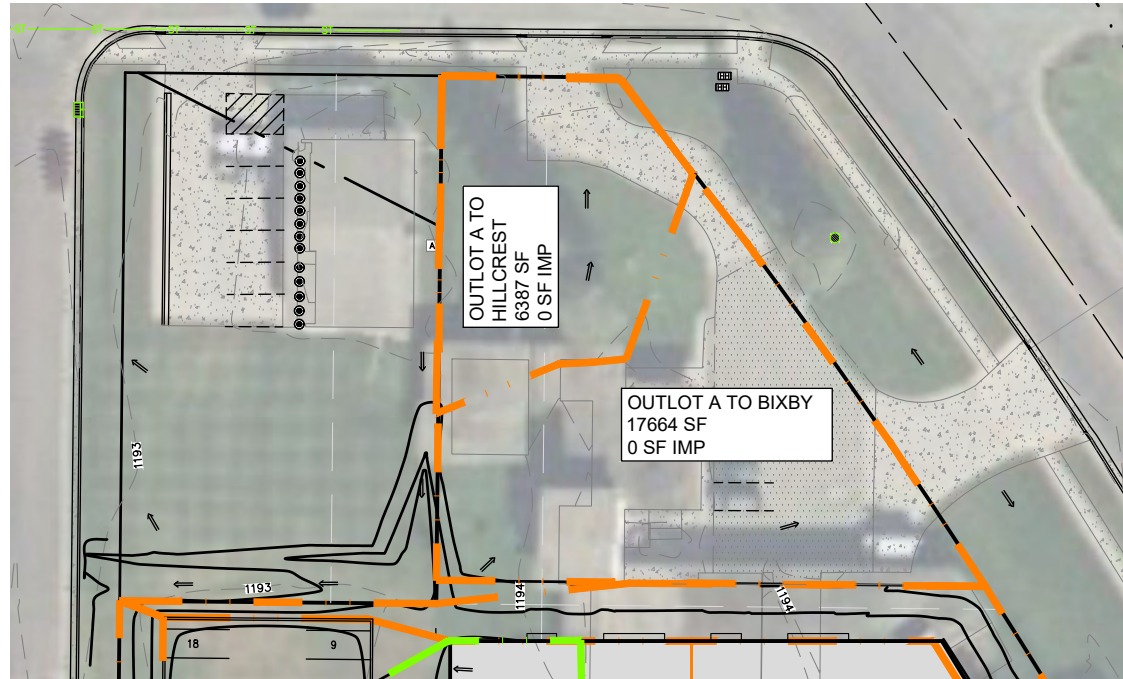
LEGEND

—848— EXISTING ELEVATION CONTOUR LINE
-848- PROPOSED ELEVATION CONTOUR LINE
TIME OF CONCENTRATION ROUTE

28S EXISTING HYDROCAD NODE
32P PROPOSED HYDROCAD NODE



	BENCHMARKS: TNFH NW QUADRANT HILLCREST AVE & PHELPS ST E ELEVATION 1197.28	BENCHMARKS: TNFH NE QUADRANT HILLCREST AVE & SCHOOL ST E ELEVATION 1195.54	<table border="1"><thead><tr><th>REV.</th><th>BY</th><th>DATE</th><th>REVISION DESCRIPTION</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	REV.	BY	DATE	REVISION DESCRIPTION						DESIGNED: JHS DRAWN: JHS CHECKED: BW Date: 4/25/24 DWG: 23-1107	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. John H. Schulte V License No. 44639 Date: 4/25/24	STADHEIM ADDITION NO. 3 PRELIMINARY PLAT STADHEIM PROPERTIES EX DRAINAGE MAP	SHEET 11 OF 14
				REV.	BY	DATE	REVISION DESCRIPTION									



BENCHMARKS:
TNFH NW QUADRANT
HILLCREST AVE & PHELPS ST E
ELEVATION 1197.28

BENCHMARKS:
TNFH NE QUADRANT HILLCREST
AVE & SCHOOL ST E
ELEVATION 1195.54

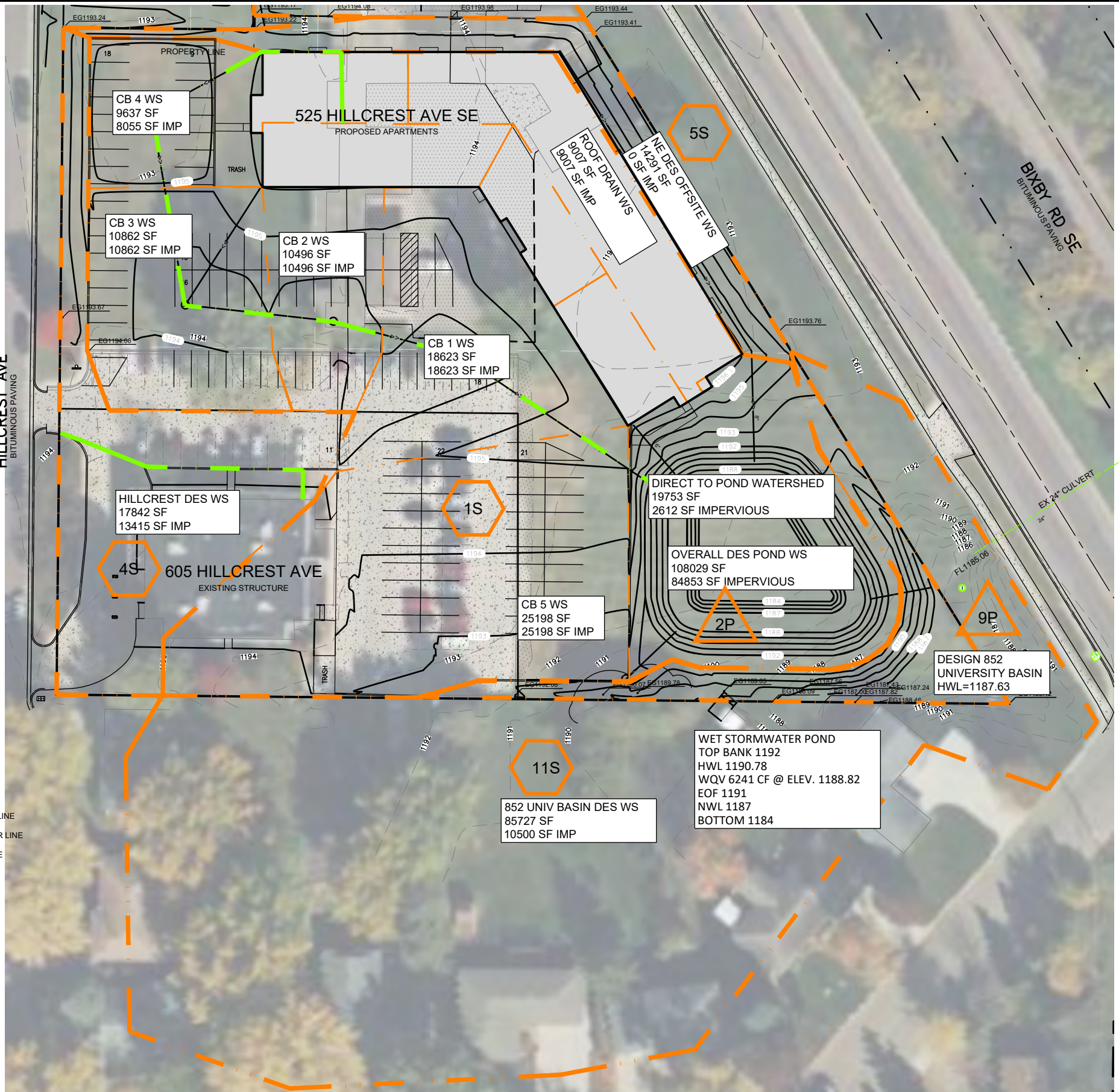
REV.	BY	DATE	REVISION DESCRIPTION



DESIGNED: JHS
DRAWN: JHS
CHECKED: BU
Date: 4/25/24
DWG: 23-1107

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
John H. Schulte V
License No. 44639 Date: 4/25/24

STADHEIM ADDITION NO. 3	SHEET 11 OF 14
PRELIMINARY PLAT	
STADHEIM PROPERTIES	
DESIGN DRAINAGE MAP	





Public Works Department

Date: 10/03/2024

Project: Aire Apartments Addition

Preliminary Plat Application #: PP-24-4

Staff Review Comments:

Engineering

1. Right of Way Permits from Steele County shall be acquired for all work within County Right of Way.
2. Construction of City infrastructure shall be inspected by the City or approved third party consultant.
3. Label all proposed permanent public easements "Drainage and Utility Easement".
4. All concentrated drainage and flows routed onto and/or through the site from the adjacent properties shall be defined and contained within the documented easements. Specifically, the low area and upland drainage in the southeast corner that does not drain into the proposed pond.
5. Provide Low Opening elevation at 605 Hillcrest Ave structure.
6. Local emergency overflows shall be a maximum of 1.00' and shall be a minimum of 1.00' below FFE or low opening elevation of all structures. The City recommends maximizing the amount of freeboard for all nearby structures. 2.00' is preferable.

Stormwater

7. All construction drawings, plans, reports, and documentation used to obtain the City Grading Permit shall be prepared in accordance with the most recent design standards, checklists, and guidance documents.
 - a. Applicant is responsible to self-review and ensure the submissions are prepared and conform with these standards.
8. Designer shall ensure that all plan details, text, line weights, colors, hashing, symbols, etc. are clear and legible without overlap, sufficient to understand the construction plans. Separation and multiple sheets may be necessary.
9. Designer shall ensure a legend is included that clearly identifies all necessary information.
10. All development is subject to the items listed in this review document and the following provisions:
 - a. City of Owatonna Stormwater Management Code 52.00.
 - b. City of Owatonna Grading Permit and associated design requirements.
 - c. Minnesota Pollution Control Agency (MPCA) NPDES/SDS MS4 Permit MNR040000 post construction stormwater management criteria.
 - d. MPCA NPDES/SDS Construction Stormwater General Permit MNR100001.
 - e. MN Stormwater Manual recommendations and guidance.
11. All existing and proposed utilities within 150 feet shall be clearly labeled with grades, size, material, and dimensions.
12. All existing and proposed contours shall be shown to a minimum of 150 feet into adjacent properties.
 - a. Existing and/or contours shall be extended beyond Bixby Road and railroad ditch sections.
13. All critical elevations shall be provided including:
 - a. Emergency overflow elevations, locations, directions, and routing for the development shall be shown in the preliminary plat.
 - b. 100-yr HWL for all low areas and areas of ponding water.

PUBLIC WORKS DEPARTMENT

540 WEST HILLS CIRCLE | OWATONNA, MN 55060-4701 | OWATONNA.GOV | 507.444.4350

- c. Elevations of nearby structure low openings.
 - d. Spot/control elevations and slope percent for all swales, ditches, and drainage paths.
- 14. An enlarged detailed grading and utilities plan shall be included for the following areas:
 - a. Outlot A and surrounding area.
 - b. Areas of proposed stormwater conveyance and treatment practice.
 - c. Entrances/access points at Hillcrest Avenue SE.
 - d. Area of removed access off Bixby Road SE.
- 15. Stormwater BMPs shall be designed to meet all applicable requirements for development:
 - a. Attenuation of peak discharge rates for (Atlas 14) 2-yr, 10-yr, and 100-yr 24-hr rain events.
 - b. Onsite treatment of required water quality volume calculated as an instantaneous volume of 1" times the new and fully reconstructed impervious surface areas.
 - c. A full BMP summary table must be included in plan and in the Stormwater Management Report.
 - d. Structure details, cross sections, etc. for storm sewer and treatment system shall include accurate and specific elevation data.
- 16. Volume reduction practices (e.g., infiltration or other) to retain the water quality volume on-site must be considered first when designing the permanent stormwater treatment system.
 - a. Feasibility of infiltration shall be summarized, and documentation shall be provided with a Geotechnical Report.
 - b. Soil borings shall be performed in the proposed practice location.
 - c. Geotechnical Report shall be prepared and signed by a licensed professional engineer or geologist.
- 17. All construction drawings, plans, reports, and documentation used to obtain the City Grading Permit shall be prepared in accordance with the most recent design standards, checklists, and guidance documents.
 - a. Applicant is responsible to self-review and ensure the submissions are prepared and meet these standards.
- 18. All permanent stormwater facilities require a Stormwater Facility Maintenance Agreement signed by the property owner and executed with the City.
- 19. The City will record the easement/agreement document with the County Recorder's office.
- 20. All permanent stormwater facilities require a site-specific Operations, Inspections, and Maintenance Plan.
 - a. This includes the property owner's plan to fund the future maintenance costs.
- 21. All grading permit termination requirements shall be met including:
 - a. Payment of any outstanding fees, fines, or penalties related to the construction project.
 - b. Submission of SWPPP Self-inspection records and project completion photographs.
 - c. Final topographic survey, As-built, and updated Record Drawing will be required. The record drawing and as-built information shall be submitted as .pdf and GIS compatible format that includes geospatial reference data (CAD or shapefile is acceptable).
 - d. Submission of the Engineer's Certification of Stormwater Compliance form.

Please provide a written response to each review item in this document. Include the applicant's comments in distinct text color along with each comment provided by the City. All plan revisions shall be summarized, signed, and dated accordingly. When uploading new plans, the submission date shall be included in the title. It is the responsibility of your project team to review each City standard applicable to this project for inclusion and accuracy in submitted documents, plans, drawings, and application details.



Sean Murphy, PE
Director of Public Works and City Engineer

PUBLIC WORKS DEPARTMENT

540 WEST HILLS CIRCLE | OWATONNA, MN 55060-4701 | OWATONNA.GOV | 507.444.4350



DATE: October 15, 2024
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 110-24 Conditional Use Permit 17 Aire Apartments

Purpose:

Approve CUP-17 by Darrin Stadheim, Stadheim Properties of Owatonna, LLC, a request for a conditional use permit to allow for construction of a four-story apartment building. Code requires an additional five-foot front and side yard setback for each additional story over three. The proposed project will contain a total of 73 units with 19 tucked under garages.

Background:

See attached Staff Report.

Budget Impact:

The applicant has requested tax increment financing (TIF) through a separate application.

Staff Recommendation:

Staff recommends approval of CUP-17 by Darrin Stadheim, Stadheim Properties of Owatonna, LLC, a request for a conditional use permit to allow for construction of a four-story apartment building as recommended by the Planning Commission.

Attachments:

1. Resolution 110-24 CUP-17 Aire Apartments
2. CUP -17 Aire Apartments CUP for 4 story

RESOLUTION NO: 110-24
A RESOLUTION APPROVING CONDITIONAL USE CUP-17

WHEREAS Darrin Stadheim, Stadheim Properties of Owatonna, LLC, a request for a conditional use permit to allow for construction of a four-story apartment building on the subject property. and is legally described as follows; and

Lot 1, Block 1, Aire Apartments Addition, Steele County, Minnesota

WHEREAS, The Planning Commission held a public hearing on October 8, 2024 and recommended approval of CUP-17 and

WHEREAS, on October 15, 2024, the City Council accepted and approved Conditional Use CUP-17, as the same was approved and recommended by the Planning Commission of the City; and

WHEREAS, the City Council concurs with all of the findings of the Planning Commission and hereby makes the identical findings as referenced in the CUP-17 Staff Report.

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

1. That said conditional use permit is in accordance with and conformity to the plans and regulations established by the City and the comprehensive plan for the development of the City.
2. That said conditional use permit be and the same hereby is approved with the following conditions:
 - a) All exterior signage shall meet all provisions of the sign ordinance and shall apply for and receive sign permits.
 - b) Prior to issuance of the building permit, the City and Owatonna Public Utilities shall approve all grading, drainage, and utility plans.
 - c) A joint parking, access, and maintenance agreement will be required to be recorded along with the plat.
 - d) A total of four trees shall be provided along Hillcrest Avenue north of the access point to meet code requirements.
3. That the Clerk cause a certified copy of this resolution to be filed in the office of the County Recorder of Steele County, Minnesota.

Passed and adopted this ____ day of _____2024, with the following vote:

Aye __; No __; Absent __.

Approved and signed this ____ day of __ 2024.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk

October 4, 2024

To: Planning Commission

From: Community Development Department

RE: Darrin Stadheim, Stadheim Properties of Owatonna, LLC, a request for a conditional use permit to allow for construction of a four story apartment building. Code requires an additional five foot front and side yard setback for each additional story over three. The proposed project will contain a total of 73 units with 19 tuck under garages.

Application Review:

Applicant/Owner: Darrin Stadheim, Stadheim Properties of Owatonna, LLC

Location of Property: 525 Hillcrest Avenue SE

Zoning Map: B-2, Community Business District

Zoning Ordinance: Section 157.028 (A)(6) states this is a conditional use permit.

Report Attachments:

1. Location Map
2. Aerial Photo
3. Site Plan
4. Landscape Plan
5. Building Elevations
6. Floor Plans

Proposed Development:

- ◆ Darrin Stadheim, Stadheim Properties of Owatonna, LLC, a request for a conditional use permit to allow for construction of a four story apartment building. Code requires an additional five foot front and side yard setback for each additional story over three. The proposed project will contain a total of 73 units with 19 tuck under garages.
- ◆ The property is 2.26 acres (98,445 sq ft) in size. Code requires a minimum of 1000 sq ft per unit of total lot area.
- ◆ The proposed building will have 6 studio apartments, 31 one bedroom apartments, and 32 two bedroom units.
- ◆ The proposed building is 38'6" to the top of the side wall. The roof is a 4/12 pitch hip style roof. Total height to the peak is approximately 61'.
- ◆ Since this building is proposed to be a 4 story structure code requires an increase in the front and rear yard setbacks to a 35' front and a 15' side yard setback. The side yard setback to the north is 17'7" where 15' is required. The front yard setback is 97'6" to the west property line where a 35' setback is required.
- ◆ For reference there is a 22' setback to the east property line.

Parking & Access

- ◆ Access to the property will be from a singular, shared access point on Hillcrest Avenue. The access will be shared with the office building at 605 Hillcrest.
- ◆ Since the access and parking areas will be shared, a joint parking, access and maintenance agreement will be required to be recorded along with the plat.

- ◆ All other access points will be closed as part of this project.
- ◆ Parking is required at a rate of one stall for each studio and one bedroom unit and two stalls for each two bedroom unit.
- ◆ The office building requires 1 stall for every 300 square feet of gross floor area.
- ◆ The apartment project requires 101 off street parking stalls. The office building requires 37 off street parking stalls for a total of 138 stalls for the project.
- ◆ The project is providing 19 garage stalls and 130 surface parking stalls

Grading / Utilities / Stormwater

- ◆ Sewer and water services will be provided from Hillcrest Avenue.
- ◆ Stormwater will be treated on site. A pond is being provided in the SE corner of the property.
- ◆ Stormwater piping will be added throughout the parking lot and will connect the roof drains.

Architecture

- ◆ The applicant is proposing a 73 unit apartment building with 19 tuck under garages.
- ◆ Each unit has a deck or patio associated with it.
- ◆ The building has community spaces within it. There is a fitness room and a community room on the first floor of the structure.
- ◆ The proposed building will be constructed using a combination of cultured stone, metal lap siding and windows.
- ◆ The roof will be finished with asphalt shingles.

Landscaping & Lighting

- ◆ Code requires one tree for every 40' of parking lot adjacent to the ROW. The applicant only shows 3 trees along Hillcrest Avenue. Since there is just over 160' they will need to provide a minimum of 4 trees in this location.
- ◆ The applicant is proposing numerous other plantings throughout the site to assist with stormwater and to provide a finished appearance.
- ◆ The trash enclosure will be located by the SE corner of the building.
- ◆ The project will be providing wall packs in addition to parking lot lights.
- ◆ All lighting levels will meet the standards that are required by the City's photometrics standards.

Signage

- ◆ The property is zoned B-2, Community Business District.
- ◆ No signage has been proposed at this time.
- ◆ All signs will be required to meet the Business District standards and will be checked as they go through the sign permitting process.

Findings

- ◆ According to the ordinance, a conditional use permit may be granted if the following findings are met:
 - a) The establishment or operation of the proposed conditional use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
 - b) The architectural appearance and functional plan of the building and site

reflects the building character of the area and will not be so dissimilar to the existing buildings or area as to cause impairment in property values or constitute a blighting influence within a reasonable distance of the lot. The proposed development will be compatible with existing and planned use of the area and conflicts will not be created between the proposed use and existing and intended future uses of the surrounding area.

- c) The traffic generated by this use shall be channelized and controlled in a manner that will avoid congestion on public streets, safety hazards or excessive traffic through residential areas. The traffic generated will not raise traffic volumes beyond the capacity of the surrounding streets. Vehicular access points will be limited, and will create a minimum amount of conflict with through traffic movements and will be subject to the approval of the City Engineer. Vehicular drive up ingress lanes will be large enough to accommodate peak auto use on the same lot without requiring the stopping or waiting of vehicles on public right-of-way. Ingress lanes will be from the least heavily traveled street wherever possible.
- d) Public services, including but not limited to sewer, water, gas, police, and fire protection, are available at an adequate level and capable of servicing the proposed land use. In addition, adequate access, drainage, and any other necessary support facilities shall be provided.
- e) All such other or further factors as the City shall deem a requisite or consideration in determining the effect of such use on the general welfare, public health and safety.

Staff Review:

Staff is recommending approval of these conditional use permits to allow for construction of the 73 unit apartment building. Absent any new information presented at the meeting, staff would recommend approval of this conditional use request with the following conditions.

- 1) All exterior signage shall meet all provisions of the sign ordinance and shall apply for and receive sign permits.
- 2) Prior to issuance of the building permit, the City and Owatonna Public Utilities shall approve all grading, drainage, and utility plans.
- 3) A joint parking, access, and maintenance agreement will be required to be recorded along with the plat.
- 4) A total of four trees shall be provided along Hillcrest Avenue north of the access point to meet code requirements.

Planning Commission:

Preliminary Plat of Aire Apartments Addition, which is a 3.5± acre tract of land zoned B-2, Community Business District, requested by Darrin Stadheim, Stadheim Properties of Owatonna, LLC, and located at 525 & 605 Hillcrest Avenue, was presented by Community Development Director Troy Klecker. (Refer to report on file.) Public hearing opened at 5:38pm

- 1. Dr Mark Magnus and Dr. Kelli Iceman – 803 E School St
Their property abuts the development to the North. They have reviewed the plans for the Aire development. The existing and proposed drainage plans verify that the overland drainage

path where it discharges toward Hillcrest Avenue, currently is located on the Aire development property. To accommodate the new parking area the developer is proposing to shift the overland drainage path onto our property. We would like to emphasize that we are not in favor of this encroachment onto our property and believe that the overland drainage path should remain on the developers property. We have contacted the developer to voice these concerns and we remain open to a solution that will not adversely affect our property or his. I urge the zoning board to take these concerns into consideration when reviewing the development plans to protect our property rights and ensure responsible development.

2. Michelle Merxbauer - 710 Bixby Rd. – Her concern is the apartment building is taller than most apartments in this town. This is zoned B-2 and this is pocket zoning. The rest of the neighborhood is residential. This new apartment is equivalent to the size of the hotel downtown or the apartments downtown- The Pearl. The 4-story building will change the look and feel of the current neighborhood. Housing is important and 73 units is appropriate and an asset to our neighborhood. She does not feel the 4 story building fits in with our community and neighborhood.
3. Eric Merxbauer- 710 Bixby Rd - His concerns are with the rain. In 2007 and 2010 they had 18 inches of rain that flooded. He has worked with the city and county and engineers and realized that when the highway was built the drains were put in too small. When we get rain that is more than 1 inch the highway floods and people drive through water. We had a valve put in to stop the water from backing into their yards. But when the highway fills up they had to shut the valve off . In 2010 they had to work on putting in a culvert across the highway to relive the extra water that was pooling. He is concerned that by putting in this apartment and parking lot that it will cause more back up of water draining into their yard. He wants to know if there has been a study done to make sure that is not going to happen. On the south end of town he stated there has been a lot of flooding where we have had to go back in and re work it so that it doesn't flood. He is concerned with the large parking lot being put in at the apartments is going to cause problems that we are not ready for.
4. Peter Moothart– 737 Phelps St. When they moved here in 1987 it was quiet. The proposal changes that. It will be busy on Hillcrest and Phelps. The neighbors are not opposed to an updated building but to go from 1 story at 25 units to 4 stories at 73 units is excessive. The other apartments in the area are 2 or 3 stories. We will have an extra 100 cars on our street between Phelps and Hillcrest.
Kids will have to be careful with bikes and balls. Why was this designed with the access on Hillcrest and Phelps; why not keep access on School Street? He is concerned the unique tree will be cut down in order to make the driveway entrance and exit. He would like know if we have considered the following:
 - Reduce light and noise pollution by adding a fence along Hillcrest. 4 trees are not going to do that. An example of a responsible business is Fareway. They added landscaping to minimize the light pollution from the back entrance and exit.
 - How will this affect our property values? They have put an awful lot into their house and they would hate to loose what they put in.
 - I hope you looked at the proper infrastructure so that we don't have issues like we have had on the south end. He is also concerned about the parking with 130 stalls. He is concerned the visitors will be parking on the streets.
 - He is disappointed in the proposal but thanks us for listening to his concerns.

5. Tim McManimon - his family was the former owner of the Hillcrest Building. They looked at the future of the property and it is an important corner going forward. This street is a main connection from downtown highway 14 and the new High School. They looked at how to utilize this extra space and the research they did lead them to find a developer to use this property to its full potential. The Modern Aire was deteriorating so the next steps were to contact Darrin. They chose him to take on the development of this land for residential housing. These new apartments create 73 new homes for different income levels and brings diversity to this area. Tim feels strongly about Darrin meeting all the requirements to making this successful. Studies show the runoff is less than what it is today. He understands the concerns but the accountability is shown in the requirements. He has no doubt that the owners of the property will abide by the requirements and make it great.
6. Sandy Northman - 720 Bixby Her main concerns are water and traffic. She believes units are needed but it doesn't take much rain to fill the culvert with water. She is also concerned with traffic and the high school. Traffic speeds go up to 50 mph after Jaycee Park so she is concerned with the extra cars and traffic with the apartment at those speeds.
7. Darrin touched base on the concerns. There will be some fine tuning to do with the final plans on the grading. They are not maximizing the space with the 73 units. They are trying to maximize the feasibility of the project. They had to get the approval for the 4 stories which is a concern for some. Looking at Owatonna's future, there will be 4 and 5 stories apartments. They decided on 4 stories instead of 3 to keep the building smaller and allow more parking. They are eliminating 3 means of egress which was driven by Steele County. By their standards they are reducing the traffic flow. Another concern was property values. Darrin believes this project will increase property values.

Public hearing closed at 6:01 pm

Kelly Rooks asked if they commissioners had any questions or comments.

John Eickhoff thanked all those who spoke and voiced their concerns. John had further questions about how far the water is going onto the doctor's property.

John Schulte – engineer at Jones, Haugh and Smith stated the doctor's concerns are referring to the low spot on the empty lot is being filled in. They will be building the parking lot over the low spot. With the parking lot going in there, the water will be re directed to the SE storm water pond. The parking lot will be right up to the property line so the low ground will fill in and the water will be displaced onto their property. They are aware of the concern and will work on some grading on their property.

John Eickhoff asked if this will improve flooding or make it worse on Hillcrest.

John Schulte stated that we are adding impervious surface so there will be more volume of water leaving the site but the rate at which it leaves is less.

John Eickhoff asked if this was not a 4-story building would this go through this process

Troy Klecker stated we would not have gone through this process if it was less than 4 stories. We work with the developer to come up with a plan with what is the most compatible with the neighborhood. This area is zoned commercial and putting apartments will generate more traffic than what we currently have based on the unit size of 73. Some people would have like to see a gas station which would generate more traffic than the apartments. Overall, this will be similar to an office building with people coming and going. The 3 versus 4 stories could be debated. Some feel it is too tall. Trade off with 4 is you get larger setback and get more surface area to allow more parking. If it was 3 stories it would be shorter but take up more space and pushed closer to neighbors

LEGEND

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

UTILITIES NOTE:

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

PHELPS ST E
BITUMINOUS PAVING

HILLCREST AVE
BITUMINOUS PAVING

SCHOOL ST E
BITUMINOUS PAVING

EX SDWK

GREEN AREA

811 SCHOOL ST EAST

GREEN AREA

EX CONC PAVING

605 HILLCREST AVE
EXISTING STRUCTURE

GREEN AREA

BIXBY RD SE
BITUMINOUS PAVING

CP RAILROAD

30 0 30
HORIZ. SCALE FEET

DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

BENCHMARKS:

TNHF NW QUADRANT
HILLCREST AVE & PHELPS ST E
ELEVATION 1197.28

BENCHMARKS:

TNHF NE QUADRANT HILLCREST
AVE & SCHOOL ST E
ELEVATION 1195.54

REV.	BY	DATE	REVISION DESCRIPTION



JONES
HAUGH
SMITH
Engineers & Surveyors

415 West North Street Owatonna, MN 560-451-4598

DESIGNED: JHS
DRAWN: JHS
CHECKED: BJU
Date: 4/25/24
DWG: 23-1107

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

John H. Schulte V
License No. 44639 Date: 4/25/24

STADHEIM ADDITION NO. 3
PRELIMINARY PLAT
STADHEIM PROPERTIES
EXISTING CONDITIONS

SHEET
1
OF
4

- LEGEND**
- 848— = EXISTING ELEVATION CONTOUR LINE
 - = Catch Basin
 - = Electric
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 - = Gas Main
 - = Guy Anchor
 - = Light Pole
 - = Overhead
 - = Power Pole
 - = Reinforced Concrete Pipe
 - = Telephone Pedestal
 - = Telephone
 - = Water Main

OWNER INFORMATION

STADHEIM PROPERTIES
C/O DARRIN STADHEIM
11401 72ND AVE SW
ELLENDALE, MN 55026
507-456-1471
stadheimproperties@hotmail.com

LAND SURVEYOR

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

ZONING

EXISTING ZONE: B-2 COMMERCIAL BUSINESS

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

EXISTING LEGAL DESCRIPTION

OUTLOT 1, OUTLOT 2 AND OUTLOT 3, BLOCK 3, KUETHER'S 3RD ADDITION, CITY OF OWATONNA, MINNESOTA;

AND

LOT 1 AND THE EAST 33.00 FEET OF LOT 2, BLOCK 9, KUETHER'S ADDITION TO THE CITY OF OWATONNA, MINNESOTA.

PARKING CALCULATION

AIRE APARTMENTS - 89 STALLS
6 STUDIO UNITS @ 1.0 PER UNIT
35 1-BDR UNITS @ 1.0 PER UNIT
32 2-BDR UNITS @ 1.5 PER UNIT

605 HILLCREST - 41 STALLS
12272 SF OFFICE SPACE @ 1.0 PER 300 SF

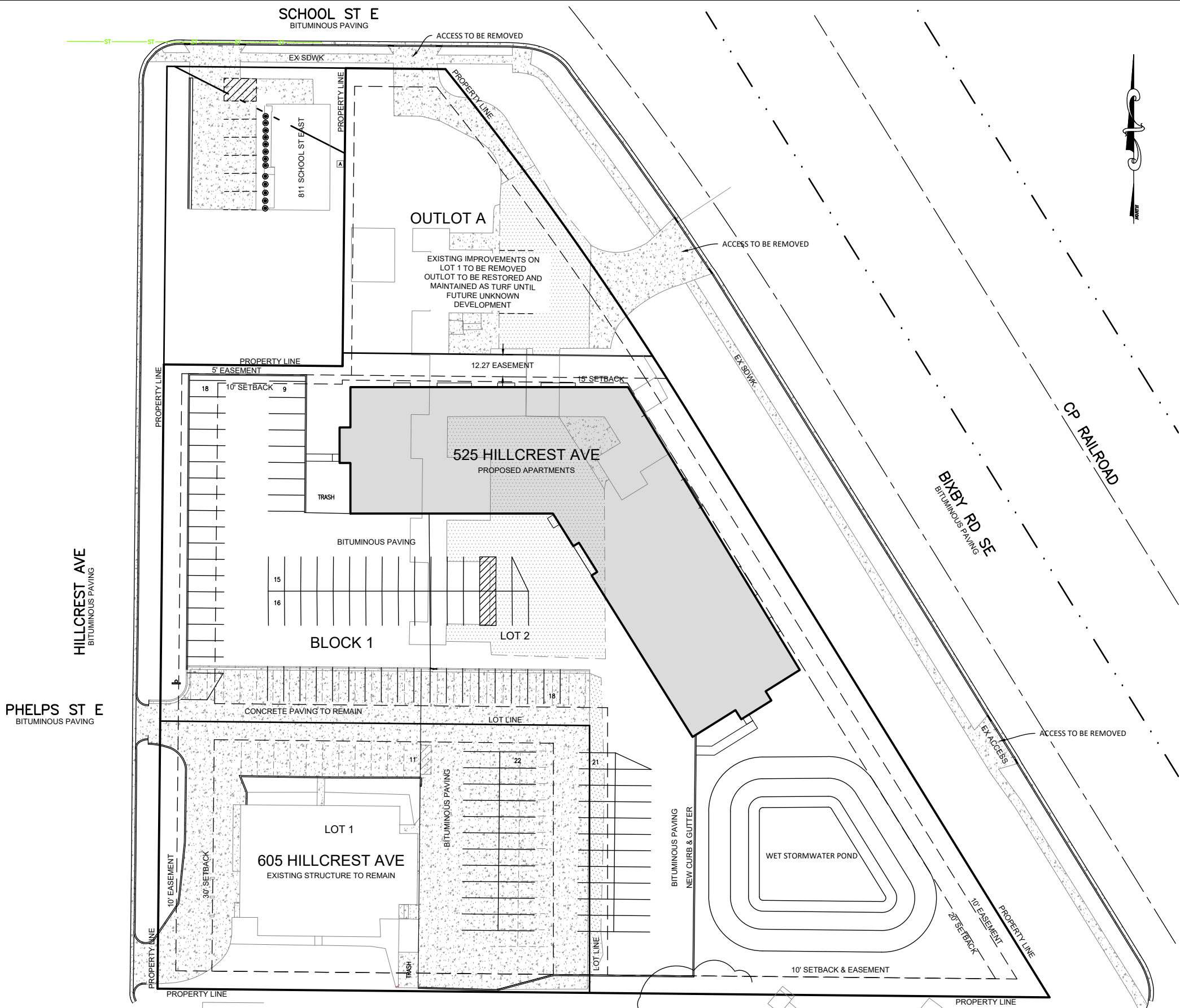
130 STALLS REQUIRED

131 SPACE SHOWN
19 GARAGE SPACES
112 SURFACE STALLS

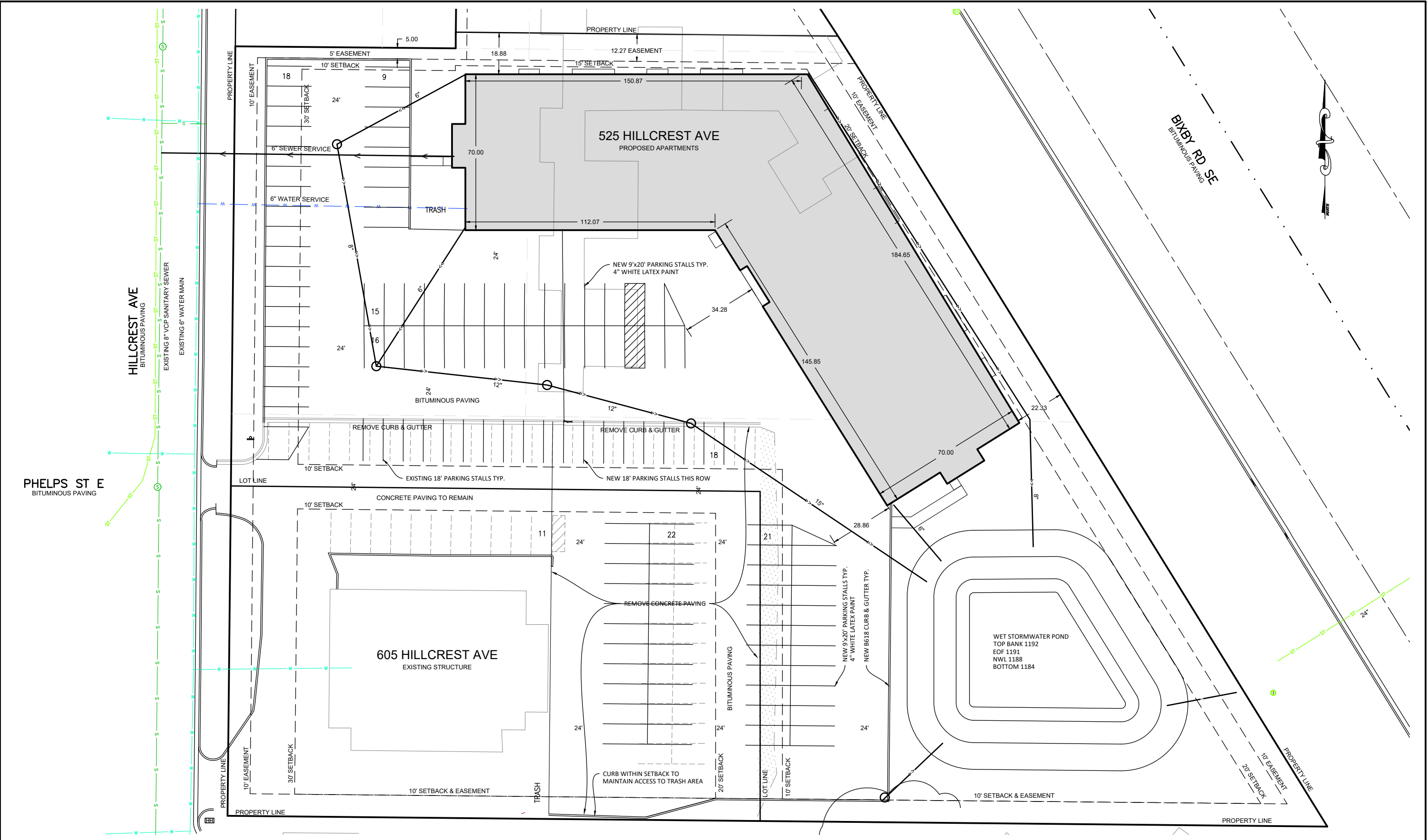
5 ADA STALLS INCLUDING 1 VAN ARE REQUIRED BASED ON NUMBER OF STALLS
4 STALLS SHOWN AT APARTMENTS
1 ADA STALLS SHOWN AND EXISTING AT 605 HILLCREST

UTILITIES NOTE:

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



	BENCHMARKS: TNFH NW QUADRANT HILLCREST AVE & PHELPS ST E ELEVATION 1197.28	BENCHMARKS: TNFH NE QUADRANT HILLCREST AVE & SCHOOL ST E ELEVATION 1195.54	<table><thead><tr><th>REV.</th><th>BY</th><th>DATE</th><th>REVISION DESCRIPTION</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	REV.	BY	DATE	REVISION DESCRIPTION														DESIGNED: JHS	I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota. John H. Schulte V License No. 44639 Date: 4/25/24	STADHEIM ADDITION NO. 3 PRELIMINARY PLAT STADHEIM PROPERTIES OVERALL SITE PLAN	SHEET 2 OF 4
				REV.	BY	DATE	REVISION DESCRIPTION																	
DRAWN: JHS CHECKED: BJ Date: 4/25/24 DWG: 23-1107																								



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20

HORIZ. SCALE

FEET

DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

BENCHMARKS:

TNHF NW QUADRANT
HILLCREST AVE & PHELPS ST E
ELEVATION 1197.28

BENCHMARKS:

TNHF NE QUADRANT HILLCREST
AVE & SCHOOL ST E
ELEVATION 1195.54

REV.	BY	DATE	REVISION DESCRIPTION

JONES
HAUGH
SMITH

Engineers + Surveyors

415 West North Street Owatonna, MN

507-451-4598

DESIGNED: JHS

DRAWN: JHS

CHECKED: BU

Date: 4/25/24

DWG: 23-1107

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

John H. Schulte V

License No. 44639 Date: 4/25/24

STADHEIM ADDITION NO. 3	
PRELIMINARY PLAT	
STADHEIM PROPERTIES	
DETAIL SITE PLAN	

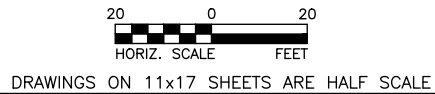
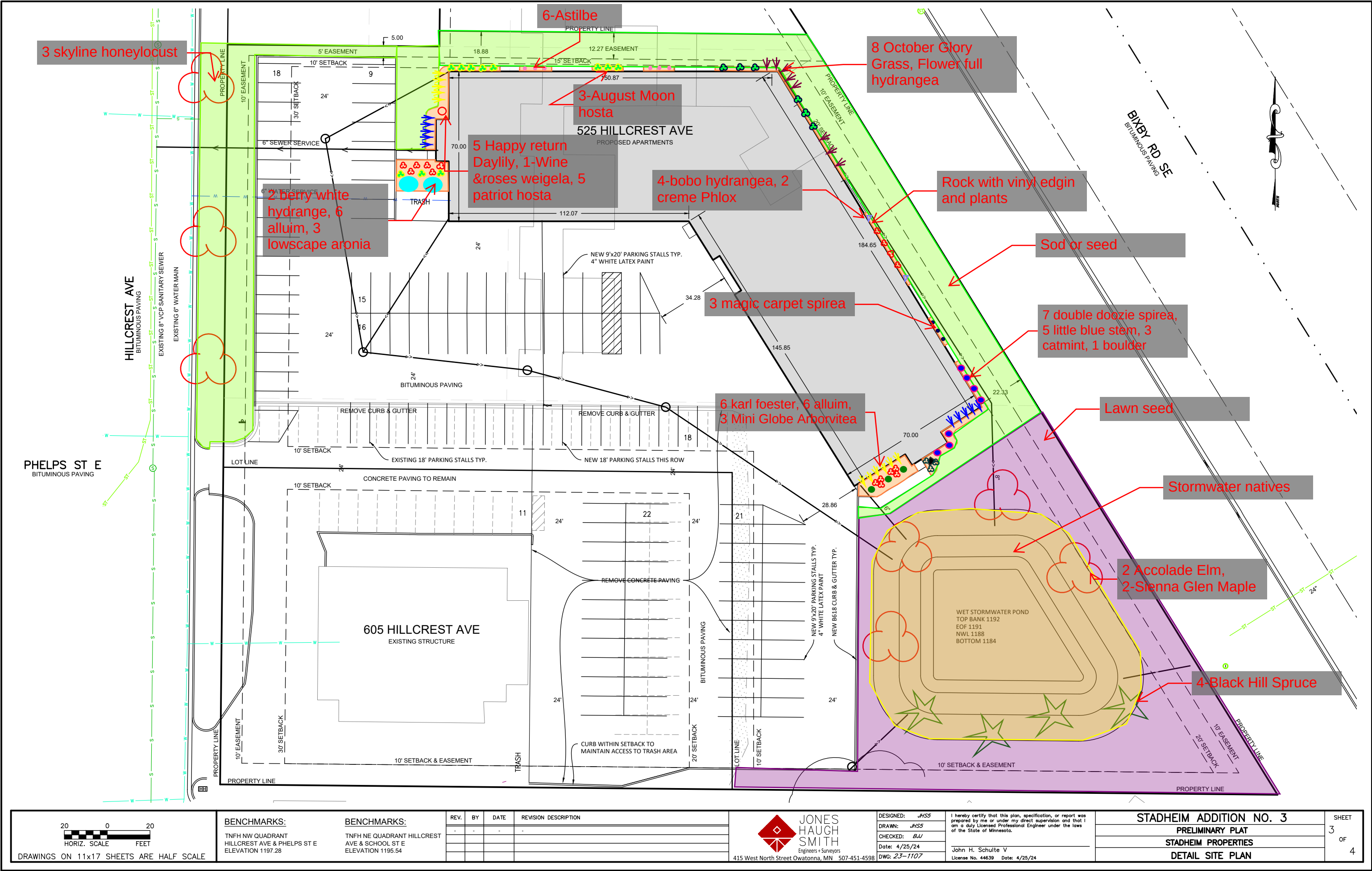
SHEET

3

OF

4

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BENCHMARKS:
TNFH NW QUADRANT
HILLCREST AVE & PHELPS ST E
ELEVATION 1197.28

BENCHMARKS:
TNFH NE QUADRANT HILLCREST
AVE & SCHOOL ST E
ELEVATION 1195.54

REV.	BY	DATE	REVISION DESCRIPTION



**JONES
HAUGH
SMITH**
Engineers + Surveyors
415 West North Street Owatonna, MN 56045-4598

DESIGNED: JHS
DRAWN: JHS
CHECKED: BU
Date: 4/25/24
DWG: 23-1107

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
John H. Schulte V
License No. 44639 Date: 4/25/24

STADHEIM ADDITION NO. 3	SHEET
PRELIMINARY PLAT	3
STADHEIM PROPERTIES	OF
DETAIL SITE PLAN	4

AIRE APARTMENTS

OWATONNA

MINNESOTA

PRICING SET

PLANS ISSUED: AUGUST 9, 2024

SITE LOCATION MAP



GENERAL CONTRACTOR

MOHS CONTRACTING
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EMAIL: smohs@mohscontracting.com

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11401 SW 72ND AVE
ELLENDALE, MINNESOTA 56026
CONTACT: DARRIN STADHEIM
PHONE NUMBER: (507) 456-1471

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- A0.2 CODE ANALYSIS
- A0.3 CODE ANALYSIS DIAGRAMS
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- A1.1 SECOND LEVEL FLOOR PLAN
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- S3.4 STRUCTURAL DETAILS
- S3.5 STRUCTURAL DETAILS

ARTIST RENDERINGS

RENDERINGS ARE FOR ILLUSTRATIVE PURPOSES ONLY - FINAL EXTERIOR DESIGN IS SUBJECT TO CHANGE



VIEW FROM NORTH - NORTHEAST



VIEW FROM SOUTHWEST @ HILLCREST AVE



ENLARGED VIEW FROM SOUTHWEST @ HILLCREST AVE

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rochester, mn 55901
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PLAN, SPECIFICATION, OR
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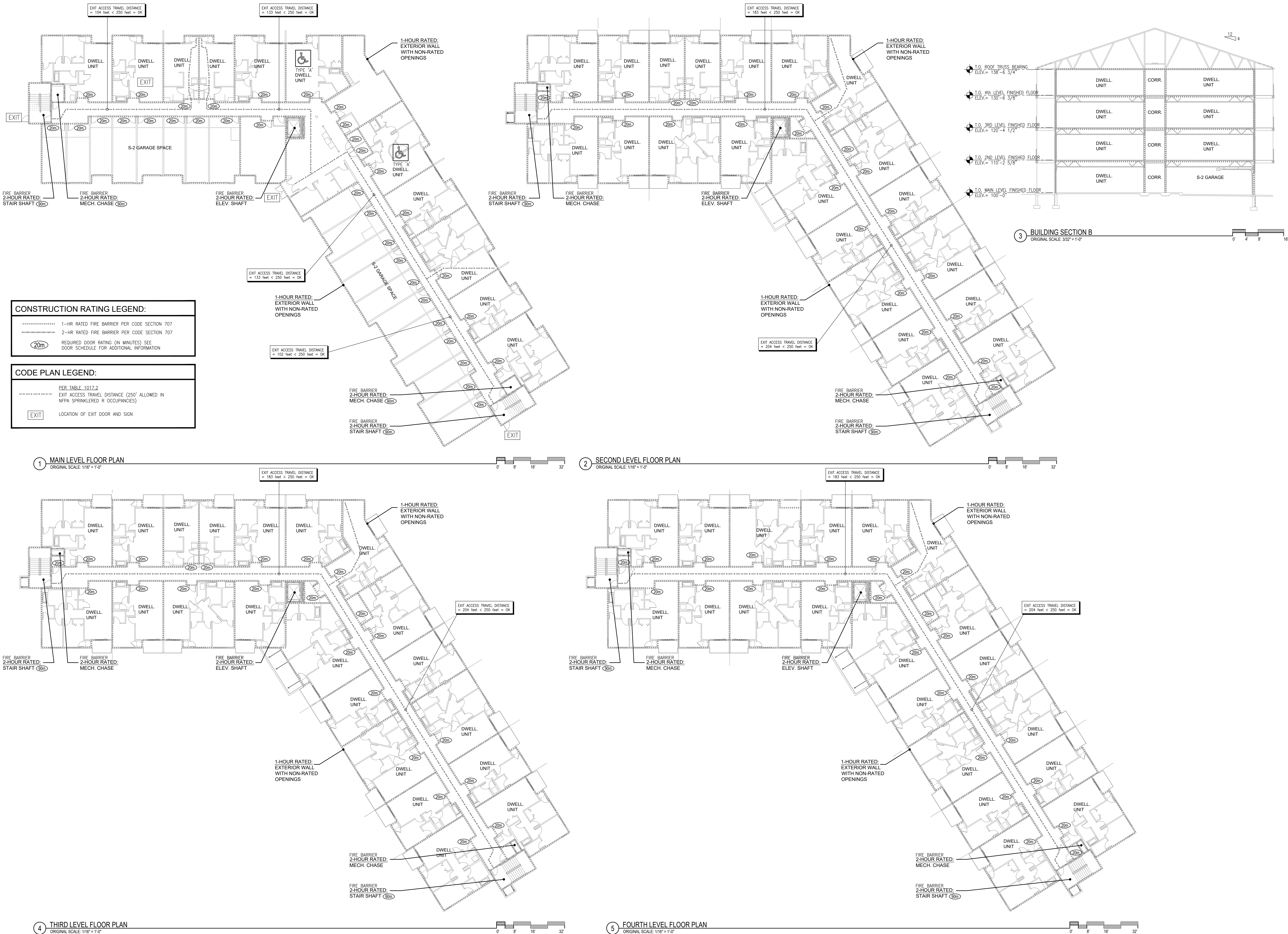
TERESA THORESON MCCORMACK
21247 08-09-2024
NUMBER DATE

AIRE
APARTMENTS
OWATONNA, MINNESOTA

PROJECT
NUMBER 23-042
DATE 08-09-2024
DRAWN BY ASH
CHECKED BY
ISSUE / REVISION HISTORY

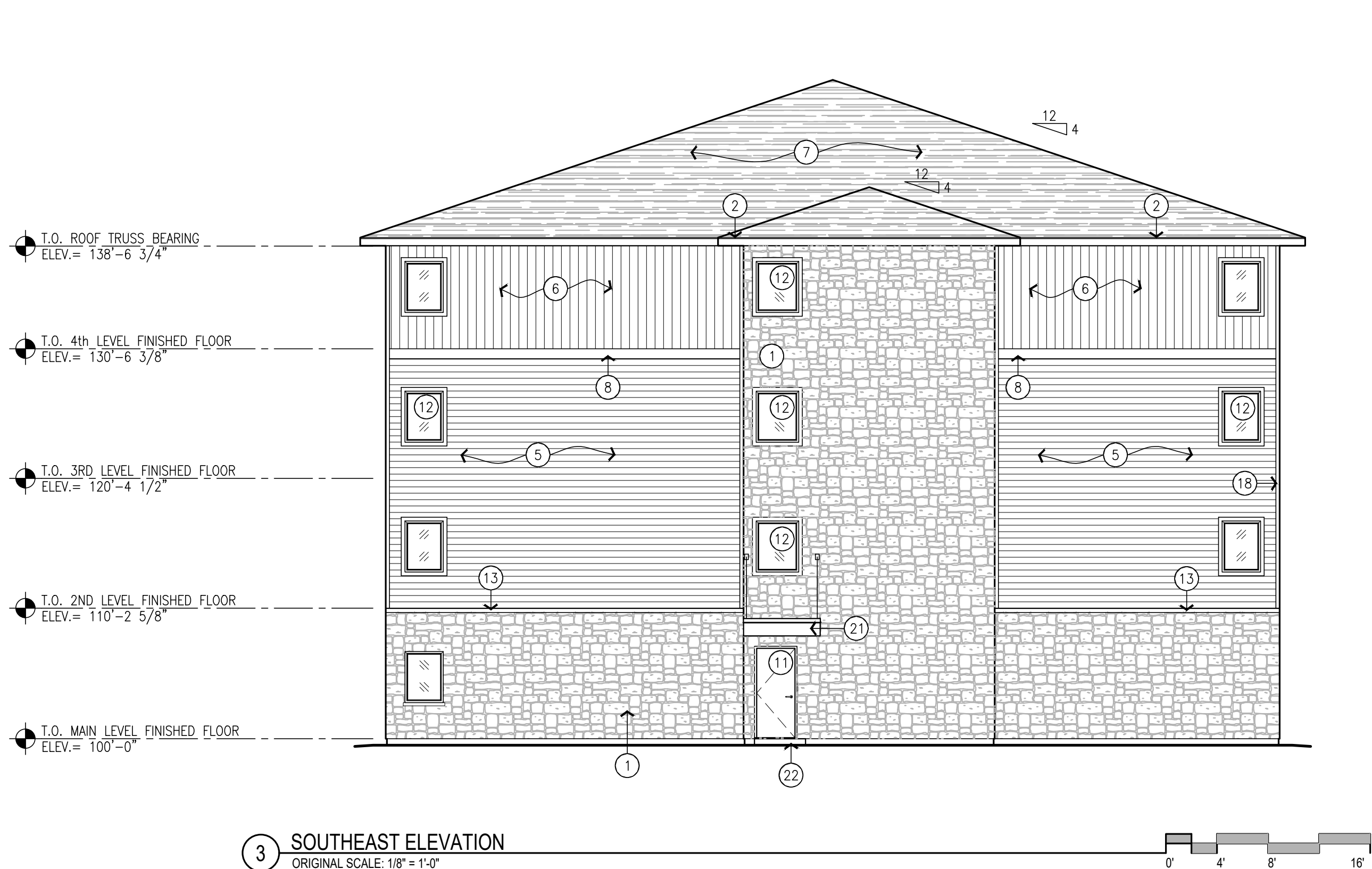
COVER SHEET
SHEET NUMBER

A0.0
OF 22



TYPICAL ELEVATION NOTES:

- 1 CULTURED STONE VENEER APPLICATION
- 2 AZEK FASCIA BD. - COLOR: TBD
- 3 PREFINISHED ALUMINUM STOREFRONT W/ 1" INSULATED GLAZING - SEE SCHEDULE
- 4 4" NOM. AZEK TRIM BD. - COLOR: TBD
- 5 METAL LAP SIDING - SIDING 7" NOM. EXPOSURE - COLOR: TBD
- 6 METAL VERTICAL PANEL WITH BATTEN 12" OC. - COLOR: TBD
- 7 ASPHALT SHINGLES
- 8 10" NOM. AZEK FRIEZE BD. - COLOR: TBD
- 9 PREFABRICATED, PREFINISHED ALUMINUM RAILING - TYP
- 10 TYPICAL PATIO DOOR - SEE SCHEDULE WITH 4" NOM. AZEK TRIM BD'S
- 11 H.M. DOOR & FRAME - PAINT
- 12 TYPICAL WINDOW, VINYL OR FIBERGLASS W/ 4" NOM. TRIM BD'S - SEE SCHEDULE
- 13 4" CAST STONE CAP BANDING
- 14 FRAME BALCONIES ON SITE - TYP. - SEE STRUCT. - WRAP WITH AZEK TRIM BOARD - COLOR TBD
- 15 6" DIA. STEEL PROTECTION BOLLARD W/ COVER - COLOR AS SELECTED BY ARCH.
- 16 INSULATED STEEL OVERHEAD GARAGE DOOR W/ ELECTRIC OPENER
- 17 MECHANICAL GRILLE - PAINT COLOR TO MATCH ADJACENT WALL SYSTEM FINISH
- 18 6" NOM. AZEK CORNER TRIM. BD. - COLOR: TBD
- 19 CONTINUOUS RIDGE VENT
- 20 TYPICAL EXTERIOR LIGHT - SEE ELECT. PLANS
- 21 FLAT ROOF CANOPY SLOPE TO DRAIN SEE DETAILS 16, 17, 18/AS.2
- 22 CONC. STOOP - SEE STRUCT.



Notes: Ref. 1. Veneer, 2. AZEK, 3. 4x4, 4. 4x6, 5. 4x8, 6. 4x10, 7. 4x12, 8. 4x14, 9. 4x16, 10. 4x18, 11. 4x20, 12. 4x22, 13. 4x24, 14. 4x26, 15. 4x28, 16. 4x30, 17. 4x32, 18. 4x34, 19. 4x36, 20. 4x38, 21. 4x40, 22. 4x42, 23. 4x44, 24. 4x46, 25. 4x48, 26. 4x50, 27. 4x52, 28. 4x54, 29. 4x56, 30. 4x58, 31. 4x60, 32. 4x62, 33. 4x64, 34. 4x66, 35. 4x68, 36. 4x70, 37. 4x72, 38. 4x74, 39. 4x76, 40. 4x78, 41. 4x80, 42. 4x82, 43. 4x84, 44. 4x86, 45. 4x88, 46. 4x90, 47. 4x92, 48. 4x94, 49. 4x96, 50. 4x98, 51. 4x100, 52. 4x102, 53. 4x104, 54. 4x106, 55. 4x108, 56. 4x110, 57. 4x112, 58. 4x114, 59. 4x116, 60. 4x118, 61. 4x120, 62. 4x122, 63. 4x124, 64. 4x126, 65. 4x128, 66. 4x130, 67. 4x132, 68. 4x134, 69. 4x136, 70. 4x138, 71. 4x140, 72. 4x142, 73. 4x144, 74. 4x146, 75. 4x148, 76. 4x150, 77. 4x152, 78. 4x154, 79. 4x156, 80. 4x158, 81. 4x160, 82. 4x162, 83. 4x164, 84. 4x166, 85. 4x168, 86. 4x170, 87. 4x172, 88. 4x174, 89. 4x176, 90. 4x178, 91. 4x180, 92. 4x182, 93. 4x184, 94. 4x186, 95. 4x188, 96. 4x190, 97. 4x192, 98. 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4x1022, 513. 4x1024, 514. 4x1026, 515. 4x1028, 516. 4x1030, 517. 4x1032, 518. 4x1034, 519. 4x1036, 520. 4x1038, 521. 4x1040, 522. 4x1042, 523. 4x1044, 524. 4x1046, 525. 4x1048, 526. 4x1050, 527. 4x1052, 528. 4x1054, 529. 4x1056, 530. 4x1058, 531. 4x1060, 532. 4x1062, 533. 4x1064, 534. 4x1066, 535. 4x1068, 536. 4x1070, 537. 4x1072, 538. 4x1074, 539. 4x1076, 540. 4x1078, 541. 4x1080, 542. 4x1082, 543. 4x1084, 544. 4x1086, 545. 4x1088, 546. 4x1090, 547. 4x1092, 548. 4x1094, 549. 4x1096, 550. 4x1098, 551. 4x1100, 552. 4x1102, 553. 4x1104, 554. 4x1106, 555. 4x1108, 556. 4x1110, 557. 4x1112, 558. 4x1114, 559. 4x1116, 560. 4x1118, 561. 4x1120, 562. 4x1122, 563. 4x1124, 564. 4x1126, 565. 4x1128, 566. 4x1130, 567. 4x1132, 568. 4x1134, 569. 4x1136, 570. 4x1138, 571. 4x1140, 572. 4x1142, 573. 4x1144, 574. 4x1146, 575. 4x1148, 576. 4x1150, 577. 4x1152, 578. 4x1154, 579. 4x1156, 580. 4x1158, 581. 4x1160, 582. 4x1162, 583. 4x1164, 584. 4x1166, 585. 4x1168, 586. 4x1170, 587. 4x1172, 588. 4x1174, 589. 4x1176, 590. 4x1178, 591. 4x1180, 592. 4x1182, 593. 4x1184, 594. 4x1186, 595. 4x1188, 596. 4x1190, 597. 4x1192, 598. 4x1194, 599. 4x1196, 600. 4x1198, 601. 4x1200, 602. 4x1202, 603. 4x1204, 604. 4x1206, 605. 4x1208, 606. 4x1210, 607. 4x1212, 608. 4x1214, 609. 4x1216, 610. 4x1218, 611. 4x1220, 612. 4x1222, 613. 4x1224, 614. 4x1226, 615. 4x1228, 616. 4x1230, 617. 4x1232, 618. 4x1234, 619. 4x1236, 620. 4x1238, 621. 4x1240, 622. 4x1242, 623. 4x1244, 624. 4x1246, 625. 4x1248, 626. 4x1250, 627. 4x1252, 628. 4x1254, 629. 4x1256, 630. 4x1258, 631. 4x1260, 632. 4x1262, 633. 4x1264, 634. 4x1266, 635. 4x1268, 636. 4x1270, 637. 4x1272, 638. 4x1274, 639. 4x1276, 640. 4x1278, 641. 4x1280, 642. 4x1282, 643. 4x1284, 644. 4x1286, 645. 4x1288, 646. 4x1290, 647. 4x1292, 648. 4x1294, 649. 4x1296, 650. 4x1298, 651. 4x1300, 652. 4x1302, 653. 4x1304, 654. 4x1306, 655. 4x1308, 656. 4x1310, 657. 4x1312, 658. 4x1314, 659. 4x1316, 660. 4x1318, 661. 4x1320, 662. 4x1322, 663. 4x1324, 664. 4x1326, 665. 4x1328, 666. 4x1330, 667. 4x1332, 668. 4x1334, 669. 4x1336, 670. 4x1338, 671. 4x1340, 672. 4x1342, 673. 4x1344, 674. 4x1346, 675. 4x1348, 676. 4x1350, 677. 4x1352, 678. 4x1354, 679. 4x1356, 680. 4x1358, 681. 4x1360, 682. 4x1362, 683. 4x1364, 684. 4x1366, 685. 4x1368, 686. 4x1370, 687. 4x1372, 688. 4x1374, 689. 4x1376, 690. 4x1378, 691. 4x1380, 692. 4x1382, 693. 4x1384, 694. 4x1386, 695. 4x1388, 696. 4x1390, 697. 4x1392, 698. 4x1394, 699. 4x1396, 700. 4x1398, 701. 4x1400, 702. 4x1402, 703. 4x1404, 704. 4x1406, 705. 4x1408, 706. 4x1410, 707. 4x1412, 708. 4x1414, 709. 4x1416, 710. 4x1418, 711. 4x1420, 712. 4x1422, 713. 4x1424, 714. 4x1426, 715. 4x1428, 716. 4x1430, 717. 4x1432, 718. 4x1434, 719. 4x1436, 720. 4x1438, 721. 4x1440, 722. 4x1442, 723. 4x1444, 724. 4x1446, 725. 4x1448, 726. 4x1450, 727. 4x1452, 728. 4x1454, 729. 4x1456, 730. 4x1458, 731. 4x1460, 732. 4x1462, 733. 4x1464, 734. 4x1466, 735. 4x1468, 736. 4x1470, 737. 4x1472, 738. 4x1474, 739. 4x1476, 740. 4x1478, 741. 4x1480, 742. 4x1482, 743. 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Date: 10/1/2024

Project: Aire Apartments Addition

Address: 811 School St E

Conditional Use Permit: CUP-17

Staff Review Comments:

1. Generally, Engineering Department does not have concerns with the height of the structure.
2. All construction activity shall be consistent with the most current Stormwater Management Code 52.00, design standards, and guidance documents, which are subject to change.
3. All development and redevelopment standards (reconstruction) related to post construction stormwater management shall be reviewed and approved as part of plat approval and prior to any issuance of a Grading Permit, Building Permit, Certificate of Occupancy, and/or permit termination as applicable.
4. MPCA NPDES/SDS Construction Stormwater General Permit MNR100001 coverage is required.
5. City Grading Permit coverage is required.
6. A full Stormwater Management Report, drainage plans, and supporting calculations shall be provided at time of plat.
7. All permanent stormwater facilities require a Stormwater Facility Maintenance Agreement that will be executed with the City and recorded with the County Recorder's office.
8. All permanent stormwater facilities require a site-specific Operations, Inspections, and Maintenance Plan.
9. All typical grading permit termination requirements shall be met including:
 - a. Submission of SWPPP Self-inspection records and project completion photographs.
 - b. Final topographic survey, As-built, and updated Record Drawing will be required. As-built shall be submitted as .pdf and GIS compatible format (CAD or shapefile is acceptable).

Should you have any questions, please call 507.444.4350.

Thank You

A handwritten signature in blue ink, appearing to read "Sean Murphy".

Sean Murphy
Director of Public Works and City Engineer

From: [Eric Merxbauer](#)
To: [Douglas D. Voss](#)
Cc: [David C. Burbank](#); [Daniel R. Boeke](#); [Nathan C. Dotson](#); [Kevin P. Raney](#); [Greg L. Schultz](#); [Brent L. Svenby](#); [Greg W. Kruschke](#)
Subject: Conditional use permit 525 Hillcrest Avenue SE
Date: Tuesday, October 1, 2024 1:34:59 PM

Tuesday, October 1, 2024

I am writing to state my concerns for the proposed conditional use permit to allow construction of a four story apartment building to be built on 525 Hillcrest Avenue SE.

My concerns,

1. Storm water mitigation and runoff complications. Currently the area in question has a large green space that has had previous flooding problem in the past. While some mitigation upgrades have been performed on the southeastern corner of the proposed lot, I have genuine concern that the installation of a large non permeable parking surface and large apartment roof will create new run off complications that the area can not support. The south end of Owatonna has shown many times that previous attempts to mitigate water runoff have been difficult and have cause problems with localized flooding. My home of 710 Bixby Ave has seen considerable flooding in past years due to County Road 48 / Bixby Road having been constructed with inadequate sizing of its storm sewer. The road is consistantly under water with heavy rainfalls, backing up the drainage system and forcing vehicles to drive through water. A culvert needed to be added from my property to the east side of the highway to help relieve rising water. I am unable to see what the drainage of the proposed holding pond would be. If it were to relieve into the east side of the highway next to the railroad, my concern would also be if it would possibly cause more flooding to our already troubled area.

2. I do not support the Conditional Use Permit under the Owatonna Zoning Ordinance for the construction of the four story apartment complex that is under approval for 525 Hillcrest Avenue SE. Although housing is needed in Owatonna, the neighborhood in question has no other buildings that are of this height or magnitude. I feel that consideration should be taken for citizens and home owners who will feel the impact of such a tall and massive complex added to their neighborhood.

Hide original message

3. I also question if a vehicle traffic study been has completed to show how this will impact the safety of pedestrian traffic in the area since there are such few sidewalks in this neighborhood. Walking safety has already been impacted with the addition of the new High School. The apartment complex will surely add more vehicles to the neighborhood streets and many more pedestrians that need to walk on the surrounding streets for school, work, and leisure since sidewalks are not available.

I look forward to talking with you on October 8th

Thank you for your time

Eric Merxbauer
710 Bixby Rd
507-317-3039

and you give up the 11 extra spaces for the building. If we lose parking it could go onto street parking at times. Because the county has an access management plan, we are restricted from having access on Bixby Road. It is best practice to line up with an existing street which is why we are looking at access on Hillcrest. If it was 3 stories there would be no conditional use permit. This conditional use permit the request to allow this building to stand at 4 stories.

David Effertz asked Troy to touch on how the city has addressed flooding in the past. Troy Klecker stated a lot of standards have changed and more stormwater requirements have been put into place since the 2007 and 2010 flooding. Currently, all plans must be engineered drawn. We are not stating that we may never have flooding again, but we have designed it with engineers to fit with the overall drainage plan. This area will be developed at some point with housing so it is great to work with an engineer on this project to use the land to its fullest potential.

A motion was made by John Eickhoff and seconded by Dave Effertz to recommend City Council approval of the preliminary plat of Aire Apartment Addition with the following conditions:

- 1) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 2) A shared parking, access, and maintenance agreement shall be recorded with the plat.
- 3) A public drainage easement shall be added to the plat to cover the overland flow from offsite so the City can ensure any future modification or grading is reviewed and approved.

All Commissioners present voting Aye, the motion carried.

CUP-17, which is request by Darrin Stadheim, Stadheim Properties of Owatonna, LLC for a conditional use permit to allow for construction of a four-story apartment building, was presented by Community Development Director Troy Klecker. Code requires an additional five-foot front and side yard setback for each additional story over three. The proposed project will contain a total of 73 units with 19 tuck under garages. (Refer to report on file.) Public hearing opened at 5:38pm

Public hearing closed at 6:01pm. See comments above.

A motion was made by John Eickhoff and seconded by Nick Peake to recommend City Council approval of these conditional use permits to allow for construction of the 73-unit apartment building with the following conditions:

- 1) All exterior signage shall meet all provisions of the sign ordinance and shall apply for and receive sign permits.
- 2) Prior to issuance of the building permit, the City and Owatonna Public Utilities shall approve all grading, drainage, and utility plans.
- 3) A joint parking, access, and maintenance agreement will be required to be recoded along with the plat.
- 4) A total of four trees shall be provided along Hillcrest Avenue north of the access to meet code requirements.

All Commissioners present voting Aye, the motion carried.

From: [Eric Merxbauer](#)
To: [Douglas D. Voss](#)
Cc: [David C. Burbank](#); [Daniel R. Boeke](#); [Nathan C. Dotson](#); [Kevin P. Raney](#); [Greg L. Schultz](#); [Brent L. Svenby](#); [Greg W. Kruschke](#)
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Hide original message

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I look forward to talking with you on October 8th

Thank you for your time

Eric Merxbauer
710 Bixby Rd
507-317-3039



DATE: October 15, 2024
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Resolution 111-24 Adopt IMAGINE OWATONNA 2050 Comprehensive Plan

Purpose:

Approve Resolution 111-24 to adopt the 2050 Imagine Owatonna Comprehensive Plan.

Background:

Over the last 18 months the City of Owatonna has embarked on a mission to create a comprehensive plan. In working with our consultant, Stantec, we are proud to present the 2050 Imagine Owatonna Comprehensive Plan. This plan was developed through extensive community engagement efforts including 12 different focus groups, sessions in the High School, Open Houses, Downtown Thursdays, Engage Owatonna as well as other efforts. The Planning Commission has reviewed this document thoroughly and held a public hearing as required by statute and are recommending approval of this document by the City Council.

This plan brings together numerous City Plans in to one location as well as providing a future land use plan. An implementation chapter has also been provided laying out priorities and strategies for putting this plan into action. It is important to note that this is not meant to be a static document. This will be the back bone of the City moving forward with its efforts over the next decade.

Budget Impact:

No budget requests with this action. A contract with Stantec for \$125,000 was approved at the beginning of the process.

Staff Recommendation:

Staff as well as the Planning Commission recommend approval.

Attachments:

1. Resolution 111-24 Adopt Imagine Owatonna 2050 Comprehensive Plan
2. Consultant Memo - Stantec
3. IMAGINE OWATONNA Comprehensive Plan

RESOLUTION NO. 111-24

RESOLUTION ADOPTING THE IMAGINE OWATONNA 2050 COMPREHENSIVE PLAN

WHEREAS, it is desirable, appropriate and in the public interest to plan for the future needs of the City of Owatonna by updating the City's comprehensive plan; and

WHEREAS, the City has undertaken the process of preparing the IMAGINE OWATONNA 2050 Comprehensive Plan, which analyzes land use, transportation, parks and trails, housing, economic development, and other elements, setting forth goals, policies, plans and implementation steps toward achieving these objectives; and

WHEREAS, the City has engaged the community throughout the process, including online surveys, written surveys, public events, targeted focus groups, and open house meetings; and

WHEREAS, City staff and consultants have compiled the Plan document for review and approval; and

WHEREAS, the Owatonna Planning Commission reviewed the Plan at a duly called and noticed public hearing on September 24, 2024, and voted unanimously to recommend to the City Council approval of the Plan as presented; and

WHEREAS, the City Council reviewed the IMAGINE OWATONNA 2050 Comprehensive Plan at their regularly scheduled meeting on October 15, 2024, considering the planning process, comments on the Plan, the contents of the Plan, and the Planning Commission recommendation.

NOW, THEREFORE BE IT RESOLVED, that the City Council of the City of Owatonna, Minnesota hereby adopts the IMAGINE OWATONNA 2050 Comprehensive Plan dated October 2024.

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



733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402

MEMORANDUM

TO: Owatonna City Council
FROM: Phil Carlson, AICP, Senior Planner; Lauren Walburg, AICP, Urban Planner; Stantec
DATE: October 15, 2024
RE: Adoption of the IMAGINE Owatonna 2025 Comprehensive Plan

The City Council has reviewed the *Imagine Owatonna 2050 Comprehensive Plan* several times since we started the process in the summer of 2023. The Plan is now ready for final review and adoption. The Planning Commission reviewed the Plan following an open house and public hearing on September 24 and voted unanimously to recommend to the Council approval of the Plan as presented.

We are asking the Council to review the Plan and adopt the attached resolution approving the Plan. While this is the culmination of the process of preparing the Plan, it should not be a static document – we encourage the Planning Commission and City Council to review it regularly and make changes as conditions in the City change.



IMAGINE OWATONNA
2050 Comprehensive Plan

IMAGINE OWATONNA

2050 COMPREHENSIVE PLAN

October 2024

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INTRODUCTION

Purpose of the Comprehensive Plan

The City of Owatonna's Comprehensive Plan is both a pragmatic, step-by-step action plan intended to accomplish specific outcomes and an aspirational vision for the community's future. Its implementation involves changes to official controls (like zoning and other codes and ordinances) and the allocation and prioritization of financial and human resources.

The Plan is equally valuable as a guide to decision making when the City is faced with new challenges, opportunities and questions that weren't anticipated when it was originally prepared. In this role, the Comprehensive Plan serves as a navigational tool to evaluate alternative decisions and determine which are best aligned with the community's vision.

The basic purpose of the Comprehensive Plan is to protect public and private investment over time. It is the foundation of all land use policies, and it provides not only the rationale for the policies and actions, but also establishes the commitment to their enforcement. It is this clarity and commitment that supports investment. Once adopted, both the public and the private sector can make investments in reliance on the Comprehensive Plan.

Objectives

The Comprehensive Plan is meant to serve several purposes:

- Create a city-wide vision
- Establish a set of shared guiding values
- Assess data and trends affecting the entire community, including housing, economic development, redevelopment and mobility
- Provide a strong foundation for land use decisions (zoning changes, proposals for new development)
- Provide clear policy direction to make the city more accessible no matter how you travel (car, bike, walk)
- Create an implementation plan

How to Use this Plan

- **Vision and Guiding Values** – This section introduces the community's vision and guiding values and community input on which the vision and values were based. The rest of the recommendations and strategies in the plan support these vision and values.
- **Background Report.** The background report provides context and data for perspective on the current state of the city, and external trends affecting the city. This report is the basis for analysis that occurs in the subject-matter chapters, and is included as Appendix A.
- **What we Heard.** Engagement during the Comprehensive Plan process included topical focus groups, pop-ups at the high school, Downtown Thursday and the fair, in-person open houses and online information and surveys. Summaries of what we heard are included as Appendix B.
- **Subjects of interest:** Land Use and Housing, Parks and Trails, Economic Development, Transportation, Sustainability and Resilience, and Utilities. These chapters can be explored depending on the readers area(s) of interest. Each contains analysis, goals, and strategies for meeting the guiding values.
- **Implementation.** The implementation section provides information on how the plan can come to fruition, include prioritization of action items and assignment of responsibility. The implementation section also includes a decision-making matrix to assist the city in making decisions that align with the overall vision and guiding values.

Vision and Guiding Values

Vision 2050:

Owatonna is strategically located at the crossroads of I-35 and US 14 with opportunities for all. Residents and businesses thrive, with easy access to work, shopping, high quality education, and recreation. We are better together, welcoming and diverse, creating a quality of life unparalleled in Southern Minnesota.

Guiding Values

- Owatonna strives to be a community with opportunity for all to live happy, healthy, successful lives.
- Owatonna is both traditional and progressive, keeping its historic strengths and embracing new opportunities.
- Owatonna is innovative and supportive of its residents and businesses, helping all to succeed.
- Owatonna residents are determined and passionate about the city as a place to live, work and play.
- Owatonna will utilize its resources efficiently and effectively.

What we heard

Engagement for the Comprehensive Plan was done in two phases. The first phase occurred in summer 2023 and focused on high-level visioning for what people would like to see the city accomplish over the next 20 years. This engagement informed the vision and guiding values above, as well as high-level topical goals for each section of this plan. Engagement activities included pop-ups at the high school, downtown Thursday and the Steele County Fair. Focus groups were conducted with several groups that can be harder to reach or with a special interest in the plan, including businesses, nonprofits, the Hispanic and Somali communities, seniors, the alternative learning center and the park board. Additionally, information was shared on the city's website and input was solicited through surveys and comment boxes.

