

**AGENDA**  
**OLIVIA CITY COUNCIL MEETING**  
**CITY HALL COUNCIL CHAMBERS**  
**TUESDAY, FEBRUARY 20 at 5:30 PM**



**PLEDGE OF ALLEGIANCE**

**1) CALL TO ORDER AND DETERMINATION OF A QUORUM**

Councilors: \_\_\_Baumgartner \_\_\_Ebbers \_\_\_Ferguson \_\_\_Mayor Hawkinson \_\_\_Padrnos

**2) PUBLIC FORUM**

- A) When addressing the Council, please provide your name for the meeting record
- B) Speaking times will be limited to 3-minutes

**3) AGENDA APPROVAL**

**4) CONSENT AGENDA**

- A) Regular Meeting Minutes of February 5, 2024
- B) Resolution 2024-28, Step Movement for Ashley Jansen and Heather Otto
- C) City of Olivia Cogeneration and Small Power Production Tariff 2023

**5) REPORTS**

- A) 1930 Lincoln Ave Special Assessment Update
- B) Reports of Council / Staff

**6) NOTICES AND COMMUNICATIONS**

- A) Special Meeting on Monday, February 26 at 5:30PM to review RFPs for the City Hall Project

**7) CLOSED SESSION**

- A) Conduct a closed session pursuant to Minn Stat. § 13D.05D, subd. 3(c)(1) Discussion Regarding Appraisals and Asking Prices for Possible Sale of Real Property: PID #'s 35-00150-00 and 35-00151-00

**8) CLOSED SESSION**

- A) Conduct a closed session pursuant to Minn. Stat. § 13D.05, subd. 3(a) to evaluate the performance of the City Administrator

**9) DISCUSSION / BUSINESS ITEMS**

- A) Resolution 2024-29, Approving Step Movement for Elizabeth Torkelson

**10) ADJORNMENT**

## REGULAR MEETING MINUTES

Monday, February 5, 2024

### 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 5:30 P.M.

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

Others present: Elizabeth Torkelson, City Administrator; Jason Krumheuer, Police Chief; Mary Tietjen (zoom), City Attorney; Marissa Castillo, Planning and Zoning Administrator; Tracey Johnson, Pool Coordinator; Tim Seehusen, Fire Department; Kevin Morse, Fire Chief; Antonio Rosell, Community Design Group; Cody Blevins, Marcus Construction; CJ Senger, Marcus Construction; Ross Okins, Renville County Register; Guest (zoom), Linda (zoom), iPhone (zoom), Jasmine Miller, Deputy Clerk.

### PUBLIC FORUM

Mayor Hawkinson temporarily suspended the regular meeting and opened the public forum at 5:30 P.M.

No public comments were offered so Mayor Hawkinson reopened the regular meeting at 5:31 P.M.

### AGENDA

**Motion by Ebbers, second by Padrnos** to approve the agenda as presented. Motion passed unanimously.

### CONSENT AGENDA

**Motion by Ferguson, second by Ebbers** to approve the Consent Agenda. Motion passed unanimously.

Mayor Hawkinson thanked Fire Department Officer's Tim Seehusen, Dave Altmann and Joe Ryan for their decades of service to the people of Olivia. The Mayor recognized their dedication and expressed that it was an honor to have had them serve on the City of Olivia's Fire Department.

- Regular Meeting Minutes of January 16, 2024
- Work Session Minutes of January 16, 2024
- Resolution 2024-19, Accepting the Transfer of Real Property from the Olivia Economic Development Authority
- Resolution 2024-20, Amending Resolution 2024-10 Approving Step Movement for Jodi Gilberts
- Resolution 2024-21, Approving Hire of Probationary Firefighter Alan Bergquist
- Resolution 2024-22, Confirmation of Fire Department Leadership Appointments
- Resolution 2024-23, Formal Endorsement of Olivia Fire Relief Association's Retirement Plan
- Resolution 2024-24, Appointing Judges for the 2024 Presidential Primary Election and Setting Wages
- Resolution 2024-25, Acknowledging the Olivia Ambulance Service Inc. has Designated Olivia Golf Club Inc. as their Lawful Gambling Premise which is Located Within the City of Olivia
- Resolution 2024-26, Authorization of Employment to Axel Zaragoza as an On-Call, Part-Time Police Officer
- Resolution 2024-27, Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition
- State Airport Fund Grant Agreement
- Electric Department Purchase Order – JT Services
- Cintas Services Agreements – Liquor Store, Water/Wastewater, and Public Works
- January Disbursements

