

Owatonna City Council Minutes

Council President Schultz called the regular session of the Owatonna City Council to order on Monday August 1, 2022, at 7:00 p.m. in Council Chambers at City Hall. Present were Council Members Burbank, Boeke, Raney, Voss, Svenby and Schultz; Mayor Kuntz; Community Development Klecker; Public Works Director Skov; Human Resources Director Thamert; Fire Chief Hoffman; Communications Manager Sheely; City Attorney Walbran; City Administrator Busse, and Administrative Specialist Clawson. Council Member Dotson was unable to attend

Agenda

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

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 – Council Meeting – July 19, 2022

- Event Permit – Car Show – Downtown Thursday – August 4, 2022

- Event Permit - Steele County Free Fair - August 16 to 21, 2022

- Event Permit – Airport Fly In Breakfast – August 28, 2022

- Temporary Liquor Permit to Extend Premises - Mineral Spring Brewery - September 7, 2022

- Event Permit - Tralo, Inc. - Driver Appreciation Event – September 24, 2022

- Temporary Liquor Permit – KC Hall at Tralo, Inc. Event – September 24, 2022

- Exempt Permit - Raffle at SCFF - Minnesota Pheasants – August 21, 2022

- Agreements to complete the Fire Hall Restoration Project:

 - TEREX Roofing & Sheet Metal LLC - \$87,135

 - ACME Tuckpointing & Restoration - \$52,100

Council Member Voss made a motion to approve these Consent Agenda Items; Council Member Burbank seconded the motion. Council Member Svenby commented he would recuse vote on the SCFF Event Permit as he is a Fair Board Member. Council Member Boeke expressed concern about untimely receipt of Event Permit Applications; City Administrator Busse commented applications should be filed 30 days prior to the event to allow review and input from various departments prior to council consideration. Staff will send information to reoccurring annual permit applicants at the end of the year explaining Event Permit Applications are now processed via Open Gov and request they timely submit their permit applications to comply with City Policy. All members present voted aye for approval.

Finance Report

Council Member Raney recapped payments made more than \$20,000 for this period. Bills presented for payment total \$1,221,951.71. Council Member Boeke 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 second/final reading of Proposed Ordinance 22-10. Baldwin Supply requested a portion of the drainage and utility easements in Lots 2 & 3, Block 1, Urch Addition be vacated as they plan to construct a building on the north

side of their existing building at 3440 9th Street NW. The Planning Commission recommended approval and Council approved the first reading of this proposed ordinance during their last meeting on July 19, 2022 and there have been no changes since. Council Member Raney made a motion for approval; Council Member Voss seconded the motion. With a roll call vote, voting aye were Council Members Svenby, Voss, Burbank, Boeke, Raney and Schultz; the motion was approved. This will be known as Ordinance 1637 and effective upon publication. .

Resolution 64-22 Declaring Costs – 2021 Truman Avenue Project

Public Works Director Skov presented Resolution 64-22 declaring costs of the 2021 Truman Avenue Project. The contract price for such improvements is \$2,914,635.99, contract changes incurred or to be incurred in the making of such improvements amount to \$150,297.88, engineering costs of \$337,142.73 add to a total cost of \$3,402,076.60. Of this amount \$232,139.44 will be proposed as assessments to the property owners. Council Member Svenby made a motion to approve Resolution 64-22, Council Member Boeke seconded the motion; all members present voted aye in approval.

Resolution 65-22 Set Public Hearing Date – Proposed Assessments – 2021 Truman Avenue Project

Public Works Director Skov requested approval of Resolution 65-22 setting a public hearing on Tuesday, August 16, 2022 at 7:00 p.m. for comments on the Proposed Assessments of the 2021 Truman Avenue Project. Proposed Assessments totaling \$232,130.44 were calculated using a rate of \$52.00 per front footage. Council Member Raney made a motion for approval, Council Member Boeke seconded the motion; all members present voted aye in approval.

Resolution 66-22 Appoint Election Judges – 2022 Primary and Special Election

City Administrator requested approval of Resolution 66-22 to appoint Election Judges for the 2022 Primary Election and Special Election planned for Tuesday, August 9, 2022. The Special Election is to fulfill the term of US Congressman, First Congressional District Jim Hagedorn who passed away in February; this term ends December 31 this year. Staff is also authorized to assign additional or substitute election judges as necessary for this Primary-Special Election. Council Member Voss made a motion to approve Resolution 66-22, Council Member Boeke seconded the motion; all members present voted aye in approval.

Garbage and Refuse Hauling License – Archambault Brothers, Inc.

City Administrator Busse presented the application received from Randy Archambault for a Garbage and Refuse Hauling License for Archambault Brothers, Inc of Faribault, MN. 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 Raney made a motion for approval, Council Voss seconded the motion. Council Member Boeke asked restriction of the number of carriers should be considered, many cities do this to limit the number of routes and saves wear and tear on residential streets. City Administrator Busse commented many of the current vendors approved offer commercial services to only a few customers; one of the licensed garbage haulers has only one local customer.