Phase 2 of public engagement occurred in Spring/Summer 2024 and focused on confirming the high-level vision, guiding values and goals for the plan. During this time, there were two open houses as well as online engagement and surveys.

There were several key themes identified through public engagement that are illustrated below and highlighted throughout this plan – Downtown, Economic Development, Parks and Trails, Transportation, and Housing. While some of these key themes have their own chapter, they are all interconnected and woven throughout the goals and strategies in this plan. A full summary of what we heard is included as Appendix B. These key themes should be the key focus point for implementation of this plan, along with the supporting goals and policies. What we heard on the main topics and the key themes are discussed below.

Land Use

- Owatonna is a growing city and should continue to plan for growth in new areas of the city.
- The city has many natural amenities, such as the river where redevelopment could be prioritized. There is also an opportunity to redevelop the old high school site.

- Owatonna needs more places to shop, especially in small commercial nodes near neighborhoods. Residents appreciate the focus and momentum in downtown and would like this to continue, while retaining the city's history and character.
- Affordable housing and senior housing are key issues that need to be addressed in the comprehensive plan.

Housing

- A desire housing for all who want to live in Owatonna, but Owatonna is losing residents to other neighboring communities because people can't find a place to live here.
- Strong desire was expressed for more single-family owner-occupied housing.
- Awareness that apartments (especially in desirable locations like downtown) may be preferred by younger residents. Attracting and retaining young people was expressed in all focus sessions.
- Affordability of housing is a main issue within both the single-family and multi-family markets.
- Multigenerational and senior housing are also desired to serve all life stages and needs.

Parks and Trails

- People of all ages enjoy Owatonna's park system and see it as a selling point, especially enjoy the green space around Lake Kohlmeier, along the river, Kaplan Woods and Morehouse Park.
- It was highlighted that the park and trail network can bolster economic development, attracting businesses and employees.
- While there are trails connecting parks, there are some missing connections that would make the system safer and easier to utilize. Trail maintenance is also an issue that came up in many focus groups as something that the city could work to improve.
- Specific opportunities mentioned include more indoor spaces for year-round recreation, trail connections west of I-35 and a splash pad.

Economic Development

- Owatonna is one of the most business-friendly cities in Southern Minnesota and should take advantage of this to attract a bigger workforce.
- Young people are key drivers for economic development, and the city should work to attract and retain a young workforce.
- Entrepreneurship is a strength; there is room to build on it with a business incubator program.
- Threats to Owatonna include the feeling that the City is anti-growth. The consensus among the business community is that the city should continue to grow, but that Owatonna needs to plan its infrastructure and services for that growth. In order to have the amenities that residents desire, the city needs to grow.

Transportation/Mobility

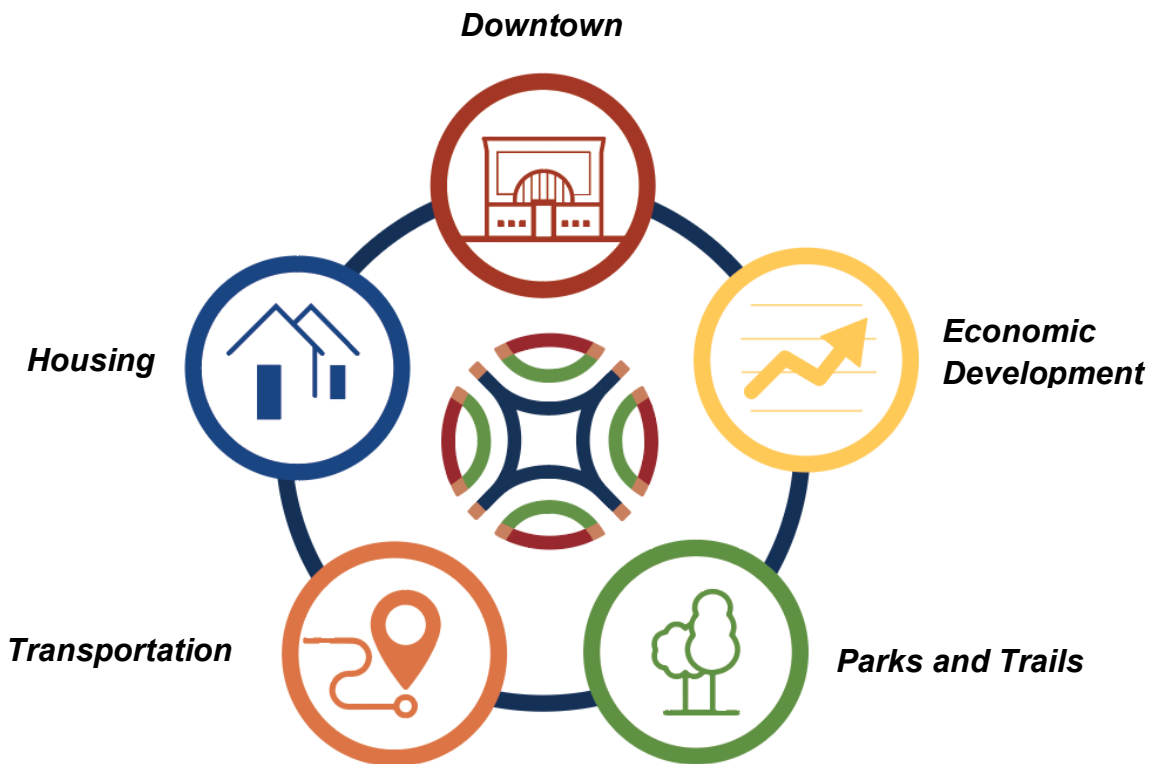
- Road maintenance and connectivity were main concerns expressed by residents. A north-south connection on the east side is desired, although consensus on location has yet to be finalized
- East-west pedestrian connections were highlighted specifically, with focus on a connection to the industrial park.
- There is a desire for a connected trail system that is safe and accessible, expanded in all directions.
- The lack of transit, both within Owatonna and regionally, was brought up in most focus groups as an issue for the city and its partners to address.

Leadership/City Services

- Owatonna should embrace diversity as a strength and the city should strive for more inclusiveness – less divide and silos.

- Young people are very optimistic about the future of their city and believe that it will be inclusive, welcoming and be a land of opportunities.
- There is desire for a welcoming center, a hub for accessing services and communication.
- Residents feel that the city should strive to be more transparent in its decision making and communication, embrace partnerships and continue to make fiscally responsible decisions.

Key Themes



LAND USE, HOUSING AND COMMUNITY DESIGN



Introduction

The key themes that emerged from the early engagement with the community on the Comprehensive Plan included the need for various housing types, the need for transit, the importance of parks and trails, supporting downtown development, and the desire for walkable neighborhoods other than the neighborhoods near downtown. These interrelated issues guide the Future Land Use Plan recommendations for Owatonna.

Land Use & Population Growth

Owatonna is projected to grow by about 8,000 population between 2022 and 2050 – from about 27,500 to 35,500 population. Household size has decreased statewide and in Owatonna in the last several decades from about 3.5 persons per household (p/HH) in the 1950s to about 2.5 p/HH in 2020. Assuming household size continues to decrease modestly to 2.4 p/HH we estimate that the added population will represent an additional 3,300 households or housing units by 2050.

The 2023 *Comprehensive Housing Needs Analysis* by Maxfield Research & Consulting found a potential demand for new housing in Owatonna of about 1,500 units through 2030. Assuming growth slows in the decades beyond 2030 to 2050, totalling about 1,800 more units in those two decades, the total of 3,300 units as estimated above is a reasonable estimate for the period 2024 to 2050.

The mix of housing type and density for these new housing units will determine how much land is needed for new residential development and which land use categories should be represented in the plan for this new development. The Maxfield study estimated the demand for new housing units would be about 19% for single family units, 23% for townhomes, and 57% for apartment units. These numbers are rounded below to 20%, 20%, and 60%, respectively, for low density, medium density, and high density residential, resulting in the following rough estimates of land needs for future residential development in Owatonna through 2050, assuming a total of 3,300 new units. The densities assumed are conservative overall gross densities and are lower than the target densities identified later in the Plan:

<i>Housing Type</i>	<i>% of Units</i>	<i>Units</i>	<i>Density</i>	<i>Acres</i>
Low Density	20%	650	2.5 u/a	260
Medium Density	20%	650	8.0 u/a	80
High Density	60%	2,000	20 u/a	100
Total		3,300		440

Socio-Economic and Community Context

The Background Report for this Comprehensive Plan includes an analysis of socio-economic factors in Owatonna. That report includes analysis of past census information on population, race and ethnicity, age distribution, household characteristics, income, employment, and related information. There is also a market overview highlighting development since 2010, housing needs, and trends in office, industrial, and the housing markets.

Existing Land Use

Land use in Owatonna is characterized by the general categories illustrated on Figure 1.1, Existing Land Use and described in Table 1.1. The Existing Land Use Map shows how the land is used today, not how it is planned or zoned, or what can be developed on it. In most cases, the existing land use matches the zoning, but not in all cases.

Table 1.1 Existing Land Use Descriptions

	Existing Land Use	Description	Acres	Percent of Total
	Low Density Residential	Low Density residential consists of detached single-family homes, duplexes and townhomes at a density of about 6 units per acre. This land use category corresponds to the R-1, R-2 and R-3 zoning districts.	3456.2	36%
	High Density Residential	The High Density residential category includes multi-family residential uses, such as townhouses, apartments and condominiums in larger buildings, usually multi-story, typically at densities over 12 units per acres. This land use category corresponds to the R-4, R-5, R-6, and RB zoning districts.	92.3	0.9%
	Mobile / Manufactured Home	The Manufactured Home category includes the city's existing mobile home parks, corresponding to the Mobile Home Park & Manufactured Housing PUD zoning district. There are two existing mobile home parks in the city, Skyline Gardens on 3rd Avenue NW and Shady Acres on 24th Avenue NW.	137.3	1%
	Commercial	The Commercial land use category consists of commercial, office, and services business uses, including retail stores, restaurants, banks, hotels, business offices, clinics, and similar uses that cater to retail customers.	682.4	7%
	Industrial	The Industrial land use category includes both light and heavy industry, including manufacturing, processing, warehousing, storage, trucking, and handling of bulk materials. This land use category corresponds to the I-1, I-2, and I-P zoning districts.	1621.0	16.7%
	Public/Institutional	Public/Institutional includes schools, churches, and government buildings and facilities – such as the Steele County Fairgrounds. These uses almost all within one of the Residential zoning districts.	354.2	3.6%
	Park/Open Space	The Park/Open Space category consists of public parks, the Leo Rudolph Nature Reserve, city storm ponds, cemeteries, and other large open areas that have few if any buildings. Some of these properties are zoned Agriculture-Open Space district but some have other zoning designations.	980.5	10%
	Agriculture	The Agriculture designation is for areas outside the current city limits that are farmed or otherwise open, rural land. Being outside the city the township or county zoning would apply.	207.1	2.1%
	Airport	The Airport designation covers the Owatonna Degner Regional Airport, which is zoned I-1 Light Industry.	677.9	7%
	Right of Way	While not an official land use designation, a portion of the land within the city is held as right of way. There is right-of way that is owned and managed by the city, county and state.	1,524.1	15.7%
	Open Water	Open Water in the city includes the Straight River, Maple Creek, Lake Kohlmeier, and other larger lakes and streams. These water bodies are covered by various zoning districts and their land use acreage is encompassed mostly within the Parks/Open Space category.	-	-
		Total	9,733.0	100%

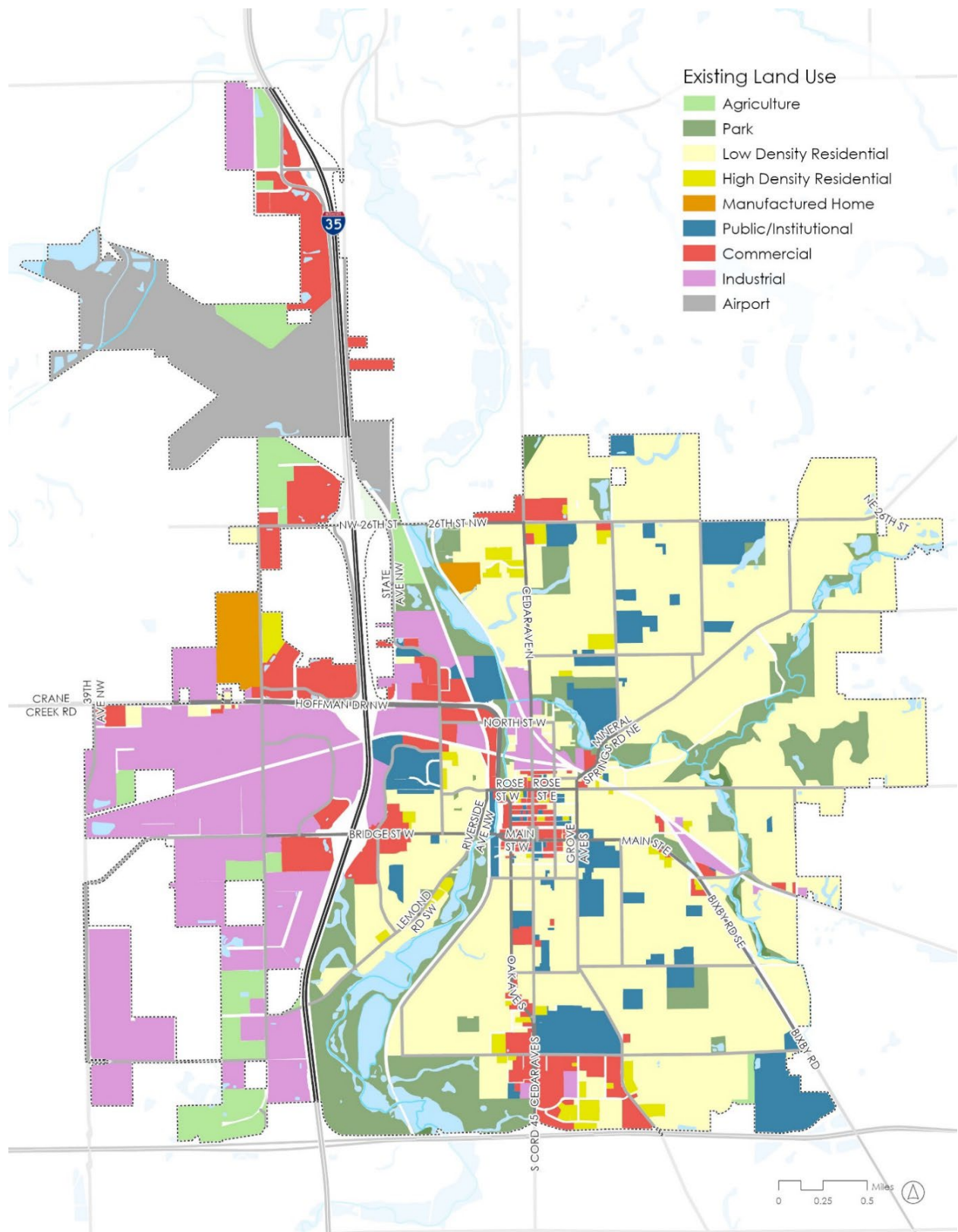


Figure 1.1 Existing Land Use
Source: City of Owatonna

Existing Land Use and Zoning Summary

Low Density Residential comprises much of the land in Owatonna, roughly 36 percent, nearly all of which is east of I-35. Most of this land is within the R-1 single-family residential zoning district, although there are areas allowing higher density housing as well, especially clustered around downtown. About 10 percent of the land in the city is parks and trails, which support and provide an amenity for the residential areas.

Owatonna is a regional center for industrial businesses, which take advantage of its location at the intersection of I-35 and US Highway 14. Industrial land encompasses nearly 17 percent of the city, notably in the two industrial parks west of I-35. There is additional industrial land further west of these industrial parks and north of Downtown. These areas represent a mix of uses ranging from light to heavy industrial including manufacturing, processing, warehousing, storage, trucking, and handling of bulk materials. The city has three industrial zoning categories – Light Industrial (I-1), Heavy Industrial (I-2), and Industrial Park (I-P) – which are encompassed by the Industrial existing land use category. Major employers include Viracon, Bosch, Jostens, Cabela's, Mills Fleet Farm, Lowe's and McQuay International (Daikin Industries).

Commercial land makes up about 7 percent of the city, with downtown serving as the hub of most of the local businesses and traditional retail. There are also highway commercial uses along the major roadways (I-35 and US-14) such as big box retail, hotels, gas stations and other service-oriented businesses. Additionally, the city has several commercial / industrial businesses, which are mainly located north of Downtown.

In the Comprehensive Plan, it is important to examine how existing land use compares with current zoning. Understanding where the two are in conflict, especially where there are large areas of inconsistency, is one part of updating the future land use. The zoning categories in the city are listed in Table 1.2 and the map of zoning districts is shown in Figure 1.2.

Table 1.2 – Zoning District Descriptions

	Zoning Category	Description
	R-1, Single-Family Residential District	The R-1 District allows for low density single-family detached dwelling units. This district comprises the majority of the residential land area in the city.
	R-2, Medium Density Single-Family Residential District	The R-2 district allows for medium density single-family detached dwelling units
	R-3, Single- and Two-Family Residential District	The R-3 allows for low and moderate density one and two unit dwellings
	R-4, Townhouse District	The R-4 allows for townhouses or one and two unit dwellings
	R-5, Medium Density Residential District	The R-5 allows for medium density housing in multi-family structures up to 12 units
	R-6, High Density Residential District	The R-6 allows for high density housing in multi family structures over 12 units
	R-B, Residential-Business District	The R-B allows for high density housing and for the transition from residential uses to low intensity businesses, allowing for mixed use areas.
	B-1, Neighborhood Business District	The B-1 provides for office, service-oriented retail and goods and services that are intended to serve the surrounding neighborhood, not the entire city and beyond
	B-2, Community Business District	The B-2 provides for medium density retail providing goods and services for the entire city and region. This district includes larger retailers and other services that benefit from proximity to high traffic volumes.
	B-3, Central Business District	The B-3 provides for a centralized concentration of complementary retail uses in the downtown area.
	I-1, Light Industrial District	The I-1 provides for warehousing and light industrial uses
	I-2, Heavy Industrial District	The I-2 provides for heavy industrial and manufacturing which requires isolation from residential or commercial uses
	I-P, Industrial Park District	The I-P provides for industrial development compatible with surrounding uses with adequate open space, landscaping and parking spaces. Development is limited to administrative, wholesaling, manufacturing and related uses
	A-O, Agriculture-Open Space District	The A-O district retains area in the city for open space and agricultural uses
	FP, Floodplain District	The FP protects and preserves land within the floodplain and limits losses due to flooding. Development within this district is limited.
	PUD, Planned Unit Development District	The PUD district allows for groupings of parcels to be developed in an integrated coordinated manner. There is greater flexibility in site design within a PUD district.
	MH, Mobile Home Park	The MH district provides a dedicated area for manufactured and mobile homes.

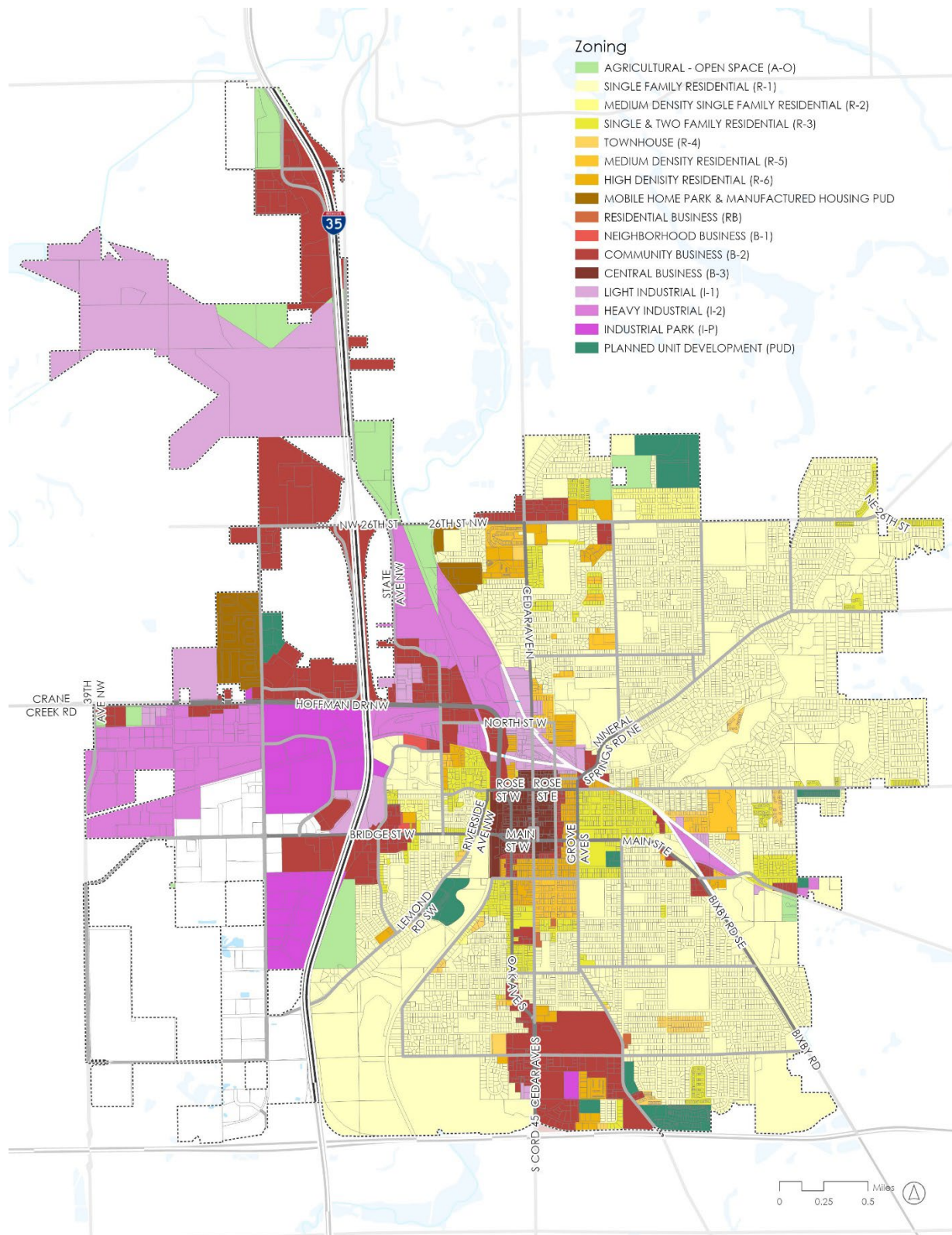


Figure 1.21 Existing Zoning

Current Trends and Opportunities

There are several land use trends that the city could consider as it creates the future land use pattern for the city. These trends are explained below in relation to current city practice for land use.

- Currently the City of Owatonna represents areas with a mix of housing and commercial as Residential Business within the zoning code and Commercial in existing land use. Based on demographic shifts, more and more people are choosing to live in neighborhoods where they can easily walk to do their daily errands. This trend has led to a demand for areas with either a horizontal or vertical mix of uses, which many cities have designated as mixed use. This category could be applied in the downtown, and any other locations that the city envisions having a mix of uses.
- Currently, the city has three future land use categories for residential uses – low density residential, high density residential and mobile/manufactured homes. To attract a range of housing options and to be more consistent with zoning, the city could add a medium density residential category. The medium density residential category could represent the R-3 and R-4 zoning districts that do not fit well into the existing categories. Designating areas for different types of housing, especially missing middle housing, with clear development guidance, can help the city to attract more housing options.
- The form of sites and buildings is just as important as the function, or land uses. Incorporating design criteria can aide new development to fit into the character and context of the existing community. Clear development standards can also make it easier for developers to build in the community.
- Owatonna now has one commercial future land use category, where many cities have multiple representing different types of commercial development.
- Comprehensive Plans in growing cities such as Owatonna generally will consider growth areas where the city could expand within the next twenty years. This is something that could be included and planned for in a future land use map.
- The future land use map should consider the future use of agricultural land within the current city boundary. Many cities are choosing to guide this land for other uses to take advantage of existing and nearby city services.
- Owatonna has good momentum in downtown with the Downtown Streetscape Project. There is an opportunity to build on this momentum through the Comprehensive Plan by carefully planning the desired future land uses. The Comprehensive Plan could also include goals related to community design, downtown economic vitality and placemaking.
- The City has an opportunity to prioritize revitalization of the Straight River through redevelopment and river cleanup. Best practices on infill and redevelopment can be found in Appendix C.

Land Use Goals

Goal 1. Provide community facilities that meet the needs of residents and visitors today and into the future.

- a) Analyze the need for new or reimagined community facilities in Owatonna, prioritizing community engagement to understand the needs of the community.
- b) Explore developing a regional destination community center to include an indoor swimming pool, indoor and outdoor recreation facilities, meeting rooms, and other integrated uses.
- c) Explore developing other community facilities in coordination with other city departments and the Chamber of Commerce such as a tourism or welcome center, sports complex and public safety center.

Goal 2. Improve housing opportunities and neighborhoods in Owatonna.

- a) Provide areas for a mix of housing densities and types throughout the City in new mixed use form-based zoning districts.
- b) Identify and zone new neighborhoods and neighborhood nodes on the east side of the City to include commercial and high density housing to serve as focal points for new development in new mixed use form-based zoning districts.
- c) Encourage mixed use development at key focus areas throughout the City to encourage walkability and community character.
- d) Create a mixed use node near the new Owatonna Senior High School in southeast Owatonna to include commercial and high density residential uses.
- e) Continue to explore growth opportunities outside current city limits to expand housing and commercial opportunities.

Goal 3. Support Owatonna's economic development through land use plans and policies.

- a) Continue to invest in and support downtown Owatonna as the economic and social center of the City – a destination to live, work, and play.
- b) Continue mixed use development along the Straight River and create connections to the river as an amenity and resource.
- c) Continue to build on Owatonna's historic buildings and character in land use and development decisions.
- d) Explore adding open space areas and trails to the industrial park area along with improved connections to the rest of Owatonna.
- e) Study the potential of adding residential and mixed use along the fringes of the industrial park area.
- f) Pursue pad-ready commercial and industrial sites as a tool to attract new development.

Housing Goals

Goal 1. Provide an appropriate mix of housing types in Owatonna.

- a) Explore programs and opportunities to develop a range of affordable housing in Owatonna
- b) Apply recommendations in the 2023 *Comprehensive Housing Needs Analysis* for market rate housing, developing lots and executive housing.
- c) Explore programs and opportunities to develop senior housing in Owatonna, both independent and assisted living.
- d) Develop policies and programs to ensure that the City's existing housing stock is safe, attractive, and well-maintained.
- e) Maintain and enhance policies and programs to license and regulate rental housing in the City.
- f) Encourage and support sustainable and climate resilient design in new and existing housing.
- g) Update the City's housing market study regularly to understand the evolving housing needs in Owatonna.

Goal 2. Guide residential land use in appropriate locations in the City.

- a) Encourage new housing development in and near downtown Owatonna.
- b) Encourage a mix of housing opportunities in southeast Owatonna near the new high school.
- c) Support multi-family residential in areas with proximity to major thoroughfares, commercial areas, open space or other amenities, or in areas that are an extension of existing multi-family use.
- d) Require street and sidewalk/trail connections among all new and existing housing developments wherever possible.
- e) Support annexation of land when there is less than a five-year supply of lots based on recent land consumption or if there are other benefits to the City for annexation.

Walkable Neighborhoods

Walkable neighborhoods are those in which there are goods and services available within 1/4 to 1/2 mile of people's homes, the distance most people will walk or bike for many routine trips, and where there are suitable sidewalks or trails. Within that radius, the rule of thumb is to aim for an average of 10 units/acre for residential development to support the neighborhood commercial uses, typically in mixed-use settings. Walkable neighborhoods are shown to be more valuable in the real estate market, promote healthier active lifestyles, and have less impact on the environment due to less driving. There are social benefits as well from interacting with more people in daily activities, which is more likely in walkable neighborhoods than in places where most trips are done by car. There are economic, health, environmental, and social benefits to creating and maintaining walkable neighborhoods.

An illustration of how walkable a city is can be found on the Walk Score® website, a tool that uses Google Maps to analyze areas of a city to show a “walk score” ranging from green to yellow to orange to gray (very walkable to not walkable). A score of 25 to 100 is assigned to walkability. Owatonna's current overall score is just 25, but some of the City's neighborhoods are green and yellow, with much higher Walk Scores. Owatonna's Walk Score map is shown on the next page with four potential future mixed use nodes at the east and west edges of the City. Owatonna's existing walkable neighborhoods are, not surprisingly, in the core of the City near downtown and in two areas north and south of downtown. Adding the four new mixed use nodes illustrated on the map would help meet the goal of promoting the health and wellbeing of the community, as well as adding to the character of these places. Adding mixed use nodes closer in, in existing neighborhoods just outside downtown, is not possible since it would involve taking out existing homes to develop new mixed use areas. The four nodes mixed use suggested are on currently vacant property. These nodes are illustrated in more detail on the following pages and reflected in the Future Land Use Plan map later in this chapter.

Each of the four nodes includes a central area designated Mixed Use. These areas can be commercial, high density residential, or a mix, either vertically or horizontally. The intent is to create a critical mass of people and activities that will lend itself to walking and biking to neighborhood destinations rather than always driving. The standards for what is allowed and encouraged in the Mixed Use areas will be detailed later in the zoning ordinance. Adjacent to the Mixed Use nodes are areas of high density residential, medium density residential, and low density residential, shown as HR, MR, and LR, respectively. Also shown are generalized locations for future parks, suggesting a park of some kind should be in or near the Mixed Use nodes, the location and facilities for each to be decided in future discussions.

The mixed use nodes are illustrated as generalized land use patterns, which can be refined in discussions at the City level, with developers and property owners, and ultimately as a new Mixed Use zoning district.

Examples of mixed use neighborhoods that have been developed in recent years in the Twin Cities suburbs of Burnsville, Maple Grove, and Golden Valley are included on the next page. There are many different examples and styles of mixed use development and redevelopment, but these show some real world examples of how neighborhood nodes like this have taken shape in Minnesota communities.

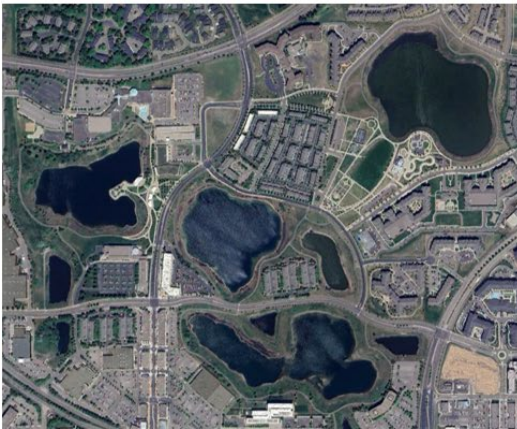
Mixed use zoning typically utilizes a form-based code (FBC) to shape the form, or shape and design of development, not just the uses. Often the zoning requires a mix of at least 10% commercial uses integrated with the residential uses. A new Mixed Use district might be a combination, replacing the current RB Residential Business and B-1 Neighborhood Business districts.

Mixed Use Examples

Burnsville - Heart of the City



Maple Grove – Arbor Lakes



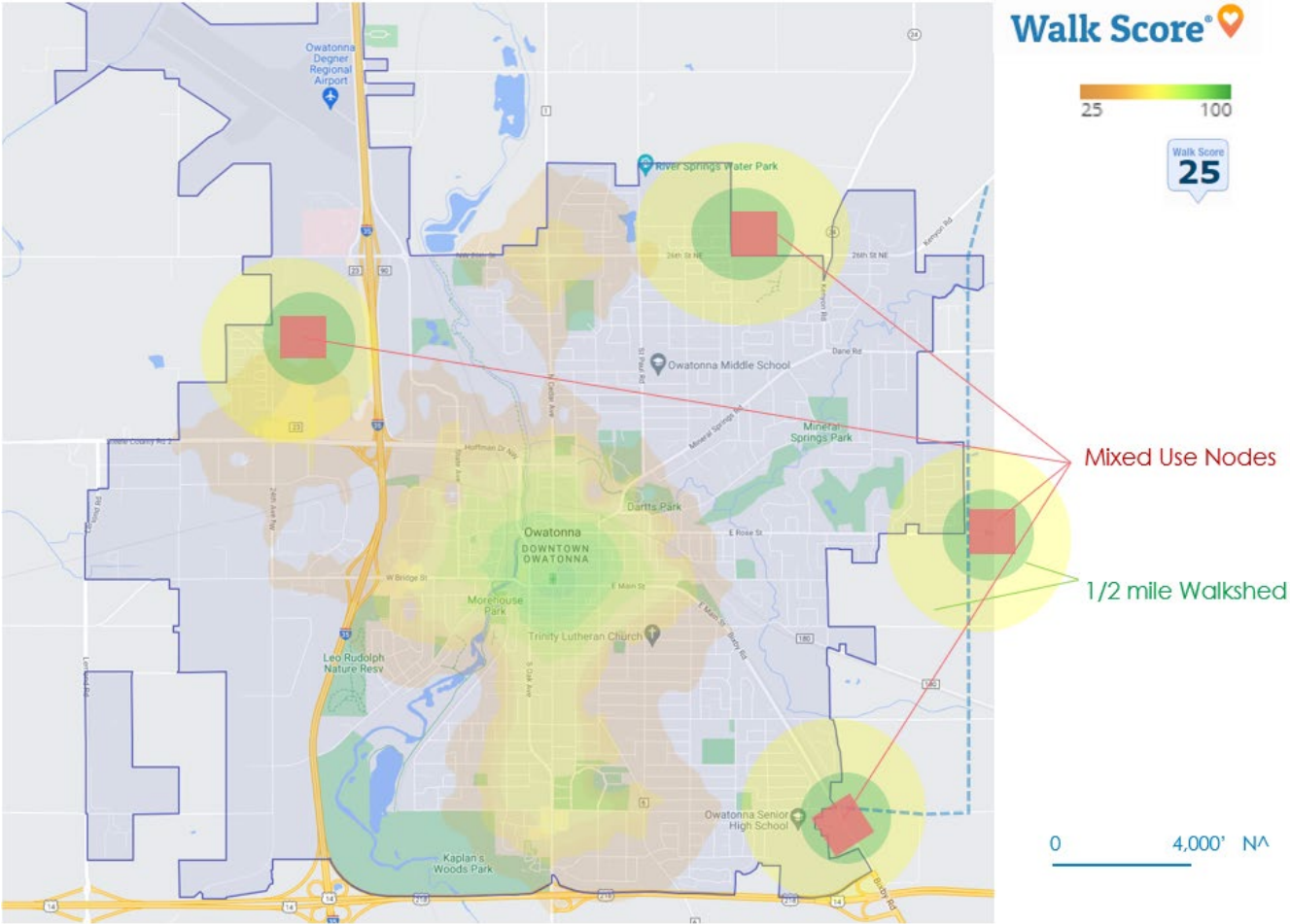
Golden Valley – Downtown



Proposed Owatonna Mixed Use Nodes

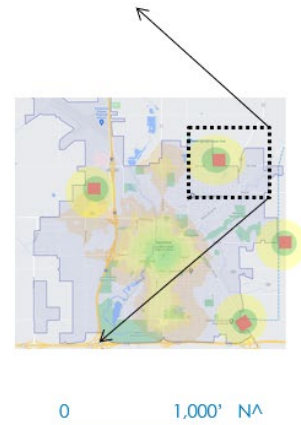
- **Mixed Use Node #1** is on the north side of 26th Street at Hemlock Avenue. This includes the recently proposed Mineral Springs residential PUD (planned unit development) as well as mostly vacant land east to Kenyon Road. The mixed use area would include neighborhood commercial uses serving new development and existing residential south of 26th Street, but would not be required to have residential in the Mixed Use area.
- **Mixed Use Node #2** is on Rose Street centered on the future East Side Corridor. The area includes a future school site which might be connected to a future park. Mixed use development east of the East Side Corridor would serve mostly new development but also existing residential areas on County View Avenue, Greenhaven Lane, and other nearby neighborhoods.
- **Mixed Use Node #3** would be developed along SE 18th Street on either side of Bixby Road near the new Owatonna High School. Future East Side Corridor would intersect the eastern edge of this node. The high school is a major destination and this node is also near the interchange with US Highway 14 and Bixby Road, suggesting that this mixed use area could be larger than in the other nodes and possible all commercial, with a potentially higher concentration of multi-family housing nearby.
- **Mixed Use Node #4** is at 24th Avenue and 18th Street NW, adding a mixed residential-commercial component to the commercial area north of Wal Mart and Kohl's, adding to the existing manufactured home park west of 24th Avenue and the proposed apartment in the SE quadrant of 24th Avenue and 18th Street NW. This node reflects the importance of establishing a residential neighborhood in the northwest part of the City which could thrive as an attractive neighborhood of its own in an area that is now dominated by large commercial uses.

Owatonna Walk Score & Suggested Mixed Use Nodes





Owatonna
Comp Plan
**Mixed Use
Neighborhood
Node #1**
26th Street NE &
Hemlock Avenue



Owatonna
Comp Plan
**Mixed Use
Neighborhood
Node #2**
Rose Street & Future
East Side Corridor





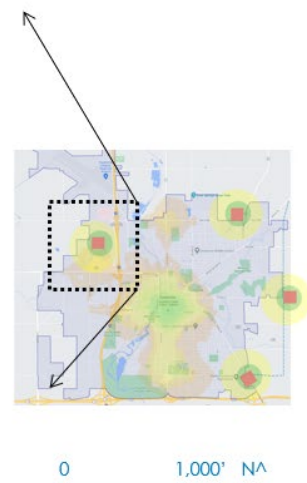
Owatonna
Comp Plan
**Mixed Use
Neighborhood
Node #3**

SE 18th Street & Bixby
Road



Owatonna
Comp Plan
**Mixed Use
Neighborhood
Node #4**

24th Ave NW
& 18th Street NW



Option to consider: Infill and Missing Middle Housing

Purposeful infill growth, in the form of well-planned and managed development, can play a critical role in enhancing existing neighborhoods and strengthening downtown—in large part by supporting their ability to adapt to the community’s changing needs and opportunities. “Missing Middle” housing types help fill the gap between traditional detached housing units and large multi-unit apartment or condominium buildings – generally including duplexes, triplexes, townhomes, and small apartment structures.

In most cities, there is a crucial need for missing middle housing types, which can be accommodated primarily in the Mixed Use Areas, but also as infill development in existing mature neighborhoods and along the community’s corridors. The incorporation of missing middle housing throughout the city – particularly in proximity to existing infrastructure and transit – provides a larger range of housing choice and offers increased affordability for a larger portion of the community.

Scale and form parameters are key to ensuring that missing middle housing supports the context of an area; it is not necessary to introduce large buildings in sensitive areas to create more housing options. Most of these missing middle types fit into structures that are a similar scale to existing housing: not more than 2.5 stories, no more than 55-75 ft. wide, and approximately 45-60 feet deep



Downtown

Downtown Owatonna is the center of the community and the hub of social and economic activity. It is essential that downtown retain its vital place in the community. The City undertook a Downtown Streetscape Study (WSB, 2019) which outlined a number of goals and improvements for the downtown. That study serves as a guide for preserving and enhancing downtown Owatonna. Many of the goals of that study are included in the draft Downtown goals below and several of the plan recommendations are excerpted on the following pages.

One of the keys to the success of Downtown will be housing, to have permanent residents to support business and activity downtown. Having residents downtown means there need to be amenities – parks and open space, trails, businesses and services to meet daily needs, enhanced streetscape and other improvements. Details like ADA ramps at all intersections, sidewalks and streets in good repair, and aesthetic improvements – continuing the work of the earlier Downtown Streetscape Study – are all important to make Downtown livable and successful.

The Straight River is an asset and amenity for Downtown Owatonna that should be exploited to the fullest – make connections to the river and across it where possible, develop parks and open spaces along the river for employees and residents, explore ways to preserve and enhance the natural character of the river corridor. Within floodplain areas where structures are prohibited, passive parks or open spaces can be developed providing a natural flood barrier and an open space for residents to use during non-flood times.

Addressing the change in downtown work habits post-pandemic will also be important. With many people working at home or only parttime in office settings, it will be important to assess realistically the work environment Downtown and address the challenges and opportunities.

There is an opportunity in Downtown to activate underutilized public and private spaces. This could include upper levels of buildings Downtown that are currently unused or underutilized. The Main Street Upper Level Grant program can help to incentivize use of these spaces. Additionally, underutilized public spaces in Downtown can be transformed into small pocket parks with places to sit and public art. Interventions in these types of spaces can be a simple, but effective way to transform a space and the feel of Downtown.



Downtown Goals

Goal 1. Continue to promote Downtown Owatonna as the social, economic, and cultural hub of the region.

- a) Encourage new and redeveloped housing opportunities in and near downtown.
- b) Continue to prioritize revitalization of the riverfront through cleanup activities and redevelopment.
- c) Explore opportunities to use underutilized spaces in downtown, maintaining active spaces on ground-level and more passive spaces on the upper level.
- d) Continue to work with partners and stakeholders to promote and enhance business opportunities and activity in the downtown area.
- e) Continue to explore connections to and across the Straight River in Downtown.

Goal 2. Continue to implement the Downtown Streetscape Study.

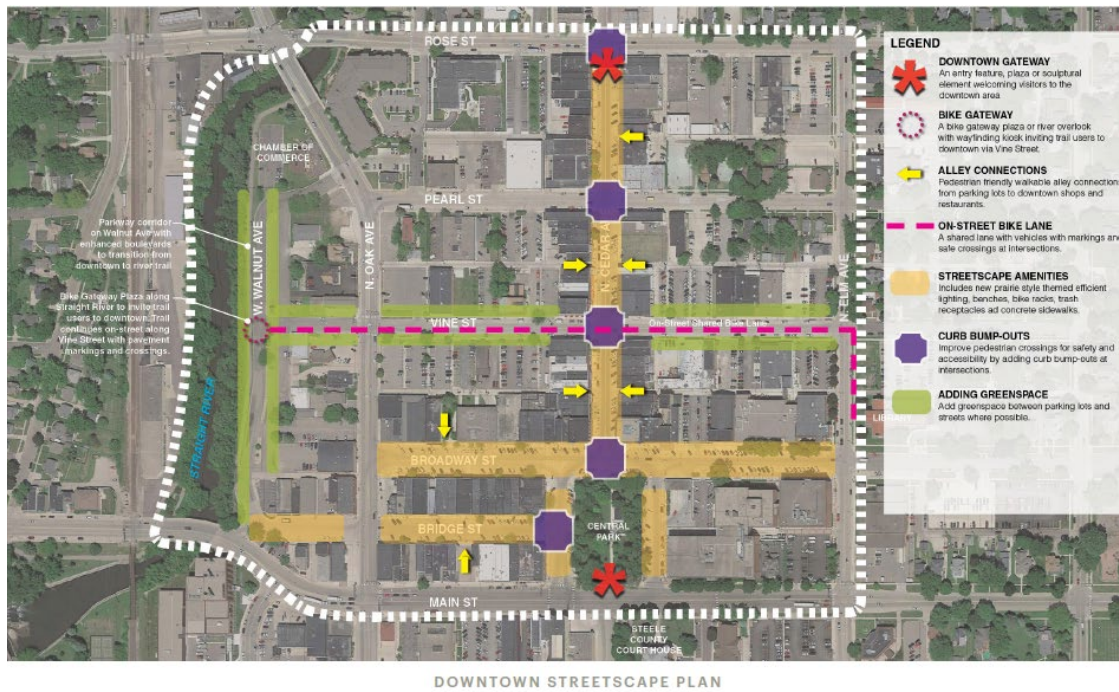
- a) Improve circulation and access throughout downtown for pedestrians, bicyclists and vehicles.
- b) Maintain and enhance accessibility and pedestrian safety.
- c) Provide new and maintain existing amenities such as street lighting and street furniture in downtown.

Incorporate art and placemaking into plans for downtown streetscaping.

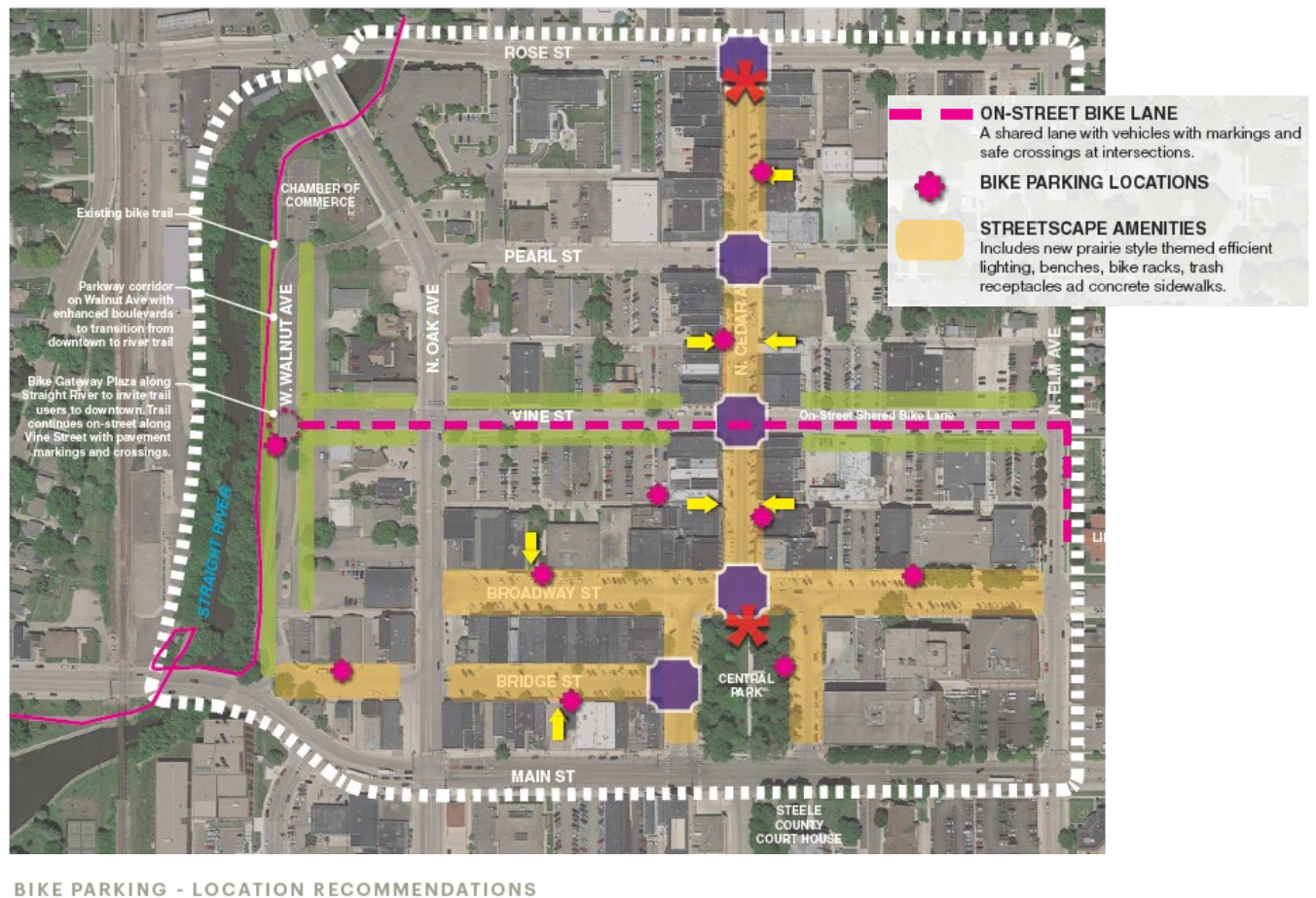
Goal 3. Continue to preserve the Downtown Historic District

- a) Work with property owners to maintain historic buildings through the Main Street Forgivable Loan program or other similar program.
- b) Work with property owners and businesses to utilize upper spaces in Downtown through the Main Street Upper-Level Grant program.

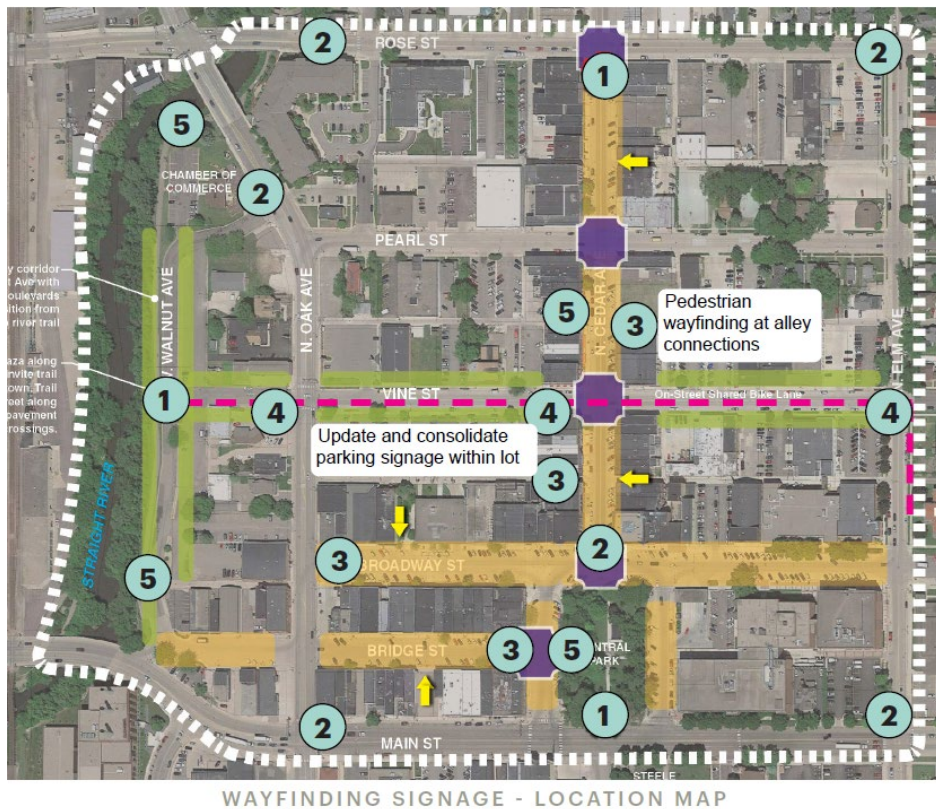
DOWNTOWN STREETSCAPE PLAN (WSB, 2019)



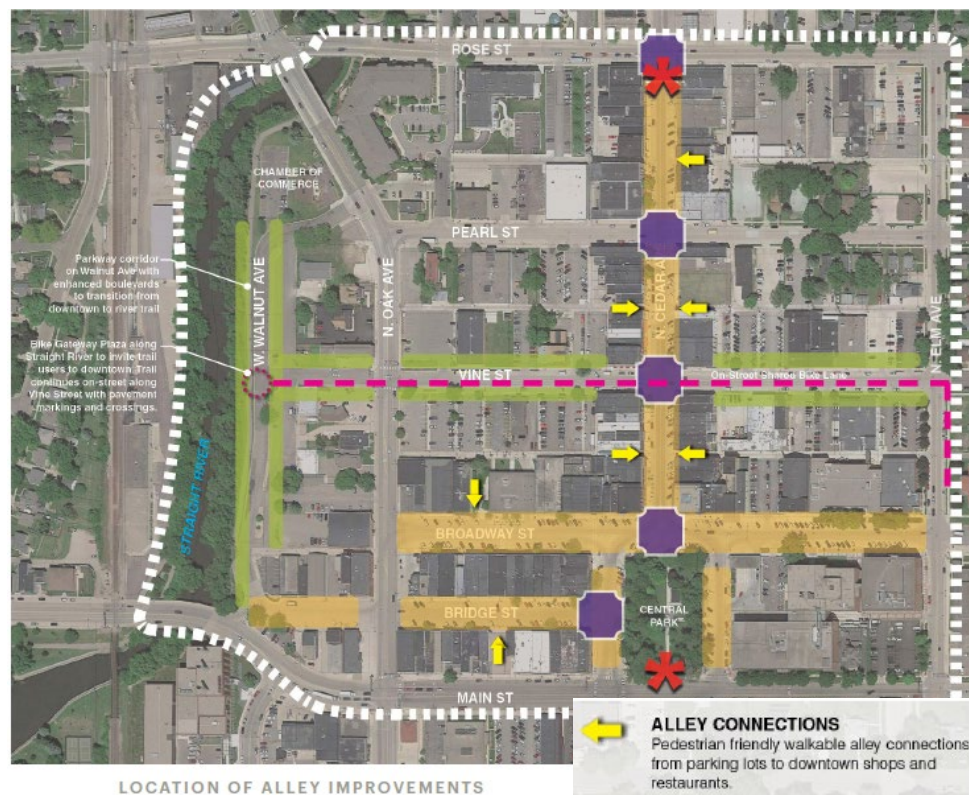
DOWNTOWN BIKE PARKING (WSB, 2019)



DOWNTOWN WAYFINDING SIGNAGE (WSB, 2019)



DOWNTOWN ALLEY IMPROVEMENTS (WSB, 2019)



Community design encompasses not only aesthetic elements, but also the basic arrangements and functioning of the built environment. The relationships between buildings, building entrances, roadways, sidewalks, lighting, landscaping, and other features all combine to create the community character. Areas with well-designed, coordinated elements are generally more popular, better cared for, and more valuable than those with less attention to design. An example of community design efforts in Owatonna is the Main Street Owatonna Wayfinding Design Development document, which offers ideas for a cohesive downtown district through placemaking.

- Placement of buildings and parking
- Building materials
- Building façade and roof treatment
- Location of entrances and windows
- Landscaping and buffering
- Lighting, streetscape furniture and accessories

- Downtown
- North Downtown (transitional commercial-industrial area)
- Residential neighborhoods
- Mixed Use Nodes
- Commercial areas
- Industrial Park area



Community Design Goals

Goal 1. Identify character districts in Owatonna for development of design guidelines.

- a) In Downtown and Mixed Use areas require placement of building close to the street, with sidewalks serving development and parking to the side and rear through new mixed use form-based zoning districts.
- b) Develop minimum building materials standards within the zoning code to maintain and enhance the community character, appropriate to various character districts.
- c) Develop minimum design standards related to building façade, roof treatment, landscaping, lighting and other features in the various character districts.
- d) Develop design guidelines for the downtown area, requiring continuity in the design and scale of development, consistent with the historic character of the area.

Goal 2. Prioritize pedestrian and bike access in all new development and redevelopment projects, as well as public street projects.

- a) Strive to fill missing connections in the overall sidewalk and trail network.

Land Use Categories

Table 1.3 shows the Future land use designations on the Future Land Use map in Figure 1.3.

Table 1.3 – Future Land Use Designations

	Future Land Use Category	Description
	Agriculture	Crop land, pasture, farming operations.
	Park/Open Space	Public park land, ballfields, recreational facilities, natural areas, public open space.
	Low Density Residential	Low density single-family detached and two-family dwellings up to 6 units/acre net.
	Medium Density Residential	Residential dwellings up to 8-unit structures, including twin homes, manufactured homes, quads, and townhouses up to 15 units/acre net.
	High Density Residential	Residential dwellings including apartments, condominiums, and congregate care up to 40 units/acre net.
	Mixed Use	Commercial, retail, service and similar uses, plus residential up to 40 units/acre net, mixed either vertically or horizontally.
	Commercial	Office, retail, and service uses serving the public.
	Central Business District	Commercial, retail, office, service, public, semi-public, and high density uses in the downtown area.
	Transitional C/I	Office, commercial, industrial, warehousing, and related uses in areas adjacent to the downtown area.
	Industrial	Office, warehouse, manufacturing and related uses.
	Public/Institutional	Public and semi-public uses such as government buildings, schools, places of worship, and non-profit organizations.
	Airport	Owatonna Municipal Airport and associated land and buildings. The Future Land Use map also shows the safety zones within which development is limited.

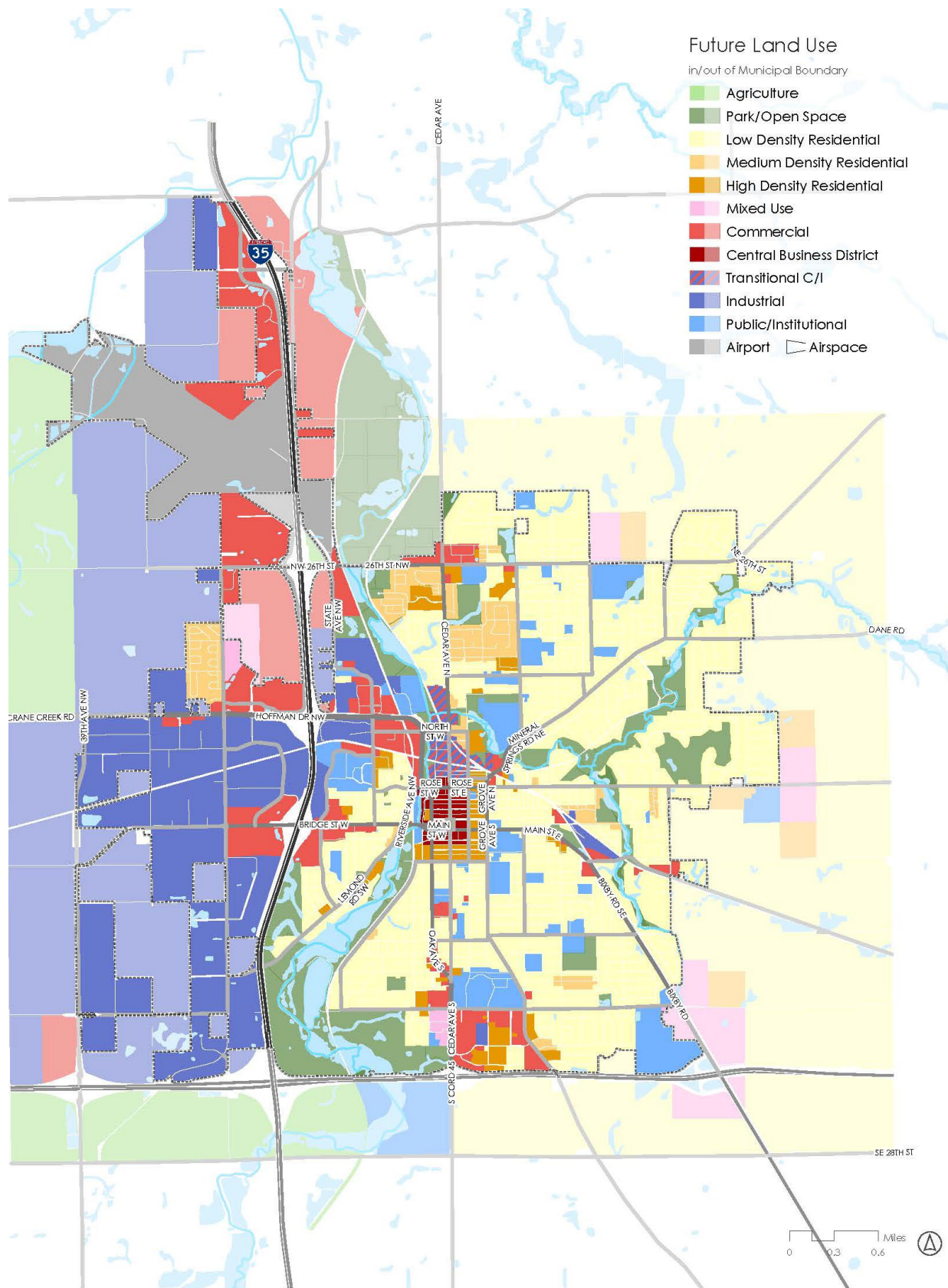
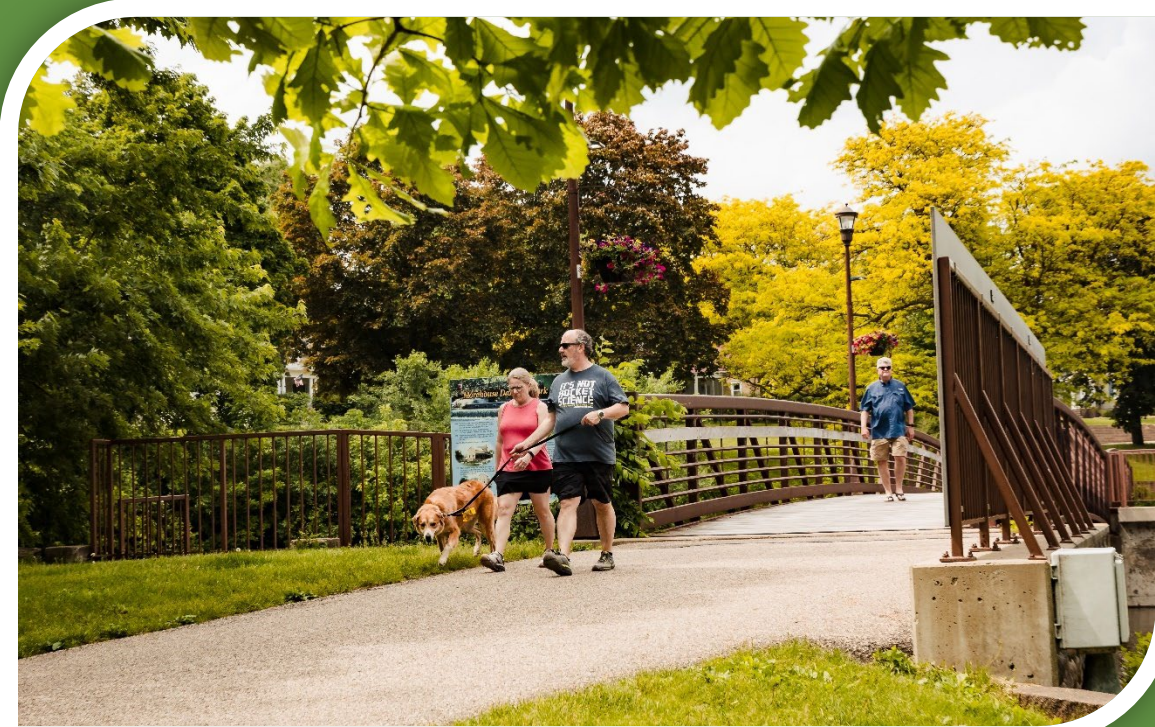


Figure 1.3 – Future Land Use Map

PARKS, TRAILS AND RECREATION



Introduction

The open space system in any city, including Owatonna, is a significant driver for where residents purchase homes and how amenity-rich they find their neighborhoods. Access to parks, open space, and recreation has a direct impact on quality of life. Positive neighborhood impacts and development of parks and park programs that support neighborhoods should be a driving force for new parks, facilities, maintenance priorities, and culturally specific programming.

During this comprehensive planning process, one of the most beloved parts of Owatonna identified over and over was the park and trail system. This is a significant reason residents call Owatonna home, which means it needs to be equally cared for and expanded so all residents have access to these rich amenities.

This chapter highlights the city's adopted *Parks and Trails System Master Plan* (2020), which was the first stand-alone parks and trails plan completed for the city. The plan conducted a needs assessment, detailed the existing parks and trails systems, and proposed an implementation action plan. The goals and new park/trail recommendations in the Comprehensive Plan were developed based on the 2020 *Parks and Trails System Master Plan*, as well as public input and growth analysis conducted during the Comprehensive Plan process.

Existing Conditions

Parks

Overall, the park system is comprised of 33 parks, totaling 575 acres. The recreation system features 11 playgrounds, 5 basketball courts and 13 baseball/softball fields, 4 multipurpose fields, 7 outdoor tennis courts, and an outdoor ice rink. Gaps identified in the 2020 *Parks and Trails System Master Plan* include the need for a community athletic complex as Owatonna grows in population, an indoor multi-purpose recreation space, and another community park. A need was also identified for additional park space in the south-eastern portion of the city.

The city's 33 parks are categorized as follows: Regional Park (1), Community Park (5), Community Athletic Complex (1), Neighborhood Park (5), Mini Park (4), Nature Preserve (1), Special Use Park (6), Urban Plaza Park (1), Undeveloped or Future Park (9). Owatonna's parks and their classifications are shown in Table 2.1.

Table 2.1 Existing Parks

Park	Classification	Size (Acres)
Archery Park	Special Use Park	2.4
Brooktree Golf Course	Special Use Park	128.42
Brown Park	Neighborhood Park	6.77
Buecksler Park	Mini Park	4.75
Cashman Park	Neighborhood Park	18.43
Central Park	Urban Plaza Park	1.52
Countryview Park	Undeveloped / Future Mini Park	0.68
Crocus Park	Mini Park	0.45
Dartts Park	Community Park	22.7
Fairgrounds Park	Community Park	15.5
Falkland Meadow	Undeveloped	7.38
Fremont Park	Undeveloped	0.27
Hamman park	Undeveloped	10.5
Hazel Park	Undeveloped	0.31
Jaycee Park	Neighborhood Park	8.68
Kaplan's Woods Park	Regional Park	225
Kriesel Park	Undeveloped	19.76
Kriesel's Woods Park	Undeveloped	9.94
Lake Chase Park	Special Use Park	14.59
Leo Rudolph Nature Preserve	Nature Preserve	58.09
Manthey Park	Community Park	29.67
Maple Creek Park	Neighborhood Park	20.9
Mineral Springs Park	Community Park	42.57
Morehouse Park	Community Park	27.71
Daikin Soccer Complex	Community Athletic Complex	6.5
Nass Woods	Undeveloped	13.75
North Bluff Park	Mini Park	0.41
North Straight River Parkway	Undeveloped	41.59
River Springs Water Park	Special Use Park	9.97
Sid Kinyon Courts	Special Use Park	0.8
Summer Park	Undeveloped	7.9
Walter H. Gainey Park	Neighborhood Park	3.09
West Hills Park	Special Use Park	38.75
Willow Park		0.35
	Total Park System	575 Acres

Source: Parks and Trails System Master Plan

Trails

Owatonna has several existing trails that connect its park system, as well as internal trails in many of its larger parks. The highlight of the system is the north-south greenway corridor along the Straight River and an east-west trail greenway generally following along Maple Creek to the city's eastern boundary. The city's trail system consists of several different types of trails, including of 12 miles of mixed use trails. The key multi-use trail segments are summarized in Table 2.2 below. Complementing the trail system, the city also has over 60 miles of sidewalks, providing additional walking opportunities throughout the city.

Table 2.2 Existing Trails

Trail	Location	Length	Connections
Buxton Trail	From Elm Avenue NE to Dane Road	2.5 miles	Dartts Park, Brooktree Gold Course, Mineral Spring Park
18th Street Trail	From Mosher Avenue to Linn Avenue	.55 miles	Kaplan's Woods
Muckle Trail	From Bridge Street to North Street	1.5 miles	Morehouse park, Kaplan's Woods Parkway
Kaplan's Woods Parkway	From Kaplan's Woods to Bridge Street	1.5 miles	Morehouse Park, Kaplan's Woods
Cashman Crossing	Over the Straight River, south of Morehouse Park	200 feet (Pedestrian Bridge)	Connects Kaplan's woods Parkway Trail on the east side of Walter H. Gainey Park
26th Street Trail	Along 26 th St NE from Cashman Park to Kenyon Road	2 miles	East-west connection between North Straight River Trail and Buxton Trail Corridor
North Straight River Parkway	Along the Straight River from the Muckle Trail Corridor to 26 th Street	1.8 miles	Combination of Lange Woods Trail and Ihlenfeld/Wildung Trail

Source: Parks and Trails System Master Plan

In addition to the trails above, the city also maintains groomed cross country ski trails within Brooktree Golf Course and along Kaplans Woods Parkway during the winter months. Another city-owned recreational opportunity are the hiking and mountain bike trails within Kaplans Woods Park. There are also a variety of planned sidewalks and trails, which date back to a 2012 Sidewalks and Trails Plan. The defining feature of this plan is a trail loop around the city, which would also connect to existing parks and trails. The existing and previously planned trails and are shown in Figure 2.1.

Other recreational amenities

The *Parks and Trails System Master Plan* identifies the following non-city, private, and nearby recreational amenities:

- Owatonna County Club: private golf club with a swimming/wading pool and fitness center.
- Christian Family Church partners with Owatonna's Pickleball Association and hosts games and tournaments.
- Steele County Fairgrounds and Four Seasons Center: The annual County Fair is held here; The Four Seasons Center hosts hockey tournaments.
- Nearby Amenities outside city limits:
 - Reptile and Amphibian Discovery Zoo
 - Havana Hills: par 3 golf course and driving range
 - Minnesota State Parks: Rice Lake State Park and Somerset Wildlife Management Area

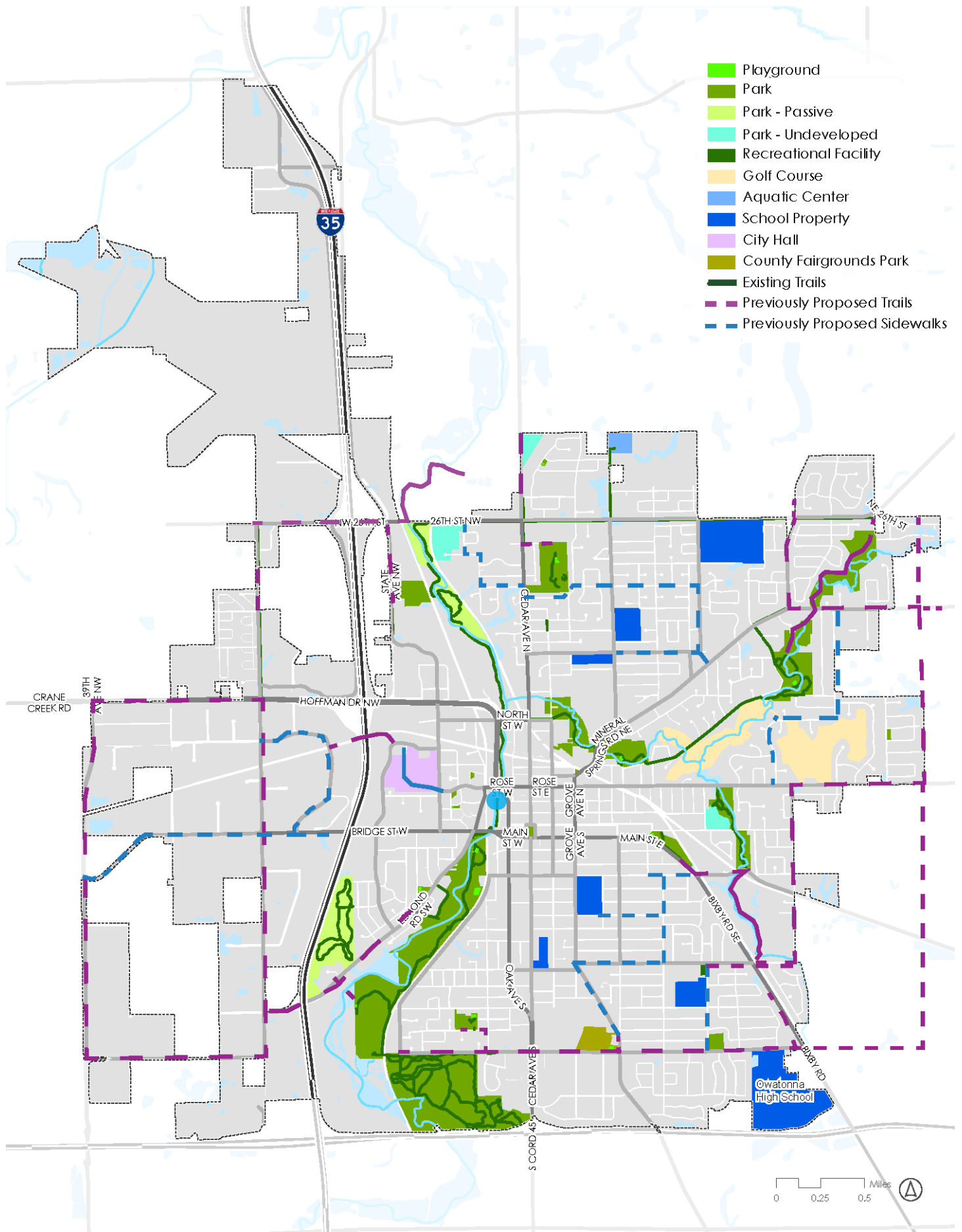


Figure 2.1 Existing Parks and Trails

Parks and Recreation Trends

- Increased need for trails to accommodate a trend towards more active living and health and wellness activities.
- A more intentional focus on accessible facilities to serve both people with disabilities, younger generations (people with strollers, mobility devices etc.), and older generations.
- Recreational and social programming for the growing population of older adults and seniors.
- Increased participation in field sports, and a need for more space in communities for these types of facilities.
- Park space as an indicator of equity. Cities are viewing park space as critical infrastructure and increasing commitments to provide open space in every neighborhood.
- Many cities have adopted a 10-minute walk policy, ensuring parks or open space within a 10-minute walk of all residents. The 10-minute walk metric—equivalent to approximately a half-mile for an able-bodied person—is the average distance most people are willing to walk to reach a destination, a standard that helps examine the number of opportunities and resources a person has close to home. Ensuring that all people have access to a park within a 10-minute walk of home and that there's adequate park space in all neighborhoods is essential to creating an equitable park system.
- Greater understanding of the connections between parks and public health, and the mental and physical health benefits of parks, open spaces and trails.
- Shifting desires in park amenities including increased interest in splash pads, pickleball courts, dog parks, challenge courses, nature play areas, community gardens. The city's *Parks and Trails System Master Plan* includes a full list of park trends, which should be referenced in master planning for any new park space.
- Utilization of floodplain land along waterways as passive parks and open space. This could be coordinated with partners such as OPU.



Future Park and Trail Recommendations¹

Future park and trail search areas identified in the 2020 *Parks and Trails System Master Plan*, as well as those identified through this Comprehensive Planning process are shown in Figure 2.2.

Search Areas	Description	Size
State Trail Search Corridors – Prairie Wildflower (North-South) and Stagecoach (East)	There are two legislatively designated future state trails through Owatonna. While the alignments have not been solidified, the city should continue to plan for these facilities with its partners. Preliminary alignments have been explored for the Stagecoach Trail through the DNR Stagecoach State Trail Master Plan in 2012.	N/A
Bridge Street Trail	Comprehensive plan engagement identified a desired missing connection between Downtown and the city's industrial park. The city should explore improvements to Bridge Street to fill this gap. Planning efforts are underway to add a pedestrian bridge across the river at Vine Street, as indicated in Figure 2.2, which could act as the river crossing.	N/A
Hoffman Drive Trail	The city should also explore a trail connection along Hoffman Drive to serve the commercial areas west of I-35 and the proposed residential growth area south of Hoffman Drive. This trail was identified, but not added to the list of priorities in previous plans.	N/A
18th Ave Trail	The city should prioritize filling a gap in the trail system along 18 th Ave to Owatonna High School. This would facilitate safe non-motorized connections to the high school and serve the proposed growth area east of Bixby Road.	
Regional Park - North	A regional park search area was identified in the Parks and Trails System Master Plan, in the northern portion of the city. The city should continue to explore land acquisition options to fill the need for a larger park in this area of the city. This area is adjacent to the Minnesota Paving and Materials quarry. Owatonna should work with its partners at Steele County to understand potential for future park space once mining ceases.	Varies – over 20 acres

¹ The Comprehensive Plan identifies potential future park and trail development outside of city limits in the proposed growth areas. The Park System Master Plan and subsequent updates to this plan details the existing park and trail system and action plan.

