

Draft Council Minutes

Owatonna City Administration Building

Tuesday, June 21, 2011

7:00 o'clock p.m.

The Owatonna City Council met in regular session on Tuesday, June 21, 2011 at 7:00 p.m. in the Council Chambers of the City Administration Building with Council President Abraham presiding. Present were Council Members Moen, Burbank, Wittrock, Truelson, Svenby and Dotson; Mayor Kuntz; City Administrator Busse; City Attorney Walbran; City Engineer Johnson; Community Development Director Klecker and Assistant City Clerk Clawson.

Following the Pledge of Allegiance, Abraham welcomed everyone in attendance. Council Member Dotson made a motion to approve the agenda; Council Member Svenby seconded the motion; all members present voted aye for approval.

Members of the Owatonna Area Chamber of Commerce and Tourism Joe Effertz and Vick Jensen addressed the council regarding the 2012 budget preparations. Effertz, 2011 Chamber Chair, stated the Chamber has a strong commitment towards local government in partnering to create a more transparent entity. Jensen, Chair of the Chamber's Public Policy Committee asked council to request a program inventory from each Department Director during the budget process to clarify the programs provided by their respective department and also asked council prepare a budget with a contingency for the elimination of LGA.

Council President Abraham recapped the expenses for the period. Motion was made by Council Member Wittrock, seconded by Council Member Moen to approve payment of the bills presented totaling \$553,963.17. All members present voted aye for approval.

Council President Abraham explained council members review the Consent Agenda Items prior to the meeting for approval in one motion during the meeting. Current Consent Agenda Items include:

Minutes - City Council meeting held June 7, 2011.

Temporary Liquor License – Knights of Columbus for August 6, 2011 at the Four Season's Center, All 60's Reunion.

Temporary Liquor License – Owatonna Eagles AEIRE #1791 - July 9th and July 10th for a softball tournament at the Steele County Fairgrounds.

Fireworks Display Permit – Early Edition Rotary Club, July 4th at the Steele County Fairgrounds, 1525 S Cedar Avenue.

Public Street Closure Permit – Lakeside Foods close portion of Oak Street during corn pack.

Special Use Permit – Owatonna Hospital – use of Central Park on August 2, 2011.

Tree Trimmer's Permit – Strobel's Tree-n-Boom Services, LLC.

Monthly Animal Control Report – May 2011.

Monthly Building Inspection Report – May 2011.

Monthly Activity Report - Fire Department – May 2011.

Senior Place Board Minutes – June 6, 2011.

Planning Commission Minutes – June 14, 2011.

Airport Commission Minutes – May 12, 2011.

Extension of Curfew – Owatonna Softball Tournament, July 9th & July 10th.

Terms & Conditions of Accepting Airport Improvement Program Grants.

Council Member Truelson made a motion to approve the Consent Agenda Items, Council Member Dotson seconded this motion; all members voted aye for approval.

City Engineer Johnson presented Work Order No. 1 with Bolton & Menk Inc. for professional engineering services for airport pavement rehabilitation project. The scope of services provided include final design, bid

documents, construction cost estimates, plans and specifications, update to the Disadvantaged Business Enterprise program, preparation of environmental documentation, FAA coordination and documentation, and project close out services. The engineer will also prepare alternate design and bid schedules for additional pavement repair work for areas on the aircraft parking ramp and pavement grooving for Runway 12/30. The cost of the services proposed under Work Order No. 1 shall be provided for a lump sum of \$37,035.00. All project costs are currently budgeted for and contingent upon securing 95% federal grant funding participation; the city's share of the project is expected to be \$1,852.00. Council Member Dotson made a motion to approve Work Order No. 1, Council Member Svenby seconded the motion; all members voted aye for approval.

Community Developer Klecker presented Conditional Use Permit No. C-1338: Request from Owatonna Metal Recycling to construct a 4,000 square foot building as a planned unit development within an I-2 Heavy Industrial District at 1210 Industrial Rd. There has been a metal recycling business with outside material storage and multiple outbuildings at this site for many years. The metal building will be used for storage of materials and will be open on its east side. The Planning Commission has held a public hearing regarding this and with no opposition they have recommended approval of the Conditional Use Permit. Council Member Truelson made a motion to approve Conditional Use Permit No. C-1338, Council Member Burbank seconded the motion; all members present voted aye for approval.

