

Owatonna City Council Minutes

May 21, 2024

On Tuesday, May 21, 2024, at 7:00 p.m., Council President Schultz called the regular session of the Owatonna City Council to order in the Chambers of the Charles S. Crandall Center. Present were Council Members Voss, Burbank, Boeke, Dotson, Raney and Schultz; Mayor Kuntz; Public Works Director Murphy; Community Development Director Klecker; Park, Trails, Recreation and Facilities Director Tuma; HR Director Thamert; Recreation Manager Anderson; Facilities Manager Fitzloff; IT System Administrator Sticken; City Attorney Walbran; City Administrator Busse; Administrative Coordinator Clawson and many of the city's Police Officers, Firefighters and staff members.

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

The Owatonna Police Honor Guard presented the nation's colors. Chief Mundale welcomed everyone to the Officer Swearing-in-Ceremony for promotion of Sergeant Joel Hunt and new Patrol Officers Julia Hansen and Daren Helger. Chief Mundale gave brief bios on these officers and Judge Bartel administered them their Oath of Office. Following the pinning of their badges, Police Chaplain Carlson offered a brief prayer. Council President Schulz and Mayor Kuntz thanked all the city's police officers for the work they do to protect the community.

Mayor Kuntz thanked previous Owatonna Human Rights Commission (OHRC) Members Ethan Cords and Jamie Vanoosbree for their years of service. Their terms on the OHRC expired on April 30, 2024 and were not eligible for reappointment to another term, they have served the maximum number of consecutive terms allowed per City Code. Ms. Vanoosbree commented that she is looking forward to what the new commission members will be doing as the OHRC has evolved from being more than just a commission to host the MLK Jr. Day event.

Proclamations

Mayor Kuntz commented he will make proclamation for this week, May 19-25, 2024 as National Travel and Tourism Week during a community reception tomorrow night at Mineral Springs Brewery. He also, proclaimed May 24-27, 2024 as the Field of Heroes Days; There will be 250 American Flags flown at the Steele-Waseca Co-op on West Bridge Street.

Consent Agenda Items

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 – Council Meeting – May 2, 2024
Minutes – Human Right Commission Meeting – April 9, 2024
Minutes – EDA Meeting – April 10, 2024
Minutes – Airport Commission Meeting – April 1, 2024
Minutes – Human Right Commission Meeting – May 15, 2024
Minutes - Planning Commission Meeting – May 14, 2024
Department Update - Parks, Recreation and Facilities Report – May 21, 2024
April Dashboard - Police Department
Event Permit – Steele County Safety Camp – June 6, 2024
Event Permit - Downtown Thursday - June 6, 2024
Event Permit – Host Spring Sing - June 9, 2024
Event Permit – Harry Wenger Marching Band Festival - June 15, 2024
Event Permit – Field Day – Owatonna Steele County Amateur Radio (OSCAR) Club
- June 22, 2024
Event Permit – Just One More Street Dance – July 12, 2024
Event Permit – Elk's Family Picnic – July 13, 2024
Event Permit – Reggie's Bean Bag Tournament & Dance – August 10, 2024.
Event Permit – Hunter A. Frand Memorial Event – September 13, 2024
Amend Event Permit – Orphanage Museum Fall Celebration – September 21, 2024
Exempt Permit – Owatonna Fire Relief Association – Raffle – June 21, 2024
Exempt Permit – St Mary's Marian Catholic School – Bingo – August 13-15, 2024
Exempt Permit – Sacred Heart Church – Bingo – August 16-18, 2024
Temporary Liquor Permit – MSB at Federated Event – September 19, 2024
Temporary Liquor Permit – MSB OktoberFest Celebration – September 20 & 21, 2024
Renew Ice Cream Vendor Permit – Sunny's Ice Cream, Albert Lea, MN
Warsinski Chalet Independent Contractor Agreement – Martin Equipment, Inc.
An agreement for the 2024-2025 season for the warming house and outdoor skating activities. The City will pay Martin Equipment, Inc. up to \$5,000 to provide these services. This agreement includes an adjustment for unseasonable warm weather. Martin Equipment, Inc. will be paid for open days instead of a-season flat amount of \$5000.
Independent Contractor Agreement - Lacey's at Brooktree
Revisions to the Independent Contractor Agreement for food and beverage services at Brooktree Golf Course with Lacey's at Brooktree LLC. approved on July 18, 2023. The original agreement has been revised to account for the delayed opening of Lacey's food and beverage kitchen due to the extended renovation timeline. Several updates have been included in the revised agreement.

