

**OLIVIA CITY COUNCIL AGENDA
REGULAR MEETING
Monday, October 16, 2023 at 5:30 p.m.**

Join via Zoom.us

Meeting ID: 810 2422 8217

Passcode: 56277

PLEDGE OF ALLEGIANCE

I. CALL TO ORDER AND DETERMINATION OF A QUORUM

Councilors: __ Baumgartner __ Ferguson __ Padrnos __ Ebbers __ Mayor Hawkinson

II. SWEARING IN DAMON COOTS

III. PUBLIC FORUM *(When addressing the Council, please provide your name for the meeting record.)*

IV. AGENDA APPROVAL

V. CONSENT AGENDA

- A. Work Session and Regular Meeting Minutes of October 2, 2023
- A. Resolution 2023-99, Adopting and Certifying Liens of Delinquent Utilities and Municipal Fees
- B. September Disbursements
- C. Resolution 2023-100, Appointing city attorney and prosecuting attorney and authorizing the city administrator to negotiate and enter into an agreement for legal services
- D. Resolution 2023-101, Step Movement for Jasmine Miller

VI. DISCUSSION / BUSINESS ITEMS

- A. Public Hearing for Assessment of Unpaid Refuse Charges
 - 1. Temporary Recess of Meeting / Open Public Hearing
 - 2. Staff Reports
 - 3. Receive Public Comments
 - 4. Close Public Hearing / Reopen Regular Meeting
- B. Fire Department Quotes – Tim Seehusen
- C. Second Reading of Ordinance 2023-05, Amending Section 30.07 Related to Writing Requirements and Section 30.10 Related to Ordinances
- D. RFP for Auditing Services – Shawn Hanson
- E. Resolution 2023-102, Updating the Fine and Fee Schedule

VII. REPORTS

- A. Planning & Zoning Update
- B. EDA
- C. PUC
- D. Other Reports of Council / Staff

IX. ADJOURNMENT

WORK SESSION MINUTES

Monday, October 2, 2023

5:30 P.M. – 6:10 P.M.

Council Members Present: Jon Hawkinson, Blanca Ferguson, Matt Baumgartner, George Ebbers and Landon Padrnos.

Others present: Elizabeth Torkelson, City Administrator; Susie Lang, EDA Director; Jason Krumheuer, Police Chief; Tim Seehusen, Fire Chief; Pamela Whitmore, Kennedy & Graven (via zoom); Nanette Serbus, Liquor Store Manager; Ross Okins, Renville County Register; Jasmine Miller, Deputy Clerk.

Whitmore addressed the legislative changes in regards to cannabis as well as licensing through the office of cannabis management, reasonable zoning restrictions, moratoriums and legal use of the products. Hawkinson stated that he understands the potential benefit of having a municipal dispensary, and is open to exploring a moratorium on retail sales. Ebbers shared that he is not in favor of limiting any of it. Padrnos was not in favor of putting a moratorium on retail sales, and suggested restricting it to the business and industrial zoning areas. Whitmore will review the current ordinances and policies and make necessary recommendations at a future meeting.

REGULAR MEETING MINUTES

Monday, October 2, 2023

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 6:10 P.M.

Council Members Present: Jon Hawkinson, Blanca Ferguson, Matt Baumgartner, George Ebbers and Landon Padrnos.

Others present: Elizabeth Torkelson, City Administrator; Jason Krumheuer, Police Chief; Tim Seehusen, Fire Chief; Pamela Whitmore, Kennedy & Graven (via zoom); Kendra Lyngaas, S.E.H.; Justin Black, S.E.H.; Ross Okins, Renville County Register; Taxpayer (via zoom), iPhone (via zoom), Jodi (via zoom), Jasmine Miller, Deputy Clerk.

PUBLIC FORUM

Mayor Hawkinson temporarily suspended the regular meeting and opened the public forum at 6:11 P.M.

A video from BOLD students requesting the City to allow the school to have chickens was viewed. There was Council consensus to refer the request to the planning commission.

No other public comments were offered so Mayor Hawkinson reopened the regular meeting at 6:15 P.M.

AGENDA

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

PROCLAMATIONS

Mayor Hawkinson proclaimed October 2023 as Breast Cancer Awareness Month, and October 15, 2023 as National Pregnancy and Infant Loss Awareness Day.

CONSENT AGENDA

Motion by Ebbers, second by Baumgartner: to approve the Consent Agenda. Motion passed unanimously.

- Regular Meeting Minutes of September 18, 2023
- Resolution 2023-95, Authorization to Increase Voluntary Fire Fighter Wages
- Contractor's Application for Payment No. 9 – DePue Ave Improvement Project
- Resolution 2023-96, Calling for a Public Hearing for the Final Assessments for Unpaid Refuse Fees
- Resolution 2023-97, Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition
- State Airports Fund Grant Agreement

DISCUSSION / BUSINESS ITEMS

Public Hearing for Proposed assessments of Delinquent Utility Accounts to Property Taxes

Motion by Baumgartner, second by Ferguson: to set the public hearing. Motion passed unanimously. At 6:19P.M. Mayor Hawkinson temporarily recessed the regular meeting and opened a public hearing for Proposed Assessments of Delinquent Utility Accounts to Property Taxes.

Torkelson shared the procedure to certify delinquent utility accounts to the County Auditor for collection with the upcoming year's property taxes.

No public comments were offered. Mayor Hawkinson closed the hearing at 6:19 P.M.

First Reading of Ordinance 2023-05, Amending Section 30.07 Related to Writing Requirements and Section 30.10 Related to Ordinances

Hawkinson briefly acknowledged that moving forward the City Clerk will attest on public documents.

Emergency Management Coordinator Agreement

Padrnos shared concerns with the annual stipend being set at \$6,000 for the position. Ebbers suggested staff work with DDA to review and provide an opinion on the position. There was Council consensus to refer this topic back to the personnel committee for further review.

Resolution 2023-98, Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for Hearing on Proposed Assessment

Motion by Ferguson, second by Padrnos: to approve Resolution 2023-98, Declaring Cost to be Assessed, Ordering Preparation of Proposed Assessment, and Calling for Hearing on Proposed Assessment. Motion passed unanimously.

Black discussed the purpose of the assessment hearing, update on project status, project cost and funding as well as details on applying the assessments. Black clarified that the last layer of bituminous pavement will be applied Spring 2024, after the roads have settled over the winter months. The projected finished project costs are under budget. Notices regarding the special assessment and the public hearing will be mailed to the property owners. A public hearing is set for October 30th at 5:30pm.

No additional items or new business items were presented.

REPORTS

Other Reports of Council / Staff

Padrnos shared a pool report stating the electrical work is in process and they are hoping to open by early November. Tracey is currently recruiting lifeguards in anticipation of opening.

Baumgartner shared that the PUC established a subcommittee to review the small wireless policy and progress is being made.

Mayor Hawkinson shared an enjoyable experience at the annual chamber event.

NOTICES AND COMMUNICATIONS

Employment Opportunity – Public Works

Mayor Hawkinson shared that a position is currently open in the public works department and invited anyone with interest to apply for the position by October 13th.

No additional reports were presented.

ADJOURNMENT

Motion by Baumgartner, second by Padrnos: to adjourn the meeting at 7:10 P.M. Motion passed unanimously.

