

## Owatonna City Council Minutes

The Owatonna City Council met in regular session on Tuesday, January 3, 2017 at 7:00 p.m. in the Council Chambers. Council Vice President Schultz called the meeting to order and welcomed everyone in attendance. Also in attendance were: Council Members Raney, Svenby, Okerberg, Dotson and Burbank; Mayor Kuntz; Community Development Director Klecker; Public Works Director Skov; City Attorney Walbran; City Administrator Busse and Administrative Specialist Clawson.

Following the Pledge of Allegiance, City Administrator Busse administered the Oath of Office to City Officials elected during the 2016 General Election: Mayor Thomas A Kuntz; Council Member at Large Doug Voss; Council Member Second Ward Greg Schultz and Council Member Fourth Ward Kevin P. Raney.

Council Member Schultz asked for nominations to serve as Council President. Council Member Okerberg nominated Council Member Schultz; Council Member Svenby seconded this nomination. With no others nominations heard, Council Member Schultz was declared the new Council President.

Council Member Schultz then asked for nominations to serve as Council Vice President. Council Member Dotson nominated Council Member Raney; Council Member Burbank seconded this nomination. With no other nominations heard, Council Member Raney was declared the new Council Vice President.

Council Member Dotson made a motion to approve the agenda as presented, Council Member Burbank seconded the motion; all members voted aye for approval.

City Administrator Busse presented Resolution 1-17, designating depositories and person authorized to sign order thereon. The Office of the State Auditor recommends that the City annually designate depositories for the upcoming year and formally appoint individuals authorized to disperse funds.

Designated as depositories for the deposits and safekeeping during 2017:

- US Bank
- Wells Fargo Bank
- Vining Sparks
- Profinium, Inc.
- Bremer Bank
- RBC Wealth Management
- Wells Fargo Advisors
- Municipal Money Market Fund (LMC 4M Fund), hereinafter called "Financial Institutions and/or Brokers,"

Authorized signatories will be: Thomas A. Kuntz, Mayor; Kris M. Busse, City Administrator and Rhonda L. Moen, Finance Director.

Authorization to the depositories to honor transfer of funds through wire, ACH, and electronic funds transfer by: Thomas A. Kuntz, Mayor; Kris M. Busse, City Administrator; Rhonda L. Moen, Finance Director, Diane M. Guse, Accounting Technician or Thomas Deetz, Accounting Analyst

Council Member Raney made a motion to approve Resolution 1-16, Council Member Schultz seconded the motion; all members voted aye for approval.

City Administrator Busse presented Resolution 2-17, to reappoint City Administrator Busse as the Responsible Authority for Data Practices Compliance during 2017. Council Member Svenby made a motion to approve Resolution 2-16, Council Member Burbank seconded the motion; all members voted aye for approval.

City Administrator Busse requested to change the following Council Meeting Dates:

Tuesday, August 1, 2017 – National Night Out

Tuesday, August 15, 2017 – Opening night at the Steele County Fair

Tuesday, January 2, 2018 – first meeting date during January 2018 immediately after holidays

Tuesday, January 18, 2018 – second meeting planned during January 2018 a month of five Tuesdays

Community Development Director Klecker requested no Council Meetings be set on the second Tuesday of the month, as it would interfere with the regular schedule of the Planning Commission. After discussion, Council Member Dotson made a motion to make the following changes:

First August meeting, August 1, 2017 will be changed to Monday, July 31, 2017

Second August meeting, August 15, 2017 will be changed to Monday, August 14, 2017

First January 2018 meeting, January 2, 2018 will be changed to Monday, January 8, 2018

Second January 2018 meeting, January 16, 2018 will be changed to Tuesday, January 23

Council Member Svenby seconded the motion; all members voted aye for approval.

City Administrator Busse requested the Owatonna Peoples Press be reappointed as the City's Official Paper for Publication during 2017. The City's Charter requires a newspaper of general circulation in the city be designated as the official paper for publication of all matters required. Council Member Okerberg made a motion to designate the Owatonna Peoples Press as the 2017 Official Paper, Council Member Burbank seconded the motion; all members voted aye for approval.

City Administrator Busse requested reappointment of Fire Chief Michael Johnson as the City's Weed Inspector. Fire Chief Michael Johnson has served in this position for the past eleven years, which works well by offering a good point of contact for residents with concerns regarding weed and nuisance vegetation. Council Member Burbank made a motion to reappoint Fire Chief Michael Johnson as the 2017 Weed Inspector, Council Member Raney seconded the motion; all members voted aye for approval.