- Updated hours of operations.
- Updated lease rent payment date to begin on May 1, 2024.
- Clarify the real estate tax amount owed by the lessee.
- Added language to the Contractor's responsibilities: cleaning and janitorial services Article.

- Language in Technology Services.
- Language on the responsibility of dishwasher and glass washer leases.
- Language on the responsibility for hood and drain trap cleaning services.

With the change in lease payment beginning in May 2024, rental revenue will be reduced by \$2,000 for the Brooktree Golf 2024 budget. With the shift in dishwasher and glass washer lease for January and February 2024, the rent/lease expenses for the Brooktree Golf 2024 budget will be increased by \$575.74. Lacey's monthly rent:

- 2024 \$1,000 (Starting May 1, 2024)
- 2025 \$1,200
- 2026 \$1,300

Electric Utility Easement Agreement - Owatonna Public Utilities (OPU) and Festal Place, LLC

An easement to OPU to provide electricity to the CDI Site. The site owner, Festal Place, LLC. Has presented an easement to OPU to provide underground electric facilities to the site.

Purchase Data Collector and Integrated Control Agreement - RDO Equipment

Purchase a Data Collector from RDO Equipment and a 3-year subscription to Magnet Field. The Engineering Department has both a Total Station and GPS unit that both run off of the same data collector to perform survey-grade functions but we can only use one at a time due to only having one data collector. The additional data collector will allow us to get ahead of our survey needs, which include initial topographic surveys, as-built surveys during construction, and asset management updates/tasks to incorporate into OpenGov Asset Management (Cartegraph). The cost of the data collector is \$3,706.60 and the 3-year subscription is \$2,169.20.

Contract - Aaron Guzman Photography

Contract for professional photography for photos to use when updating the design of the City's website for \$2,000.

Council Member Boeke made a motion to approve these Consent Agenda items, Council Member Burbank seconded the motion, all members voted aye for approval.

Finance Report

Council Vice President Raney recapped payments made for amounts greater than \$20,000 during this period. The total amount of bills presented was \$3,003.843.12. Council Member Voss made a motion to approve payment of all bills presented, Council Member Boeke seconded the motion, all members voted aye in approval.

First Reading Proposed Ordinance 24-02: RZ-7, Rezone Cashman Add No. 3

Community Development Director Klecker presented Proposed Ordinance 24-02. No. RZ-7. This is a request to rezone the property located at 285 22nd St NW from R-1 Single Family Residential to R-6 High Density Residential District. This is a single lot owned by the city which is a vacant larger corner lot which could be used for a multi-family development such

as a three- or four-unit project. The Planning Commission held a public hearing on this and recommend. Council Member Raney made a motion for approval, Council Member Burbank seconded the motion. With a Roll Call Vote, voting aye were Council Members Burbank, Boeke, Raney, Svenby, Voss, Dotson, and Schultz, no nay votes, the motion carried. The second/final reading of this proposed ordinance will be heard at the next City Council Meeting on June 4, 2024.

Resolution 52-24 Preliminary Plat - Cashman Addition No. 3

Community Development Director Klecker requested approval of Resolution 52-24 to approve the Preliminary Plat of the Cashman Addition No. 3. This is a city owned property, a vacant lot at 285 22nd St NW and 22nd St NW and 3rd Ave NW to the west. The Preliminary Plat was done for the purpose of redevelopment. The process of changing this property's zoning from R-1, Single Family Residential to R-6, High Density Residential is also in process. Council Member Boeke made a motion for approval; Council Member Burbank seconded the motions, all members voted aye in approval.

City Council Committee Structure

City Administrator Busse commented that during the Strategic Planning Session it was discussed need to establish an Executive Committee for better communication. The City and County jointly owned the Law Enforcement Center (LEC) and created the LEC Committee consisting of city and county elected officials. The City purchased the LEC from Steele County on May 8, 2024. As a result, the LEC Committee is no longer necessary and will be disbanded. The City Council wishes to establish an Executive Committee consisting of the Council President, Council Vice-President and a Council Member at Large. Current members serving on this new committee will be Council President Schultz, Council Vice-President Raney and Council Member at Large Boeke. Committee assignments are reviewed annually during the Annual Organizational Meeting held during the first City Council Meeting in January each year. Council Member Raney made a motion for approval, Council member Dotson seconded the motion, all members voted aye for approval.