Jon Hawkinson, Mayor

Attest: _____
Jasmine Miller, Deputy Clerk

CITY OF OLIVIA, Minnesota

RESOLUTION 2023-99

A RESOLUTION ADOPTING AND CERTIFYING LIENS OF DELINQUENT UTILITIES AND MUNICIPAL FEES

WHEREAS, pursuant to proper notice, the City Council has met, heard, and passed upon all objections to the proposed liens for unpaid charges for delinquent utilities and municipal fees; and

WHEREAS, City staff has worked diligently to collect unpaid charges for delinquent utilities and municipal fees but, despite efforts, certain charges remain unpaid.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Olivia, Minnesota, as follows:

1. Such proposed liens for unpaid charges and a County Assessment set-up fee, as shown on the copy of the certification roll attached hereto and made a part hereof as Exhibit "A" are hereby accepted and shall constitute liens against the lands therein named.
2. Such liens shall be payable for a period of one year and are certified to Renville County for payment with the 2024 property taxes.
3. The owner of the property subject to such lien may, at any time prior to certification of the lien to the Renville County Auditor, pay the whole of the lien on such property, with interest and fees accrued to the date of payment, to the City Clerk/Treasurer, except that no interest or fees shall be required if the entire lien is paid within thirty (30) days from the date of the adoption of this Resolution. Each taxpayer may, at any time thereafter, pay to the City Clerk/Treasurer the amount of the lien remaining unpaid, with interest and fees accrued to the date of the year in which payment is made.
4. The City Clerk/Treasurer shall forthwith transmit a certified copy of the lien roll to the Renville County Auditor to be extended on the property tax list of Renville County for the parcels identified therein and such liens shall be certified to and be collected and paid over in the same manner as property taxes due and payable in the year 20.

Adopted by the City Council of the City of Olivia on this 16th day of October, 2023.

Jon Hawkinson, Mayor

ATTEST:

Jasmine Miller, City Clerk

Resolution 2023-99
Exhibit A

Delinquent Utility Bills - 2023

Certify for Assessment to 2024 Taxes

Acct	Parcel	SvcStreet	Amount
02-022200-07	35-04395-00	210 S 13th S	6369.13
03-031000-02	35-00720-00	821 Lincoln Ave East	5543.14
04-028800-09	35-03840-00	102 13th Street North	\$ 620.48
05-063900-07	35-03640-00	704 Elm Ave East	\$ 155.66
05-065100-07	35-03845-00	702 E Evergreen Ave	\$ 616.78
05-069200-01	35-03405-00	613 Walnut Ave East	\$ 1,676.18
06-076700-00	35-02835-00	611 Lincoln Ave East	\$ 105.55
06-080300-00	35-00710-00	821 Lincoln Ave West	\$ 1,373.81
06-080300-01	35-00710-00	821 Lincoln Ave West	\$ 1,398.55
06-080500-00	35-00725-00	831 Lincoln Ave East	\$ 2,518.67
06-080500-01	35-00725-00	831 Lincoln Ave East	\$ 4,298.12
06-080600-00	35-00725-00	831 Lincoln Ave East AptWa	\$ 1,177.63
06-080600-01	35-00725-00	831 Lincoln Ave East AptWa	\$ 1,037.37
06-080700-03	35-00710-00	103 9th Street South	\$ 1,659.17
06-080700-98	35-00710-00	103 9th Street South 1	\$ 1,068.05
06-080800-06	35-00710-00	103 9th Street South 2	\$ 833.54
06-080800-08	35-00710-00	103 9th Street South 2	\$ 903.02
06-080900-07	35-00710-00	103 9th Street South #3	\$ 1,311.78
06-080900-98	35-00710-00	103 9th Street South 3	\$ 848.10
06-081000-00	35-00730-00	105 9th Street South Sew	\$ 1,213.40
06-081000-01	35-00730-00	105 9th Street South Sew	\$ 1,945.81
06-081100-03	35-00730-00	105 1/2 9th Street South	\$ 1,044.89
06-081100-04	35-00730-00	105 1/2 9th Street South	\$ 1,027.52
06-081200-00	35-00735-00	109 9th Street South Radio	\$ 1,167.48
06-081200-01	35-00735-00	109 9th Street South Radio	\$ 928.83
07-055600-11	35-01585-00	605 9th Street South	\$ 178.02
07-093500-06	35-06722-00	301 Fairview Ave East	\$ 427.02
09-122600-01	35-04985-00	407 2nd Street South	\$ 149.94

COMPANY: 999 - Pooled Cash Fund
 ACCOUNT: 10100 Pooled Cash
 TYPE: Bank Draft, Check, EFT
 STATUS: All
 FOLIO: All

CHECK DATE: 9/01/2023 THRU 9/30/2023
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

