Owatonna City Council Minutes
January 2, 2024

On Tuesday, January 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, Voss, Dotson, Burbank, Boeke, and Schultz; Mayor Kuntz; Public Works Director Murphy; Parks, Recreation & Facilities Director Tuma; IT System Administrator Sticken; Sergeant Zackary Schumaker; City Attorney Walbran; City Administrator Busse and Administrative Coordinator Clawson.

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

2024 ORGANIZATIONAL MEETING

Resolution 1-24: Designate 2024 Depositories and Authorize Signatories

City Administrator Busse presented Resolution 1-24, designating depositories and persons authorized to sign orders thereon. This resolution authorizes disbursements via check, electronic funds transfer, wire, or ACH.

Designated as depositories for the deposits and safekeeping during 2023:

- US Bank
- Wells Fargo Bank
- Profinium, Inc.
- Bremer Bank
- United Prairie Bank
- Community Bank Owatonna
- West Bank
- Stifel
- RBC Wealth Management
- Wells Fargo Advisors
- Municipal Money Market Fund (LMC 4M Fund), hereinafter called "Financial Institutions and/or Brokers,"

Authorized signatories will be Thomas A. Kuntz, Mayor; Kris M. Busse, City Administrator and Rhonda L. Moen, Finance Director.

Authorization to the depositories to honor transfer of funds through wire, ACH, and electronic funds transfer by Thomas A. Kuntz, Mayor; Kris M. Busse, City Administrator; Rhonda L. Moen, Finance Director; Sandra Bera, Accounting Specialist or JoAnn Matejcek, Accounting Analyst.

Council Member Raney made a motion to approve Resolution 1-24, Council Member Voss seconded the motion; all members voted aye for approval.

Resolution 2-24: Designate 2024 Responsible Authority for Data Practices

Council President Schultz presented Resolution 2-24, to reappoint City Administrator Busse as the City's Responsible Authority for Data Practices Compliance during 2024. Council Member Voss made a motion for approval, Council Member Burbank seconded the motion; all members voted aye for approval.

Designate Newspaper for 2024 Official City Business

City Administrator Busse requested the Owatonna Peoples Press be reappointed as the City's Official Paper for 2024 Publications. City Attorney Walbran commented that the City's Charter requires a newspaper of general circulation in the city be designated as the official paper for publication of all matters required. Council Member Dotson made a motion to designate the Owatonna Peoples Press as the 2024 Official Paper, Council Member Svenby seconded the motion; all members voted aye for approval.

Appoint 2024 Weed Inspector

City Administrator Busse requested Fire Chief Ed Hoffman be reappointed as the City's Weed Inspector during 2024. Appointing the Fire Chief to this position works well by offering a good point of contact for residents with concerns regarding weed and nuisance vegetation. Council Member Raney made a motion to reappoint Fire Chief Hoffman as the City's Weed Inspector, Council Member Dotson seconded the motion; all members voted aye for approval.

Change 2024 Council Meeting Dates

City Administrator Busse requested a change for three 2024 Council Meeting Dates. Two dates are 2024 Election Dates, the first Tuesday in March is the Presidential Nominating Primary in the State of Minnesota, and the first Tuesday in November is the 2024 General Election. The first Tuesday in August is National Night Out. These 2024 City Council Meetings will be changed:

Tuesday, March 5 Meeting changed to Wednesday, March 6
Tuesday, August 6 Meeting changed to Wednesday, August 7
Tuesday, November 5 Meeting changed to Wednesday, November 6

Council Member Svenby made a motion to approve these meeting dates, Council Member Voss seconded the motion; all members voted aye for approval.

