

Owatonna City Council Minutes - Draft Copy

The Owatonna City Council met in regular session on Tuesday, September 4, 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 Dotson, Schultz, Burbank, Okerberg, Raney, Svenby and Voss; Mayor Kuntz; Community Development Director Klecker; City Attorney Walbran; City Administrator Busse and Administrative Specialist Clawson.

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

Mayor Kuntz recommended Karen Malin for appointment to the Public Library Board. Council Member Raney made a motion approving this recommendation, Council Member Okerberg seconded the motion; all members voted aye in approval. Ms. Malin will fill a seat currently vacant with term to expire 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:

Council Minutes: Council Meeting – August 21, 2018.

Event Permit – Jacob’s Run – Open Arms Yellow Ribbon – September 8, 2018.

Event Permit – Americana Showcase at the Village of Yester Year – September 15, 2018.

Temporary Liquor Permit – Habitat for Humanity Steele-Waseca Area at Holiday Inn on
Wednesday, October 3, 2018.

Temporary Liquor Permit – Knights of Columbus at Owatonna Foundation Building on Saturday,
October 13, 2018.

Excluded Bingo Permit – Owatonna Firefighters Relief Association – November 10, 2018.

Minutes – OPU Meeting – July 26, 2018.

Minutes – HRA – July 23, 2018.

Weed-Inspection Report.

Lease Renewals – Wee Pals Child Care Center, Inc.

South Central Human Relations Center

Steele County Transitional Housing, Inc.

Grant Request – Washer/Dryer - Owatonna Fire Department.

Grant Request – Training Reimbursement – Minnesota Board of Firefighter Training & Education.

Approve Purchase Self-Contained Breathing Apparatus – Fire Department.

Extend Letter of Understanding - Owatonna Historic Partners, LLC.

Council Member Okerberg made a motion to approve these Consent Agenda Items and Council Member Burbank seconded the motion. All members voted aye for approval of these items.

Vice-President Raney recapped the expenses for the period. Bills presented for payment totaled \$1,090,628.11. Council Member Dotson made a motion to approve these payments; Council Member Voss seconded the motion; all members voted aye for approval.

Community Development Director Klecker presented the second reading of Proposed Ordinance 5-18, a request to vacate a portion of a utility easement at 1285 Kilworth Drive Mohs State Properties, LLC. Council approved the first reading during their March 20, 2018 meeting and there have been no changes since. Scott Mohs, representing Mohs State Properties, LLC applied for the easement as they plan to construct a new office and shop on the property. The property will be replatted and the easements will be rededicated in locations approved by the City and OPU. CenturyLink had a cable in this easement, which has been moved. The portion of the easement to vacate is the East 10.00 feet of the South 290.00 feet of Outlot D, Brady Homestead Addition, Owatonna, MN as recommended by the Planning Commission.

Council Member Dotson made a motion to approve Proposed Ordinance 5-18 as recommended by the Planning Commission; Council Member Voss 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 1585.

Community Development Director Klecker presented the second reading of Proposed Ordinance 6-18, a request to rezone property at 1330 State Avenue. Scott Mohs, Mohs State Properties, LLC request this property be changed from I-2, Heavy Industrial District and I-1, Light Industrial District to B-2, Community Business District for construction of an office, shop and storage area for his construction business. Council approved the first reading of this proposed ordinance during the March 20, 2018 Council Meeting and there have been no changes since. The Planning Commission has recommended approval of this zone change. Council Member Raney made a motion to approve the first reading of Proposed Ordinance 6-18 as recommended by the Planning Commission; Council Member Burbank 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 1586.

Community Development Director Klecker presented Resolution 67-18 to approve the final plat for Mohs Addition. This is a one lot commercial plat on 4.4 acres located at 1330 State Avenue. The property currently is part of two different plats and one lot that is currently an outlot. Scot Mohs, Mohs State Properties, LLC has requested this plat as Mohs Addition. There are currently \$30,148.12 in outstanding assessment, which need to be paid in full or an agreement reached for repayment. The Planning Commission held a public hearing and recommend approval of this final plat with the following conditions:

- a) The final plat shall be recorded within 60 days of the date or approval of the final plat.
- b) The drainage and utility easements shall be provided as shown on the final plat.
- c) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- d) The plat shall be contingent upon approval of the easement vacation.
- e) The plat shall be contingent upon approval of the zone change to B-2, Community Commercial.
- f) Steele County shall approve any access on State Avenue in accordance with their access policy.
- g) All assessments shall be paid in full or an agreement shall be approved by the City Council prior to recording of the final plat.

Council Member Svenby made a motion to approved Resolution 75-18 as recommended by the Planning Commission. Council member Okerberg seconded the motion; all members voted aye in approval.

Community Development Director Klecker requested approval of Conditional Use Permit C-1408, a request from Robert and Donna Ayers to construct a detached garage at 2250 Majestic Lane NE. The total square footage of the proposed garage is 1,064; this is 64 square feet over the permitted 1,000 square feet. The property is larger than an acre, which will allow an accessory structure with approval of a conditional use permit. The Planning Commission held a public hearing for this application with no objections heard. The Planning Commission recommends approval with the following condition:

- 1) The accessory structures shall not be used for commercial purposes.

Council Member Dotson made a motion to approve the conditional use permit as recommended by the Planning Commission; Council Member Voss second the motion; all members voted aye for approval.

Community Development Director Klecker presented a Limited Use Agreement with Mary Alice Stewart for approval of an emergency exit onto Bridge Street. The purpose of the Limited Use Agreement will

allow construction of a stoop and railing within the public right of way at 202 W Bridge Street. The sidewalk at this site is blocked by a ramp and this proposal should not cause any additional issues for pedestrian traffic. Council Member Raney made a motion to approve the Limited Use Agreement, Council member Okerberg seconded the motion; all members voted aye for approval.