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BANK DRAFT:									
10100	9/01/2023	BANK-DRAFT	001619	American Bank	13,347.13CR	OUTSTND	A	0/00/0000	
10100	9/01/2023	BANK-DRAFT	001620	MN Department of Revenue	2,762.86CR	OUTSTND	A	0/00/0000	
10100	9/01/2023	BANK-DRAFT	001621	PERA	11,008.57CR	OUTSTND	A	0/00/0000	
10100	9/01/2023	BANK-DRAFT	001622	Olivia, City of	372.80CR	OUTSTND	A	0/00/0000	
10100	9/01/2023	BANK-DRAFT	001623	HealthEquity, Inc.	2,923.77CR	OUTSTND	A	0/00/0000	
10100	9/01/2023	BANK-DRAFT	001624	MassMutual Retirement Services	225.00CR	OUTSTND	A	0/00/0000	
10100	9/06/2023	BANK-DRAFT	001625	Casey's Business MasterCard	7,252.70CR	OUTSTND	A	0/00/0000	
10100	9/15/2023	BANK-DRAFT	001626	American Bank	13,155.07CR	OUTSTND	A	0/00/0000	
10100	9/15/2023	BANK-DRAFT	001627	MN Department of Revenue	2,628.12CR	OUTSTND	A	0/00/0000	
10100	9/15/2023	BANK-DRAFT	001628	PERA	10,461.64CR	OUTSTND	A	0/00/0000	
10100	9/15/2023	BANK-DRAFT	001629	Olivia, City of	372.80CR	OUTSTND	A	0/00/0000	
10100	9/15/2023	BANK-DRAFT	001630	HealthEquity, Inc.	2,923.77CR	OUTSTND	A	0/00/0000	
10100	9/15/2023	BANK-DRAFT	001631	MassMutual Retirement Services	225.00CR	OUTSTND	A	0/00/0000	
10100	9/18/2023	BANK-DRAFT	091823	Health Equity Fee	38.35CR	OUTSTND	G	0/00/0000	
10100	9/19/2023	BANK-DRAFT	091923	General Sales Tax Payment	12,465.00CR	OUTSTND	G	0/00/0000	
10100	9/19/2023	BANK-DRAFT	091924	Liquor Sales Tax Payment	9,482.00CR	OUTSTND	G	0/00/0000	
10100	9/20/2023	BANK-DRAFT	001632	CenterPoint Energy	735.99CR	OUTSTND	A	0/00/0000	
10100	9/20/2023	BANK-DRAFT	001633	Global Payments/OpenEdge	4,647.42CR	OUTSTND	A	0/00/0000	
10100	9/20/2023	BANK-DRAFT	001634	Missouri River Energy Services	49,942.25CR	OUTSTND	A	0/00/0000	
10100	9/20/2023	BANK-DRAFT	001635	Renville Sibley Coop Pow.	50.78CR	OUTSTND	A	0/00/0000	
10100	9/20/2023	BANK-DRAFT	001636	US Bank Purchasing Card Progra	2,360.85CR	OUTSTND	A	0/00/0000	
10100	9/27/2023	BANK-DRAFT	001642	AFLAC	188.91CR	OUTSTND	A	0/00/0000	
10100	9/27/2023	BANK-DRAFT	001643	Colonial Life Insurance	405.60CR	OUTSTND	A	0/00/0000	
10100	9/29/2023	BANK-DRAFT	001637	American Bank	14,843.88CR	OUTSTND	A	0/00/0000	
10100	9/29/2023	BANK-DRAFT	001638	MN Department of Revenue	3,165.81CR	OUTSTND	A	0/00/0000	
10100	9/29/2023	BANK-DRAFT	001639	PERA	12,120.52CR	OUTSTND	A	0/00/0000	
10100	9/29/2023	BANK-DRAFT	001640	Olivia, City of	372.80CR	OUTSTND	A	0/00/0000	
10100	9/29/2023	BANK-DRAFT	001641	MassMutual Retirement Services	225.00CR	OUTSTND	A	0/00/0000	
10100	9/29/2023	BANK-DRAFT	092923	PERA credit memo adjustment	606.00	OUTSTND	G	0/00/0000	
CHECK:									
10100	9/01/2023	CHECK	066738	Torkelson, Elizabeth E	1,509.79CR	OUTSTND	P	0/00/0000	
***	10100	9/06/2023	CHECK	066740	Adult Client Training Services	1,365.00CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066741	Amazon Capital Services, Inc.	863.77CR	OUTSTND	A	0/00/0000	
10100	9/06/2023	CHECK	066742	VOID CHECK	0.00	OUTSTND	A	0/00/0000	
10100	9/06/2023	CHECK	066743	American Welding & Gas, Inc	760.54CR	OUTSTND	A	0/00/0000	
10100	9/06/2023	CHECK	066744	Balderston, Neil	313.58CR	OUTSTND	A	0/00/0000	
10100	9/06/2023	CHECK	066745	Behaviorial Forensic Services,	500.00CR	OUTSTND	A	0/00/0000	
10100	9/06/2023	CHECK	066746	Beverage Wholesalers Inc.	430.04CR	OUTSTND	A	0/00/0000	
10100	9/06/2023	CHECK	066747	Border States Electric Supply	56.22CR	OUTSTND	A	0/00/0000	
10100	9/06/2023	CHECK	066748	CenturyLink Business Service	53.13CR	OUTSTND	A	0/00/0000	
10100	9/06/2023	CHECK	066749	Cintas Corporation	183.94CR	OUTSTND	A	0/00/0000	
10100	9/06/2023	CHECK	066750	Community Design Group	3,014.55CR	OUTSTND	A	0/00/0000	
10100	9/06/2023	CHECK	066751	Dr. Michael Keller, Ph.D.	650.00CR	OUTSTND	A	0/00/0000	

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 FOLIO: All

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10100	9/06/2023	CHECK	066752	Erickson, Ty R	630.00CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066753	Everson, Mark	168.82CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066754	Farmers Coop Oil Company	507.12CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066755	Farmers Coop Oil Company	206.74CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066756	Ferguson Waterworks, Inc.	2,747.85CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066757	H & L Stationery & Supply	104.00CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066758	Hawkins Inc.	9,313.76CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066759	Hjerpe Contracting, Inc.	1,317,046.24CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066760	Jahnke Water Inc.	44.00CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066761	JT Services	7,140.97CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066762	League of MN Cities Ins Trust	153.48CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066763	LMCIT	29,545.00CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066764	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066765	M.R. Paving & Excavating	132,358.68CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066766	Mac's Inc (BlueTarp Financial,	550.68CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066767	Marco, Inc.	40.00CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066768	Morse, Kevin	68.75CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066769	Motorola	9,688.65CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066770	NAPA Auto Parts	942.72CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066771	NBS Calibrations	183.00CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066772	Pioneerland Library Sys	25,877.50CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066773	PIP Creations	21.75CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066774	Rambow	119.10CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066775	Redwood Valley Technical Solut	80.00CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066776	Ren Co Recorder's Office	46.00CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066777	Short Elliot Hendrickson Inc.	81,722.02CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066778	Sigurdson, Richard	543.20CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066779	Two-Way Communications, Inc.	200.00CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066780	Utility Consultants, Inc.	2,060.58CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066781	Vision Systems & Cons Inc	1,443.80CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066782	WESCO Distribution Inc.	3,946.68CR	OUTSTND	A	0/00/0000
10100	9/06/2023	CHECK	066783	WM. Mueller & Sons, Inc.	12,184.00CR	OUTSTND	A	0/00/0000
10100	9/08/2023	CHECK	066784	Viking Beverages	10,130.00CR	OUTSTND	A	0/00/0000
10100	9/08/2023	CHECK	066785	Viking Coca-Cola Bottling	610.90CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066786	Abdo LLP	12,506.00CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066787	Amazon Capital Services, Inc.	71.27CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066788	Anderson,Larson,Klaassen,Dahla	787.50CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066789	Artisan Beer Company	360.75CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066790	Border States Electric Supply	369.25CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066791	Braun Intertec Corporation	6,326.00CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066792	BreakThru Beverage MN Wine & S	2,265.36CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066793	CenturyLink Business Service	450.99CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066794	Cintas Corporation	190.87CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066795	Duininck Concrete	698.60CR	OUTSTND	A	0/00/0000

COMPANY: 999 - Pooled Cash Fund
 ACCOUNT: 10100 Pooled Cash
 TYPE: Bank Draft, Check, EFT
 STATUS: All
 FOLIO: All

CHECK DATE: 9/01/2023 THRU 9/30/2023
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
10100	9/20/2023	CHECK	066796	Farwest Line Specialties, LLC	867.44CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066797	Flexible Pipe Tools & Equipmen	338.00CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066798	Gordy Serbus & Sons LLC	6,200.34CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066799	Granite Falls Redi-Mix	408.00CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066800	Haney Construction, LLC VOIDED	2,241.14CR	VOIDED	A	9/20/2023
10100	9/20/2023	CHECK	066801	Hubin Publishing Inc.	45.90CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066802	John Deere Financial	83.92CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066803	Johnson Bros-St. Paul	5,432.67CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066804	Kandiyohi Power Cooperative	12,974.19CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066805	Kennedy & Graven, Chartered	8,560.19CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066806	MacQueen Equipment Inc.	60.00CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066807	Marco, Inc.	2,429.46CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066808	Molly Krakowski Inc	975.00CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066809	MN Dept of Commerce	450.52CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066810	MN Mayors Association	30.00CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066811	Olivia Hospital & Clinic	50.00CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066812	Olivia Machine Shop Inc.	83.72CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066813	Olivia Tire & Service Inc.	1,848.50CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066814	Phillips St. Paul	915.75CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066815	Pitney Bowes Inc.	562.13CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066816	Renco Publishing Inc.	130.90CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066817	Southern Glazer's of MN	1,679.24CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066818	Steile Construction	7,380.00CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066819	Teton Oasis	12,476.56CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066820	The Home City Ice Company	432.55CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066821	Total Glass, Inc.	321.46CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066822	Valley Elec of Olivia Inc	111.24CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066823	Verizon Wireless	757.40CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066824	Vinocopia, Inc	345.00CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066825	Vivid Image, Inc.	600.00CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066826	WESCO Distribution Inc.	5,765.03CR	OUTSTND	A	0/00/0000
10100	9/20/2023	CHECK	066827	Westmor Industries LLCorp	1,346.99CR	OUTSTND	A	0/00/0000
10100	9/27/2023	CHECK	066828	Anderson,Larson,Klaassen,Dahla	1,776.00CR	OUTSTND	A	0/00/0000
10100	9/27/2023	CHECK	066829	Blue Cross Blue Shield of Minn	43.48CR	OUTSTND	A	0/00/0000
10100	9/27/2023	CHECK	066830	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	9/27/2023	CHECK	066831	Law Enforcement Labor Services	202.50CR	OUTSTND	A	0/00/0000
10100	9/27/2023	CHECK	066832	Madison National Life Ins Co,	858.03CR	OUTSTND	A	0/00/0000
10100	9/27/2023	CHECK	066833	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	9/27/2023	CHECK	066834	MN Life Insurance Company	219.50CR	OUTSTND	A	0/00/0000
10100	9/27/2023	CHECK	066835	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	9/27/2023	CHECK	066836	MN PEIP	7,774.70CR	OUTSTND	A	0/00/0000
10100	9/27/2023	CHECK	066837	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	9/27/2023	CHECK	066838	VOID CHECK	0.00	OUTSTND	A	0/00/0000
10100	9/27/2023	CHECK	066839	VOID CHECK	0.00	OUTSTND	A	0/00/0000