Search Areas	Description	Size
Neighborhood and Community Parks – North of 26th St at Hemlock Ave, Rose St and East Side Corridor, 24th Ave and 18th St NW	The Future Land Use map in this Comprehensive Plan includes planning for four new mixed use neighborhood nodes. These nodes should all be planned with new neighborhood park space (~3-5 acres). North of 26 th St there is additional need for a larger park (~20 acres).	~ 3-5 acres (neighborhood park) ~20 acres (community park)
Community and Neighborhood Park - Southeast	Currently, the southeast portion of Owatonna is lacking in park land and amenities. The high school helps with this deficiency, but additional park space will be needed east of Bixby as this area of the city continues to grow. The new mixed use neighborhood shown in the Future Land Use map in this Comprehensive Plan should incorporate a neighborhood park. Additionally, the city should search for a larger community park space in this area to address existing deficiencies and future needs.	~ 20 acres (community park) ~ 3-5 acres (neighborhood park)
Greenway System	Search for property along the city's natural greenway corridors along the Straight River, Maple Creek, and Izaak Walton Creek for future parks and trails	N/A

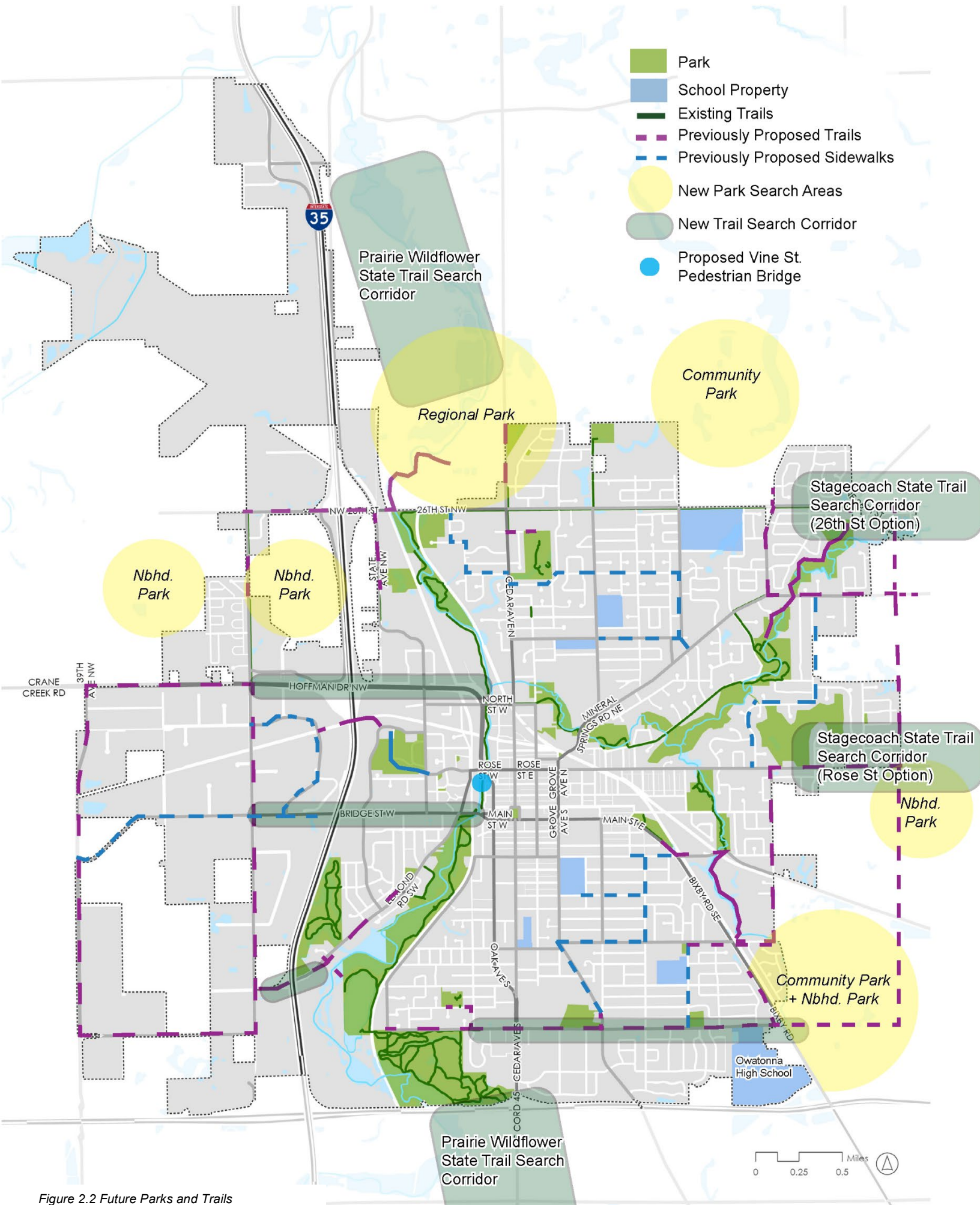


Figure 2.2 Future Parks and Trails

Option to consider: Parkland Dedication Ordinance

Goal 1h below encourages the city to explore adoption of a Parkland Dedication Ordinance. This concept was introduced in the 2020 Parks and Trails System Master Plan. Excerpts from that recommendation are included below.

Why a Parkland Dedication Ordinance?

A Parkland Dedication Ordinance can provide much needed capital funding for parks and open space. Upon adoption of such an ordinance, a city may require that a reasonable portion of any proposed subdivision be dedicated to the public or preserved for conservation purposes or for public use as parks, playgrounds, trails, wetlands, or open space, and that the city may alternatively accept an equivalent amount in cash.

In order to continue to provide residents of Owatonna with park and recreation, it is recommended that the City explore using park dedication land or fee equivalents. When land develops with residential homes, there will be a need for park land to accommodate these new residents. It should be noted that this funding source only works if new developments are occurring in Owatonna as the fees cannot be used to replace or maintain existing facilities.

The 2020 Parks and Trails System Master Plan included examples from comparable communities, which is excerpted below for ideas on how this ordinance may be administered.

CITY	POPULATION	PARK DEDICATION FEE / LAND DEDICATION FEE OR BOTH	PARK DEDICATION FEE	LAND DEDICATION AMOUNT	ADDITIONAL NOTES
Bemidji	15,366	Yes, both	Cash in lieu equivalent based upon fair market value.	Residential = 1 acre per 25 units, Nonresidential = 4% of gross area, Mixed Use = 4% of gross area	No wetlands, floodplains, drainage ways. Some private rec land may receive 20% credit
Faribault	23,750	Yes, both	Cash in lieu equivalent based upon fair market value.	Residential = 7%; Commercial = 4%; Industrial = 4%, other 7%	No wetlands, ponding, drainage-ways.
New Ulm	13,238	Yes, both	\$340 per lot/unit (R1/R2); \$1,040 per lot, \$340 per unit (R3); \$265-\$2,185 (COMM/IND)	675 sf per unit (R1,R2,R3)	Land must not be drainage-way, floodplain or ponding. Land must be grading with 6" topsoil and seeded prior to dedication.
Northfield	20,084	Yes, both	Cash in lieu must be equivalent to land dedication costs. Commercial = 5% of land area; Industrial = 2% of gross area for trails only; 0-3.9 units/acre = 16%; 4-7.9 units/acre = 13%; 8+ units/acre = 10%	Commercial = 5% of land area; Industrial = 2% of gross area for trails only; 0-3.9 units/acre = 12% of net land area; 4-7.9 units/acre = 9% of net land area; 8+ units/acre = 6% of net land area	Commercial sites can be waived if affordable housing, tax revenue or greater benefit to the City. Land must be suitable, no steep slope, above OHW, graded and 4" topsoil.
Waseca	8,978	Yes, both	Residential = \$420/unit; Multi-Family = \$250-300/unit	Residential = 8-14%; Multifamily=20-45%, Mobile Homes = 13%	Fees are based upon \$15,000 per acre assumed land costs. Land must be graded and suitable 50% for fields, less than 2% grade.
Willmar	19,628	Yes, both	Cash in lieu equivalent based upon fair market value.	Residential = 7%; Commercial = 4%; Industrial = 4%, other 7%	City may waive if affordable housing or greater benefit to city. Private open space credit up to 25%.
Owatonna	25,794	No			

Parks and Trails Goals

Goal 1. Improve and diversify park, trail and recreation opportunities in Owatonna.

- a) Follow the recommendations of the Owatonna Parks System Master Plan and update the Plan every 10 years to address changing needs in the City. Align goals and policies with the Comprehensive Plan.
- b) Prioritize green space for each neighborhood in Owatonna, including active park space within one half mile of all residents wherever possible, and sidewalk or trail links between Owatonna neighborhoods and key destinations and services.
- c) Continue seeking regional park status for the combined properties of Kaplan's Woods, Lake Kohlmeier and a portion of the Straight River public land as a regional park.
- d) Explore the use of the quarry in Northwest Owatonna as a regional hub (park) once it reaches the end of its quarry reserves.
- e) Strive to make all City park and recreation facilities accessible, safe and welcoming for all ages and abilities.
- f) Continue to maintain Owatonna's existing parks and trails by exploring creative funding and financing strategies.
- g) Integrate park and recreation facilities into a planned community center.
- h) Explore a park land dedication ordinance to support acquisition, development and improvements for the park, trail and natural resource system.

Goal 2. Improve connections within the park and trail system in Owatonna.

- a) Explore new east-west trail connections between Downtown, across the Straight River, across I-35, and the industrial park.
- b) Continue focusing on trail development, trail safety, and maintenance of existing trails in the community.
- c) Continue to pursue including Owatonna's trail system in the regional trail system defined by the Greater Minnesota Regional Parks and Trails Commission (GMRPTC), providing both north-south and east-west trail connections to regional destinations.
- d) Pursue funding to develop and implement a Safe Routes to School program in Owatonna.

Goal 3. Improve the health and wellness of the community through equitable park planning and construction.

- a) Prioritize planting trees in new and existing parks, and along trail corridors to allow for shade and a more robust urban tree canopy.
- b) Prioritize improving the health of Owatonna's natural areas, rivers and streams.
- c) Explore adopting Level of Service (LOS) metrics for parks planning through a Parks Master Plan update.
- d) Continue to plan for parks as critical infrastructure in all new and existing neighborhoods to improve physical and mental health of residents.
- e) Explore opportunities to add parks and trails through an updated Park and Trail System Master Plan that build a sense of community, improve physical and mental health of residents and address any gaps in the overall parks system.

Goal 4. Focus on partnerships to improve Owatonna's parks and trails system.

- a) Continue to work cooperatively on park and recreation programs and facilities with Owatonna Public Schools.
- b) Continue to establish relationships with Steele County and neighboring communities to partner on regional trail opportunities in order to best secure future grant funding of these amenities.
- c) Explore new partnerships and strengthen existing partnerships to leverage funding and deliver services.
- d) Work with the community to understand parks needs and target parks that need enhancement and investment.

ECONOMIC DEVELOPMENT



Introduction

Owatonna has a solid economic foundation. It is a growing city in terms of population and new development. The city is known as an economic powerhouse in Southern Minnesota, with a diversified industrial and commercial base of businesses. Owatonna has natural and recreational amenities with greenways along its rivers and a strong park system. It has a downtown center and the collective will to build on its identity and vibrancy.

Understanding the trends in demographics and development a city is experiencing is a vital part of the comprehensive planning process. It can provide clues to future growth patterns and indicate what types of housing, parks and open spaces, mobility options and public facilities may be needed in the future. This chapter highlights information on Owatonna's demographic characteristics and economic development, and provides goals for continuing economic competitiveness.

Demographics

Population

Owatonna has captured the majority of Steele County's growth since 1990. During the 1990s and 2000s, Owatonna grew at a faster rate than the State of Minnesota. In the 2010s, though, Owatonna's growth had slowed enough that it fell below the statewide growth rate.

In the early part of the 2020s, population growth has rebounded significantly in Owatonna. According to the Minnesota Demographic Center, between 2020 and 2022 the City's population grew by more than 1,100 persons. This high rate of growth will likely ease somewhat throughout the 2020s, but growth is anticipated to remain strong in Owatonna despite a statewide slow-down caused by an aging population, declining birth rates, and reduced in-migration from outside the state.

Table 3.1 Population Trends and Projections

Geography	Estimate*				Projection**			
	1990	2000	2010	2020	2022	2030	2040	2050
Population								
Owatonna	19,386	22,434	25,599	26,420	27,544	30,371	33,335	35,473
Clinton Falls Twp	518	466	351	386	387	410	417	411
Owatonna Twp	991	766	609	613	621	663	688	694
Steele County	30,729	33,680	36,576	37,406	38,611	41,747	44,704	46,639
Minnesota	4,375,099	4,919,479	5,303,925	5,706,494	5,757,358	5,976,058	6,190,685	6,333,531
Percent Change†								
Owatonna	--	15.7%	14.1%	3.2%	4.3%	15.0%	9.8%	6.4%
Clinton Falls Twp	--	-10.0%	-24.7%	10.0%	0.2%	6.2%	1.6%	-1.3%
Owatonna Twp	--	-22.7%	-20.5%	0.7%	1.3%	8.2%	3.7%	0.9%
Steele County	--	9.6%	8.6%	2.3%	3.2%	11.6%	7.1%	4.3%
Minnesota	--	12.4%	7.8%	7.6%	0.9%	4.7%	3.6%	2.3%

* 2022 Estimate for Owatonna is from the MN Demographic Center. 2022 estimates for all other geographies is based on 2021 estimates from MN Demographic Center.

** Projections for Owatonna are based on 2022 estimates and trended downward per MN Demographic Center's long range projections. Minnesota projections are from MN Demographic Center. All other geographies are based on estimated shares of countywide growth relative to Owatonna's 2022 estimate and projected growth.

† Percent change based on previous 10-year increment, except for 2022, which is based on change since 2020.

Sources: US Census; MN Demographic Center; Stantec

Age Distribution

The age distribution of the population has a profound influence on a community and its needs. Age impacts the type of housing people need, the goods and services we consume, and numerous other elements of daily life. Due to the aging of the Baby Boom generation – those born between 1946 and 1964 – Owatonna’s overall median age has increased from 35 in 2000 to almost 39 in 2020. In particular, the age groups over age 55 have swelled in recent years. This phenomenon is not unique to Owatonna, as Steele County and the state have experienced similar age shifts as well.

Another important dynamic is the prevalence of lower birth rates. This can be seen in the significant decline in children under the age of 5 from 2010 to 2020. This is due to several reasons including a decrease in persons of child-bearing age, declining birth rates, and reduced immigration.

Table 3.2 Age Distribution

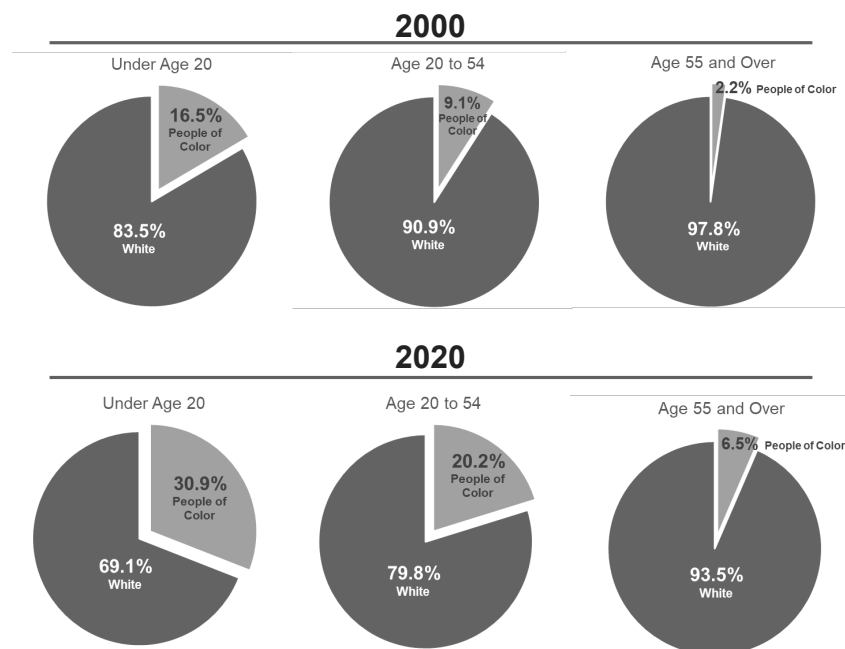
				Change '00-'10		Change '10-'20		Distribution		
Age Group	2000	2010	2020	No.	Pct.	No.	Pct.	2000	2010	2020
Owatonna										
Under 5 years	1,647	2,009	1,602	362	22.0%	-407	-20.3%	7.3%	7.8%	6.1%
5 to 14 years	3,511	3,743	3,864	232	6.6%	121	3.2%	7.6%	7.5%	7.1%
15 to 24 years	3,033	3,027	3,126	-6	-0.2%	99	3.3%	7.4%	6.7%	6.8%
25 to 34 years	3,019	3,365	3,209	346	11.5%	-156	-4.6%	13.5%	13.1%	12.1%
35 to 44 years	3,650	3,368	3,350	-282	-7.7%	-18	-0.5%	16.3%	13.2%	12.7%
45 to 54 years	2,940	3,661	3,188	721	24.5%	-473	-12.9%	13.1%	14.3%	12.1%
55 to 64 years	1,804	2,882	3,438	1,078	59.8%	556	19.3%	4.5%	6.3%	6.8%
65 to 74 years	1,378	1,663	2,648	285	20.7%	985	59.2%	6.1%	6.5%	10.0%
75 to 84 years	1,054	1,225	1,397	171	16.2%	172	14.0%	4.7%	4.8%	5.3%
85 years and over	398	656	598	258	64.8%	-58	-8.8%	1.8%	2.6%	2.3%
Total	22,434	25,599	26,420	3,165	14.1%	821	3.2%	100.0%	100.0%	100.0%
Median Age										
Owatonna	35.0	37.2	38.8	2.2	6.3%	1.6	4.3%	--	--	--
Steele County	35.9	38.5	39.9	2.6	7.2%	1.4	3.6%	--	--	--
Minnesota	35.4	37.4	38.4	2.0	5.6%	1.0	2.7%	--	--	--

Source: US Census

Race and Ethnicity

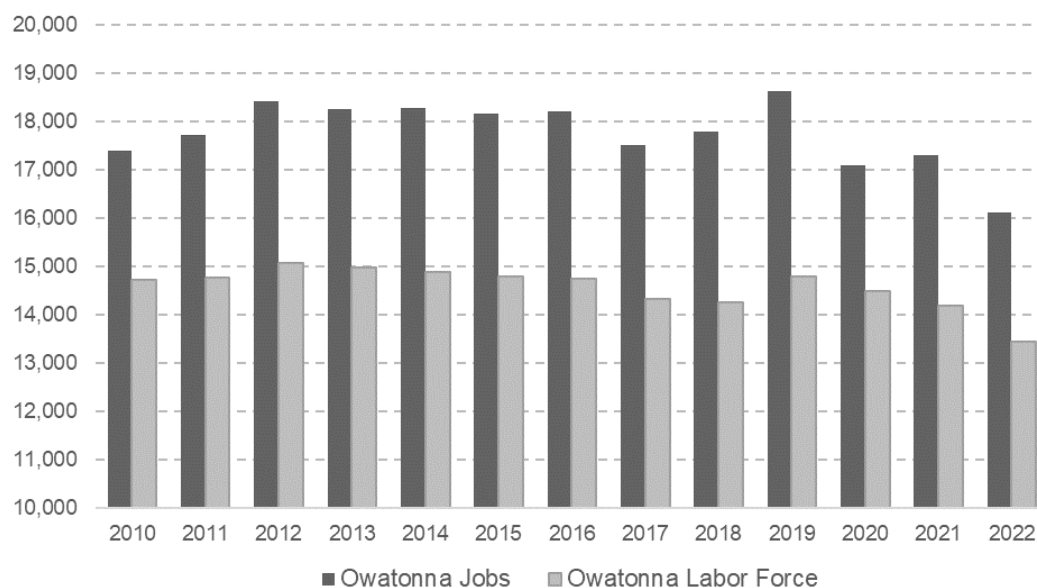
For over two decades, immigrant families have been attracted to the job opportunities in Owatonna, which has diversified the population. The percentage of the population that are people of color has increased from 8.2% in 2000 to 19.0% in 2020.

The diversity of Owatonna’s population becomes even more pronounced when it is broken down by age. The percentage of the population under age 20 that are people of color has increased from 16.5% in 2000 to 30.9% in 2020. Meanwhile, for the population age 55 and over, the percentage has only increased from 2.2% in 2000 to 6.5% in 2020.



Employment and Labor Force

From 2010 to 2019, the number of jobs in Owatonna ranged between about 17,500 and 18,300. In 2020, there was a sharp decline in jobs due to the Covid-19 pandemic. Although those losses stabilized in 2021, the downward trend persisted through 2022. Some of this persistence can be attributed to a decline in the labor force due to reasons such as increased retirements. For example, those born at the midpoint of the Baby Boom generation (1958) began reaching age 65 around 2020.



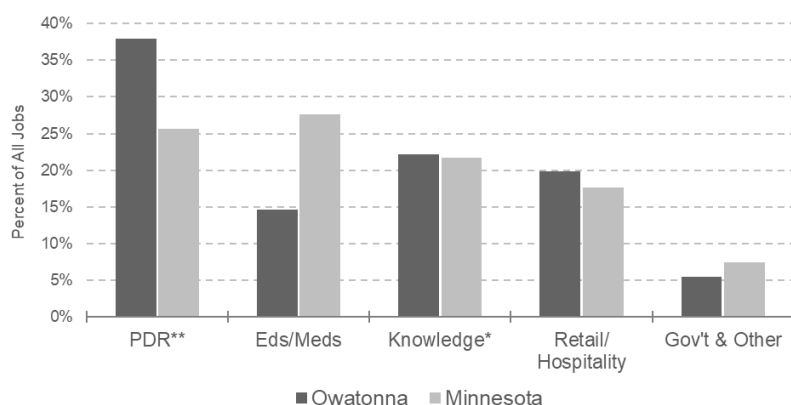
Sources: Minnesota DEED, Quarterly Census of Employment and Wages (QCEW) dataset and the Local Area Unemployment Statistics (LAUS) dataset

Figure 3.1 Employment and Labor Force

Employment by Industry Sector

Nearly 38% of Owatonna's jobs are in the Production, Distribution and Repair (PDR) industry sectors. This is significantly higher than the statewide proportion (25%). Conversely, Owatonna has a lower proportion of jobs in the education and healthcare sectors (15%) compared to the state (27%).

A strong employment base in PDR sectors typically means more higher-paying jobs. Moreover, it also results in a net inflow of dollars into the local economy, unlike service sector jobs, which typically recycle dollars within the local economy.

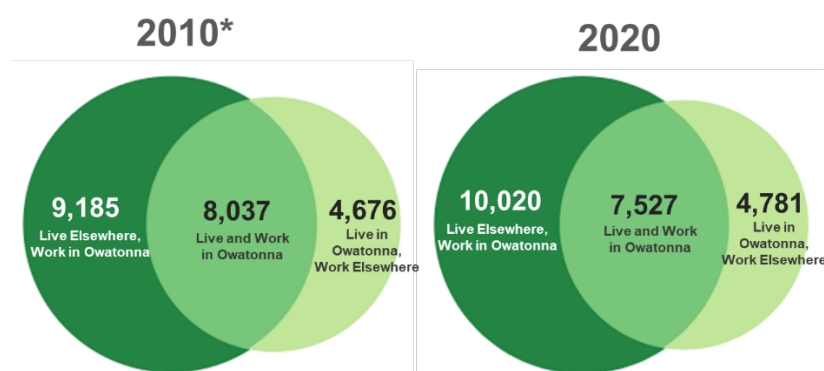


* Knowledge = Consists of "knowledge-based" industry sectors (e.g., Information, Finance, and Professional Svcs/Mgmt)
 ** PDR = Production, Distribution, and Repair industry sectors (e.g., Manufacturing, Construction, Utilities, etc.)
 Source: US Census, LEHD dataset

Figure 3.2 Employment by Industry Sector

Worker Commute Patterns

Changing commute patterns can signal important shifts in the local economy, such as the relationship between job growth and the availability of housing. Between 2010 and 2020, the number of people who work in Owatonna but reside elsewhere grew by 835. Meanwhile, the number of people living and working in Owatonna decreased by -510. This imbalance suggests that both new workers and existing workers are unable to find adequate housing in Owatonna and are finding housing in other communities.



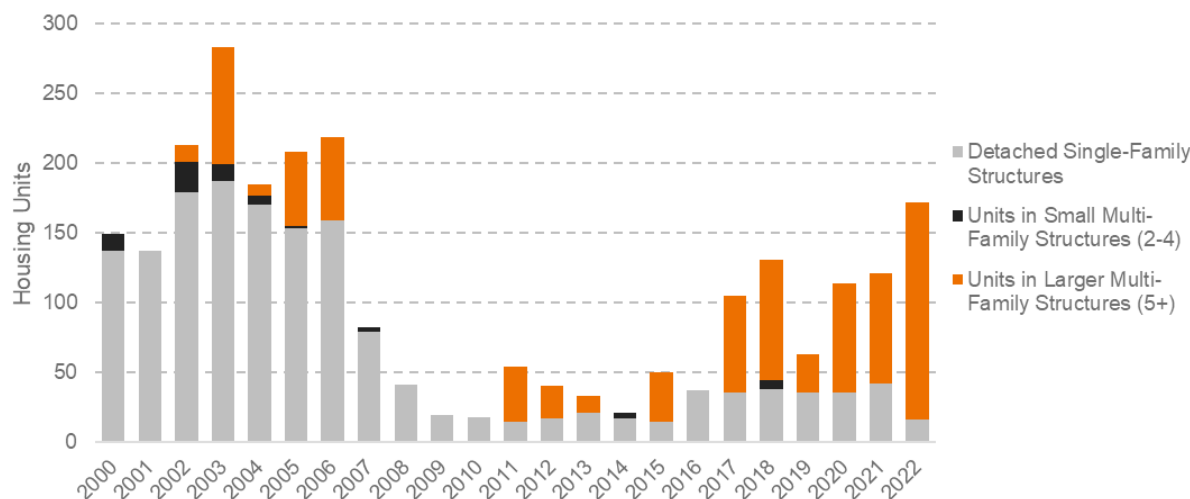
* Earliest year data is available.
 Source: US Census, LEHD Dataset

Figure 3.3 Worker Commute Patterns

Development Market Trends

Housing Market Trends

The recession from 2008-2010 resulted in a significant decline in housing construction that lasted into the late 2010s. Starting around 2017, housing construction began to increase once again in Owatonna. Although the volume of construction has not yet risen to pre-recession levels, it has taken on a different form. In the last six years, the majority of units constructed have been in larger multi-family structures of five or more units. This is in sharp contrast to the pre-recession housing boom that was dominated by single-family construction.



Source: US Census, SOCDS dataset

Figure 3.4 Housing Construction 2000 - 2022

Additional information on housing can be found in the Comprehensive Housing Needs Analysis completed for Owatonna by Maxfield Research and Consulting in September 2023. This study projects general occupancy housing demand and senior housing demand through 2030. The study also provides recommendations on the amount and type of housing that could be built in Owatonna to satisfy demand from current and future residents through this decade. The full document can be found on the City's website, with additional key information summarized in the land use chapter of this Comprehensive Plan.

Office Market Trends

Nationally, office real estate is undergoing a profound structural change as working from home and flexible schedules have become the norm post-pandemic. Although traditional office spaces will remain an important real estate use, the demand for such space has dropped significantly in a very short period of time. The full impact of this rapid shift is not known, but it is already evident that it is affecting businesses that use office space, office building owners, retail businesses dependent on office workers, traffic patterns, and much more.

The following charts illustrate trends in Owatonna's office market. Below are key findings:

- Owatonna's office market consists of roughly 340,000 square feet of space. This translates to about 12 square feet of office space per resident. Among Owatonna's peer communities, this is the lowest ratio of office square feet to population.

- There has been no new office development since 2015. Between 2013 and 2015, four small office buildings were constructed totaling about 9,500 square feet. Therefore, in the last 15 years, the inventory of office space in Owatonna has only increased about 3%.
- In the early to mid-2010s, the office vacancy rate peaked at just over 6%. Despite a short-term spike during the later stages of the pandemic, office vacancy has returned to a rate below 2%. This low vacancy rate suggests a healthy market. However, with more office workers regularly working from home, this data should be watched closely as many businesses may significantly change the amount of office space they need once their current leases expire.



Figure 3.5 Owatonna Office Development and Vacancy Rate 2007-2023
Source: CoStar

Retail Market Trends

Nationally, over the past 10-15 years, retail real estate has been battered by a shift to more on-line shopping. Much of the retail industry, therefore, has been attempting to adapt to this new environment in which bricks-and-mortar stores have become integral to the overall shopping *experience* instead of simply a *convenient* location to procure a specific good or service. As a result, many marginal retail locations, such as aging shopping centers and poorly sited buildings, have become vacant, been adapted to other uses, or redeveloped altogether.

The following charts illustrates trends in Owatonna's retail market. Below are key findings:

- Less than 8,000 square feet of new retail space has been constructed since 2013. This is less than 1% growth in Owatonna's total retail inventory of more than 2.3 million square feet.
- Retail vacancy generally ranged between 3% and 5% prior to 2019. Since 2019, though, the vacancy rate has dropped and has been ranging between 1% and 2%.

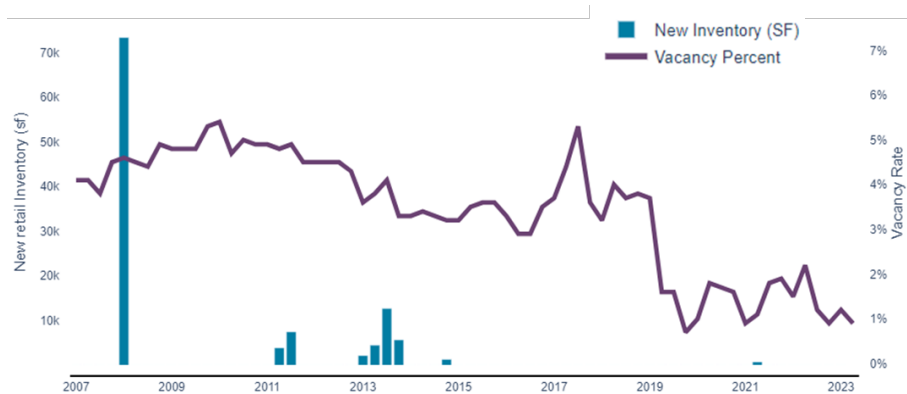


Figure 3.6 Owatonna Retail Development and Vacancy Rate 2007-2023
Source: CoStar

Industrial Market Trends

Nationally, demand for industrial real estate used for warehousing and distribution has grown significantly over the last 10 years. The primary cause is the growth in on-line retailing and its related need for parcel storage and shipments. The growth in on-line retailing has stimulated the industrial market.

The following charts illustrates trends in Owatonna's industrial market. Below are key findings:

- Several large properties added nearly 1 million square feet of industrial space in late 2020 and early 2021. Over the last 10 years, Owatonna's total industrial inventory has grown by roughly 30%. This is in sharp contrast to the growth of the office and retail inventories and consistent with national trends.
- Despite the significant increase in new space, the vacancy rate for industrial space remains well below 2%.

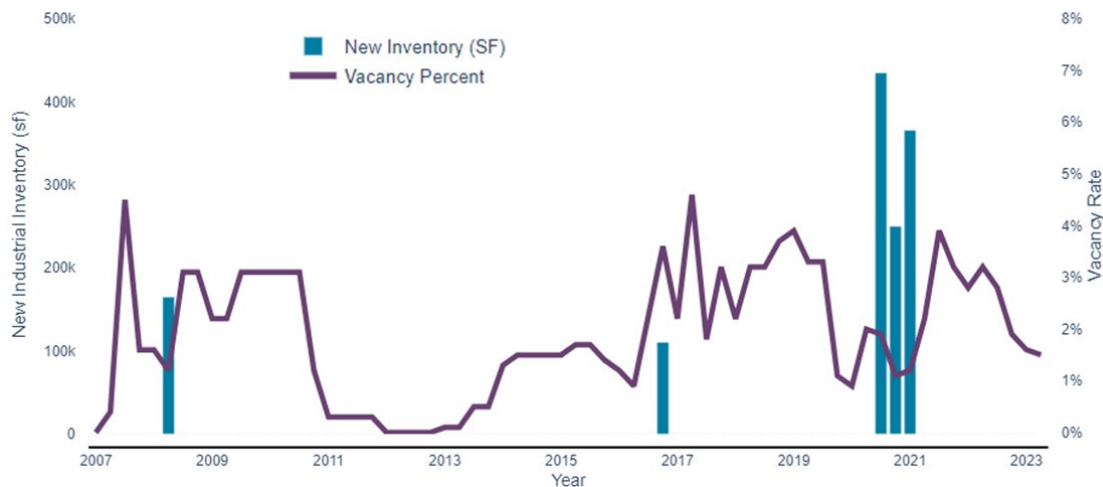


Figure 3.7 Owatonna Industrial Development and Vacancy Rate 2007-2023
Source: CoStar

Economic Development Trends

- **Identity and vibrancy.** Improving a city's vibrancy by creating distinctive, active places is an economic development strategy. Special places that are distinctive and active build personal attachment to a city.
- **The creative economy.** The innovation and creative economies can offer as much to a region as a traditional manufacturing base. And they can serve as attractors of new population.
- **Building attachment.** Strategies that build attachment to Owatonna are retention strategies with respect to the city's population and its businesses. Building connections and attachment between young people and Owatonna's parks, trails and downtown may be a key opportunity.
- **Unleashing the existing workforce.** Meeting the needs of families for quality childcare has the effect of freeing up some of the city's at-home parents to participate in the labor force and strengthen the economy.
- **Preconditions for workforce attraction.** Industrial growth is dependent on the ability to attract a workforce with the right technical skills, and that is often dependent on the availability of a good set of housing options at affordable rent levels.
- **Diversity of industry sectors.** Owatonna currently has a diversity of industries that provide a strong economic base for the city and a variety of high paying jobs. The city works to actively support these businesses and attract new businesses that complement its existing strengths and industry mix.



Economic Development Recommendations

Public input shared during the Comprehensive Plan process underscored the importance and emphasis of Owatonna as an economic leader in the region. Based on public input there are several recommendations to strengthen economic development in Owatonna.

- One of the main concerns expressed was the lack of appropriately priced housing options for people who would like to live and work in Owatonna. This can be seen in the worker commute patterns. The Land Use chapter of this Comprehensive Plan includes recommendations and goals specific to providing adequate housing for those who want to live and work in Owatonna.
- Transit to access jobs in Owatonna and the greater region would be beneficial and supported by public input. A circulator connecting the residential areas to the east and the commercial and industrial jobs to the west could be considered. A circulator would likely require funding support from businesses in the area and could be explored in partnership with the Chamber of Commerce, SMART Bus, and other key stakeholders.
- An emphasis on young people and retaining talent in Owatonna was expressed in public input. Emphasis on community amenities, parks and open spaces, downtown, quality schools and affordable housing – topics emphasized throughout this Comprehensive Plan will help to retain young adults and young families in Owatonna.
- Workforce shortages were a concern expressed in focus groups with businesses and other stakeholders. The city should continue to partner with SteeleCoWorks, local colleges, educational organizations, and local businesses. SteeleCoWorks is a partnership between United Way of Steele County, Owatonna Chamber of Commerce, Workforce Development Inc and the Owatonna Public Schools which prepares students for the workforce through career exploration and internships, application and interview assistance and building soft skills and career readiness.



Economic Development Goals

Goal 1. Continue to support and expand the workforce and quality of life in Owatonna.

- a) Continue to champion partnerships with SteeleCoWorks, Owatonna Public Schools, Riverland Community College, and other educational organizations to support educational programs that will meet Owatonna's workforce needs.
- b) Work to identify and implement activities, services, and community features that will attract and retain young people and employees in Owatonna.
- c) Continue to build and invest in the vibrancy of Downtown Owatonna to attract businesses and employees to Owatonna.
- d) Work with partners to highlight Owatonna's unique strengths such as the school system, Straight River, historic downtown and community events.
- e) Continue to address city challenges including lack of workforce housing and regional transportation options that improve quality of life and livability of the city.

Goal 2. Continue to support new business development in Owatonna.

- a) Expand the services and awareness of offerings for the business incubator program.
- b) Work to reduce any actual or perceived regulatory barriers to new development in Owatonna.
- c) Continue to work with the Owatonna Chamber of Commerce and other business interests to attract businesses to Owatonna.
- d) Continue to support business growth near the airport and attract industries that benefit from this proximity.
- e) Work to develop pad-ready commercial and industrial sites to attract new businesses.

Goal 3. Continue to support existing businesses in Owatonna

- a) Work to retain existing businesses wishing to grow or expand by assisting with location identification, development regulations and/or incentives for growth or expansion in the city.
- b) Work with the Owatonna Chamber of Commerce to identify ways the city can help support existing businesses.

Goal 4. Support efforts to better connect people to jobs

- a) Explore opportunities to expand transit within Owatonna.
- b) Explore opportunities to establish regional transportation routes to surrounding communities to provide increased access for workers.
- c) Enhance multimodal connections between the industrial and commercial job centers and existing or new housing areas.

TRANSPORTATION



Introduction

The city adopted its *2040 Transportation Plan* in June 2021. The *Owatonna 2040 Transportation Plan* (the Plan) identifies key transportation issues and opportunities that are intended to advance the city’s existing and future needs. The *Imagine Owatonna* comprehensive plan summarizes key elements addressed in the *Owatonna 2040 Transportation Plan* related to the following elements. There are other transportation related elements from the Plan that have not been included this comprehensive plan.

- Existing Conditions
- Vision, Goals, and Policies
- Traffic Forecasts and Operational Needs
- Future System Analysis
- Planned and Potential Projects

Existing Conditions

Roadway Jurisdiction

The City of Owatonna is located in Steele County. There are a total of 173 miles of roadway (centerline) within the City of Owatonna and most of the roadways are local streets (59 percent), followed by Municipal State-Aid Streets (MSAS) (20 percent), county and County State-Aid Highways (CSAH) (14 percent), state roadways (6 percent), and township roads (1 percent). As a Municipal State-Aid Street (MSAS) City, Owatonna can designate qualified local roadways as MSAS. The municipal state-aid street (MSAS) system is a collection of higher volume and key streets located in 148 Minnesota cities. The roughly 3,700 miles of state-aid streets constitute around 16 percent of centerline miles of all city streets. One of the major benefits of having MSAS designation is the opportunity to receive state assistance for construction and maintenance of streets that are part of the system. Table 4.1 shows the mileage breakdown of the roadway jurisdictions within Owatonna. Figure 4.1 maps the existing roadway jurisdictional classifications in Owatonna.

Table 4.1 Jurisdictional and Designation Classification

Jurisdictional Classification System		Mileage	Percentage of Total
State System	Interstate Highway	10.82	6%
	US Highway	.04	0%
	State Highway	0	0%
County System	County State Aid Highway	22.02	13%
	County Highway	2.13	1%
Municipal State Aid Street		34.41	20%
City Street		102.26	59%
Township Road		1.80	1%

Source: Owatonna 2040 Transportation Plan

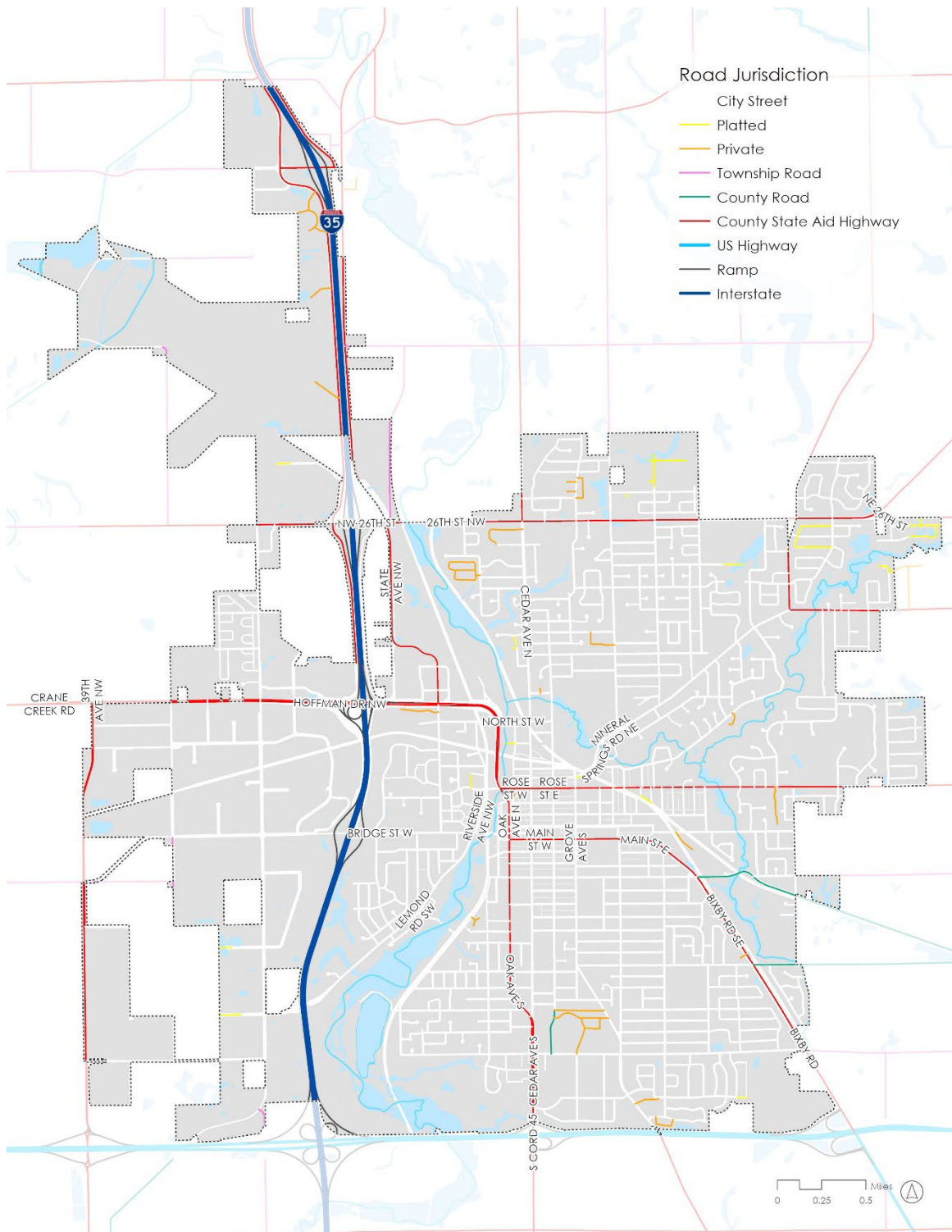


Figure 4.1 Existing Jurisdictional Classification

Roadway Functional Classification

Roadways within the city are currently categorized into four major functional classifications: principal arterials, minor arterials, collectors (major and minor), and local roadways. As shown in Table 4.2, the city's existing functional classification system mileage is mostly consistent with Federal Highway Administration (FHWA)'s guidelines; FHWA provides guidance on functional classification system mileage to help ensure balance within a given transportation network system. The two major functional classifications that are not within the FHWA recommended mileage are: minor and principal arterials. Figure 4.2 maps the existing roadway functional classifications.

Table 4.2 Existing Functional Classification Mileage

Functional Class	Percentage of Owatonna Roadways	FHWA Percentage Guidelines	Meeting FHWA Guidelines?
Local	66	62 to 74	✓
Minor Collector	7	3 to 15	✓
Major Collector	16	8 to 19	✓
Minor Arterial	7	2 to 6	1% over guideline
Principal Arterial: Expressway	0	0 to 2	✓
Principal Arterial: Interstate	4	1 to 3	1% over guideline
Principal Arterial: Other	0	2 to 6	2% under guideline

Source: Owatonna 2040 Transportation Plan

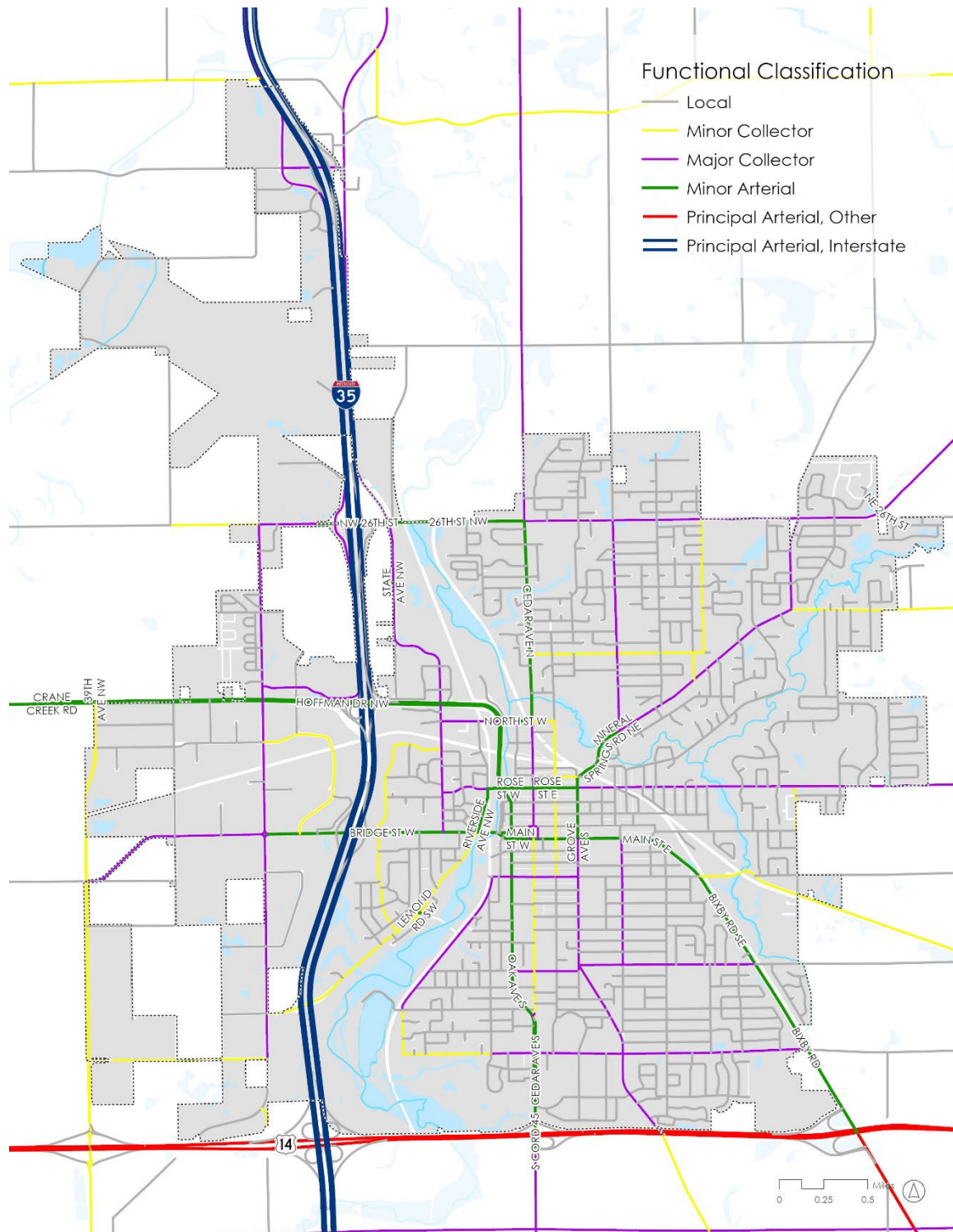


Figure 4.2 Existing Functional Classification

Traffic Volumes, Roadway Capacity, and Congestion

Planning-level capacity thresholds are used as guidelines to determine if a roadway is approaching or exceeding its capacity. Roadway capacity is determined by dividing the roadway's volume by the capacity (V/C) thresholds identified for each roadway facility type. Roadways are considered "approaching capacity" if its V/C is 85 percent of the threshold and "at capacity" if the V/C is 100 or higher. The Plan identified two roadways that are approaching capacity:

- North Street East from CSAH 45 to Cedar Avenue North (Volume/Capacity [V/C] = 0.89)
- Mineral Springs Road from Cherry Street to St. Paul Road (V/C = 0.93)

There are currently no roadways that exceed capacity.

Safety Analysis

The top ten intersection crash locations were identified in the Plan and a safety analysis was completed using MnDOT five-year crash data (2016-2020). Table 4.3 lists the top ten intersection crash locations and the calculated critical index. A critical index is the ratio of the observed crash rate to the critical crash rate; critical indexes above 1.00 indicate potential safety concerns identified at the location. The Cedar Avenue/18th Street intersection is the only intersection with a critical index of 1.00. However, there are several intersections that have calculated critical indexes that are relatively close to 1.00.

Table 4.3 Top 10 Intersection Crash Locations

Intersection	Severity					Traffic Control	Critical Index All Crashes
	Fatal	Type A	Type B	Type C	Property Damage		
1 Cedar Avenue and 18th Street	0	1	3	1	9	Signal	1.00
2 Hoffman Drive and 21st Avenue	0	0	1	4	14	Signal	0.96
3 Main Street and Grove Avenue	0	0	1	0	16	Signal	0.89
4 Hoffman Drive and 24th Avenue	0	0	2	2	8	Signal	0.77
5 Hoffman Drive / North Street / Industrial Drive	0	0	1	4	18	Signal	0.76
6 Rose Street / Hoffman Drive / Oak Avenue / Glendale Street	0	0	2	2	16	Signal	0.73
7 Bridge Street / Allan Avenue / Florence Avenue	0	1	3	0	20	Signal	0.72
8 Oak Avenue and School Street	0	1	0	1	11	Signal	0.70
9 Oak Avenue and Main Street	0	0	3	3	18	Signal	0.64
10 Hoffman Drive and State Avenue	0	0	1	0	12	Signal	0.43

Source: Owatonna 2040 Transportation Plan

Multimodal Transportation System

The city adopted a Sidewalk and Trail Plan in December 2012. The plan outlines existing multimodal connections and potential future connections to eliminate gaps within the multimodal network. It also focuses on implementation of sidewalks and trails to accommodate those who walk, bike, and/or roll. Figure 4.3 maps the existing multimodal system and points of interests. The city also has an ADA Transition Plan that was completed in 2016 which includes an inventory of pedestrian facilities along city roadways. Inventory of pedestrian facilities included:

- 62.76 miles of sidewalks
- 1,018 curb ramps
- 19.03 miles of trails
- 22 traffic control signals
- 16 bus stops

More information related to the [ADA Transition Plan](#) can be found here.

Additionally, Southern Minnesota Area Regional Transit (SMART) operates buses that provide transportation for workers, residents, and visitors throughout Steele, Mower, Waseca, and Freeborn Counties. SMART provides both flex-route and on-demand services. The majority of the SMART service requests are within the City of Owatonna, and generally around retail centers. A few key elements SMART staff shared with the city during the development of the Transportation Plan include:

- Many SMART riders work at Cedar Valley Services and request transport;
- Congestion is experienced frequently at roundabouts;
- Poor pavement conditions directly impact riders' experience;
- Several request to connect 20th Street as there is a gap between 20th Streets just south of McKinley Elementary School;
- Request for a north-south connection that is east of I-35.



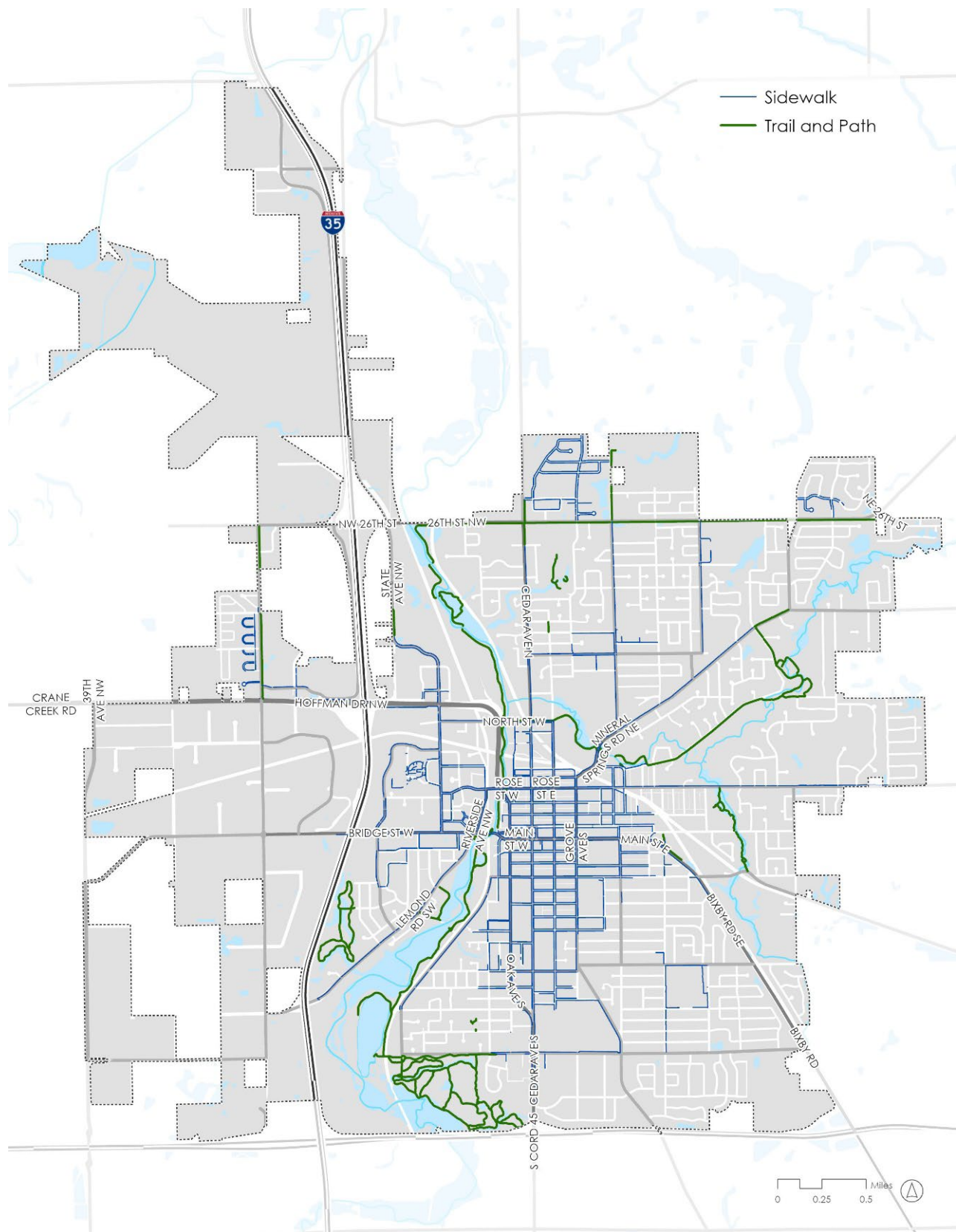


Figure 2 Existing Multimodal System

Airport

Currently there is one airport, Owatonna Degner Regional Airport (OWA), in Steele County about three miles northwest of Owatonna. This airport is used for general aviation and is open to the public. In 2016, the OWA completed a Master Plan, outlining the needs of existing and future users for the next 20 years. This was a joint effort between the City of Owatonna, the Federal Aviation Administration (FAA) and Minnesota Department of Transportation's Office of Aeronautics. Improvements suggested in the plan include extension of the runway and additional hanger space. These improvements will result in a more efficient freight system for both the City of Owatonna and surrounding communities.

Vision, Goals, and Policies

The transportation vision statement in the Plan is as follows:

"The transportation vision for the City of Owatonna is to provide an integrated transportation system that will serve the future needs of its residents and businesses, support the city's development plans, and balance the safety and mobility of its system for all users."

The Plan lists four goals that support the vision statement along with policies that would help achieve these goals. Goals are focused on finding sustainable investments in the transportation system, enhancing safety for all roadway users, continuing to support and pursue opportunities that would interconnect the pedestrian and bicycle system, and supporting economic development through a reliable, affordable, and efficient multimodal transportation network.

Detailed information on the city's transportation vision, goals, and policies can be found on pages 25-26 of the Owatonna 2040 Transportation Plan.

Traffic Forecasts and Operational Needs

Forecast 2040 Traffic Volumes

The year 2040 traffic forecasts were used to analyze roadway capacity deficiencies and operational needs on a corridor basis. Performance of the system under this future horizon can be compared to the existing system conditions, from which improvement projects are developed. Forecasted 2040 volumes confirmed that existing roadways experiencing high traffic volumes will continue to do so with additional roadways that are forecasted to experience higher volumes including: Mineral Springs Road, Main Street, and Hoffman Drive. Roadways near the retail clusters along Old Highway 14, west of I-35, are also anticipated to see large traffic volume increases. Table 4.4 lists the six segments that are anticipated to either approach or exceed capacity in 2040. Figure 4.4 maps the six segments.

Table 1 Roadways Forecasted to Approach or Exceed Capacity in 2040

Roadway	Extents		V/C	AADT
Bridge Street West	Park Drive NW	Selby Avenue SW	0.93	20,500
18th Street SW	CR 45	Hartle Avenue SE	0.95	9,500
North Street West	CR 45	Cedar Avenue N	1.13	11,300
Cedar Avenue North	North Street W	16th Street NE	0.92	9,200
Mineral Springs Road	Fremont Street E	Cherry Street NE	0.93	9,300
Mineral Springs Road	Cherry Street NE	St. Paul Road NE	1.01	10,100

Source: Owatonna 2040 Transportation Plan

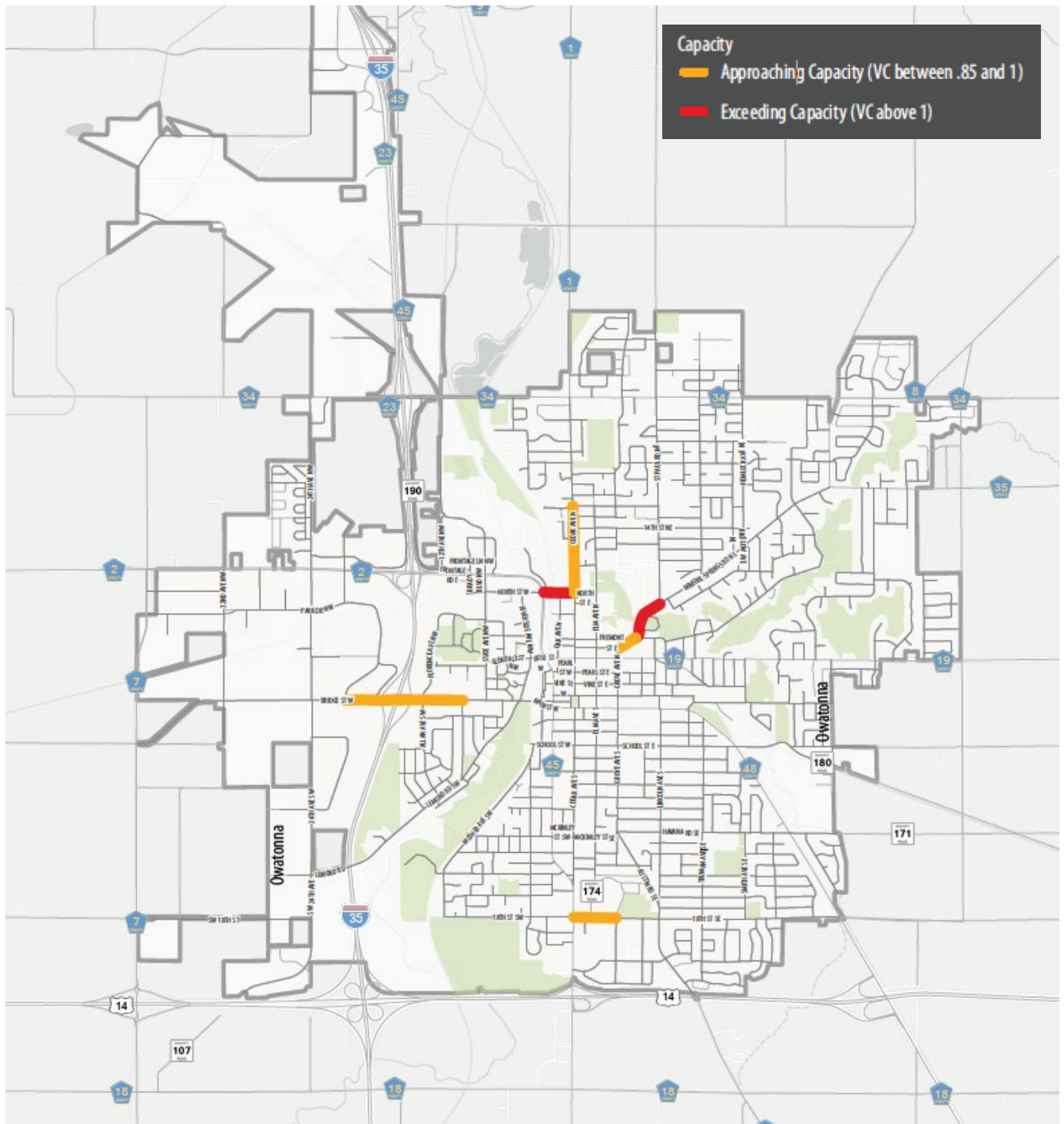


Figure 4.4 Future Congestion
Source: Owatonna 2040 Transportation Plan

Future System Analysis

Proposed Functional Classification Changes

Roadway functional classification changes are often recommended to help match roadway hierarchy and its functionality. Changes are often recommended to better meet FHWA's mileage guidance, ensuring consistency among various agencies' existing and future plans and providing functional balance within a transportation network. Based on multiple factors, the Plan proposed 13 functional classification changes. These changes are listed in Table 4.5.

Table 4.5 Proposed Functional Classification Changes

Change ID*	Roadway	Mileage	Existing Classification	Future Classification
1	20th Street NE	0.49	Local	Minor Collector
2	20th Street NE	0.12	Roadway does not exist	Local
3	14th Street NE	1.04	Minor Collector	Major Collector
4	Mineral Springs Road	1.24	Major Collector	Minor Arterial
5	Dane Road	0.73	Minor Collector	Major Collector
6	Florence Avenue	0.80	Minor Collector	Major Collector
7	Riverside Avenue	0.25	Minor Arterial	Minor Collector
8	Riverside Avenue	0.09	Minor Arterial	Major Collector
9	Bridge Street West	0.08	Minor Arterial	Local
10	Private Access along Bridge Street West	0.01	Minor Arterial	Remove
11	Lincoln Avenue South	1.21	Major Collector and Local	Minor Collector
12	Truman Avenue SE	1.00	Local	Minor Collector
13	SW 33rd Avenue	0.59	NA	Local

Source: Owatonna 2040 Transportation Plan

Proposed Jurisdictional Changes

Roadway jurisdictional changes are crucial when developing a future system plan as it impacts local, regional, and state agencies' functions and responsibilities related to maintenance, construction, improvements, and finances. The goal of a jurisdiction realignment is to match the management of roadways with their intended function and with the jurisdiction best suited to maintain them. The Plan proposed six jurisdictional changes, listed in Table 4.6. Based on the proposed jurisdictional changes, the city is anticipated to add approximately four additional miles to its local network.

Table 4.6 Proposed Jurisdictional Changes

Change ID*	Roadway	Mileage	Existing Jurisdiction	Future Jurisdiction
1	Kenyon Road	0.52	County	City
2	Dane Road	0.75	County	City
3	29th Avenue (Outside of City system, but along city boundary)	3.35	Roadway does not exist	County
4	Rose Street	2.41	County	City
5	Havana Road	0.24	County	City
6	SE 18th Street Extension	0.67	Roadway does not exist	County

Source:
Owatonna
2040

Transportation Plan

Future Multimodal System

Ensuring safe connectivity for non-motorists was highlighted as one of the top transportation priorities by the city in the Plan. As a result, several multimodal improvements were proposed to help eliminated

existing gaps within the multimodal network which include new sidewalks and trails. Figure 4.5 maps the proposed multimodal improvements.

Future Transit System

Transit needs in Owatonna will continue to be served by SMART, Steele County area transit provider. As additional transit needs come to the city's attention, the city will work closely with local, regional, and state agencies to continue to identify needs and find opportunities to expand its transit services to ensure mobility, connectivity, accessibility, and safety to those with the greatest need for transit (i.e., elder adults, individuals with disabilities, people without access to a personal vehicle, etc.).

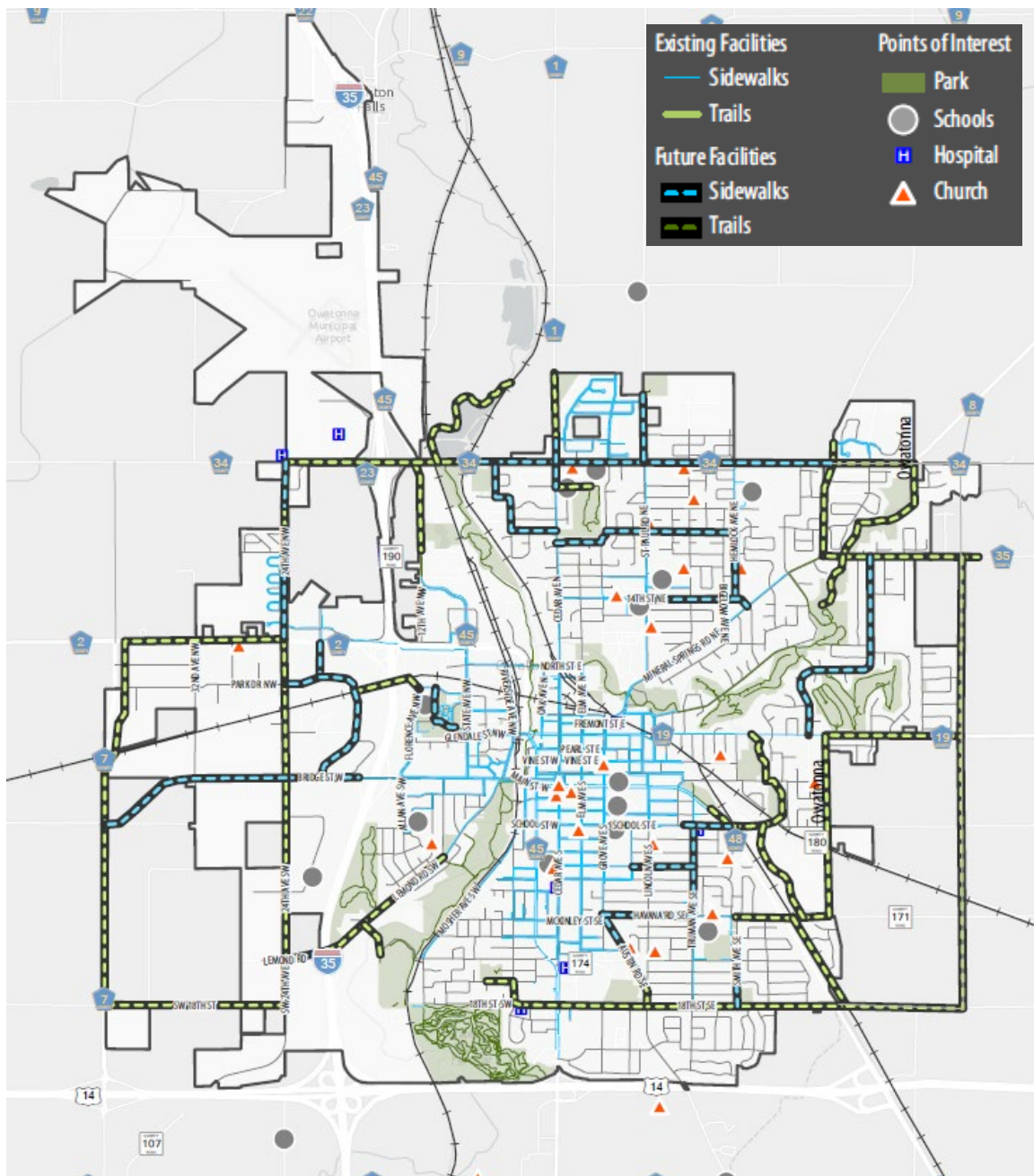


Figure 4.5 Future Multimodal System
Source: Owatonna 2040 Transportation Plan

Planned and Potential Projects

As part of the development of the Owatonna 2040 Transportation Plan, several potential projects were identified based on traffic volumes, crash data, future land use, stakeholder feedback and community engagement. The list consists of potential safety and operational improvements and multimodal enhancement projects. A complete list of planned and potential future projects is provided in Table 4.7 below. It is important to note that even if projects are identified as “Planned”, these projects may not have funding guaranteed and it may not be within the city’s control to initiate these projects if the roadway is not under the city’s jurisdiction. The City of Owatonna should continue to work closely with MnDOT, county, and/or townships to stay up to date on upcoming projects and funding opportunities for these projects.

Table 4.7 Planned and Potential Projects

Project Name	Project Description	Identified by:	Planned	Potential
CSAH 34 at CSAH 45 Intersection Improvement	Temporary signal replaced by roundabout	Steele County CIP	✓	
CSAH 34 (Straight River to CSAH 8)	Reconfigure lane markings to 3-lane cross section	Steele County CIP	✓	
North Street (CR 2 to Cedar Avenue)	Address existing congestion issues (V/C currently near or approaching capacity)	This Plan's Congestion Analysis		✓
Mineral Springs Road (Cherry Street to St. Paul Road)	Address existing congestion issues (V/C currently near or approaching capacity)	This Plan's Congestion Analysis		✓
Bridge Street West (Park Drive NW to Selby Avenue SW)	Address future congestion issues (V/C expected to be near or approaching capacity in 2040)	This Plan's Future Congestion Analysis		✓
18th Street SW (CR 45 to Cedar Avenue North)	Address future congestion issues (V/C expected to be near or approaching capacity in 2040)	This Plan's Future Congestion Analysis		✓
North Street West (CR 45 to Cedar Avenue North)	Address future congestion issues (V/C expected to be near or approaching capacity in 2040)	This Plan's Future Congestion Analysis		✓
Cedar Avenue North (North Street West to 16th Street NE)	Address future congestion issues (V/C expected to be near or approaching capacity in 2040)	This Plan's Future Congestion Analysis		✓
Mineral Springs Road (Fremont Street East to Cherry Street NE)	Address future congestion issues (V/C expected to be near or approaching capacity in 2040)	This Plan's Future Congestion Analysis		✓
Mineral Springs Road (Cherry Street NE to St. Paul Road NE)	Address future congestion issues (V/C expected to be near or approaching capacity in 2040)	This Plan's Future Congestion Analysis		✓

Source: Owatonna 2040 Transportation Plan

Project Name	Project Description	Identified by:	Planned	Potential
CSAH 45 State Avenue (CSAH 2 to CSAH 34)	Reconfigure lane markings from a 4-lane cross section to 3-lane	Steele County CIP	✓	
Signal Upgrades	Evaluate and upgrade signals	Steele County CIP	✓	
CSAH 2 (CSAH 7 to I-35)	Patch concrete pavement	Steele County CIP	✓	
CSAH 48 at 18th Street Roundabout	Construct roundabout	Steele County CIP, Owatonna CIP	✓	
CSAH 48 – Main Street (CSAH 45 to Chambers Ave.)	Rehabilitate pavement, convert to 3-lane cross section	Steele County CIP, Owatonna CIP	✓	
CR 174 Elm Avenue (18th St. SE to Park St.)	Reconstruct roadway	Steele County CIP	✓	
CSAH 8 Kenyon Road (CSAH 35 to CSAH 34)	Reconstruct to urban highway, add links to trail system	Steele County CIP	✓	
Bridge 4866	Replace bridge, add links to trail system	Steele County CIP	✓	
CSAH 23 (CSAH 34 to North) Realignment	Realign to the CSASH 34/24 th Street intersection, construct roundabout	Steele County CIP	✓	
29th Avenue (from 18th St. SE to CSAH 34)	Construct a north-south route on the east side of Owatonna	Steele County CIP	✓	
CSAH 34 (Future CSAH 7 to 24th Ave. NW)	Reconstruct gravel highway with paved surface	Steele County CIP	✓	
CSAH 34 (24th Ave. to I-35)	Reconstruct to urban cross section and construct multiuse trail	Steele County CIP	✓	
CSAH 34 at I-35	Construct roundabouts at both I-35 ramps, construct multiuse trails	Steele County CIP	✓	
CSAH 34 at St. Paul Road	Construct a roundabout	Steele County CIP	✓	
CSAH 45 (TH 14 to State Ave.)	Reconstruct the highway	Steele County CIP	✓	
CSAH 48 (US 218 to Chambers Ave.)	Realign intersection at Truman Ave., School Street and Havana Road	Steele County CIP	✓	
Future Sidewalks	Construction of sidewalks as shown in Figure 21	Owatonna Sidewalk and Trail Plan	✓	
Future Trails	Construction of trails as shown in Figure 21	Owatonna Sidewalk and Trail Plan	✓	
Truman Avenue (Havana Road to Main Street)	Reconstruct Truman Avenue	Owatonna CIP	✓	
Bridge Street Reconstruction	Reconstruct Bridge Street	Owatonna CIP	✓	
Downtown Streetscape (Cedar Avenue from Broadway to Rose Street)	Street reconstruction and streetscaping	Owatonna CIP	✓	
State and 26th Roundabout	Construct roundabout	Owatonna CIP	✓	
18th Street South Trail (Austin Road to Linn Avenue)	Construct shared user path	Owatonna CIP	✓	
Cedar Avenue & 18th Street Intersection	Address safety concerns (critical index near one)	This Plan's Safety Analysis		✓
Hoffman Drive & 21st Avenue Intersection	Address safety concerns (critical index near one)	This Plan's Safety Analysis		✓

Source: Owatonna 2040 Transportation Plan

Option to consider: Complete Streets Policy

Goal 2e below encourages the city to consider adoption of a [Complete Streets Policy](#). The information below and at the provided link describes what this means and the potential benefits to the city of adopting this policy.

What does Complete Streets mean?

Complete Streets is an approach to planning, designing and building streets that enables safe access for ALL users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. This approach emphasizes the needs of the most vulnerable individuals, or those whose needs have not been met through a traditional transportation approach, such as people walking, biking or rolling.



What do Complete Streets look like?

While Complete Streets are a **process** and **approach** to street design, there is no singular design prescription for Complete Streets. Each one is unique and responds to its community context. A complete street may include: sidewalks, bike lanes (or wide paved shoulders), special bus lanes, comfortable and accessible public transportation stops, frequent and safe crosswalks, median islands, accessible pedestrian signals, curb extensions, narrower travel lanes, roundabouts, and more.



October 2024



Source: Smart Growth America



70

Transportation Goals

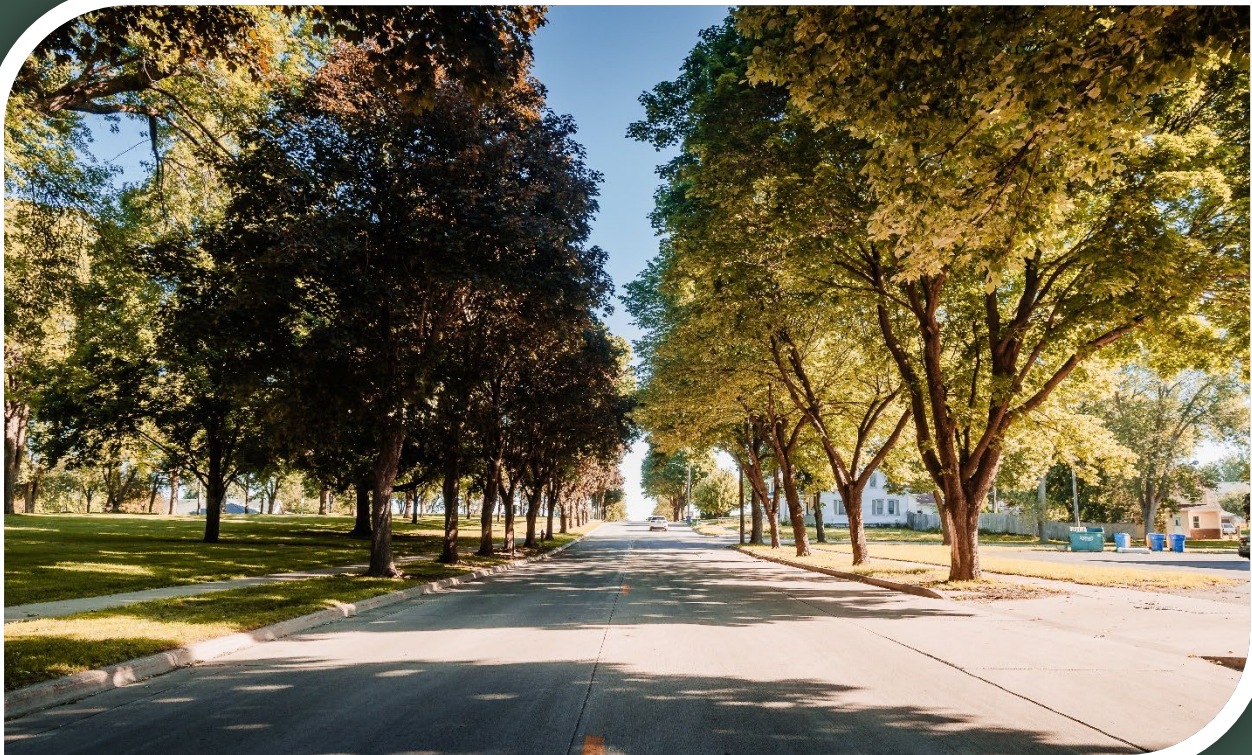
Goal 1. Improve transportation connections within Owatonna.

