

Owatonna City Council Minutes – Draft Copy

The Owatonna City Council met in regular session on Tuesday, June 1, 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. Present were Council Members Burbank, Voss, Raney, Svenby and Schultz; Mayor Kuntz; City Attorney Walbran; City Engineer Skov; Community Development Manager Kruschke; Park & Rec Director Tuma; Sergeant DeVinny; IT System Administrator Sticken; City Administrator Busse and Administrative Specialist Clawson. Council Member Dotson was not present. Council President Schultz extended condolences to the family of Council Member Jeff Okerberg who passed away on Sunday, May 23, 2021, from medical complications after a previous surgery. Council Member Okerberg served as a police officer for the City of Owatonna for 30 years and retired in 2011. He was first elected as Council Member at Large during the 2014 elections and was reelected during 2018. The City’s Charter provides how to replace a member when needed and will be discussed later during this meeting.

Following the Pledge of Allegiance, Council President Schultz advised Item 3.3.2, Special Use Permit & Extension of Premises Applications received from Foremost Brewing Cooperative has been removed from the agenda. Member Svenby made a motion to approve the agenda with this change, Council Member Raney seconded the motion, all members present voted aye in approval.

Mayor Kuntz made proclamation of Pollinator Week from June 21st – 27th, 2021. On March 5, 2019, Council approved Resolution 16-19 to become a Pollinator Friendly City to increase a pollinator friendly environment by increasing flowering habitat, to limit pesticide use, including systemic pollinator lethal insecticides, and to encourage residents and property owners in the City of Owatonna to incorporate pollinator-friendly plants into landscapes.

Ken Quattrin, Two Rivers Habitat for Humanity thanked Council for approving a lot split earlier this year which will allow two homes be built in Owatonna this year. He shared a brief video clip showing progression of the projects: the home on Lynn Avenue is the Daiken/CDI project is farther along than the home on Mosher Avenue. He reminded everyone it takes a community to build these homes and volunteers will be needed through the end of the year to timely complete these homes. A Volunteer Calendar is available on the Two Rivers Habitat for Humanity’s website: some volunteers provide meals or water for those helping with the construction. He thanked everyone for their time and help on these home projects.

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

- Minutes - Council Meeting – May 18, 2021.
- Minutes – Planning Commission Meeting – May 11, 2021.
- Minutes – Park Board Meeting – May 10, 2021.
- Minutes – Human Rights Commission Meeting – May 11, 2021.
- Minutes – OPU Meeting – April 27, 2021.
- Minutes – EDA Meeting – May 19, 2021.
- Minutes – Airport Commission Meeting – May 20, 2021.
- Minutes – Library Board Meeting – May 18, 2021.
- Event Permit – MN Snap Low Income Spay/Neuter Clinics – 2021.
- Event Permit – Cajun Fest – June 18 & 19, 2021 – Foremost Brewing Cooperative.
- Exempt Permit – Raffle – August 22, 2021 – Steele County Purple Ribbon Club.
- Contract – Roof Replacement of Morehouse Park Chalet – Piepho Roofing \$26,217.86

Renew Payroll and HR Services Software Agreement – UKG (Ultimate Kronos Group)
 Annual Renewal T-Hangar Agreements:

Lessee	Resident	Unit	Monthly Rental
Jacob Dahle	Morristown, MN	Building 2, Unit B	\$170.00
B.J. Schrank	Blooming Prairie, MN	Building 3, Unit J	\$130.00
Glen Schuster	Sleepy Eye, MN	Building 1, Unit I	\$170.00
Jon Swenson	Golden Valley, MN	Building 3, Unit I	\$130.00
Troy Sybesma	Claremont, MN	Building 1, Unit L	\$170.00
Waseca Wings	Waseca, MN	Building 2, Unit A	\$170.00
Eric Weichert	Janesville, MN	Building 3, Unit A	\$145.00

Revised NPE Transfer Agreement – City of Long Prairie, MN – repayment now in 2024.

Renew Golf Cart Maintenance Agreement – Club Car, LLC. - \$10/month per cart.

Accept State Farm Grant – OFD Rescue Tool – Hydraulic Ram - \$9,000.

Accept Owatonna Foundation Grant – OFD Toolset – Air Bags and Rescue Struts - \$9,598.38.

Council Member Burbank made a motion for approval, Council Member Voss seconded the motion; all members present voted aye for approval.

Council Member Raney recapped expenses for the period. Bills presented for payment totaled \$722,047.60. Council Member Svenby made a motion to approve these payments, Council Member Voss seconded the motion; all members voting voted aye in approval.

Community Development Manager Kruschke requested approval of Resolution 66-21 to approve the revised Final Plat of Pearl Courtyard Addition. Council approved the Final Plat during their last meeting on May 18th; however, unable to record as the previous lots are two different types of property classifications. The former State Theater lot is registered as a Torrens Property and the remainder of the property is Abstract Property. When the alley was vacated the north ½ of the alley goes to the north property, which was the theater property. The south ½ of the vacated alley reverted to the bagel shop lot. It cannot be added to the Torrens Certificate of Title even if it is deeded to the north property. The revised plat creates Lot 3, the south ½ of the alley. Although this is a small lot, it can be combined and allow the project to continue as planned. A revised Final Plat includes condition that the entire hotel property be registered as Torren’s property prior to completion and occupancy of the hotel. Conditions listed in the resolution include:

- 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 recorded within 60 days of the approval of this resolution.
 - b) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
 - c) All utility services not being reused shall be disconnected at the mains or the Developer shall enter into a Utility Disconnection Agreement.
 - d) The Developer shall register Lots 1, 2, & 3, Block 2 as Torren’s property.
 - e) The Developer shall combine Lots 1, 2, & 3, Block 2 prior to a Certificate of Occupancy being issued for the hotel project.
- 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 Raney made a motion to approve Resolution 66-21, Council Member Burbank seconded the motion, all members present voted aye in approval.