COMPANY: 999 - Pooled Cash Fund
 ACCOUNT: 10100 Pooled Cash
 TYPE: Bank Draft, Check, EFT
 STATUS: All
 FOLIO: All

CHECK DATE: 9/01/2023 THRU 9/30/2023
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 000000 THRU 999999

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
10100	9/29/2023	CHECK	066840	US Postal Service	812.70CR	OUTSTND	A	0/00/0000
EFT:								
10100	9/07/2023	EFT	000684	Gopher State One-Call	48.60CR	OUTSTND	A	0/00/0000
10100	9/07/2023	EFT	000685	MN Municipal Power Agency	91,957.05CR	OUTSTND	A	0/00/0000
10100	9/07/2023	EFT	000686	TOW Dist Corp	18,709.39CR	OUTSTND	A	0/00/0000
10100	9/07/2023	EFT	000687	Walton Law Group, PLLC	5,674.96CR	OUTSTND	A	0/00/0000
10100	9/07/2023	EFT	000688	Dahlheimer Beverage LLC	12,948.55CR	OUTSTND	A	0/00/0000
10100	9/21/2023	EFT	000689	Department of Energy	61,371.97CR	OUTSTND	A	0/00/0000
10100	9/21/2023	EFT	000690	Bellboy Corporation	1,090.22CR	OUTSTND	A	0/00/0000
10100	9/21/2023	EFT	000691	Power System Eng., Inc.	1,175.00CR	OUTSTND	A	0/00/0000
10100	9/21/2023	EFT	000692	VIA Actuarial Solutions	1,700.00CR	OUTSTND	A	0/00/0000
10100	9/21/2023	EFT	000693	Bluum of Minnesota	1,177.60CR	OUTSTND	A	0/00/0000
10100	9/21/2023	EFT	000694	CenturyLink	972.74CR	OUTSTND	A	0/00/0000

TOTALS FOR ACCOUNT 10100	CHECK	TOTAL:	1,771,743.29CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	0.00
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	196,826.08CR
	BANK-DRAFT	TOTAL:	178,098.39CR

TOTALS FOR Pooled Cash Fund	CHECK	TOTAL:	1,771,743.29CR
	DEPOSIT	TOTAL:	0.00
	INTEREST	TOTAL:	0.00
	MISCELLANEOUS	TOTAL:	0.00
	SERVICE CHARGE	TOTAL:	0.00
	EFT	TOTAL:	196,826.08CR
	BANK-DRAFT	TOTAL:	178,098.39CR

City of Olivia, Minnesota

RESOLUTION 2023-100

RESOLUTION APPOINTING CITY ATTORNEY AND PROSECUTING ATTORNEY AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND ENTER INTO AN AGREEMENT FOR LEGAL SERVICES

WHEREAS, in September 2023, the City of Olivia issued a Request for Proposals (RFP) from qualified firms interested in providing municipal legal services for the city and directed the personnel committee to review the proposals and conduct interviews; and

WHEREAS, in response to the RFP's the city received one response for prosecution legal services two responses for civil legal services; and

WHEREAS, following review by the Committee, the recommendation is to hire Kennedy & Graven, Chartered for Civil and Anderson Larson Saunders Klaassen Dahlager & Leitch Prosecution legal services; and

WHEREAS, the City of Olivia and Kennedy & Graven, Chartered, and Anderson Larson Saunders Klaassen Dahlager & Leitch will negotiate and execute a final three years agreement for legal services.

NOW THEREFORE, BE IT RESOLVED by the City Council for the City of Olivia that the City Administrator be and is hereby authorized and directed to negotiate and enter into an agreement with Kennedy & Graven, Chartered for civil legal services and Anderson Larson Saunders Klaassen Dahlager & Leitch for Prosecution legal services.

This Resolution shall become effective upon its passage and without further publication.

Dated this 16 day of October 2023.

Jon Hawkinson, Mayor

Attest: _____

Jasmine Miller, City Clerk

Olivia City Council

October 16th, 2023

Agenda Item:	Step Movement for Jasmine Miller
Request for Action:	Adopt Resolution #2023-101, Approving Step Movement for Jasmine Miller
Employee/Dept.:	Jasmine Miller, City Clerk

Background:

Jasmine Miller, City Clerk is eligible for step movement based on a satisfactory review of her performance upon her work anniversary date of October 8th.

It is recommended that Jasmine Miller be moved to Step 4 of Grade 10 of the approved pay scale. Step movements have been approved and accounted for in the 2023 budget.

Budget Impact:

N/A

Funding Source:

General fund

Recommendation:

Staff recommends approving the step movement for Jasmine Miller.

Motion Type:

Simple majority vote of members present.

Requested Action/Motion:

"I move to adopt Resolution #2023-101, approving the step movement for Jasmine Miller."

Attachments:

Resolution #2023-101

**CITY OF WATERTOWN
RESOLUTION NO. 2023-101**

**RESOLUTION APPROVING
STEP MOVEMENT**

WHEREAS, the City of Olivia (the “City”) has provided for step movements of employees on the approved pay scale; and

WHEREAS, Jasmine Miller has satisfactorily had her performance reviewed for the prior year and subsequent goals set for the upcoming; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Olivia, Minnesota, hereby approves placement of Jasmine Miller at Step 4 of Grade 10 of the approved pay scale effective October 8th, 2023.