Community Development Director Klecker recommended approval of an agreement with James Brothers Construction to convey and exchange property. James Brothers Construction owns property along Kilworth Drive, behind the old Walmart building, where they have stockpiles of material. They also rent a facility along Hoffman Drive for landscaping materials and offices; they would like to consolidate their operations to one location, construct a building, stockpile material and be able to crush concrete on this site. The City currently owns 12 acres of land at the intersection of Park Drive and 39th Avenue for industrial development. This agreement involves swapping these properties. The city's property in the Industrial Park has had few improvements to it, Park Drive is a gravel road and sewer and water will need to be stubbed into the lot. The current James Brothers Construction property has sewer and water stubbed into it; Kilworth Drive is also a gravel street. The agreement allows James Brothers Construction to use the fill stockpiled on the city lot on the corner of Bridge Street and 32nd Avenue NW to develop the new lot. The agreement also calls for the EDA to pay for the sewer and water access fees for the lot in the Industrial Park, which is estimated to be less than \$3,000. James Brothers Construction would need to remove the stockpiles on their current location by October 31, 2019 and construct a new facility by the end of 2020. The EDA approved this proposed agreement at their meeting on August 22 and recommend Council approval. Council Member Okerberg made a motion to approve this agreement, Council Member Burbank seconded the motion; all members voted aye for approval.

Interim Park & Rec Director Klecker requested Council accept a donation from the Owatonna Tennis Association toward upgrades in the Tennis Center Lobby and courts area. The overall goal of this project is to enhance the tennis lobby into a more social area, give a better flow and more space for tennis players and spectators as they enter the facility, enhance the viewing ability for spectators, upgrade some of the existing furnishings and revitalize the atmosphere of the facility. A three-phased plan was developed with the tennis lobby remodel as the primary focus in Phase 1. The City would be responsible for the labor portion of this remodel project and a couple minor changes to electrical and plumbing locations. Currently, the association has fundraised over \$30,000 for materials and equipment included in the project. Council Member Burbank made a motion to accept this donation; Council Member Voss seconded the motion; all members voted aye for approval.

City Administrator Busse reported progress of the 2018 Improvement Projects:

Hemlock Avenue - Behindschedule. Planning to pave early next week. Have been working with the school district regarding alternative routes; Mill Street and Caleta Place - Waiting for concrete to be complete before asphalt can be replaced; Downtown Alley and Parking Lot Project - Parking areas are ready. Alley is delayed due to CenturyLink. Information was provided to CenturyLink several times, but they have not completed necessary work to allow paving of the alley to Commence. McKinley Street - Work is complete; Mosher Avenue - Work has been slow due to the rain; 18th Street SW - Punchlist items remain; Park Drive has been idle for most of the past few weeks. Consultant is working with contractor to get the project back on schedule.

Overlays - Progressing well. 3rd Avenue NE, Willow Place, West end of Rice Lake Street, and Liberty Drive are complete.

Crack Filling and Sealcoating Project is complete.

Community Development Director reported 32 Building Permits have issued this year for single-family homes with two more plans currently in review. Two permits have issued for town homes with four units each. Most of the development projects are progressing well: Torey's; TraLo; Vine Street Apartments, Park Place Apartments; and two storage buildings in the Industrial Park are in various stages of construction. The Pearl Street Apartment Project was delayed by the death of their architect and material costs have increased. They are looking at options and we anticipate they will ask we revise the completion date of the Development Agreement, as this will not be completed by year-end.

There were no comments heard during Public Comments.

During Council Comments, Council Member Voss asked everyone to check their sump pumps, as there has been a lot of rain within the last few days. Council Member Okerberg asked everyone to watch out for pedestrians and remember to not text while driving. This last week, Council Member Okerberg met with a mail carrier to review the city's ordinances for snow removal; mail delivery can be denied if sidewalks have not been cleared. Council Member Dotson also asked everyone to keep an eye out for kids now walking to school. Council Member Raney made response to a Letter to the Editor published this last weekend in the Owatonna Peoples Press, "Dave Beaver is the only full-time employee at the Degner Regional Airport. I believe he does an excellent job and represents the City well. This winter, Dave assisted in landing several private jets during Super Bowl Week and he continues to be an advocate working hard to bring in business. I believe he is doing a great job." Mayor Kuntz reminded everyone of the ribbon cutting planned on Monday, September 10th at 5:30 p.m. for the SW 18th Street Trail. City Administrator Busse reminded everyone summer hours are now over at the Library. The Library is open Monday-Thursday 9 a.m. – 8 p.m., Friday and Saturday 9 a.m. – 5 p.m., no Sundays until October when they open Sunday afternoons from 1-5 p.m. during the winter months. There are several events planned over the next several weeks: Wednesday, September 12th our Finance Department is hosting a Retirement Celebration for Diane Guse from 5 p.m. – 7 p.m. in the Arts Center; Friday, September 14th is Woofstock at Lake Chase Dog Park from 5:30 - 11:00 p.m. with lots of fun things planned including the movie "101 Dalmatians"; Saturday, September 15th will be Archery Day at the Archery Range, 711 Elm Avenue from 10:00 – 12:00 noon to celebrate the one-year anniversary of the archery park opening. Council President Schultz thanked staff for their updates on projects being done and asked everyone to be patient for the work to be completed, as there have been some slight delays due to the rainy weather. Council Member Okerberg commented he was pleased to see the repair the county just begun on S Oak Avenue.

At 7:30 p.m., Council Member Raney made a motion to adjourn, Council Member Dotson seconded the motion and the meeting adjourned.

Dated: September 11, 2018

Respectfully submitted,
Jeanette Clawson, Administrative Specialist