

REGULAR MEETING MINUTES

Monday, September 18, 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: Jon Hawkinson, Matt Baumgartner, George Ebbers and Landon Padrnos.

Council Members Absent: Blanca Ferguson

Others present: Elizabeth Torkelson, City Administrator; Shawn Hanson, Finance Director, Jason Krumheuer, Police Chief; Pamela Whitmore, Kennedy & Graven; Tim Seehusen, Fire Chief; Marissa Castillo, Planning and Zoning Administrator; Todd Howard, resident; Observer (via zoom), Guest (via zoom), Taxpayer (via 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 5:30 P.M.

AGENDA

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

PROCLAMATIONS

Mayor Hawkinson proclaimed September 15, 2023 through October 15, 2023 as Hispanic Heritage Month.

CONSENT AGENDA

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

- Work Session and Regular Meeting Minutes of September 5, 2023
- Resolution 2023-87, Step Increase for Christi Weidemann
- Resolution 2023-88, Step Increase for Susie Lang
- Resolution 2023-89, Step Increase for Jared Lund
- Resolution 2023-90, Hiring of Probationary Firefighters Jack Hanson, Jason Hirschman, Brandon Senkyr and Derek Wertz
- Electric Department Purchase Order
- Resolution 2023-91, Edward Jones Corporate Resolution Certification 2023 Signatories

DISCUSSION / BUSINESS ITEMS

611 Lincoln Update

Castillo reminded the Council that they previously had given a 30-day extension. The home owner doesn't believe he has the resources to fix the house and is now looking to demo the structures on the property. Castillo requested the Council extend an additional 30 days for the home owner to continue working with staff on a demolition plan.

There was consensus amongst the Council to give a 30 day extension to allow the property owner to work on a demolition project with the City.

802 E Walnut Ave – Hazardous Property Update

Castillo informed council that the property owner had until August 31, 2023 to make repairs and bring the property into compliance. Castillo provided photos of the property and how the home owner rectified the concerns also clarifying that the fence was constructed without a permit/approval by City staff and with unapproved material. Hawkinson acknowledged that the property owner has shown efforts to secure the property. Hawkinson suggested staff work with the property owner and communicate recommendations on how to address the concerns. Baumgartner shared concerns about the hole erosion in the driveway. Council agreed that the hole needed to be filled. Castillo clarified that the hole will need to be addressed by the Fire Chief as it is a fire code issue. Whitmore suggested drafting an abatement agreement with the property owner. Whitmore recommended that staff get permission from the property owner to go onto the property. If staff is not able to obtain permission an administrative warrant to enter onto the property to address the issues will be pursued. There was consensus amongst the Council to direct staff to reach out to the home owner to request access to the property, create a list of nuisance/hazardous issue and enter into an abatement agreement with the property owner; if the homeowner does not grant City staff access to the property Attorney Whitmore will file an administrative warrant.

Resolution 2023-92, HRA/EDA Tax Levy

Motion by Padrnos, second by Baumgartner: to approve Resolution 2023-92, HRA/EDA Tax Levy. Motion passed unanimously.

Hanson informed the Council that this annual resolution for the HRA is calculated from a number provided by the County. This resolution was recommended to the Council by the EDA board.

Resolution 2023-93, Adoption of the 2024 Preliminary Tax Levy and Setting Truth-in-Taxation Hearing Date

Motion by Baumgartner, second by Ebbers: to approve Resolution 2023-93, Preliminary Tax Levy and Setting Truth-in-Taxation Hearing. Motion passed unanimously.

The Truth-in-Taxation hearing is set for December 4th at 6:00pm. Hanson shared that the budget documents were included in the packet and welcomed any questions or comments that the Council might have.

Marco Server Upgrade

Motion by Ebbers, second by Baumgartner: to approve the Marco quote. Motion passed unanimously. Torkelson provided quotes from Marco and West Central Technology, recommending The League of MN Cities also recommended upgrading the server, and it was clarified that if we don't upgrade it would be likely that Marco would drop their support of our services. There is an October 10th deadline for the server update.

Resolution 2023-94, Approving Second Amendment to Farm Lease with Thomas Jansen

Motion by Ebbers, second by Baumgartner: to approve Resolution 2023-94, Approving Second Amendment to Farm Lease with Thomas Jansen dated October 18,2021, as amended April 17, 2023. Motion passed unanimously.

Torkelson shared that Jansen is interested in investing approximately \$6,000-\$10,000 of personal funds to install tile in the airport farm land. Jansen requests that the city extend his lease through 2028.

No additional items or new business items were presented.

REPORTS

Other Reports of Council / Staff

EDA - Hawkinson shared that the EDA Board approved the Levy, and Torkelson added that the board had conversations about the Chrysler building.

Park Board - Torkelson shared that they discussed the trails, future and current projects, pickleball and volleyball courts and future meetings.

Other Reports of Council / Staff

Torkelson informed Council that there is an open position in the public works department that will be posted publicly later in the week. Torkelson also requested a special meeting October 30 to discuss assessments for the DePue project. Baumgartner asked if there was any information related to the power house vendor at the waste water treatment plant, and Torkelson stated that she will follow up with Jo Monson. Hawkinson shared that Makenzie Gartner is the new Director for the Chamber of Commerce. Hawkinson also shared that Wednesday is the annual chamber of commerce golf tournament at the Olivia Golf Course. The Chamber will be recognizing Mary Jo Halliday at the event for a lifetime community service award.

No additional reports were presented.

NOTICES AND COMMUNICATIONS

Hawkinson requested the Council schedule a work session before the next meeting. It was decided to schedule a workshop for October 2, 2023 at 5:30pm.

ADJOURNMENT

Motion by Ebbers, second by Padrnos: to adjourn the meeting at 6:18 P.M. Motion passed unanimously.



Jon Hawkinson, Mayor

Attest: 

Jasmine Miller, Deputy Clerk