

## Owatonna City Council Minutes

The Owatonna City Council met in regular session on Tuesday, July 3, 2018 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 Schultz, Burbank, Dotson, Okerberg, Raney, Svenby and Voss; Mayor 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.

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:

- Minutes Council Meeting – June 19, 2018.

- Event Permit – Extravaganza – Village of Yesteryear – July 14, 2018.

- Event Permit – MS Bike Tour – Additional Items Request – July 17, 2018.

- Event Permit – Street Dance – Just One More – July 20, 2018.

- Event Permit – Bike Ride - Bikers Against Child Abuse (BACA) – July 28, 2018.

- Motorized Event at SCFF – Monster Truck Show – July 28, 2018.

- Event Permit – Ride for Lou – Elk’s Car Show – August 4, 2018.

- Event Permit – Street Dance – Reggie’s Brewhouse – August 4, 2018.

- Event Permit – Shifting Gears for Down Syndrome Bike Ride – Down Syndrome Assoc of MN – August 4, 2018.

- Event Permit - Willowbrook Street Block Party – August 4, 2018.

- Temporary Liquor License – Steele County Free Fair – August 12 – 20, 2018.

- Exempt Permit – Raffle at SCFF – August 19, 2018 – Minnesota Pheasants.

- Minutes – HRA Meeting April 23, 2018.

- Minutes – OPU Meeting – May 22, 2018.

- Nuisance/Compliance Report – July 2, 2018.

- Change Order #1 – Increase 18<sup>th</sup> Street SW & Trail Project \$16,290.65 paid to Wencil

  - Construction Inc. for additional aggregate base under trail, geotextile fabric and dowel bars in the concrete.

Council Member Okerberg 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 \$577,985.38. Council Member Svenby made a motion to approve these payments; Council Member Dotson seconded the motion; all members voted aye for approval.

City Administrator Busse presented Resolution 61-18 authorizing the request received from the Owatonna Wrestling Association (OWA) to conduct Off-Site Gambling. OWA holds a current Gambling Premise Permit to offer pull-tabs at Reggie’s Brewhouse at 218 N Cedar Avenue. They wish to move the pull-tab machine outdoors during Reggie’s Street dance on Saturday, August 4<sup>th</sup> and the Minnesota Gambling Control Board requests local approval. Council Member Dotson made a motion to approve Resolution 61-18, Council Member Raney seconded the motion; all members voted aye in approval.

Community Development Director Klecker presented Resolution 62-18 approving the Preliminary Plat of the Voll Addition. Christopher Call and Kelly Voll request approval for a two lot residential plat as the current property line extends through the middle of a house. The Planning Commission held a public

hearing on this request with no opposition heard and recommend approval with the following conditions:

1. That said plat is in accordance with and conformity to the plans and regulations established by the City for a comprehensive plan for the development of the City.
2. That said plat be and the same hereby is approved with the following conditions:
  - a) The final plat shall be submitted within one year of the approval of this preliminary plat.
  - b) The City Attorney shall approve the title opinion prior to recording of the plat.
  - c) A deed shall be recorded with the plat transferring the land from one party to the other in order to provide clear and clean title.
  - d) The utility easement shall be provided in the SW corner.
3. That the Clerk cause a certified copy of this resolution to be filed in the office of the County Recorder of Steele County, Minnesota, and to be given to the applicants of said plat.

Council Member Okerberg made a motion to approve Resolution 62-18, Council Member Burbank seconded the motion; all members voted aye in approval.

City Attorney Walbran presented Resolution 63-18 to designate the building located at 113 Cedar Avenue as hazardous building and to order that the building either be razed or that the hazardous condition be repaired. The City Fire Department conducted a site consultation on November 17, 2107 and determined the east wall was unsafe and in need of repairs. Portions of the wall had collapsed and there was a possibility of further wall collapse. Requests to repair the property have not been successful. This will declare the building as hazardous and order the owner to submit plans and specifications from its engineer for review and approval by the City Building Official, apply for a building permit, pay the necessary fee and enter into a written agreement with a licensed contractor to complete the work and submit a timeline for the completion on or before July 17, 2018. The owner must also either immediately submit a letter from its engineer certifying that the building is safe and stable for occupancy in its present condition or alternatively undertake to secure, raze, or shore up the areas of the walls as specified by its engineer and approved by the City on or before July 10, 2018. The work necessary to abate the hazards on the premises as specified shall be completed within 45 days. Council Member Raney made a motion to approve Resolution 63-18, Council Member Voss seconded the motion; all members voted aye in favor of approval.

City Administrator Busse presented Resolution 64-18 to approve the Joint and Cooperative Agreement for Purchase for Public Safety. Council approved this agreement by motion during their June 19, 2018 Council Meeting; however, parties to the agreement require approval by resolution. Council Member Okerberg made a motion to approve Resolution 64-18, Council Member Dotson seconded the motion; all members voted aye for approval.

