



CITY COUNCIL MEETING
Tuesday, January 7, 2025 at 7:00 PM
Council Chambers, City Hall at 540 West Hills Circle
Roll Call: Council Members Raney, Svenby, Voss,
Dotson, Burbank, Boeke & Schultz

PLEASE NOTE: At 5:00 p.m. Council will meet in a Study Session in Council Chambers, City Hall at 540 West Hills Circle. Items of discussion will include Council Member 2025 Assignments and Sewer Rates. If time permits, there will be general updates of various boards and commissions.

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

- 1.1. Oath of Office - City Officials Election in 2024 General Election: Mayor Jessop and Council Members Doug Voss, Don McCann and Kevin Raney
- 1.2. Council Agenda
- 1.3. 2025 Organizational Meeting
 - 1.3.1. Selection of Council President
 - 1.3.2. Selection of Council Member Vice-President
 - 1.3.3. Council 2025 Representation on Boards/Commissions/Committees
 - 1.3.4. Resolution 1-25: Designate 2025 Depositories and Authorize Signatories
 - 1.3.5. Resolution 2-25: Designate 2025 Responsible Authority for Data Practices
 - 1.3.6. Designate Newspaper for 2025 Official City Business
 - 1.3.7. Appoint 2025 Weed Inspector
 - 1.3.8. Change one 2025 Council Meeting Date
 - 1.3.9. Set Date for 2025 Local Board of Appeal and Equalization Meeting - April 15, 2025
- 1.4. Mayor Jessop

2. CONSENT AGENDA ITEMS

- 2.1. Minutes – Council Meeting – December 17, 2024
- 2.2. Department Reports:
 - 2.2.1. Building Inspections Monthly Report- December 2024
 - 2.2.2. Fire - Monthly Dashboard and Activity Report - December 2024
 - 2.2.3. Police Department Crime Data - December 2024
- 2.3. Licenses/Permits
 - 2.3.1. Event Permit - Winterstate Entertainment - Film in Owatonna - January 21-February 7th
 - 2.3.2. Event Permit - Harry Wenger Marching Band Festival - June 14, 2025
 - 2.3.3. Event Permit - Corky's Earlybird Softball Tournament - May 2-4, 2025

2.3.4. Event Permit - 2025 Pride in the Park - July 12, 2025

2.4. Miscellaneous

2.4.1. Joint Powers Agreement for Fire Department Background Checks - BCA

2.4.2. Joint Powers Agreement - South Central Drug Investigations Unit

2.4.3. Renew Lease - Owatonna Art Center

2.4.4. 2025 Airport Rates and Charges Schedule

2.4.5. 2025 Seasonal/Temporary Wage Rates

2.4.6. 2025 Liability Coverage Waiver - League of Minnesota Cities Insurance Trust (LMCIT) - South Central Drug Investigation Unit

3. ACTION ITEMS

3.1. Finance Report

3.2. Ordinances

3.2.1. Second/Final Reading Proposed Ordinance 24-8: RZ-9 Lee Foundation Rezoning Request - 545 Florence Ave NW

3.3. Resolutions:

3.3.1. Resolution 3-25: Authorizing As-Needed Vine Street Parking Lot Closures

3.3.2. Resolution 4-25 Premises Permit to Conduct Lawful Gambling at El Tequila Mexican Restaurant - Owatonna Wrestling Association

3.4. Miscellaneous

3.4.1. On-Sale Liquor License with Sunday Sales - Train Station Bar & Grill, LLC - 137 W Bridge Street

3.4.2. Authorization to Proceed - 2025 Cured In Place Pipe System (CIPPS) Project

3.4.3. Award Mechanic Shop 24-004 CIP Project - Four Seasons Electric

3.4.4. City Administrator Benefits Package

4. STAFF REPORTS

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

6. COUNCIL COMMENT AND GENERAL INFORMATION

7. ADJOURN



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6. COUNCIL COMMENT AND GENERAL INFORMATION

7. ADJOURN



CITY OF
OWATONNA

2025 Organizational Meeting



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Kris Busse, City Administrator
SUBJECT: Council 2025 Representation on Boards/Commissions/Committees

Purpose:

Each year, Council Members are assigned to various boards, commissions, and committees during the City's Annual Organizational Meeting. The LEC Committee and Highway 14 Partnership assignments will not be needed during 2025.

Background:

Council Member's 2024 Board/Commission Assignments were:

Economic Development Authority (EDA)

- Kevin P. Raney, Dan Boeke and Doug Voss

Owatonna Area Business Development Center (The Center)

- Brent Svenby and Dan Boeke

Law Enforcement Center (LEC) Committee - Dave Burbank and Greg Schultz

Highway 14 Partnership - Kevin P. Raney

Joint Powers Board (911 Board) - Dave Burbank and Nate Dotson

Joint County/City Transportation Committee – Greg Schultz and Kevin P. Raney

Housing & Redevelopment Authority (HRA) – Nate Dotson

Joint City/Owatonna Public Utilities (OPU) Committee

- Doug Voss and Nate Dotson

Facilities Steering Committee - Dan Boeke, Doug Voss and Greg Schultz

Budget Impact:

None.

Staff Recommendation:

Council will discuss during the Study Session prior to their meeting. The LEC Committee and Hwy 14 Partnership assignments will not be needed this year.

Attachments:

1. 2025 Committee Assignments

Board/Commission Committee

Council Representation 2025

Economic Development Authority	Dave Burbank, Dan Boeke and Doug Voss
Housing Redevelopment Authority	Nate Dotson
Owatonna Area Business Development Center	Brent Svenby & Dan Boeke
Joint Powers Board – 911 Board	Dave Burbank and Nate Dotson
Joint County/City Transportation Committee	Council President & Vice-President: Kevin Raney & Doug Voss
City/OPU Joint Committee	Dan Boeke & Nate Dotson
City/County/School/OPU Joint Task Force	Council President & Vice-President: Kevin Raney & Doug Voss
Dog Hearing Panel	Dan Boeke, Doug Voss, Kevin Raney and Brent Svenby
Executive Committee	Council President, Vice-President and Council Member at Large: Kevin Raney, Doug Voss, and Dan Boeke
Facilities Steering Committee	Dan Boeke, Doug Voss, and Don McCann



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Emily Burns, Finance Director
SUBJECT: Resolution 1-25: Designate 2025 Depositories and Authorize Signatories

Purpose:

To list authorized signatories and depositories for 2025.

Background:

The Office of the State Auditor recommends that the City annually designate depositories for the upcoming year and formally appoint individuals authorized to disperse funds. This resolution authorizes the mayor, city administrator, finance director, senior accountant and accounting technician to disperse funds through check, electronic funds transfer, wire, or ACH.

Budget Impact:

There is no budget impact.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Res 1-25 Name 2025 Depositories

RESOLUTION NO. 1-25

A RESOLUTION DESIGNATING DEPOSITORIES FOR THE CITY OF OWATONNA
AND PERSONS AUTHORIZED TO SIGN ORDERS THEREON.

BE IT RESOLVED by the City Council of the City of Owatonna, Minnesota, that

- US Bank
- Wells Fargo Bank
- Profinium, Inc.
- Bremer Bank
- United Prairie Bank
- Community Bank Owatonna
- West Bank
- Stifel
- RBC Wealth Management
- Wells Fargo Advisors
- Municipal Money Market Fund (LMC 4M Fund), hereinafter called "Financial Institutions and/or Brokers,"

be, and hereby are, designated as depositories for the deposits and safekeeping of said City for such amounts as may be deposited herein.

BE IT FURTHER RESOLVED that orders or checks of the City of Owatonna drawn on said Financial Institutions in whatever form shall be signed by two of the following officers:

Matthew T. Jessop, Mayor
Kris M. Busse, City Administrator
Emily A. Burns, Finance Director

BE IT FURTHER RESOLVED that said Financial Institutions be, and hereby are, authorized and directed to honor and pay any orders or checks so drawn and signed as above set forth, whether or not such checks be payable to the order of one of the foregoing persons, either in his individual or in his official capacity, or deposited to his individual credit, whether or not such signatures are followed by the title or office of the person signing.

BE IT FURTHER RESOLVED that said Financial Institutions and/or Brokers be, and hereby are, authorized and directed to honor transfer of funds through wire, ACH, and electronic funds transfer from one of the above officers or from Sandra Bera, Accounting Specialist or JoAnn Matejcek, Accounting Analyst in the Finance Department.

BE IT FURTHER RESOLVED that the Finance Director is authorized to approve any claims needing to be paid in between regularly scheduled council meetings providing these are all submitted for council approval at their next regularly scheduled meeting.

Passed and adopted this 7th day of January, 2025, with the following vote:

Aye ____; No ____; Absent ____.

Approved and signed this 7th day of January, 2025.

Matthew T. Jessop, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: Resolution 2-25: Designate 2025 Responsible Authority for Data Practices

Purpose:

Council to approve Resolution 2-25 to designate the City's 2025 Responsible Authority to administer the requirements for government data with the City.

Background:

Per the Minnesota Government Data Practices Act, the City must annually designate an individual as a responsible authority; typically the chief administrative official serves in this capacity.

Budget Impact:

None

Staff Recommendation:

Staff recommends approval of Resolution 2-25 to reappointment Kris M. Busse, City Administrator, as the 2025 Responsible Authority for Data Practices with the City.

Attachments:

1. Resolution 2-24 Designate 2024 RA for Data Practices

RESOLUTION NO. 2-24

A RESOLUTION APPOINTING RESPONSIBLE AUTHORITY
FOR DATA PRACTICES COMPLIANCE

WHEREAS, the Minnesota Statutes, Section 13.02, Subdivision 16, requires that the City of Owatonna appoint an employee as the Responsible Authority to administer the requirements for government data with the City; and

WHEREAS, the Minnesota Rules Chapter 1205 relates to and applies to the provisions of Minnesota Statutes, Chapter 13; and

WHEREAS, the Owatonna City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by appointing an administratively qualified Responsible Authority as required under the statute for the year 2024.

BE IT RESOLVED, the City Council of Owatonna appoints Kris M. Busse, an employee of the City, as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, Chapter 13 and with Minnesota Rules, Chapter 1205.

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

Aye____; No____; Absent_____.

Approved and signed this _____ day of _____, 2024.

Thomas A. Kuntz, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Kris Busse, City Administrator
SUBJECT: Designate Newspaper for 2025 Official City Business

Purpose:

Request the Council to appoint a local newspaper for official City Business during 2025.

Background:

Section 4.7 of our City Charter requires that each year during the first regular council meeting, "Council designates a newspaper of general circulation in the City as the official paper for the publication of all matters required by law". All public notices are to be published in a qualified newspaper that is likely to give notice in the affected area or to the persons to whom the notice is directed. The Owatonna Peoples Press provides local news coverage within the city.

Budget Impact:

None.

Staff Recommendation:

Staff recommends the appointment of the Owatonna Peoples Press as the City's 2025 Official Newspaper.

Attachments:

None



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Kris Busse, City Administrator
SUBJECT: Appoint 2025 Weed Inspector

Purpose:

To assign the duties as the City's Weed Inspector for 2025.

Background:

The duties of the Weed Inspector have been fulfilled by our Fire Chief, Ed Hoffman. This has worked well and offers a good point of contact for residents with concerns regarding weeds and nuisance vegetation.

Budget Impact:

None.

Staff Recommendation:

Staff recommends the reappointment of Fire Chief Ed Hoffman as the 2025 Weed Inspector for the City.

Attachments:

None



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Kris Busse, City Administrator
SUBJECT: Change one 2025 Council Meeting Date

Purpose:

Request the Council change date of one City Council Meeting during 2025.

Background:

The City Council meets on the first and third Tuesday of each month. One of these 2025 dates, the first Tuesday in August (August 5) is National Night Out, and many staff members, the mayor, and Council Members will participate.

I request this City Council Meeting date be moved to the following day, Wednesday, August 6, 2025.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval.

Attachments:

None



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Kris Busse, City Administrator
SUBJECT: Set Date for 2025 Local Board of Appeal and Equalization Meeting - April 15, 2025

Purpose:

Council to set the date for the City's 205 Local Board of Appeal and Equalization (LBAE) Meeting.

Background:

The Steele County Assessor's Office requests the date for the City's 2024 LBAE Meeting be set for Tuesday, April 15, 2025, at 6:00 pm. The purpose of the annual LBAE Meeting is to provide a fair and objective forum for property owners to appeal their valuation and/or classification with the goal of addressing property owner's issues fairly and objectively. The Steele County Assessor's Department analyzes real estate sales during a 12-month period to modify the mass appraisal system for the current market as well as to improve the equalization of property values.

Budget Impact:

None

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Steele Co Assessor 2025 LBAE Meeting Request

STEELE COUNTY ASSESSOR

630 Florence Ave
P.O. Box 890
Owatonna, MN 55060
Phone: 507-444-7435
Fax: 507-444-7419



RECEIVED

JAN 12 2025

CITY OF OWATONNA

December 31, 2024

To: Township Officers and City Clerks

Re: 2025 Board of Appeal and Equalization Meeting Date

To Whom It May Concern:

Our office is writing to inform you that Tuesday, April 15, 2025, at 6:00 PM the Local Board of Appeal and Equalization Meeting will take place at the Charles S. Crandall Center Council Chambers, City Hall.

Please verify below and return to our office if the above listed date will work to hold your meeting. *If for some reason this date does not work, please contact our office at your earliest convenience so we can reschedule the date.* Please return the bottom portion to our office by January 24, 2025.

In February 2025, I will send out the Township and City Official's Packet for you to post in your jurisdiction, so please look for those documents to come.

If you should have any questions or concerns, please contact our office at (507)444-7438.

Sincerely,

Lacy Standke

Assessment Technician II

(Please return bottom of page)

LOCAL BOARD OF APPEAL AND EQUALIZATION MEETING INFO:

Tuesday, April 15, 2025, at 6:00 PM at Charles S. Crandall Center Council Chambers, City Hall.

_____ Accept this Date/Time/Place

_____ Decline this Date/Time/Place

"An Equal Opportunity Employer"



CITY OF
OWATONNA

Council Minutes

**Owatonna City Council Minutes
December 17, 2024 – DRAFT COPY**

On Tuesday, December 17, 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 Dotson, Svenby, Voss, Burbank, Boeke, Raney and Schultz; Mayor Kuntz, Public Works Director Murphy; Finance Director Burns; Assistant City Administrator Tuma, Community Development Director Klecker; Library Director Bando; Fire Chief Hoffman; Police Chief Mundale; Finance Director Burns; IT Director Brown; IT Technician Specialist Enz; City Attorney Walbran; City Administrator Busse; and Administrative Coordinator Clawson.

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

Recommendations for Appointment – Park Board Member EDA

Mayor Kuntz advised Mayor Kuntz advised applications were received and panel phone interviews completed to fill the current opening on the Park Board. He made a recommendation that Nancy Ness be appointed to the Park Board. This appointment will fulfill the remainder of the term which will expire April 30, 2026. Council Member Raney made a motion for approval, Council Member Boeke seconded the motion, all members voted aye for approval.

Consent Agenda Items

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

- Minutes – Council Meeting – December 3, 2024
- Minutes - Truth-in-Taxation Meeting - December 3, 2024
- Human Rights Commission Meeting - November 12, 2024
- Building Inspection Monthly Reports - November 2024
- Annual Renewal - Tobacco Licenses

<u>NAME OF BUSINESS</u>	<u>LOCAL ADDRESS</u>
CASEY'S GENERAL STORE #2194	475 18th St
CASEY'S GENERAL STORE #2418	590 State Avenue
CASH WISE #3014	495 W North Street
CASH WISE LIQUOR #7037	495 W North Street
CEKOO TOBACCO	1836 S Cedar Avenue
DOLLAR GENERAL 21536	205 N Oak Avenue
FAREWAY STORES INC #139	831 S Oak Avenue

FAREWAY SPIRITS AND MORE #139	831 S Oak Avenue
FIRE HOUSE LIQUOR	120 26th St NW
FLEET FARM FUEL	2121 W Bridge St
HOLIDAY STATIONSTORE #2746373	695 W Bridge Street
HOLIDAY STATIONSTORE #2746519	330 W North St
HY-VEE GAS #5511	1720 S Cedar Avenue
HY-VEE WINE & SPIRITS	1620 S Cedar Avenue
J&B LIQUOR INC.	202 S Oak Street
KWIK TRIP #237	135 Landmark Drive
KWIK TRIP #403	2270 46th Street NW
KWIK TRIP #435	1075 West Frontage Rd
KWIK TRIP #641	1220 S Oak Avenue
KWIK TRIP #806	320 Mineral Springs
KWIK TRIP #1088	410 Hoffman Drive
KWIK SPIRITS #1088	410 Hoffman Drive
LION'S DEN ADULT BOUTIQUE	1178 W Frontage Rd
MEDFORD TOBACCO PLUS, INC	2350 43rd St NW #101
OT SMOKE SHOP PLUS	1100 Frontage Rd, Ste 110
OWATONNA FUEL & Food	401 N Cedar Avenue
OWATONNA SMOKE SHOP	641 W Bridge St
REGGIE'S BREWHOUSE	218 N Cedar Avenue
SMOKE N VAPE INC	1407 S Oak Avenue
WALGREENS #9095	125 18th Street SE
WALMART #982	1130 West Frontage Road

Annual Renewal - Taxi Licenses

Access on Time Companies Inc. dba First Choice Shuttle
 Straight River Taxi LLC

Annual Renewal - Garbage & Refuse Haulers Licenses

GreenRU LLC
 Thompson Sanitation Inc
 LJP Waste Solutions
 Skjeveland Enterprises
 Stewart Companies, Inc. dba Stewart Sanitation
 Waste Management of Southern Minnesota
 Veit Disposal Systems
 Kruckeberg Fleet Services
 West Central Sanitation Inc
 Archambault Brothers Disposal
 Junk Truck Minnesota
 Bin Pro Dumpster Rental

Exempt Permit - Raffle - Owatonna Chamber of Commerce - February 16, 2025

Exempt Permit - Raffle - St Mary's Marian Catholic Schools - March 22, 2025

Exempt Permit - Raffle - Healthy Seniors - April 5, 2025

Statement of Work - 2024 Audit Services – CliftonLarsonAllen, LLP

The base fee for professional services is \$36,000 with an additional \$6,750 for statement and form preparation

Statement of Work - 2024 HRA Audit - Clifton Larson Allen LLP

The base fee for audit services is \$14,000, \$4,000 for the federal audit and \$3,500 for financial statement preparation.

Licensed Training Provider Agreement - American Red Cross

As a License Training Provider, the city is authorized to offer American Red Cross health and safety programs to develop and train staff, and provide other programs, while utilizing the American Red Cross curriculum and expertise in the aquatics, health and safety field. Annually, the Parks and Recreation Department registers over 1000 students for swimming lesson classes, certifies up to 100 lifeguards and swimming lesson instructors and offers other American Red Cross based programs that benefit the community. This renewal extends the agreement through January 3, 2028.

Independent Contractor Agreement - NXT Point Tennis and Pickleball, LLC

Effective January 1, 2025, the City will resume full operational control of the Tennis and Pickleball courts. NXT Point Tennis and Pickleball, LLC will provide the tennis instructors for the city-sponsored programs. NXT Point Tennis and Pickleball, LLC will be responsible only for providing instruction, while the city will retain full responsibility for all other aspects of the programs, including marketing, registration, equipment, and revenue generated from the classes. The City will be responsible for paying NXT Point Tennis and Pickleball, LLC the hourly instructor fees. Those fees are included in the annual budget and are offset by participant registration fees.

Facility Use Agreement - NXT Point Tennis and Pickleball, LLC

Effective January 1, 2025, the City will resume full operational control of the Tennis and Pickleball courts. The city will focus on offering tennis and pickleball lessons exclusively for beginner-level participants. To ensure continued access to higher-level lessons and programs, Matt Hokanson will provide intermediate and advanced lessons and programming through NXT Point Tennis and Pickleball, LLC under this new Facility Use Agreement. NXT Point Tennis and Pickleball, LLC will assume full responsibility for these programs, including marketing, registration, staffing, and equipment, and will be required to pay court rental fees for any reserved courts.

T-Hangar Lease Agreement - Clint Sevcik

The agreement provides for the rental of the large end T-hangar unit at the airport, Unit 1A, for a one-year term. The T-hangar units are used for the non-commercial

storage of aircraft. The rental fee provided for in the agreement is \$430.00 per month. The total annual airport revenue of \$5,160.00.

T-Hangar Agreement with Owatonna Civil Air Patrol (CAP)

CAP is seeking additional space at the airport to accommodate their storage needs and requests to rent a half-unit T-hangar garage available at a discounted rate of \$100.00 per month. The storage units located at the end of the T-Hangar buildings are half the size of a typical unit and are not conducive to aircraft storage. The Airport Commission approved a motion in support of the request to rent the space to the CAP at a reduced rate of \$100.00/month to be reassessed annually.

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

Finance Report

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

\$ 48,931.39 Ebert Inc - Council Chambers Renovation pay est #12 - retainage
114,531.00 Ebert Inc - Council Chambers Renovation pay est #12 - retainage
94,294.38 Nero Engineering - WWTF upgrade & expansion project - October 2024
20,399.00 Owatonna Floor Covering
- Carpet replacement - Airport - \$16,292.00
- Carpet - Social Commons - \$4,107.00
935,237.63 Rice Lake Construction Group - WWTP Expansion pay est #30
36,825.97 Steve James Excavating Inc
- Catch basin replacements - \$32,100.97
- Curb replacements - \$4,725.00
26,835.00 Versaterm Public Safety US Inc - 2024 body cams
203,257.88 Other Expenditures
\$1,480,312.25 Total Expenditures presented for approval

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

First Reading Ordinance 24-8: RZ-9, 545 Florence Avenue NW – Lee Foundation

Community Development Director Klecker presented a request received from Anna Lee, on behalf of the Lee Foundation, to rezone their property at 545 Florence Avenue NW from R-1, Single Family Residential to R-6, High Density Residential District for the purposes of providing group housing. This building was built as the hospital for the Minnesota State School Orphanage, used for board and lodge type uses after the orphanage closed and has been vacant for several years. The applicant is exploring uses that would include board and lodge uses, dormitories, and other high density residential

uses. Dormitory use would be permitted if rezoned to R-6; 29 occupants would be permitted on the first and second floors. Currently, the third floor of the building cannot be used but could be permitted for use when all building codes and architectural requirements are met.

Council Member Raney commented that there are two daycare centers close to this building and asked if conditions will be set to regulate their business operation. Klecker responded that changing the property to a R-6 Zoning will set the number of residents allowed but no Conditional Use Permit required for this type of business use within a R-6 Zoning District.

Council Member Dotson made a motion to approve the first reading of Proposed Ordinance 24-8, Council Member Burbank seconded the motion. With a roll call vote, voting aye were Council Members Boeke, Raney, Svenby, Voss, Dotson, Burbank and Schultz, No Nays, the motion carried. This second/final reading will be heard during the next City /council Meeting on January 7, 2025.

Resolution 122-24: Order Feasibility Report - 2025 Street & Utility Project

Public Works Director Murphy Requested approval of Resolution 122-24 ordering preparation of the 2025 Street & Utility Project Feasibility Report. The 2025 Street & Utility Project involves work on the following streets:

- Linn Drive SW
- Oakdale Street SW - From Linn Drive to 2nd Avenue SW

Council Member Raney made a motion for approval, Council Member Voss seconded the motion, all members voted aye to approve.

Resolution 123-24: 2025 City Levy and Budget

Finance Director Burns requested approval of Resolution 123-24 to adopt the proposed 2025 Budget of \$45,824,551 for expenditures and Levy with a 7.75% increase. This amount of levy is a decrease from the original Proposed Levy Increase of 8.00%. The levy set upon all the taxable property in the City of Owatonna will be a direct ad valorem tax in the amount of \$16,777,480 for General Government, \$229,115 PERA rate change, and \$2,404,025 for Debt Retirement, which shall be spread upon the tax rolls and collected in the year 2025. The city strives to have its levy increase follow growth; the current year's estimated growth rate is 7.20%. Council Member Svenby made a motion for approval, Council Member Raney seconded the motion, all members voted aye to approve.

Resolution 124-24: 2025 Levy and Budget - Housing and Redevelopment Authority

Finance Director Burns requested approval of Resolution 124-24 setting the levy and adopting the 2025 Budget for the Housing and Redevelopment Authority (HRA). The HRA is considered a special taxing district, and its levy is adopted separately from the city

levy. The amount of the levy shall be an amount approved by the governing body of the city, but not to exceed 0.0185 percent of estimated market value. Per the County Auditor & Assessor, the 2024 estimated market value was \$3,000,241,800. The allowable levy would be \$555,044 compared to the requested levy of \$215,000. A levy of \$215,000 represents a \$15,000 increase from 2024. Council Member Boeke made a motion for approval, Council Member Voss seconded the motion, all members voted aye to approve.

Resolution 125-24: Decertify TIF 3-7- Vision Processing Technologies

Finance Director requested approval of Resolution 125-24 to decertify TIF District 3-7, Vision Processing Technologies. This TIF district was formed as an economic development district in 2013. The developer invested over \$1.5 million in their facilities increasing their square footage by 15,000 square feet to accommodate an increasing need for space for food processing. They received tax increment assistance on a "pay-as-you-go" (PAYG) basis. The PAYG payments reimbursed the developer for the project. This district is required to be decertified by December 31, 2024, per state statute. The total market value of this property is estimated at \$3,917,100 for 2024. This includes \$540,600 for the land and \$3,376,500 for the building. In 2024, the city received \$43,230 in tax increment. Beginning in 2025, this amount will be added to the tax capacity. Council Member Dotson made a motion for approval, Council Member Svenby seconded the motion, all members voted aye to approve.

Resolution 126-24: Decertify TIF 3-8 - Daikin Applied Americas, Inc.

Finance Director Burns requested approval of Resolution 126-24 to decertify TIF District TIF District 3-8, Daikin Applied Americas, Inc. This TIF district was formed as an economic development district in 2014. The developer invested over \$8.4 million in their facilities, increasing their square footage by 122,616 square feet. They received tax increment assistance on a "pay-as-you-go" (PAYG) basis. The PAYG payments reimbursed the developer for the project. This district is required to be decertified by December 31, 2024 per state statute. The total market value of this property is estimated at \$8,517,000 for 2024. This includes \$755,000 for the land and \$7,762,000 for the building. In 2024, the city received \$173,388 in tax increment. Beginning in 2025, this amount will be added to the tax capacity. Council Member Raney made a motion for approval, Council Member Voss seconded the motion, all members voted aye to approve.

Resolution 127-24: Decertify TIF 3-9 - LifeFitness/Cybex

Finance Director requested approval of Resolution 27-24 to decertify TIF District 3-9. LifeFitness/Cybex. This TIF district was formed as an economic development district in 2016. The developer invested over \$10 million in their facilities, increasing their square footage by 150,000 square feet to accommodate an increasing need for space for manufacturing purposes. They received tax increment assistance on a "pay-as-you-go"

(PAYG) basis. The PAYG payments reimbursed the developer for the project. This district is required to be decertified by December 31, 2024, per state statute. The total market value of this property is estimated at \$16,009,300 for 2024. This includes \$1,622,400 for the land and \$14,386,900 for the building. In 2024, the city received \$212,762 in tax increment. Beginning in 2025, this amount will be added to the tax capacity. Council Member Boeke made a motion for approval, Council Member Burbank seconded the motion, all members voted aye to approve.

Resolution 128-24: 2025 Election Polling Sites

City Administrator Busse presented Resolution 128-24 to designate Polling Sites for public elections within the city during 2025. Minnesota Statute section 204B.16, requires municipalities designate precinct polling places for all elections by December 31 for the upcoming year and 90 days prior to a planned election. Currently, no elections are planned during 2025, but sites must be named in the event a special election is called for. The city does have the ability to change polling locations mid-year for an emergency or if the polling place becomes unavailable. Sites proposed as the 2025 Polling Site locations were also used during the 2024 elections:

- Ward1/Precinct 1 Trinity Lutheran Church, 609 Lincoln Avenue
- Ward 1/Precinct 2 Associated Church, 800 Havana Road
- Ward 2/Precinct 1 Owatonna Public Library, 105 N Elm Avenue
- Ward 2/Precinct 2 Bethel Church, 1611 Hemlock Ave
- Ward 3/Precinct 1 Chambers, Charles S. Crandall Center, 540 West Hills Circle
- Ward 3/Precinct 2 Emmanuel Lutheran Church, 750 Jeffrey Street
- Ward 4 /Precinct 1 Sacred Heart Parish Center, 739 S Cedar Avenue
- Ward 4/Precinct 2 Christ Community Covenant Church, 540 SE 18th Street
- Ward 5/Precinct 1 Grace Baptist Church, 265 26th St NE
- Ward 5 /Precinct 2 Our Savior's Lutheran Church, 1909 St Paul Road

Council Member Dotson made a motion for approval, Council Member Svenby seconded the motion, all members voted aye to approve.

Resolution 129-24: State Appropriation for Acquisition of Flood Prone Property

Community Development Director Klecker requested approval of Resolution 129-24 approving application for a state grant for acquisition of flood prone properties. Over the last two decades, the city has applied for, been awarded and administered numerous flood grants to remove structures in the floodplain. To date, 30 homes and one business have been removed from the floodplain utilizing FEMA Flood Hazard Mitigation Grants and DNR Flood Damage Reduction Grants. Removing structures from the floodplain is one of the most effective flood mitigation efforts the City has undertaken. Even with the number of structures that have been removed from the floodplain, there are still a number of structures that need to be removed. The Department of Natural Resources has hazard

mitigation funds that can be used to remove structures within the floodplain. These funds cover 50% of the costs of projects. Staff would like to apply for a \$120,000 grant to acquire another property in the floodplain. As part of the application, the city must approve a resolution authorizing the submission of the grant. Council Member Dotson asked what the is the current amount the City's Matching Grant Account, Klecker responded about \$22,000. Council Member Voss made a motion for approval, Council Member Dotson seconded the motion, all members voted aye to approve.

Resolution 130-24: Labor Agreement - IUOE Local 70

Human Resource Director Thamert requested approval of Resolution 130-24, to approve the 2025-2027 labor agreement with the International Union of Operating Engineers (IUOE), Local 70. A summary of the changes is as follows:

- Wages - General wage increase on the approved wage scale 5% effective January 1, 2025; 4% effective January 1, 2026; 4% effective January 1, 2027. Add a step to the top of the scale and remove the bottom effective January 1, 2026. Employees that have remaining steps on the wage scale will receive a step effective January 1 each year 2025-2027.
- Insurance - Monthly employer contribution towards premiums increased by \$18 (single) and \$50 (family) effective 2025; \$36 (single) and \$102 (family) effective 2026; \$26 (single) and \$72 (family) effective 2027. Annual employer contribution towards Health Savings Account increased \$200 (single) and \$400 (family) 2026 and 2027.
- Shift Differential - Increase from \$0.95 to \$1.25 per hour for scheduled work between 7:00 pm and 6:00 am and hours worked 3:00 pm and 11:00 pm.
- On-Call - Increase from \$2.50 to \$2.75 in 2026, and \$3.00 in 2027.
- Holiday - Add Juneteenth holiday currently in MOU to body of contract. a three-year labor agreement with IUOE Local 70.

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

Resolution 131-24: Labor Agreement - International Association of Fire Fighters, Local Union No. 1920

Human Resource Director Thamert requested approval of Resolution 131-24, to approve the 2025-2027 labor agreement with the International Association of Fire Fighters, Local Union No. 1920. A summary of changes is as follows:

- Wages - General wage increase on the approved wage scale 5% effective January 1, 2025; 4% effective January 1, 2026; 4% effective January 1, 2027. Add a step to the top of the scale and remove the bottom effective January 1, 2026. Employees that have remaining steps on the wage scale will receive a step effective January 1 each year 2025-2027.
- Insurance - Monthly employer contribution towards premiums increased by \$18

(single) and \$50 (family) effective 2025; \$36 (single) and \$102 (family) effective 2026; \$26 (single) and \$72 (family) effective 2027. Annual employer contribution towards Health Savings Account increased \$200 (single) and \$400 (family) 2026 and 2027.

- Holiday - Add Juneteenth holiday currently in MOU to body of contract and pay time and one half for hours worked on holiday.

Council Member Raney made a motion for approval, Council Member Voss seconded the motion, all members voted aye to approve.

Resolution 132-24: Public Safety Center Phase Two Professional Services – ICS

Assistant City Administrator Tuma requested approval of Resolution 132-24, to approve Phase Two of the Public Safety Facilities Planning project, which will take place in 2025. This phase will focus on on-site investigation and facility design of the preferred public safety facility option, as well as further refining the cost and scope of the project. Owatonna's police and fire department facilities have served our community well but are aging and no longer meet the needs of our first responders and the essential services they provide. Over the past three years, the City has been reviewing and planning for its public safety facilities. This process included conducting detailed assessments of existing facilities, touring public safety establishments in other cities, and evaluating various options regarding project scope and projected costs for investments in public safety. The staff gave the Council updates over five study sessions during the process.

In March and April of 2024, the Facilities Steering Committee and City Council reviewed initial information on city-owned facilities' conditions (including Public Safety facilities). It was recommended that a Public Safety Center Task Force be assembled at that time to perform the following tasks:

- Further identify facility and programmatic deficiencies at the existing Fire and Police facilities
- Identify the scope of improvements (renovation or new) required to provide facilities that serve Owatonna's citizens now and in the future.

The city is evaluating several options to address the needs of our public safety facilities. This includes renovating existing facilities, building new facilities for each department or creating a new shared facility for the police and fire departments. The financial impact of phase two is estimated to be \$2,946,315. This resolution will authorize ICS to begin phase two of the Public Safety Facilities Planning Process. This phase includes site investigation and selection, facility design, and budget verification for a combined fire and police facility. Chris Ziemer, ICS was present to answer any questions, Council Member Voss commented this is the second step of a long process. Council Member Boeke made a motion for approval, Council Member Burbank seconded the motion, all members voted aye to approve.

Resolution 133-24: Appreciation of Distinguished Service - Thomas A. Kuntz

Council Vice President Raney presented Resolution 133-24 in appreciation of distinguished service from Thomas A. Kuntz for the past twenty-one years as the mayor. His years of service have been marked by exemplary dedication to the community. Students have been introduced to local government by conducting mock City Council Meetings and DECA students encouraged to engage with city leadership. Tom led a successful campaign to allow prayer by a local clergyman prior to City Council Meetings. Tom's work on economic development was impactful as he reached out to state leaders and corporate presidents to help advance a number of commercial and industrial projects forward. Construction of the new hospital and clinic, completion of four-lane Highway 14 between Owatonna and Rochester, Daikin's expansion, continued investments by Federated Insurance, construction of the new high school and interactions with many other companies. Tom has traveled to St. Paul to meet with lawmakers to make sure Owatonna's story is heard in state decision-making meetings resulting in receipt of funding for projects within our community. The City Council of the City of Owatonna does hereby express its sincere appreciation and thanks to Thomas A. Kuntz for his distinguished service to the community and does also highly commend him for the manner in which he has carried out his duties and responsibilities. The City Council extends to him their best wishes for continued success in his future endeavors. Council Member Dotson made a motion for approval, Council Member Svenby seconded the motion, all members voted aye to approve.

Resolution 134-24 Appreciation of Distinguished Service - Greg Schultz

Council Vice President Raney presented Resolution 133-24 in appreciation of distinguished service from Greg Schultz for more than thirteen years as a City Council Member. Greg joined the Council in October 2011; was selected to serve as Council Vice-President in January 2015 and as the Council President in January 2017. Greg has earned admiration and high regards from those with whom he has worked. Greg's performance of his duties and responsibilities have been characterized as excellent and constructive contributions to the community including development of the City's Comprehensive Plan, creation of the City's Facility Plan and Airport Master Plan. Greg's years of service have been marked by exemplary dedication to the best interests of the community with improvements to the downtown area and city facilities including the Charles S. Crandall Center with Council Chambers, Merrill Hall, North Cedar Streetscape and Vine Street Parking Lot. The City Council expresses its sincere appreciation and thanks to Greg Schultz for his distinguished service to the community and does also highly commend him for the manner in which he has carried out his duties and responsibilities. Also, the City Council and Administration extends to him their best wishes for continued success in his future endeavors. Council Member Boeke made a motion for approval, Council Member Svenby seconded the motion, all members voted aye to approve.

Burial Request - State School Children's Cemetery

Assistant City Administrator Tuma requested approval of a request received from a previous student at the State School to be buried at the State School Children's Cemetery. Michaelson Funeral Home received a pre-planned burial plan request for Dwight Solie. Mr. Solie, a former student, requested to be buried in the State School Children's Cemetery on the West Hills Campus. The West Hills Commission met at a Special Meeting on December 12th to consider this request, the city's policy for burial at this cemetery which was approved on November 21, 1995, and verification of Mr. Solie's residency at the school in 1963. Mr. Solie currently lives in a care facility in Prior Lake, receiving hospice care. West Hills Commissioner Vaillancourt, West Hills Commissioner, will serve as the city's liaison during this process. The city is to incur no cost per the city burial policy at this cemetery. The West Hills Commission recommended the Council approve Mr. Solie's request with plans to use the plot along the north fence of the cemetery, just north of the grave of Clarence Rogers. Council Member Dotson made a motion for approval as recommended by the West Hills Commission, Council Member Boeke seconded the motion, all members voted aye to approve.

STAFF COMMENTS

Finance Director Burns commented that staff have been preparing to decertify several TIF Districts, three were approved during this meeting. Have also been preparing the Final 2025 Budget and Levies, the 2024 Audit planned for next spring and year-end reports.

Community Development Director Klecker commented that the tax benefits the companies received for their TIF District were instrumental in bringing these companies to Owatonna. Vision Processing Technologies (Kerry) took over a vacant building to begin operating here. Daikin has done another project and also purchased another building for future expansion since this TIF was approved. Lifetime Fitness/Cybex wanted to consolidate business operations and the TIF incentive offered swayed them to expand their facility here and close other facilities. TIF allows projects which increase the city's tax capacity and the Cybex TIF was completed two years early. The value of the Building Permits issued this year is currently \$92 million and several projects are nearing completion: Ascend Development, West Lake Meadows Apartments and Scooters.

