

Owatonna City Council Minutes - Draft Copy

The Owatonna City Council met in regular session on Tuesday, July 18, 2017 at 7:00 p.m. in the Council Chambers. Council Vice-President Raney called the meeting to order and welcomed everyone in attendance. Attending were: Council Members Raney, Svenby, Burbank, Voss, and Okerberg; Mayor Kuntz; Community Development Director Klecker; City Attorney Walbran; City Administrator Busse and Administrative Specialist Clawson. Council Members Schultz and Dotson were not in attendance.

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

Mark Fritsch, CEO & General Manager of the Owatonna Public Utilities (OPU) congratulated Mayor Kuntz for receiving the Spence Vanderlinden Public Official Award during the 2017 National Conference & Public Power Expo in Orlando Florida last month. This award is to recognize personal service to the American Public Power Association by elected and appointed officials. Public officials at the national or state level established this award during 1978, to recognize exceptional leadership. Recipients have made a significant impact on the goals of public power. Mayor Kuntz spent 31 years with Owatonna Public Utilities before retiring and then elected as mayor in 2003. He joined the Association's Policymakers Council in 2006 and served as chair in 2015 and an ex officio member of the Association's board of directors. He also served on the board of directors for PowerPAC—the Association's political action committee. Regionally, Tom is active with the Southern Minnesota Municipal Power Agency, serving on its board from 1997 to 1999 and as its president from 1999 to 2001. Mayor Kuntz displayed the award saying it was an honor to receive this award and an honor to continue serving Public Power.

Mayor Kuntz made proclamation for Tuesday, August 1, 2017 as Night to Unite in Owatonna. This event is designed to bring an awareness of crime prevention and local law enforcement efforts. During 2016, the City's crime rate decreased and many believe the Night to Unite activities have helped by bringing police and communities together.

Mayor Kuntz made recommendation for Karly Ohnstad and Dawn Lindall to serve on the Downtown Parking Committee and Pat Fails to serve on the Park & Rec Board. Council Member Okerberg made a motion to approve these recommendations; Council Member Svenby seconded the motion, all members present voted aye for approval. These appointments are to fill seats currently open for three-year terms ending April 30, 2020.

Council Vice President Raney 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 – July 5, 2017.

Event Permit – Dog Pound Birthday Party – August 11, 2107.

Event Permit – CulturFest Opening Parade – September 23, 2017.

Event Permit – Movie Night at the Airport – August 26, 2017.

Event Permit – Crazy Days Car Show – July 27, 2017.

Exempt Permit – Raffle at SCFF – August 15 – 20, 2017. Minnesota Pheasants

Minutes – Human Rights Commission Meeting – June 13, 2017.

Building & Inspection Monthly Report – June 2017.

Council Member Okerberg made a motion to approve these Consent Agenda Items, Council Member Svenby seconded the motion; all members present voted aye for approval.

Council Vice President Raney recapped the expenses for the period. Bills presented for payment totaled \$385,521.62 Council Member Svenby made a motion to approve payment of these bills; Council Member Burbank seconded the motion. All members present voted aye for approval.

Community Development Director Klecker presented Conditional Use Permit (CUP) #1391 for approval. The application received from Leroy Smit is for plans to build a 988 square foot detached garage at 622 E School Street. There is an existing accessory structure feet at this property and City Code allows lots over 30,000 square feet two accessory structures up to 1,500 square feet with a conditional use permit. The current structure is 200 square feet. The Planning Commission held a public hearing for this application and recommend approval of this CUP with the following conditions:

- 1) The garage shall be constructed to be similar to the house.
- 2) The accessory structures shall not be used for commercial purposes.

Council Member Burbank made a motion to approve CUP #1391 as recommended by the Planning Commission; Council Member Voss seconded the motion; all members present voted aye for approval.

Community Development Director Klecker presented Resolution 67-17 to approve the Preliminary Plat of SEMCO Addition. SEMCO Properties LLC is requesting this 4.63+ acre tract be an industrial plat with two lots and one outlot. The applicant started this process to clean up the title and create a developable lot on the corner, as there are a number of easements and utilities on this parcel. The Planning Commission held a public hearing on this proposed plat and recommend approval with the following conditions:

- 1) The applicant shall apply for and be approved for a right of way vacation in the areas affected by the new plat.
- 2) Written easements will need to be provided and recorded for the private utility connections.
- 3) The special assessment will need to be paid in full or approved to be reapportioned by the City Council prior to recording of the final plat.
- 4) The City Attorney shall approve the title opinion prior to recording of the plat.

Council Member Okerberg made a motion to approve Resolution 67-17 as recommended by the Planning commission. Council Member Burbank seconded the motion; all members present voted aye in approval.

Mayor Kuntz advised the annual performance review of City Administrator Busse was completed June 20, 2017. Ms. Busse has served as the City's Administrator since December 2007 and has demonstrated great leadership and commitment to the City of Owatonna. Due to her outstanding leadership and performance, Mayor Kuntz proposed the following revisions to the City Administrator's benefit package effective January 1, 2017:

- 1) Increase the Deferred Compensation Match through payroll deduction from \$2,000 to \$4,000 per year.
- 2) Increase the Vehicle Allowance from \$220 to \$320 per month.

Any salary increases will follow non-union employees through the approved salary structure. Council Member Burbank made a motion to approve these changes, Council Member Okerberg seconded the motion; all members present voted aye for approval.

During Public Comment, Eddie Dybevik, 2260 Condor Place and Peter Larson, 2210 Condor Place requested assistance to clean-up their neighborhood. They are concerned about a large amount of traffic coming and going all hours of the day and night at a neighboring property, which they believe, has been

happening for more than four years. They have held two meetings with the Police regarding this and are hoping some additional assistance and awareness will help return their street to nice and quiet. City Administrator Busse will follow-up with the Police Chief and City Attorney Walbran.

During Council Comments, Mayor Kuntz reminded everyone Crazy Days will be next week and encouraged everyone to shop locally. Mayor Kuntz will be participating in the dunk tank during the Crazy Days Event! Council Member Raney reported he and Tim Truelson, Recreation Manager met with Greg Schmidt, Event Organizer for the IA/MN Pirate Festival planned in Morehouse Park on August 12th and 13th regarding use of the trail; an alternative route to use during the festival will be to get off the trail at Mill Street, go north on Walnut Avenue and then reconnect with the trail by OPU. City Administrator Busse reminded everyone the dates of the August Council Meetings have been changed to Monday, July 31st and Monday, August 14th.

At 7:28 p.m., Council Member Voss made a motion to adjourn the meeting. Council Member Svenby seconded the motion, all members voted aye and the meeting adjourned.

Dated: July 19, 2017

Respectfully submitted,
Jeanette Clawson, Administrative Specialist