

Owatonna City Council Minutes

August 7, 2024

On Wednesday, August 7, 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, Dotson, Burbank, Boeke, Voss and Schultz; Mayor Kuntz; Public Works Director Murphy, Parks and Recreation and Facility Director Tuma; Human Resource Director Thamert; Officer Hunt; IT Technician Specialist Enz; 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 Svenby made a motion to approve the agenda as presented, Council Member Dotson seconded the motion, all members present voted aye in approval.

Mayor Kuntz commented that prior to tonight's meeting, he presented a proclamation to the Owatonna Alzheimer's Association proclaiming this week as "Paint the Town Purple for Alzheimer's Awareness Week". This campaign focuses on different topics related to Alzheimer's disease such as: educating the basics of Alzheimer's; exploring the causes and reduction; finding resources for caregivers and understanding clinical trials. The Alzheimer's Association Owatonna Walk Committee is practicing in this campaign in advance of the Owatonna Walk to End Alzheimer's planned for Saturday, September 14th.

Mayor Kuntz commented that several Owatonna residents have contacted him about a black bear recently sighted in Owatonna. He contacted the Minnesota DNR to provide information, Shelly Gorham, Assistant Area Wildlife Manager at the Minnesota Department of Natural Resources office at Rice Lake was introduced. She advised bears are native to this area and a protected species; the DNR has not trapped bears for relocation for many years. She explained bears are curious and have a powerful sense of smell. A bear will investigate anything they've learned that can yield a food reward such as garbage, birdseed, or pet food. Keep items clean and indoors as the bear will move on if unable to find food. She confirmed a small black bear has been seen in the area since the last week of June, if you see the bear, remain calm and back away slowly; do not run or show fear.

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 – City Council Meeting – July 16, 2024

- Minutes – EDA Meeting – June 1, 2024

- Minutes – OPU Commission Meeting - June 25, 2024

- Minutes - Planning Commission Meeting - July 9, 2024

- Minutes - Human Rights Commission Meeting - July 9, 2024

- Minutes - Airport Commission Meeting - July 18, 2024

- Minutes – HRA Meeting – July 22, 2024

Weed/Nuisance Inspection Report - July 31, 2024
Building Inspections Monthly Report - July 2024
OPD Crime Data - June 2024
OPD Quarterly Service Analysis - 2nd Quarter 2024
OPD Crime Data - July 2024
Temporary Liquor Permit - Juan Villarreal Jr. Memorial - September 7, 2024
Event Permit - Fly-In/Drive-In Breakfast - Owatonna Composite Squadron Civil Air Patrol
- August 25, 2024
Event Permit - Downtown Thursday - Mainstreet Owatonna - September 5, 2024
Event Permit - Meeting on the Field - OHRC Welcome Week - September 7, 2024
Event Permit - Churchill/Truman Block Party - September 14, 2024
Event Permit - Owatonna Homecoming Parade - October 4, 2024
Temporary Liquor Permit - September Downtown Thursday - Mineral Springs Brewery
- September 5, 2024
Event Permit - Mn SNAP Low Income Spay/Neuter Clinics - August 25 & September 22

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.

\$ 6,971.46	AvFuel Corp - Airport fuel for resale
30,978.65	AvFuel Corp - Airport fuel for resale
71,890.47	Crane Creek Asphalt - asphalt
197,885.75	First American Title Insurance - 129 W Vine St - parking lot purchase
39,000.00	Integrated Process Solutions - WWTP PLC & OIT hardware
65,938.56	Owatonna Area Chamber of Commerce (May 2024 lodging tax \$25,938.56, 2nd half Main St contract \$25,000.00 & Economic Dev Services \$15,000.00)
48,693.87	Owatonna Motor Company (Engineering 2024 Jeep Grand Cherokee \$44,455.53 and Repairs/parts \$4,238.34
143,942.22	Southeast Service Cooperative - July 2024 health ins premiums
26,168.39	US Bank - Monthly credit card purchases June-July 2024
43,695.00	WHKS & Co - Owatonna Climate Resiliency Plan Pro - April 27-June 28, 2024
<u>373,890.84</u>	Other Expenditures
\$1,079,055.21	Subtotal
<u>96,419.90</u>	HRA Housing Assistance Payments
\$1,175,475.11	Total expenditures presented for approval

Council Member Voss made a motion to approve payment of all bills presented, Council Member Burbank seconded the motion. all members voted aye for approval.