Council 2024 Representation on Boards/Commissions/Committees

Council President Schultz commented the Council reviewed/discussed their current assignments to various boards and commissions during the Study Session prior to tonight's meeting. With no changes, Council Members will continue during 2024 as:

Economic Development Authority (EDA) - Kevin P. Raney, Dan Boeke and Doug Voss
Owatonna Area Business Development Center (The Center) - Brent Svenby and Dan Boeke

Law Enforcement Center (LEC) Committee - Dave Burbank and Greg Schultz
Highway 14 Partnership - Kevin P. Raney
Joint Powers Board (911 Board) - Dave Burbank and Nate Dotson
Joint County/City Transportation Committee – Greg Schultz and Kevin P. Raney
Housing & Redevelopment Authority (HRA) – Nate Dotson
Joint City/Owatonna Public Utilities (OPU) Committee - Doug Voss and Nate Dotson
Facility Steering Committee - Dan Boeke, Doug Voss, and Greg Schultz

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

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 – December 19, 2023
Minutes - OPU Commission Meeting - November 28, 2023
Fire - Monthly Dashboard and Activity Report - November 2023
2024 Non-Benefited, Seasonal/Temporary/Part-Time Employee Wage Scale
Effective January 1, 2024 - Employee Wage Range
Adult Program Official $18.50 - $24.50 per hour
Coordinator $19.50 - $24.50 per hour
Engineering Intern $14.00 - $16.00 per hour
Guest Services $12.50 - $14.50 per hour
Guest Services Lead $15.50 - $17.50 per hour
Head Lifeguard $16.00 - $18.00 per hour
Library Page $10.85 per hour
Lifeguard $14.00 - $16.00 per hour
Lifeguard Training Instructor $19.00 - $24.00 per hour
Park, Golf & Facility Maintenance $14.50 - $16.50 per hour
Park & Rec Intern $12.50 - $14.50 per hour
Program Lead $15.50 - $17.50 per hour
Street Maintenance $14.50 - $16.50 per hour
Water Safety Instructor $16.00 - $18.00 per hour
Youth Program Official $14.50 - $19.50 per hour**
Fire
Paid on Call Firefighter - Trainee $12.92 per hour (eff. for 2024 new hires)
Paid on Call Firefighter - Probationary $15.50 per hour (eff. for 2024 new hires)
Paid on Call Firefighter $17.51 per hour
Paid on Call Resident Firefighter $20.71 per hour
Weed/Nuisance Inspector $18.11 per hour

Election Judges

Election Judges $13.00 per hour

Head Election Judges $14.00 per hour

Seasonal/Temporary Employee Wage Increase Procedure

The following seasonal/temporary part time employees will receive a $0.50 increase effective January 1 after every consecutive year/season of service with the city until reaching the maximum rate.

- Coordinator
- Guest Services Lead
- Program Lead
- Guest Services
- Adult Program Official
- Youth Program Official**
- Head Lifeguard
- Lifeguard
- Lifeguard Training Instructor
- Water Safety Instructor
- Park Maintenance
- Park and Rec Intern
- Street Maintenance
- Engineering Intern

**Youth Program Soccer Officials who provide proof of certification will receive an additional $3per hour, one time, upon receipt of verification of their certification

Resolution 3-24 Authorize Contract for Purchases - Fame Awards

The city purchased recognition products from Fame Awards which is owned by current Council Member Doug Voss. State Statute prohibits a City Council member from having a personal financial interest in a contract with the City unless it meets an exception included in the statute. By unanimous vote, the council may contract goods and services with an interested officer in certain enumerated situations, including "a contract for which competitive bids are not required by law." Competitive bids are not required for contracts less than $100,000.00, the amount of these purchases is $3,571.58.

Council Member Raney made a motion to approve these Consent Agenda items, Council Member Dotson seconded the motion. Council Member Voss recused himself as Resolution 3-24 authorizes purchases from his business; all members voting aye for approval.

Finance Report

Council Member Raney recapped payments made for amounts greater than $20,000 during this period. The total amount of bills presented was $2,555,745.99, Council Member Boeke made a motion to approve payment of all bills presented, Council Member Voss seconded the motion, all members voted aye in approval.

Resolution 4-24 Premise Permit for Lawful Gambling Activity - Owatonna Wrestling Association

City Administrator Busse requested approval of Resolution 4-24 approving the application received from the Owatonna Wrestling Association for a Premises Permit to conduct lawful gambling (pull tabs) with Inside Swing, LLC at 685 W Bridge Street #5.

Current City Code, each Lawful Gambling Permit issued allows an organization to operate at up to five locations within the city. This will be their fifth site of operations, they care currently offering offer pull tabs at Just One More, Reggie's, Lava Burgers & Wings, and Lacey's. Council Member Dotson made a motion for approval, Council Member Voss seconded the motion, all members voted aye for approval.

