

## Owatonna City Council Minutes

The Owatonna City Council met in regular session on Tuesday, June 5, at 7:00 p.m. in Council Chambers. Council President Schultz called the meeting to order and welcomed everyone in attendance. Attending were Council Members Voss, Schultz, Dotson, Burbank, Svenby, Okerberg and Raney; Mayor Tom Kuntz, Community Development Director Klecker; Human Resource Director Gorski; City Attorney Walbran; City Administrator Busse and Administrative Specialist Clawson.

Following the Pledge of Allegiance, Council Member Raney made a motion to approve the agenda as presented, Council Member Svenby seconded the motion; all members voted aye for approval.

City Administrator Busse advised the public hearing planned to consider granting host approval for revenue obligations issued by the City of Bethel MN was canceled. Borrowers for the bonds, Second Century Housing and Owatonna Senior Living are currently considering additional funding options.

Mayor Kuntz recommended Paula Snitker to fill current seat on the Airport Commission. Council Member Svenby made a motion to approve this recommendation; Council Member Dotson seconded the motion; all members voted aye in approval. This will be a 3-year term to expire on April 30, 2021.

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

- Event Permit – Promote Owatonna Forward – June 5, 2018.
- Event Permit – 2018 Steele County Safety Camp – June 7 & 8, 2018.
- Event Permit - OSCAR Field Day – June 23, 2018.
- Event Permit – Ride for Hope – July 14, 2018.
- Event Permit – MS Bide Tour – Owatonna Chamber of Commerce - July 17, 2018.
- Event Permit – MS Bike Tour – Steele County Historical Society - July 17, 2018.
- Temporary Beer Permit – MS Bike Tour – Steele County Historical Society – July 17, 2018.
- Exempt Permit – Pull Tabs at SCFF – Eagles Ladies Auxiliary – August 15 – 19, 2018.
- Exempt Permit – MS State Public School Orphanage Museum Inc – September 15, 2018.
- Ice Cream Vendor Permit – Sunny’s Ice Cream.
- Renew Annual Liquor Licenses and Dance Permits - contingent approval with receipt of approved background, current insurance information and fees:

<b>Establishment</b>	<b>Location</b>	<b>License Type</b>
Applebee’s Neighborhood Grill & Bar	690 West Bridge Street	On-Sale Liquor w/Sunday Sales
Bridge Street Tavern	137 W Bridge Street	On-Sale Liquor w/Sunday Sales & Dance Permit
Buffalo Wild Wings Grill & Bar #282	1100 W Frontage Rd #190-2	On-Sale Liquor w/Sunday Sales
Dog Pound Bar	212 N Cedar Avenue	On-Sale Liquor w/Sunday Sales & Dance Permit
Don Juan Cantina & Grill	1045 W Frontage Rd	On-Sale Liquor w/Sunday Sales
El Lora Mexican Restaurant	4255 W Frontage Road	On-Sale Liquor w/Sunday Sales