- a) Explore a new east-west bicycle/pedestrian connections to connect the east and west sides of the City.
- b) Explore a new north-south vehicle and multi-modal connection on the east side of the City.
- c) Include traffic calming on roadway segments and intersections where pedestrians are present.
- d) Narrow roads where possible to fit neighborhood character.
- e) Explore allowing more continuous roadway corridors by removing stop signs and other controls where possible.
- f) Continue to prioritize road maintenance throughout the City.

Goal 2. Improve multimodal transportation options in Owatonna.

- a) Explore expanded transit within the City to provide increased access for workers and shoppers.
- b) Explore expanded transit options between Owatonna and nearby cities.
- c) Provide bike lanes and sidewalks on key roadways.
- d) Strive for the safest possible facility type for bike and pedestrian infrastructure.
- e) Explore adoption of a [Complete Streets Policy](#).
- f) Pursue funding to develop and implement a Safe Routes to School program in Owatonna.
- g) Complete a sidewalk and trail plan update or re-write to reflect the changing needs of the community and develop a reoccurring plan update cycle

SUSTAINABILITY AND RESILIENCE



Introduction

The City of Owatonna chose to include a chapter in the Comprehensive Plan dedicated to sustainability and resilience. The Comprehensive Plan is a way to acknowledge existing work related to environment and sustainability and to tie city initiatives, plans and goals together under one umbrella. Owatonna has excellent access to natural resources, and protecting and sustaining them for the future is a long-term priority.

Sustainability can have different meanings to different people. Sustainability in the context of this Comprehensive Plan means meeting the needs of the present generation without jeopardizing the ability of future generations to meet their needs.

Additionally, resilience is a topic that is regularly being addressed in comprehensive planning and discussed together with sustainability. Strategies deployed to achieve resilience are those that increase the ability to adapt to changing conditions and recover rapidly when disruptions or events occur. Related to major weather events, resilience is often discussed as a system that is designed to better withstand the impact and recover more readily after a major event occurs.

The comprehensive planning process is an ideal time for a community to take inventory, complete assessments, engage a broad cross section of stakeholders, and foster conversations about sustainability and resilience. The health and well-being of the entire region is threatened by climate change. In the Midwest, those threats are manifested in more severe storms, more numerous flood events, and temperature extremes. These risks impact infrastructure, as well as the health and prosperity of residents and frequently impact socially disadvantaged populations disproportionately.

Existing Conditions

The city has many existing natural resources that provide an amenity for residents, businesses and tourists.

- The Straight River runs north-south through the middle of the city and branches off into Maple Creek and Izaak Walton Creek heading east.
- Crane Creek flows through the northwest tip of the city near the regional airport.
- Lake Kohlmeier is next to the Straight River in the south end of the city and boasts a swimming beach, fishing pier, walking paths and picnic tables.
- Much of the land along waterways is preserved in city-owned park and trail land.

These natural resources are shown in 5.1, which also shows the location of parks and trails in the city.

Additionally, much of the land along the city's waterways is designated by FEMA as either floodway, 100-year floodplain or 500-year floodplain. The city has a Floodplain Management Ordinance which regulates the types of development that can occur in these areas. Generally, any development in the floodplain needs to be elevated above the regulatory flood protection elevation.

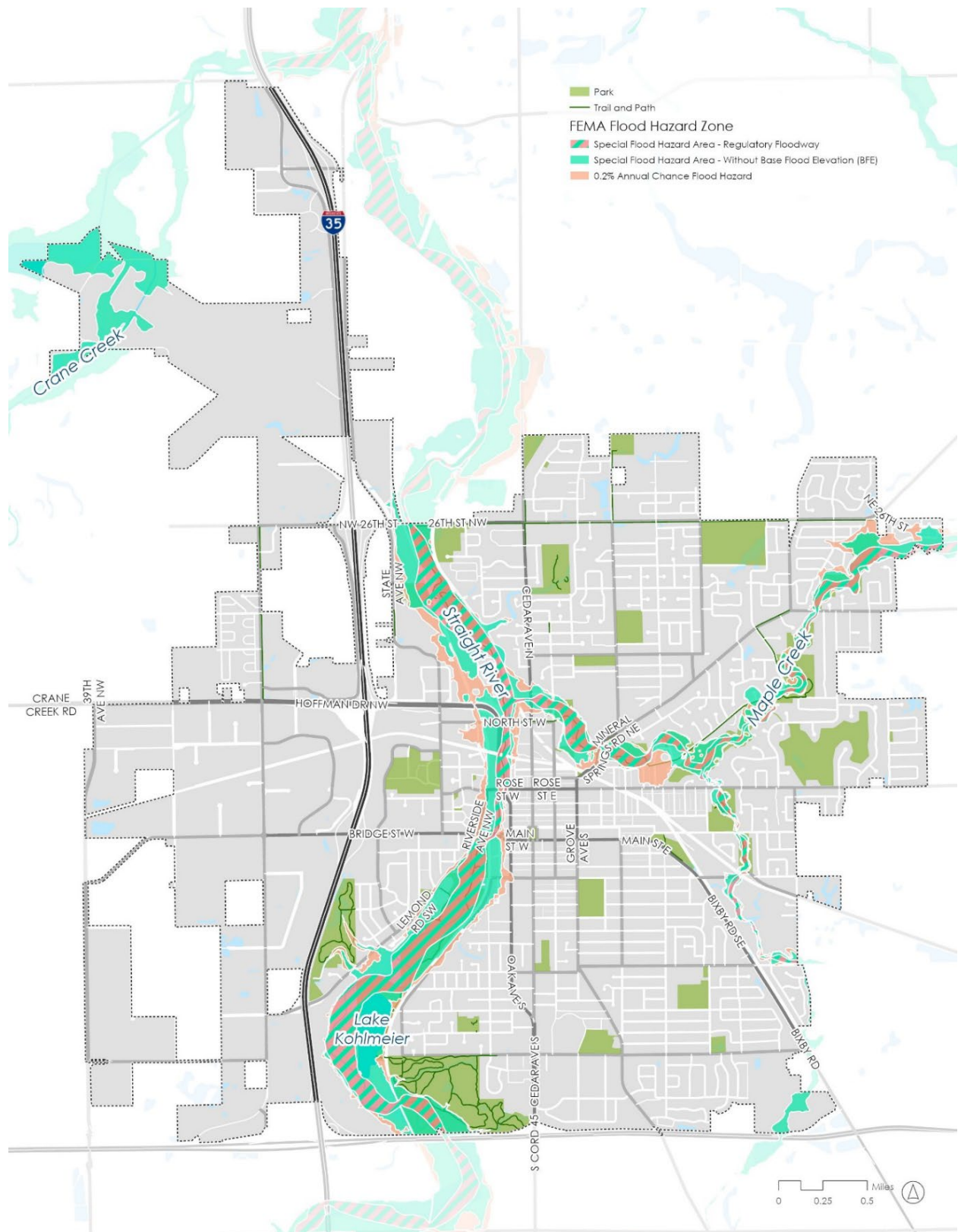


Figure 5.1 Natural Resources

Current Initiatives

The city has several initiatives that relate to the environment and sustainability. These initiatives include tree preservation and management, river cleanup and public works initiatives. Additionally, there are several adopted plans that discuss these topics. Current initiatives and plans are listed below.

Current Initiatives

- The city has several programs for planting, preserving and managing trees: Tree City USA, Shade Tree Committee, Emerald Ash Borer management.
- The city partners to clean up its water through the Straight River Cleanup – Clean Rivers Partners (CRP). "Clean H2Owatonna" is the city's Stormwater Management Program.
- Public Works has objectives to: provide and operate a Municipal Separate Storm Sewer System (MS4), provide and properly manage a yard waste compost site, protect the environment through administration of programs and permits, maintain a healthy and diverse urban forest; public Works Wastewater Outreach and Education.
- Owatonna is a "Pollinator Friendly City."
- The city has a compost site for community yard waste.

Current Plans

- FY 2022-2024 Strategic Plan goals for Flood Mitigation:
 - Consider engineering studies to address localized areas for flood control
 - Review options and funding sources for implementation
 - Work towards removing city facilities from floodplain
 - Pursue strategic removal of homes in floodplain
- FY 2022-2024 Strategic Plan goals for Emergency Management:
 - Continue disaster response and preparedness efforts
 - Develop Continuity of Operation Plans for the city
 - Implement 5-year Hazard Mitigation Plan
- Parks and Trails Master Plan goals to:
 - Protect and secure land for parks and trails in areas with significant natural resources such as wooded areas, prairie restoration areas, Straight River, Lake Kohlmier, Maple Creek, and Issac Walton Creek.
- [Steele County Hazard Mitigation Plan](#)
- Owatonna LRAP (Long Range Asset Plan) will address the sustainability and resiliency of city facilities.

Sustainability and Resilience Trends

- **Land Use:** Sustainability and resiliency trends are intimately tied to land use patterns, design and function of parks and open space, economic development, and alternative mobility options. Shift towards a smart growth pattern with city infrastructure that is sustainable and affordable long-term.
- **Trees:** Renewed awareness about the public health benefits associated with urban forests. Importance of selecting species of trees for urban forests that are adaptable to climate change and disease resistant.
- **Stormwater:** Rather than designing stormwater ponds, instead creating native planting amenity areas that can be used as open space.
- **Building design:** Healthy buildings include aspects such as indoor air quality, lighting, access to open space, etc.
- **Renewable Energy:** Policies that focus on multiple energy sources, transition to new renewable energy options, and energy conservation should be explored.
- **Community Resilience:** Partnerships that promote and support access to food, health services, housing, emergency preparedness, and overall community wellbeing should be encouraged.

Sustainability and Resilience Goals

Goal 1. Continue activities that preserve and maintain Owatonna's natural resources

- a) Continue efforts to plant, preserve and manage trees to lower urban heat island effect within the City including Tree City USA, Shade Tree Committee, and urban forestry practices.
- b) Continue efforts to ensure clean water including partnership with the Straight River Cleanup – Clean Rivers Partners (CRP) and through the City's Clean H2Owatonna program.
- c) Continue public works objectives to provide and operate a Municipal Separate Storm Sewer System (MS4), provide and properly manage a yard waste compost site, protect the environment through administration of programs and permits, maintain a healthy and diverse urban forest.
- d) Continue the city's status as a Pollinator Friendly City and explore ways to include native plantings in parks and new developments.
- e) Continue strategic plan goals for flood mitigation and emergency management.
- f) Create and continue partnerships to clean up the Straight River and provide access to this natural resource.

Goal 2. Explore programs and regulations that will enhance the city's sustainability and resilience

- a) Explore participation in the GreenStep Cities and Gold Leaf program to encourage city-led sustainability and climate action.
- b) Encourage sustainable land management practices to preserve and enhance the city's natural resources.
- c) Explore the adoption of ordinance language to establish shoreline buffers, address erosion issues along waterways and protect them from pollution.
- d) Explore adoption of ordinance language to designate Environmentally Sensitive Areas and establish protected areas, as identified in the City's Surface Water Management Plan. These areas include wetlands, wooded areas, shorelands, unprogrammed open spaces, and critical habitats

Goal 3. Continue to develop sustainable and equitable governance structures

- a) Continue transparency and inclusion in City decisions and actions, including exploration of a communications hub of events and resources for new and existing residents.
- b) Continue embracing diversity as a strength and work to ensure community leadership is representative of this diversity.

Goal 4. Continue to provide city services in an efficient and sustainable manner

- a) Plan for efficient and effective growth of City infrastructure and services.
- b) As shown in the City's Future Land Use Map, approach development growth that is sustainable in the long-term.
- c) Maximize efforts to incorporate energy savings, renewable energy, resilience, and sustainable practices in all areas of City services.
- d) Continue to be fiscally responsible through careful stewardship of City resources and staff.

UTILITIES



Introduction

Owatonna has adopted city-wide plans for water supply, wastewater and stormwater, which it relies on to plan for and provide these services to city residents. This chapter discusses these items at a high-level as it relates to future planning, but mostly relies on and references existing plans for these topics. The goals in this chapter guide the city to continue coordination of utility plans with planned growth in the Comprehensive Plan.

Water Supply

Existing Conditions

Currently, there are eight municipal wells that provide water for the city. All of these wells are installed in bedrock, with depths ranging from 670 to 1325 feet, that draw water from the Prairie Du Chien Jordan, Prairie Du Chien - Mt.Simon and Prairie du Chien - Wonewoc aquifers. Owatonna Public Utilities (OPU) is responsible for water supply within the city. The utility also provides electricity and natural gas to the Owatonna area. Figure 6.1 shows the current water main system within the city.

Plans and Growth

All public water suppliers in Minnesota that operate a public water distribution system and serve more than 1,000 people (including OPU) must adopt a water supply plan approved by the Department of Natural Resources (DNR). Water supply plans must be updated and submitted to the DNR for approval every ten years. The most recent water supply plan was submitted to the DNR in 2017, and approved by the OPU Commission in March 2018. The OPU Commission is made up of representatives from each ward in the city.

One of the purposes of a water supply plan is to account for future water supply needs and population growth. It is anticipated that OPU will be required to update its water supply plan sometime between 2026-2028. This future water supply plan will analyze any water use trends and population growth that has occurred since the last plan, as well as anticipated population growth included in this Comprehensive Plan. Should proposed development occur in any of the planned growth areas on the east side of the city, as shown in the Future Land Use map, water services will need to be extended to those areas.

Wastewater

Existing Conditions

The existing wastewater collection and treatment system for the city includes the following components:

- Approximately 148 miles of sewer gravity main
- Approximately 5.6 miles of sewer force main
- Approximately 3,000 sewer manholes
- 18 sewer lift stations
- One municipal wastewater treatment facility (WWTF)

The basic layout of this system is shown in Figure 6.1.

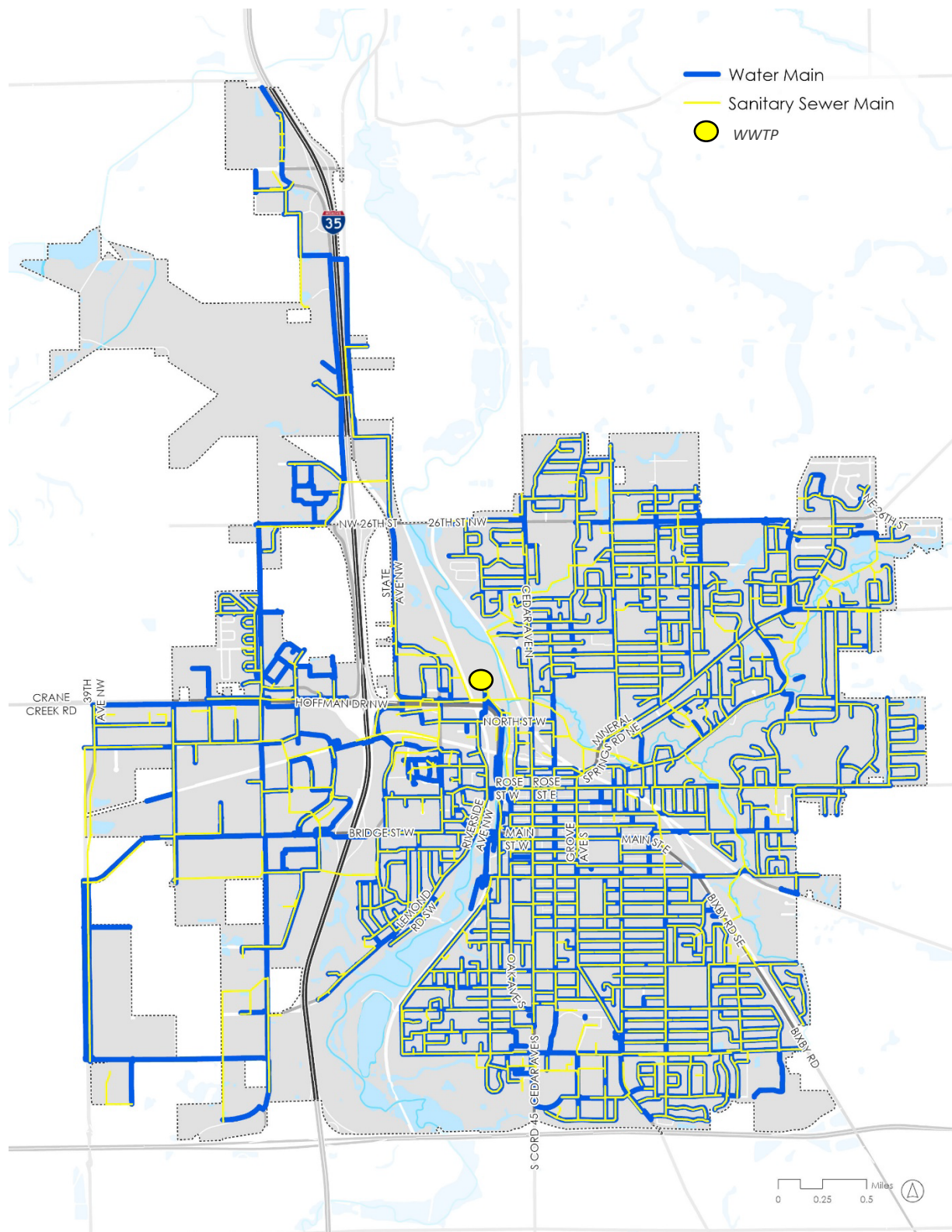


Figure 6.1 Existing Water Supply and Wastewater System

Plans and Growth

In 2017 the city initiated a Wastewater Treatment Plant Expansion, which is expected to be completed in 2025. The expansion was needed because the Wastewater Treatment Facility (WWTF) had been operating at or above its capacity for several years. The project will expand the plant from its current capacity of five million gallons per day (MGD) to more than nine million MGD and will serve the city's expected growth through 2050.

In 2023, the city hired Advanced Engineering and Environmental Services, LLC and Nero Engineering to conduct a Wastewater Collection System Study. The purpose of the study was to plan for future growth of the wastewater system and account for the additional capacity provided by the wastewater treatment plant expansion.

The study evaluated for future growth trends. The study service area was developed by reviewing current planning documentation, considering previously completed planning documents, evaluating geographical boundaries, and discussions with City staff. These boundaries establish the future growth areas. This growth area map is shown in Figure 6.2. This map will need to be compared with the adopted Future Land Use map in this Comprehensive Plan to determine whether there are any major incompatibilities with the planned land uses, and intended growth of the wastewater system.

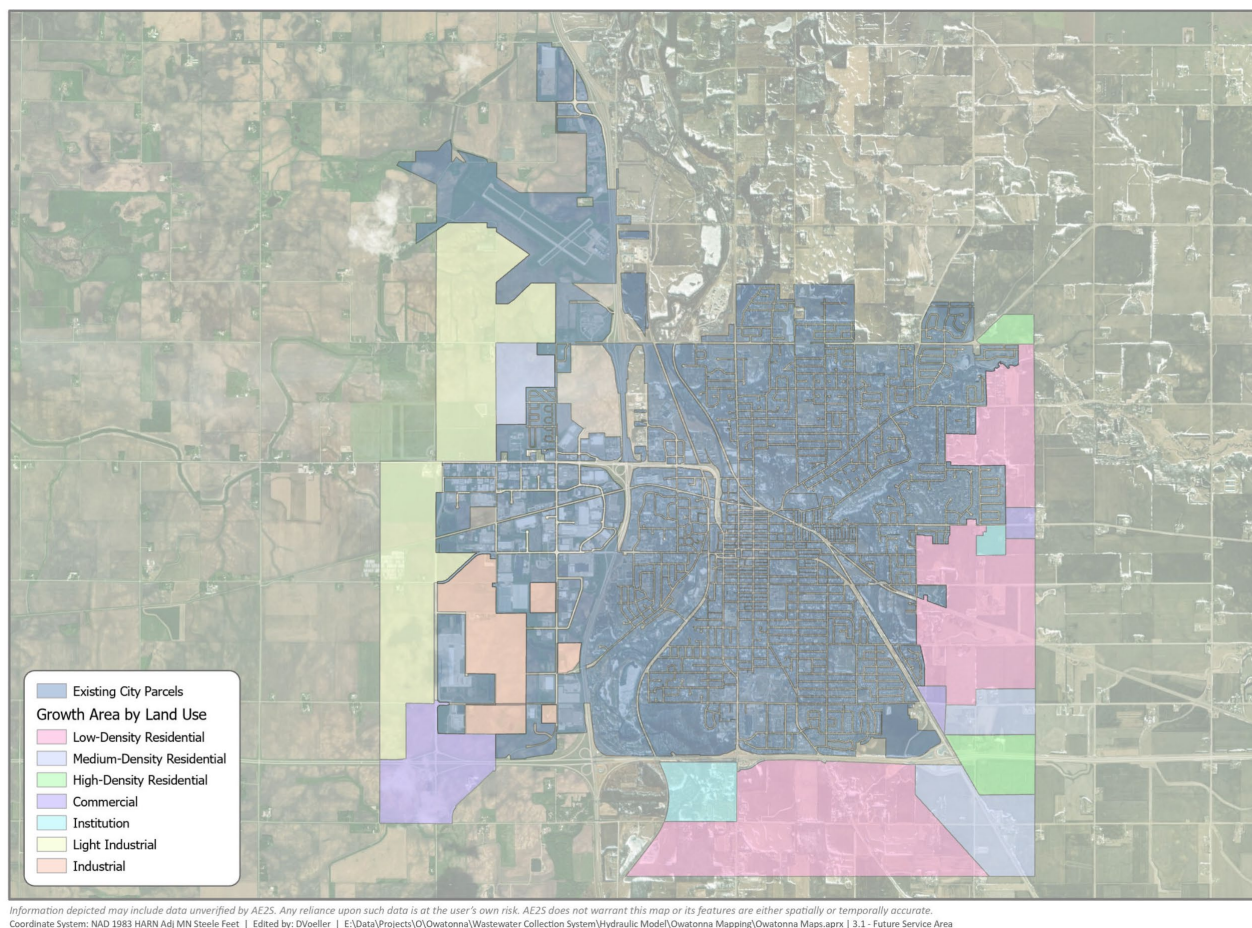


Figure 6.2. Wastewater Collection System Future Service Area and Planned Land Uses
Source: Owatonna Wastewater Collection System Study

The Wastewater Collection System Study also identified existing bottlenecks in the system, reviewed how the system will grow and guided capital improvements to ensure the collection system is adequate for today and the future. Recommendations from this study are shown in Table 6.1 and Figure 6.3 shows the 30-Year Improvements Prioritization.

Table 6.1 30-Year CIP Wastewater Projects

Project Number	Capital Improvement Project	Anticipated CIP Year	Estimated CIP Cost
WW-01	Straight River Trunk Sewer #1	2024	\$2,759,619
WW-02	Straight River Trunk Sewer #2	2025	\$1,523,750
WW-03	18 th St and Smith Ave Trunk Sewer	2026	\$3,142,929
WW-04	Oakwood Lane Sewer Replacement	2027	\$999,442
WW-05	Straight River Trunk Sewer #3	2028	\$1,412,103
WW-06	Linn Ave Trunk Sewer	2029	\$2,936,955
			\$12,774,798

Source: Owatonna Wastewater Collection System Study

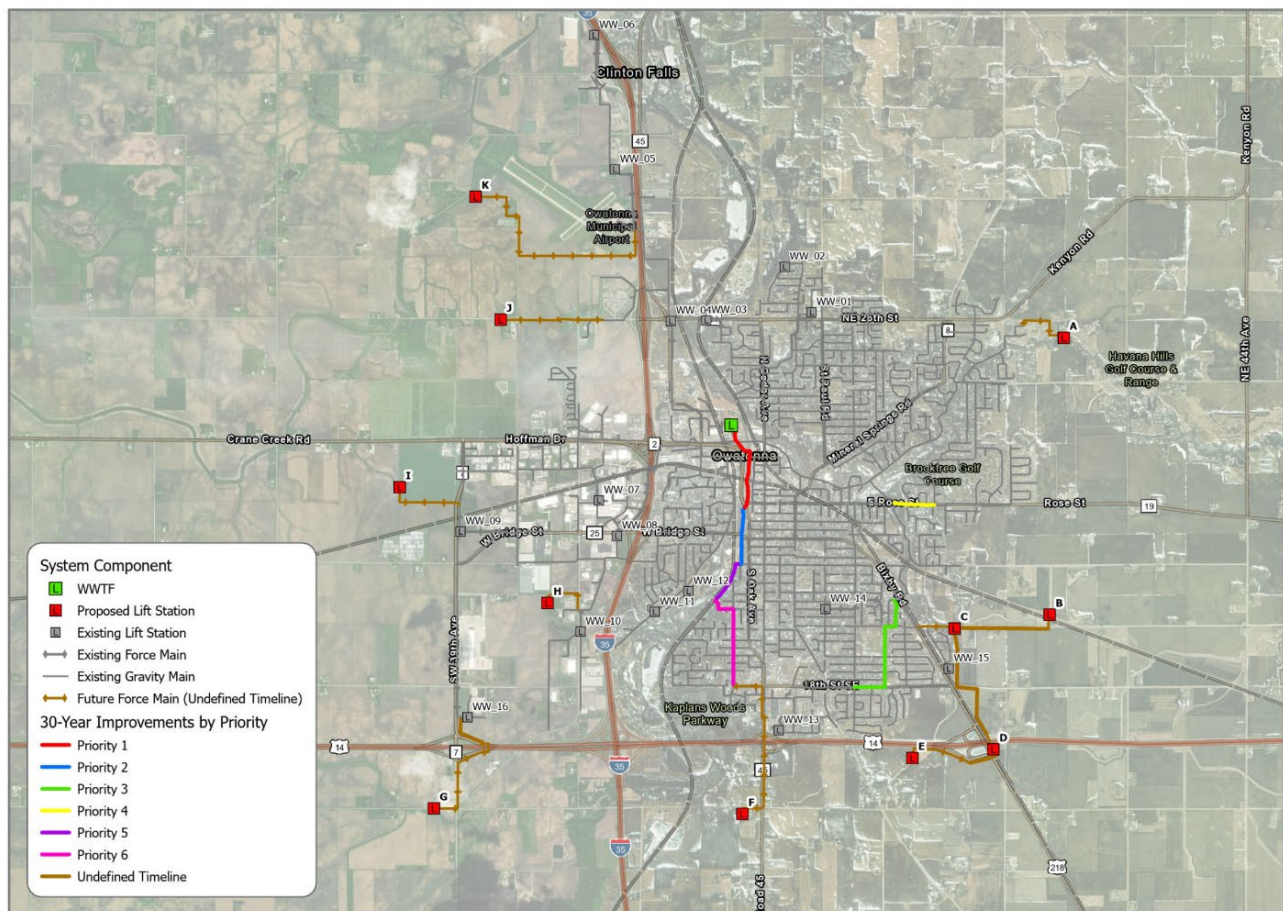


Figure 6.3 Wastewater 30-Year Improvements Prioritization

Source: Owatonna Wastewater Collection System Study

Stormwater

Existing Conditions

The city is situated around the Straight River, to which all runoff generated within the city ultimately discharges. Several creeks are also located around the city, which drain to the Straight River, including Maple Creek, Crane Creek, Willow Creek, and Izaak Walton Creek.

Aside from the river and creeks, the city has few other natural waterbodies. Lake Kohlmeier is the only major waterbody and wetlands are sparsely located throughout the city, with the vast majority located adjacent to the river.

Plans and Growth

Stormwater is managed to protect public safety and property while enhancing the quality of natural habitat and water bodies including the Straight River, Maple Creek, Izaak Walton Creek, Willow Creek, and the Cannon River. The City prioritizes needs based on a SWMP conservation, protection, and restoration of Owatonna's surface water resources, compliance with water quality regulations, and management of expenditures to achieve the most benefits at the least cost.

The City is in the process of developing a new Comprehensive Surface Water Management Plan (SWMP). The SWMP framework will be reflective of regulatory requirements, surface and storm water management schemes, fiscal needs, City policy, asset management, capital improvement planning/implementation tool, as well as inclusion of climate adaption strategies. This plan will be phased, frequently revised, and will aim to address current and future stormwater management needs as expansion and development occurs.

The City last embarked upon a comprehensive stormwater planning effort in 2006 with the development of the City of Owatonna Stormwater Management Plan by McCombs Frank Roos & Associates, Inc. This document has served as the basis for storm water management practices, water resources management, infrastructure planning, and funding since that time. While this document and modeling has been helpful, it is currently outdated due to current and future development needs, revised Atlas-14 precipitation data, and new environmental regulations related To stormwater. This new modeling will inform capital improvement projects that prevent or lessen the impact of major localized flooding and increase climate resiliency of infrastructure throughout the community.

The city's Surface Water Management Plan identifies the goals and policies that define the City's stormwater management program, which are implemented via the City's SWPPP and Stormwater Management Ordinance and development standards. Owatonna's stormwater requirements were written to meet the City's goals to preserve, protect, and manage its water resources, as well as to meet federal, state, and watershed stormwater regulations that comprise the following objectives:

1. Minimize increases in stormwater runoff rates from any development to reduce flooding, siltation, and erosion and to maintain the integrity of stream channels.
2. Minimize increases in nonpoint source pollution caused by stormwater runoff from development which would otherwise degrade local water quality.
3. Minimize the total annual volume of surface water runoff that flows from any specific site during and following development so as not to exceed the predevelopment hydrologic regime to the maximum extent practicable.
4. Ensure that these management controls are properly maintained and pose no threat to public safety.
5. Implement stormwater management controls to help meet current and future total maximum daily load (TMDL) goals, to address the need to improve water quality, and to meet objectives in the Surface Water Management Plan

The city also has a Stormwater Management Program called “Clean H2Owatonna” which is designed to reduce stormwater pollution and eliminate prohibited non-stormwater discharges.

Utilities Goals

Goal 1. Continue to partner with municipal Owatonna Public Utilities to maintain the existing water supply, natural gas and electric systems and plan for expansion of these systems as the city plans for growth.

- a) Although the city does not have a primary role in providing these services, the city should continue to view OPU as a partner in providing these services as efficiently as possible to residents.

Goal 2. Continue to plan for effective and efficient operation and maintenance of the city’s sanitary sewer system

- a) The city will construct its system to facilitate operation and maintenance and prevent inflow and infiltration.
- b) Maintain a detailed inventory of its sanitary sewer system including an up-to-date electronic map including location and specifications of all pipes, structures, and lift stations.
- c) The city will regularly televise and clean its sanitary sewer system to determine whether it is performing adequately.
- d) During major street reconstruction projects, the city will assess the system within the project area and makes improvements as needed.
- e) The city is committed to training those responsible for managing its sanitary sewer system and ensures that staff has the equipment necessary to properly maintain the system.

Goal 3. Continue to plan for expansion of the wastewater system as the city plans for growth.

- a) Implement priority actions from the 2023 Wastewater Collection System Study or subsequent updates to this plan.
- b) The extension of sanitary sewers shall be programmed to achieve maximum benefit from the existing utilities.
- c) The sanitary sewer system shall be constructed to accommodate the proposed land use densities and uses identified in the future land use plan.
- a) The city will provide a system reserve capacity in all trunk designs so that local occurrences of higher sewage generating uses or higher densities can be accommodated.
- b) When in-fill development or redevelopment occurs, Owatonna will evaluate existing sanitary sewer systems as to their capacity

Goal 4. Provide, improve, and maintain the public storm sewer system and the stormwater management program as the City plans for growth.

- a) Implement strategies, actions, and capital improvement projects identified in the City's Comprehensive Surface Water Management Plan and update strategies based on development assumptions in the Future Land Use Map.
- b) *Continue compliance with and enforcement of the MS4 Program and Permit requirements.*
- c) Continue implementing the City's Clean H2Owatonna Stormwater Management Program.
- d) Seek partnerships and collaboration with agencies, organizations, and local property owners
- e) Review and revise stormwater management ordinance, development standards, and modeling as industry standards and climate trends evolve.
- f) Continue to improve the tools used to achieve water quality objectives.
- g) Improve infrastructure resiliency related to climate change and increased rainfall amount, duration, and frequency.
- h) Improve and identify infrastructure capacity and adequacy related to new development and redevelopment.
- i) Encourage and adopt low impact development standards.
- j) Make progress towards meeting current and future waste load allocations (WLAs) derived from total maximum daily load (TMDL) goals, to address the need to improve water quality, and meet objectives in the Surface Water Management Plan.
- k) Implement stormwater management controls identified in the City's Pollutant Reduction Strategy Plan
- l) Encourage private investment and interest in green infrastructure and other stormwater controls
- m) Seek opportunities, identify locations, and potential funding sources for implementing stormwater practices and improvements in areas of developed portions of the City.

IMPLEMENTATION



Implementation Matrix

The implementation matrix provides a comprehensive list of all the implementation goals and strategies contained within the Imagine Owatonna Comprehensive Plan. This plan is a long-term document, and the matrix is intended to provide staff with a tool to prioritize implementation activities over the life of this plan. It is intended that staff would regularly refer to this matrix and use this as a tool in updating City Council, Boards and Commissions on Comprehensive Plan implementation progress. The matrix includes a priority level, timeframe and responsible party and potential partners to complete each task.

Priority

Priority is assigned based on both importance and ease of implementation. Each action in the Implementation Matrix includes one of the following priority levels:

H	High
M	Medium
L	Low

Timeline

Given the long-term nature of the Imagine Owatonna Comprehensive Plan, it is important to break down the actions into implementation timeframes. This will help the city to prioritize and seek funding for implementation at the appropriate time.

5	Short-term - 5 years
5-10	Medium-term – 5-10 years
10+	Long-term – 10+ years
>>>	Ongoing

Responsibility

To ensure seamless implementation of the plan, it is important to set out a responsible party (or parties) for each implementation goal or strategy. This will assist each city department or partner in identifying actions that they can take to implement the vision for the city set out in the Imagine Owatonna Comprehensive Plan.

Plan Goals and Strategies	Priority	Timeline	Responsibility
LAND USE GOALS			
Goal 1. Provide community facilities that meet the needs of residents and visitors today and into the future.			
a) Analyze the need for new or reimagined community facilities in Owatonna, prioritizing community engagement to understand the needs of the community.	M	>>>>	Planning, Parks
b) Explore developing a regional destination community center to include an indoor swimming pool, indoor and outdoor recreation facilities, meeting rooms, and other integrated uses.	H	5	Planning, Parks, CC, Administration
c) Explore developing other community facilities in coordination with other city departments and the Chamber of Commerce such as a tourism or welcome center, sports complex and public safety center.	M	>>>>	Planning, Parks, Chamber, Administration
Goal 2. Improve housing opportunities and neighborhoods in Owatonna.			
a) Provide areas for a mix of housing densities and types throughout the City in new mixed use form-based zoning districts.	H	5	Planning
b) Identify and zone new neighborhoods and neighborhood nodes on the east side of the City to include commercial and high density housing to serve as focal points for new development in new mixed use form-based zoning districts.	H	5	Planning
c) Encourage mixed use development at key focus areas throughout the City to encourage walkability and community character.	M	5-10	Planning
d) Create a mixed use node near the new Owatonna Senior High School in southeast Owatonna to include commercial and high density residential uses.	H	5	Planning
e) Continue to explore growth opportunities outside current city limits to expand housing and commercial opportunities.	M	>>>>	Planning
Goal 3. Support Owatonna's economic development through land use plans and policies.			
a) Continue to invest in and support downtown Owatonna as the economic and social center of the City – a destination to live, work, and play.	H	>>>>	Planning, Chamber, CC, EDA, Parks
b) Continue mixed use development along the Straight River and create connections to the river as an amenity and resource.	H	5-10	Planning, Parks, Chamber
c) Continue to build on Owatonna's historic buildings and character in land use and development decisions.	L	>>>>	Planning, Chamber, CC

Plan Goals and Strategies	Priority	Timeline	Responsibility
d) Explore adding open space areas and trails to the industrial park area along with improved connections to the rest of Owatonna.	M	5-10	Planning
e) Study the potential of adding residential and mixed use along the fringes of the industrial park area	L	10+	Planning
f) Pursue pad-ready commercial and industrial sites as a tool to attract new development.	M	5-10	Planning, Chamber
HOUSING GOALS			
Goal 1. Provide an appropriate mix of housing types in Owatonna.			
a) Explore programs and opportunities to develop a range of affordable housing in Owatonna.	H	>>>	Planning, HRA
b) Apply recommendations in the <i>2023 Comprehensive Housing Needs Analysis</i> for market rate housing, developing lots and executive housing.	H	>>>	Planning, HRA
c) Explore programs and opportunities to develop senior housing in Owatonna, both independent and assisted living.	H	5-10	Planning, HRA
d) Develop policies and programs to ensure that the City's existing housing stock is safe, attractive, and well-maintained.	M	>>>	Planning, Building
e) Maintain and enhance policies and programs to license and regulate rental housing in the City.	L	5-10	Planning, HRA, Fire
f) Encourage and support sustainable and climate resilient design in new and existing housing.	M	5-10	Planning
g) Update the City's housing market study regularly to understand the evolving housing needs in Owatonna.	M	>>>	Planning, HRA
Goal 2. Guide residential land use in appropriate locations in the City.			
a) Encourage new housing development in and near downtown Owatonna.	H	10+	Planning, EDA
b) Encourage a mix of housing opportunities in southeast Owatonna near the new high school.	M	10+	Planning, EDA
c) Support multi-family residential in areas with proximity to major thoroughfares, commercial areas, open space or other amenities, or in areas that are an extension of existing multi-family use.	H	>>>	Planning, HRA, EDA
d) Require street and sidewalk/trail connections among all new and existing housing developments wherever possible.	H	5	Planning, Engineering
e) Support annexation of land when there is less than a five-year supply of lots based on recent land consumption or if there are other benefits to the City for annexation.	L	10+	Planning, CC

Plan Goals and Strategies	Priority	Timeline	Responsibility
DOWNTOWN GOALS			
Goal 1. Continue to promote Downtown Owatonna as the social, economic, and cultural hub of the region.			
a) Encourage new and redeveloped housing opportunities in and near downtown.	H	5	Planning, HRA
b) Continue to prioritize revitalization of the riverfront through cleanup activities and redevelopment.	H	5-10	Parks, CC, Planning
c) Explore opportunities to use underutilized spaces in downtown, maintaining active spaces on ground-level and more passive spaces on the upper level.	H	5	Planning, EDA, Chamber
d) Continue to work with partners and stakeholders to promote and enhance business opportunities and activity in the downtown area.	H	>>>	Chamber, EDA
e) Continue to explore connections to and across the Straight River in Downtown.	H	5-10	Planning, Chamber, Parks
Goal 2. Continue to implement the Downtown Streetscape Study.			
a) Improve ongoing circulation and access throughout downtown for pedestrians, bicyclists and vehicles.	M	>>>	Planning, Engineering, County
b) Maintain and enhance accessibility and pedestrian safety.	H	5-10	Engineering, County
c) Provide new and maintain existing amenities such as street lighting and street furniture in downtown.	M	5	CC, Parks
d) Incorporate art and placemaking into plans for downtown streetscaping.	L	5-10	Chamber, CC
Goal 3. Continue to preserve the Downtown Historic District	M	>>>	Planning, Chamber
a) Work with property owners to maintain historic buildings through the Main Street Forgivable Loan program or other similar program.	M	>>>	Planning, Chamber, EDA
b) Work with property owners and businesses to utilize upper spaces in Downtown through the Main Street Upper-Level Grant program.	M	>>>	Planning, Chamber, EDA
COMMUNITY DESIGN GOALS			
Goal 1. Identify character districts in Owatonna for development of design guidelines.			
a) In Downtown and Mixed Use nodes require placement of building close to the street, with sidewalks serving development and parking to the side and rear through new mixed use form-based zoning districts.	M	5	Planning

Plan Goals and Strategies	Priority	Timeline	Responsibility
b) Develop minimum building materials standards within the zoning code to maintain and enhance the community character, appropriate to various character districts.	M	5	Planning
c) Develop minimum design standards related to building façade, roof treatment, landscaping, lighting and other features in the various character districts.	M	5	Planning
d) Develop design guidelines for the downtown area, requiring continuity in the design and scale of development, consistent with the historic character of the area.	M	5	Planning
Goal 2. Prioritize pedestrian and bike access in all new development and redevelopment projects to provide continuity and choice in access to all parts of the City.	H	5	Parks, Planning, Engineering
a) Strive to fill missing connections in the overall sidewalk and trail network.	H	5	Parks, Planning, Engineering
PARK & TRAIL GOALS			
Goal 1. Improve and diversify park, trail and recreation opportunities in Owatonna.			
a) Follow the recommendations of the Owatonna Parks System Master Plan and update the Plan every 10 years to address changing needs in the City. Align goals and policies with the Comprehensive Plan.	H	>>>	Parks
b) Prioritize green space for each neighborhood in Owatonna, including active park space within one half mile of all residents wherever possible, and sidewalk or trail links between Owatonna neighborhoods and key destinations and services.	H	5-10	Parks
c) Continue seeking regional park status for the combined properties of Kaplan's Woods, Lake Kohlmeier and a portion of the Straight River public land as a regional park.	H	5	Parks
d) Explore the use of the quarry in Northwest Owatonna as a regional hub (park) once it reaches the end of its quarry reserves.	L	10+	Parks, Planning
e) Strive to make all City park and recreation facilities accessible, safe and welcoming for all ages and abilities.	H	>>>	Parks
f) Continue to maintain Owatonna's existing parks and trails by exploring creative funding and financing strategies.	H	>>>	Parks
g) Integrate park and recreation facilities into a planned community center.	H	5	Parks, Administration, Community Partners, ISD 761
h) Explore a park land dedication ordinance to support acquisition, development and improvement for the park, trail and natural resource system.	H	5	Parks, Planning
Goal 2. Improve connections within the park and trail system in Owatonna.			

Plan Goals and Strategies	Priority	Timeline	Responsibility
a) Explore new east-west trail connections between Downtown, across the Straight River, across I-35, and the industrial park.	M	5-10	Parks, Planning
b) Continue focusing on trail development, trail safety, and maintenance of existing trails in the community.	H	>>>	Parks
c) Continue to pursue including Owatonna's trail system in the regional trail system defined by the Greater Minnesota Regional Parks and Trails Commission (GMRPTC), providing both north-south and east-west trail connections to regional destinations.	M	5-10	Parks
d) Pursue funding to develop and implement a Safe Routes to School program in Owatonna.	H	5	Parks, Planning
Goal 3. Improve the health and wellness of the community through equitable park planning and construction.			
a) Prioritize planting trees in new and existing parks, and along trail corridors to allow for shade and a more robust urban tree canopy.	M	>>>	PW, Parks
b) Prioritize improving the health of Owatonna's natural areas, rivers and streams.	M	>>>	Parks, Engineering
c) Explore adopting Level of Service (LOS) metrics for parks planning through a Parks Master Plan update.	H	5	Parks
d) Continue to plan for parks as critical infrastructure in all new and existing neighborhoods to improve physical and mental health of residents.	H	>>>	Parks, Planning
e) Explore opportunities to add parks and trails through an updated Parks and Trail Master Plan that build a sense of community, improve physical and mental health of residents and address any gaps in the overall parks system.	H	5-10	Parks, Planning
Goal 4. Focus on partnerships to improve Owatonna's parks and trails system.			
a) Continue to work cooperatively on park and recreation programs and facilities with Owatonna Public Schools.	H	>>>	Parks, ISD 761, CC
b) Continue to establish relationships with Steele County and neighboring communities to partner on regional trail opportunities in order to best secure future grant funding of these amenities.	M	10+	Parks, DNR, other agencies
c) Explore new partnerships and strengthen existing partnerships to leverage funding and deliver services.	M	>>>	Parks, DNR, Federal partners
d) Work with the community to understand parks needs and target parks that need enhancement and investment.	H	>>>	Parks
ECONOMIC DEVELOPMENT GOALS			
Goal 1. Continue to support and expand the workforce and quality of life in Owatonna.			
a) Continue to champion partnerships with SteeleCoWorks, Owatonna Public Schools, Riverland Community College, and	M	>>>	Chamber, EDA

Plan Goals and Strategies	Priority	Timeline	Responsibility
other educational organizations to support educational programs that will meet Owatonna's workforce needs.			
b) Work to identify and implement activities, services, and community features that will attract and retain young people and employees in Owatonna.	M	5	Chamber, Planning, CC, Parks
c) Continue to build and invest in the vibrancy of Downtown Owatonna to attract businesses and employees to Owatonna.	H	>>>	Chamber, CC
d) Work with partners to highlight Owatonna's unique strengths such as the school system, Straight River, historic downtown and community events.	M	>>>	Planning, CC, EDA, Chamber
e) Continue to address city challenges including lack of workforce housing and regional transportation options that improve quality of life and livability of the city.	M	5-10	Planning, CC, EDA, Chamber
Goal 2. Continue to support new business development in Owatonna.			
a) Expand the services and awareness of offerings for the business incubator program.	H	5	OABDC, EDA
b) Work to reduce any actual or perceived regulatory barriers to new development in Owatonna.	H	>>>	Planning, Chamber, CC
c) Continue to work with the Owatonna Chamber of Commerce and other business interests to attract businesses to Owatonna.	H	>>>	Planning, Chamber, CC
d) Continue to support business growth near the airport and attract industries that benefit from this proximity.	H	5-10	Planning, Airport, CC
e) Work to develop pad-ready commercial and industrial sites to attract new businesses.	H	10+	Planning, Chamber
Goal 3. Continue to support existing businesses in Owatonna			
a) Work to retain existing businesses wishing to grow or expand by assisting with location identification, development regulations and/or incentives for growth or expansion in the city.	H	>>>	Planning, Chamber, EDA
b) Work with the Owatonna Chamber of Commerce to identify ways the city can help support existing businesses.	L	>>>	Planning, Chamber, EDA, CC
Goal 4. Support efforts to better connect people to jobs			
a) Explore opportunities to expand transit within Owatonna.	M	5-10	SMART, Planning, Engineering
b) Explore opportunities to establish regional transportation routes to surrounding communities to provide increased access for workers.	M	5-10	Planning
c) Enhance multimodal connections between the industrial and commercial job centers and existing or new housing areas.	M	5-10	Planning, Parks, Engineering

Plan Goals and Strategies	Priority	Timeline	Responsibility
TRANSPORTATION GOALS			
Goal 1. Improve transportation connections within Owatonna.			
a) Explore a new east-west bicycle/pedestrian connections to connect the east and west sides of the City.	M	5-10	Parks, Engineering, Planning
b) Explore a new north-south vehicle and multi-modal connection on the east side of the City.	H	5	County, Engineering
c) Include traffic calming on roadway segments and intersections where pedestrians are present.	M	>>>	Planning, Engineering
d) Narrow roads where possible to fit neighborhood character.	H	5	Planning, Engineering
e) Explore allowing more continuous roadway corridors by removing stop signs and other controls where possible.	L	>>>	Engineering
f) Continue to prioritize road maintenance throughout the City.	H	>>>	Engineering, CC
Goal 2. Improve multimodal transportation options in Owatonna.			
a) Explore expanded transit within the City to provide increased access for workers and shoppers.	L	10+	Planning, Engineering
b) Explore expanded transit options between Owatonna and nearby cities.	M	5-10	Planning, Engineering, SE MN Together
c) Provide bike lanes and sidewalks on key roadways.	H	5	Planning, Engineering
d) Strive for the safest possible facility type for bike and pedestrian infrastructure.	H	5	Planning, Engineering
e) Explore adoption of a Complete Streets Policy .	M	10+	Planning, Engineering
f) Pursue funding to develop and implement a Safe Routes to School program in Owatonna.	H	5	Parks, Planning, Engineering, ISD 761
g) Complete a sidewalk and trail plan update or re-write to reflect the changing needs of the community and develop a reoccurring plan update cycle	H	5-10	Planning, Engineering, Parks
SUSTAINABILITY & RESILIENCE GOALS			
Goal 1. Continue activities that preserve and maintain Owatonna's natural resources			
a) Continue efforts to plant, preserve and manage trees to lower urban heat island effect within the City including Tree City USA, Shade Tree Committee, and urban forestry practices	H	>>>	PW, Parks

Plan Goals and Strategies	Priority	Timeline	Responsibility
b) Continue efforts to ensure clean water including partnership with the Straight River Cleanup – Clean Rivers Partners (CRP) and through the City's Clean H2Owatonna program.	H	>>>	PW
c) Continue public works objectives to provide and operate a Municipal Separate Storm Sewer System (MS4), provide and properly manage a yard waste compost site, protect the environment through administration of programs and permits, maintain a healthy and diverse urban forest.	H	>>>	PW
d) Continue the city's status as a Pollinator Friendly City and explore ways to include native plantings in parks and new developments.	M	>>>	PW, Parks, Planning
e) Continue strategic plan goals for flood mitigation and emergency management.	H	>>>	Planning, Fire
f) Create and continue partnerships to clean up the Straight River and provide access to this natural resource.	H	5	Clean River Partners, PW, 1W1P
Goal 2. Explore programs and regulations that will enhance the city's sustainability and resilience			
a) Explore participation in the GreenStep Cities and Gold Leaf program to encourage city-led sustainability and climate action.	H	5	OPU, Administration
b) Encourage sustainable land management practices to preserve and enhance the city's natural resources.	M	5-10	Planning, Engineering
c) Explore the adoption of ordinance language to establish shoreline buffers, address erosion issues along waterways and protect them from pollution.	H	5	Planning, Engineering
d) Explore adoption of ordinance language to designate Environmentally Sensitive Areas and establish protected areas, as identified in the City's Surface Water Management Plan. These areas include wetlands, wooded areas, shorelands, unprogrammed open spaces, and critical habitats	M	5-10	Planning
Goal 3. Continue to develop sustainable and equitable governance structures			
a) Continue transparency and inclusion in City decisions and actions, including exploration of a communications hub of events and resources for new and existing residents.	H	>>>	All partners
b) Continue embracing diversity as a strength and work to ensure community leadership is representative of this diversity.	H	>>>	All partners
Goal 4. Continue to provide city services in an efficient and sustainable manner			
a) Plan for efficient and effective growth of City infrastructure and services.	H	>>>	Planning, Engineering
b) As shown in the City's Future Land Use Map, approach development growth that is sustainable in the long-term.	H	>>>	Planning

Plan Goals and Strategies	Priority	Timeline	Responsibility
c) Maximize efforts to incorporate energy savings, renewable energy, resilience, and sustainable practices in all areas of City services.	H	>>>	Planning, OPU, Administration
d) Continue to be fiscally responsible through careful stewardship of City resources and staff.	H	>>>	CC
UTILITY GOALS			
Goal 1. Continue to partner with municipal Owatonna Public Utilities to maintain the existing water supply, natural gas and electric systems and plan for expansion of these systems as the city plans for growth.			
a) Although the city does not have a primary role in providing these services, the city should continue to view OPU as a partner in providing these services as efficiently as possible to residents.	H	>>>	CC
Goal 2. Continue to plan for effective and efficient operation and maintenance of the city's sanitary sewer system			
a) The city will construct its system to facilitate operation and maintenance and prevent inflow and infiltration.	H	>>>	PW
b) Maintain a detailed inventory of its sanitary sewer system including an up-to-date electronic map including location and specifications of all pipes, structures, and lift stations.	H	>>>	PW
c) The city will regularly televise and clean its sanitary sewer system to determine whether it is performing adequately.	H	>>>	PW
d) During major street reconstruction projects, the city will assess the system within the project area and makes improvements as needed.	H	>>>	PW
e) The city is committed to training those responsible for managing its sanitary sewer system and ensures that staff has the equipment necessary to properly maintain the system.	H	>>>	CC
Goal 3. Continue to plan for expansion of the wastewater system as the city plans for growth.			
a) Implement priority actions from the 2023 Wastewater Collection System Study or subsequent updates to this plan.	H	>>>	PW
b) The extension of sanitary sewers shall be programmed to achieve maximum benefit from the existing utilities.	H	>>>	PW
c) The sanitary sewer system shall be constructed to accommodate the proposed land use densities and uses identified in the future land use plan.	H	>>>	PW
d) The city will provide a system reserve capacity in all trunk designs so that local occurrences of higher sewage generating uses or higher densities can be accommodated.	H	>>>	PW

Plan Goals and Strategies	Priority	Timeline	Responsibility
e) When in-fill development or redevelopment occurs, Owatonna will evaluate existing sanitary sewer systems as to their capacity	H	>>>	PW
Goal 4. Provide, improve, and maintain the public storm sewer system and the stormwater management program as the City plans for growth.			
a) Implement strategies, actions, and capital improvement projects identified in the City's Comprehensive Surface Water Management Plan and update strategies based on development assumptions in the Future Land Use Map.	H	5	PW, Planning
b) Continue compliance with and enforcement of the MS4 Program and Permit requirements.	H	>>>	Stormwater
c) Continue implementing the City's Clean H2Owatonna Stormwater Management Program.	M	5	Stormwater
d) Seek partnerships and collaboration with agencies, organizations, and local property owners	M	5	Stormwater
e) Review and revise stormwater management ordinance, development standards, and modeling as industry standards and climate trends evolve.	H	>>>	Stormwater
f) Continue to improve the tools used to achieve water quality objectives.	M	>>>	Stormwater
g) Improve infrastructure resiliency related to climate change and increased rainfall amount, duration, and frequency.	M	5-10	Stormwater
h) Improve and identify infrastructure capacity and adequacy related to new development and redevelopment.	H	5	Stormwater
i) Encourage and adopt low impact development standards.	H	5	Stormwater, Planning
j) Make progress towards meeting current and future waste load allocations (WLAs) derived from total maximum daily load (TMDL) goals, to address the need to improve water quality, and meet objectives in the Surface Water Management Plan.	M	10+	Stormwater
k) Implement stormwater management controls identified in the City's Pollutant Reduction Strategy Plan	M	5-10	Stormwater
l) Encourage private investment and interest in green infrastructure and other stormwater controls	H	5	Stormwater, Planning
m) Seek opportunities, identify locations, and potential funding sources for implementing stormwater practices and improvements in areas of developed portions of the City.	M	>>>	Stormwater, Planning

Appendix A - Imagine Owatonna Background Report

IMAGINE OWATONNA

Background Report

November 2023

Imagine Owatonna: 2050 Comprehensive Plan

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PURPOSE OF BACKGROUND REPORT

A Comprehensive Plan is a guiding framework that helps city leaders, developers, business owners, and residents make decisions about how a city will grow over the next 20 years. Community engagement and input throughout the process is essential to determine the vision of the city. The *Imagine Owatonna* Comprehensive Plan will include numerous topics that are important to communities, including Land Use, Housing, Downtown, Business and Jobs, Parks and Public Space, Transportation, Utilities, Environment and Natural Resources. The plan is designed to be specific enough to guide day-to-day planning activities, within the context of a long-range future framework.

This background report outlines both the existing conditions in each of these topic areas within the city, as well as any recent plans or studies the city has conducted. The background report discusses the city's current demographics and economic context which create the basis for further planning in the full Comprehensive Plan. While all topics are important, there are some topic areas where the Comprehensive Plan will reference other planning efforts that provide much more detail and guidance than this plan allows. This background report gives an overview of other relevant planning efforts, and the full Comprehensive Plan will include goals or strategies related to these efforts.

Relationship with other plans and studies

The results of several planning and infrastructure capacity studies have been incorporated into this report. The studies include the following:

- Owatonna 2040 Transportation Plan – June 2021
- Owatonna Nero Sanitary Sewer Study – Jan 2022
- Owatonna Wastewater Collection System Report – Feb 2023
- Owatonna Park and Trail Plan – Feb 2019
- Sidewalk and Trail Plan – Dec 2012
- ADA Transition Plan – Feb 2018
- City of Owatonna Downtown Streetscape Study – Nov 2019
- Housing Study – Pending

The city also prepares additional detailed plans and studies from time to time including a housing demand analysis and market analyses. When applicable, *Imagine Owatonna* should serve as the basis or framework for these future efforts.

SOCIO-ECONOMIC AND COMMUNITY CONTEXT

Introduction

The following section on demographic and economic data for Owatonna provides an understanding of key trends that influence land use and other important community systems. In many of the exhibits included in this section, additional data is also presented for Steele County and Minnesota. In select cases, data is presented for the peer communities of Faribault, Albert Lea, Austin, Mankato, and Rochester. This additional data is intended to provide greater context to trends and patterns that likely extend well beyond Owatonna's border but nevertheless impact the community.

Population

Owatonna has captured the majority of Steele County's growth since 1990. During the 1990s and 2000s, Owatonna grew at a faster rate than the State of Minnesota. In the 2010s, though, Owatonna's growth had slowed enough that it fell below the statewide growth rate.

In the early part of the 2020s, population growth has rebounded significantly in Owatonna. According to the MN Demographic Center, between 2020 and 2022, the City's population grew by more than 1,100 persons. Although this high rate of growth will likely ease somewhat throughout the 2020s, growth is anticipated to remain strong in Owatonna despite a statewide slow-down caused by an aging population, declining birth rates, and reduced in-migration from outside the state.

Table 1 Population Trends and Projections

	Estimate*					Projection**		
Geography	1990	2000	2010	2020	2022	2030	2040	2050
Population								
Owatonna	19,386	22,434	25,599	26,420	27,544	30,371	33,335	35,473
Clinton Falls Twp	518	466	351	386	387	410	417	411
Owatonna Twp	991	766	609	613	621	663	688	694
Steele County	30,729	33,680	36,576	37,406	38,611	41,747	44,704	46,639
Minnesota	4,375,099	4,919,479	5,303,925	5,706,494	5,757,358	5,976,058	6,190,685	6,333,531
Percent Change†								
Owatonna	--	15.7%	14.1%	3.2%	4.3%	15.0%	9.8%	6.4%
Clinton Falls Twp	--	-10.0%	-24.7%	10.0%	0.2%	6.2%	1.6%	-1.3%
Owatonna Twp	--	-22.7%	-20.5%	0.7%	1.3%	8.2%	3.7%	0.9%
Steele County	--	9.6%	8.6%	2.3%	3.2%	11.6%	7.1%	4.3%
Minnesota	--	12.4%	7.8%	7.6%	0.9%	4.7%	3.6%	2.3%

* 2022 Estimate for Owatonna is from the MN Demographic Center. 2022 estimates for all other geographies is based on 2021 estimates from MN Demographic Center.

** Projections for Owatonna are based on 2022 estimates and trended downward per MN Demographic Center's long range projections. Minnesota projections are from MN Demographic Center. All other geographies are based on estimated shares of countywide growth relative to Owatonna's 2022 estimate and projected growth.

† Percent change based on previous 10-year increment, except for 2022, which is based on change since 2020.

Sources: US Census; MN Demographic Center; Stantec

Population of Peer Communities

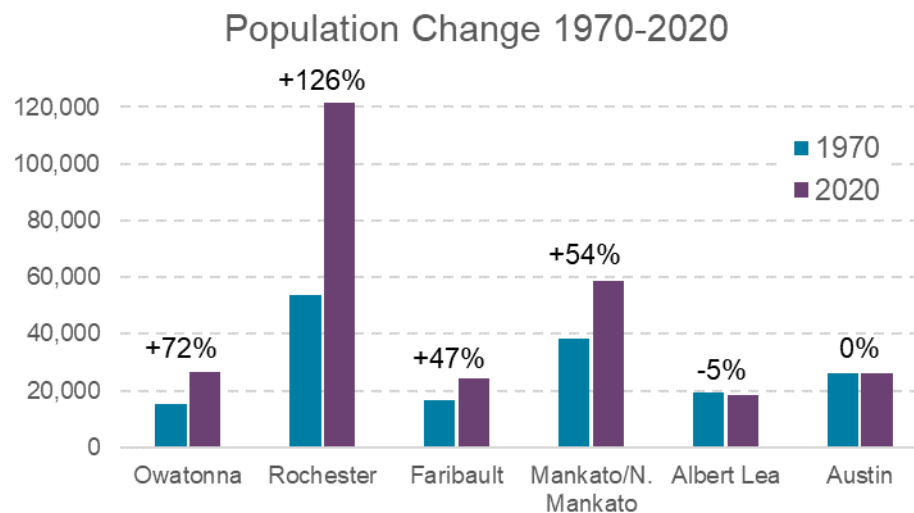
Owatonna's population has increased each decade since 1970. This is largely attributed to its diverse and growing economy. Meanwhile, peer communities have had a range of growth patterns.

In Albert Lea and Austin, which have less diverse economies, growth has been generally stagnant over the last 50 years. Faribault and Mankato are most similar to Owatonna, but each has experienced periods of population decline since 1970. Rochester is the outlier with high rates of growth each decade, which has been driven by its unique situation as a global center for healthcare.

Table 2 Population of Peer Communities

Geography	1970	1980	1990	2000	2010	2020
Population						
Owatonna	15,341	18,632	19,386	22,434	25,599	26,420
Rochester	53,766	57,890	70,745	85,806	107,050	121,396
Faribault	16,595	16,241	17,085	20,818	23,360	24,423
Mankato/N. Mankato	38,242	37,787	41,632	44,225	53,355	58,955
Albert Lea	19,418	19,200	18,310	18,356	18,207	18,518
Austin	26,210	23,020	21,907	23,314	24,945	26,175
Percent Change						
Owatonna	--	21.5%	4.0%	15.7%	14.1%	3.2%
Rochester	--	7.7%	22.2%	21.3%	24.8%	13.4%
Faribault	--	-2.1%	5.2%	21.8%	12.2%	4.6%
Mankato/N. Mankato	--	-1.2%	10.2%	6.2%	20.6%	10.5%
Albert Lea	--	-1.1%	-4.6%	0.3%	-0.8%	1.7%
Austin	--	-12.2%	-4.8%	6.4%	7.0%	4.9%

Source: US Census



Source: US Census

Age Distribution

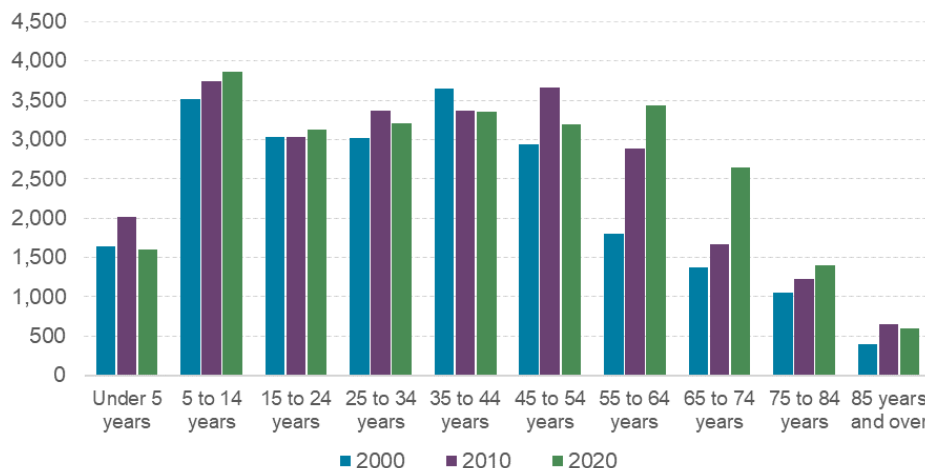
The age distribution of the population has a profound influence on a community and its needs. Our age impacts the type of housing we need, the goods and services we consume, and numerous other elements of daily life. Due to the aging of the Baby Boom generation, those born between 1946 and 1964, Owatonna's overall median age has increased from 35 in 2000 to almost 39 in 2020. In particular, the age groups over age 55 have swelled in recent years. This phenomenon is not unique to Owatonna as Steele County and the state have experienced similar age shifts as well.

Another important dynamic is the prevalence of lower birth rates. This can be seen in the significant decline in children under the age of 5 from 2010 to 2020. This is due to several reasons including a decrease in persons of child-bearing age, declining birth rates, and reduced immigration.

Table 3 Age Distribution

				Change '00-'10		Change '10-'20		Distribution		
Age Group	2000	2010	2020	No.	Pct.	No.	Pct.	2000	2010	2020
Owatonna										
Under 5 years	1,647	2,009	1,602	362	22.0%	-407	-20.3%	7.3%	7.8%	6.1%
5 to 14 years	3,511	3,743	3,864	232	6.6%	121	3.2%	7.6%	7.5%	7.1%
15 to 24 years	3,033	3,027	3,126	-6	-0.2%	99	3.3%	7.4%	6.7%	6.8%
25 to 34 years	3,019	3,365	3,209	346	11.5%	-156	-4.6%	13.5%	13.1%	12.1%
35 to 44 years	3,650	3,368	3,350	-282	-7.7%	-18	-0.5%	16.3%	13.2%	12.7%
45 to 54 years	2,940	3,661	3,188	721	24.5%	-473	-12.9%	13.1%	14.3%	12.1%
55 to 64 years	1,804	2,882	3,438	1,078	59.8%	556	19.3%	4.5%	6.3%	6.8%
65 to 74 years	1,378	1,663	2,648	285	20.7%	985	59.2%	6.1%	6.5%	10.0%
75 to 84 years	1,054	1,225	1,397	171	16.2%	172	14.0%	4.7%	4.8%	5.3%
85 years and over	398	656	598	258	64.8%	-58	-8.8%	1.8%	2.6%	2.3%
Total	22,434	25,599	26,420	3,165	14.1%	821	3.2%	100.0%	100.0%	100.0%
Median Age										
Owatonna	35.0	37.2	38.8	2.2	6.3%	1.6	4.3%	--	--	--
Steele County	35.9	38.5	39.9	2.6	7.2%	1.4	3.6%	--	--	--
Minnesota	35.4	37.4	38.4	2.0	5.6%	1.0	2.7%	--	--	--

Source: US Census



Source: US Census

Race and Ethnicity

For over two decades, immigrant families have been attracted to the job opportunities in Owatonna, which has diversified the population. The percentage of the population that are people of color has increased from 8.2% in 2000 to 19.0% in 2020.

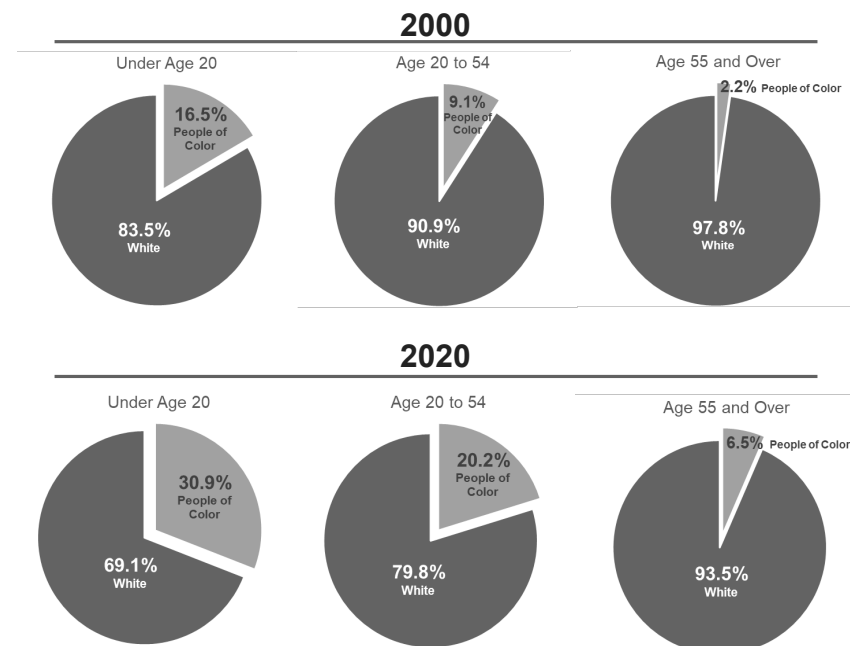
Table 4 – Race and Ethnicity

Race & Ethnicity*	2000	2010	2020	Change '00-'10		Change '10-'20		Distribution		
				No.	Pct.	No.	Pct.	2000	2010	2020
Owatonna										
White	20,604	22,172	21,410	1,568	7.6%	-762	-3.4%	91.8%	86.6%	81.0%
Black or African American	348	974	1,308	626	179.9%	334	34.3%	1.6%	3.8%	5.0%
Hispanic or Latino	967	1,868	2,539	901	93.2%	671	35.9%	4.3%	7.3%	9.6%
American Indian and Alaska Native	24	53	46	29	120.8%	-7	-13.2%	0.1%	0.2%	0.2%
Asian	222	234	289	12	5.4%	55	23.5%	1.0%	0.9%	1.1%
Hawaiian and Other Pacific Islander	0	3	17	3	--	14	466.7%	0.0%	0.0%	0.1%
Some Other Race	23	13	38	-10	-43.5%	25	192.3%	0.1%	0.1%	0.1%
Two or More Races	246	282	773	36	14.6%	491	174.1%	1.1%	1.1%	2.9%
Total	22,434	25,599	26,420	3,165	14.1%	821	3.2%	100.0%	100.0%	100.0%

* The US Census considers Hispanic or Latino as an ethnic identifier and not a race. Therefore, people who identify as Hispanic or Latino can be of any race. All other categories pertain to race and consist of people who do not identify as having Hispanic or Latino ethnicity.

Source: US Census

The diversity of Owatonna's population becomes even more pronounced when it is broken down by age. The percentage of the population under age 20 that are people of color has increased from 16.5% in 2000 to 30.9% in 2020. Meanwhile, for the population age 55 and over, the percentage has only increased from 2.2% in 2000 to 6.5% in 2020.



Households

Households are the primary social structure for evaluating economic activity and consumption. Therefore, tracking changes in the size and structure of households helps understand the need for housing, transportation, and many community services.

Owatonna's number of households has increased every decade since 1990. From 1990 to 2010, the rate of household growth exceeded the state's growth rate. However, from 2010 to 2020, Owatonna's household growth slowed and was below the state's growth rate.

Consistent with an overall aging population and lower birth rates, Owatonna's average household size has declined from 2.63 persons in 1990 to 2.50 in 2020.

Table 5 Households

Geography	1990	2000	2010	2020	Percent Change		
					'90-'00	'00-'10	'10-'20
Households							
Owatonna	7,382	8,686	10,068	10,584	17.7%	15.9%	5.1%
Clinton Falls Twp	174	167	153	149	-4.0%	-8.4%	-2.6%
Owatonna Twp	349	288	249	231	-17.5%	-13.5%	-7.2%
Steele County	11,342	12,818	14,330	14,823	13.0%	11.8%	3.4%
Minnesota	1,647,853	1,896,209	2,087,227	2,253,990	15.1%	10.1%	8.0%
Average Household Size							
Owatonna	2.63	2.58	2.54	2.50	-1.7%	-1.5%	-1.8%
Clinton Falls Twp	2.98	2.79	2.29	2.59	-6.3%	-17.8%	12.9%
Owatonna Twp	2.84	2.66	2.45	2.65	-6.3%	-8.0%	8.5%
Steele County	2.71	2.63	2.55	2.52	-3.0%	-2.9%	-1.1%
Minnesota	2.66	2.59	2.54	2.53	-2.3%	-2.1%	-0.4%

Source: US Census

Household Types

Changing family and household structures can also have a significant effect on housing and other community needs. For example, decreasing household size has a direct impact on the size of housing a household needs. Also, the presence of children not only impacts local schools and parks, but also the types of retailers that can be supported.

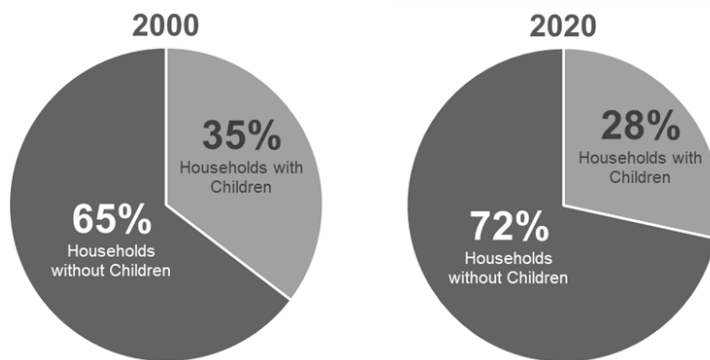
As Owatonna's overall household growth slowed down in the 2010s, there was an especially sharp decline in the number of single parent families and roommate households. In contrast, the number of married/partnered households without children and persons living alone increased substantially.

Between 2000 and 2020, the share of households without any children increased from 65% to 72%.

Table 6 Household Types

				Change '00-'10		Change '10-'20		Distribution		
Household Type	2000	2010	2020	No.	Pct.	No.	Pct.	2000	2010	2020
Owatonna										
Married/Partnered, no child	2,564	3,035	3,652	471	18.4%	617	16.9%	29.5%	30.1%	34.5%
Married/Partnered, w/child	2,354	2,288	2,300	-66	-2.8%	12	0.5%	27.0%	22.7%	21.7%
Single Parent, M	192	243	188	51	26.6%	-55	-29.3%	2.2%	2.4%	1.8%
Single Parent, F	531	717	517	186	35.0%	-200	-38.7%	6.1%	7.1%	4.9%
Householder living alone	2,317	2,807	3,159	490	21.1%	352	11.1%	26.6%	27.9%	29.8%
Roommates/Other Family	746	978	768	232	31.1%	-210	-27.3%	8.6%	9.7%	7.3%
Total	8,704	10,068	10,584	1,364	15.7%	516	4.9%	100.0%	100.0%	100.0%

Source: US Census



Median Household Income by Household Age

Household income is important to track because it is strongly correlated with age and directly affects the spending power of area residents. This impacts their ability to support retail and afford new forms of housing.

The 2020 overall median household income in Owatonna was just over \$66,000. This is 11% below the median income for the State of Minnesota (\$73,400). Every age category, except households under 25, has a lower median income than the statewide median. However, statewide income data is skewed somewhat by higher incomes in the Minneapolis-Saint Paul metro area.

Historically, the median income in Owatonna has been more aligned with the statewide median. In 2000, the difference between the two medians was only about \$1,500 or 3%.

