

## Owatonna City Council Minutes

The Owatonna City Council met in regular session on Tuesday, October 6, 2020 at 7:00 p.m. in Council Chambers at City Hall. The meeting was also virtually accessible for call-in. Present were Council Members Schultz, Svenby, Raney, Voss, Burbank, Dotson and Okerberg; Mayor Kuntz; Community Development Director/Interim Parks and Recreation Director Klecker; Public Works Director Skov; Library Director Blando; Fire Chief Johnson; City Attorney Walbran; City Administrator Busse; IT System Administrator Sticken and Administrative Specialist Clawson.

Following the Pledge of Allegiance, Council President Schultz welcomed everyone to the meeting and advised of two changes on the Agenda: addition of Item 3.3.7, Resolution 134-20 for Authorization to Execute the Deed for Property sold to Bridge Street One, LLC and Item 3.4.4, a Memorandum of Understanding with Allina Health System for the 340B Drug Pricing Program will be moved for council consideration prior to the Consent Agenda Items. Council Member Svenby made a motion to approve the agenda with these changes, Council Member Dotson seconded the motion; all members voted aye in approval.

Council President Schultz advised the public hearing planned is to receive comments on the proposed assessments of the 2020 Curb & Gutter Project on Evergreen Place and Country Creek Lane. Public Works Director Skov commented this project was petitioned by the property owners. The declared costs of \$99,648.45 will be assessed 100% and split evenly amongst the nine parcels. At 7:05 p.m., a public hearing was opened for comments. With no comments heard, at 7:06 p.m., Council Member Raney made a motion to close the public hearing, Council Member Burbank seconded the motion, all members voted aye in approval. Council Member Raney made a motion to approve Resolution 133-20 adopting the proposed assessments with repayment over a 10-year period at an interest rate of 3%, Council Member Svenby seconded the motion, all members voted aye in approval.

Council Schultz read the meeting statement advising of the option to participate virtually and COVID-19 compliance requirements

Mayor Kuntz introduced Sarah Frazier, Chair of the Beyond the Yellow Ribbon Owatonna, a volunteer organization to assist service members, veterans, and their families. Sarah, Preston Selleck and Cassie Kohn explained ways they have assisted ten local veteran families and also helped National Guard members when they were activated during the Minneapolis riots this summer. Their group meets monthly at the Owatonna VFW Hall and look for opportunities to coordinate volunteer services and donations; contributions can be made through the Owatonna Chamber Foundation.

Preston Selleck also reported on activity of the Third District Veterans Treatment Court. Judge Ross Leuning created this 11-county court in 2019 for Rice, Steele, Waseca, Freeborn, Mower, Dodge, Olmsted, Fillmore, Houston, Wabasha, and Winona. They volunteer assistance to veterans with legal matters to get their lives back on track. This is an intensive probationary program which provides for treatment rather than incarceration to prevent future illegal activities. They hold court twice a month and work with the VA and their Veterans Justice Outreach Officers. They have assisted 15 veterans in this southern Minnesota region, several have successfully graduated from their program. Mayor Kuntz thanked them each for the service their organizations have provided for veterans and military families.

Mayor Kuntz made proclamation for October to be Domestic Violence Awareness Month and urged all Owatonna citizens to actively participate in activities and programs that work toward improving victim safety and holding perpetrators of domestic abuse accountable for their actions.

Mayor Kuntz also made proclamation for October 15<sup>th</sup> to be Pregnancy and Infant Loss Awareness Day. Infants Remembered in Silence, Inc. (IRIS) and many other non-profit organizations work with bereaved parents who have experienced the death of a child during pregnancy or early childhood years. Parents will remember their children on this day with a 7 pm candle lighting. Ashley Glende, 960 Ridgeview Place NE, Owatonna was present to thank Mayor Kuntz for this proclamation in support of IRIS.

