Owatonna City Council Minutes
July 2, 2024

On Tuesday, July 2, 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 Raney, Svenby, Dotson, Burbank, Boeke and Schultz; Community Development Director Klecker; Park & Rec and Facilities Director Tuma; Police Chief Mundale; Police Captain Sorenson; Sr Administrative Tech Roberts; Library Director Blando; Communications Manager Sheely; IT Technician Specialist Enz; City Attorney Walbran; City Administrator Busse and Administrative Coordinator Clawson. Council Member Voss and Mayor Kuntz were unable to attend.

Following the Pledge of Allegiance, Council President Schultz welcomed everyone to the meeting and advised the LMC City of Excellence Award – Coptober Event has been added to the agenda and Staff Comments has been removed. Council Member Raney made a motion to approve the agenda with these changes, Council Member Dotson seconded the motion, all members present voted aye in approval.

Council President Schultz explained the process for the public hearing planned during this meeting regarding a proposed reassessment for a parcel in the 2023 Street and Utility Project. City Attorney Walbran commented assessments were approved for this project on April 2, 2024. On March 26, 2024, the owners of the residence at 340 Riverview Place, Bradley and Allison Ritter, appealed their property's proposed assessment of $5,637.84. The assessment was based on a frontage of 108.42 feet, which was measured a 30-foot setback based on an earlier City policy; this residence is located on a cul-de-sac with only 64 feet street frontage. The city reevaluated the assessment, considering factors unique to the lot, and recalculated the assessment based on the average frontage of the five lots in this cul-de-sac of 77.24 feet, The proposed reassessment is $4,016.48 and the owners have accepted this amount. This public hearing is for comments regarding the proposed reassessment of this parcel. At 7:03 p.m. the public hearing was opened, with no comments heard, at 7:04 p.m., Council Member Raney made a motion to close the public hearing, Council Member Burbank seconded this motion, all members present voted aye in approval.

Resolution 67-24: Adopt Reassessment on 340 Riverview Place – 2023 Street and Utility Project

City Walbran presented Resolution 67-24 to adopt the reassessment of the property located at 340 Riverview Place in the 2023 Street and Utility Project. The value of the assessment will be $4,016.48 with repayment terms similar to those approved by Resolution 29-24 for the assessments in this project. Repayment will be spread over 10 years with an annual interest rate of 6.0% based on the 2023 bond issue true interest costs of 3.99%.

Council Member Boeke made a motion for approval, Council Member Svenby seconded the motion, all members present voted aye in approval.

City of Excellence Award - Coptober Event

Vice-President Raney commented that the City of Owatonna received a League of Minnesota Cities (LMC) 2024 City of Excellence Award for the "Coptober Event Program." Last week, Council Members Voss, Boeke and Raney, Mayor Kuntz, City Administrator Busse, Police Chief Mundale and Captain Sorenson were presented this award during the League's Annual Conference in Rochester. The Owatonna Police Department partnered with the Owatonna Public Library to organize Coptober, an event that provides a safe and friendly environment where police officers could build relationships with Owatonna youth and their caregivers.

A video was shown with display from Coptober which included hands-on demonstrations for kids including evidence processing, a police uniform photo booth, book readings, squad tours, and K9 visits. These engaging activities informed kids and their caregivers about safety and crime prevention and allowed them to strengthen relationships with Owatonna city employees. Coptober is a free, one-day event held at the Owatonna Public Library. The first event was in October during the 2022 Minnesota Education Association (MEA) break and was repeated in 2023.

The City of Excellence Awards are given yearly by the League of Minnesota Cities in three population categories and one topical category. The City of Owatonna received the award for the population category of 5,000-29,999. Each winning city will receive a plaque, a check for $1,000, and recognition in League publications and promotional activities throughout the coming year.

