

Owatonna City Council Minutes

Council President Schultz called the regular session of the Owatonna City Council to order on Tuesday, July 19, 2022, at 7:00 p.m. in Council Chambers at City Hall. Present were Council Members Dotson, Burbank, Boeke, Raney, Voss, Svenby and Schultz; Mayor Kuntz; Community Development Klecker; Park & Rec Director Tuma; Police Chief Mundale; Communications Manager Sheely; City Attorney Walbran; City Administrator Busse, Administrative Specialist Clawson and many of the city's police officers and staff.

Agenda

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

Swearing in Ceremony – Jeff Mundale, Police Chief

Mayor Kuntz gave a brief biography of the City's new Chief of Police, Jeff Mundale. Third Judicial District Chief Judge, Joseph A. Bueltel was introduced to administer the Oath of Office. Chief Mundale thanked his family and friends present for supporting him through his career. Pastor Brent Carlson offered a prayer for Chief Mundale and the City's police officers. Council President Schultz commented the Council and Mayor are proud of City's police force and their work.

A brief recess was held as many left Council Chambers for a reception in the Arts Center in honor of Chief Mundale.

Mayor Kuntz made proclamation for Tuesday, August 2, 2022, to be 2022 Night to Unite in the City of Owatonna. Night to Unite is designed to get to know others in your neighborhood, build neighborhood involvement by bringing police and communities together; and to bring an awareness to crime prevention and local law enforcement efforts.

Consent Agenda

Council President Schultz explained council members review the Consent Agenda items prior to the meeting for approval in one motion. Consent Agenda items for this meeting include:

Minutes – City Council Meeting – July 5, 2022

Weed/Nuisance Complaint Inspection Report – June 30, 2022 – July 14, 2022

Temporary On-Sale Liquor License – Juan Villarreal Jr Memorial. September 10, 2022

Event Permit with Exception to the City's Noise Ordinance – Movie in the Lincoln Soccer Park Pavilion - Owatonna Park and Rec Department – July 22, 2022

Exempt Permit – Owatonna Soccer Association Raffle – September 20, 2022.

Change Order #3 – T-Hangar Airport Project – Everstrong Construction – this will add 45 days to term of contract, it changes the contract date of completion to November 4, 2022. Also, project cost amount will increase \$10,970.00 to repair a damaged drain tile found during excavation and placement of additional drain tile to improve drainage in the southeast corner of the new building area.

Fire Hall Capital Improvement Project – Approved bid from ICH for HVAC for Recommissioning and Technical Service. Currently, Fire Hall is experiencing high humidity and condensation problems which is causing mold/mildew in the building. The bid approved from ICS is for \$27,000 of the services:

- A comprehensive facility site survey and audit
- Facility HVAC and ventilation systems assessment

- System performance tests
- Evaluate all potential energy conservation opportunities
- Recommendations for operation and maintenance changes
- Recommendations for infrastructure upgrades with cost estimates
- Provide a final recommissioning report

Council Member Raney made a motion to approve these Consent Agenda Items; Council Member Burbank seconded the motion. Council Member Voss commented a discussion regarding the long-term use of some older city buildings is needed. All members voted aye for approval.

Finance Report

Council Member Raney recapped payments made more than \$20,000 for this period. Bills presented for payment total \$3,253,973.81. Council Member Voss made a motion to approve payment of these bills, Council Member Svenby seconded the motion, all members voted aye for approval.

Proposed Ordinance 22-10 – Vacate Portion of Easements in Urch Addition

Community Development Director Klecker presented the first reading of Proposed Ordinance 22-10 to vacate a portion of the drainage and utility easements in Lots 2 & 3, Block 1, Urch Addition. Baldwin Supply is proposing to construct a building on the north side of their existing building at 3440 9th Street NW. Vacation of these easements was proposed 20+ years ago but no record of approval and not included in the title work. Owatonna Public Utilities requested a new easement be dedicated along the west property lines as proposed in the survey. This will have no effect on the existing street or utilities in the area. The Planning Commission held a public hearing with no opposition to this request and recommend approval. Council Member Dotson made a motion for approval as recommended by the Planning Commission; Council Member Burbank seconded the motion. With a roll call vote, voting aye were Council Members Svenby, Voss, Dotson, Burbank, Boeke, Raney and Schultz; the motion was approved. The second/final reading of this proposed ordinance will be heard during the next council meeting on August 1, 2022.

Comprehensive Communication Plan

Communications Manager Sheely presented draft of a Comprehensive Communication Plan. This plan is intended to help achieve these objectives:

- Enhance awareness about how City ordinances, projects, services, programs, events, and staff fulfill the needs of the community.
- Become the primary source of information about the City of Owatonna by anticipating and proactively planning communications that provide accurate and timely information as issues arise.
- Anticipate, plan, and execute effective communications with target audiences to help them be informed and empowered to become more engaged members of the community.
- Establish realistic timeframes for accomplishing these goals so communications (both internal and external) are managed proactively in a unified and consistent manner.
- Identify priorities and demonstrate progress meeting these objectives.

