

WORK SESSION MINUTES

Monday, April 4, 2022

WORK SESSION

A quorum of the City Council, a few City Staff and Barbara Marks from Engan and Associates held a work session from 5:30 P.M. to approximately 6:09 P.M. to discuss the City Hall renovation project.

City Hall Renovation Project

Barbara Marks from Engan and Associates provided a status update, plans and options regarding the City Hall project. She inquired how the Council would prefer to proceed with the plans regarding this project. The Council requested more current financial information to gain updated perspective regarding this project amongst the other projects the City has planned in the next few years. Marks agreed that she would be in touch with Administrator Coughlin and Jason Murray from DDA regarding that aspect, and could return for a future meeting with the Council.

REGULAR MEETING MINUTES

Monday, April 4, 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, Landon Padrnos and George Ebbers

Council Members Absent: None

Others present: Dan Coughlin, City Administrator; Aaron Walton, City Attorney; Jasmine Miller, Planning and Zoning Administrator; Kendra Lyngaas, SEH engineer; Justin Black, SEH engineer; Todd Howard, resident; Scott Tedrick, Register Editor (via Zoom); anonymous / unidentified participant (via Zoom); and Nikki Pregler, Deputy Clerk.

AGENDA

Motion by Ebbers, second by Ferguson: to approve the agenda as presented. Motion passed unanimously.

CONSENT AGENDA

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

- Regular Meeting Minutes of March 21, 2022
- Resolution 2022-30, State of MN DOT and Olivia Agreement No. 1048304
- Resolution 2022-31, Annual Step Increase for Jesse Zeitz

- Resolution 2022-33, Electing the Standard Allowance Available Under the Revenue Loss Provision of the Coronavirus Local Fiscal Recovery Fund Established under the ARPA
- Resolution 2022-34, Authorization to Rehire Darren Fank as a Seasonal Parks Employee
- April Payables #1
- March Check Register

Motion passed unanimously.

DISCUSSION / BUSINESS ITEMS

City Engineer Updates – Kendra Lyngaas and Justin Black

- Resolution 2022-35, DePue Avenue Project Plans & Specifications, and Authorization of Formal Bid Process

Kendra Lyngaas and Justin Black, both from SEH, presented images and a report regarding the DePue Avenue improvement project to the Council. Earlier that day they had provided the final plans and specs to Rural Development for final review and this day sought the Council's final approval. The presentation was an overview of the streets, utilities, sidewalks, and the phases of the project as it will take multiple years to complete. Lyngaas shared the projected costs which totaled an estimated \$9,806,808.60, and a proposed schedule regarding the pre-construction tasks. The next steps required were to approve Resolution 2022-35 and begin advertising for bids upon final approval by Rural Development. They then opened the floor for questions.

Walton clarified the reason for the update to Resolution 2022-35 was to address some verbiage regarding specific timing previously identified in Resolution 2020-61.

Coughlin shared that Jason Murray from DDA is finalizing the long-term financial plan and bond usage, as the USDA funds will not entirely finance this large project.

Motion by Kalahar, second by Ferguson: to approve Resolution 2022-35, DePue Avenue Project Plans & Specifications, and Authorization of Formal Bid Process. Motion passed unanimously.

Mayor Hawkinson thanked Lyngaas and Black for their thorough and clear explanation of a complex project.

First Reading: Ordinance 2022-02, Updating Code Olivia Code State Statute 116.32 Regarding the Requirements for Alcohol Beverage Server Certification

Mayor Hawkinson read the proposed updated Ordinance language. He also shared that the Beverage Server training is free, is relatively brief and would preferably be offered every quarter or on an as needed basis. Coughlin shared that Annie Tepfer from RAPID Coalition is set to retire soon and he wanted to thank her for her years of assistance in this realm. This transition in training provider brought about the opportunity to clarify roles and provision of this service to the community. Mayor Hawkinson agreed with Coughlin's comments and acknowledged the value of the program Tepfer created and provided for many years.

Walton asked to verify that Council's consensus was to accept the language as presented. The Mayor stated that Walton's assessment was correct.

AGENDA ADDITIONS / NEW BUSINESS ITEMS

None presented.

PUBLIC FORUM

Mayor Hawkinson temporarily recessed the regular meeting and opened the public forum at 7:21 P.M. He clarified the past rules of the amount of time allocated for public comments and for decorum expectations for those who participate in the Public Forum.

No public comments were offered so Mayor Hawkinson reopened the regular meeting at 7:21 P.M.

REPORTS

BOLD Community Pool Report

Padrinos stated that a report provided by Tracey Johnson was part of the Council packet. He also shared that Johnson is continuing rate comparison research and budgeting. The Pool Board plans to meet sometime the latter part of April to finalize a budget before presenting it to the school. He will update the Council after that presentation.

Other Reports of Council / Staff

Kalahar asked about the Fairview Place transition. Coughlin shared that the property ownership has changed hands, however some keys and other items are still being collected and exchanged. He noted that the funds provided for the purchase of the property have been transferred to the EDA. Coughlin mentioned that a prior formal agreement between the City Council and the EDA identified a need for the two boards to jointly meet if Fairview Place were ever sold in order to discuss the status of interdepartmental loans that the City provided to assist with needed repair work at the facility in years past.

Ebbers shared that the Corn Capital Days Committee had met that day and discussed raffle ideas, licensing and costs. The next meeting should further clarify the process they will use to sell raffle tickets which will help fund festival activities. The next Committee meeting is scheduled for Sunday, May 1, 2022 at the American Legion at 3:00 p.m. The community is invited to attend and participate.

Mayor Hawkinson shared a Community Education report regarding the partnership between BOLD Community Ed, the YMCA and Revolution Wellness. Their efforts are coming together and an item of note is that more robust programming will be added, in relation to that pricing adjustments may occur. Mayor Hawkinson then formally called upon local organizations and philanthropists to consider sponsoring scholarships to make participation accessible by all. He also mentioned that April 30, 2022 will be an unofficial kick off of this partnership at BOLD school around 9-11 a.m. Kalahar shared that \$5,000.00 was previously donated by the Olivia Park Board for scholarships for those of modest means seeking to participate in recreational programming. Mayor Hawkinson thanked the Park Board for their support.

No additional reports were presented.

NOTICES AND COMMUNICATIONS

- Board of Appeals and Equalization for the City of Olivia – Monday, April 18, 2022 from 6:00 - 6:30 p.m.
- Council Work Session (Closed session to review union negotiation materials): Monday, April 18, 2022: 6:30 to approximately 7:00 p.m. (Closed by Authority of State Statute M.S.13D.05 Subd. 3 Closed Meetings for Labor Negotiations Strategy.)

No additional notices or communications were presented.

ADJOURNMENT

Motion by Kalahar, second by Padrnos: to adjourn the meeting at 7:32 P.M. Motion passed unanimously.

Attest:


Dan Coughlin, City Administrator


Jon Hawkinson, Mayor