

Owatonna City Council Minutes - Draft Copy

The Owatonna City Council met in regular session on Tuesday, January 19, 2021 at 7:00 p.m. in Council Chambers at City Hall. Council President Schultz called the meeting to order and welcomed everyone in attendance. Attending were Council Members Dotson, Burbank, Raney, Svenby, Voss, Okerberg and Schultz. Also attending were Mayor Kuntz, City Attorney Walbran; Public Works Director Skov; Finance Director Moen; Senior Accountant Loken; IT System Administrator Sticken; Police Officer Sorenson; City Administrator Busse and Administrative Specialist Clawson.

Following the Pledge of Allegiance, Council President Schultz read a meeting statement advising of options to participate virtually and COVID-19 compliance requirements. The meeting was accessible by TEAMS at 507-242-3225 with Conference ID 381 282 973#.

Council President Schultz advised item 2.4.3 of the Consent Agenda will be changed to an Action Item and become Item 3.4.5; this is a contract with Magney Construction, Inc. to Install Biogas Equipment at the Wastewater Treatment Plant. Council Member Dotson made a motion to approve the Agenda with this change; Council Member Svenby seconded the motion and all members voted aye in approval.

Council President Schultz advised two public hearings are planned during this meeting and reviewed the meeting process. Public Works Director Skov explained the first public hearing is for comments on the proposed 2021 Truman Avenue Project. This project was originally proposed last year, and neighborhood meetings and a public hearing were held; however, in response to the feedback received, the project was postponed to the 2021 Construction Season. A virtual neighborhood meeting was held on September 22, 2020 to hear property owner's concerns. Their two main concerns are narrowing of the road and an excessive removal of trees within the project area. This project is a full reconstruction from Havana Road to Main Street and does narrow the current roadway, but it will remain wide enough to allow parking on both sides. A sidewalk will be installed along the east side of the street which is compliant per the City's Sidewalk and Trail Plan approved in 2010. The number of trees planned to be removed has been minimized; some were dangerous and as Emerald Ash Borer has been identified in neighboring communities so it is expected here also; if an ash tree is in a project area, it will be removed. The Engineer's Estimate of the Project's Total Cost is currently \$3,814,878, an estimated \$232,347.44 of this amount will be assessed to the property owners. This amount does include a 25% contingency and 15% for administration costs; however, construction materials costs have been increasing and staff is uncertain if this contingency amount will be sufficient.

At 7:13, p.m., Council President Schultz opened the public hearing, no comments were heard from those present within chambers. Council President Schultz asked for comments from virtual participants and reminded them access options. Teresa Harsma, 619 Truman, commented she is concerned removing so many trees will make a negative impact on the environment as trees replace carbon levels and may combat climate change issues. She also believes a narrower street will create safety concerns for bicyclists and pedestrians. During the winter, she is more

comfortable walking on the street and not on an icy or snow covered sidewalk and asked if the City has received report or done a study of accidents involving pedestrians or bicyclists on this section of street. Public Works Director Skov commented the project plan does minimize the number of trees to be removed and property owners will be offered tree replacements as done in previous projects. The new trees will be smaller than those removed, but, the City is not trying to reduce the number of trees.

Rich Harsma, 619 Truman, also joined virtually and questioned the plan to construct a sidewalk along the east side of Truman in the 600 block where there is limited boulevard space. He requested an exception to the City's Sidewalk and Trail Policy for this one-block length. Public Works Director Skov commented Ron Segner, Engineering Specialist has looked at the area extensively and has been contacting property owners about their concerns and will continue to do so as plans develop. The project plan was modified by bringing the sidewalk to the curb between 15th Street and 16th Street to save some trees.

With no additional comments heard, at 7:22 p.m., Council Member Raney made a motion to close the public hearing; Council Member Dotson seconded the motion and all members voted aye in approval. Council Member Raney questioned the City's policy for replacing trees removed during an improvement project. Public Works Director Skov explained it is the City's practice not a defined policy to replace a tree removed with a new tree. The City does plant a lot of trees each year and is always looking for additional areas to plant trees. Council Member Raney commented he prefers to be proactive and not reactive; he wants the sidewalk installed so kids will not have to walk on the street. Council Member Voss questioned the extent of the project; Skov responded it was a full reconstruction to replace the street, stormwater, sewer, and utilities which were installed during the 1950's; the current storm sewer is large, and it will become larger. Council Member Svenby made a motion to approve Resolution 16-21 to receive the report and authorize plans for the Truman Avenue Project, Council Member Burbank seconded the motion, all members voted aye in approval.

Council Member Voss made a motion to approve Resolution 17-21 authorizing bids for the Truman Avenue Project. Council Member Okerberg seconded the motion; all members voted aye in approval. Bids are expected to be brought to Council during their March 2, 2021 meeting.