Adopted by the City Council of the City of Olivia this 16th day of October 2023

Jon Hawkinson, Mayor

ATTEST: _____
Jasmine Miller, City Clerk

Delinquent Refuse Bills - 2023

Certify for Assessment to 2024 Taxes

Acct No.	Owner/Renter	Service Address	Amount
	Owner: Alejandra Avendano		
16442100	Renter: Dalmaris Olivo	410 7 th St S	\$41.76
	Owner: Larry Benson		
9300300	Renter: Galen Serbus	605 10 th St S	\$31.83
	Owner: Mike Berge		
3065900	Renter: Dennis Mogard	214 5th St S	\$52.68
12183001	Renter: Kelia Najera	708 9 th St S	\$139.60
16573400	Renter: Tiffany Schmitz	306 Fairview Ave	\$178.16
18382100	Previous Renter: Jackie Acosta	908 Evergreen Ave W	\$13.17
17230500	Previous Renter: Talita Torres	908 Evergreen Ave W	\$135.25
	Owner: Calvin Burton		
17507800	Previous Renter: Corey Johnson	312 11th St S	\$35.38
	Owner: Double T Properties		
7631200	Renter: Mike Schemmel	307 9th St N	\$50.34
	Owner: George & Elisha Garcia		
17465900	Previous Renter: Mike Reiten	211 Depue Ave E	\$85.96
	Owner: Mark Haen		
17452700	Previous Renter: Maria Garcia	302 7 th St N	\$20.64
	Owner: Dolores Hatch		
6272700	Previous Renter: Andy Madsen	805 7 th St N	\$47.23
	Owner: Raul Hernandez-Santos		
17621000	Previous Renter: Jasmin Briseno	205 11 th St S	\$20.20
	Owner: Rick Julson		
17224900	Renter: Nick Julson	501 11 th St S	\$58.08
	Owner: Roger & Dee Dee Lopau		
17293300	Renter: Katie Martinson	1202 9 th St N	\$48.29
	Owner: Jacky Meyer		
7159400	Renter: Erin Meyer	501 11 th St N	\$99.52
	Owner: Gary Nere		
17423200	Previous Renter: Marco Miranda	403 3 rd St S	\$25.56
	Owner: Teton Oasis, LLC		
16990700	Previous Renter: Sandra Fischer	1007 DePue Ave E #202	\$48.29
17296700	Previous Renter: Autumn Malvin	1007 DePue Ave E #201	\$139.57
	Owner: Jeff & Cindy Vosika		
2926100	Renter: Gary Kopel	104 7 th St S	\$168.20
	Renter: Samantha Menk	702 9 th St N	\$139.60
	Owner: Wencel Wertish		
12735800	Renter: Paul Wertish	310 9 th St N - Up	\$52.68
16302700	Previous Renter: Brandon Shubert	310 9 th St N - Down	\$188.94
	Owner: Kevin Wittinger		
16588000	Renter: Daniel Garza	712 Plum Ave E #22	\$58.74
17416300	Renter: Rob Linde	812 8 th St N #20	\$40.52
	Owner: Alicia Auck		
16170500	Previous Owner: Double T Holdings	209 7 th St S	\$12.48
	Owner: Jasmine Delgadillo		
	Previous Owner: Abby Christensen		
10558500	Previous Owners Renter: Robert Kubesh	904 Park Ave W	\$20.92
	Owner: Drew Maher		
4054900	Previous Owner: Tom O'Halloran	307 DePue Ave E	\$30.73
6885400	Sean Bauman	1304 Fairview Ave W	\$43.90
6266400	Andrea Elizalde	705 Lincoln Ave E	\$86.74
1481200	Cheryl Engstrom	913 Circle Dr	\$92.68
2987500	Jeremy Fischer	808 15 th St S	\$79.27
3829700	Mike Greenwell	303 11 th St N	\$87.19
1415500	Steve Helmer	410 10 th St S	\$21.95
1573700	Steve Johnson	612 Maple Ave E	\$98.99
12925000	Mikayla Meyer-Brewer	616 DePue Ave E	\$39.07
2519700	James Rauenhorst Jr.	1312 Pine Cir	\$52.68
7010400	Jacob Toren	110 10 th St S	\$52.68
6432700	Patricia Webber	110 6 th St S	\$25.11
16738800	Thomas Zummo	708 9 th St N	\$141.82



Dinges Fire Company

243 E Main St.
Amboy, IL 61310
Phone: 815.857.2000
www.DingesFire.com

Bill To:

Olivia Fire Dept (Olivia, MN)
C/O: Kevin Morris
1009 West Lincoln Avenue
Olivia, MN 65277

Ship To:

Quantity	Item	Description	Price	Total
10	Bullard-FXSYL	Fire Helmet, Structural, FX, Yellow, Fiberglass, Faceshield R330 4" Polyarylate	\$280.00	\$2,800.00
1	BlackDiamond-2700912-X2-11.0	Men's 11.0/Women's 13.0 - 14 NFPA Leather & Fusion TM Fabric, Custom Fit System	\$320.00	\$320.00
1	BlackDiamond-2700912-X2-11.5	Men's 11.5/Women's 13.5 - 14 NFPA Leather & Fusion TM Fabric, Custom Fit System	\$320.00	\$320.00

* Sales tax will be applied to customers who have not provided a tax exempt certificate.

Sub Total \$3,440.00

* Quote Created on 08/22/2023. Pricing valid for no more than 30 days, unless noted otherwise.

Shipping TBD

* Financing options may be available. Please contact your sales rep for more information and a payment estimate.

Total \$3,440.00

This is a quotation only. Please do not make payment based off this quotation. An invoice will be sent to you when product is ready for delivery. Contact your local sales representative with any questions or requests.



Dinges Fire Company

243 E Main St.
Amboy, IL 61310
Phone: 815.857.2000
www.DingesFire.com

Bill To:

Olivia Fire Dept (Olivia, MN)
C/O: Kevin Morris
1009 West Lincoln Avenue
Olivia, MN 65277

Ship To:

Quantity	Item	Description	Price	Total
5	Lion-DFC-VF-APK9-SET	[PSGQ27287-B] V-FORCE IsoDri Set, Armor AP-K9 (Glide Ice AraFlo/RT7100) - Bi-Swing Coat with 9x7x2 hand warmer pockets, Flashlight Strap FLS554 on Right Options: - A- Color: Gold Armor AP - B - Trim: [CT234PTY + PTC4PT3Y] YELLOW NYC - C - Yoke Lettering: [LTSL3YNS] YELLOW - Straight (OLIVIA) - E - Name Letter Panel: [LP34 + LPV13 + LPS10 + LTSL3YNS] YELLOW - Hanging - F - Wristlet: [CLW753] 8" Over-the-Hand Wristlet with Thumb Hole - G - American Flag: [EM5] RIGHT SLEEVE - H - Coat Closure: [SF244] 2.5" Storm Flap with Zipper In/Velcro Out - J - Waist: [TUP700] Take Ups	\$3,363.00	\$16,815.00

* Sales tax will be applied to customers who have not provided a tax exempt certificate.

Sub \$16,815.00

Total

* Quote Created on 09/30/2023. Pricing valid for no more than 30 days, unless noted otherwise.

Shipping TBD

* Financing options may be available. Please contact your sales rep for more information and a payment estimate.

Total \$16,815.00

This is a quotation only. Please do not make payment based off this quotation. An invoice will be sent to you when product is ready for delivery. Contact your local sales representative with any questions or requests.