Human Resource Director Thamert commented she has been preparing for the employee All Hands Meeting in January. Also, beginning plans for seasonal help during 2025, the city hires 150 temporary workers each year. She thanked the Council for support staff during 2024 with promotion of our workplace culture initiative and approval of the labor agreements, the final two were approved during tonight's meeting.

Public Works Director Murphy commented Shannon Heitmann, the new Assistant City Engineer, began working this week. With snow in the forecast, he reminded everyone to give the plows room to do their jobs.

Library Director Blando also thanked Mayor Kuntz and council members for their support of the library and their activities. They expanded several programs this year and are planning for more this next year. The library will be 125 years old in 2025, staff and Nancy Vaillancourt are making plans for a celebration event. Staff are participating in meetings regarding potential renovation plans.

PUBLIC COMMENTS

Melissa Zimmerman, 2525 Stony Creek Drive commented on the study prepared by WSB for the proposed East-Side Corridor Project has many discrepancies which create misleading information. In addition to document discrepancies shared during previous council meetings, Page 19 refers to a report which is currently not valid. This study is filled with deception and consideration should be given to use 34th Avenue as the east side corridor.

Matt Sennott, 2519 Stony Creek Drive commented that the study prepared by WSB for Steele County in regard to the East-Side Corridor Project compares the plan to develop 29th Avenue is similar to when 26th Street was built. He considers this as professional malpractice, there is no comparison. A government transportation document states materials of homes built close to a highway should use different materials, our homes are already built, we don't have an option to use different materials.

Matt Jessop, 303 S Elm expressed a sincere thank you to Mayor Kuntz for twenty-one years of service. He encouraged me and offered advice which helped me to run for office. I am assuming the office of Mayor but there is no replacement for Mayor Tom.

Brad Meier, President/CEO Owatonna Chamber of Commerce thanked Mayor Tom and Council Member Schultz for their leadership to the city and me personally. The TIF Decertification approved tonight are exciting to see; Tax Increment Financing is an important tool to attract businesses to Owatonna.

Annie Harmon, Editor of the Owatonna Peoples Press also thanked Mayor Kuntz and Council President Schultz, you have made my job easy and have made Owatonna a special place for me.

COUNCIL COMMENTS:

Council Member Raney thanked staff for their service to the community, they often receive negative calls and messages. Thank you to our Department Directors for managing your departments with professionalism; we are one team and be sure to also thank your staff. We can't do without great staff and subordinate staff members. To Mayor Kuntz, when I ran for election, he vetted me out to ask if I was running on one issue, wanted to ask if I had a hidden agenda. I still remember that meeting, you gave me great advice and I thought I was ready for the council after serving on the Park Board for 12 years, but I wasn't. Your advice and support have been appreciated as a Council Member, a Chairman

of the Highway 14 Commission, and member of the CGMC Board. My opportunities didn't happen without some great recommendations from you, so thank you and also thank you for serving our community. To Council President Schultz, I did not know you before serving on the council and over the last eleven years, we have become friends. Thank you for your leadership, service and friendship and good luck in the future

Council Member Burbank commented leadership will change without Mayor Kuntz and Council President Schultz. I didn't really know Greg before he was appointed to the Council only knew he was a good guy, and it was nice to work with both of you.

Council Member Boeke said he would echo previous statements thanking Mayor Kuntz and Council Member Schultz, he then wished everyone Happy Holidays.

Mayor Kuntz commented that it has been a privilege and honor serving as the mayor for the last twenty-one years. Staff, council members, and so many things make Owatonna a great place. Things are always changing, when I graduated in 1963, the city's population was 13,000 now 27,000. It's been a joy, and I am very comfortable with my replacement, Mayor Jessop is going to do a great job.

City Administrator Busse commented that it has been a honor an honor to work with both Mayor Kuntz and Council President Schultz, you have left the city better, thank you and you will be missed.

Council President Schultz expressed thanks to 2nd Ward constituents, you have overwhelming supported me through the years. To all the city residents, you have also been very supportive, which I have appreciated. To Mayor Kuntz and City Attorney Walbran, thank you for encouraging me to consider being appointed to the council, I was originally appointed to fulfill a term when a vacancy occurred. To the city employees, thank you, you are all very dedicated and your work shows you are proud of this city. To our Department Directors, some may be glad that I am leaving, there have been times when I had high expectations and asked for a lot, and we were able to work things out. To City Administrator Busse, we have had many conversations, and we don't agree on everything but are able to work it out as we have a shared respect. To the City Council Members, thank you for the mutual respect we have for each other, we haven't always agreed, and we would vote on an item and be able to move on. Thank you to former council members Raymond Truelson and Jeff Okerberg, they both passed away while in office and both had giant hearts and passion for this city. The hardest task I did as a Council Member was to give the eulogy for the City Council at Council Member Okerberg's funeral. To Council Vice President Raney, when Kevin was elected, I was assigned to be his mentor. We were vaguely acquainted, my nephew and his son played basketball together and now we talk about every day, and we come up with some interesting ideas, thank you, you have gone beyond working as a council member. To my wife Shirley, thank you, you have put up with a lot during the last 45 years and have taken a second seat many times, now it will be your time. To anyone considering running for elected office, you don't take this job if you don't have a lot of passion, we all have that and I'm sure the newly elected officials do also.

At 8:11 p.m., Council President Schultz asked for a motion to adjourn the meeting, Council Member Svenby made a motion for adjournment, Council Member Raney seconded the motion. Member Raney commented that all members were opposed to this motion; as a final thank you to Council President Schultz, we want to offer you an additional minute as a member and president of the council. At 8:12 p.m., Council Member Raney made a motion for adjournment, Council Member Boeke seconded the motion, and the meeting ended.

Respectfully submitted,

Jeanette Clawson, Administrative Coordinator



CITY OF
OWATONNA

Department Reports

COMPARISON REPORT OF BUILDING DONE IN CITY OF OWATONNA IN YEARS 2023 AND 2024															Ken Beck, Building Official		
	DWELLINGS		ACCESSORY		COMMERCIAL		INDUSTRIAL		ADD. & ALT.		DUPLEX/APTS		DEMO	TOTAL			
Month	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	VALUE	NO.	NO.	VALUE		
Jan '23	0	0	5	16,600	8	443,880	7	5,117,850	66	494,614	0	0	0	86	6,072,944		
Jan '24	0	0	2	6,500	33	7,806,205		** see below	95	763,150	0	0	0	130	8,575,855		
Feb '23	0	0	8	24,850	22	1,113,838.30	11	25,861,730.75	136	834,982.70	0	0	0	177	27,835,401.75		
Feb '24	2	700,000	4	7,500	52	8,218,972.00			198	1,725,152.62	0	0	0	256	10,651,624.62		
Mar '23	1	200,000	17	44,100	42	2,497,648	20	26,251,710	243	\$ 7,323,261.26	0	0	0	323	\$ 36,316,719.26		
Mar '24	3	940,000	5	8,250	75	10,847,903			289	\$ 2,612,593.78				372	\$ 14,408,746.78		
Apr '23	4	1,968,586	26	96,900	74	31,047,283		**see below	329	8,699,343.89	0	0	1	434	41,812,112.89		
Apr '24	3	940,000	19	81,750	107	44,321,109			446	\$ 3,981,714.59	0	0	0	575	\$49,324,573.59		
May '23	4	1,968,586	37	132,400	94	36,206,219.51		**see below	463	11,204,959.76			1	599	49,512,165.27		
May '24	3	940,000	38	235,738	125	46,373,553.00			586	5,141,328.01				752	52,690,619.00		
Jun '23	4	1,968,586	52	189,068.67	113	45,164,773.51		**see below	594	12,314,075.39	0	0	8	771	59,636,503.57		
Jun '24	3	940,000	52	338,988.00	141	48,105,001.10			730	6,515,257.09	2	400,000	2	930	56,299,246.19		
Jul '23	5	2,168,586	69	242,168.67	132	46,905,945.51			714	13,185,484.99	2	400,000	8	930	62,902,185.17		
Jul '24	5	2,040,000	67	387,488.00	180	53,277,518.10			888	7,891,334.33	4	980,000	5	1149	64,576,340.43		
Aug '23	6	2,568,586	75	257,168.67	162	51,045,367.26			847	14,208,880.97	4	12,400,000	9	1,103	80,480,004		
Aug '24	6	2,290,000	82	479,826.00	210	57,328,157.10			1058	9,938,435.49	4	980,000	5	1,365	71,016,418.59		
Sep '23	9	3,587,126	83	333,668.67	197	64,081,192.67			990	15,576,116.82	4	12,400,000	9	1,292	95,978,104.16		
Sep '24	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	9	3,325,000	111	734,836.55	275	71,587,459.47			1,344	12,774,301.43	4	980,000	10	1,753	89,401,597.45		
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	10	3,675,000	117	763,486.55	297	73,111,653.47			1,441	13,487,903.07	4	980,000	10	1,879	92,018,043.09		
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	10	3,675,000	121	791,519.55	309	74,198,304			1,542	14,427,159.25	4	980,000	11	1,997	94,071,983.27		

**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 December, 2024

TYPE OF WORK	2023 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units	2024 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units
NEW DWELLINGS	21	8,119,916		10	3,675,000	
ACCESSORY BUILDINGS (INCLUDES GARAGES, UTIL. BLDGS, SW. POOLS, ETC.)	106	430,584.89		121	791,519.55	
COMMERCIAL AND INDUSTRIAL PERMITS	252	71,144,770.64		309	74,198,304.00	
RESIDENTIAL ADD. & ALT.	1365	18,435,507.88		1542	14,427,159.25	
DUPLEXES & APTS. (INCLUDES ATTACHED SF)	4	12,400,000	0	4	980,000	0
DEMOLITION PERMITS	13	0		11	0	
TOTAL PERMITS ISSUED	1,761	110,530,779	0	1,997	94,071,983	0

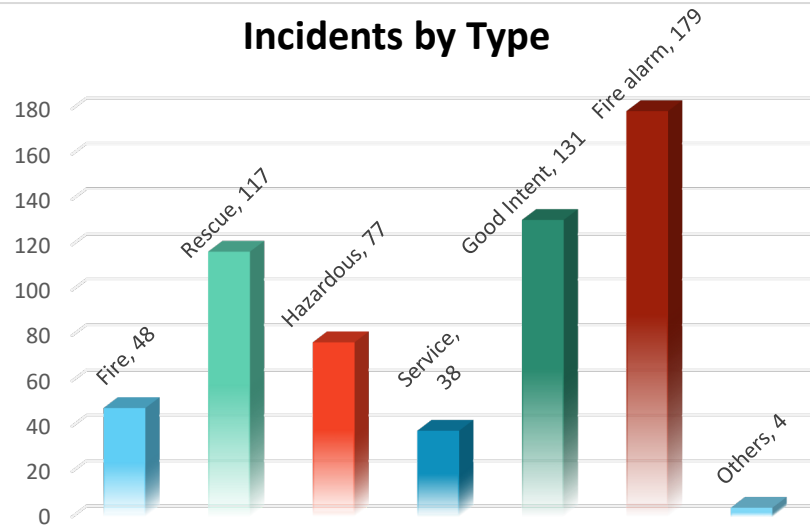
2024 OWATONNA FIRE DEPARTMENT MONTHLY ACTIVITY REPORT

INSPECTION SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024	2023
Fire code inspections	260	264	304	393	141	205	291	323	278	175	147	172	2953	2420
Fire alarm inspections	1	1	0	3	1	1	1	0	0	3	1	1	13	17
Sprinkler system inspections	4	6	8	5	7	5	6	5	6	6	2	6	66	37
Nuisance inspections	8	10	15	8	55	38	63	32	18	8	6	5	266	393
Weed inspections	0	0	0	0	177	125	135	130	136	39	0	0	742	425
Sprinkler system permits issued	3	4	2	4	2	2	1	1	0	2	1	4	26	26
Fire alarm system permits issued	3	0	2	2	2	2	2	2	0	3	1	2	21	17
Hood/Suppression system permits issued	1	1	0	0	0	0	0	0	0	0	0	0	2	7
Plan reviews	16	11	7	14	5	7	7	6	2	12	5	6	98	104
Code reviews	6	2	3	1	3	4	4	2	2	2	3	2	34	37
# Knox boxes checked	5	0	0	0	0	0	1	0	0	0	0	4	10	11
PUBLIC EDUCATION SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024	2023
# people given tours	0	0	0	25	0	0	37	12	15	338	33	0	460	326
# people given extinguisher demos	0	0	0	0	0	10	112	0	40	45	0	0	207	101
# people at truck visits	0	0	0	0	300	750	0	200	0	570	20	0	1840	1046
# people fire safety information	20	0	0	0	80	40	22	40	40	1007	40	0	1289	898
# people juvenile firesetters	0	0	0	0	2	0	0	0	0	0	0	0	2	2
EMERGENCY RESPONSE SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024	2023
Incidents	City incidents	47	34	27	46	48	52	52	44	43	47	47	521	444
	Rural incidents	6	4	8	8	6	9	4	2	8	2	5	70	77
	Mutual aid given	1	0	1	1	0	0	0	0	0	0	0	3	2
Monthly Totals	54	38	36	55	54	61	56	46	51	49	52	42	594	523
Type of Incidents	Fire	3	4	10	7	4	7	1	1	4	5	1	48	55
	Rescue calls	8	6	5	6	12	7	12	8	18	11	16	117	91
	Hazardous conditions	7	7	1	7	3	9	5	11	9	5	7	77	67
	Service calls	2	3	4	3	5	2	2	4	2	4	3	38	31
	Good intent calls	11	8	6	12	15	16	12	5	11	10	13	131	108
	Fire alarms	23	10	10	19	15	20	23	9	16	13	10	179	167
	Others	0	0	0	1	0	0	1	0	1	0	0	4	4
Monthly Totals	54	38	36	55	54	61	56	46	51	49	52	42	594	523
Total training hours	419.03	315.25	512.92	375.75	258.42	497.50	361.50	419.37	266.34	378.69	282.66	121.50	4209	4441
SAFETY SERVICES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024	2023
# injury reports	1	0	0	1	0	0	1	0	0	0	0	0	3	4
# lost work hours	0	0	0	0	0	0	0	0	0	0	0	0	0	0
# fire extinguishers serviced	70	0	12	30	15	15	28	20	25	25	0	0	240	425
TOTAL HOURS	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2024	2023
Full-time shift hours worked	1687.00	1717.00	1747.25	1608.00	1790.50	1621.50	1699.50	1712.25	1593.00	1560.00	1667.00	1606.00	20009.00	20254.50
Full-time overtime hours worked	213.58	122.48	120.63	162.76	46.72	222.20	130.42	149.38	98.59	157.41	102.91	109.50	1636.58	1703.40
Paid-on-Call hours worked	447.75	329.00	675.50	447.00	341.00	606.75	280.75	320.75	254.50	387.25	415.75	165.00	4671.00	4399.87
Monthly Hours Worked Total	2994.61	2622.98	3373.05	2817.26	2619.64	3196.45	2571.42	2741.00	2310.93	2612.35	2693.32	2096.00	26316.58	26357.77

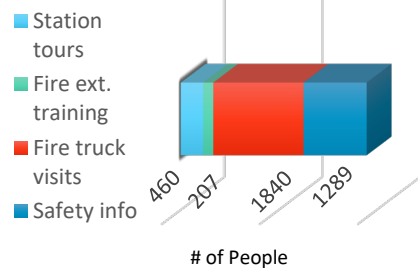
OWATONNA FIRE DEPARTMENT DASHBOARD

2024 STATISTICS

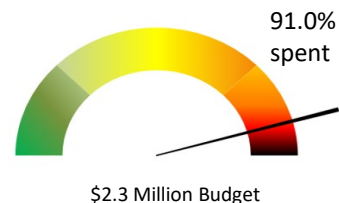
Incidents by Type



Public Education

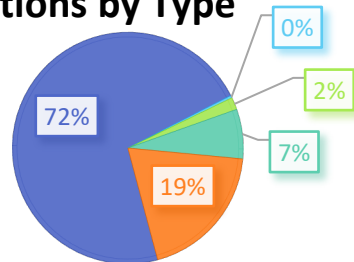


Expenditures



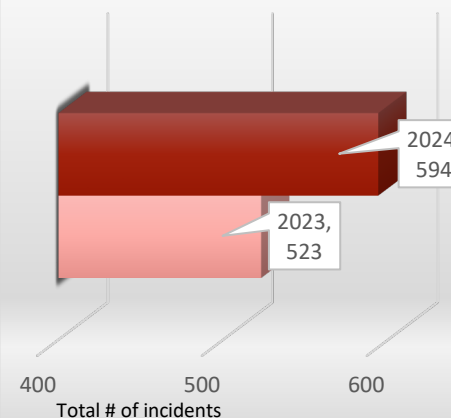
Inspections by Type

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

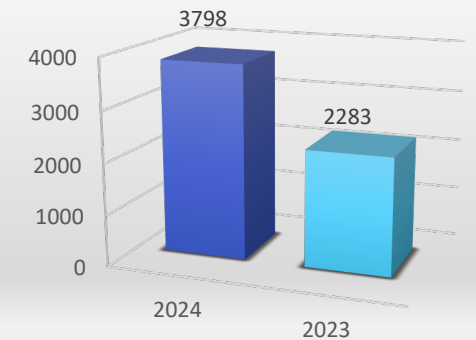


2024 VS 2023 STATISTICS

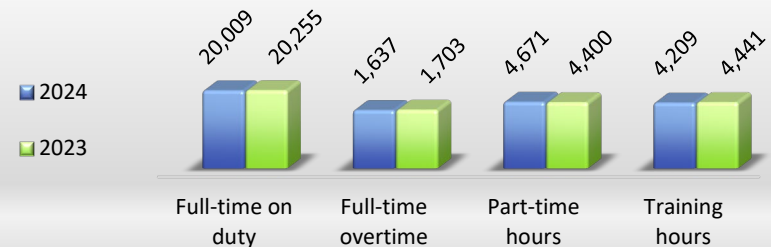
Incidents



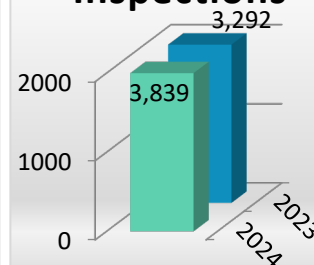
Public Education



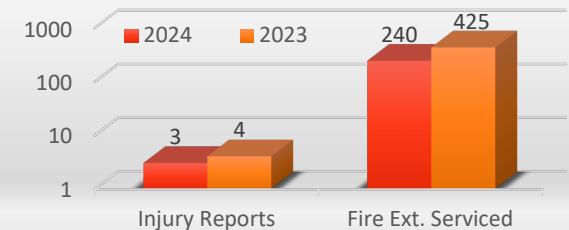
Staff Hours



Inspections

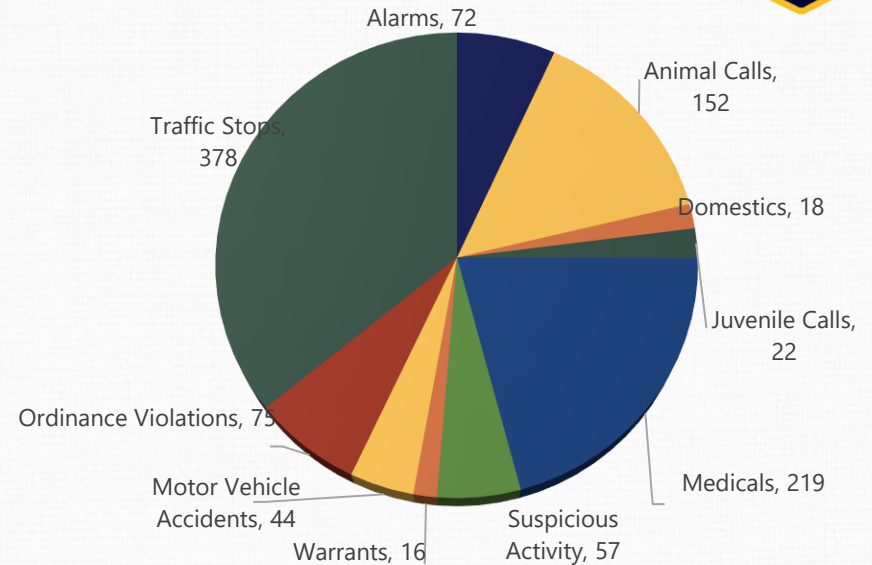
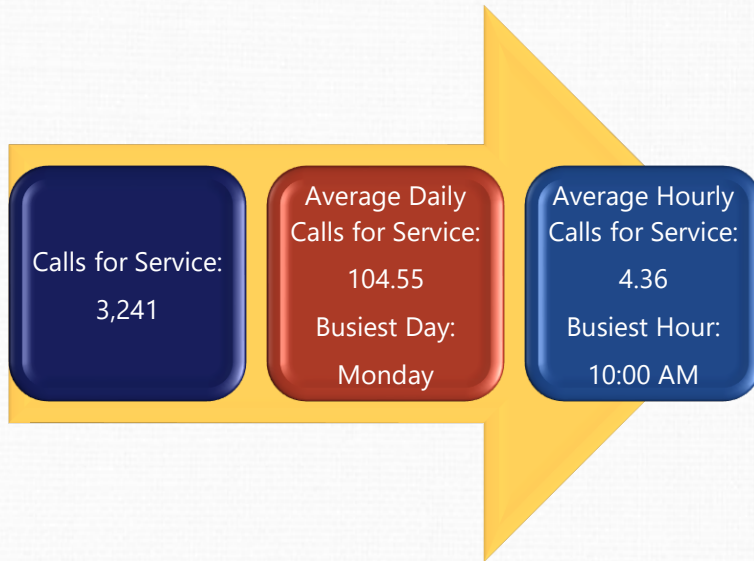


Safety Services

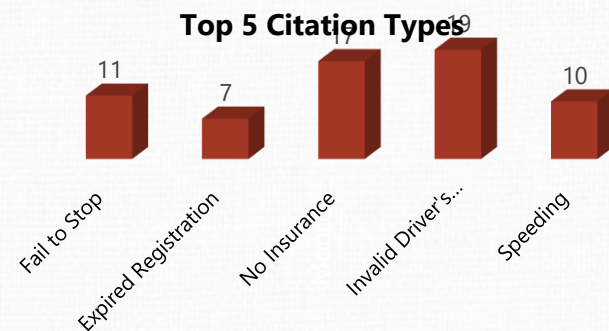


Owatonna Police Department Crime Clock

December 2024



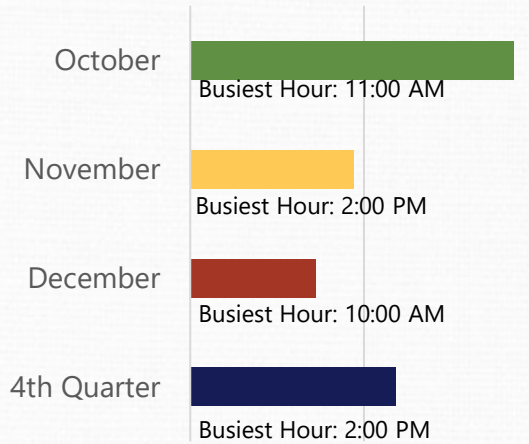
The Owatonna Police Department issued a total of 106 citations and 291 warnings in December.



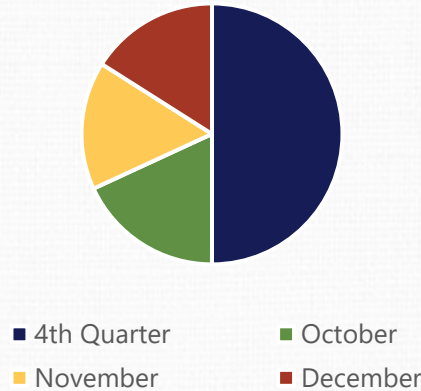
The above statistics are based on calls for service reports compiled monthly. Official crime data can be found in our [annual reports](#).

Owatonna Police Department 4th Quarter 2024 Service Analysis

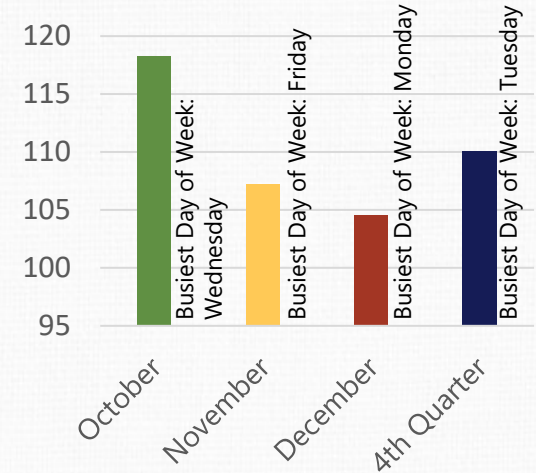
Average Events Per Hour



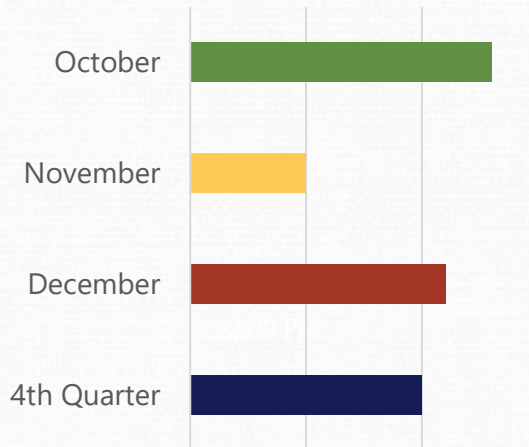
Total Events



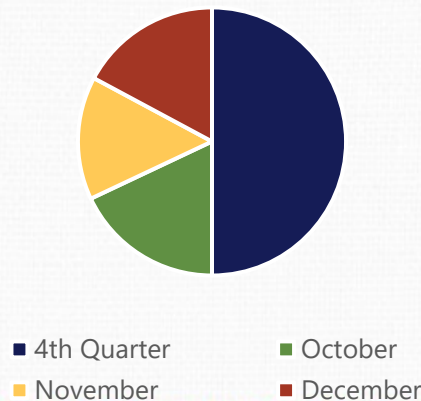
Average Events Per Day



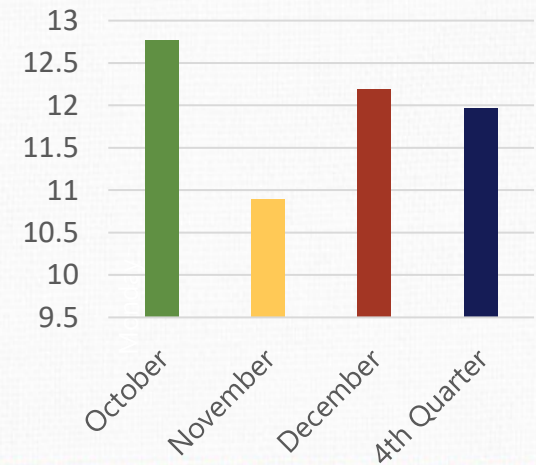
Average Traffic Stops Per Hour



Traffic Stops



Average Traffic Stops Per Day





Owatonna Police Department

December 2024 Crime Statistics

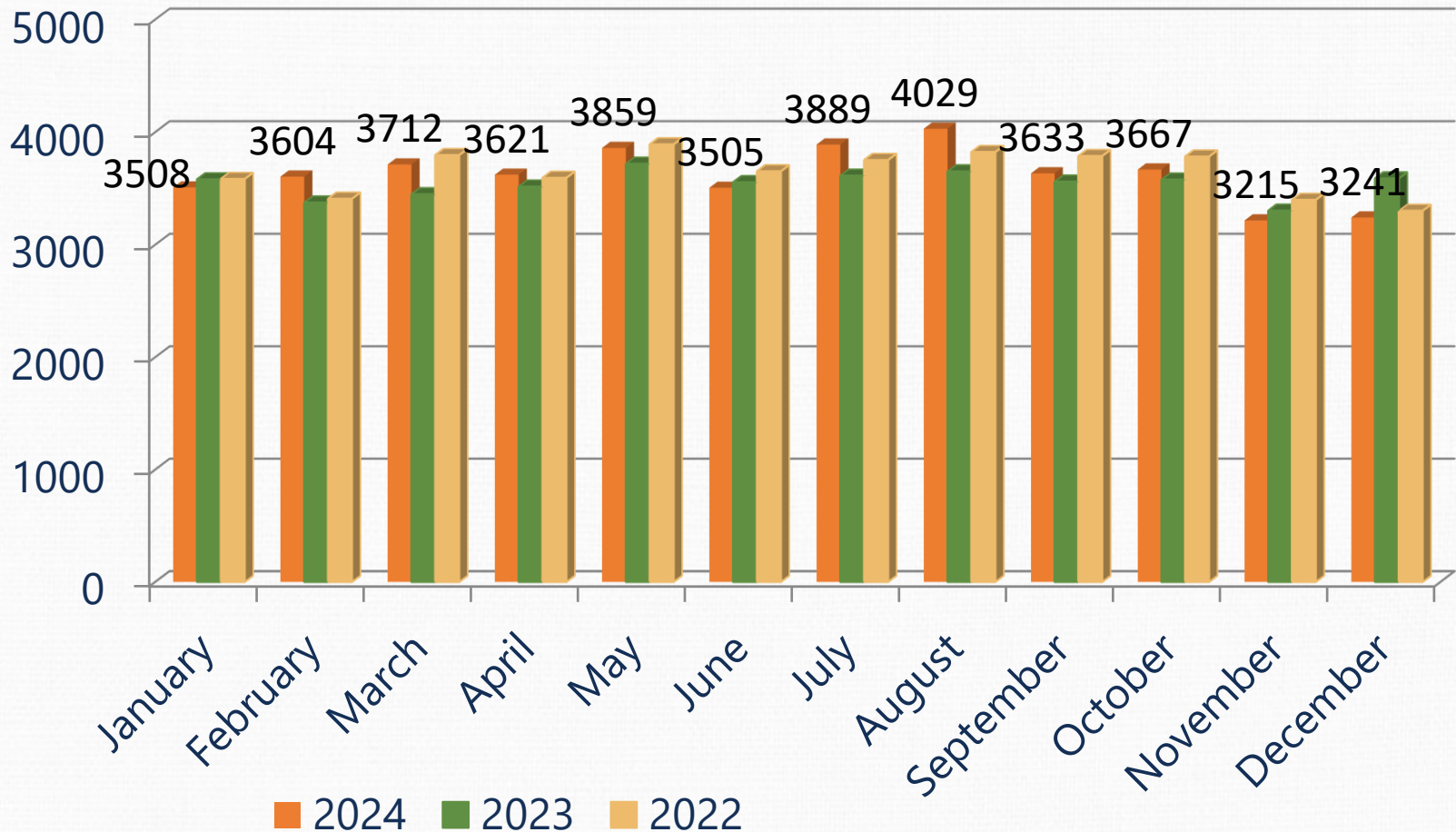


CITY OF
OWATONNA

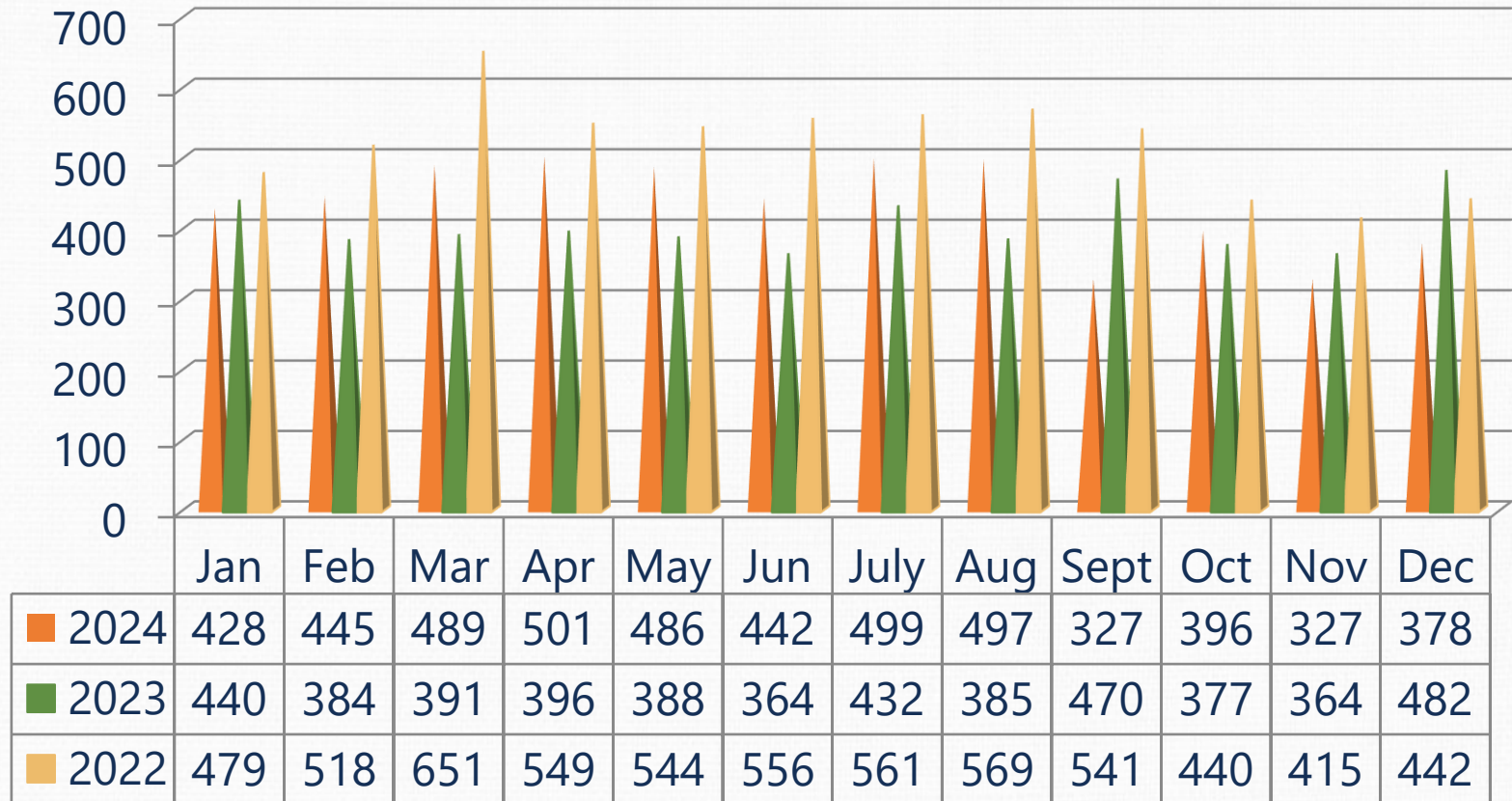


**The following statistics are based on calls for service reports compiled monthly.
Official crime data can be found in our [annual reports](#).**