Public Works Director Skov explained the next public hearing will be to receive comments on the Carriage Lane Stormsewer Improvement Project. Flooding occurred in this area during 2019 and the City worked with the property owners in completing a study to determine the cause of this flooding. Repairs were done during 2020 after the property owners petitioned for repairs; 100% of the costs will be assessed equally to each of the thirty-six parcels.

At 7:27 p.m. a public hearing was opened for comments. With no comments heard, at 7:28 p.m., Council Member Raney made a motion to close the public hearing, Council Member Dotson seconded the motion, and all members vote aye for approval. Council Member Voss asked if there were restrictions on the period of repayment or repayment amount. Public Works Director

Skov explained terms of repayment will be set by Council in the resolution adopting these assessments; these assessments are proposed to pay over a 10-year period at 3% interest. Council Member Dotson made a motion to approve Resolution 18-21 adopting the proposed assessments for the Carriage lane Stormsewer Improvements. Council Member Voss seconded the motion; all members voted aye in approval.

Mayor Kuntz commented he would make comment at the end of the meeting.

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

- Minutes - Council Meeting – January 5, 2021.

- Minutes – Human Rights Commission – December 8, 2020.

- Minutes – Airport Commission – December 10, 2020.

- Monthly Building & Inspection Report – December 2020.

- Lease Renewal – Owatonna Ars Center.

- Temporary Lease Agreement – Existing Billboard – Regan Outdoor Advertising.

Council Member Okerberg made a motion to approve these Consent Agenda items; Council Member Dotson seconded the motion, all members voted aye in approval.

Vice President Raney recapped expenses for the period. Bills presented for payment totaled \$602,744.66. Council Member Dotson made a motion to approve payment, Council Member Voss seconded the motion. Council Member Burbank asked about the payment to L&L Street Rods; Public Works Director Skov responded this was for wiring buildout in new squad cars necessary for lighting and sirens. City Administrator Busse advised this has been contracted services to allow the City's maintenance crew to tend to other on-going needs. All members voted aye to approve payment of these expenses.

Public Works Director Skov presented the first reading of Proposed Ordinance 21-1 to amend Section 72.02 of the City's Code; Parking During Street Maintenance. The ordinance currently calls for signs at the entrances to the community with information on the City's Odd-Even Winter Parking Ordinance and lists a hotline number that can be called for more information. The Police Department has developed a winter parking app which provides a better source of information and the hotline is currently not being maintained. Council Member Raney asked if current signs would be removed and Council President Schultz asked if signs would still be needed at the city's entrances. Council Member Svenby commented visitors would not be aware of the City's parking restrictions if signs were not posted. Council Member Raney agreed residents would be aware of the city's parking restrictions and availability of the parking app, but visitors are not in the habit of checking city websites for parking options. Council Member Burbank asked how many points of entrance exist; Skov responded many, the east side has five or six. Council Member Burbank asked how many parking violations have been written this winter for parking on the wrong side of the street. Council Member Dotson commented it would not be hard to fight a ticket as visitors could be reasonably unaware of the Winter Parking Ordinance. Council President commented additional discussion should be planned. Council Member Dotson made a motion to table action on Proposed Ordinance 21-1, Council Member Svenby seconded the motion; all members voted aye in approval.

Finance Director Moen presented Resolution 19-21 to set a public hearing to adopt a Street Reconstruction Plan and issue General Obligation Bonds to finance the cost of the street reconstruction activities described in the Street Reconstruction Plan. Annually, the City prepares a five-year Capital Improvement Plan which includes detail of the streets which the City intends to reconstruct. Prior to adopting the Street Reconstruction Plan, the City is required to hold a public hearing per Minnesota Statutes Section 475.58, subdivision 3b. There will be a Debt Service Levy related to the bonds issued to finance the projects included in the Street Reconstruction Plan. Council Member Dotson made a motion to approve Resolution 19-21 setting a public hearing on February 2, 2021 at 7:00 p.m. Council Member Raney seconded the motion, all members voted aye in approval.

Finance Director Moen requested minor amendments to Chapter 19, Purchasing Policy and Procedures. Several hyperlinks will be eliminated to avoid the policy potentially containing outdated hyperlinks. General references to documents that were previously linked are considered adequate. Additionally, three positions which had previously been omitted are being added to the list of staff authorized to approve purchases up to \$5,000 (Community Development Manager, Housing Manager and Building Official). Council Member Raney made a motion to approve these changes, Council Member Burbank seconded the motion; all members voted aye in approval.

