

Owatonna City Council Minutes

April 1, 2025

On Tuesday, April 1, 2025, at 7:00 p.m., Council President Raney 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, McCann, and Raney; Mayor Jessop; City Attorney Walbran; Public Works Director Murphy; Police Chief Mundale; Assistant City Administrator Tuma, IT Technology Specialist Inz; City Administrator Busse, Administrative Coordinator Clawson. Council Members Dotson and Svenby, were unable to attend.

Following the roll call of members, Council Member McCann made a motion to approve the agenda as presented, Council Member Boeke seconded the motion, all members present voted aye in approval.

Mayor Jessop presented a proclamation for April as Child Prevention Month. Effective child abuse prevention activities succeed because of the partnerships created between child welfare professionals, education, health, community- and faith-based organizations, businesses, law enforcement agencies, and families. This proclamation was presented to the Owatonna Exchange Club last night in Central Park and blue ribbons tied around trees symbolizing awareness against child abuse.

Consent Agenda Items

Council President Raney 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 – March 18, 2025

- OPU Meeting - February 25, 2025

- Human Rights Commission Meeting - February 11, 2025

- Event Permit - NHS Color Run - OHS - May 10, 2025

- Retail Fireworks License – Walmart

- Tree Trimmer Permits

- Exempt Permit - St Mary's School of Owatonna - August 12-14, 2025

- Exempt Permit - Sacred Heart Church - August 15-17, 2025

- Flock Safety License Plate Reader (LPR)

Flock Safety is a US-based company that provides computer vision-enabled video surveillance technology for their license plate readers (LPR), gunshot detectors and real-time video cameras. LPRs are not traffic cameras but will serve as a force multiplier by directing law enforcement resources to areas based upon LPR alerts. Flock's LPR cameras capture registration and vehicle details. They do not capture personal identification characteristics. LPRs also provide alerts on stolen cars, stolen license plates, revoked, suspended and canceled drivers and an agency's "hot list". LPR data is classified as private data - nonpublic data on individuals. Data is subject to the agency's records retention schedule. LPR technology is designed with privacy, accountability and transparency. A department policy and biennial audit is required for the requested eight LPR cameras. The cost is a \$24,000.00 annual subscription.

Professional Services Agreement – 2025 Stormwater Education & Outreach - Clean River Partners

An agreement for education and outreach services. The City's Municipal Separate Storm Sewer System (MS4) Permit requires the city to provide routine stormwater and water quality related education, outreach, and public involvement programs and opportunities on an annual basis. Activities and tasks identified in this Scope of Services will be used to meet these MPCA permit requirements and included in mandatory annual reporting. An informed and educated community greatly reduces future capital expenditures related to storm system maintenance and restoration of water quality through prevention and best management practices. The total cost of the services is \$9,734.00.

PFAS Source Identification and Reduction Grant - Minnesota Pollution Control Agency

A PFAS Source Identification and Reduction Grant from the Minnesota Pollution Control Agency. Minnesota passed a number of laws in the past few years to reduce the use of PFAS in industry and consumer products. To comply with state regulations and limit the industrial use and eventual human consumption of PFAS, the City of Owatonna has been working with Nero Engineering to prepare a plan to minimize PFAS, completed in June 2024, and is now implementing the PFAS Minimization Plan by identifying PFAS sources. Additional work and expenses are anticipated as the city continues to work towards PFAS reduction and securing this grant will assist in paying for this work. The city will be reimbursed for all qualifying expenses related to the PFAS Identification and Reduction Project, up to \$75,000.

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

Finance Report

Council Member Voss recapped payments made for amounts greater than \$20,000 during this period.

\$ 23,175.00	Electric Pump Inc - Riverwood lift station replacement pumps
31,041.00	League of MN Cities Ins Trust - SCDIU Property/Causality coverage insurance premium
22,437.35	Owatonna Area Chamber of Commerce - Lodging Tax Aug-Sept - Lodging tax December 2024 - \$2,162.57 - Lodging tax January 2025 - \$20,274.78
55,352.76	Owatonna Motor Co - 2025 Ford F150 - WWTP - \$55,188.96 - 2025 Ford F150 - WWTP - \$55,188.96 - misc. parts/supplies \$163.80
59,135.00	Ramy Turf Products - Bowie Victor Hydro seeder - Stormwater
155,042.98	Southeast Service Cooperative - March 2025 health ins premiums
22,688.34	US Bank - Entire organization monthly credit card purchases Jan/Feb 2025
<u>\$ 171,113.33</u>	<u>Other Expenditures</u>

\$ 539,985.76 Subtotal

102,761.00 HRA Housing Assistance Payments

\$ 642,746.76 Total Expenditures Presented for Approval

Council Member Boeke made a motion to approve payment of all bills presented, Council Member McCann seconded the motion, all members present voted aye in approval.