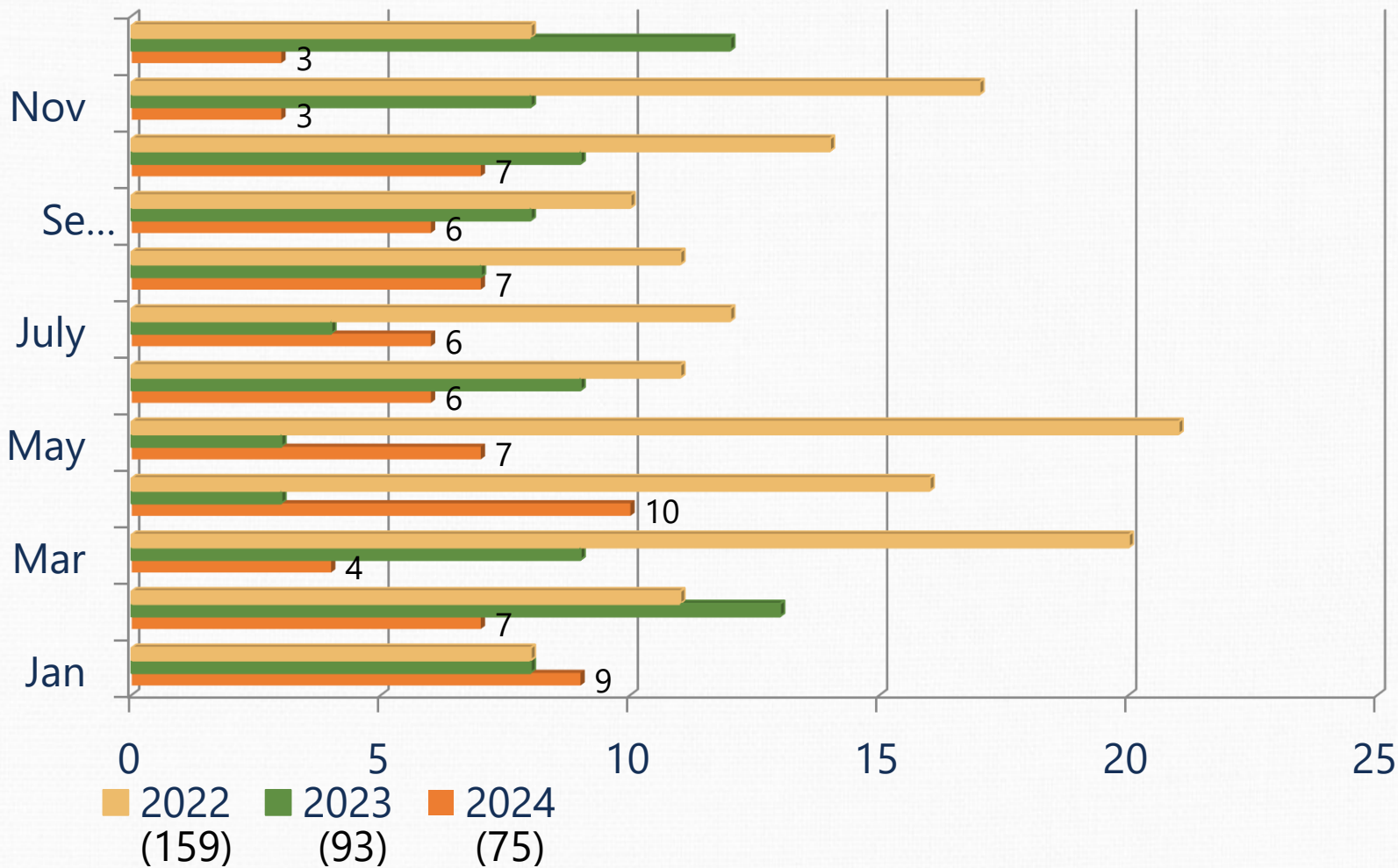
Total Calls for Service



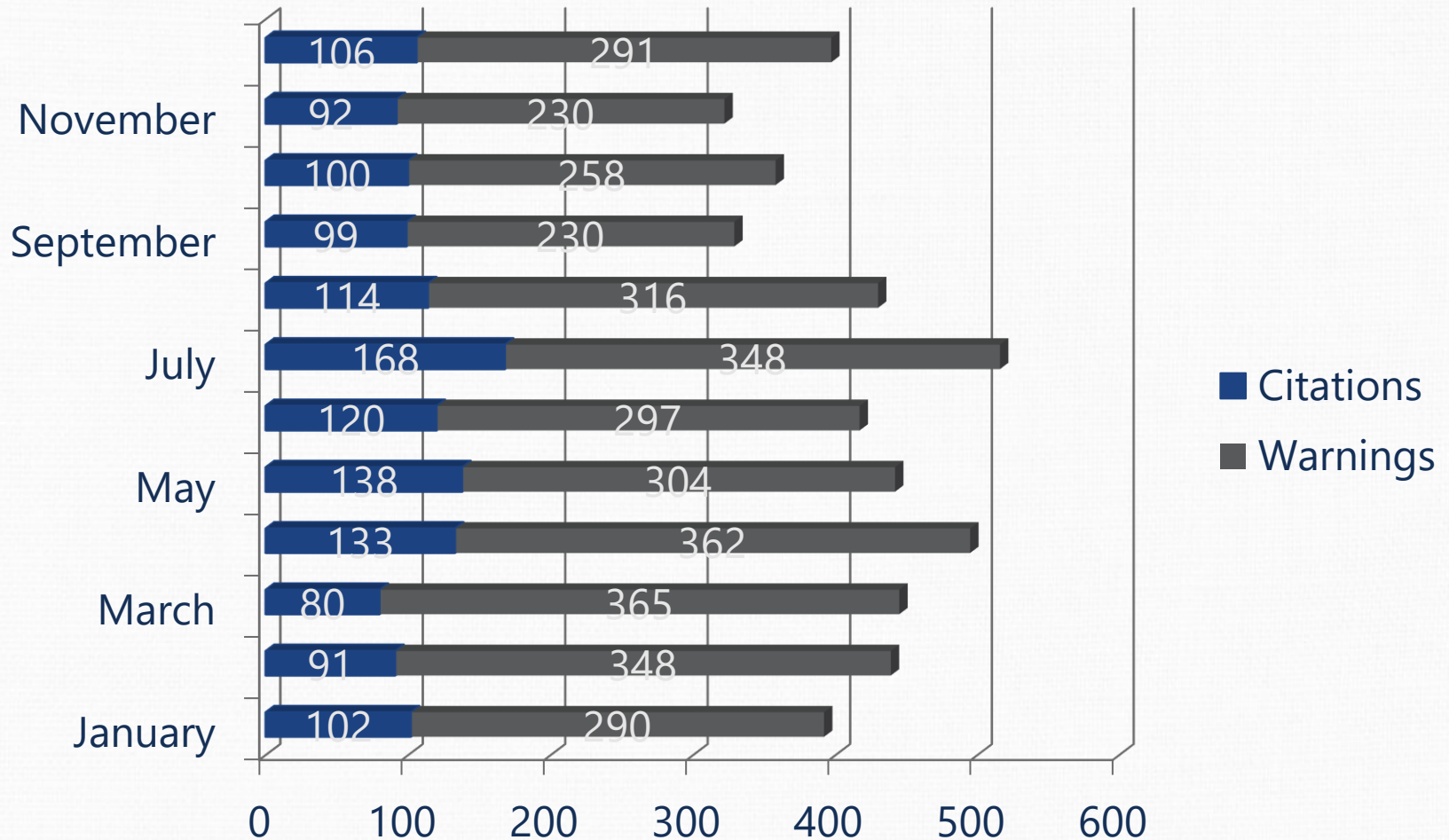
Traffic Stops



DWI



Citations and Warnings



Group A Crimes

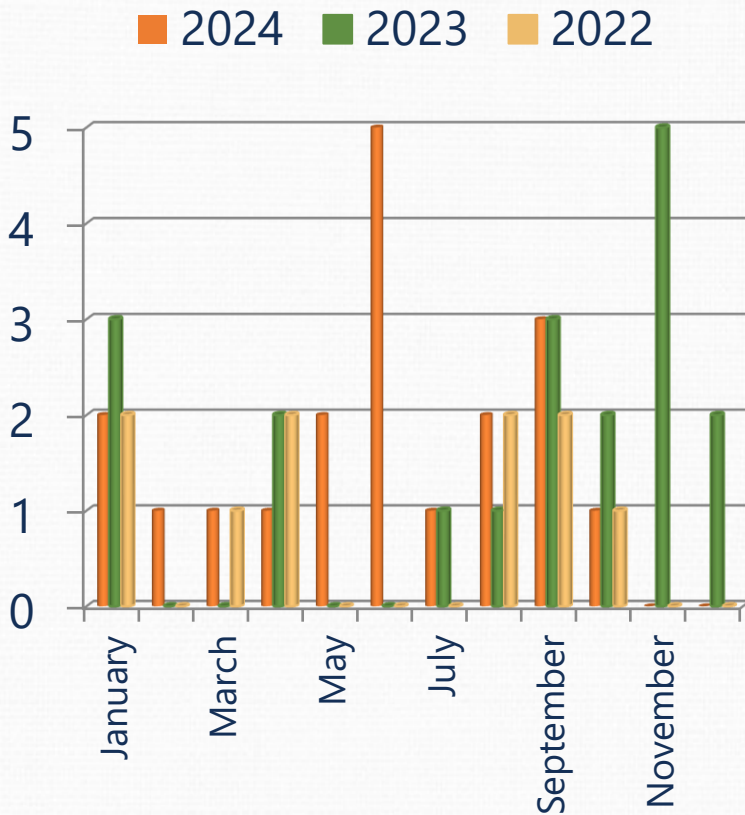
Murder and Non-Negligent Manslaughter	0	Pocket-Picking	4	Identity Theft	12
Kidnapping/Abduction	1	Shoplifting	74	Embezzlement	2
Rape	8	Theft From Building	24	Stolen Property Offenses	2
Sodomy	1	Theft From Motor Vehicle	26	Destruction/Damage/Vandalism of Property	55
Fondling	30	Theft of Motor Vehicle Parts or Accessories	6	Drug/Narcotic Violations	26
Robbery	2	All Other Larceny	38	Drug Equipment Violations	1
Aggravated Assault	28	Motor Vehicle Theft	24	Pornography/Obscene Material	4
Simple Assault	110	Counterfeiting/Forgery	20	Weapon Law Violations	12
Intimidation (Assault)	33	False Pretenses/Swindle/Confidence Game	28	Human Trafficking, Commercial Sex Acts	1
Arson	5	Credit Card/Automated Teller Machine Fraud	12	Animal Cruelty	2
Extortion/Blackmail	2	Impersonation	1		
Burglary/Breaking & Entering	30	Wire Fraud	1	TOTAL 625	

Group B Crimes

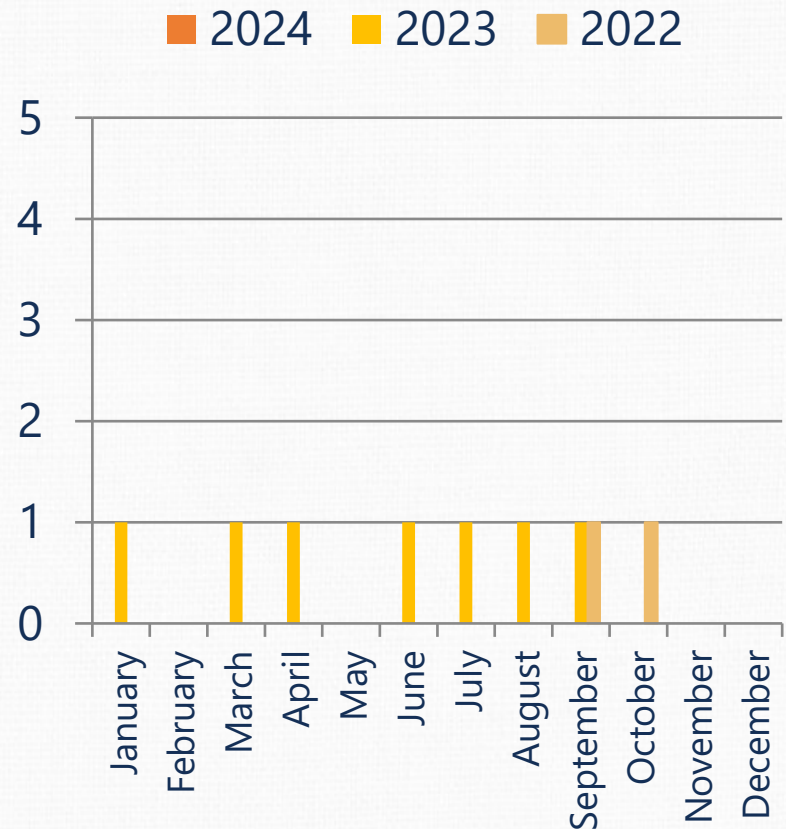
Curfew/Loitering/Vagrancy Violations	9
Disorderly Conduct	45
Driving Under the Influence	108
Family Offenses, Nonviolent	5
Liquor Law Violations	27
Trespass of Real Property	9
All Other Offenses	142
Total 345	

Disorderly and Nuisance Violations

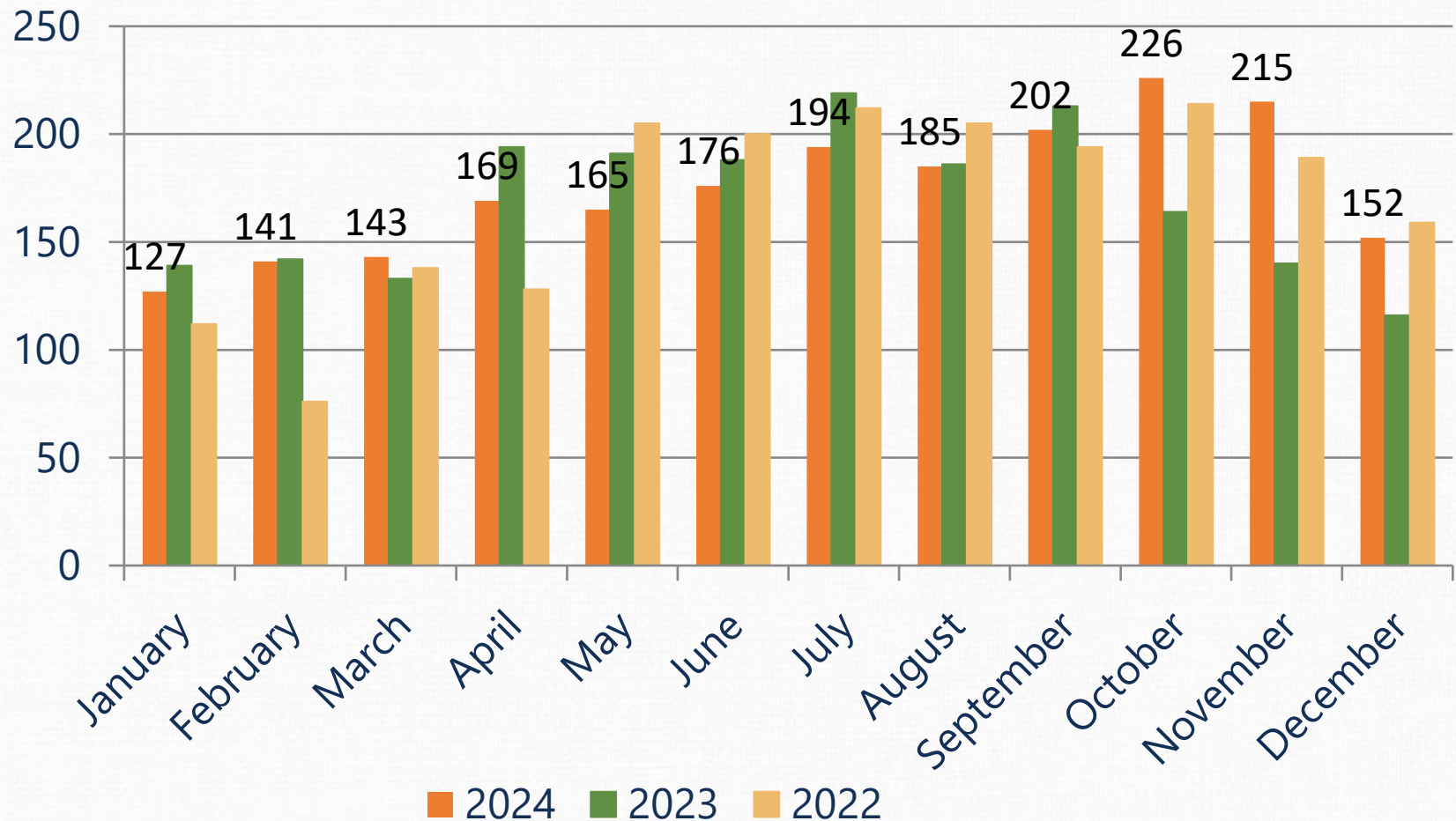
Disorderly Violations



Nuisance Violations



Animal Control Calls





CITY OF
OWATONNA

Licenses Permits

EP-24-60

Events Permit

Application

Status: Active

Submitted On: 12/13/2024

Primary Location

No location

Owner

No owner information

Applicant Afton Torabpour 507-676-1410 aftontorabpour1@gmail.com 2045 willowridge place NE
owatonna, MN 55060

Event Information**Event Name**

Santa's List movie

Event Contact*

Hamid Torabpour

Location of Event*

In and around Owatonna.

Description of Event* ?

Movie filming.

Event Set Up Date

01/21/2025

Event Set Up Time* ?

TBD

Actual Event Date*

01/21/2025

Actual Event Time* ?

TBD

Clean Up Date*

02/07/2025

Clean Up Time ?

TBD

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

Canceled

Estimated Attendance* ?

50

Application Information

Sponsoring Organization Name*

Winterstate Entertainment

Mailing Address*

2045 willow ridge pl NE

City*

Owatonna

State*

MN

Zip*

55060

Website Address*

Winterstateentertainment.com

Primary Contact

Name*

Hamid Torabpour

Phone Number*

5076762531

Cell Phone

Email Address*

hamid@winterstateentertainment.com

Primary On-site Contact

Name*

Hamid Torabpour

Cell Phone*

5076762531

Alternate On-site Contact

Name*

Nick Hagen

Cell Phone*

5076766134

Refer Media or Citizen Inquiries To:

Name*

Hamid Torabpour

Phone*

5076762531

Event Features

City Streets or Right-of-Way*

No

Alleys*

No

City Sidewalks or Trails*

Yes

Start/End Time*

tbd

Date*

01/21/2025

Public Parking Lots or Spaces*

Yes

Start/End Time*

tbd

Date*

01/21/2025

Parks*

Yes

Start/End Time*

tbd

Date*

01/21/2025

Name of Requested Park(s)*

Morehouse and Central Park

Will any signs/banners be put up?*

Yes

Number and Size*

TBD

Will there be any inflatables?*

No

Will there be entertainment?*

Yes

What Type*

mini parade, candel lighting

Will sound amplification be used?*

No

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

Yes

Dimensions*

tbd

Fees may apply. No staking without approval.

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*

We will use our own generators.

Describe level of advertisement* ?

Minimal social media.

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

Yes

Number Needed

10

Size Needed*

Medium

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

Will the event need cones?*

No

Will Central Park Stage be used?*

No

Will there be any horses?*

Yes

Number Animals Anticipating*

4

How will horses be used?*

Backgrounds, horse and carriage.

Please provide insurance information and complete Hold Harmless Agreement

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

☒ Hamid Torabpour
Dec 13, 2024

Describe trash removal and cleanup plan during and after event*

An employee will go through the location and pick up any and all trash.

Will event need traffic control?*

No

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

The assistant director will host safety meetings, and emails will be sent prior.

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?*

Cancellation.

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

Name*

Phone Number*

Hamid Torbapour

5076762531

Email*

Hamid@winterstateentertainment.com

List any other pertinent information

Follow up email will be sent with more information.

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

Applicant Signature

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

Signature of Applicant*

✓ Hamid Torabpour
Dec 13, 2024

Previous Permit Application received, notes on that file. Staff met with applicant December 2nd and received attached with detail of plans.



WINTERSTATE
ENTERTAINMENT

Hello City Team,

I hope you're doing well.

I wanted to inform you about our upcoming filming schedule from January 21 through February 7. While the majority of our filming will take place on private property, there are a few public locations we anticipate using, and I'd like to share the details with you.

- **Central Park:** We plan to film basic walk-and-talk scenes, but we will not be using the bandstand.
- **Morehouse Park:** We would like to film here as well, particularly for a portion of our Santa festival scenes.
- **Downtown Sidewalks:** We'll be filming in and around downtown, primarily with normal pedestrian traffic. However, in certain locations, we may set up lights outside buildings to shine inside, but we do not plan to shut down or block traffic.

There are also a few driving scenes we would like to capture, and we would appreciate your thoughts on the best way to do so without disrupting traffic flow.

Additionally, we'd like to request about 10 barricades to have available during the shoot. While we're unsure of the exact locations or times we may need them, we believe there could be a few instances where they would be helpful.

Please let us know if you have any concerns, suggestions, or need further information. We're happy to discuss the details and work with you to ensure everything runs smoothly.

Thank you for your support!

Best regards,

Hamid Torabpour

EP-24-57

Events Permit

Application

Status: Active

Submitted On: 11/7/2024

Primary Location

No location

Owner

No owner information

Applicant

Leslea Partridge



507-319-4571



harrywmbf09@gmail.com



138 W. Rice St.

Owatonna, MN 55060

Event Information

Event Name

Harry Wenger Marching Band Festival

Event Contact*

Leslea Partridge

Location of Event*

Owatonna

Description of Event* ?

Harry Wenger Marching Band Festival - Competitive street marching high school band programs compete in a judged festival.

Event Set Up Date

06/14/2025

Event Set Up Time* ?

6:00am

Actual Event Date*

06/14/2025

Actual Event Time* ?

11am to 2pm

Clean Up Date*

06/14/2025

Clean Up Time ?

2pm to 3pm

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

Canceled

Estimated Attendance* ?

4000

Application Information

Sponsoring Organization Name*

Harry Wenger Marching Band Festival, Inc.

Mailing Address*

PO Box 188

City*

Owatonna

State*

MN

Zip*

55060

Website Address*

<http://www.owatonnabandfestival.com>

Primary Contact

Name*

Leslea Partridge

Phone Number*

507-319-4571

Cell Phone

507-319-4571

Email Address*

harrywmbf09@gmail.com

Primary On-site Contact

Name*

Leslea Partridge

Cell Phone*

507-319-4571

Alternate On-site Contact

Name*

Amy Ackman

Cell Phone*

320-226-5822

Refer Media or Citizen Inquiries To:

Name*

Leslea Partridge

Phone*

507-319-4571

Event Features

City Streets or Right-of-Way*

Yes

Start/End Time*

9am to 2pm

Date*

06/17/2025

Name of Requested Street(s)*

The parade route, practice streets, bus parking streets and areas around Central Park. A map can be provided.

Alleys*

No

City Sidewalks or Trails*

No

Public Parking Lots or Spaces*

No

Parks*

Yes

Start/End Time*

7:00 am - 3:30 pm

Date*

06/14/2025

Name of Requested Park(s)*

Central Park

Will any signs/banners be put up?*

No

Will there be any inflatables?*

No

Will there be entertainment?*

Yes

What Type*

DJ music in the band shell in Central Park

Will sound amplification be used?*

Yes

Type*

DJs sound system. We will need a key for the Central Park bandshell.

Hours*

11:45am - 1:30pm

Will sound be amplified after 10:00pm?*

No

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

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

No

Will there be temporary fencing?* ?

No

Will merchandise/food items be sold?*

Yes

How many vendors expected?*

1

Will food be prepared on site?*

Yes

Will alcohol be sold?*

No

Will this event require a Temporary Liquor Permit?*

No

Will there be a fireworks display?*

No

Describe power needs and location of power source*

The power will only be needed from the electrical pole by the Federated building on Elm Street across from Premier Bank.

Describe level of advertisement* ?

Website, Facebook, Owatonna People's Press, Steele County Times, radio spots on KRFO & KOWZ, and the marquee on the Steele County Fairgrounds

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

Yes

Number Needed

0

Size Needed*

Medium

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

Will the event need cones?*

Yes

Number Needed*

0

Size Needed*

Medium

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

Will Central Park Stage be used?*

Number Needed*

Yes

0

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

We obtain trash bins from Thompson Sanitation. They are rounded up and placed in Central Park so that Thompson Sanitation can pick them up.

Will event need traffic control?*

Yes

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

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

With the help of the city, band practice streets that are on either side of Lincoln Ave and the south of University St are blocked off. The streets that intersect with the parade route are blocked off prior to the start of the parade, usually around 10 am. As soon as the last band is through marching, we open up the parade route streets. When the band buses depart, we open up the streets where the buses park, which is closer to downtown.

Will "No Parking" signs be needed?*

Number Needed*

Yes

41

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

Will event need security?*

Yes

Will event need Emergency Medical Services?*

No

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

Prior to the Festival, a couple of members of the Festival Board meet with the City street department, Owatonna Park and Rec, Steele County Park & Rec, and the Owatonna Police Department to discuss the best plan for severe weather.

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

Name*

Leslea Partridge

Phone Number*

507-319-4571

Email*

harrywmbf09@gmail.com

List any other pertinent information

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

Central Park Stage Usage Information

Time*

10am

Open*

9am

Close*

3pm

Sound or Light Person Needed*

No

Size of Group that will be on stage*

4

Type of Group* ?

DJ and three festival members to hand out awards

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

We ask Park Staff to open/close the stage.

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

Applicant Signature

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

Signature of Applicant*

✓ Lealea L. Partridge
Nov 7, 2024

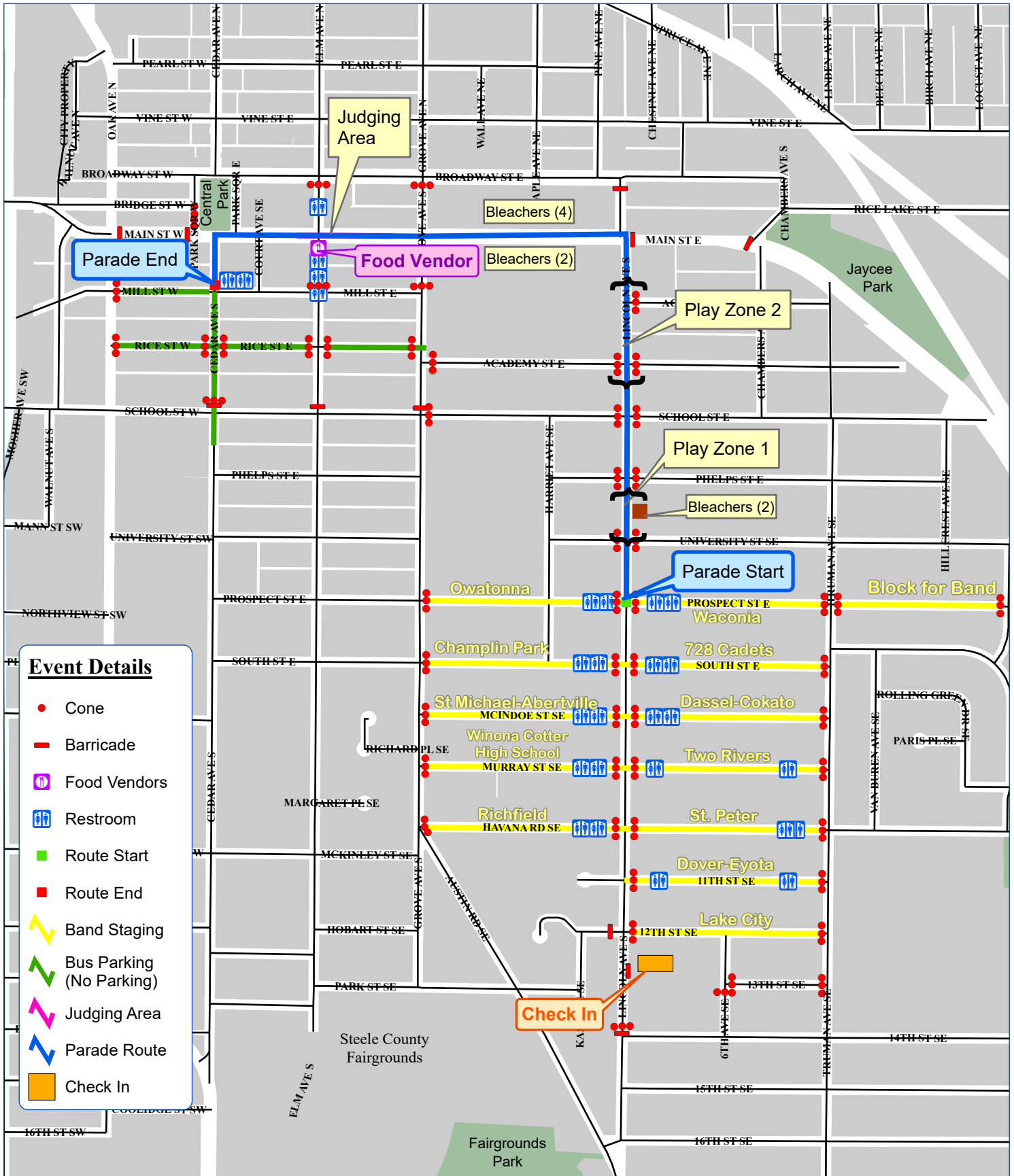
Police: Approved. Captain DuChene will attend the necessary event planning in the Spring of 2025.

Public Works: Approved. We will do the same as in the past. approximate cost not charged \$3000.00.

Park & Recreation: Approve. Fee will be waived for open/close of the stage. Bleachers have been put on the calendar. Bleachers will be delivered the day before. Key is available the day before, please contact Jesse Wilker - 507-456-3090 to set up pick-up of key. A reminder that the city does not order portable restrooms for events if needed. Note the person opening and closing the stage does not provide support for setting up speakers, etc. for performances.

Fire: Approved with no comment made.

Building & Inspection: Approved with no comment made.



June 10, 2024

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.

EP-24-56**Events Permit Application**

Status: Active

Submitted On: 11/6/2024

Primary Location

No location

Owner

No owner information

Applicant

LOREN DIETZ



507-456-2618



corkysearlybirdsoftball@gmail.com



1905 Whitetail Run PI NE

Owatonna, MN 55060

Event Information**Event Name**

45th Annual Corky's Early Bird Softball Classic

Event Contact*

Loren Dietz

Location of Event*

Steele County Fairgrounds, Lincoln School, OMS, Manthey Park, and Brown Park

Description of Event* ?

The 45th Annual Corky's Early Bird Softball Classic is an adult charity softball tournament with proceeds going to the Owatonna Parks and Recreation Scholarship Fund, Sports Fields Improvements, Youth Fastpitch Softball, 4-H Softball, and local team sponsorships. Teams come from 15 different states and the positive economic impact to Owatonna is estimated at \$600,000. Over 300 slow-pitch softball games are played across 16 fields in Owatonna and Faribault, MN.

Event Set Up Date

05/01/2025

Event Set Up Time* ?

8am-6pm

Actual Event Date*

05/02/2025

Actual Event Time* ?

5/2/25 3pm to 5/4/25 6pm

Clean Up Date*

05/05/2025

Clean Up Time ?

5/4/25 4pm to 5/5/25 Noon

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

Postponed

Reschedule Date

05/09/2025

Estimated Attendance* ?

3000

Application Information

Sponsoring Organization Name*

Corky's Earlybird Softball Tournament, Inc.

Mailing Address*

1905 Whitetail Run PI NE

City*

Owatonna

State*

MN

Zip*

55060

Website Address*

<https://www.facebook.com/groups/134456833>

Primary Contact

Name*

LOREN DIETZ

Phone Number*

5074562618

Cell Phone

5074562618

Email Address*

corkysearlybirdsoftball@gmail.com

Primary On-site Contact

Name*

LOREN DIETZ

Cell Phone*

5074562618

Alternate On-site Contact

Name*

Doug Meier

Cell Phone*

507-456-2610

Refer Media or Citizen Inquiries To:

Name*

LOREN DIETZ

Phone*

5074562618

Event Features

City Streets or Right-of-Way*

No

Alleys*

No

City Sidewalks or Trails*

Yes

Start/End Time*

5/2/25-5/4/25

Date*

05/02/2025

Public Parking Lots or Spaces*

Yes

Start/End Time*

8am 5/1/25 - Noon 5/5/25

Date*

05/01/2025

Parks*

Yes

Start/End Time*

8am 5/1/25 - Noon 5/5/25

Date*

05/01/2025

Name of Requested Park(s)*

Steele County Fairgrounds Park, Brown Park,
Manthey Park, OMS, Lincoln

Will any signs/banners be put up?*

Yes

Number and Size*

20 > 3'x5'

Will there be any inflatables?*

No

Will there be entertainment?*

Yes

What Type*

DJ

Will sound amplification be used?*

Yes

Type*

DJ and speakers

Hours*

DJ (Friday night 8pm-11:45pm), speakers all weekend at lower volume

Will sound be amplified after 10:00pm?*

Yes

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

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

Yes

Dimensions*

40x120' tent, small stage inside tent

Fees may apply. No staking without approval.

Will there be temporary fencing?* 

Yes

Dimensions*

50'x200'

Will merchandise/food items be sold?*

Yes

How many vendors expected?*

8

Will food be prepared on site?*

Yes

Will alcohol be sold?*

Yes

Who will be providing the liquor license?*

Knight of Columbus - Owatonna

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

Yes

Will this event require a Temporary Liquor Permit?*

Yes

Additional documentation and fees are required

Will there be a fireworks display?*

No

Describe power needs and location of power source*

Tent and concessions trucks will hookup to existing power on the west side of the Steele County History Center

Describe level of advertisement* ?

Radio, Social Media, Mailed Fliers

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

Yes

Number Needed

4

Size Needed*

Medium

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

Will the event need cones?*

Yes

Number Needed*

20

Size Needed*

Large

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

Will Central Park Stage be used?*

No

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

Renting 6 dumpsters from Stewart Sanitation. Hiring youth groups to pickup garbage. We could use about 20 extra garbage cans at the Fairgrounds with bags and bands to hold the bags.

Will event need traffic control?*

No

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

Games are spread out in two cities and 16 fields so participants are scattered around at different locations. Large crowds gather around Diamond 1 at the Fairgrounds Friday and Saturday nights. Rented police officers help with crowd monitoring during those times but we have had very few issues in 15 years. ID checks and wristbands are done to ensure people are over 21.

Will "No Parking" signs be needed?*

No

Will event need security?*

Yes

Will event need Emergency Medical Services?*

No

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

We sound an air horn and stop the games and instruct all participants to seek shelter.

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

Name*

LOREN DIETZ

Phone Number*

5074562618

Email*

corkysearlybirdsoftball@gmail.com

List any other pertinent information

Tent goes up at 8am on 5/1/25. Parking lot west of the Steele County History center is blocked off at that time until tent is taken down at 10am on 5/5/25. We could use 20 sand bags to hold the sidewalls of the tent down.

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*

✓ Loren David Dietz
Nov 6, 2024

Police: Approved. Will meet with Captain DuChene for planning event in the Spring of 2025.

Public Works: Approved. We will drop off barricades and cones as we have done in the past.

Park & Recreation: Approve. Approved, conditional of PD approval. Attachment has a summary of services provided by the City and expectations of the tournament. This has been provided to the applicant via email (and has been in previous years as well). A P&R tournament application will also be completed (via email).

Fire: Approved with no comment made.

Building & Inspection: Approved with no comment made.

Tournament Summary
Corky's Early Bird 2025

1. ALL requests must come in through Park Permits, Event Permits and Tournament Request forms and must be an accurate description of requests. Items listed are taken directly from these permits and request forms.
2. For fees waived, the City of Owatonna should be acknowledged with the most recent branding graphics and logos and as required in the Brand Standards manual (Owatonna.gov) on any advertisement, banner, flyer or other location sponsors are acknowledged.
3. Any predictions or promises of donations or contributions to organizations may be referenced during the permitting process, but has no bearing on the cost recovery needed for expenses incurred.
4. The City of Owatonna and the Parks, Recreation and Facilities Department will only provide materials, equipment and services they own, oversee and are capable of providing.

Special Notes:

- a. The City of Owatonna does not have an electrician on staff and cannot do such work
 - b. The City of Owatonna does not have jurisdiction over school district-owned fields, only the capability of field preparation once approved by the school district.
5. The Park Maintenance Division will provide:

<u>Item(s)</u>	<u>Fee</u>	<u>Status</u>
Diamond Dry as needed/requested	\$35 per bag	invoiced after
Event Fencing and set-up (by concessions)	\$100	waived
Barricades (4)	\$550	waived
Picnic Tables (40)	\$2550	waived
Trash Cans (25)	\$1150	waived
Cones (20)	\$500	waived
Banquet Tables (6)	\$510	waived
Bleachers (2)	\$1150	waived
Use of portable lights (4) & extension cords (6 est.)	\$1215	waived
Garbage Pickers & Pails (10)	\$450	waived
Trash Bags (cases – estimated cost)	\$150	waived
Portable Restrooms currently at locations (3)	n/a	no change in routine/route
No additional dumps, cleaned Tuesday prior		
Fencing at OMS, Lincoln, McKinley (upon ISD approval)	\$300	waived
Use of Fairgrounds Park (4 diamonds + blocked pavilion)	\$1620	waived
Use of Manthey Park (2 diamonds + blocked pavilion)	\$720	waived
Use of Brown Park Field (1 diamond + blocked pavilion)	\$510	waived
Prep at ISD Fields	\$840	waived
Lining of Fields every 5-6 games chalk/paint/labor		
- Estimated based on average of previous years		
Materials	\$300	waived
Equipment	\$3250	waived
Labor	<u>\$15000</u>	waived
Total fees waived	\$30,865	

6. Corky's Early Bird is responsible for coordinating, ordering and paying for:
 - a. Additional portable restroom rentals (14)
 - b. Additional portable restroom pumping of current locations & additional rentals
 - c. Five dumpsters at Fairgrounds
 - d. Tent reservation and set-up (call for locates prior to set-up, fill holes after)
 - e. Reservation of school fields (to be coordinated through ISD)
 - f. Reservation/permission of county owned electrical powerbank
 - g. Cost for any electrical work
 - h. Provide insurance certificate with City of Owatonna as additionally insured
 - i. Coordination of garbage volunteers and overall schedule (not individual times)
 - j. Additional City, not specific to fields and maintenance requirements:
 - i. Any law enforcement and/or security services required by the Police Department
 - ii. Permits or exceptions requested (food license, liquor license, noise ordinance exceptions, etc.)
 - k. For future tournaments, permit applications and requests must be completed prior to advertising of the tournament
 - l. \$500 Damage/Replacement Deposit (cashed upon remittance and refunded after tournament, less any repair/replacement costs)
 - m. Additional staff costs incurred over the cap of XX hours/xx dollars/xx overtime will be charged after the tournament at a cost of \$xx per hour

This summary will be attached as an addendum to the Event Permit and submitted to City Council for final approval.





[2023 43rd Annual Corky's Early Bird Softball Classic \(oneplanevents.com\)](https://oneplanevents.com)

EP-24-59

Events Permit

Application

Status: Active

Submitted On: 12/4/2024

Primary Location

No location

Owner

No owner information

Applicant

Jennifer Hansen



507-456-7904



rainbowatonna@gmail.com



P.O. Box 1091

Owatonna, MN 55060

Event Information

Event Name

Pride in the Park 2025 - Life in Full Color

Event Contact*

Jen Hansen

Location of Event*

Central Park - Downtown Owatonna, 100 East Main Street Owatonna

Description of Event* ?

Pride Festival with live music, food vendors, service providers in the Steele County area and local vendors. This is an event to celebrate our LGBTQ+ Community. This is the 4th Annual event.

Event Set Up Date

07/12/2025

Event Set Up Time* ?

12:00 - 2:00 p.m.

Actual Event Date*

07/12/2025

Actual Event Time* ?

2:00 - 7:00 p.m.

Clean Up Date*

07/12/2025

Clean Up Time ?

7:00 - 8:00 p.m.

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

Canceled

Estimated Attendance* ?

700

Application Information

Sponsoring Organization Name*

Rainbowatonna

Mailing Address*

P.O. Box 1091

City*

Owatonna

State*

Minnesota

Zip*

55060

Website Address*

www.rainbowatonna.org

Primary Contact

Name*

Jen Hansen

Phone Number*

507-456-7904

Cell Phone

507-456-7904

Email Address*

rainbowatonna@gmail.com

Primary On-site Contact

Name*

Jen Hansen

Cell Phone*

507-456-7904

Alternate On-site Contact

Name*

Nathan M. Black

Cell Phone*

612-385-0378

Refer Media or Citizen Inquiries To:

Name*

Nathan M. Black

Phone*

612-385-0378

Event Features

City Streets or Right-of-Way*

No

Alleys*

No

City Sidewalks or Trails*

No

Public Parking Lots or Spaces*

Yes

Start/End Time*

1:00 -8:00 p.m.