Human Resources Director Gorski presented Resolution 65-18 to approve the Memorandum of Understanding (MOU) with the International Union of Operation Engineers, Local No. 70, AFL-CIO regarding step increases for Master Plumber license. The current Local 70 contract provides a two-step increase for full-time Facility Specialist that obtains a Contractor, Master Plumber, and or/ Master Electrician licensure while they are employed with the City will receive a two-step increase on the date that the employee submits notice to the Employer of obtaining such licensure. Current employee, Steve Stoykovich holds his Master Plumber license; this MOU allows Mr. Stoykovich the two-step increase due to recent contract changes. Council Member Svenby made a motion to approve Resolution 65-18, Council Member Burbank seconded the motion; all members voted aye for approval.

City Administrator Busse presented a Limited Use Agreement with Lakeside Foods for approval. Lakeside Foods wants to install an emergency exit onto North Oak Avenue. The purpose of the Limited Use Agreement is to allow construction of a stoop and railing within the public right of way. Sidewalk in this area is already blocked by equipment for Lakeside and addition of this railing and stoop is not expected to cause any issues for pedestrian traffic. Council Member Dotson made a motion to approve this agreement, Council Member Voss seconded the motion; all members voted aye for approval.

Community Development Director Klecker requested approval of the Development Agreement for Wildung North Addition. Approval of this Final Plat included a condition requiring a Development Agreement stating the expectations and required improvements to allow construction. Prior to full execution of the agreement, the developer will need to provide the contractor and estimate for the construction of the public improvements. Council Member Raney made a motion to approve this Development Agreement, Council Member Voss seconded the motion; all members voted aye for approval.

Community Development Director Klecker requested approval of Conditional Use No. C-1404 received from Bill Zaharia, owner of the Owatonna Motor Company for a major automobile repair facility/collision center at 422 W North Street. The Planning Commission held a public hearing on this request and recommend approval with the following conditions:

- 1) All signs shall have a sign permit prior to the sign being erected.
- 2) The property shall be platted within reasonable amount of time if Owatonna Motor Company, or an associated entity, purchased the property for this use.
- 3) Measures shall be taken to screen damaged vehicles form Hoffman Drive.

Council Member Dotson made a motion to approve C-1404 as recommended by the Planning Commission, Council Member Svenby seconded the motion; all member voted aye in approval.

City Administrator Busse requested approval to update the Three-year Strategic Plan, 2017-2019. Each year, City Council and Department Directors review the three-year strategic plan to ensure the plan reflects the council's current priorities. This is the second year of the plan and some minor revisions are needed, input was received from Council Members, Board and Commission Members and staff. The four Key Focus Areas remain the same: Infrastructure, Economic Vitality, Quality of Life, and Efficient Effective Government. The revised plan will allow the City to align its efforts and resources to accomplish goals and make positive progress for the citizens of Owatonna. Council Member Dotson made a motion to amend the three-year strategic plan as presented, Council Member Burbank seconded the motion; all members voted aye for approval.

During Staff Comments, Community Development Director Klecker reported construction on the apartment complex by the theater is on schedule; a ground breaking ceremony will be held on Monday, July 16<sup>th</sup> at noon for the apartment development on Vine Street; there has been a slight delay in the apartment project on Pearl Street with the unexpected death of their Project Architect; 25 permits for new home construction have been issued this year which is slightly higher than the number issued during 2017. Human Resource Director Gorski reported staff continues implementation of the time cards and payroll system; interviews for patrol officers are in process, posting for the Waste Water Operator position closed on Friday, June 29<sup>th</sup> and interviews will soon begin; working on benefit modules for open enrollment this fall and she is also beginning preparation of the 2019 HR Budget.

City Administrator Busse gave a brief update on the 2018 Street Projects. Weather has hindered progress on many of the projects the past few weeks:

- Park Drive – watermain installation continues between Bridge Street and St. John Drive.
- 18<sup>th</sup> Street SW – grading and installation of aggregate base on the trail are almost complete. Asphalt paving is expected to be started late the week of July 2<sup>nd</sup>.
- Downtown parking – OPU is working on transformer relocation for the alleyway project. Parking lots are complete at the Chamber of Commerce and behind Bubba's.
- Library Parking – punch list items remain – the lot is useable again
- Hemlock – has not started
- 2018 Street and Utility – has not started
- McKinley Street – has not started
- Mosher Ave Sewer – has not started

Council President Schultz thanked staff for their reports.

There were no comments heard during Public Comment.

During Council Comments, Council Members Raney, Svenby and Voss wished everyone a great 4<sup>th</sup> of July holiday with caution to be safe. Council Member Raney also thanked Human Resource Director Gorski for her comments during the review meeting. Council Member Dotson thanked Building Official Ken Beck for attending tonight's meeting to be available to answer questions about the hazardous building condition on Cedar Avenue; Council Member Burbank hopes many residents will fly flags on the 4<sup>th</sup> of July and Council President Schultz closed also wishing everyone a Happy 4<sup>th</sup> of July.

At 7:26 p.m., Council Member Raney made a motion to adjourn, Council Member Dotson seconded the motion and the meeting adjourned.

Dated: July 9, 2018

Respectfully submitted,  
Jeanette Clawson, Administrative Specialist