

Owatonna Planning Commission Agenda

Tuesday, March 12, 2024

5:30 PM

Charles S. Crandall Center at West Hills

1. Planning Commission Agenda - March 12, 2024

Documents:

[03-12-24 PC AGENDA.PDF](#)

2. Roll Call: Meier, Springer-Gasner, Rooks, Eickhoff, Wilson, Peake, Effertz

3. Approve Minutes Of The February 13, 2024 Meeting

Documents:

[02-13-2024 PC MINUTES.PDF](#)

4. Public Hearings

4.A. Preliminary Plat Of Marthaler Addition

Documents:

[MARTHALER ADDITION PP STAFF REPORT.PDF](#)

5. Downtown Parking Committee Requests

5.A. None

6. 2050 Comprehensive Plan

6.A. None

7. Other Business

7.A. Updates On Previous Items

7.B. February Building Reports

Documents:

[COMPARISON AND CONSTRUCTION REPORT 2024.PDF](#)

8. Next Meeting - April 9, 2024

9. Adjourn

Owatonna Planning Commission Agenda

Tuesday, March 12, 2024

5:30 PM

****Charles S. Crandall Center at West Hills****

Roll Call: Meier, Springer-Gasner, Rooks, Eickhoff, Wilson, Peake, Effertz

1. Approve minutes of the February 13, 2024 meeting
2. Public Hearings
 - A) Preliminary Plat of Marthaler Addition
3. Downtown Parking Committee Requests
 - A. None
4. 2050 Comprehensive Plan
 - A. None
5. Other Business
 - A. Updates on Previous Items
 - B. February Building Reports
6. Next Meeting – April 9, 2024
7. Adjourn

OWATONNA PLANNING COMMISSION MINUTES FOR FEBRUARY 13, 2024

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

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

Application CUP-12, which is a request by Ibrahim Hussein to open an Adult Day Care facility on the subject property located at 120 Broadway Street West, was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) As of the time of the report, staff had heard from two neighbors, both asking clarifying questions. One requested her email be included in the packet. He's spoken with two people since who were just wondering what an adult daycare is. Public hearing opened at 5:34 p.m. Jerry Besser, property owner of 114 Cedar Avenue North, said he's all for an adult daycare. His concern is that they've invested a lot of money in the streetscape and encourage people to stroll, shop, and eat downtown. This area is more retail space and he said he just questioned having an adult daycare in the downtown area. He said it would be better located outside of the downtown area. He said he's at the age where he might not be too far from needing that kind of service. He said he's also concerned about traffic on Broadway and asked if they'd be coming and going all day. Kruschke said they'd be coming and going during the hours of operation from 9 a.m. to 3 p.m. Public hearing closed at 5:36 p.m. Springer-Gasner asked if drop offs would just be on Broadway or would they have access off the back alley. Kruschke said they could use both doors. Meier said he thinks 26 cars hit and miss over a certain timeframe probably wouldn't be noticed too much with the existing traffic down there. He said it would be one thing if there were 26 cars parked all day, but cars just coming and going isn't a whole lot more added to morning traffic. Eickhoff said he thinks there is definitely a need in the community for this. A motion was made by Eickhoff and seconded by Springer-Gasner to recommend City Council approval of this Conditional Use Permit to allow an Adult Day Care facility at 120 Broadway Street West with the following provisions:

- 1) The use shall not exceed 26 clients without amending this Conditional Use Permit.
- 2) All signs shall have sign permits and meet the requirements of the B-3 District.
- 3) All building code requirements shall be met.

All Commissioners voting Aye, the motion carried.

A Request by Brent Sherwin to Vacate a Portion of a Utility Easement at 1213 Elm Avenue North was presented by Community Development Manager Greg Kruschke. (Refer to report on file.) He said he's had a number of comments from neighbors asking for clarifying information. They haven't heard any concerns with what is being requested. Public hearing opened at 5:39 p.m. No comments were made regarding this request. Public hearing closed at 5:40 p.m. A motion was made by Eickhoff and seconded by Wilson to recommend City Council approval of this vacation of a portion of a utility easement as described in the staff report. All Commissioners voting Aye, the motion carried.

VAR -16, which is a request by Trinity Lutheran Church to allow an accessory structure to be constructed in a side yard at 609 Lincoln Avenue South, was presented by Community Development Manager Greg Kruschke. The applicant is proposing a 780 square foot outdoor pavilion structure. The proposed structure

will be part of a larger outdoor courtyard in the Southwest corner of the property. (Refer to report on file.) John Eickhoff abstained from this request due to a potential conflict of interest. Kruschke said that they haven't heard anything from neighbors about this request. Public hearing opened at 5:43 p.m. No comments were made regarding this request. Public hearing closed 5:44 p.m. Kruschke said we haven't had any calls on this request. A motion was made by Meier and seconded by Wilson to recommend City Council approval of Application No. VAR-16 with the following conditions:

- 1) A building permit will be needed for the pavilion building.
- 2) Separate events shall not be held at the same times for the building and the pavilion.

All Commissioners voting Aye, the motion carried.

Community Development Manager Kruschke provided updates on previous items. He said the last request for a sign variance for NewLife was approved by City Council and is probably already up.

Community Development Manager Kruschke provided the January Building Reports.