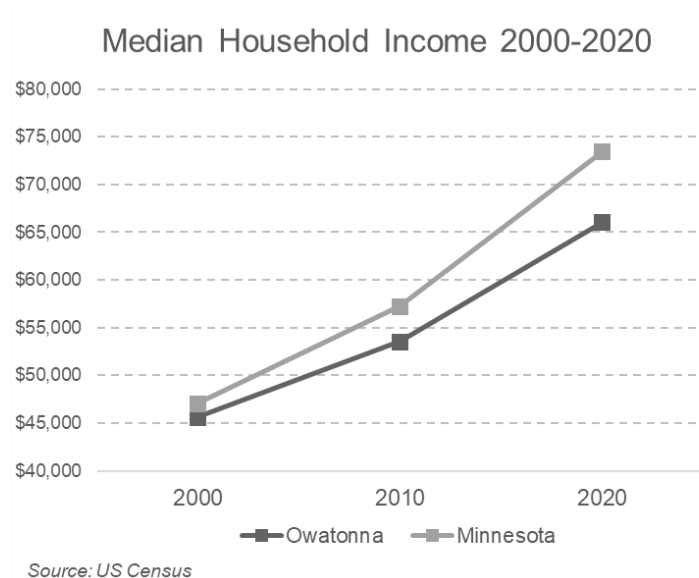
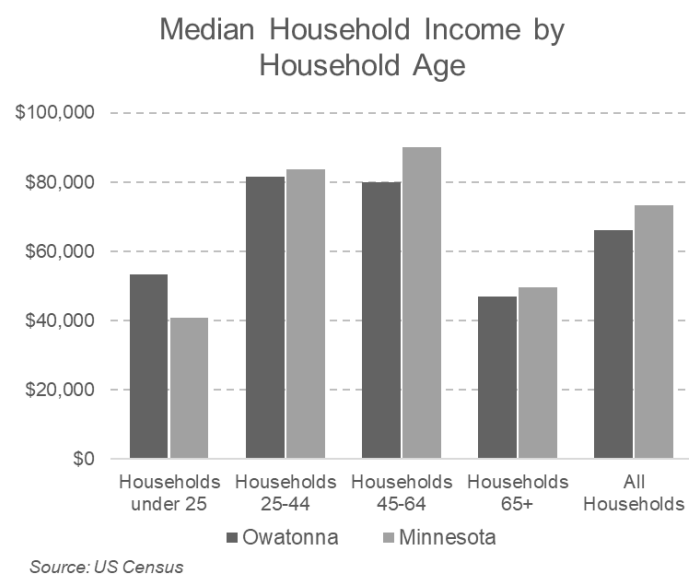


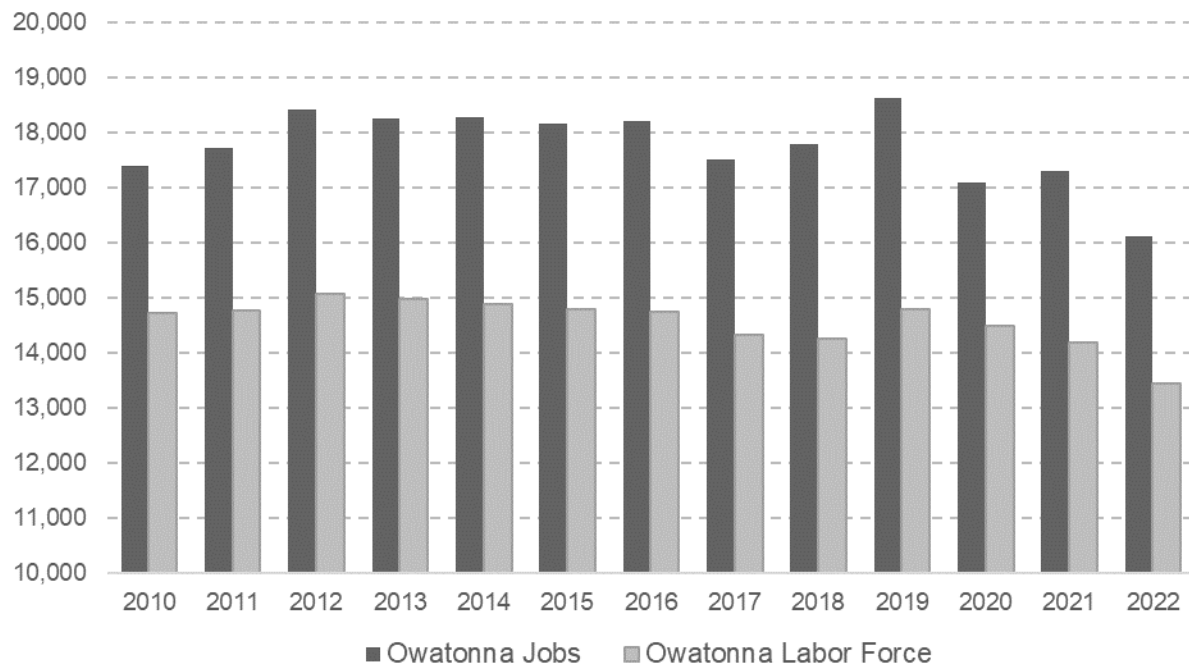
Table 7 Median Household Income by Household Age

Household Age	2000	2010	2020	Change '00-'10		Change '10-'20	
				No.	Pct.	No.	Pct.
Owatonna							
Households under 25	\$28,571	\$29,514	\$53,262	\$943	3.3%	\$23,748	80.5%
Households 25-44	\$51,404	\$61,467	\$81,394	\$10,063	19.6%	\$19,927	32.4%
Households 45-64	\$58,840	\$66,276	\$80,000	\$7,436	12.6%	\$13,724	20.7%
Households 65+	\$26,069	\$29,209	\$46,898	\$3,140	12.0%	\$17,689	60.6%
All Households	\$45,660	\$53,569	\$66,037	\$7,909	17.3%	\$12,468	23.3%
Minnesota							
Households under 25	\$21,763	\$28,693	\$40,813	\$6,930	31.8%	\$12,120	42.2%
Households 25-44	\$53,036	\$64,639	\$83,759	\$11,603	21.9%	\$19,120	29.6%
Households 45-64	\$58,953	\$70,338	\$90,158	\$11,385	19.3%	\$19,820	28.2%
Households 65+	\$26,673	\$34,152	\$49,601	\$7,479	28.0%	\$15,449	45.2%
All Households	\$47,111	\$57,243	\$73,382	\$10,132	21.5%	\$16,139	28.2%

Source: US Census

Employment and Labor Force

From 2010 to 2019, the number of jobs in Owatonna ranged between about 17,500 and 18,300. In 2020, there was a sharp decline in jobs due to the Covid-19 pandemic. Although those losses stabilized in 2021, the downward trend persisted through 2022. Some of this persistence can be attributed to a decline in the labor force due to reasons such as increased retirements. For example, the midpoint of the Baby Boom generation (i.e., those born between 1946 and 1964) began reaching age 65 around 2020.



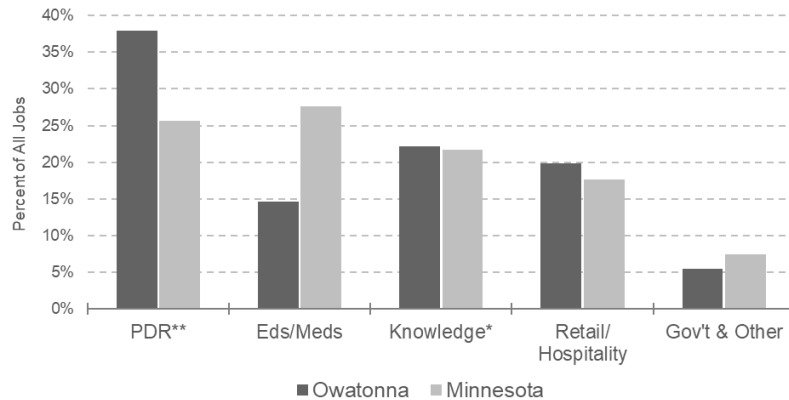
Sources: Minnesota DEED, Quarterly Census of Employment and Wages (QCEW) dataset and the Local Area Unemployment Statistics (LAUS) dataset

Figure 1 Employment and Labor Force

Employment by Industry Sector

Nearly 38% of Owatonna's jobs are in the Production, Distribution and Repair (PDR) industry sectors. This is significantly higher than the statewide proportion (25%). Conversely, Owatonna has a lower proportion of jobs in the education and healthcare sectors (15%) compared to the state (27%).

A strong employment base in PDR sectors typically means more higher-paying jobs. Moreover, it also results in a net inflow of dollars into the local economy, unlike service sector jobs, which typically recycle dollars within the local economy.

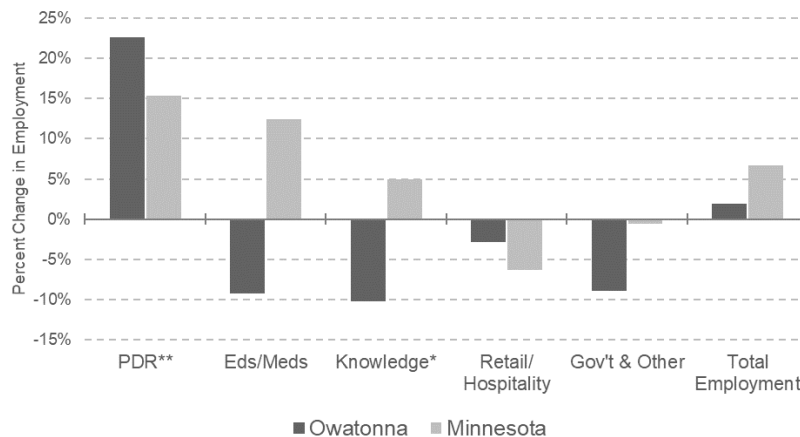


* Knowledge = Consists of "knowledge-based" industry sectors (e.g., Information, Finance, and Professional Svcs/Mgmt)
 ** PDR = Production, Distribution, and Repair industry sectors (e.g., Manufacturing, Construction, Utilities, etc.)
 Source: US Census, LEHD dataset

Figure 2 Employment by Industry Sector

Change in Employment by Industry Sector

Between 2010 and 2020, the PDR industry sectors have been the main engine for job growth in Owatonna. Some of the PDR growth, though, is attributed to the rebound that occurred after the recession of 2008-2010. Regardless, all other industry sectors in Owatonna experienced a net loss of jobs during this period.

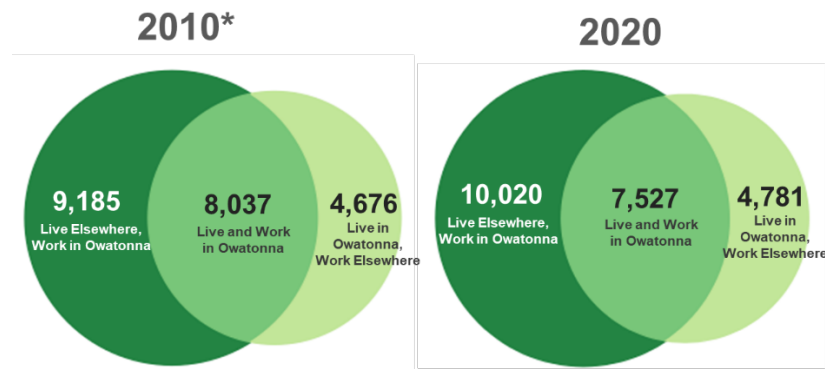


* Knowledge = Consists of "knowledge-based" industry sectors (e.g., Information, Finance, and Professional Svcs/Mgmt)
 ** PDR = Production, Distribution, and Repair industry sectors (e.g., Manufacturing, Construction, Utilities, etc.)
 Source: US Census, LEHD dataset

Figure 3 Change in Employment by Industry Sector

Worker Commute Patterns

Changing commute patterns can signal important shifts in the local economy, such as the relationship between job growth and the availability of housing. Between 2010 and 2020, the number of people who work in Owatonna but reside elsewhere grew by 835. Meanwhile, the number of people living and working in Owatonna decreased by -510. This imbalance suggests that both new workers and existing workers are unable to find adequate housing in Owatonna and are finding housing in other communities.



* Earliest year data is available.
Source: US Census, LEHD Dataset

Figure 4 Worker Commute Patterns

Where workers are coming from and going to provides additional insight into the dynamics of Owatonna's economy. Owatonna residents who work elsewhere tend to commute to larger cities or nearby cities with strong employment. In contrast, Owatonna workers who commute into Owatonna for employment tend to live in smaller communities where housing is more affordable.

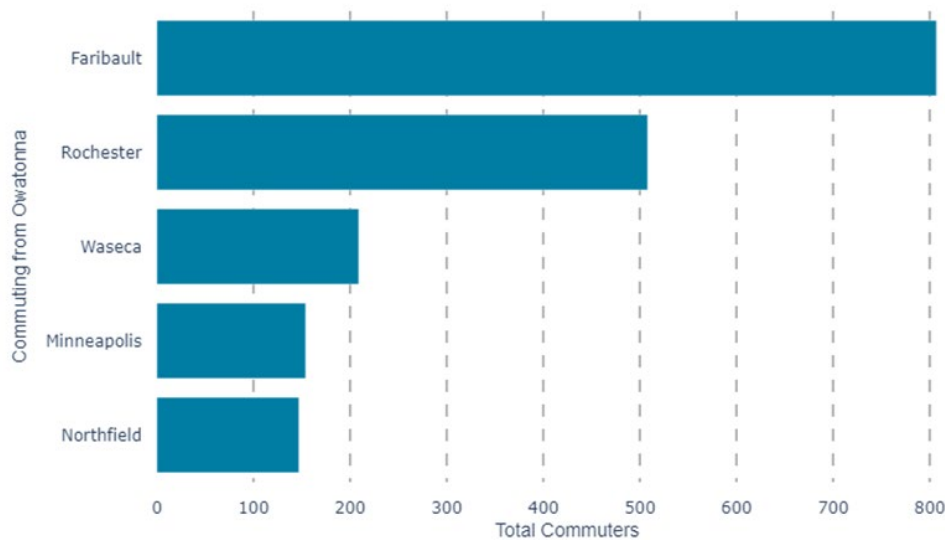


Figure 5 Workers Commuting From Owatonna

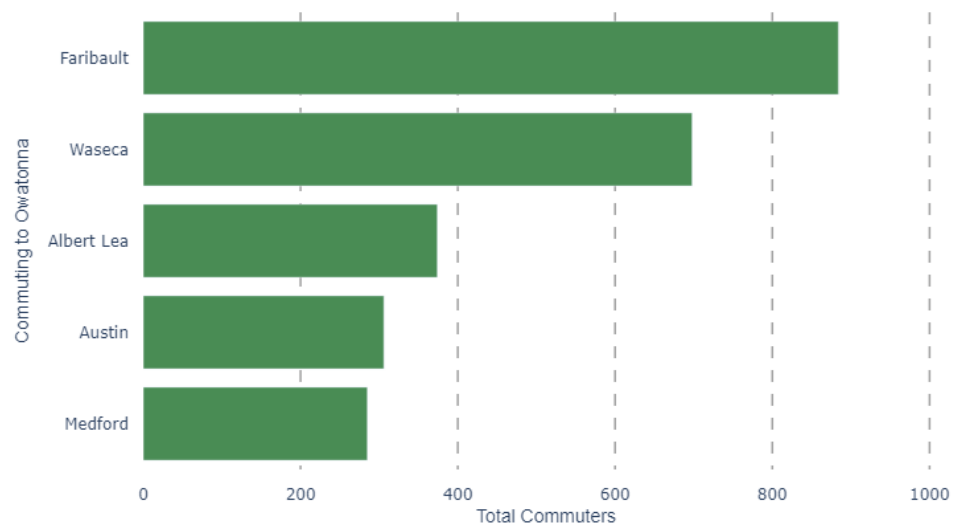


Figure 6 Workers Commuting to Owatonna

MARKET OVERVIEW

This section provides a data-supported understanding of the key market drivers impacting Owatonna. Findings from the market overview will help inform decision-makers, stakeholders, and the public about how current and future market trends will impact various districts and systems within the city. A strong base of market knowledge is vital for setting achievable goals.

New Development Since 2010

The following map displays the location of recent commercial development in Owatonna. Industrial development has been concentrated west of I-35 and consists of the largest properties. Multi-family properties are the most numerous with multiple developments in several areas of the city. Retail has consisted mostly of very small projects scattered throughout the city. Office has the fewest number of projects and the smallest in size.

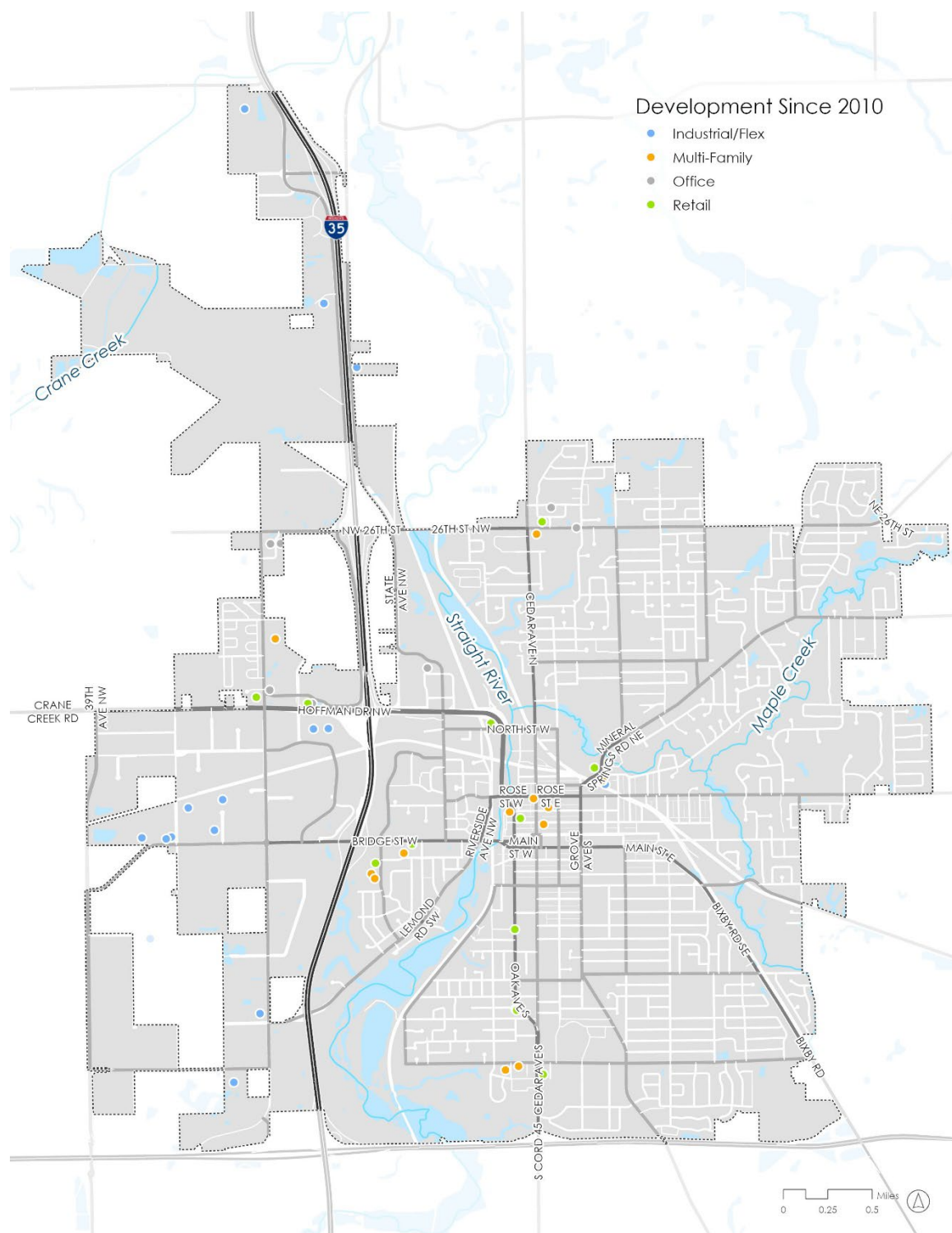


Figure 7 New Development Since 2010
Source: CoStar

Housing Market Trends

A Comprehensive Housing Needs Analysis was completed for Owatonna by Maxfield Research and Consulting in September 2023. This study projects general occupancy housing demand and senior housing demand through 2030. The study also provides recommendations on the amount and type of housing that could be built in Owatonna to satisfy demand from current and future residents through this decade. The full document can be found on the City's website. The executive summary of this report is shown below and details existing conditions and key recommendations for housing within the City of Owatonna and its Primary Market Area (PMA) and PMA Remainder (outside Owatonna proper).

Demographic Analysis

- The population in Owatonna has grown every decade since 1900. Population growth has ranged from 1.7% growth between 1900 and 1910 to 31.6% growth between 1950 and 1960. In contrast, the PMA lost population between 1900 and 1910 (-2.3%) but has gained population every decade since and reached a growth high of 18.3% between 1950 and 1960.
- Owatonna's population has grown by over 20,000 (20,859) people from 5,561 people in 1900 to 26,420 people in 2020. The PMA has grown by 20,882 people from 16,524 people in 1900 to 37,406 people in 2019.
- Projections indicate Owatonna will experience a 0.9% increase in population between 2023 and 2030. The projected population increase will be lower than the population increase experienced between 2010 and 2020 (2.6%) and between 2000 and 2010 (8.6%).
- Between 2030 and 2035 Owatonna is also projected to experience a 0.9% population growth.
- In 2010 household size in Owatonna was 2.54. In comparison, household size was 2.55 in the PMA, 2.58 in the PMA Remainder, 2.55 in the Southeast Minnesota Planning Area and 2.54 in the State of Minnesota as a whole. By 2020, estimates of household size had fallen to 2.50 in Owatonna, 2.52 in the Southeast Minnesota Planning Area, 2.52 in the PMA, 2.59 in the PMA Remainder, and 2.53 in Minnesota.
- Owatonna's household size is projected to be 2.49 by 2030 and decrease slightly to 2.48 by 2035. Owatonna's projected household size will be less than the state's, which is projected to be 2.54 in 2030 and 2.53 in 2035.
- In 2023, the largest adult age cohorts are estimated to be those age 35 to 44 and 54 to 65 which each represent 12.9% of all age cohorts. In comparison, in the PMA Remainder, PMA, Southeast Minnesota Planning Area, and Minnesota the 55 to 64 age cohort is the sole largest adult age cohort.
- In 2023, the median income for Owatonna is \$76,941 across all ages. The median income is forecast to rise by 8.2% to \$83,249 by 2028.
- The highest median income in Owatonna was recorded among those between the ages of 35 and 44 at \$91,008 in 2023. In 2030, those between the ages of 45 to 54 are expected to be the highest income earners with a median income of \$103,085.
- In 2010, 73.7% of Owatonna households were owner households. This number increased slightly by 2023 to 74.6%. The proportion of owner households in Owatonna exceeded the state proportion, which was 72.3% in 2023.

- One and two-person renter households in Owatonna accounted for nearly 75% (74.9%) of renter households in 2023.
- Owner households were most likely to contain two people in Steele County, representing 40.6% of households.
- In all geographies, with the exception of Owatonna, married couples without children represent the largest household type. These households account for 32.3% of all households in the PMA in 2023, a decrease of 0.4% from 32.7% of all households in the PMA in 2010. In contrast, the largest household type in Owatonna is the living alone category which represents 32.6% of all households in 2023, an increase of 4.7% from 2010.
- Owatonna reported a 2022 average net worth of \$669,464 and a median net worth of \$186,995.

Housing Characteristics

- Between 2004 and 2022, 1,700 new residential units were permitted in Owatonna. Of those 1,700 units, 57.1% were issued for single-family units while 42.9% were issued for multifamily units.
- Between 2010 and 2022 there were 115 residential demolition permits issued per year in Owatonna: an average of nine residential demolition permits per year.
- Housing within the City of Owatonna was newer than housing in the Remainder of the PMA. The median age of housing stock in the City of Owatonna was 1975 compared to 1971 in the Remainder of the PMA. When combined, the overall median age of housing stock for both owner-occupied and renter-occupied was 1973.
- Single-family houses are the dominant housing type in Owatonna and the PMA. Over 91% of owner-occupied housing in Owatonna and over 92% of owner-occupied housing in the PMA are single-family homes. Single family homes accounted for the largest portion (50.3%) of renter-occupied homes in the PMA (22.6%) but not Owatonna where the largest portion of renter-occupied homes were in structures with 20 to 29 units (19.3%) followed by single family homes (18.1%).
- Owner-occupied homes in Owatonna and the PMA had median values of \$183,400 and \$185,200, respectively, in 2021. Median contract rent in Owatonna and the PMA was \$770 and \$760, respectively, in 2021.
- Median income in the PMA was significantly higher among owner-occupied households (\$85,909) compared to renter occupied households (\$32,493). Similarly, within Owatonna, owner-occupied households (\$85,909) were significantly higher compared to renter occupied households (\$31,692).
- The majority of PMA residents (89.0%) did not move during the last year. Mobility was slightly higher in the City of Owatonna where 87.4% of the population did not move the previous year.
- Among PMA residents that moved, they were most likely to move within the county (6.0%).
- Of those who reported a move in the PMA, 13.7% were between the ages of 18 and 24, 20.4% were between the ages of 25 and 34, and 15.0% were between the ages of 35 and 44. In addition, 28.3% of those under 18 reported a move.

Employment Trends

- Between 2010 and 2020 the City of Owatonna lost 304 employees, a decline of 1.7%. The PMA lost 451 employees a decline of 2.2%. In comparison, the Southeast Minnesota Planning and Minnesota experienced increases of 3.6% and 5.6%, respectively.
- From 2020 and 2030, the City of Owatonna is projected to decrease by 57 employees, a decrease of 0.4%. The PMA, in contrast, is projected to lose 401 employees, a decline of 2.0%. In comparison, the Southeast Minnesota Planning and Minnesota are both expected to experience increases of 7.0% and 10.2%, respectively.
- In the City of Owatonna, the Financial Activities industry reported the highest weekly wage, \$1,627, or approximately \$84,604 annually in the fourth quarter of 2022. Similar to Owatonna, throughout the PMA, the Financial Activities industry reported the highest weekly wage, \$1,584, or approximately \$82,368 annually in the fourth quarter of 2022.
- In 2020, 61.2% of workers who live in Owatonna are also employed in Owatonna. Faribault was the next largest work destination for Owatonna residents, with 6.6% of workers living in Owatonna commuting to Faribault. Rochester also was a large work destination for Owatonna residents with 4.1% of workers living in Owatonna commuting to Rochester.
- Commuting patterns in the PMA were similar to those in the City of Owatonna. The City of Owatonna was the largest work destination for PMA residents (55.4%) and the largest home destination for PMA workers (40.0%).
- The largest employer in the county was Federated Mutual Insurance Company with 1,205 employees, operating in the insurance industry. Viracon, Inc. a manufacturing company, was the second largest employer with 1,350 employees.
- The manufacturing industry was overwhelmingly the most represented industry among top employers in Owatonna. Manufacturing represented eight of the thirteen largest employers in the city (61.5%). The only other industry with multiple large employers was healthcare with two of the thirteen largest employers (15.4%). Owatonna, as a major regional center is home to Allina Hospital and a clinic in the Mayo Clinic Health system.

Rental Housing Market Analysis

- In total, Maxfield Research surveyed 1,070 general occupancy market rate rental units in Owatonna spread across 36 multifamily developments (12 units and larger) At the time of the survey, there were four vacant units representing a vacancy rate of 0.4%.
- Affordable/subsidized projects make-up 181 and 292 units, respectively. At the time of the survey, there were no vacant affordable units and twelve subsidized vacancies with a vacancy rate of 4.1%.

Senior Housing Market Analysis

- Between 2010 and 2023, the fastest growing population in Owatonna is the 65 to 74 age group, which experienced a 57.8% increase in population, an addition of 961 people. This was also the case in the PMA Remainder where 39.2% of the population between 75 and 84 increased between 2010 and 2023, an addition of 363 people.
- With a homeownership rate of 75.5% for all Owatonna households over the age of 65, a large number of residents would be able to use proceeds from the sales of their homes to-ward senior housing alternatives. The resale of single-family homes would allow additional senior households to qualify for market rate housing products, since equity from the home sale could be used as

supplemental income for alternative housing. These considerations are factored into our demand calculations.

- Maxfield Research identified 20 senior housing properties in the PMA. Combined, these projects contain a total of 813 senior housing units. Fourteen of the senior housing properties are market rate, totaling 587 units (72.2% of the supply), and there are six affordable senior housing projects, totaling 226 units (27.8%).
- Based on our survey, 57.1% of units provide service-enhanced housing, for a total of 464 units. These include 2 independent living units, 339 assisted living units, and 123 memory care units. The remaining 42.9% (349 units) are active adult units, including 226 affordable units (deep- and shallow-subsidy), 45 market rate units, and 78 cooperative/ownership active adult units.
- There are 271 assisted living units in the PMA (excluding Traditions I and II for which vacancies were unable to be obtained), 50 of which are vacant for a 18.5% vacancy rate.
- The City of Owatonna has the highest number of senior housing units in the PMA, with 712 units (85% of the total), followed by Blooming Prairie with 50 units (6.0% of the inventory), Medford with 44 units (5.3%), and Ellendale with 29 units (3.5%).

Housing Affordability

- About 61% (60.9%) of renter households and 14.8% of owner householders are estimated to be paying more than 30% of their income for housing costs in Owatonna. Compared to the Minnesota average, the percentage of cost burdened renter households is higher than the state average (46.0%), but lower than the state average for owner households (18.0%).
- The number of cost burdened households in Owatonna increases proportionally based on lower incomes. About 91% (90.5%) of renters with incomes below \$35,000 are cost burdened and 48.0% of owners with incomes below \$50,000 are cost burdened.
- Owatonna has 113 allotted housing choice vouchers available and 95 are currently in use.
- The majority of vouchers in the Steele County PMA are in use in the City of Owatonna (94%) while 6% of vouchers are used in other Steele County communities.

For-Sale Housing Market Analysis

- Between 2010 and 2022, there has been an average of 417 residential sales per year in Owatonna. In contrast, in the PMA Remainder, which includes the rest of Steele County excluding Owatonna, there were an average of 79 closed sales per year between 2010 and 2022. The number of closed sales in Owatonna represented over 84% (84.1%) of all closed sales in the Steele County PMA.
- Median Resale prices in Owatonna increased 126.6% from \$120,038 in 2010 to \$271,985 in 2022. In contrast, between the same time frame, the overall PMA increased by an even greater 130.2% while the Southeast Minnesota Planning Area increased by 118.2%.
- As of March 22, 2023, there were twenty-one homes listed for sale in Owatonna and eight homes listed for sale in the Remainder of the PMA. All home listings in both Owatonna and the PMA Remainder were single family homes and none were multifamily homes.
- The median list prices in Owatonna and the PMA Remainder as of March 23, 2023 are \$349,000 and \$289,900, respectively. The median sale price is generally a more accurate indicator of housing values in a community than the average sale price. Average sale prices can be easily

skewed by a few very high-priced or low-priced home sales in any given year, whereas the median sale price better represents the pricing of a majority of homes in a given market.

- Based on a median list price of \$324,450 in the PMA (includes both Owatonna and the PMA Remainder), the income required to afford a home at this price would be between \$92,700 and \$108,150, based on the standard of 3.0 to 3.5 times the median income (and assuming these households do not have a high level of debt). A household with significantly more equity (in an existing home and/or savings) could afford a higher priced home. About 38.2% of PMA households have annual incomes at or above \$92,700.
- The majority of single and multifamily homes listed for sale in Owatonna are priced between \$200,000 and \$300,000 (33.3%) and \$300,000 and \$400,000 (28.6%). In the PMA Remainder, the majority of single and multifamily homes listed for sale in the PMA Remainder are also priced between \$200,000 and \$300,000 (36.4%) and \$300,000 and \$400,000 (27.3%).
- One-story listings were the most common type of property in both Owatonna, accounting for 71.4% of listings. Similarly, in the PMA Remainder, one story listings were also the most common property type, representing 65.6% of all listings.
- There are just over 80 vacant single family lots in newer subdivisions. Given the projected lot absorption of roughly 21 lots per year between 2023 and 2030, the lot supply is sufficient in the near-term to meet future demand, but new lots will be needed to be platted soon to be future demand.

Development Pipeline

- As of May 2023, there are four planned rental projects and one planned for sale housing project either under construction or in the planning process. Four of the five rental projects are market rate (421 total units). East Gate II, a MHFA Tax Credit project, is the lone affordable development in the pipeline (49 units). Mineral Springs Estates is the lone pending for sale project.

Housing Needs Analysis

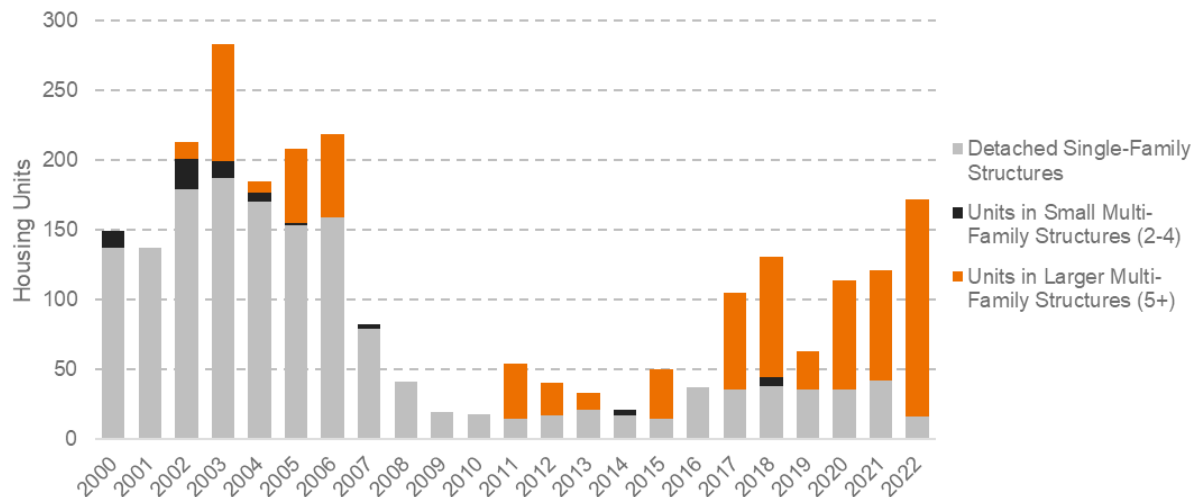
- Based on our calculations, demand exists in Owatonna for the following general occupancy product types between 2023 and 2030:
 - Market rate rental 152 units (After 421 units in Pipeline)
 - Affordable rental 157 units
 - Subsidized rental 157 units
 - For-sale single-family I 155 units (After absorption of 84 lots)
 - For-sale multifamily 86 units (After absorption of 8 lots)
- In addition, we find demand for multiple senior housing product types. By 2030, demand in Owatonna for senior housing is forecast for the following:
 - Active adult ownership 191 units
 - Active adult market rate rental 170 units
 - Active adult affordable 208 units
 - Active adult subsidized 0 units
 - Independent Living 258 units
 - Assisted Living 10 units
 - Memory Care 31 units
- The diagram below shows recommended product types for the City of Owatonna over the next seven years.

RECOMMENDED HOUSING DEVELOPMENT CITY OF OWATONNA 2023 to 2030				
		Purchase Price/ Monthly Rent Range ¹	No. of Units	Development Timing
Owner-Occupied Homes				
Single Family				
	Entry-level	<\$250,000	30 - 35	Ongoing
	Move-up	\$250,000 - \$375,000	125 - 130	Ongoing
	Executive	\$400,000+	45 - 50	Ongoing
	Total		200 - 215	
Townhomes/Twinhomes/Detached Townhomes/Villas				
	Entry-level	<\$225,000	25 - 30	Ongoing
	Move-up	\$250,000 - \$325,000	45 - 50	Ongoing
	Executive	\$350,000+	25 - 30	Ongoing
	Total		95 - 110	
Total Owner-Occupied			295 - 325	
General Occupancy Rental Housing				
Market Rate Rental Housing				
	Apartment-style (moderate)	\$975/1BR - \$1,400/3BR	100 - 120	2025+
	Townhomes (move up)	\$1,450/2BR - \$1,675/3BR	30 - 40	2025+
	Total		130 - 160	
Affordable Rental Housing				
	Apartment-style	Moderate Income ²	90 - 100	2024+
	Townhomes	Moderate Income ²	30 - 40	2024+
	Subsidized	30% of Income ³	60 - 70	2024+
	Total		180 - 210	
Total Renter-Occupied			310 - 370	
Senior Housing (i.e. Age Restricted)				
	Senior Cooperative(s)	\$75,000+	75 - 80	2024+
	Active Adult Market Rate Rental ⁴	\$1,200/1BR - \$1,500/2BR	100 - 120	2024+
	Active Adult Affordable Rental ⁴	Moderate Income ³	100 - 120	2024+
	Independent Living/Congregate	\$1,850/1BR - \$2,900+/2BR	100 - 120	2025+
	Memory Care	\$4,000/EFF - \$5,000/2BR	20 - 24	2026+
	Total		395 - 464	
Total - All Units			1,000 - 1,159	
¹ Pricing in 2023 dollars. Pricing can be adjusted to account for inflation.				
² Affordability subject to income guidelines per Minnesota Housing Finance Agency (MHFA). See Table HA-1 for Steele County Income limits.				
³ Subsidized housing will be difficult to develop financially.				
⁴ Alternative development concept is to combine active adult affordable and market rate active adult into mixed-income senior communities.				
Source: Maxfield Research & Consulting, LLC.				

Housing Construction

The recession from 2008-2010 resulted in a significant decline in housing construction that lasted into the late 2010s. Starting around 2017, housing construction began to increase once again in Owatonna. Although the volume of construction has not yet risen to pre-recession levels, it has taken on a different form. In the last six years, the majority of units constructed have been in larger multi-family structures of

five or more units. This is in sharp contrast to the pre-recession housing boom that was dominated by single-family construction.



Source: US Census, SOCDS dataset

Figure 8 Housing Construction 2000 - 2022

Office Market Trends

Nationally, office real estate is undergoing a profound structural change as working from home and flexible schedules have become the norm post-pandemic. Although traditional office spaces will remain an important real estate use, the demand for such space has dropped significantly in a very short period of time. The full impact of this rapid shift is not known, but it is already evident that it is affecting businesses that use office space, office building owners, retail businesses dependent on office workers, traffic patterns, and much more.

The following charts illustrate trends in Owatonna's office market. Below are key findings:

Size of Office Market

- Owatonna's office market consists of roughly 340,000 square feet of space. This translates to about 12 square feet of office space per resident. Compared to Owatonna's peer communities, this is the lowest ratio of office square feet to population.
- A little over half of Owatonna's office space is considered Class A or B, which typically consists of larger buildings that are newer or have been renovated with more amenities and higher quality finishes. Class C properties tend to be smaller and/or older buildings that have not been updated with modern features but are often adequate for many smaller businesses.

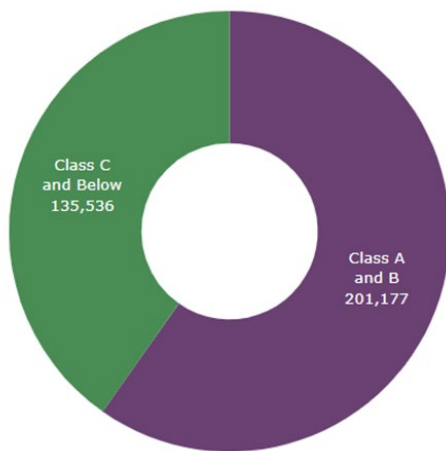


Figure 9 Total Owatonna Office Square Feet by Building Class
Source: CoStar

Office Development and Vacancy Rate

- There has been no new office development since 2015. Between 2013 and 2015, four small office buildings were constructed totaling about 9,500 square feet. Therefore, in the last 15 years, the inventory of office space in Owatonna has only increased about 3%.
- In the early to mid-2010s, the office vacancy rate peaked at just over 6%. Despite a short-term spike during the later stages of the pandemic, office vacancy has returned to a rate below 2%. This low vacancy rate suggests a healthy market. However, with more office workers regularly working from home, this data should be watched closely as many businesses may significantly change the amount of office space they need once their current leases expire.



Figure 10 Owatonna Office Development and Vacancy Rate 2007-2023
Source: CoStar

Average Office Rent per Square Foot

- Due to the relatively small size of Owatonna's office inventory, much of which is dominated by a small number of users, rents tend to fluctuate wildly depending on the availability of space in particular buildings. Over the last 15 years, average rents have oscillated between \$14 per square foot and \$7 per square foot. Furthermore, there doesn't appear to be a strong correlation between asking rents and the supply of available space.



Figure 11 Owatonna Average Office Rent per Square Foot and Vacancy Rate 2007-2023
Source: CoStar

Retail Market Trends

Nationally, over the past 10-15 years, retail real estate has been battered by a shift to more on-line shopping. Much of the retail industry, therefore, has been attempting to adapt to this new environment in which bricks-and-mortar stores have become integral to the overall shopping *experience* instead of simply a *convenient* location to procure a specific good or service. As a result, many marginal retail locations, such as aging shopping centers and poorly sited buildings, have become vacant, been adapted to other uses, or redeveloped altogether.

The following charts illustrates trends in Owatonna's retail market. Below are key findings:

Retail Development and Vacancy Rate

- Less than 8,000 square feet of new retail space has been constructed since 2013. This is less than 1% growth in Owatonna's total retail inventory of more than 2.3 million square feet.
- Retail vacancy generally ranged between 3% and 5% prior to 2019. Since 2019, though, the vacancy rate has dropped and has been ranging between 1% and 2%.



Figure 12 Owatonna Retail Development and Vacancy Rate 2007-2023
Source: CoStar

Average Retail Rent per Square Foot

- Retail rents have generally increased over the last 15 years. A sharp increase occurred around 2013 and then steady increases continued until 2021 when the average rent peaked at about \$17 per square foot, which was consistent with the drop in vacancy around 2019. Since 2021, though, average rents have dropped slightly to about \$14 per square foot.



Figure 13 Owatonna Average Retail Rent per Square Foot and Vacancy Rate 2007-2023
Source: CoStar

Industrial Market Trends

Nationally, demand for industrial real estate used for warehousing and distribution has grown significantly over the last 10 years. The primary cause is the growth in on-line retailing and its related need for parcel storage and shipments. The growth in on-line retailing has stimulated the industrial market.

The following charts illustrates trends in Owatonna's industrial market. Below are key findings:

Industrial Development and Vacancy Rate

- Several large properties added nearly 1 million square feet of industrial space in late 2020 and early 2021. Over the last 10 years, Owatonna's total industrial inventory has grown by roughly 30%. This is in sharp contrast to the growth of the office and retail inventories and consistent with national trends.
- Despite the significant increase in new space, the vacancy rate for industrial space remains well below 2%.



Figure 14 Owatonna Industrial Development and Vacancy Rate 2007-2023
Source: CoStar

Average Industrial Rent per Square Foot

- Industrial rents were relatively stable between 2014 and 2020 at around \$5 per square foot. Since 2020, though, rents have increased over 30% and are now well above \$6 per square foot.

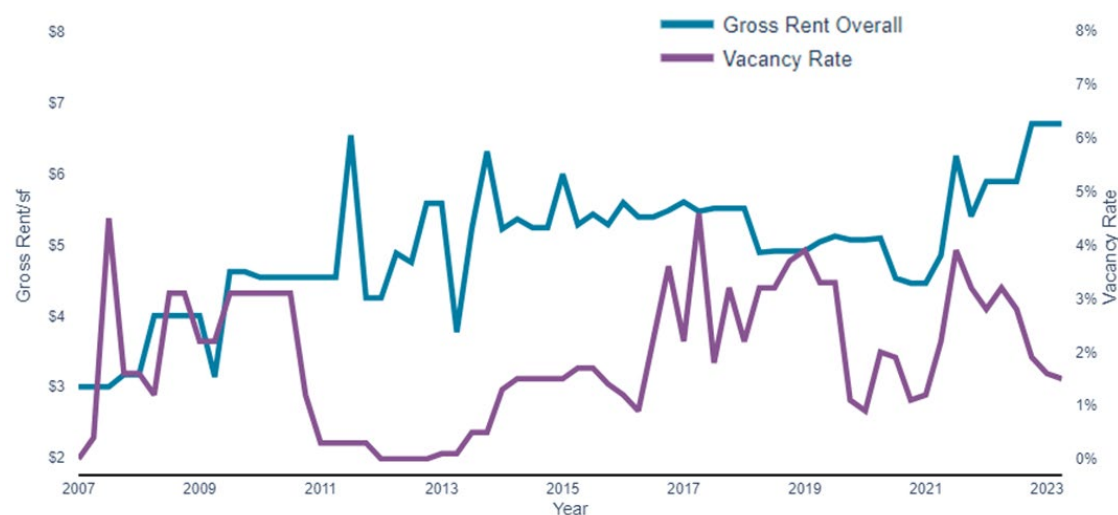


Figure 15 Owatonna Average Industrial Rent per Square Foot and Vacancy Rate 2007-2023
Source: CoStar

Real Estate Expert Interviews

In order to augment the quantitative market data presented previously, various real estate experts familiar with Owatonna were interviewed to gather their opinions and perspectives of the prevailing market trends, as well as the opportunities and challenges associated with future change in Owatonna. The following are key themes and findings from the interviews.

Overall Economic Growth

- All of those interviewed felt very positive about Owatonna's future potential to attract and support development.
- Everyone mentioned that the local economy has been very strong in recent years, which has supported growth in most real estate sectors.
- When asked about barriers to continued growth, the following examples were frequently mentioned:
 - There needs to be a greater variety of restaurants, many households regularly travel outside Owatonna to obtain more dining options.
 - There needs to be more housing options across all product types and price points.
 - New neighborhood commercial nodes for retail in the northern and especially eastern portions of the city.
 - A new state-of-the-art multi-purpose community center with pool, waterpark, exercise facilities, etc.
 - Ability to extend sewer, water, and other utilities south of Highway 14.

Housing Market Insights

- There is significant pent-up need for single-family housing. However, a number of critical issues are impacting both the supply and demand of single-family housing:
 - Inflation is at a 40-year high, which has caused mortgage interests to rise sharply in recent years after a long-sustained period of low mortgage interest rates.
 - Building contractors serving the Owatonna area are in short supply, which has slowed the ability of the housing industry to build new homes.
 - Regulatory costs, many at the state level, add costs to home construction, which are on top of rising inflation and mortgage interest rates.
 - Many landowners who hold key parcels in growing areas of the city are choosing not to sell to home builders, which is severely constraining the availability of buildable lots, especially those that could accommodate starter homes.
- The multifamily market has been very strong in recent years, which has been driven by the following factors:
 - Pent-up demand for multifamily housing due to many years of little to no multifamily development.
 - An increase in the number of young adults and older adults, which tend to be the prime market for multifamily housing.
 - A slight but important cultural shift away from single-family homeownership as a financial goal.
 - An overall lack of affordably priced entry-level homes, which means many younger households remain in rental housing longer than desired.

Industrial Market Insights

- Industrial market has been very strong over the last 10 years. This has largely been driven by manufacturers and logistics firms that have either expanded their local operations or been attracted to Owatonna.
- A key reason for Owatonna's industrial growth is its strategic location along I-35 and Highway 14, which makes it easily accessible to Mankato, Rochester, and the Twin Cities.
- Despite significant industrial development in recent years, there is still opportunity for more smaller, flexible industrial spaces.
- Regardless of overall market strength, future industrial development will be impacted by the limited number of property owners in the industrial park and recent land sales that have re-set land value expectations. In particular, Costco purchased a site in an industrial area at prices typically associated with traditional retail sites.
- The I-35/Hwy 14 interchange is a very strategic location for future industrial growth.

Retail Market Insights

- Retail development is hindered by the lack of land sites that meet the criteria of national/corporate retailers. This is due in large part to two large commercial sites owned by WalMart and Lowes that have covenants limiting the size and types of retailers that can go on their out lots. This has had a dampening effect on attracting large chain restaurants.
- There is also growth potential for developments that favor independent (i.e., mom and pop) retailers.

Office Market Insights

- Unlike many other markets, there has been recent demand for new office space in Owatonna. However, many real estate investors have shifted their focus away from the office sector, which has reduced the ability to support the development of new speculative office space.
- Any new office development that is developed in the near-term will likely come from internal business growth.
- There is a market for renovated office space, especially in the downtown. The challenge is that the renovation costs require rents that are too expensive for most small-scale downtown office users.

LAND USE

Existing Land Use

Land use in Owatonna is characterized by the following general categories, illustrated on Figure 16, Existing Land Use:

- Low Density Residential
- High Density Residential
- Manufactured Home
- Commercial
- Industrial
- Park/Open Space
- Public/institutional
- Airport
- Agriculture
- Open Water (not an official land use designation)
- Right of Way (not an official land use designation)

The Existing Land Use Map shows how the land is used today, not how it is planned or zoned, or what can be developed on it. In most cases, the existing land use matches the zoning, but not in all cases.

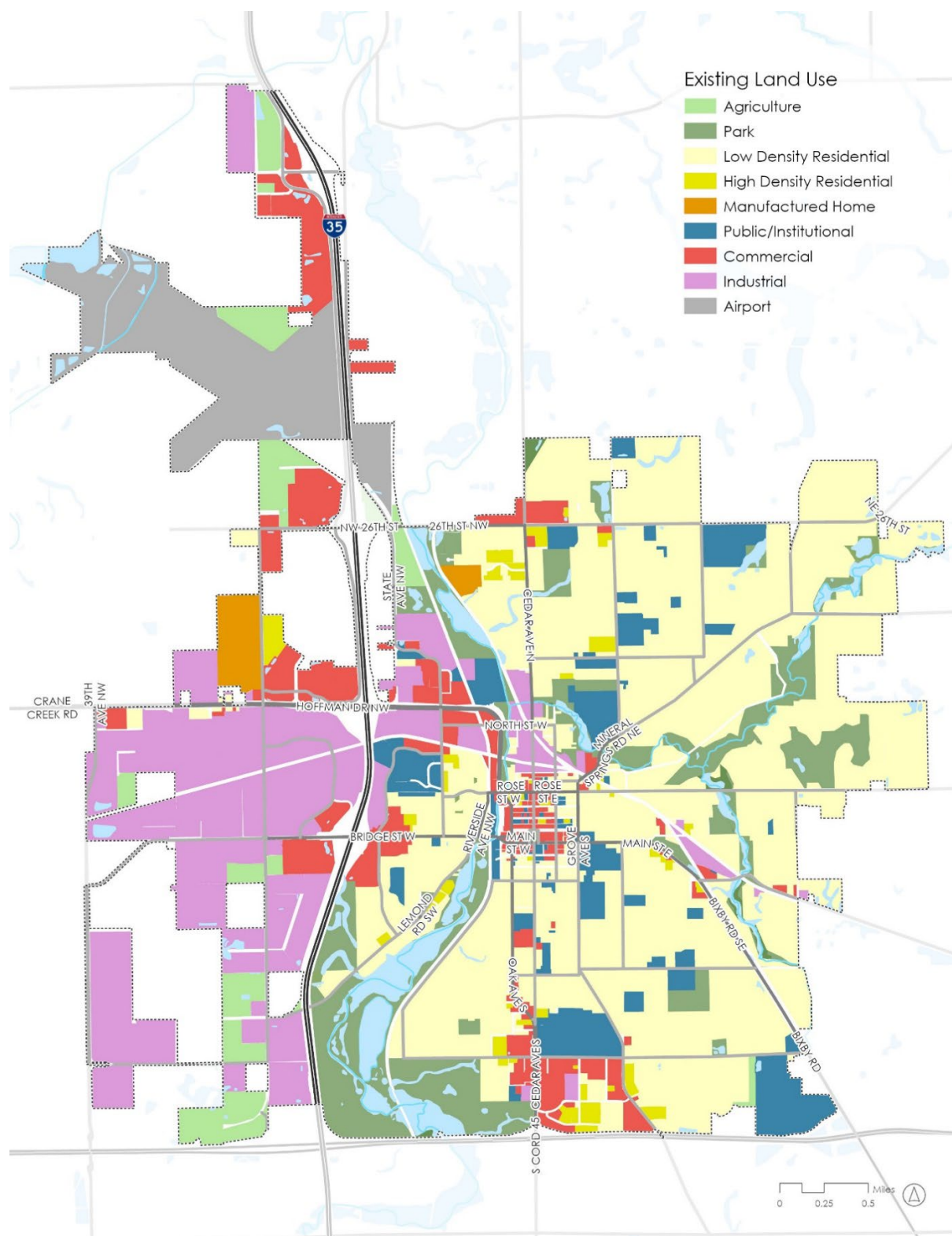


Figure 16 Existing Land Use
Source: City of Owatonna

The land use categories are further defined and described below in Table 8.

Table 8 Existing Land Use Descriptions

	Existing Land Use	Description	Acres	Percent of Total
	Low Density Residential	Low Density residential consists of detached single-family homes, duplexes and townhomes at a density of about 6 units per acre. This land use category corresponds to the R-1, R-2 and R-3 zoning districts.	3456.2	36%
	High Density Residential	The High Density residential category includes multi-family residential uses, such as townhouses, apartments and condominiums in larger buildings, usually multi-story, typically at densities over 12 units per acres. This land use category corresponds to the R-4, R-5, R-6, and RB zoning districts.	92.3	0.9%
	Mobile / Manufactured Home	The Manufactured Home category includes the city's existing mobile home parks, corresponding to the Mobile Home Park & Manufactured Housing PUD zoning district. There are two existing mobile home parks in the city, Skyline Gardens on 3rd Avenue NW and Shady Acres on 24th Avenue NW.	137.3	1%
	Commercial	The Commercial land use category consists of commercial, office, and services business uses, including retail stores, restaurants, banks, hotels, business offices, clinics, and similar uses that cater to retail customers.	682.4	7%
	Industrial	The Industrial land use category includes both light and heavy industry, including manufacturing, processing, warehousing, storage, trucking, and handling of bulk materials. This land use category corresponds to the I-1, I-2, and I-P zoning districts.	1621.0	16.7%
	Public/Institutional	The Public/Institutional category includes schools, churches, and government buildings and facilities – such as the Steele County Fairgrounds. These uses almost all within one of the Residential zoning districts.	354.2	3.6%
	Park/Open Space	The Park/Open Space category consists of public parks, the Leo Rudolph Nature Reserve, city storm ponds, cemeteries, and other large open areas that have few if any buildings. Some of these properties are zoned Agriculture-Open Space district but some have other zoning designations.	980.5	10%
	Agriculture	The Agriculture designation is for areas outside the current city limits that are farmed or otherwise open, rural land. Being outside the city the township or county zoning would apply.	207.1	2.1%
	Airport	The Airport designation covers the Owatonna Degner Regional Airport, which is zoned I-1 Light Industry.	677.9	7%
	Right of Way	While not an official land use designation, a portion of the land within the city is held as right of way. There is right-of way that is owned and managed by the city, county and state.	1,524.1	15.7%
	Open Water	Open Water in the city includes the Straight River, Maple Creek, Lake Kohlmeier, and other larger lakes and streams. These water bodies are covered by various zoning districts and their land use acreage is encompassed mostly within the Parks/Open Space category.	-	-
		Total	9,733.0	100%

Existing Land Use and Zoning Summary

Low Density Residential comprises much of the land in Owatonna, roughly 36 percent, nearly all of which is east of I-35. Most of this land is within the R-1 single-family residential zoning district, although there are areas allowing higher density housing as well, especially clustered around downtown. About 10 percent of the city is parks and trails, which support and provide an amenity for the residential areas.

Owatonna is a regional center for industrial businesses, which take advantage of its location at the intersection of I-35 and US Highway 14. Industrial land encompasses nearly 17 percent of the city, notably with two industrial parks west of I-35. There is additional industrial land further west of these industrial parks and north of Downtown. These areas represent a mix of industrial uses ranging from light to heavy industrial including manufacturing, processing, warehousing, storage, trucking, and handling of bulk materials. The city has three industrial zoning categories – Light Industrial (I-1), Heavy Industrial (I-2), Industrial Park (I-P) – which are encompassed by the Industrial existing land use category. Major employers include Viracon, Bosch. Jostens, Cabela’s, Mills Fleet Farm, Lowe’s and McQuay International (Daikin Industries).

Commercial land makes up about 7 percent of the city, with downtown serving as the hub of most of the local businesses and traditional retail. There are also highway commercial uses along the major roadways (I-35 and US-14) such as big box retail, hotels, gas stations and other service-oriented businesses. Additionally, the city has several commercial / industrial businesses, which are mainly located north of Downtown.

In the Comprehensive Plan, it will be important to examine how existing land use compares with current zoning. Understanding where the two are in conflict, especially where there are large areas of inconsistency can be one part of updating the future land use. The zoning categories in the city are listed in Table 9 and the map of zoning districts in shown in Figure 17.

Table 9 – Zoning District Descriptions

	Zoning Category	Description
	R-1, Single-Family Residential District	The R-1 District allows for low density single-family detached dwelling units. This district comprises the majority of the residential land area in the city.
	R-2, Medium Density Single-Family Residential District	The R-2 district allows for medium density single-family detached dwelling units
	R-3, Single- and Two-Family Residential District	The R-3 allows for low and moderate density one and two unit dwellings
	R-4, Townhouse District	The R-4 allows for townhouses or one and two unit dwellings
	R-5, Medium Density Residential District	The R-5 allows for medium density housing in multi-family structures up to 12 units
	R-6, High Density Residential District	The R-6 allows for high density housing in multi family structures over 12 units
	R-B, Residential-Business District	The R-B allows for high density housing and for the transition from residential uses to low intensity businesses, allowing for mixed use areas.
	B-1, Neighborhood Business District	The B-1 provides for office, service-oriented retail and goods and services that are intended to serve the surrounding neighborhood, not the entire city and beyond
	B-2, Community Business District	The B-2 provides for medium density retail providing goods and services for the entire city and region. This district includes larger retailers and other services that benefit from proximity to high traffic volumes.
	B-3, Central Business District	The B-3 provides for a centralized concentration of complementary retail uses in the downtown area.
	I-1, Light Industrial District	The I-1 provides for warehousing and light industrial uses
	I-2, Heavy Industrial District	The I-2 provides for heavy industrial and manufacturing which requires isolation from residential or commercial uses
	I-P, Industrial Park District	The I-P provides for industrial development compatible with surrounding uses with adequate open space, landscaping and parking spaces. Development is limited to administrative, wholesaling, manufacturing and related uses
	A-O, Agriculture-Open Space District	The A-O district retains area in the city for open space and agricultural uses
	FP, Floodplain District	The FP protects and preserves land within the floodplain and limits losses due to flooding. Development within this district is limited.
	PUD, Planned Unit Development District	The PUD district allows for groupings of parcels to be developed in an integrated coordinated manner. There is greater flexibility in site design within a PUD district.
	MH, Mobile Home Park	The MH district provides a dedicated area for manufactured and mobile homes.

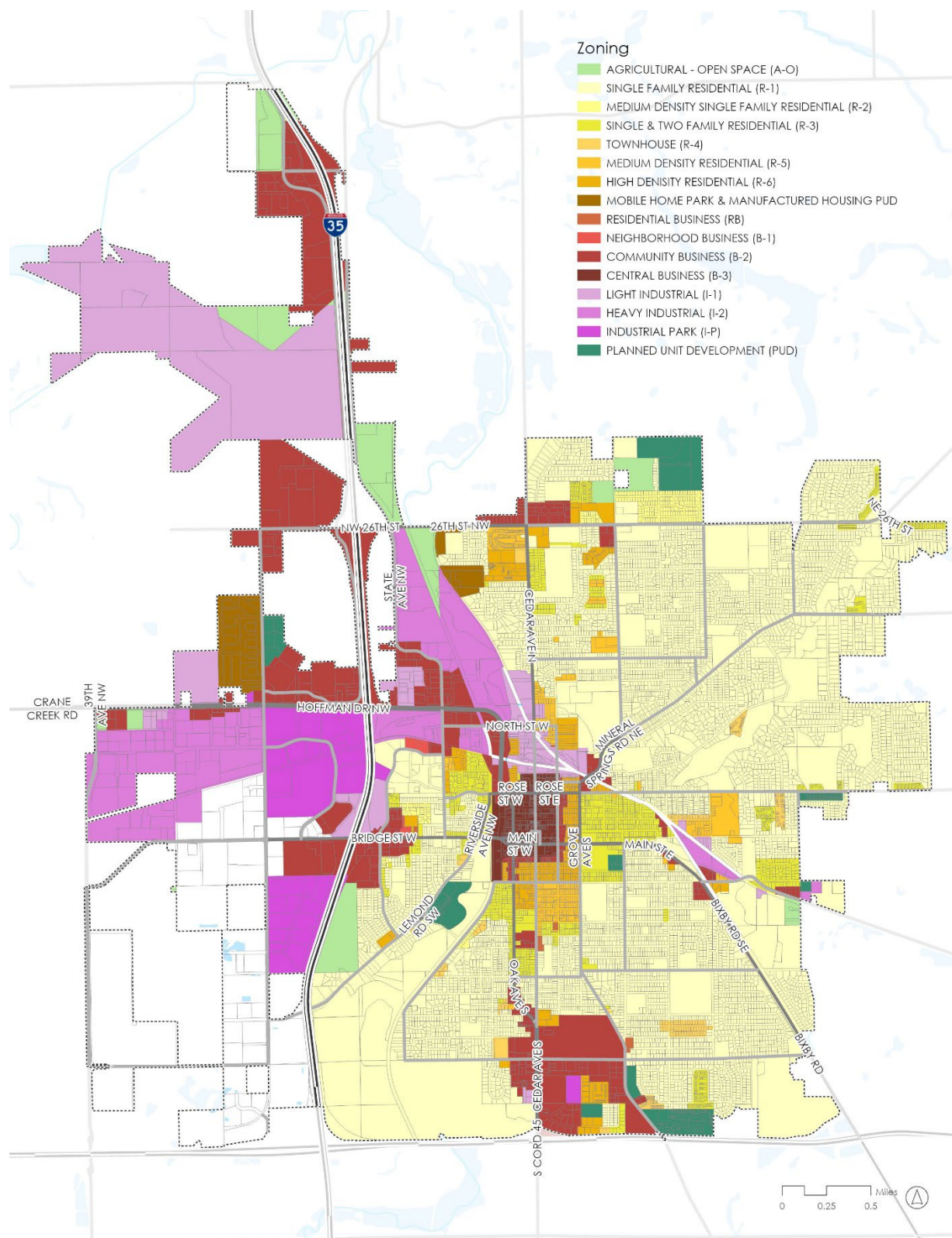


Figure 17 Existing Zoning

Current Trends and Opportunities

There are several land use trends that the city could consider as it begins to create a future land use map. These trends are explained below in relation to current city practice for land use.

- Currently the City of Owatonna represents areas with a mix of housing and commercial as Residential Business within the zoning code and Commercial in existing land use. Based on demographic shifts, more and more people are choosing to live in neighborhoods where they can easily walk to do their daily errands. This trend has led to a demand for areas with either a horizontal or vertical mix of uses, which many cities have designated as mixed use. This category could be applied in the downtown, and any other locations that the city envisions having a mix of uses.
- Currently, the city has three future land use categories for residential uses – low density residential, high density residential and mobile/manufactured homes. To attract a range of housing options and to be more consistent with zoning, the city could add a medium density residential category. The medium density residential category could represent the R-3 and R-4 zoning districts that do not fit well into the existing categories. Designating areas for different types of housing, especially missing middle housing, with clear development guidance can help the city to attract more housing options.
- The form of sites and buildings is becoming just as important as the function, or land uses. Incorporating design criteria can aide new development to fit into the character and context of the existing community. Clear development standards can also make it easier for developers to build in the community.
- Owatonna has one commercial future land use category, where some cities have multiple representing different types of commercial development. That said, it is generally better to simplify land use unless there is a compelling reason not to.
- Comprehensive Plans in growing cities such as Owatonna generally will consider growth areas where the city could expand within the next 20 years. This is something that could be included and planned for in a future land use map.
- The future land use map should consider the future of agricultural land within the current city boundary. Many cities are choosing to guide this land for other uses to take advantage of existing and nearby city services.
- Owatonna has good momentum in downtown with the Downtown Streetscape Project. There is an opportunity to build on this momentum through the Comprehensive Plan by carefully planning the desired future land uses. The Comprehensive Plan could also include goals related to community design, downtown economic vitality and placemaking.

TRANSPORTATION

Introduction

The city adopted its [2040 Transportation Plan](#) in June 2021. The *Owatonna 2040 Transportation Plan* (the Plan) identifies key transportation issues and opportunities that are intended to advance the city's existing and future needs. The *Imagine Owatonna* background report summarizes key elements addressed in the *Owatonna 2040 Transportation Plan* related to the following elements. There are other transportation related elements from the Plan that have not been included in the background report.

- Existing Conditions
- Vision, Goals, and Policies
- Traffic Forecasts and Operational Needs
- Future System Analysis
- Planned and Potential Projects

Existing Conditions

Roadway Jurisdiction

The City of Owatonna is located in Steele County. There are a total of 173 miles of roadway (centerline) within the City of Owatonna and most of the roadways are local streets (59 percent), followed by Municipal State-Aid Streets (MSAS) (20 percent), county and County State-Aid Highways (CSAH) (14 percent), state roadways (6 percent), and township roads (1 percent). As a Municipal State-Aid Street (MSAS) City, Owatonna can designate qualified local roadways as MSAS. The municipal state-aid street (MSAS) system is a collection of higher volume and key streets located in 148 Minnesota cities. The roughly 3,700 miles of state-aid streets constitute around 16 percent of centerline miles of all city streets. One of the major benefits of having MSAS designation is the opportunity to receive state assistance for construction and maintenance of streets that are part of the system. Table 10 shows the mileage breakdown of the roadway jurisdictions within Owatonna. Figure 18 maps the existing roadway jurisdictional classifications in Owatonna.

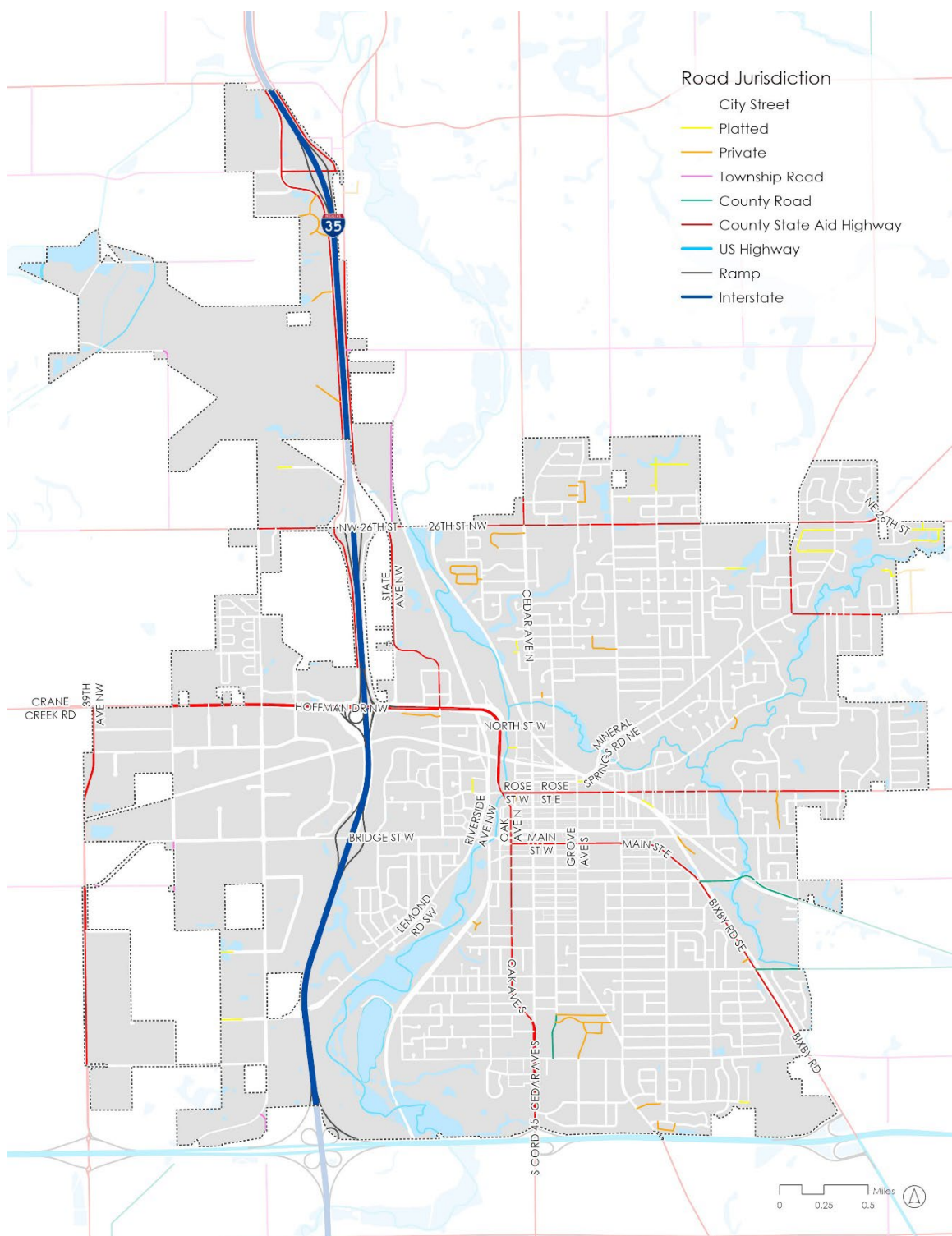


Figure 18 Existing Jurisdictional Classification

Table 10 Jurisdictional and Designation Classification

Jurisdictional Classification System		Mileage	Percentage of Total
State System	Interstate Highway	10.82	6%
	US Highway	.04	0%
	State Highway	0	0%
County System	County State Aid Highway	22.02	13%
	County Highway	2.13	1%
Municipal State Aid Street		34.41	20%
City Street		102.26	59%
Township Road		1.80	1%

Source: Owatonna 2040 Transportation Plan

Roadway Functional Classification

Roadways within the city are currently categorized into four major functional classifications: principal arterials, minor arterials, collectors (major and minor), and local roadways. As shown in Table 11, the city's existing functional classification system mileage is mostly consistent with Federal Highway Administration (FHWA)'s guidelines; FHWA provides guidance on functional classification system mileage to help ensure balance within a given transportation network system. The two major functional classifications that are not within the FHWA recommended mileage are: minor and principal arterials. Figure 19 maps the existing roadway functional classifications.

Table 11 Existing Functional Classification Mileage

Functional Class	Percentage of Owatonna Roadways	FHWA Percentage Guidelines	Meeting FHWA Guidelines?
Local	66	62 to 74	✓
Minor Collector	7	3 to 15	✓
Major Collector	16	8 to 19	✓
Minor Arterial	7	2 to 6	1% over guideline
Principal Arterial: Expressway	0	0 to 2	✓
Principal Arterial: Interstate	4	1 to 3	1% over guideline
Principal Arterial: Other	0	2 to 6	2% under guideline

Source: Owatonna 2040 Transportation Plan

Traffic Volumes, Roadway Capacity, and Congestion

Planning-level capacity thresholds are used as guidelines to determine if a roadway is approaching or exceeding its capacity. Roadway capacity is determined by dividing the roadway's volume by the capacity (V/C) thresholds identified for each roadway facility type. Roadways are considered "approaching capacity" if its V/C is 85 percent of the threshold and "at capacity" if the V/C is 100 or higher. The Plan identified two roadways that are approaching capacity:

- North Street East from CSAH 45 to Cedar Avenue North (Volume/Capacity [V/C] = 0.89)
- Mineral Springs Road from Cherry Street to St. Paul Road (V/C = 0.93)

There are currently no roadways that exceed capacity.

Safety Analysis

The top ten intersection crash locations were identified in the Plan and a safety analysis was completed using MnDOT five-year crash data (2016-2020). Table 12 lists the top ten intersection crash locations and the calculated critical index. A critical index is the ratio of the observed crash rate to the critical crash rate; critical indexes above 1.00 indicate potential safety concerns identified at the location. The Cedar Avenue/18th Street intersection is the only intersection with a critical index of 1.00. However, there are several intersections that have calculated critical indexes that are relatively close to 1.00.

Table 12 Top 10 Intersection Crash Locations

Intersection		Severity					Traffic Control	Critical Index All Crashes
		Fatal	Type A	Type B	Type C	Property Damage		
1	Cedar Avenue and 18th Street	0	1	3	1	9	Signal	1.00
2	Hoffman Drive and 21st Avenue	0	0	1	4	14	Signal	0.96
3	Main Street and Grove Avenue	0	0	1	0	16	Signal	0.89
4	Hoffman Drive and 24th Avenue	0	0	2	2	8	Signal	0.77
5	Hoffman Drive / North Street / Industrial Drive	0	0	1	4	18	Signal	0.76
6	Rose Street / Hoffman Drive / Oak Avenue / Glendale Street	0	0	2	2	16	Signal	0.73
7	Bridge Street / Allan Avenue / Florence Avenue	0	1	3	0	20	Signal	0.72
8	Oak Avenue and School Street	0	1	0	1	11	Signal	0.70
9	Oak Avenue and Main Street	0	0	3	3	18	Signal	0.64
10	Hoffman Drive and State Avenue	0	0	1	0	12	Signal	0.43

Source: Owatonna 2040 Transportation Plan

Multimodal Transportation System

The city adopted a Sidewalk and Trail Plan in December 2012. The plan outlines existing multimodal connections and potential future connections to eliminate gaps within the multimodal network. It also focuses on implementation of sidewalks and trails to accommodate those who walk, bike, and/or roll. Figure 20 maps the existing multimodal system and points of interests. The city also has an ADA Transition Plan that was completed in 2016 which includes an inventory of pedestrian facilities along city roadways. Inventory of pedestrian facilities included:

- 62.76 miles of sidewalks
- 1,018 curb ramps
- 19.03 miles of trails
- 22 traffic control signals
- 16 bus stops

More information related to the [ADA Transition Plan](#) can be found here.

Additionally, Southern Minnesota Area Regional Transit (SMART) operates buses that provide transportation for workers, residents, and visitors throughout Steele, Mower, Waseca, and Freeborn Counties. SMART provides both flex-route and on-demand services. The majority of the SMART service requests are within the City of Owatonna, and generally around retail centers. A few key elements SMART staff shared with the city during the development of the Transportation Plan include:

- Many SMART riders work at Cedar Valley Services and request transport;
- Congestion is experienced frequently at roundabouts;
- Poor pavement conditions directly impact riders' experience;
- Several request to connect 20th Street as there is a gap between 20th Streets just south of McKinley Elementary School ;
- Request for a north-south connection that is east of I-35.

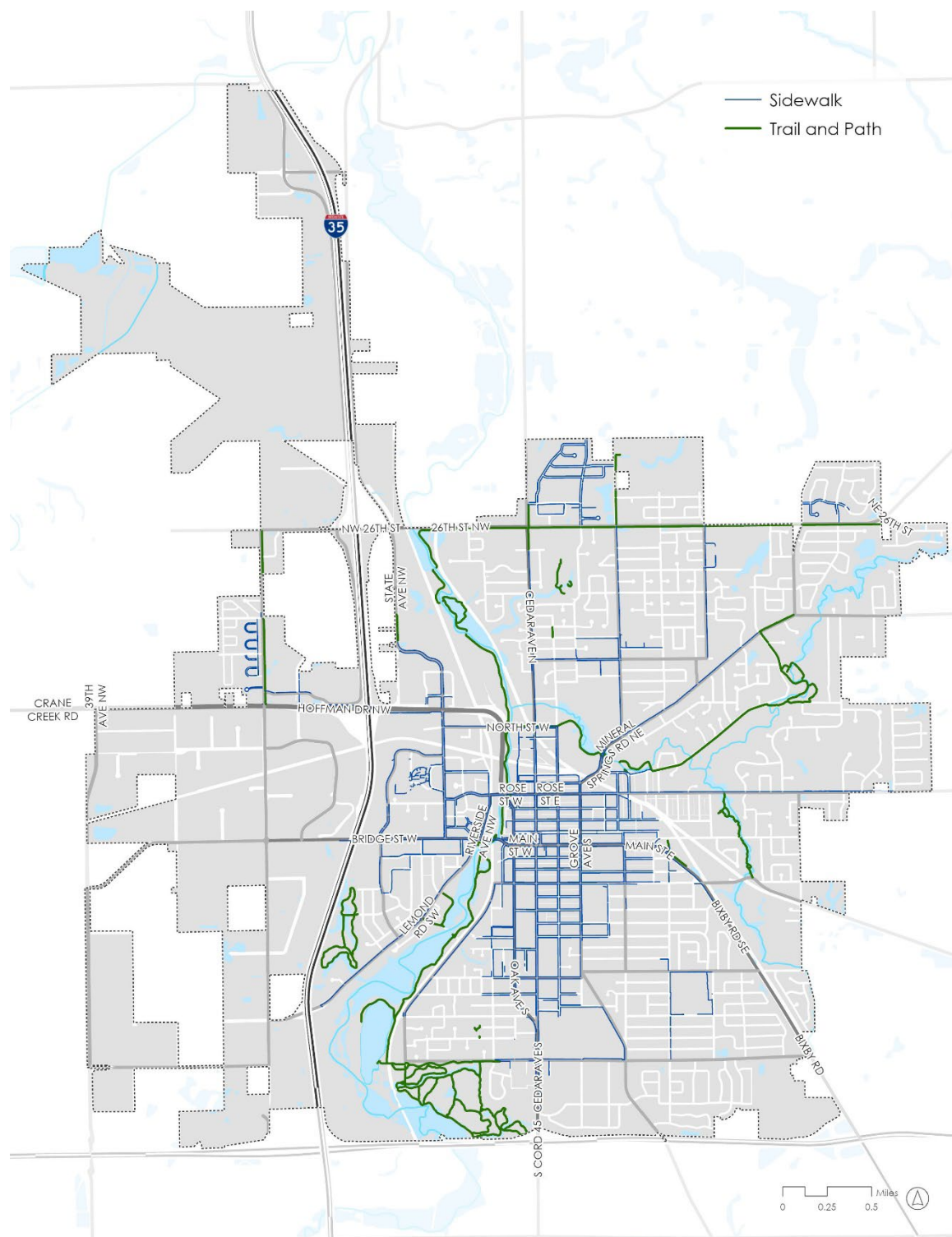


Figure 20 Existing Multimodal System

Vision, Goals, and Policies

The transportation vision statement in the Plan is as follows:

“The transportation vision for the City of Owatonna is to provide an integrated transportation system that will serve the future needs of its residents and businesses, support the city’s development plans, and balance the safety and mobility of its system for all users.”

The Plan lists four goals that support the vision statement along with policies that would help achieve these goals. Goals are focused on finding sustainable investments in the transportation system, enhancing safety for all roadway users, continuing to support and pursue opportunities that would interconnect the pedestrian and bicycle system, and supporting economic development through a reliable, affordable, and efficient multimodal transportation network.

Detailed information on the city’s transportation vision, goals, and policies can be found on pages 25-26 of the Owatonna 2040 Transportation Plan.

