

Owatonna City Council Minutes

The Owatonna City Council met in regular session on Tuesday, May 16, 2017 at 7:00 p.m. in the Council Chambers. Council President Schultz called the meeting to order and welcomed everyone in attendance. Attending were: Council Members Raney, Svenby, Okerberg, Burbank, Voss and Dotson; Mayor Kuntz; Community Development Director Klecker; Public Works Director Skov; City Attorney Walbran and Administrative Specialist Clawson.

Following the Pledge of Allegiance, Council President Schultz advised the contract for concessions at Lake Kohlmier Beach would be tabled to a future meeting. Council Member Svenby made a motion to approve the agenda with this item removed; Council Member Burbank seconded the motion; all members voted aye for approval.

Public Works Director Skov explained the proposed 2017 Sidewalk Project includes 44 parcels identified by engineering staff needing repair at various locations. Estimated cost of the project is \$45,076.27 with half, \$22,538.14 proposed for Preliminary Assessments to the property owners. At 7:06 p.m., a public hearing opened for comments on the proposed project. Linda Hoffman, 409 E Pearl Street, questioned why she would be charged for damaged caused when forms were removed during a previous City sidewalk repair project and she believes roots of a tree located in the boulevard caused some damage. Director Skov advised he would review prior project information and state statue regarding multiple assessments to a parcel. A letter received from Scott Limburg, 422 Cedar Avenue S, was read also questioning responsibility of repair for damage caused by roots of a tree located in the boulevard. Director Skov will direct staff to review the damages at this location. With no additional comments heard, at 7:09 p.m., Council Member Raney made a motion to close the public hearing, Council member Dotson seconded the motion; all members voted aye in approval.

Public Works Director Skov presented Resolution Resolution 50-17 approving plans for the 2017 Sidewalk Project proceed and directing the City Clerk to prepare a final assessment roll for Council when the project is completed. Council Member Okerberg made a motion to approve Resolution 50-17, Council Member Voss seconded the motion; all members voted aye for approval.

Mayor Kuntz recommended the following re-appointments to various board and commissions:

Commission-Board Member Reappointments

Commissioner	Commission
James Keltgen	Airport Commission
Sharon West	Airport Commission
Fred Ventura	Human Rights Commission
Greg Louis	Park & Rec Board
Wes Kain	Planning Commission
Teri Steckelberg	Planning Commission
Suzy Meneguzzo	Planning Commission
Meredith Mattison	Library Board
Randy Doyal	OPU
Lowell Schultz Sr	Shade Tree Commission
Graham Benoit	West Hills Commission

Council Member Dotson made a motion to approve these recommendations; Council Member Svenby seconded the motion; all members voted aye for approval.

Mayor Kuntz recommended appointment of Christy Tyrhus to serve a three-year term on the Public Library Board and Robyn Spande to fulfill the remaining two years of vacated term on the Human Rights Commission. Council Member Raney made a motion to approve these two appointments, Council Member Voss seconded the motion; all members voted aye for approval.

Mayor Kuntz awarded plaques of appreciation to the following volunteers for their service on these City Boards and Commissions:

- 1) Jolayne Mohs - 2 years on the Public Library Board
- 2) Todd Cashman - 3 years on the Downtown Parking Committee
- 3) Scot Mohs - 3 years on the Airport Commission
- 4) Cindy Halverson - 4 years on the Owatonna Human Rights Commission
- 5) Chris Goodew - 6 years on the Park & Rec Board
- 6) Lorna Mendez – 6 years on the Owatonna Human Rights Commission
- 7) Craig S Brase – 6 1/20 years on the Downtown Parking Committee
- 8) Bradley Vettrus – 14 years on the Housing & Redevelopment Authority (HRA)

Cindy Halverson was present to accept her plaque and she thanked Mayor Kuntz and Council for the opportunity to serve the City. A letter from Brad Vettrus was read in which he thanked the City for the opportunity to serve on the HRA and thanked Nancy Bokelmann and Troy Klecker for their work with the HRA.