Date*

07/12/2025

Parks*

No

Will any signs/banners be put up?*

Yes

Number and Size*

Pride Flags will be put up along the stage on the bandshell. Eight flags total - 2 x 3 foot in size.

Will there be any inflatables?*

No

Will there be entertainment?*

Yes

What Type*

We will have a live band - NO COAST and several small groups

Will sound amplification be used?*

Yes

Type*

speakers for Microphones and guitars will be used

Hours*

2 p.m. - 7 p.m.

Will sound be amplified after 10:00pm?*

No

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

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

Yes

Dimensions*

We will be renting the Bandshell

Fees may apply. No staking without approval.

Will there be temporary fencing?* 

No

Will merchandise/food items be sold?*

Yes

How many vendors expected?*

44

Will food be prepared on site?*

Yes

Will alcohol be sold?*

No

Will this event require a Temporary Liquor Permit?*

No

Will there be a fireworks display?*

No

Describe power needs and location of power source*

We will need power source on the stage for the band's equipment and several of the Food vendors have requested electrical power.

Describe level of advertisement* ?

We will post on Facebook, Instagram, X, Owatonna People's Press, Steele County Times, KRFO/KAT Radio, Owatonna Live and Posters located at local businesses in Owatonna

Have adjacent property owners been notified of this event?*

No

Will the event need barricade(s)?

No

Will the event need cones?*

Yes

Number Needed*

16

Size Needed*

Medium

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

Will Central Park Stage be used?*

Number Needed*

Yes

12

Will there be any horses?*

No

Describe trash removal and cleanup plan during and after event*

We will clean up the park immediately following the event. We have Job's daughters, Owatonna Boy Scouts and Board Members will clean the park.

Will event need traffic control?*

No

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

Rochester Pride, Mankato Pride, and Rainbowatonna will be there to monitor the safety of participants. We are also actively working with Police Chief Jeff Mundale to ensure that the event is safe and welcoming for all.

Will "No Parking" signs be needed?*

Number Needed*

Yes

16

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

Will event need security?*

Will event need Emergency Medical Services?*

No

No

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

We have a First Aid station located at the Rainbowatonna table located centrally in the park. If severe weather should occur an announcement will be made asking participants to seek shelter. Weather will be actively monitored throughout the day to ensure the safety of participants.

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

Name*

Phone Number*

Jen Hansen

5607-456-7904

Email*

rainbowatonna@gmail.com

List any other pertinent information

Rainbowatonna has been working with local law enforcement and the city administrator throughout the year to ensure that the event is safe and welcoming for all. Rainbowatonna is committed to being a positive organization that is opening doors and breaking down barriers for our LGBTQ+ community.

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

Central Park Stage Usage Information

Time*

Open*

2:00 - 7:00 p.m.

1:30 p.m.

Close*

7:30 p.m.

Sound or Light Person Needed*

No

Size of Group that will be on stage*

Maximum number on the stage at one time is 5

Type of Group* ?

Rock Band

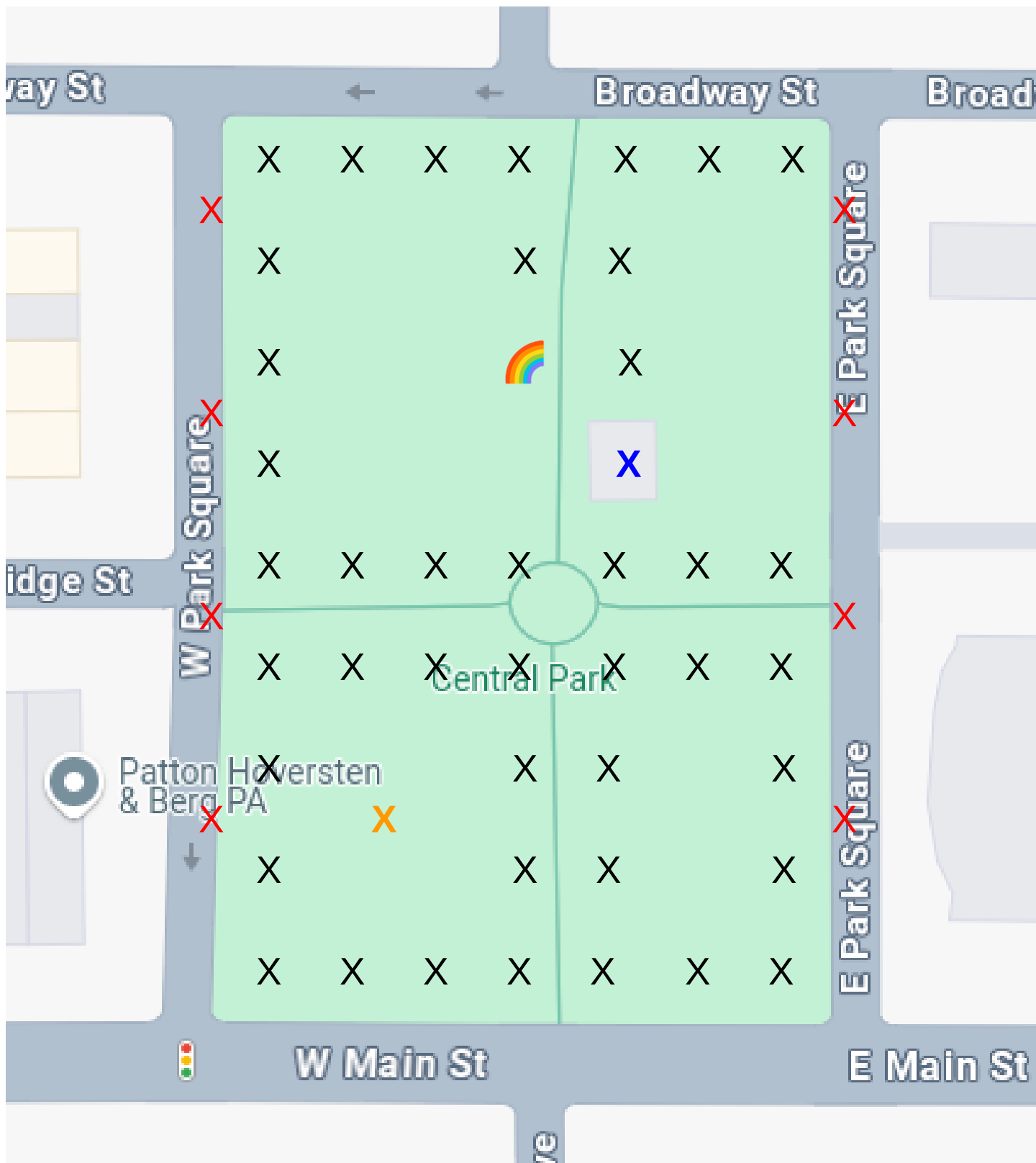
Name of Person that will be Opening and Closing of Stage* ?

Park Staff will be needed for this

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

Applicant Signature

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



Pride in the Park - July 12, 2025 (2 p.m. - 7 p.m.)

X = Vendor Spaces = 40 Maximum	X = Children's Art Station
X = Food Vendors = 8 Maximum	Rainbowatonna Table + First Aide Station
X = Bands will perform from the bandshell	----- Sidewalks

Police: Approved. Protests are expected and to what extent is not known. Off-duty officers will be assigned. Actual budget impact hasn't been determined as of this date.

Public Works: Approved no impact. Please call 2 days prior to event to schedule cone pickup. 507-456-5028.

Park & Recreation: Approve. Note Farmer's Market is in the park prior to this event, please be respectful of them packing up. Flags along the bandshell stage - please adhere in such a way not to damage the stage. If there are portable tents or signs from vendors - no staking due to irrigation lines. Park staff person will be hired to open and close the stage, \$200 fee. Note that person opening and closing the stage does not provide support for setting up speakers, etc. for performances.

Fire: Approved with no comment made.

Building & Inspection: Approved with no comment made.



CITY OF
OWATONNA

Miscellaneous



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Ed Hoffman, Fire Chief
SUBJECT: Joint Powers Agreement for Fire Department Background Checks - BCA

Purpose:

Approval to execute the JPA agreement with the BCA to allow the fire department to use the BCA for background checks.

Background:

In accordance with MN Statutes § 299F.035 the Fire Chief must conduct a Minnesota criminal history record check for all applicants for employment with the fire department. This Joint Powers Agreement will us to continue to use the BCA for these checks.

Budget Impact:

There is no budget impact by executing this agreement. There is a cost for the BCA performing the background checks when needed (currently \$33.25 per new employee).

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Owatonna Fire Dept_NCJA Background Check_JPA



Joint Powers Agreement

State of Minnesota

Federal Background Checks

ORI – NCJMN0101
SWIFT Contract # 260979

This Agreement is between the State of Minnesota, acting through its commissioner of Public Safety on behalf of the Bureau of Criminal Apprehension ("BCA"), and the City of Owatonna on behalf of its Fire Department ("Governmental Unit").

Recitals

- 1 Under Minnesota Statutes § 471.59, the BCA and Governmental Unit are empowered to engage in such agreements as are necessary to exercise their powers.
- 2 The BCA is the State Identification Bureau for the State of Minnesota and is responsible for fingerprint identification services including submission of civil, fingerprint-based background checks to the Federal Bureau of Investigation ("FBI") subsequent to conducting Minnesota records checks.
- 3 The Governmental Unit has a state statute, Minnesota Statutes, § 299F.035, that has been approved by the United States Attorney General as compliant with Public Law 92-544.
- 4 The Governmental Unit wants to access federal data in support of its duties to conduct background checks as provided by law.
- 5 The purpose of this Joint Powers Agreement is to memorialize the requirements for Governmental Unit to obtain access and the limitations that apply to the information that Governmental Unit obtains.

Agreement

- 1 **Term of Agreement**
 - 1.1 **Effective Date.** This Agreement is effective on the date the BCA obtains all required signatures under Minnesota Statutes § 16C.05, subdivision 2.
 - 1.2 **Expiration Date.** This Agreement expires five years from the date it is effective.
- 2 **Agreement Between the Parties**
 - 2.1 **Request Submission.** Governmental Unit agrees that it will collect fingerprints from those individuals for whom a Minnesota and federal fingerprint-based background check will be conducted. Governmental Unit will forward the fingerprints and other documentation to the BCA. The fingerprints will be captured so they meet the requirements of National Institute of Standards and Technology Special Publication 500-290. The Governmental Unit will ensure that all fields required on the fingerprint card are completed.

Fingerprints received by Governmental Unit will be forwarded to the BCA using a secure method.
 - 2.2 **Request Processing.** On receipt of fingerprints that conform to the requirements of Clause 2.1, the BCA will conduct a check of the Minnesota criminal history repository

for any records that match the fingerprints submitted. Any results of a fingerprint match in Minnesota will be returned to the Governmental Unit with the federal results.

The BCA will also forward the fingerprints to the FBI for processing. The BCA will receive the response from the FBI, redact any data the Governmental Unit is not entitled to receive and forward the results to the Governmental Unit.

- 2.3 Policies.** The FBI and BCA have laws and policies on access, use, audit, dissemination, screening (pre-employment), security, training, and use of the criminal history results. These FBI and BCA policies, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at <https://bcanextest.x.state.mn.us//noncrim/launchpad/index.pl>. Governmental Unit has created its own policies to ensure that Governmental Unit's employees and contractors comply with all applicable requirements. Governmental Unit ensures this compliance through appropriate enforcement.
- 2.4 Limitations on Access.** BCA agrees that it will comply with applicable state and federal laws when making information accessible. Governmental Unit agrees that it will comply with applicable state and federal laws when accessing, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.
- 2.5 Requirement to Update Information.** The parties agree that if there is a change to any of the information, whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change.
- 2.6 Compliance with Personnel Security Requirements.** Per Minnesota Statutes § 299C.46, employees of a Governmental Unit who review results of background checks will be required to take security awareness training and pass a federal, fingerprint-based background check. Any information technology staff who support the work of Governmental Unit and who have physical or logical access to criminal history information will also be required to take security awareness training and pass a federal, fingerprint-based background check and may need to sign a security addendum certification. All required training by Governmental Unit employees will be completed prior to reviewing or handling background checks.

3 Payment

Governmental Unit will pay the BCA for all services performed under this Agreement. For each background check that is processed by BCA, Governmental Unit will pay the fee identified at <https://dps.mn.gov/divisions/bca/Documents/Background-check-fees.pdf>. There is an additional \$10.00 fee if the fingerprints are taken at BCA.

4 Authorized Representatives

BCA's Authorized Representative is the person below, or her successor:

Name: Diane Bartell, Deputy Superintendent
Address: Dept. of Public Safety; Bureau of Criminal Apprehension
1430 Maryland Avenue East
Saint Paul, MN 55106
Telephone: 651.793.2590
Email Address: Diane.Bartell@state.mn.us

Governmental Unit's Authorized Representative is the person below, or his/her successor:

Name: Ed Hoffman, Fire Chief
Address: 107 Main St W
Owatonna, MN 55060
Telephone: 507.774.7231
Email Address: ed.hoffman@owatonna.gov

5 Assignment, Amendments, Waiver, and Agreement Complete

- 5.1 Assignment.** Neither party may assign nor transfer any rights or obligations under this Agreement.
- 5.2 Amendments.** Any amendment to this Agreement, except that described in Clause 2.5 above, must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, or their successors in office.
- 5.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.
- 5.4 Agreement Complete.** This Agreement contains all negotiations and agreements between the BCA and the Governmental Unit. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

The BCA and the Governmental Unit agree each party will be responsible for its own acts and behavior and the results thereof to the extent authorized by law and shall not be responsible or liable for the acts of any others and the results thereof. The BCA's liability shall be governed by provisions of the Minnesota Torts Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Governmental Unit's liability shall be governed by the Minnesota Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law.

7 Audits

- 7.1** Under Minnesota Statutes § 16C.05, subdivision 5, the Governmental Unit's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, State Auditor, or Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this Agreement. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.
- 7.2** Under applicable state and federal law and policy, the Governmental Unit's records are subject to examination by the BCA and the FBI to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

8 Government Data Practices

- 8.1 BCA and Governmental Unit.** The BCA and Governmental Unit must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Agreement. The remedies of Minnesota Statutes §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the BCA or the Governmental Unit.

9 Investigation of Alleged Violations; Sanctions

For purposes of this clause, "Individual User" means an employee or contractor of

Governmental Unit.

9.1 Investigation. Governmental Unit and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal law, state law, and policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Governmental Unit of the suspected violation, subject to any restrictions in applicable law. When Governmental Unit becomes aware that a violation has occurred, Governmental Unit will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions.

9.2.1 Under this Agreement, Governmental Unit must determine if and when an involved Individual User is disciplined due to inappropriate use of data. Governmental Unit may decide to suspend or terminate access and the decision must be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Governmental Unit must report the status of the Individual User's access to BCA without delay. BCA reserves the right to temporarily suspend or eliminate an Individual User's access to data and will notify Governmental Unit if an Individual User is affected.

9.2.2 If the BCA determines the Governmental Unit has jeopardized the integrity of the information, BCA may temporarily stop providing some or all the information under this Agreement until the failure is remedied to the BCA's satisfaction. If Governmental Unit's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Governmental Unit may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Governmental Unit is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within 30 days of the affected party receiving that notice.

12 E-Verify Certification (In accordance with Minnesota Statutes § 16C.075)

For services valued in excess of \$50,000, Governmental Unit certifies that as of the date of services performed by the BCA, Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify Program for all newly hired employees in the United States who will perform work on behalf of the

Governmental Unit. Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the *E-Verify Subcontractor Certification Form* available at <http://www.mmd.admin.state.mn.us/doc/VerifySubCertForm.doc>. All subcontractor certifications must be kept on file with Governmental Unit and made available to the BCA upon request.

13 Continuing Obligations

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of Alleged Violations; Sanctions; and 10. Venue.

BCA and the Governmental Unit indicate their agreement and authority to execute this Agreement by signing below.

GOVERNMENTAL UNIT

Governmental Unit certifies that the appropriate person(s) has(have) executed this Agreement on behalf of the Governmental Unit and its jurisdictional government entity as required by applicable articles, laws, by-laws, resolutions, or ordinances.

By and Title: _____
Governmental Unit

Date

By and Title: _____
Governmental Unit

Date

By and Title: _____
Governmental Unit

Date

By and Title: _____
Governmental Unit

Date

By and Title: _____
Governmental Unit

Date

DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

By and Title: _____
(with delegated authority)

Date

COMMISSIONER OF ADMINISTRATION

As delegated to the Office of State Procurement

By: _____

Date



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Jeffrey Mundale, Police Chief
SUBJECT: Joint Powers Agreement - South Central Drug Investigations Unit

Purpose:

This Joint Powers Agreement is being updated to add the City of Alden as a new member agency to the South Central Investigation Unit (SCDIU). Minn. State Statute 471.59 allows government units to enter into a joint exercise of powers agreement through their respective governing bodies. SCDIU is a specialized law enforcement unit that coordinates efforts to investigate and apprehend drug offenders with an embedded special weapon and tactical (SWAT) team.

Background:

The SCDIU serves four counties - Steele, Freeborn, Waseca, and Faribault that includes a total of 14 agencies from both county and municipal law enforcement agencies. Owatonna Police Department is the fiscal agent and manages the grant requirements. The chief law enforcement officers from each member agency serve on the board of directors.

Budget Impact:

\$11,500.00. This is a re-occurring and budgeted expense established by the SCDIU Boards of Directors that each member agency contributes matching funds to help augment operating expenses.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. SCDIU Joint Powers Agreement 01 2025
2. SCDIU 2025 Cash Match Invoice

SOUTH CENTRAL DRUG INVESTIGATION UNIT JOINT POWERS AGREEMENT

THE PARTIES TO THIS AGREEMENT are units of government responsible for the enforcement of controlled substance laws in their respective jurisdictions. This Agreement is made pursuant to the authority conferred upon the parties by Minnesota Statutes §471.59.

NOW THEREFORE, the undersigned governmental units, in the joint and mutual exercise of their powers agree as follows:

1. **Name.** The parties have previously established and hereby maintain the South Central Drug Investigation Unit (SCDIU).

2. **General Purpose.** The purpose of this joint powers agreement is to establish an organization to coordinate efforts to apprehend and prosecute drug offenders. SCDIU operates a tactical unit.

3. **Members.** The members of the Agreement shall consist of the following units of government:

City of Albert Lea	City of Alden	County of Faribault
City of Blooming Prairie	City of Blue Earth	County of Freeborn
City of New Richland	City of Janesville	County of Steele
City of Owatonna	City of Waseca	County of Waseca
City of Wells	City of Winnebago	

4. **Fiscal Agent.** The City of Owatonna acting on behalf of the South Central Drug Investigation Unit and its members, shall apply for grant funding, prepare and file all necessary forms and reports in connections with such grants, keep all financial records, assist in the preparation of audits, and distribute forfeiture proceeds as provided hereafter. The Chief of the Owatonna Police Department, or his designee, is deemed the "authorized official."

5. **Administrative Board.**

5.1. The governing body of the SCDIU shall be a Board of Directors consisting of fourteen (14) members. The police chief or sheriff of each party shall appoint one board member to serve at the chief's or sheriff's pleasure. Board members must be full-time supervisory peace officers of the jurisdiction that appoints the Board member or the County Attorney, or the County Attorney's designee, from one or more of the member counties.

5.2. Each board member shall have one vote.

5.3. Board members shall not be deemed employees of the SCDIU and shall not be compensated by it.

5.4. The Board shall elect from its members a chair, a vice-chair, and appoint a secretary/treasurer, each serving a three-year staggered term. The Board may also elect such other officers as it deems necessary to conduct its meetings and affairs. The Board shall

meet at least six (6) times during the term of the Agreement. The Board may adopt rules and regulations governing its meetings. Such rules and regulations may be amended from time to time at either a regular or special meeting of the Board provided that at least ten (10) days prior notice of the meeting has been furnished to each Board member. The Board shall operate by a majority vote of all members present. A quorum of (8) members shall be required for all meetings.

6. Powers and Duties of the Board of Directors

- 6.1. The Board shall be responsible for the overall operation of the SCDIU, including setting investigative priorities and general operating procedures.
- 6.2. The Board shall coordinate intelligence between the members of the SCDIU.
- 6.3. The Board shall appoint and supervise the Unit Commander of the SCDIU.
- 6.4. The Board may cooperate with other federal, state, and local law enforcement agencies to accomplish the purpose for which it is organized.
- 6.5. The Board may make contracts, incur expenses, and make expenditures necessary and incidental to the effectuation of its purpose and consistent with its powers.
- 6.6. The Board shall cause to be made an annual audit of the books and account of the SCDIU and shall make and file a report to its members which includes the following information:
 - (a) The financial condition of the SCDIU;
 - (b) The status of all SCDIU projects;
 - (c) The business transacted by the SCDIU; and
 - (d) Other matters which affect the interests of the SCDIU.
- 6.7. The SCDIU's books, reports, and records shall be open to inspection by its members at all reasonable times.
- 6.8. The Board may recommend changes in the Agreement to its members.
- 6.9. The members may not incur obligations or enter into contracts that extend beyond the terms of this Agreement.
- 6.10. The Board shall identify a liaison attorney from a county attorney's staff located within the jurisdiction of the SCDIU. This attorney may also serve on the Board, at the discretion of the Board.

7. Funding and Budget

- 7.1. The SCDIU's funds may be expended by the Board in accordance with this Agreement and in a manner determined by the Board. The Board shall designate the City of Owatonna to act as depository for the SCDIU's funds. In no event shall there be a disbursement of SCDIU funds from the Owatonna depository without the signature of a minimum of two of the following persons: The "authorized official," the Unit Commander, or the SCDIU Secretary/Treasurer.

The fiscal agent will issue checks, authorized by the “authorized official,” the Unit Commander, or the SCDIU Secretary/Treasurer, and drawn on SCDIU funds, to satisfy monthly bills and purchases.

- 7.2. The members shall contribute the grant required matching funds to operate the SCDIU. Members who designate a full time agent to the SCDIU may pay their required match amount as “in kind.”
- 7.3. The Board shall adopt a budget based upon grant funds, member matching funds and money made available from other sources. The Board may amend the budget from time to time.
- 7.4. The Board shall receive a monthly financial report of all expenditures and receipts, and current fund balances from the secretary/treasurer.
- 7.5. The Board may not incur debts.

8. Agents

- 8.1. Agents shall not be employees of the SCDIU. Agents shall remain employees of the members that has assigned them to the SCDIU and shall be paid by that member, not the SCDIU.
- 8.2. Agents will be responsible for drug investigations, including intelligence management, case development, and case charging. Agents will also assist other agents in surveillance and undercover operations. SCDIU Agents will work cooperatively with assisting agencies.
- 8.3. Agents will be supervised by the Unit Commander.
- 8.4. The member appointing the Agent shall furnish the Agent a weapon.
- 8.5. Pursuant to Minnesota Statute §471.59, any duly sworn peace officer, while assigned to duty the SCDIU and working under the direction of the Board of Directors and the Unit Commander, shall have the same powers, duties, privileges, and immunities as are conferred upon such peace officers in their home jurisdiction.
- 8.6. Each Agent will be issued a debit card by the fiscal agent and PIN number to be used strictly for expenses related to the Agent’s duties under this Agreement. Each Agent will be personally responsible for any use of this debit card which is not directly-related to the Agent’s duties under this Agreement. Any unauthorized use of this debit card will result in sanctions by the Board, including the Agent’s removal from the SCDIU.

9. Unit Commander

- 9.1. From the Agents assigned by members, a Unit Commander shall be appointed by the Board and serve at its pleasure. The Unit Commander must be a full time licensed peace officer of a member and shall be paid a supervisor’s salary by that member. The Unit Commander shall remain an employee of the member city or county.
- 9.2. The Unit Commander shall be in charge of the day to day operations of the SCDIU, including supervising the SCDIU’s assigned personnel, subject to direction received from the Board. The Unit Commander is responsible for staffing, scheduling, case management, record keeping, informant management, buy fund management, petty cash management and

intelligence management. The Unit Commander shall keep the Board updated as the SCDIU's activity, which would include major case development within member jurisdictions. The Unit Commander shall assist or advise in the drafting and execution of all search warrant initiated by the SCDIU and will work cooperatively with the agencies with venue over the case. The Unit Commander shall be responsible for all buy fund monies and petty cash funds and will provide Board members with a monthly accounting of all funds disbursed and a written summary of activity with the unit.

- 9.3. The Unit Commander may exclude agents from further SCDIU involvement subject to review by the Board and approval of the member that assigned the agent to the SCDIU.

10. Forfeitures, Seizures, and Fines. All money and property that is obtained as a result of the SCDIU operations shall be forfeited to the SCDIU and will be distributed according to the State of Minnesota, Office of the State Auditor guidelines. In the case of Federal forfeiture actions, established federal rules shall be followed. Fine or restitution monies ordered paid to the SCDIU by Court Order may be used to offset equipment or operating costs of the SCDIU not funded by grant or matching funds.

11. Insurance; Indemnification and Liability.

- 11.1 Insurance. The SCDIU shall obtain and keep current the following insurance coverages:
Municipal Liability: \$500,000 per claimant/\$1,500,000 per occurrence
Automobile Liability: \$500,000 per claimant/\$1,500,000 per occurrence
UM/UIM: \$200,000 per occurrence
Crime: \$250,000 per occurrence
Excess Liability: \$2,000,000 aggregate limit
Basic Economic Loss (PIP): Basic Minnesota Statutory Coverage
Auto Physical Damage: Actual Cash Value, Unless Endorsed

Provided, that the coverage shall at all times be not less than the maximum liability as currently provided in Minn. Stat. §466.04, and as may be amended hereafter.

The SCDIU shall provide the fiscal agent of the members with a Certificate of Insurance naming the members as additional insureds. The policies shall not be cancellable, reduced or materially changed unless 30 days prior written notice shall be given to fiscal agent.

11.2 Indemnification.

- (a) The SCDIU is a separate and distinct public entity to which the parties have transferred all responsibility and control for actions taken pursuant to this Agreement.
- (b) The SCDIU shall defend and indemnify the parties, and their officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of the acts or omissions of the Joint Powers Board in carrying out the terms of this Agreement. This Agreement does not constitute a waiver on the limitations of liability set forth in Minnesota Statutes, Section 466.04.
- (c) Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.
- (d) To the fullest extent permitted by law, action by the parties to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, as set forth in Minnesota Statutes, Section 471.59, subd. 1a(a), provide further that for purposes of that statute, each party to this Agreement

expressly declines responsibility for the acts or omissions of any other party. The parties to this Agreement are not liable for the acts or omissions of another party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other parties.

- (e) Any excess or uninsured liability shall be borne equally by all the members, but this does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

- 11.3 Liability. All insurance policies maintained on behalf of the SCDIU will be retained by the fiscal agent. Copies of any such policies will be provided to any member upon request.

12. Duration

- 12.1. Each member shall be bound by the terms of the Agreement upon execution. All members need not sign the same copy.
- 12.2. This Agreement shall continue for an indefinite term subject to the termination provisions of this section.
- 12.3. This Agreement may be terminated at any time by the written agreement of a majority of its members.
- 12.4. Any party to the Agreement may withdraw from this Agreement following thirty (30) days written notice to the SCDIU. If the SCDIU is abandoned, resources shall be divided in accordance with the financial and personnel contributions made by the participating agencies. If an individual agency terminates, all resources remain with the SCDIU.
- 12.5. All equipment, including motor vehicles, which is not purchased by the SCDIU, but is used by the SCDIU Agents in the course of their duties under this Agreement, will be presumed to be donated to the SCDIU by the member agency. If a member agency does not wish to donate such equipment, it must file a written notice to that effect within thirty (30) days of the equipment being put into use by the SCDIU. The notice should specify the equipment and be filed with the Unit Commander or Secretary. If this notice is made, the equipment will not be subject to the provisions of section 12.5 if that member terminates its participation in the SCDIU.

SOUTH CENTRAL DRUG INVESTIGATION UNIT TACTICAL TEAM JOINT POWERS AGREEMENT

THE PARTIES TO THIS AGREEMENT are units of government responsible for the enforcement of laws in their respective jurisdictions. This Agreement is made pursuant to the authority conferred upon the parties by Minnesota Statutes §471.59.

NOW THEREFORE, the undersigned governmental units, in the joint and mutual exercise of their powers agree as follows:

13. Name. The parties have previously established and hereby maintain the South Central Drug Investigation Unit Tactical Team (SCDIU Tactical Team).
14. General Purpose. The purpose of this joint powers agreement is to establish an organization to coordinate efforts to
 - 14.1. Respond to critical incidents, including but not limited to, hostage, barricade, and sniper situations, high-risk apprehension, high-risk warrant service, personal protection, and special assignments.
 - 14.2. Establish a formal framework for membership and personnel commitments, overall operations, resources available, general management, and liability issues.
 - 14.3. Provide other similar or related services and programs as determined by the Board.
 - 14.4. Establish procedures to add qualifying Parties to this Agreement.
15. Establish a mechanism whereby additional/and or alternative programs and services may be developed for the benefit of the Parties and in furtherance of the objectives of the Parties.
16. Members. The members of the Agreement shall consist of the following units of government:

City of Albert Lea	City of Alden	County of Faribault
City of Blooming Prairie	City of Blue Earth	County of Freeborn
City of New Richland	City of Janesville	County of Steele
City of Owatonna	City of Waseca	County of Waseca
City of Wells	City of Winnebago	
17. Fiscal Agent. The City of Owatonna acting on behalf of the South Central Drug Investigation Unit Tactical Team and its members, shall apply for grant funding, prepare and file all necessary forms and reports in connections with such grants, keep all financial records, assist in the preparation of audits, and distribute forfeiture proceeds as provided hereafter. The Chief of the Owatonna Police Department, or his designee, is deemed the "authorized official."
18. Administrative Board.

- 18.1. The governing body of the SCDIU shall be a Board of Directors consisting of fourteen (14) members. The police chief or sheriff of each party shall appoint one board member to serve at the chief's or sheriff's pleasure. Board members must be full-time supervisory peace officers of the jurisdiction that appoints the Board member or the County Attorney, or the County Attorney's designee, from one or more of the member counties.
- 18.2. Each board member shall have one vote.
- 18.3. Board members shall not be deemed employees of the SCDIU Tactical Team and shall not be compensated by it.
- 18.4. The Board shall elect from its members a chair, a vice-chair, and appoint a secretary/treasurer, each serving a three-year staggered term. The Board may also elect such other officers as it deems necessary to conduct its meetings and affairs. The Board shall meet at least six (6) times during the term of the Agreement. The Board may adopt rules and regulations governing its meetings. Such rules and regulations may be amended from time to time at either a regular or special meeting of the Board provided that at least ten (10) days prior notice of the meeting has been furnished to each Board member. The Board shall operate by a majority vote of all members present. A quorum of (8) members shall be required for all meetings.
- 18.5. The Board shall comply with Minnesota Statutes Chapter 13D (Open Meeting Law).

19. Powers and Duties of the Board of Directors

- 19.1. The Board is hereby authorized to exercise such authority and powers common to the Parties as is necessary and property to fulfill its purposes and perform its duties. Such authority shall include the specific powers enumerated in this Agreement.
- 19.2. The Board shall appoint and supervise the Commander of the SCDIU Tactical Team.
- 19.3. The Board shall have the power and authority to determine guidelines, expectations, and procedures of a member's assigned officer(s) and a member agency.
- 19.4. The Board may cooperate with other federal, state, and local law enforcement agencies to accomplish the purpose for which it is organized.
- 19.5. The Board may make contracts, incur expenses, and make expenditures necessary and incidental to the effectuation of its purpose and consistent with its powers.
- 19.6. The Board shall cause to be made an annual audit of the books and account of the SCDIU Tactical Team and shall make and file a report to its members which includes the following information:
 - (a) The financial condition of the SCDIU Tactical Team;
 - (b) The status of all SCDIU Tactical Team projects;
 - (c) The business transacted by the SCDIU Tactical Team; and
 - (d) Other matters which affect the interests of the SCDIU Tactical Team.

- 19.7. The SCDIU Tactical Team's books, reports, and records shall be open to inspection by its members at all reasonable times.
- 19.8. The Board may recommend changes in the Agreement to its members.
- 19.9. The members may not incur obligations or enter into contracts that extend beyond the terms of this Agreement.
- 19.10. The Board shall identify a liaison attorney from a county attorney's staff located within the jurisdiction of the SCDIU Tactical Team. This attorney may also serve on the Board, at the discretion of the Board.

20. Funding and Budget

- 20.1. The SCDIU Tactical Team's funds may be expended by the Board in accordance with this Agreement and in a manner determined by the Board. The Board shall designate the City of Owatonna to act as depository for the SCDIU Tactical Team's funds. In no event shall there be a disbursement of SCDIU Tactical Team funds from the Owatonna depository without the signature of a minimum of two of the following persons: The "authorized official," the SCDIU Tactical Team Commander, or the SCDIU Tactical Team Secretary/Treasurer. The fiscal agent will issue checks, authorized by the "authorized official," the SCDIU Tactical Team Commander, or the SCDIU Tactical Team Secretary/Treasurer, and drawn on SCDIU Tactical Team funds, to satisfy monthly bills and purchases.
- 20.2. The members shall contribute the required matching funds to operate the SCDIU Tactical Team.
- 20.3. The Board shall adopt a budget based upon member matching funds and money made available from other sources. The Board may amend the budget from time to time.
- 20.4. The Board shall receive a monthly financial report of all expenditures and receipts, and current fund balances from the secretary/treasurer.
- 20.5. The Board may not incur debts.

21. Insurance; Indemnification and Liability.

- 21.1 Insurance. The SCDIU shall obtain and keep current the following insurance coverages:
 - Municipal Liability: \$500,000 per claimant/\$1,500,000 per occurrence
 - Automobile Liability: \$500,000 per claimant/\$1,500,000 per occurrence
 - UM/UIM: \$200,000 per occurrence
 - Crime: \$250,000 per occurrence
 - Excess Liability: \$2,000,000 aggregate limit
 - Basic Economic Loss (PIP): Basic Minnesota Statutory Coverage
 - Auto Physical Damage: Actual Cash Value, Unless Endorsed

Provided, that the coverage shall at all times be not less than the maximum liability as currently provided in Minn. Stat. §466.04, and as may be amended hereafter.

The SCDIU Tactical Team shall provide the fiscal agent of the members with a Certificate of Insurance naming the members as additional insureds. The policies shall not be cancellable,

reduced or materially changed unless 30 days prior written notice shall be given to fiscal agent.

21.2 Indemnification.

- (a) The SCDIU Tactical Team is a separate and distinct public entity to which the parties have transferred all responsibility and control for actions taken pursuant to this Agreement.
- (b) The SCDIU Tactical Team shall defend and indemnify the parties, and their officers, employees, and volunteers, from and against all claims, damages, losses, and expenses, including attorney fees, arising out of the acts or omissions of the Joint Powers Board in carrying out the terms of this Agreement. This Agreement does not constitute a waiver on the limitations of liability set forth in Minnesota Statutes §466.04.
- (c) Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any member for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.
- (d) To the fullest extent permitted by law, action by the parties to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the parties that they shall be deemed a “single governmental unit” for the purposes of liability, as set forth in Minnesota Statutes §471.59, subd. 1a(a), provide further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of any other party. The parties to this Agreement are not liable for the acts or omissions of another party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other parties.
- (e) Any excess or uninsured liability shall be borne equally by all the members, but this does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith.

21.3 Liability. All insurance policies maintained on behalf of the SCDIU Tactical Team will be retained by the fiscal agent. Copies of any such policies will be provided to any member upon request.

22. Duration

- 22.1. Each member shall be bound by the terms of the Agreement upon execution. All members need not sign the same copy.
- 22.2. This Agreement shall continue for an indefinite term subject to the termination provisions of this section.
- 22.3. This Agreement may be terminated at any time by the written agreement of a majority of its members.
- 22.4. Any party to the Agreement may withdraw from this Agreement following thirty (30) days written notice to the SCDIU Tactical Team. If the SCDIU Tactical Team is abandoned, resources shall be divided in accordance with the financial and personnel contributions made by the participating agencies. If an individual agency terminates, all resources remain with the SCDIU Tactical Team.

- 22.5. All equipment, including motor vehicles, which is not purchased by the SCDIU Tactical Team, but is used by the SCDIU Tactical Team in the course of their duties under this Agreement, will be presumed to be donated to the SCDIU Tactical Team by the member agency. If a member agency does not wish to donate such equipment, it must file a written notice to that effect within thirty (30) days of the equipment being put into use by the SCDIU Tactical Team. The notice should specify the equipment and be filed with the SCDIU Tactical Team Commander or Secretary. If this notice is made, the equipment will not be subject to the provisions of section 10.5 if that member terminates its participation in the SCDIU Tactical Team.

IN WITNESS WHEREOF, the undersigned, on behalf of the City/County of _____, has executed this Agreement in accordance with the authority of Minnesota Statutes, §471.59 on the date indicated below:

Mayor/Board Chair

Date

Witness

Date



South Central Drug Investigation Unit

204 East Pearl St Owatonna, MN 55060 (507) 774-7207

Faribault Co. Sheriff
Waseca Co. Sheriff
Blue Earth Police
Owatonna Police
Winnebago Police

Freeborn Co. Sheriff
Albert Lea Police
Janesville Police
Waseca Police

Steele Co. Sheriff
Blooming Prairie Police
New Richland Police
Wells Police

Date: November 13, 2024
To: SCDIU Members
From: Ben Johnson, Commander
Re: 2025 Cash Match and Tactical Service Maintenance Fee Invoice

To Whom It May Concern:

Cash Match amounts for the 2025 SCDIU and the 2025 SCDIU Tactical Team are as follows:

	2025 SCDIU	2025 SCDIU Tactical Team
Faribault County	\$10,000	\$1500
Freeborn County	\$10,000	\$1500
Steele County	\$10,000	\$1500
Waseca County	\$10,000	\$1500
Albert Lea	\$10,000	\$1500
Owatonna	\$10,000	\$1500
Waseca	\$10,000	\$1500
Alden	\$3,000	\$750
Blooming Prairie	\$3,000	\$750
Blue Earth	\$3,000	\$750
Janesville	\$3,000	\$750
New Richland	\$3,000	\$750
Wells	\$3,000	\$750
Winnebago	\$3,000	\$750

Please submit payment no later than March 1, 2025. Payments can be sent to SCDIU, Attn: Kimberly Dub, 204 East Pearl St, Owatonna, MN 55060.

