

Owatonna City Council Minutes

June 4, 2024

On Tuesday, June 4, 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 Boeke, Raney, Svenby, Voss, Dotson, Burbank and Schultz; Mayor Kuntz; Public Works Director Murphy; Community Development Director Klecker; Park & Rec and Facilities Director Tuma, Human Resources Director Thamert; Fire Chief Hoffman; Police Chief Mundale; IT System Administrator Sticken; IT Technician Jaxon, Detective Hunt; City Attorney Walbran; City Administrator Busse and Administrative Coordinator Clawson.

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 in approval.

Fire Chief Hoffman commented on the Fire Department's tradition to swear-in the new firefighters will be tonight for Paid-on-Call firefighters: Preston Burns, Jerimiah Hanson, Tony Hartle, Jeff Howard, Zach Karstens, Cade Oeltjenbruns, and Michael Orch. He thanked their employers for allowing them to respond to fire calls during their workday: Owatonna Public Utilities, Federated Insurance, and Mayo Paramedics. Thanks, were also expressed to their families as they are often called away when at home. Following a brief bio read for each firefighter, Mayor Kuntz administered their Oath of Office. Then, their chosen family/friend pinned their badge on their uniform. Council Member Schultz thanked the firefighters present for their service to the community; he wanted to thank all of the city's firefighters, but many have left the meeting in response to a fire call.

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 – May 21, 2024

- Minutes – OPU Commission Meeting - April 23, 2024

- Minutes – Planning Commission Meeting – May 28, 2024

- Weed/Nuisance Inspection Report – May 29, 2024

- Parks, Recreation and Facilities Update

- Exempt Permit - Raffle at Steele County Fair - Steele County Agricultural Society - August 13-18, 2024

- Amend Exempt Permit - Bingo - Steele County Humane Society - September 7, 2024

- Temporary Liquor Permit - Corn Hole Tournament - Eagles - June 8, 2024

- Temporary Liquor Permit - Owatonna Elks Lodge #1395 - July 13, 2024

- Temporary Liquor Permit - Owatonna Business Partnership - July 18 & 19, 2024

Event Permit – Movie in Jaycee Park - June 14, 2024

Event Permit - Big Brothers/Big Sisters Summer Picnic - June 25, 2024

Event Permit – Amend Permit - 2024 Pride in the Park -Small Town, Big Rainbows in
Dartts Park, July 13, 2024

Event Permit – GEM Days - July 18-20, 2024

Stormwater Facility Maintenance Easement Agreement - 300 Park Drive - Viracon, LLC

Stormwater Facility Maintenance Easement Agreement - 2250 Austin Road - Northland
Farm Systems

Pumps & Controls Maintenance: Annual Service Agreement - Electric Pump

Council Member Boeke made a motion to approve these Consent Agenda items, Council
Member Voss seconded the motion, all members 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 \$ 868,992.05.

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

Second/Final Reading Proposed Ordinance 24-02: RZ-7, Rezone Cashman Add No. 3

Community Development Director Klecker presented Proposed Ordinance 24-02 for the
second/final reading. This ordinance will approve Application No. RZ-7 a request to rezone
the subject property from R-1 Single Family Residential to R-6 High Density Residential
District for property located at 285 22nd St NW. This is a single lot owned by the city. It is a
vacant larger corner lot which could be used for a multi-family development such as a
three- or four-unit project. The Planning Commission recommends approval; the Council
approved the first reading of this proposed ordinance during their last meeting on May 18th
and there have been no changes since. Council Member Raney made a motion for approval,
Council Member Burbank seconded the motion. With a Roll Call Vote, voting aye were
Council Members Boeke, Raney, Svenby, Voss, Dotson, Burbank and Schultz, no nay votes,
the motion carried. This will be known as Ordinance 1661 effective upon publication.

