

Owatonna City Council Minutes

The Owatonna City Council met in regular session on Tuesday, February 19, 2019 at 7:00 p.m. in Council Chambers. Council President Schultz called the meeting to order and welcomed everyone in attendance. Attending were Council Members Raney, Voss, Okerberg, Svenby, Burbank, Dotson and Schultz; Mayor Kuntz; City Attorney Walbran; Community Development Director Klecker; Public Works Director Skov; Finance Director Moen, City Administrator Busse and Administrative Specialist Clawson.

Following the Pledge of Allegiance, Council Member Dotson made a motion to approve the agenda as presented, Council Member Svenby seconded the motion and all members voted aye in approval.

Public Works Director Skov introduced three 2019 improvement projects for consideration: Street and Utility Project; Concrete Streets Project and the Curb and Gutter Project. Neighborhood meetings were held Tuesday, February 12th with the property owners to discuss these project plans. The 2019 Street & Utility Project is proposed as a bituminous pavement reconstruction on the West Hills Tennis Center Parking Lot, 22nd Street NE – Hemlock Ave to the East, Holly – Butternut to Linn, 13th Street NE – 3rd Avenue to St. Paul Road, North Street West – State Avenue to the West, Lewis Drive NW – 24th Avenue to the West and the LEC Parking Lot. The parking lots will not be assessed but added to this project for cost efficiencies. The project's Feasibility Report estimates Project Cost at \$1,112,944.70 with \$362,880.44 proposed as Preliminary Assessments. At 7:06 p.m. a public hearing opened for comment, with no comments heard at 7:07 p.m., Council Member Raney made a motion to close the public hearing; Council Member Burbank seconded the motion and all members voted aye in approval.

Public Works Director Skov presented Resolution 9-19 receiving the report and ordering the 2019 Street and Utility Project Improvement. Council Member Okerberg made a motion to approve Resolution 9-19, Council Member Voss seconded the motion; all members voted aye in approval.

The 2019 Concrete Streets Project includes proposed improvements on 21st Avenue NW from Park Drive to Hoffman Drive and 28th Avenue from Park Drive to Hoffman Drive. The project cost is estimated at \$963,991.80 with \$191,991.80 proposed as Preliminary Assessments. At 7:08 p.m., a public hearing opened for comment: Bret Hanson, 1453 SW 38th Street, questioned when the project would begin and timing. His business, Terry's Repair at 1025 28th Ave NW is in the project area and he hopes customers and deliveries will have access during the construction. Public Works Director Skov responded property owners should contact Ron Segner, Project Engineer with these concerns. Plans will be conveyed to property owners and plans should allow minimum closures or limited access. With no additional comments heard at 7:10 p.m., Council Member Raney made a motion to close the public hearing; Council Member Dotson seconded the motion and all members voted aye in approval.

Public Works Director Skov presented Resolution 10-19 to receive the report and order improvement of the 2019 Concrete Streets Project. Council Member Okerberg made a motion to approve Resolution 10-19, Council Member Svenby seconded the motion; all members voted aye in approval.

Last fall, property owners petitioned for repairs, which are now the proposed 2019 Curb & Gutter Project. The project includes curb, gutter and bituminous surface on Timber Ridge Lane North of White Oak Lane. Project Cost is estimated at \$291,075 and will be 100% assessed. Lots along this street are irregular with some are very lengthy and some quite narrow. The improvement will benefit all properties equally so the

assessments were calculated per parcel and not by front footage length as permissible within the City's Assessment Policy; Preliminary Assessment per parcel is \$10,395.54. At 7:13 p.m. a public hearing opened for comment, with no comments heard at 7:14 p.m., Council Member Raney made motion to close the public hearing; Council Member Burbank seconded the motion; all members voted aye in approval.

Public Works Director Skov presented Resolution 11-19 to receive the report and order improvement of the 2019 Curb & Gutter Project. Council Member Svenby made a motion to approve Resolution 11-19, Council Member Dotson seconded the motion; all members voted aye in approval.

Council President Schultz explained Council Members review the Consent Agenda Items prior to the meeting for approval in one motion. Consent Agenda Items for approval include:

- Minutes - City Council Meeting – February 5, 2019.
- Minutes - OPU Board Meeting - December 19, 2018.
- Minutes - Human Rights Commission Meeting – January 8, 2019.
- Minutes - Library Board Meeting – January 15, 2019.
- Minutes - Airport Commission Meeting – January 10, 2019.
- Minutes - Park & Rec Board Meeting – February 11, 2019.
- Department Reports – January Building & Inspection Report.
- Exempt Permit – Raffle – Steele County Purple Ribbon Club – March 10, 2019.
- Exempt Permit – Raffle at SCFF – Steele County Purple Ribbon Club – Aug 18, 2019.
- Exempt Permit – Raffle Ducks Unlimited Steele County Chapter 5 – April 6, 2019.
- Temporary Liquor License – St Mary's School of Owatonna – April 13, 2019.

