

## **REGULAR MEETING MINUTES**

Monday, March 21, 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, and Landon Padrnos.

Council Members Absent: George Ebberts

Others present: Aaron Walton, City Attorney; Ted Wurm, Class of 1977 representative; Chief Krumheuer, OPD; Brian Stenholm, OPD; Jasmine Miller, Planning and Zoning Administrator; Amber Dale, Utilities Coordinator/Accounts Manager (via Zoom); Scott Tedrick, Editor; anonymous / unidentified participant (via Zoom); and Nikki Pregler, Deputy Clerk.

### **AGENDA**

**Motion by Ferguson, second by Kalahar:** to approve the Agenda as amended. Mayor Hawkinson requested to add discussion regarding a Work Session on April 4, 2022 to discuss the City Hall building plan, two Commendation presentations and Padrnos asked to add discussion regarding Employee Evaluations; all of which were added to the Discussion / Business Items. Motion passed unanimously.

### **CONSENT AGENDA**

**Motion by Padrnos, second by Ferguson:** to approve the presented Consent Agenda items:

- Regular Meeting Minutes of March 7, 2022
- Resolution 2022-26, Adoption of Renville County All-Hazard Mitigation Plan
- USDA Rural Development Community Facilities Grant Agreement
- Letter of Support for 212 Transit Plan
- March Payables #2

Motion passed unanimously.

### **DISCUSSION / BUSINESS ITEMS**

#### Olivia Police Department

- Olivia High School Class of 1977 Donation Presentation – Ted Wurm

Ted Wurm presented a letter and a \$1,500.00 donation on behalf of the Class of 1977 Fund to be utilized by the Olivia Police Department toward the purchase of body worn cameras. Mayor Hawkinson read the letter presented by the board members of the Olivia Class of 1977 for the record.

- Resolution 2022-27, Acceptance of Donation to Olivia Police Department for Body Cameras

**Motion by Kalahar, second by Ferguson:** to approve Resolution 2022-27, Acceptance of Donation to Olivia Police Department for Body Cameras. Motion passed unanimously.

A brief recess was observed for a photo opportunity to commemorate the generous donation at 7:05 P.M. until 7:06 P.M.

- Resolution 2022-28, Employment Agreement with Aaron Clouse to serve as Patrol Sergeant

Mayor Hawkinson shared a bit of background regarding the Patrol Sergeant interview process which culminated in a recommendation by the Personnel Committee to extend an employment agreement to Aaron Clouse for the Patrol Sergeant role.

**Motion by Padrnos, second by Kalahar:** to approve Resolution 2022-28, Employment Agreement with Aaron Clouse to serve as Patrol Sergeant. Motion passed unanimously.

- ATV Permit/License Display Requirements Discussion – Chief Krumheuer

Chief Krumheuer explained his recent observations regarding the current procedures surrounding Golf Cart and ATV permitting. Chief Krumheuer wanted to begin discussion with the Council regarding requiring visible stickers to be placed on ATV's, similar to how golf carts are currently permitted and identified in Olivia. It would be a matter of easy identification. If Officers could readily see a sticker, they wouldn't need to stop each ATV driver to verify permitted operation. The permit would be assigned to the vehicle, not the operator. Walton explained that ATV's are licensed by the state however, golf carts have less state statutory regulation. He further explained the City Ordinance regulating ATV use. Chief Krumheuer clarified that no additional fees would be associated with this change, just that a visible sticker would be required on the ATV to make identification a bit easier. Kalahar stated that such a change seemed to make sense. Walton offered to work further with Chief Krumheuer to make sure all statutes, ordinances and rules were followed.

Council consensus was to direct staff to move forward, obtain vehicle stickers to provide with ATV permits, and review the Code with Walton; which Chief Krumheuer will present to Council at a later meeting.

- OPD Server Awareness Training/Presentation – Officer Stenholm

Officer Brian Stenholm provided an adapted version of the state recommended Beverage Server Awareness Training presentation in the Council Packet. He indicated that the presentation is lengthy so instead he asked a question regarding Ordinance 116.32 subd. A; specifically, the guidance to provide this training to every new hire within 90 days of their hire to sell or serve alcohol in an on-sale establishment. He asked the Council if they would approve the OPD and Renville County Sheriff's Office to work together (with R.A.P.I.D. if applicable) to provide this training. Kalahar stated that seemed to make sense and supported Officer Stenholm's further planning and research. Additional discussion was held regarding the length of the certification, recertification requirements, the frequency and locations of future training opportunities and potential Ordinance updating to lessen confusion. Walton suggested the Council make a motion regarding the trainer designation.

**Motion by Kalahar, second by Padrnos:** to designate the OPD and Renville County Sheriff's Office to be the approved organizations to administer the Alcohol Beverage Server Training. Motion passed unanimously.

Walton then recommended that the Council could instruct City staff to add the OPD/RCSO designation to the annual resolution, deem the Server Certification good/current for 3 years, mandate that the trainings are performed within 90 days of hire or the next available training, and require any person to retrain and recertify if they incur an infraction; all as updates to the current Ordinance/Code 116.32. A consensus of the Council was reached to this effect.