Mayor Kuntz made proclamation for Thursday, May 18th as Terry “TC” Carlyle Day in the City of Owatonna. Mr. Carlyle works as an Athletic Trainer for the Owatonna Public School, several neighboring community schools and numerous private companies. In 2010, TC was awarded the Minnesota Athletic Trainer Association Recognition Award and this year, he received the 2017 Fred Zamberletti Award from the Minnesota Chapter of the National Football Foundation. Mr. Carlyle presented his award and explained he was honored to be nominated to receive this award; this is the 10th year for this award and previous recipients are all trainers with professional teams.

Council 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 – May 2, 2017.

Event Permit – Harry Wenger Band Festival.

Event Permit – 11 @ 7 Summer Concerts – Owatonna Chamber of Commerce.

Event Permit – Shifting Gears for Down Syndrome Bike Ride – Down Syndrome Association of MN – August 5, 2017.

Event Permit – 2017 Field Day – Owatonna Steele County Amateur Radio Club – June 24, 2017.

Renew Ice Cream Vendor License – Kona Ice, Faribault MN.

Exempt Permit – MN State Public School Orphanage Museum Inc. – Raffle – Sept 16, 2017.

Exempt Permit – Steele Spurs – NTWF – Raffle at SCFF – August 15 – 20, 2017.

2017 Retail Fireworks Permit – Target.

Minutes – Human Rights Commission Meeting – April 11, 2017.

Building & Inspections – Monthly Report – April 2017.

Fire Department – Monthly Activity Report & OFD Dashboard – April 2017.

Resolution 57-17: Fame Award Purchase.

Change Meeting Date – First July Council Meeting to July 5, 2017.

Council Member Raney requested Kona Ice be asked to not park on the trails; snow cone sales should be made from the park’s parking lots. Council Member Burbank made a motion to approve the Consent Agenda Items, Council Member Svenby Seconded the motion; all members voted aye for approval.

Council Vice President Raney recapped the expenses for the period. Bills presented for payment totaled \$361,419.72. Council Member Dotson made a motion to approve payment of these bills; Council Member Okerberg seconded the motion. All members voted aye for approval.

Community Development Director Klecker presented application received from Gary Chamness for a Garbage & Refuse Hauling License. His company, Chamness Technology, Inc. of Blairsburg, IA to do business as GreenRU contracts with Hy-Vee Stores for garbage collection. A background investigation was completed with no objections to issuance of this license. We have received the application, Certificate of Liability Insurance, Certificate of Compliance for MN Workers' Compensation Law, and payment of the \$75.00 license fee for one vehicle. This is an annual license to expire December 31, 2017. Council Member Raney made a motion to approve this Garbage Haulers License, Council Member Okerberg seconded the motion all members voted aye for approval.

Public Works Director Skov presented the six bids received for the 2017 Street & Utility Project. The lowest responsible bidder was Wencil Construction, Inc. of Owatonna, MN with bid of \$1,283,279.14. Council Member Svenby made a motion to approve Resolution 51-17 accepting the bids and awarding this contract to Wencil Construction, Inc. Council Member Burbank seconded the motion; all members voted aye for approval.

Public Works Director Skov presented the five bids received for the 2017 Crack Sealing Project No. 17011. The lowest responsible bidder was Precision Asphalt Sealers, LLC of Osakis MN with bid of \$83,490.00. Council Member Okerberg made a motion to approve Resolution 52-17 accepting the bids and awarding this contract to Precision Asphalt Sealers, LLC. Council Member Dotson seconded the motion; all members voted aye for approval.

Community Development Director Klecker presented the first reading of Proposed Ordinance 8-17 to vacate a portion of the drainage and utility easements in County Creek No. 6. Hall Construction Inc. has requested this for properties located at 1852-2010 Evergreen Place NE in preparation to split the proposed single family attached dwellings to detached patio homes. This requires the vacation and replatting of the drainage and utility easements but will have no effect on the existing street or utilities in the area. The Planning Commission held a public hearing on this and recommend approval. Council Member Okerberg made a motion to approve the first reading of Proposed Ordinance 8-17, Council Member Svenby seconded the motion. With a roll call vote, voting aye were Council Members: Svenby, Voss, Okerberg, Dotson, Burbank, Raney and Schultz; the motion was approved. The second reading of this proposed ordinance will be on the next Council Agenda.