Public Works Director Skov requested approval to proceed with advertisement for bids for the 2021 CIPPS (Cured in Place Pipe System) Project. This project lines clay sanitary sewer lines to improve the carrying capacity and reduce inflow and infiltration. Approximately 11,420 feet are planned for lining this year. Last year 15,000 feet was lined and during prior years, this project was averaging 18,000-20,000 feet. Each year staff reviews where placements should be made. Currently, less than half the sewer system is done but most mains have been lined. The Engineer's Opinion of total cost for the project is \$294,416.80 to be paid from the Operating Budget. Council Member Voss made a motion to proceed with the 2021 CIPPS Project, Council Member Dotson seconded the motion; all members voted aye in approval.

Public Works Director Skov requested approval to proceed with advertisement for bids for the 2021 Crack Sealing and Sealcoating Project. Annually, the City crack seals roadways in advance of sealcoating. Approximately 4.99 miles are planned for crack sealing and sealcoating this year. The Engineer's Opinion of total cost for the project is \$243,603 to be paid from the Operating Budget. Planning to delay bidding until March as suppliers are currently not giving contractors quotes for supplies. Council Member Svenby made a motion to proceed with advertisements, Council Member Okerberg seconded the motion; all members voted aye in approval.

Finance Director Moen requested approval of the 5-Year Capital Improvement Plan. Staff updated this detailed 5-Year Capital Improvement Plan for 2021-2025 during the annual Budget Process and as part of the Strategic Planning Process. The 2021 Capital Projects were reviewed in

detail with the council on November 4, 2020. This plan is designed to create, support, maintain, and finance the City's present and future infrastructure and equipment needs. The first year of the plan has already been appropriated by council through the 2021 Budget process. The remaining four years serve as a guide for planning purposes and will be subject for review on an annual basis. No project is guaranteed to occur in the year planned. Council will annually appropriate the future year's projects and adopt the 5-year CIP as part of their long-term planning. The Building Study just completed in 2020 is still in review and staff working to fit into the 5-year plan. Council Member Okerberg made a motion to approve the 5-year Capital Improvement Plan; Council Member Burbank seconded the motion; all members voted aye in approval. Each member received a printed copy of this 5-year CIP Plan which will also be posted to the City's website.

Public Works Director Skov requested approval of a contract to install Biogas Equipment at the Wastewater Treatment Plant. The equipment was purchased with plans to install with the overall construction project but needing now as methane gas builds up when equipment is being repaired. Staff estimated the cost would be \$130,000; three companies were contacted for quotes and two were received. The lowest quote received was from Magney Construction of Chanhassen MN at \$137,900. Council Member Okerberg asked Skov if he had any knowledge or previous experience with this company, Skov confirmed they have done previous work for the City. Council Member Voss made a motion to approve this contract to install the biogas equipment, Council Member Dotson seconded the motion, all members voted aye in approval.

During Staff Comments, Finance Director Moen gave an update on development of the RFP for the new ERP (Enterprise Resource Planning) software. Staff has been working with GFOA to review all the City's business processes. An RFP (Request for Proposal) will go out this Friday in two parts: Financial and Community Development. A new RFP process is being used which allows everything to be done electronically. Public Works Director Skov advised Informational Meetings are planned for Wednesday, February 3rd at Torey's Restaurant for the North Cedar Avenue Streetscape Project. There will be two in-person sessions offered for downtown property owners and business owners; space is limited so you must preregister to attend. The street crew was busy this last weekend clearing snow from Friday's snowfall, this was handled very well. This was the only the third snow event this winter; during the downtime, the crew has been updating the City's Tree Inventory. Two crews have been out removing trees; they found a lot of dangerous trees and several Ash trees to remove.

There were no comments heard during Public Comment.

During Council Comments, Council Member Voss commented he noticed large snow piles in Central Park for the snow sculpting activity planned during the City's Park & Rec Bold and Cold Weekend event. He then thanked Park and Rec staff for their work in maintaining the ice rink at Morehouse Park and the trails in Kaplan Woods and encouraged everyone to experience Kaplan Woods during the winter; the trails are cleared and well-marked for fun with snowshoes. Council Member Okerberg commented he noticed the supply of skates at Morehouse Park is

getting low and asked everyone to check if they have an old pair of skates that you are not currently using which could be dropped off at the Park and Rec Office for kid's use. Mayor Kuntz commented Emergency Manager Mike Johnson advised him that Steele County is currently receiving approximately 100 doses of the COVID vaccine each week. We are still in Phase 1 for doctors and first responders to receive injections and anticipates there will be new information coming out within the next two weeks. City Administrator Busse announced Jenna Tuma has been hired as the City's new Park and Rec Director to begin February 8th, she brings 20+ years of experience so will be a nice addition to our staff. Council President Schultz thanked IT Specialist Jason Sticken for assisting during tonight's meetings.

At 8:00 p.m., Council Member Raney made a motion to adjourn the meeting, Council Member Dotson seconded the motion, all members voted aye in approval.

Dated: January 26, 2021

Respectfully Submitted,
Jeanette Clawson, Administrative Specialist