Proposed Ordinance 24-03: Park Closing Hours

Parks, Recreation and Facility Director Tuma presented the second/final reading of Proposed Ordinance 24-03 to change closing hours of the city's parks. This change to City Code Section 91.01: Recreation and Leisure, General Park and Beach Regulations, Closing Hours for the park's closing hours to 10 p.m. instead of 11 p.m. and continue to open at 6 a.m. Hard-surface lighted trails will remain open 24 hours. Exceptions to 10 p.m. closing would include programmed parks with City activities extending beyond 10 p.m.; activities approved by Park or Event Permit, and those scheduled by Parks & Recreation; Special Use Parks with posted hours (Brooktree, River Springs Water Park, Archery Range on Elm). The Park Board reviewed the proposed change in hours and do recommend this change in park hours. Council approved the first reading of this proposed ordinance during their last meeting, July 16, 2024, and there have been no changes. Council Member Raney made a motion for approval, Council Member Svenby seconded the motion. With a roll call vote, voting aye were Council Members Raney, Svenby, Voss, Dotson, Burbank, Boeke and Schultz; and with no nay votes, the motion carried. The ordinance will become effective upon publication, Saturday, August 10, 2024.

Resolution 75-24: Authorize Bids - 18th Street SE Trail Project

Public Works Director Murphy requested approval of plans, specifications, and authorization to advertise for bids for the 18th Street SE Trail Project. The project involves the construction of a multi-use trail along 18th Street SE from Linn Avenue SW to Austin Road SE. A Pedestrian and Bicycle Trail running along the South side of 18th Street SW and the North side of 18th Street SE will be constructed. The Owatonna Parks & Trails Master Plan, adopted in 2020, shows a significant gap in the proposed city-wide trail loop on Owatonna's south end. Public input greatly supported trails and stressed the need to connect the trail system. This extension of the 18th Street Trail is a phased project supported by many businesses, organizations, and Steele County. Transportation Alternatives Program (TAP) funds have also been awarded for 2026 to complete the trail from Austin Road to Bixby Road (CSAH 48). Due to Federal Process and State Aid review concurrence and lengthy contract timelines, the project will not be constructed until spring 2025. The recommended bid date is August 29 with bids to council on September 3. The project will be paid for using a combination of local, state, and federal funding. \$579,684 in federal funding through the Transportation Alternatives Program (TAP) has been awarded for this project and the remaining eligible costs will be paid for using State Aid funds. Any State Aid ineligible costs will be paid for using Capital Improvement Funds. Council Member Boeke made a motion for approval, Council Member Dotson seconded the motion, and all members voted aye for approval.

Resolution 76-24: Authorize Bids - Vine Street Parking Lot Project

Public Works Director Murphy requested approval of plans, specifications, and authorization to advertise for bids for the Vine Street Parking Lot Project. The former Monson Eye Care Clinic and adjacent city-owned parking lots will provide essential parking spaces in the

downtown area. The design includes 170 off-street parking stalls and 15 on-street parallel stalls. Additional features include updated lighting, a trail facility that will connect to the Muckle Trail in the near future, infrastructure to allow for future electric vehicle charging stations and a walkway connection to Broadway St W. Construction is anticipated to be complete by the end of 2024. The recommended bid date is August 29 with bids to be approved by council on September 3. The project was allocated \$1,000,000 in American Rescue Plan Act (ARPA) Funds and remaining balance will be paid for using Capital Improvement Funds. Council Member Raney made a motion for approval, Council Member Burbank seconded the motion, and all members voted aye for approval.

Human Resource Director Thamert requested approval of the next four resolutions, each with a Memorandum of Understanding (MOU) with the Minnesota Public Employees Association, Sergeants. The city adopted a Classification Review Process through its Compensation Plan in February 2023. As a best practice to proactively maintain job descriptions, the city initiated a review of the patrol/investigation series of job descriptions and job classifications for Sergeant, Master Sergeant, Patrol Officer, and Master Patrol Officer. Staff has been in contact with the Sergeants regarding these proposed changes. The 2024 budget impact of all changes resulting from the patrol/investigation series of job descriptions is \$14,526.