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

Vice President Raney recapped expenses for the period; bills presented for payment total \$411,896.50. Council Member Dotson made a motion to approve payment of these bills; Council Member Voss seconded the motion. All members voted aye for approval.

Interim Parks Director Klecker requested authorization to submit application of a DNR Outdoor Recreation Grant for the We All play Project at Manthey Park. The City will act as the legal sponsor for the grant application. The required matching funds will be provided from various fundraising events for this project. Council Member Dotson made a motion to approve Resolution 12-19 authorizing the grant application; Council Member Svenby seconded the motion; all members voted aye in approval.

Community Development Klecker presented Resolution 13-19 approving Conditional Use No. C-1415. Rodney Huber requested approval for 1939 Welding Outfitters, LLC to construct and install a 30,000-gallon liquid propane tank at 385 St John Drive. The Planning Commission held a public hearing and recommend Council approval with the following conditions:

- 1) All building and fire code requirement shall be adhered to as required by the City of Owatonna.
- 2) One of the two curb cuts shall be closed.
- 3) All storm water requirement shall be met.

Council Member Dotson made a motion to approve Resolution 13-19, Council Member Burbank seconded the motion; all members voted aye in approval.

Community Development Klecker presented Resolution 14-19 authorizing a parking restriction in Lot 4. Request was received for an additional handicap-parking stall at 107 West Rose Street. Designated parking spaces are designed to be equally spaced in the downtown area to meet all of the business and residential needs. Staff believes it is inappropriate to add another stall on the street and prefers addition of two handicap stalls in the northeast corner of Lot 4. Lots 3 and 4 offer a combined 60 parking stalls,

which should include two van accessible handicap stalls. Staff recommends three stalls in Lot 4 be restriped and signed as handicap accessible stalls. The Downtown Parking Committee does not have a formal recommendation for Council due to a lack of quorum at their last meeting; the one member present is in support of this change. Council member Okerberg made a motion to approved Resolution 14-19, Council Member Voss seconded the motion; all members voted aye in approval.

Finance Director Moen presented the 5-year Capital Improvement Plan (CIP) for 2019-2023 for approval. This plan is designed to create, support, maintain and finance the City's present and future infrastructure and equipment needs. During the 2019 Budget Process, Council appropriated the first year of this plan. The plan's remaining four years serve as a guide for planning and are subject for review each year. Council Member Dotson made a motion to approve the 2019-2023 CIP, all members voted aye in approval.

During Staff Comments, Public Works Director Skov said the Street Department is preparing for snowfalls predicted over the next few days. The boulevards along the street are already full of snow and we have received several complaints of damage to mailboxes. Our plow drivers are not trying to hit mailboxes but as snow is pushed, it forces posts to break. If your mailbox is damaged, please contact our Public Works Department so we may access the damage. The City's policy requires the snowplow physically hit the mailbox for claim approval. Community Development Klecker advised the property swap with James Brothers just closed. They will be moving their stockpiles to their new location during the next several months. Staff is currently working on several large industrial projects, which we hope will finalize so information can be shared. Finance Director Moen stated it is a busy time of year in the Finance Department as they prepare tax reports, W-2s and are now completing review of 2018 revenues and expenditures. The actual expenditures are more than current allocated amounts so she will prepare a Budget Amendment for Council approval. Additional revenues exceed the additional expenditures so she is anticipating a surplus amount.

During Public Comment, Roger Wacek, 646 E Vine Street, presented a draft copy of a resolution designating the City as a Pollinator City for consideration. He requested detail of herbicides, fungicides, insecticides, pesticides and fertilizer purchased during 2018. Wasek also questioned the need to put stuff into the soil to replace what is used, he referred to a Science Class project which showed no change in soil weight during growth periods.

During Council Comments: Council Member Voss thanked Public Works Director Skov and the Street Crew for the opportunity to spend time in a snowplow to observe the street clearing process. Voss also thanked OPU for their quick response to a call about his fire and CO2 alarms, OPU staff met with his son to resolve the matter very quickly. Council Member Okerberg said he attended the Annual City Employee Celebration last week and congratulated those receiving 5-year increment service awards, he reminded everyone to travel safely through intersections as snow piles are accumulating along the boulevards. City Administrator Busse reminded everyone of plans for the 2019 Strategic Planning Sessions, Session 1 will be Wednesday morning, March 13th at OPU and Session 2 will be held in the Gainey Room at the Library on the evening of Thursday, March 14th. Council Members Schultz asked everyone remain "cool" during the expected snowfalls.

At 7:28 p.m., Council Member Raney made a motion to adjourn the meeting. Council Member Voss seconded the motion and the meeting adjourned.

Dated: February 20, 2019

Respectfully submitted,
Jeanette Clawson, Administrative Specialist