

Owatonna City Council Minutes

Council President Schultz called the regular session of the Owatonna City Council to order on Tuesday, November 15, 2022, at 7:00 p.m. in Council Chambers at City Hall. Present were Council Members Burbank, Boeke, Raney, Voss, Dotson, Svenby and Schultz; Mayor Kuntz; Assistant City Engineer Murphy; Finance Director Moen; IT Director Brown; Finance Director Thamert; Community Development Director Klecker, Police Chief Mundale; Parks, Recreation & Facilities Director Tuma; Communications Manager Sheely; City Attorney Walbran; City Administrator Busse, Administrative Specialist Clawson; many police officers and firefighters.

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.

Police Officer Swearing In Ceremony

Police Chief Mundale read a brief biography of new Police Officer Lionel Garcia Pina and the "Symbol of the Badge". Judge Bueltel administered the Oath of Office and swore in Officer Garcia Pina and then his fiancé Janel, pinned on his badge. Pastor Brent Carlson offered a brief prayer and many attendees offered congratulations to Officer Garcia Pina. Council President Schultz thanked all the police officers and firefighters present for their service to the community. Family, friends, and officers attending departed the Chambers to attend a reception in the Arts Center.

Canvass 2022 City Election Results and Resolution 92-22

Abstracts received from the Steele County Auditor's Office with results of the 2022 City Election were reviewed.

OFFICE	CANDIDATE	TOTAL VOTES
Council Member at Large	Dan Boeke	5728
	Peng Olson	4418
	Write-Ins	33
Council Member – First Ward	Nathan Dotson	1232
	Seth Madole	989
	Write-Ins	8
Council Member – Third Ward	David C. Burbank	1201
	Write-Ins	8
Council Member – Fifth Ward	Brent Svenby	1110
	Molly Kerr	1009
	Write-Ins	6

Council Member Voss made a motion to approve Resolution 92-22 declaring these results of the 2022 City Election with the following candidates elected for the offices and respective terms effective January 2023:

Council Member - At Large	four-year term	Dan Boeke
Council Member – First Ward	four-year term	Nathan Dotson
Council Member – Third Ward	four-year term	David C. Burbank
Council Member – Fifth Ward	four-year term	Brent Svenby

Council Member Raney seconded the motion, all members voted aye in approval.

Proclamation - Small Business Saturday

Mayor Kuntz made a Proclamation for Saturday, November 26, 2022, to be Small Business Saturday to promote local small businesses and the contributions they make to the local economy and community.

Proclamation - DECA Week - November 28 - December 2, 2022

Mayor Kuntz made a Proclamation of the week of November 28 – December 2, 2022, as DECA Week. DECA is recognized by the United States Department of Education as a national career and technical student organization. Four Owatonna High School students were present. Johnnie Clubb, OHS DECA President, commented he has learned a lot about communication and other skills to work with others through his membership in DECA. They have more than 100 members in the OHS DECA Club and complete activities to make Owatonna a better community. Derek Klecker commented DECA offers good information for anyone, not just business skills; he also likes the communication skills shown in their DECA programs which helps prepare for job interviews and becoming a better overall person. Kiara Gentz commented DECA helps young people gain skills to speak in front of groups, problem solve and get on their feet as they learn some great ideas. Kate Havelka, Vice President of OHS DECA Marketing likes the real-world examples received such as interviews, marketing, small business entrepreneurship and project management. Council Member Boeke commented it is nice to see that Owatonna High School participates in this organization.

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 – November 1, 2022
- Building & Inspection - October Reports
- Temporary Liquor Permit - Mineral Springs at Kibble Equipment - November 17, 2022
- Event Permit - Lighted Holiday Parade - December 1, 2022
- City of Owatonna/Steele County Joint Project - 2022 Overlay Change Order #1
- Utility Easement - Caramel Development, LLC and Vesterby Real Estate Investments, LLC
- Liability Coverage Waiver - League of Minnesota Cities Insurance Trust (LMCIT)
- Update Schedule A - Target Solutions Licensing, LLC
- 2023 Energy Management Agreement - Owatonna Public Utilities
- Resolution 90-22 Authorize Contract for Purchases - Fame Awards

Council Member Boeke made a motion to approve these Consent Agenda items, Council Member Burbank seconded the motion. Council Members Voss recused himself, he is owner of

Fame Awards. Council Member Schultz recused himself, he is one of the parties involved with the Utility Easement. With no additional comments, members voting, voted aye for approval.