City Engineer Johnson presented Resolution 28-11 to request Advance State Aid Funds for approved Municipal State Aid Street Projects on 24th Avenue NW and Mineral Springs Road. At the June 7, 2011 City Council meeting, contracts were awarded for these two 2011 City State Aid projects. The City's Municipal State Aid construction funds will be completely used to complete the 2010 State Aid projects. The advance amount requested from the Commissioner of Transportation will be \$1,082,045 with no interest or penalties charged. Council Member Svenby made a motion to approved Resolution 28-11, Council Member Dotson seconded the motion; all members voted aye for approval.

City Engineer Johnson presented Resolution 29-11, bids for project on 30th Street NW. The project includes grade, gravel, sanitary and storm sewers, water main, curb and gutter, bituminous pavement and appurtenances. Bids were received on June 8, 2011 with the lowest bid from Heselton Construction of Faribault MN for \$947,786.11. Johnson advised the total costs are 3.2% more than planned and right-of-way access and easements are incomplete. Council Member Truelson made a motion to table Resolution 29-11, Council Member Moen seconded the motion; all members present voted aye for approval.

City Engineer Johnson presented Resolution 30-11, bids for the sewer improvement project on the Ag Power Addition. The project includes sanitary sewer, force main, lift station and appurtenances. Bids were received on June 8, 2011 with the lowest bid from Wencil Construction of Medford, MN for \$197,869.06. Council Member Truelson made a motion to approve Resolution 30-11, Council Member Dotson seconded the motion; all members present voted aye for approval.

City Engineer Johnson presented Resolution 31-11 to restrict parking on both sides of Mineral Springs Road from North Grove Avenue to St Paul Road. Mineral Springs Road from North Grove Avenue to St Paul Road is scheduled to be improved with concrete pavement, curb & gutter, driveways, and sidewalk this summer. The project is being constructed primarily with State Aid Funding. State Aid rules require that no parking be allowed on either side of the street when the right-of-way width is insufficient. Council Member Wittrock made a motion to approve Resolution 31-11, Council Member Svenby seconded the motion; all members present voted aye for approval.

City Engineer Johnson presented Resolution 32-11, bids for the 2011 Improvement Projects including curb & gutter, bituminous surfacing, aggregate base, storm sewer and appurtenances. Bids were received on June 15, 2011 with the lowest bid from Crane Creek Asphalt of Owatonna MN for \$520,404.55. Council Member Truelson made a motion to approve Resolution 32-11, Council Member Burbank seconded the motion; all members present voted aye for approval.

During Public Comment Marlene Nelson, 1726 Mosher Ave encouraged council to take a proactive approach towards reducing expenses and encourage accountability. Gene Hinze, 782 Churchill Dr was upset about the decline in his property value and also requested information about the benefits and pay received by retired city employees. Roger Waseck, 646 E Vine advised notification should be given to those approved to host a block party or street dance about the recycling containers available at the Steele County Recycling Center.

During Council Comments, Council Member Wittrock wished everyone a great and safe 4th of July weekend. Mayor Kuntz advised he had received notice the Planned Parenthood Clinic in Owatonna would be closing; he then reminded everyone to view the League of MN Cities' website for information regarding the anticipated shut down of state offices if a budget is not finalized effective July 1st; and then wished lifelong resident Steve Lange a Happy 100th Birthday. City Administrator commented the next "Coffee with the Council" will be on Saturday, July 9th in the downtown Central Park at 9:00 a.m. and commended the committee of the 2nd Annual Harry Wenger for hosting a successful quality event. Council Member Abraham reminded everyone the National Register Award Ceremony will be held on Thursday morning, June 23 at 10:00 a.m.

Council Member Wittrock made a motion to adjourn the meeting, Council Member Dotson seconded the motion; all members voted aye for approval at 7:33 p.m.

Dated: June 29, 2011

Respectfully submitted,
Jeanette Clawson, Assistant City Clerk