Thank You,

Sergeant Ben Johnson
SCDIU Commander



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Jenna Tuma, Assistant City Administrator
SUBJECT: Renew Lease - Owatonna Art Center

Purpose:

Renew the lease with the Owatonna Arts Council for the Owatonna Arts Center.

Background:

The lease for the Owatonna Arts Center expired on December 31, 2024. Once approved by the Council, a new five-year lease will take effect on January 1, 2025. This lease includes annual rent increases of approximately 3%.

Budget Impact:

Rent will be paid monthly at these amounts:

January 2025 - December 2025	\$290
January 2026 - December 2026	\$300
January 2027 - December 2027	\$310
January 2028 - December 2028	\$320
January 2029 - December 2029	\$330

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Art Center 2025-2029

LEASE

THIS AGREEMENT, made this ____ day of January, 2025, by and between the City of Owatonna, a municipal corporation of the State of Minnesota, hereinafter called Lessor, and Owatonna Arts Council hereinafter called Lessee.

1. PREMISES.

That said Lessor, in consideration of the rents and covenants hereinafter provided, does hereby remise, lease, and let unto Lessee, and the said Lessee does hereby hire and take from Lessor the following described premises situated in the City of Owatonna West Hills property, located in the County of Steele, State of Minnesota, to-wit:

The West Wing of the City Administration Building, including the 2017 new entry addition

2. TERM.

The initial term of this lease shall be for the period commencing on January 1, 2025, and expiring on the 31st day of December 2029 for the following purposes: Fine arts museum, workshops, meetings, displays, performance, and related purposes.

3. RENT.

Rent payable by Lessee to Lessor shall be paid in equal monthly installments, each in advance on or before the first day of each calendar month, commencing with the first day of the term, prorated if other than for a full month. The monthly rent amounts include elevator maintenance costs, current rate of \$62.00/month. Monthly rent amount for payment will be:

January 2025 - December 2025	\$290.00
January 2026 - December 2026	\$300.00
January 2027 - December 2027	\$310.00
January 2028- December 2028	\$320.00
January 2029 -December 2029	\$330.00

4. ASSIGNMENT AND SUBLETTING.

Lessee agrees that it will not sublet the demised premises or any part thereof, and will not assign this lease or any interest therein, nor permit such lease to be transferred by operation of law or otherwise and that no act or acts will be done or suffered whereby the same may be or become sublet or assigned in whole or in part, unless the written consent of the Lessor endorsed hereon shall be first obtained in each and every case of underletting or assignment, as they shall from time to time accrue or be desired and that nothing whatever shall be held to be a waiver or supersede the necessity of such endorsement. Any assignment, sale in bankruptcy or insolvency of the Lessee may, at the option of the Lessor, be considered an assignment within the meaning of this lease and as a breach of the covenants hereof.

5. UTILITIES.

At such time as Lessor incurs any expense in connection with utility services, upon written notice to Lessee, Lessee will thereupon assume such obligations directly and in full.

6. IMPROVEMENTS.

Lessee has made substantial, permanent, physical improvements and will provide further improvements as deemed necessary for the best fulfillment of Arts Center purposes. Said improvements shall inure to the benefit of the leased premises and shall not be removed by the Lessee at the termination of this lease. Any and all such improvements must be submitted to the City Council for their approval prior to their accomplishment and any such improvements will be done in such a manner as to complement the premises and shall not cause liens to be filed against the premises in connection therewith. In addition thereto, Lessee shall be bound by and comply with all applicable building and zoning codes and/or ordinances of the City of Owatonna in effect at the time of entering into this lease and as amended from time to time hereafter with respect to any such improvements erected and maintained.

7. REPAIRS AND MAINTENANCE.

Lessee agrees to take the premises in their remodeled condition and shall, at its own expense during the term of this lease, repair and maintain the entire leased premises in a safe, clean, and presentable condition.

8. ERECTION AND MAINTENANCE OF SIGNS.

Lessee shall not erect or permit to be erected on said premises or on the exterior of any buildings any signs of any type without the written consent of the Lessor endorsed hereon.

9. TAXES.

So long as the property remains tax exempt, neither party will have a tax obligation. Should this tax exempt status change or be modified in any respect by reason of the parties having entered into this lease or for any other reason which would return the demised premises to the tax rolls, Lessee will be obligated to pay and hold Lessor harmless any such real estate or other tax thereby incurred.

10. DAMAGE OR DESTRUCTION OF PREMISES.

In the event of damage to or destruction of the leased premises or a portion thereof by fire, or other cause sufficient to render the leased premises unsatisfactory for Lessee's operations or otherwise untenantable, either party may terminate this lease by written notice of its intention to do so to the other party within thirty (30) days of such destruction or damage. Lessor will not be obligated to replace or repair the leased structure, and if it so elects to not rebuild, shall give Lessee notice of said fact and the lease shall thereupon automatically terminate. Should Lessor determine to make repairs to damages to the premises, then during the period commencing with the damage to the premises and ending with the completion of the repairs rendered necessary thereby, the rent payable hereunder shall abate and the obligation of the Lessee ever to pay the same shall cease to the extent and in proportion to the area rendered untenantable by the injury to the premises or rendered untenantable by repair work.

11. AMERICANS WITH DISABILITIES ACT.

Lessee acknowledges and agrees that, while Lessor has reviewed and approved the plans and specifications for Lessee's leasehold improvements, [and may construct Lessee's leasehold improvements for Lessee], Lessor assumes no responsibility for compliance of such plans and specifications, the leased premises or Lessee's leasehold improvements with the Americans with Disabilities Act of 1990 or the regulations promulgated thereunder ("ADA"), and Lessor shall not be responsible for any alterations or additions to the leased premises or any other portions of the building of which the leased premises or any other portions of the buildings of which the leased premises are a part which may be required by the ADA.

Lessee agrees to comply with the ADA, including without limitation by removing architectural barriers within the leased premises and the common areas of the building made necessary by Lessee's use of the leased premises and by strict conformance with the ADA in the design and construction of Lessee's leasehold improvements and any subsequent alterations. Lessee shall indemnify and shall hold Lessor harmless from any damages, loss or liability, including without limitation the cost of barrier removal or alterations which may be performed by Lessor, resulting from the failure to Lessee to comply strictly with the requirements of the ADA.

12. CODE COMPLIANCE.

Lessee agrees to maintain premises in compliance with State of Minnesota Building Code and Fire Code in regards to storage of materials in rooms, hallways, and common areas.

13. INSURANCE.

Lessee shall at all times during the term of this lease and any extensions thereof, carry public liability insurance covering the leased premises, which insurance shall insure against liability for personal injury or death and property damage with minimal limits of bodily insurance of \$1,000,000 per occurrence, \$2,000,000 aggregate and liquor liability with limits not less than \$500,000 common cause/aggregate. All such insurance policies shall be with a company and in a form acceptable to the Lessor and Lessee agrees to provide and keep filed on record with the City of Owatonna a certificate of insurance certifying to the existence of such policies and naming the City as an additional insured.

14. RESERVATION OF SPACE

Lessee agrees the City may have the right to use the Performing Arts Room meeting space and a storage room in or near the said Performing Arts Room.

PEACEFUL SURRENDER.

Lessee covenants and agrees to keep and maintain the premises and its fixtures during the term of the lease and peaceably quit and deliver up the same to Lessor at the termination of this

lease in as good order, condition, and state of repair as the same are at the date hereof, reasonable use and wearing thereof excepted. At its option and expense, Lessee may remove from the premises at termination the non-attached personal property as it may have installed, excluding specifically heating and air conditioning equipment.

15. LESSOR'S REMEDIES.

If the monthly rental payment, or any of them, whether demanded or not, are not paid within twenty (20) days after becoming due, or in the event Lessee files any petition in bankruptcy or insolvency or is adjudicated bankrupt or insolvent, or if any term, condition, or covenant of this lease on the part of Lessee to be by it performed shall be violated or neglected and such violation or neglect is not cured within twenty (20) days after written notice from Lessor, then in either of such cases, Lessee does hereby authorize and empower Lessor to cancel and annul this lease at once and to reenter and take possession of the premises immediately without any previous notice of intention to reenter, and to remove all persons and their property therefrom without such reentry working a forfeiture of the rents to be paid by Lessee.

16. NOTICES.

Whenever under this lease any demand, notice, or declaration of any kind is required or desirable, it shall be in writing, served or sent by mail with postage prepaid; if to Lessor, addressed to them at City Hall, 540 West Hills Circle, Owatonna, Minnesota 55060; and if to Lessee, addressed at 435 Garden View Lane, Owatonna, Minnesota 55060. Party either may, by like notice at any time and from time to time, designate a different address to which notices shall be sent. Such notices, demands, or declarations shall be deemed sufficiently served or given for all purposes hereunder when served or two (2) days after mailing as aforesaid.

17. JOINT OR MUTUAL WAIVER OF SUBROGATION.

It is hereby understood and agreed by and between the undersigned parties that they do jointly and separately waive any and all right of recovery against the other for insured loss occurring at the property described herein.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

LESSOR: CITY OF OWATONNA

LESSEE: OWATONNA ARTS COUNCIL

By: _____
Matt Jessop, Mayor

BY: _____

ATTEST: _____
Kris M. Busse City Administrator



DATE: January 7, 2025
TO: Mayor and City Council
FROM: David Beaver, Airport Manager
SUBJECT: 2025 Airport Rates and Charges Schedule

Purpose:

To approve implementation of the 2025 airport rates and charges.

Background:

The Airport Commission has reviewed and recommends approval of the 2025 Airport Rates and Charges Schedule. A number of factors were considered including a review of rates currently being charged at other airports in the area and region. The Airport Commission determined the rates to be comparably within the range and consistent with these findings and recommends adjustments as provided.

Comparative airport rate data was obtained from a variety of sources including recent rates and charges surveys. One 2023 survey completed by the MN Airport Technical Assistance Program for MnDOT Aeronautics provided data from a variety of different size airports in Minnesota. Data collection also involved interviewing neighboring airports to ensure an accurate as possible market-based rate assessment.

This schedule also continues to reflect market pricing for the seven garage units situated at the ends of the four T-Hangar buildings. These smaller units are not suitable for aircraft storage. The use of these smaller units may include the accommodation of more non-aeronautical public storage. Therefore, a more market per square foot rate based on similar local facilities for like storage is included.

Upon approval, the rate structure will take effect for all hangar and facility lease renewals and new agreements unless deviated from by Council action.

Budget Impact:

Airport leases will be adjusted at renewals according to the approved schedule with combined facility, land lease, and service revenues projected to increase.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Draft Rates and Charges Schedule 2025

OWATONNA

Degner Regional Airport

RATES AND CHARGES SCHEDULE

Adopted _____
Effective _____

Description	2024	2025
T-Hangar Rental		
T-Hangar #1 (2001 Building)		
Full Size Units	\$180/month	\$185.00/month
Half Units (\$0.30/SF)	\$220/month	\$230.00/month
Large End Bay	\$420/month	\$435.00/month
T-Hangar #2 (2005 Building)		
Full Size Units	\$180/month	\$185.00/month
Half Units (\$0.30/SF)	\$220.00/month	\$230.00/month
T-Hangar #3 (1995 Building)		
Full Size Units (North Facing)	\$140.00/month	\$145.00/month
Full Size Units (South Facing)	\$155.00/month	\$165.00/month
Half Units (\$0.30/SF)	\$220.00/month	\$230.00/month
T-Hangar#4 (2022 Building)		
Full Size Unites	\$220.00/month	\$230.00/month
Half Units (\$.46/SF)	\$325.00/month	\$325.00/month
Common Heated Hanger		
Based on Aircraft Footprint (LxW)	\$0.325/SF monthly	\$0.45/SF monthly (\$5.40 annual)
Private Hangar Land Lease		
Non-Commercial Standard Lot	\$0.17/SF annual	\$0.19/SF annual
Commercial Lot	\$0.28/SF annual	\$0.30/SF annual
Commercial Terminal Office Space	\$8.00/SF annual	\$8.00/SF annual
Airport Farm Land Lease Rate	\$255.00/acre	\$255.00/acre (To Be Determined)

Keys

Issuance	\$0.00	\$0.00
Lost Key (new)	\$25.00	\$25.00
Re-Core	\$40.00	\$40.00

Aerial Applicator Permit Fee	\$200.00/applicant	\$250.00/applicant (waived w/200gal.)
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Services (Southern MN Flight Center)

Aviation Fuel

100LL	\$5.79/gallon (current)	Determined by Load
Jet A	\$5.59/gallon (current)	Determined by Load

Aviation Oil

Phillips XC20W-50	\$8.55/qt. (current)	Cost + 15%
Aeroshell 15W-50	\$13.60/qt. (current)	Cost + 15%
Aeroshell W100	\$10.95/qt. (current)	Cost + 15%

Heated Hangar (Daily Rate)

Single Engine	\$75.00	\$100.00
Light Twin (Baron, C-310, Seneca)	\$100.00	\$125.00
Cabin Twin (Airstair Type)	\$125.00	\$150.00
Turbo-Prop (King Air 90, Cheyenne)	\$150.00	\$175.00
Turbo-Prop (King Air 200, PC12)	\$175.00	\$225.00
Jet	\$200.00	\$250.00

Un-Heated Hangar (Daily Rate)

Single Engine	\$25.00	\$40.00
Twin Engine	\$50.00	\$75.00

Facility Fee Current and Proposed

Aircraft Type (Typical Aircraft Class Description)	Facility Fee	Min. Gallons
Turbo Prop. (King Air, Cessna 425, Cessna 441, Piper Cheyenne, Pilatus, etc.):	\$55.00 \$75.00	75 gal.
Light Jet (Up to 8 Pas. Capacity– CJ1, Lear 35, Beechjet, Cit. Encore, etc.):	\$85.00 \$105.00	105 gal.
Medium Jet (9-11 Pas.Capacity – Lear 60, Cit. Sovereign, Hawker 800, etc.):	\$105.00 \$125.00	125 gal.
Heavy Jet (12+ Pas. Capacity – Challenger, Falcon 50, 900, G4/G5, G. Exp., etc.):	\$125.00 \$150.00	150 gal.

Ice/Coffee (facility amenities)

With Paid Facility Fee	Included	Included
Without Paid Facility Fee		
Ice	\$1.50/bag	\$2.50/bag

Ramp Fees

Tie Downs		
Less than 30 days	\$0.00	\$0.00
More than 30 days	\$50.00/month	\$75.00/month
Electrical Plug-In	\$15.00	\$20.00/daily

Call-In Fees (After Hours)	\$50.00	\$75.00 (waived with 200 gallons)
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Conference Room

General	\$0.00	\$0.00 up to 4 hours + \$0.00 each additional hour
Tenants and airport organizations	\$0.00	\$0.00

Catering

Processing Order Request	+15% of order total	+15% of order total
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DATE: January 7, 2025
TO: Mayor and City Council
FROM: Emily Thamert, Human Resources Director
SUBJECT: 2025 Seasonal/Temporary Wage Rates

Purpose:

Approve the Seasonal/Temporary wage rate document effective January 1, 2025.

Background:

In alignment with the key focus area of efficient effective government in the strategic plan, all seasonal temporary and non-benefited part-time position pay rates have again been compiled into one comprehensive document.

Budget Impact:

Any applicable wage increases on this scale have already been accounted for in the approved 2025 budget.

Staff Recommendation:

Staff recommends approval of the 2025 Seasonal Temporary Wage Rate document.

Attachments:

1. 1.1.2025 Seasonal.Temp EE Wage



Non-Benefited, Seasonal/Temporary/Part-Time Employee Wage Scale

Effective 01.01.2025

Employee Wage Range

Adult Program Official	\$18.50 - \$24.50 per hour
Coordinator	\$19.50 - \$24.50 per hour
Guest Services	\$12.50 - \$14.50 per hour
Guest Services Lead	\$15.50 - \$17.50 per hour
Head Lifeguard	\$16.00 - \$18.00 per hour
Intern	\$14.00 - \$24.00 per hour
Library Page	\$11.13 per hour
Lifeguard	\$14.00 - \$16.00 per hour
Lifeguard Training Instructor	\$19.00 - \$24.00 per hour
Park, Golf & Facility Maintenance	\$14.50 - \$16.50 per hour
Program Lead	\$15.50 - \$17.50 per hour
Street Maintenance	\$14.50 - \$16.50 per hour
Water Safety Instructor	\$16.00 - \$18.00 per hour
Youth Program Official	\$14.50 - \$19.50 per hour**

Fire

Paid on Call Firefighter - Trainee	\$13.57 per hour
Paid on Call Firefighter - Probationary	\$16.28 per hour
Paid on Call Firefighter	\$18.98 per hour
Paid on Call Resident Firefighter	\$22.45 per hour
Weed/Nuisance Inspector	\$19.02 per hour

Judges

Election Judges	\$13.00 per hour
Head Election Judges	\$14.00 per hour



Seasonal/Temporary Employee Wage Increase Procedure

The following seasonal/temporary part time employees will receive a \$0.50 increase effective January 1 after every consecutive year/season of service with the city until reaching the maximum rate.

- Coordinator
- Guest Services Lead
- Program Lead
- Guest Services
- Adult Program Official
- Youth Program Official**
- Head Lifeguard
- Intern
- Lifeguard
- Lifeguard Training Instructor
- Water Safety Instructor
- Park Maintenance
- Street Maintenance

***Youth Program Soccer Officials who provide proof of certification will receive an additional \$3 per hour, one time, upon receipt of verification of their certification*



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Jeffrey Mundale, Police Chief
SUBJECT: 2025 Liability Coverage Waiver - League of Minnesota Cities Insurance Trust (LMCIT) - South Central Drug Investigation Unit

Purpose:

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

Background:

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

Budget Impact:

No budget impact.

Staff Recommendation:

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

Attachments:

1. LMCIT Liability Waiver Form - SCDIU

LIABILITY COVERAGE WAIVER FORM

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

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

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

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

LMCIT Member Name: South Central Drug Investigation Unit

Check one:

- ☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- ☐ The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: _____

Signature: _____

Position: City Administrator, City of Owatonna



CITY OF
OWATONNA

Finance Report

RECAP:

\$	193,997.30	Bosch Automotive - economic development TIF (year 3 out of 9)
	325,042.18	Costco - economic development TIF (year 3 out of 9)
	99,988.15	Cybex Intl - economic development TIF (year 7 out of 7)
	224,963.01	Daikin Applied Americas - economic development TIF (year 9 out of 9)
	54,442.79	Dell Marketing LP - 2024 Computer order, monitors, etc.
	161,865.00	Electric Pump Inc - 26th St lift station - (3) pumps
	41,942.32	Equity Growth - 111 Vine Apt bldg - redevelopment TIF (year 5 out of 26)
	61,722.09	Festal Place - CDI - economic development TIF (year 1 out of 9)
	38,310.00	Genuine Hardwood Floors - Merrill Hall flooring
	26,097.68	Mound Owatonna - Mound St Apt bldg redevelopment TIF (year 3 out of 25)
	131,263.25	MTI Distributing Inc
		- Toro Groundsmaster 4700 - \$130,854.69
		- misc parts - \$408.56
	27,202.94	Owatonna Area Chamber of Commerce - October 2024 lodging tax
	74,971.69	Owatonna Hospitality - Marriott - redevelopment TIF (year 2 out of 26)
	27,132.19	Owatonna Pearl - redevelopment TIF (year 5 out of 26)
	25,637.40	Pro-Pet economic development TIF (year 7 out of 9)
	21,320.75	South Pointe II - 18th St SW Apt bldg redevelopment TIF (year 3 out of 10)
	30,772.99	South Pointe Owatonna - 18th St SW Apt bldg redevelopment TIF (year 6 out of 14)
	142,969.96	Southeast Service Cooperative - December 2024 health ins premiums
	171,987.62	Equity Builders & Construction Services Inc - will be paid by ach on 01.14.25
		- pay est #1 - dome hangar roof replacemnt project
\$	<u>410,110.28</u>	OTHER EXPENDITURES
	2,291,739.59	<i>SUBTOTAL</i>
	<u>107,441.06</u>	HRA HOUSING ASSISTANCE PAYMENTS
\$	<u><u>2,227,193.03</u></u>	TOTAL EXPENDITURES PRESENTED FOR APPROVAL

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
Cash Account: 999-19100-000-000-000000					
381162	12/20/24	CLOVER CONNECT	131.36	R	Wire Transfer
381163	12/20/24	GLOBAL PAYMENTS INTEGRATED	2,895.67	R	Wire Transfer
381164	12/20/24	MN DEPT OF LABOR AND INDUSTRY	1,282.09	R	Wire Transfer
381165	12/20/24	MN DEPT OF REVENUE	990.27	R	Wire Transfer
381166	12/20/24	OWATONNA AREA CHAMBER OF COMM	27,202.94	0	Regular
381167	12/20/24	PAYMENTECH	51.11	R	Wire Transfer
381168	12/20/24	SOUTHEAST SERVICE COOPERATIVE	142,969.96	R	Wire Transfer
381169	12/20/24	SYNCHRONY BANK - LOWE'S	1,915.16	0	Regular
381170	12/20/24	T-MOBILE	868.35	0	Regular
381171	12/20/24	US BANK	13,618.63	R	Wire Transfer
381172	12/20/24	VERIZON WIRELESS	3,559.04	0	Regular
381173	12/20/24	WEX BANK	1,129.72	R	Wire Transfer
381174	12/20/24	WEX HEALTH INC	346.50	R	Wire Transfer
381175	12/31/24	AARON GUZMAN PHOTOGRAPH LLC	2,000.00	0	Regular
381176	12/31/24	AB SYSTEMS INC	5,000.00	0	Regular
381177	12/31/24	ADVANCED ENGINEERING & ENVIRON	10,775.87	0	Regular
381178	12/31/24	AFLAC	2,775.74	R	ACH
381179	12/31/24	ALEX AIR APPARATUS, INC	1,858.00	0	Regular
381180	12/31/24	ALEXANDER LUMBER COMPANY	97.14	0	Regular
381181	12/31/24	AMERICAN RED CROSS	3,133.62	0	Regular
381182	12/31/24	ANCOM	530.00	R	ACH
381183	12/31/24	ANHORN'S GAS & TIRE	50.45	0	Regular
381184	12/31/24	APG MEDIA OF SO MINNESOTA LLC	82.50	0	Regular
381185	12/31/24	AVFUEL CORPORATION	11,673.20	R	ACH
381186	12/31/24	AWARDS DIRECT INC	339.87	0	Regular
381187	12/31/24	B & B COLE PROPERTIES LLC	8,721.60	R	ACH
381188	12/31/24	BAKER & TAYLOR BOOKS	.00	V	Regular
381189	12/31/24	BAKER & TAYLOR BOOKS	10,271.41	R	ACH
381190	12/31/24	BAKER TILLY US LLP	3,215.00	R	ACH
381191	12/31/24	BLACKSTONE PUBLISHING	4,972.32	R	ACH
381192	12/31/24	BOSCH AUTOMOTIVE SERVICE SOLUT	193,997.30	0	Regular
381193	12/31/24	CDW GOVERNMENT INC	56.79	0	Regular
381194	12/31/24	CEMSTONE CONCRETE MATERIAL LLC	2,468.90	0	Regular
381195	12/31/24	CENTRAL FARM SERVICE	11,478.77	0	Regular
381196	12/31/24	CITY OF BLOOMING PRAIRIE	11,250.00	R	ACH
381197	12/31/24	CITY-COUNTY COMMUNIC & MKTG	400.00	0	Regular
381198	12/31/24	CORPORATE RECOGNITION	713.00	R	ACH
381199	12/31/24	COSTCO WHOLESALE CORPORATION	325,042.18	0	Regular
381200	12/31/24	COVERTTRACK GROUP, INC.	3,000.00	0	Regular
381201	12/31/24	CROSSFIT INNERDRIVE	175.00	R	ACH
381202	12/31/24	CRYSTEEL TRUCK EQUIP	215.00	R	ACH
381203	12/31/24	CULLIGAN OF OWATONNA	38.65	R	ACH
381204	12/31/24	CUMMINS INC	3,665.69	R	ACH
381205	12/31/24	CURT'S TRUCK & DIESEL SERVICE	2,243.67	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
381206	12/31/24	CYBER ADVISORS	1,707.34	0	Regular
381207	12/31/24	CYBEX INTERNATIONAL INC	99,988.15	0	Regular
381208	12/31/24	DAIKIN APPLIED AMERICAS INC	224,963.01	R	ACH
381209	12/31/24	DAVID J UNMACHT	2,902.72	0	Regular
381210	12/31/24	DAVIS MECHANICAL SYSTEMS INC	515.00	R	ACH
381211	12/31/24	DELL MARKETING LP	54,442.79	R	ACH
381212	12/31/24	DEMCO	152.91	0	Regular
381213	12/31/24	DESIGNKW, LLC	1,500.00	R	ACH
381214	12/31/24	EARL F ANDERSEN & ASSOC	1,867.95	0	Regular
381215	12/31/24	ELECTRIC PUMP INC	161,865.00	R	ACH
381216	12/31/24	ELIZABETH GRUENHAGEN	24.59	0	Regular
381217	12/31/24	EMERALD COAST MANUFACTURING LL	9,198.59	R	ACH
381218	12/31/24	EQUITY GROWTH	41,942.32	0	Regular
381219	12/31/24	EYE MED VISION CARE	412.65	0	Regular
381220	12/31/24	FASTENAL COMPANY	1,001.47	R	ACH
381221	12/31/24	FESTAL PLACE, LLC	61,722.09	0	Regular
381222	12/31/24	FIRST SUPPLY OWATONNA	856.70	R	ACH
381223	12/31/24	FOREMOST PROPERTIES	6,686.96	0	Regular
381224	12/31/24	FOUR SEASONS ELECTRIC	5,695.98	R	ACH
381225	12/31/24	FROM THE GROUND UP LLC	1,330.05	R	ACH
381226	12/31/24	GALLAGHER BENEFIT SERVICES INC	1,041.67	R	ACH
381227	12/31/24	GENUINE HARDWOOD FLOORS	38,310.00	0	Regular
381228	12/31/24	GRAINGER	92.40	R	ACH
381229	12/31/24	GREATLAND CORPORATION	99.00	0	Regular
381230	12/31/24	GREY GROUP LLC	495.00	0	Regular
381231	12/31/24	HAWKINS INC	10.00	R	ACH
381232	12/31/24	HILLYARD INC	3,175.25	0	Regular
381233	12/31/24	I U O E LOCAL 70	2,904.50	0	Regular
381234	12/31/24	IFACS	385.36	R	ACH
381235	12/31/24	INNOVATIVE OFFICE SOLUTIONS	615.44	0	Regular
381236	12/31/24	KAMP AUTOMATION	3.20	0	Regular
381237	12/31/24	KEEKER INC	104.00	R	ACH
381238	12/31/24	KENDELL DOORS & HARDWARE INC	76.75	R	ACH
381239	12/31/24	KIRI ANN FAUL	1,250.00	R	ACH
381240	12/31/24	LAWSON AUTOMOTIVE LLC	6,631.00	R	ACH
381241	12/31/24	LAWSON PRODUCTS	139.56	0	Regular
381242	12/31/24	LEGACY SIGNS INC	240.00	R	ACH
381243	12/31/24	M2 POWERSPORTS LLC	79.76	0	Regular
381244	12/31/24	MANUFACTURERS NEWS INC	201.80	R	ACH
381245	12/31/24	MARCO TECHNOLOGIES LLC	618.38	R	ACH
381246	12/31/24	MARV'S PICTURE FRAMES	110.00	R	ACH
381247	12/31/24	MCNEILUS STEEL INC	145.83	R	ACH
381248	12/31/24	METRONET SYSTEMS HOLDINGS LLC	1,370.55	R	ACH
381249	12/31/24	MICHAEL A. OLDENBURG	55.00	0	Regular
381250	12/31/24	MID-AMERICAN RESEARCH CHEMICAL	915.70	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
381251	12/31/24	MINNESOTA LIFE	2,954.55	0	Regular
381252	12/31/24	MN DEPT OF LABOR AND INDUSTRY	300.00	0	Regular
381253	12/31/24	MN NCPERS GROUP LIFE INSURANCE	416.00	0	Regular
381254	12/31/24	MN PUBLIC EMPLOYEES ASSOC	1,488.00	R	ACH
381255	12/31/24	MN VALLEY TESTING LABS INC	230.00	R	ACH
381256	12/31/24	MOUND OWATONNA LLC	26,097.68	0	Regular
381257	12/31/24	MTI DISTRIBUTING INC	131,263.25	R	ACH
381258	12/31/24	NAPA AUTO PARTS	316.76	R	ACH
381259	12/31/24	NEAR NORTH TITLE GROUP	300.00	0	Regular
381260	12/31/24	NORTH CENTRAL LABORATORIES	690.21	0	Regular
381261	12/31/24	NORTHLAND SECURITIES INC	265.00	0	Regular
381262	12/31/24	OAK GLENN	4,583.25	R	ACH
381263	12/31/24	OFFICE OF MNIT SERVICES	160.65	0	Regular
381264	12/31/24	OWATONNA HEATING & COOLING INC	5,709.25	R	ACH
381265	12/31/24	OWATONNA HOSPITALITY I, LLC	74,971.69	0	Regular
381266	12/31/24	OWATONNA MOTOR COMPANY	2,401.32	0	Regular
381267	12/31/24	OWATONNA PEARL	27,132.19	0	Regular
381268	12/31/24	OWATONNA PUB SCHOOLS ISD 761	123.50	R	ACH
381269	12/31/24	OWATONNA VOLLEYBALL BOOSTERS	1,325.00	0	Regular
381270	12/31/24	OWT HARDWARE	1,741.89	0	Regular
381271	12/31/24	PAAPE COMPANIES INC	259.50	R	ACH
381272	12/31/24	PB PARENT HOLDCO, LP	173.00	R	ACH
381273	12/31/24	PETER RAUEN	2,500.00	0	Regular
381274	12/31/24	PRECISION LINING & SEWER LLC	784.00	R	ACH
381275	12/31/24	PRO-PET LLC	25,637.40	0	Regular
381276	12/31/24	RIVERLAND COMMUNITY COLLEGE	1,650.00	0	Regular
381277	12/31/24	RL HOLDINGS	6,453.50	R	ACH
381278	12/31/24	ROCON INCORPORATED	784.00	0	Regular
381279	12/31/24	SHI INTERNATIONAL CORP	858.25	0	Regular
381280	12/31/24	SIGN PRO OF OWATONNA	70.00	R	ACH
381281	12/31/24	SOUTH POINTE II LLC	21,320.75	0	Regular
381282	12/31/24	SOUTH POINTE OWATONNA	30,772.99	0	Regular
381283	12/31/24	STATE INDUSTRIAL PRODUCTS	552.41	R	ACH
381284	12/31/24	STEELE COUNTY AUDITOR	7,229.02	0	Regular
381285	12/31/24	TAMMY R INGVALDSON	45.00	0	Regular
381286	12/31/24	TERRACON CONSULTANTS INC	2,497.50	R	ACH
381287	12/31/24	TEXAS REFINERY CORP	527.50	R	ACH
381288	12/31/24	THOMPSON SANITATION INC	77.40	R	ACH
381289	12/31/24	TOR SPERLING	475.93	R	ACH
381290	12/31/24	TOWMASTER	1,080.00	R	ACH
381291	12/31/24	TRI STATE BOBCAT	57.12	R	ACH
381292	12/31/24	TRICIA NOTCH	43.23	0	Regular
381293	12/31/24	UNITED WAY	100.00	0	Regular
381294	12/31/24	USABBLUEBOOK	172.22	R	ACH
381295	12/31/24	VAN METER INC	170.08	0	Regular

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
381296	12/31/24	VENTURE HYDRAULICS INC	415.36	R	ACH
381297	12/31/24	VESSCO INC	501.18	R	ACH
381298	12/31/24	VESTIS GROUP INC	338.51	0	Regular
381299	12/31/24	WASECA COUNTY HWY DEPT	47.84	0	Regular
381300	12/31/24	WEN-COL INC	963.32	0	Regular
381301	12/31/24	WENCL PLUMBING	441.67	0	Regular
381302	12/31/24	WHKS & CO	1,305.27	R	ACH
381303	12/31/24	WOLFF AND SONS INC	103.00	R	ACH
381304	12/31/24	XCEL ENERGY	242.91	0	Regular
381305	12/31/24	ZARNOTH BRUSH WORKS	582.00	R	ACH
381306	12/31/24	ZEP MANUFACTURING CO	382.23	R	ACH
381307	12/31/24	DAGRY TOOLING INC	218.00	R	ACH
381308	12/31/24	SYNCHRONY BANK	413.18	0	Regular
381309	01/02/25	A & K LLC	395.00	R	ACH
381310	01/02/25	A&H PROPERTIES	1,302.00	R	ACH
381311	01/02/25	ACADEMY APARTMENTS OF OWA LLC	2,343.00	R	ACH
381312	01/02/25	ALL AREA MANAGEMENT LLC	1,754.00	R	ACH
381313	01/02/25	APACHE APARTMENTS	607.00	R	ACH
381314	01/02/25	ATM PROPERTIES LLC	1,089.00	R	ACH
381315	01/02/25	AUSTIN HRA	848.00	0	Regular
381316	01/02/25	BARRY GILLESPIE	319.00	R	ACH
381317	01/02/25	BROWN CYNTHIA	552.00	R	ACH
381318	01/02/25	BRYCEN GREGOR	2,283.00	R	ACH
381319	01/02/25	CAPELLE COMPANIES LLC	870.00	R	ACH
381320	01/02/25	CEDAR HILLS ESTATES LLC	2,589.00	R	ACH
381321	01/02/25	CEDAR RIDGE APARTMENTS	64.00	R	ACH
381322	01/02/25	CEDAR ROSE ASSOCIATES LLC	1,260.00	R	ACH
381323	01/02/25	CEDAR RUN TOWN HOMES MDI #41	3,418.00	R	ACH
381324	01/02/25	CEDARDALE NORTH APARTMENTS	1,007.00	R	ACH
381325	01/02/25	CEDARDALE SOUTH APARTMENTS	549.00	R	ACH
381326	01/02/25	CEDARDALE WEST APARTMENTS	600.00	R	ACH
381327	01/02/25	CHAD STANNARD	436.00	R	ACH
381328	01/02/25	CHASE BLUM	598.00	R	ACH
381329	01/02/25	CHRIS PROHASKI	1,222.00	R	ACH
381330	01/02/25	COMMON CENTS PROPERTIES LLC	328.00	R	ACH
381331	01/02/25	COOPERS COURT LLC	597.00	R	ACH
381332	01/02/25	DAKOTA COUNTY CDA	1,856.16	R	ACH
381333	01/02/25	DANIEL SCHLEGEL	477.00	R	ACH
381334	01/02/25	DSBMT, LLC	595.00	R	ACH
381335	01/02/25	EEK LLC	1,029.00	R	ACH
381336	01/02/25	ELM STREET PROPERTIES	497.00	R	ACH
381337	01/02/25	FREDRICKSON PROPERTIES	389.00	R	ACH
381338	01/02/25	G & H MANAGEMENT CO LLC	1,197.00	R	ACH
381339	01/02/25	IMAGE APARTMENT	3,570.00	R	ACH
381340	01/02/25	J & P PROPERTIES	412.00	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
381341	01/02/25	JANESVILLE APARTMENTS	958.00	R	ACH
381342	01/02/25	JBLL EQUITIES LLC	1,455.00	R	ACH
381343	01/02/25	JOHNSON WINDOW & SIDING INC	4,211.00	R	ACH
381344	01/02/25	JPF PROPERTIES	257.00	R	ACH
381345	01/02/25	JULIE WERSAL	705.00	R	ACH
381346	01/02/25	KEG INVESTMENTS LLC	1,577.00	R	ACH
381347	01/02/25	KEITH MARTIN	1,336.00	R	ACH
381348	01/02/25	KLEVOS GREG	769.00	R	ACH
381349	01/02/25	L&L LEGACY PROPERTIES	609.00	R	ACH
381350	01/02/25	LEE ANNA	1,297.00	R	ACH
381351	01/02/25	LINCOLN SQUARE APARTMENTS	6,660.00	R	ACH
381352	01/02/25	LINDSAY MACHT	53.00	R	ACH
381353	01/02/25	LWO LIMITED PARTNERSHIP #116	4,166.00	R	ACH
381354	01/02/25	MARQUARDT DENNIS	2,021.00	R	ACH
381355	01/02/25	MARTIN ALLAN	2,532.00	R	ACH
381356	01/02/25	MARTIN FAMILY LLC	1,085.00	R	ACH
381357	01/02/25	MCCAULEY CONSTRUCTION	386.00	R	ACH
381358	01/02/25	MIDWEST INVEST LLC	573.00	R	ACH
381359	01/02/25	MOSSEE PROP INV LLC	646.00	R	ACH
381360	01/02/25	NECHVILLE SUSAN	2,090.00	R	ACH
381361	01/02/25	NORTHCOURT APARTMENTS	965.00	R	ACH
381362	01/02/25	NORTHGATE	2,875.00	R	ACH
381363	01/02/25	NORTHSTAR HOLDINGS LLC	595.00	R	ACH
381364	01/02/25	NORTHWEST MANOR	1,510.00	R	ACH
381365	01/02/25	OWATONNA GATEWAY LLC	299.00	R	ACH
381366	01/02/25	OWATONNA PUBLIC UTILITIES	316.00	R	ACH
381367	01/02/25	PARKVIEW OWATONNA LLC	395.00	R	ACH
381368	01/02/25	PEACH INVESTMENTS LLC	218.00	R	ACH
381369	01/02/25	PETER BIEL	1,700.00	R	ACH
381370	01/02/25	POSITIVE SHARE LLC	387.00	R	ACH
381371	01/02/25	PROHASKI PROPERTIES	1,299.00	R	ACH
381372	01/02/25	QUALITY RENTALS OF OWATONNA LL	830.00	R	ACH
381373	01/02/25	REDLINE DEVELOPMENT GRP LLC	827.00	R	ACH
381374	01/02/25	RICHARD ELLINGSON	905.00	R	ACH
381375	01/02/25	SCOTT COUNTY CDA	5,273.32	R	ACH
381376	01/02/25	SIXSPARKS LLC	1,388.00	R	ACH
381377	01/02/25	SMITH REAL ESTATE LLC	1,148.00	R	ACH
381378	01/02/25	SMITH VENTURES LLC	290.00	R	ACH
381379	01/02/25	SOUTH CENTRAL HUMAN RELATIONS	3,387.00	R	ACH
381380	01/02/25	ST CLOUD HRA	595.58	R	ACH
381381	01/02/25	SUMMIT MANOR	450.00	R	ACH
381382	01/02/25	USDA RURAL DEVELOPMENT	476.00	0	Regular
381383	01/02/25	USDA RURAL DEVELOPMENT	593.00	0	Regular
381384	01/02/25	WILLOW RUN I MDI #58	4,165.00	R	ACH
381385	01/02/25	WILLOW RUN II MDI #85	3,713.00	R	ACH

Check Number	Check Date	Vendor Name	Net Check Amount	Check Status	Check Type
381386	01/02/25	YOUNGDAHL DEVELOPMENT LLC	2,529.00	R	ACH
381387	01/02/25	ZK INVESTORS LLC	1,874.00	R	ACH

apadatecr2 City of Owatonna

sbera
A/P Check Register
Checks from

to

01/02/2025 14:34

Page 6

75	Checks total:	1,091,758.30
141	ACH total:	800,031.80
0	EFTPS total:	
9	Wire transfer total:	163,415.31
0	Payment Manager total:	
225	A/P GRAND TOTAL	2,055,205.41
	Equity Builders & Construction Services Inc.	171,987.62
	(Additional ACH Payment on 01.14.25)	
	Grand Total for payment	2,227,193.03



CITY OF
OWATONNA

Ordinances



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Greg Kruschke, Community Development Manager
SUBJECT: Second/Final Reading Proposed Ordinance 24-8: RZ-9 Lee Foundation
Rezoning Request - 545 Florence Ave NW

Purpose:

Council to approve Proposed Ordinance 24-8 for Application No. RZ-9. Anna Lee requested on behalf of the Lee Foundation to rezone property at 545 Florence NW from R-1, Single Family Residential, to R-6, High Density Residential District. Rezoning is needed for the purpose of providing group housing at this property.

