

## **WORK SESSION MINUTES**

Monday, May 16, 2022

### **WORK SESSION**

A quorum of the City Council, a few City Staff, Jason Murray from DDA, Justin Black from SEH and Barbara Marks from Engan and Associates held a work session from 6:00 P.M. to approximately 7:13 P.M. to discuss the Fire Hall / City Hall project in relation to the other projects being planned in and by the city.

#### **City Hall Renovation Project**

Jason Murray from SEH provided a summary of all projects that have been discussed and planned since 2019, some of which have already begun. He described each project, it's estimated cost and the corresponding plan for funding (be that assessments, taxes, grants or bonds). He also explained the potential impacts to the city levy and enterprise funds in many different scenarios. His conclusion was that all of the projects could be undertaken in close proximity to each other, however more solid direction from Council and firm numbers and commitments would be required to proceed.

He also suggested consulting the USDA regarding a 30- or 40-year bond soon before interest rates increase. Barbara Marks asked for direction regarding the City Hall project. She inquired what the Council required to proceed with the plan for this project. Council members and City staff provided various feedback and viewpoints. The Council agreed that a 30 or 40 year bond term would be very financially helpful and requested further investigation by city staff with the USDA regarding bonding options. Marks stated that the current plans have been presented to the USDA and they also already have the preliminary report, however Council approval of a plan would be needed to move forward to solidify project funding estimates. The Council then discussed the possibility for a future work session but no date was set.

## **REGULAR MEETING MINUTES**

Monday, May 16, 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 7:17 P.M.

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

Council Members Absent: None.

Others present: Aaron Walton, City Attorney; Amber Dale, Utilities Coordinator/Accounts Manager; Justin Black, SEH; two BOLD high school students; anonymous / unidentified participants (via Zoom); Scott Tedrick, Register Editor (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 May 2, 2022
- Resolution 2022-48, Annual Step Increase for Amber Dale
- Resolution 2022-49, Appointment of Interim Emergency Management Team
- Resolution 2022-50, Charitable Gambling Permit for Olivia Ambulance Service on 7/27/2022
- Resolution 2022-51, Charitable Gambling Permit for Olivia Ambulance Service on 7/31/2022
- Resolution 2022-Amendments to Employee Manual for OPD Licensed Personnel
- May Payables #2 and April Check Register

Motion passed unanimously.

#### **DISCUSSION / BUSINESS ITEMS**

##### DePue Avenue Project – Justin Black

- Update on Bid Process from May 12, 2022.

Justin Black from SEH shared a printed copy of the letter outlining the bids received for the project. The five bids received were higher than the engineer estimate, however the lowest three bidders were within \$90,000 of each other, so the bidding was quite tight. Ultimately, he stated that receiving five bids was a positive result and led SEH to surmise that the project seemed quite desirable. He explained that the bid documentation has since been submitted to the USDRD. They are also looking at an additional funding package to cover the shortfall between the estimated cost and the bids received. He stated that after all of the documentation is approved by the USDA, they hope to award the project in June.

Kalahar asked if there was any concern about product availability, to which Black agreed. He stated that the Council's decision to phase the total project over two years will help with any product availability issues or required lead times.

- Consideration of Resolution 2022-53, Acknowledging Receipt of Project Bids

**Motion by Ferguson, second by Padmos:** to approve Resolution 2022-53, Acknowledging Receipt of Project Bids. Motion passed unanimously.

##### Ordinance 2022-03, Amendments Title V Section 52.05 Electrical Requirements – Amber Dale / Aaron Walton

Dale shared that this was to be the second reading of the Ordinance and Walton reiterated there were no changes to it since the previous meeting. Dale offered to answer any further questions from Council.

**Motion by Padrnos, second by Kalahar:** to approve Ordinance 2022-03, Amendments Title V Section 52.05 Electrical Requirements. Motion passed unanimously.

Ordinance 2022-04, Establishing Title IX Section 91.35 Undergrounding of Facilities in the Right of Way by Users Providing Utility Service – Amber Dale / Aaron Walton

Dale stated that this item is similar in that it was to be the second reading of the Ordinance. She recapped that this Ordinance requires other small area utilities, to underground their equipment rather than continuing to use utility poles (which the city is often times no longer using for their own utilities).

**Motion by Ebbers, second by Ferguson:** to approve Ordinance 2022-04, Establishing Title IX Section 91.35 Undergrounding of Facilities in the Right of Way by Users Providing Utility Service. Motion passed unanimously.

