

## Owatonna City Council Minutes

The Owatonna City Council met in regular session on Tuesday, March 17, 2020 at 7:00 p.m. in Council Chambers. Council President Schultz called the meeting to order and welcomed everyone in attendance. Present were Council Members Dotson, Voss, Okerberg, Svenby and Schultz; Mayor Kuntz; City Attorney Walbran; Community Director/Interim Parks and Recreation Director Klecker; Fire Chief/Steele County Emergency Manager Johnson; and City Administrator Busse. Council Burbank and Raney were participating by Microsoft Teams video conferencing and on-line meeting software.

Following the Pledge of Allegiance, Council President Schultz explained two members are participating in this meeting electronically so all votes cast during this meeting will be via roll call vote to confirm each member's participation. Updates to the agenda include addition of four items: Item #1.4 Legislative Updates; Consent Item #2.2.5, request to Revoke the Temporary Liquor Permit for Two Rivers Habitat for Humanity; Item # 3.2.12 Resolution 41-20, Declare State of Emergency, COVID-19 and Item #3.2.13 Resolution 42-20, Bosch Revised BDPI Grant Application. Also, one item has been removed, Item 2.2.2, Event Permit Application received from the Civil Air Patrol for a dance at the airport hangar as this event has been canceled. Council Member Svenby made a motion to approve the agenda with these changes; Council Member Okerberg seconded the motion; via roll call vote, all members voted aye for approval.

Speakers present with updates on the current COVID-19 Pandemic and the current legislative sessions include: Dr. Brian Bunkers; Chief Physician at the Owatonna Mayo Clinic; Dr. Jason Wray-Raabolle, Chair of Primary Care at the Owatonna Mayo Clinic; Amy Caron, Dodge-Steele Public Health Administrator; Senator John Jasinski and House Representative John Petersburg. Dr. Bunkers confirmed there are currently no known COVID-19 cases in Owatonna but 72 confirmed cases within Minnesota. Mayo Clinic anticipated the potential this virus has to spread and just developed a new test kit. Social isolation is key, they are using forms of social media to spread information on how to keep the number of cases down so not to overwhelm the medical system as what happened in other countries. This is a new virus so no known immunities, everyone will contract this virus and ward off or wait for the immunization. Yesterday, they opened a drive-up test site in the north parking lot of the clinic for patients with COVID-19 concerns. Today, they have suspended all elective procedures in anticipation of the increased instances of COVID-19.

Dr. Jason Wray-Raabolle, Chair of Primary Care at Mayo Clinic in Owatonna explained the clinic's new drive-up test process. Test samples are couriered to Rochester for processing, patients are advised to self-quarantine until results are known. The Same-Day Clinic is now by appointment only to reduce wait times, working with KODA to facilitate care of patients; two triage phone lines for calls to reduce test times and testing available 10-6 seven days each week during this next month provided supplies are available.

Amy Caron, Dodge-Steele Public Health Administrator, advised a joint emergency site was opened for Steele and Dodge Counties last week. There are currently no confirmed cases in Steele or Dodge county but there are five known cases in SE Minnesota Region, four cases in Olmsted county and one case in Waseca County, the number of cases changes every hour. Not able to contain but trying to slow the spread of this virus. Fortunately, there are local Public Health Departments in all Minnesota counties. This week, the first community spread case was confirmed and there was also a case involving a patient younger than 60 years old. Individuals with underlying conditions are more

susceptible; many may not be worried about themselves but warned to consider your family members.

Mike Johnson, Fire Chief and Director of Steele County Emergency Management explained he requested the City and County change work status from Day to Day Operations to a State of Emergency as impacts to provided services were noticed. This will allow implementation of the Emergency Operations Plan and agencies can work together to address the pandemic concerns. The Emergency Operations Center has opened, and teleconferences held to allow social distancing. We are preparing Incident Action Plans to identify essential personnel and equipment. Amy Caron, Public Health Administrator for Steele/Dodge Counties is the lead for this epidemic. The US President and Minnesota Governor have both commented funds may become eligible for reimbursements, so CDC Guidance Guidelines have been issued. The Chamber of Commerce has Business Guidelines to follow and there are separate School Guidelines. Law Enforcement, fire departments, will need to recover after the crisis so preparing long-term plans as we consider how to staff community needs.