Dinges Fire Company

243 E Main St.
Amboy, IL 61310
Phone: 815.857.2000
www.DingesFire.com

Bill To:

Olivia Fire Dept (Olivia, MN)
C/O: Kevin Morris
1009 West Lincoln Avenue
Olivia, MN 65277

Ship To:

Quantity	Item	Description	Price	Total
2	Lion-LP44	1" x 4" letter patch with {LPV17} Hook and Loop and Embroidery Options: - Lettering: 1/2" Black Block Embroidery Letters [LTEHB] (L. Erickson) - Material: Armor AP Khaki	\$35.75	\$71.50
2	Lion-LP44	1" x 4" letter patch with {LPV17} Hook and Loop and Embroidery Options: - Lettering: 1/2" Black Block Embroidery Letters [LTEHB] (J. Jungers) - Material: Armor AP Khaki	\$35.75	\$71.50

* Sales tax will be applied to customers who have not provided a tax exempt certificate.

Sub Total \$143.00

* Quote Created on 10/04/2023. Pricing valid for no more than 30 days, unless noted otherwise.

Shipping TBD

* Financing options may be available. Please contact your sales rep for more information and a payment estimate.

Total \$143.00

This is a quotation only. Please do not make payment based off this quotation. An invoice will be sent to you when product is ready for delivery. Contact your local sales representative with any questions or requests.

ORDINANCE NO. 2023-05

**CITY OF OLIVIA
COUNTY OF RENVILLE
STATE OF MINNESOTA**

**AN ORDINANCE AMENDING SECTION 30.07 RELATED TO WRITING REQUIREMENTS
AND SECTION 30.10 RELATED TO ORDINANCES.**

WHEREAS, the City of Olivia is a statutory city located in the County of Renville, State of Minnesota; and

WHEREAS, statutory cities must comply with Minnesota Statutes Chapter 412; and

WHEREAS, Minnesota Statutes, Section 412.191, subd. 4 sets forth the statutory criteria for ordinances, which includes being signed by the mayor and attested to by the city clerk, not the city administrator; and

WHEREAS, Minnesota Statutes, Section 412.201 sets forth statutory criteria for the execution of written instruments and requires execution of those documents on behalf of the city by the mayor and the city clerk; and

WHEREAS, Section 31.15 of the City Code establishes the position of City Administrator but does not designate the City Administrator as a clerk or deputy clerk for purposes of attesting to ordinances, resolutions or executing documents.

Now therefore, the City Council of the City of Olivia does ordain:

SECTION 1. Olivia City Code of Ordinances, Section 30.07 WRITING REQUIREMENTS is hereby amended by adding the following underscored text and deleting the strikethrough:

30.07 ~~WRITING REQUIREMENTS.~~ RESOLUTIONS & MOTIONS

(A) Resolutions.

(i) ~~Resolutions all in writing. All resolutions shall be in writing.~~ Procedure on Resolutions. Every resolution shall be presented in writing before a vote is taken thereon, unless the written requirement is dispensed with by unanimous consent.

(ii) Signing of Resolutions. Every Resolution passed by the Council shall be signed by the Mayor, attested by the City Clerk.

(B) Motions reduced to writing. Every motion shall be reduced to writing if the chair or any member requires it. A motion then made and seconded, shall be stated by the Chairperson or being written shall be read by the Administrator, and may be withdrawn before decision or amendment, or any disposition thereof has been made, or a vote taken thereon. The following motions need not be reduced to writing: to adjourn, postpone, reconsider, commit, lay on the table, or to act on the previous question.

SECTION 2. Olivia City Code of Ordinances, Section 30.10 ORDINANCES is hereby amended by adding the following underscored text and deleting the strikethrough:

30.10 ORDINANCES.

(A) Procedure. Ordinances are enacted in accordance with the procedures set forth in the laws of Minnesota. Every ordinance shall be enacted by a majority vote of all the members of the council except where a larger number is required by law. After an ordinance shall have passed, a complete and accurate copy as amended shall be made by the Administrator and shall be signed by the Mayor or in his or her absence by the Acting Mayor and attested to by the city deposited with the clerk Administrator, who shall attest, seal, number, file, publish, and record or place the same permanently in the ordinance book. Entry of the complete ordinance as amended directly into the ordinance book and original signatures and seal thereon shall be in compliance with the laws of Minnesota this section. The affidavit of publication shall be permanently inserted in the ordinance book after each ordinance. Every ordinance shall be recorded in the ordinance book within 20 days after publication of the ordinance or its title and summary. All ordinances shall be suitably entitled and shall be substantially in the style. "The City Council of ordains:" Any ordinance not included in this code by council direction is a special ordinance. The city clerk must maintain an up-to-date, indexed record of all special ordinances. The council may direct that special ordinances and others be included in appendices to this code.

(B) Publication. Ordinances shall be published once in the official newspaper.

(C) Effective Date. Unless otherwise specified within the ordinance, an ordinance becomes effective after its publication in the official newspaper.

(D) Lengthy Ordinances. In the case of lengthy ordinances, or ordinances which include charts or maps, if the city council determines that publication of the title and a summary of an ordinance would clearly inform the public of the intent and effect of the ordinance, the council may by a four-fifths vote of its members direct that only the title of the ordinance and a summary be published with notice that a printed copy of the ordinance is available for inspection by any person during regular office hours at the office of the city clerk and any other location which the council designates. A copy of the entire text of the ordinance shall be posted in the community library, if there is one, or if not, in any other public location which the council designates. The publishing of the title and summary shall be deemed to fulfill all legal publication requirements as completely as if the entire ordinance had been published. The text of the summary shall be published in a body type no smaller than brevier or eight-point type. Proof of the publication shall be attached to and filed with the ordinance.

SECTION 3. EFFECTIVE DATE. This ordinance shall become effective on the first day of publication after adoption.

Passed this 16th day of October, 2023.

Jon Hawkinson, Mayor

ATTEST _____

Jasmine Miller, City Clerk

City of Olivia

Request for Proposal for Auditing Services

October 17, 2023

Shawn Hanson, Finance Director
1009 West Lincoln Ave
Olivia, MN 56277

shanson@olivia.mn.us
olivia.mn.us

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I. INTRODUCTION

A. General Information

The City of Olivia is requesting proposals from qualified firms of certified public accountants to audit all funds for the fiscal years ending December 31, 2023, December 31, 2024, and December 31, 2025. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the MN State Legal Compliance audit requirements, as well as all other Federal, State, and local requirements in effect now or placed in effect during the engagement. In addition, the audit must comply with the provisions of the Federal Single Audit Act of 1996 and U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments and subsequent updates.

There is no expressed or implied obligation for the City of Olivia to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the engagement letter between the City of Olivia and the firm selected.

Proposals must be submitted by November 15, 2023 by 4:00 pm, via email (preferred) to shanson@olivia.mn.us or if by mail, addressed to:

City of Olivia
Shawn Hanson
1009 West Lincoln Ave
Olivia, MN 56277

The City reserves the right to reject any or all proposals submitted.

During the evaluation process, the City reserves the right to request additional information or clarifications from responding firms, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

It is anticipated that the selection of a firm will be completed by November 22, 2023. Following the notification of the selected firm, it is expected that a contract will be executed between both parties as soon as possible.

B. Term of Engagement

A three-year contract is contemplated, subject to annual review of price and performance, along with an option to renew for an additional three-year period. The three-year renewal option will be at the sole discretion of the City, with scope of services and pricing to be negotiated.

C. Subcontracting

No subcontracting will be allowed without the express prior written consent of the City of Olivia.

II. NATURE OF SERVICES REQUIRED

A. General

The City of Olivia is soliciting the services of qualified firms of certified public accountants to audit and prepare its financial statements for the fiscal years ending December 31, 2023, 2024, and 2025 with the option of auditing its financial statements for an additional three-year period. These audits are to be performed in accordance with the provisions contained in this request for proposals.