Kruschke said there are items for the March 12 meeting, but we will be cancelling the March 26 meeting due to quorum issues.

A motion was made by Meier to adjourn was seconded by Springer-Gasner at 5:45 p.m. All Commissioners voting Aye, the motion carried.

Respectfully Submitted,

Greg Kruschke
Community Development Manager

March 8, 2024

To: Planning Commission
From: Community Development Department
RE: Preliminary Plat of Marthaler Addition.

Background

Jayne Baker, Marthaler Automotive on behalf of John Ihlenfeld and the Ihlenfeld Family Partnership, a request for preliminary plat of Marthaler Addition, a one lot commercial lot for the purposes of constructing an automotive dealership and ancillary uses. The property owner has requested annexation of this parcel and is progressing through that process.

All utilities for the project are available. Sanitary Sewer will need to be extended south along the east side of State Avenue. Due to the depth of the Sanitary main an additional written easement will be required at the width required by the City Engineer. A service line will then be bored under State Avenue to service the property. Water is existing along the east side of State Avenue. Although the water main exists, there are no hydrants between 26th Street and the Dog Park, which is roughly 1600' of distance. Hydrants are required at every 400'. Two hydrants will need to be installed along State Avenue to meet spacing. A development agreement will be required for the public improvements required for this development.

Access for the property is proposed to come from a shared access drive to be constructed just to the south of the platted property. A shared driveway easement will need to be provided along with the final plat for recording. This agreement shall address the access, maintenance, as well as any triggers and cost sharing for the privately shared driveway.

Application Review:

Applicant/Owner:	John Ihlenfeld
Location of Property:	2500 State Avenue NW
Existing Zoning:	To be Zoned B-2, Community Business District
Existing Land Use:	The land is currently vacant ag land.
Report Attachments:	<ol style="list-style-type: none">1. Location Maps2. Preliminary Plat3. Landscape Plan4. Application Letter5. City Engineer's Memo

Proposed Development:

Size of Subdivision:	4.26± acres
Number of Lots:	One commercial lot
Lot Configuration:	The lot is generally pentangular in shape.
Street Pattern:	The street pattern will not change from what exists today.
Services:	Sanitary Sewer will be extended south along the east side of State Avenue. Water is existing along the east side of State Avenue.
Timing/Financing of Development:	The applicant is hoping to record the final plat soon and start construction this spring.
Outstanding Assessments:	None
Floodplain:	None
Wetlands:	None
Storm Water Drainage:	The applicant is proposing to construct a pond on the north side of the property.
Easements:	The applicant is proposing to dedicate a 10' utility easement along the entire perimeter of the plat. A shared driveway easement will be needed for the access point on the southeast side of the property.
County/MNDOT Review:	Notices have been sent to both. The County has preliminarily agreed to the access point. MNDOT has not commented as of the time of this report.

Staff Review:

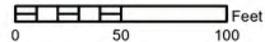
Staff recommends approval of the preliminary plat of Marthaler Addition with the following conditions:

- 1) Final plat approval shall not occur until the annexation has been finalized.
- 2) The final plat shall be approved within one year of the date of approval of the preliminary plat.
- 3) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 4) The developers shall enter into a development agreement with the City prior to recording of the final plat.
- 5) MN Plumbing code requires an open trench for sanitary sewer that is installed within private property. The noted trenchless method is not permitted within private property.
- 6) Fire hydrants shall be installed every 400' along State Avenue NW.
- 7) All plantings shall occur on the private property, outside of any drainage or utility easements
- 8) A utility easement will need to be recorded with the final plat for the sanitary sewer main at a width determined by the City Engineer.
- 9) All comments of the City Engineer's memo shall be met.