Dr. Bunkers thanked the community health professionals for their comments and commented there have been good partnerships between the agencies. He believes this virus is coming and we will need to work through this together. Amy Caron added that if a case is confirmed within Steele county, The Department of Health will legally quarantine the individual and their immediate family for a period of two weeks. Contact Cases, when an individual has been in contact with someone confirmed with COVID-19, will be placed in a soft self-quarantine for two weeks; they will be allowed to leave their homes. If families in quarantine need assistance, the Public health Department will assist them. The Public Health Department will continue to offer mandated services such as immunizations and serve high risk home bound individuals so if there becomes a high number of COVID-19 cases they may need more volunteers. Hope to get ahead of this and hold the number down, social distancing is key. Dr. Bunkers recommended people stay home and not travel will help contain the virus, individuals currently away from the Midwest would be best to shelter in place to limit travel.

Senator Jasinski gave a brief update on the 2020 Senate legislative session. This is a bonding year, so they want a bonding bill. Working on tax relief, reduce small business owner and farmer tax burdens, first year tax cuts and relieve Social Security Tax. Currently, COVID-19 is our first priority, second is the bonding bill and then tax relief. Last night/early this morning a funding plan was reached to complete the west end of Highway 14 Expansion Project. Funding 221 million dollars towards COVID-19, there will be a huge economic impact with closure of businesses required last night by the Governor. There will be long term effect anticipated over the next 6 years as every aspect of services will be affected. Senate requesting modified legislation to include some checks and balances to allow input from senate members wanting to be actively involved regarding safety and economic concerns. Having discussions on how to stay involved during times when public meetings are restricted.

House Representative John Peterson asked everyone to take a deep breath, relax, pull together to make it through this pandemic. Dr. Bunkers and others advise we need to slow the virus down and not overwhelm the system. We need to trust our health care professionals. Information available locally and also with the State Health Department. There are two hot lines available, Dept of Health for COVID-19 information and the Department of Public Safety with community mitigation,

closures, etc. Trying to control the supply of test items, we need to work budget to allow adequate supplies. Anticipating state revenues from taxes will be lower, waiting period for unemployment is less, will need programs for small businesses to recover. Need to work together, there are professionals working to get us through this.

Council Okerberg asked if the state is considering relief for people unable to work because of COVID-19 similar to the federal government considering individual stimulus payments. Representative Petersburg commented they are currently out of session but do plan to address this when session reconvenes next week. The new state legislation restricted restaurant, bar, gym activities at 5:00 p.m. today which is St Patrick's Day; most of these establishments had plans for large gatherings so the state has put huge burdens on these establishments and we will need to do something to help these small businesses. Senator Jasinski added the Senate Sessions have focused on health concerns and they also plan to discuss economic issues when the session reconvenes on March 23<sup>rd</sup>. Senator Jasinski and Representative Petersburg each commented they can be reached in their local offices the remainder of this week.

Mayor Kuntz welcomed Brad Meier, President/CEO Owatonna Chamber of Commerce. Meier commented the new state legislation requiring restaurants, bars and gyms to close will negatively impact 70 businesses within Owatonna. They received information from 33 restaurants to share on the Chamber's website, Owatonna.org, with details of the business's current business plans for hours offering curbside services. The Chamber is recommending businesses talk with financial advisors about cash flow matters and will be watching for SBA loan opportunities. The Chamber Office is taking precautions and currently remains open.

Mayor Kuntz shared information from the Steele/Rice 911 Center regarding their technology update which allows texts to 911. The 911 Call Center Staff can now respond to text messages; however, ask texting should only be used when callers are not able to complete voice calls.

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

Minutes: - Council Meeting – March 4, 2020.

Event Permit – OHS Baseball Salt Sale – April 25, 2020.

Exempt Permit- Ducks Unlimited Steele County Chapter 5 – Raffle at Eagles - April 9, 2020.

Renew Annual Tree Trimmers Permits.

Dave's Tree Care

Owatonna Groundmasters, Inc.

Knutson Brothers Tree Service

Boyum Tree Service, LLC

Strobel Tree & Boom Service, LLC

Cancel Temporary Liquor Permit – Two Rivers Habitat for Humanity – April 4, 2020.

Minutes - Human Rights Commission Meeting – February 11, 2020.

Minutes – Airport Commission Meeting – February 13, 2020.

February Building & Inspection Department Report.

Accept Quotes and Approve Flat Roof Repair – West Hills Commons.