City Administrator Busse requested approval of a Memorandum of Understanding (MOU) with Allina Health Systems. Dave Albrecht, President of Owatonna Hospital, Allina Health System was present to explain the hospital wants to participate in the drug discount program established under Section 340B of the Public Health Service Act which enables purchase of certain outpatient drugs at discounted prices. To qualify, a Memorandum of Understanding (MOU) with the City is required which requires the hospital continue to provide health care to indigent, uninsured and underinsured residents of Owatonna. A similar agreement was approved on October 2, 2012; however, they were disqualified from participating when they incurred a favorable shift in their payer mix with fewer Medicaid and uninsured patients. Currently, they are eligible and want to re-establish participation in this drug discount program. Council Member Dotson made a motion to approve this MOU, Council Member Voss seconded the motion; all members voted aye for 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: September 15, 2020 Council Meeting.
- Minutes – OPU Commission Meeting – August 25, 2020.
- Minutes – Park Board Meeting – September 12, 2020.
- Weed Inspection/Compliance Report – October 2, 2020.
- Limited Use Agreement – Retaining Wall Construction at 503 S Elm –  
Kendy & Joyce Parker.
- Law Enforcement Mutual Aid Agreement – Beltrami County Sheriff's Office.
- Lease Renewal in Merrill Building - Petrus Business Consultants.
- Lease Renewal in Merrill Building – Wee Pals Child Care Center Inc.

Council Member Voss made a motion to approve these Consent Agenda Items, Council Member Okerberg seconded the motion, all members voted aye for approval.

Vice President Raney recapped expenses for the period. Bills presented for payment totaled \$630,728.96. Council Member Dotson made a motion to approve payment of these bills, Council Member Okerberg seconded the motion, all members present voted aye for approval.

City Administrator Busse requested approval of an On-Sale Intoxicating Liquor License and a Brew Pub Off-Sale Intoxicating Liquor License for Foremost Brewing Cooperative at 131 W Broadway. Each application includes request for Sunday Sales. During the September 15, 2020 Council Meeting, a Brewer Off-Sale and a Brewer's On-Sale Taproom license were approved which will be voided, they were not the correct licensure for this establishments intended use.

Foremost Brewing Cooperative is redeveloping this downtown property and plans to open in a few weeks. Council Member Raney made a motion to approve these licenses, Council Member Burbank seconded the motion; all members voted aye in approval.

Fire Chief Johnson requested approval of Resolution 127-20 to approve use of CARES Act Funding for purchase of disinfection equipment and supplies for \$6,570. This project will reduce the risk of exposure to COVID-19 by cleaning and disinfecting public and common workspaces at the fire station and emergency vehicles using Clorox Total 360 Electrostatic Sprayer and Disinfectant Cleaner. Council Member Voss made a motion to approve Resolution 127-20, Council Member Svenby seconded the motion, all members voted aye in approval.

Interim Parks Director Klecker requested approval of Resolution 128-20 to approve use of Cares Act Funds for various purchases to improve business operations. The Park and Rec, Buildings and Grounds Department has reviewed operations for dealing with COVID-19 and is proposing the following improvements with use of Cares Act Funds.

- 1) Provide barriers to separate the public and staff at City Hall. Improvements would include glass barrier walls and doors on the main floor and second floor at City Hall and moving an office door access from the museum to a secured hallway. We have received a low bid of \$23,944.
- 2) Provide cameras for golf course. Golfers would not have to report to the clubhouse to golf on the upper nine holes. We have received a low bid of \$32,155.
- 3) Provide automatic locks for all park bathrooms. Staff would not have to physically go to every bathroom to open and lock it every day This provides a touchless option and eliminates and interact with the public. We have a low bid of \$48,750.
- 4) Provide key lock access to the different areas of the West Hills Tennis and Fitness Center and software upgrade. This would allow access for members to authorized areas within the facility without needing to check in with a staff person. We have a low bid of \$35,165.
- 5) Provide new software for Park and Rec Department. Civic Rec software allows more for residents to do online including paying online and therefore not have to come into the office to do business. The Cost of Civic Rec is \$37,000 for this year.

The total cost of these projects is \$177,014, all one-time expenses eligible for use of Cares Act Funds. Council Member Raney made a motion to approve Resolution 128-20, Council Member Voss seconded the motion. Council Member Raney requested clarification of costs for improvement to City Hall as Park and Rec expenses. Director Klecker responded the Park and Rec/Buildings, and Grounds Department maintains all buildings for the City, there are close to 100 buildings and staff looked at all to evaluate for reduction of public contact points. City Hall is a working building and also serves as a museum; many times, there are large groups in the main hall and this building improvement will allow separation between staff and tourists. Timers placed on facility doors will eliminate staff making early morning rounds to open facilities and end of the day to lock up; the police will continue to check and there will be panic handles to allow someone to get out if they are in when the doors automatically lock. The clubhouse will be able to see and communicate with golfers on the tee box for more efficient use. Council Member Raney made a motion to approve Resolution 128-20, Council Member Voss seconded the motion; all members voted aye in approval.