## **DISCUSSION / BUSINESS ITEMS**

### Public Hearing on Comprehensive Plan

At 5:39 P.M. the Council entered into a Public Hearing.

Antonio Rosell, Community Design Group, presented the process of updating the Comprehensive Plan, the goals of the plan, highlights and organization of chapters.

Okins questioned why it took so long to get a new process started for a new plan, and why hasn't there been more push for the things that we all know the community needs prior to needing a written plan.

No other public comments were offered, so the Mayor reopened the regular meeting at 6:00 P.M.

### Marcus Construction Project Update

Blevins reviewed the drawings and estimates with Council explaining that the plans are ready to be solicited for an RFP to an outside architect. Discussion was mostly focused on the sprinkler system/dry system, additions and changes, epoxy flooring, fascia/soffit, garage doors, electric car charging stations, fire department lockers, drains options and case work. Blevins will prepare a list of possible cost savings for the Council to consider. It was understood that Marcus Construction will be proceeding with an RFP for the project.

### 611 Lincoln Ave Control Burn Agreement

**Motion by Ferguson, second by Baumgartner** to approve the Control Burn Agreement. Motion passed unanimously.

Castillo provided an update to the Council regarding a hazardous building. Castillo has been working with the property owner and the Fire Department on a controlled burn agreement.

### Public Comment Policy

**Motion by Baumgartner, second by Padrnos** to approve the Public Comment Policy. Motion passed unanimously.

Torkelson shared that a group of people have been joining Minnesota City Council meetings remotely, participating in public forums with inappropriate topics and derogatory language. A 13-point policy was created for Council to review.

Mayor Hawkinson encouraged the public to work with City staff. Mayor Hawkinson clarified that anyone is welcome to attend a City Council meeting and address the Council during the public forum, but recommend the public first contact the appropriate City staff person.

### Pool

Padrnos informed the Council that a meeting between City staff, School Administration and Pool Board Representatives was held to discuss the needed repairs for the pool. The pool's required repairs will cost approximately \$1,500,000, and the City is responsible for half of that cost due to the Joint Powers Agreement. Johnson addressed the Council and advocated for the pool and the importance of swimming as a life skill.

No additional items or new business items were presented.

## **REPORTS**

### Reports of Council / Staff

No reports were presented.

## **NOTICES AND COMMUNICATIONS**

Mayor Hawkinson encouraged the public to visit the City's new You Tube channel to view Council meetings.

**ADJOURNMENT**

**Motion by Padrnos, second by Ebbers:** to adjourn the meeting at 7:46 P.M. Motion passed unanimously.

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Jon Hawkinson, Mayor

Attest: \_\_\_\_\_  
Jasmine Miller, City Clerk

**CITY OF OLIVIA  
RESOLUTION NO. 2024-28**

**Authorization of a Step Increase for Ashley Jansen and Heather Otto**

**WHEREAS**, The City Council appointed Ashley Jansen as the part-time Assistant Olivia Liquor Store Manager effective June 5, 2017; and

**WHEREAS**, The City Council appointed Heather Otto as a part-time Off-Sale Clerk effective April 18, 2019; and

**WHEREAS**, Established part-time compensation policies state that regular (non-seasonal) part-time employees are eligible to move from their initial (probationary) pay step after having worked in the same capacity 1040 hours; and for subsequent pay steps to be considered after an employee has worked multiples of 2080 hours; and