El Tequila Restaurant	1830 S Cedar Avenue	On-Sale Liquor w/Sunday Sales
Famous Dave's Barbecue	4355 West Frontage Road	On-Sale Liquor w/Sunday Sales
HOLIDAY INN HOTEL & SUITES	2365 43RD STREET NW	On-Sale Liquor w/Sunday Sales & Dance Permit
JUST ONE MORE	149 W. BRIDGE STREET	On-Sale Liquor w/Sunday Sales & Dance Permit
Lava Burgers & Wings	39 18th Street SE	On-Sale Liquor w/Sunday Sales
MASTERS BAR & GRILL	1369 E CHERRY ST	On-Sale Liquor w/Sunday Sales
PLAZA MORENA CAMPESTRE GRILL INC	130 26TH STREET NE	On-Sale Liquor w/Sunday Sales & Dance Permit
REGGIE'S BREW HOUSE	218 N CEDAR AVE	On-Sale Liquor w/Sunday Sales & Dance Permit
SOUTHSIDE	333 18th Street SE	On-Sale Liquor w/Sunday Sales & Dance Permit
TIMBER LODGE STEAKHOUSE	4455 West Frontage Road	On-Sale Liquor w/Sunday Sales
TOREY'S RESTAURANT & BAR	685 W Bridge Street Suite #5	On-Sale Liquor w/Sunday Sales
WING'S TAVERN & GRILLE	1805 South Elm Avenue	On-Sale Liquor w/Sunday Sales
HOFF'S BAR	135 W Bridge Street	On-Sale Liquor
CASH WISE LIQUOR	495 West North Street	Off-Sale Liquor
FIREHOUSE LIQUOR INC	120 26th Street NW	Off-Sale Liquor
HY-VEE WINE & SPIRITS	1620 SOUTH CEDAR AVENUE	Off-Sale Liquor
JB LIQUOR INC	202 South Oak Avenue	Off-Sale Liquor
LARRY'S LIQUORS	116 Oakdale Street	Off-Sale Liquor
AMERICAN LEGION POST #77	137 W Broadway Street	Club On-Sale Liquor w/Sunday Sales
ELKS CLUB	126 East Vine Street	Club On-Sale Liquor w/Sunday Sales
FRATERNAL ORDER OF EAGLES	141 East Rose Street	Club On-Sale Liquor w/Sunday Sales
HUGO MATEJCEK POST	135 W Oakdale Street	Club On-Sale Liquor w/Sunday Sales
KNIGHTS OF COLUMBUS #945	820 South Elm Avenue/PO BOX 623	Club On-Sale Liquor w/Sunday Sales
OWATONNA COUNTRY CLUB	1991 Lemond Road/Box 446	Club On-Sale Liquor w/Sunday Sales

THE BLACK SHEEP	206 W ROSE ST	On Sale 3.2% Malt Liquor
THE BLACK SHEEP	206 W ROSE ST	On Sale Wine
AMERIC INN HOTEL & SUITES	245 FLORENCE AVE	On Sale 3.2% Malt Liquor
AMERIC INN HOTEL & SUITES	245 FLORENCE AVE	On Sale Wine
Chicago BBQ Ribs LLC	114 W Bridge Street	On Sale 3.2% Malt Liquor
Chicago BBQ Ribs LLC	114 W Bridge Street	On Sale Wine
MIZUKI FUSION	119W Bridge Street	On Sale 3.2% Malt Liquor
MIZUKI FUSION	119W Bridge Street	On Sale Wine
NICK'S PIZZA PALACE	326 NORTH CEDAR AVENUE	On Sale 3.2% Malt Liquor
NICK'S PIZZA PALACE	326 NORTH CEDAR AVENUE	On Sale Wine
OWATONNA ARTS CENTER	435 GARDEN VIEW LANE	On Sale 3.2% Malt Liquor
OWATONNA ARTS CENTER	435 GARDEN VIEW LANE	On Sale Wine
STEELE COUNTY HISTORICAL SOCIETY	1700 AUSTIN ROAD	On Sale 3.2% Malt Liquor
STEELE COUNTY HISTORICAL SOCIETY	1700 AUSTIN ROAD	On Sale Wine
HOLIDAY STATIONSTORE #373	695 W Bridge Street	3.2% Malt Liquor - Off Sale
HY-VEE GAS #5511	1720 South Cedar Avenue	3.2% Malt Liquor - Off Sale
KWIK TRIP #237	135 Landmark Drive	3.2% Malt Liquor - Off Sale
KWIK TRIP #403	2270 46th Street NW	3.2% Malt Liquor - Off Sale
KWIK TRIP #435	1075 West Frontage Road	3.2% Malt Liquor - Off Sale
KWIK TRIP #641	1220 South Oak Street	3.2% Malt Liquor - Off Sale
KWIK TRIP #806	320 Mineral Springs Road	3.2% Malt Liquor - Off Sale
WALMART #982	1130 W Frontage Road	3.2% Malt Liquor - Off Sale

Retail Fireworks Permit – Target.

Retail Fireworks Permit – Walmart

Outdoor Fireworks Permit – Early Edition Rotary Club – July 4, 2018.

Minutes – Park Board Meeting – May 14, 2018.

Minutes – OPU Commission Meeting – April 24, 2018.