Background:

See Attached Staff Report. The Planning Commission held a public hearing on this request and recommend approval.

Council approved the first reading of this proposed ordinance during their last meeting, December 17, 2024, and there have been no changes since then.

Budget Impact:

None.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Ordinance 24-8 - RZ-9 Lee Foundation - 545 Florence Ave SW
2. RZ-9 Lee Foundation - 545 Florence Ave NW

Proposed Ordinance No. 24-8

ORDINANCE NO. ____

AN ORDINANCE AMENDING ORDINANCE NO. 157,
OWATONNA ZONING ORDINANCE

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

THE CITY COUNCIL OF THE CITY OF OWATONNA DO ORDAIN:

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

1. Pursuant to Application No. RZ-9 filed with the City of Owatonna, Minnesota, to change the zone classification, and after public hearing, held December 10, 2024, said application is hereby approved and the zone classification is hereby changed from R-1 Single Family Residential to R-6 High Density Residential for the following described property:

Lot 5, Block 2, West Hills No.2, Owatonna, Steele County, Minnesota.

SECTION 2. Effective Date. This ordinance shall be in full force and effect from and after its passage and publication.

Passed and adopted this 7th day of January, 2025, with the following vote:

Aye _____; No _____; Absent _____.

Approved and signed this _____ day of _____, 2025.

ATTEST:

Matt Jessop, Mayor

Kris M. Busse, City Administrator/City Clerk

December 6, 2024

To: Planning Commission

From: Community Development Department

RE: Application No. RZ-9 by Anna Lee, on behalf of the Lee Foundation, a request to rezone property from R-1, Single Family Residential to R-6, High Density Residential District for the purposes of providing group housing for the property located at 545 Florence Avenue NW.

Application Review:

Applicant/Owner: Anna Lee, on behalf of the Lee Foundation

Legal Description: Lot 5, Block 2, West Hills No. 2

Existing Zoning: R-1, Single Family Residential District

Existing Land Use: Vacant

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

South: Residential uses zoned R-1 & R-2

East: Offices zoned R-1

West: Government buildings zoned R-1

Report Attachments: 1. Application Materials
2. Location Maps

Proposed Development:

- ◆ Application No. RZ-9 by Anna Lee, on behalf of the Lee Foundation, a request to rezone property from R-1, Single Family Residential to R-6, High Density Residential District for the purposes of providing group housing for the property located at 545 Florence Avenue NW.
- ◆ This building has been vacant for a number of years. Since the hospital was located in this building, it has been historically used with board and lodge type uses since.
- ◆ The entire West Hills Campus is zoned R-1, Single Family Residential.
- ◆ The applicant is exploring uses that would include board and lodge uses, dormitories, and other high density residential uses.
- ◆ A use that is defined as a Residential Facility will need to have a conditional use permit in the proposed zoning district if they plan to locate in this facility.
- ◆ The dormitory use would be permitted in this district. Currently 29 occupants would be permitted on the first and second floors.
- ◆ The third floor of the building would not be used at this time. This space would be permitted to be used when all building codes and architectural requirements are met.

- ◆ This building was historically the hospital for the West Hills Campus.
- ◆ No major changes are proposed for the exterior of the property.
- ◆ Ample parking is available on site. The lot will need to be striped and restored in conjunction with a project occurring.

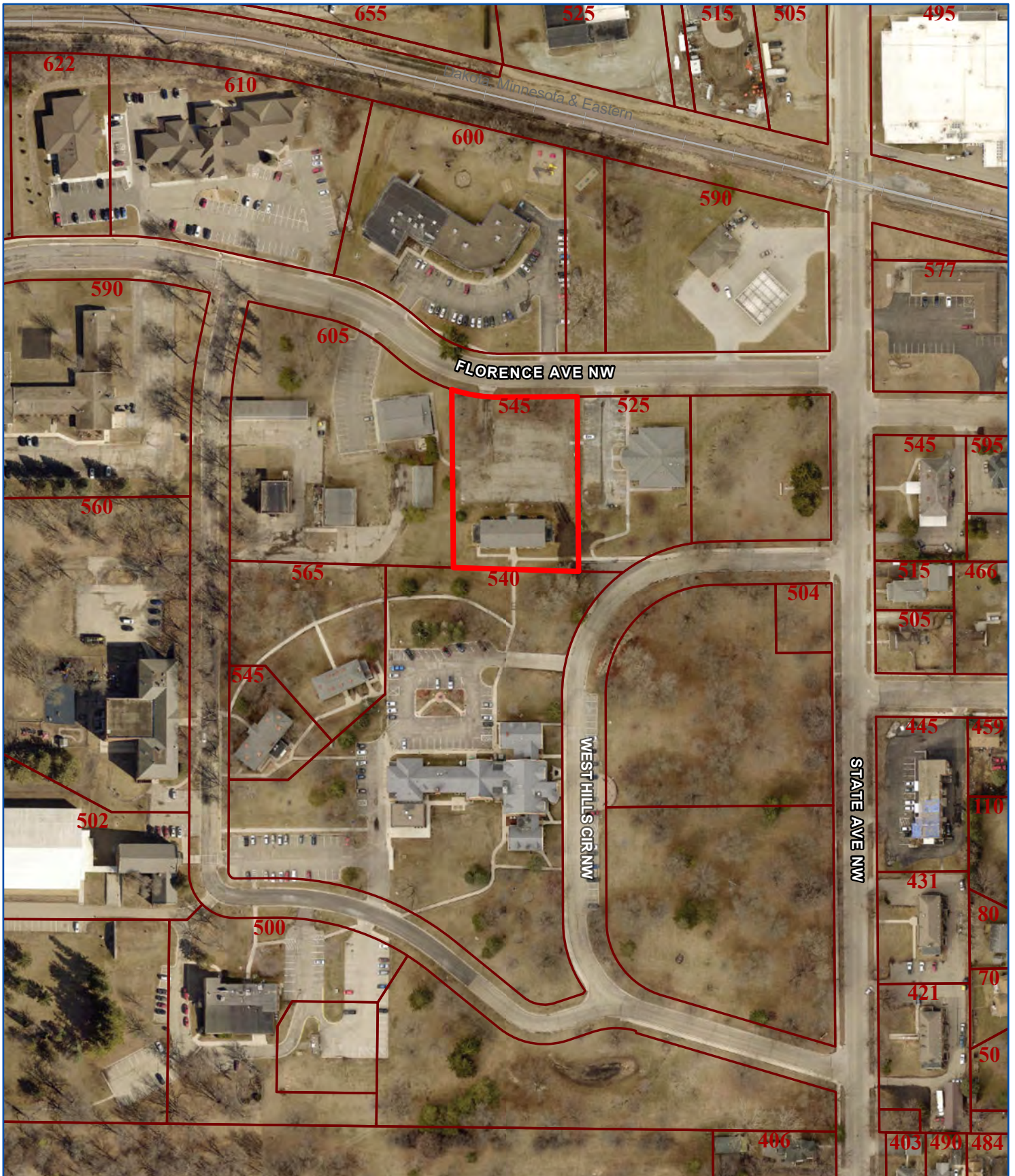
Staff Review:

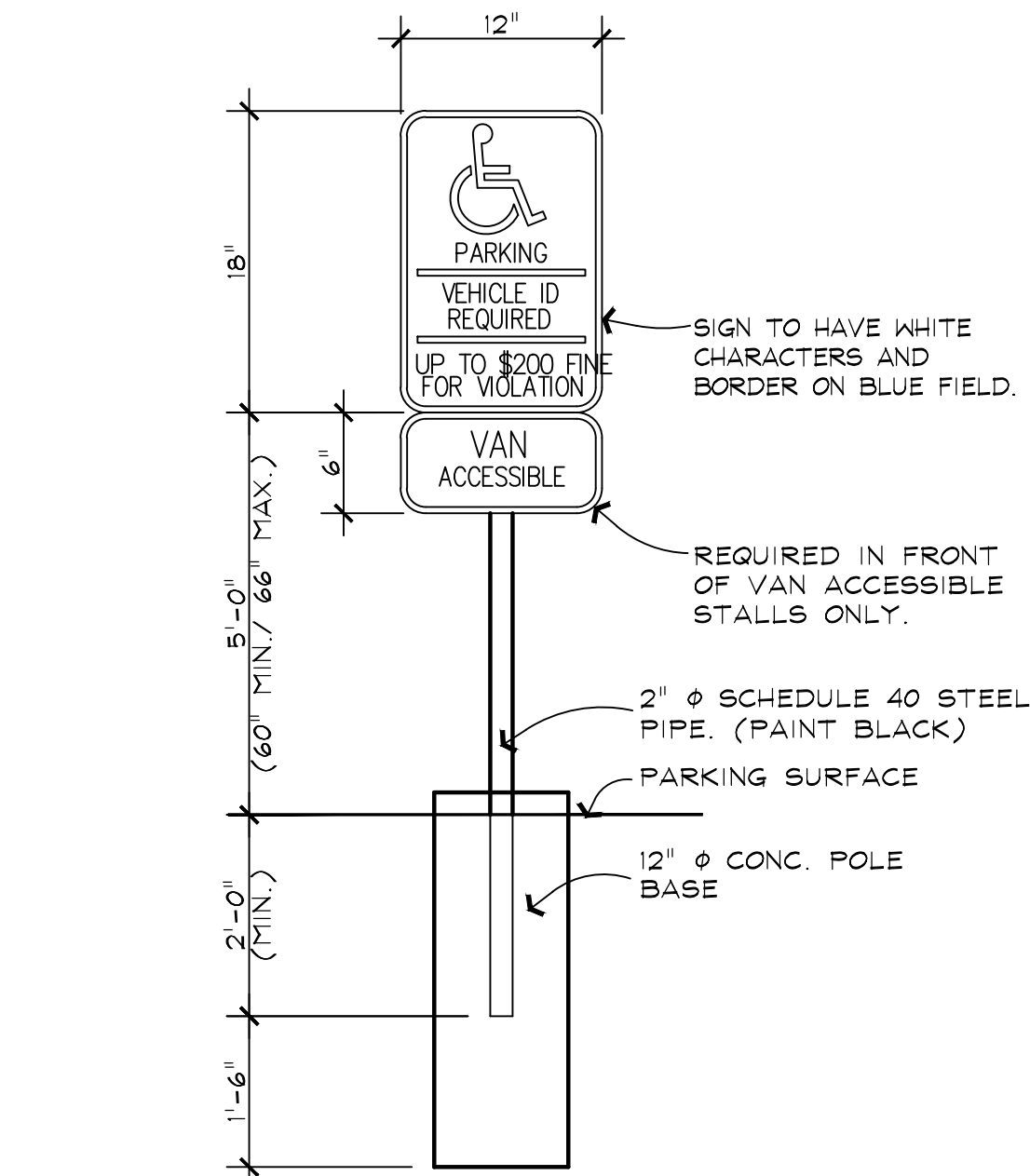
Staff feels that the proposed rezoning would fit in with the surroundings and the desired use of this property as designated within the Comprehensive Plan. Staff is recommending approval of the rezoning property from R-1, Single Family Residential District to R-6, High Density Residential District for the property located at 545 Florence Avenue NW.

Planning Commission:

Application No. RZ-9, which is a request by Anna Lee on behalf of the Lee Foundation to rezone property from R-1, Single Family Residential, to R-6, High Density Residential District, for the purposes of providing group housing for the property located at 545 Florence Avenue NW, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) Public hearing opened at 5:34 pm. Anna Lee thanked the Commissioners for taking time to hear her request and appreciates their consideration. The Lee Foundation has been in existence since 2014 and Dr. Lee has been in manufacturing in Owatonna for the last 27 years and wanted to pay Owatonna back. His idea is to have the foundation focus on enriching the culture and education of students. She said they are immigrants and have benefited from all of the education they've got from the state. They want to get young people educated and trained. Owatonna is a great city, but affordable housing has been lagging. She said the workers have to have a good living standard and affordable housing is precious and a challenge. When this West Hills building was available, the Lee Foundation put forth the initiative to use the building for workforce housing. The building has 20 rooms, a commercial kitchen, and up-to-code bathrooms. The goal is for low-income housing or working with a staffing agency who provides manufacturing jobs. Dr. Lee said they've lived in Owatonna since 1996 and brought their family here. He said the Foundation has a scholarship for students. They purchased this building in Covid time. They've talked with some of the people who lived there when it was a treatment center. He said they have put in a lot of effort to fix up the building to get it ready. A motion was made by Effertz and seconded by Wilson to recommend City Council approval of the rezoning property from R-1, Single Family Residential, to R-6, High Density Residential District, for the property located at 545 Florence Avenue NW. All Commissioners voting Aye, the motion carried.

545 Florence Avenue NW
City of Owatonna



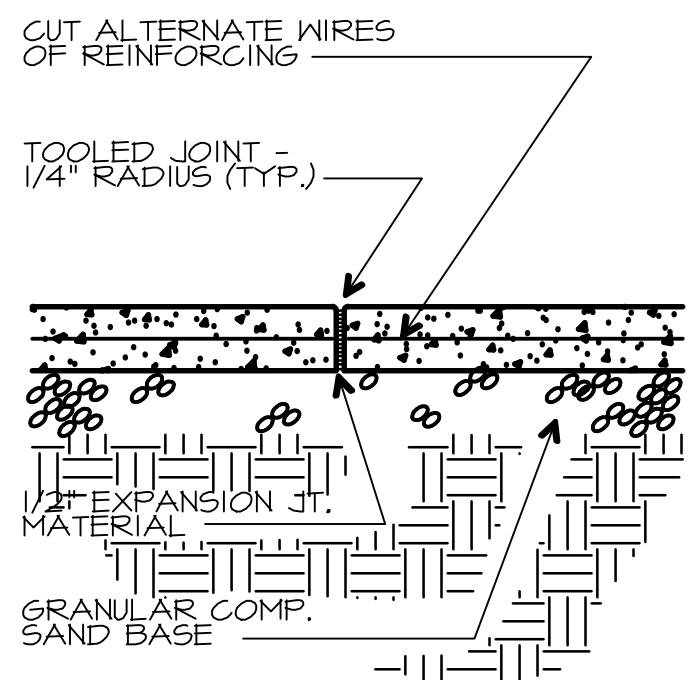


B.F. PARKING SIGN

SCALE: NONE

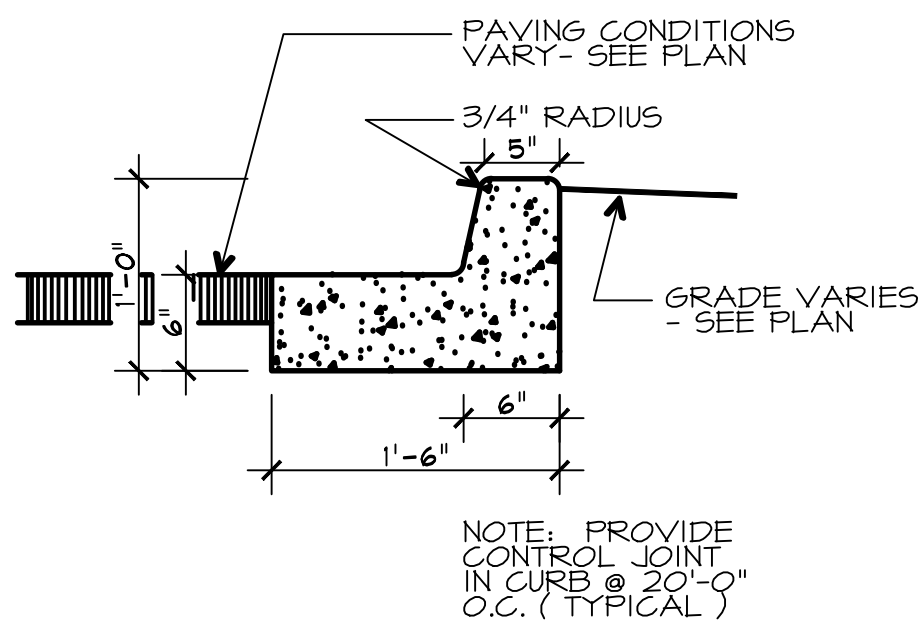
- * SIGN TO MEET MINNESOTA STATE BUILDING CODE AND ADA STANDARDS
- * SIGN TO BE LOCATED A MAXIMUM OF EIGHT FEET FROM HEAD OF PARKING STALL

- WATER MAIN SPECIFICATIONS:
1. GENERAL CONDITIONS - THE GENERAL CONDITIONS OF THE CONTRACT AND GENERAL REQUIREMENTS SHALL APPLY TO ALL WORK OF THIS DIVISION AND SHALL BE REFERRED AS PART OF THE CONTRACT DOCUMENTS.
 2. SCOPE OF WORK - THE SCOPE OF THIS PROJECT INCLUDES, BUT IS NOT LIMITED TO, THE COMPLETE FURNISHING AND INSTALL OF ALL EQUIPMENT, MATERIALS, ITEMS AND LABOR AS REQUIRED FOR NEW WATER MAIN SERVICE FOR THE FIRE PROTECTION SYSTEM.
 3. QUALITY - THE WORK FURNISHED SHALL BE IN A NEAT, WORKMAN-LIKE MANNER BY EXPERIENCED AND SKILLED PERSONS. ALL MATERIALS AND EQUIPMENT SHALL BE NEW. ALL INSTALLATIONS SHALL BE SQUARE AND TRUE TO BUILDING LINES.
 4. DRAWINGS - THE MECHANICAL LAYOUT SHOWN IS ONLY DIAGRAMMATIC. THE CONTRACTOR SHALL BE RESPONSIBLE FOR EXACT LOCATIONS, VERIFYING OF EXISTING CONDITIONS, CO-ORDINATION OF DRAWINGS AND CO-ORDINATION WITH OTHERS TRADE.
 5. THE WATER SERVICE SHALL BE INSTALLED IN ACCORDANCE WITH THE 2015 MINNESOTA STATE PLUMBING CODE CHAPTER 4714 AS AMENDED AND THESE PLANS.
 6. PROPER SEPARATION OF SEWER AND WATER SHALL BE MAINTAINED TO COMPLY WITH SECTION 4714.609.
 7. THE PLUMBING SYSTEM SHALL BE TESTED IN ACCORDANCE WITH SECTION 4714.609.4 AND 4714.712.
 8. THE WATER PIPING SYSTEM SHALL BE DISINFECTED IN ACCORDANCE WITH SECTION 4714.609.9.
 9. DO NECESSARY EXCAVATION TO COMPLETE THE WORK SHOWN. THE EXCAVATION SHALL BE PRINCIPALLY OF THE OPEN TRENCH METHOD MEETING SAFETY REQUIREMENTS. WORK TO CONFORM TO 4714.718 AND 4714.720.
 10. BACKFILL TRENCHES WITH ACCEPTABLE FILL MATERIAL AND COMPACT TO A DENSITY EQUAL TO ADJACENT SOILS. WORK TO CONFORM WITH 4714.718 AND 4714.720.
 11. WATER SERVICE - PIPING TO CONFORM WITH 4714.604 AND TABLE 604.1 DUCTILE IRON PIPE WITH CURB BOX AND VALVE AND FLANGE FOR SPRINKLER. PROVIDE MECHANICAL JOINTS, THRUST BLOCKS AND CONDUCTIVITY STRAPS. DUCTILE IRON PIPE SHALL COMPLY WITH AWWA C115 AND AWWA C153.



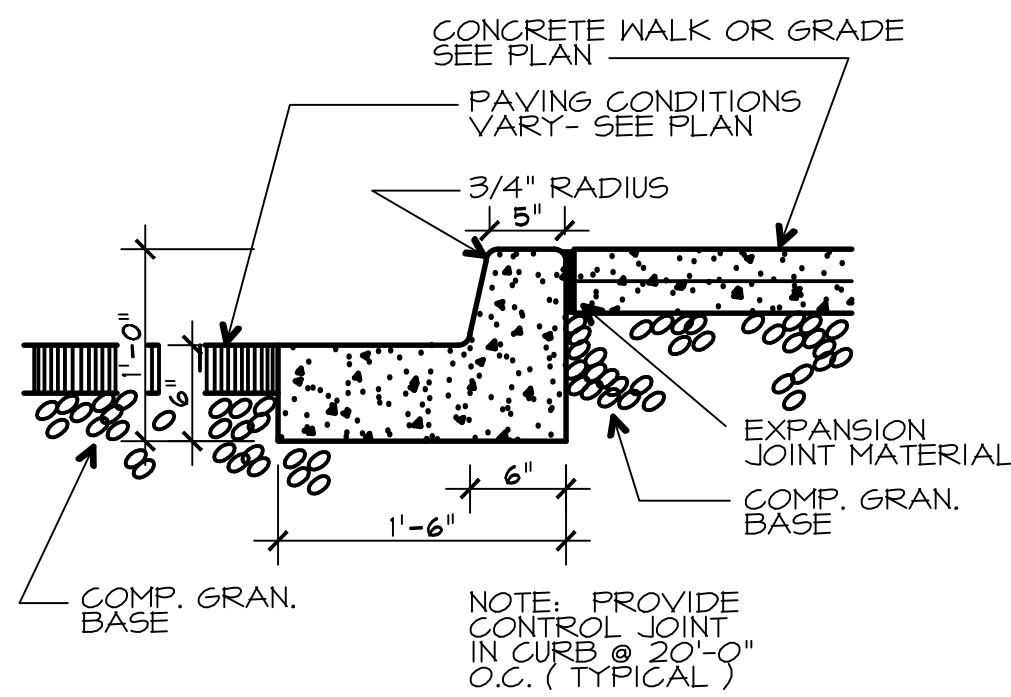
CONC. WALK. JT.

NO SCALE



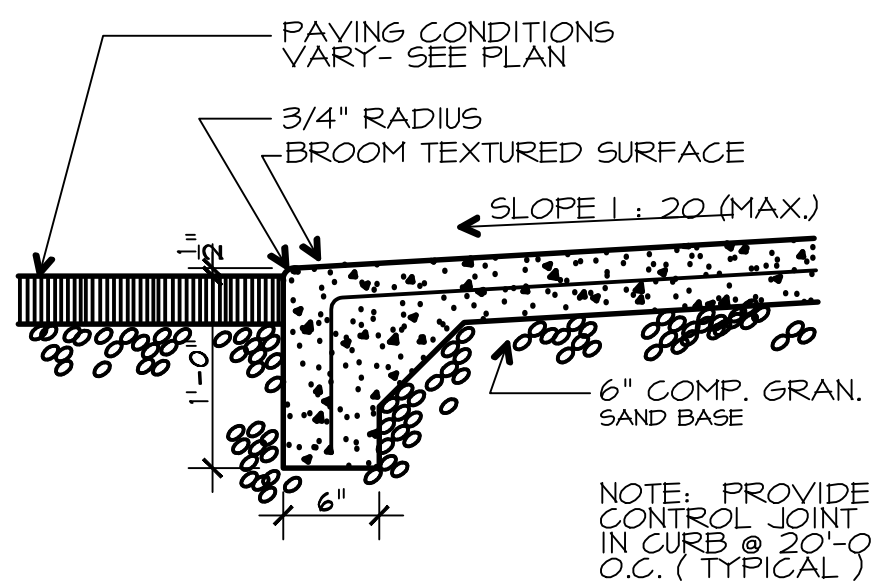
CURB & GRADE

NO SCALE



CURB & WALK

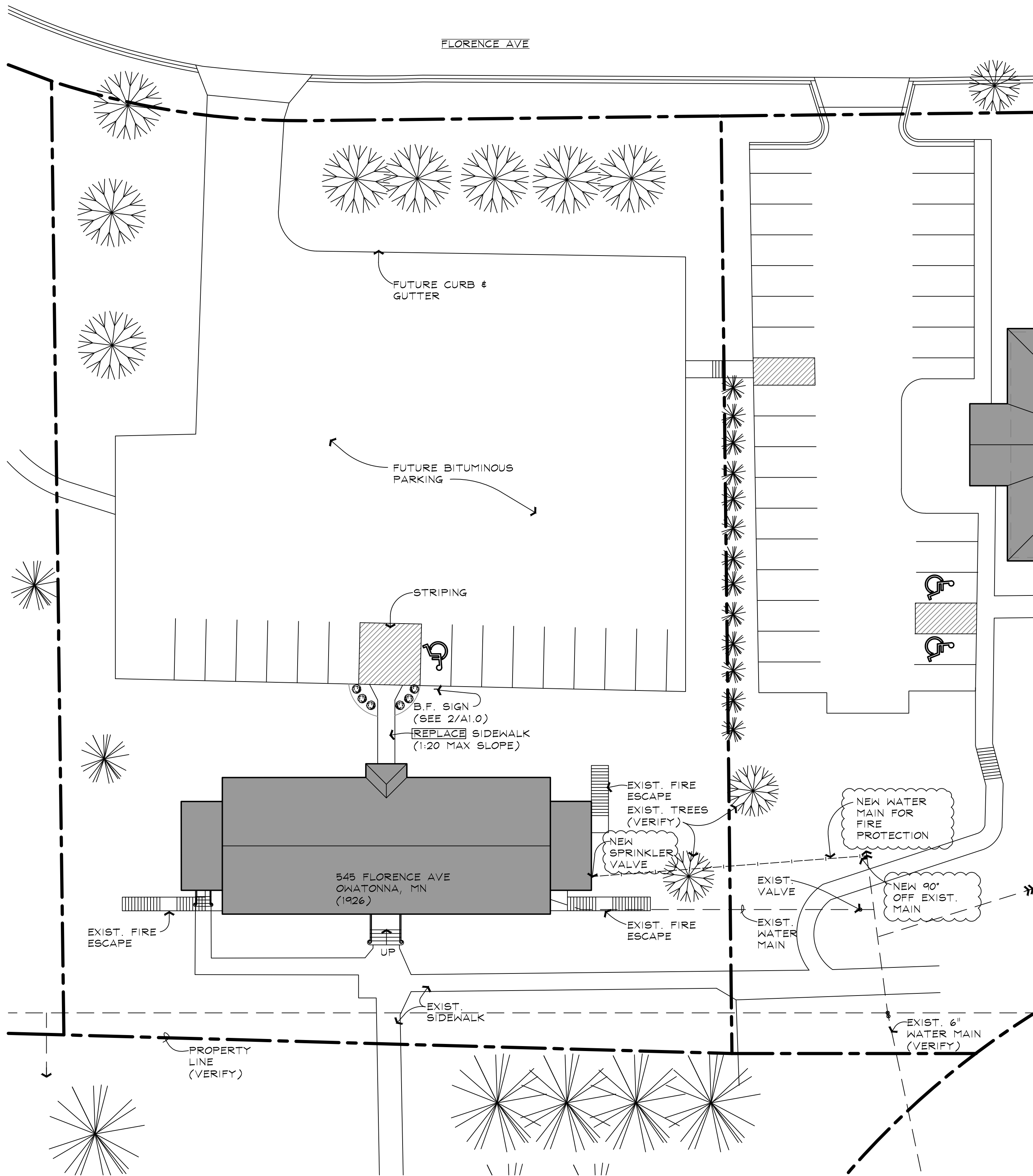
NO SCALE



WALK & ASPHALT

NO SCALE

PROPERTY HAS NOT BEEN SURVEYED. SITE PLAN APPROXIMATED BASED ON AERIAL PHOTOS.



SITE PLAN

SCALE: 1" = 20'-0"

- R-4 ZONING

DESIGNED	DJM
DRAWN	LM
CHECKED	DJM
PROJECT	21-008
REVISIONS	

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the state of Minnesota.

DAVID J. MEDIN
DAVID J. MEDIN

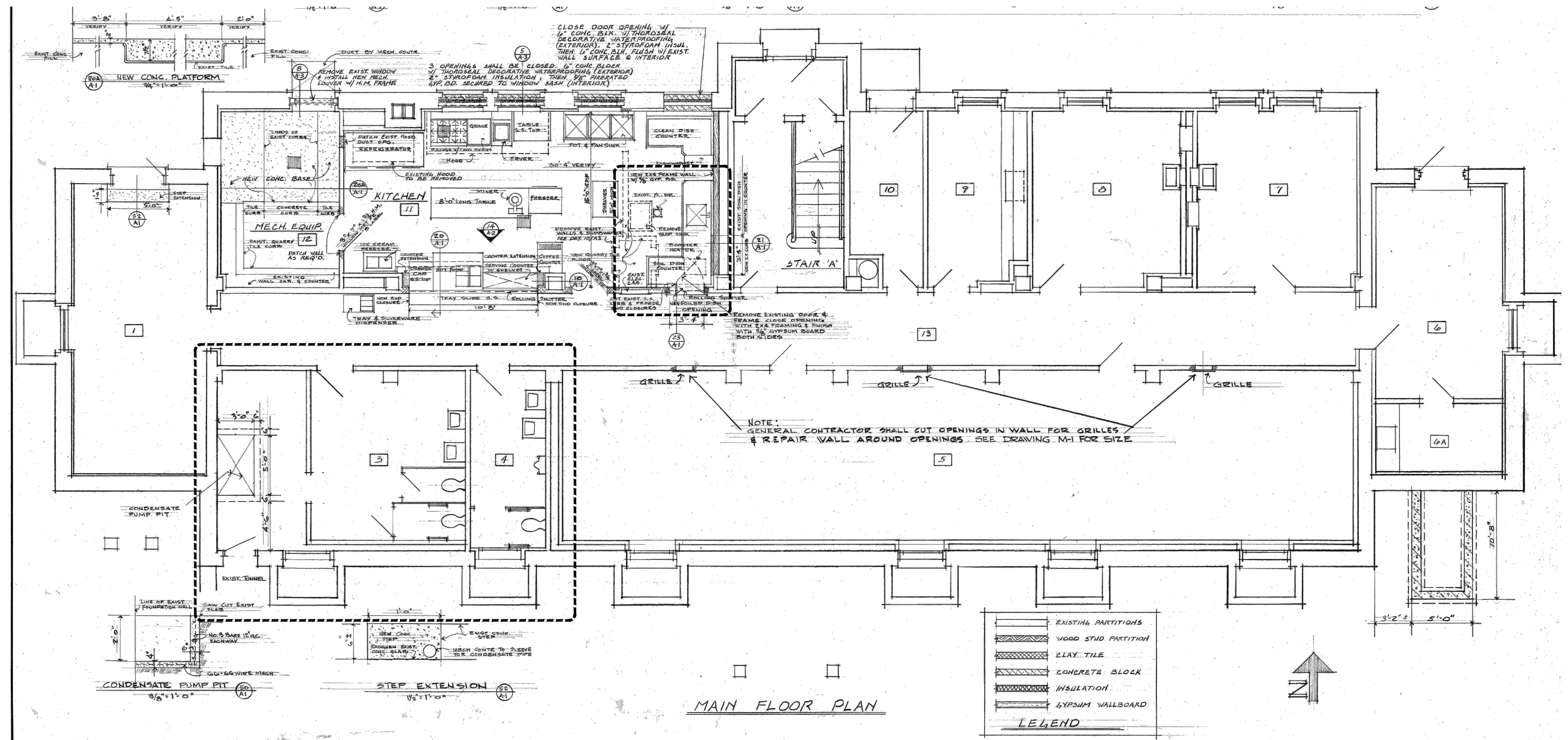
License No. 9895
Date Oct 26, 2021

LZL CORP.
FLORENCE GROUP HOME
OWATONNA, MINNESOTA.

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

SITE PLAN

A1.0

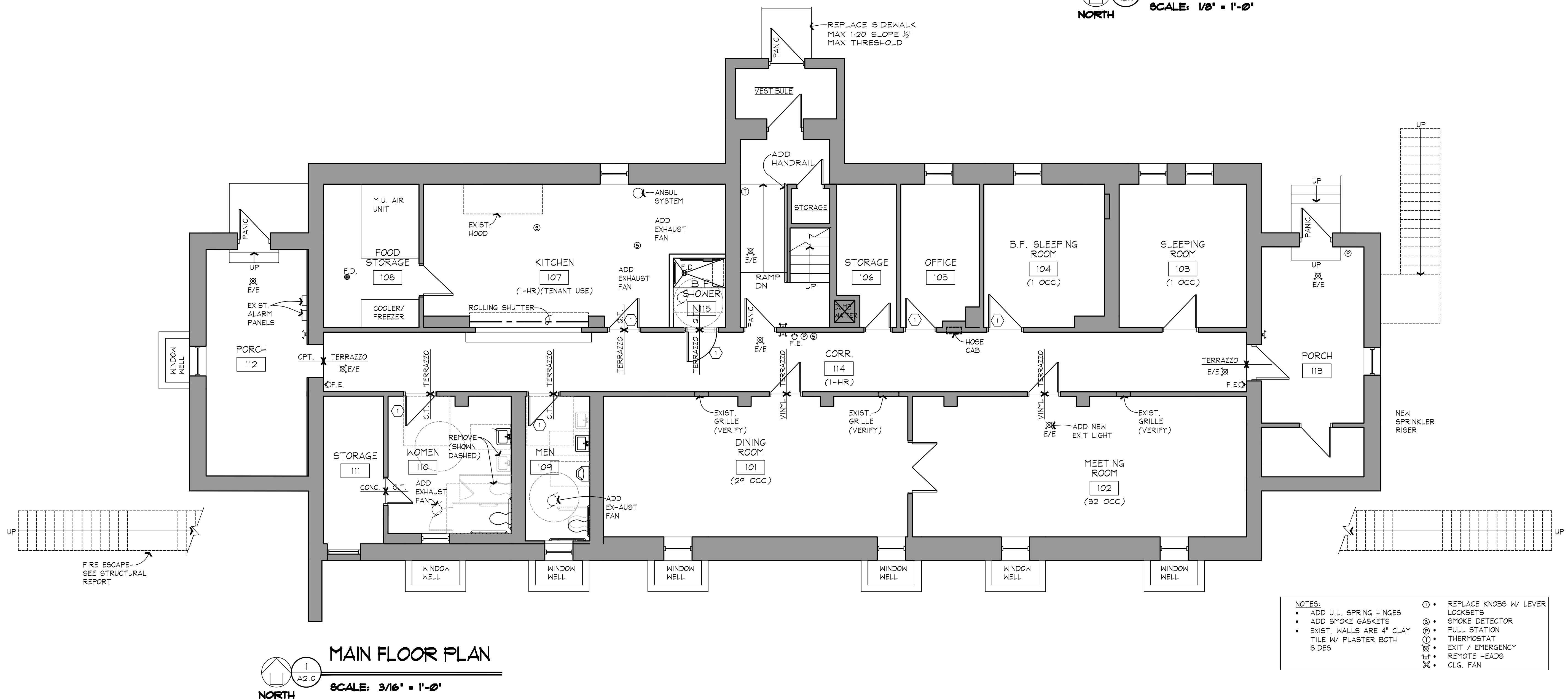


FLOOR PLAN (1976)

2
A2.0

NORTH

SCALE: 1/8" = 1'-0"



DESIGNED	DJM
DRAWN	LMM
CHECKED	DJM
PROJECT	21-008
REVISIONS	

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the state of Minnesota.