**WHEREAS**, The policy's intent was to mirror the process established for full-time employee pay step advancement in that 1040 hours is equivalent to 6 months of employment at 40 per week, and 2080 hours worked is equivalent of one year of full-time employment; and

**WHEREAS**, Advancement to higher pay steps is additionally contingent upon an employee being in good standing. A review of the current part-time roster has identified two employees whose accumulated hours worked in their respective positions have reached a level where they can be considered for pay step advancement; and

**WHEREAS**, OLS Manager Nanette Serbus has determined that the job performance of the individuals meet and/or exceed expectations for their respective positions;

**THEREFORE BE IT RESOLVED** that the Olivia City Council hereby authorizes the following step increases.

Ashley Jansen	Grade 5, Step 3	Effective 6/28/2021
	Grade 5, Step 4	Effective 11/28/2022
	Grade 5, Step 5	Effective 3/11/2024
Heather Otto	Grade 0, Step 3	Effective 4/17/2023

**FURTHERMORE**, these new wage steps shall be retroactive to the effective dates listed above.

Adoption by the City Council of the City of Olivia this 20<sup>th</sup> day of February 2024.

\_\_\_\_\_  
Jon Hawkinson, Mayor

ATTEST: \_\_\_\_\_  
Jasmine Miller, City Clerk

## **Cogeneration and Small Power Production Tariff**

The City of Olivia, Minnesota (“City”) operates a municipal electric utility that is governed by its City Council (the “Utility”). Pursuant to its Rules Governing the Interconnection of Cogeneration and Small Power Production Facilities, the City establishes and/or updates its Cogeneration and Small Power Production Tariff (“Tariff”) for billing and sales transactions effective as of the date approved by resolution of the City Council as follows:

The Tariff shall consist of the following four schedules:

**SCHEDULE 1:** Calculation of average retail utility energy rates for each utility customer class.

**SCHEDULE 2:** Rates at which Utility purchases energy and capacity from the wholesale supplier from which purchases may first be avoided.

**SCHEDULE 3:** Utility’s adopted interconnection process, or “distrusted generation tariff” per Minnesota Statutes Section 216B.1611, subd. 3(2).

**SCHEDULE 4:** Minnesota Municipal Power Agency avoided cost rate calculation rate table.

## Schedule 1

### Average Retail Utility Energy Rates

Available to any Qualifying Facility of less than 40 kW capacity that does not select either Roll Over Credits, Simultaneous Purchase and Sale Billing or Time of Day rates.

Utility shall bill Qualifying Facilities for any excess of energy supplied by Utility above energy supplied by the Qualifying Facility during each billing period according to Utility's applicable rate schedule. Utility shall pay the customer for the energy generated by the Qualifying Facility that exceeds that supplied by Utility during a billing period at the "average retail utility energy rate." "Average retail utility energy rate" means, for any class of utility customer, the quotient of the total annual class revenue from sales of electricity minus the annual revenue resulting from fixed charges, divided by the annual class kilowatt-hour sales. Data from the most recent 12-month period available as of January 24, 2023, shall be used in the computation.

"Average retail utility energy rates" are as follows:

Customer Class	Average Retail Utility Energy Rate
Residential	\$0.1079
Commercial	\$0.1165
Small Power	\$0.1165
Large Power	\$0.0764

## **Schedule 2**

### **Wholesale Supply Rates**

A “non-generating utility” must list the rates at which it purchases energy and capacity. If the utility has more than one wholesale supplier, the rates listed are of that supplier from which purchases may first be avoided.

Utility purchases energy and capacity from Minnesota Municipal Power Agency. Last year, the average energy rate paid by Utility was \$0.06868 per kilowatt-hour. The average capacity rate paid by Utility was \$0.02904 per kilowatt-hour.

These rates are used to calculate Utility’s “avoided costs” for purposes of calculating compensation to customers whose Qualifying Facilities are not eligible for compensation at Utility’s average retail utility energy rate or who elect compensation at another rate.



