

Owatonna City Council Minutes

The Owatonna City Council met in regular session on Tuesday, April 16, 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 Okerberg made a motion to approve the agenda as presented, Council Member Svenby seconded the motion and all members voted aye in approval.

Mayor Kuntz recommended Dena Keilman be appointed to the Owatonna Public Utilities Commission effective May 1, 2019. Term of current OPU Commissioner Kim Cozens expires April 30th, Mayor Kuntz thanked Mr. Cozens for serving 10 years on the OPU Commission. Ms. Keilman was present and took the Oath of Office administered by Mayor Kuntz.

Mayor Kuntz proclaimed this week, April 14 – 20, 2019 as Public Safety Telecommunicators Week and urged everyone to thank employees at the Rice & Steele 911 Center. Public Safety Telecommunicators are the single vital link for police officers, firefighters and emergency medical personnel by monitoring their activities by radio, providing them information and insuring their safety.

Mayor Kuntz presented a Wastewater Treatment Facility Operational Award from the Minnesota Pollution Control Agency. This was given in recognition of the City's exceptional compliance with the Minnesota Pollution Control Agency NPDES/SES Wastewater Permit during the 2018 review year. Richard Olson, Wastewater Manager was present to receive this award.

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:

- City Council Meeting – April 2, 2019.
- Airport Commission Meeting – March 14, 2019.
- Human Rights Commission Meetings – February & March 2019.
- Library Board Meetings – February 19, 2019 and March 19, 2019.
- Building Inspection Reports – March 2019.
- Event Permit – 11 @ 7 Concert Series – Thursday Nights May 30 - August 8.
- Event Permit – Night Market – First Thursday nights June, July & August (not the 4th of July).
- Event Permit – Harry Wenger Marching Band Festival – June 15.
- Event Permit – 2019 Collection Event – The Retrofit Companies – May 18.
- Event Permit – Owatonna Christian School – 5k Fun Run/Walk & Touch a Truck Event – May 18.
- Temporary Liquor Permit – Smokin 'N Steele – May 30-June 1 – KC Hall.
- Renew Service Agreement – Aramark.
- Renew T-38 Jet Craft Display Agreement - National Museum of the United States Air Force.

Council Member Burbank made a motion to approve these Consent Items; Council Member Dotson seconded the motion; all members voted aye for approval.

Vice-President Raney recapped expenses for the period; bills presented for payment total \$812,747.60. Council Member Dotson made a motion to approve payment of these bills; Council Member Voss seconded the motion. All members voted aye for approval.

Interim Parks & Recreation Director Klecker presented a contract with Cedar Valley Services to water Central Park and Vine Street Planters. This task was previously done by seasonal employees; staff anticipates cost savings and recommends this one-year contract. Cedar Valley Services estimates it will take one person up to two hours daily to complete the job; they will be paid \$11.98/hour. Council Member

Dotson made a motion to approve this Service Contract; Council Member Okerberg seconded the motion; all members voted aye in approval.

Interim Parks & Recreation Director Klecker presented a contract with ADSIT Architecture & Planning for architectural drawings for the Administration Building Roof Project. Architectural drawings are required for projects involving application for a MNHS Grant. This project is for proper repair and replacement of the Administration Building roof. Three firms submitted proposals, ADSIT Architecture & Planning was the low bid at \$54,000. The firm's owner and main architect has won several awards for her work on historic buildings in Minnesota and provided the plans when the City completed the Fire Hall Renovation Project. Council Member Svenby made a motion to approve contract with ADSIT, Council Member Burbank seconded the motion; all members voted aye in approval.

Community Development Director Klecker requested approval of Resolution 30-19 to approve Application No. V-1417, request from William and Mary Greene to allow for an accessory structure to be constructed in the front yard at 1605 Dane Road. The Planning Commission held a public hearing on this application and recommend approval with the following three conditions:

1. Measures shall be taken to ensure the appearance of the garage from Dane Road does not look like the rear of the building.
2. The garage shall be constructed to coordinate with the house.
3. The garage shall not be located further to the north than the neighboring garage to the west.

Mr. Greene was present and confirmed he agrees to these conditions. Council Member Dotson made a motion to approve Resolution 30-19, Council Member Raney seconded the motion; all members voted aye in approval.

Public Works Director Skov requested approval of Resolution 31-19 to accept the bids and award the contract for the 2019 Curb, Gutter & Bituminous Project. Three bids were received, the lowest responsible bidder was Crane Creek Asphalt of Faribault, MN with bid of \$258,498.41. Council Member Raney made a motion to approve Resolution 31-19, Council Member Dotson seconded the motion. All members voted aye for approval. This project on Timber Ridge Lane, north of White Oak Lane, was petitioned by the property owners and will be 100% assessed.

