

Owatonna City Council Minutes  
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The Owatonna City Council met in regular session on Tuesday, December 15, 2020 at 7:00 p.m. in Council Chambers at City Hall. The meeting was also virtually accessible via Microsoft TEAMS. Present in chambers were Council Members Schultz, Raney, Voss, Dotson, Svenby and Okerberg; Mayor Kuntz; Community Development Director/Interim Parks and Recreation Director Klecker; Police Chief Hiller; Finance Director Moen; Sr Accountant Loken; City Attorney Walbran; City Administrator Busse; IT System Administrator Sticken and Administrative Specialist Clawson. Attending virtually was Council Member Burbank.

Following the Pledge of Allegiance, Council President Schultz welcomed everyone to the meeting and read a meeting statement advising of virtual participation option and COVID-19 compliance requirements.

Council President advised the Miscellaneous Action Item, West Hills Lodge has been removed from the agenda. Council Member Svenby made a motion to approve the agenda with this item removed, Council Member Dotson seconded the motion; all members voted aye in approval.

Council President Schultz explained the process of a public hearing. City Administrator advised the public hearing planned will receive comments on the issuance of bonds for South Central Human Relations, Inc. and introduced Attorney Christopher J Virta of the Fyrberger Law Firm who represents South Central Human Relations, Inc. Attorney Virta confirmed the purpose of the hearing is for comments on their request for the City to issue conduit bond in an amount not to exceed \$3,000,000. Loan proceeds will finance and refinance capital improvements for their new facility on Florence Avenue and current facilities on Florence Avenue and Landmark Drive NE.

At 7:05 p.m. a public hearing was opened for comment. With no comments heard, at 7:06 p.m. Council Member Raney made a motion to close the public hearing, Council Member Dotson seconded the motion; with a roll call vote, all members voted aye.

Council Member Okerberg made a motion to approve Resolution 169-20, approving the issuance of Health Care Facilities Revenue Note, Series 2020 for the South Central Human Relations Center, Inc. Project. Council Member Voss seconded the motion, with a roll call vote, all members voted aye in approval.

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

Council Minutes Council Meeting – December 1, 2020.

Minutes – OPU Meeting – November 9, 2020.

Minutes – OHRC Meeting – November 12, 2020.

Minutes – Owatonna Public Library Board – October 20, 2020.

Building/Inspection Report – November 2020.

Renew Annual Tobacco Permits: Casey's General Store (2), Cash Wise, Cash Wise Liquor, Dollar General, Fareway, Fire House Liquor, Fleet Farm, Fleet Farm Fuel, Holiday Stationstore, Hy-Vee, Hy-Vee Gas, Hy-Vee Wine & Spirits, J&B Liquor, Kwik Trip (6), Kwik Spirits, Lion's Den, Owatonna Fuel & Food, Owatonna Smoke Shop, Reggie's Brewhouse, Smoke N Vape, Walgreens, and Walmart.

Renew Annual Garbage Hauler Permits: GreenRU, LLC; Hometown Haulers, LLC; LJP Enterprises, Inc.; Skjeveland Enterprises; Stewart Companies, Inc.; Waste Management of Southern Minnesota; and Veit Disposal Systems.

Renew Annual Taxi-Cab Permits: First Choice Shuttle and Tonna Taxi Service.

Exempt Permit - March 5, 2021 Raffle – Community Pathways of Steele County.  
Renew Independent Contractor Agreement Operation of Warsinski Chalet – Martin Equipment.  
Media Display Contract – Reagan Outdoor Advertising of Rochester - OHRC.  
Renew Facility Use Agreement - Owatonna Church of Christ.  
Renew Lease Agreement – Healthy Seniors of Steele County.  
Renew Lease Agreement - SEMCAC Sr Dining.  
Renew Independent Contractor Agreement – Yoga Instructor – Denise Stewart.  
Renew Annual Annexation Agreement – Owatonna Township.  
Consultant Independent Contractor Agreement – Alvin Kreutz.  
Resolution 178-20: Define Area for SCDP Streetscape Grant Application.

Council Member Dotson made a motion to approve these Consent Agenda Items, Council Member Burbank seconded the motion; with a roll call vote, six members voting all voted aye for approval.

Vice President Raney recapped expenses for the period. Bills presented for payment totaled \$174,661.53. Council Member Voss made a motion to approve payment of these bills, Council Member Dotson seconded the motion, with a roll call vote, all members voted aye for approval.

Police Chief Hiller presented the second/final reading of Proposed Ordinance 20-11 to amend Chapter 72 of the 2015 Ordinance Code for Parking. Council approved the first reading during their December 1<sup>st</sup> meeting to amend Sections 72.04, Vehicles Towed by Police and Section 72.99, Penalties. An additional change to Section 72.02, Parking During Street Maintenance or Snow Emergency has been added; this does not amend the content of the ordinance but is update to the section title to “Parking During Street Maintenance”. City Attorney Walbran confirmed this is a housekeeping update and approval allowed with one reading. The ordinance is not based on any accumulation of snow so unnecessary to be stated in the section title. Council Member Raney made a motion to approve the second/final reading of Proposed Ordinance 20-11 for changes to Chapter 72; Council Member Okerberg seconded the motion. With a roll call vote, members voting aye were Burbank Raney, Svenby, Voss, Okerberg, Dotson and Schultz, the motion carried. This will be known as Ordinance 1612 and effective upon publication.