B. Scope of Work to be Performed

The City of Olivia desires the auditor to express an opinion on the fair presentation of its basic financial statements, each major fund, and the aggregate remaining fund information and the respective changes in financial position, and, where applicable, cash flows thereof in accordance with accounting principles generally accepted in the United States of America.

The auditor is not required to audit the combining and individual fund financial statements and supporting schedules. However, the auditor is to provide an "in-relation-to" opinion on the combining and individual fund financial statements and supporting schedules based on the auditing procedures applied during the audit of the basic financial statements. The auditor is not required to audit the introductory or statistical sections of the report.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor shall express an opinion on whether the governmental entity complied with laws, regulations, and with the provisions of contracts or grant agreements which could have a direct and material effect on the major program.

For every year the City is required to have a Single audit, the auditor would follow the provisions of the federal Single Audit Act Amendments of 1996. It is expected that the City will require a Single Audit periodically.

C. Auditing Standards to Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

- The auditing standards generally accepted in the United States of America.

- The provisions of the Minnesota Legal Compliance Audit Guide for Local Governments
- The standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, if applicable.
- The provisions of the Single Audit Act of 1984 (as amended in 1996 and any new amendments), if applicable.
- The provisions of U.S. Office of Management and Budget (OMB) Circular A-133, if applicable.
- Any other Federal, State and local requirements in effect now or placed into effect during the engagements.

D. Reports to be Issued

Following the completion of both audits of the fiscal year's financial statements, the auditor shall issue:

- A report on the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards “in relation to” the audited financial statements.
- A report on internal control over financial reporting based on the auditors understanding of internal control structure.
- A report on compliance with applicable laws and regulations.
- A report on internal control over compliance for major federal programs, an opinion on compliance requirements applicable to each major federal program, and a summary of the auditor’s results and a schedule of findings and questioned costs, if any, required by the OMB.
- In the required report on internal controls, the auditor shall communicate any reportable conditions or material weaknesses, as defined by Government Auditing Standards.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the City Administrator and the Mayor.

E. Reporting to the City Council

Auditors shall assure themselves that the City of Olivia City Council is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments

5. Other information in documents containing audited financial statements
6. Disagreements with management
7. Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

F. Special Considerations

1. Additional assistance regarding the specifics of the future implementation and compliance with the reporting requirements mandated by GASB statements may be required.

G. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three years, unless the firm is notified in writing by the City of Olivia of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- City of Olivia
- MN State Auditor
- U.S. General Accounting Office (GAO)
- Parties designated by the federal or state governments or by the City of Olivia as part of an audit quality review process
- Others as they become known or required by the City of Olivia

All data relating to the audit, including work papers, will be subject to the same data classifications that apply under Minnesota Statutes §6.715. The auditor conducting a City audit must provide access to such data relating to the audit and is liable for unlawful disclosure of the data as if it were a government entity under Minnesota Statute Chapter 13.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Major Contact Person

The auditor's principal contact with the City will be Shawn Hanson, Finance Director, or a designated representative, who will coordinate the assistance to be provided by the City of Olivia to the auditor.

B. Background Information

- The City of Olivia is in Renville County and has population of 2,337.
- The City of Olivia' fiscal year begins on January 1 and ends on December 31.
- The City provides basic governmental services to its residents and businesses, including public Library, public safety (police and fire), construction and maintenance of local streets, neighborhood parks and trails, Housing and Economic Development and general administrative services. The City has its own municipal Electric, Water, and Wastewater Departments and Commission. Storm Sewer services are also provided by the City. The City operates a municipal Liquor Store.
- More detailed information about the City and its finances can be found on the City website or by inquiry.

C. Fund Structure

The City uses the following fund types in its financial reporting: General, Special Revenue, Debt Service, Capital Project, and Enterprise.

D. Pension Plans

All full time and certain part-time employees of the City are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). The association administers the General Employees Retirement Fund and the Public Employees Police and Fire fund, which are cost sharing, multiple employer retirement plans.

E. Component Units

The City reported one discretely presented component unit in the 2022 Financial Statements, the Economic Development Authority.

F. Finance Department

The finance department is headed by Shawn Hanson, Finance Director.

IV. TIME REQUIREMENTS

A. Proposal Calendar:

Request for proposal issued	October 17, 2023
Due date for proposals	November 15, 2023
Potential Interview	November 16-17, 2023

B. Notification:

It is anticipated that the staff-recommended firm will be notified on or before November 22, 2023.

C. Schedule for Audit Completion

The City will have all records ready for audit and all management personnel available to meet with the firm's personnel at a date that is mutually convenient. Each of the following should be completed by the auditor no later than the dates indicated.

1. Entrance Conference: The purpose of this meeting will be to discuss prior audit issues (if applicable) and the interim work to be performed. The auditor shall provide the City at the Entrance Conference with both a detailed audit plan and a list of all schedules to be prepared by the City. This meeting shall be scheduled by January 15 each year of the contract.
2. Fieldwork: The City will have its accounting records ready for audit by the end of April. The auditor will be required to complete fieldwork no later than April 30. It is the City's preference that fieldwork be completed in one block of time.
3. Exit Conference and Draft Reports: The purpose of this meeting will be to summarize the results of the field work and to review significant findings. The auditor shall have drafts of the audit reports and recommendations to management available for review by May 31 of each year.
4. Final Opinions and Reports: All opinions and reports will be delivered to the City by June 15 each year.
5. Presentation to City Council: This will encompass a brief presentation to the Council during a regular City Council meeting prior to June 30th each year.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR & REPORT PREPARATION

A. Finance Department

The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. Preparation of confirmations will be the responsibility of the Auditor with assistance from the City.

B. Statements and schedules to be prepared by the Finance Department

The Finance Department staff will help prepare as many audit worksheets and schedules as is practical.

C. Work Area, Telephones, Photocopying, and the internet.

The City will provide the auditor with reasonable work space, desks, and chairs. The auditor will also be provided with access to telephone lines and photocopying facilities. Wireless internet connection will be available.

D. Report Preparation.

Report preparation, editing, and printing shall be the responsibility of the Auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries concerning the request for proposals and the subject of the request for proposals should be made to:

Shawn Hanson, Finance Director
shanson@olivia.mn.us
320-523-2361

2. Submission of Proposals

The following material is required to be received by 4:00 p.m. on November 15, 2023 for a proposing firm to be considered:

- a. Title page showing the request for proposals subject; the firm's name; the name, address, and telephone number of the contact person; and the date of the proposal.
- b. Table of contents
- c. Transmittal letter - A signed letter of transmittal, stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for 60 days.
- d. Detailed proposal - The detailed proposal should follow the order set forth in Section VI B of this request for proposals.
- e. Executed copy of Proposer Guarantees and Warranties, attached to this request for proposal (Attachment A).
- f. A completed Schedule of Professional Fees and Expenses for each audit year (Attached to the RFP in Attachment B)

B. Proposal

1. General Requirements

The purpose of the Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Olivia in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Proposal should address all the points outlined in the request for proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, items No. 2 through 10, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of the City as defined by generally accepted auditing standards. The firm also should provide an affirmative statement that it is independent of the component units of the City as defined by those same standards.

3. License to Practice in Minnesota

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Minnesota.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending

against the firm during the past three years with state regulatory bodies or professional organizations.