Community Development Director Klecker presented the first reading of Proposed Ordinance 9-17 to rezone the properties located at 1852-2010 Evergreen Place NE. The application from Hall Construction, Inc. includes Application No. Z-344 to change the zoning from R-3, Single & Two Family District to R-1, Single Family Residential District. The Planning Commission held a public hearing on this and recommend approval. Council Member Raney made a motion to approve the first reading of Proposed Ordinance 9-17, Council Member Okerberg seconded the motion. With a roll call vote, voting aye were: Council Members Svenby, Voss, Okerberg, Dotson, Burbank, Raney and Schultz; the motion was approved. The second reading of this proposed ordinance will be on the next Council Agenda.

Community Development Director Klecker presented Resolution 53-17 approving the Preliminary Plat of Country Creek No. 7 as recommended by the Planning Commission. Council Member Svenby made a motion to approve Resolution 53-17, Council Member Burbank seconded the motion; all members voted

aye for approval.

Community Development Director Klecker presented the first reading of Proposed Ordinance 10-17 to vacate a portion of the drainage and utility easements in Majestic Oaks. REO Development Group has requested this for property located at 2835 White Oak Lane in preparation of splitting a proposed single family attached dwelling to detached patio homes. This requires the vacation and replatting of the drainage and utility easements but will have no effect on the existing street or utilities in the area. The Planning Commission held a public hearing on this and recommend approval. Council Member Dotson made a motion to approve the first reading of Proposed Ordinance 10-17, Council Member Okerberg seconded the motion. With a roll call vote, voting aye were Council Members: Svenby, Voss, Okerberg, Dotson, Burbank, Raney and Schultz; the motion was approved. The second reading of this proposed ordinance will be on the next Council Agenda.

Community Development Director Klecker presented the first reading of Proposed Ordinance 11-17 to rezone the property located at 2835 White Oak Lane. The application from REO Development Group includes Application No. Z-345 to change the zoning from R-3, Single & Two Family District to R-1, Single Family Residential District. The Planning Commission held a public hearing on this and recommend approval. Council Member Svenby made a motion to approve the first reading of Proposed Ordinance 11-17, Council Member Burbank seconded the motion. With a roll call vote, voting aye were: Council Members Svenby, Voss, Okerberg, Dotson, Burbank, Raney and Schultz; the motion was approved. The second reading of this proposed ordinance will be on the next Council Agenda.

Community Development Director Klecker presented Resolution 54-17 approving the Preliminary Plat of Majestic Oaks No. 2 as recommended by the Planning Commission. Council Member Okerberg made a motion to approve Resolution 54-17, Council Member Voss seconded the motion; all members voted aye for approval.

Community Development Director Klecker presented the first reading of Proposed Ordinance 12-17 to vacate a portion of the drainage and utility easements in Cedardale Addition No. 2. Council President Schultz recused himself as he has personal interest in the property; Vice-President Raney took over the meeting. The City of Owatonna requested vacation of these easements as they are no longer needed at this property in Lot 5, Block 2, Cedardale Addition No. 2; 235 Cedardale Drive SE. The City reconstructed a storm line with new easements, in exchange for the new easements, the City offered to vacate the existing unnecessary easements. The Planning Commission held a public hearing on this and do recommend approval. Council Member Svenby made a motion to approve the first reading of Proposed Ordinance 12-17, Council Member Dotson seconded the motion. With a roll call vote, voting aye were Council Members: Svenby, Voss, Okerberg, Dotson, Burbank, and Raney; Council Member Schultz abstained; the motion was approved. The second reading of this proposed ordinance will be on the next Council Agenda.

