

Owatonna City Council Minutes

The Owatonna City Council met in regular session on Tuesday, March 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/Interim Parks & Recreation Director Klecker; Public Works Director Skov; 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.

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 – March 5, 2019.

Minutes - Park & Rec Board Meeting – March 11, 2019.

Minutes - Airport Commission Meeting – February 14, 2019.

Department Reports – Building & Inspection – February 2019.

Event Permit – Corky’s Early Bird Softball Tournament - May 2 - 5, 2019.

Event Permit – Spirit Run/Walk/5k – Catholic Youth of Owatonna – October 12, 2019.

2019 Tree Trimmer Permit Renewals:

Dave’s Tree Care, Owatonna

Johnson Construction & Tree Service LLC, Austin

Owatonna Groundmasters Inc, Owatonna

Knutson Brothers Tree Service, Ellendale

Boyum Tree Service LLC, Owatonna

Wolff & Sons Inc., Owatonna

Meixner Tree Service LLC , Medford

Strobel’s Tree-n-Boom Service LLC, Kilkenny

Carr’s Tee Service Inc., Ottertail

Suemnick’s Final Cut Tree Service LLC, Elysian

McClune Tree Service, Waseca

2019 Retail Fireworks Permit – Walmart #982.

2019 Retail Fireworks Permit – Cash Wise Foods #3014.

T-Hangar Lease – Hangar 2, Unit B – Jacob Dahle.

LMC Trust Liability Coverage Options – recommend not to waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04

Council Member Okerberg made a motion to approve these items; Council Member Burbank seconded the motion; all members voted aye for approval.

Vice-President Raney recapped expenses for the period; bills presented for payment total \$745,439.81. Council Member Burbank made a motion to approve payment of these bills; Council Member Dotson seconded the motion. All members voted aye for approval.

City Attorney presented Proposed Ordinance 19-1, a request to adopt S-3, Supplement to the 2015 City Ordinance Code. American Legal Publishing Corporation completed the recodification of the City’s code during 2015. Annually, this company prepares a supplement to the code which contains ordinances approved since the prior supplement. Council Member Raney made a motion to approve the first reading of Proposed Ordinance 19-1, Council Member Dotson seconded the motion. With a roll call vote, voting aye: Council Members Voss, Okerberg, Dotson, Burbank, Raney, Svenby and Schultz; voting nay: none; the motion carried. The second reading of Proposed Ordinance 19-1 will be heard during the next Council Meeting on April 2, 2019.

Public Works Director Skov requested approval of Resolution 19-19, authorization to proceed with the 2019 Cured in Place Pipe System (CIPPS) Project. The project coats interior clay sanitary sewer

lines to improve the carrying capacity and reduce inflow and infiltration. Approximately 10,600 feet of tile are planned to be lined this year. This resolution approves the plans and specifications and authorizes advertisement for bids to be received on Wednesday, April 10, 2019. Bids will be tabulated and presented to Council during the April 16, 2019 Council Meeting. Council Member Dotson made a motion to approve Resolution 19-19, Council Member Svenby seconded the motion; all members voted aye in approval.

Public Works Director Skov presented Resolution 20-19, request to for authorization to proceed with the 2019 Crack Sealing and Sealcoating Project. The City annually crack seals roadways in advance of sealcoating. Approximately 6.25 miles are planned for crack sealing and sealcoating this year. Bids will be received on Wednesday, April 10, 2019 and presented to Council during the April 16, 2019 Council Meeting. Council Member Okerberg made a motion to approve Resolution 20-19, Council Member Burbank seconded the motion; all members voted aye in approval.

