

Owatonna City Council Minutes - Draft Copy

The Owatonna City Council met in regular session on Tuesday, June 20, 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, Burbank, Voss, Dotson and Schultz; Community Development Director Klecker; Public Works Director Skov; City Attorney Walbran; City Administrator Busse and Administrative Specialist Clawson.

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

Council Member Okerberg joined the meeting.

City Administrator advised the Mayor's recommendations for appointment to various boards and commissions will be made during the next council meeting.

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 – June 6, 2017.

- Event Permit – 2017 Crazy Days – July 27, 28 & 29, 2017 – Owatonna Business Partnership.

- Event Permit – 2017 Steele County Relay for Life – July 21-22, 2017.

- Event Permit – Benefit Concert at Lake Kohlmier – July 30, 2017 – Winter State Entertainment.

- Event Permit – Rides for Lou Car Show – August 5, 2017.

- Event Permit – Family Fun Day at the Farmer's Market – July 15, 2017.

- Ice Cream Vendor Permit – Sunny's Ice Cream.

- Minutes – Owatonna Human Rights Commission – May 9, 2017.

- Professional Services Agreement – North Straight River Trail – WHKS & Co.

City Administrator requested the Event Permit received from Winter State Entertainment be tabled to the next council meeting, as additional information is needed from the applicant prior to council decision.

Council Member Svenby made a motion to approve the Consent Agenda Items with this item removed, Council Member Voss seconded the motion; all members voted aye for approval.

Council Vice President Raney recapped the expenses for the period. Bills presented for payment totaled \$452,918.58. Council Member Okerberg made a motion to approve payment of these bills; Council Member Burbank seconded the motion. All members voted aye for approval.

City Administrator Busse presented a restated lease agreement with Steele County for use of the City's Fire Hall for court services. A water pipe burst at the Steele County Courthouse in January and to restore courthouse operation as quickly as possible, courthouse personnel and operation were relocated to the Fire Hall. The previous agreement was with the understanding the county would require the space for a few months; however, Steele County now plans to complete additional renovation to the courthouse and request the lease be extended. This lease includes rent of \$5,000 per month beginning January 10, 2017 to December 31, 2017. Council Member Okerberg made a motion to approve this restated lease, Council Member Voss seconded the motion; all members voted aye for approval.

City Administrator Busse presented Resolution 61-17 requesting authorization to dispose of used items. The resale value of the equipment is negligible and staff time to prepare for sale would outweigh the sale of these items so requesting these items be donated to non-profit organizations for their use or resale. Items to currently dispose include computers, printers, office furniture, office equipment and bicycles. Council Member Dotson made a motion to approve Resolution 61-17, Council Member Burbank

seconded the motion; all members voted aye for approval.

Community Development Director Klecker presented Resolution 62-17 for approval of the Preliminary and Final Plat for Cabela's Additions. Cabela Retail Inc. has requested to split their lot to provide two developable lots for sale. The Planning Commission held a public hearing on this request and recommend approval with the following conditions:

- 1) The final plat shall be recorded within sixty days of the date of approval of the final plat.
- 2) The title opinion shall be approved by the City Attorney prior to recording of the final plat.
- 3) An easement shall be recorded regarding the drainage and joint use of the storm water facilities on the property.
- 4) A joint access, parking, and maintenance easement agreement regarding all parking and access on the properties shall be recorded with the final plat.
- 5) A joint access and maintenance easement agreement the south access drive shared with Christian Family Church shall be recorded with the final plat.

Klecker confirmed parking requirements are met for each parcel on the proposed plat. Council Member Dotson made a motion to approve Resolution 62-17, Council Member Burbank seconded the motion, all members voted aye for approval.

Public Works Director Skov presented Resolution 63-17 for approval of the Master Partnership Contract with the Minnesota Department of Transportation (MN DOT). The Master Partnership Contract provides a framework for MN DOT and local agencies to provide services and payment to each other. The City has not required use of this arrangement recently, but is good to have the agreement in place in case needed. Council Member Okerberg made a motion to approve Resolution 63-17, Council member Voss seconded the motion; all members voted aye for approval.

There were no comments heard during Public Comments and during Council Comments, Council Member Voss thanked County Commissioner Abbe for a tour of the Steele County Courthouse for himself and Council Member Okerberg providing them opportunity to see progress of the county's renovation project. Council Member Raney thanked Pete Grant for his years of service as the Superintendent at the Owatonna Public School and wished him well on his retirement beginning the end of this month. Council Member Schultz wished everyone a safe a Happy 4th of July holiday. City Administrator Busse reminded everyone the date for the next regular council meeting will be Wednesday, July 5, 2017.

At 7:16 p.m., Council Member Raney made a motion to take a short recess and then reconvene in the Lower Level Meeting Room for the annual performance evaluation of City Administrator Busse. Council Member Svenby seconded the motion, all members voted aye for approval.

At 7:40 p.m., Council President Schultz called the meeting back to order. Council Member Raney made a motion to go into closed session to meet with City Administrator Busse, Council Member Dotson seconded the motion, all members voted aye for approval

At 8:46 p.m., Council Member Burbank made a motion to return to open session, Council Member Okerberg seconded the motion, all members voted aye for approval.

At 8:47 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.

Dated: June 28, 2017

Respectfully submitted,
Jeanette Clawson, Administrative Specialist