Annexation Site
City of Owatonna

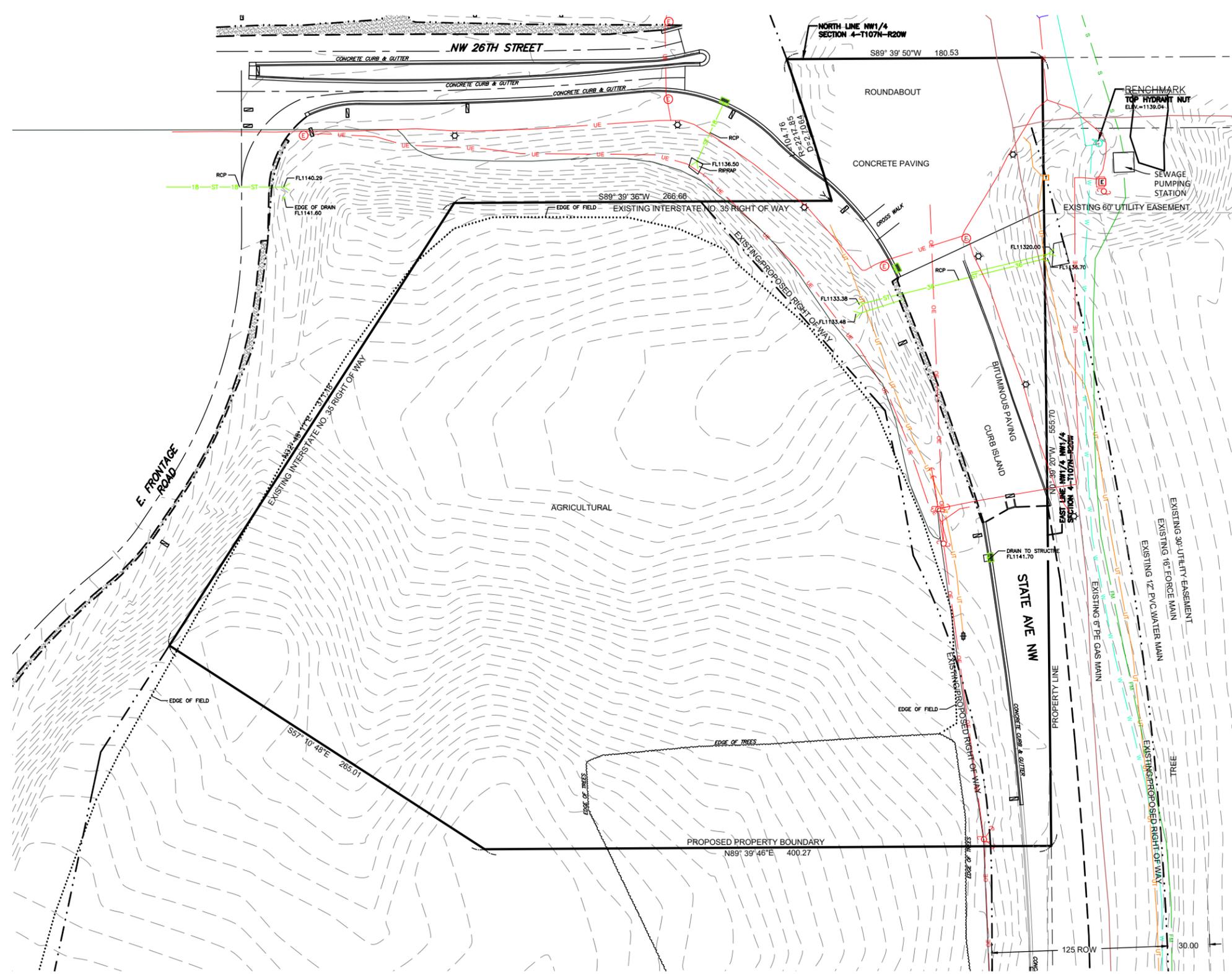


- Site
- Plat
- Parcels
- PLSS Section



February 22, 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.



LEGEND

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

OWNER INFORMATION

IHLENFELD/KRAMER FAMILY LIMITED PARTNERSHIP
 C/O JOHN IHLENFELD
 1230 NW 12TH AVE
 OWATONNA, MN 55060
 507-456-4471
 JOHNIHL2@GMAIL.COM

APPLICANT INFORMATION

YELLOW COMPANY, LLC.
 C/O JAYME BAKER
 625 S LAKESHORE DR STE A-130
 GLENWOOD, MN 56334
 320-766-7555
 JBAKER@MARTHALER.COM



DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

The subsurface utility information in this plan is Utility Quality Level D. This Utility Quality Level was determined according to the guidelines of CII/ASCE 38-02, entitled "Standard Guidelines for the collection and depiction of existing subsurface utility data." Gas, Electric, and Watermain Utilities operated by Owatonna Public Utilities or Austin Public Utilities shown are from maps received from those Agencies, and not field data.

REV.	BY	DATE	REVISION DESCRIPTION

JONES HAUGH SMITH
 Engineers + Surveyors
 415 West North Street Owatonna, MN 56001
 507-451-4598

