

## **WORK SESSION MINUTES**

Tuesday, March 1, 2022

### **WORK SESSION**

A quorum of the City Council, a few City Staff and Liza Donabauer from DDA held a work session from 8:00 p.m. to 8:40 p.m. to discuss the next steps in the Finance Director hiring process.

#### Finance Director Hiring Process Discussion

Mayor Hawkinson asked each person to respectfully share their perceptions and questions regarding this process. Based on all of that information, the Council verbally declared a consensus. Liza Donabauer then clarified how the Council advised her to proceed in this hiring process. Liza stated that she would be in contact with Administrator Coughlin soon to outline the following steps that could be taken.

## **REGULAR MEETING MINUTES**

Monday, March 7, 2022

### **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 Hawkinson at 7:00 P.M.

Council Members Present: Jon Hawkinson, Tom Kalahar, Blanca Ferguson, George Ebbers, and Landon Padrnos.

Council Members Absent: None

Others present: Dan Coughlin, City Administrator; Aaron Walton, City Attorney; Kendra Lyngaas, SEH Engineer; Amber Dale, Utilities Coordinator/Accounts Manager; Jasmine Miller, Planning and Zoning Administrator; Chief Krumheuer, OPD; Todd Howard, resident; Scott Tedrick, Editor (via Zoom); anonymous / unidentified participant in person (via Zoom); and Nikki Pregler, Deputy Clerk.

### **AGENDA**

**Motion by Ferguson, second by Padrnos:** to approve the amended agenda which included the addition of Agenda Additions / New Business Item D. Patrol Sergeant Interview Process & Timeline. Motion passed unanimously.

### **CONSENT AGENDA**

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

- Regular Meeting Minutes of February 23, 2022
- Resolution 2022-20, Approval of Grant Funds to OFD
- Resolution 2022-21, Gambling Excluded Permit for Splash Island Adventure Park
- Resolution 2022-22, Gambling Exempt Permit for American Legion
- Resolution 2022-23, MIF Program Application for Prairie PROducers in Connection with EDA

- Resolution 2022-24, Polling Place Designation for 2022
- Resolution 2022-25, Updating Health Insurance Related Policies and Protocols
- March Payables #1
- February Check Register

Motion passed unanimously.

## **DISCUSSION / BUSINESS ITEMS**

### City Engineer Discussions – Kendra Lyngaas

- Updated Engineering Study Proposal for Ductile Iron Water Main Replacement

Kendra Lyngaas, engineer with SEH; presented further information regarding the potential water main replacement just north of Highway 212, as requested by the Council at the previous meeting. Initially, a 1000-foot section from gate valve to gate valve near J&R Electric was considered for replacement. Lyngaas then researched the next 1400-foot section east from gate valve to gate valve near Haney Construction. This 1400-foot section is ductile iron but from that eastern most gate valve heading east, the main has already been replaced with PVC. She noted that replacing the additional 1400-foot section would add a few more connection points as well. Lyngaas requested approval to complete an updated feasibility report which would research the best and safest methods to accomplish this project (considering the other utilities in the area) and included an estimated cost not to exceed \$9,800.00. Lyngaas then summarized the steps required and the timetable to complete the project in 2022. She also clarified that the feasibility report would include cost information for the full approximately 2500-foot replacement but could be scaled down to the original 1000-foot replacement if the Council so chooses.

- Resolution 2022-19, Ordering Preparation of Report on Improvement

**Motion by Kalahar, second by Padrnos:** to approve Resolution 2022-19, Ordering Preparation of Report on Improvement on the Highway 212 ductile iron water main replacement. Motion passed unanimously.

- 2022 Seal Coat Project Update

Lyngaas stated that annually the City plans and budgets for a certain amount of seal coating to be completed. She shared some images of the planned seal coating project areas in Olivia for summer 2022. She mentioned that bids will be sought, therefore different contractors may be utilized this year compared to last year. She also shared the cost estimates. She had discussed this 2022 plan with Wayne Olson in Public Works and he brought up a few areas of concern which the council agreed may require some additional maintenance. Coughlin stated that if a road was deemed too damaged for seal coating, they will add it to the reconstruction plans for the next year instead of seal coating it this summer.

### Planning and Zoning Discussions – Jasmine Miller

- Comprehensive Plan Update Recommendations from Review Committee

Jasmine Miller presented some background information regarding the Comprehensive Plan process and search. Ultimately, four bids were submitted, two were selected by staff to then present their plans to a committee and that committee selected the plan proposed by Community Design Group. Their contract was included in the Council packet and was recommended to the Council for consideration. Mayor Hawkinson noted that Antonio from Community Design Group presented the Comprehensive Plan as a marketing plan for the community of Olivia, which he was impressed by and others agreed. He explained that this plan is meant to be a guiding document for the future direction of Olivia.

Mayor Hawkinson called for Council consensus to approve the bid for Community Design Group and SEH to work together on the Comprehensive Plan Update.

**Motion by Ferguson, second by Kalahar:** to approve the Comprehensive Plan bid from Community Design Group and SEH.

- Update on Research Related to Poultry within City Limits

Miller stated that she would like to research the concept more and gather more input, as the last study was completed in 2017. That report stated that five communities around Olivia do allow chickens in their city limits. Olivia and three others do not. Padrnos asked what communities allow chickens, which Miller provided. Kalahar shared some knowledge and past experiences and which could be considered cautionary tales. Ferguson asked if Miller would continue to look into this topic, which she confirmed. Mayor Hawkinson said he will continue this discussion with the Planning Commission as well.