Resolution 53-24: Set Public Hearing Date - 2023 Street & Utility Project Special Assessment Amendment

City Attorney Walbran requested approval of Resolutions 53-24 to set a public hearing on
July 2, 2024, for proposed reassessment of property located at 340 Riverview Place. During
the March 16, 2024, Council Meeting, assessments were approved for the 2023 Street Utility
Project. On March 26, 2024, the owners of the residence at 340 Riverview Place timely
appealed the assessment to their property for the sum of \$5,637.94. The assessment was
based on a frontage of 108.42 feet, which was the frontage measured at a 30-foot setback
based on a city policy for properties located in a cul-de-sac, the street frontage of the lot is
about 64 feet. Upon receipt of the owner's appeal, the assessment was reevaluated

considering factors unique to the lot, and recalculated the assessment based on the average frontage of the 5 lots of the cul-de-sac of 77.24 feet for a total assessment of \$4,016.48. The owners accepted the proposed reassessment; however, a public hearing is required for comments regarding this proposed reassessment. Council Member Svenby made a motion for approval, Council Member Voss seconded the motion, all members voted aye for approval.

Resolution 54-24 Premises Permit to Conduct Lawful Gambling at Timber Lodge Steak House - Owatonna Youth Hockey

City Administrator Busse requested approval of Resolution 54-24 approving a Premises Permit for Owatonna Youth Hockey to conduct lawful gambling at the Timber Lodge Steak House at 4455 Frontage Road. City Code Section 120.07 allows an organization to hold up to five (5) premises permits at establishments which hold an On-Sale Liquor License within the City. This will be OYH's fourth site, they currently hold Premises Permits at: Sparetime Entertainment, Foremost Brewing Cooperative, and Wings Tavern & Grille. Council Member Raney made a motion for approval, Council Member Dotson seconded the motion, all members voted aye for approval.

Resolution 55-24 Authorization to Purchase Property - 401 Barney Street

Community Development Director Klecker commented that the property at 401 Barney Street is for sale. This property backs up to Brown Park and Staff feels the backyard could become part of Brown Park. City staff members have signed a purchase agreement for \$231,000 contingent on City Council approval. The house is a 1957 rambler with a walkout basement, 4 bedrooms and 2 bathrooms. There is no current plan for use of this property and could be rented to help recoup the purchase costs. Owning and renting the house allows the city options for park use and future access to Barney Street. The city would always have the option to sell the house and keep the backyard for the park. Council Member Raney made a motion for approval Council Member Voss seconded the motion, and all members voted aye in approval.

Resolution 56-24: VAR-17 and CUP-14 Accessory Building - 1420 Canterbury PL SE

Community Development Director Klecker requested approval of Resolution 56-24 to approve VAR-17 and CUP-14. A request was received from Jason Karsten to construct an accessory building on his property at 142 Canterbury Place SE. The Planning Commission held a public hearing on this request and recommended approval. Council Member Dotson made a motion to approve Resolution 56-24, Council Member Boeke seconded the motion, all members present voted aye for approval.

Professional Services Agreement for Staff Augmentation Amendment 2 - WHKS & Co

Public Works Director Murphy requested approval of Amendment #2 to the Professional Services Agreement for staff augmentation with WHKS & Co. WHKS has provided staff augmentation services to assist with engineering projects and training since November 15,

2022. Services include design oversight, design direction, establishing design schedules, assessing staff's design skills and needs, and State/Federal Aid Project compliance assistance. Staff and WHKS typically meet via Microsoft Teams for check-ins. Services will be billed hourly per the Agreement and will not exceed \$35,000 without additional authorization. The total contract amount to date, including amendments 1 and 2, is \$85,00. Council Boeke made a motion for approval, Council Member Svenby seconded the motion, all members voted aye in approval.