Finance Report

Council Vice President Raney recapped payments made more than \$20,000 for this period. Bills presented for payment totaled \$726,654.57. Council Member Boeke made a motion to approve payment of these bills, Council Member Svenby seconded the motion, all members voted aye for approval.

Ordinance 22-12: Extend Franchise Agreement – Xcel Energy

City Administrator Busse requested approval of proposed Ordinance 22-12 to extend the Xcel Energy Franchise Agreement. This is the second and final reading. Council approved the first reading during the November 1, 2022, meeting and there have been no changes since. This extends the current agreement until December 31, 2023 and will allow continuation of franchise fees. Council Member Raney made a motion for approval, Council Member Burbank seconded the motion. With a roll call vote, voting aye were Dotson, Burbank, Boeke, Raney, Svenby, Voss and Schultz; the motion carried. This will be known as Ordinance 1639 and become effective immediately.

Ordinance 22-13: Adjust Sanitary Sewer Rates

Assistant City Engineer Murphy requested approval of the first reading of proposed Ordinance 22-13 to adjust the Sanitary Sewer Rates effective January 1, 2023. This annual adjustment in rates will allow City staff to maintain operations and the expansion of the wastewater treatment facility. Council Member Svenby made a motion for approval, Council Member Boeke seconded the motion. With a roll call vote, voting aye were Dotson, Burbank, Boeke, Raney, Svenby, Voss and Schultz; the motion carried. The second and final reading of this ordinance will be heard at a future meeting.

Resolution 91-22 Accept Bids and Award Contract – Council Chambers Renovation

Parks, Recreation & Facilities Director Tuma introduced Aaron Fitzloff, Buildings and Grounds Superintendent and Teresa McCormick, Project Consultant at CRW Architecture & Design Group (CRW) and then displayed a rendition of the proposed addition on the north side of City Hall as part of the Council Chambers renovations being planned. Project goals prepared by an 11-member project team included safety, mechanical/HVAC improvements, ADA access, IT and AV improvements, lighting, hearing loop, flexible meeting space and updating furnishings and décor. The addition will include bathrooms which will be accessible to the outdoor campus, creates a smaller meeting space and overflow area which will be connected with both parking lots. The floorplan moves the dias to the east wall, removes the stage, relocates the AV Room on the west wall and creates a meeting space for 95-100 seats. Project opportunity allowed review of the HVAC system within the main building and the new system was designed to with update of the current system included. During review of the site, the architect found the west wall of the building served as a coal access and failing. Card access will be added to increase safety for staff and securing the building. This project has been considered for several years, the City

has been setting aside funds for this project and funds received from the American Rescue Plan will also be used. If the project is not approved, many items will need to be done at City Hall: HVAC Study; improve ADA Accessibility; the west exterior wall; card access and building security; AV & IT connections need enhancement. Four bids were received, Ebert Construction submitted the lowest bid at \$1,626,400. This project was discussed in detail during the study session prior to this meeting. Council Member Voss commented the project has been discussed for seven years and he agrees improvements are needed for ADA compliance. Council Member Raney agreed ADA compliance is needed, repair to the west wall is necessary and the building's HVAC should also be updated. Council Member Svenby commented he wants addition of push button activated doors for the restrooms and building entrance for additional ADA access. Council President commented the Administration Building is listed on the National Historical Registry and state historical preservation office was contacted for review of the current campus and the proposed project. Tuma explained members from the state office were here for several hours to evaluate the campus and did make recommendations to the final project details. They request we prepare a reuse plan and standards which could also be used in future projects. The stage will be removed but story of the stage will be documented. Council Member Schultz commented he was part of the project committee; the City takes pride in this building and wants to keep the property up. Council Member Raney made a motion to approve Resolution 91-22, Council Member Burbank seconded the motion, all members voted aye in approval.

