

## Owatonna City Council Minutes

The Owatonna City Council met in regular session on Monday, August 6, 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, Okerberg, Raney, Svenby and Voss; Mayor Kuntz; Community Development Director Klecker; Police Chief Hiller; Human Resource Coordinator Gorski; City Attorney Walbran; City Administrator Busse and Administrative Specialist Clawson. Council Member Dotson was not in attendance.

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 present 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:

Council Minutes: Council Meeting – July 17, 2018.

Event Permit – Midnight Mile – OHS Girls Cross Country Team – August 24, 2018.

Event Permit – Movie at the Airport – Owatonna Degner Regional Airport – August 25, 2018.

Event Permit – Breakfast at the Airport – Civil Air Patrol – August 26, 2018.

Event Permit – CYO Spirit Run/Walk – October 13, 2018.

Event Permit – North Bluff Block Party – September 15, 2018.

Temporary Liquor Permit – Juan Villarreal Jr. Memorial – October 13, 2018.

Minutes – West Hills Commission Meeting – July 10, 2018.

Minutes – HRA Meeting – June 25, 2018.

Minutes – OPU Meeting – June 26, 2018.

Minutes – Airport Commission Meeting – July 12, 2018.

Nuisance/Compliance Report.

Change Order #2 – 2017 Lemond Road Project – Ulland Brothers, Inc. - \$10,648.41.

Change Order #2 – 2018 Downtown Alley/Parking Lot Project – James Brothers Construction, Inc. – \$10,398.00.

T-Hangar Lease Agreement – Hangar #1, Unit H - Scott Girtler.

Utility Disconnections – Federated Insurance at 222 E Main Street, 228 E Main Street, 234 E Main Street & 240 E Main Street.

2018 Wellness Grant – Southeast Service Cooperative.

Authorize Purchases from Fame Awards: Resolution 68-18 - \$1,138,000

Council Member Okerberg made a motion to approve these Consent Agenda Items and Council Member Burbank seconded the motion. Council Member Voss advised he would recuse himself from vote due to conflict of interest as owner of Fame Awards. All members present voting, voted aye for approval of these items.

Vice-President Raney recapped the expenses for the period. Bills presented for payment totaled \$1,957,082.16. Council Member Svenby made a motion to approve these payments; Council Member Okerberg seconded the motion; all members present voted aye for approval.

Public Works Director Skov presented Resolution 69-18 to approve the bids and award the contract for the Kohlmier Drive and Trial Project. Three bids were received with the lowest responsible bidder, JJD Companies LLC of Blooming Prairie, bidding \$319,830.00, which was 5% over the Engineer's Estimate. The project can be completed this fall so staff recommends approval of the bids received. Council Member Svenby questioned the project time line, Skov explained the project would begin after Labor Day when fewer visit the lake area and construction should be done by November 1st. Resurfacing the parking lot was removed from the scope of this project to allow installation of the water and sewer lines for the beach house. Connection of these utility lines will be in the future but important to install these

lines now under the railroad crossing with this road project. Council Member Raney made a motion to approve Resolution 69-18; Council Member Voss seconded the motion; all members present voted aye for approval.

Administrative Assistant Clawson presented Resolution 70-18 appointing the Election Judges for the Primary Election on August 14, 2018. Four to five judges are assigned to each polling site while polls are open from 7:00 a.m. to 8:00 p.m. Judges begin work at 6:00 a.m. and should be finished about an hour after the polls close. Council Member Burbank made a motion to approve Resolution 70-18, Council Member Okerberg seconded the motion; all members present voted aye for approval.

Chief Hiller requested approval of a Memorandum of Understanding (MOU) between the City of Owatonna, Steele County and the City of Blooming Prairie for the purchase and operation of the JScape System for File Transfers. Currently, the Owatonna Police Department provides digital case files to the Steele County Attorney's Office by flash drives. The files contain Portable Document Formats (PDFs), video, audio, and photographic evidence. Storage of these files is expansive, use of the AFTP (Accelerated File Transfer Protocol) a file transfer protocol developed by JSCAPE designed to accelerate file transfers over high-speed networks. This new process is a significant service enhancement that will provide an opportunity to provide voluminous information to the prosecutor in a timely and secured manner. Council Member Svenby made a motion to approve this MOU, Council Member Burbank seconded the motion; all members present voted aye in approval.

Public Works Director Skov requested approval of a Cooperative Agreement with Steele County concerning costs related to improvement on CSAH 45 (Oak Avenue). This cooperative agreement addresses uneven pavement on CSAH 45 within the City. The intent is to use a process called slab jacking (or mud jacking) to even out the lanes for a safer and smoother ride. The cost of this project is estimated at \$183,000 plus 18% engineering cost; the City will be responsible for approximately \$54,000. Estimating this will extend life expectancy of the road until a full reconstruction is done. Hoping to go another 10 years to allow planning and budget. Council Member Okerberg asked if milling the surface would be a better option to mud jacking. Skov responded this offers a better option as the strength of the concrete is not compromised. Council Member Okerberg made a motion to approve this Cooperative Agreement and Council Member Voss seconded the motion; all members present voted aye for approval.