Resolution 40-20: Authorize Purchases at Fame Awards.

Council Member Dotson made a motion to approve these Consent Agenda Items. Council Member Okerberg seconded the motion. Council Member Voss recused himself due to Conflict of Interest, the resolution item involves his business Fame Awards. With a roll call vote, all members voting voted aye for approval.

Vice President Raney recapped expenses for the period. Bills presented for payment totaled \$892,351.39. Council Member Dotson made a motion to approve payment of these bills, Council Member Svenby seconded the motion; with a roll call vote, all members voted aye for approval.

City Administrator Busse presented Resolution 31-20 to approve the 2020-2021 Labor Agreement with the Patrol Unit and the Minnesota Public Employees Association. Summary of the changes: :

- Wage Scale – Approval of a 2% increase on the approved wage scale for 2020 effective on January 1, 2020, and a 1% increase effective June 21, 2020.
  - Approval of a 2% increase on the approved wage scale for 2021 effective on January 1, 2021, and a 1% increase effective June 20, 2021.
  - Approval of a 2% increase on the approved wage scale for 2021 effective on January 1, 2021, and a 1% increase effective June 20, 2021.
  - Employees that have remaining steps on the wage scale will receive a step effective June 21, 2020 and June 20, 2021.
- Insurance - \$23 (single) and \$66 (family) increase in employer contribution for 2020,
  - \$25 (single) and \$69 (family) increase in employer contribution for 2021.
- Miscellaneous Shift Differential – Employees will be paid per shift versus receiving the additional pay for working nine or more full shifts in a calendar month during identified start times.

Council Member Okerberg made a motion to approve Resolution 31-20 approving this contract, Council Member Voss seconded the motion; with a roll call vote, all members voted aye for approval.

City Administrator Busse requested approval of Resolution 32-20 to approve the bids and award the contract for the 2020 Cured in Place Pipe System (CIPPS) Project. Six bids received on March 11, 2020 for this project were:

Visu-Sewer, Inc of Pewaukee, WI	\$245,246.70
Hydro-Klean, LLC of Des Moines, IA	\$264,709.24
Insituform Technologies USA, LLC of Chesterfield, MO	\$274,568.60
SAK Construction, LLC of O’Fallon, MO	\$277,317.00
Veit & Company, Inc	\$362,065.00
Granite Inliner, LLC	\$379,959.00

Staff recommends awarding contract to the lowest responsible bidder, Visu-Sewer, Inc. for \$245,246.70. Council Member Raney made a motion to approve Resolution 32-20 awarding this contract to Visu-Sewer, Inc. and Council Member Dotson seconded the motion. With a roll call vote, all members voted aye for approval.

City Administrator Busse presented Resolution 33-20 to approve the bids and award the contract for the 2020 Crack Sealing and Sealcoating Project. Four bids received on March 11, 2020 for this project were:

Pearson Bros, Inc of Hanover, MN	\$156,924.80
Allied Blacktop Company	\$208,958.00
Asphalt Surface Technologies Corporation of St. Cloud, MN	\$213,175.60
Fahrner Asphalt Sealers, LLC of Eau Claire, WI	\$244,871.52

Staff recommends awarding contract to the lowest responsible bidder, Pearson Bros, Inc for \$156,924.80. Council Member Voss made a motion to approve Resolution 33-20 awarding this

project contract to Pearson Bros, Inc. and Council Member Svenby seconded the motion. With a roll call vote, all members voted aye for approval.

City Administrator Busse presented Resolution 34-20 to approve the bids and award the contract for the 2020 Cardinal Drive SE Storm Sewer Project – Phase 1. Five bids were received on March 11, 2020 were:

BCM Construction, Inc of Faribault, MN	\$333,998.00
Alcon Excavating, Inc of Rochester, MN	\$415,000.00
James Bros Construction of Elysian, MN	\$420,066.00
JJD Companies, LLC of Blooming Prairie, MN	\$426,000.00
Minger Construction of Jordan, MN	\$496,004.00

Council Member Raney made a motion to approve Resolution 34-20 awarding contract for this project contract to BCM Construction, Inc. Council Member Dotson seconded the motion and with a roll call vote, all members voted aye for approval.