Minutes – Library Board Meeting – May 15, 2018.

Minutes – Human Rights Commission Meeting – May 8, 2018.

Weed/Nuisance Complaint Inspections – May 31, 2018.

Council Member made a motion to approve these Consent Agenda Items, Council Member Burbank seconded the motion; all members voted aye to approve these items.

Vice-President Raney recapped the expenses for the period. Bills presented for payment totaled \$546,690.51. Council Member Burbank requested clarification if the street sweeper purchased was an additional item or a replacement item. City Administrator Busse confirmed the 2018 Elgin Street Sweeper was a replacement item and included in the current budget. Council Member Burbank made a motion to approve these payments; Council Member Voss Okerberg seconded the motion; all members voted aye for approval.

City Attorney Walbran presented the second/final reading of Proposed Ordinance 10-18 to repeal the current annual tax collected for charitable gambling and initiate an annual investigation fee. Council approved the first reading during the May 15, 2018 Council Meeting and there have been no changes. Council Member Okerberg made a motion to approve Proposed Ordinance 10-18; Council Member Raney seconded the motion. With a roll call vote, voting aye were Council Members Voss, Okerberg, Dotson, Burbank, Raney, Svenby and Schultz; there were no nays, the motion carried. This will be known as Ordinance 1581, effective upon publication.

City Attorney Walbran presented the second/final reading of Proposed Ordinance 11-18 to amend the City's Fees Schedule to include the new \$250 annual Investigation Fee for organizations conducting charitable gambling within the City. The first reading was approved during the last Council Meeting on May 15, 2018 and there have been no changes made. Council Member Svenby made a motion to approve the first reading of Proposed Ordinance 11-18; Council Member Dotson seconded the motion. With a roll call vote, voting aye were Council Members Voss, Okerberg, Dotson, Burbank, Raney, and Schultz; there were no nays, the motion carried. This will be known as Ordinance 1582, effective upon publication.

Community Development Director Klecker presented the first reading of Proposed Ordinance 12-18 to amend Ordinance 1580, annexation of property located at 3525 County Road 45 and the adjacent public right-of-way along Interstate 35. The MN Office of Administrative Hearing denied the annexation ordinance as submitted because MnDOT was not included as a petitioner for the right-of-way property along Interstate 35. This proposed amendment includes only the Ihlenfeld property in the legal description for annexation and all conditions previously approved remain applicable. Council Member Okerberg made a motion to approve Proposed Ordinance 12-18 as recommended; Council Member Dotson seconded the motion. With a roll call vote, voting aye were Council Members Dotson, Burbank, Raney, Svenby, Voss, Okerberg and Schultz, the motion carried. The second/final reading of this proposed ordinance is planned for the next Council Meeting on June 19, 2018.

City Administrator Busse requested approval of Resolution 54-18 approving a Joint Powers Agreement with the Minnesota Department of Public Safety, Bureau of Criminal Apprehension to combat human trafficking and sexual exploitation of children. Council Member Raney made a motion to approve Resolution 54-18, Council Member Burbank seconded the motion, all members voted aye in approval.

Human Resource Director Gorski requested two revisions to the City's Policy and Procedures Manual. The word "worked" removed from Section 5.1, Eligibility and Section 5.2, Calculation and Compensation of Overtime. These changes will allow consistency among employee groups. Council Member Dotson made a motion to approve this request; Council Member Voss seconded the motion; all members voted aye in approval.

During Public Comment, Mike Conrad, OSCAR member (Owatonna Steele County Amateur Radio) invited everyone to their club's annual OSCAR Emergency Preparedness Exercise at McKinley Elementary School on June 22<sup>nd</sup> Street. This is a national event with public demonstration of amateur radio during a 24-hour period. The club likes the location, this will be the fourth year this event has been held at this school on 22<sup>nd</sup> Street NE.