Resolution 77-24: MOU - Minnesota Public Employees Association - Sergeant

As a result of the classification review, the DBM rating for the Sergeant changed from C41 to C42. The proposed MOU for the duration of the 2023-2024 contract will amend Article 15 of the Labor Agreement and memorialize the appropriate wage range for Sergeants. Council Member Raney made a motion to approve Resolution 77-24 with MOU regarding the job classification of Sergeants. Council Member Boeke seconded the motion, and all members voted aye for approval.

Resolution 78-24: MOU - Minnesota Public Employees Association – Master Sergeant

As a result of the job classification review, the DBM rating for Master Sergeant changed from C42 to C42.5. The proposed MOU for the duration of the 2023-2024 contract will memorialize the appropriate wage range for Master Sergeants. Council Member Boeke made a motion to approve Resolution 78-24 with MOU regarding the job classification of Master Sergeant. Council Member Voss seconded the motion, and all members voted aye for approval.

Resolution 79-24: MOU - MN Public Employees Association – Patrol Officer

As a result of the job classification review, the DBM rating for the Patrol Officer changed from B24 to B25. The proposed MOU for the duration of the 2023-2024 contract will amend Article 15 of the Labor Agreement and memorialize the appropriate wage range for Patrol Officers. Council Member Voss made a motion for approval, Council Member Boeke seconded the motion, and all members voted aye for approval.

Resolution 80-24: MOU - MN Public Employees Association – Master Patrol Officer

As a result of the job classification review, the DBM rating for the Master Patrol Officer changed from B25 to B25.5. The proposed MOU for the duration of the 2023-2024 contract will memorialize the appropriate pay range for Master Patrol Officers. Council Member Boeke made a motion to approve Resolution 80-24, Council Member Svenby seconded the motion, and all members voted aye for approval.

Resolution 81-24 Premise Permit for Lawful Gambling Activity at Lacey's at Brooktree Owatonna Wrestling Association

City Administrator Busse requested approval of Resolution 81-24 to approve the application received from the Owatonna Wrestling Association for a Premises Permit to conduct lawful gambling (pull tabs) at Lacey's at Brooktree. Per our City Code, an organization can operate lawful gambling at up to five locations within the city. The Owatonna Wrestling Association holds a current Lawful Gambling Permit with authorization to operate at three sites: Just One More, Reggie's Brewhouse and Inside Swing. This resolution acknowledges addition of this fourth site to their current permit. The city's Charitable Gambling Permit expires June 30th each year, the annual license fee of \$250.00 paid during the annual renewal process. Council Member Dotson made a motion for approval, Council Member Voss seconded the motion, and all members voted aye for approval.

Change Order #1 - Masonry Rehabilitation and Tuckpointing at City Hall - Innovative Masonry Restoration, LLC

Park and Recreation and Facilities Director Tuma requested approval of Change Order #1 with Innovative Masonry Restoration, LLC. This change order removes three ventilation louvers and the masonry infill at City Hall, as part of the approved 2024 Capital Improvement Project. The project consultant, Adsit Architecture, recommended this as part of the scope of work; these louvers, which are no longer in use, are situated beneath the upper windows on the north side of the main City Hall building. The tuckpointing project is expected to be completed by the end of this month. Cost of this Change Order is \$9,600, will increase the Tuckpointing Project Expense to \$121,600; this CIP Project was included in the current budget at \$150,000. Council Member Boeke made a motion for approval, Council Member Voss seconded the motion, and all members voted aye for approval.

Proposal - Fiber Line at Merrill Hall - Phone Station, Inc.

Park and Recreation and Facilities Director Tuma requested approval of the proposal received from Phone Station, Inc. to install fiber and cabinet in the Merrill Hall building. The current mechanical Capital Improvement Project (CIP) at Merrill Hall involves access to wall chases for the HVAC ductwork. These spaces allow easy access to fiber installation on each floor and having fiber in the building will create future opportunities for future building uses. The city received two bids, and Phone Station, Inc. submitted the lowest bid and can meet the project timeline: Phone Station, Inc.- \$11,470 and Cole's Electric, Inc.- \$24,250. This work falls outside the scope of the current HVAC CIP project, funds will be sourced from the

Building Maintenance Fund or project cost savings. Council Member Burbank made a motion for approval, Council Member Voss seconded the motion, and all members voted aye for approval.