This plan supports two of four strategies in the City's Strategic Plan: Quality of Life and Efficient/Effective Government. Council Member Voss asked when the city's website would be updated. City Administrator Busse responded a redesign is planned later this year or during the early part of next year. Council Member Raney made a motion to approve the Comprehensive Communication Plan as presented, Council Member Boeke seconded the motion; all members voted aye in approval.

Garbage and Refuse Hauling License – JB-Junk Services, LLC

City Administrator Busse presented the application received from Joshua Brocker for a Garbage and Refuse Hauling License for JB-Junk Services, LLC of Claremont. All license application requirements have been received, and background verification completed. This license will become effective immediately and expire at the end of the current licensing period, December 31, 2022. Council Member Dotson made a motion for approval, Council Boeke seconded the motion all members voted aye for approval.

Staff Updates

Community Development Director Klecker commented Tax Increment Financing (TIF) payments are made twice each year and were included in tonight's Financial Report. TIFs are new tax payments created by improvements, so no tax dollars are lost because of TIFs. As projects are completed, the new tax base amount is used and when the increments are paid, the property remains on the city's tax roll using the higher tax base amount. There are two types of TIFs Industrial and redevelopment. TIFs are an exceptionally good economic tool used to general interest in redevelopment projects, these projects would probably not have happened if TIF funds were not available. During the last 10 years, the industrial TIFs have added these items in the Industrial Park:

- Generated 1,000 new jobs

- Added 1.6 million square feet of space in manufacturing and warehouse buildings

- Received \$1,000,000 state grants for two regional ponds

- Received \$2,000,000 towards public street improvements

TIFs have been instrumental in reshaping our downtown area. Redevelopment projects over the last ten-year period using TIF funds for demolition include the former hospital, the former Hardee's and Walmart on Oak Avenue; the Cedar View Nursing Home on 18th Steet; the former Arnold House, a former Chevy dealership/church on Vine Street, the old bus barn on Cherry Street, the former RK&T building on Mound Street, and several dilapidated houses and buildings in the downtown area.

Built during the last ten years with use of TIF funds were seven apartment buildings including 271 units, the strip mall on Oak Avenue, Ace Hardware, Torey's, Foremost Brew Pub, the Graif building on Bridge Street, Downtown Owatonna Marriott hotel, a new wine lounge coming and soon a new restaurant in the former Jerry's location.

Park and Rec Director Tuma invited everyone to GEM Day activities this week there will be lots of activities including a Movie in the Park on Friday. The load-n-pack vehicle has arrived and staff beginning to use. It has been hot out so reminder we have the River Spring Water Park and Lake Kohlmier Beach offers free public swimming. Council Members Schultz and Raney commented they have heard several positive comments about the load-n-pack vehicle and efficiency offered.

Communications Manager Sheely commented a post placed on the Library's Facebook page was shared and went viral. Other departments are also posting items on social media and reaching a lot of people, a Facebook post about the new scooters reached 6,000 people. OpenGov is now active with three areas providing online services for the community: Public Works, Fire and Administration; Building and Inspection should become active soon.

Public Comments: **Scott Limberg**, 422 S Cedar Avenue commented the City of Owatonna has been known because of Princess Owatonna. A new direction might be to use the Chamber's annual GEM Days and promote Owatonna as a gem, a "Jewel on the Prairie".

Council/Administration Comments and General Information

Council Member Raney commented the CGMC Summer Conference will be held next week in Red Wing, MN; he believes it is important to attend conferences to learn and keep up on things. Reminded everyone of Night to Unite, planned for the first Tuesday in August. Congratulations to our new Police Chief Mundale. Council Member Boeke and I attended a listening session last week, one of challenges we heard about was pets off leash in the parks. All pets should be on a leash if they are off your property within the city. Today, I and Council Member Boeke sat on a panel to hear an appeal to drop a Potentially Dangerous Dog Designation; if your dog harms someone, you are exposed to potential financial liability, so please keep your pets on a leash.

Council Member Svenby commented there is an open house planned this Thursday at the Community Center from 4:00 to 6:00 pm for input on the City's east side beltline and access.

Council Member Dotson welcomed new Police Chief Mundale to the police force and thanked Chief Hiller for his years of service.

Council Member Boeke commented there is some work needed on some of the city's older buildings. The buildings have served well but there will be some tough decisions coming if to repair or replace some older buildings.

Mayor Kuntz invited everyone to the ribbon cutting ceremony for the/Courtyard Marriott on Thursday, August 4th. It will also be the last Downtown Thursday event so hopefully everyone will want to come to the downtown area for these events.

City Administrator Busse commented issues with the scooters should be reported to Bird Inc at Birdco.com. The next council meeting will be on Monday, August 1st because Tuesday is Night to Unite.

Council President Schultz expressed congratulation to Chief Mundale and thanked everyone for attending the meeting.

Adjournment: At 7:57 pm, Council Member Raney made a motion to adjourn, Council Member Dotson seconded the motion, and all members voted aye in approval.

Dated: July 26, 2022
Respectfully Submitted,

Jeanette Clawson, Administrative Specialist