City Administrator Busse reviewed Council Members assignments to boards requiring Council Representation. Council Member Burbank made a motion members serve on the following boards during 2017 as discussed during the study session prior to this meeting:

Economic Development Authority (EDA) - Kevin P. Raney, Jeff Okerberg & Doug Voss

Owatonna Area Business Development Center (The Center) - Nate Dotson & Doug Voss

Law Enforcement Center (LEC) Committee - Dave Burbank & Jeff Okerberg

Highway 14 Partnership - Dave Burbank, Brent Svenby, Kevin P. Raney and Nate Dotson

Joint Powers Board (911 Board) - Jeff Okerberg & Dave Burbank

Council member Svenby seconded the motion; all members voted aye for approval.

Council Vice President Raney recapped the expenses for the period. Proposed disbursements total \$1,083,705.72. Council Member Okerberg made a motion to approve payment of these bills; Council Member Dotson seconded the motion; all members voted aye for approval.

President Schultz advised 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 – December 20, 2016.

Exempt Permit – Raffle - Christian Family Church – February 18, 2017.

Event Permit & Exception to allow alcoholic beverages at Lake Kohlmier - Ice Golf – Owatonna Wrestling Association – February 4, 2017.

Event Permit - 2nd Annual Winter Weekend out – Owatonna Park & Rec Department – January 27, 28 & 29, 2017.

Event Permit – MN Snap Low Income Spay/Neuter Clinics in 2017: Jan 7, May 13, & Sept 2.

Minutes – Park & Rec Board Meeting – November 7, 2016.

Minutes – Park & Rec Board Meeting – December 12, 2016.

Minutes – OPU Commission Meeting – November 22, 2016.

Minutes – Library Board Meeting – October 18, 2016.

Minutes – Library Board Meeting – November 15, 2016.

Fire Department Monthly Activity and Dashboard - November 2016.

Renew Contract Agreement - Yoga Instructor - Denise Stewart.

Change Order – Project No. 15007 – SE Stormsewer.

Set Date for Local Board of Appeal & Equalization Public Meeting – April 11, 2017.

Approve Purchase – 2017 Freightliner truck, plow, wing, sander and scraper unit.

Council Member Raney made a motion to approve the consent Agenda Items, Council Member Burbank seconded the motion; all members voted aye for approval.

City Administrator Busse presented the applications received from Yukai Zhang for and On-Sale 3.2 Malt Liquor License and Wine License for E & AZ Sushi Inc. to do business as Mizuki Fusion at 119 W Bridge Street. The current licensee at this location is Chenfeng Mizuki Fusion Inc. to do business as Mizuki Fusion. The new licenses will replace the current licenses and expire at the end of the current licensing period, June 30, 2017. Council Member Dotson made a motion to approve the new licenses; Council Member Voss seconded the motion; all members voted aye for approval.

City Attorney presented four proposed ordinances for second readings, first readings of each of these ordinances were approved during the December 20, 2016 Council Meeting and there have been no changes made since. Staff requested these amendments to the City Code of Ordinances for miscellaneous fees.

Council Member Okerberg made a motion to approve Proposed Ordinance 18-16, fee for Data Requests; Council Member Raney seconded the motion. The fee will increase from \$0.10 per page to \$0.25 per page. With a roll call vote, voting aye were Council Members Okerberg, Dotson, Burbank, Raney, Svenby Voss and Schultz, there were no nay votes. This ordinance, known as Ordinance 1552 shall be in full force and effect from and after its passage and publication

Council Member Svenby made a motion to approve Proposed Ordinance 19-16, fee for Special Assessments; Council Member Burbank seconded the motion. The fee will increase to \$25 per request. With a roll call vote, voting aye were Council Members Okerberg, Dotson, Burbank, Raney, Svenby Voss and Schultz, there were no nay votes. This ordinance, known as Ordinance 1553 shall be in full force and effect from and after its passage and publication.

Council Member Raney made a motion to approve Proposed Ordinance 20-16, fee for Noise Exceptions; Council Member Dotson seconded the motion. A fee of \$150.00 will be charged per request. With a roll call vote, voting aye were Council Members Okerberg, Dotson, Burbank, Raney, Svenby Voss and Schultz, there were no nay votes. This ordinance, known as Ordinance 1554 shall be in full force and effect from and after its passage and publication.