Purchase 2024 Tandem Plow and Chassis

Public Works Director Muphy requested approval to purchase a 2024 Western Star plow truck from TruckCenter Companies and a chassis from Towmaster Truck Equipment. A 2015 Freightliner will be replaced with a 2024 Western Star. The purchase of this equipment has been identified as necessary by the Street Maintenance Manager. Rotation of equipment is critical to ensure trade value can be applied towards new vehicle purchases and to keep maintenance costs low. The equipment is anticipated to be delivered and operational as part of the fleet for the 2024 winter season. The State Contract purchase price of the 2024 Western Star is $148,875 and the chassis is $189,647, totaling $338,522. The 2015 Freightliner will be sold to the City of Clarks Grove for an agreed upon price of $100,000. Delivery is tentatively scheduled during September for use next winter.

Council Member Voss asked if more vehicles were planned for replacement. Murphy responded that two single-axle trucks were planned to be replaced this year, but they are used little. The cost to replace the two single-axle trucks would have been more, just less than $650,000. Voss commented that snow plowing is the hardest factor on equipment and with a mild winter, so the life expectancy on equipment should be extended. Murphy added that the shape of all equipment is constantly monitored to remain in safe condition.

With no additional comments, Council Member Raney made a motion to approve purchase of the 2024 Tandem plow and chassis. Council Member Burbank seconded the motion, all members voted aye in approval.

Brooktree Clubhouse Kitchen Hood Replacement Bid - Owatonna Heating and Cooling, Inc.

Park & Rec, Facility & Grounds Director Tuma requested the Council accept the bid received from Owatonna Heating and Cooling, Inc. for updates in the Brooktree Clubhouse kitchen to replace the current hood and install a condensate hood above the dishwasher. This this a component of the 2024 Capital Improvement Project (CIP) known as Brooktree Clubhouse Improvement BG - 23 - 010. There are two kitchen hood fire suppression systems in place at the Clubhouse. One was installed above the stove in 2012, and the other, installed in the mid-1980s covers the flattop and deep fryer. The latter is outdated as it uses a water-based system and no longer complies with current codes. Additionally, there is no hood system in place for the dishwasher.

We propose installing new kitchen hood fire suppression/exhaust hoods equipped with Ansul fire systems to rectify this. The bid encompasses two hoods: one to replace the existing cooking area hoods and another to serve as a condensate hood for the dishwasher area. This upgrade will bring the building into compliance with fire suppression/exhaust hood regulations. The project was made available for bid through the City's online procurement platform and attracted significant interest, with 150 views and 12 downloads by various companies. Owatonna Heating and Cooling submitted the sole bid for $102,200.

Council Member Burbank questioned the life expectancy of a kitchen hood. Tuma responded 15 years, one hood has well surpassed its life expectancy, and the other is a water suspension type that is currently out of code. Council Member Burbank made a motion for approval, Council Member Voss seconded the motion, all members voted aye in approval.

2024 Energy Management Agreement - Owatonna Public Utilities

Public Works Director Murphy requested an amendment to the existing agreement with Owatonna Public Utilities regarding the Energy Management Program and rates for peak shaving. This program helps control and reduce Owatonna's peak electricity demand. The Wastewater Treatment Plant (WWTP) will occasionally, when requested by OPU, run the emergency generator during peak demand periods to help offset the overall need on the grid.

Due to more energy-efficient systems and possibly the decreased performance of the generator, OPU has proposed to revise the rate structure to more align with actual demand reduction. OPU has proposed a rate structure decrease from 150 kW to 125 kW. The number of requests will increase our revenue, which more than covers the costs to run and maintain the emergency generator.

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

Stormwater Resiliency Plan Professional Services Agreement - WHKS

Public Works Director Murphy requested Council approval of a Stormwater Resiliency Plan Professional Services Agreement with WHKS. The city received a Planning Grant of $88,380 for Stormwater Resilience in March 2023. The grant requires a 10% match, which can include staff time. The grant submission included 62 hours of City staff time. This project will study the effects of localized flooding in flood risk priority areas identified by the 2022 Surface Water Management Plan Update project that are also located within MPCA identified Environmental Justice Areas of Concern.
The attached agreement will result in the following items:

- Detailed hydrologic and hydraulic modeling and 2D flood maps in flood risk priority areas.
- Concept level design of stormwater infrastructure or road improvements and estimated costs.