Project Scope Development and Communications for Public Safety Center & Community Center

Park, Trails, Recreation and Facilities Director Tuma requested approval of a Professional Services Agreement #2 with ICS for Scope Development and Communications for the Public Safety Center and Community Center initiatives. The City is considering building a community center and updating the public safety buildings. The recent completion of the City's Facility Assessment and Facility Plan has shown the need for upgrades to the Public Safety facilities and a desire for a Community Center. ICS will provide professional services for phase one, which include project scope development, Local Option Sales Tax

community ask, informational campaign, and public engagement. They will also create and facilitate Project Task Forces, develop a Comprehensive Communication Plan, assist with financial modeling and project viability, and support the Long-Range Asset Plan (LRAP). The compensation for completing all the work is \$142,250. The amount billed for services will be based on ICS's estimate of the total number of services completed during the billing period. ICS anticipates the effort to break down as follows:

- 2024: \$42,750 (Communications support within LRAP) / Scoping of the Public Safety Center and Community Center.
- 2025: \$49,750 (Communications support within LRAP) / Scoping and Communications for the Community Center Local Option Sales Tax Request to MN Legislature.
- 2026: \$49,750 (Communications support within LRAP) / Communications for the Community Center Local Option Sales Tax Referendum.

The timeline is crafted around the current Local Option Sales Tax moratorium. The schedule could change if the MN Legislature lifts the moratorium, and the City Council approves a schedule change. As the agreement outlines, additional expenses for items such as concept drawings/renderings, architectural drawings, or promotional videos may exist. ICS will assist the City and facilitate RFP, review and selection processes for those services. Council Member Burbank made a motion for approval, Council Member Boeke seconded the motion, all members voted aye in approval.

Donation to Rec and Go Program - Gopher Sport

Eric Anderson, Recreation Manager requested authorization to accept a \$15,000 donation from Gopher Sport for the city's Rec on the Go Program. This winter, Gopher Sport donated \$10,000 to the Youth Scholarship Assistance Fund and now want a longer-term, more significant partnership than a sponsor shown on t-shirts. These funds will purchase a fully partnered branded wrapped enclosed trailer, along with the program equipment needed. Council Member Dotson made a motion for approval, Council Member Voss seconded the motion, and all members voted aye in approval. Council Member Boeke commented this is another example of an Owatonna business stepping up to benefit the community.

Capital Improvement Project: Social Commons HVAC Rooftop Replacement Bid

Aaron Fitzloff, Facilities Manager commented there are twelve projects in the current Capital Improvement Plan. Bids were received to replace the Social Commons Rooftop unit. The Social Commons facility has three rooftop air handling units (RTU). Replacing the units is a multi-year approach, and this is two of three in the replacement plan. The final unit is proposed for replacement in the 2025 Capital Improvement Plan. Two bids were received, Owatonna Heating and Cooling submitted the lowest and most qualified bid, \$22,700. Fitzloff requested Council approve this bid from Owatonna Heating and Cooling to replace the Social Commons Rooftop unit. Council Member Raney made a motion for approval, Council Member Svenby seconded the motion, all members voted aye for approval.

Capital Improvement Project: Innovative Masonry - City Hall Tuckpointing Agreement

Aaron Fitzloff, Facilities Manager requested council accept the \$21,900 bid from Owatonna Heating and Cooling for the replacement of the Mechanic Shop ventilation unit. The ventilation system serves the Mechanical Shop. The make-up air handling unit (MAU) is located in the shop's mezzanine and is at the end of its life cycle. The project's scope is to replace the existing unit and control. Council Member Voss made a motion for approval, Council Member Dotson seconded the motion, all members voted aye for approval.

Capital Improvement Project: Fire Hall Air Handling Unit Replacement

Aaron Fitzloff, Facilities Manager requested council approve replacement of the Fire Hall air handling unit. A multi-year approach to replacing these units at the Fire Hall has been in process; this is the last unit to be replaced. The project scope is to replace the existing ducted, ceiling-hung ventilation Air Handling Unit (AHU) located in the fire hall's vehicle garage with a new unit. The AHU provides conditioned outdoor air to eight (8) ducted DX/hot water fan-coil units throughout the Fire Hall. The AHU is controlled by an existing Johnson Controls Building Automation System (BAS). We had two bidders, with Owatonna Heating and Cooling as the lowest and most qualified at \$19,900. Council Member Boeke made a motion for approval, Council Member Dotson seconded the motion, all members voted aye for approval.