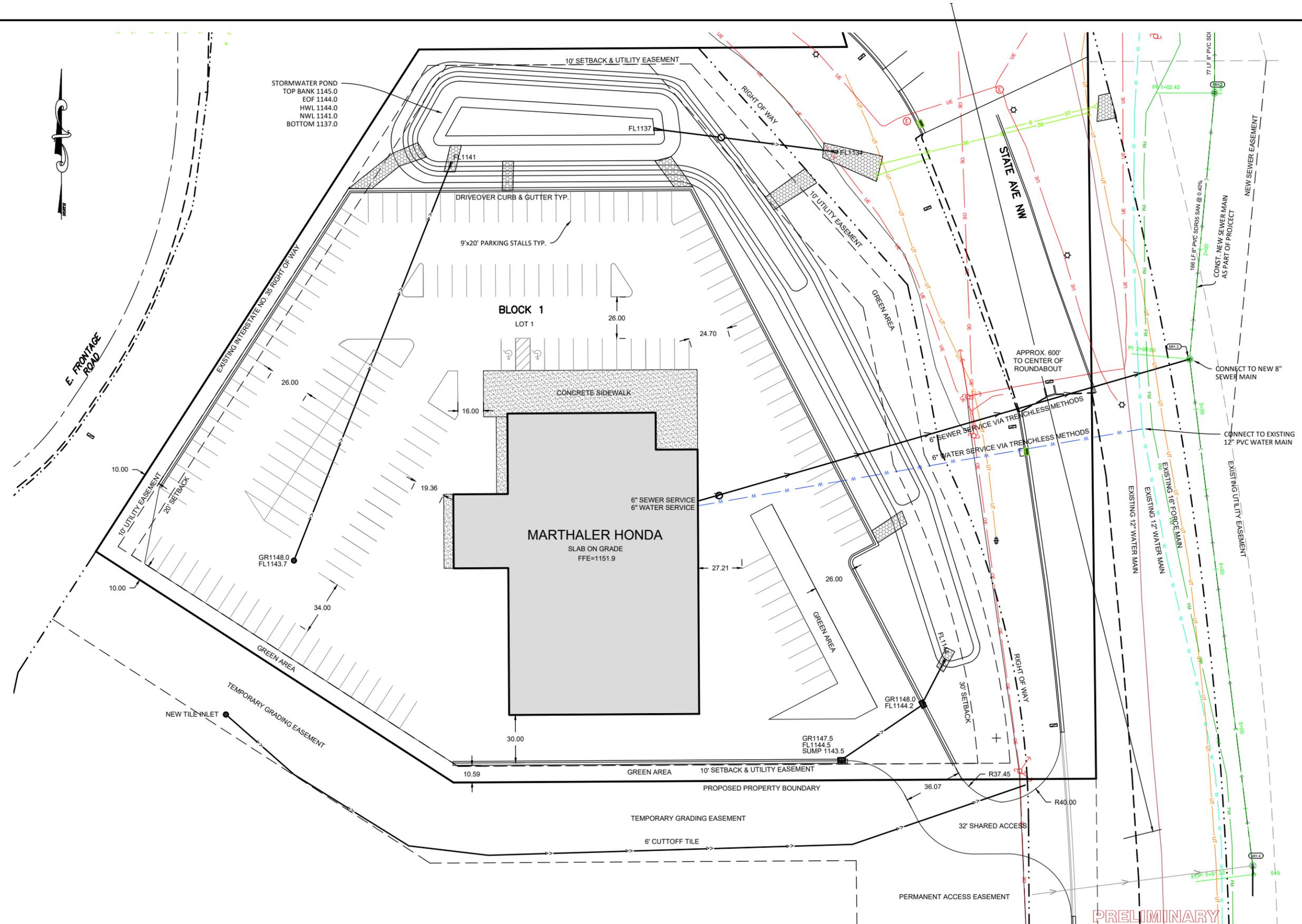
DESIGNED: JHS
 DRAWN: JHS
 CHECKED: BU
 Date: 2/9/24
 DWG: 23-1099

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
 John H. Schulte V
 License No. 44639 Date: 2/9/24

MARTHALER ADDITION
PRELIMINARY PLAT
 PART OF NW1/4 SECTION 4-T107N-R20W
EXISTING CONDITIONS

SHEET 1 OF 4

PRELIMINARY



PROPOSED ZONING

ZONE: B-2 COMMERCIAL BUSINESS
 SETBACKS:
 FRONT: 30'
 REAR: 20'
 SIDE: 10'



DRAWINGS ON 11x17 SHEETS ARE HALF SCALE

REV.	BY	DATE	REVISION DESCRIPTION

JONES HAUGH SMITH
 Engineers + Surveyors
 415 West North Street Owatonna, MN 56045-4598

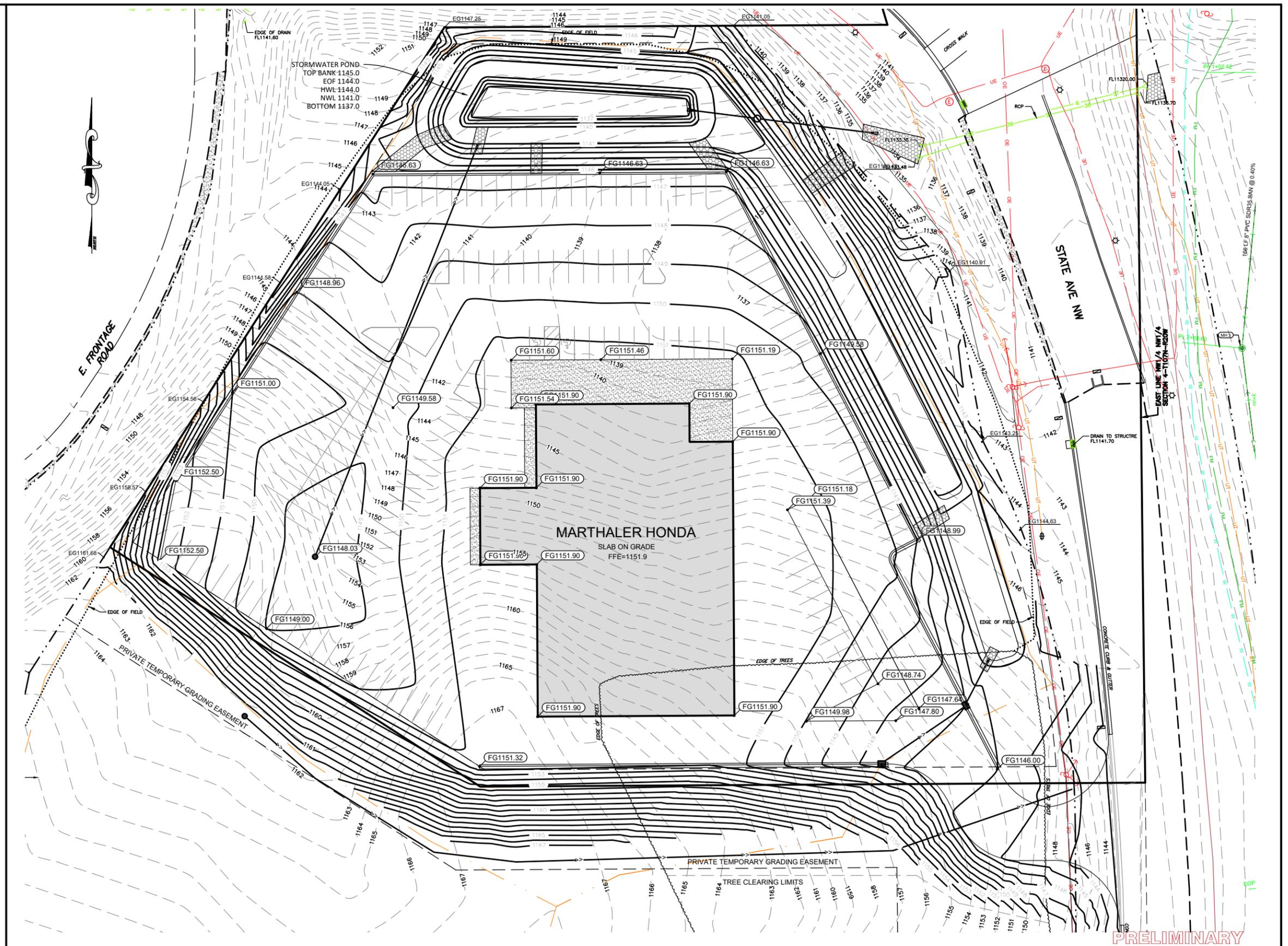
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 John H. Schulte V
 License No. 44639 Date: 2/9/24