5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is licensed to practice as a certified public accountant in Minnesota. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, or other assigned staff may be changed if those personnel leave the firm, are promoted, or are assigned to another office, provided that the replacements have substantially the same or better qualifications or experience. The City retains the right to approve or reject replacements.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (minimum of 3, maximum of 5) performed in the last three years that are similar to the engagement described in this request for proposal. Provide three municipal references with contact name, telephone number and email address.

7. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the City's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

8. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

9. Report Format

The proposal should include sample formats for required reports.

10. Audit Schedule

The proposal should include an acknowledgement of the required audit schedule and a statement as to the firm's ability to meet the schedule.

C. Schedule of Professional Fees and Expenses

1. Total All-Inclusive Maximum Price

The dollar cost proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price shall contain all direct and indirect costs including all out-of-pocket expenses.

The City will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

2. Hourly rates for partners, managers, supervisors, and other staff, with number of hours anticipated for each. The dollar cost bid should include a schedule of professional fees and expenses, presented in the format provided in Attachment B, that supports the total all-inclusive maximum price.

3. Single Audit

Since the Single Audit work is based on the requirements of individual grants which may vary, the cost of the Single Audit should be stated separately.

4. Rates for Additional Professional Services

If the City requests the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm. Any such additional work agreed to between the City and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid.

5. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month.

VII. EVALUATION PROCEDURES

A. Review Committee

Proposals submitted will be evaluated by a review committee consisting of the City Administrator and Finance Director.

B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Minnesota.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the City
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work

2. Technical Qualifications

a. Expertise and Experience

- i. The firm's past experience and performance on comparable government engagements
- ii. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation

b. Audit Approach

- i. Adequacy of a proposed staffing plan for various segments of the engagement
- ii. Adequacy of sampling techniques
- iii. Adequacy of analytical procedures
- iv. Ability to meet scheduled deadlines

3. Price

Price will be a factor in the selection of an audit firm. However, price will not be the sole determining factor in the selection process.

C. Oral Presentations

During the evaluation process the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal.

D. Final Selection

The City Administrator and Finance Director will recommend to the City Council the appointment of a CPA firm judged to be the most responsive and responsible proposer for the auditing services requested. The final decision with respect to the appointment will be made by the City Council.

E. Right to Reject Proposals

The City of Olivia reserves the right, without prejudice, to reject any or all proposals. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the engagement letter between the City and the firm selected.

ATTACHMENT A

PROPOSER WARRANTIES

Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-state) corporations.

Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.

Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City.

Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: _____

Name (typed or printed): _____

Title: _____

Firm: _____

Date: _____

ATTACHMENT B

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR
THE AUDIT OF THE 2023 CITY'S FINANCIAL STATEMENTS**

	<u>HOURS</u>	<u>RATES</u>	<u>RATES</u>	<u>TOTAL</u>
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
 SUBTOTAL	_____			_____
 CITY AUDIT AND AUDIT ADJUSTMENTS				_____
OFFICE OF STATE AUDITOR REPORT				_____
SINGLE AUDIT (if necessary)				_____
 SUBTOTAL		(THE ABOVE SUBTOTAL SHOULD EQUAL)		_____
 OUT-OF-POCKET EXPENSES (SPECIFY)				
_____				_____
_____				_____
_____				_____
_____				_____
 TOTAL NOT-TO-EXCEED COST FOR THE 2023 AUDIT				_____

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR
THE AUDIT OF THE 2024 CITY'S FINANCIAL STATEMENTS**

	STANDARD QUOTED			
	HOURLY HOURLY			
	<u>HOURS</u>	<u>RATES</u>	<u>RATES</u>	<u>TOTAL</u>
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
 SUBTOTAL	_____			_____
 CITY AUDIT AND AUDIT ADJUSTMENTS				_____
OFFICE OF STATE AUDITOR REPORT				_____
SINGLE AUDIT (if necessary)				_____
 SUBTOTAL		(THE ABOVE SUBTOTAL SHOULD EQUAL)		_____
 OUT-OF-POCKET EXPENSES (SPECIFY)				
_____				_____
_____				_____
_____				_____
_____				_____
 TOTAL NOT-TO-EXCEED COST FOR THE 2024 AUDIT				_____

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR
THE AUDIT OF THE 2025 CITY'S FINANCIAL STATEMENTS**

	STANDARD QUOTED			
	HOURLY HOURLY			
	<u>HOURS</u>	<u>RATES</u>	<u>RATES</u>	<u>TOTAL</u>
PARTNERS	_____	_____	_____	_____
MANAGERS	_____	_____	_____	_____
SUPERVISORY STAFF	_____	_____	_____	_____
STAFF	_____	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____	_____
 SUBTOTAL	_____			_____
 CITY AUDIT AND AUDIT ADJUSTMENTS				_____
OFFICE OF STATE AUDITOR REPORT				_____
SINGLE AUDIT (if necessary)				_____
 SUBTOTAL		(THE ABOVE SUBTOTAL SHOULD EQUAL)		_____
 OUT-OF-POCKET EXPENSES (SPECIFY)				_____
_____				_____
_____				_____
_____				_____
_____				_____
 TOTAL NOT-TO-EXCEED COST FOR THE 2025 AUDIT				_____

CITY OF OLIVIA

RESOLUTION 2023- 102

**A RESOLUTION UPDATING THE FINE AND FEE SCHEDULE
OF THE OLIVIA CITY CODE**

WHEREAS, the City has conducted a periodic review and determined that the Fine and Fee Schedule should be updated, and

WHEREAS, the Fine and Fee Schedule may be set from time to time by a Resolution of the Olivia City council; and,

WHEREAS, City Staff has reviewed the current Fine and Fee Schedule for the City of Olivia and is hereby recommending that the Fine and Schedule attached here to as Appendix A should be adopted.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Olivia that the fee schedule attached hereto as Appendix A is hereby adopted effective for Utility Service beginning on November 21st 2023 that will appear on the January 1st 2024 customer bill.

Approved by the Olivia City Council this 16th day of October, 2023.

Jon Hawkinson, Mayor

ATTEST:

Jasmine Miller, City Clerk

Utility Rates:

Storm Water Drainage Utility (Chapter 51.02) Fund Fees/Rates & Charges (Effective Jan. 1, 2024)

Class 1	16.45
Class 2	36.95
Class 3	70.85
Class 4	104.75
Class 5	per acre 1.65

Water Rates (Chapter 54.03) (Effective Jan. 1, 2024)

Base Charge (includes \$4.00 for Reserve Account Fund)	monthly 22.42
100 Cubic Feet	per unit 5.35

Sewer Service Charges AKA Wastewater Treatment (Effective Jan. 1, 2024)

Base Charge (includes \$4.00 for Reserve Account Fund)	monthly 21.63
100 Cubic Ft. of Water Usage	per unit 5.46

Electrical Energy Rates (Chapter 52.02); (Effective Jan. 1, 2024)

Residential Monthly Base	16.75
Energy Rate per kWh	0.1143
Commercial Monthly Base	22.79
Energy Rate per kWh	0.1235
Small Power Monthly Base	48.23
Energy Rate per kWh	0.1235
Large Power Monthly Base	58.83
Demand Rate per kW	12.72
Energy Rate per kWh	0.0810
Interdepartmental Demand Rate per kW	7.42
Interdepartmental Energy Rate per kWh	0.0767