

Owatonna City Council Minutes

The Owatonna City Council met in regular session on Tuesday, November 2, 2021 at 7:00 p.m. in Council Chambers at City Hall. Present were Council Members Schultz, Raney, Voss, Svenby, Boeke, and Burbank; Community Development Manager Kruschke; Human Resource Director Thamert; Parks & Recreation and Gov't Buildings & Grounds Director Tuma; Communications Manager Sheely; Police Sergeant Drenth; Fire Fighter Seykora; IT System Administrator Sticken; Mayor Kuntz; City Attorney Walbran; City Administrator Busse and Administrative Specialist Clawson. Council Member Dotson was unable to attend.

Agenda

Following the Pledge of Allegiance, Council President Schultz welcomed everyone to the meeting, Council Member Svenby made a motion to approve the agenda as presented, Council Member Boeke seconded the motion, all members present voted aye for approval.

Consent Agenda

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

Minutes - Council Meeting – October 19 2021.

Minutes – HRA Meeting – September 27, 2021.

Minutes – OPU Meeting – September 28, 2021.

Minutes – Library Board Meeting – October 19, 2021.

Minutes – Human Rights Commission Meeting – October 12, 2021.

Minutes – Airport Commission Meeting – October 14, 2021.

Minutes – Park & Rec Board Meeting – October 11, 2021.

Minutes – EDA Meeting – October 20, 2021.

Minutes – Planning Commission Meeting – October 26, 2021.

Minutes – HRA Meeting – October 25, 2021.

Weed/Nuisance Compliance Report – October 29, 2021.

Temporary Liquor Permit – November 18, 2021 – Wine Tasting at the Owatonna Arts Center.

Exempt Permit – Ducks Unlimited Steele County Chapter 5 – Raffle on January 27, 2022 at Torey's Restaurant.

Exempt Permit – Ducks Unlimited Steele County Chapter 5 – Raffle and Bingo on April 2, 2022 at the Eagle's.

Lease Agreement – Rice/Steele County 9-1-1 Center, the east half of the second floor of the Law Enforcement Building at 204 E Pearl Street. This is a three year lease, January 1, 2022-December 31, 2024 for this space in the building owned jointly by Steele County and the City of Owatonna, rent revenue is shared equally. The lease clearly spells out the various responsibilities and requirements of the lessor and lessee.

T-Hangar Agreement – Raymond Kingsbury for Unit F in Hangar #1, a one-year lease effective November 1, 2021.

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

Finance Report

Council Vice President Raney recapped expenses for the period. Bills presented for payment totaled \$1,753,123.13. Council Member Voss made a motion to approve payment of these bills, Council Member Boeke seconded the motion, all members present voted aye for approval.

Resolution 109-21: Joint Powers Agreement – City Attorney and Police Department

Police Sergeant Drenth commented he is the current Commander of the South Central Drug Investigation Unit (SCDIU) and requesting Council approval of Resolution 109-21 authorizing the Joint Powers Agreement (JPA) with the South Central Drug Investigation Unit. There are no changes to the current JPA; however, the State of Minnesota and the Office of Justice Programs require a current JPA for the new grant cycle. This Joint Powers Agreement (JPA) will allow the Owatonna Police Department to collaborate with other agencies on drug abuse crimes and violent crimes. The SCDIU covers a four county area and involves thirteen agencies. Council Member Raney made a motion to approve Resolution 109-21, Council Member Burbank seconded the motion, all members present voted aye in approval.

Resolution 110-21: Pension Increase – Owatonna Fire Fighters Association

City Administrator Busse requested approval of Resolution 110-21 authorizing an increase in the Fire Fighter's Retirement Pension by \$1,000/year to a benefit level of \$8,500. Annually, the Relief Association reviews the percent funded of the account. Fire Relief Association By-Laws require the current fund requirements to be a minimum of 120%. Revenue for the increase is funded by receiving 2% insurance premium, supplemental government aid from the State of Minnesota, and investments within the association. Fire Fighter Ryan Seykora, Secretary of the Owatonna Fire Fighter's Relief Association explained members are vested after ten years of service at 60% and after 20 years of service they are vested 100%. Former members do not receive pension payments until they are at least 50 years of age. Council Member Svenby made a motion to approve Resolution 110-21, Council Member Voss seconded the motion, all members present voted aye in approval.

Resolution 111-21: Development Agreement - Maple Creek Estates Owatonna, LLC

Community Development Manager Kruschke requested approval of Resolution 111-21 to authorize signing the Development Agreement with Maple Creek Estates Owatonna, LLC. The proposed development agreement is for improvements to Maple Creek Estates. The owner will proceed and complete the platting process of seven lots within Maple Creek Estates No 3 and ten lots within Maple Creek Estates No. 2. The agreement lays out the roles and responsibilities of the developer as well as the City, including any expectations that need to be met. The Developer is responsible for construction of the public improvements. A 1% fee is being charged by the City to compensate for the oversight of the public improvements. Council Member Svenby made a motion to approve Resolution 111-21, Council Member Raney seconded the motion, all members present voted aye in approval.