Traffic Forecasts and Operational Needs

Forecast 2040 Traffic Volumes

The year 2040 traffic forecasts were used to analyze roadway capacity deficiencies and operational needs on a corridor basis. Performance of the system under this future horizon can be compared to the existing system conditions, from which improvement projects are developed. Forecasted 2040 volumes confirmed that existing roadways experiencing high traffic volumes will continue to do so with additional roadways that are forecasted to experience higher volumes including: Mineral Springs Road, Main Street, and Hoffman Drive. Roadways near the retail clusters along Old Highway 14, west of I-35, are also anticipated to see large traffic volume increases. Table 13 lists the six segments that are anticipated to either approach or exceed capacity in 2040. Figure 21 maps the six segments.

Table 13 Roadways Forecasted to Approach or Exceed Capacity in 2040

Roadway	Extents		V/C	AADT
Bridge Street West	Park Drive NW	Selby Avenue SW	0.93	20,500
18th Street SW	CR 45	Hartle Avenue SE	0.95	9,500
North Street West	CR 45	Cedar Avenue N	1.13	11,300
Cedar Avenue North	North Street W	16th Street NE	0.92	9,200
Mineral Springs Road	Fremont Street E	Cherry Street NE	0.93	9,300
Mineral Springs Road	Cherry Street NE	St. Paul Road NE	1.01	10,100

Source: Owatonna 2040 Transportation Plan

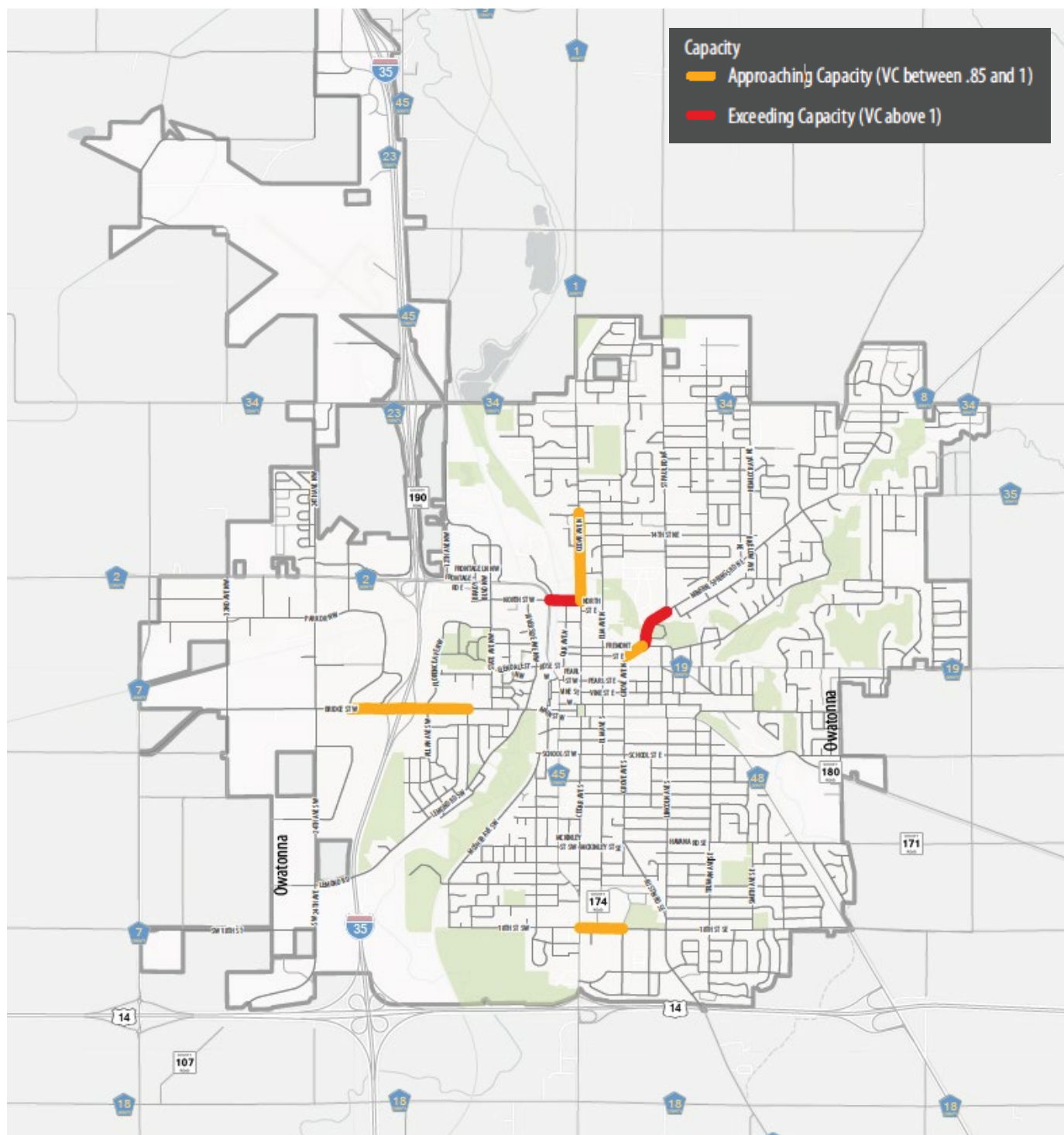


Figure 21 Future Congestion

Source: Owatonna 2040 Transportation Plan

Future System Analysis

Proposed Functional Classification Changes

Roadway functional classification changes are often recommended to help match roadway hierarchy and its functionality. Changes are often recommended to better meet FHWA's mileage guidance, ensuring consistency among various agencies' existing and future plans and providing functional balance within a transportation network. Based on multiple factors, the Plan proposed 13 functional classification changes. These changes are listed in Table 14.

Table 14 Proposed Functional Classification Changes

Change ID*	Roadway	Mileage	Existing Classification	Future Classification
1	20th Street NE	0.49	Local	Minor Collector
2	20th Street NE	0.12	Roadway does not exist	Local
3	14th Street NE	1.04	Minor Collector	Major Collector
4	Mineral Springs Road	1.24	Major Collector	Minor Arterial
5	Dane Road	0.73	Minor Collector	Major Collector
6	Florence Avenue	0.80	Minor Collector	Major Collector
7	Riverside Avenue	0.25	Minor Arterial	Minor Collector
8	Riverside Avenue	0.09	Minor Arterial	Major Collector
9	Bridge Street West	0.08	Minor Arterial	Local
10	Private Access along Bridge Street West	0.01	Minor Arterial	Remove
11	Lincoln Avenue South	1.21	Major Collector and Local	Minor Collector
12	Truman Avenue SE	1.00	Local	Minor Collector
13	SW 33rd Avenue	0.59	NA	Local

Source: Owatonna 2040 Transportation Plan

Proposed Jurisdictional Changes

Roadway jurisdictional changes are crucial when developing a future system plan as it impacts local, regional, and state agencies' functions and responsibilities related to maintenance, construction, improvements, and finances. The goal of a jurisdiction realignment is to match the management of roadways with their intended function and with the jurisdiction best suited to maintain them. The Plan proposed six jurisdictional changes, listed in Table 15 **Error! Reference source not found.** Based on the proposed jurisdictional changes, the city is anticipated to add approximately four additional miles to its local network.

Table 15 Proposed Jurisdictional Changes

Change ID*	Roadway	Mileage	Existing Jurisdiction	Future Jurisdiction
1	Kenyon Road	0.52	County	City
2	Dane Road	0.75	County	City
3	29th Avenue (Outside of City system, but along city boundary)	3.35	Roadway does not exist	County
4	Rose Street	2.41	County	City
5	Havana Road	0.24	County	City
6	SE 18th Street Extension	0.67	Roadway does not exist	County

Source: Owatonna 2040 Transportation Plan

Future Multimodal System

Ensuring safe connectivity for non-motorists was highlighted as one of the top transportation priorities by the city in the Plan. As a result, several multimodal improvements were proposed to help eliminated existing gaps within the multimodal network which include new sidewalks and trails. Figure 22 maps the proposed multimodal improvements.

Future Transit System

Transit needs in Owatonna will continue to be served by SMART, Steele County area transit provider. As additional transit needs come to the city's attention, the city will work closely with local, regional, and state agencies to continue to identify needs and find opportunities to expand its transit services to ensure mobility, connectivity, accessibility, and safety to those with the greatest need for transit (i.e., elder adults, individuals with disabilities, people without access to a personal vehicle, etc.).

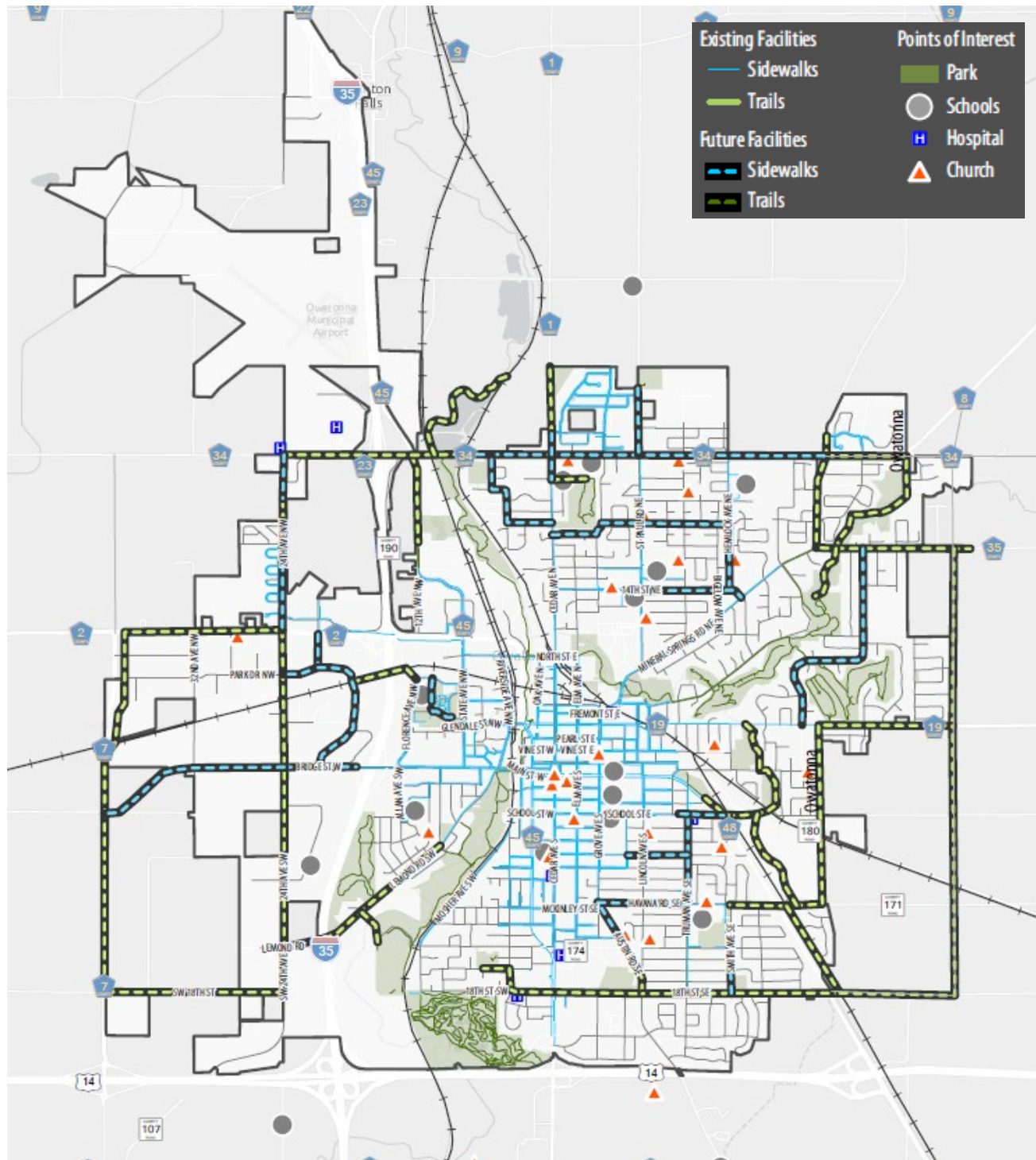


Figure 22 Future Multimodal System

Source: Owatonna 2040 Transportation Plan

Planned and Potential Projects

As part of the development of the Owatonna 2040 Transportation Plan, several potential projects were identified based on traffic volumes, crash data, future land use, stakeholder feedback and community engagement. The list consists of potential safety and operational improvements and multimodal enhancement projects. A complete list of planned and potential future projects is provided in Table 16 below. It is important to note that even if projects are identified as “Planned”, these projects may not have funding guaranteed and it may not be within the city’s control to initiate these projects if the roadway is not under the city’s jurisdiction. The City of Owatonna should continue to work closely with MnDOT, county, and/or townships to stay up to date on upcoming projects and funding opportunities for these projects.

Table 16 Planned and Potential Projects

Project Name	Project Description	Identified by:	Planned	Potential
CSAH 34 at CSAH 45 Intersection Improvement	Temporary signal replaced by roundabout	Steele County CIP	✓	
CSAH 34 (Straight River to CSAH 8)	Reconfigure lane markings to 3-lane cross section	Steele County CIP	✓	
North Street (CR 2 to Cedar Avenue)	Address existing congestion issues (V/C currently near or approaching capacity)	This Plan's Congestion Analysis		✓
Mineral Springs Road (Cherry Street to St. Paul Road)	Address existing congestion issues (V/C currently near or approaching capacity)	This Plan's Congestion Analysis		✓
Bridge Street West (Park Drive NW to Selby Avenue SW)	Address future congestion issues (V/C expected to be near or approaching capacity in 2040)	This Plan's Future Congestion Analysis		✓
18th Street SW (CR 45 to Cedar Avenue North)	Address future congestion issues (V/C expected to be near or approaching capacity in 2040)	This Plan's Future Congestion Analysis		✓
North Street West (CR 45 to Cedar Avenue North)	Address future congestion issues (V/C expected to be near or approaching capacity in 2040)	This Plan's Future Congestion Analysis		✓
Cedar Avenue North (North Street West to 16th Street NE)	Address future congestion issues (V/C expected to be near or approaching capacity in 2040)	This Plan's Future Congestion Analysis		✓
Mineral Springs Road (Fremont Street East to Cherry Street NE)	Address future congestion issues (V/C expected to be near or approaching capacity in 2040)	This Plan's Future Congestion Analysis		✓
Mineral Springs Road (Cherry Street NE to St. Paul Road NE)	Address future congestion issues (V/C expected to be near or approaching capacity in 2040)	This Plan's Future Congestion Analysis		✓

Source: Owatonna 2040 Transportation Plan

Project Name	Project Description	Identified by:	Planned	Potential
CSAH 45 State Avenue (CSAH 2 to CSAH 34)	Reconfigure lane markings from a 4-lane cross section to 3-lane	Steele County CIP	✓	
Signal Upgrades	Evaluate and upgrade signals	Steele County CIP	✓	
CSAH 2 (CSAH 7 to I-35)	Patch concrete pavement	Steele County CIP	✓	
CSAH 48 at 18th Street Roundabout	Construct roundabout	Steele County CIP, Owatonna CIP	✓	
CSAH 48 – Main Street (CSAH 45 to Chambers Ave.)	Rehabilitate pavement, convert to 3-lane cross section	Steele County CIP, Owatonna CIP	✓	
CR 174 Elm Avenue (18th St. SE to Park St.)	Reconstruct roadway	Steele County CIP	✓	
CSAH 8 Kenyon Road (CSAH 35 to CSAH 34)	Reconstruct to urban highway, add links to trail system	Steele County CIP	✓	
Bridge 4866	Replace bridge, add links to trail system	Steele County CIP	✓	
CSAH 23 (CSAH 34 to North) Realignment	Realign to the CSASH 34/24 th Street intersection, construct roundabout	Steele County CIP	✓	
29th Avenue (from 18th St. SE to CSAH 34)	Construct a north-south route on the east side of Owatonna	Steele County CIP	✓	
CSAH 34 (Future CSAH 7 to 24th Ave. NW)	Reconstruct gravel highway with paved surface	Steele County CIP	✓	
CSAH 34 (24th Ave. to I-35)	Reconstruct to urban cross section and construct multiuse trail	Steele County CIP	✓	
CSAH 34 at I-35	Construct roundabouts at both I-35 ramps, construct multiuse trails	Steele County CIP	✓	
CSAH 34 at St. Paul Road	Construct a roundabout	Steele County CIP	✓	
CSAH 45 (TH 14 to State Ave.)	Reconstruct the highway	Steele County CIP	✓	
CSAH 48 (US 218 to Chambers Ave.)	Realign intersection at Truman Ave., School Street and Havana Road	Steele County CIP	✓	
Future Sidewalks	Construction of sidewalks as shown in Figure 21	Owatonna Sidewalk and Trail Plan	✓	
Future Trails	Construction of trails as shown in Figure 21	Owatonna Sidewalk and Trail Plan	✓	
Truman Avenue (Havana Road to Main Street)	Reconstruct Truman Avenue	Owatonna CIP	✓	
Bridge Street Reconstruction	Reconstruct Bridge Street	Owatonna CIP	✓	
Downtown Streetscape (Cedar Avenue from Broadway to Rose Street)	Street reconstruction and streetscaping	Owatonna CIP	✓	
State and 26th Roundabout	Construct roundabout	Owatonna CIP	✓	
18th Street South Trail (Austin Road to Linn Avenue)	Construct shared user path	Owatonna CIP	✓	
Cedar Avenue & 18th Street Intersection	Address safety concerns (critical index near one)	This Plan's Safety Analysis		✓
Hoffman Drive & 21st Avenue Intersection	Address safety concerns (critical index near one)	This Plan's Safety Analysis		✓

Source: Owatonna 2040 Transportation Plan

WATER, SEWER AND STORMWATER SYSTEMS

Owatonna has city-wide plans in place for water supply, wastewater and stormwater that it relies on to provide these services to residents. The Comprehensive Plan will discuss these items at a high-level as it relates to future planning but will mostly rely on and reference existing plans for these topics.

Water Supply

A municipal utility called Owatonna Public Utilities is responsible for water supply within the city. The utility also supplies the Owatonna area with electric and natural gas. As a municipal utility, Owatonna Public Utilities is responsible for its own water supply, electric and natural gas planning. The OPU Commission is the governing body and is made up of representatives from each ward in the city. Figure 23 shows the current water main system within the city. As the city grows, this system will be expanded to accommodate that growth.

Wastewater

Existing Conditions

The existing wastewater collection and treatment system for the city includes the following components:

- Approximately 148 miles of sewer gravity main
- Approximately 5.6 miles of sewer force main
- Approximately 3,000 sewer manholes
- 18 sewer lift stations
- One municipal wastewater treatment facility (WWTF)

The basic layout of this system is shown in Figure 23.

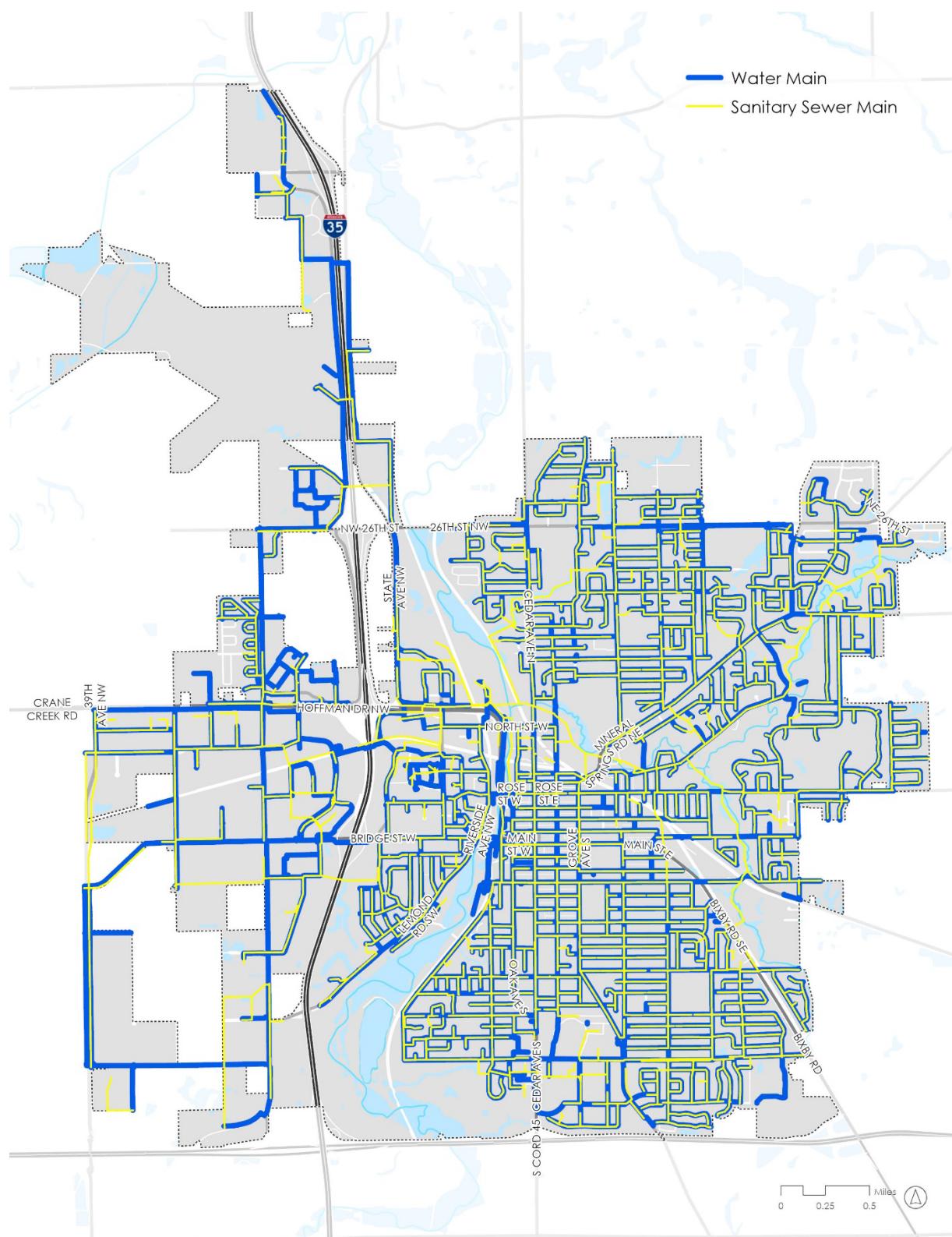


Figure 23 Existing Water Supply and Wastewater System

Plans and Growth

In 2017 the city initiated a Wastewater Treatment Plant Expansion, which is expected to be completed in 2024. The expansion was needed because the Wastewater Treatment Facility (WWTF) had been operating at or above its capacity for several years. The project will expand the plant from its current capacity of five million gallons per day (MGD) to more than nine million MGD and will serve the city's expected growth through 2050.

In 2023, the city conducted a Wastewater Collection System Study to account for the additional capacity provided by the wastewater treatment plant expansion. The study identified existing bottlenecks in the system, reviewed how the system will grow and guided capital improvements to ensure the collection system is adequate for today and the future. Recommendations from this study (which is still in draft format) are shown in Table 17 and Figure 24 shows the 30-Year Improvements Prioritization.

Table 17 30-Year CIP Wastewater Projects

Project Number	Capital Improvement Project	Anticipated CIP Year	Estimated CIP Cost ¹
WW-01	Straight River Trunk Sewer #1	2024	\$2,662,199
WW-02	Straight River Trunk Sewer #2	2025	\$1,523,750
WW-03	18 th St and Smith Ave Trunk Sewer	2026	\$3,142,929
WW-04	Oakwood Lane Sewer Replacement	2027	\$999,442
WW-05	Straight River Trunk Sewer #3	2028	\$1,412,103
WW-06	Linn Ave Trunk Sewer	2029	\$2,936,955
TOTAL			\$12,677,378

¹Costs are indexed to the year of construction

Source: Owatonna Wastewater Collection System Study

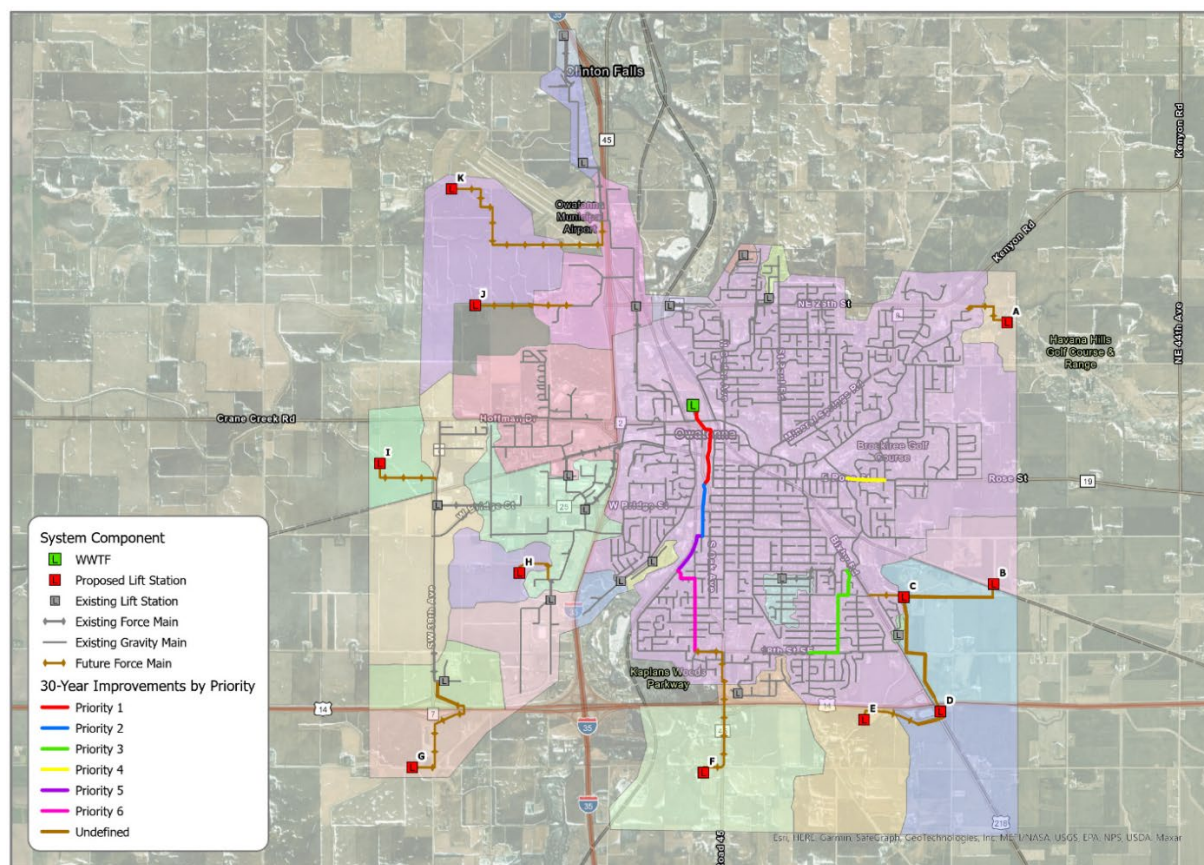


Figure 24 Wastewater 30-Year Improvements Prioritization
Source: Owatonna Wastewater Collection System Study

Stormwater

The city is situated around the Straight River, to which all runoff generated within the city ultimately discharges. Several creeks are also located around the city, which drain to the Straight River, including Maple Creek, Crane Creek, Willow Creek, and Izaak Walton Creek.

Aside from the river and creeks, the city has few other natural waterbodies. Lake Kohlmeier is the only major waterbody and wetlands are sparsely located throughout the city, with the vast majority located adjacent to the river.

The city is governed by the Minnesota Pollution Control Agency (MPCA) through National Pollutant Discharge Elimination System (NPDES) Permit called MS4 Permit. MPCA's stormwater program regulates municipal separate storm sewer systems (MS4s) to reduce the amount of sediment and pollution that enters surface and ground water from storm sewer systems to the maximum extent practicable. The city's Stormwater Ordinance requires each applicant for a building approval or subdivision approval to submit a stormwater management plan. The city also has a Stormwater Management Program called "Clean H2Owatonna" and is designed to reduce stormwater pollution and eliminate prohibited non-stormwater discharges.

PARKS, TRAILS AND RECREATION

Introduction

The City of Owatonna adopted the *Parks and Trails System Master Plan* (the Plan) in 2019, which is the first stand-alone parks and trails plan completed for the city. The Plan conducted a needs assessment, details the existing parks and trails systems, and proposes an implementation action plan. The *Imagine Owatonna* Comprehensive Plan references the Plan throughout the background report. The Comprehensive Plan will ultimately provide goals and strategies for parks and trails based on the Plan, and will identify general locations for new parks based on the proposed future land use for the city and its growth areas.

Existing Conditions

Parks

The City of Owatonna has a park system comprised of 33 parks totaling 807 acres. The recreation system features 11 playgrounds, 5 basketball courts and 13 baseball/softball fields, 4 multipurpose fields, 7 outdoor tennis courts, and an outdoor ice rink.

The 38 city parks are further broken down into the following classifications: Regional Park (1), Community Park (5), Community Athletic Complex (1), Neighborhood Park (5), Mini Park (4), Nature Preserve (1), Special Use Park (6), Urban Plaza Park (1), Undeveloped or Future Park (9). Owatonna’s parks and their classifications are shown in Table 18.

Table 18 Existing Parks

PARK	CLASSIFICATION	SIZE (ACRES)
Archery Park	Special Use Park	2.4
Brooktree Golf Course	Special Use Park	128.42
Brown Park	Neighborhood Park	6.77
Bueckler Park	Mini Park	4.75
Cashman Park	Neighborhood Park	8.00
Central Park	Urban Plaza Park	1.52
Countryview Park	Undeveloped / Future Mini Park	0.68
Crocus Park	Mini Park	0.45
Dartts Park	Community Park	18.00
Fairgrounds Park	Community Park	15.5
Falkland Meadow	Undeveloped	7.38
Fremont Park	Undeveloped	0.27
Hammann Park	Undeveloped	10.5
Hazel Park	Undeveloped	0.31
Jaycee Park	Neighborhood Park	8.68
Kaplan's Woods Parkway	Regional Park	276.16
Kiesel Park	Undeveloped	19.76
Kiesel's Woods Park	Undeveloped	9.94
Lake Chase Park	Special Use Park	14.59
Leo Rudolph Nature Preserve	Nature Preserve	58.09
Manthey Park	Community Park	29.67
Maple Creek Park	Neighborhood Park	20.90
Mineral Springs Park	Community Park	42.57
Morehouse Park	Community Park	27.71
Daikin Soccer Complex	Community Athletic Complex	16.6
North Bluff Park	Mini Park	0.41
Owatonna Soccer Complex	Community Athletic Complex	15.90
River Springs Water Park	Special Use Park	9.97
Sid Kinyon Tennis Courts	Special Use Park	0.80
Summer Park	Undeveloped	7.90
Walter H. Gainey Park	Neighborhood Park	3.09
West Hills Park	Special Use Park	38.75
Willow Park	Mini Park	0.35
	Total Park System	807 acres

Source: Parks and Trails System Master Plan

Trails

The city's trail system consists of 6 trails totaling approximately 9.5 miles, as shown in Table 19 below.

Table 19 Existing Trails

Trail	Location	Length	Connections
Buxton Trail	From Elm Avenue NE to Dane Road	2.5 miles	Dartts Park, Brooktree Gold Course, Mineral Spring Park
Muckle Trail	From Bridge Street to North Street	1.5 miles	Moorehouse park, Kaplan's Woods Parkway
Kaplan's Woods Parkway	From Kaplan's Woods to Bridge Street	1.5 miles	Morehouse Park, Kaplan's Woods
Cashman Crossing	Over the Straight River, south of Morehouse Park	200 feet	Connects Kaplan's woods Parkway Trail on the east side of Walter H. Gainey Park
26 th Street Trail	Along 26 th St NE from Cashman Park to Kenyon Road	2 miles	East-west connection between North Straight River Trail and Buxton Trail Corridor
North Straight River Parkway	Along the Straight River from the Muckle Trail Corridor to 26 th Street	1.8 miles	Combination of Lange Woods Trail and Ihlenfeld/Wildung Trail

The existing parks and trails are shown in Figure 25.

Other recreational amenities

The *Parks and Trails System Master Plan* identifies the following non-city, private, and nearby recreational amenities:

- Owatonna County Club: private golf club with a swimming/wading pool and fitness center.
- Christian Family Church partners with Owatonna's Pickleball Association and hosts games and tournaments.
- Steele County Fairgrounds and Four Seasons Center: The annual County Fair is held here; The Four Seasons Center hosts hockey tournaments.
- Nearby Amenities outside city limits:
 - Reptile and Amphibian Discovery Zoo
 - Havana Hills: par 3 golf course and driving range
 - Minnesota State Parks: Rice Lake State Park and Somerset Wildlife Management Area

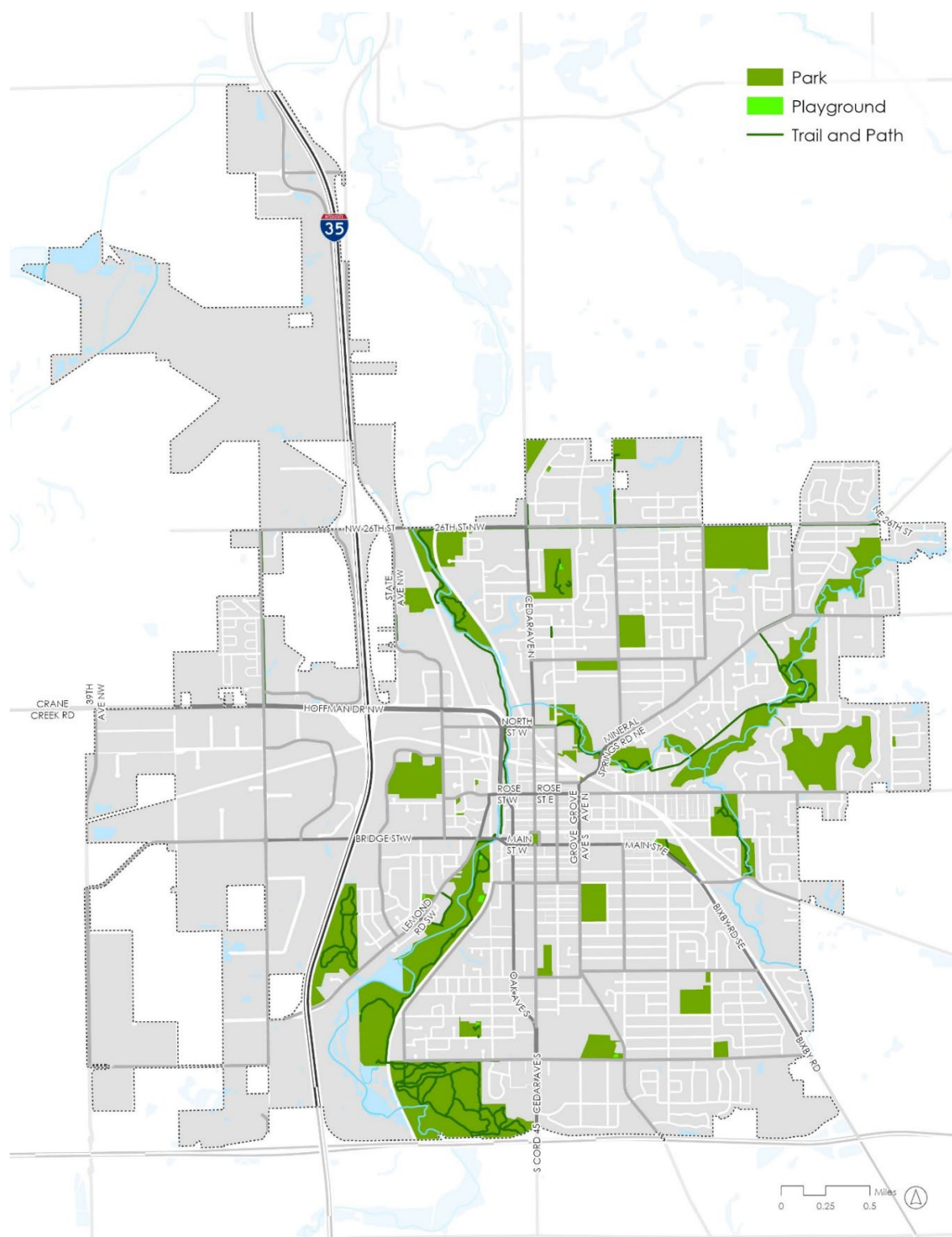


Figure 25 Existing Parks and Trails

Parks and Trails Plan Recommendations

The following is a summary of key recommendations from the Plan that the Imagine Owatonna Comprehensive Plan can reference and build upon.

- The city should continue focusing on trail development, trail safety, and maintenance of existing trails in the community as this is of great importance to the public.
- The city should build flexibility into the parks system in order to meet the changing needs of the citizens of Owatonna.
- The city should seek regional park status for the combined properties of Kaplan's Woods, Lake Kohlmier and a portion of the Straight River public land as a regional park. This could aid in future funding opportunities for improvements.
- For new parkland acquired, the city should utilize a master planning process to best determine correct use of park space, trail connections, amenities and to ensure accessibility standards are met before the park is constructed.
- The city should engage the community and involve them in the programming of the parks including selecting character and styles of amenities.
- The Owatonna school district is an invaluable resource and partner for the city by utilizing shared facilities and maintenance agreements. The city should continue developing athletic fields in partnership with the school district.
- The city should continue to establish relationships with Steele County and neighboring communities (Clinton Falls, Medford, Claremont) to partner on regional trail opportunities in order to best secure future grant funding of these amenities.
- As a result of the successful November (2019) high school bond referendum, the city should work with the school district to consolidate fields currently existing in the park system to the new high school to serve future athletic needs.

Future Park Recommendations

Future Park and Trail search areas identified in the Plan are shown in Figure 26.

- As Owatonna develops to the north and east, secure park land in these areas to meet the growing community needs and equitable distribution throughout the city. Currently, the southeast portion of Owatonna is lacking in park land and amenities. Consider complementary park features at the future soccer fields such as a play area.

Future Trail Recommendations

- Future trail corridors should follow the planned State Trail corridors to the north, south, and northeast along the Straight River and Maple Creek.
- Search for property along the city's natural greenway corridors along the Straight River, Maple Creek, and Izaak Walton Creek.
- Continue search along existing railroad corridors not in use, minimize railroad, waterway, and street crossings along trail.
- Trail search areas should be based upon the State Trail Corridor search area and guidelines (Refer to the Trail System Plan for more information). Consider locations for trailheads with enough land for parking for trail users.

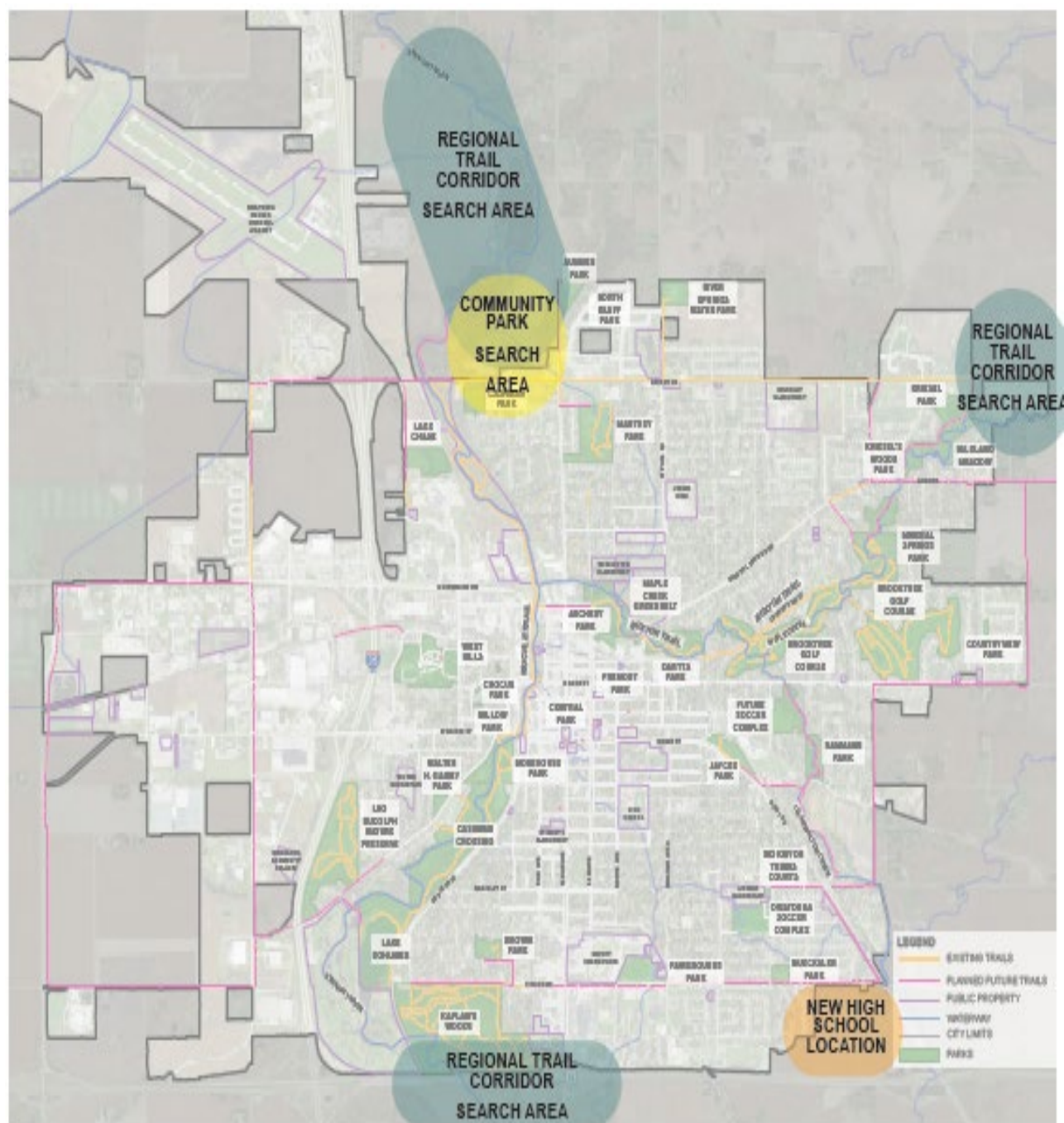


Figure 26 Potential Future Park and Trail Areas

ENVIRONMENT, NATURAL RESOURCES AND SUSTAINABILITY

The City of Owatonna has chosen to include a chapter in the *Imagine Owatonna* Comprehensive Plan dedicated to its Environment, Natural Resources and Sustainability. The Comprehensive Plan is a way to acknowledge existing work related to environment and sustainability and tie city initiatives, plans and goals together under one umbrella. Owatonna has excellent access to natural resources and protecting and sustaining them for the future is a long-term priority.

It is important to define sustainability at the outset, as it can have different meanings to different people. Sustainability in the context of this Comprehensive Plan means meeting the needs of the present generation without jeopardizing the ability of future generations to meet their needs.

Additionally, resilience is a topic that is regularly being addressed in Comprehensive Planning and discussed together with sustainability. Strategies that are deployed to achieve resilience are those that increase the ability to adapt to changing conditions and recover rapidly when disruptions or events occur. When considered regarding major weather events, resilience is often discussed as a system that is designed to better withstand the impact and recover more readily after a major event occurs.

This background report includes existing conditions and current initiatives in Owatonna related to environment, natural resources and sustainability. These topics are intertwined throughout many parts of the Comprehensive Plan including Parks and Trails, Transportation, Utilities and Land Use.

Existing Conditions

The city has many existing natural resources that provide an amenity for residents, businesses and tourists.

- The Straight River runs north-south through the middle of the city and branches off into Maple Creek and Izaak Walton Creek heading east.
- Crane Creek flows through the northwest tip of the city near the regional airport.
- Lake Kohlmeier is next to the Straight River in the south end of the city and boasts a swimming beach, fishing pier, walking paths and picnic tables.
- Much of the land along waterways is preserved in city-owned park and trail land.

These natural resources are shown in Figure 27, which also shows the location of parks and trails in the city.

Additionally, much of the land along the city's waterways is designated by FEMA as either floodway, 100-year floodplain or 500-year floodplain. The city has a Floodplain Management Ordinance which regulates the types of development that can occur in these areas. Generally, any development in the floodplain needs to be elevated above the regulatory flood protection elevation.

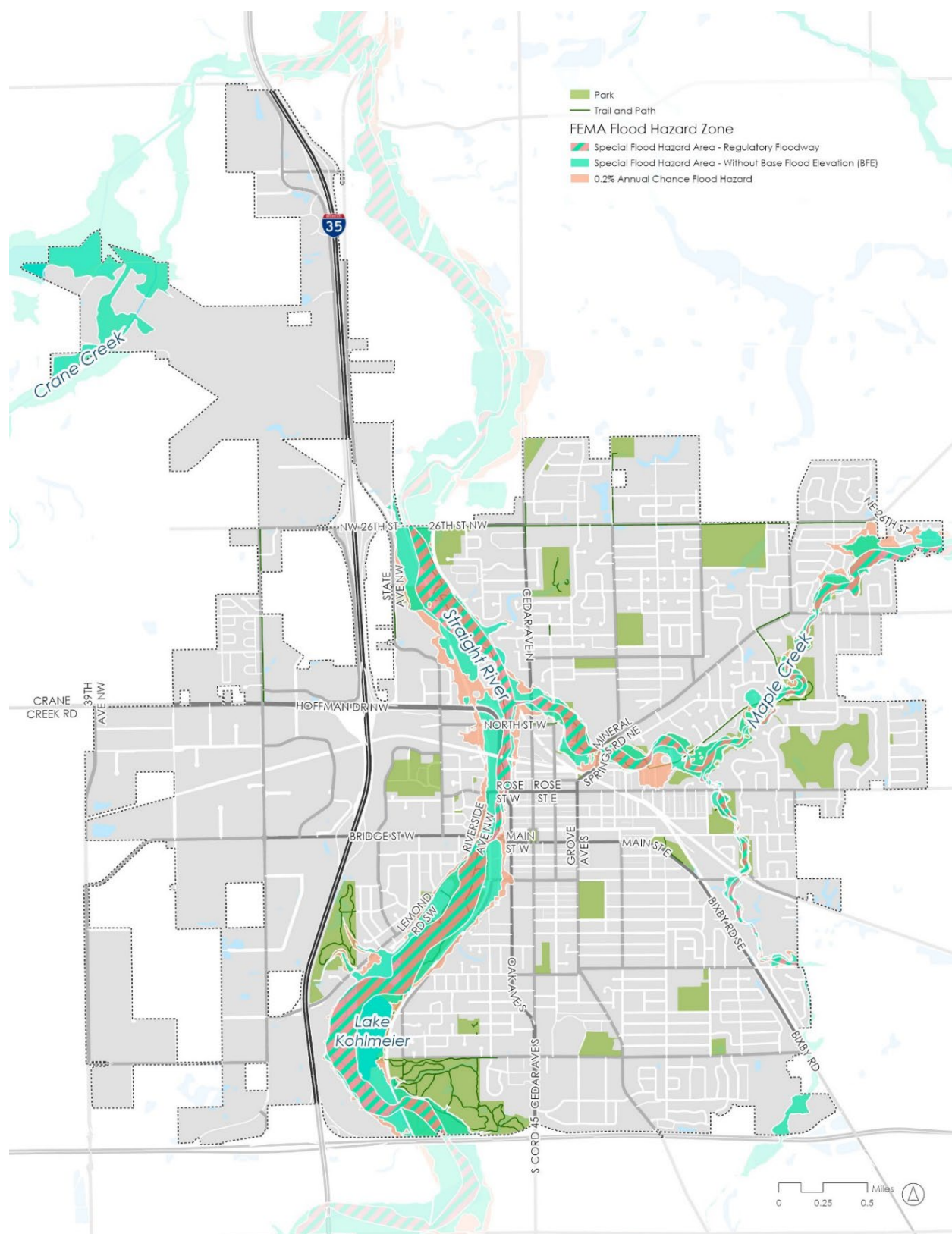


Figure 27 Natural Resources

Current Initiatives

The city has several initiatives that relate to environment, natural resources and sustainability. These initiatives include tree preservation and management, river cleanup and public works initiatives. Additionally, there are several adopted plans that discuss these topics. Current initiatives and plans are listed below.

Current Initiatives

- The city has several programs for planting, preserving and managing trees: Tree City USA, Shade Tree Committee, Emerald Ash Borer management.
- The city partners to clean up its water through the Straight River Cleanup – Clean Rivers Partners (CRP). "Clean H2Owatonna" is the city's Stormwater Management Program.
- Public Works has objectives to: provide and operate a Municipal Separate Storm Sewer System (MS4), provide and properly manage a yard waste compost site, protect the environment through administration of programs and permits, maintain a healthy and diverse urban forest; public Works Wastewater Outreach and Education.
- Owatonna is a "Pollinator Friendly City."
- The city has a compost site for community yard waste.

Current Plans

- FY 2022-2024 Strategic Plan goals for Flood Mitigation:
 - Consider engineering studies to address localized areas for flood control
 - Review options and funding sources for implementation
 - Work towards removing city facilities from floodplain
 - Pursue strategic removal of homes in floodplain
- FY 2022-2024 Strategic Plan goals for Emergency Management:
 - Continue disaster response and preparedness efforts
 - Develop Continuity of Operation Plans for the city
 - Implement 5-year Hazard Mitigation Plan
- Parks and Trails Master Plan goals to:
 - Protect and secure land for parks and trails in areas with significant natural resources such as wooded areas, prairie restoration areas, Straight River, Lake Kohlmier, Maple Creek, and Issac Walton Creek.
- [Steele County Hazard Mitigation Plan](#)
- Owatonna LRAP (Long Range Asset Plan) will address the sustainability and resiliency of city facilities.

Current Trends and Opportunities

These current trends offer an idea of best practices from cities around the region and can be adapted into goals or strategies later in the Comprehensive Planning process.

- Many cities are intentionally planting trees and other landscaping along streets and in parks which play a vital role in storm water management and quality improvements. There is also a renewed awareness about the public health benefits associated with urban forests.
- Rather than designing stormwater ponds, cities are instead creating native plant amenity areas that can be used as open space. This benefits pollinators which could align with the "Pollinator

Friendly City” designation. It also reduces the need for mowing, maintenance costs, and chemical applications within open space.

- Participation in programs that encourage city-led sustainability actions such as GreenStep Cities, Regional Indicators Initiative and Envision Minnesota. The city is not currently a member of GreenStep Cities.
- The city does not currently have a shoreland ordinance. The city could consider establishing shoreline buffers where active recreation does not exist along waterways and lakes. This will help fix existing erosion issues along the Straight River, Maple Creek, and flooding/washout at Lake Kohlmier and Lake Chase. This will also help to protect existing waterways from pollution and invasive species.

Appendix B - Public Engagement Summary

Phase 1 Public Engagement - Summer 2023

Imagine Owatonna – 2050 Comprehensive Plan

Downtown Thursday Event – 8.3.2023

Description of the Event

Downtown Thursdays is a summer monthly event that happens in the Downtown of Owatonna during the first Thursday of summer months, June, July, August, and September. Stantec participated in the Downtown Thursday event on the evening of August 3rd, 2023. The event takes place from 5 pm to 8 pm and the expected attendees were over 4,000. Stantec set-up a booth at the intersection of Vine Street and Cedar Avenue in the downtown area. This was next to the information booth set-up by the Owatonna Area Chamber of Commerce and Tourism.



The Stantec tent displayed the banners with the title "Imagine Owatonna: 2050 Comprehensive Plan" along with the QR Code. The Stantec tent displayed two maps that provided opportunities for the residents to interact. One map had the title "What are the hidden gems of Owatonna" along with sticky notes where participants could make use of to let us know their thoughts. The other map showed the extent of Owatonna along with the land uses. There was also a poster that contained information about the transportation, parks, trails and recreation, and the environment of Owatonna. The six-word stories collected from the high school engagement event were displayed on the other side of the tent. Three sandwich boards were placed on the three sides of the intersection. A table was set up at the front of the tent with coloring sheets and tabletop stands containing the QR Code. Stantec staff also had business cards to hand it out to the residents and participants as they interacted.



The QR code was linked to the interactive Story map containing information about the 2050 Comprehensive Plan. It had a link for the participants to write their 6-word story about their hopes and future of Owatonna. The Storymap had introduction to Comprehensive Plan along with the timeline. It also had brief summaries about Land Use, Parks, Transportation and Sustainability from the previous plans. At the end of the Storymap, the participants were provided with an opportunity to take a survey.



The survey had eight questions in total, with the first four questions being open ended. The participants were asked about what they love about Owatonna, what they would like to have more of, less of in Owatonna and what are the hidden gems in Owatonna. The next four questions were demographic questions and were clearly indicated that they were optional. The questions asked in the section were age, renter status, location of their residence with respect of Owatonna (living in Owatonna, live within 10 miles of Owatonna, live more the 10 miles from Owatonna) and their email address if they want to stay connected with the process of Comprehensive Plan.

What we did:

As soon the visitors started coming to the Downtown event, Stantec staff interacted with them by providing the business card, briefing about the Comprehensive plan, their role as residents and their opportunity to take part in the survey. The staff also encouraged the visitors to look at the map and mark their hidden gems places on the map. They were also requested to check out the poster containing information about Owatonna if interested. Coloring sheets were distributed to kids.



What we heard:

Most of the visitors had been in Owatonna all their lives and had very interesting perspectives to share. There were contradictory opinions about having a north-south connection on the eastern side of Owatonna. The majority were happy about the change in landscaping in Downtown Owatonna and



welcomed the Streetscape Plan. Young parents wanted more entertainment options for their kids along with importance given to safety. Some visitors were interested to know about the future of Owatonna with respect to job opportunities and economic development.

Twenty-seven people had filled the survey by scanning the QR Code within a few days of the event. Most of the respondents valued the feeling of community in Owatonna. They also enjoyed the number of parks and trails in and around Owatonna. Other aspects of

Owatonna that most people valued are safety, diversity and the historic character and preservation of

those characteristics. Affordability and ease of access were also important to the residents of Owatonna.

Question 1: Six-Word Stories

Description: As an activity in the planning process, the Six-Word Story encourages participants to be creative while providing information about how they envision the future of their place/community would be like, according to them. The Six-Word Story attempts to distill a person's expectation into a short, evocative story.

What we heard: The six-word stories completed by respondents of the survey highlighted the importance of inclusive community. The participants were particular about the community being respectful, welcoming, inclusive, diverse, and progressive. There were also thoughts about having a healthy community.

Station 2: More, Less

Description: This section included two questions:

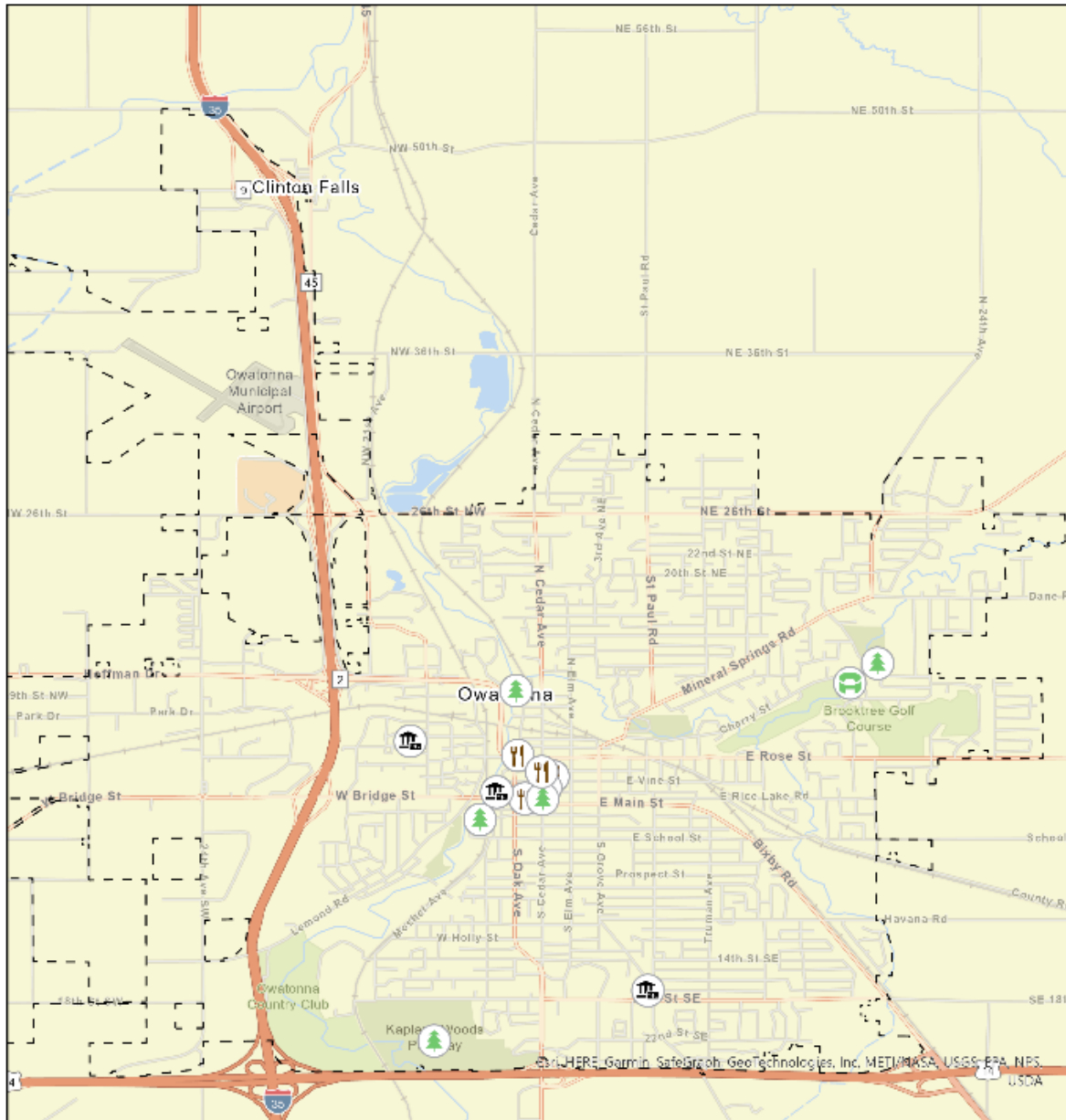
- In Owatonna, I want more of...
- In Owatonna, I want less of...

What we heard:

The participants wanted more options for housing in Owatonna. They wanted affordable housing, housing for seniors, and more townhomes that won't be too expensive for residents looking to buy a home in Owatonna. Participants were also interested in more entertainment and retail options. They wanted family-friendly options like YMCA, indoor playgrounds, entertainment options like Go kart track, billiards hall, etc. They want the restaurant scene to be more diverse and have local shops and businesses to be open during the weekends for longer hours. Overall, the residents of Owatonna want a community that is inclusive, accessible, and visionary.

Moving forward, some residents said they want fewer Mexican and Somali restaurants. They would like to see improvements made with respect to infrastructure such as fewer potholes and better connection to biking trails. Even though they are excited about the developments such as the new school, there is skepticism surrounding it with respect to the accessibility. They want safety to be prioritized and want to see fewer crimes.

HIDDEN GEMS OF OWATONNA



Appendix

Appendix A: 6-word stories

1. Be a Respectful, Kind, Tolerant, Patient Community Member
2. An inclusive, family friendly, progressive community.
3. Let's finish what we started.
4. A vibrant, healthy community for all.
5. Welcoming, progressive, safe proud community
6. Most Positively Diverse and Inclusive Community

Appendix B: What do you love about Owatonna?

- The focus on building the community and making it a better place for all!
- The trails, the parks, the location
- It still has a small town feel but has many employment opportunities and amenities.
- The community
- Clean, safe, parks, trails
- For the most part it's clean
- Small town feel with decent number of things to do.
- It's situation at a perfect spot to travel to bigger cities when needed.
- The public golf courses, school athletic programs and Nicks Pizza!
- The feelings of community
- The hometown feel. It's a great community to call home.
- Small town feel with increasingly more amenities. Ability to walk.
- I love the community and the convenient places it has to offer.
- The community togetherness
- The size
- Parks
- Small town, beautiful parks and downtown, Steele county fair, school system and music dept. Little theater and history center. Safe streets.
- The diversity and variety of people...and things to do.
- historic downtown is still alive.
- Safe place to live low crime.
- Small town feel with access to larger cities within 60 minutes' drive.
- Seems like we're getting more progressive i.e., New High School, riverfront development apartments (these last two our private ventures - non-city)
- It being a small town - a "family" town. Easy access to the Interstate that takes you to larger cities if you care to go there.
- It's vibrancy. Virtually everything I need is here.
- I enjoy the new downtown space as well as the many parks and natural areas that are readily accessible. There is also the ease of travel to other local communities via Highway 14 and I-35.
- Affordable cost of living. Outdoor space, trails, parks, golf courses. Ease of commuting and accessibility to most major amenities and services.

Appendix C: What do you want more of in Owatonna?

- Trails, parks on the east side of town(upper part of Brooktree) more retail.
- things to do, community center, east side corridor project
- More "higher end" townhouse development with "detached" townhomes. Those are nice for people that want a single family house but not the outside upkeep.
- More small business opportunities, old buildings being remodeled and cleaned up, not penalize small businesses in small old buildings that need work done.
- Senior housing options. A place that people can go to use wood and metalworking equipment including cancer mills.
- Good paying production jobs
- Affordable housing
- Indoor places for families and kids. A YMCA, codeNinja, indoor playground, indoor walking track, a fresh/local bakery, splash pads around town, hockey rinks with boards in different areas of town, side walk down Smith Ave and 18th st, a cross walk at the corner of smith and 18th (Lincoln kids walking home will have a big increase of traffic from the new high school opening up.)
- High end restaurants.
- More family oriented places to go to. Like a YMCA
- Family friendly events. Original architecture staying downtown, it keeps the historical feeling. We need things that draw tourists to the area. Different choices in restaurants. We have so many of the same things.
- Valuing diversity and giving the opportunity for all to feel included. Well thought out community center.
- I want more places for recreation like maybe a go kart track or something it doesn't have yet that would be cool
- Small businesses
- Vision. New leadership.
- Shopping places
- Cab service or uber. Something more for kids and teens. Maybe a YMCA and indoor pool
- More restaurants.
- more small businesses shopping and entertainment options and Restaurants.
- High-quality restaurant variety, a lap swim pool with decent hours, and longer distance road biking trails
- Better 2-way Communication between City Officials & Community. Thought things would get better when we hired Communication Director however it seems like talking back n forth has lessened with assumption that this is "her job". More senior housing opportunities. More single family homes that are affordable More townhomes Want rest of Historic Downtown to be included in streetscape project - not just 1 street More nice(r) dining options beyond Toreys & Romas
- A community which shows and encourages adults and children to love their country - patriotism and good moral respective citizens who appreciate Law Enforcement.
- A Billiards hall would be nice. As would a Hawaiian Poke restaurant. A Costco or Sam's Club. A mountain bike park maybe on the hills by Summer Park off North Cedar

- Better and more diverse selection of restaurants, and retail choices that provide better hours (very few are open on Sundays and that majority have very limited hours on Saturdays). Also, there is a lack of sidewalks in many areas of the town. This is not ideal for those who have children and animals that they want to safely take on walks.
- Recreation, dining, and entertainment. MSB is one of my favorite locations to visit because of live music, outdoor space, and rotating food trucks. Longer trail systems for biking/running. More variety of dining options, either fast or sit-down.
- Nicer Sidewalks ALL of Downtown, not just the few blocks.

Appendix D: What do want less of in Owatonna?

- Mexican restaurants. Omg, enough already! How about Thai or Somali food. Seriously, something different.
- Fast food restaurants, less pizza and Mexican food, more variety!
- Potholes
- Bars
- None
- Mexican restaurants (hahaha.)
- Roundabouts (at least the one at Rose St intersection)
- Na
- Less tax increases would be nice. I get improving the community, new school, updating downtown etc. . .but the cost is going to drive people out of the area.
- Bigotry, close-mindedness.
- I want less parks or any places that Owatonna already has enough of
- Crime and section 8 housing
- Old thinking.
- Construction
- subsidized housing we need to build single family homes to add to the tax payer base. Existing home owner are being bleed to pay for non-tax paying people to come to owatonna and float on the system this needs to stop.
- Less roundabouts Less cyclists & skateboarding on downtown city sidewalks (rules aren't being enforced and someone's going to get injured).
- Crime, Drugs and Projects that look like good thought was never a main point - like the street project in front of the high school which has basically alienated the home owners there with no parking on both sides of the street and an island obstructing one owners backing out of their own driveway. I guess those people just don't get to invite people to come for birthday parties, graduation parties - do not get to hire someone to mow etc etc
- Intolerance
- I would love to see a drop in the general negative tones that can be off-putting to new residents (those who do not like progress being made, and those who are vocal about their bigoted views).
- Fewer Mexican restaurants, Owatonna is saturated.

Appendix E: What are some hidden gems in Owatonna?

1. Old Town Bagel, Wells Fargo bank downtown, the trails
2. The down town park with the farmers market and all the other programs there
3. Eating ice cream by the river at The Blast.
4. The owls painted on the buildings
5. Not so hidden parks and trails.
6. All the parks
7. Schools, trails, restaurants
8. Mizuki Fusion, Kaplans woods, Mineral Springs, and the cleanliness of the city.
9. Parks
10. Central Park coffee
11. Mineral Springs Park, Central Park, OPU building (smoke stacks), the lights on the Morehouse park bridge,
12. Owatonna Public Utilities.
13. Wagoners lunch, water park
14. Wagners Pool & Lunch
15. Mineral Springs Park, West Hills, downtown and central park, steele county historical society
16. The parks and trails....and variety of things to do.
17. mineral spring park
18. Kaplan park woods trails
19. Independent retailers Trails & Brooktree Golf Course History Center West Hills Museum
20. West Hills, Forest Hill Cemetery and other historical sights around town - the many parks with trails connecting them
21. Wenger Corp The "River Walk"
22. The park and trail systems, as well as the numerous cultural and historic attractions.
23. The MSB scene and concept of outdoor space (igloo in winter) with food trucks on a bike trail. Parks are impressive with age appropriate and accessible equipment. High School will be a not so hidden gem once it opens in the Fall.

Imagine Owatonna – 2050 Comprehensive Plan

High School Pop-up – May 24, 2023

Station 1: SIX WORD STORY

Description: As an activity in the planning process, the Six-Word Story encourages participants to be creative while providing information about how they envision the future of their place/community would be like according to them. The Six-Word Story attempts to distill a person's expectation into a short, evocative story.



What we heard: The six-word stories completed by the students at Owatonna High School highlighted the importance of school and education. The students are very optimistic about the future of their city and believe that it will be inclusive, welcoming and be a land of opportunities. They also believe that the youth can shape the future of their city and would be playing an integral role in doing so. They also want to preserve

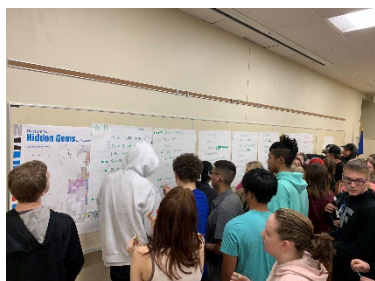
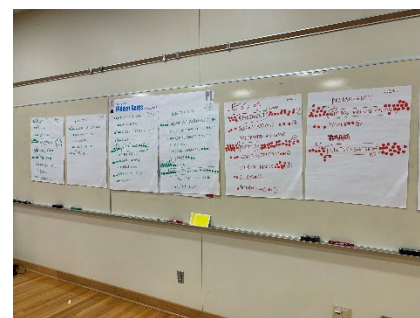
and improve the natural resources that exist along with having a vibrant, local community with walkable streets and local, fresh produce along with preserving its history and culture.

Station 2: More, Less

Description: This station included two boards with board questions for the students where they put up stickers.

- In Owatonna, I want more of...
- In Owatonna, I want less of...

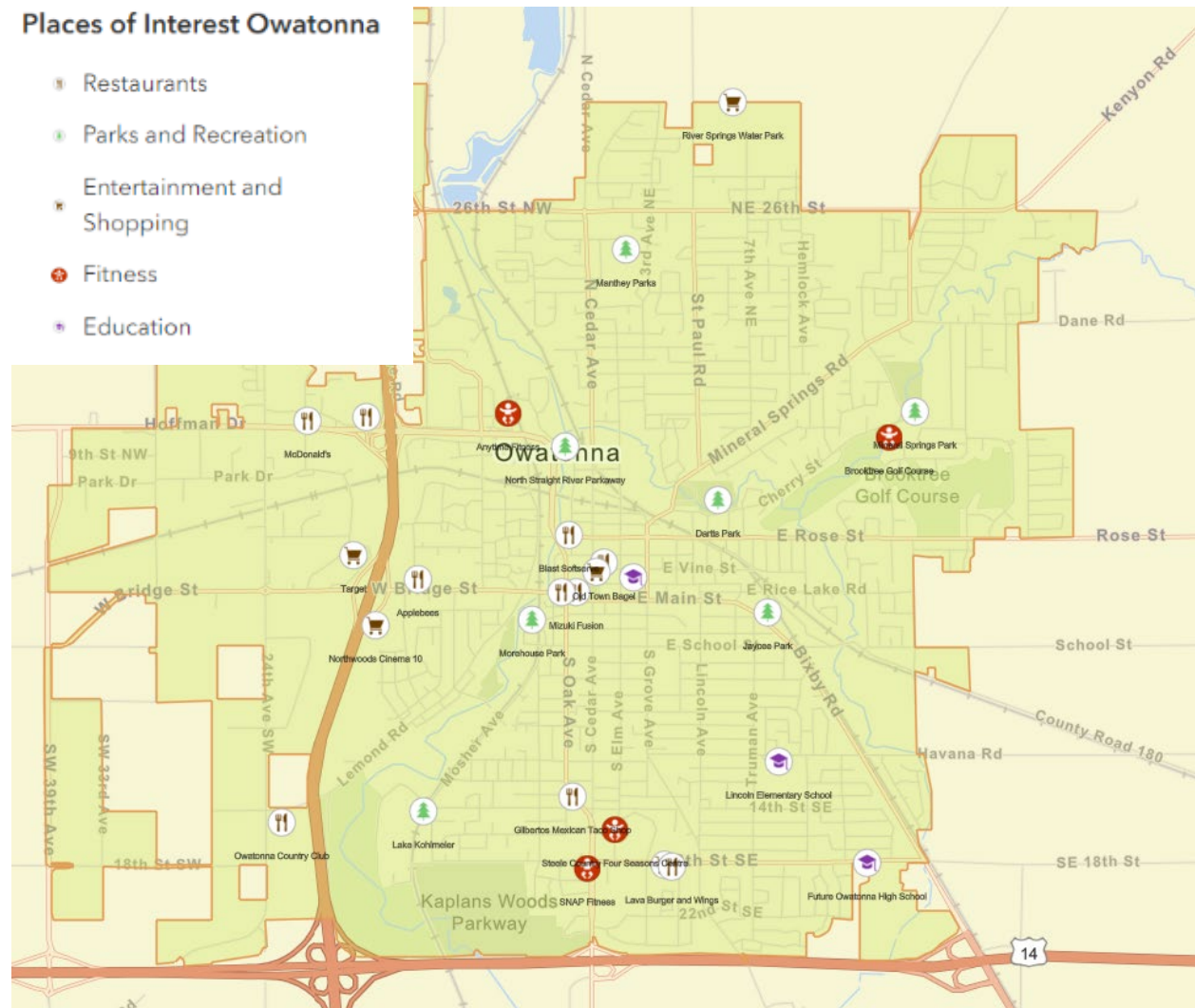
What we heard: High school students of Owatonna want better roads. They would also like amenities catering to their physical fitness needs such as sporting good stores and gyms. They would like more fast chain restaurants such as Chik-fil-a. The high school students would love to have more shopping and retail places such as Costco, Target and clothing stores like TJ Maxx in their city.



Moving forward, the high school students of Owatonna want better infrastructure where there are fewer potholes and roundabouts. They also want fewer apartments and gas stations. They have a desire for

better maintenance of lakes, parks and want their city free of pollution. They would also like their city to be safer and healthier.

Station 3: Hidden gems of Owatonna



Appendix

If you were to write a 6-Word Story about the future of Owatonna, what would you say?

- Owatonna will be lit with greatness due to its culture.
- Owatonna will be full of history.
- The future will probably be like these.
- Have better schooling for the people that need schooling and don't have enough money.
- Well, happy, utopia, advance, grateful, thankful.
- I love Jose Rosas so much.
- Happy, better, wonderful, pretty, great look.
- The success of Owatonna starts with the people.
- Caleb will own most businesses/stuff.
- Owatonna, the best town in Southern MN.
- Graduating seniors onto new great things.
- Dark crime cops big bidding money.
- A place where anyone calls home.
- Better schooling, more parks, more activities.
- Healthy environment, safe, friendly, fun, something nice to come back to everyday.
- All mental illnesses are no more.
- Better, bigger, faster, stronger, gold, robots.
- No cop, no stop, way to roll.
- Pop, cop, flap, drop Owatonna zesty.
- The future is bright with us.
- Bigger and stronger and fully healthy.
- We will be better than ever.
- We will have a turf field.
- The future of the city will be beautiful.
- Getting the new school is huge.
- Young dudes making a great city.
- More youth activities and youth involvement.
- Bright up and coming future ahead.
- Better parks in safer neighborhoods, please.
- Cleaned, big, more plants, better roads.
- Cleaner parks and streams year round.
- Community gardens with lots of produce.
- Allows for a variety of opportunities.
- It shrinks and grows: it is alive.
- I see a lot of new buildings and a lot of money going into new schools.
- Parks, trees, hiking trails, nature, service projects.
- Better opportunities for kids and teens.

- Quaint and cozy, yet it grows.
- Hopeful, richer, nicer, beautiful, safer, happy.
- Went to store-big, big building.
- I think the future of Owatonna would be a great place good community.
- Hard, long, successful, inspiring, great, best.
- Hopeful, peace, plenty, rich, advance, greatness.
- Better school, a place everyone calls home.
- Hello, yellow, ice spice, fellow, nice rice
- Growing, expanding, and becoming more diverse.
- Owatonna will be very very successful.
- The future of Owatonna will have a better school.
- Moving, walking, fresh food, healthy living.
- Passionate, brave, connect, strong, smart, inclusive.
- Collaborative, dedicated, connective, smart, inclusive, together.
- Together, fun, passionate, inclusive, courageous and welcoming.
- Modern, together, inclusive, family, bold, optimistic.
- Bright, increased population, advanced, closer community.
- Modern, futuristic, community, tradition, increase population.
- Up and coming, new modern, connected.
- Bigger and better city and opportunities.