Chief Mundale, Sr Admin Tech Pam Roberts, Captain Josh Sorenson and Library Director Mark Blando were present to receive the award. Captain Mundale commented that he got the idea for this program while attending the FBI Academy. The program was created by staff members, who don't expect to receive any credit or recognition but should as they make us look better. Mayor Kuntz suggested this program be nominated for a LMC Excellence of City Award. Last year, Pam Roberts applied for a grant from the MN Chief's Association and received a grant of $750 towards this program. Library Director Blando prepared the video shown during this meeting which was submitted for award consideration. Council President Schultz commented LMC serves over 830 member cities, so this is quite an honor to receive this peer recognition.

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 – City Council Meeting – Junne 18, 2024
Minutes – OPU Commission Meeting - May 28, 2024
Minutes – Human Rights Commission Meeting - June 11, 2024
Minutes - Planning Commission Meeting - June 11, 2024
Minutes - Planning Commission Meeting - June 25, 2024
Minutes - HRA Board Meeting - June 24, 2024
Weed/Nuisance Inspection Report – June 26, 2024
Exempt Permit - Raffle - Mn Pheasants, Inc. - July 13 - August 18, 2024
Exempt Permit - Eagles Ladies Auxiliary #1791 - Pull Tabs at SCFF
Event Permit - Ride for Hope - July 13, 2024
Event Permit - Steele County Free Fair - August 13-18, 2024
Event Permit - August Downtown Thursday - August 1, 2024
Proposal - City Hall CIP Generator Replacement Scope and Design - ICS

Council Member Svenby advised he is a member of the Steele County Fair Board and abstains voting on the SCFF Event Permit. Council Member Dotson made a motion to approve these Consent Agenda items, Council Member Boeke seconded the motion, all members present 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 $506,565.50. Council Member Boeke made a motion to approve payment of all bills presented, Council Member Dotson seconded the motion, all members present voted aye in approval.

Resolution 68-24 AT&T Cell Tower CUP

Community Development Director Klecker requested approval of Resolution 68-24 approving a Conditional Use Permit for construction of a cell tower at 1215 Kilworth Drive. The property is owned by the EDA and Jason Hall has proposed entering into a lease agreement for this site's location pending council consent to build the cell tower. The tower area will have a 50' x 40' fenced in compound tat will include equipment cabinet's, generators, and an accessory building. The tower will allow for future co-locations in addition to the proposed tenant for this property. The Planning Commission held a public hearing and recommended approval with these conditions:

a) All fencing shall be constructed in full compliance with the ordinance.
b) All lease terms shall be met at all times.
c) All FAA Rules and permits shall be met.

d) Access drive and any private utilities be located to the north of the current utility easement.
e) A grading permit will be required for the lease area. All applicable stormwater requirements will be required to be met.

Council Member Raney made a motion for approval as recommended by the Planning Commission, Council Member Burbank seconded the motion, all members present voted aye for approval.

Resolution 69-24: CUP-13 Kerncrest Storage, LLC

Community Development Director Klecker presented Resolution 69-24 to approve Conditional Use Permit 13. Matthew Kern, Kerncrest Storage LLC requesting the conditional use permit to allow for two self-storage buildings to be constructed at 290 & 320 26th Street NW and to amend the minor PUD to change the proposed joint access and off street parking areas. The Planning Commission held a public hearing on this request and recommend approval with these conditions:

1) A masonry or stone wainscoting shall be added to the south elevation of the building to tie in with the other structures in the development.
2) A 5' setback shall be provided from the south property line to the back of curbing on the access drive.
3) Landscaping shall be installed on the east lot as discussed above. A plan shall be submitted prior to a building permit being issued
4) A Maintenance Agreement for existing stormwater BMP and accompanying access easements will be required prior to Grading Permit approval. No building permit will be issued until a stormwater management plan and grading permit are approved.
5) All retaining walls shall be located outside of the utility easements.
6) Trash shall be regularly picked up on site.
7) Exterior storage is not permitted.

Council Member Dotson made a motion for approval as recommended by the Planning Commission, Council Member Burbank seconded the motion, and all members voted aye for approval.

