

## Owatonna City Council Minutes

The Owatonna City Council met in regular session on Tuesday, August 18, 2020 at 7:00 p.m. in Council Chambers at the City Administration Building. The meeting was virtually accessible by calling 507-242-3225, Conference ID 584 608 533#. Present were Council Members Schultz, Raney, Voss, Svenby, Burbank and Okerberg; Mayor Kuntz; Community Development Director/Interim Parks and Recreation Director Klecker; City Attorney Walbran; City Administrator Busse; IT System Administrator Sticken and Administrative Specialist Clawson. Council Member Dotson was not in attendance.

Following the Pledge of Allegiance, Council President Schultz welcomed everyone to the meeting. City Administrator Busse requested Item 3.4.3, Resolution 102-20 be tabled. Council Member Svenby made a motion to approve the agenda with this item removed. Council Member Voss seconded the motion and all members present voted aye for approval. Council President Schultz then read the meeting notice for TEAMS access and virtual participation.

Scott Kozelka, Steele County Free Fair Manager gave a brief explanation on the Drive Thru Food Fest planned at the fairgrounds this coming weekend, Friday-Sunday. To comply with the Governor's current order restricting large gatherings, they have planned fifteen vendors to offer fair food in the east portion of the fairgrounds offering drive thru service. No walkup service will be offered, all guests will remain in their vehicles as they place their orders. Vehicles will use the south fairground entrance on 18<sup>th</sup> Street off Hartle Avenue and vendors will be spaced along a one-way route through the fair grounds. Vehicles pull off the route at the vendor site which they plan to place an order. Vendors and fair staff members will take orders, process payments, and deliver food back to the vehicles. Vendors will be on site 11 am – 8 pm Friday and Saturday and 11 am – 6 pm on Sunday.

Mayor Kuntz stated the Human Rights Commission asked him to proclaim August 26<sup>th</sup> as Women's Equality Day. The 19<sup>th</sup> Amendment was certified as part of the United States Constitution on August 26, 1919 which assured "the right of citizens of the United States to vote shall not be denied or abridged by the United States or by any State on account of sex". Women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other important movements.

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:

Council Minutes: August 4, 2020 Council Meeting.

Event Permit – 2020 Fall Recycling Community Collection Event at Retrofit Companies, Inc – September 19, 2020.

Temporary Liquor Permit – Knights of Columbus at Foundation Building – October 2, 2020.

Minutes Airport Commission – July 9, 2020.

Building & Inspection Monthly Report – July 2020.

Weed Inspection/Compliance Report – August 12, 2020.

Walmart Local Community Grant Award - \$1,000 Personal Protective Equipment – Fire Department.

Council Member Okerberg made a motion to approve these Consent Agenda Items, Council Member Voss seconded the motion. With no additional comments, all members present voted aye for approval.

Vice President Raney recapped expenses for the period. Bills presented for payment totaled \$507,395.86. Council Member Svenby made a motion to approve payment of these bills, Council Member Voss seconded the motion, all members present voted aye for approval.

Community Development Director presented the first reading of Proposed Ordinance 20-8. South Central Human Relations Center has requested zoning of their property at 622 Florence Avenue NW be changed from R-1, Single Family Residential District to B-1, Neighborhood Business District; they are planning to construct a commercial office building on this property. The Planning Commission held a public hearing on this request with no objections heard and do recommend approval. Council Member Raney made a motion to approve the first reading of Proposed Ordinance 20-8, Council Member Burbank seconded the motion. With a roll call vote, voting aye were members: Raney, Svenby, Voss, Okerberg, Burbank, and Schultz, with no nay votes, the motion was approved. The second/final reading of Proposed Ordinance 20-8 will be heard during the next Council Meeting.

City Administrator Busse presented a Limited Use Agreement with Foremost Properties, LLC at 131 W Broadway Street. They are redeveloping this property to a brewery and request handicap accessibility; the access ramp will be on a portion of the city sidewalk. Term of this Limited Use Agreement is for 20 years and may be extended with the mutual written consent of each party. Council Member Okerberg made a motion to approve this Limited use Agreement, Council Member Svenby seconded the motion; all members present voted aye in approval.

Interim Park Director Klecker requested approval of Resolution 100-20, a requirement of the DNR Outdoor Recreation Grant for the We All Play Project at Manthey Park. Before any grant reimbursement, a restriction on the property deed must be recorded for all lands within the Manthey Park in accordance with the grant agreement and perpetual use restrictions. Council Member Raney made a motion to approve Resolution 100-20, Council Member Voss seconded the motion; all members present voted aye in approval.