Library Director Blando presented Resolution 129-20 for authorization to purchase two new self-check machines at the library with use of CARES Act Funds. The COVID-19 Pandemic has made a tremendous impact on how we view the library and its services, we have pivoted toward a system that offers our patrons the option of contactless material pick-up and virtual programming with safety as our number one concern. To lessen the amount of contact between patrons and staff, two additional self-check machines will be purchased to allow patrons to check out their own materials with access to their library account and updated library programming. The cost for two self-checks is \$26,083 and an annual software subscription fee of \$985.00 will be added to the Library's Budget. Council Member Okerberg questioned if this would reduce payroll; Director Blando responded use of these machines will not reduce staffing, there may be a shift in staff responsibilities but no planned reduction. The library just opened to allow patrons to set appointments to browse or use the internet. Staff anticipated many appointments would be for access to the internet, but most have patrons wanting to browse the racks. Council Member Raney made a motion to approve Resolution 129-20, Council Member Svenby seconded the motion; all members voted aye in approval.

Public Works Director Skov requested approval of Resolution 130-20 declaring costs of the 2020 Street and Utility Project to be \$1,099,441.54 with \$271,277.93 being proposed as special assessments. Streets included in this project were Greenhaven Lane and Shady Avenue. Council Member Dotson made a motion to approve Resolution 130-20, Council Member Svenby seconded the motion, all members voted aye in approval.

Public Works Director Skov requested approval of Resolution 131-20 setting a public hearing for Wednesday, November 4, 2020 to consider the Proposed Assessments for the 2020 Street and Utility Project. Council Member Burbank made a motion to approve Resolution 131-20, Council Member Voss seconded the motion, all members present voted aye in approval.

City Administrator Busse presented Resolution 132-20 for approval of the 2020-2021 Labor Agreement with the International Union of Operating Engineers, Local No. 70, AFL-CIO. Staff has been in mediation with the Local No. 70 Unit and a tentative agreement reached. Summary of the changes include:

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.

Employees that have remaining steps on the wage scale will receive a step effective June 21, 2020 and June 20, 2021.

Wages: Removal of compensatory time off under school or conference.

New language was added for a regular, full-time Maintenance worker that obtains a Minnesota Class D Wastewater Operator License while they are employed with the Employer will receive a one-step increase on the date that the employee submits notice to the employer of obtaining the license.

New language was added for a regular, full-time Wastewater Operator worker that obtains a Minnesota Class B Wastewater Operator License while they are employed with the

Employer will receive a one-step increase on the date that the employee submits notice to the employer of obtaining the license.

Insurance:

\$23 (single) and \$66 (family) increase in employer contribution for 2020.

\$25 (single) and \$69 (family) increase in employer contribution for 2021.

Holidays: 2021 removal of one (1) personal holiday in exchange for Martin Luther King Day.

Probationary Period: Changed probationary period from 6 months to 12 months.

Hours of work: The normal workday shall be eight (8) to ten (10) hours.

Added Engineering to exception of a normal work week.

Removal of an additional hour of pay for employees working twelve (12) hours of continuous work.

Council Member Dotson made a motion to approve Resolution 132-20, Council Member Svenby seconded the motion; all members voted aye in approval.

Community Development Director Klecker requested approval of Resolution 134-20 to authorize execution and delivery of the Deed and Easement to Bridge Street One, LLC (Brad Seykora of Seykora Asphalt). On July 7, 2020, Council approved a Purchase Agreement with Brad Seykora or the purchase of 19 acres on West Bridge Street; the agreement also provided for an access easement. A Title Insurance Commitment has been issued and the City and Mr. Seykora plan to close this transaction this month. Council Member Dotson made a motion to approve Resolution 134-20, Council Member Voss seconded the motion, all members voted aye in approval.

