

REGULAR MEETING MINUTES

Monday, June 20, 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, Blanca Ferguson, Landon Padrnos and George Ebbbers.

Council Members Absent: Tom Kalahar.

Others present: Dan Coughlin, City Administrator; Aaron Walton, City Attorney; Don Williamson, West Central Sanitation; Chief Krumheuer, OPD; Kendra Lyngaas, SEH; Susie Lang, EDA Director (via Zoom); Tesa Tomaschett, Finance Director (via Zoom); Scott Tedrick, Register Editor (via Zoom); anonymous / unidentified participant (via Zoom); and Nikki Pregler, Deputy Clerk.

AGENDA

Motion by Ferguson, second by Ebbbers: to approve the Agenda as presented. Motion passed unanimously.

CONSENT AGENDA

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

- Regular Meeting Minutes of June 6, 2022 and Workshop Minutes of June 14, 2022
- Resolution 2022-61, Temporary Liquor License to American Legion
- Resolution 2022-62, Step Increase for Laura Nesburg
- SLA Agreement with SEH Engineering for Highway 212 Watermain Replacement Project
- Retainer Agreement with DDA Human Resources for Executive Search Services
- June Payables #2

Motion passed unanimously.

DISCUSSION / BUSINESS ITEMS

West Central Sanitation Memo – Don Williamson

Don Williamson, owner of West Central Sanitation presented information to the Council regarding forthcoming adjustments to the contract held by the City in response to inflation and the current economic climate. Williamson referenced information provided in the packet and stated that he was present to address any questions or concerns. He noted that West Central has not asked for an increase in the last eight years of their 30+ years of working with the City. They don't ask for an increase unless they absolutely must and their need to adjust driver and mechanic wages was necessary to retain quality staff. Fuel and equipment costs continue to rise, when they can find the equipment to purchase. He requested a nineteen percent increase to rates which was reflected in the rate sheet provided. The base rate / low volume fee remained unchanged.

Ebbers agreed that it was unfortunate but it is the way of the world right now. Mayor Hawkinson concurred and recognized the positive long standing relationship West Central has had with the City. Ferguson asked about a discount for paying in advance. Williamson stated that the program the councilor was referencing was no longer sustainable, thus no longer provided. Padnos asked if the contract had ever contained a fuel surcharge in the past. Williamson stated that it had not, so he explained that the surcharge would only be instituted if the Midwest regional average diesel cost rose over \$6.50 per gallon. He gave the example that a weekly residential subscriber using a 35-gallon cart would see a nickel increase for every ten-cent increment that the diesel price would rise, calculated as needed per month. This language was added in order to not require another series of meetings in the event that rising fuel costs necessitated such a charge in the future.

Coughlin explained that a draft addendum to the current contract based on Mr. Williamson's presentation would be presented to the Council at the next meeting for approval.

The consensus of the Council was to move forward with such a plan.

Public Hearing on Body Worn Camera Policy– Chief Jason Krumheuer

Chief Krumheuer explained that they are required by law to hold a public hearing for community input before cameras are utilized. The Olivia Police Department have selected cameras that are compatible with the cameras already used in the squad cars, which is a cost savings. He explained that Sgt. Clouse and Coughlin have done much research regarding the technology portions of the camera set up and utilization.

At 7:13 P.M. Mayor Hawkinson temporarily recessed the regular meeting and opened a public hearing on the Body Worn Camera Policy.

No public comments were offered. Mayor Hawkinson closed the hearing at 7:14 P.M. and reopened the regular meeting.

Walton asked if the written policy was finalized. Krumheuer state that it had been worked on. Walton clarified that it could not be finalized until the public hearing was held and it was made publicly available to remain in compliance with state statutes. Krumheuer explained that no cameras had yet been ordered or used, so they would have the policy in place before further actions were taken. Padnos asked if a date of implementation was known. Krumheuer stated that was unknown at this point, and only after all required steps were fulfilled. He is looking forward to having them.

Televising Highway 212 Project Sanitary Sewer Main & Lateral Connections – Kendra Lyngaas Resolution 2022-63, Calling a Public Hearing for Tax Abatement for Olivia Oasis, LLC

Lyngaas recapped some previously discussed information and approvals regarding the water main replacement. She explained that sanitary sewer lines are known to be in the project area. This service would allow the exact location and depth of those sewer lines to be known to avoid drilling through those existing services. She referenced the provided quote from Empire Pipe Services to televise the main line and locate those existing services. Some optional services were provided in the quote including cleaning per pass, should the city staff not have the time or equipment to clean the lines. They also included a fee for dumping of debris if they cleaned the line.

Padrinos asked if this quote was in addition to the project cost, which Lyngaas confirmed. She explained that this would be contracted directly between the City and Empire, separate from SEH services. She also stated that this should be the only thing separate from what was originally agreed upon between the City and SEH. She clarified that the cleaning cost could be eliminated if the city staff could complete that step. Coughlin stated that he would consult Dave Ervin as the City has the equipment, however he hesitated to agree to the task without asking Dave about the time required and the availability of the staff to complete it. Coughlin stated that the need for televising and locating utility lines and lateral connections is not always able to be identified until after a project is authorized and a deep dive into existing as-built documents is done. He said it is not uncommon to have this be a required step for additional safety and logistical needs that are unknown until detailed project planning efforts are underway.