Community Development Director Klecker requested approval of the second reading of Proposed Ordinance 20-2 for Application Z-340 received from Merchant Square Associates, LLC. This will be a major PUD amendment for construction of a 43 unit apartment building and two office buildings at 345 Florence Avenue. The original PUD was designed for more commercial buildings which is being amended to change to the apartment building. Council approved the first reading of this proposed ordinance during their meeting on February 18, 2020; there have been no changes since. The Planning Commission held a public hearing on February 11, 2020 and recommend approval with the following conditions:

- a) Additional stone or brick shall be provided on the front elevation to more closely tie in with the existing building within the development.
- b) A minimum of 11 trees shall be planted with the first phase as proposed in the storm water plan, including all spruce trees shown on the south property line.
- c) The fire hydrant shall be relocated into one of the east parking lot islands.
- d) All exterior lights shall be shielded and meet all requirements.
- e) Approval of Z-340 shall be contingent upon the approval of Lasson Addition No. 4.

Council Member Svenby made a motion to approve this second/final reading of Proposed Ordinance 20-2 as recommended by the Planning Commission. Council Member Voss seconded the motion. With a roll call vote, all members voted aye, and the motion carried. This will be known as Ordinance 1603.

Community Development Director Klecker presented Resolution 35-20 to approve the Final Plat of Lasson Addition No. 4. The Planning Commission held a public hearing on February 11, 2020 and recommend approval with these conditions:

- a) The final plat shall be approved within one year of the date of approval of the preliminary plat.
- b) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- c) The applicant shall amend the declarations and covenants for the lots to adjust for the new legal descriptions and design of the property.
- d) The final plat is contingent upon the approval of the PUD Amendment referred to as Z-340.

Council approved the Preliminary Plat during the February 18, 2020 Meeting. Council Member Okerberg made a motion for approval as recommended by the Planning Commission, Council Member Burbank seconded the motion; with a roll call vote, all members voted aye for approval.

Community Development Director Klecker requested approval of the first reading of Proposed Ordinance 20-3, vacate a portion of a Utility Easement in Golfview Addition No. 3. This request to vacate a drainage and utility easement at 1101 Cherry Street was received from property owner Noel Quale. They will rededicate the perimeter easements with the Adsit Quale Addition Plat and the easement through the middle of the lots will no longer exist. The Planning Commission held a public hearing on this request on March 10, 2020 and recommend approval with one condition:

- a) This vacation shall be contingent upon the approval of the Adsit Quale Addition Plat.

Council member Dotson made a motion to approve as recommended by the Planning Commission. Council Member Voss seconded the motion; with a roll call vote, voting aye were members Voss, Okerberg; Dotson, Burbank, Raney, Svenby and Schultz; there were no nay votes, the motion carried.

Community Development Director Klecker presented Resolution 36-20 for approval of the Preliminary Plat of Adsit Quale Addition. This is a 1.54+ acre tract of land owned by Noel Quale and located at 1101 Cherry Street. The Planning Commission held a public hearing and recommend approval with the following conditions:

- a) The final plat shall be approved within one year of the date of approval of the preliminary plat.
- b) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- c) This plat shall be contingent upon the approval of the vacation.

Council Member Svenby made a motion to approve Resolution 36-20, Council Member Voss seconded the motion. With a roll call vote, all members voted for approval.

City Administrator Busse presented Resolution 37-20 for approval of the plans, specifications and authorization to advertise for bids for the 2020 Curb, Gutter and Bituminous Project. This project was petitioned by property owners adjacent to Evergreen Place NE and Country Creek Lane NE to improve the existing gravel surfaced street. This project will be assessed 100% to the property owners. Council Member Dotson made a motion to approve Resolution 37-20, Council Member Burbank seconded the motion; with a roll call vote, all members voted aye for approval. The proposed quote date will be Wednesday, April 15, 2020.

Community Development Director Klecker requested approval of Resolution 38-20 to accept the Assignment and Assumption of a Purchase Agreement for 409 Cherry Street. LWO Properties, LLC acquired a Purchase Agreement for this parcel for \$135,000. This parcel is included in their project to construct a 36-unit workforce housing project. LWO Properties, LLC has received tax credit towards this project, to obtain the necessary points in the scoring system for award of these tax credits, City Council approved a financial commitment of \$450,000 to purchase the adjacent parcels last May. A Tax Increment Financing District can be established to reimburse the City for these upfront costs. Council also approved application for a state grant to cover the demolition and environment work needed at this site. To simplify the grant process, the City should own the full project site to transfer to the developer when completed. This resolution states the City would accept Assignment of their Purchase Agreement and will sell this property to the developer for \$1. The City will be entering into a Development Agreement with LWO Properties, LLC to formalize the project

details. Council Member Dotson made a motion to approve Resolution 38-20, Council Member Voss seconded the motion; with a roll call vote, all members voted aye for approval.

