

WORK SESSION

Monday, November 2, 2020

The Council met at 6:00 p.m. for an informal discussion with Mary Jo Halliday regarding Meadowcrest Park update and with Barbara Marks regarding police and fire department space needs.

REGULAR MEETING MINUTES

Monday, November 2, 2020

CALL TO ORDER AND DETERMINATION OF A QUORUM

The Regular Meeting of the City Council of the City of Olivia, Minnesota, was called to order by Mayor Hilgert at 7:04 P.M.

Council Members Present: Suzanne Hilgert, Blanca Ferguson, Bernard Johnson (Via zoom), Tom Kalahar and Terry Kohout.

Others present: Dan Coughlin, City Administrator; Christi Weidemann, City Clerk; Jason Krumheuer, Police Chief; Tim Seehusen, Fire Chief; Kendra Lyngaas, City Engineer; Jon Hawkinson, George Ebbes, and Ron Bailey, community members.

AGENDA

Motion by Kohout, second by Ferguson: to approve the Agenda as updated. Motion passed unanimously.

CONSENT AGENDA

Motion by Kalahar, second by Johnson: to approve the presented Consent Agenda items:

- a. Regular Meeting Minutes of October 19, 2020
- b. Resolution 2020-87, Authorizing the Certification of Unpaid Refuse Charges
- c. Resolution 2020-88, Authorizing the Certification of Unpaid Mowing Charges
- d. Resolution 2020-89, Authorizing the Certification of Prior Assessments
- e. Resolution 2020-90, Authorizing the Certification of Special Assessments
- f. Resolution 2020-91, Approval of Donation
- g. Resolution 2020-92, Election Polling Place Designation for 2021
- h. Resolution 2020-94, Naming Heather Wittman as OLS Lead Liquor Store Clerk
- i. Resolution 2020-95, Step Increases for Ashley Jensen, Heather Otto, Heather Wittman
- j. Approval of Updated Police Department In-Car Cameras Policy
- k. Approval of Updated Police Department Eyewitness Identification Procedures Policy
- l. November Payables #1

Motion passed unanimously.

DISCUSSION / BUSINESS ITEMS

New MPCA Wastewater Permit Limits – City Engineer Kendra Lyngaas

City Engineer Kendra Lyngaas reported that, as previously outlined by Justin Black, the City of Olivia received new limits from the MPCA.

Lyngaas said that SEH Engineering has requested a 90-day extension from the MPCA on behalf of the City before the permit requirements are implemented. Lyngaas said that this extension will give City Engineers and City Staff time to review materials from the MPCA and to appeal any of the data being used that is found to be incorrect. City Engineers believe there may be incomplete or inaccurate data being used regarding water flows in the creek the City discharges into, which is creating a negative effect on the limits that are placed on the City's permit.

Coughlin said that the extension can give the city time to discern what would be the appropriate next course of action. He mentioned that the city could apply for a variance which essentially would be a type of deferment of the new standards for a period of time, but with limited grant dollars available at present to help early adopters of this new standard it might be to our advantage to consider undertaking the project sooner rather than later.

Lyngaas said that SEH will touch base with City Council again in December and that a written response to the MPCA must be sent in February 2021.

Personnel Committee Recommendations / Resolution 2020-93, Employment Agreement with Jasmine Miller for the Planning & Zoning Administrator Position

Hilgert reported that the Personnel Committee interviewed Jasmine Miller for the Planning and Zoning Administrator position. Hilgert mentioned that Resolution 2020-93 says that Miller will assume the position on January 1, 2021.

Coughlin reported that Miller was the only internal applicant to submit a formal application for the position. Coughlin said that Miller is currently covering FMLA Leave for a staff member who returns on December 7. Coughlin said that the current Temporary Administrative Assistant would be willing to fill in until the end of December, which would allow Miller time to work alongside Planning and Zoning Administrator Mary Jo Halliday.

The Council directed staff to update Resolution 2020-93 to change Miller's start date to December 7.

Motion by Kalahar, second by Kohout: to approve Resolution 2020-93, Employment Agreement with Jasmine Miller for the Planning & Zoning Administrator Position. Motion passed unanimously.

Coughlin said with Miller's move to the Planning and Zoning Administrator position the Administrative Assistant position will be open. Coughlin reported that the position will be open for internal staff and if current staff show interest, the personnel committee will conduct interviews. Mayor Hilgert said that Councilmember Johnson would like to remove himself from internal interviews. Hilgert asked if there were any Councilmembers who would be interested in being a part of the interview committee. Councilmember Ferguson said she would like to be part of the process. Coughlin said that along with Mayor Hilgert and Councilmember Ferguson he has asked Miller and Utility Accounts Manager Dale to be a part of the interview committee and he would be an observing participant.