Options and Land Lease Agreement - AT&T (New Cingular Wireless PCS, LLC

Community Development Director Klecker requested approval of the Options and Land Lease Agreement for a bare lot located on Kilworth Drive to build a 150' cell tower. The lot, identified as County Tax Parcel No. 17-343-0108, is intended for economic development purposes and is currently used for snow storage in the winter. The tower would be on the southeast corner of the property. The leased area for the tower would consist of a 1,550 square foot fenced area. There would also be a 12-foot access easement from the street to the tower. The property being leased is all outside of any utility easements on the property. The lease is for 5 years and can be extended 5 additional years 5 more times for a total of

30 years. The EDA will receive monthly rent for the duration of the lease starting at $1,000 per month when the tower is constructed. The rent will increase 3% per year for the duration of the lease. The City Attorney has reviewed the proposed lease, staff recommends approval provided Exhibit 1 in the agreement conforms to the conditions of the conditional use permit and also that the tower and any associated equipment and buildings are removed by the tenant if the tower is no longer used or at the end of the lease. Council Member Raney made a motion for approval as recommended, Council Member Dotson seconded the motion, and all members present voted aye in approval.

Interior Painting Agreement - Merrill Hall - Right-Way Painting, Inc.

Parks, Trails, Recreation & Facilities Director Tuma presented a proposal received from Right-Way Painting, Inc. for work at Merrill Hall. The current mechanical Capital Improvement Project at Merrill Hall has left the building almost empty, allowing easy access to paint the walls and ceilings. This work falls outside the scope of the current CIP project, but the building has not been painted for several years, so staff feel it is a great time to paint the surfaces on all three floors, excluding the mural and other identified walls. Two bids were received, one for $49,700 and Right-Way Paining, Owatonna at $36,800. Council Member Raney made a motion for approval, Council Member Svenby seconded the motion, all members present voted aye for approval.

PUBLIC COMMENTS

Roger Wacek, 646 E Vine commented the Owatonna Public Utilities (OPU) June 2024 newsletter had an excellent article on Cybersecurity. Recent media attention on Cybersecurity & Cyberterrorism reminds him of a PBS presentation that everyone should view: “The Ethics of Cybersecurity” by Admiral James Stavridis at St Mary’s University. After this originally aired in June 2015, I wrote my US Senators, my US Representative and the President with recommendation we establish a Cyberforce, like China and Russia already had. I plan to now send follow-up letters to our current elected officials asking for the current status of our country's Cyberforce & ask others to do the same.

Melissa Zimmerman, 2525 Mossy Creek Drive said she is frustrated. She has requested a conversation about the east side corridor project over the last two-year period and hasn’t received one. Now the federal government has asked for reports that would not have been needed for consideration of this project, unnecessary reports adding to taxpayer costs. The City Council should represent us, and family safety should be a priority. Many in the community feel Council doesn't listen and do as they want.

Matt Sennott: 2519 Stony Creek Drive 2519 commented there are several contradictory statements in the proposed east side corridor project. Plans show a county highway as the preferred route, but this is on the Right of Way where homes have been built. There are also contradictory statements in the long-term plans between the Steele County and City of Owatonna's Transportation Plans. We ask the council to ensure a safe corridor on the east side of town.

Gayle Jorgenson, 249 E Main Street commented that the Council should see the east side project isn't just about building a road, but it is about building a community. The

young leaders present are this city's future. They are here showing everyone that anyone can say things to help build the community. The task is not always clean cut, and the road is an extra, but these people are building the community, that is what is happening.

COUNCIL & STAFF COMMENTS:

Council Member Svenby commented City Hall will be closed on Thursday for the 4th of July holiday.

Council Member Dotson wished everyone a safe and happy 4th of July holiday.

City Administrator Busse Comments: the city's website design is now online; presentation of the new site was shared with City Council during their Study Session tonight. Fire Chief Hoffman is asking flood damages to be reported, 22 counties in Minnesota have been approved by FEMA. The city will be assessed for needs after the reporting period so asking everyone with any damage complete a report. Chief Hoffman was thankful for the assistance received from the Steele County Emergency Management Team.

Council President Schultz also wished everyone a safe and happy 4th of July.

At 7:37 p.m., Council Member Svenby made a motion to adjourn, Council Member Dotson seconded the motion, and the meeting ended.

Respectfully submitted,

Jeanette Clawson, Administrative Coordinator