MARTHALER ADDITION
 PRELIMINARY PLAT
 PART OF NW1/4 SECTION 4-T107N-R20W
 SITE PLAN / UTILITY PLAN

SHEET 2 OF 4

PRELIMINARY



LEGEND

- 848 — EXISTING ELEVATION CONTOUR LINE
- 848 — PROPOSED ELEVATION CONTOUR LINE
- FGXXXX.X FINISH GRADE ELEVATION
- EGXXXX.X EXISTING GRADE ELEVATION
- GLXXXX.X GUTTER LINE ELEVATION
- TCXXXX.X TOP OF CURB ELEVATION
- GRXXXX.X GRATE ELEVATION
- HP HIGH POINT
- LP LOW POINT

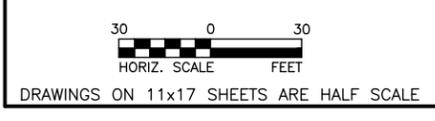
GENERAL STORMWATER NOTES:

SITE AREA: 4.25 AC
 DISTURBED AREA: 4.97 AC
 EXISTING IMPERVIOUS SURFACE: 0.00 AC
 PROPOSED IMPERVIOUS SURFACE: 2.96 AC
 FUTURE IMPERVIOUS SURFACE: 0.00 AC

REQUIRED WQV: 10751 CF
 PROVIDED WQV: 13023 CF

PEAK STORMWATER FLOWS LEAVING SITE (CFS):

	2-YEAR	10-YEAR	100-YEAR
EXISTING	9.60	16.21	29.74
DESIGN	2.48	4.83	12.78



REV.	BY	DATE	REVISION DESCRIPTION


JONES HAUGH SMITH
 Engineers + Surveyors
 415 West North Street Owatonna, MN 56057-4514-4598