STAFF COMMENTS

Human Resource Director Thamert gave a brief staffing update: welcomed two new employees - Jackson Enz, Technology Specialist in the IT Department and Dakota DuChene, Community Service Officer in the Police Department. Tyler Poore was promoted to the Facilities Maintenance Worker position in the Parks, Recreation and Facilities Department. Current Job Postings include Police Officer and a new position for a Plant Foreman at the Wastewater Treatment Plant. Posting for the new Assistant City Administrator position will be posted within the next few weeks. She thanked Rachel Boss, HR Specialist, for attending the Police Explorer's Competition and recent career fairs to build relationships as we hope to recruit new employees. Approximately 150 seasonal employees have been hired, mostly in the Parks & Rec Department. Five large group orientation meetings were held followed by site specific orientations. Bailey Manderfeld will serve as an Intern in the HR Department this summer. She thanked City Administrator Busse for supporting this position, it will be nice to have extra capacity to work through our people system and documentation process. The Human Resource Department has taken the lead for the new Quarterly Manager/Supervisor Meetings which will encourage staff development across all departments. She then expressed congratulations to everyone graduating, several seasonal employees are graduating from high school and some full-time employees will be graduating from post-secondary programs.

Parks, Recreation and Facilities Director Tuma commented surveys were mailed yesterday regarding the Community Center Initiative. They are looking for feedback within the next two weeks and already today, 400 responses have been received. Anyone wishing to serve on the Task Force for this initiative must apply before June 17th. River Springs Water Park will open tomorrow for the season.

Community Development Director Klecker commented staff have been busy with the 2050 Comprehensive Plan and also assisting with redesigning the City's website. Beginning the 2025 Budget Preparation process which will determine how we operate next year. This year, the monthly Building and Inspection Reports will differ from last year, there will be more projects but similar valuations. Scooters Coffee hopes to begin construction next month.

Public Works Director Murphy commented that the 2024 Construction season has begun. The 2024 Street and Utility Project will begin on June 24th, weather dependent and the contractor's schedule. The Wastewater Treatment Plant Project continues to make good progress and is on schedule for March 2025 completion. He really enjoyed the swearing in

of the new firefighters, he knows several of them and Cade Oeltjenbruns coached the 8-U lacrosse team this year.

PUBLIC COMMENTS

Matt Sennott, 2519 Stony Creek Drive stated his comments are about the proposed East Side Corridor Project. He is happy the county and city are considering route alternates to 29th Avenue. 29th Avenue, shown as the preferred route, is right next to my neighborhood with 150 homes. This is unprecedented, the city has never built a road next to an established neighborhood. There have been several recent accidents within Owatonna, and we don't want accidents happening in our neighborhood.

Melissa Zimmerman, 2525 Mossy Creek Drive mentioned several vehicle-pedestrian accidents have occurred in Owatonna. She showed a picture of 2-year-old Anna who was hit while crossing Vine Street last week, an 80-year gentleman was hit crossing Bixby Road last fall, and a child was hit when walking from school last spring on North Street. She asked what would have to happen before traffic laws change. She shared a social media post saying 26th street is dangerous, and they don't feel safe. What can be done to address safety, the East Side corridor will add to our roads and impose an increased risk, we need to find ways to keep our roads safe. There is a Go-Fund Me Account established to help Anna's family and any donation will be appreciated.

Gary Jones, 995 Ridge Road commented he prepared a list of vegetation that deer do not like. He shared this list with city staff, a list of 85 plants which can be planted to deter deer. When he moved to his current home, he lost several plants which he has replaced with vegetation on this list. Many of these plants are herbs which give off a slight odor/smell that deer do not like.

COUNCIL & STAFF COMMENTS:

Council Member Voss congratulated the new firefighters who took their Oath of Office during the meeting, thanked Chief Hoffman for organizing the service and commented he hoped everyone was OK (most fire fighters left during the meeting for a fire call)

Mayor Kuntz commented he is needing to fill an opening on the Airport Commission and one on the EDA. He encouraged anyone interested to fill out an application form which is available on the City's website, he hopes to make new member recommendations soon to Council.

Council President Schultz thanked everyone for attending.

At 7:52 p.m., Council Member Beke made a motion to adjourn, Council Member Dotson seconded the motion, and the meeting ended.

Respectfully submitted,
Jeanette Clawson, Administrative Coordinator