Public Works Director Skov requested approval of Resolution 32-19 to accept the bids and award the contract for the 2019 Allan Avenue Sidewalk Project. The project includes construction of sidewalk on the east side of Allan Avenue from Bridge Street to Mound Street and on the west side of Allan Avenue from Bridge Street to Jeffery Street. Three bids were received, the lowest responsible bidder was Rocon, Inc of Owatonna, MN with bid of \$178,446.65. The proposed sidewalks are part of the City's Sidewalk and Trail Plan and will be paid by State Aid Funds. Council Member Burbank made a motion to approve Resolution 32-19, Council Member Okerberg seconded the motion; all members voted aye in approval.

Public Works Director Skov requested approval of Resolution 33-19 to accept the bids and award the contract for the 2019 Cured in Place Pipe System (CIPPS) Project. Approximately 10,600 feet are planned for lining in this project. Six bids were received, Hydro-Klean, LLC of Des Moines, IA was the lowest responsible bidder with bid at \$235,598.39. Council Member Raney made a motion to approve Resolution 33-19, Council Member Voss seconded the motion; all members voted aye in approval.

Public Works Director Skov requested approval of Resolution 34-19 to accept the bids and award the contract for the 2019 Crack Seal & Sealcoating Project. For cost efficiencies, the project was bid with an alternate bid including pavement of the airport parking lot. Three bids were received for both the project and the alternate bid. The lowest responsible bidder was Pearson Bros, Inc. of Hanover, MN with a base bid

of \$209,529.50 and an alternate bid of \$12,453.50. Airport Manager Beaver is recommending approval of the base bid. Council Member Dotson made a motion to approve Resolution 34-19, Council Member Svenby seconded the motion; all members voted aye in approval.

Public Works Director Skov requested approval of Resolution 35-19 to authorize advertisement for bids for the Kaplan Woods Channel Restoration Project. The 2016 SE Stormwater Project installed a new stormwater outlet in Kaplan Woods. This outlet location had deteriorating banks prior to the installation of the new pipe, this project will serve to prevent any further deterioration due to the stormwater outlet. Council Member Okerberg made a motion to approve Resolution 35-19, Council Member Dotson seconded the motion; all members voted aye in approval. Bids will be received until 10:00 a.m. on Wednesday, May 15, 2019 and will be considered by Council during the May 21st meeting.

Interim Parks & Recreation Director Klecker presented a request from Aaron Fitzloff, Facility Manager to rename Memory Garden as the Maxine Ronglein Memorial Garden. The Minnesota State Public School Orphanage Museum Board asked the West Hills Commission to reinvigorate and enhance this current garden space in the parking lot behind the City's Administration Building in Maxine's honor as gardening was one of her passions. The West Hills Commission recommends rejuvenating this garden using a garden design submitted by a member of Maxine's family who is in the landscape architecture business. The proposal converts the existing space into more of a park-like setting with grass and perennial flower beds and includes maintaining the three existing trees, angel weathervane, and bench. Council Member Voss made a motion to rename this garden area as recommended by the West Hills Commission; Council Member Burbank seconded the motion; all members voted aye in approval

During Staff Comments Community Development Director Klecker said he anticipates a busy construction season in the City; several developers have submitted plans so Building/Inspection staff will have a big year. Monday, Mac Hamilton, CEO of Hamilton Real Estate, owner of the new apartment complex on Vine Street, spoke during the Noon Rotary Meeting and then offered club members tours of the new building. Currently, they are in process of leasing apartments with plans to open June 1st. When this building is fully leased, they will begin working on another apartment complex in the downtown area. Public Works Director Skov advised the street crew has been repairing potholes and beginning to sweep the streets.

There were no comments received during Public Comment.

During Council Comments: Council Member Burbank wished everyone a nice Easter weekend. Council Member Raney requested staff prepare an ordinance for T21 for council review during May. Council Member Voss thanked Fire Chief/Steele County Emergency Manager Johnson and staff for the informative workshop held prior to this meeting, "The Roles and Responsibilities of Elected Officials during an Emergency Operation". Mayor Kuntz acknowledged former Council Member/President Les Abraham attending the meeting and reminded everyone of the Volunteer Appreciation Event planned for Tuesday, April 23rd and planting of trees in honor of the City Employees who retired during 2018 planned on Arbor Day next Friday, April 26th. City Administrator reminded everyone of the meeting planned for Tuesday, April 23rd for the Local Board of Appeal and Equalization. Council President Schultz wished everyone a Happy Easter.

At 7:39 p.m., Council Member Raney made a motion to adjourn, Council Member Dotson seconded the motion and the meeting adjourned.

Dated: April 29, 2019

Respectfully submitted,
Jeanette Clawson, Administrative Specialist