### Schedule 3

#### Interconnection Process

In order to provide for coordinated interconnection of customer-owned distributed energy resources and comply with Minnesota Statutes Section 216B.1611, subd. 3(2), Utility has adopted the “Minnesota Municipal Interconnection Process (M-MIP) 2022” as recognized by the Minnesota Municipal Utilities Association Board of Directors at its February 9, 2022, meeting and made publicly available at [mmua.org](http://mmua.org).

The Utility’s Rules Governing Interconnection of Cogeneration and Small Power Facilities (including a Uniform Contract for Cogeneration and Small Power Production Facilities) are available at <https://olivia.mn.us/distributed-energy-resource-interconnection>.

General technical requirements may be found in the [Minnesota Technical Interconnection and Interoperability Requirements \(TIIR\)](#) as adopted by the Minnesota Public Utilities Commission on January 22, 2020 as part of DOCKET NO. E-999/CI-16-521.

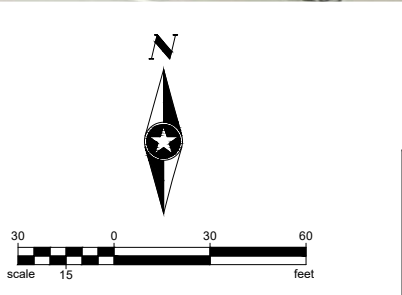
For utility-specific safety standards, required operating procedures for interconnected operations, and the functions to be performed by any control and protective apparatus, please contact Utility for its Technical Specifications Manual (TSM).


Schedule 4

Minnesota Municipal Power Agency Avoided Cost Rate  
Calculation Table

	<u>Energy</u> <u>(\$/kWh)</u>	<u>Capacity (\$/kWh)</u> <u>(\$/kWh)</u>	<u>REC</u>
<b>Summer Months (June-Sept)</b>			
On Peak	0.0535	0	0
Off Peak	0.0338	0	0
All Hours	0.0428	0	0
<b>Winter Months (Oct-May)</b>			
On Peak	0.0432	0	0
Off Peak	0.0345	0	0
All Hours	0.0386	0	0
<b>Annual (January-December)</b>	0.0400	0	0

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 PROJECT NO.  
OLIVA 166766  
DATE:  
12/21/2023

**VOGT 35-05400-00**  
**PROPERTY INFORMATION - BUILDING OFFSETS**  
**OLIVIA, MINNESOTA**

**FIGURE**  
**NO. 1**

**Olivia City  
Council**

February 20, 2024

<b>Agenda Item:</b>	<b>Step Movement for Elizabeth Torkelson</b>
<b>Request for Action:</b>	<b>Adopt Resolution #2024-29, Approving Step Movement for Elizabeth Torkelson</b>
<b>Employee/Dept.:</b>	<b>Elizabeth Torkelson, City Administrator</b>

**Background:**

Elizabeth Torkelson, City Administrator is eligible for step movement based on a satisfactory review of her performance upon her six-month work anniversary date of February 21, 2024.

It is recommended that Elizabeth Torkelson be moved to Step 6 of Grade 20 of the approved pay scale, and her probationary status be lifted. Step movements have been approved and accounted for in the 2024 budget.

**Budget Impact:**

N/A

**Funding Source:**

General fund

**Motion Type:**

Simple majority vote of members present.

**Attachments:**

Resolution #2024-29

**CITY OF OLIVIA  
RESOLUTION NO. 2024-29**

**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**, Elizabeth Torkelson has satisfactorily had her performance reviewed for the prior six months and subsequent goals set for the upcoming year; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Olivia, Minnesota, hereby approves placement of Elizabeth Torkelson at Step 6 of Grade 20 of the approved pay scale and removal of probationary status effective February 21, 2024.

Adopted by the City Council of the City of Olivia this 20<sup>th</sup> day of February 2024

\_\_\_\_\_  
Jon Hawkinson, Mayor

ATTEST: \_\_\_\_\_  
Jasmine Miller, City Clerk