Police Chief Hiller presented the second/final reading of Proposed Ordinance 20-12 regarding fees to impound animals authorized in Sections 90.08 and 90.27 of the current City Code. Council approved the first reading of this proposed ordinance during their last meeting, December 1, 2020, and there have been no changes since. The current daily impound fee of \$7 will be changed to \$20 per day effective January 1, 2021. Council Member Dotson made a motion to approve Proposed Ordinance 20-12, Council Member Svenby seconded the motion; with a roll call vote, members voting aye were Burbank Raney, Svenby, Voss, Okerberg, Dotson and Schultz, the motion carried. This will be known as Ordinance 1613.

Sr Accountant Loken advised the Preliminary Levy adopted on September 15, 2020 included a 3.0% increase over the current year’s levy. Staff is presenting the Final 2021 Levy with this 3% increase amount; the City’s Tax Capacity was increase 8.0%, resulting in a decrease to the City’s Tax Rate. There are no changes to the EDA or HRA Levies from prior year. The budget was presented in detail to Council over the last several months and to the public on December 1, 2020. Increases to the General Fund Operating Levy, the Housing and Redevelopment Authority (HRA) Levy and the Economic Development Authority (EDA) Levy will aid in meeting the City’s goals as outlined in the City’s Strategic Plan. Council Member Dotson made a motion approving Resolution 170-20 adopting the Budget for Fiscal Year commencing on January 1, 2021 with expenditure of

\$41,717,502 and revenues of \$39,146,531. Council Member Dotson made a motion to approve Resolution 170-20 adopting the 2021 Budget. Council Member Raney seconded the motion; with a roll call vote, all members voted aye in approval, the motion carried.

Council Member Raney made a motion to approve Resolution 171-20 setting the Levy of taxes for 2021 with a direct ad valorem tax in the amount of \$12,191,135 for General Government, \$173,213 PERA Rate Change and \$1,580,330 for Debt Retirement. Council Member Svenby seconded the motion, with a roll call vote, all members voted aye in approval.

Council Member Dotson made a motion to approve Resolution 172-20 setting the Levy of taxes for 2021 for the Housing and Redevelopment Authority in the amount of \$185,000. Council Member Voss seconded the motion, with a roll call vote, all members voted aye in approval.

Administrative Specialist Clawson requested approval of Resolution 173-20 designating the City's Precinct Polling Sites for 2021 Elections. Currently, no elections are planned during 2021 but the City must annual designate polling sites, no changes are proposed in the ten polling site locations

First Ward/First Precinct - Trinity Lutheran Church, 609 Lincoln Avenue

First Ward/Second Precinct - Associated Church, 800 Havana Road

Second Ward/First Precinct - Owatonna Public Library, 105 N Elm Ave

Second Ward/Second Precinct – Brooktree Municipal Golf Course Clubhouse, 1369 E Cherry Street

Third Ward/First Precinct - Owatonna Arts Center, 435 Garden View Lane

Third Ward/Second Precinct - Emmanuel Lutheran Church, 750 Jeffrey Street

Fourth Ward/First Precinct - Sacred Heart Parish Center, 810 South Cedar Avenue

Fourth Ward/Second Precinct - Steele County History Center, 1700 Austin Road

Fifth Ward/First Precinct - Grace Baptist Church, 265 26th Street NE

Fifth Ward/Second Precinct - Our Savior's Lutheran Church, 1909 St. Paul Road

Council Member Dotson made a motion to approve Resolution 173-20, Council Member Svenby seconded the motion; with a roll call vote, all members voted aye in approval.

Development Director Klecker requested approval Resolution 174-20 approving the Final Plat of Burzinski Hole Addition. This is a two lot residential plat, 355 Havana Rd SE owned by Marcella Burzinski and 30 Oakview PL SE owned by John and Sherri Hole. A portion of the Burzinski property will be transferred but one parcel has never been platted which is required to complete the transfer, The Planning Commission held a public hearing on this request with no opposition heard and recommend approval recommend approval with the following conditions:

- 1) The final plat shall be approved within one year of approval.
- 2) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 3) A deed shall be recorded prior to the final plat deeding the portion of land from Burzinski to Hole as depicted in the plat.

Council Member Dotson made a motion to approve Resolution 174-20 as recommended by the Planning Commission. Council Member Raney seconded the motion; with a roll call vote, all members voted aye in approval.