DESIGNED: JHS
 DRAWN: JHS
 CHECKED: BU
 Date: 1/5/24
 DWG: 23-1099

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

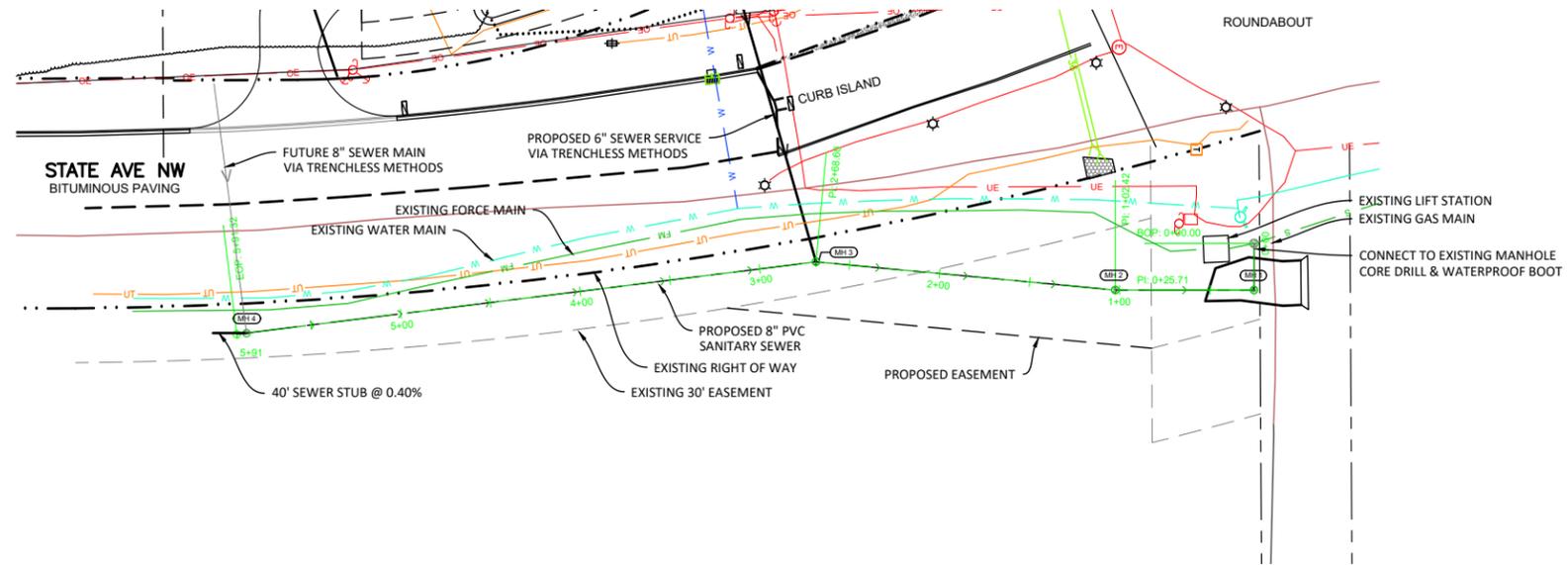
John H. Schulte V
 License No. 44639 Date: 1/5/24

MARTHALER ADDITION
 PRELIMINARY PLAT
 PART OF NW1/4 SECTION 4-T107N-R20W
 GRADING PLAN

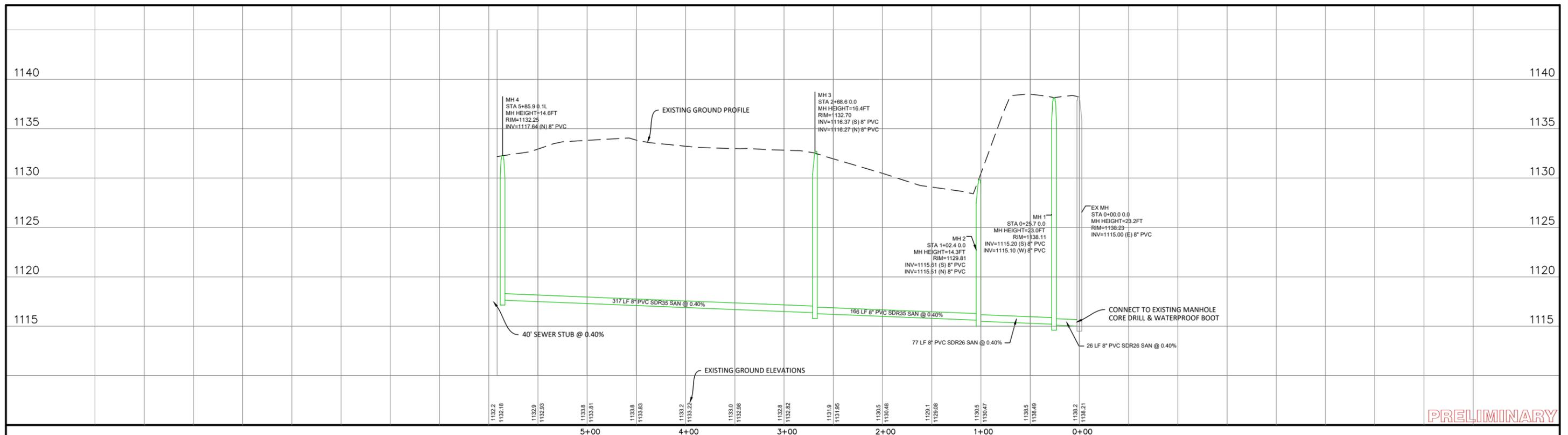
SHEET 3 OF 4

PRELIMINARY

SANITARY SEWER MAIN EXTENSION



PROPOSED CONSTRUCTION



PRELIMINARY



REV.	BY	DATE	REVISION DESCRIPTION

JONES HAUGH SMITH
 Engineers + Surveyors
 415 West North Street Owatonna, MN 56045-4598

DESIGNED: JHS
 DRAWN: JHS
 CHECKED: SAT
 DATE: 2/20/24
 FILE NO: 23-1099

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 John H. Schulte V
 License No. 44639 Date: 2/20/24