Tobacco License - JMD Ventures LLC dba Owatonna Marathon

City Administrator Busse requested approval of the application received from JMD Ventures, LLC dba Owatonna Marathon for a new Tobacco License. They recently purchased Owatonna Food and Fuel, a gas station/convenience store at 401 N Cedar Avenue. This license will become effective immediately and will be effective until the end of the current license period, December 31, 2022. Council Member Dotson made a motion to approve this license application, Council Member Boeke seconded the motion, all members voted aye in approval.

Change Order #2 - 2022 Street & Utility Project

Assistant City Engineer Murphy requested approval of Change Order #2 for the 2022 Street and Utility Project to add tracer wire, grounding anode rods and locate boxes for sanitary services. This change order increases the contract amount with JJD, Companies, LLC by \$2,304. Council Member Dotson made a motion for approval, Council Member Raney seconded the motion, all members voted aye for approval.

Memorandum of Understanding for Statewide Monitoring of PFAS - Minnesota Pollution Control Agency (MPCA)

Assistant City Engineer Murphy presented a Memorandum of Understanding (MOU) which outlines a voluntary agreement between the City of Owatonna and the Minnesota Pollution Control Agency (MPCA) for monitoring PFAS (Per-and Polyfluoroalkyl Substances), also known as forever chemicals. PFAS is a general group of chemicals numbering over 4,000 that are incredibly difficult/costly to break down or, in some cases, impossible to break down. This MOU consists of testing Wastewater Treatment Plant Influent waste and quantifying it in relation to other communities in the state. Depending on what category each community or district falls

within determines the next steps of the MOU for each community. The highest producers will have to start a dialogue with identified potential sources to initiate source identification work and mitigation practices. Council Member Boeke made a motion for approval, Council Member Voss seconded the motion, all members voted aye for approval.

Professional Services Agreement for Staff Augmentation Services on 2023-2024 Engineering Projects - WHKS & Co.

Assistant City Engineer Murphy requested approval of a Professional Services Agreement with WHKS & Co. for staff augmentation services to assist with engineering projects anticipated to be constructed in 2023 and 2024 along with in-house training in Civil 3D. Services will include design oversight, design direction, establishing design schedules and assessing staff's design skills and needs. WHKS staff will attend meetings in person with the Owatonna Engineering Department weekly and assist with determining whether outside engineering services are needed to complete budgeted design projects on time. WHKS anticipates providing one staff person up to one day per week at City Hall. Additional time will be available, as needed, via Teams or phone calls. WHKS will assist with educating and guiding staff through State Aid and Federal project guidelines and process to ensure compliance on all projects. WHKS will review the City's Civil3D template and provide a recommendation to update the template. Council Member Boeke made a motion for approval, Council Member Voss seconded the motion, all members voted aye for approval.

Easement Agreement – Steele County Humane Society

Community Development Director Klecker requested approval of an easement agreement with the Steele County Humane Society regarding access, maintenance and stormwater for their facility at 1855 State Avenue NW. Steele County Humane Society will construct a new facility at this location which is just to the south of the City's dog park at Lake Chase. State Avenue is a County road and has strict access management. To facilitate access management, a shared access is being proposed. The applicant proposes they will pave the entrance and pave to the edge of their access area. In exchange for their upfront paving of this area, the easement requires the City to maintain this area including plowing. The applicant also requests an easement for a storm water outlet to be constructed from the east side of the property crossing City property to Lake Chase. This pipe will be installed and maintained by the Humane Society. They need to outlet their storm water pond, and this is the most feasible area. Council Member Raney made a motion to approve this easement agreement, Council Member Dotson seconded the motion, all members voted aye for approval.

Staff Updates

Jenna Tuma, Parks, Recreation & Facilities Director, commented on City staff handling the first snow event of the season; P&R staff worked with Public Works to clear the downtown area and it went well. Staff is wrapping up preparation of the Parks Master Plan.