In Owatonna, I want more

- | | |
|---------------------------------------|---|
| • Mental Health Awareness (6 agree) | • Packing plant for processing meat (1 agree) |
| • Trader Joe | • Five guys (5 agree) |
| • Better bowling Alley | • Lakes (2 agree) |
| • Scheels sporting goods (42 agree) | • Barnes and Noble Bookstore (8 agree) |
| • Better roads (51 agree) | • Best Buy (4 agree) |
| • Better Connected Roads (6 agree) | • Pet Store |
| • Theme Park (4 agree) | • Chik Fil A (23 agree) |
| • Disc Golf Courses (1 agree) | • Thrift Store (10 agree) |
| • Activities for teenagers (17 agree) | • Drive-in Movie Theater |
| • DMV in town (1 agree) | • Indoor Mall (16 agree) |
| • Sit-down restaurant (11 agree) | • Super Target (9 agree) |
| • Roller Rink (5 agree) | • Costco (18 agree) |
| • Boba (8 agree) | • Sonic (2 agree) |
| • Casey's Gas Station (1 agree) | • Red Lobster |
| • Townhouses over apartments | • Indoor Ice Skating |
| • Race track (4 agree) | • Parks in Safer Neighborhoods |

- Olive Garden (4 agree)
- Marshalls (1 agree)
- Hobby Lobby
- Hotels
- Bigger Water Park (7 agree)
- Swimming Pools (1 agree)
- Panera (1 agree)
- Sushi (3 agree)
- YMCA (20 agree)
- Arcade (4 agree)
- TJ Maxx
- Dave and Busters (1 agree)
- Later Business Hours
- ER Vet Clinic (8 agree)
- Local stores/restaurants (11 agree)
- Waffle House (8 agree)
- Entertainment Uses (10 agree)
- Fast chain restaurants (29 agree)
- YMCA (11 agree)
- Clothing Store (19 agree)
- Gyms (9 agree)
- Music Stores (4 agree)
- Volleyball Courts (2 agree)
- Dog Park (1 agree)
- Sports Dome (10 agree)
- Minor League Team
- Chipotle (4 agree)
- Walking Trails (3 agree)
- Dunkin Doughnuts
- Food Co-op (1 agree)
- More parking in Downtown (4 agree)
- Zumiez store
- Native Plants (3 agree)
- Trains(2 agree)
- Texas Roadhouse (4 agree)
- Rock Climbing (2 agree)
- Dessert Places (3 agree)
- Nautical (3 agree)
- Trampoline Park (3 agree)
- Bigger Lake (1 agree)
- Bakery (2 agree)
- Ease of walking/biking (5 agree)
- Refs in sporting events
- Outback
- Stores (4 agree)
- Plant life (1 agree)
- Additional McDonalds (1 agree)
- Coffee Shops (2 agree)

In Owatonna, I want less of

- Apartments (65 agree)
- Gas stations (30 agree)
- Potholes (188+ agree)
- Fast food (18 agree)
- Burger Kings (8 agree)
- Federated Buildings
- Road Construction (5 agree)
- Bullies (8 agree)
- Chain Restaurants (5 agree)
- Judgement (5 agree)
- Polluted Water (dirty lakes) (16 agree)
- Railroads (6 agree)
- Alleys (3 agree)
- Roundabouts (21 agree)
- Soccer Complexes (5 agree)
- Taxes (11 agree)
- Pizza places (6 agree)
- Drugs/Illegal substances (16 agree)
- Weirdos walking around (27 agree)
- People (5 agree)
- Pollution-garbage (26 agree)

Hidden gems of Owatonna

- 1) River Springs Water Park (44.11703181807128, -93.21301628217913)
- 2) Manthey Parks (44.10712874214212, -93.22287664930353)
- 3) SNAP Fitness (44.06570741724237, -93.2265676493052)
- 4) Tennis Courts
- 5) Mineral Springs Park (44.09636189457542, -93.19596401307008)
- 6) Brooktree Golf Course (44.09458088398136, -93.19843404430138)
- 7) JC Park (44.08293544837446, -93.20969693553847)
- 8) Dartts Park (44.090441971611696, -93.21438707444075)
- 9) Straight River Trail aka North Straight River Parkway (44.0939833196371, -93.22862582814027)
- 10) Old Town Bagel (44.086207861574415, -93.22507571676964)
- 11) Owatonna Public Library (44.08519441200441, -93.2223370792018)
- 12) Lucky dice (44.0855768808755, -93.22564076099277)
- 13) Downtown
- 14) Blast Soft Serve (44.0880933567804, -93.2282354734277)
- 15) Mizuki Fusion (44.08420414902002, -93.22760772198374)
- 16) Pupuseria La Paz (44.08420414902002, -93.2290346571256)
- 17) Morehouse Park (44.0823520895293, -93.23163827259151)
- 18) Trails along River
- 19) Gilbertos Mexican Taco Shop (44.07058367305921, -93.22798690697634)
- 20) Spare time entertainment (44.06595696228549, -93.21938062046952)
- 21) Lava Burger and Wings (44.065891525164965, -93.21860647688676)
- 22) Lincoln Elementary School (44.07294082995274, -93.20870542286488)
- 23) Steele Country Four Seasons Centre (44.068375260907644, -93.22403274579014)
- 24) Lake Kohlmeier (44.06958484556257, -93.24173929126738)
- 25) Owatonna Country Club (44.06878314349226, -93.25500013213453)
- 26) Future Owatonna High School (44.06610403700448, -93.20040521292238)
- 27) Northwoods Cinema 10 (44.08203797125035, -93.24623782773895)
- 28) Target (44.08669307905185, -93.24833848093851)
- 29) Applebees (44.0850956165565, -93.24239888978356)
- 30) Olivia's Family Restaurant (44.09592598551247, -93.24715562231793)
- 31) McDonald's (44.095771881510835, -93.25258441315835)
- 32) Anytime Fitness (44.09625312261285, -93.23395934005616)

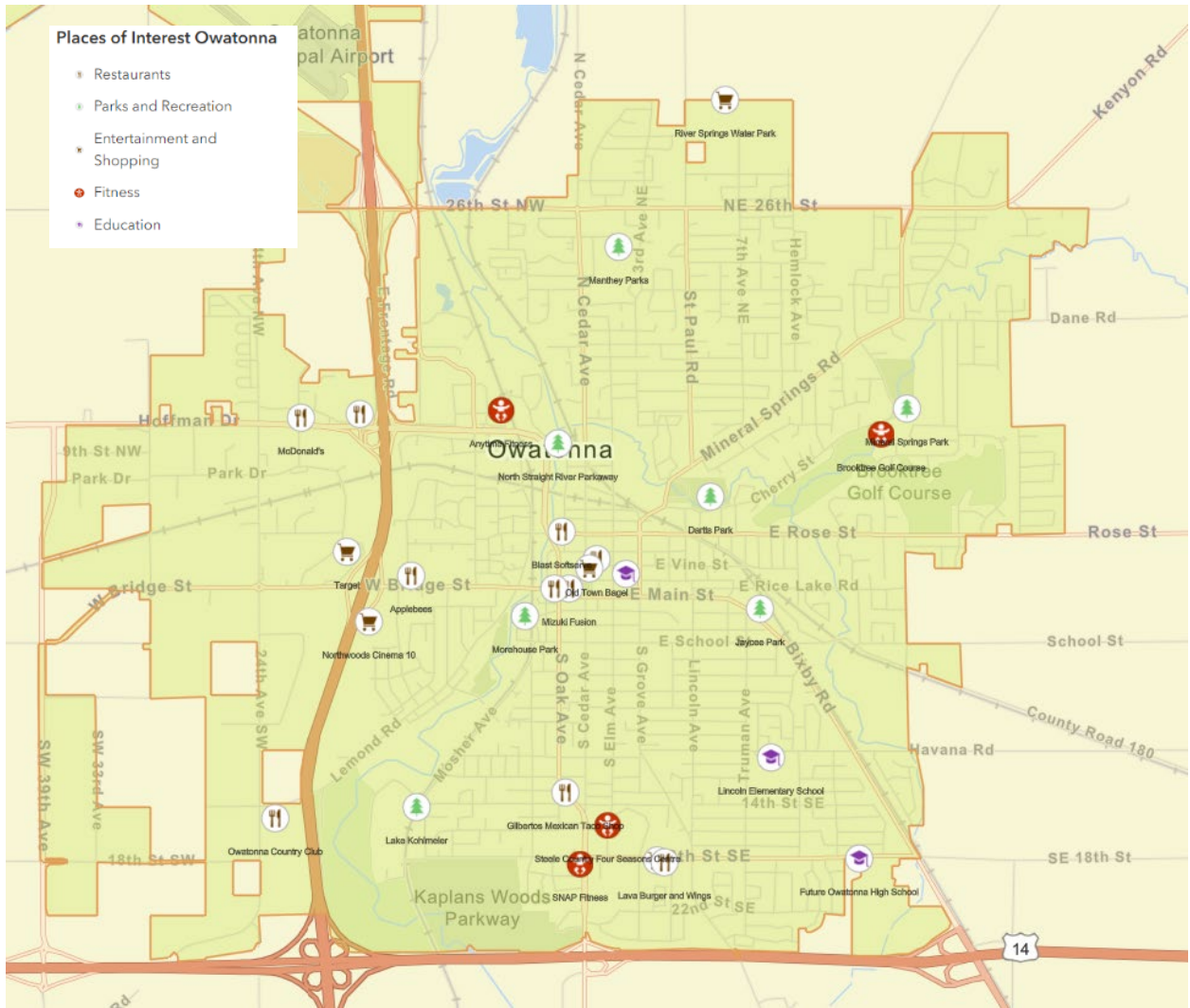
Education

Restaurants

Entertainment and Shopping

Fitness

Parks and Recreation



Imagine Owatonna – 2050 Comprehensive Plan

Business Focus Group – 7.18.2023

Summary

What do you want MORE of in Owatonna?

In Owatonna, the business community wants to see a bigger workforce with room for job development and advancement and more business attraction within the city. In order to support this, Owatonna will need to engage and attract more young people. Housing is an important factor in attracting young people and the city could do more to provide affordable single-family homes and to remove barriers to home buying. Additionally, Owatonna needs services to support its existing and future residents such as more public transportation, childcare options and senior housing for residents to age in place. Additional amenities desired in Owatonna include multi-modal infrastructure, a community center, restaurants, breweries, and continued downtown development.

What do you want LESS of in Owatonna?

In Owatonna the business community wants to see a government that is fiscally responsible with less regulatory barriers for businesses, streamlined procedures and lower taxes. There is general support for local business and finding ways to fill empty buildings with small businesses is a priority.

Entrepreneurship is a strength in Owatonna and there is an opportunity to strengthen this further by working with Owatonna's diverse communities and improving the business incubator program. The business community views Owatonna as a strong community and would like to see less negative speculation that harms the image of the city. There is support for housing options other than apartments, as well as deeply affordable housing to serve the homeless and low-income communities. Owatonna should embrace diversity as a strength and the city should strive for less divide and silos and more inclusiveness.

Opportunities

Opportunities in Owatonna will build off a strong community and business environment. While the city has great events such as the Steele County Fair and Downtown Thursday, there is room for improvement with year-round events. An event center or community center could be helpful in achieving this.

Owatonna has an opportunity to capitalize on the river as an amenity and strategically redevelop properties along the river, as well as add public infrastructure such as trails or walking paths. Finally, business leaders see an opportunity to create connections between the existing industrial park and the rest of the city, a connection between both sides of I-35, better multimodal connections and better connections with other cities in the region.

Threats

Threats to Owatonna include the sentiment that the City is anti-growth. The consensus among the business community is that the city should continue to grow, but that Owatonna needs to plan its infrastructure and services for that growth. In order for the city to have the amenities that residents desire, it needs to grow. Finally, the city will also need to keep up with trends such as electric vehicles and renewable energy to make sure that it doesn't fall behind its peers.

All Comments

What do you want MORE of in Owatonna?

- Restaurants
- Continued downtown development.
- Public transportation (x2)
- Integrate city with industrial park – walking, biking, public transportation connections.
- Affordable single-family housing (x1)
- Bigger workforce (housing to attract)
- Job development (advancement)
- Continued expansion of community events/entertainment
- Community center
- Removing home purchase barriers
- Affordable senior housing
- Bike trail all around the city – safety issues with people driving too fast.
- Engaging young people/young professionals – training and volunteerism
- Commercial areas on the outskirts of town – especially south of Highway 14
- Light rail – connections with other metropolitan areas
- Strong business attraction
- Connect both sides of I-35
- Attract young families with amenities such as breweries, restaurants, etc...
- More childcare options

What do you want LESS of in Owatonna?

- Less people working from home.
- Rise in fees to use parks/baseball fields, etc.
- Working in silos – help each other to meet goals.
- Less regulation, especially for small businesses (x1)
- Streamlining local procedures (x1)
- Less people leaving the community because of high taxes.
- Fewer Mexican restaurants – wider variety of restaurants (x1)
- Less big manufacturing business – more support for local business
- Less of the same – more engaged with Somali/Hispanic community
- Less empty buildings – remove barriers (x1)
- Less congestion. Beltway has been discussed in the past and could be revived.
- Fewer apartment buildings – other options
- Homelessness – more housing options that are deeply affordable.
- Less negative speculation
- Less taxes (x3)
- Smaller government/fiscally responsible (x2)
- Less divide in diversity – inclusive with ALL communities, especially the large Hispanic and Somali communities
- Potholes (x1) – this is getting better.
- State mandated programs
- Less crime, especially with growth
- Law enforcement
- Less corporate non-local decision-making – especially in healthcare, industrial, County

General Comments/ Opportunities

- Want more Community – less communities – we are all Owatonna. Embrace diversity.
- More events that bring people to Owatonna – maybe need an event center?
- Off season events and things to do. A community center may help with this. Owatonna need to think bigger than Downtown Thursday and have something for peoples to do 52 weeks/yr.
- The City does not have Uber. It was tried for a little while and the consistency of rides was not enough to support. In order to be successful Owatonna needs people to know that Uber is an option -promotion is key.
- Development of I-35 and Highway 14 is an opportunity.
- Owatonna should promote the new development and transformation that has happened widely.
- Owatonna has an opportunity to capitalize on the river – although it needs to be cleaned up.
- There are areas that have opportunity for reuse and redevelopment including cemstone site, canning company, and industrial land along the river.
- Public transportation within Owatonna and to other cities/regions – this is especially important for attracting young people.
- Colleges attract young people – need something that will do that in Owatonna.
- A riverwalk could be an amenity.
- There is a need to brainstorm with a range of young people from right out of high school to age 30 – Y-Pro group could be a good way to do this.
- Sidewalk and bike path gaps – there is an opportunity to address these when roads are reconstructed.
- Need more support for entrepreneurship among diverse communities – this is one of the reasons why there are so many Mexican restaurants. Entrepreneurship and small business offer opportunities for immigrant communities.
- There are issues with the business incubator. It needs to do more and be more helpful, and also be promoted more.
- Curate and support small business
- Engage people who have left the community and ask them why the left.
- Is Owatonna ready to be an event center? Does it have the population to support an amenity like this and the infrastructure in place?
- Need childcare to support workers and population growth.
- Can childcare be integrated into industrial park? What can we do to support and recruit childcare providers?
- Private/public partnership for childcare – Dakota IA is a good example.
- What do young people want for housing – ownership vs rental, apartment/condo vs single-family etc...

Threats

- Employees need places to live. If Owatonna is able to offer employees a home with a mortgage, they are more likely to stay long-term.

- Need more contractors in the City as this limits home building.
- Is Owatonna ready for Electric vehicles?
- Owatonna needs to think of long-term trends – EV's, transgender bathrooms etc.
- Renewable Energy is an opportunity, but the inability to send power back to the grid is a threat – could be much more efficient this way.
- Sentiment that Owatonna is anti-growth.
- Safety and strain on resources with more growth – police, fire etc.
- Owatonna needs willing partnerships.
- Generally, Owatonna should grow – maybe pick a percentage per year and set goals accordingly.
- Owatonna needs to plan its infrastructure for growth.
- In order to build all the amenities people are asking for, Owatonna needs to grow to support them.

Imagine Owatonna – 2050 Comprehensive Plan

Alternative Learning Center Focus Group – 9.12.2023

Owatonna Alternative Learning Center Student Focus Group

Stantec Planner Lauren Walburg and Owatonna Community Development Manager Greg Kruschke facilitated a focus group meeting with students from the Owatonna Alternative Learning Center at the Owatonna Public Utilities building on Tuesday morning, September 12, 2023. Invitations to the focus group were initiated by Brian Coleman, Owatonna High School Career Pathways program director, who attended and listened in on the meeting. Additionally, two teachers from the school attended and participated in the meeting. Thirteen students attended and participated in the discussion.

The attendees introduced themselves – most have lived in Owatonna for their entire life. The themes that emerged from the discussion centered on issues including things to do in Owatonna, employment and connectivity.

Special Places

The attendees were asked to start by naming special places in Owatonna, which included the following places:

- Bowling Alley – especially the arcade
- Mayo Clinic
- Target
- Central Park – especially events with live music
- Fairgrounds
- S’Cream ice cream
- Soccer Complex
- Parks

More Of – Things That Work Well

The attendees were asked what they wanted more of in Owatonna – what was good and should continue, what they liked:

- Skate park is an amenity, needs updates and maintenance
- Stores including: Music/record store, car dealership/mechanic, pet store, dispensary, bulk store like Costco or Sams Club
- More affordable apartments downtown
- Skate park
- DVS services in Owatonna to take drivers test
- More connected sidewalk system
- More parks and trails
- Fast Casual restaurants
- Shopping Mall
- Places to hang out for young people

- Old High School property is an opportunity for redevelopment – incorporate art
- More public art
- More road maintenance
- Car track – off roading opportunities
- More job training/shadowing opportunities
- More education on trades such as welding
- Community Center

Less Of – Improvement Needed

The attendees were asked to list things that they wanted less of or that needed improvement. This list included:

- Finding jobs can be a challenge – especially for young people under 18 or with extracurriculars that limit available hours
- Housing cost is an issue, especially apartments
- Better maintenance at Kohlmeier Lake swimming beach
- Trail maintenance needs improvement – more native plantings
- Less young people leaving Owatonna – ability to afford housing is a key issue
- Less costly daycare
- Snow removal, especially on sidewalks

Imagine Owatonna – 2050 Comprehensive Plan

Hispanic Focus Group – 9.13.2023

Hispanic Focus Group

Stantec Planner Phil Carlson facilitated a focus group meeting with members of the Owatonna Hispanic community at the Owatonna Public Library the afternoon of Wednesday, September 13, 2023.

In attendance were six people with connections to the Owatonna Hispanic community, plus Community Development Director Troy Klecker. The meeting was conducted partly in English and partly in Spanish.

Three of the participants are employed at Lakeside Foods (which employs many recent immigrants) – one is a manager at Lakeside and a longtime Owatonna resident, two have been in the U.S. less than two years. Another participant is connected with the local Headstart program. Another is from Rochester, but was at the meeting his father, an Owatonna resident.

Themes/Issues

The key issues that came up frequently in the conversation were the need for public transportation, the need for better and easier access to health care, the need for Spanish language access in many places, and the desire for community connection and activities. The issues are linked by the fact that many Hispanic community members do not own cars, have limited income, limited or no medical insurance, and may have limited proficiency in English, but still have a strong wish for connection to others.

Special Places

The attendees were asked to introduce themselves and to name their favorite special places in Owatonna:

- Parks, trails – Morehouse Park, Manthey Park, playgrounds, baseball fields
- Downtown – stores, parade, farmers market, bagel shop, Blast Soft Serve
- Lake Kohlmier

More Of

The participants were asked to say what they want more of in Owatonna – things they like and that work well. Sometimes the discussion veered into things that aren't working well.

- Sports – cost: often parents can't afford
- Public bus system (mentioned by all)
- Skyway
- Hospital – better access to health care
- Child care (expensive now)
- Spanish language access at DMV and other services
- Housing – lack of affordable housing, limited inventory, difficult to get references and background checks without documents, work history, or previous housing in U.S.
- Resources/materials for starting out in the community – language skills, bilingual materials in education and health care system

Less Of – Improvement Needed

The attendees were asked to list things that they wanted less of or that needed improvement. Sometimes the discussion went to things they like and want more of.

- Community has gotten close – they want to see more community. One participant said that the city has gone in an “awesome direction” since he was a child, greatly improved in many areas.
- More diversity and acceptance, more politeness – less rudeness
- West Hills gym is closed
- Want YMCA or similar – places for kids to go and things to do
- High school – use existing gym for adults
- Bus – public transportation needed
- Rent – need ID, passport, etc., very difficult
- Health care – insurance, ask for documents
- Steele County Free Clinic – now Health Finders
- Less separated group events – want to be together
- Rochester has Hispanic vendors – child care, education, social justice, etc. is better, more developed there
- Celebrate culture!
- Police have come a long way – no profiling, accept the Mexican consular document as ID

Wish List 2050

The participants were asked to say what would be on their “wish list” for an ideal Owatonna in 2050, if resources were available. A community center topped the list of almost all present – indoor meeting rooms, playground, social activities, gym, etc., but the need for basic services was ever present – health care, transportation, housing, education.

Wish List

- Community Center – YMCA, activities for kids, teens – parents work and have little money
- Create future leaders
- Day care that is accessible
- Everything equal – hard to open a business, get a license, permit, etc.
- Public transportation
- Health care
- Housing, better, more affordable
- University, community college
- Rail system – Owatonna-Rochester-Twin Cities
- More stores in Owatonna – why go to Mankato, Rochester, Twin Cities
- Opportunities for new people – education, prepare people, vo tech, ESL

Imagine Owatonna – 2050 Comprehensive Plan

Nonprofit Organizations Focus Group – 9.12.2023

Owatonna Nonprofit Organization Focus Group

Stantec Planner Lauren Walburg and Owatonna Community Development Manager Greg Kruschke facilitated a focus group meeting with representatives from local nonprofit organizations at the Owatonna Public Utilities building on Tuesday afternoon, September 12, 2023. Invitations were sent to about 45 individuals from different nonprofit organizations in the community. About 25-30 individuals participated in the discussion.

The attendees introduced themselves – a wide variety of service providers, education, housing and other related special interest nonprofits were represented. The themes that emerged from the discussion centered on issues related to creating a welcoming environment in Owatonna, need for a community center/gathering place and a desire for more transparent communication and partnerships.

More Of – Things That Work Well

The attendees were asked what they wanted more of in Owatonna – what was good and should continue, what they liked:

- Hub for communication of events, resources – an online welcome center
- More shopping opportunities including: clothes (esp. for men and children), hobbies and interests, music stores, Nike outlet
- Shopping Mall – could be an indoor mall or a strip mall
- Community Center with amenities such as sport courts, playground, indoor gym, kitchen, after school programming, childcare, meeting and event space, indoor pool, walking track
- Potential to partner with school district on community center
- Intergenerational gathering space
- Limited access (sidewalks and trails) on Old Kenyon Road and near McKinley High School – road between 26th and Dane is an issue
- Can old high school be apartments?
- More affordability – make sure that deep affordability is included in this
- More single-person, smaller footprint affordable housing options
- Transition housing for young people
- Entry level homes – potential zoning code tweaks such as ADU's, lot sizes
- More housing for larger families
- More partnerships and collaboration
- More small commercial nodes
- Welcoming center

Less Of – Improvement Needed

The attendees were asked to list things that they wanted less of or that needed improvement. This list included:

- Mexican and pizza restaurants
- Less expensive housing – need for affordable homeownership – could be multifamily or single-family
- Less crazy drivers – more traffic calming and safety elements especially on roads with no sidewalks
- Less only industrial areas – allow housing where appropriate
- Less perception issues with apartments
- Less division and fear of change

Wish List 2050

- Community Center (x3)
- Apartments and Senior Complex
- Indoor pool
- Higher education opportunities
- Welcoming community
- Homeless shelter
- City council/government that represents the demographic makeup of the community
- Anyone who wants to live in Owatonna can afford to
- YMCA/YWCA
- Childrens services at the library
- Interaction between kids of all ages, sex, race, orientation..
- Accurate representation in leadership
- Collaboration, partnerships and communication
- Four year higher education opportunities in Owatonna
- Places for youth to gather
- Culture of inclusivity
- Community with a continuum of care
- Something like Edinborough Park with multigenerational housing
- Sustainable transportation system
- More restaurants on the southside
- Community welcoming center with a hub for nonprofits
- Partnerships
- Every child comes to kindergarten ready, and come third grade can read at an age-appropriate level
- More listening sessions and focus groups
- More acceptance
- Transparency in city decisions
- Owatonna knows who it is, and why people would want to live and work here
- Housing, homeless shelter
- Teen center
- Affordable daycare
- More education for community on inclusiveness

Imagine Owatonna – 2050 Comprehensive Plan

Park Board & Guests – 8.14.2023

Park and Recreation Focus Group

Stantec Planner Phil Carlson facilitated a focus group meeting of the Owatonna Park Board with other invited guests on issues related to parks, trails and recreation. The meeting was held at a regular Park Board meeting at West Hills Social Commons the afternoon of Monday, August, 14, 2023.

In attendance were four members of the Park Board and twelve others who were invited because they represented a particular area of interest – youth soccer, seniors pickleball, biking, trails, youth swim program, city employees, etc. The City representatives were Parks and Recreation Director Jenna Tuma, Community Development Manager Greg Kruschke, and City Council Member Kevin Raney.

More Of – Special Places

The attendees were asked to name the special places in the Owatonna park and trail system, although they could include any place in Owatonna, not just the parks and trails. This is similar to the question “More Of” used in other engagement events.

- The themes that emerged overall in discussing the special places in Owatonna were the connectivity of the trail system and the natural resources that Owatonna is blessed with. The desire to extend connectivity to regional destinations – Rochester, Faribault, etc., was mentioned several times as was the hope that Lake Kohlmier and other areas might be combined into a regional park. There was a comment with specific examples of how the park/trail network bolsters economic development, attracting businesses and employees. There was general agreement that most neighborhoods are served with good park and trail facilities.

Most named features

- Trails
- Kaplan Woods
- Water park

Other features

- Connectivity
- North Straight River trail
- Manthey Park, Baseball
- Morehouse Park
- Lake Kohlmier
- Community parks generally
- Quality of all parks
- Beauty of natural resources in Owatonna

Less Of – Improvement Needed

The attendees were then asked to list things that they wanted less of or that needed improvement. One of the most common issue mentioned was the need for indoor spaces – classrooms, gym, etc. – especially in winter, but year-round as well. Many others noted the need for more trail connectivity and regional trail connections, especially west of I-35. A splash pad was noted by several people.

Most named issues

- Indoor space – class, gym, pool
- Trails, including regional connections and facilities serving the west side
- Splash pad
- Indoor pool
- Gaps in park service (neighborhoods not close to parks)
- Make sure new residential development has park facilities
- Teens need a place to hang out
- Path to new high school
- More pickleball courts – indoor and outdoor
- Trail to clinic
- Good access for elderly at all facilities
- More soccer fields and facilities – can't host a tournament
- Maintenance – need resources to keep what we have in good condition
- Sports tourism complex – ball fields, indoor facilities, with adjacent hotels, restaurants, shopping

Wish List 2050

The participants to say what would be on their “wish list” for an ideal Owatonna in 2050, if resources were available. A community center topped the list of almost all present – indoor meeting rooms, playground, social activities, gym, etc. It would add to the quality of life in Owatonna and provide opportunities for inter-generational activities. Also at the top of everyone's list was a connected trail system that is safe and accessible, expanded in all directions.

Wish List

- Community Center
- Trail system, connected in all directions and looped in the city
- More of the same – keep improving, we do it all well
- An interesting, exciting downtown business environment that is visually beautiful (more public art) – the feeling that you can get whatever you want in Owatonna
- Dome over turf fields (now pay Shattuck and Dundas to play soccer in their domes)
- Amphitheater concert venue
- Safety and connectivity
- “Wow” factor – something unique and special to attract families to live here and tourists to visit
- Sports tourism complex – outdoor and indoor facilities

Imagine Owatonna – 2050 Comprehensive Plan

Seniors Focus Group – 8.31.2023

Owatonna Seniors Focus Group

Stantec Planner Phil Carlson and Owatonna Community Development Manager Greg Kruschke facilitated a focus group meeting of Owatonna Seniors (those over 65 years of age) at the Owatonna Public Utilities building on Thursday morning, August, 31, 2023. In attendance were four area seniors, all women, from an invited guest group of over sixty.

The attendees introduced themselves to the discussion – one had lived here 70 years – her whole life – another her whole life except for 5-10 years elsewhere, another for 50 years, and the fourth for the last 13 years. All live in Owatonna now.

Special Places

The attendees were asked to name the special places for them in Owatonna:

- Morehouse Park and walking trails
- West Hills Social Commons
- Music in Central Park
- Water Park
- Coffee shop
- Bagel Shop
- Kaplan Woods
- Par 3 Golf Course
- Library
- Trails

More Of – Things That Work Well

The attendees were asked what they wanted more of in Owatonna – what was good and should continue, what they liked. The predominant themes were parks, trails, walking, shopping, and community activities:

- Parks (several named this)
- Education
- Boutiques downtown
- Music downtown (add winter activities)
- County Fair
- Snow plowing – good job
- Police and Fire – good relations, respectful
- Walking
- People – friendly
- Theater
- Volunteer opportunities

Less Of – Improvement Needed

The attendees were asked to list things that they wanted less of or that needed improvement. Specifics were noted, but also a feeling that seniors' wishes and needs weren't given their due, that seniors are "on the low end of the totem pole".

- Community Center – badly needed, no central place for activities now
- Teens – more to do
- Old high school – what will be done with it (Greg explained the current plans to keep part, raze part, and hold onto vacant property for now)
- Ordinance violations – clean up trash houses, junk, cars, etc.; noise is also an issue.
- Some parks don't feel safe after dark ("creepy", transients)
- Water Park doesn't work well – discipline needed of young people

Wish List 2050

The participants were asked to say what would be on their "wish list" for an ideal Owatonna in 2050, if resources were available. A community center topped the list of all present – indoor meeting rooms, playground, social activities, gym, etc. It would add to the quality of life in Owatonna and provide opportunities for inter-generational activities. Also on everyone's list was a connected trail system that is safe and accessible, expanded in all directions.

Wish List

- Community Center (or YMCA like Northfield)
- Teenagers – places to be, things to do
- Full-time senior director/advocate (all felt their needs and wishes weren't heard and acted on)
- Grocery store with more variety (Trader Joe's, Whole Foods)
- Senior task force
- Another east-to-west crossing of the river and railroad
- Restaurants that stay open into the evening

Imagine Owatonna – 2050 Comprehensive Plan

Somali Elders Focus Group – 8.31.2023

Owatonna Somali Community Elders Focus Group

Stantec Planner Phil Carlson and Owatonna Community Development Manager Greg Kruschke facilitated a focus group meeting of Somali elders at the Owatonna Public Utilities building on Thursday afternoon, August, 31, 2023. Invitations to the focus group were initiated by Brian Coleman, Owatonna High School Career Pathways program director, who attended and listened in on the meeting. Eleven Somali men attended and participated, including Ibrahim Hussein, founder of the Somali American Cultural Society of Owatonna; Ali Hassan Farah, imam of the Owatonna mosque; and one 16-year-old high school student.

The attendees introduced themselves – most have lived in Owatonna for many years, some for 20-30 years. The themes that emerged from the discussion centered on education and housing: the importance of education for the younger generation and the need for more affordable housing for Somali families.

The Owatonna mosque serves some 300 families. Imam Ali Farah came to Owatonna in 2003 and the mosque was opened in 2008.

Special Places

The attendees were asked to start by naming special places in Owatonna, but almost all moved directly into a discussion of key issues of importance to them in Owatonna. Nevertheless, the following places were mentioned:

- Soccer fields
- Lake Kohlmier
- Mosque
- New High School
- Kaplan Woods
- Office (Ibrahim Hussein said this is where he gets to meet and help people)
- Home

Discussion - Issues

The following issues and themes emerged from the discussion:

Education

Almost all attendees mentioned the importance of education and the need to maintain the quality of primary and secondary education in Owatonna, but also the desire to have a local college here – a community college or vocational school – so that students don't have to leave Owatonna for Rochester, Mankato, the Twin Cities, or elsewhere for higher education. This was closely related to the desire to create and maintain community in Owatonna so that young people don't leave once they graduate high school. Many mentioned Owatonna as a great place to raise kids and want to maintain the connection and community.

The emphasis on education in the Somali community is understandable in part because so many Somali immigrants are highly educated themselves – many are college graduates, some with masters and PhDs. They also understand that the path to higher education here includes mastery of English, so support for language skills is an essential part of the issue.

Housing

The need for affordable housing for families was mentioned as often as education. Many recent immigrants have modest incomes and large families and need apartments with three or more bedrooms at affordable rents, something that is not often available. Many were hopeful for the future, but also expressed the pain of needing decent housing and education in order to realize that hope.

Community & Connections

Many expressed the desire to connect with others in Owatonna – events, gathering places, a community center, and in other ways large and small. This ranged from playgrounds for younger children and places/activities for teens, to opportunities for interaction with the larger community, and recreation and activities of all kinds, outdoor and indoor, in a community center. As part of community connections, several mentioned the respectful relationship and good work of the Owatonna police department.

More Of – Things That Work Well

The attendees were asked what they wanted more of in Owatonna – what was good and should continue, what they liked:

- Education, community/vocational college
- Housing (for families, affordable)
- Good jobs
- Community center (like YMCA) - indoor dome for soccer, swimming pool, playgrounds
- Recreation (including things Owatonna could be famous for – sailboats on the Straight River?)
- A book store
- More diversity (including economic diversity, e.g., in the financial system to take into account Muslim restrictions on paying interest)
- Somali language in the schools and elsewhere, bilingual teachers (St. Cloud has many)
- Inter-faith meetings
- Give feedback to the Somali community (the Somali community has often been asked to give feedback to the mainstream Owatonna community)
- Community – open, welcoming, smiling faces, have coffee

Less Of – Improvement Needed

The attendees were asked to list things that they wanted less of or that needed improvement. The list was short:

- Education needs improvement (college here)
- Lower property taxes
- More community gatherings with the Mayor and City Council, 2-3 times a year to talk and listen
- Make sure comp plan has concrete implementation steps – who will do what by when

Phase 2 Public Engagement - Spring/Summer 2024

Public Open House & Online Engagement (May – June 2024)

Overview

The City held an open house to review draft plan content on the evening of May 16th from 4-7pm. Presentations of the material were given at 4:30 and 6pm. The open house materials reviewed the vision and values developed based on what was heard in earlier public engagement. Content in the plan chapters included discussion of future land use, parks and open space, mobility, economic development, sustainability and resilience. Additionally, content included a focus on three areas of proposed land use change: Bridge Street Corridor, North of Downtown and Mixed Use Nodes. Participants were asked to comment on whether the materials within the Comprehensive Plan reflected their vision for the future in Owatonna.



The same content shared in the open house was also provided on the City's website through a virtual StoryMap tool and survey. The same questions posed to participants of the open house were available for comment online. Finally, the city also included information and questions on their Engage Owatonna tool as an additional method to engage residents.

What we heard:

The following summarizes themes of what we heard through this second phase of engagement. These summaries are meant to describe main themes and sentiments heard, not each individual comment. Specific individual responses can be found in the Appendix to this document.

Vision Comments - Do the vision statement and guiding values describe the future you'd like to see for Owatonna?

Most participants expressed that the vision and guiding values generally described the future that they would like to see for Owatonna with a few suggestions for improvement. Participants felt that preservation and enhancement of the city's history, traditional values, heritage and historic downtown should be prioritized in the vision and values. Additionally, participants felt that there should be more of a focus on sustainability and resilience topics in the vision and values. Participants hoped that the city would focus more effort on retaining and attracting young people, and encouraging a diverse, non-segregated community. Other specific topics of importance to participants included a community center, affordable housing, continued focus on parks and trails and the city's fiscal responsibility.

Those who did not believe that the vision and values aligned with their vision for Owatonna expressed dislike for the concept of mixed-use nodes and the traffic and disturbances they may cause existing residents. Additionally, the location of the east side corridor and associated mixed use node was a focus for those who disagreed with the vision and guiding values. Participants expressed a desire for more focus on transportation infrastructure including biking, walking and transit connections. Additional focus on park maintenance and additional entertainment amenities were also topics raised.

Parks & Open Space Comments - Do the Parks and Trails Goals help achieve the future you'd like for Owatonna? Are there other trail connections or park locations you would like to see?

Many of the parks and trails related comments fall into three categories: Specific missing trail connections, funding and maintenance of the current parks and trails system and ideas for locations and amenities in new parks. Participants expressed desire to fill a variety of missing trail connections, most of which were identified in the Parks and Trails Master Plan. Key destinations include the industrial park, high school, mobile home park/new apartments, downtown, North side of town, and neighboring cities and trail systems. Additional information on specific desired connections can be found in the Appendix to this summary.

There was concern about the city's ability to fund and maintain current parks, and desire to focus on maintenance/improvement of existing before expanding to new parks and trails. Participants desire that the city seek funding sources for these improvements, rather than relying solely on city taxes. This was especially relevant when discussing regional parks and trail connections to other cities. The North Country neighborhood was mentioned several times as an area lacking investment in parks and trail resources.

There were several ideas shared for both location and amenity suggestions for new parks. As mentioned above, a location that was highlighted as missing parks/equipment is the North Country neighborhood, as well as the west of town near the new apartments and mobile home park. Both of these areas were identified as general locations for new neighborhood parks in this Comprehensive Plan. Additional park amenities desired include skatepark, splash pad, bike rental, older kid and adult amenities (Ninja Warrior), parks events and programming, natural/forested parks, and an option for indoor recreation such as a rec or community center.

Transportation/Mobility Comments - Do the Transportation goals help achieve the future you'd like for Owatonna?

Participants generally felt that the transportation and mobility goals aligned with the future they would like to see, with some important improvements or enhancements needed within the system. One of the biggest shortcomings expressed by participants of the current transportation system is the lack of both regional and local transit options. Participants felt that the SMART Bus routes are not adequate in that they do not serve the locations peoples want to go to/from, and they are not reliable or frequent. Enhanced transit options are a high priority for participants, including options such as Uber and Lyft.

The East Side Corridor was a main topic covered by participants. While most commenters agreed with the idea of the East Side Corridor, there was no consensus on the location of the road and associated mixed-use nodes. Some felt that the road should move further east from what was initially planned.

Concerns were expressed over the safety and overall options for biking and walking. Participants expressed a desire for a safer multimodal transportation system including potential for dedicated bike lanes, reduced speeds, enhanced crosswalks . Safe routes to schools were also an expressed desire from participants. Commenters desired further public engagement while building out this multimodal system and proactive planning for new developments.

Other ideas expressed included goals for electric vehicle charging stations and electric bikes. Getting people out of cars was a priority for some commenters including better multimodal and transit systems, as discussed above, as well as better connections between housing and workplaces/businesses.

Economic Development Comments - Do the Economic Development goals help achieve the future you'd like for Owatonna?

The Economic Development comments encompass a wide variety of topics including business attraction, focus on downtown, growth and infrastructure spending, small business support, retention of young people, and expansion of the tax base.

Many commenters thought that the city should continue work to attract new businesses to Owatonna. Of specific interest were businesses that could locate in vacant locations downtown, as well as businesses with high-paying jobs such as tech or medical research. Finding ways to support small businesses and entrepreneurs were also priorities expressed.

There was a general sentiment that downtown should be a focus for the city – both filling vacant storefronts and adding retail, restaurants and entertainment options. Participants expressed that these amenities and entertainment, as well as enhanced nightlife could help to attract and retain young people in Owatonna. Additional ideas for attracting young people included more affordable owner-occupied housing, family-friendly entertainment, entrepreneurship opportunities and additional higher ed opportunities.

There was a sentiment that Owatonna needs to continue growing, but that taxes and infrastructure spending need to be affordable to residents. Residents expressed frustration with increased taxes, and encouraged the city to explore how to fund infrastructure without substantial tax increases. One idea expressed was to explore expansion of the tax base through new business attraction.

Sustainability and Resilience Comments - Do the Sustainability and Resilience goals help achieve the future you'd like for Owatonna?

Sustainability and Resilience comments encompassed many different topics from renewable energy to transparent decision-making. Commenters feel that there should be a concerted effort to transition to renewable energy and there is potential for the city to support this through incentives or other initiatives. More stringent goals and vision for sustainability is also desired including more resident education and city initiatives such as native plantings or a compost service. Additional environmentally focused comments included the need for shoreline restoration along the city's waterways and more tree planting to replace ash trees.

Sustainability and resilience comments also included non-environmentally focused topics such as the need for more community input and transparency in decision-making, and more support for education and other services. Commenters also expressed a desire for fiscal sustainability, and for more ways to attract and retain young families in Owatonna such as affordable homes and other entertainment amenities.

General Land Use Comments - Do the Land Use and Housing goals help achieve the future you'd like for Owatonna?

The Land Use input echoes comments from other sections of the plan. Generally, there is a fear of higher density housing, especially when placed adjacent to single-family homes. Some of the concerns include safety, crime, maintenance, and affordability of this type of housing. There is also concern around the location of some of the mixed use nodes, particularly that the East Side Corridor and associated mixed use node should be moved further east. Additionally, there is a sentiment that Owatonna should fix and maintain its existing infrastructure before building new infrastructure.

There is an expressed need for affordable housing in Owatonna that is also supported by the housing study. Participants particularly would like to see "affordability" defined and a concerted effort to attract more affordable single-family home developments. A continuum of senior housing is also desired by commenters. Finally, more attractions for young people was an issue that arose in the land use comments.

Additionally, six word stories were collected about three focus areas: Bridge St Corridor, North of Downtown and Mixed Use nodes. These specific six-word stories can be found in the Appendix to this document.

Appendix – All Comments

Vision Comments - Do the vision statement and guiding values describe the future you'd like to see for Owatonna?

- Yes – good strategic location.
- Not separate walking areas. Easy access to ALL areas, segregated areas cause division.
- What are “historic strengths?” Not historic buildings which are left to deteriorate and torn down for apartments or parking lots.
- Absolutely!
- Yes (x32)
- No
- It seems that our heritage is being lost and that still needs to be a priority while moving forward into the future.
- I wish there was more of an emphasis on future development focused on the growing community of young people AND continued diversity
- For the most part, yes. I wish there was mention of there being a focus/plan on filling the empty buildings in the historic downtown area with viable retail options- surprised you're using old photo of Cedar St in this Plan - especially after so many dollars were spent on Streetscape Project completed a few years ago.
- Sort of/mostly/somewhat
- For the most part, yes. I would like to see more emphasis on recycling. We have taken styrofoam and electronic equipment to Mankato to recycle for free! We need to do this here. And we need wind and solar energy options offered by OPU now!
- Yes. We desperately need a Community Center with a large pool to use for not only swimming lessons, but also big enough to host large swim meets. The OMS pool will not last forever. And being able to host large events will bring spectators to Owatonna along with their spending as well.
- Somewhat; focus on sustainability and addressing resiliency in the face of climate change needs to be focused on harder.
- No. This plan is overly focused on outdated development trends from 10-20 years ago of densely populated cities, particularly the concept of mixed-use nodes. These nodes are no longer desirable, as many cities are now spending significant resources to remove them due to the associated issues they bring to residential neighborhoods. While the idea of having businesses close to residents might seem beneficial, it fails to account for the unwanted traffic and disturbances they introduce. For example, a new gas station can quickly become a hotspot for illicit activities, exacerbating existing problems in the area. Residents are willing to travel a bit further—whether by car, on foot, or by bike—to avoid the proliferation of such mixed-use areas in their quiet neighborhoods. This plan also neglects the pressing need for improved transportation infrastructure in Owatonna. It is currently unsafe to walk across many streets due to poorly maintained crosswalks, and biking across town is not a viable option because of safety. Public transportation options are severely lacking, and there are no services connecting Owatonna to nearby destinations such as a major airport. The only taxi service is inadequate,

and Lyft and Uber are not permitted. A more effective approach would be to develop larger commercial areas strategically placed outside of residential zones. This would better serve the community's needs without compromising the tranquility of neighborhoods.

- Yes. seems to fit what we are striving to be.
- Not at all.
- It seems like something to strive towards but it also depends on the people in town to help pull out your vision. I'd love to be in a happy town where people get along but the truth is that does not always happen. Our schools need to be open and our kids need to be nicer to others and not talk down or against each other. Our schools needs to challenge our kids not just feed them the teacher's opinions. I think that the town is getting a bit too big for our britches and we need to stop pushing the boundaries.
- Yes. love it!
- Some. We need more affordable options like a tiny home HOA supported community so seniors can afford to move out of their big houses to make them available to young families that need the space. Currently everything is more expensive than just staying in a home you have paid off so seniors don't have options to downsize if it will cost them more than they spend now on housing.
- Yes, especially the parks and trails section.
- Yes. I would like to see the city be very careful about how the bike lanes would be implemented. The concrete curbs in Northfield are rather dangerous. They are seldom used and young kids now ride on top of the concrete rather than in the lane. I would hope that whatever is done is safe for drivers and bike riders and that it is financially smart in design. Many people ride or walk down Kenyon Rd toward Mineral Springs and that is not safe for riders or drivers. I would welcome safe paths when the time is fiscally right.
- We are in a paradigm and the future is impossible to predict.
- For the most part yes
- Not if you put the East side corridor road so close to all ready established neighborhoods. Move the road over to 34th Ave so more residential homes can be built.
- No, I believe Imagine Owatonna missed an opportunity. The entire population was not contacted; instead, select, hand-picked groups were chosen, including minorities and high school students. While their input is valuable, it does not represent the community as a whole. By definition, minorities are not the majority, and most high school students lack the life experience of owning a home or living independently to base their decisions on. Apart from one downtown Thursday event, no open house or information-gathering session was available to the public. Hand-selected study groups do not provide an accurate representation. I do not believe Imagine Owatonna represents what I or a majority of other residents want to see. I prefer a more clustered development on the east side of town, planned further out to allow the city to grow into it. Currently, it takes 10 minutes to drive across town. Concentrating everything in one area on the east side would cut travel time in half, making everything accessible within 5 minutes. Additionally, alternative transportation is necessary. We lack public transportation and bike lanes, which would be especially beneficial for the aging, disabled, and younger active populations. The smart bus is insufficient, with a 30-minute window that may not get people to work on time. Transportation to an airport would also be ideal. We need entertainment options to attract younger populations and small families. Owatonna currently lacks things to do, causing

residents to leave town for entertainment and contribute tax dollars elsewhere. None of this is addressed in the current plan. Parks are great and should be the focus of mixed-use nodes rather than businesses. However, we cannot afford the upkeep of the parks we currently have. This was the first year preventative maintenance has ever been done, and our park has gone seven years without any improvements. Owatonna cannot support one or two scattered businesses throughout the city. We struggle to support the small and chain businesses we currently have. While new businesses bring in revenue, they also come with high costs when they cannot stay afloat and close. The lack of foot traffic in residential neighborhoods would deter future businesses, leaving empty buildings and a loss of tax base. Recently, Dairy Queen, KFC, Caribou, and a few local businesses closed. How can we expect businesses to survive in the middle of a residential area? It doesn't fit the character of Owatonna.

- Not really , I love a diverse population. A fusion of many cultures. But I also want to see all people succeed and be independent . I want to see interactive neighborhoods not ghettos - which is exactly how these neighborhood pods will become. Sequestering people rather than interaction.
- Keep a focus on our traditional values, strong work ethic, and the one you didn't mention - being fiscally responsible. Owatonna is the town it is today largely because of hard working, fiscally responsible companies and the people they've employed. The current trends have been spending too much money and raising our local taxes to the point many can't afford.
- Better together is a good concept, however, becoming too diverse leads to an adverse effect.
- Yes I think the vision for Owatonna provides for the current and future planning for the city.
- Honestly, it sounds pretty generic, not much different than any other community might say. Nothing really inspiring there.
- Potentially, hard to predict future.
- yes, it will be a journey but an exciting one.
- Yes, good perspective for years ahead.
- I believe this is a good start. There needs to be a vision for the future for the town and i think this is a good start.
- We have to reduce our property taxes. Most of these visions make me think they will increase.
- Yes, As a long time resident the future growth promoting young people will prevent us from becoming another retirement town.
- Yes, resoundingly.
- no you are just over taxing and driving people out.

Parks & Open Space Comments - Do the Parks and Trails Goals help achieve the future you'd like for Owatonna? Are there other trail connections or park locations you would like to see?

- Enjoy the parks, trails – like to use trails for biking, walking etc.
- Why are we planning more parks when we don't have equipment in all the parks we already have. Ex) North Country Neighborhood.
 - Agreed!
- Currently have adequate parks, beautiful.
- There are no trails for bikes or walking from city center to the industrial park.

- Connect Buxton trail to North trail.
- Kaplan Woods is a gem. It is heavily used by many types of users.
- Yes (x12)
- I think so. I like the idea of expanding our north-south trail system and adding something east-west. I am surprised by the lack of goals and plans for parks and trails in the west of town near the new apartments and the mobile home park.
- I think so I would like to see a new skatepark built as well as splash pads and even an indoor park for winter time.
- I think so.
- I think it's great it's a start for sure but need some more concrete solution to connecting the suburbanized and sectioned off areas of Owatonna to parks The mineral springs/Northern side of town is very closed off especially the newer development.
- Yes now plan to eliminate the stinky dog poop along the trails / ban dogs (I'm a dog owner).
- No (x2)
- All should be connected.
- Build by high school.
- Connections to the new apartments near Lowe's/Kohls and the mobile home park.
- Missing parks and sidewalks in the Oakwood/Crestview area.
- The bike trail connecting owatonna to Medford (abandoned railway), mantorville (stagecoach trail). Improve the accessibility of the river for recreational use (canoeing, kayaking).
- I would love to see a park near the Rose street/Turtle Creek area.
- One to rice lake state park.
- Connect to other cities.
- Trail to Rice Lake. More sidewalks in neighborhoods.
- 18th street to Bixby Road.
- Bridge Street to Allan Ave and connection to Wilson Elementary, Better downtown bike access after getting off of the Muckle Trail.
- WHEN a community center is built on the old high school property (crossing fingers) PLEASE keep the land south of it (on Prospect St) as green space for outdoor play. People use that area for pick up golf football, kite flying, and overall sports practice with their children.
- east side corridor, but I believe that is already the plan.
- Yes; creating travel via means other than cars, grows a community closer together. It exposes people to nature, and helps them feel connected to the world around them.
- Parks and trails are wonderful amenities, but we currently lack the funding and resources to maintain our existing parks. Residents have been waiting nearly a decade for the city to install equipment in existing parks, and they are still told these parks are not a priority with no funding planned for their development. In some areas, residents must travel over three miles to reach the nearest park, making it impractical for children to visit, but still no funding to build or improve these parks often leaving funding to residents themselves. Moreover, our trails have never received preventative maintenance until now. While connecting Owatonna to other major trails is a commendable idea, it seems counterproductive to build more parks and trails when we cannot adequately fund and maintain the ones we already have. Prioritizing the upkeep and development of existing parks and trails should be our focus before expanding further.

- yes but trails connections need to be prioritized throughout the budget process to make them actually happen.
- Not really.
- Yes- Historically a source of pride; need to continue to nurture and update this area. Have been neglected with no clear vision over the last 25 years.
- I wish we had a longer and more connected trail system for bikes and walking. Encourage parking in the lots and not just on the road by soccer and baseball fields.
- I would like to see gaps filled.
- Need rentals of covered multi-seat bikes with canopies.
- Yes, more connection of trails would be a good thing.
- Yes adding parks and trails to the north end of town would be wonderful.
- We need playground that are good for older kids and adults. I see Ninja warrior courses and other cool playgrounds in other towns.
- Can we sustain our parks? While we continue to build new parks, it seems we have neglected their maintenance, and eventually, we'll need to replace all park amenities. Moreover, we haven't secured adequate funding for our current parks. How do we strike a balance? As we consider larger parks to connect with neighboring towns, can we seek funding from sources beyond the city? Should it be a collective responsibility across the county or even the state if the park spans multiple counties? Are there fundraising opportunities like bike races or 5Ks on our trails to promote usage? Taxes are already high, and parks are a significant recreational offering here. We cannot rely solely on taxing to cover park expenses. Where is the equilibrium? Connecting to other trails is a positive idea that could attract more visitors, necessitating a reconsideration of how to encourage them to stay and engage in local activities. Perhaps we can learn from successful models like Lanesboro.
- Yes! We love the park system and trails!
- Not sure where a rec center was mentioned, I am for a rec center in Owatonna but don't understand why the school is spending millions to preserve two gyms while there is a city need as well. Planning and working together to find a more economical solution fell short.
- It could, but you need to draw the youth to it. Classes in forestry , biology that connect the schools to the parks (Woodlake nature preserve in Richfield is one example . To connect people in the arts with programming photo classes and plein art painting in conjunction with an accredited college - MCAD ,University of Mn . Or Facebook groups like urban sketchers in Mpls , arts Midwest etc. will bring Steele co residents - hopefully young people to the parks. But also hosting marathons - if me Chad langes dream of uniting all the parks with a trail (as I understand it) it would be dynamite for a marathon or Ironman. And those events being in a ton of money. Likewise pride events. What happened last year was a horrid terrible blight on our community. I attended the pride in the park. It was a very sweet low key loving lovely & affirming event. Very different then Mpls reachour and often ranchy pride event. There's a place for crazy. But there's also a place for a laid back celebration of self. And it could also bring opportunities and money to our community. The lbgt community is vibrant. Involved in arts , literacy , education , restoration of historic homes and neighborhoods. We need this it is a scandal how they were treated last year. The cross welcoming people on I35 just says hypocrisy esp. with the lions den billboard across the way. This needs to be changed.

- We can't afford more parks and trails. If you push these through, make the large apartments pay for them.
- Will there be any consideration given to purchasing or using current swaths of barren land or unused farm land to let grow into new forested parks? For one to be planted now and be enjoyed in 2050 as a testament to this future vision?
- Connections to larger statewide trails would be great, but despite being planned for decades, they have yet to come to fruition. Currently, we can't afford to maintain the parks and trails we have. At the cost of millions, such connections aren't cost-effective unless they attract additional income streams. If we're going to connect to other trails, we need attractions that encourage people to visit and stay in the area. How do we convince them to linger and spend money? This ties back to accessibility. Sure, they can bike into Owatonna and continue on a trail, but we should aim for them to stay and explore. Currently, walking and biking in Owatonna is dangerous. We need to improve safety to welcome these trails. What attractions can make Owatonna a destination for trail users? Addressing these questions is essential to make such an investment successful and to create a welcoming, safe environment that encourages visitors to spend time and money in Owatonna.
- Connection from north of Countryview Ave to Greenhaven to allow for a nice loop and easy access to Mineral Springs Park.
- Yes somewhere close to deer trail/wood duck lane area. Possibly on the lots between wood duck lane and grey fox?
- Improved safety on bridge street and around canning company.
- A path to get to the high school on Hayes Street is needed and on 18th street to make it safe for kids to walk from the neighborhood. With a 2 mile distance needed to get bus access that leaves a lot of kids who need to bike or walk to school. Not everyone can drive or be driven to school.
- not a park but a community center.
- We need to improve the walking path under the bridges along Hoffman/Oak. When it rains or melts it can really interrupt exercise when you find the gates closed due to flooding.
- Kaplan's woods to the ball diamonds hi the fair grounds.
- More connections to out of town trails.
- The subdivision in North County urgently requires amenities for their park, promised seven years ago. Since then, the project has been neglected, and we've been informed that there's no funding available, with equipment no longer being transferred from other parks. Why can't we secure funding for our current parks? Ensuring that all of Owatonna is bike-friendly would be beneficial. This means more than just creating a trail encircling the city; it involves making it safe and easy for children to bike to parks and other destinations, and for adults to commute by bike to work. However, priority should be given to funding our existing infrastructure first!
- A park on Countryview Ave where the development is set for one! A trail connecting from Rose St/ Patridge Ave south to 18th St SE.
- Scenic trails like those along the straight river are desired. Trails along busy roads like 26th street offer no appeal. Build trail connections on less busy roads. Look for ways to expand scenic trails.
- To connect all parks - to are it drivable like the grand rounds in mpls.
- No, we have ample supply as is.

- A larger focus on natural systems and the environment; protect water quality; stream restoration and habitat development. Ensure that underserved communities have access to active and passive parks.
- yes, I like the of more opportunities for trails for walks.
- Yes, they are an important part of the future.
- Yes, recreation is a benefit to all who choose to utilize it.
- nervous about adding camping areas, other yes.
- Yes to a certain extent, I believe a lot of people enjoy the parks and trails, but it does not necessarily mean everyone enjoys them to the same degree.
- yes like adding pickleball courts.
- The Parks and Trails are a golden book in Owatonna.
- Not enough. Parkland dedication funding should be a huge goal! And connections should be goal #1!
- Yes, continue growth into new parts of the city but maintain what is there as Owatonna is known for beautiful parks and trails.
- yes Owatonna takes great pride in the parks and trails.
- Should focus on bicycle tourism more.
- Yes! Love the parks and trails.
- We have a great trail system, I think there is a better use for the money then worrying about that in the given moment.
- Need continued expansion.
- As long as our property taxes go down. We are already paying for the nicest high school in the state.
- Green space makes the town continue to feel rural.
- Yes support outside activity as much as possible.
- More focus on clean water, stormwater and runoff. Maple Creek has far too much runoff from parking lots and poor land management. Replant more trees in our parks. More rain gardens to deal with runoff.
- Yes, we have great amenities, but we do need more neighborhood centric facilities and better ways to get there (multi-modal).
- Trails to surrounding communities and Rice Lake State Park.
- I would like to see the current gaps in the trail system completed.
- Pay to develop the kaplan's woods mountain bike trail to attract visitors. It is too short and not challenging enough to attract bikers. You could easily bring good people who spend money in the community to Owatonna if there was investment in this trail. There is a HUGE potential at Kaplans. Look at Lebanon Hills, Theodore Wirth, Tioga, Cuyuna or any of the other outstate destinations that are flourishing due to the popularity of mountain biking. Most trails are north of the metro, it would be a destination for a ton of people to head south an hour and have premier trails. This is easily possible.
- More development along the rivers edge.
- Yes, an entire city loop!
- south side trail to include high school.
- Larger park on the east side of town.

- Complete the trail/sidewalk between East University and 18th Street along Bixby Road.
- I feel we're on the right track regarding trails.
- The city needs more dog parks or maybe a dog park within the existing city park.
- Connect to the regional trails and increase single track MB trails to gain regional status and make it worthy of a visit from another community.
- Trail connection north of 26th st, quarry area.
- Trails to the West of Owatonna.
- We need total connectivity for our trail system to work. Fix the trails that are constantly under water!
- As the East side of the city expands, is there anyway you could incorporate some man-made ponds/lakes? Then have a couple of beaches on them. Then you could also have a park there with a small outdoor venue for attractions. Rochester has some areas like this and it always brings people out and together. The lakes also support the local wildlife. Adding small ponds in-between residential neighborhoods is also a great way to add some nature to the town. Could help with water management as well.
- More trails would be good.
- Support all neighborhoods having walkable access to a park.
- I'd like to see the trail system being explored for existing significant corridors with either on road or off-road facilities.
- Connections across I-35 and HWY 14.
- Trail along Kenyon Road. New subdivisions should be required to install sidewalks along all roadways.
- Trails on east side of town north to south trail. regional park on S E part of town.
- maintain what we have.

Transportation/Mobility Comments - Do the Transportation goals help achieve the future you'd like for Owatonna?

- Add Riverland to bus route.
- Ability to easily bike/walk TO downtown not around the outskirts of town.
- Public transportation to get people to existing businesses and events.
- We need transit to Minneapolis – via Burnsville or Rosemount/Apple Valley.
- Need regular airport transportation.
- I like the idea of an east side corridor.
- Need a north-south connection further west and closer to town as it exists today.
- 55 mph highway is too fast and extremely unsafe at a 29th avenue location abutting so many homes and people.
- Why are we putting a school next to a 55 mph road? How will we prevent children from being injured or killed?
- ESC needs to be built further east to protect existing residents. Never has a road like this been built adjacent to residents in all of Steele County.
- Other options for east side corridor?
- Planned at 29th Ave?!?! NO!

- East side corridor needs to be re-located!
- County highway this close to 150-home neighborhood is unsafe, unprecedented, and puts children and the resiliency of this neighborhood at risk.
- Corridor needs to be moved. Once homes were built, the plan should have been changed to keep families safe.
- More roundabouts
- Yes -Need more transit type transportation for people without their own means that runs on the weekend as well
- Yes (x10)
- Need to get bike traffic off sidewalks in Downtown Owatonna. It's not being enforced....the tire tracks/skid marks are proof of this activity. It's a bad accident waiting to happen.
- Kind of. Owatonna missed the mark years ago on transportation goals.
- Fewer stop lights. They waste too much time.
- I do but I think an electric bike service similar to the scooter would be great for areas like Bridge Street and North Oak where the hills are hard to traverse but still vital areas where bike access is needed.
- I also think it's important to plan out Owatonna's transportation needs to give access to biking and walking to the Owatonna High School, OMS, and the 5 elementary school which would allow low income students more affordable transportation and allow for more exercise and lower obesity rates in children in the area to add on to making the city safer for children and other pedestrians.
- I think speed limits especially on Bridge Street and South Oak should be enforced more heavily mainly by narrowing the roads and adding bike lanes or bus lanes to our main arterials I don't think that narrowing or removing lanes will affect traffic if Owatonna commits to bikeability and walkability in the city and I think a major rethinking of what transportation method should come first is very important. I think in the future Owatonna should focus on biking and walking in our city and deprioritize cars but keep main access roads available for people who commute to and from the city.
- I worry about the East Side Corridor. I don't like it so close to current housing.
- Slow down 40 mph traffic on Bridge Street.
- YES, and I want more! Expanding the standing options for public transportation in Southern MN will change life for elders, the disabled, and help relieve pressure on families with limited means. With a strong campaign, it would become such a force for good in our community that can keep elders independent, longer, give the disabled opportunities to experience their communities and maintain their lives easier, and give families with limited transportation a way to get errands completed while someone else takes the car. Hell, I'd be able to get groceries done while my car is in the shop! Please reach out to other cities (Mankato, Rochester, Albert Lea, etc) and see if there's the possibility of expanding this web!
- The transportation goals outlined in the current plan are inadequate and fail to address key concerns raised by residents regarding bikeability, walkability, and public transportation. When questioned about these issues, the response—"those are all great ideas, and we encourage residents and Owatonna to come up with creative solutions"—is insufficient and demonstrates a lack of actionable strategies. As a young family privileged to own two vehicles, we recognize the desire for alternative transportation options. Our attempts to bike to local destinations, such as

ice cream shops, have been met with significant challenges. Although there are a few hills, the more pressing issue is the inadequacy of current infrastructure. Bikers are confined to sidewalks that are too narrow to accommodate both cyclists and pedestrians safely. There are no dedicated bike lanes on roads, making it unsafe for families with small children. Walkability is similarly compromised. Even if we drive downtown and then walk, crossing the main roads is hazardous due to insufficient controlled crosswalks and drivers who do not slow down. Implementing reduced speed limits in downtown areas could mitigate some of these safety concerns. Strategically placed development on the east side of town could reduce travel distances and provide residents with multiple directional choices for their commutes. This would also facilitate planning for additional safety measures for biking and walking. To comprehensively address these issues, the city must incorporate several advanced strategies: 1. ****Infrastructure Development****: Establish dedicated bike lanes separate from pedestrian sidewalks to ensure safe and efficient travel for both cyclists and walkers. This includes creating wide, well-maintained pathways that accommodate all users. 2. ****Traffic Calming Measures****: Implement reduced speed limits and increase the number of controlled crosswalks in high-traffic areas to enhance pedestrian safety. 3. ****Public Transportation Enhancement****: Develop a robust public transportation system that includes reliable and frequent service options to reduce dependency on private vehicles. 4. ****Comprehensive Urban Planning****: Ensure that new developments, particularly on the east side of town, incorporate these transportation needs from the outset. This proactive approach will alleviate current challenges and support sustainable growth. 5. ****Community Engagement and Education****: Actively involve residents in planning processes and educate them on the benefits of alternative transportation options to foster a community-wide commitment to these initiatives. Addressing these transportation challenges with a detailed, actionable plan is imperative for creating a safer, more accessible, and interconnected community in Owatonna.

- Yes. 29th Ave needs to be constructed in its proposed location. This will alleviate the traffic issues downtown and will make a safer, more expedient route for vehicles around the City. Moving it does now good. Also 20th Street NE needs to be constructed through.
- Nope
- The East Side Corridor has been planned where you show it for years. Now to go back and put Partridge Ave. and other areas back into the mix of options is extremely unfair! We bought our houses here because of the quiet, there was no plan when we bought these houses to put a major street behind our homes!! The people who bought there homes at the 29th Ave. location NEW WHAT THEY WERE BUYING!!!!
- East side belt way needs to be done. 26th street plan for future growth needs attention.
- Stop the roundabout madness. If they need to be applied then they need to be larger like the one off 26th street and county road 45.
- We need a north south road on the east side of town! this has been overlooked for far too long!!
- We need more transportation options than just SMART Bus.
- Yes, but I would add a goal about adding more electric charging stations.
- Yes including the East side corridor.
- Connecting the north side from 26th street to 18th street is important to me.
- Building no new roads and renew the urban center using existing inter structure.

- Public transportation is poor in Owatonna. There are more people needing services than what can be supported by one bus.
- Needed: Sustainable, efficient, alternative & airport transportation. The smart bus is inadequate and unreliable for most residents, offering a wide window for pick-up and drop-off due to its lack of a set route. With a growing population, particularly in high-density housing areas, many residents may not own vehicles, underscoring the necessity for alternative transportation. However, the scattered nature of mixed-use nodes makes walkability impractical since residents require access to all businesses and jobs. This presents another challenge with the nodes. For mixed-use nodes to succeed, dependable public transportation is crucial. Residents need assurance that catching a bus at a specific time will ensure punctual arrival at work, especially given the stringent punctuality policies at many Owatonna jobs. The current plan neglects these requirements and exacerbates issues associated with mixed-use nodes. High-density developments near business districts could enhance job accessibility for non-drivers, thereby increasing housing affordability. Biking and walking are viable options that warrant attention. For example, residents in nearby residential areas face challenges walking safely to the clinic due to busy roads and inadequate sidewalks, a longstanding concern. Residents frequently travel to the cities, often for air travel. Implementing a shuttle service similar to Rochester's airport-to-airport connection and/or to a metro station for additional employment opportunities in the metro would be advantageous. This service could involve door-to-door transport or utilize secure park-and-ride facilities. To succeed, it must offer reliable service with either scheduled on-demand or regular interval options. The current plan overlooks the need for alternative transportation options. These amenities must be addressed and implemented for Owatonna to evolve into the larger city it aspires to become.
- The east corridor roadway needs to be further east than the 29th Avenue location for a better and safer future Owatonna.
- The desire for mixed use and higher density neighborhoods have not been listed as factors for where to build an east side corridor. Noise and traffic volume are important factors for planning a road. The county is unaware of the cities vision, the county should identify serving mixed use neighborhoods in its plans for building a new road.
- I'd like to see mass transit connect to Mankato , Rochester and to twin cities. Connecting to burnsville with more bus times during week and weekend would be a great start.
- Overall seems fine. The increased number of sidewalks could get very expensive and, as previously pointed out, people can't afford it in this economy. Also, I've noticed a trend of people no longer clearing sidewalks in the winter. You will have difficulty enforcing.
- The East Side Corridor is my only concern. An East side corridor would be great for the City's future. My concern is that the routes that are being most highly desired by government agencies are way too close to existing neighborhoods and do not address a more functional and safe option further east. A more Eastern option will serve Owatonna more functionally today and promote great growth for the City. Very disappointed how this process has been handled at all levels of government.
- Generally yes. More focus on VMT reduction and non-motorized. Emphasize road diets to support pavement management and funding. Our roads are shockingly wide.
- Yes, 29th Ave. on the east side of the city is needed immediately.
- yes, please do the new north to south road on the east side of town.

- Owatonna needs a 24 hr taxi service or promoted UBER or LYFT services.
- yes, heavy emphasize on prioritizing road maintenance.
- Yes, need east side corridor completed for development and growth on the east side. Current residents opposed to use of 29th Avenue but if best route, support use of it. They purchased property and built knowing their property was next to public right-of-way and anticipate their might be public improvements made.
- People will not give up their vehicles so infrastructure will have to adapt to that demand.
- Trail access to the upcoming East Side corridor.
- More and more we are seeing people biking, walking or taking the bus, so yes this will help.
- Yes, good future vision.
- We also need smart traffic lights to stop wasting gas and time while waiting. Helps the climate too. Or traffic lights could be set to blinking red in one direction during off peak hours.
- When I see all the school buses running all over, I don't believe their is no real concern for the environment.
- Get 29th avenue done at it's current model!
- As long as our property taxes go down.
- Yes improve and promote local transportation especially to downtown areas and also places of work.
- Yes, more robust maintenance, traffic calming measures to promote safety for all modes of transportation and efficient transportation design.
- look at round about at cherry street and mineral springs road.
- keep 29th avenue where it has been platted!

Economic Development Comments - Do the Economic Development goals help achieve the future you'd like for Owatonna?

- More owner occupied not high density. This can be condos or owner occupied duplexes.
- If you want young entrepreneurs – you need to have room for them and not big box/chain stores.
- Keep the unions out and Owatonna will boom.
- We need to bring in more retail, casual dining, and entertainment options to the city. Higher education options
- I would like to see more support for our younger population. They need things to do here in order to attract and retain young people. (Prevent brain drain!)
- I think chamber could work harder in encouraging businesses to relocate to owatonna. Incentivize them. We have store fronts available in downtown Owatonna
- Yes - finding ways to specifically attract BIPOC businesses could be added
- No. How about high paying jobs. Tech, medical research. High paying jobs brings more money to OWATONNA and helps with diversity
- Yes. Can't keep raising taxes double digits for businesses.
- Keep recruiting
- Increase retail in downtown area.
- I feel the city and the community has done a lot for Owatonna

- Yes (x10)
- No
- We need to grow Owatonna, and this fact is evident. Comprehensive studies of the city show that attracting and retaining younger generations while offering amenities for senior citizens is crucial. These two groups often seek similar amenities and services. While Owatonna boasts many beautiful parks, they are most enjoyable only a few months out of the year. The city significantly lacks entertainment options for families, forcing residents to travel elsewhere for activities that could be supported locally. These include indoor play areas, pools, children's museums, trampoline parks, and unique attractions such as escape rooms, virtual reality experiences, amusement parks, and real-life puzzle games. Owatonna should not bear the financial burden of these attractions. Instead, the city should seek outside investors willing to build and support these ventures. Currently, our youth lack affordable entertainment options, leading to increased risks of drug and alcohol use as alternative forms of entertainment. This situation contributes directly to the rising homelessness rates among young people, which imposes significant costs and detriments to the economy. Moreover, we are struggling to maintain our existing infrastructure. Crosswalks have faded, roads are crumbling, and we cannot complete new road projects. The East and West Beltlines remain unfinished, yet we continue building more roads because the incomplete ones do not meet our needs. We can only afford to repair one mile out of the 162 miles of roadway in Owatonna each year, despite property taxes increasing by 8-10% annually. For economic growth, we need to scrutinize our spending and invest in the needs of current and future residents. This involves listening to residents and not just developers looking to make a quick profit. Regardless of how much we increase our tax base, the economy will not continue to grow until we figure out how to fund our existing infrastructure without substantial annual tax increases. To grow the economy, we need to ensure residents have disposable income. Substantially increasing property taxes year after year diminishes the money residents can spend locally. Even if we attract new residents, high property taxes with few attractions will deter them from choosing to live and stay here. We must find ways to decrease property tax burdens while enhancing local attractions to make Owatonna a more appealing and affordable place to live.
- The City should be more aggressive in attracting businesses here.
- Not realistic.
- Having Mixed Use Node #2 where you show it is ridiculous. People buy houses on this side of town to be away from this crap, and it will never survive that far from the main areas of the city. Stupid idea! Also in Mixed Ues Node #3, you show more mixed use right adjacent to established homes, ARE YOU SERIOUS?! Are you just trying to anger as many people as you can? These plans are not thought out at all!
- Yes. Note that Mayo needs to up their commitment or hand off clinic to Allina.
- We need to keep business downtown. Put the Tesla chargers back in service (someone cut the cord). It allows free charging while we visit downtown. The chargers near OPU are not close enough to walk to downtown and it's kinda sketchy there.
- Yes. I appreciate the success so far and want them to continue.
- We need to clean up the empty buildings in downtown Owatonna and force landlords to stop using vacant store fronts (like the one next to Muzuki) as a tax write off.

- Needs to be a goal about keeping the rent of buildings affordable for small businesses. Would be nice if new apartments and buildings built looked nicer.
- This will continue to be important for our town to prosper well.
- What happens if Truth moves to South Dakota, Bosch loses the GM and Ford contracts. Example: Truth paint line is closing.
- Not if you put the East side corridor road (North to South) so close to all ready established neighborhoods. Move the road over to 34th Ave so more residential homes can be built.
- Residents cannot sustain significant annual tax increases. Owatonna's economy relies on its tax base, primarily from homeowners and businesses through property taxes. Renters do not directly contribute to property taxes. Currently, businesses and new rental developments receive tax incentives to establish themselves here, placing the economic burden heavily on homeowners. Many homeowners are expressing concerns about affordability, voting against crucial measures because they can't afford the increases. From this perspective, Owatonna's economic outlook appears bleak, and Imagine Owatonna fails to touch on this. Owatonna is responsible for maintaining 162 miles of roads, many of which are in poor condition—cracked, crumbling, and weeds growing through. Major road projects this year covered only 0.9 miles, meaning each mile of road must last more than 162 years. How can residents be expected to continue paying higher taxes while essential infrastructure deteriorates? Meanwhile, large businesses benefit from tax breaks. Residents cannot bear annual tax increases of 8-10%, as has been the trend in recent years. Such increases could lead to new housing development but a declining population as current residents move away. While expanding the tax base with more businesses is necessary, it should not burden residents. Additionally, the focus on high-density residential developments with restrictions on single-family homes further strains the economy, forcing existing homeowners to subsidize new residents. To truly enhance Owatonna's economy, addressing current infrastructure deficiencies is essential to attract new residents with amenities and entertainment that encourage them to stay, thereby increases all local tax bases. Instead of incentivizing development with tax breaks, efforts should focus on expanding the actual tax base. Listening to residents who bear the brunt of this obligation is essential, and this plan failed to do that.
- When attracting a young workforce to Owatonna, the biggest complaint I hear is a complete lack of nightlife. That was not addressed as a need.
- Not the high density housing pods.
- No. Diversified businesses made this town. Don't jeopardize that with continued local government spending that keeps increasing the tax burden.
- Yes, as a business owner myself I like the idea and the opportunity for more jobs.
- I think attracting business and expanding a commercial tax base is important to help offset the high taxes we have on residents.
- Seems in line for what is to come.
- To a certain degree, welcoming more business, and larger businesses would definitely help with the economic development.
- Owatonna's Future has the ability to write the next chapter.
- While supporting business development in the city, it should be included that new and expanding businesses support park and trail funding.
- Yes, housing and quality of life considerations are high priorities.

- Yes. Adding educational programs or institutions would also assist in accomplishing the goals.
- Yes, Owatonna is in a good position for growth in the coming decades.
- Growth isn't always good. It comes with its own set of issues. Without SUSTAINABLE growth, we risk ending up with a SIGNIFICANT income disparity among citizens.
- Yes, but also need to see a 4-year Degree College in town.
- Yes. Always looking for businesses to come to Owatonna.
- Unfortunately, there is a stigma of Owatonna not being so small business friendly. I have heard people say there's too many rules and regulations. People complain about inspections and permit processes. And if you're not a big corporation or a downtown there is no assistance. However, I have been through the permit process and certifying a business in the city of Owatonna. I had a great experience. The city employees I worked with were professional, helpful and knowledgeable. So in this regards I believe I am a community steward because I talked about my positive experience with my business and the city. Work to reduce any actual or perceived regulatory barriers to development in Owatonna is ideal.
- Yes, but a public safety center needs to be the number one priority.
- Yes except there should be a goal of constrained growth of about 10% per decade. Growth that is too fast is disruptive, can be expensive, and can lead to poor decisions.
- yes expand the tax base - increase the size of the pie.
- As long as our property taxes go down.
- Yes promote economic development and make outside entities want to come to Owatonna.
- Yes, attracting the workforce is a huge need.
- Can't just focus on the downtown area.
- Need to embrace small business not ignore it!
- it will never happen.

Sustainability and Resilience Comments - Do the Sustainability and Resilience goals help achieve the future you'd like for Owatonna?

- I have not heard of these programs (Tree City USA, Shade Tree Committee, Emerald Ash Borer management) and I need them.
- Renewable Energy – yay! More!
- Like making stormwater collection areas more attractive and usable.
- Sustainability and Resilience are just buzz words.
- I think so/No/Who knows
- Yes(x6)
- I think the goals are amazing but I have some ideas Owatonna should implement a credit for people with solar panels or who are exploring to buy solar panels for their homes to add more incentive for people to switch to renewable energy
- I REALLY want these to be stringent and harder. On top of what's listed, I think there's opportunity to create resources for better education whether via community ed, or some other means re:composting, yard practices, planting native species, etc. as such I also think owatonna should be looking at what it can do to limit pesticide usage, create bug hotels and incorporate native planting and ecological Restoration into their plans (in conjunction with parks goals) in

this regard. Climate change is happening now and we need to get On this. (Education could also include utilizing collected rainwater?) Owatonna should also look at relaxing ordinances regarding lawn maintenance; a change in maximum grass height would be a significant change for gas usage, and carbon capture from our grasses. Other cities have also incorporated a pickup for organic waste for composting. Would this be viable? The town already smells like dog feces from the dog food plant so any worry about smell would be negligible, and it could be used in parks projects, or be sold to homes.