Coughlin reported that he received a Classification & Compensation Maintenance Proposal from Tessia with DDA. Coughlin said this proposal allows Tessia to review job descriptions and salaries once a year.

Motion by Kohout, second by Kalahar: to approve the David Drown & Associates Classification & Compensation Maintenance Retainer Proposal for 2021 and 2022. Motion passed unanimously.

Coughlin said that office staff have inquired about closing City Hall at noon on December 24 and December 31. Coughlin said in the past department heads have decided on staffing schedules. Staff would be required to use accrued vacation or earned compensation time.

The Council gave their blessing to allow the department heads to decide on staff scheduling for December 24 and December 31.

Request to Decorate Kubesh and Dowling Parks for Holidays

Bruce Bremseth provided a letter to the Council asking for permission to decorate Kubesh and Dowling Parks for the Holiday season. The Park Board is recommending the Council approve this request.

By unanimous consent, the Council approved this request.

Updates on Mid-Minnesota Regional Planning Commission & Coalition of Greater MN Cities

Hilgert reported that due to her Mayor Term being done at the end of the year she will not be on the 2021 Mid-Minnesota Regional Planning Commission or Coalition of Greater MN Cities. Hilgert said it would be a great time for Council Members to start thinking about joining those groups. Hilgert represents the cities in Renville County.

Set Date / Time for Local Board of Canvas Special Meeting (must be Nov 12 or after)

Coughlin said that the council will need to be a part of the Board of Canvas Special Meeting on November 12 or after. Coughlin reported that the earliest cities can certify results is on November 12, but would like to Friday, November 13.

The Council approved holding the Board of Canvas Special Meeting on Friday, November 13 at 8:00 A.M.

Consider Rescheduling Council Meeting to Tuesday, November 17.

Hilgert said due to a scheduling conflict there has been a request to change the second meeting of November to the 17. By unanimous consent, the Council authorized the rescheduling of the next regular city council meeting to Tuesday, November 17th at 7:00 p.m.

PUBLIC FORUM

Chief Krumheuer thanked the Council for approving the updates to the police department policies.

Krumheuer said that the BOLD School has identified a drop off and pick up location on the east side of the school in the parking however it may not be a permanent location. Officers are currently educating and not enforcing people who are still stopping on the road for drop off and pickup.

Krumheuer reported that Halloween was uneventful and the Fire and Police Departments had lower participation numbers but they were nevertheless quite happy with the turnout given the year we've had.

Krumheuer thanked, Mary Jo, Officer Stenholm and City Attorney Walton for their hard work and dedication on the Meadowcrest Park issues.

REPORTS

Covid-19 Response Update

Stenholm reported that things remain status quo although case numbers remain on the rise. Stenholm said that with colder weather people are staying in and not getting outside as much which might make for higher numbers. Stenholm reported that currently Olivia has 56 positive cases with 304 total positive cases in Renville County. Stenholm said that moving into the Holiday's they ask that people take safety of family and friends into consideration and help to slow the spread.

GMPT Annual Meeting – October 21

Coughlin reported that the annual GMPT meeting was a virtual meeting and it went really well. Coughlin said they were able to pull in bigger presenters as they could remote in to the meeting rather than travel in person. Coughlin said there were good conversations about creative planning and trails and integrate them into sidewalks. Coughlin reported that he was honored to be reelected to represent District 3 and he looked forward to serving the region to the best of his ability for the next three years on that key and influential board.

Park Board – October 27

Hilgert said all Council Members were present at the Park Board meeting and the discussion was on trails and sidewalks as they related to the upcoming Depue Avenue Project.

EDA – October 28

Kohout said the Board talked about CARES Act funding and that there will be a second round from the County. Kohout reported that the City ended up awarding grants totaling \$25,000. Applicants were reviewed by a loan review board.

Parks and Trails Update

Coughlin said that he and Justin Black are having conversations about the sidewalks on DePue Ave. Coughlin said there will be discussions at the Park Board level on potentially embossing the sidewalk with something for the Yellowstone Trail. All recommendations will be brought to the Council.

Other Reports from Council / Staff

Coughlin reported that the AV system upgrade will be starting November 3.

Coughlin said there will be an Ameresco Presentation on November 17. They will do an energy assessment of our locations at no cost to the City. They will also give recommendations on what could be upgrade to help with energy savings.

Coughlin recommended extending an invitation to PUC Members. The Council agreed that inviting the PUC members would be a good idea.

ADJOURNMENT

Motion by Kalahar, second by Kohout: to adjourn the meeting 8:24 P.M. Motion passed unanimously.

Attest:


Dan Coughlin, City Administrator


Suzanne M. Hilgert, Mayor