Council Member Svenby made a motion to approve Proposed Ordinance 21-16, fee for Special

Assessments; Council Member Voss seconded the motion. Appendix A will be updated to include the new fee amounts authorized for the Data Requests, Special Assessments and Noise Exceptions. With a roll call vote, voting aye were Council Members Okerberg, Dotson, Burbank, Raney, Svenby Voss and Schultz, there were no nay votes. This ordinance, known as Ordinance 1555 shall be in full force and effect from and after its passage and publication.

Public Works Director Skov presented the second reading of Proposed Ordinance 22-16, a complete update of the Shade Tree Ordinance in Chapter 97.00 of the 2015 Code of Ordinances. The first reading of this proposed ordinance was approved during the December 20, 2016 Council Meeting with no changes since. Emerald Ash Borer will be included as a shade tree pest; existing shade tree pests are now in one section for unified management of various pests/ diseases and the approved boulevard tree list will be updated. Council Member Raney made a motion to approve Proposed Ordinance 22-16; Council Member Dotson seconded the motion. With a roll call vote, voting aye were Council Members Okerberg, Dotson, Burbank, Raney, Svenby Voss and Schultz, there were no nay votes. This ordinance, known as Ordinance 1556 shall be in full force and effect from and after its passage and publication of a summary of this lengthy ordinance. A full copy of the ordinance will be available in the City's Code of Ordinances.

Public Works Director Skov presented Resolution 3-17 to accept the Feasibility Report for the 2017 Street & Utility Project and set a public hearing to consider this project on Tuesday, February 7, 2017. The proposed project includes improvements in the following areas:

- Radel Place
- 12th Street NE – 3<sup>rd</sup> Avenue NE to Elm
- 13th Street NE – 3<sup>rd</sup> Avenue NE to Elm
- Mound – Franklin to Selby
- Bryan Ave. SW
- Martin Street SW
- Valley Avenue SW
- Cindy Lane SW – Jeffery to Young
- Godfathers Alley – Oakdale to 18<sup>th</sup> Street SW (Bituminous)
- Alley – Lincoln to Chambers south of Agnes

Council Member Dotson made a motion to approve Resolution 3-17, Council Member Burbank seconded the motion; all members present voted aye for approval.

City Administrator Busse presented Resolution 4-17 approving the State of Minnesota Joint Powers Agreement with the City of Owatonna on behalf of its City Attorney and Police Department and Court Data Services Subscriber Amendment to CJDN Subscriber Agreement. The current Master Joint Powers Agreement (JPA) is expiring and the current Court Amendment expires with the current JPA. The CJDN Subscriber Agreement allows use of systems and tools available over the State's criminal justice data communications network for which the city is eligible. The Joint Powers Agreements will provide the City with the ability to add, modify and delete connectivity, systems and tools over the five-year life of the agreement and obligates the City to pay the costs for the network connection. Council Member Svenby made a motion to approve Resolution 4-17, Council Member Voss seconded the motion; all members voted aye for approval.

During Public Comments, Roger Wacek, 646 E Vine Street advised he recently read a book advising of the healthy benefits of dandelions. He believes too many tax dollars are being spent unnecessarily in effort to

eliminate or control dandelions.

During Council Comments, Council Members wished everyone a Happy New Year and welcomed new member Voss. Council Member Voss thanked everyone for welcoming him and said it was an interesting fun meeting and he is looking forward to serving on the council. Mayor Kuntz thanked the engineering staff for preparing the improvement projects proposed for repairs to the City's infrastructure. Mayor Kuntz then reminded everyone of the breakfast planned by the Human Rights Commission to be held on Monday, January 16<sup>th</sup>, Martin King Luther Jr Day at the Plaza Morena Campestre Grill. Mayor Kuntz then thanked Community Development Director Klecker for completing the sale of the former Arnold House to allow construction of a new Ace Hardware Store at this site and then he thanked the Owatonna Peoples Press for the article written by Todd Hale on the history of the former Arnold House. City Administrator asked Council Members if Thursday, February 23<sup>rd</sup> would be a good date to hold the Annual Strategic Planning Session, plans are to hold one long session this year to complete the process so she hopes a date can be set when all members can attend. Council Member Svenby reminded everyone there will be a Coffee with the Council this Saturday morning, January 7<sup>th</sup> from 8:30 – 9:30 at Hy-Vee.

With no additional business at 7:45 p.m., Council Member Raney made a motion to adjourn the meeting; Council Member Svenby seconded the motion, all members voted aye and the meeting was adjourned.

Dated: January 13, 2017

Respectfully submitted,  
Jeanette Clawson, Administrative Assistant