Community Development Director Klecker presented Resolution 39-20, a Joint Annexation Agreement with Clinton Falls Township for property at 160 28<sup>th</sup> Street NE. Property owners, NewLife Community Church has petitioned for annexation of 9.98 acres north of 28<sup>th</sup> Street NE which is surrounded by the North Bluffs Development. Clinton Falls Township and NewLife Community Church have agreed upon a payment of \$2,500 to be paid to the township in exchange for lost property taxes. The property will be zoned R-1, Single Family Residential District. Water and sewer are available to the site, the applicant desires to be annexed due to the need to connect to City Services and to construct a church. The applicant will need to plat the property and have a conditional use permit approved prior to starting construction of the church. Council Member Svenby made a motion to approve Resolution 39-20, Council Member Okerberg seconded the motion; all members voted aye via roll call vote for approval.

Fire Chief Mike Johnson requested approval of Resolution 41-20 declaring a State of Emergency for the City of Owatonna, Chief Johnson also serves as the Steele County Emergency Manager . The World Health Organization has declared the COVID-19 flu as a Pandemic. United States President Trump has declared a Peace Time Emergency for COVID-19. Minnesota Governor Walz issued Emergency Executive Order 20-10 declaring a Peace Time Emergency for COVID-19. Yesterday, Mayor Kuntz authorized a State of Emergency to allow implementation of emergency plans addressing this pandemic in the City. This resolution authorizes Mike Johnson, Emergency Management Director to implement the Emergency Operations Plan; he will work in conjunction with the County Public Health Director Amy Caron to implement a coordinated response to take appropriate actions during this public health emergency. Council Member Dotson made a motion to approve Resolution 41-20, Council Member Okerberg seconded the motion with a roll call vote, all members voted aye in approval.

City Administrator Busse requested approval of the application received from Coborn's Inc. for an On-Sale 3.2% Malt Liquor License for Cash Wise #3014 at 495 W North Street. The new license process is complete including applicant a background verification and receipt of application. insurance information and fee. Council Member Raney made a motion to approve this new Off-Sale License, 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 42-20 authorizing the City submit a revised application for a Business Development Public Infrastructure (BDPI) Grant on behalf of the Bosch Warehouse Expansion Project and commit to the required project funds. Bosch is proposing to construct a 266,000 square foot warehouse facility in the Industrial Park. Tax Increment Financing is being requested to assist with the proposed project. A public cul-de-sac, Festal Place, will be constructed along with the necessary sanitary sewer and water main extensions. The current project estimate is \$664,034, a BDPI Grant can pay up to 50% of the street costs and the City would match 50% of the costs; Tax Increment Financing would be utilized to repay these costs. Council approved a DEED Grant Application during the March 5<sup>th</sup> meeting for 50% of the project costs, \$332,017; however, DEED has asked for a revised application to match the funding they currently have available for this program, \$176,624 and

increase the City's share of the project to \$487,410 in the application. The Developer has agreed to provide \$75,000 to the City to help offset this increased cost due to this change; it is believed the current project cost estimate is high at \$664,034 as a number of the improvements have already been made and will not need to be reconstructed pending final testing. All costs will be paid back up front with the TIF Development Agreement. Council Member Dotson made a motion to approve Resolution 42-20, authorizing submission of the revised grant application on behalf of Bosch and Council Member Raney seconded the motion. With a roll call vote, all members voted aye for approval.

Emergency Management Manager Johnson requested approval of a Maintenance Agreement for the Outdoor Emergency Warning Siren System. The siren system involves 23 emergency warning sirens, a radio system used to activate the sirens and a control council with software applications. The Federal Emergency Warning Sirens are proprietary and can only be serviced by approved contractors. The former City employed electrician was certified to service the federal siren equipment; however, the current contractor providing electrical services is not. A request for proposals was sent to authorized repair contractors for our siren maintenance; three proposals were received:

Ready Watt, Elk River MN	\$12,305.00
Blue Valley Public Safety, Grain Valley MO	\$12,580.80
West Shore Services, Allendale MI	\$13,225.00

Staff recommends the agreement with West Shore Services because they programmed and installed the current siren system and provide the training for staff. Staff believes the amount of time saved from a vendor familiar with our system will be considerable. Chief Johnson explained the sirens are connected and monthly reports reviewed for maintenance requirements. Council Member Raney made a motion to approve the Maintenance Agreement with West Shore Services, Council Member Voss seconded the motion; with a roll call vote, all members voted aye in approval.