Public Works Director Skov presented Resolution 21-19 to approve a joint project with Steele County for construction of a roundabout at the intersection of 26th Street (CSAH 34) and North Cedar (CSAH 1). A corridor study completed in 2015 by Steele County showed this intersection to have a lower level of service in its current configuration. The original plans called for a signalized intersection, but further evaluation found that a mini-roundabout will meet desired level of service for the next 20 years. The project will be paid for by a combination of County Funds and City State Aid Funds. The City will be responsible for approximately 25% of the costs; current estimate of construction cost is \$406,000 and engineering costs of \$100,000. Council Member Svenby made a motion to approve Resolution 21-19, Council Member Raney seconded the motion; all members voted aye in approval.

Public Works Director Skov requested approval of Resolution 22-19 for approval of a joint project with Steele County for work on Oak Avenue. The project will include minor concrete pavement repair, removal of signals and restriping of Oak Avenue from Holly Street to Rose Street from 4 lanes of traffic to 3 lanes. The City will be responsible for 25% of the costs, the estimated cost for the City is \$207,089. Council questioned plans to remove the traffic light at Vine Street; Skov explained a traffic study would be completed when the weather is warmer and prior to construction to justify removing the traffic light. Council Member Burbank made a motion to approve Resolution 22-19, Council Member Raney seconded the motion; all members voted aye in approval.

Public Works Director Skov requested approval of Resolution 23-19 for approval of a joint project with Steele County for reconstruction of Rose Street from Oak Avenue to Willow Avenue. The project consists of pavement repair, ADA improvements, a short section of sanitary sewer and construction of a roundabout at the intersection of Grove Avenue and Rose Street (CSAH 19). The City will be responsible for approximately \$618,653 which is 25% of the estimated costs of \$2,474,615. Plans are to complete the project while school is not in session and keep the roadway open to traffic during the construction period. Council Member Raney made a motion to approve Resolution 23-19, Council Member Dotson seconded the motion; all members voted aye in approval.

Public Works Director Skov requested approval of Resolution 24-19 approving the plans, specifications and authorization to advertise for bids for the 2019 Curb and Gutter and Bituminous paving in the Majestic Oaks Subdivision. The proposed bid date will be April 10, 2019 with contract awarded by Council on April 16, 2019. Residents of the Majestic Oaks Subdivision petitioned for this repair and project costs will be 100% assessed to the property owners. Costs will be split equally amongst the property owners per parcel and not per front footage. Council Member Voss made a motion to approve Resolution 24-19, Council Member Okerberg seconded the motion, all members voted aye in approval.

Community Development Director Klecker requested approval of Resolution 25-19 approving Application No. V-1416 from Richard Hadler. This is request for a side setback variance of 7' where a 10' side setback is required from the east property line at 342 McIndoe Street SE. The Planning Commission held a public hearing on this application with no objections heard. The Planning Commission recommends approval with the following conditions:

- 1) The addition shall be constructed to match the existing house.
- 2) All building codes shall be met.

Council Member Dotson made a motion to approve Resolution 25-19 as recommended by the Planning Commission, Council Member Burbank seconded the motion, all members voted aye in approval.

City Administrator Busse requested approval of Resolution 26-19 approving the 2018 and 2019 Labor Agreement with the International Association of Fire Fighters, Local Union No. 1920. Summary of the changes are:

Wage Scale – Approval of a 2% increase on the approved wage scale for 2018 effective on January 1, 2018, and a 1% increase effective June 24, 2018. Approval of a 2% increase on the approved wage scale for 2019 effective on January 1, 2019, and a 1% increase effective May 12, 2019. Employees that have remaining steps on the wage scale will receive a step effective June 24, 2018 and May 12, 2019.

Insurance – \$21 (single) and \$60 (family) increase in employer contribution for 2018 and 2019
Uniform - \$25 increase to uniform allowance in 2018

Temporary Commander Pay – MOU will be replaced with language in contract. Any person assigned to fill a “Commander” assignment on a temporary basis shall receive for such time worked temporary Commander pay of \$2.00 per hour.

Council Member Voss made a motion to approve Resolution 26-19, Council Member Okerberg seconded the motion, all members voted aye in approval.