First Reading Proposed Ordinance 25-05, Charitable Gambling

City Administrator Busse presented Proposed Ordinance 25-05 for council consideration to increase the number of charitable gambling premises permits from five per organization to eight in licensed liquor establishments. Concerns were received that the current limit is too restrictive, and staff advised increasing the number of permits per organization would not have a negative effect. Council Member Voss made a motion for approval, Council Member Burbank seconded the motion. With a roll call vote was taken, voting aye were Council Members Burbank, Boeke, McCann, Voss and Raney; No Nays; the motion carried. The second/final reading of this proposed ordinance will be heard during the next Council Meeting on April 15, 2025.

First Reading Proposed Ordinance 25-06: Adopt S-8 Supplement to the 2015 Ordinance Code

City Attorney Walbran presented Proposed Ordinance 25-06 to adopt Supplement 8 to the 2015 City Code of Ordinances. American Legal Publication completed recodification of the City Code of Ordinances in 2015. Supplements are prepared with new ordinances since adoption of a prior supplement; this is the eighth supplement. Supp-8 includes 22 ordinances approved since adoption of Supp-7 in October 2023; the last ordinance included is Ordinance #1666, passed December 2, 2024. Council Member McCann made a motion for approval, Council Member Burbank seconded the motion. With a roll call vote was taken, voting aye were Council Members Burbank, Boeke, McCann, Voss and Raney; No Nays; the motion carried. The second/final reading of this proposed ordinance will be heard during the next Council Meeting on April 15, 2025.

Resolution 15-25: MnDOT Variance 18th Street SE Trail Extension Project

Public Works Director Murphy requested approval of Resolution 15-25 approving a variance from the standard for State Aid Operation for the 18th Street SE Trail Extension Project No. S.A.P. 153-090-002. A variance from Minnesota Rules for State Aid Operation 8820.9961 requiring 60-degree angled parking with a present ADT of greater than or equal to 3,000 to have a distance between the traffic lane and parking stall to be 19 feet was requested in May of 2024. The MNDOT Variance Committee found that minimum design standards for 45-degree and 60-degree pull-in diagonal parking, to allow the distance between traffic lane and back-in parking stall for 60-degree parking be 8.4 feet as approved in the variance letter dated August 8, 2025, was signed August 21, 2025. The approved variance results in plan revisions to reflect the change to back in parking. Council Member Voss made a motion for

approval, Council Member Boeke seconded the motion, and all members present voted aye in approval.

Resolution 16-25: Requesting Federal Funds for Main Street (CSAH 48) Project

Public Works Director Murphy commented that applications for Federal Highway funds, Statewide Transportation Improvement Plan (STIP) are currently being accepted for 2029. He requested approval of Resolution 16-25 authorizing request STIP funds for the Main Street (CSAH 48) Project, Main Street (CSAH 48) from Oak Avenue to Chambers Avenue. Steele County is leading the effort on this project, it is a County State Aid Highway. The Main Street project was initially slated for completion in 2029; but Steele County is now proposing this project for next year, 2026. The county was awarded STIP funds during 2026 for use towards the East Side Corridor Project; however, they have a better chance to deliver the Main Street Project within the required time frame. The City will reimburse the county when these STIP funds are received, this is a request for a \$749,000 STIP distribution during 2029. A Feasibility Study was presented and approved during the City Council Meeting on May 16, 2023, for the Main Street Project. Council Member McCann made a motion for approval, Council Member Burbank seconded the motion. Council Member Boeke asked what expense the city will incur towards the Main Street Project. Murphy responded the Total Estimated Project Cost is \$7.7 million. Of these costs, those eligible for State Aid are \$6.6 million, which will be paid 75% by the county and 25% by the city. The City's expense will be just under \$1.7 million but this does not include costs for aesthetics like lighting changes or streetscape amenities similar to those used in the Cedar Avenue N Streetscape Project. With no additional comments, all members present voted aye for approval.