Rhonda Moen, Finance Director commented staff is working to finalize preparation of the 2023 Budget. She is also preparing Cash Flow Statements needed to finalize funding for the Wastewater Treatment Plant Expansion project.

Sean Murphy, Assistant City Engineer also commented that clean-up of the first snowfall went well; plows were out and there were 10 to 11 truckloads of snow removed from the downtown area this morning. He announced that John Martin accepted position of the Street Maintenance Management Supervisor.

Ryan Brown, IT Director commented IT has a lot of projects going. They are entering the second phase of the Cartegraph training with staff members and working on adding SeeClickFix and building permits on Citizen Services. The push for increased cyber security has identified some issues and brought improvements within our network.

Troy Klecker, Community Development Director commented the number of Building Permit issued this year is similar to the number issued last year. However, this year's valuations are much higher, over \$78 million versus \$53 million. There were 26 new single family homes last year while this year there have been only 16 permits issued with one is currently in review. The current interest rates are higher, and it has been difficult to find available lots and contractors. Many construction projects are in process: the airport hangar is almost complete; Community Pathways and Smart Bus Garage have been issued Certificates of Occupancy; Holiday Stationstore is almost done; Monson Eye Clinic has the exterior nearly weather tight, sidewalks and parking lot installed; Meadowview Apartments has foundations poured for two of three buildings and all garages poured and their wall panels have arrived on site; Unique Apartments on 26th Street/N Cedar has foundation complete and first floor framing and underground plumbing started; Deml Storage Building on 26th Street has their foundation in; State Avenue Storage has several buildings with the framing started, Cemstone has the footings in; and CDI has walls going up for their new facility.

Emily Thamert, HR Director commented that Open Enrollment for 2023 benefits was completed last week. HR has been working with Deanna on our internal communication plan and our second employee newsletter went out. Also working on a recruitment video for Park & Rec Seasonal employees. Staff member updates include Jason Ringhofer, Building Inspector; Jim Garbers and Rick Bothun are new Facility Workers at the airport, Custodian Bev Miller will be retiring during the first week of December; John Martin accepted the position of Maintenance Manager in Public Works; and Nikki Callahan transferred from P&R to Building Inspections.

Deanna Sheely, Communications Manager commented she is working with staff to continue building channels to increase communication within the community. We are fortunate to have local media support, the Focus is published weekly in the Steele County Times and the Chronicles is published monthly in the Owatonna Peoples Press. Continuing to promote the Notify Me option available on the City's website, everyone can customize what information they receive. We just completed the second internal employee newsletter. Working with three departments about snow removal and winter parking restrictions; she hopes everyone is aware so there will be no tows, no tickets, no complaints and no assessments for sidewalk snow removal. Working with Finance Director Moen on 2022 Budget Communications, we have received many inquiries as Open Gov is now online and transparent. Also preparing for the community-wide branding project to kick off in January; there will be many opportunities for participation such as focus groups and a survey.

Public Comments

None were heard.

Council/Administration Comments and General Information

Council Member Dotson thanked everyone for supporting him during the election, he is looking forward to serving another term on the Council.

Council Member Raney thanked the high school students for attending this meeting. Being active is important and thank you for being leaders within the school community. If you have any questions, don't be afraid to ask, there are a lot of small business operators within the community that can help you.

Council Member Svenby reminded everyone of Small Business Saturday, November 26th it's important to shop local on this day or every day of the year.

Council Member Voss thanked Communications Manager Sheely for the last edition of Team O-Town Lowdown, he enjoyed seeing the information shared about employees.

Mayor Kuntz commented the Mayor's Prayer Breakfast is this Thursday morning at the Owatonna Country Club.

Council President Schultz wished everyone a Happy Thanksgiving.

Adjournment

At 8:17 p.m., Council Member Raney made a motion to adjourn, Council Member Boeke seconded the motion, all members present voted aye in approval.

Respectfully Submitted,

Jeanette Clawson, Administrative Specialist