Capital Improvement Project: Innovative Masonry - City Hall Tuckpointing Agreement

Aaron Fitzloff, Facilities Manager requested council accept bids from Innovative Masonry for the tuckpointing and brick repair on the City Hall building. This is part of a multi-year effort to address needed repairs and upkeep on the City Hall building. In 2019, the roofing, gutters, and downspouts were replaced; in 2022, the east elevation was tuckpointed. The City solicited proposals for tuckpointing and masonry rehabilitation, divided into three portions for bidding for the main building's north, west and south elevations. A small portion of the east elevation is included in the proposal. Work includes replacing cracked and broken brick, infilling mechanical vents, selectively pointing joints, replacing sealant at the perimeter of windows and doors, selectively replacing damaged limestone, and selective masonry cleaning. Staff and Adsit consultants met with interested contractors to review the project, familiarize themselves with the existing conditions, and verify the quantity of the work. We had three bidders and Innovative Masonry Restoration was the lowest and most qualified bidder, accepting Bid 1 & 2 for \$112,000.00 (tuckpointing \$35.00/square foot, individual brick replacement \$55.00 each and replacement of limestone for Dutchman repair 4" at \$175/square foot).

Council Member Raney asked what company information was reviewed. Fitzloff responded Adsit has prior experience and recommendation was received from Steele County for project completed last year on the Steele County Courthouse.

City Attorney Walbran commented he amended the contract to comply with OSHA requirements. Administrative Clawson commented the amended contract as included in the Council Packet for consideration.

Council Member Voss made a motion for approval, Council Member Raney seconded the motion, all members voted aye for approval.

Engineering Services Agreement - PFAS Preventative Management Plan - Nero Engineering

Public Works Director Murphy requested approval of the Nero Engineering Per- and polyfluoroalkyl substances (PFAS) Preventative Management Plan Agreement. This proposal will assist the City in developing the plans for the prevention of PFAS pollution. Some monitoring and sampling have already been conducted by the MPCA. Based on the results of the initial sampling, Owatonna was determined to be in the Medium Category based on Maximum PFOS, PFOA, and PFBS. This management plan will highlight the additional mapping and source identification that are necessary for PFAS pollution prevention. The total cost is not to exceed \$9,620 and will be paid for using sanitary sewer funds. Council Member Voss made a motion for approval, Council Member Boeke seconded the motion, all members voted aye for approval.

Award Seal Coat Project - 26th Street and River Springs Water Park Parking Lot

Park, Trails, Recreation and Facilities Director Tuma requested council approve Seal King as the successful bidder for the seal coat project. The City's annual Parks Pavement Management Plan includes scheduled pavement maintenance to extend the life of the pavement. The year, pavement at the River Spring Water Park parking lot (RSWP) and the paved trail segment along 26th Street from 4th Avenue NW to Dane Road are planned for crack filling and sealing. Requests for quotes were sent out through OpenGov Procurement software; Seal King was the only company to submit a proposal. Seal King is the low bid and meets minimum qualifications. \$39,187. Council Member Burbank asked what the life expectancy when crack filled and sealed; Tuma responded seal coating should be done every four years. Council Member Raney made a motion for approval, Council Member Dotson seconded the motion, and all members voted aye.

Accept Proposals and Award Contract - Wastewater Treatment Facility 26th St Lift Station Panel Installation

Public Works Director Murphy requested council accept proposals received for panel installation at the Wastewater Treatment Facility 26th St Lift Station. The City's lift stations were assessed in 2022 to understand the costs of implementing SCADA systems throughout our collections system and WWTF. With the WWTF expansion, SCADA integration will allow for more efficient management of our collections system. Lift station panels and components ranged in age, but a majority were at the end of their service life.

Most were not cost-effective to simply convert or add components to allow for SCADA integrations. Many showed signs of corrosion as well as not complying with current code. Budget Impact: The contracted cost for the panel installation will be \$17,232.08. Council Member Boeke made a motion for approval, Council Member Voss seconded the motion, and all members voted aye in approval.