Proposed Ordinance 2022-05, Regarding Changes for Emergency Services – Aaron Walton

Mayor Hawkinson explained that as staffing is changing, there is a need to reestablish our emergency services. Walton summarized that the improvements to the Ordinance clarified the language regarding assessing service charges for calls for service outside of city limits, while remaining within the guidelines of state statutes.

**Council consensus** to accept the first reading of Proposed Ordinance 2022-05, Regarding Changes for Emergency Services. Motion passed unanimously.

Resolution 2022-54, Confirmation of Fire and Rescue Service Area and Establishment of Policy on Process to Amend Defined Service Territory – Tim Seehusen / Dan Coughlin

Walton referenced a map provided in the packet and explained that this resolution defined the service area. Ebbers added that basically, there would be no change in service area without the agreement of the neighboring service providers. This is to hopefully avoid “service shopping” between the various departments. Ebbers reiterated that there isn’t any animosity between departments, rather they desire a clarification of what agreement and policies exist.

**Motion by Ebbers, second by Ferguson:** to approve Resolution 2022-54, Confirmation of Fire and Rescue Service Area and Establishment of Policy on Process to Amend Defined Service Territory. Motion passed unanimously.

First Reading of Ordinance 2022-06, Regarding the Regulation of Animals – Aaron Walton

Walton explained that the current code perhaps implied that chickens could be allowed in city limits in areas other than ag districts, rather than clearly stating what is and is not allowed. This Ordinance would more clearly state what animals are not allowed in city limits to reduce confusion and direct enforcement. He then clarified that section A-1 would still allow certain farm animals, as before, with a conditional use permit. Ferguson asked about the prospect of a “grandfather clause” which Walton clarified only allows for a 30-day window to make other arrangements for the animals.

**Council consensus** to accept the first reading of Ordinance 2022-06, Regarding the Regulation of Animals. Motion passed unanimously.

#### **AGENDA ADDITIONS / NEW BUSINESS ITEMS**

##### **PUBLIC FORUM**

Mayor Hawkinson temporarily suspended the regular meeting and opened the public forum at 7:34 P.M. He clarified the amount of time allocated for public comments and the decorum expectations for those who participate in the Public Forum.

No public comments were offered so Mayor Hawkinson reopened the regular meeting at 7:35 P.M.

##### **REPORTS**

##### **Emergency Management Severe Weather After-Action Reports**

Mayor Hawkinson shared that all systems worked together well and as planned during the recent local weather emergencies. He also thanked the Utilities Departments for their clean-up efforts and for keeping the utilities flowing.

##### **Veterans Memorial Groundbreaking – May 4**

Mayor Hawkinson shared that Dominique Claseman is continuing to work on this project. Members of the Boy Scouts were there assisting him recently as well, and he thanked all those contributing in those efforts.

##### **Community Response Planning Meeting – May 5**

Mayor Hawkinson stated that in the aftermath of recent tragedies, a few people have been brought together to help address some mental health concerns. The first identified approach is to move forward with some community days in neighborhood parks. Future opportunities hope to bring some unity to area neighborhoods. Details are still being ironed out.

##### **EDA – May 11**

Mayor Hawkinson stated that some of the meeting was closed session, however some structural issues and inefficiencies were addressed at Bayberry. Ebbers shared that they also discussed some community project updates regarding the YMCA and the Hospital Foundation to consider the Plaza West as a potential future community center. Also, the Dowling House meeting was held approximately two weeks ago and the information shared was very well received and they are currently working on funding options.

##### **Corn Capital Days – May 16**

Mayor Hawkinson stated that the meeting was fairly well attended. Things are coming together and they are looking at different band options. Raffle tickets should be available soon (to those 18 and older).

Other Reports of Council / Staff

No additional reports were presented.

**NOTICES AND COMMUNICATIONS**

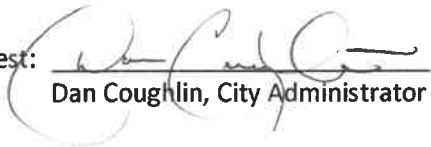
- Special Meeting of the City Council on May 23, 2022 to Interview Finance Director Finalists
- Comprehensive Plan Kick Off May 25, 2022 (Possible Quorum of the City Council)


No additional notices or communications were presented.

**ADJOURNMENT**

**Motion by Ebbers, second by Padrnos:** to adjourn the meeting at 7:41 P.M. Motion passed unanimously.

Attest:

  
Dan Coughlin, City Administrator

  
Jon Hawkinson, Mayor