#### Cogeneration and Small Power Production Tariff – Amber Dale

Amber Dale presented the required annual report. She stated that there were no changes and therefore nothing to report, however the requirement was thus fulfilled. The second piece of this item was the tariff that must be adopted annually. The current updates to the tariff include the average retail energy rate which uses a formula determined by the State. She highlighted another change that formally adopts the State's updated technical requirements as a part of this tariff. She then asked the Council to adopt the tariff by motion, which was how it had been addressed in the past. Kalahar asked if that was her recommendation, which she confirmed.

**Motion by Ferguson, second by Padrnos:** to accept the Cogeneration and Small Power Production Tariff as presented by Amber Dale. Motion passed unanimously.

#### Update on the Finance Director Hiring Process Timeline – per Liza Donabauer

Mayor Hawkinson outlined the action items which needed to be approved by the Council. Liza Donabauer, consultant with DDA could not be present for the Council meeting however she provided an updated timeline for their consideration. The action items she highlighted were that on May 16, 2022; the finalists would be selected for interviews and on June 9, 2022 interviews would be held.

**Motion by Padrnos, second by Ferguson:** to approve the action items and amendments to the Finance Director Hiring Process Timeline/Plan. Motion passed unanimously.

#### AGENDA ADDITIONS / NEW BUSINESS ITEMS

Mayor Hawkinson suggested a Work Session to be held April 4, 2022 at 5:30 to discuss the City Hall plan. Council agreed to that date and time.

Mayor Hawkinson read and proclaimed the following Commendation:

- The Olivia Waste Water Treatment Facility and the staff therein received an operational award for exceptional compliance during 2021 from the Minnesota Pollution Control Agency. The Council then formally recognized the Water and Wastewater employees that earned such high praise and recognition from the State.

## **PUBLIC FORUM**

Mayor Hawkinson temporarily recessed the regular meeting and opened the public forum at 7:40 P.M.

No public comments were offered so Mayor Hawkinson reopened the regular meeting at 7:40 P.M.

## **REPORTS**

### Pool Board – March 8

Kalahar deferred to the new Chair, Landon Padrnos. He shared that the Board voted in a new Chair and Vice Chair. The Board also reviewed the budget. They will revisit it again, make any needed changes and provide it to the school by the end of May. They also discussed the CIP of the pool to plan for its future. Kalahar added that the pool is operating well and the Pool Board members all work well together.

### EDA – March 9

Mayor Hawkinson shared about a potential partnership between the Hospital Foundation and the YMCA specifically regarding the Revolution Wellness Program, which could be added to the Community Summer Recreation Program and beyond.

He added some information regarding the Community Education meeting held that day. A collaboration agreement was signed between Community Education and the YMCA. A local program director was selected, to begin April 11<sup>th</sup>. He also announced that on April 30<sup>th</sup> there will be a kickoff family fun event to share the benefits of this partnership with the community.

He also shared that the ECFE will visit area parks throughout the next few months for play dates in the parks.

### Other Reports of Council / Staff

Krumheuer clarified with the Council the continued permission to advertise the Full-Time officer position that was previously approved. Council consensus indicated to move forward and post that opening.

Padrnos requested to discuss performance evaluations for City staff. He wished to direct staff to begin annual performance evaluations in writing, if they hadn't already done so. Kalahar clarified the direction for Coughlin to remind staff and department heads to complete performance evaluations annually. Walton referenced the Personnel Policy for specific guidance. Mayor Hawkinson suggested discussing the topic further at the upcoming work session, to which Council agreed and invited staff to attend and ask questions. Kalahar suggested that City staff should work with Walton within the policy to get evaluations completed timely and correctly.

No additional reports were presented.

## **NOTICES AND COMMUNICATIONS**

- Board of Appeals and Equalization for the City of Olivia – Monday, April 18, 2022 at 6:00 p.m.

- Mayor Hawkinson asked Chief Krumheuer to join him in the presentation of the Commendation to Administrative Assistant, Jess Balderston, for her quick response to a serious accident just outside of City Hall. Chief Krumheuer explained the seriousness of the situation and wanted to recognize Jess' actions that day. He then read the full Commendation and expressed his thanks.

No additional notices or communications were presented.

CLOSED SESSION – (Closed in accordance with MN Statute M.S. 13D.05 Subd. 3 – To develop or consider offers or counteroffers for the purchase or sale of real property [PID #35-06030-00] at 7:52 P.M.

The Closed Session Meeting of the City Council of the City of Olivia, Minnesota, was called to order by Mayor Hawkinson.

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

Council Members Absent: George Ebberts

Others present: Aaron Walton, City Attorney; Jason Krumheuer, Police Chief; Jasmine Miller, Planning and Zoning Administrator; Amber Dale, Utilities Coordinator/Accounts Manager (via Zoom); and Nikki Pregler, Deputy Clerk.

#### Planning and Zoning Update

Jasmine Miller, Planning and Zoning Coordinator, presented information related to the development or consideration of offers or counteroffers for the purchase or sale of real property.

At 8:15 P.M. Mayor Hawkinson declared the closed session concluded and reopened the regular meeting.

Mayor Hawkinson advised City staff to submit a written offer for the property at the agreed upon price.


#### **ADJOURNMENT**

**Motion by Kalahar, second by Ferguson:** to adjourn the meeting at 8:16 P.M. Motion passed unanimously.

Attest: \_\_\_\_\_  
Dan Coughlin, City Administrator



Jon Hawkinson, Mayor

  
Deputy Clerk