DAVID J. MEDIN
DAVID J. MEDIN

License No. 0808
Date Nov 02, 2021

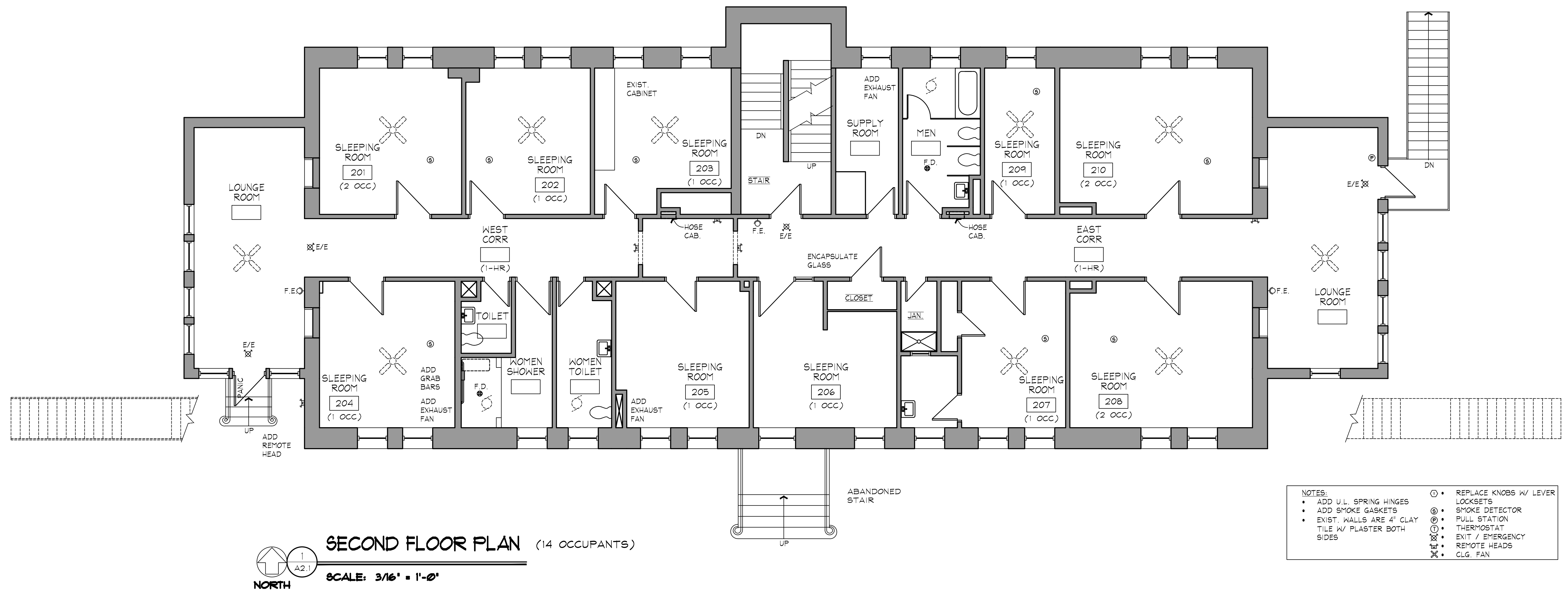
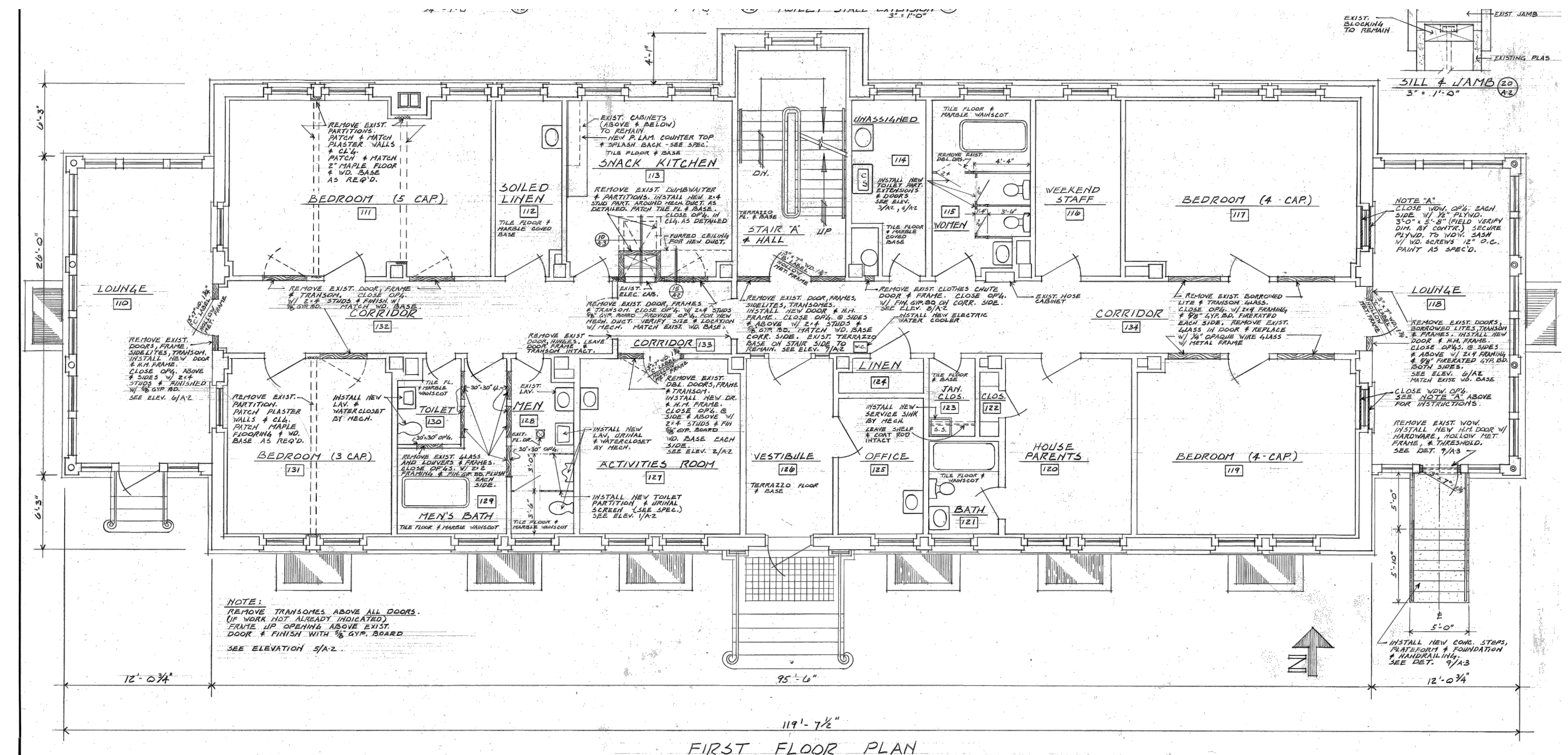
LZL CORP.
FLORENCE GROUP HOME
QUATONNA, MINNESOTA

DJ MEDIN
architects, inc.
203 n.w. First Ave.
Faribault, MN 55021

507/334-2252

MAIN
FLOOR PLAN

A2.0



DESIGNED	DJM
DRAWN	LMM
CHECKED	DJM
PROJECT	21-008
REVISIONS	

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 (architectural only)

DAVID J. MEDIN
 DAVID J. MEDIN

License No. 0808
 Date Nov 02, 2021

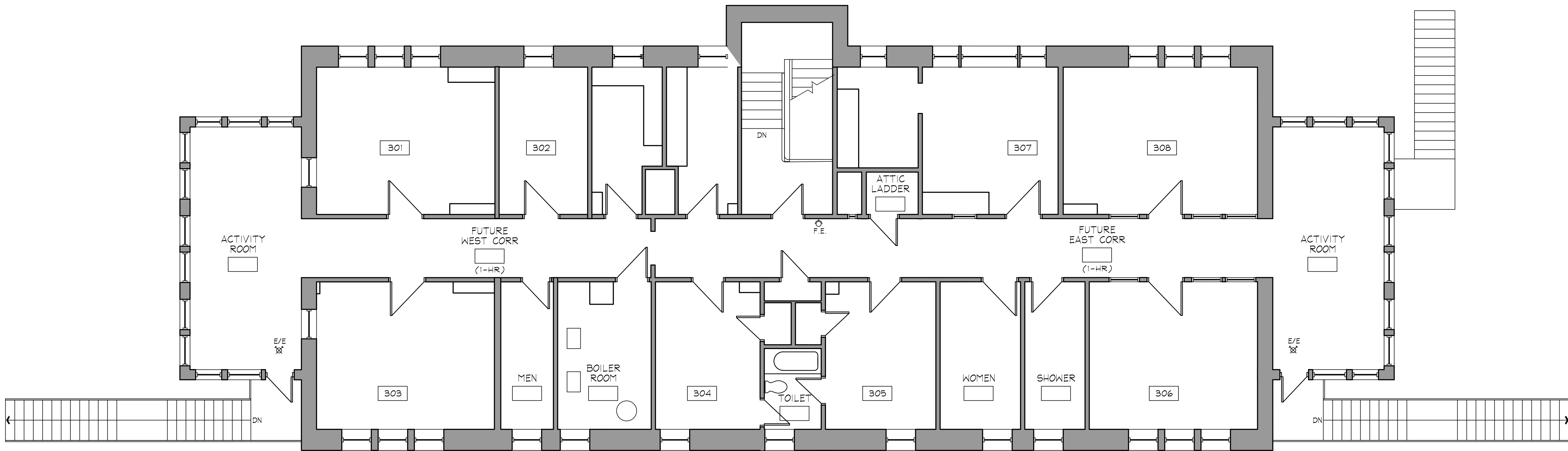
LZL CORP.
 FLORENCE GROUP HOME
 QUATONNA, MINNESOTA

DJ MEDIN
 architects, inc.
 203 n.w. First Ave.
 Faribault, MN 55021

507/334-2252

SECOND
 FLOOR PLAN

A2.1



 **THIRD FLOOR PLAN** (NO WORK THIS FLOOR)
SCALE: 3/16" = 1'-0"

- NOTES:
- ADD U.L. SPRING HINGES
 - ADD SMOKE GASKETS
 - EXIST. WALLS ARE 4" CLAY TILE W/ PLASTER BOTH SIDES
 - REPLACE KNOBS W/ LEVER LOCKSETS
 - SMOKE DETECTOR
 - PULL STATION
 - THERMOSTAT
 - EXIT / EMERGENCY REMOTE HEADS
 - CLG. FAN

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THIRD
FLOOR PLAN

A2.2

WEST HILLS LODGE

545 FLORENCE AVE., OWATONNA, MINNESOTA

ABBREVIATIONS:				SYMBOLS:				SHEET INDEX:	
A. A.B. ACT ADD ADDL. ADJ. ADMIN. A.F.F. AHU ALT. ALUM. AP. APPROX. ARCH. ATC AUTO. B. BD. BIT BLDG. BLKG. BM. BOT. BRG. BSMT. C. CAB. C.J. CLG. CLR CHU COL. COMB. CONC. CONF. CONN. CONST. CONT. CONTR. COORD. CORR. CPT. CTR. D. DEVO. DEPT. DF. DIA. DIAG. DIM. DISP. DIST. DIV. DN DP	ANCHOR BOLT ACOUSTICAL CEILING TILE AMERICANS DISABILITIES ACT ADDENDUM ADDITIONAL ADJACENT ADMINISTRATION ABOVE FINISHED FLOOR AIR HANDLING UNIT ALTERNATE ALUMINUM ACCESS PANEL APPROXIMATE ARCHITECTURAL ACOUSTIC TILE CEILING AUTOMATIC BOARD BITUMINOUS BUILDING BLOCKING BEAM BOTTOM BEARING BASEMENT CABINET CONSTRUCTION JOINT CEILING CLEAR CONCRETE MASONRY UNITS COLUMN COMBINATION CONCRETE CONFERENCE CONNECTION CONSTRUCTION CONTINUOUS CONTRACTOR COORDINATE CORRIDOR CARPET CERAMIC TILE CENTER DEMOLITION DEPARTMENT DRINKING FOUNTAIN DIAMETER DIAGONAL DIMENSION DISPENSER DISTRIBUTION DIVISION DOWN DEEP	DR. DS DTL DW DWG. E. EA. EF EIFS EL ELEC. ELEV. EMERG. ENCL. ENTR. EQ. EQUIP. EX EXIST. EXP. EXT. F. FD FDN. FE FIN FLR. FRP FT. FTG. FTN. FUT. G. GA. GALV. GB GEN. GYP. H. H. HB HD HDCP. HDR. HGT. HM HORIZ. HR HTR. HVAC I. IN. INSUL. INT.	DOOR DOWNSPOUT DETAIL DISHWASHER DRAWING EACH EXHAUST FAN EXTERIOR INSULATION ELEVATION ELECTRICAL ELEVATOR EMERGENCY ENCLOSURE ENTRANCE EQUIP EXISTING EXPANSION EXTERIOR FLOOR DRAIN FOUNDATION FIRE EXTINGUISHER FINISH FLOOR FIBERGLASS REINFORCED PANEL FOOT/FEET FOOTING FOUNTAIN FUTURE GAUGE GALVANIZED GRAB BAR GENERAL GYPSUM HIGH HOSE BIBB HAND DRYER HANDICAP HEADER HEIGHT HOLLOW METAL HORIZONTAL HOUR HEATER HEATING VENTILATING AIR-CONDITIONING INCH INSULATION INTERIOR	J. JAN. JST. JT. K. KO L. LAM. LAV. LB. LIN. LVR. M. MATL. MAX. MECH. MEMB. MTL. MEZZ. MFG. MFR. MIN. MIR. MISC. M.O. MTD. N. N/A NIC NO NOM. NTS. O. OC OPP P. PL. PLAM. PLMB. PLWD. PNL. PR. PRELIM. Q. QT. R. RD REC. REF. REFRIG. REINF. REQD. REV. RM. RO	JANITOR JOIST JOINT KNOCK OUT LAMINATE LAVATORY FOUND LINEAR LOUVER MATERIAL MAXIMUM MECHANICAL MEMBRANE METAL MEZZANINE MANUFACTURING MANUFACTURER MINIMUM MIRROR MISCELLANEOUS MASONRY OPENING MOUNTED NOT APPLICABLE NOT IN CONTRACT NO NOMINAL NOT TO SCALE ON CENTER OPPOSITE PLATE PLASTIC LAMINATE PLUMBING PLYWOOD PANEL PAIR PRELIMINARY QUARRY TILE RADIUS ROOF DRAIN REINFORCING ROD RECESSED REFERENCE REFRIGERATOR REINFORCING REQUIRED REVISION ROOM ROUGH OPENING	S. SCHED. SD SECT. SH SHR. SHT. SHTG. SIM. SPEC. ST. ST. SQ. STD. STL. STOR. STRUCT. SUPV. SUSP. T. TEMP. T. TERR. T&G T-HOLD TS TV TYP. U. UNFIN. UNO UR. UTIL. V. VCT. VENT. VERT. VEST. W. W. W/O WD WDW. WGT. W-STRIP W.W.F. WP Y. YD. L L C S Ø	SCHEDULE SMOKE DAMPER SECTION SHELF SHOWER SHEET SHEATHING SIMILAR SPECIFICATION STREET STAIR SQUARE STANDARD STEEL STORAGE STRUCTURAL SUPERVISOR SUSPENDED TEMPERED TEMPERED TERRAZZO TONGUE AND GROOVE THRESHOLD TUBE STEEL TELEVISION TYPICAL UNFINISHED UNLESS NOTED OTHERWISE URINAL UTILITY VINYL COMPOSITION TILE VENTILATION VERTICAL VESTIBULE WIDE WITH WITHOUT WOOD WINDOW WEIGHT WEATHERSTRIP WELDED WIRE MESH WATERPROOF YARD ANGLE AT AND CENTER LINE STRUCTURAL LINE DIAMETER	VESTIBULE ROOM NAME ROOM NUMBER DOOR NUMBER WINDOW IDENTIFICATION ELEVATION DATUM REVISION MARKER WALL SECTION MARKER ELEVATION MARKER ENLARGED DETAIL INDICATOR E/E NEW DOOR EXISTING DOOR EXISTING WALL CONSTRUCTION NEW WALL CONSTRUCTION CONCRETE CONCRETE BLOCK OUTSET GIRT W/ METAL WALL PANEL BREAK LINE	ARCHITECTURAL A0.0 TITLE SHEET A1.0 SITE PLAN A2.0 MAIN FLOOR PLAN A2.1 SECOND FLOOR PLAN A2.2 THIRD FLOOR PLAN A3.0 ENLARGED MAIN FLOOR PLAN A5.0 EXTERIOR ELEVATIONS CIVIL (N/C) ELECTRICAL (BY OTHERS) PLUMBING (BY OTHERS) MECHANICAL (BY OTHERS) DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE DJ MEDIN architects, inc. I, DAVID MEDIN, AM THE DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE FOR THE FLORENCE GROUP HOME PROJECT. David J. Medin
GENERAL NOTES:				CODE REVIEW:				PROJECT DIRECTORY:	
1. ALL CONSTRUCTION ON THIS PROJECT SHALL CONFORM TO CITY, STATE, AND FEDERAL CODES GOVERNING NEW CONSTRUCTION IN THIS COMMUNITY. 2. THE DESIGNS AND DRAWINGS ARE THE PROPERTY OF THE ARCHITECT AND CAN BE REPRODUCED ONLY WITH THE ARCHITECT'S PERMISSION. 3. ALL MECHANICAL, ELECTRICAL, AND PLUMBING DRAWINGS TO BE SUBMITTED BY RESPECTIVE SUB-CONTRACTORS. 4. MECHANICAL SUPPLIER TO COORDINATE W/ROOF INSTALLER FOR PROPER INSTALLATION FOR ROOF PENETRATIONS, (STACKS/VENTS/ETC.) 5. CONTRACTOR TO COORDINATE W/LOCAL INSPECTOR/FIRE MARSHALL AS TO TYPES/QUANTITY/LOCATIONS OF SMOKE DETECTORS/FIRE ALARMS/ AND FIRE EXTINGUISHERS. 6. ELECTRICAL CONTRACTOR TO VERIFY W/OWNER AS TO LOCATION OF ADDITIONAL ELECTRICAL PANELS IF REQUIRED. 7. SEE ROOM FINISH SCHEDULE SHEET A4.0 FOR INTERIOR FINISH REQUIREMENTS. 8. WHEEL CHAIR TURNING SPACE-THE SPACE REQUIRED FOR A WHEELCHAIR TO MAKE A 180 DEGREE TURN IS A CLEAR SPACE OF 60 INCHES IN DIAMETER. (SECT. 4.2.3, ADA). 9. CLEAR FLOOR OR GROUND SPACE FOR WHEELCHAIRS, (DUE TO INSET DOOR SWING CLEARANCE), MINIMUM SPACE REQUIRED TO ACCOMMODATE A SINGLE STATIONARY WHEELCHAIR AND OCCUPANT IS 30 INCHES BY 48 INCHES. THIS SPACE MAY BE POSITIONED FOR FORWARD OR PARALLEL APPROACH TO AN OBJECT AND MAY BE PART OF THE KNEE SPACE REQUIRED UNDER SOME OBJECTS. (SECT. 4.2.4, ADA). 10. ELECTRICAL CONTRACTOR TO PROVIDE CONDUITS FOR SITE LIGHTING AND SIGNAGE AND PROVIDE STUB-OUTS FOR FUTURE IF NEEDED. 11. ALL EXTERIOR LIGHTING, INCLUDING THOSE ON POLES AND ATTACHED ON BUILDING, SHOULD BE DESIGNED AS "CUTOFF" STYLE.				BUILDING CODE: 2020 MINNESOTA STATE BUILDING CODE -2020 MINNESOTA CONSERVATION CODE FOR EXISTING BUILDINGS (CHAP. 131) - WORK AREA COMPLIANCE METHOD (ALTERATION - LEVEL 2) -2020 MINNESOTA ACCESSIBILITY CODE (CHAP. 134) CITY OF OWATONNA ZONING ORDINANCES 545 FLORENCE AVE. OWATONNA, MN 55060 PROPERTY ADDRESS: 545 FLORENCE AVE. OWATONNA, MN 55060 OCCUPANCY: R-2 (BOARDING HOUSE) CONSTRUCTION TYPE: V-B AUTOMATIC SPRINKLER SYSTEM: NFPA 13R SPRINKLER ALLOWABLE AREA: UNLIMITED (R-3, WITH NFPA 13R SPRINKLER, TYPE V-B) (TABLE 506.2) ALLOWABLE HEIGHTS AND STORIES: (TABLES 504.3 & 504.4) 60 FEET, 4 STORIES FOR R-3 OCCUPANCY WITH NFPA 13R SPRINKLER (TYPE V-B) BUILDING AREA: 4,391 SQ.FT. (FOOTPRINT) ACTUAL HEIGHT: 3 STORY, 51'-0"± CODE CALCULATED OCCUPANT LOAD: (TABLE 1004.5) MAIN LEVEL: OFFICES: 503/150 = 3 DINING/MEETING: 906/15 = 60 (c.) RES. SLEEPING: SEE a = 4 KITCHEN: 440/200 = 2 STORAGE: 332/300 = 1 TOTAL = 73 OCCUPANTS SECOND LEVEL: RESIDENTIAL: SEE b = 32 STORAGE: 91/300 = 1 TOTAL = 33 OCCUPANTS THIRD LEVEL: THIS LEVEL IS NOT BEING OCCUPIED TOTAL BUILDING = 106 OCCUPANTS a. OCCUPANTS BASED ON AREA AFTER TURNING RADIUS AND ACCESS ISLES WERE SUBTRACTED. b. OCCUPANT LOAD BASED ON INDIVIDUAL ROOM SQ. FT. WITH OCC. LOAD FACTOR OF 50 SQ. FT. PER OCCUPANT - SEE FLOOR PLAN c. DINING ROOM AND MEETING ROOM OCC. NOT INCLUDED FOR REQUIRED PLUMBING SHOWER FIXTURES. SHOWER OCCUPANTS BASED ON RESIDENTS SLEEPING OCC. PLUMBING FIXTURES (TABLE 2002.1): (BASED ON RES. SLEEPING OCCUPANT LOAD) RESIDENTIAL CONGREGATE LIVING OCCUPANTS = 46 (23 MEN, 23 WOMEN) W.C.= 1/10 LAV= 1/10 TUB/SHWR = 1/8 D.F.= 1/100 = 2.3 WC EACH; 2.3 LAV EACH; 2.9 BATHTUB OR SHOWER EACH; 46 D.F. PLUMBING FIXTURES REQUIRED: MEN: 3 WC, 3 LAV, 3 BATHTUB/SHOWER WOMEN: 3 WC, 3 LAV, 3 BATHTUB/SHOWER 1 DRINKING FOUNTAIN 1 SERVICE SINK PLUMBING FIXTURES PROVIDED: MEN: 4 WC, 3 LAV, 1 URINAL 4 SHWR. WOMEN: 3 WC, 3 LAV, 2 SHWR UNISEX: 1 SHWR (MAIN LEVEL) 1 DRINKING FOUNTAINS 1 SERVICE SINK				OWNER LEE FOUNDATION 2300 PARK DRIVE, SUITE 300 OWATONNA, MN 55060 CONTACT: ANNA LEE Anna.Lee@lziengineering.com ARCHITECT DJ MEDIN architects, inc. 203 n.w. first ave. faribault, minn. 55021 507-334-2252 CONTACT: DAVID MEDIN/NATE SOMMER nsommer@djmedinarchitects.com STRUCTURAL ENGINEERS Larson ENGINEERING INC. 3524 LABORE ROAD WHITE BEAR LAKE, MN. 55110 651-481-9120 CONTACT: DOUG HUGHES dhughes@larsonengr.com SPRINKLER DESIGN-BUILD CONTRACTOR OLYMPIC FIRE PROTECTION 1355 STATE AVE. OWATONNA, MN 55060 PH: 507.455.1150 PLUMBING CONTRACTOR BLOCK PLUMBING & HEATING 614 E RICE LAKE RD, OWATONNA, MN 55060 PH: 507.451.9545 ELECTRICAL CONTRACTOR COLE'S ELECTRIC INC 1536 NW 40TH ST, OWATONNA, MN 55060 PH: 507.451.1381	

DESIGNED	DJM
DRAWN	DSC
CHECKED	DJM
PROJECT	23040
REVISIONS	

ISSUED FOR PERMIT 12-22-23

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DAVID J. MEDIN

License No. 9898

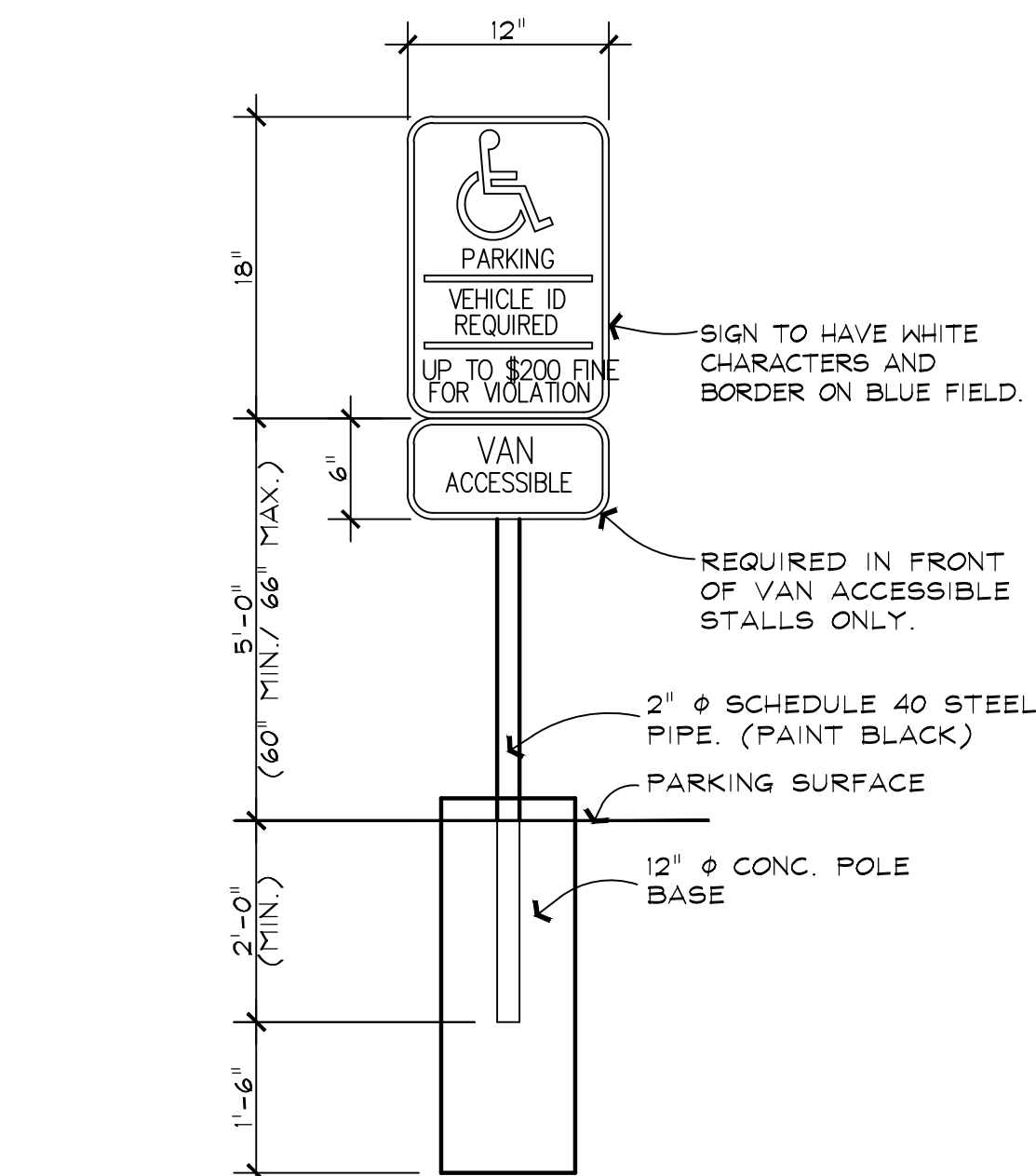
Date Nov 22, 2024

WEST HILL LODGE
545 FLORENCE AVE
MINNESOTA
OWATONNA

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

TITLE SHEET

A0.0

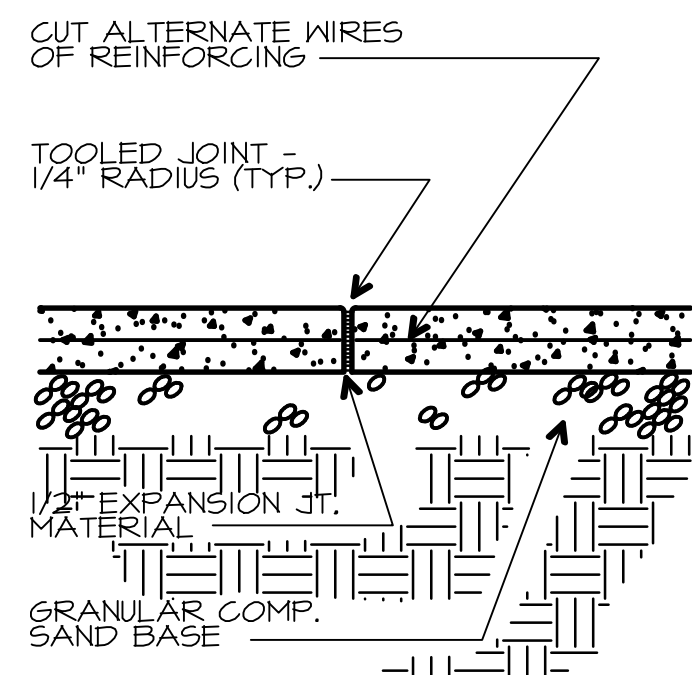


B.F. PARKING SIGN

SCALE: NONE

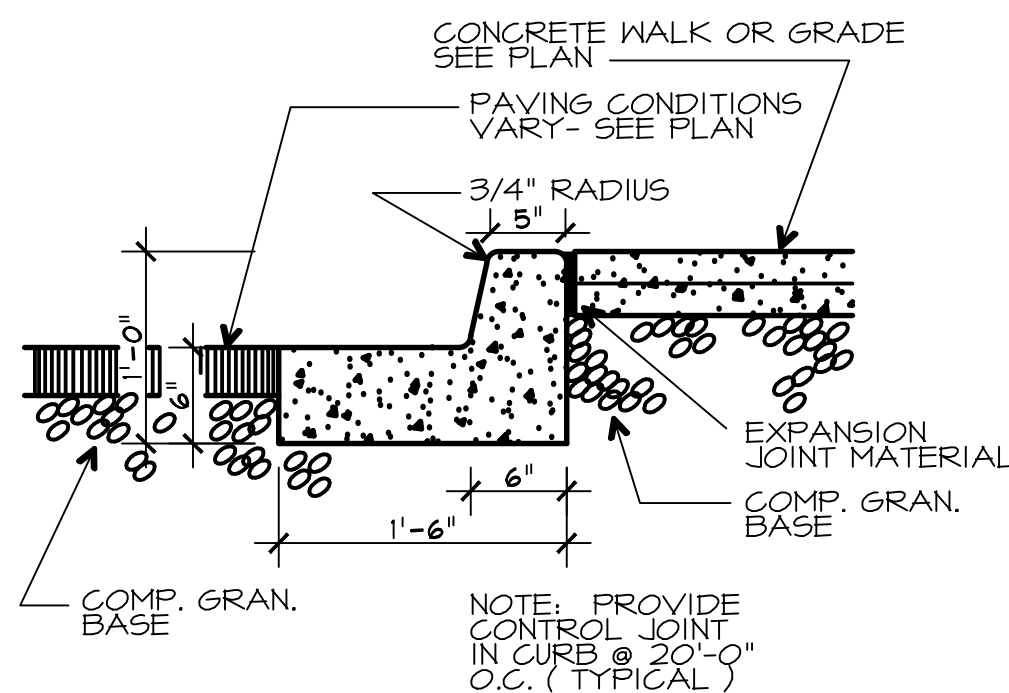
- * SIGN TO MEET MINNESOTA STATE BUILDING CODE AND ADA STANDARDS
- * SIGN TO BE LOCATED A MAXIMUM OF EIGHT FEET FROM HEAD OF PARKING STALL

- WATER MAIN SPECIFICATIONS:
1. GENERAL CONDITIONS - THE GENERAL CONDITIONS OF THE CONTRACT AND GENERAL REQUIREMENTS SHALL APPLY TO ALL WORK OF THIS DIVISION AND SHALL BE REFERRED AS PART OF THE CONTRACT DOCUMENTS.
 2. SCOPE OF WORK - THE SCOPE OF THIS PROJECT INCLUDES, BUT IS NOT LIMITED TO, THE COMPLETE FURNISHING AND INSTALL OF ALL EQUIPMENT, MATERIALS, ITEMS AND LABOR AS REQUIRED FOR NEW WATER MAIN SERVICE FOR THE FIRE PROTECTION SYSTEM.
 3. QUALITY - THE WORK FURNISHED SHALL BE IN A NEAT, WORKMAN-LIKE MANNER BY EXPERIENCED AND SKILLED PERSONS. ALL MATERIALS AND EQUIPMENT SHALL BE NEW. ALL INSTALLATIONS SHALL BE SQUARE AND TRUE TO BUILDING LINES.
 4. DRAWINGS - THE MECHANICAL LAYOUT SHOWN IS ONLY DIAGRAMMATIC. THE CONTRACTOR SHALL BE RESPONSIBLE FOR EXACT LOCATIONS, VERIFYING OF EXISTING CONDITIONS, CO-ORDINATION OF DRAWINGS AND CO-ORDINATION WITH OTHERS TRADE.
 5. THE WATER SERVICE SHALL BE INSTALLED IN ACCORDANCE WITH THE 2015 MINNESOTA STATE PLUMBING CODE CHAPTER 4714 AS AMENDED AND THESE PLANS.
 6. PROPER SEPARATION OF SEWER AND WATER SHALL BE MAINTAINED TO COMPLY WITH SECTION 4714.609.
 7. THE PLUMBING SYSTEM SHALL BE TESTED IN ACCORDANCE WITH SECTION 4714.609.4 AND 4714.712.
 8. THE WATER PIPING SYSTEM SHALL BE DISINFECTED IN ACCORDANCE WITH SECTION 4714.609.9.
 9. DO NECESSARY EXCAVATION TO COMPLETE THE WORK SHOWN. THE EXCAVATION SHALL BE PRINCIPALLY OF THE OPEN TRENCH METHOD MEETING SAFETY REQUIREMENTS. WORK TO CONFORM TO 4714.718 AND 4714.720.
 10. BACKFILL TRENCHES WITH ACCEPTABLE FILL MATERIAL AND COMPACT TO A DENSITY EQUAL TO ADJACENT SOILS. WORK TO CONFORM WITH 4714.718 AND 4714.720.
 11. WATER SERVICE - PIPING TO CONFORM WITH 4714.604 AND TABLE 604.1 DUCTILE IRON PIPE WITH CURB BOX AND VALVE AND FLANGE FOR SPRINKLER. PROVIDE MECHANICAL JOINTS, THRUST BLOCKS AND CONDUCTIVITY STRAPS. DUCTILE IRON PIPE SHALL COMPLY WITH AWWA C115 AND AWWA C153.



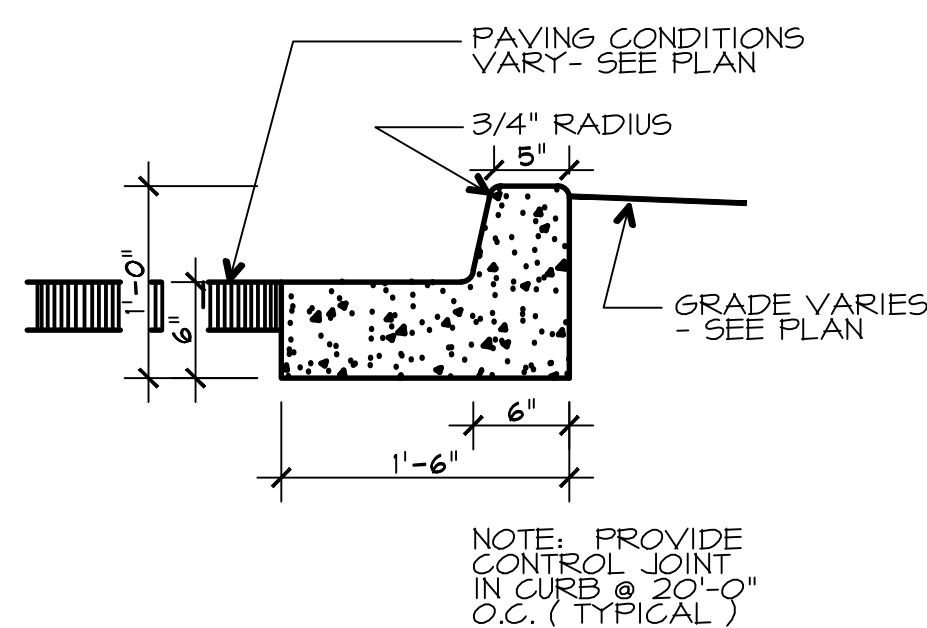
CONC. WALK. JT.