- I'm deeply invested in seeing Owatonna thrive, but I don't believe this plan will achieve that. While I understand it's just a plan, I've had the opportunity to connect with numerous residents, and it's clear that this plan doesn't align with their wants and needs. Over recent years, it has become evident that Owatonna lacks the necessary financial resources for proper maintenance, leading to decisions driven by the desires of a select few who prioritize quick profits over the city's long-term sustainability and resilience, as seen in this plan. Having observed Owatonna's decision-making process, I've witnessed both successes and failures. What I've learned is that inclusive decision-making, which considers the perspectives of all residents rather than just certain social circles, could lead to more effective use of resources and greater resident satisfaction. This approach would foster city growth far more than any professional development plan. Unfortunately, the lack of accessibility and transparency along with the marginalization surrounding this plan and the city as a whole is concerning. It was only made available to the public once, during a brief event downtown, with no opportunity for thorough discussion, note-taking, or community discussions. This does not accurately represent the desires and concerns of Owatonna residents, who express their needs daily. In order to truly grow and thrive, Owatonna needs decision-makers who prioritize community input, transparency, and inclusivity. By actively listening to and involving all residents in the decision-making process, we can create a city that reflects the aspirations and priorities of its diverse population.
- Shoreline restoration will be more important.
- Dreaming needs to stop. Listen to the people who are tired of the destruction of Owatonna because someone wants to be a big city.
- If you're a pollinator friendly city then why don't you plant more flowers? There's a lot of empty spaces in the parking lots and Lincoln where trees used to be. Encourage parents to turn off their cars waiting to pick up their kids from school and play games at soccer and baseball fields. Seems like the town is getting bigger and you're not able to keep up with roads and fixing roads and potholes. Invest in what you have. Bigger doesn't always mean better.
- I would like a plan regarding the replacement of all the ash trees the community is losing!
- We need more vision about moving towards solar, wind and electric and begin investing heavily in that technology.
- We have to become a bedroom community with commuter buses or rail to Rochester, Mankato and the Metro.
- Not if you put the East side corridor road so close to all ready established neighborhoods. Move the road over to 34th Ave so more residential homes can be built.
- This plan is neither sustainable nor resilient. As outlined above, this plan is predictable, but not in the desired way. It is clear that this plan did not address the concerns of a majority of residents. While it might look appealing on paper, it sets Owatonna up for failure and additional expenses. We need to plan for desired growth with the infrastructure to support it. Owatonna

has a unique culture and atmosphere. Located 45 minutes from major areas poses unique challenges, as it's historically just outside the distance most people are willing to commute daily. Owatonna is not a big city like the metro area nor is it on par with Mankato or Rochester. But it is not a small town either. This means it needs creative solutions, not the same solutions as cities 2.5-15 times its size. Because of our location, we require solutions that truly listen to residents instead of applying cookie-cutter methods. We lack the young family population because there is nothing to attract them and keep them here. There is a lack of entertainment and amenities. The new apartments being built today do not accommodate families, as they are primarily 0-2 bedrooms. Families with more than 1 child, often desire 3 and 4 bedrooms, which are being requested but likely unaffordable given current rates. Affordable houses for immediate purchase are also unavailable with a moratorium on single family homes. Given all of this, it's no wonder young families bypass Owatonna. Residents are a wealth of knowledge and have amazing ideas, but it requires active listening and incorporating their feedback.

- We must move to more and more use of sustainable and renewable energy resources.
- I define it differently I think. Owatonna has a large proportion of single moms. They need support and encouragement to be self sufficient. Not just during this time of raising their children . But also for their future , their retirement. There seems to me a huge population of dead beat dads here . It is they , not the moms who are draining our resources . I do not have a solution to this . It's bigger . We have a large homeless population and a large addict population. They are here. Sometimes hidden in Kaplans woods. But they are here. Building high density housing does not take care of the problems that we as a society, a community are facing. We need more then an urban planner tossing out ideas to warehouse issues in high rises. Ralph raphsons bldg in cedar riverside / West Bank of mpls is proof of that. Hopefully his ideas are being reworked. Sullivan , Wright all promoted an equalitarianism society based on housing / architecture. There is a lot of good in that. But we need to build a strong community. Churches are usally the weakest link in that chain. We need great blue ribbon schools , education based not sports based. Talented teachers not a fancy bldg . We need strong engaging government . Not a system where people do not feel they have a voice before things happen. We need able and talented social services. We are truly blessed to have the owatonna foundation , Werner's , federated insurance to contribute to our wellbeing. But we need to be self reliant as a community. And not rely on them for basic things like a school. And raising taxes ,continual referendums aren't the answer either. We need to live within our means. We need to have through audits. And there is nothing wrong with our officials going out to meet the people. If not door knocking then at least glad hand at the steel county fair. (I'd like to see a dunking booth to raise money ... but that's just me)
- No. These goal statements contain broad wording that could be leveraged to push through various initiatives and ideology based programs. These are concerning and could usher in expenses and policies that are not good for Owatonna: explore participation, explore adoption, and commit to inclusion. There are several other portions of these goal statements that need to be approached carefully and shouldn't be implemented by 1 or 2 city employees.
- Generally yes. More emphasis on the climate action planning. More robust community engagement on all projects/important initiatives.
- Yes, consideration for alternative sources needed. Consider solar panel field atop large buildings?

- I've never seen Lake Kohlmier or the Straight River as an amenity.
- They're okay, but we need to focus more on waterways — turning them from storm sewers to natural assets that help the city. Also: we need to rethink the mosquito spraying program.... Very bad for wildlife, with little benefit to people.
- Yes, clean water bodies is essential in MN and well planned growth with City infrastructure is key to sustainability.
- building narrower roadways will help with flooding and future infrastructure costs.
- I want to leave Steele county as soon as my son graduates.

General Land Use Comments - Do the Land Use and Housing goals help achieve the future you'd like for Owatonna?

- The city has so many buckled/cracked/potholes in the streets, crumbling curbs, potholed parking lots, unwalkable sidewalks. Fix them before continued new building.
- Med. Density and high density tends to run down and detract value from single family homes.
- Risks of bringing lots of high density housing must be determined – Minneapolis/St. Paul suburbs are overwhelming neighborhoods and green space with high rise apartments – review the safety and crime between high density and low density residences.
- Don't mix high density and single-family residential.
- What are plans for senior housing and social experience?
- No. How to get downtown? Public transportation ability to get to existing things.
- Keep neighborhoods consistent. Don't mix single family with more density.
- I moved from Mpls because I wanted small town living, not dense housing.
- I do NOT want high density – it'll just be another ghetto in the city.
- Build ESC further out w/low density adjacent to existing homes w/high density and mixed use land farther out.
- Take care of streets, curbs, alleys before you commit to future expenses!
- Yes (x12)
- Having lived in an apartment in Owatonna and now looking for an affordable starter home, the place we are at is not sustainable and leaves many out of options. I did not understand what the multi-use nodals means in this plan - what does that entail?
- Yes. Need low-income/affordable housing
- Yes. A focus on senior apartments, for transitional elderly lifestyles/needs is very needed. This would free up some single family starter homes, as well as be a nice place for elderly people to move to (owatonna) who wish to be closer to family members. More townhouses!
- I think for the most part
- Needs to be more of a focus on affordable housing
- Emphasis on affordable housing please!
- I like it but I think our current suburbanized areas need a lot of TLC I would recommend focusing on urbanizing or current suburbanized situation by converting homes in the area to townhomes or local businesses if you would like to reach out to me at valenspencer@musician.org I can give some amazing examples of what I'm talking about I also think strong towns which is based in brainerd Minnesota is an amazing non-profit that would be excellent to confer to with the 2050

plan The work that they have done across the US from multiple cities who are looking into urbanizing is amazing

- No/not really/somewhat
- For East Side Corridor node at Rose, mixed use so close to a large neighborhood (150 homes) with multitudes of small children seems to be a significant safety issue and compromises its own resiliency.
- We need ability to travel from all areas to existing areas w/o a vehicle – public transportation, bike, foot. 5 miles isn't far, but not navigable.
- ESC needs to be moved out w/mom and pop shops, gas station, grocery store further east. This is what has been asked for for 30 years! We will use it. Currently, it's 30 mins for groceries or gas. We didn't ask for walkable, we asked for space – safety and future single family homes – safe neighborhoods. High Res. And Med Res. Tend to bring crime especially as they get run down as they're not maintained to the same standards as single-family homes!
- NO to the 26th Ave East Side Corridor Option. Better opportunity for mixed use using a different location for the road.
- A healthy city can accommodate needs of population from birth to death without need to leave city.
- Yes; the focus on creating walkable centers, and addressing public transportation needs, are important and will help create a sense of community.
- No. While we want Owatonna to grow and expand, the proposed development appears overly focused on "affordable housing" without a clear definition of what that entails. When asked for clarification, the response was vague, indicating a need for a more precise definition. What is affordable for one person may not be for another, and this must be addressed. The development plan also seems misaligned with the housing need study conducted in the fall of 2023. The study noted a minor shortfall in apartment demand, with over 400 apartments planned or in the pipeline, deemed sufficient to meet the demand. Since that study, approximately 480 units have been built, with more on the way. The cost of these apartments is often higher than many mortgages, making them unaffordable for young, established families. There are no apartments that can accommodate a family of six, which reflects a broader oversight: the needs of large, blended, or platonic families are not being met. The housing study emphasized the need for more single-family homes, a priority that seems underrepresented in the current plan. The layout along the east side of town, which includes single-family homes, a high-speed road, medium-density housing, and more single-family homes, is poorly thought out. Placing medium-density housing next to a high-speed road makes sense, as these homes typically do not attract large families who use their backyards. However, moving the road outward and filling the space with more single-family homes before building medium-density housing would better protect existing residents and home values. Moreover, there are no commercial zones on the east side of town, where amenities like grocery stores and gas stations are needed. The nearest gas station is over three miles away, and the nearest grocery store is even farther. Residents have expressed a desire for more conveniently located essentials. While mixed-use nodes may be walkable, they do not provide the convenience residents seek. Centrally locating essentials would better serve the community. The plan also fails to include any attractions to draw young families to Owatonna, a critical need identified in the 2023 housing study. The current population is predominantly 35-45-year-olds and senior citizens. Both active

seniors and young families require similar amenities, and attracting young families would also keep seniors close to their grandchildren. Without attractions for young families or recent graduates, these individuals will establish roots elsewhere, leading to a population decline as their parents age and require care. The demand for housing with mother-in-law suites, which can accommodate aging parents and support home businesses or daycares, is another unaddressed need. In summary, the proposed plan lacks clarity on affordable housing, misaligns with current housing needs, fails to provide essential amenities conveniently, overlooks the importance of single-family homes, and does not offer attractions to retain and attract young families to Owatonna. Addressing these issues is crucial for the community's growth and sustainability.

- yes. the nodes will make neighborhoods again.
- No No NO
- I don't think so. There seems to be a lot of apartments and transitional housing which really puts a strain on the region. If they want a house they need to wait or build it which puts a strain on neighborhoods.
- yes. we need housing of all kinds and price ranges.
- Land use needs to take seniors into account and provide a space that doesn't feel like they are being shoved into a space where they are no longer part of the community. If that is the example children see that old people have to be moved outside of the community, they won't be able to appreciate the natural family or aging process.
- Yes. There is a definite need for affordable houses and apartments.
- For the most part yes
- I think so. It was not clear what was meant by having housing that is more affordable for more people. I was not certain what level of housing that referred to.
- We are in a paradigm and the future is changing at light speed. No one really understand the shift.
- My concerns are that Owatonna rental market is too expensive for lower wage earners. We need to look into a more equitable market for everyone.
- Not if you put the East side corridor road so close to all ready established neighborhoods. Move the road over to 34th Ave so more residential homes can be built.
- I don't think the land use and housing goals align with what experts have identified as the current and future needs of Owatonna, let alone what most residents want. The residential needs study indicated that the focus should be on affordable single-family houses. However, the current plan prioritizes denser residential areas. "Affordable" has become a buzzword, but we are building market-rate apartments and lacking the affordable housing people are asking for. The younger population cannot afford the average \$350k house that makes up a large portion of homes today. Why not build smaller houses costing \$150-200k? As a first-time homebuyer in my 20s, I looked for ways to reduce upfront costs, such as opting for an unfinished basement and linoleum instead of tile. This allowed me to afford a home my family could grow into, with the option to upgrade later. With current rent prices, owning a home becomes more cost-effective than renting. But houses are not going on the market. Why? This is the question you should be asking. There are many similarities between now and previous decades when smaller homes were built. Housing needs generally run in cycles, and the large homes of the 2000s aren't ideal for today's homebuyer population. Owatonna is an old town with a substantial population of

senior citizens. Forcing this age group into apartments or senior housing is not ideal for most of them. They spent their lives paying for their homes, and retirement is when they want to enjoy them without worrying about monthly payments. Often, their home is their inheritance for future generations, and they don't want to sell it unless necessary. Forcing seniors out to make room for cheaper homes for new residents and growth is not a great plan for many reasons. People rent until they can afford to buy, as per the American dream. If people can't afford to buy, they aren't going to stick around, especially with rent comparable to or higher than larger cities with more amenities. People come here because houses cost significantly less than in larger cities. This aligns with the recent housing studies of Owatonna. There needs to be better long-term planning for maintaining higher-density housing.

- Property taxes are high in Owatonna. They often increase by double digits when combining city and county taxes. This has become a significant monthly cost to owning a house. High property taxes should be addressed with affordable housing.
- No! There needs to be affordable homes for all . And home ownership. This can be tinyish houses , condos / co ops , townhomes , twin homes. Opportunity to fix / build sweat equity in older historic homes . Rather than have just a few landlords / developers own the available housing and fill with tenants on sec 8.
- The park system goals are too aggressive. Having a park within a half-mile of every resident is going to drive our taxes up. We already have a large parks budget and it just isn't responsible in today's economy to continue to allow increases. Do we really need over 50 parks in Owatonna? Being in Minnesota, the parks and trails are really only used 6 months out of the year and are never even close to full. The summer weekends get a little busier, but still plenty of room for all. Also, you mention all different housing densities, but all I see going up for the past 5 years is large apartments. Please, don't put those next to nicer existing neighborhoods. Most folks don't want the increased traffic, noise, and bright lights that come with high density housing. In addition, people aren't walking, other than those close to downtown. Most shopping and stores are by I-35, so driving is still the way to get around. As for the proposed East Corridor, putting it a little further out than the proposed 29th Ave makes more sense from a safety and growth perspective. Placing it directly behind several neighborhoods homes is irresponsible. The 34th Ave option would allow some of the mixed use you discuss to fill in nicely, in addition to providing safety for existing neighborhoods as it relates to cars and trucks flying off the roadway at proposed higher speeds.
- Eliminate single family zoning.
- As long as the goal to provide to self-sustaining, market rate paying, gainfully employed persons, yes.
- yes, would love to see area by quarry expand with restaurants with outdoor patios.
- Yes, however I believe Owatonna needs more infrastructure to support the growing population, such as restaurants and if Owatonna wants to compete with other "major" cities, would need something along those lines to support people to work and also enjoy vs driving to Rochester, Mankato, or the cities etc.
- Yes, good to see consideration for growth and development.
- I would have preferred more single family developments.

- High density housing might benefit some citizens, but most people want to "own" their own property. Rentals / high density housing only benefits the owners of the property and 'residents' build no equity.
- Yes - would like to see more low-density residential areas to attract buyers to Owatonna market.
- Yes, the goals are good.
- Yes, but would like to see more houses being built.
- I think that the housing goals seem to be relative to what Owatonna will need in the foreseeable future. I believe that the east side corridor is something that is important to the town, the thing is, if it is currently proposed to run right on the edge of city limits, are we hurting ourselves by making a boundary for the town with no room for the town to grow further to the east. right now, the town only has two realistic directions to go, north and east which is stated above. I think there needs to be some more research into the east side corridor so that it doesn't land lock the city from future use to the east side of the corridor.
- No, the community center needs to be justified on costs (auto build and to staff, create programming and to maintain). It should be paid for primarily by those who use it. Will that be affordable for the users?
- Absolutely not, we are building a future slum city with all the apartments going up.
- As long as my property taxes go down.
- Yes, the growth in the northwest will help bring in new homeowners and renters.
- Housing is definitely really important for Owatonna to grow and maintain that growth. Support new affordable housing and also create incentives for young adults to want to move here.
- No - need more senior housing.
- Yes, Owatonna needs more nodes of mixed use development, particularly on the east side of the City to support the residentially dense part of the City.

Bridge Street Comments - Ernest Hemingway was famous for his 6-Word Story contest, an exercise in creativity while providing telling information about a thought or experience.

If you were to write a 6-Word Story about the future of Bridge St, what would you say?

- Bridge St is currently confusing and difficult to navigate unfortunately, the roadway should be wider and divided.
- This should be an attractive gateway to our city.
- Bridge Street, the bookcover to Owatonna
- Update and modernize
- entertainment, retail, youth, growth, exciting, hospitality
- A green bike-friendly ride
- Aesthetics and traffic flow need improvement.
- A space for living, wellness, & experiences
- Inviting gateway to historic downtown Owatonna
- Access and connection while relieving traffic
- Modern meets historic, food, drinks and parks.
- Welcoming, flowing, bright, Alluring, sunset
- Should be gateway into city.

- Build it they will come
- traffic mess
- Needs an overhaul STAT
- Starbucks needs to move locations
- Expect strong start and facing out
- Major disaster already / in the making,
- We could improve on curb appeal
- Now: barren. Soon: loved and experienced.
- Safety and accommodation for foot and bike traffic need to be prioritized. Currently, it is very dangerous to cross Bridge Street. There is only one flashing crosswalk light, conveniently located at Federated. Navigating Bridge Street by vehicle is also risky, with fast-moving traffic around corners making it difficult to see cars turning on or off Bridge Street. Additionally, in winter, Bridge Street becomes particularly hazardous. I have assisted more cars stuck on Bridge Street than anywhere else in the state, highlighting the need for basic snow removal from intersections on this street. Addressing these safety issues is crucial for the well-being of our residents.
- commercial and entrance to the City.
- Destroy history again.
- You don't explain at all what you are proposing. Are you intending to move the current commercial? Makes zero sense.
- Inviting functional first impression to Owatonna.
- No more roundabouts, traffic signals timed.
- Bustling corridor of retail/service options.
- Needs to showcase beauty of town.
- It's functional, safe and aesthetically pleasing.
- Great for commercial growth.
- Re-think.
- It could be better.
- Bridge Street should prioritize maintaining its existing businesses and making the area safer and more walkable.
- Expand to the west with homes.
- Beautiful historic community welcoming gateway.
- Heavy traffic for ped and bikes.
- Less cars, more people, create place.
- Needs to be more pedestrian friendly.
- love redeveloping the areas by the river.
- Welcoming to the wonderful City of Owatonna.
- Continued growth but not over crowding.
- Bridge Street can be an open book to the rest of the story.
- Need better traffic controls, more retail.
- create multiple avenues for access from downtown to industrial park.
- Needed as is I-35 city entrance.
- Adding larger retail businesses would help.
- Hope you were able to enjoy it when it was a two lane street with a tree canopy.

- Growth opportunity to small town Owatonna.
- The grand corridor to downtown Owatonna.
- Single lane traffic and business development.
- Bridge to Industry for non-motorists.
- Modern, flashy, picturesque, sustainable, entertaining, well-kept.
- a vibrant entry to downtown Owatonna's aging industry.
- More means of transportation.
- At some point, it's not going to be big enough.
- Be careful what you wish for!
- well planned.
- Mixed use at it's finest.
- Don't take eyes off road busy.
- Clean it up.
- Welcoming entry proudly showcasing Owatonna pride.
- Over the bridge to great places.
- A warm vibrant community welcome.
- Revitalized gateway to downtown with beautification.
- expansion for additional commercial use.
- Need to limit curb cuts
- mixed use slow the speed down!

North of Downtown Comments - If you were to write a 6-Word Story about the future of North of Downtown, what would you say?

- This would be a great space for mixed use development. Many other small towns have revamped old industrial areas into attractive tourist shops and housing.
- Canning Company is there to stay
- Make more usable
- stagnant, boring, crime, undeveloped, inconvenient
- Beautiful communities with an emphasis on parks/trails
- Encourage renewal and revitalization in area.
- A place to live, work, & play
- Great potential
- Revitalize and reimagine
- Homes, parks, restaurants, family and safety
- Desirable, streamlined, smooth. Opportunistic, extension, rebounding
- The place for fun
- Ghetto
- Needs a plan
- Conversion into commercial mixed with housing
- Why has current development been put on hold? While a large regional park is a good idea in theory, we must consider our inability to maintain existing parks. Additionally, we need to thoroughly assess any hazards associated with the quarry site. The area used to be a city

dump—has it been properly cleaned up, or will this burden fall on taxpayers? There are ongoing water cleanup initiatives in the area. Is the quarry a factor in this, and will it add to residents' burdens? Will the Summer Park be connected to the quarry? If so, how? Will there be a highway between the two parks, or will they be directly accessible to each other? Ensuring the safety of children in these areas is crucial. If a park is built at the quarry, we need to know if it is spring-fed, which could make it a great option for boating, fishing, and swimming. However, this would require fish stocking and careful planning in collaboration with the DNR to avoid the constant need for chemical treatments to prevent overgrowth, as seen in other local parks and lakes. Addressing these questions and concerns is essential before proceeding with development.

- Aging area with businesses to remain.
- Big city minded then MOVE!
- Multipurpose clean entry to compliment downtown.
- Disconnected pathway, encourage beauty, level railroads.
- continuation of streetscape and charming downtown.
- Needs to be more inclusive.
- beautiful architecture, affordable rent for businesses.
- Great to continue the downtown corridor.
- Tear it down and start over.
- How do you make a silk purse out of a cow's ear.
- North of downtown experiences minimal use by residents overall. This presents a significant opportunity for revitalization, making it an ideal location for mixed-use nodes. Introducing mixed-use nodes here would bring numerous benefits, from expanding the tax base with new businesses to increasing foot traffic for downtown establishments. This area has the potential to support mixed-use nodes effectively if businesses are not currently maximizing its use.
- Expand with local businesses and parks.
- Saturated with hairdressers , financial advisors, & boutiques – useless.
- Don't bring more truck traffic here.
- Immense potential to be a destination.
- Great place for emerging small businesses.
- Demolition is a great starting point.
- north of downtown needs to be revitalized.
- Community growth is equal to success.
- Possible art and small business district.
- The older the book the better the story.
- Provide better recreational opportunities, better traffic.
- need to examine age and structure of current buildings to meet goals.
- Need cosmetic improvements, link residential areas.
- Transition area towards residential and commercial.
- Too many railroad tracks and downtown stops @ Rose Street.
- With change comes better business opportunities.
- Where Lakeside used to be located.
- Redevelop into multi-use property opportunities.
- Rediscover what has been lost.

- Flashy, attractive, shopping-hub, entertaining, modern, lively.
- aging industrial area rebuilt modern useage.
- Industrial and commercial.
- Re-develop the land use.
- Be careful what you wish for!
- great vision.
- Ruined by metal structure facades.
- Continue to update and promote development.
- Move out polluting businesses.
- Opportunity only if Lakeside would relocate.
- Northtown is your next amazing chapter.
- A cozy throwback to old memories.
- Reinvesting and redevelopment supporting downtown amenities.
- develop into safer less sightly uses.
- Area has needed this for years.
- residential at best. explore other options.

Mixed Use Nodes Comments - If you were to write a 6-Word Story about the future of Mixed Use Neighborhood Nodes, what would you say? Optional: specify node(s)

- There are 150 homes in this neighborhood right here (Rose St and Future ESC). How will you ensure the safety and resiliency of this with mixed use?
- Don' build ESC against homes. Never been done before. Not SAFE! Move this all over w/more LDR.
- Most of the homes in this neighborhood are built for families with young children. How will mixed use impact these homes next to this zone? There are 150 homes alone here.
- We need grocery stores, gas stations and business on the east side of town, not high density housing and mixed use.
- Put sidewalks in over Owatonna
- downtown, entertainment, dining, retail, youth, community
- Someone please explain the vision here
- Walkable destinations in mini-centers are appealing
- Your neighborhood has what you need
- Walkable, pleasant, easy, colorful, capitalistic
- Move here we have it
- Ghetto
- I think it's amazing and I think current suburb development should be looked into being converted to more urbanized with sidewalks and local businesses in the area I think zoning should be more inclusive in more areas and I think downtown should expand out with its current building style
- Won't ever happen.
- They have their places for success.

- Mixed-use nodes, while theoretically walkable, do not sufficiently meet residents' needs in Owatonna. These nodes are often located far from existing commercial areas, forcing residents to travel to multiple locations for essentials. The culture in Owatonna favors convenience; people prefer picking up everything they need in one area rather than making multiple trips. Owatonna culture is on the go, not walk to a coffee shop and chill, as is evident from the long lines at Starbucks, which often interfere with traffic and other businesses. A more effective solution would be to develop a strategically located commercial area on the east side of town. This would accommodate the growing populations in the north and east, and provide a convenient option for new developments on the north side to choose between going east or west for their needs. Locating commercial development on the north side would not serve the expanding SE Owatonna area effectively. Additionally, a centralized commercial area would help address concerns about illicit activities, as it would be easier for law enforcement to monitor and create a buffer from residential zones. For more than three decades, residents have expressed a desire for improved walkability. However, they don't just mean walkability to a single destination—they want safe access to all amenities within Owatonna. Although Owatonna is only five miles wide, making it potentially bikeable, current infrastructure does not support safe biking or walking. Mixed-use nodes alone do not solve this issue. Developing a comprehensive plan that includes essential amenities on the east side of town would significantly reduce travel distances for many residents. This plan should also incorporate bike lanes, sidewalks, and public transportation to make these areas more accessible and safer. This holistic approach aligns with what residents are truly asking for: convenient, safe, and accessible access to all necessities within Owatonna.
- historic comeback of what makes City's.
- Selfish, heartless, land grabbing from farmers.
- Absolutely ridiculous.
- Encourage walking, limiting Kwik Trip stores.
- Needed option for future housing.
- Seniors need respectful affordable housing.
- There needs to be green space.
- Great idea to create walkable neighborhoods.
- The downtown converted to a node.
- East Side Corridor needs to be moved out with mom and pop shops, gas stations, grocery store, farther east for the town to grow to it. This is what residents have asked for for 30+years now. We will use it. Currently it takes 30 mins to go get groceries or gas and come back home. We didn't ask for walkable amenities, we asked for space; safety and future single family homes. Safe neighborhoods - high and medium residential tend to bring crime, especially as they get rundown and not maintained to the same level as single family homes, as is the precedent in Owatonna.
- Not if you put the East side corridor road so close to all ready established neighborhoods. Move the road over to 34th Ave so more residential homes can be built.
- Owatonna will not accommodate mixed-use nodes in residential neighborhoods. Mixed-use nodes were a popular concept in larger cities several years ago. Today, residential areas with mixed-use nodes are advocating for their removal due to increased crime rates and undesirable foot traffic that negatively impact neighborhoods. Businesses struggle and buildings often sit empty, leading to concerns such as vandalism and unauthorized use by the homeless

population—a challenge this plan fails to address. In other settings, mixed-use nodes are found around large shopping areas or near college campuses, where they serve densely packed student populations and cater to visitors attending events. As a former college student, frequenting such establishments was often beyond my budget, relying instead on event-driven visitors to sustain them. Owatonna currently struggles to keep its small businesses and restaurants afloat, making these models unrealistic here. Scaling down to just a couple of businesses, like coffee shops and hair salons—which Owatonna already has in abundance—could be considered. For instance, hair salons in downtown Owatonna are often fully booked, not places where people linger but might encourage foot traffic to nearby businesses. However, adding more salons, coffee shops, or restaurants without impacting existing ones poses a challenge. Owatonna businesses, including popular chains like Dairy Queen, KFC, and Caribou, have all closed recently, indicating our struggle to sustain our current businesses. Adding more exacerbates these situations. People are more likely to visit businesses like Starbucks along their commute rather than travel through neighborhoods to a single destination. If neighborhoods could support small businesses, how would this plan protect existing downtown businesses from closure? Is the goal to relocate these businesses to mixed-use nodes, and if so, how would downtown vitality be maintained? While other businesses could be considered, the issue of ensuring vitality for both existing and new businesses remains critical. These small nodes would only accommodate small businesses, possibly resulting in small, costly grocery stores that might not adequately serve residents already burdened by taxes and inflation. A larger cluster of stores on the east side, along 34th Ave, could offer a solution, acting as a buffer from highway noise for residents and promoting safety, growth, and sustainability. This approach more closely aligns with current outlooks around these types of mixed-use nodes in other larger cities, where high costs are associated with their removal. Owatonna lacks both the structure and the atmosphere to sustain mixed-use nodes within its neighborhoods.

- Growing these sounds great.
- This conflicts with the desire to attract more people to downtown.
- Ghettos in the sky.
- Many don't want their neighborhood to feel like a mixed use chunk of suburbia. We live in Owatonna, not Burnsville, for a reason. Newer and bigger isn't always better.
- NO! to the 29th Ave East Side Corridor option. Better opportunity for mixed use using a different location for the road.
- Great neighborhoods make happy people.
- Great potential on the east side.
- Mixed use neighborhoods are bad.
- Nothing good comes from something bad.
- very exciting to see.
- more single family options and small business.
- More recreation funding, opportunities, parks, trails.
- single family homes, plus townhomes, one level, for seniors.
- Good plan, pocket area neighborhoods.
- Why not add more low density?
- There's room for mixed use near the high school.
- Welcome to the hometown of Owatonna.

- Little hubs making a big difference.
- Ensure that groceries and necessities are available.
- Ditch the car, walk for health.
- Well-kept, modern, limited, attractive, contemporary.
- opportunity to live, shop, work near home.
- Up and coming living areas.
- It is necessary.
- Sounds very woke to me.
- Okay but use common sense.
- A diverse town is happy town.
- Promotes access for business for nearby neighborhoods.
- Trust that concept is our future.
- This isn't a dream, its home.
- Diverse pools of thriving activity.
- Mixed use nodes support neighborhood needs.
- hard to vision this as harmonious.
- only works if density is there.
- put 29th avenue where it is mapped out.

Final Plan Comments

From: [Greg W. Kruschke](#)
To: [Carlson, Phil](#); [Walburg, Lauren](#)
Subject: Fwd: Feedback on Owatonna 2050 Comprehensive Plan Draft
Date: Wednesday, September 18, 2024 10:33:30 AM
Attachments: [image001.png](#)

First comment.

Greg

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From: Linaker, Kathleen <kathleen.linaker@riverland.edu>
Sent: Tuesday, September 17, 2024 1:20:12 PM
To: Greg W. Kruschke <Greg.Kruschke@owatonna.gov>
Cc: Douglass, James E <james.douglass@riverland.edu>; Sherman, Holly M <holly.sherman@riverland.edu>; Conley, Heather <heather.conley@riverland.edu>; Tryhus, Christy <christy.tryhus@riverland.edu>; bissonette.matt@riverland.edu <bissonette.matt@riverland.edu>
Subject: Feedback on Owatonna 2050 Comprehensive Plan Draft

Dear Mr. Kruschke and the Owatonna Planning Commission,

Thank you for the opportunity to review and provide feedback on the Owatonna 2050 Comprehensive Plan. Riverland Community College appreciates the City's forward-thinking approach to addressing the future needs of the community. We would like to offer the following suggestions to further strengthen Riverland's role in the plan:

1. Skilled Workforce Development:

We encourage the inclusion of more specific language around the importance of skilled workers in Owatonna's economic development. Riverland Community College is uniquely positioned to support the city's goals by offering both credit and non-credit training programs that prepare individuals for high-demand skilled trades. We also have strong partnerships with local employers and Owatonna High School (OHS) and would welcome the opportunity to further collaborate in creating pathways for students and community members to enter the skilled workforce. There is also an opportunity for new academic programs that would support Owatonna's goals to invest in green energy and sustainability.

2. Collaborative Educational Partnerships:

The partnership between Riverland and Owatonna High School is an exciting initiative that provides students with access to career and technical education. We believe this initiative aligns with the goals of the plan and can serve as a model for further collaboration. Highlighting this partnership and others like it in the plan would showcase the city's commitment to offering diverse educational opportunities that meet the evolving needs of the workforce.

3. **Transportation and Accessibility:**

We also encourage the inclusion of expanded public transportation options to Riverland's Owatonna campus. Improving transportation access would help ensure that all residents, especially those without personal vehicles, could participate in the educational programs and workforce training we offer. This would support broader community participation and align with the city's goals of inclusivity and accessibility.

Riverland Community College is committed to supporting the long-term vision of Owatonna and looks forward to continuing our collaboration to ensure the city thrives into 2050 and beyond. We are happy to discuss these ideas further and contribute to the plan's implementation in any way that may be helpful.

Sincerely,
Kat

Kat Linaker, DC, PhD (She/Her) | President

Riverland Community College | Austin, Albert Lea, & Owatonna Campuses

1900 8th Ave NW, Austin, MN 55912 | 2200 Riverland Drive, Albert Lea, MN 56007 | 965

Alexander Drive SW, Owatonna, MN, 55060

716-931-1952 Cell

507-433-0607 Office



A member of Minnesota State

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From: [Greg W. Kruschke](#)
To: [Carlson, Phil](#); [Walburg, Lauren](#)
Subject: FW: Imagine Owatonna Plan
Date: Monday, September 23, 2024 1:03:22 PM

Comment #2

From: Lyssa Lynn <lyssalynn13@gmail.com>
Sent: Monday, September 23, 2024 12:45 PM
To: Greg W. Kruschke <Greg.Kruschke@owatonna.gov>
Subject: Imagine Owatonna Plan

Hi Greg,

I've read the Imagine Owatonna Plan and plan to submit comments, but I think I found a couple of typos that I wanted to make you aware of so they can be corrected.

Page 19: County View should read Countryview (missing an r)

Page 117:

The largest employer in the county was Federated Mutual Insurance Company with 1,205 employees, operating in the insurance industry. Viracon, Inc. a manufacturing company, was the second largest employer with 1,350 employees.

- I'm assuming the Federated employee number is inaccurate making this statement very confusing.

Hopefully these can be corrected in the final document.

Thanks,
Melissa Zimmerman

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From: [Greg W. Kruschke](#)
To: [Carlson, Phil](#); [Walburg, Lauren](#)
Subject: FW: Imagine Owatonna Plan Comments
Date: Monday, September 23, 2024 2:24:59 PM

Comment #3

From: Lyssa Lynn <lyssalynn13@gmail.com>
Sent: Monday, September 23, 2024 2:12 PM
To: Greg W. Kruschke <Greg.Kruschke@owatonna.gov>
Subject: Imagine Owatonna Plan Comments

Please submit the following to the Imagine Owatonna Plan as official comments:

I'm pleased to see that residents' feedback has been acknowledged, and the current plan has been updated to address concerns that were initially overlooked by the limited focus groups. It's encouraging that alternative transportation has become a higher priority. However, the concept of "nodes" remains questionable. There are a few locations where this approach could succeed, such as downtown, north of downtown, the southeast area near the high school, and 34th Ave if the East Side Corridor (ESC) is built there. Lining 34th Ave with businesses would present a great opportunity, making logical sense as the Stantec architect leading the project has suggested. This could also define one of the envisioned nodes. These areas would be ideal for high-density housing that supports nearby businesses, offers walkability, and is conveniently located for other residents. Other proposed nodes would benefit from being centered around parks or other entertainment opportunities for residents, particularly youth and young families. If the vision for these nodes is more than just salons and dog groomers, and fills the gaps for attracting and retaining residents, this concept could be successful.

I would have liked to see broader participation in the focus groups. Even among the minority groups selected, the numbers were low, gathering input from only around 60 people, with nonprofits being the largest group. Considering that a few key nonprofits seem to also be making decisions, I question the integrity of this representation. The limited numbers in these invite-only groups highlight communication breakdowns between the city and a majority of the residents. It was heartening, though, to see numerous responses to the plan, which led to adjustments like elevating alternative transportation as a priority.

That said, the plan still falls short in addressing the overwhelming desire from all focus groups to offer more activities for youth and new residents. This is critical for retaining and attracting residents, reducing drug use and homelessness, fostering local pride, and keeping local dollars in the community. We need to support private businesses that provide year-round

entertainment for all residents. This goes beyond community centers, sports, and parks. We need activities such as children's museums, trampoline parks, indoor climbing spaces, animal-related attractions, etc. These appeal to youth, younger families and seniors who want to engage with their grandchildren. Such attractions would not only bring visitors but also benefit residents and give people reasons to stay.

Additionally, when the planning commission asked the Stantec professional for the best approach to managing high-density housing, his expert opinion was that these areas should be planned and clustered, rather than being built randomly, as has been the case in Owatonna. Clustered high-density housing supports surrounding businesses and helps them remain sustainable. The best locations included downtown and N Cedar to support local businesses, the area near the new high school for its proximity to both the school and Highway 14, and the new rentals near Lowe's, which are ideally situated for current and future development and box retail. This strategy makes sense and should be explored as a future goal for planning.

Residents from all groups have called for affordable housing—homes that people can actually afford, not just subsidized housing. With a significant industrial workforce, incomes are not high enough to make the average \$350,000 home affordable. We may need to consider building smaller starter homes like those from the 1950s. According to the Maxfield housing report, there is demand for all types of affordable housing, and the demand for high-density housing has would be met by apartment complexes currently in the pipeline. These have been built, yet high-density housing continues to be the focus, with unaffordable rents and units that are too small for larger families. We need to find ways to make homes more affordable, which will, in turn, make rent more affordable as well. Ownership opportunities, potentially including high-density options, should be a priority.

Looking at projected population growth, it has taken Owatonna 160 years to reach approximately 25,000 residents. The projections suggest a nearly 50% increase in just 25 years, with 15% of that growth expected in the next five years. What major changes are expected to drive such a rapid increase? Given Federated's size and contributions to Owatonna, what role are they playing in these projections and in the demand for nodes and the ESC location, which comes at the cost of existing residents' safety? Is Federates anticipating major expansions? So far, we haven't even reached the projected growth from the last plan, falling short compared to the 3% growth trend predicted and 2010 population numbers.

While this plan is a good start, it misses key areas such as affordable childcare, healthcare options, road safety—both new and existing roads, connections to surrounding areas, and higher education opportunities. A community center is vital, but it needs to be done right—not just a donation that doesn't fully meet residents' needs as that ceeates substantial costs for

residents'. For any plan to be successful, residents' voices must be heard and their needs prioritized. Currently, there are significant communication breakdowns and a lack of transparency from the city. Residents need opportunities to be heard and to voice concerns early in the process, so they can truly make a difference. At present, there is no forum for this, which contributes to the feeling that the city will proceed with its own agenda regardless of residents' concerns. We need to change that, starting with transparency and early communication. Plans are valuable, but without clear communication, they are ineffective. Let's make Owatonna's future successful by prioritizing residents' input every step of the way.

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From: [Greg W. Kruschke](#)
To: [Carlson, Phil](#); [Walburg, Lauren](#)
Subject: FW:
Date: Monday, September 23, 2024 2:27:28 PM

Comment #4

From: Cindy Fowler <cfchevy@outlook.com>
Sent: Monday, September 23, 2024 1:43 PM
To: Greg W. Kruschke <Greg.Kruschke@owatonna.gov>
Subject:

Dear Greg,

Thank you for providing this opportunity to provide feedback on Owatonna parks and trails. Owatonna citizens are very fortunate to have access to the natural areas that have been preserved in Owatonna. The parks and trails that I heavily utilize are Kaplans Woods and the trail system that runs between Cashman Park/26th Street and Kaplans Woods. I have lived in Owatonna the past ten years and have heavily utilized these specific parks and trails. I've enjoyed hiking, bird watching, as well as plant and animal observation on a regular basis. My concern with the master plan is the potential of various activities disrupting these natural areas along the trails. I am concerned adding two disc golf courses and more dog parks will degrade the health and esthetic quality of these areas. I have also observed other community members of all ages utilizing these parks and trails for many of the same activities. Many I have spoken too are not aware of this plan and have expressed concern as well. I'm not understanding why the disc golf cannot remain at Mineral Springs Park? The damage is already done, why bring the damage to an area that will not fair any better with erosion and will actually do worse? We already have a dog park, why do we need more? My wish for Owatonna in the next 20-30 years is for decision makers to have the foresight to recognize the importance of maintaining these natural areas in their natural state for community members to engage in "passive" recreation. We all need places to go for our health and well-being and to decompress from our life stresses. Community members have come to depend on these parks and trails to maintain their quality of life. Once we lose these precious natural areas, they are gone. Please consider these concerns when finalizing the 2050 Comprehensive Plan. Thank you.

Cindy Fowler

Sent from [Mail](#) for Windows

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From: [Greg W. Kruschke](#)
To: [Carlson, Phil](#); [Walburg, Lauren](#)
Subject: Fwd: Input for imagine owatonna public comments.
Date: Monday, September 23, 2024 8:58:50 PM

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From: Gale Jorgensen <watersprite57@yahoo.com>
Sent: Monday, September 23, 2024 3:56:23 PM
To: Greg W. Kruschke <Greg.Kruschke@owatonna.gov>
Cc: Gale Jorgensen <watersprite57@yahoo.com>
Subject: Input for imagine owatonna public comments.

I'd like to see people embrace all cultures, races , viewpoints here in Owatonna rather than saying 'this is the way it's always been and always shall be and saying I'm an Owatonna and I go back to the settling of this community - your new what do you know - your not an owatonna you don't count. "Excuse me I pay taxes here too- by that I am an owatonna . I'd like people to be curious, and to reach out to others and encourage Citizen involvement rather than just the same old cliques from their glory days at OHS. For this to happen there needs to be an attitude adjustment at the top and a way to reach out to new residents.

For Owatonna to grow and prosper, I see the dire need for mass transit to Rochester Mankato and the Twin Cities metro area.

Not more roundabouts in existing residential neighborhoods , esp not in the historic ones where people tend to gaze on the grand old homes. Roundabouts take away street parking , safety of children , and access to residents property whether it be driveways , alleys , metro mobility ; handicap parking / ramps , as well as delivery and care services.

Part of mass transit could be the creation of bike trails, not in a way where it interferes with daily driving, but in a way that enhances the populations ability to get to and from work , School , parks, especially for the children and that's where it should start that the children have the ability to ride their bikes to school into the parks with their parents, or without depending on the age that they can get to their athletic events

We are in dire need of a community center with a pool and programming for people of all ages. Swimming is an amazing activity and it's a very social . It promotes health in ways that is everyone no matter of their age , body type or skill level can participate in. The healthier Our population is the healthier our community will be.

We have an amazing resource that is so overlooked and that's our history. It's the history not only of our community, but especially of a very significant architect who gave our nation a philosophy of thought that beautiful well designed buildings were for everyone not just the elites of the community. that people deserve good design , that form follows function. And at the twilight of his life Louis H Sullivan created a series of jewel box banks here in the Midwest , with the Bennett family as his patron.

And that movement of equalitarianism in housing started here in in the Midwest . Louis H Sullivan was a mentor to Frank Lloyd Wright, who continued Sullivans work on a massive scale, and further promoted this idea of great design and affordable homes. They both designed catalogue home plans for the masses- and we see in the 1950s and 60s ranch houses a continuation of these thoughts.

Warehousing people in high density housing as cheap factory labor is not of that spirit. But could we as a community foster smaller scale homes where the homeowner could do upgrading later so that homeownership could be realized. Instead of high rise rental units , could we have condos , co ops done in a thoughtful way - not placed randomly were ever we might have a tax forfeited lot ?

Also we could promote his architectural rockstar status . We could shamelessly use to enhance our community to solicit funds and energy talent from the world of architecture and design designers to benefit our homeless population, our young families with their starter homes . this should be Sullivan's greatest legacy. he himself was homeless at the end of his life. We might He struggled with his own addictions as does so many in our community.

. We don't need more chains stores , restruant we need to foster those who want to be entrepreneurial , sole proprietorships and this is an extremely hard thing to do. But owatonna was founded on risk taking. We need to have a community of unique things. For example , our shoe store of high quality comfort shoes is a unique thing you have to travel into the cities, Schuyler food shoes to find the same amount and quality of shoes in this regard. We have the ability to foster so many small, tiny businesses and encourage them to grow, and as they grow, we grow as we prosper , we all prosper. Just as we did in the last two centuries.

In addition To have our downtown be prosperous again I believe we have to redo that downtown parking. That's nothing but a joke and a good day people can't parallel park in the Midwest as a whole, and certainly not in Owatonna, and they don't even have the courtesy to leave a note, this will not attract people who want to hold a national car meet and see their car scratched. This area is not handicap accessible . This will not encourage people to come to our community to shop to browse to to lollygag. This should be a community where we say.

“ Come and experience the big “ O “ and then stay and raise a family.

Thank you , for your time and consideration , Gale Jorgensen 249 east main st . Owatonna , Mn 55060

Sent from my iPhone

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From: [Carlson, Phil](#)
To: [Greg W. Kruschke](#)
Cc: [Walburg, Lauren](#)
Subject: FW: Owatonna comp plan comments?
Date: Wednesday, September 25, 2024 10:32:43 AM

Greg,

Three online comments.

Phil Carlson AICP

Associate
He/Him/His

Direct: 612 712-2028
Mobile: 612 202-6474
Phil.Carlson@stantec.com

Stantec
733 Marquette Ave S, Suite 1000
Minneapolis MN 55402



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From: Polacek, Joe <Joe.Polacek@stantec.com>
Sent: Wednesday, September 25, 2024 9:10 AM
To: Carlson, Phil <Phil.Carlson@stantec.com>
Cc: Walburg, Lauren <Lauren.Walburg@stantec.com>
Subject: RE: Owatonna comp plan comments?

Still 3 responses

1. I think the most important thing we have going for us is the cooperative effort of the school district, business community, city and county government so young people have meaningful career opportunities and can choose to stay in Owatonna.
2. I agree housing is concern. I also hear that Minnesota building codes significantly increase construction costs in our state. What can local governments do to address this issue?
3. How do you plan to fund the community rec center?

Joe Polacek AICP

Urban Planner

Direct: 612.712.2111
joe.polacek@stantec.com

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733 Marquette Avenue Suite 1000

Minneapolis MN 55402-2314



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From: Carlson, Phil <Phil.Carlson@stantec.com>
Sent: Tuesday, September 24, 2024 3:31 PM
To: Polacek, Joe <Joe.Polacek@stantec.com>
Cc: Walburg, Lauren <Lauren.Walburg@stantec.com>
Subject: Owatonna comp plan comments?

Joe - any last minute commutes on the Owatonna website? Let me know.

Phil

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Appendix C - Infill and Redevelopment Incentives

Infill and Redevelopment Incentives

The city has expressed interest in encouraging more infill and redevelopment in areas of the city already served by infrastructure and services. While the city has seen some infill development, there are inherent challenges to overcome when pursuing infill and redevelopment projects. This analysis provides best practices the city could explore to overcome these challenges.

To create policies and incentives that encourage and incentivize infill and redevelopment, it is helpful to understand some of the challenges to this type of development. Policies can then be targeted to address specific challenges developers may face. Challenges to infill and redevelopment include, but are not limited to:

- Small parcels with fragmented ownership
- Higher capital costs associated with higher value land and acquisition costs, demolition, and replacement of outdated infrastructure
- More limited financing options
- Potential for existing environmental contamination
- Longer regulatory approval process

Best Practices

To address these challenges, the city should explore best practices which address each of these barriers to infill and redevelopment. The following analysis summarizes best practices the city could consider.

Smaller parcels with fragmented ownership

- Work with property owners to assemble and acquire land.
- Develop and maintain a list of potential infill and redevelopment sites. Prioritize underutilized parcels or developments that are located close to existing everyday destinations and well connected via bike/ped/transit.
 - Doing this with STEP analysis – transform and strengthen sites.
- Provide flexible development standards for regulations such as lot size, setbacks, or parking requirements.
 - [El Paso, TX Code Ordinances § 20.10.280 \(2017\)](#) - side, front, and rear setback requirements of the base zoning district may be reduced up to 100% by city council for infill developments.
- Provide opportunities in the land development code to increase density either at key sites through a zoning overlay or in exchange for city-desired elements such as climate-friendly design elements.
 - Example: [Auburn, WA Municipal Code § 18.25.040 \(2009\)](#) - residential infill developments are permitted increased maximum density and allowable building height.

Higher Capital Costs/Limited Financing Options

- Reduced application or utility connection fees.

- Provide city-led infrastructure upgrades.
- Waive sewer/water/infrastructure fees and/or development impact fees OR...
- Create deferred payment options for these fees, which helps developers because it reduces the need for more short term construction loans with high interest rates vs. longer-term permanent. financing.
 - Example: [Surprise, AZ Code of Ordinances § 109-48 \(2016\)](#) - establishing an infill incentive district where certain new residential developments can receive a 100% waiver of development impact fees.
 - Example: [Avondale, AZ- Code of Ordinances § 19-61 \(2014\)](#) - Avondale established an infill incentive program aimed at certain neighborhoods in order to reinvigorate existing historic areas and support new mixed-use development that would promote the historic identity of the area.^[18] The neighborhoods targeted by the infill incentive program contain many vacant or underutilized areas and exhibit at least one of the following characteristics: high vacancy rates, larger number of older buildings, and continued decline in population in relation to the City as a whole.^[19] Qualified residential projects on residentially-zoned property within the infill incentive district are subject to reduced fees. New residential construction projects receive a 50% reduction in the normal planning and permit fee as well as the development impact fee.^[20] Rehabilitation or remodeling projects are allowed a 50% reduction in planning and permit fees and are not subject to development impact fees.^[21] Qualified commercial projects have the same incentives as residential projects, but with the added benefit of additional incentives being available subject to approval by the city council.^[22] These additional incentives are based on additional criteria, such as high-wage job creation.^[23]
- Provide tax abatement or tax increment financing for redevelopment or infill projects.

Potential for environmental contamination

- Apply for Community-wide EPA Brownfield Grant to identify, assess, and cleanup properties with environmental concerns. Use this as a tool to incentivize and reduce costs of redevelopment.
- Provide site assessment guidance for developers looking to redevelop on a brownfield site.
- Conduct area-wide planning, which is an allowed activity under the EPA brownfield grant. This can be done as a City-led initiative in areas that may be more challenging or need more planning before development can occur. This can also be done in partnership with a developer or property owner to plan for development at key catalyst sites and meaningfully engage with the community prior to beginning the development review process.
- Stantec's brownfield program has helped many cities take advantage of these funds and navigate the process of managing the grant. A few key examples of success that our planning team worked on in Mankato, MN:
 - Studio 5 Mixed Use Development in Downtown Mankato. This project involved a key catalyst site Mankato's historic downtown. The site had contamination that was related to its historic use as a dry cleaner. The grant helped the city and developer complete environmental surveys and assessments and leveraged

these opportunities to obtain a MN DEED cleanup grant. These funds were combined with TIF from the city to redevelop the property as a mixed use development with 19 apartments and two ground-floor commercial spaces. The project has won several awards, including a MN Brownfields Economic Impact award.

- More information: <https://www.mankatomn.gov/about-mankato/business/programs-and-resources/brownfields>
- Riverside North Areawide Plan. This plan was done for an aging commercial corridor and gateway into the city along I-35. The area had several underutilized sites, some privately owned and some owned by the city. The area-wide plan included recommendations for several key catalyst sites, as well as transportation and public realm improvements. One of the catalyst sites has since begun the redevelopment process as intended in the plan.
 - Areawide Plan: <https://www.mankatomn.gov/home/showpublisheddocument/10794/637436095377470000>
 - Subsequent Redevelopment Project: https://www.mankatofreepress.com/news/local_news/dutlers-bowl-redevelopment-slated-to-start-by-fall/article_f7e9b9c2-e749-11ec-98d4-efab8d1807ba.html
- Jefferson Quarry Redevelopment Plan. This plan was done for a fully-extracted quarry north of downtown along the Minnesota River and south of US Highway 14. The plan envisioned a mixed use neighborhood and explored how the quarry may be served by roads and utilities, add to the parks and open space network and be an amenity for adjacent residential neighborhoods. This plan was done in partnership with the property owner and developer who will carry the project forward through the development review process.
 - Areawide Plan: <https://content.mankatomn.gov/files/Jefferson-Quarry-Redevelopment-Plan.pdf>

Longer regulatory approval process

- Expedited development review, or for certain parts of the development review process
- Review historic variance requests and make land development code more flexible to avoid additional processes and public hearing associated with variances
- Review conditional use permits and work to allow more uses by right, avoiding lengthy conditional use permit processes and public hearings

Sources:

APA <https://www.planning.org/blog/9227414/infill-development-supports-community-connectivity/#:~:text=Identify%20incentives%20that%20encourage%20developers,mixed%2DUse%20requirements%20that%20increase>

Sustainable Development Code <https://sustainablecitycode.org/brief/encourage-infill-development/>



CITY OF
OWATONNA

Miscellaneous



DATE: October 15, 2024
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: WWTF Expansion Change Order #16 - Rice Lake Construction Group

Purpose:

Requesting City Council approval of Change Order #16 for the Wastewater Treatment Facility Expansion Project.

Background:

Work Change Directives (WCDs) are created to address construction issues, design clarifications, and interdisciplinary coordination, or errors and/or omissions. Change Order 16 consists of 11 WCDs and are as follows:

- 94 - Additional Eyewashes for the Membrane Bio Reactor Chem Room
- 95 - Fiber Loom Revision
- 96 - Fire Alarm Submittal Comments
- 97 - Additional Exterior Doors
- 98 - Weld Plates over Secondary Digester Roller Box Openings
- 99 - Caulk existing construction joints in the Secondary Digester
- 100 - Additional Sidewalks
- 102 - Fine Screen Building and Main Lift Station Waste Drains
- 103 - Hydronic Pump Control Changes
- 104 - Additional Interior Admin Doors
- 105 - Main Lift Station Fiberglass Door

For additional detailed information regarding any of the work change directives, please contact the Engineering Department.

Budget Impact:

The total budget impact of Change Order 16 is an increase of \$202,203.73 for a revised total contract cost of \$57,308,600.46. Costs will be paid for using Sanitary Sewer Funds.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. WWTF Expansion CO #16 - Rice Lake Construction Group
2. WWTF Expansion Change Order Log

CHANGE ORDER NO. 16

Owner: City of Owatonna Owner's Project No.: 17017
Engineer: Nero Engineering Engineer's Project No.: 10044
Contractor: Rice Lake Construction Group Contractor's Project No.: 2214
Project: Owatonna WWTF Upgrade and Expansion
Contract Name: Owatonna WWTF Upgrade and Expansion
Date Issued: Effective Date of Change Order: 10/10/2024

The Contract is modified as follows upon execution of this Change Order:

Description:

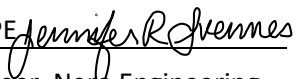
Work Change Directives Nos. 94-105.

Attachments:

WCD Log – 10-7-2024. Change Order Log – 10-7-2024.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 55,720,600.00	Original Contract Times: Substantial Completion: 03/31/2025 Ready for final payment: 06/30/2025
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 15: \$ 1,385,796.73	[Increase] [Decrease] from previously approved Change Orders No.0 to No. 15: Substantial Completion: _____ Ready for final payment: _____
Contract Price prior to this Change Order: \$ 57,106,396.73	Contract Times prior to this Change Order: Substantial Completion: 03/31/2025 Ready for final payment: 06/30/2025
[Increase] [Decrease] this Change Order: \$ 202,203.73	[Increase] [Decrease] this Change Order: Substantial Completion: _____ Ready for final payment: _____
Contract Price incorporating this Change Order: \$ 57,308,600.46	Contract Times with all approved Change Orders: Substantial Completion: 03/31/2025 Ready for final payment: 06/30/2025

Recommended by Engineer (if required)

By: Jennifer Svennes, PE 
Title: Lead Process Engineer, Nero Engineering
Date: 10/10/2024

Authorized by Owner	Approved by Funding Agency (if applicable)
By: _____	_____
Title: _____	_____
Date: _____	_____

EJCDC® C-941, Change Order.

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WORK CHANGE DIRECTIVE NO.: 94

Owner: City of Owatonna Owner's Project No.: 17017
Engineer: Nero Engineering Engineer's Project No.: 10044
Contractor: Rice Lake Construction Group Contractor's Project No.: 2214
Project: Owatonna WWTF Upgrade and Expansion
Contract Name: Owatonna WWTF Upgrade and Expansion
Date Issued: Effective Date of Work Change Directive: 9/19/2024

Contractor is directed to proceed promptly with the following change(s):

Description:

MBR Chemical Room Eye Washes

Attachments:

WCD #094 Proposal. Field Order No. 34.

Purpose for the Work Change Directive:

This WCD includes the addition of two eye wash and shower stations for the chemical room in the MBR where Sodium Hypochlorite and Citric Acid are stored. These two chemical tanks sit in their own containment areas which are recessed from the ground level by several stairs. OSHA requires emergency eyewash stations to be located on the same level as the hazard, and so each containment area requires its own station which was a design oversight.

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$15,405.13 [increase] ~~[decrease]~~ ~~[not yet estimated]~~

Contract Time: 0 days ~~[increase]~~ ~~[decrease]~~ ~~[not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer Svennes, PE 

Title: Lead Process Engineer

Date: 9/19/2024

WORK CHANGE DIRECTIVE NO.: 95

Owner: City of Owatonna
Engineer: Nero Engineering
Contractor: Rice Lake Construction Group
Project: Owatonna WWTF Upgrade and Expansion
Contract Name: Owatonna WWTF Upgrade and Expansion
Date Issued: Effective Date of Work Change Directive: 9/19/2024
Owner's Project No.: 17017
Engineer's Project No.: 10044
Contractor's Project No.: 2214

Contractor is directed to proceed promptly with the following change(s):

Description:

Fiber Loop Revision

Attachments:

WCD #095 Proposal.

Purpose for the Work Change Directive:

This WCD includes costs changes for revisions to the fiber loop. The revisions required 2" PVC conduit between the Process and Administration Buildings. The original plan used a common conduit to complete the loop and so it was not as protected if that conduit were to get damaged. The change also adds City internet access in the North Maintenance Building.

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$7,836.45 [increase] [decrease] [not yet estimated]
Contract Time: 0 days [increase] [decrease] [not yet estimated]

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer Svennes, PE 

Title: Lead Process Engineer

Date: 9/19/2024

WORK CHANGE DIRECTIVE NO.: 96

Owner:	City of Owatonna	Owner's Project No.:	17017
Engineer:	Nero Engineering	Engineer's Project No.:	10044
Contractor:	Rice Lake Construction Group	Contractor's Project No.:	2214
Project:	Owatonna WWTF Upgrade and Expansion		
Contract Name:	Owatonna WWTF Upgrade and Expansion		
Date Issued:		Effective Date of Work Change Directive:	9/19/2024

Contractor is directed to proceed promptly with the following change(s):

Description:

Fire Alarm Additions

Attachments:

WCD #096 Proposal.

Purpose for the Work Change Directive:

This WCD includes costs to add devices for the fire sprinkler system that are required to be connected to the fire alarms in MBR and STB buildings.

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$16,958.77 ~~[increase] [decrease] [not yet estimated]~~

Contract Time: 0 days ~~[increase] [decrease] [not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer Svenes, PE 

Title: Lead Process Engineer

Date: 9/19/2024

WORK CHANGE DIRECTIVE NO.: 97

Owner: City of Owatonna Owner's Project No.: 17017
Engineer: Nero Engineering Engineer's Project No.: 10044
Contractor: Rice Lake Construction Group Contractor's Project No.: 2214
Project: Owatonna WWTF Upgrade and Expansion
Contract Name: Owatonna WWTF Upgrade and Expansion
Date Issued: Effective Date of Work Change Directive: 9/19/2024

Contractor is directed to proceed promptly with the following change(s):

Description:

Site Doors

Attachments:

WCD #097 Proposal.

Purpose for the Work Change Directive:

This WCD includes costs to replace three exterior doors in the maintenance garage attached to the Administration Building and one exterior door in the Main Lift Station (on the drywell side). It also includes material costs to reorder three doors in the Process Building that were incorrectly specified in a previous WCD.

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$40,019.36 [increase] [decrease] [not yet estimated]
Contract Time: 0 days [increase] [decrease] [not yet estimated]

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

	Recommended by Engineer	Authorized by Owner
By:	Jennifer Svennes, PE 	
Title:	Lead Process Engineer	
Date:	9/19/2024	

WORK CHANGE DIRECTIVE NO.: 98

Owner: City of Owatonna Owner's Project No.: 17017
Engineer: Nero Engineering Engineer's Project No.: 10044
Contractor: Rice Lake Construction Group Contractor's Project No.: 2214
Project: Owatonna WWTF Upgrade and Expansion
Contract Name: Owatonna WWTF Upgrade and Expansion
Date Issued: Effective Date of Work Change Directive: 9/19/2024

Contractor is directed to proceed promptly with the following change(s):

Description:

Welding Plates in Secondary Digester

Attachments:

WCD #098 Proposal.

Purpose for the Work Change Directive:

This WCD includes costs to weld carbon steel plates at seven locations on the interior of the secondary digester. The existing openings were housing for the roller box mechanisms on the floating cover. Due to the way the new fixed cover is sealed inside the tank, it was determined to be best to cover these openings so there were not voids in the annular space between the cover and tank. Welding plates to the existing roller box housing was determined to be the least costly solution.

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$9,350.58 ~~[increase] [decrease] [not yet estimated]~~
Contract Time: 0 days ~~[increase] [decrease] [not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer Svennes, PE 

Title: Lead Process Engineer

Date: 9/19/2024

EJCDC® C-940, Work Change Directive.

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WORK CHANGE DIRECTIVE NO.: 99

Owner: City of Owatonna Owner's Project No.: 17017
Engineer: Nero Engineering Engineer's Project No.: 10044
Contractor: Rice Lake Construction Group Contractor's Project No.: 2214
Project: Owatonna WWTF Upgrade and Expansion
Contract Name: Owatonna WWTF Upgrade and Expansion
Date Issued: Effective Date of Work Change Directive: 9/19/2024

Contractor is directed to proceed promptly with the following change(s):

Description:

Additional Caulking in Secondary Digester

Attachments:

WCD #099 Proposal.

Purpose for the Work Change Directive:

This WCD includes costs to caulk polysulfide sealant between the wall and floor and at construction joints in the secondary digester. While the tank was being prepared for coating, failure of the original joint sealant in the tank was observed. It was determined that replacement of this original caulking would be beneficial.

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$3,499.65 ~~[increase] [decrease] [not yet estimated]~~
Contract Time: 0 days ~~[increase] [decrease] [not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer Svennes, PE 

Title: Lead Process Engineer

Date: 9/19/2024

WORK CHANGE DIRECTIVE NO.: 100

Owner: City of Owatonna Owner's Project No.: 17017
Engineer: Nero Engineering Engineer's Project No.: 10044
Contractor: Rice Lake Construction Group Contractor's Project No.: 2214
Project: Owatonna WWTF Upgrade and Expansion
Contract Name: Owatonna WWTF Upgrade and Expansion
Date Issued: Effective Date of Work Change Directive: 9/19/2024

Contractor is directed to proceed promptly with the following change(s):

Description:

Additional Sidewalk

Attachments:

WCD #100 Proposal.

Purpose for the Work Change Directive:

This WCD includes costs to replace all of the sidewalk on the site which was identified by City WWTF staff, Nero, and Rice Lake as not included in the original contract. 75% of the sidewalk was included in the project and so it is beneficial for the City to address the remaining 25% now rather than at another time.

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$39,040.92 [increase] ~~[decrease]~~ ~~[not yet estimated]~~
Contract Time: 0 days [increase] ~~[decrease]~~ ~~[not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

	Recommended by Engineer	Authorized by Owner
By:	Jennifer Svennes, PE 	
Title:	Lead Process Engineer	
Date:	9/19/2024	

WORK CHANGE DIRECTIVE NO.: 102

Owner: City of Owatonna Owner's Project No.: 17017
Engineer: Nero Engineering Engineer's Project No.: 10044
Contractor: Rice Lake Construction Group Contractor's Project No.: 2214
Project: Owatonna WWTF Upgrade and Expansion
Contract Name: Owatonna WWTF Upgrade and Expansion
Date Issued: Effective Date of Work Change Directive: 9/19/2024

Contractor is directed to proceed promptly with the following change(s):

Description:

Additional Waste Drains at MLS and FSB

Attachments:

WCD #102 Proposal.

Purpose for the Work Change Directive:

This WCD includes costs to install waste piping and aprons in front of the garage doors at MLS and FSB. These aprons and waste drains collect any water that may drop from screenings dumpsters while they sit outside of the building on garbage collection days. The drains discharge to the influent of the WWTF to prevent any potential drops of wastewater from entering the stormwater system.

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$18,205.45 [increase] [decrease] [not yet estimated]
Contract Time: 0 days [increase] [decrease] [not yet estimated]

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

	Recommended by Engineer	Authorized by Owner
By:	Jennifer Svenes, PE 	
Title:	Lead Process Engineer	
Date:	9/19/2024	

WORK CHANGE DIRECTIVE NO.: 103

Owner:	City of Owatonna	Owner's Project No.:	17017
Engineer:	Nero Engineering	Engineer's Project No.:	10044
Contractor:	Rice Lake Construction Group	Contractor's Project No.:	2214
Project:	Owatonna WWTF Upgrade and Expansion		
Contract Name:	Owatonna WWTF Upgrade and Expansion		
Date Issued:		Effective Date of Work Change Directive:	9/19/2024

Contractor is directed to proceed promptly with the following change(s):

Description:

Hydronic System Control Changes

Attachments:

WCD #103 Proposal. Field Order #35.

Purpose for the Work Change Directive:

This WCD includes work to implement instrumentation and control changes so the hydronic pump VFDs can respond to system pressure as opposed to being operated manually as they are currently.

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$14,252.46 ~~[increase] [decrease] [not yet estimated]~~

Contract Time: 0 days ~~[increase] [decrease] [not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer Svennes, PE 

Title: Lead Process Engineer

Date: 9/19/2024

WORK CHANGE DIRECTIVE NO.: 104

Owner: City of Owatonna Owner's Project No.: 17017
Engineer: Nero Engineering Engineer's Project No.: 10044
Contractor: Rice Lake Construction Group Contractor's Project No.: 2214
Project: Owatonna WWTF Upgrade and Expansion
Contract Name: Owatonna WWTF Upgrade and Expansion
Date Issued: Effective Date of Work Change Directive: 9/19/2024

Contractor is directed to proceed promptly with the following change(s):

Description:

Administration Building Interior Doors

Attachments:

WCD #104 Proposal.

Purpose for the Work Change Directive:

This WCD includes work to replace four interior doors in the Administration Building to be consistent with the remodeling changes in the contract. Three of these doors were on the lower level in the hallway between the Admin Building and Maintenance Garage. Since there were no changes planned in the Maintenance Garage, these doors were missed. There was one door on the upper level that was also inadvertently omitted in the scope of the project.

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$28,263.76 [increase] [decrease] [not yet estimated]

Contract Time: 0 days [increase] [decrease] [not yet estimated]

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer Svennes, PE 

Title: Lead Process Engineer

Date: 9/19/2024

WORK CHANGE DIRECTIVE NO.: 105

Owner: City of Owatonna
Engineer: Nero Engineering
Contractor: Rice Lake Construction Group
Project: Owatonna WWTF Upgrade and Expansion
Contract Name: Owatonna WWTF Upgrade and Expansion
Date Issued: Effective Date of Work Change Directive: 9/25/2024
Owner's Project No.: 17017
Engineer's Project No.: 10044
Contractor's Project No.: 2214

Contractor is directed to proceed promptly with the following change(s):

Description:

MLS Fiberglass Door

Attachments:

WCD #105 Proposal.

Purpose for the Work Change Directive:

This WCD includes work to replace one exterior door in the Main Lift Station building. This door is original to the WWTF and exposed to a harsh environment with hydrogen sulfide present so the new door is proposed to be fiberglass material.

☐ Non-agreement on pricing of proposed change. ☒ Necessity to proceed for schedule or other reasons.

Estimated Change in Contract Price and Contract Times (non-binding, preliminary):

Contract Price: \$9,371.20 ~~[increase] [decrease] [not yet estimated]~~
Contract Time: 0 days ~~[increase] [decrease] [not yet estimated]~~

Basis of estimated change in Contract Price:

☒ Lump Sum ☐ Unit Price ☐ Cost of the Work ☐ Other

Recommended by Engineer

Authorized by Owner

By: Jennifer Svennes, PE 

Title: Lead Process Engineer

Date: 9/25/2024

Owatonna WWTF Upgrade and Expansion

Change Order Log

Printed: 10/7/2024

Original Contract Cost

\$55,720,600.00

CO #	WCD No.	Date	Description	WCD Cost	Approved	CO Cost	Revised Contract Cost
1	15	5/30/2022	SUEZ Price Escalation	\$252,500.00	Yes	\$252,500.00	\$55,973,100.00
2	2	8/19/2022	Field Order No.1	\$581.15	Yes	-\$89,899.14	\$55,883,200.86
	3	8/22/2022	Field Order No.3	-\$12,511.72			
	4	8/19/2022	Field Order No.4	\$53,409.75			
	5	8/25/2022	Field Order No.2	\$3,329.18			
	7	8/25/2022	RFI #29	-\$11,092.99			
	8	9/30/2022	MBR Tank Drain Valves	\$16,853.62			
	9	9/30/2022	Field Order No.9	\$9,613.92			
	10	9/30/2022	Grating Width Changes and Perm Wall Pipe	-\$6,944.33			
	12	10/25/2022	Backwash Tank and Chemical Storage Building - Opt. 1&2	\$75,579.50			
	13	10/25/2022	RFI #25	\$13,737.58			
	14	10/16/2022	Additional Window in Admin Building	\$21,862.56			
	16	11/28/2022	Directionally Drill 10" MBR Drain Line	-\$17,903.83			
	17	11/28/2022	Increase Size of Tunnel Opening at RWC	\$3,835.98			
	19	12/22/2022	RFI No. 45 - Hardware Material Change	-\$240,249.52			
3		6/22/2023	Wage Rate Update	\$0.00	Yes	\$0.00	\$55,883,200.86
4	1	6/23/2023	Contaminated Soil Removal	\$193,738.62	Yes	\$265,957.79	\$56,149,158.65
	6	6/23/2023	Additional Granular Fill	\$72,219.17			
5	32	6/23/2023	Vaughan Price Escalation	\$3,535.00	Yes	\$3,535.00	\$56,152,693.65
6	18	4/3/2023	Field Order No. 8 - Hydrant and Storm Changes	\$60,677.57	Yes	\$116,244.44	\$56,268,938.09
	21	12/22/2022	Additional Pipe Support for Increased Size of Tunnel Opening at RV	\$3,786.97			
	22	2/17/2023	FO #12 - Omit Ductwork in Tunnel between RWC and DTC	-\$12,442.85			
	24	2/17/2023	Add MBR Blower Inlet Dampers	\$2,042.52			
	26	3/7/2023	AB Blower Piping Expansion Joints	\$34,243.47			
	27	4/3/2023	MLS Bonnetless Knife Gate Valves	-\$49,439.50			
	29	4/12/2023	FSB Roof Drain Piping	\$7,125.53			
	33	6/23/2023	RFI #117 - Weirs and Anchors	\$13,435.27			
	34	6/23/2023	Field Order Directive #14 - Sampler Changes	\$3,659.69			
	35	6/23/2023	Field Order Directive #13 - Hydronic System Controls	\$33,902.50			
	36	6/23/2023	MBR Influent Channel additional grout	\$16,029.48			
	37	6/23/2023	FSB Flexible Chutes	\$3,223.79			
7	41	9/14/2023	Coating System Changes	\$115,116.46	Yes	\$115,116.46	\$56,384,054.55
8	48	9/20/2023	Ductile Iron Pipe Price Escalation	\$25,919.20	Yes	\$25,919.20	\$56,409,973.75

CO #	WCD No.	Date	Description	WCD Cost	Approved	CO Cost	Revised Contract Cost
9	23	7/31/2023	AB Blower Piping Change	\$22,330.34	Yes	\$85,144.89	\$56,495,118.64
	38	6/29/2023	Hydronic System RFI #128 and #135	\$10,786.50			
	39	9/11/2023	Field Order # 17- Tunnel Parapet and Lockers	\$47,508.35			
	40	8/15/2023	Hydronic System Water Treatment	-\$3,317.46			
	42	9/13/2023	FSB Chutes	\$1,645.22			
	43	9/13/2023	RFI #154 - Fan Starters	\$5,410.46			
	44	9/13/2023	Removal of Select Granual Fills	-\$42,916.93			
	45	9/20/2023	MBR RAS Pump Discharge Reducers	\$42,690.51			
	49	9/21/2023	Field Order # 19 - Plumbing Revisions	-\$7,478.34			
	50	9/21/2023	Field Order # 20 - Admin Water Softener	\$11,056.65			
	52	9/29/2023	Remove Handrail at AB basin	-\$93,600.24			
	53	10/6/2023	Field Order 21 - AB Structural Changes	\$17,335.49			
	54	9/29/2023	Field Order # 22 - Admin Hydronic System Piping	\$20,874.24			
	56	10/13/2023	Asbestos Removal	\$15,557.54			
	57	10/27/2023	Clean Aeration Basins	\$29,931.27			
	60	10/31/2023	Replace Solenoid Valves for Existing MLS Screen	\$7,331.29			
10	61	12/8/2023	Casework Material Change	\$24,162.43	Yes	\$191,149.45	\$56,686,268.09
	62	12/8/2023	Field Order 23- Roof Drain Routing Insulation	\$6,907.35			
	63	11/20/2023	OPU Water Hydrant	\$4,757.48			
	64	12/8/2023	MBR Lab Vacuum Pump	\$2,651.59			
	66	12/26/2023	MBR Masonry to Full Height Around Mechanical Room	\$7,028.25			
	67	12/26/2023	STB Roof Insulation Depth Change	\$56,756.00			
	68	1/2/2024	Door Changes	\$83,704.09			
	69	1/4/2024	Additional Light Switches in MBR Cassette Room	\$5,182.25			
11	65	4/2/2024	Field Order 16 - Site Changes	\$219,304.53	Yes	\$223,024.85	\$56,909,292.94
	72	2/16/2024	Peak Flow Overflow Box	\$3,720.32			
12	74	4/5/2024	FO 25 - Hydronic Valve and Control Changes	\$15,254.90	Yes	\$117,963.80	\$57,027,256.74
	75	4/8/2024	Remove Pressure Washing ABs 1&2	-\$20,200.43			
	76	4/11/2024	Add influent and effluent pH sensors	\$21,046.32			
	77	4/26/2024	Revise PB blower piping per RFI 172	-\$10,862.10			
	80	4/29/2024	Remove pipe to eductor pump location - RFI 174	-\$1,894.14			
	82	5/28/2024	Admin - Masonry Infill and Floor System Add	\$10,989.02			
	83	6/4/2024	Mud Valve Replacement	\$41,097.92			
	84	5/17/2024	FO 29 - Install Manway in Secondary Digester	\$23,784.28			
	85	6/7/2024	FO 30 - Septage Receiving Station Changes	\$38,748.03			

CO #	WCD No.	Date	Description	WCD Cost	Approved	CO Cost	Revised Contract Cost
13	87	6/28/2024	Admin Building Materials Price Escalation	\$9,276.28	Yes	\$9,276.28	\$57,036,533.02
14	88	6/28/2024	MBR Grating Modifications	\$11,361.04	Yes	\$47,854.80	\$57,084,387.82
	89	6/28/2024	FO 31 - RWC Electrical Gear Relocation	\$6,592.85			
	91	7/18/2024	PB Generator Feed Reroute	-\$2,889.75			
	92	8/1/2024	Secondary Digester Interior Coatings	\$32,790.66			
15	93	8/2/2024	DIP Spools - Price Escalation	\$22,008.91	Yes	\$22,008.91	\$57,106,396.73
16	94	8/14/2024	Additional Eyewashes for MBR Chem Room	\$15,405.13	No	\$202,203.73	\$57,308,600.46
	95	8/14/2024	Fiber Loop Revision	\$7,836.45			
	96	8/14/2024	Fire Alarm Submittal Comments	\$16,958.78			
	97	8/20/2024	Additional Exterior Doors	\$40,019.36			
	98	8/20/2024	Weld Plates over Secondary Digester Roller Box Openings	\$9,350.58			
	99	8/27/2024	Caulk existing construction joints in Secondary Digester	\$3,499.65			
	100	8/29/2024	Additional Sidewalks	\$39,040.92			
	102	8/30/2024	FSB and MLS Waste Drains	\$18,205.45			
	103	9/13/2024	Hydronic Pump Control Changes	\$14,252.46			
	104	9/17/2024	Additional Interior Admin Doors	\$28,263.76			
	105	9/25/2024	MLS Fiberglass Door	\$9,371.20			