Council President Shultz returned to his seat to conduct the meeting. Community Development Director Klecker presented the first reading of Proposed Ordinance 13-17 to vacate a portion of the drainage and utility easements in Cedardale No. 3. The City of Owatonna requested vacation of these easements as they are no longer needed at the properties in Lot 5, Block 3 of Majestic Oaks No. 2; 325 and 345 Cedardale Drive SE. The City reconstructed a storm line with new easements, in exchange for the new easements, the City offered to vacate the existing unnecessary easements. The Planning Commission held a public hearing on this and do recommend approval. Council Member Dotson made a motion to approve the first reading of Proposed Ordinance 13-17, Council Member Burbank seconded the motion. With a roll call vote, voting aye were Council Members: Svenby, Voss, Okerberg, Dotson, Burbank,

Raney and Schultz; the motion was approved. The second reading of this proposed ordinance will be on the next Council Agenda.

Community Development Director Klecker presented Resolution 55-17 approving a development agreement with Thomas Poole Jr and Jacquelyn A Poole for the Poole Addition. Council approved the final plat of Poole Addition during their meeting on April 18, 2017. This Development Agreement further states the expectation and required improvements to allow construction on the Poole property in Lot 1, Block 1, of the Poole Addition. Council Member Okerberg made a motion to approve Resolution 55-17, Council Member Voss seconded the motion; all members voted aye for approval.

Community Development Director Klecker presented Resolution 56-17 approving a development agreement for the Parkway Addition. Council President Schultz recused himself, as he owns property in this addition; Council Vice-President Raney took over the meeting. This proposed development agreement is with Lowell G and Shirley Schultz and Paul H. Arnfelt, Trustee of the Paul H. Arnfelt Revocable Trust. Council approved the final plat of Parkway Addition during their meeting on April 18, 2017. This Development Agreement further states the expectation and required improvements to allow construction on the Parkway property. Council Member Dotson made a motion to approve Resolution 56-17, Council Member Voss seconded the motion; members voting voted aye for approval.

Council President Schultz returned to his to preside over the meeting. City Attorney Walbran presented the first reading of Proposed Ordinance 14-17. This amendment will coincide with an amendment passed by the State Legislature to allow off sales of liquor on Sundays. Effective July 2, 2017, off-sale liquor store may be open on Sundays from 11:00 a.m. to 6:00 p.m. Council Member Dotson made a motion to approve the first reading of Proposed Ordinance 1-17, Council Member Okerberg seconded the motion. With a roll call vote, voting aye were: Council Members Svenby, Voss, Okerberg, Dotson, Burbank, Raney and Schultz; the motion was approved. The second reading of this proposed ordinance will be on the next Council Agenda.

During Public Comments, Mike Conrad, 424 12th Street SE reviewed the information regarding the "OSCAR" Owatonna Steele County Amateur Radio Club event planned for June 24th. He is the Field Day Coordinator and invited everyone to attend to see firsthand the operations of their group.

During Council Comments, Council Member Voss thanked the Public Works Department for quick response to his request to mow tall grass near an intersection. Councilmember Okerberg thanked TC Carlyle for the work he has done and positive influence he has made within the community; two daughters received help and have chosen similar careers. Council Member Dotson also thanked TC Carlyle for his service to the community. Council Member Raney congratulated TC Carlyle for the award he received and thanked him for the care and service he has done; his two children received PT care from TC. Council Member Raney asked if any new applications for Transient Merchant Permits were received because of a hailstorm. Administrative Specialist Clawson confirmed 12 new permits were issued within the last few days and reviewed the ordinance and process of obtaining a Transient Vendor Permit. Council Member Okerberg commented Chief Mundale sent a message advising residents to beware of potential Fraud as they consider entering into contracts for services. Mayor Kuntz said he needs a few more volunteers to sit on various boards and commissions so if anyone is interested they should contact him or a council member to volunteer.

At 7:52 p.m., Council Member Raney made a motion to adjourn the meeting. Council Member Dotson seconded the motion, all members voted aye and the meeting adjourned.

Jeanette Clawson, Administrative Specialist