Human Resource Coordinator Gorski requested these changes to the Policy and Procedures Manual:

- 3.2 Employment Physical Examinations Policy – Replace Human Resource Coordinator with Human Resource Department.
- 6.1 Health Insurance Policy - Replace Human Resource Coordinator with Human Resource Department.
- 7.10 The Family and Medical Leave Act – Defining leave and eligibility
- 18.1 Purchasing Policy and Procedures – Updating the state contract limits and website addresses
- 5.1 Eligibility – Remove addendum 1 reference and change in job descriptions for classifications of exempt and nonexempt positions
- Addendum 1 – Remove, refers back to 5.1 Eligibility

Several are maintenance updates for efficiency in processing. The state increased the limit of contract limits from \$100,000 to \$175,000 and this will allow consistency within our procedures. Council Member Okerberg made a motion to approve these changes, Council Member seconded the motion and all members present voted aye for approval.

During Staff Updates, Chief Hiller commented on several items:

- 1) Night to Unite tomorrow night. Approximately 30 community parties have registered so this offers opportunities for neighbors to get to know each other.
- 2) Decreased Crime Rate. This year, the City saw another decrease in the crime rate decrease. Back to back years with significant decreases.
- 3) Officers will take Crime Intervention Training between July and June of next year.
- 4) The City's new website is active so now planning to proceed with development of a Social Media policy. Often fake news leaks happen and this will allow those to squash out in a timely manner.
- 5) Currently in process of hiring six new officers. Attrition happens and needing to replace several officers to continue to provide the level of service the community is expecting. We are trying to balance out work shifts to not burn out officers the while keeping the OT Budget under control.
- 6) Drone Usage: The drone has been used to assist Dodge County during a drowning incident and Steele County during a missing person report and a high-speed chase involving a motorcycle. Several City Departments have also utilized the drone: Engineering received several views of improvement projects showing time-lapse progressions. Park & Rec has seen overviews of the parks and trails. Airport requested overview sight of the runways and Community Development received a 360 view of what it will look like from the fifth floor of a proposed building in the downtown area.

Mayor Kuntz thanked Chief Hiller and all of the police staff for their service, appreciate hearing the City's Crime Rate continues to be lower.

Community Development Director Klecker commented 30 new home permits have been issued this year with two more currently in review and two twin homes have received permits for four units. South Pointe Apartment held their ribbon cutting last week with the building fully occupied when they opened. The Vine Street Apartments have started to pour footings. Torrey's Restaurant project is moving along by currently roughing in the plumbing. TraLo began footings and foundation. Finholdt Repairs received their Certificate of Occupancy and they are now operational.

Public Works Director Skov explained the City does not control railroad crossings, when a complaint is received, we contact the railroad. The contact information for the railroads will be added to the City's website so residents can also contact the railroads. The 2018 improvements projects are proceeding:

- 1) 18th Street SW - the trail is done, handrails are almost done and concrete is almost complete on the roadway.
- 2) McKinley Street Project - curbs and parking lanes are back in, the sidewalk on the north side will be in this Thursday.
- 3) Parking Lot #1 - fuel tanks have been removed; the gas station at this site closed in the 1980's and the tanks were never removed.
- 4) Alley Project - OPU will shut down and transfer some of the power this weekend, the transformers have been moved around.
- 5) Park Drive - water main from Bridge Street to 4th Street is almost complete. When the intersection is complete, the traffic flow will be reversed to complete the other side of the street.
- 6) Hemlock Avenue Project - construction has begun with 8/24/18 as the project completion date;
- 7) Mosher Avenue Project is just getting started
- 8) Holly & East Rice Lake - finding sewer lines and starting to install the liners.
- 9) Fuel System and Fuel Canopy Project – plans are moving forward for delivery and installation, there is a contingency plan in place for the fuel carts.

10) Also, beginning to plan for 2019 Improvements as we propose the 2019 Budget. Council Member Okerberg asked about improvement on Mill Street, Skov confirmed Mill Street is part of the 2018 Street & Utility Project, which will begin later this week.

Human Resource Director Gorski reported she is completing the interview process for several positions. Employment openings are posted on the City's website for all opportunities including seasonal, part-time, and full-time positions. If you are interested in a position, which is not currently open, you can fill out an interest card and you will receive notification when a position with your interests is offered.

There were no comments heard during Public Comments.

During Council Comments, Council Member Voss congratulated Chief Hiller and all police staff on improvement of their numbers with decrease of the annual crime rate and commented that during the Grand Opening of the South Pointe Apartments, he spoke with several neighbors who were pleased with the complex and construction process. Council Member Raney thanked everyone who helped with the Downtown Thursday Event last week, he believed it was a huge success and wished it could be done every week. The event was a quality event and let everyone see another opportunity for some fun in Owatonna. Council Member Burbank suggested everyone get out enjoying the SCFF this next week. Mayor Kuntz congratulated Rick Olson for being named the 2018 Waste Water Operator Class A Operator of the Year and then commented it was nice to see/hear the new apartment complex was fully rented when they opened which shows there is a need for additional housing in the city. City Administrator reminded everyone the last 11@7 Summer Concert will be this week Thursday and there will be a dedication of the Power Station on West Bridge Street this Wednesday afternoon. Council Member Schultz thanked staff who have been helping organize various activities; there has been a lot of activity in town and people are excited to see things happening.

At 7:37 p.m., Council Member Raney made a motion to adjourn, Council Member Voss seconded the motion and the meeting adjourned.

Dated: August 9, 2018

Respectfully submitted,  
Jeanette Clawson, Administrative Specialist