MARTHALER ADDITION
PRELIMINARY PLAT
PART OF NW1/4 SECTION 4-T107N-R20W
SEWER MAIN EXTENSION

SHEET
 4
 OF
 4

Label	Name	Scientific Name	Qty	Size	Root Type	mature size in feet
GC	Gladiator Crabapple	<i>Malus adstringtonii</i> 'Durlco'	3	1.5"	BB	H:20 W:9
TB	Mugo Tannenbaum	<i>Pinus Mugo</i> 'Tannenbaum'	9	3'	Cont	H:10-15 W:6
SP	Swiss Stone	<i>Pinus cembra</i> 'Klein'	9	6'	BB	H:12' W:6'
SGM	Regal Prince	<i>Quercus wareii</i> 'Lang'	9	2"	BB	H:40-60 W:20-25
FM	Firefall Maple	<i>Acer Freemanii</i> 'AFF1'	3	2"	BB	H:40-60 W:30-40
ISL	Armstrong Maple	<i>Acer rubrum</i> 'Armstrong'	6	2"	BB	H:45 W:15
SJ	Spartan Juniper	<i>Juniperus chinensis</i> 'Spartan'	6	#15	cont	H:15 W:3-5
SH	Skyline Honeylocust	<i>Gleditsia triacanthos</i> var <i>inermis</i> 'skycole'	2"	BB	H:50 W:30-35	
	Stormwater Seed Mix	33-261				
	Low Maintenance Turf	25-131				
	General Road mix	25-141				
	Landscape Area	1.5 in River Rock w/ Landscape fabric				
B	Boulder gracial		15	Each		

Planting Notes
 Contractor shall locate and verify locations of all utilities within and near planting areas
 All areas between grass and landscape rock to have commercial grade vinyl edging with 4 stakes per 20 feet
 All landscape areas around buildings to be mulched with 1.5" River Rock Mulch 3" deep
 Landscape areas around patio and buffer to be mulched with shredded hardwood natural mulch 3-4" deep
 All plantings and turf to be irrigated. Contractor to submit design up
 Trees to be staked and wood mulched.
 Blanket on slopes of pond, Swales, and all 4:1 or greater slopes

LEGEND

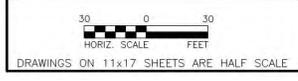
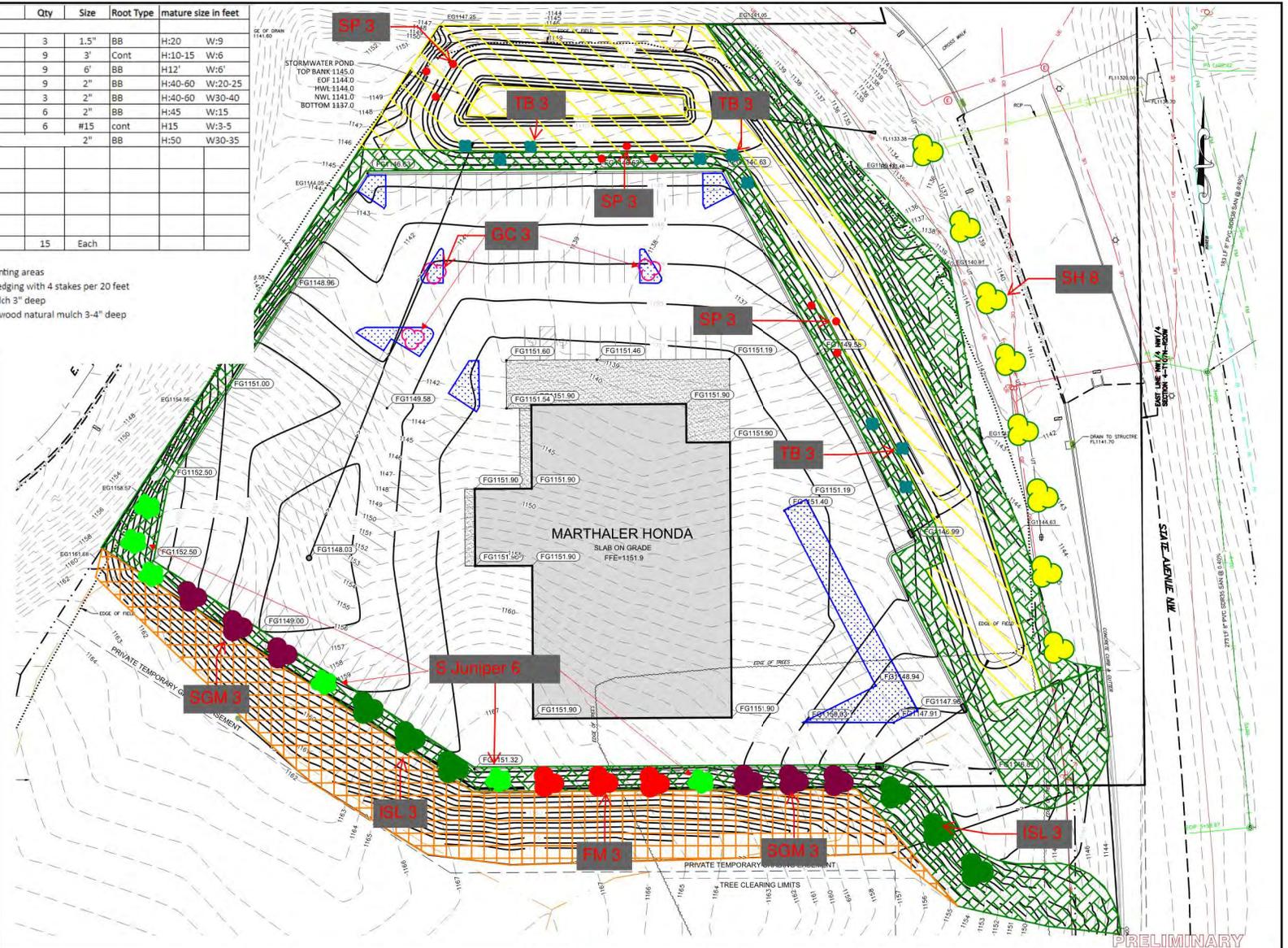
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 John H. Schulte V
 License No. 44639 Date: 1/5/24

