

## REGULAR MEETING MINUTES

Monday, October 16, 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 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; Tim Seehusen, Fire Chief; Pamela Whitmore, City Attorney; Aaron Clouse, Police Sergeant; Jared Lund, Patrol Officer; Damon Coats, Patrol Officer; Don Williamson, West Central Sanitation; Ross Okins, Renville County Register; Taxpayer (via zoom), Guest (via zoom), Jasmine Miller, Deputy Clerk.

### SWEARING IN DAMON COOTS

Chief Krumheuer introduced Coats and performed the official swearing in ceremony. Sergeant Clouse presented Coats with a plaque and congratulated him on his accomplishment.

### PUBLIC FORUM

Mayor Hawkinson temporarily suspended the regular meeting and opened the public forum at 5:33 P.M.

No public comments were offered so Mayor Hawkinson reopened the regular meeting at 5:33 P.M.

### AGENDA

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

### CONSENT AGENDA

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

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

### DISCUSSION / BUSINESS ITEMS

#### Public Hearing for Assessment of Unpaid Refuse Charges

At 5:35 P.M. Mayor Hawkinson temporarily recessed the regular meeting and opened the public hearing. Don Williamson addressed the Council regarding the list of unpaid refuse charges. Williamson encouraged residents to contact West Central Sanitation with any questions or concerns.

No public comments were offered so Mayor Hawkinson reopened the regular meeting at 5:37 P.M.

### Fire Department Quotes

**Motion by Ebbers, second by Ferguson:** to approve the purchase of PPE as quoted. Motion passed unanimously.

Chief Seehusen explained that the department is working to update their PPE. At this time helmets, boots, turn out gear and identification tags need to be replaced. Quotes were provided and Seehusen requested permission to order the equipment. Seehusen clarified that there is money in the CIP for the equipment.

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

**Motion by Baumgartner, second by Padrnos:** to approve Ordinance 2023-05. Motion passed unanimously.

### RFP for Auditing Services

**Motion by Padrnos, second by Ferguson:** to approve the RFP process for Auditing Services. Motion passed unanimously.

Torkelson shared that staff put together an RFP for auditing services and this proposal will be advertised on the League's website as well as the City's Facebook.

### Resolution 2023-102, Updating the Fine and Fee Schedule

**Motion by Padrnos, second by Baumgartner:** to approve Resolution 2023-102, Updating the Fine and Fee Schedule. Motion passed unanimously.

Baumgartner shared that the PUC is recommending raising utility rates to boost necessary reserve funds.

No additional items or new business items were presented.

## **REPORTS**

### Planning & Zoning Update

Torkelson gave a report to council regarding two properties. The property owner at 802 Walnut Ave W. was contacted by staff regarding the nuisances on the property. Staff will continue to monitor the status of the nuisances. Staff also did a walk through of the property at 611 E. Lincoln Ave, and continues to work with the home owner regarding demolition of the structures. Chief Seehusen thinks the property is a good candidate for a controlled burn. Staff recommends an additional extension for the home owner.

**Motion by Ebbers, second by Ferguson:** to grant an additional 30-day extension for the 611 E Lincoln Ave project.

### EDA

Mayor Hawkinson shared that the Board reviewed data from the County housing study and identified potential opportunities for consideration of modular homes. Interviews for a vacant EDA seat will take place on October 17, 2023.

### PUC

Baumgartner shared that the commission continues to work on a pole attachment agreement.

### Other Reports of Council / Staff

Ferguson shared that the comprehensive plan project is still underway and the committee is reviewing the chapters. Torkelson added that the draft is scheduled to be completed by the end of the year.

No additional reports were presented.

**ADJOURNMENT**

**Motion by Padrnos, second by Ebbers:** to adjourn the meeting at 6:00 P.M. Motion passed unanimously.



Jon Hawkinson, Mayor

Attest:



Jasmine Miller, City Clerk