Lyngass added that Empire confirmed that they would be available the week of the 27th to televise the line, per her tentative scheduling request. Ferguson asked if the city equipment could clean to the level that Empire would require, which Dan confirmed should not be an issue. Ferguson then asked when Empire needed their decision. Lyngaas stated that they had time to confer with Dave and she could speak with Empire to determine their deadlines. Coughlin suggested that it would be cost effective to perform the cleaning in-house so long as it does not cause undue hardship on the staff.

Unanimous Consensus of the Council: to approve contracting with Empire not to exceed the presented cost. However, the full services to be provided by Empire are to be determined after speaking with Dave Ervin regarding his and staff's ability & availability to complete the cleaning in-house.

Nester & Henton Parks

Coughlin shared that there was a late request to table this item. Presenter Sara Maher did not have the information she needed to share with the Council until very late in the day. Coughlin shared that she did attend the recent Park Board meeting on June 7th to discuss a fundraising effort to bring pickleball to Nester Park by retooling the existing tennis courts there; and to Henton Park by updating a basketball court there. He expects more information to be presented at the next Council meeting.

Resolution 2022-63, Calling a Public Hearing for Tax Abatement for Olivia Oasis, LLC - Susie Lang

Lang joined the meeting via Zoom and shared that per state statute, a public hearing for tax abatement must be called by City Council. The Olivia EDA has been working with a developer in planning to build eight patio homes in town. This effort is many years in the making and addresses current housing needs in our community. The City and County have agreed that tax abatement is the best option to make the project financially feasible, especially when considering the overall \$2.4 million dollar project cost estimates. Further details would be provided at the public hearing, if one is set; to include repayment and length of term. Lang reiterated the support of the EDA for this project and requested a public hearing to be set for July 5, 2022.

Motion by Ebbers, second by Ferguson: to approve Resolution 2022-63, Calling a Public Hearing for Tax Abatement for Olivia Oasis, LLC on July 5, 2022 at 7:00 P.M. at City Hall. Motion passed unanimously.

Resolution 2022-64, Purchasing Policy – Tesa Tomaschett

Mayor Hawkinson recapped the Purchasing Policy document presented by Tomaschett the week previous at the Workshop. Tomaschett joined via Zoom in order to answer any questions, however there were none.

Motion by Padrnos, second by Ebberts: to approve Resolution 2022-64, Purchasing Policy. Motion passed unanimously.

AGENDA ADDITIONS / NEW BUSINESS ITEMS

Mayor Hawkinson referenced Resolution 2022-60, Gambling Exempt Permit for ACTS, Inc.

Motion by Ferguson, second by Padrnos: to approve Resolution 2022-60, Gambling Exempt Permit for ACTS, Inc. Motion passed unanimously.

PUBLIC FORUM

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

REPORTS

Park Board – June 7

Mayor Hawkinson asked if any additional items were discussed at the Park Board meeting. Coughlin stated that the meeting was held at Kubesh Park to visit the Veterans Memorial recently dedicated there. He also mentioned that a suggestion was made to move the ball field from Henton Park to Dirks Park. The Board thought the suggestion had a measure of merit, however they agreed that that due to there being a host of park-related wants and needs with limited funds available to address them – the Board was not supportive of endorsing such a proposal at present.

Planning Commission – June 13

Mayor Hawkinson explained that they toured a property regarding a potential variance for a garage. Coughlin shared that Jasmine Miller will be working with that homeowner and the Board of Appeals regarding the next step in that process.

Mayor Hawkinson also shared that the Planning Commission has expressed their support for working on key aspects of the ongoing comprehensive plan update process..

Other Reports of Council / Staff

Ferguson shared that the Corncade is open. It is an arcade recently opened by the Fergusons in the old High-Tech building. Coughlin said that he will suggest a bike rack for that location at the next Park Board

meeting so kids can lock their bikes and keep the area tidy. Ferguson encouraged the OPD officers to visit when they can to inspire relationships and community policing.

Coughlin mentioned the Corn Capital Days meeting held earlier that day. The fireworks are set for Friday night (7.29.2022) at 10:15 P.M. The parade entries are coming in and Dan is working with the organizers of that event. He also shared that raffle tickets are for sale to fundraise and offset costs related to the events. Committee members will have them available for sale and other contacts and notices can be found on social media.

Coughlin announced that Nanette Serbus, Liquor Store Manager attended the Annual National Beverage Alcohol Retailers Conference where the Olivia Liquor Store received a national honor as one of the top 100 retailers in the nation for 2022. This is quite an honor and we hope to hear more about this award when the official press release is issued by the conference organizers.

Mayor Hawkinson reported that on Wednesday, June 29th at 5:00 P.M. there will be the first Night in the Park event at Henton Park. There will be free pizza, cookies and water for all people in the community to come together and rebuild relationships. There will be disc golf and instruction, pick-up basketball and/or pick-up kickball. Mental health resources will also be available. The organizers hope this will be the first of multiple events like this.

No additional reports were presented.

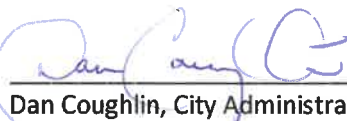
NOTICES AND COMMUNICATIONS

No additional notices or communications were presented.

ADJOURNMENT

Motion by Padrnos, second by Ebbers: to adjourn the meeting at 7:49 P.M. Motion passed unanimously.

Attest:


Dan Coughlin, City Administrator


Jon Hawkinson, Mayor