Staff Reports: Community Development Director Klecker gave a brief update on current housing projects. Construction of the five-story apartment project on Vine Street is just beginning; a Demo Permit has been issued. Plans are in review for the Pearl Street Apartment Project which should also begin very soon. Plans are also in review for the second building of Park Plaza Apartments near the movie theater. The 18<sup>th</sup> Street SW apartments are well under construction; the planned completed date is August 1<sup>st</sup> and they report 27 of the 37 units are rented which shows there is definitely a high demand for housing in the City. All of these projects are market-rate units; we are also currently working with a developer to possibly offer an affordable housing project. This year, we have issued eighteen new home construction permits with another ready for pickup and another one currently in review. Last year, the 20<sup>th</sup> permit was issued during August so it looks like this will be a better year for new home construction.

Human Resource Director Gorski reminded council they approved purchase of a new payroll system during December. Installation UltiPro the new system is complete and this last Friday, payroll was paid using the new system. Finance, IT and Human Resource staff have been working hard to design the programs required by the city's five union contracts. Next, we will soon begin working on the next system module, benefits. Each of you (council members and mayor) will soon be contacted so you can also begin using our new UltiPro system.

City Administrator Busse thanked staff members for developing the new payroll system. it required a lot of hard work from staff in every department to implement this process. A brief update on the current Public Works Projects includes:

- Downtown Parking lots – the contractor has finished paving the parking lot at the Chamber of Commerce and behind Bubba's bar. Once the striping for the stalls has been completed, the lots will be reopened for use. The alley and parking lot behind Tone Music are currently planned for construction in July. Once the alley's pavement has been removed, the area will be used for up to four weeks by OPU to relocate transformers. Once the transformer work is complete, the contractor will come back in to complete their work. The contract calls for the alley to be passable Crazy Days weekend.
- 18<sup>th</sup> Street SW – Most of the concrete patch work has been completed on 18<sup>th</sup> Street SW. The large section on the west end remains and some small patches still need to be addressed. The contractor is working on the retaining walls that are part of the new trail section. Once the retaining walls are complete, grading work on the trail will begin.
- Library Parking Lot – Weather has slowed progress on the infiltration basins and improvements to the library parking lot. The concrete contractor is expected to be on site June 6<sup>th</sup> and will start repouring the curb and making some modifications to the sidewalk to comply with ADA requirements. The concrete work is expected to be complete this week and paving of the lot will be early next week.
- Park Drive – The contractor is expecting to begin their work on Monday June 11<sup>th</sup>. They are currently planning to start with watermain installation at Bridge Street and work their way to the north. The engineering consultant working on the project is keeping Viracon, Wenger and other affected businesses informed about the schedule of the project.

The following projects haven't yet started:

- Hemlock Avenue
- 2018 Street and Utility
- Mosher Avenue Sewer replacement
- McKinley Street concrete repairs

Busse then thanked IT staff for implementation of the new city website that went live on May 31<sup>st</sup>.

Council Member Raney reported Governor Dayton signed the new bonding bill to increase Corridors and Commerce Funding. Funds to complete Highway 14 between Dodge Center and Owatonna is included so hopefully, this stretch of construction to a 4-lane will be complete within the next 2-2.5 years. Council Members Raney and Schultz thanked current and previous council members for pursuing completion of this project, especially Les Abraham who also served as President of the Highway 14 Commission. Also thanks to Mayor Kuntz, he has spoken to the legislature for completion of this stretch of Highway 14. Council Member Raney congratulated Peoples Press Reporter Annie Granlund on her recent marriage and then announced he and his wife Monica will become grandparents to twins during November. Council Member Voss congratulated the OHS seniors on their graduation, his youngest daughter just graduated and he has been very impressed with the school system, the teachers and in particular the high school music department! Mayor Kuntz reported OPED recently toured Apogee, Viracon's parent company and Justen's office in the cities; he believes Owatonna will continue to see growth in these companies at their Owatonna locations. City Administrator Busse reported request was received during "Chat with the Council" on May 31<sup>st</sup> for council to consider a resolution designating the city as a Pollinator City; staff is working to identify areas for this and plan to contact the Park and Rec Board on this matter.

At 8:02 p.m., Council Member Raney made a motion to adjourn, Council Member Dotson seconded the motion and the meeting adjourned.

Dated: June 7, 2018

Respectfully submitted,  
Jeanette Clawson, Administrative Specialist