Community Development Director Klecker requested approval of Resolution 175-20 for approval of the Final Plat of Habitat Addition No. 2. Two Rivers Habitat for Humanity owns a 0.63 acre lot that falls between Mosher Avenue and Linn Avenue SW, they wish to divide this lot into two parcels to construct project homes at future property addresses 716 Linn Ave SW and Mosher Ave SW. The

Planning Commission held a public hearing on this request and recommend approval with the following conditions:

- 1) The final plat shall be approved within one year of the approval.
- 2) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 3) Lot 1, Block 1, shall meet all floodplain regulations when the house is constructed.

Council Member Okerberg made a motion to approve Resolution 175-20 as recommended by the Planning Commission. Council Member Dotson seconded the motion; with a roll call vote, all members voted aye in approval.

Community Development Director Klecker requested approval of Resolution 176-20 declaring all of 10th Street NW and 39th Avenue NW within the corporate limits as “No Parking”. City Staff and Costco management have been working on the truck parking occurring on the public streets in the area surrounding the new Costco Depot. Costco has made numerous changes to their operations and staging to help address this issue and now request the City restrict parking on 10th Street and 39th Avenue. Independent truck drivers have not been checking into the facility but stop before they get there and are not getting into their loading or bullpen areas for waiting trucks but sitting on private property. These trucks are causing damage to the shoulders of the roads as well as general nuisance issue and also cause a safety issue for other motorists on these streets. Costco feels this response will limit the amount of trucks parking as seen at other locations. Council Member Dotson made a motion to approve Resolution 176-20, Council Member Voss seconded the motion, with a roll call vote, all members voted aye in approval.

City Attorney Walbran requested approval of Resolution 177-20 to accept a gift of land from Nass Rental Properties, LLC described as Lot 2, Block 1, Nass Addition No. 2. In 2016 the Nass family conveyed Lot 1, Block 1, Nass Addition No. 2 to the City which is now the site of the new soccer fields. At that time, the Nass family retained title to Lot 2 and the family has now decided to donate Lot 2 to the City as an addition to the City’s parks and trails system. This parcel is a wooded site of approximately 3 acres through which the Izaak Walton Creek runs. Council Member Raney made a motion to approve Resolution 177-20 contingent the family request to name and identify this parcel as Nass Woods complies with the City’s Facility Naming Policy. Council Member Dotson seconded the motion; with a roll call vote, all members voted aye in approval.

During Staff Comments, Police Chief Hiller advised Council of two recent incidents. Officers responded to a medical call involving an overdose. When officers arrived, the patient was non-responsive, but officers revived him and saved his life. Also, there was an accident on the roundabout at the intersection of Rose and Grove on Monday. This is the eighth incident at this intersection this year, staff will review accident counts with Public Works and Administration.

Community Development Klecker explained the nice fall like weather has allowed the Park Staff opportunity to get to a long-pending projects. One is construction of a natural play area at Mineral Springs Park. Logs, branches, and rock will be piled for children to play on. The project is currently under construction and they hope to have finalized prior to winter weather. There are some interesting and odd shaped branches for kids to climb. They have received many positive comments from passersby as they are completing this project.

During Public Comment, Brian Kubat, owner of Corporate Recognition on Bridge Street requested Council consider changing 2-hour parking spots on the west end of Bridge Street to 4-hour parking spaces. He does not believe the increased parking fines will improve parking in downtown area near

the coffee shop, Wells Fargo Bank and Federated Insurance. The new increased fine amounts will prohibit parking on the street and spots will remain unused on the west end of Bridge Street which he does not believe is serving the community or the business owners.

During Council Comments, Council Member Raney questioned why OPU has remained closed to the public and all other government buildings have reopened during the COVID-19 pandemic, he has heard residents express frustration about this. Council Member Raney then wished everyone a Merry Christmas with comment to be mindful that others may not be as fortunate and may need some help and then also asked everyone to support our local business owners. Council Member Voss commented his business is thankful for some large year-end orders and also asked everybody to remember to shop the local small stores, it does really help the small businesses and hopefully the local restaurants will be allowed to reopen so we can go out for lunch. Council Member Okerberg commented Foremost Brewery is now open with catering and curbside pick-up food options, he was very impressed with his recent order to go. Council Member Dotson wished everyone a Merry Christmas. Mayor Kuntz commented he was contacted by an individual who may need a short term placement for her companion dog if she is diagnosed with COVID-19 and requires hospitalization. Mayor Kuntz thanked everyone who has decorated outdoor with holiday light displays. City Administrator Busse commented City Offices and Library will be closed December 24<sup>th</sup> and 25<sup>th</sup> for the Christmas holiday. Council President Schultz commented staff has continued to enhance the new audio system in Council Chambers and then reminded everyone that some may be home alone during this pandemic and encouraged everyone to try to reach out and brighten the day of someone who doesn't get out much.

At 7:45 p.m. Council Member Raney made a motion to adjourn the meeting, Council Member Dotson seconded the motion, with a roll call vote, all members voted aye in approval.

Dated: December 17, 2020

Respectfully Submitted,

Jeanette Clawson, Administrative Specialist