Authorization to Proceed - 2025 CIP Overlay

Public Works Director Murphy requested authorization to proceed with an advertisement for bids for the 2025 CIP Overlay. Street segments with surfaces that require repairs beyond crack sealing and routine pothole filling, but have adequate underground infrastructure are good candidates for a mill and overlay project to prolong the street's surface life. Approximately 1.64 miles will be included in the Capital Improvement Overlay Project. Bids will be received April 9th and brought to Council for consideration on April 15th. Council Member Boeke made a motion for approval, Council Member McCann seconded the motion, all members present voted aye in approval.

Authorization to Proceed - 2025 Crack Sealing and Seal Coating Project

Public Works Director Murphy requested authorization to proceed with an advertisement for bids for the 2025 Crack Sealing and Seal Coating Project. The city annually crack seals roadways in advance of sealcoating to prolong surface life. Approximately 5.02 miles are planned for crack sealing and sealcoating in 2025. Bids will be brought to Council for consideration when received. Council Member Voss made a motion for approval, Council Member Boeke seconded the motion, all members present voted aye in approval.

2025 Deer Management Program

Park & Rec Director TW Dieckmann requested authorization for staff to apply for the annual Deer Management Program Permit through the MN Department of Natural Resources (DNR). The city's 2025 program will run similarly to the 2024 program, with a few slight changes as presented in the Staff Report during the March 18th City Council Meeting. Council Member Burbank made a motion for approval, Council Member McCann seconded the motion, all members present voted aye in approval.

STAFF COMMENTS

Jeff Mundale, Chief of Police, provided updates of recent activities at the Police Department.

- Hosted the Owatonna Community Leadership Academy on March 11th.
- Staffing updates: Two officers are currently in training. An offer for a Patrol Officer was made to a current CSO. Our CSO position has been used as a recruitment tool for potential officers. We have an open-ended application for officers and have received some good applicants and will continue to promote the application.
- Next week, the Police Explorers will be participating in the Explorer's 50th Celebration in Rochester. Teams from all over the country will be participating. Captain DuChene, Captain Sorenson and I will also be in Rochester to attend Executive Training.
- IC Poet Grant Applicants – Hope to acquire a candidate to attend this program when it is offered again. I anticipate that there will be a grant opportunity soon and plan to submit a RFP and apply for this grant. Last time, we had some good candidates identified but insufficient time to acquire the required clearance and unable to participate.
- FLOCK Safety System – Thank you for approving this license plate reader technology during tonight's meeting. It will take some time for Owatonna to develop this program, weather does not affect the use of these cameras. Faribault has this system which assisted them in several arrests over the last several years. Mankato and Albert Lea are also looking into acquiring this system. Currently 53 MN communities use FLOCK Safety systems.
- Officer Martin and Vegas attended a SHOC yesterday at the school, they always make a big hit with the students.
- Detective Berg will be making a presentation at Sr Place regarding fraud against seniors.
- May 15th is the date set for the 2025 Police Officer Banquet. The "Officer of the Year" has not been announced and consideration in process. This annual banquet is hosted by the Moonlighter's Exchange Club.

PUBLIC COMMENTS

Gale Knapp, 249 E Main Street – Commented that her home is a historical home and access to her home will be affected by the Main Street Project. She is interested in the design of this project and requests that homeowners along the street be consulted as project plans proceed. Accessibility to her home (front entrance, new side entrance and garage entrance) will all be affected as will access to her next-door neighbor's home.

Melissa Zimmerman, 2525 Stony Creek Dr – Commented that she had prepared a comment for tonight's meeting but now changing after the action taken for federal funding planned for the East-side Corridor Project during 2026 is now directed to the 2026 Main Street Project. She asked if the change in the funding allocations, will push back or void the East Side Corridor Project? She asked everyone be kept in the loop that will be affected by these projects.

MAYOR AND COUNCIL COMMENTS:

Council Member Raney thanked everyone for attending the meeting.

At 7:32 p.m., Council Member Boeke made a motion to adjourn, Council Member Burbank seconded the motion and with no objection, the meeting ended.

Respectfully submitted,

Jeanette Clawson, Administrative Coordinator