#### Proposed Finance Director Hiring Process Timeline – Dan Coughlin

Coughlin spoke about Liza Donabauer's proposed direction and information which she provided for the Council Packet, as she was unable to attend the meeting. Donabauer sought confirmation of her next steps per the Council's direction. Padrnos expressed interest in moving up the timetable for reposting the position, as this is an important and necessary role. Kalahar suggested heeding the recommendation of the professional hired to assist the City in this effort. The consensus of the Council was for Coughlin to ask Donabauer to consider moving up the job posting process to the start of April if at all possible.

#### Patrol Sergeant Interview Process & Timeline – Mayor Hawkinson

Mayor Hawkinson stated that the Personnel Committee requested that the full council participate in the Patrol Sergeant interviews on Wednesday, March 16, 2022 at 6:00 p.m. Ebbers asked why the entire council was to be involved in the process. The Mayor shared that the Personnel Committee desired the entire Council's input as this is a supervisory position. Ferguson suggested that the Councilors be divided in separate interview rooms, so open meeting law is not violated. It was asked if Walton, Coughlin and Chief Krumheuer would participate as well, to which they all agreed.

#### AGENDA ADDITIONS / NEW BUSINESS ITEMS

#### **PUBLIC FORUM**

Mayor Hawkinson temporarily recessed the regular meeting and opened the public forum at 7:39 P.M.

Todd Howard, resident of Olivia; stepped forward to ask a few questions. He asked if a solar farm could be an option in the Olivia area. Amber Dale shared a bit about the restrictions Olivia must follow due to the contracts with existing power suppliers. Mayor Hawkinson asked Dale about the cost efficiencies of belonging to the MMPA, which she explained from multiple points and perspectives.

Howard also asked about the potential to bring fiber internet service to the community. Coughlin shared that there are several fiber-based communications lines in the community already, however other more cost-effective options have been prioritized over fiber expansion in Olivia. He also shared that some grant opportunities have been researched to close the "final mile" of fiber connectivity but those grants are very competitive and the City has not been successful in securing outside funding to date. Kalahar asked if there could be federal funding options available in the near future stemming from the infrastructure funding recently passed. Coughlin stated there could be however federal programs typically have a long latency period between when the funding is authorized to when it makes its way through agencies and individual states. He also said that even with the size of the federal authorization, any funding that would be available to local units of government would be limited and the competition for those funds will be significant. Coughlin said that he would nevertheless continue to seek after grant opportunities as they avail themselves.

Howard asked how grants from the tourism board could be applied for and if anyone could apply. Mayor Hawkinson shared that anyone can apply for funding, but the use of those funds does have some restrictions including demonstrating that any awarded funds would provide promotion of Olivia and its economy. Coughlin shared that the grant budget depends upon the proceeds from the hospitality tax and can be \$5000-\$8000 annually depending on how much lodging tax is collected any given year. Coughlin stated that he believed there was additional information about the application on the city's website; and the one-page application is available at City Hall or can be emailed out to interested individuals by the EDA Director Susie Lang.

Howard asked multiple questions about the process regarding the sign that has been placed near the BOLD school. He asked questions about the meeting minutes that he requested, the participants on the Appeals Board and some additional communications regarding it. He then asked the Council to be more transparent.

No additional public comments were offered therefore, Mayor Hawkinson reconvened the regular meeting at 8:02 P.M.

Ferguson stated that she was of the understanding that there was supposed to be a time limit on public forum conversations; and asked the Mayor to consider looking into the guidance in place that governs the conducting of the public forum section of the meeting. Mayor Hawkinson said he would take the comments made under advisement.

## **REPORTS**

### **EDA – February 28**

Mayor Hawkinson shared some of their discussion regarding the MIF program application from Prairie PROducers in connection with the EDA. Coughlin added that this project includes input from multiple entities in the County which all strive to assist in bringing growth to the area. He clarified that there are minimum employee additions and wage requirements to qualify for this program.

#### District 8 Area Transportation Partnership - March 4

Coughlin said that he continues to attend these ATP meetings not only to learn about upcoming MnDOT-related projects in the region but also to make sure that Olivia is seen as an active partner and participant in District 8. He said that his participation in these meetings has helped build the connections and trust that have helped secure grant funding and expedited project timelines for the City over the years.

#### Corn Capital Days – March 6

Ebbers stated that the meeting was well-attended and some good ideas were shared. He was thankful for the additional people expressing interest in helping to coordinate and facilitate the events surrounding Corn Capital Days.

#### BOLD Community Pool Report

Tracey Johnson submitted the Pool Report and mentioned the continuing swim classes, adult lap swim in the a.m. and p.m., the Orca's will continue to practice there through March and a repair to the pool cover tarps will also be undertaken soon.

#### Other Reports of Council / Staff

No additional reports were presented.

#### **NOTICES AND COMMUNICATIONS**

Chief Krumheuer noted that the OPD has not received any communications or complaints about the sign at the school or its hours of operation.

No additional notices or communications were presented. Mayor Hawkinson then called for a motion to adjourn.

#### **ADJOURNMENT**

**Motion by Ebbers, second by Kalahar:** to adjourn the meeting at 8:09 P.M. Motion passed unanimously.

Attest:

  
Nikki Pregler, Deputy Clerk

  
Jon Hawkinson, Mayor