Community Development Klecker requested approval of a contract with ICS for a Facility Assessment to help with capital improvement and long term planning. Staff recommends ICS provide this service; they are currently working with Steele County to assess some of their facilities. ICS will complete a comprehensive facility assessment for all city owned facilities, will take a 10-year look ahead for improvements needed and provide preliminary project development services for projects deemed critical and address operational cost efficiencies in select facilities. The contract amount is \$23,000, this includes a 10% rate discount as a member of the Southeast Service Cooperative of Minnesota. Council Member Okerberg made a motion to approve the Facility Assessment with ICS, Council Member Burbank seconded the motion; with a roll call vote, all members voted aye in approval.

During Staff Comments, Fire Chief Johnson commented staff is working to keep safe work environments; additional sterilization of surfaces is one step staff is taking during the COVID-19 Pandemic. Last week, we had a fire call for a portion of the grandstand at Dart's Park and we were able to respond quickly to keep the loss to a minimum. We have firefighters ready to test for certifications; however, all state testing has been suspended during this State of Emergency, so we are limited on how to use these fire fighters until they pass these tests. The state recently adopted a new Fire Code and staff has been training on the new Code; however, these training sessions have also



been suspended because of COVID-19 which is a good reminder we will all need to be adaptive to meet the needs of the public during this COVID-19 Pandemic. Community Development Director Klecker advised staff working to provide continued services during the pandemic restrictions; he then gave a brief update on some of the larger projects currently in process.

During Public Comment, Anne Granlund, Reporter at the Owatonna People's Press expressed concern about the new state legislation closing bars and restaurants today. She has bartended part-time during the last 10 years and aware this legislation will impact many local residents. Earlier during this meeting, Chamber CEO Brad Meier commented the Chamber has identified 70 local businesses which will be affected by this legislation, this will equate to 2,000 possibly 3,000 employees. Many service providers will be financially struggling and may file for unemployment but that isn't going to cover all their expenses; she asked if the City would offer any assistance for these hard working service industry employees.

During Council Comments, Council Member Voss commented that last Friday, he attended a webinar hosted by the League of Minnesota Cities and was very impressed with the knowledge of individuals working in attempt to contain this virus; one thing recommended was to frequently wipe off your cell phones; he then recommended everyone try to find activities to keep busy and try to not listen to the news 24/7; also, be sure to leave a tip if picking up an order curbside to help service staff members. Council Member Dotson also encouraged everyone to look for opportunities to help support local businesses, purchasing gift cards is one option; he then asked everyone to try to be smart to stay safe. Council Member Burbank commented he also wishes everyone to stay well during this period of the pandemic. Council Member Raney commented the Highway 14 Bill received final approval in both the House and Senate early this morning so now, they can begin the process to apply for federal grants to complete the final portion of Highway 14 near New Ulm; he then thanked City IT Staff members Ryan Brown and Tim O'Connor for getting the electronic accommodations in place for this meeting with reminder that Social Distancing is important and will be very critical over the next two weeks, so hopefully everyone will make good decisions and choices. Mayor Kuntz, congratulated Council Member Raney on recently being named the Big Brother of the Year and then reminded everyone council meetings can be viewed on the public access channels on Jaguar and Charter Communications networks. City Administrator Busse advised the City Administration Building will be closed to the public effective tomorrow morning at 8:00 a.m.. Information will be posted on the front door and on the city website with staff contact information. Council President Schultz asked everyone take care of themselves and to take care of your family. Owatonna is our family so let's all take care of each other. Reminder to be patient and understanding of changes, many people will be out of a job and we need to work together to get through this.

At 8:52 p.m., Council Member Voss made a motion to adjourn the meeting, Council Member Raney seconded the motion, with a roll call vote, all members voted aye in approval.

Dated: March 30, 2020

Respectfully Submitted,

Jeanette Clawson, Administrative Specialist