STAFF COMMENTS

Public Works Director Murphy commented construction of the street projects didn't start early this year; but they have been busy within the last few weeks. The Crack Seal project is now completed, the self-done overlay project on Cedar Avenue is also done. The 2024 Street & Utility Project is on schedule to begin in 2 weeks. Progress continues on the Wastewater Treatment Plant Project; staff will be moving to a temporary location this fall. Council Member Voss asked about the project currently on Elm Avenue and Rose Street. Murphy explained this is a utility project, OPU's gas conversion project to increase their compression rate. Unsure how long before completed, the contractor uses their own contracting crew for quicker completion of the phases required.

Human Resource Director Thamert commented the annual City Employee Picnic was last Wednesday at Jaycee Park. The Culture Team planned the picnic and approximately 150 people attended. HR staff is actively working to transition employee files to Laserfiche; our summer HR intern, Baily Manderfeld, has helped with this project and there are only 30 files left. This will add efficiency as records will now be paperless. We are actively recruiting for several key positions; our job postings have been updated to include our core value statement and artwork, we have received some positive feedback from candidates.

Parks and Recreation and Facilities Director Tuma commented the Steele County Free Fair begins next week Tuesday; staff has been busy supporting this community event. The River Springs Water Park will be closing on Sunday, August 18th and then we will be doing some CIP projects to prepare the facility for the winter months. Lake Kohlmeier is currently closed because recent heavy rains caused poor water quality; we monitor the lake and will reopen when contamination levels are cleared. We have 120 seasonal staff who serve as our front-end staff providing service at the waterpark and golf course; we appreciate the work they do each year and thank them for their service.

PUBLIC COMMENTS

Don Theide, 735 Drive NW commented that the black bear has visited his property six times since June 25th. We have been bringing our bird feeders in overnight and I agree with some of the things suggested by the DNR representative during tonight's meeting, but I questioned why we must wait until something happens before more is done. Police officers were called, and I was told there is nothing they can do. We should be able to do more than train us or train him to get along.

Matt Sennott: 2519 Stony Creek Drive 2519 commented the area near the nursery on the east side of town is where the east side corridor is being planned. He recently heard there has been discussion with consideration to use 34th Avenue for this purpose. He believes 34th Avenue should be the preferred route and thankful this is being considered.

Melissa Zimmerman, 2525 Stony Creek Drive thanked everyone for participating in Night to Unite activities last night. They appreciated elected officials, police and fire staff stopping at their neighborhood event.

Gary Jones, 995 Ridge Road commented he has been watching the 2024 Olympics. Athletes train extensively, gymnastic routes are tested many times but some fall during their final events. The city requires passing a 1-day proficiency test for bowhunters to be considered proficient. If an arrow strays, it could result in a death; there is too great of a chance for something to happen. Please move deer management to remote parks which are closed to the public for a 2-week period.

COUNCIL & STAFF COMMENTS:

Council Member Svenby commented the Steele County Free Fair will begin next Tuesday, August 13th. This is the largest county fair in Minnesota with a lot of things offered so hopefully, everyone will get the opportunity to attend this local fair.

Council Member Voss commented there were a lot of sirens blaring on Monday night because of severe weather in the area. We have a dedicated group, the Steele County SKYWARN which assembles at Fire Hall to assist in keeping everyone safe and we want to thank them for their service. Last night, I rode along with the Fire Department to several Night to Unite parties and it was nice to see these interactions within the community.

Council Member Raney commented he also attended several Night-to-Night parties with Captain Josh Sorenson. They heard lots of positive remarks, there were 36 parties registered at the Law Enforcement Center last night. This is a great opportunity for neighbors to get together and talk with each other. The weather forecast looks good for next week so hoping to see a lot of people at the fair.

City Administrator Busse commented the state's Primary Election is next Tuesday, August 13th. Polls will be open from 7:00 am to 8:00 pm for voters and hoping everyone will take the opportunity to cast their vote.

At 8:00 p.m., Council Member Dotson made a motion to adjourn, Council Member Voss seconded the motion, and the meeting ended.

Respectfully submitted,

Jeanette Clawson, Administrative Coordinator