• Plan for maintaining access and core functions during flood events.

Upon approval, WHKS will begin this project for scheduled completion by June 30, 2024. The agreement is not to exceed $91,380, including expenses. Fees will be paid using the grant funds received and the 10% match will be paid for by the Stormwater Fund. City staff will be utilized to the extent practicable to reduce use of Stormwater Funds.

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

STAFF COMMENTS

Park Director Tuma Jenna commented that with the colder weather, staff are beginning to prepare ice for the rinks at Morehouse Park, one rink will be on land. When available, updates will be posted on Facebook or the city's website. Staff is preparing a plaque for dedication of the Crandall S. Center Addition which will show current Council Members, Mayor, and City Administrator. Council Member Boeke commented consideration might also be given to previous Council Members, Okerberg and Abraham, who contributed during the early phases of this project.

Public Works Director Murphy commented that the first substantial snow event of this winter happened last weekend. There was a minimal amount of snow with trucks out Saturday and Sunday to clear the streets. When you see the trucks, we ask that you give them some space so they can maneuver to operate and clear the streets. When not plowing, our staff has helped the maintenance specialist mechanic change over equipment in the shop. Staff might be doing some tree maintenance, today they were at the airport removing trees and brush. Or they might be doing some additional street sweeping. The streetlight at Oak & Main has a fully operational cabinet; some is loaner equipment in place for use until we can have our equipment evaluated to verify if it is salvageable.

PUBLIC COMMENTS

Matt Sennett, 2519 Stoney Creek Drive commented that during his presentation to the City Council Meeting, the Steele County Engineer commented that a project study will be done which will include review of several proposed routes. For several months, property owners have been told that only one route, 29th Avenue, is being studied. This route is next to my residential neighborhood with 150 homes. Recently, the city gave the county a Letter of Support and several council members clarified the letter was supporting the east side corridor project and not specifically supporting use of 29th Avenue for this project. We hope 34th Avenue and other routes will be studied for use in this project. During the last City Council Meeting when discussing a proposed bike path and budget items, reference was made to 29th Avenue and not the east side corridor. No study has been completed and there isn't any mention of mitigation in the budget so we hope clarification will be made to not specifically reference 29th Avenue as this project route.

Gary Jones, 995 Ridge Road commented he has spoken before on safety concerns about the deer management program. He gave three scenarios which would not be left unattended to as they would be dangerous to the public. During the City's 2023 Deer

Management Program, thirty-three deer stands were left unattended at times in various City parks over an eight-week period and were dangerous to the public. The DNR says elevated deer stands will cause accidents and the city allows use of them. He suggested a deer count be completed to confirm there is a deer problem and then hold a hunt over just two weekends and deer stands timely removed.

MAYOR AND COUNCIL COMMENTS:

Council Member Voss commented he read an article in the local newspaper about the city approving a levy amount lower than the preliminary amount and stated the adopted levy amount will raise the budget amount by $18.2 million. That was incorrectly stated, $18.2 million is the adopted budget and not the increased amount.

Mayor Kuntz commented that applications are currently being accepted on the City's website to fill one opening on each of the HRA, EDA and Park Board. He hopes to make new member recommendations during the next City Council Meeting so apply soon if interested.

City Administrator Busse commented that the Owatonna Human Rights Commission is hosting a noon lunch event at the Steele Co History Center on MLK Jr Day. This is a free lunch event with Seema Pothini, co-founder of Humanize my Hoodie, to present Speak UP, the tools to recognize and respond to injustices in the moment by humanizing each other. Everyone is encouraged to preregister at Eventbrite.

Council President Schultz commented this was a good productive meeting to start 2024.

At 7:46 p.m., Council Member Boeke made a motion to adjourn, Council Member Voss seconded the motion and with no objection, the meeting ended.

Respectfully submitted,
Jeanette Clawson, Administrative Coordinator