Resolution 112-21: C-1451 Home 2 Suites by Hilton at 230 Allan Avenue

Community Development Manager Kruschke requested approval of Resolution 112-21 to approve Conditional Use Permit C-1451 requested by Kinseth Hospitality & West Real Estate. This will allow construction of a four-story building (an 85 room hotel) at 230 Allan Avenue and provides updated project timeline and schedule. This CUP also allows increased setbacks and 15 offsite parking stalls. The Planning Commission held a public hearing on this request and recommend approval with these conditions:

1. All exterior signage shall meet all provisions of the sign ordinance and shall apply for and receive sign permits.
2. Prior to issuance of the building permit, the City and Owatonna Public Utilities shall approve all grading, drainage, and utility plans.
3. The joint parking easement agreement shall be recorded and provided to the City prior to the building permit being issued.
4. A driveway permit shall be issued prior to construction of the north entrance. The applicant shall also meet all ADA requirements on the sidewalk through this driveway area.
5. Construction shall be underway by November 2, 2022.

Council Member Boeke made a motion to approve Resolution 112-21 as recommended by the Planning Commission, Council Member Burbank seconded the motion, all members present voted aye in approval.

Garbage Hauler's Permit – Select Milling, LLC

City Administrator Busse requested approval of the application received from Arleen and Doug Van Zuilen for a Garbage Haulers Permit for Select Milling, LLC. Of Claremont, MN. They plan to haul organic food waste to recycle from industrial customers with no current plans for residential garbage collection/hauling within the City. Council Member Raney made a motion to approve this application, Council Member Voss seconded the motion; all members voted aye in approval.

Amend Policy & Procedures Manuel

Human Resource Director Thamert requested approval of an amendment to the Policy and Procedures Manual with two revisions:

- 1) Chapter 19 Purchasing, Exhibit A: Will add the new position of Communications Manager as a staff member authorized to approve purchases of \$5,000 or less.
- 2) Chapter 13.12 Policy Contact for Additional Information: Will change the name shown, Lynn Gorski (previous Human Resources Director) to Emily Thamert (current Human Resources Director) as the party to contact with questions about the City's policy for controlled substance and alcohol testing procedures.

Council Member Voss made a motion to approve this amendment, Council Member Boeke seconded the motion; all members present voted aye in approval.

Staff Comments

HR Director Thamert said Denise Seberson began her duties as the Human Resource Specialist on Monday this week. They are preparing for Employee's Open Enrollment for 2022 Benefits. Staff will have opportunity to attend a group presentation next Monday for information.

Communications Manager Sheely said she has been on the job for just over a month and has been busy meeting people and beginning to develop communication plans for building relationships. She is currently working with the Police, Public Works and PRGB Departments on communication strategies about the City's Winter Parking Policy. She showed items offered to downtown merchants for the current campaign, "Love your Sidewalk"; this is to encourage use of non-abrasive products for snow/ice removal and fiber/plastic shovels which wouldn't be as harsh as metal blades on the new sidewalk surfaces. Mayor Kuntz complimented her on the article in today's newspaper which was published as an introduction of her to the community. Council Member Raney asked about the City's new Facebook Page; Sheely confirmed she did open a new page and hopes to get followers. This is a great way to build out social media content and tackle things in a positive manner. Council Member Schultz commented it is nice this position was added and welcomed her. Sheely said she joined Mayor Kuntz for a radio interview last week and believes Owatonna is fortunate to have strong media options and she is looking forward to building relationships.

Parks & Recreation and Gov't Buildings & Grounds (PRBG) Director Tuma commented staff is working to winterize the park's irrigation systems, buildings, drinking fountains, and fountains. There will be a controlled burn in the Leo Rudolph Reserve next Monday, November 8 provided the weather and wind cooperate. Last Saturday staff participated in the Downtown Trick or Treat event in Central Park, there were approximately 1,000± attending. Brooktree Golf Course closed on Sunday, October 31st for the season and she is working on transition of operations for next year. There were approximately 40 people at the Brooktree Listening Sessions, we received some good information to consider as staff is developing the operations plan. The new storage shed in Dart's park is well under construction and will be ready for use soon. Approximately 40 people attended the Ribbon Cutting Ceremony for the new playground equipment at Lake Kohlmier last week and she thanked everyone who attended.

Community Development Manager Kruschke commented concrete was poured in the 300 block of the N Cedar Streetscape Project today. Underground utilities were completed in the 200 block and will be ready for concrete in the next few days. Other projects hoping to pour foundations this fall include: Cemstone, New Life Church, Community Pathways, Smart Bus, Revol and a 75-room apartment building. This last week, staff issued eight single-family home construction permits and there are several more in process so might reach 50 permits this year. Staff has been busy finalizing these 2021 projects and also preparing for another busy year in 2022.

Public Comments

There were no comments heard.

Council/Administration Comments and General Information

Council Member Burbank requested status of previous request to add a Council Member to the OPU Commission; advised the Charter Commission would need to approve this. Mayor Kuntz confirmed and said the first step will be a discussion with OPU regarding the role of a new member; will they serve as a voting member and what term would they serve? Last week, Charter Commission Member Jan Lewison passed away and we will be advertising to fulfill her term. Terms of five other current Charter Commission Members expire December 31 and currently contacting them about reappointments or we will also advertise to fill these seats effective January 1, 2022.

Council Member Raney invited everyone to a Ribbon Cutting Ceremony for the Highway 14 Expansion Project between Dodge Center and Owatonna next Tuesday, November 9. This will begin at 10 a.m. on the west bound lane of traffic just south of Claremont at the Dodge County Road 3 intersection.

Adjournment

At 7:40 p.m., Council Member Raney made a motion to adjourn, Council Member Burbank seconded the motion, and all members present voted aye in approval.

Dated: November 4, 2021.

Respectfully Submitted,

Jeanette Clawson, Administrative Specialist