City Administrator Busse requested approval of Memorandums of Understanding with International Union of Operating Engineers, Local No. 70, AFL-CIO regarding step increases for Wastewater D and B Licenses. The current Local 70 Contract provided a one-step increase for full-time Maintenance Workers that obtains a Class D Wastewater License, while they are employed with the City to receive a one-step increase on the date that the employee submits notice to the Employer of obtaining such licensure. Current Employees, Brandon Gedicke and Jake Sopkowiak, who are full-time Maintenance Workers at the Wastewater Treatment Plant hold their Class D Wastewater license. MOUs will allow Mr. Gedicke and Mr. Sopkowiak the one-step increase due to recent contract changes. The current Local 70 Contract provided a one-step increase for full-time Wastewater Operators that obtains a Class B Wastewater License, while they are employed with the City to receive a one-step increase on the date that the employee submits notice to the Employer of obtaining such licensure. Current Employee, Keith Maas, who is a full-time Wastewater Operator at the Wastewater Treatment Plant holds his Class B Wastewater license. A MOU will also allow Mr. Maas the one-step increase due to recent contract changes. Council Member Raney made a motion to approve these MOUs, Council Member Burbank seconded the motion, all members voted aye in approval.

City Administrator Busse requested approval of wage and benefit increase for nonunion employees during 2021. Summary of adjustments includes:

Wage Scale – 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 20, 2021.

Insurance: \$25 (single) and \$69 (family) increase in employer contribution for 2021.

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

City Administrator Busse presented an amendment to the Policy and Procedures Manual in Section 13.11 – Maintenance and Disclosure of Records. The Federal Motor Carrier Safety Administration (FMCSA) passed new legislation requiring employers to query and report any drug and alcohol violations to the FMCSA Drug and Alcohol Clearinghouse. Beginning in 2020, the City will be required to query and report to the agency's Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse prior to hiring new drivers, will conduct annual checks of existing CDL-drivers, and will report certain violations of the DOT drug and alcohol testing program for holders of CDLs. Council Member Svenby made a motion to approve this amendment, Council member Dotson seconded the motion; all members voted aye in approval.

During Staff Comments, Fire Chief Johnson advised a controlled burn is planned for the south half of the Leo Rudolph Nature Reserve on Monday, October 12<sup>th</sup> or on Monday, October 26<sup>th</sup> if weather prohibits on the 12<sup>th</sup>. This offers a great opportunity to teach wildfire burns. They plan to begin the burn at 5:30 p.m. and it should last 20-30 minutes depending on how dry the ground cover is. Letters have been sent for Rental License Renewals, under COVID Restrictions self-inspections are allowed when done by both the landlord and renter. If applications are returned with all safety items checked, a temporary license will be issued. It is Fire Prevention Week and information is posted on our website and distributed to school promoting fire safety in the kitchen in hopes to make it easier for parents as many have kids are currently schooling at home. Sparky the Fire Dog and live firemen will be on Facebook Live tomorrow to display Fire Safety Tips, this is an example of how we have adjusted to show code enforcement and how we are reaching out to reach our department objectives.

Community Development Director Klecker gave a brief construction update; 26 new Single-Family Home Building Permits have been issued this year. Progress continuing on several commercial projects: Costco Warehouse Facility, Foremost Brewery and Caribou Coffee all in final stages and should be opening soon; Bosch Warehouse just started ground work, Eastgate Apartments and Schrom Apartments have each started footings for their foundation; Merchant Square Apartments is setting first floor walls. Applications are now being accepted for the EDA Grant for small businesses incurring COVID-19 losses with deadline next Monday, October 12th. The original application period allowed application from business with up to 50 employees and now open businesses with up to 100 employees can apply for a grant up to \$10,000. There were 66 applications received during the first application period and 8 or 9 have been received during this second period which began two weeks ago.

Library Director Blando commented staff continues to offer contactless pickup for materials. This weekend, staff has a book walk at Lake Kohlmier on Saturday and then in Blooming Prairie on Sunday with "If You Give a Mouse a Cookie". Staff is also preparing some video to show on the public access channels.

Public Works Director Skov commented the street improvement projects are almost done. Today, the Dura Patch machine was put away for the season and staff is now out working with the street sweepers. The trail adjustment in Morehouse Park has asphalt laid but the railing along the top of the wall has not been installed so this section of the trail is currently not open but should be soon.

There were no comments heard during Public Comment.

During Council Comments, Council Member Dotson suggested a video of him golfing with Mark Blando might add some entertainment to the Public Access Channel. Council Member Voss reminded everyone to clear leaves from their street drains prior to rain to prevent blockage. The EDA Grant for business is a good program but important to buy local and support these businesses. Council Member Schultz reminded everyone the first November meeting will be on first Wednesday as the first Tuesday is the 2020 General Election Day and then thanked IT Technician Jason Sticken for assisting at this meeting.

At 8:17 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: October 13, 2020

Respectfully Submitted,

Jeanette Clawson, Administrative Specialist