MARTHALER ADDITION
 PRELIMINARY PLAN
 PART OF NW1/4 SECTION 4-T107N-R20W
 GRADING PLAN

SHEET 11 OF 14



Date: 03/08/2024

Project: Marthaler Addition

Preliminary Plat Application #: PP-24-1

Staff Review Comments:

Engineering

1. Right of Way Permits from Steele County shall be acquired for all work within County Right of Way.
2. Construction of City infrastructure shall be inspected by the City or approved third party consultant.
3. Development Agreement will be required for public sewer main construction.
4. Shoring shall be required for excavation near CSAH 34 (26th St NW) and existing lift station. Shoring plan shall be prepared and signed by a licensed Professional Engineer in the State on Minnesota.
5. Additional Drainage and Utility Easement will be required east of the proposed sewer main due to depth. An additional 10' easement (40' total) shall be dedicated to the public.
6. Driveway to the lift station shall be replaced in kind.
7. Gas main is labeled incorrectly on Sheet 2.
8. Label all proposed permanent public easements "Drainage and Utility Easement".
9. Local emergency overflows shall be a maximum of 1.00' and shall be a minimum of 1.00' below FFE or low opening elevation of all structures.

Stormwater

10. All development is subject the following provisions:
 - a. City of Owatonna Stormwater Management Code 52.00.
 - b. City of Owatonna Grading Permit and associated design requirements.
 - c. Minnesota Pollution Control Agency (MPCA) NPDES/SDS MS4 Permit MNR040000 post construction stormwater management criteria.
 - d. MPCA NPDES/SDS Construction Stormwater General Permit MNR100001.
11. Detailed Stormwater Management Report including all supporting hydrologic and hydraulic calculations.
12. Stormwater BMPs shall be designed to meet all applicable requirements for development:
 - a. Attenuation of peak discharge rates for (Atlas 14) 2-yr, 10-yr, and 100-yr 24-hr rain events.
 - b. Onsite treatment of required water quality volume calculated as an instantaneous volume of 1" times the new impervious surface. Volume reduction practices shall first be explored. Feasibility documentation shall be included with the Geotechnical Report and soil borings in practice location.
13. Emergency overflow elevations, locations, and routing for the development shall be shown in the preliminary plat.
14. Long-Term Operations and Maintenance Plan will be required for all permanent stormwater facilities.

15. Recorded Stormwater Facility Maintenance Agreement and easement is required for all permanent stormwater facilities.
16. All grading permit termination requirements for construction shall be met including:
 - a. Final topographic survey and As-built.
 - b. Engineer's Certificate of Storm System Compliance.
 - c. SWPPP Self-inspection records.
 - d. Project completion photographs.



Sean Murphy, PE
Director of Public Works and City Engineer

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

Construction Report for Permits Issued through January, 2024						
TYPE OF WORK	2023 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units	2024 PERMITS ISSUED	PERMITS ISSUED FOR CONSTRUCTION COST	Units
NEW DWELLINGS	0	0	0	2	700,000	
ACCESSORY BUILDINGS (INCLUDES GARAGES, UTIL. BLDGS, SW. POOLS, ETC.)	5	16,600.00		4	7,500.00	
COMMERCIAL AND INDUSTRIAL PERMITS	15	5,561,730.00		52	8,218,972.00	
RESIDENTIAL ADD. & ALT.	66	494,614.00		198	1,725,152.62	
DUPLEXES & APTS. (INCLUDES ATTACHED SF)	0	0	0	0	0	0
DEMOLITION PERMITS	0	0		0	0	
TOTAL PERMITS ISSUED	86	6,072,944	0	256	10,651,625	0

COMPARISON REPORT OF BUILDING DONE IN CITY OF OWATONNA IN YEARS 2023 AND 2024														Ken Beck, Building Official	
Month	DWELLINGS		ACCESSORY		COMMERCIAL		INDUSTRIAL		ADD. & ALT.		DUPLEX/APTS		DEMO	TOTAL	VALUE
	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															
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															
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															
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															
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															
Aug '23	6	2,568,586	75	257,168.67	162	51,045,367.26			847	14,208,880.97	4	12,400,000	9	1,103	80,480,004
Aug '24															
Sep '23	9	3,587,126	83	333,668.67	197	64,081,192.67			990	15,576,116.82	4	12,400,000	9	1,292	95,978,104.16
Sep '24															
Oct '23	16	6,739,916	94	382,984.89	217	66,611,382.67			1,153	17,005,042.02	4	12,400,000	10	1,494	103,139,325.55
Oct '24															
Nov '23	21	8,119,916	101	424,984.89	235	69,172,169.67			1,281	17,958,715.07	4	12,400,000	13	1,655	108,075,785.63
Nov '24															
Dec '23	21	8,119,916	106	430,584.89	252	71,144,770.64			1,365	18,435,507.88	4	12,400,000	13	1,761	110,530,779.41
Dec '24															

**Starting April 2023, Commerical and Industrial are combined