NO SCALE



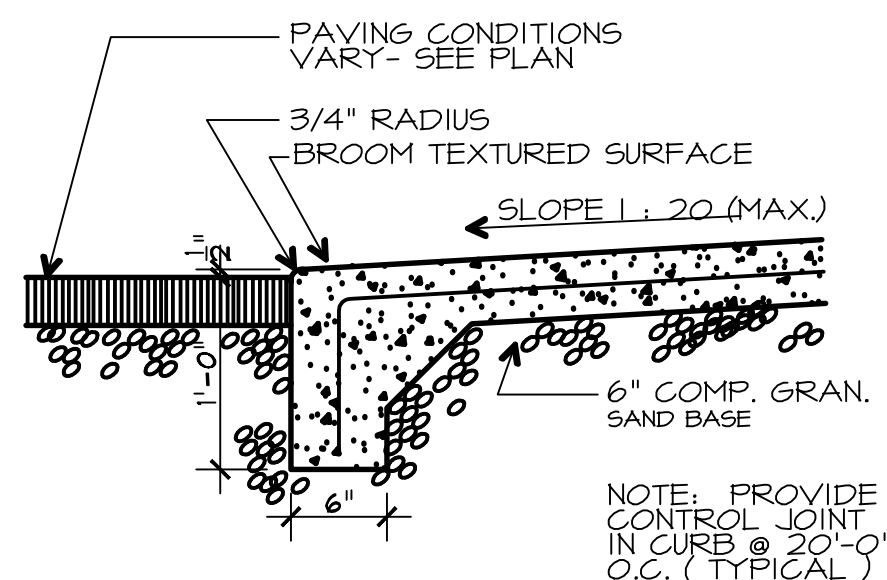
CURB & WALK

NO SCALE



CURB & GRADE

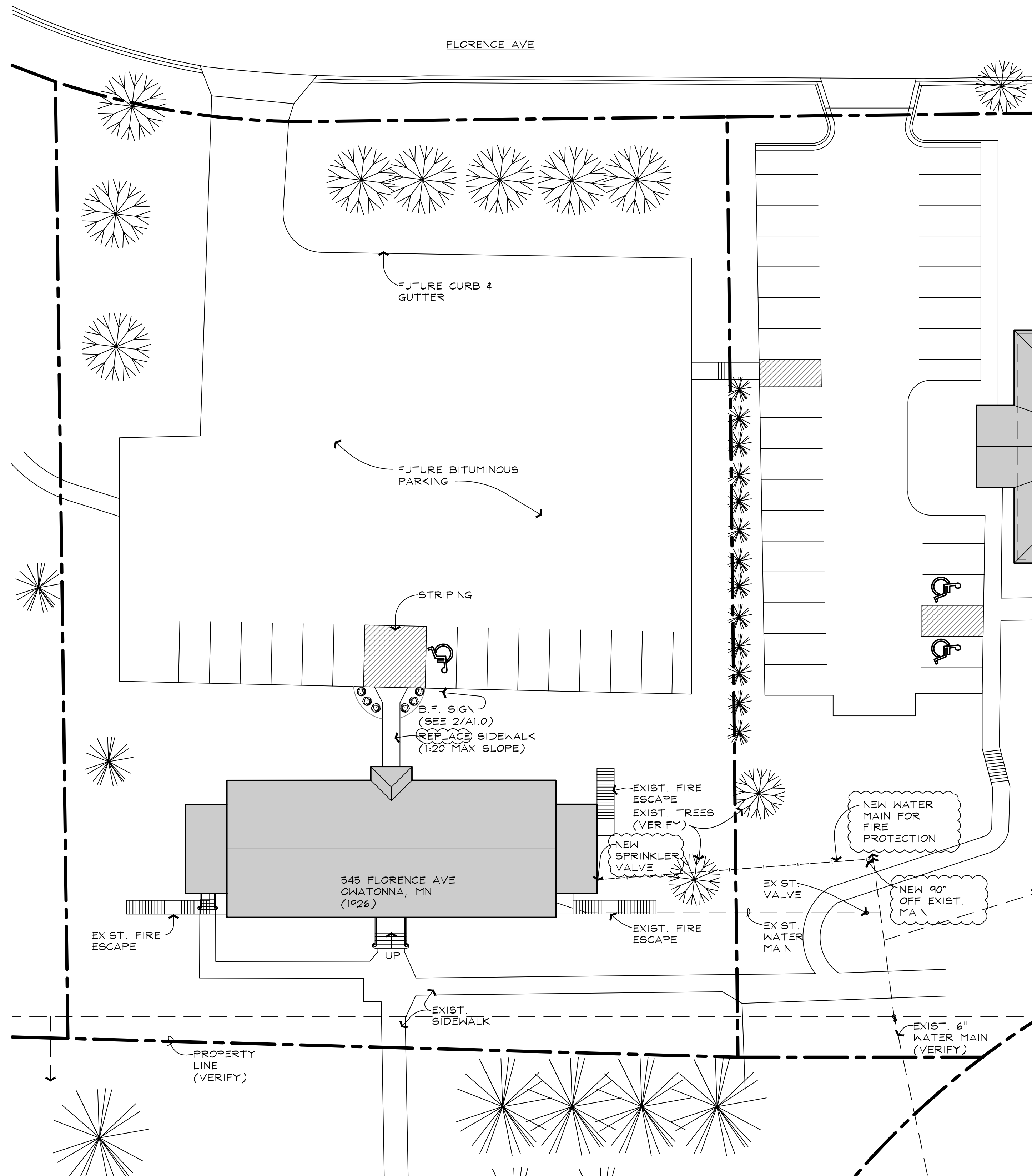
NO SCALE



WALK & ASPHALT

NO SCALE

PROPERTY HAS NOT BEEN SURVEYED. SITE PLAN APPROXIMATED BASED ON AERIAL PHOTOS.



SITE PLAN

SCALE: 1" = 20'-0"

- R-4 ZONING

DESIGNED	DJM
DRAWN	LMM
CHECKED	DJM
PROJECT	23040
REVISIONS	

ISSUED FOR PERMIT 12-22-23

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DAVID J. MEDIN

License No. 9898

Date Nov 22, 2024

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OWATONNA, MINNESOTA

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architects, inc.
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Faribault, MN 55021
507/334-2252

SITE PLAN

A1.0

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DRAWN	DSC
CHECKED	DJM
PROJECT	23040
REVISIONS	

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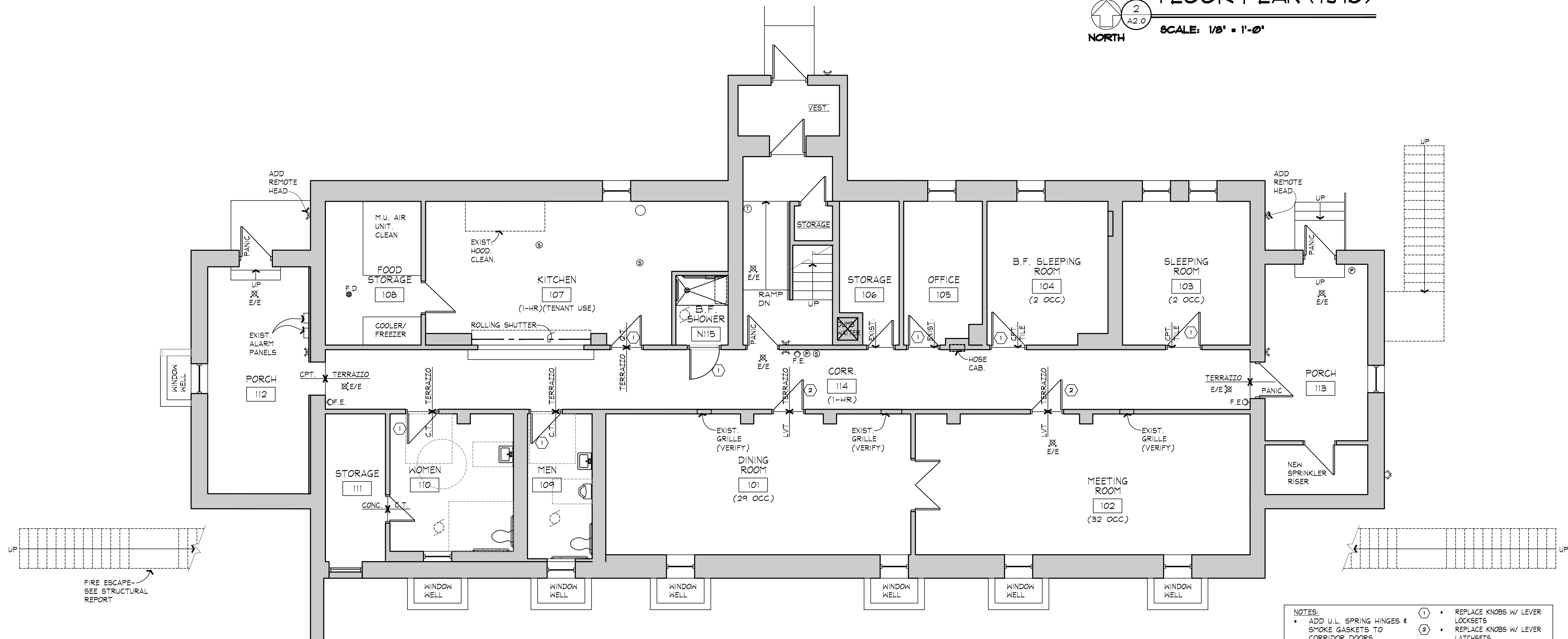
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507/334-2252

MAIN
FLOOR PLAN

A2.0

FLOOR PLAN (1976)
SCALE: 1/8" = 1'-0"
NORTH



NORTH

MAIN FLOOR PLAN
SCALE: 3/16" = 1'-0"

- NOTES:
- ADD U.L. SPRING HINGES & SMOKE GASKETS TO CORRIDOR DOORS
 - EXIST. WALLS ARE 4" CLAY TILE W/ PLASTER BOTH SIDES. FIRE CAULK ALL PENETRATIONS.
 - ① • REPLACE KNOBS W/ LEVER LOCKSETS
 - ② • REPLACE KNOBS W/ LEVER LATCHSETS
 - ③ • SMOKE DETECTOR
 - ④ • PULL STATION
 - ⑤ • THERMOSTAT
 - ⑥ • EXIT / EMERGENCY REMOTE HEADS
 - ⑦ • CLG. FAN

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PROJECT	23040
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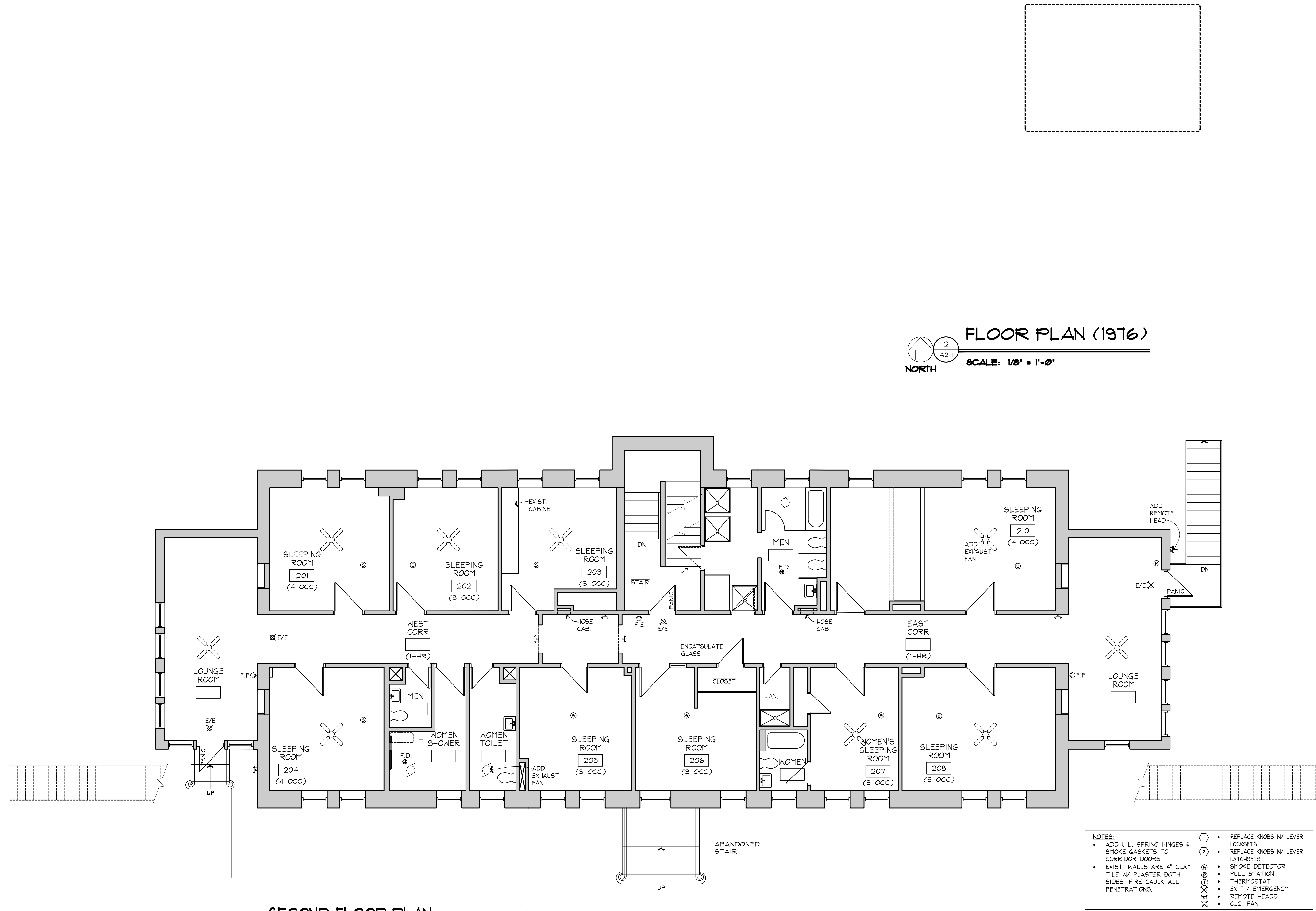
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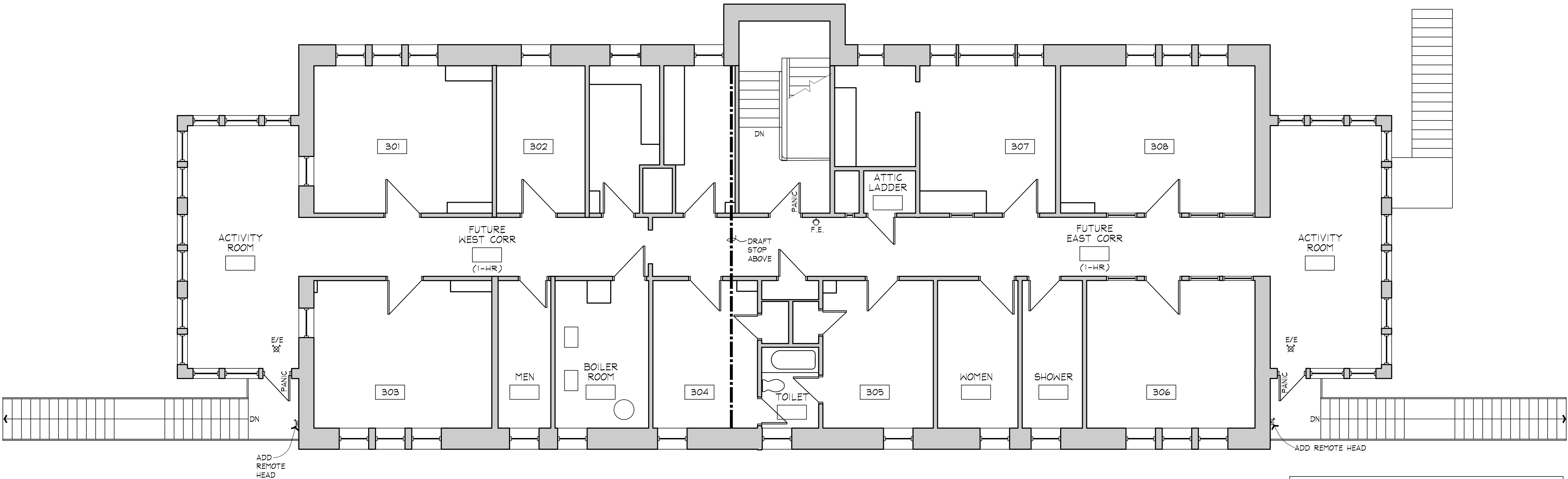
SECOND
FLOOR PLAN

A2.1



FLOOR PLAN (1976)
SCALE: 1/8" = 1'-0"

SECOND FLOOR PLAN (31 OCCUPANTS)
SCALE: 3/16" = 1'-0"



 **THIRD FLOOR PLAN** (NO WORK THIS FLOOR)
SCALE: 3/16" = 1'-0"

- NOTES:
- FUTURE: ADD U.L. SPRING HINGES & SMOKE GASKETS TO 2
 - EXIST. WALLS ARE 4" CLAY TILE W/ PLASTER BOTH SIDES. FIRE CAULK ALL PENETRATIONS.
 - ADD DRAFT STOP IN ATTIC.
 - ① • REPLACE KNOBS W/ LEVER LOCKSETS
 - ② • REPLACE KNOBS W/ LEVER LATCHSETS
 - ③ • SMOKE DETECTOR
 - ④ • PULL STATION
 - ⑤ • THERMOSTAT
 - ⑥ • EXIT / EMERGENCY REMOTE HEADS
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THIRD
FLOOR PLAN
A2.2

KFI Staffing – West Lodge Narrative

KFI Staffing specifically helps manufacturers across the country fill entry-level general labor roles. KFI Staffing has a unique model that aims to level set employment needs through filling large volumes of open roles while providing housing and transportation to our temporary workforce. KFI Staffing sources talent from around the country to bring new talent pools to areas that are struggling to find quality candidates.

KFI Staffing believes that the traditional staffing model is broken. Too many HR and Plant leaders are banging their heads against the wall trying to figure out how to staff their operations. Give employees more pay, 3-4 chances, unlimited vacation, etc and it just doesn't move the needle. Long term employees that have been loyal to the organization are frustrated because the newer employee's aren't as passionate about the work as they are which leads to low moral on the floor.

When KFI Staffing partners with a manufacturing organization, we take care of finding and managing the housing, buying vans, recruiting, and getting talent to your worksite. As soon as KFI Employees are trained, our clients see an immediate impact to their production output and culture. Full-Time employees that aren't committed will either step up or step out of your organization because you found a solution that works.

KFI Staffing looks to partner with manufacturers that are committed to long-term partnerships. Our first year agreement is a minimum of 12 months before employees are eligible to be hired on at no additional cost. We also look for a minimum pay rate of \$17/hour to be able to attract the right caliber candidate and lastly at least 45 hours of work per week.

KFI Staffing employees are all eligible to live and work in the United States and able to pass E-Verify, background check, and drug screen before employment. KFI Staffing employees have the goal of being a long-term member of your team not just the average temporary solution.

KFI Staffing has been a partner to local manufacturing companies in Owatonna and surrounding area since June 2022. We currently have a little for 50 employees that live and work in the community and we hope to double that number in the next 12 months through continued existing and new client partnerships.

KFI Staffing is looking to partner with the West Lodge for long-term, employment based housing the support our staffing model. At this site, KFI Staffing will have only working employees living there, no family's or children. We also will have an onsite housing coordinating team that will be present at least 18 hours per day to help tenants with questions or housing related needs.

KFI Staffing employees are on assignments for at least 12 months before being eligible to be hired on by the client. The ultimate goal is that KFI Staffing associates eventually become full-time employees at Owatonna manufacturing sites and long-term members of the community.



CITY OF
OWATONNA

Resolutions



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Resolution 3-25: Authorizing As-Needed Vine Street Parking Lot Closures

Purpose:

Requesting approval of Resolution 3-25: Authorizing Vine Street Parking Lot Closures on an As-Needed Basis.

Background:

The newly reconstructed Vine Street Parking Lot offers Downtown Owatonna's residents and visitors a convenient off-street parking option. The lot has designated 4-hour and 24-hour parking spaces, signage has been installed to indicate the designated areas and can be seen on the attached map.

To facilitate maintenance needs such as snow removal and street sweeping, the Vine Street Parking Lot must be closed on an as-needed basis. Closures will be announced 8 hours in advance via the Notify Me module on the City's Website and the City will post signs at the main entry and exit points of the Vine Street Parking Lot informing motorists of lot closures with a QR code to scan for a list of current closures. Motorists who frequent the lot are encouraged to sign up for the notifications, city staff is available to assist if needed. Violators of this policy may be ticketed or towed based on the number of offenses. Closures will most commonly occur during off-peak parking times (early morning) in an effort to avoid impacts to downtown businesses, but closures may occur anytime throughout the day.

Budget Impact:

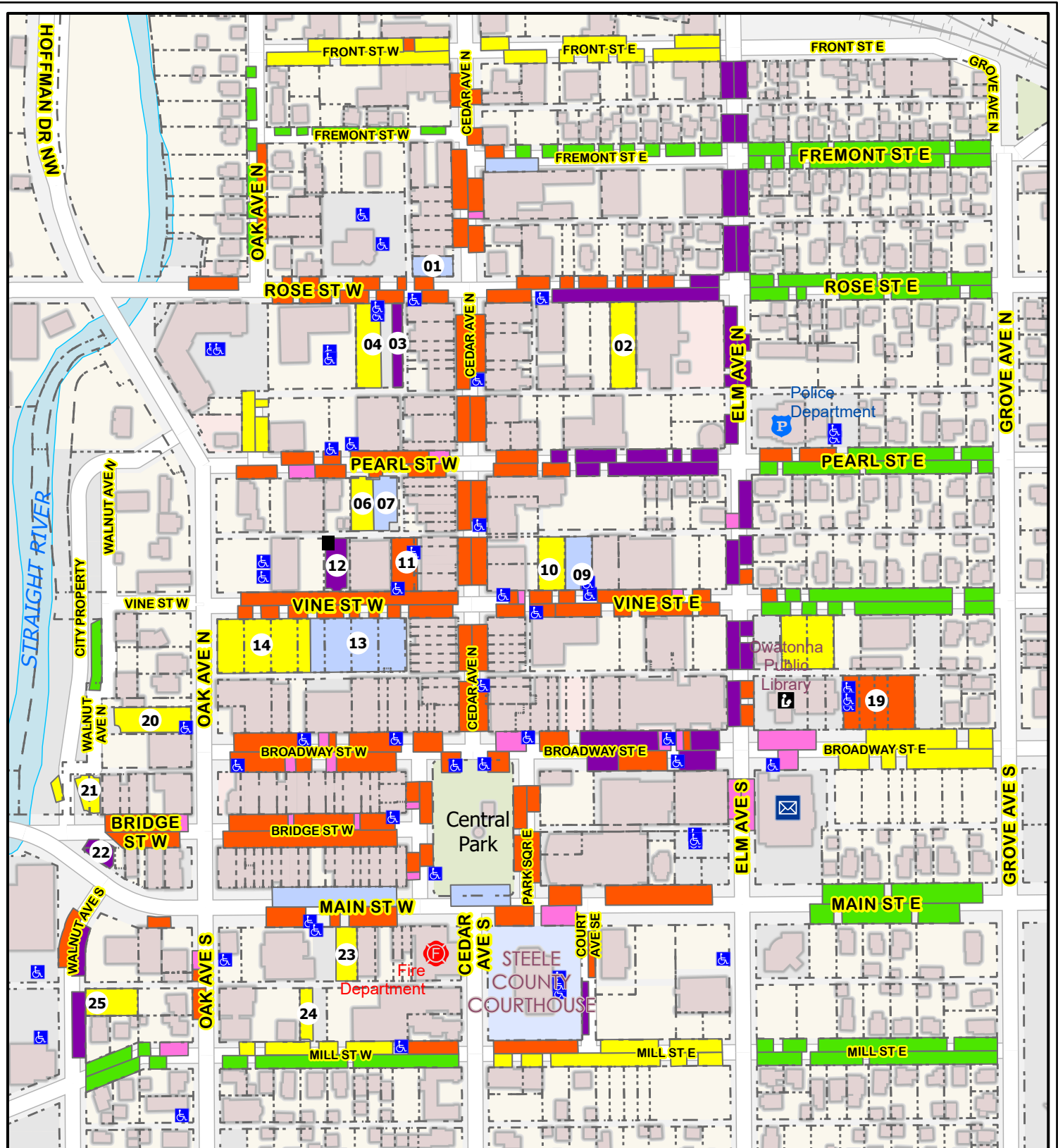
The purchase and installation of the closure notice signs will be less than \$500 and paid for using Capital Improvement Funds. Overall, staff time is expected to be reduced due to more efficient snow removal operations, resulting in cost savings over time.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Downtown Parking Map (PDF)
2. Res 3-25 Authorizing As-Needed Vine Street Parking Lot Closures



Downtown Owatonna Public Parking

Parking Key

Handicap Space	Time Limits
Electric Vehicle Space	30, Minute
	2, Hour
	4, Hour
	21, Hour
	24, Hour
	48, Hour

Parking Information

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

Information

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



CITY OF
OWATONNA
Rev. 12/2024

RESOLUTION NO. 3-25

A RESOLUTION AUTHORIZING AS-NEEDED VINE STREET PARKING LOT CLOSURES

WHEREAS, pursuant to City Ord. Code Sec. No. 72.07 entitled "Parking Zones", the City Council, by Resolution, may regulate and control the parking of motor vehicles in public parking lots and designate times when parking in public parking lots may be restricted; and

WHEREAS, construction was recently completed on the Vine Street Parking Lot. which includes designated areas of 4-hour and 24-hour parking; and

WHEREAS, to facilitate maintenance needs such as snow removal and street sweeping, it will be necessary to close the Vine Street Parking lot on an as-needed basis; and

WHEREAS, the City will post signs at the main entry and exit points of the Vine Street Parking Lot informing motorists of lot closures with a QR code to scan for a list of current closures; and

WHEREAS, the City will publish lot closures 8 hours in advance utilizing the City Website's Notify Me module or successor notification system; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Owatonna, Minnesota, that the City authorizes the closing of the Vine Street Parking Lot as needed to facilitate maintenance activities.

Passed and adopted this ____ day of ___, 2025 with the following vote:

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of ___, 2025.

Matthew T. Jessop, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: Resolution 4-25 Premises Permit to Conduct Lawful Gambling at El Tequila Mexican Restaurant - Owatonna Wrestling Association

Purpose:

Council approval of Resolution 4-25 approving an application for a Premises Permit from Owatonna Wrestling Association (OWA) to conduct lawful gambling (pull tabs) under a lease agreement with El Tequila Mexican Restaurant at 369 18th Street.

Background:

City Code Section 120.07 Premises Permit Limitation of a Charitable Gambling Permit, allows an organization to hold up to five (5) premises permits at establishments which hold an On-Sale Liquor License within the City. This request will modify the locations they can operate at using their current Charitable Gambling Permit. This will be OWA's fifth site, they currently hold Premises Permits at: Just One More, Reggie's Brewhouse, Inside Swing and Lacey's.

Budget Impact:

None, OYH holds an active Charitable Gambling Permit with the city. The annual \$250 fee for a Charitable Gambling Permit was just renewed effective July 1st and annual license fee of \$250.00.

Staff Recommendation:

Staff recommends approval of Resolution 4-25.

Attachments:

1. Res 04-25 Premises Permit - Lawful Gambling Activity - OWA - El Tequila Mexican Restaurant
2. LG214 Premises Permit Application
3. LG215 Lease for Lawful Gambling Activity

RESOLUTION NO. 04-25

A RESOLUTION APPROVING
APPLICATION FOR PREMISES PERMIT

WHEREAS, Owatonna Wrestling Association has made application for a premises permit to conduct lawful gambling under a lease agreement with El Tequila Mexican Restaurant at 369 18th Street, Owatonna MN; and

WHEREAS, the application for premises permit (LG214) and lease (LG215) have been filed with the City; and

WHEREAS, it otherwise appears to the Council that the application for a premises permit and lease are in conformity with Section 127:00, et seq., of the 2015 Ordinance Code of the City of Owatonna, as amended,

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

1. Pursuant to Section 127:07, of the 2015 Ordinance Code of the City of Owatonna, as amended, the application for premises permit submitted by Owatonna Wrestling Association may be and hereby is approved.

Passed and adopted this ____ day of ____, 2025, with the following votes:

Aye ____; No ____; Absent ____.

Approved and signed this ____ day of ____, 2025.

Matthew T. Jessop, Mayor

ATTEST:

Kris M. Busse, City Administrator/City Clerk

MINNESOTA LAWFUL GAMBLING
LG214 Premises Permit Application

6/15 Page 1 of 2

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

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

Mail the application and required attachments to:

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

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

ORGANIZATION INFORMATION

Organization Name: OWATONNA WRESTLING ASSOCIATION

License Number: 04798

Chief Executive Officer (CEO) DAN JOHNSON

Daytime Phone: 507-521-3265

Gambling Manager: WADE WESTPHAL

Daytime Phone: 507-456-2074

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: EL TEQUILA

List any previous names for this location:

LAVA BURGER

Street address where premises is located: 369 18TH ST. SE

(Do not use a P.O. box number or mailing address.)

City: OWATONNA **OR** Township:

County: STEELE

Zip Code:

OWATONNA

STEELE

55060

Does your organization own the building where the gambling will be conducted?

☐ Yes

☒ No

If no, attach LG215 Lease for Lawful Gambling Activity.

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

Is any other organization conducting gambling at this site?

☐ Yes

☒ No

☐ Don't know

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

Has your organization previously conducted gambling at this site?

☒ Yes

☐ No

☐ Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: UNITED PRAIRIE BANK

Bank Account Number: 24711

Bank Street Address: 110 W ROSE ST

City: OWATONNA

State: MN Zip Code: 55060

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):

City:

State: Zip Code:

116 E BROADWAY ST

OWATONNA

MN 55060

3103 HOFFMAN DR NW

OWATONNA

MN 55060

MN

LG214 Premises Permit Application**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION****CITY APPROVAL
for a gambling premises
located within city limits**City Name: OWATONNA

Date Approved by City Council: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of City Personnel: _____

Title: _____ Date Signed: _____

**Local unit of government
must sign.****COUNTY APPROVAL
for a gambling premises
located in a township**

County Name: _____

Date Approved by County Board: _____

Resolution Number: _____
(If none, attach meeting minutes.)

Signature of County Personnel: _____

Title: _____ Date Signed: _____

TOWNSHIP NAME: _____

Complete below only if required by the county.

On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date Signed: _____

ACKNOWLEDGMENT AND OATH

- I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
- The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
- I have read this application and all information submitted to the Board is true, accurate, and complete.
- All required information has been fully disclosed.
- I am the chief executive officer of the organization.
- I assume full responsibility for the fair and lawful operation of all activities to be conducted.
- I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
- Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
- I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
- I understand the fee is non-refundable regardless of license approval/denial.

Signature of Chief Executive Officer (designee may not sign)

Date

12-30-24

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public

information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;

Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, braille, upon request.

An equal opportunity employer

LG215 Lease for Lawful Gambling Activity**LEASE INFORMATION**

Organization:	License/Site Number:	Daytime Phone:
Owatonna Wrestling Association	04798/007	507-456-2074
Address:	City:	State: Zip:
1140 Esther Lane	Owatonna	MN 55060
Name of Leased Premises:	Street Address:	
E1 Tequila Mex. Res.	369 18th st. S.E	
City:	State: Zip:	Daytime Phone:
Owatonna	MN 55060	507-444-9094
Name of Legal Owner:	Business/Street Address:	
Karina Garcia	369 18th st. S.E	
City:	State: Zip:	Daytime Phone:
Owatonna	MN 55060	507-444-9490
Name of Lessor (if same as legal owner, write "SAME"):	Address:	
KSA 333 LLC	519 Grayfox Dr.	
City:	State: Zip:	Daytime Phone:
Owatonna	MN 55060	507-444-9490

Check applicable item:

- ☐ New or amended lease. Effective date: _____. Submit changes at least ten days **before** the effective date of the change.
- ☒ New owner. Effective date: _____. Submit new lease **within** ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

- | | |
|--|---|
| ☐ Pull-Tabs (paper) | ☒ Electronic Pull-Tabs |
| ☒ Pull-Tabs (paper) with dispensing device | ☒ Electronic Linked Bingo |
| ☐ Bar Bingo | Electronic games may only be conducted: |
| ☐ Bingo | |
| ☒ Tipboards | |
| ☐ Paddlewheel | 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or |
| ☐ Paddlewheel with table | 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100. |

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: N/A%, not to exceed **10%** of gross profits for that month.

- Total rent paid from all organizations for only booth operations at the leased premises **may not exceed \$1,750**.
- The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: 15%, not to exceed **15%** of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: 20%, not to exceed **20%** of gross profits from all other forms of lawful gambling.

- If any booth sales conducted by a licensed organization at the premises, rent may not exceed **10%** of gross profits for that month and is subject to booth operation **\$1,750** cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following:

- Rent to be paid: N/A%, not to exceed **10%** of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo.
- OR -
- Rate to be paid: \$ N/A per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor.
 - ⇒ Rent may not be paid for bar bingo.
 - ⇒ Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 30 day notice. Other terms:

LG215 Lease for Lawful Gambling Activity

6/15 Page 2 of 2

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

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

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

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

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

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

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

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

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

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

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

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

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

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

ACKNOWLEDGMENT OF LEASE TERMS

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

Other terms of the lease:

Signature of Lessor:

Date:

Signature of Organization Official (Lessee):

Date:

Print Name and Title of Lessor:

Print Name and Title of Lessee:

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

Mail or fax lease to:

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

Fax:

651-639-4032



CITY OF
OWATONNA

Miscellaneous



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Jeanette Clawson, Administrative Coordinator
SUBJECT: On-Sale Liquor License with Sunday Sales - Train Station Bar & Grill, LLC - 137 W Bridge Street

Purpose:

Council to approve application for an On-Sale Liquor License with Sunday Sales received from Trey Hable on behalf of Train Station Bar& Grill, LLC to do business at 137 W Bridge Street.

Background:

Train Station Bar & Grill, LLC recently purchased the former Bridge Street Tavern at this location. They are in process of minor renovations to the kitchen area with plans to open when updates are complete.

All documents have been received and background verification completed.

Budget Impact:

The City's annual license fee for an On-Sale Liquor license is \$3,200. The total fee collected for this license application will be determined when the renovations are complete, and they can open for business; the license fee amount is prorated to \$250/month for the number of months remaining in the current license period. The applicant will pay a total of \$1,600.00 in fees if they open in February; this amount includes fees for the license application, background verification, Sunday Sales and liquor license for the remaining five months remaining in the current license period which ends June 30, 2025.

Staff Recommendation:

Staff recommends approval for the license to become effective on issuance of the Certificate of Occupancy from our Building Official when the renovations are completed.

Attachments:

None



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Sean Murphy, Public Works Director
SUBJECT: Authorization to Proceed - 2025 Cured In Place Pipe System (CIPPS) Project

Purpose:

To receive a council motion to proceed with an advertisement for bids for the 2025 Cured In-Place Pipe System (CIPPS) Project.

Background:

The City of Owatonna lines clay sanitary sewer lines to improve the carrying capacity and reduce inflow and infiltration. The project was not completed in 2024 due to receiving higher bids than anticipated. The unused funds have been added to the 2025 budget. The approximate 2025 project length is 9,000 linear feet. Bids will be received January 31st.

Since 2012, approximately 125,377 linear feet of sanitary sewer line have been lined. Following the 2025 CIPPS and planned reconstruction projects, there are approximately 211,068 feet of clay pipe that have yet to be lined.

Budget Impact:

The anticipated project cost is in line with the 2025 Operating Budget.

Staff Recommendation:

Staff recommends approval.

Attachments:

None



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Jenna Tuma, Assistant City Administrator
SUBJECT: Award Mechanic Shop 24-004 CIP Project - Four Seasons Electric

Purpose:

Requesting approval for the Four Seasons agreement for site improvements at the Mechanic's Shop.

Background:

The 2024 Capital Improvement Project plan includes project 24-004, which focuses on updating the ventilation system in the City-owned mechanic shop with a budget of \$75,000. This past summer, the Makeup Air Unit (MAU) was replaced, and additional ductwork was installed. To complete the project, three 10-foot industrial ceiling fans will be added to enhance air circulation. Along with the installation of the fans, the shop's lighting will be upgraded to LED and strategically positioned to accommodate the fans. These improvements will significantly enhance the working environment in the shop.

Two quotes were received:

1. Four Seasons Electric: \$29,055
2. Retrofit Companies: \$33,000

Budget Impact:

The CIP 24-004 project has remaining funds available to cover the additional work, totaling \$29,055.

Staff Recommendation:

Staff recommends approval.

Attachments:

1. Mechanic Shop - Four Seasons Electric

Four Seasons Electric

3127 S County Rd 45

Owatonna, MN 55060

Estimate

Date	Estimate #
12/2/2024	5846

Name / Address
City of Owatonna 540 West Hills Circle Owatonna, MN 55060

Project			
Shop Area Lighting / Fans			
Description	Qty	Cost	Total
Supply & install (3) 10 Ft Industrial ceiling fans:	1	24,485.00	24,485.00
Replace existing bulbs with direct drive lamps - rewire fixtures for new lamps	1	3,985.00	3,985.00
Combine 2 lights together at welding area Put exhaust fan on line voltage switch for manual operation	1	585.00	585.00
THANK YOU!!		Total	\$29,055.00

Four Seasons Electric

(ph) 507-456-1613 (Fax) 507-455-1305

Email: fourseasons@myclearwave.net



DATE: January 7, 2025
TO: Mayor and City Council
FROM: Mayor
Matt Jessop
SUBJECT: City Administrator Benefits Package

Purpose:

Adopt the following revision to the City Administrator benefit package for Kris Busse effective 01.01.2025.

- Increase the deferred compensation employer match through payroll deduction from \$12,000 to \$15,500.

Background:

Kris Busse has been the City of Owatonna's City Administrator since December 2007. City Council completed Ms Busse's 2024 performance review 12.11.2024. The deferred match component of her benefit package was last changed 01.01.2024.

With the adoption of the proposed revision to the City Administrator benefit package, Kris Busse would receive an increase of \$3,500 in a city match into an approved deferred compensation plan through payroll deduction.

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

Budget Impact:

The budget may be impacted up to an additional \$3,500 per year for the matching funds into the approved deferred compensation plan.

Staff Recommendation:

Approve the recommended revisions effective 01.01.2025.

Attachments:

None