City Administrator Busse requested approval to adjust wages of the Paid On-Call and Resident Firefighters; a 2% increase effective on January 1, 2019 and a 1% increase effective May 12, 2019.

Council Member Svenby made a motion to approve this wage adjustment, Council Member Burbank seconded the motion; all members voted aye in approval.

Mayor Kuntz requested revisions to the benefits of City Administrator Kris Busse. Council and Mayor met with Ms. Busse to conduct an Annual Performance Review on March 5, 2019. Council found City Administrator’s performance to be excellent and recommend these changes effective January 1, 2019:

Increase the deferred compensation match through payroll deduction from \$4,600 to \$6,600 per year.

Increase the vehicle allowance from \$370 to \$450 per month.

Any salary increases will follow non-union employees through the approved salary structure.

Council Member Raney made a motion to approve these changes, Council Member Dotson seconded the motion; all members voted aye in approval.

Community Development Director Klecker requested approval of the easement agreement for the building repair at 111 Walnut Avenue North. Prior to demolition of the interior building space for Mineral Springs Brewery, it was discovered the exterior walls were failing. The south and east walls were slowly being pushed in from the surrounding hillsides. For the building to become structurally sound, a structural engineer has recommended installation of vertical “C” channels on the interior walls and bolt them back to plates buried underground to pull the walls back to straight. Holes will be drilled through the parking lot and long bolts drilled through the wall to the plate connection in the parking lot hole. One channel will be installed every 5' along the wall. The bolts will be extended under the existing garage to the parking lot.

With the number of holes proposed to be drilled, the City is requiring the applicant, property owner Stadheim Properties, repave the parking lot in a rectangle 10' around the drilled holes. A saw cut is being required to ensure a clean edge to repave to. The applicant is also required to provide an indemnification as well as the required liability insurance. This easement will run with the land and will not expire until the building is removed. Council Member Burbank made a motion to approve this easement, Council Member Voss seconded the motion; all members voted aye in approval.

During Staff Comments, Public Works Director Skov explained as the weather warms up, it becomes the season for potholes; unfortunately, it is still too cold for patch mix to hold in some of the holes so they will be repaired after it warms up. Skov asked everyone to be patient, crews are filling the holes that we can. Interim Park Director Klecker advised Park and Rec staff has been working with Tom Vizina for him to begin operations at the Brooktree Golf Course and staff have also been working on some improvements for items at Lake Kohlmier this summer.

During Public Comment, Roger Wacek, 646 Vine Street, asked why a storm water retention pond or pollinator rain garden were not included in the plans proposed for the new soccer complex and suggested a City Ordinance require future projects be reviewed to include pollinator rain gardens.

During Council Comments: Council Member Voss thanked Public Works Director Skov and the crew for keeping the streets cleared during this brutal winter which seems to be nearing the end. Council Member Raney also thanked the Public Works Crew and the Park & Rec Crew for helping clear snow from the streets and then reminded everyone that Spring and warmer weather will bring kids out on their bicycles, so he asked everyone to keep an eye out for them on the streets. Mayor Kuntz said he attended a Highway 14 Meeting this afternoon and the project to expand the section of Highway 14 between Owatonna and Rochester to four lanes is moving forward. Requests for Project Proposal will be sent out May 8th for contracts to be awarded on August 21st. Plans are to begin construction later this year with completion during the Fall of 2021. City Administrator Busse said she spoke with Mike Johnson, Steele County Emergency Manager this afternoon regarding current water conditions; both Maple Creek and Walnut Creek have receded and are back within their banks. She reminded everyone that if barricades are blocking a roadway, do not move them as they were placed for safety reasons. Also, in response to Mr. Wacek's comment about the plans for the new soccer complex, there is a storm water retention pond located along the north side of the parking lot.

At 7:38 p.m., Council Member Raney made a motion to return to open session to adjourn, Council Member Dotson seconded the motion and the meeting adjourned.

Dated: March 25, 2019

Respectfully submitted,
Jeanette Clawson, Administrative Specialist