Public Works Director Skov requested approval of Resolution 67-21 to accept the bids and award the contract for the 2021 North Cedar Streetscape Project. Two bids were received, the lowest responsible bidder was JJD Companies, LLC of Blooming Prairie, MN. Their bid was \$19,554.90 over the Engineer's Estimate. The use of Best Value Contracting was authorized to prequalify bidders for the project to provide better assurance the contractor will be able to perform in the manner necessary to complete the project and minimize disruption to the adjoining businesses. Council Member Raney made a motion to approve Resolution 67-21, Council Member Burbank seconded the motion, all members present voted aye in approval.

Council President Schultz requested approval of Resolution 68-21 declaring a vacancy for Council Member at Large for Council Member Okerberg's term which expires December 31, 2022; this is the first step in the process to fulfill the remainder of this term. Council Member Burbank made a motion to approve Resolution 68-21, Council Member Voss seconded the motion; all members present voted aye for approval.

City Administrator Busse requested Council approve an appointment process to fill the open position of Council Member at Large. Section 2.8 of the City's Charter requires Council to fill the vacancy by vote of a majority of the members until the next city election when a successor shall be elected. Plan to issue notice for applications, complete interviews in late June for the new member to be appointed during the first Council Meeting in July. Council Member Raney made a motion to approve this appointment process, Council Member Svenby seconded the motion; all members present voted aye for approval.

During Staff Updates:

Park Director Tuma advised scaffolding is going up and work beginning on the project at the Fire Hall. Manthey Park Project has fence posts up, the parking lot expansion just started, and a header beam was placed on the shelter area today. The Council Chamber Project Committee has a meeting tomorrow to review the Wold drawings. Lake Kohlmier Rentals started this last weekend, beach ropes were placed on Sunday and ready for the season. River Spring Water Park will open this week on Friday. Interviews were completed for a new Recreation Supervisor and an offer extended, now waiting for the completed background check and hope to have on staff by June 14th. The City's application for a Lowe's Grant to replace the play equipment at Lake Kohlmier is still being considered, they will be doing a walk through later this week; there are currently 125 projects being reviewed and they plan to narrow this down to 100.

Community Development Kruschke commented Community Development staff have been busy. The Downtown Pearl Courtyard Project begins next week and the ground breaking for the downtown hotel is planned for this Thursday. A number of developers are looking at Owatonna for potential projects, some big and some small but the City is in staying in contention and staff continue to pursue these development opportunities.

Public Works Director Skov commented he just received an e-mail message from the MCPA Commissioner advising he has signed a Findings of Fact, Conclusion of Law, and Order for a Negative Declaration on the need for an Environmental Impact Statement on the Owatonna Wastewater Treatment Facility Expansion. The MCPA's review conclusion is the project does not have the potential for significant environmental effects. This completes the state's environmental review process, and a permit will be issued; this has been a five-year process so good to know the formal review process is complete. Rain delayed several projects last week, but they are back at it today. Last week, the county and city worked together to repair a big sink hole on Rose Street.

During Public Comments, Mike Conrad, 424 12th Street SW, representing the Steele County Amateur Radio Club advised their National Field Day Event will be held Saturday, June 26 and Sunday, June 27. They begin setting up at 8:00 a.m. to be on the airwaves live at 1:00 p.m. This is a 24-hour event so they will be online from 1:00 p.m. Saturday to 1:00 p.m. on Sunday. He invited everyone to come out and see what they do as they prepare to be ready if needed. This event is held at McKinley School on the field on the west side of the parking lot.

During Council Comments:

Council Member Burbank thanked Sergeant DeVinny for being present during this meeting.

Council Member Raney commented this is the first meeting without Council Member Okerberg and explained to potential applicants this isn't a position with just two meetings a month. Jeff did a lot of homework, he took lots of notes, you have to work hard at being a good member. We have high expectations and if interested, contact any current member with questions.

Council Member Svenby wished the graduating Seniors good luck with their future plans and to the underclassmen he hopes they enjoy their summer.

Council Member Voss thanked Community Development Manager Kruschke for doing a great job. In Community Development some days are tough, and Greg stays positive and pushes through for new businesses to locate here.

Mayor Kuntz thanked the Legion and VFW for the great Memorial Day Service and thanked all service men/women who continue to make us a free country.

Council President Schultz commented Downtown Thursdays are back this year. These are held the first Thursday of each summer month so the first one will be this week. Anticipating many vendors present so encouraged everyone to get out and come downtown for this event.

At 7:36 p.m., Council Member Raney made a motion to adjourn the meeting, Council Member Svenby seconded the motion, all members voted aye in approval.

Dated: June 2, 2021

Respectfully Submitted,

Jeanette Clawson, Administrative Specialist