Accept Proposals and Award Contract - Wastewater Treatment Facility 26th St Lift Station Panel Materials

Public Works Director Murphy requested council accept recommendation from Advanced Engineering and Environmental Services, Inc. to accept the proposal received from Integrated Process Solutions (IPS) for the Lift Station Control Panel Improvements Project at the Wastewater Treatment Facility's 26th St Lift Station. Of the three proposals received, the IPS proposal scored the highest and was the lowest cost responsive and responsible quote received with quoted price of \$74,944.00. Council Member Burbank made a motion for approval, Council Member Boeke seconded the motion, all members voted aye in approval.

STAFF COMMENTS

Community Development Director Klecker commented staff have been working to increase affordable housing options. The lot platted and rezoned during tonight's meeting was the donation from Cashman family is a bit larger than a single-family lot. The Hillcrest Project is formalizing with plans for 73 units; 52 market rate and 21 as affordable housing. We are also pursuing tax credit for the ECA2 Project, a 60-unit Senior Housing project. We have not done a senior project but heard from some older homeowners in the community that if there was senior affordable housing, they would move in and free up their current single-family home for others; we hope to submit a grant application in July. The County has a trust fund, the city's HRA participates on the committee on how the funds be used within the county.

Park, Trails, Recreation and Facilities Director Tuma commented a current department report included in tonight's Meeting Packet. Lake Kohlmeier will open at noon this Saturday and River Springs Water Park opens next week. New gates are being installed at Lake Kohlmeier and Dartts Park.

Public Works Director Murphy commented he enjoyed seeing the Police Swearing-in-Service; two of the officers honored grew up in Owatonna. As the WWTP Project nears completion they will be out of the construction zones as they complete the dirt work. Staff are assisting Steele County as they remove a portion of the racetrack at the fairgrounds and the area along the sidewalk on SE 18th Street is leveled.

Communications Manager Sheeley commented that the City's presence on social media continues to increase. The number of followers on the City's Facebook account has increased 21%, up to 1,300; this is a good option to connect with the community. We have 2,800 lifetime followers; 63.5% from Owatonna and the rest from surrounding town. The

number of requests for the city's newsletter has increased from 110 to 286. She has been working with staff to update the Long-Range Asset Plan, Also assisting Dave Beaver, Airport Manager to promote an AirRace Classic; the Owatonna Degner Regional Airport is the fifth stop on their race. The City placed an ad in the race program in hopes to entice race participants to spend the night or come back to visit. Community Branding is under way, the Library will have an individual logo/brand. An online store has been created to order apparel, so we won't need an individual manager for procurement. Items recently branded included golf carts at Brooktree Golf Course, retractable banners and hats. Working with Human Resources for décor with display of the City's Purpose & Value Statements.

PUBLIC COMMENTS

Mike Conrad, 424 12th Street SE, reminded everyone of the OSCAR Event planned for June 22nd – 23rd at McKinley School. There is a lot to show , it is a public demonstration and a contest for their organization. They will demonstrate amateur radio use and hope many will stop in to see what they can do.

Brandon Flores, 1749 SW 48th Street, commented he is one of the hosts for the Hunter A. Frank Memorial. An Event Permit was approved during tonight's meeting for this year's event on September 13th at the fairgrounds. In 2020, his brother Hunter Frank, passed away while serving in the military. We have held an annual event with proceeds to help a veteran's family in need of help. We offer an event with a little bit of everything, I have seen many of you attending in previous years and will appreciate your support again this year.

Gary Jones, 995 Ridge Road commented that he grew up on a dairy farm and didn't think he would ever want a fence on my property but at every house he has lived in, he has added a fence. He shared information with 10 fencing options and suggested the city share a copy with homeowners when they report deer incidents. Fences can blend into the area; a fence doesn't have to be an eye soar.

COUNCIL & STAFF COMMENTS:

Council Member Raney commented that a Police Officer Swearing-in-Ceremony is always nice to see. It was nice to see many of our fire and police officers present to support their fellow officers, we have a lot of good officers in Owatonna

Council Member Dotson expressed condolences to the Flores family; on Saturday afternoon, their 18-year-old daughter Olivia was killed in an automobile accident in Rochester. I did not know her personally, but this has affected many within our community as she was a Senior at OHS and preparing for her graduation in a few weeks. You have my sympathies.

Council President Schultz commented this was a long meeting and many things were done and now time to adjourn. At 8:49 p.m., Council Member Boeke made a motion to adjourn, Council Member Burbank seconded the motion, and the meeting ended.

Respectfully submitted,
Jeanette Clawson, Administrative Coordinator