Resolution 64-22 Declaring Costs – 2021 Truman Avenue Project

Public Works Director Skov requested approval of the proposal received from American Engineering Testing (AET) for Environmental Observation and Testing Services for the WWTP Expansion Project. The proposed Scope of Services includes Soil and Groundwater Management Plan Preparation, Excavation Observation and Soil Testing Asbestos Inspections for Retrofit Work, At the completion of construction, a final environmental report summarizing the results of excavation observations conducted on the site, if requested will be prepared. An asbestos inspection report will be prepared to document the results of sampling and analysis of building materials disturbed within the facility. The inspection report can be used by an abatement contractor, if asbestos/lead/PCBs in caulk is identified and needs to be abated prior to disturbing the building materials. Estimated proposed cost of these services is \$48,352.00, this includes analysis, removal and hauling of contaminated soils but does not include landfill costs. Council Member Voss commented the Potential Costs seem more than the stated costs, Skov explained the City will be charged for actual services complete, this is a fair estimate of costs. City Attorney Walbran commented insurance requirements were reviewed with the League of Minnesota Cities and they recommend insurance coverage of up to and not less than \$1.5 million. The Insurance Certificate received was for \$1 million and LMC recommends we request coverage of \$2 million on this project. Council Member Raney made a motion to approve the proposal received contingent on receiving the recommended amount of insurance coverage, Council Member Burbank seconded the motion; all members present voted aye in approval.

Staff Updates

Community Development Director Klecker commented the number of Building Permits issued to date this year is comparable to the same period last year; however, the valuation amount is considerably more. This year's valuation amount is \$47 million compared to \$29 million last year, \$20 million was just issued during July. A brief update on several projects was given: the Downtown Courtyard Marriot will open later this week, Community Pathways plans to open the first week of October, Smart Bus is in the finishing stages of construction, footings were poured for the apartments on the corner of 26th Street and Cedar Avenue, Holiday Station store on North Street is framing, Monson Eye Clinic at Peal Street poured footings last week, Kueper's Apartments on W 24th Avenue did receive their permits but haven't started their project, and the airport hangar project is underway.

Human Resourced Director Thamert gave a brief staff report and congratulated Matt Kath on his retirement, he has served 27 years as a Paid-on-Call Fire Fighter. This summer, HR Staff has hosted a table during the Downtown Thursday Events; this Thursday, Finance Director Moen and Community Development Director Klecker will be assisting them. The HR team is working with Communications Manager Sheely to create an Internal Communication Plan.

Fire Chief Hoffman commented two new fire fighters just completed Training Stages 1 & 2 and ready to begin live training Two new equipment operators have completed their initial training. An Officers Swearing In Ceremony will be held during the September 20th Council Meeting. He also congratulated Matt Kath on his retirement and thanked him for his 27 years of service at the Fire Department. There will be three firetrucks participating in Night to Unite activities tomorrow. The Fire Fighters Relief Association is planning to host the annual Chili Feed during Fire Awareness Week in October, this event has been canceled during the last two years because of covid concerns. The Fire Department will participate with CERT and Skywarn at the Steele County Free Fair as in previous years.

Communications Manager Sheely commented Park and Rec will have a booth during the Steele County Free Fair showing draft concepts of the proposed Park Master Plan . The July episode of City Spotlight is now available on the Public Access Channel, Facebook, and the City's website. She is working with the Human Rights Commission to promote Welcoming Week during the third week of September. Tomorrow, there will be a news release about the Certificate of Excellence received from the Government Finance Officers Association for its annual comprehensive financial report for the fiscal year ending December 1, 2020. She is also currently updating the City's Crisis Communication Plan. Mayor Kuntz commented he likes the new Chronicles published by the Peoples Press, Sheely commented the Chronicles is prepared with content from the Communications Task Force.

Public Works Director Skov commented the North Cedar Streetscape Project continues progress, concrete was poured from Broadway Street to Cedar Avenue and the intersection of Vine and Cedar will open to traffic this week. At the WWTP project site there are a lot of things happening behind the scenes and some dirt has been moved and the contractors have mobilized and are set up. Council Member Boeke commented he saw a map showing location of lead pipes used underground in Minnesota and asked if lead pipes could be lined as done with the CIPPS project. Skov explained typically lead pipes are from the watermain to a house and there are ways to replace the pipes without having to dig them up; chemical additives can be added to encapsulate the lead or a new line can be pulled in.

Public Comments: no comments heard.

Council/Administration Comments and General Information

Council Member Boeke commented the end of the Fire Hall Project should be within sight now with the agreements approved on the Consent Agenda tonight.

Council Member Raney thanked HR Director Thamert for inviting Council Members and Mayor Kuntz to assist tomorrow at the Annual City Employee picnic.

Mayor Kuntz commented he received a letter from the League of Minnesota Cities(LMC) naming Senator John Jasinski a LMC Legislator for 2022. LMC chose nine senators and nine House Representatives to receive this honor.

Council President Schultz thanked everyone for attending the meeting.

Adjournment: At 7:41 p.m., Council Member Raney made a motion to adjourn, Council Member Boeke seconded the motion, and all members voted aye in approval.

Dated: August 3, 2022
Respectfully Submitted,

Jeanette Clawson, Administrative Specialist