Community Development Director Klecker presented Resolution 101-20 to authorize acceptance of the Federal Aviation Authority (FAA) Grant Agreement for the 10 Unit T-Hangar, Taxi-lane Design. This project was identified in the 2020 CIP to provide professional design and engineering services for a proposed ten unit T-Hangar. The project will occur in two phases: Phase 1 to be funded with this grant includes costs of the full design of the building, apron and taxi-lane and the bid process. Phase 2 anticipated during 2021 will be the construction phase for this project. The Airport Commission has reviewed this grant and recommends Council accept this \$134,700 FAA Grant which is 100% of eligible design and engineering costs with no projected local costs for this phase of the project. Council Member Okerberg made a motion to approve Resolution 101-20, Council Member Raney seconded the motion; all members present voted aye in approval.

Community Development Director Klecker requested adoption of Resolution 103-20 designating \$500,000 Cares Act funds to the Economic Development Authority (EDA) for a business assistance program. The City received federal funds through the Cares Act that can be used to reimburse the City for expenses incurred due to COVID-19. A business assistance program offered by a City's Economic Development Authority is also an eligible reimbursable expense, the EDA is contracting with Ehlers to establish and administer such a program. During a special meeting on August 13, 2020, the EDA approved a program that would provide up to a \$10,000 grant to businesses with 50 employees or less, that incurred unreimbursed costs due to COVID-19. The application period will run from August 31st through September 21st, grants would be awarded based on business needs and all program funds must be spent by November 15<sup>th</sup>. Staff has determined that \$500,000 could be put towards this program

without compromising any unreimbursed City expenses due to COVID-19. Council Member Raney commented EDA Members Andrew Cowell, Doug Voss, Jeff Okerberg, and himself were present to answer any questions. Their EDA Meeting on Thursday, August 13<sup>th</sup> was very informative, he thanked Doug Voss for his good questions and comments as a small business owner as they developed this plan. With no additional comments, Council Member Okerberg made a motion to approve Resolution 103-20, Council Member Raney seconded the motion; all members present voted aye in approval.

During Staff Comments, Community Development Director/Interim Park Director Klecker advised Clean-Up Kits are available to assist picking up various park areas. Park & Rec Staff is currently developing an "Adopt a Park" Program; information will be posted on the City's website when available. Youth volleyball and football clinics will be offered this fall with social distance and COVID restrictions followed. The waterpark is closed for the season for open swim, but a few other programs will continue over the next few weeks. Equipment Rental at Lake Kohlmier continues to be offered during August. The City has obtained use of the property at 1152 Rice Lake next to the new soccer complex; the Fire Department and SWAT team have training drills planned, there will be a controlled burn on Saturday, August 22<sup>nd</sup>. A Borrow Box is now available at the Sid Kinyon Tennis Courts, participants contact the P&R Office to obtain the access code; equipment is available for various games including ping pong, bocce ball, bean bags and pickleball. City Administrator Busse commented staff and the OPU Commission are preparing a \$100,000 Relief Program for utility customers impacted by COVID-19, OPU will discuss this during their meeting next week and this will be on Council Agenda for the next meeting, September 1<sup>st</sup>.

During Public Comments, Dave Gerhartz commented members of Local 70 are frustrated a current contract has not been finalized. Their last negotiation meeting was late January and negotiations are in the mediation process. City Administrator Busse confirmed contract negotiations between the City and Local 70 are in the mediation process; the mediator establishes the negotiation meeting schedule and it has been difficult due to COVID restrictions.

During Council Comments, Council Member Svenby encouraged everyone to participate in the 2040 Transportation Plan online on the City and Steele County websites. Residents can attend a virtual Open House offered from August 24<sup>th</sup> through September 4<sup>th</sup>. A project survey is offered for input of safety concerns or opportunities for improvements. Information posted includes plans, schedules and engagement opportunities, participating will help guide future development and transportation improvements within Owatonna and Steele County for the next 20+ years. Council Member Voss thanked Eric Anderson, P&R Superintendent for a recent tour of the water park; he thanked pool staff for doing a wonderful job complying with COVID-19 restrictions this year and hopefully there will be no restrictions next summer so more can swim at any one time. Voss also thanked Community Development Director Klecker and City Administrator Busse for allowing the EDA opportunity to offer the Small Business Relief Program and reminded everyone to shop local to keep businesses open. Council Member Raney also encouraged everyone to support local businesses and encouraged everyone to help their friends and neighbors during this pandemic period. Council Member Schultz said tonight Council met with Library Director Blando in the first 2021 Budget Review Workshop. Each Department Director will meet with Council, City Administrator, Finance Director and Senior Accountant regarding their proposed budget requests over the next several months prior to budget

approval planned during December. Council President Schultz thanked IT System Administrator Sticken for his assistance during tonight's meeting.

At 7:41 p.m., Council Member Raney made a motion to adjourn the meeting, Council Member Svenby seconded the motion, all members present voted aye in approval.

Dated: August 19, 2020

Respectfully Submitted,

Jeanette Clawson, Administrative Specialist